



KANSAS DEPARTMENT OF CORRECTIONS

 Kansas Department of Corrections	I NTERNAL M ANAGEMENT P OLICY AND P ROCEDURE	SECTION NUMBER	PAGE NUMBER
		14-167A	1 of 3
		SUBJECT:	
		PAROLE SERVICES: Community Service	
Approved By:  Interim Secretary of Corrections		Original Date Issued: 01-27-16	
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APPLICABILITY:	<input checked="" type="checkbox"/> ADULT Operations Only	<input type="checkbox"/> JUVENILE Operations Only	<input type="checkbox"/> DEPARTMENT-WIDE
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POLICY STATEMENT

The Department of Corrections shall provide a means for offenders to complete community service hours when ordered as a condition of release by the Prisoner Review Board, the releasing authority in Interstate Compact cases, or, when added as a special condition by parole staff. Offenders shall perform community service hours as a public service for federal and state agencies, cities, counties, school districts, and other entities organized for charitable or public interest purposes. Offenders may be referred to approved community agencies to facilitate the completion of community service work hours. Offenders shall not operate motor vehicles in the performance of community service unless driving is in direct relationship to specific duties and is approved by the regional director or designee. The regional director, at his/her discretion, may delegate a staff member to coordinate community service activities.

DEFINITIONS

None.

PROCEDURES

I. COMMUNITY SERVICE ELIGIBILITY

- A. Offenders eligible for community service assignments shall include:
1. Offenders required to complete community services as ordered by the Prisoner Review Board;
 2. Offenders being supervised for other states under the terms of the Interstate Compact agreement ordered to complete community service by the releasing authority of the sending state; and,
 3. Kansas and Interstate Compact offenders on which a special condition for community service has been imposed by the supervising parole officer.

II. REFERRAL PROCESS

- A. The parole officer shall determine if a requirement for community service exists at the offender's initial personal interview or as soon as the release certificate is received.
1. Upon determination that a condition for community service exists, the parole officer shall discuss the requirement with the offender.

2. The parole officer shall also determine if there are any physical limitations that would make a program of community service unworkable.
- B. The parole officer may also impose a special condition of community service as an intervention in response to supervision violations in accordance with IMPP 14-137.
 - C. When discussing community service options with the offender, consideration shall be given to the following:
 1. Offender's current employment;
 2. Proximity to the offender's residence;
 3. Offender's special skills;
 4. Offender's physical or mental limitations; and
 5. Accessibility to transportation for the offender.
 - D. The parole officer shall review expectations and requirements with the offender and have him/her sign the Community Service Work Agreement and Waiver (Attachment A).
 - E. Upon determination that a community service position is available, the parole officer shall refer the offender to the community service recipient indicating the specific start date and time.
 1. A letter of introduction (Attachment B) may be used to facilitate the placement.
 2. The parole officer shall advise the offender of any special requirements of the community service recipient prior to the beginning date. This may include information regarding clothing, work equipment and meals.
 3. Offenders assigned to a referral agency for completion of community service work must adhere to guidelines established by that agency.
 - F. If needed, the community service recipient shall be given a Community Service timesheet form, (Attachment C) to document completed community service hours.
 1. Documents generated by the community service work agency shall be acceptable as a record of offender time worked.

III. TERMINATION OF COMMUNITY SERVICE

- A. Should a parole officer be contacted by the community service recipient regarding inappropriate offender behavior, the officer shall immediately notify the parole supervisor and the community service liaison officer (if one is designated) and an investigation shall be initiated as soon as possible.
- B. The findings of the investigation shall be relayed to the parole supervisor.
- C. If it is determined that the offender poses a risk to the community service recipient or the general public, the offender shall be immediately terminated from community service work.
- D. Any violations of supervision conditions shall be processed via procedures outlined in IMPP 14-137.

IV. DOCUMENTATION

- A. All interactions with offenders and community service work providers shall be documented in TOADS Contact Notes.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

None.

ATTACHMENTS

Attachment	Title of Attachment	Page Total
A	Community Service Work Agreement and Waiver	1 page
B	Community Service Work Letter of Introduction	1 page
C	Community Service Work Time Sheet	1 page

Kansas Department of Corrections
Division of Community and Field Services

Community Service Work Agreement and Waiver

Offender Name and Number _____ Date _____

I understand that I have been assigned to complete _____ hours of community service work as a condition of release or as a sanction. In performing community service work, I agree to the following guidelines:

1. Report as scheduled to the community service site.
2. Notify the community service site and parole officer in advance, if unable to report as scheduled.
3. Pay all fee's required by Community Service Work referral agency, if applicable.
4. If problems arise at the work site, do not become argumentative or disruptive. Notify parole officer immediately of any problems.
5. Do not drive motor vehicles belonging to the community service work site, unless approved in advance by the Parole Director or designee.
6. Keep a record of all community service work, and provide that record to parole staff as directed.
7. I authorize the Department of Corrections to exchange information with the community service work site to facilitate placement.

General Policy and Waiver of Liability

I _____, freely waive any and all claims arising from personal injury and/or property damage or loss which may result from my participation in any community service program. This waiver is on behalf of myself and is intended to bar any action on the part of my heirs, successors, executors, administrators, and assigns. This waiver is intended specifically to release the State of Kansas, Kansas Department of Corrections and its employees from any liability for any and all personal injuries, for any property damage, for any loss of property, and for any damage caused by any employee acts or omissions which I may suffer while I am participating or engaged in said community service program.

This waiver constitutes a general release by the undersigned of the State of Kansas, Kansas Department of Corrections, and its employees for any and all damages resulting from injury to the undersigned or from damage to the undersigned property.

I have read, or have had read to me, this Community Service Work Agreement, General Policy and Waiver of Liability. I understand its terms and agree to be bound by the terms of this waiver. I further understand that my failure to adhere to the guidelines provided my result in my termination from a community service placement. A termination could be determined to be a violation of release conditions, which could result in the initiation of revocation proceedings.

Offender Signature

Date

Witness Signature

Date

Kansas Department of Corrections
Division of Community and Field Services

Community Service Work – Letter of Introduction

Date _____

Dear Sir or Madam:

This letter is to introduce _____, who will be performing _____ hours of community service work for your agency. Please explain the duties, work schedule, dress code, and applicable regulations for a community service worker.

Documentation of community service hours worked will be required. A time sheet can be provided by the community service worker if needed.

If you have questions or concerns, please contact the parole staff member listed below.

Parole Officer

Office Address

Office Phone Number

cc: file

