

**Kansas Department of Corrections**  
**Division of Community and Field Services**  
**Supervision Handbook**



**Kansas Department of Corrections**  
**Mission Statement**

The Department of Corrections, as part of the criminal justice system, contributes to the public safety and supports victims of crime by exercising safe and effective containment and supervision of inmates, by managing offenders in the community, and by actively encouraging and assisting offenders to become law-abiding citizens.

## **Introduction**

The Kansas Department of Corrections has developed this handbook to provide you with information about the requirements of your supervision, and to clarify the assistance you may expect to receive from your parole officer and others. This handbook is yours to keep. Please read the handbook and keep it available for future reference. If you have difficulty reading or understanding the handbook, ask your parole officer to read or explain the handbook to you.

Periodically, changes may occur in supervision circumstances or conditions. When that happens, your parole officer will advise you of the changes. Please contact your parole officer or other KDOC staff any time that you have questions about your supervision status or requirements.

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## **The Supervision Process:**

The purpose of supervision is to help you to lead a law abiding life and to monitor your activities and compliance while on supervision. Rules or conditions are put in place by the agency that released you. This may be a Court, the Kansas Parole Board, or the parole board from another state. Enforcing the rules is part of the supervision process and a parole officer will review the rules and conditions with you. During your period of supervision you and your parole officer will complete assessments and develop goals to assist with your positive adjustment. Please let your parole officer know if you need assistance at any time during supervision.

As part of the supervision process, the parole officer will monitor your activities and will be contacting family, friends, employers, and others. You may be required to provide urine samples or to go through other forms of drug testing at the discretion of your parole officer. You may be placed on electronic monitoring or global positioning monitoring or you may be required to enter into a residential facility or treatment program. Your case will be handled on an individual basis. Your success will depend on communicating with your parole officer and complying with the rules and conditions of your supervision. Your parole officer is able to assist you in locating help within your local community, and will support you in making positive changes in your life.

While under supervision your parole officer will periodically conduct assessment interviews. The interviews will cover several different topics including your prior record, family, finances, housing, substance abuse issues, etc. These interviews are an opportunity for your parole officer to get to know you and identify areas to focus on to ensure your success on parole. The assessments will help determine how often you will be reporting to the parole office and will assist the officer in determining your needs.

During your supervision period, you and your parole officer will develop goals. These goals might include getting your drivers license, setting up counseling, or getting a job. You and your parole officer will review these goals on a regular basis.

## **Interventions**

During your supervision, your parole officer may use interventions in your case. Interventions are interruptions in your behavior, designed to get you to stop and think about your choices in relation to the goals you had set for yourself. Your parole officer may need to intervene in your life to interrupt a series of poor choices in an effort to help you try to avoid possible incarceration. Such interventions could include further assessments, UA tests, referral to community resources, a reprimand, treatment of some kind, or a change in living arrangements up to and including use of time in jail, or a return to prison if necessary for public safety, to address violations of parole conditions.

## **Conditions of Supervision:**

While you are under supervision, you will be required to comply with the standard and special conditions of your release. The standard conditions are listed below along with a detailed explanation of each.

### **#1 Reporting, Travel and Residence**

I agree to:

- Report as directed to the assigned parole officer upon release from the institution or detainer and thereafter report on a regular basis as directed by my parole officer.
- Reside only at my approved plan upon release from the institution and keep my residence there until given permission by my parole office to relocate.
- Keep my parole officer informed at all times of my residence and employment.
- Obtain advance permission from my parole officer to travel outside of my assigned parole district or the State of Kansas.

Discussion:

It is your responsibility to meet the reporting requirements as set by your parole officer. When an appointment date/time has been set, this means you have been directed to report to the parole office. If you are unable to report as directed, you must call the parole office before your scheduled appointment to see if your appointment can be changed. Calling the parole office does not count as reporting to the parole office for an appointment. If you are unable to report due to an emergency, you must contact your parole officer as soon as possible to reschedule and be able to provide documentation for the reason you were unable to report at your scheduled time.

Contacts with Parole officers may be scheduled or unscheduled. They may occur at the parole office, your home, or in the community. You may be directed to report at any time for random drug testing.

Be prepared for your appointment with your Parole officer

- > Always fill out a report form – completely
- > Bring in employment verification such as a pay stub.
- > Receipts showing payments on court costs, restitution, or supervision fees
- > Be ready to submit a urine specimen for drug screening
- > Bring in residence verification such as a utility bill.

Your residence is where you actually lay your head on a daily basis, if you are not staying at your approved residence every night then you will need to first gain permission from your parole officer to do so. You are required to respond to letters, door hangers, and messages left at your residence within 24 hours. You should talk with your parole officer regarding any changes in your residence or employment before making any changes. If the change is beyond your control (an emergency) then you should notify your parole officer within 24 hours of making any changes.

To travel outside of your assigned parole district within the state of Kansas you need to gain verbal permission from your parole officer. Out of state travel requires a written travel permit. Requests for permission to travel should be made to your parole officer in advance, whenever possible. Travel is considered a privilege and approval will depend on the reason for the travel and how well you are doing on supervision. If you are granted permission to travel, you must travel in the most direct route and you must return by the date agreed upon, or obtain further permission from the parole office.

## **#2 Laws**

I shall:

- Obey all federal and state laws, municipal or county ordinances, including the Kansas Offender Registration Act and the DNA Collections Act.
- Notify my parole officer at the earliest opportunity, if I have any law enforcement contact

Discussion:

You are to report any arrest, charge or contact with law enforcement authorities to your parole officer as soon as possible but no later than 36 hours from the contact. This can be done in person, by phone or in writing if you are not allowed to call. Please note that every individual on supervision is entered into a database that is shared with law enforcement, and your parole officer will be notified if you have contact with law enforcement. All contact with law enforcement should be reported, regardless of the reason.

If you have old cases, tickets or warrants that need to be resolved please talk about them with your officer. If they occurred prior to the case you are currently being supervised on then they will not be considered a violation of your supervision, but it will be important to get them resolved.

Conviction of a new criminal offense while on supervision can result in serving the remainder of your sentence in a KDOC facility rather than in the community.

### **#3 Weapons**

I will:

Not own, possess or constructively possess, purchase, receive, sell or transport any firearms, ammunition or explosive device, or any device designed to expel or hurl a projectile capable of causing injury to persons or property, or any weapon prohibited by law.

Discussion:

You are prohibited from owning, possessing or purchasing any firearms while on supervision with the KDOC. Possession includes constructive possession, which is defined as having access to a firearm. This may include being in a vehicle with a firearm, having a firearm in your belongings, or being in a residence where there is a firearm, or having a firearm in your home. You are prohibited from owning or possessing bullets or ammunition, black powder weapons, or any type of explosive device. Devices designed to expel or hurl a weapon include but are not limited to BB guns, slingshots, and paintball guns.

Other prohibited weapons may include brass knuckles, throwing stars, or any other weapon so defined in KSA 21-4201 (criminal use of weapons). An ordinary pocket knife with a blade no longer than 4 inches is not considered by law to be a dangerous knife, or a dangerous or deadly weapon or instrument

If your employment requires the use of knives or items that could be considered weapons, it is your responsibility to inform your parole officer and these items shall not be brought into the parole office.

### **#4 Personal Conduct**

I will:

- Not engage in assaultive activities, violence, or threats of violence of any kind.

Discussion:

Assaultive behavior, violence, threats of violence, or indirect threats of violence are completely unacceptable. Assaultive behavior can include verbal and physical assaults or any inappropriate sexual contact or sexual behavior. Any assault, threat or inappropriate sexual behavior will be dealt with swiftly and appropriately.

## **#5 Narcotics and Alcohol**

I will:

- Not possess, use, or traffic in any controlled substances or other drugs as defined by law and not prescribed for me by a licensed medical practitioner.
- Not consume any mind-altering substances, including, but not limited to alcoholic beverages, wine, beer, glue, or paint.
- Consent to submit to a blood, breathalyzer or urine test at the direction of the parole officer.
- Not tamper, falsify or dilute such a test.

Discussion:

You may be tested for drug and alcohol use at any time. Various substance abuse testing methods may be used such as urinalysis testing, breath tests, or saliva tests.

Notify your parole officer of any medications taken. Verification of medications taken may be required.

You will be charged a fee of up to \$40.00 for each drug testing positive.

The use of alcohol or drugs while on supervision will also result in the loss of good time, if applicable.

## **#6: ASSOCIATION**

I will:

- Not associate with persons actively engaged in illegal activity.
- Obtain written permission from the parole officer and institutional administrator to visit or correspond with inmates of any correctional institution.

Discussion:

You are not allowed to associate with anyone participating in illegal activity. You are responsible for knowing and keeping yourself away from these types of situations.

You must obtain written permission from your parole officer and Warden/Director of any county jail, state, federal or private correctional institution before visiting or writing to any inmate of these institutions.

## **#7: EMPLOYMENT**

I will:

- Secure and maintain reasonable, steady employment within 45 days of my release from prison or residential treatment unless excused for medical reasons or an extension of time is given by my parole officer.
- Notify my employer of my current and prior (non-expunged) adult felony convictions and status as an offender.

Discussion:

You are expected to find and maintain employment as directed by your parole officer, unless medical or other valid reasons prohibit you from working.

You are responsible for notifying any employer of all of your felony convictions, including your current offense(s) and past felony convictions unless expunged. Parole staff will contact your employer to verify your employment and to inform them of your felony convictions.

If accepted for supervision in Kansas under the terms of Interstate Compact for the Supervision of Probationers and Parolees, you must advise your employer that you are on probation or parole, and the offense, whether misdemeanor or felony.

## **# 8: EDUCATION**

I agree to:

- Make progress toward or successfully complete the equivalent of a secondary education (GED certificate) if I have not completed such by the time of my release and I am capable, as directed by my parole officer.

Discussion:

You will be expected to participate in an educational program if you do not have a GED certificate or High School Diploma.

## **#9: COSTS**

I will:

- Pay restitution, court costs, supervision fees, and other costs as directed by my parole officer.

Discussion:

You are expected to develop a payment plan and make regular payments toward any court costs and restitution owed. Those fees will be paid to the county of conviction or their designee.

You will be charged a monthly supervision fee by the KDOC and are expected to pay those fees as directed by your parole officer. Your parole officer will provide you with payment slips and pre-addressed envelopes so that you can mail in your payments.

You must purchase a money order for the exact amount indicated on the payment slip unless payment for more than one month is being made. If this is the case, the total amount of the money order must equal the total for the amounts shown on each payment slip, i.e. 2 months at \$25 each is \$50 and so on.

Supervision fee payments must be made to the following address:

**Kansas Department of Corrections  
P.O. Box 177  
Lansing, KS 66043**

In order to receive credit for your payment, your name and KDOC number must be written on the money order.

Supervision fees may be waived in some limited situations. If you feel that you are unable to pay these fees, please tell your parole officer and ask for information about the indigency process.

If you are eligible to earn supervision good time, failure to pay restitution, supervision fees or other costs as directed will result in the withholding of good time and delay your discharge from supervision.

Should you be recommitted to a KDOC facility with outstanding parole supervision or UA fees, those fees will still be owed and funds will be deducted from your inmate account until they are paid.

### **#10: TREATMENT, PROGRAMS AND PLACEMENT:**

I will:

- Follow any directives given by my parole officer regarding assessment, referral, and placement for treatment, programs, or housing.
- Comply with all aftercare recommendations and my relapse prevention plan.
- Submit to polygraph examinations as directed by my parole officer and/or treatment provider.

Discussion:

You are expected to follow the relapse prevention plan or recommendations of any treatment or counseling program (i.e., mental health, substance abuse treatment, sex offender treatment, etc.) which you have completed, regardless of whether completed while incarcerated or while under community supervision.

Your parole officer may verify your attendance and progress with any programs that you participate in.

You are required to follow directives given to you by your parole officer regarding any assessment, evaluation process and/or treatment placement. If you choose to participate in a treatment program other than KDOC contracted program, you must demonstrate that you are capable of paying for the cost of treatment and, if permitted to participate in the program, will be responsible for any expenses incurred while in that program.

### **#11: VICTIM**

I will have:

- No contact with the victim(s) in my case(s) or the victim's family by any means including, but not limited to, in person, by phone, via computer, in writing or through a third party without the advance permission of my parole officer.

Discussion:

You are not to try to see, contact, or communicate with the victim(s) or victim's family. If you wish to contact the victim(s) or the victim(s) family, you must first gain permission from your parole officer. A third party is defined as using another person to contact the victim(s) or the victim's family on your behalf. This third party contact is prohibited. You cannot use the telephone, a computer, or the mail to try to communicate with victim(s) or the victim's family.

### **# 12: SEARCH**

I agree to:

- Be subjected to a search by parole officers or designated law enforcement officers of my person, residence, and any other property under my control.

Discussion:

As necessary, your parole officer may conduct a pat down or plain view search.

A Special or Parole Enforcement Officer may conduct a search if suspicion exists that you have violated the conditions of your release or that a search is necessary.

## **SPECIAL CONDITIONS**

Special conditions can be imposed by the courts, the parole board, or by your parole officer. From time to time, special conditions are also imposed based upon your case needs. For example, you may be required to enter and complete a drug treatment program. You must comply with any special condition as directed by your parole officer.

## **GOOD TIME**

If you are serving a determinate sentence you may be eligible to earn good time while under supervision. Good time is awarded for positive behavior and when awarded results in an earlier sentence discharge date. If available, good time is awarded in each review period as long as you comply with the rules and conditions. Good time awards are generally conducted at six month intervals. Please refer to Internal Management Policy and Procedure, (IMPP) 14-120 or ask your parole officer for more information about the good time process.

## **GRIEVANCE PROCEDURE**

The grievance procedure is a way you can resolve complaints. If you have a complaint, you need to discuss the complaint with your parole officer. If the issue is not resolved, you should request to discuss the matter with the parole officer's supervisor. Should the issue still not be resolved, you have the right to file the grievance, which includes the completion of a written grievance form. Ask your parole officer or other KDOC staff for assistance, if needed, in filing a grievance.

## **INFORMANT POLICY**

An informant is an individual who provides information to law enforcement officers which is beyond routine contact that may occur such as witnessing a crime, filing a report, or cooperating with an investigation. It often includes participation in criminal activity itself. You are prohibited from working as an informant unless special circumstances exist. Individuals under supervision may be permitted to be utilized as informants to assist law enforcement agencies, subject to certain limitations. You may be permitted to act as an informant only after there has been a signed consent form, approved by KDOC. Please discuss this situation with your parole officer if you have any questions.

## **Prison Rape Elimination Act (PREA)**

The Kansas Dept. of Corrections follows federal legislation set forth by the Prison Rape Elimination Act of 2003 to help reduce and address sexual assaults that may occur between inmates in a correctional setting. If you have been or are currently a victim of sexual assault in a custodial setting, please ask your parole officer for information about resources that may be available to you.

Everyone has the right to live without being victimized. If you feel that you have been propositioned (sexually), or if you believe that any employee, contract employee or volunteer with the Kansas Department of Corrections has acted inappropriately towards you in a sexual or other way that made you feel uncomfortable, you are encouraged to report that incident as quickly as possible in writing and/or by telephone to the Parole Director or his or her designee. The complaint will be investigated and probably will involve further interviews with an investigator to be sure the report is complete, prior to any action being taken. You may not be informed as to the results of the investigation, but you will be told when the investigation is complete. Your information is important to us in order to correct whatever policy, practice or person's behavior, that is necessary to assure that the situation does not reoccur.

## **Expungement**

Depending on the type of conviction, your criminal record may be able to be expunged, or erased, after you serve your sentence and a waiting period as required by law. *Black's Law Dictionary* defines "expungement of record" as the "Process by which record of criminal conviction is destroyed or sealed after the expiration of time. While expungement deals with an underlying criminal record, it is a civil action in which the subject is the petitioner or plaintiff asking a court to declare that the records be expunged. Each jurisdiction whose law allows expungement has its own definitions of expungement proceedings. Generally, expungement is the process to "remove from general review" the records pertaining to a case. In many jurisdictions, however, the records may not completely "disappear" and may still be available to law enforcement.

For more information about expungement, refer to Kansas Statutes Annotated 21-4619.

## **Possession of Firearms after Sentence Discharge**

The ownership and possession of firearms by convicted felons is governed by both State and Federal law. Depending on the type of conviction, you may be allowed to own or possess a firearm after you are discharged from your sentence. For information about your eligibility to use or own a firearm, after completion of your sentence, you may contact the Bureau of Alcohol Tobacco, Firearms and Explosives at 202-648-7110 (Relief from Disabilities Section). The address of the agency is as follows:

Explosives Relief of Disabilities Section  
Bureau of Alcohol, Tobacco, Firearms and Explosives  
99 New York Avenue, NE.  
Mailstop 6E405  
Washington, DC 20226

**Kansas Department of Corrections  
Division of Community and Field Services**

**ACKNOWLEDGMENT OF REQUIREMENTS FORM**

***ACKNOWLEDGMENT OF EXPLANATION OF SUPERVISION CONDITIONS***

I acknowledge that I have been informed of all the conditions of release, that they have been explained to me and that I understand the requirements of supervision. I have received of a copy of the *KDOC Supervision Handbook*, which has been reviewed and explained to me.

***ACKNOWLEDGMENT OF FIREARM PROHIBITION***

I have been informed of the prohibition governing possession of a firearm by a convicted felon. I have been provided with information, via the Supervision Handbook, which explains how to gain information about relief from the prohibition, once discharged from supervision.

***ACKNOWLEDGMENT OF GRIEVANCE PROCEDURE***

I have been informed of the grievance process, and the procedures for filing a formal grievance in the event that a problem cannot be resolved informally.

***ACKNOWLEDGMENT OF INFORMANT POLICY***

I have been informed of the Kansas Department of Corrections policy which requires that while being supervised by the Kansas Department of Corrections, I may not act as an informant without prior approval from KDOC staff.

***FOR INTERSTATE COMPACT OFFENDERS ONLY***

I understand and agree to comply with all conditions of my release as established by both the State of Kansas and the sending state.

I hereby acknowledge that all of the above have been explained to me.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Offender)

Witnessed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_