

# **KDOC Family Orientation Manual 2009**

Throughout this manual, you will see references to IMPPs and KARs. An IMPP is a Kansas Department of Corrections Internal Management Policy and Procedure. Most of these policies can be found on the internet at our website, <http://docnet.dc.state.ks.us/>.

A KAR is a Kansas Administrative Regulation. In this case, these rules are made by Secretary Roger Werholtz, and govern the management of inmates in facilities, and the supervision of offenders released to the community. More information about these regulations can be found at <http://docnet.dc.state.ks.us/kars/karindex.htm>. A paper copy of these regulations can be found at your local public library. The KDOC regulations are found in Volume 3, Section 44 of the Kansas Administrative Regulations.

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## **Reception and Diagnostic Unit (RDU)**

See IMPP 11-102

Upon entrance to the Kansas Department of Corrections, male offenders go to the El Dorado Correctional Facility and female offenders go to the Topeka Correctional Facility. The RDU process usually takes several weeks. This process is designed to evaluate inmates and assess their strengths, needs, and high risk areas by completing a series of tests and interviews. They will assess the offender in the following areas: medical, mental health, education and programming. While at RDU, all inmates are considered special management.

### What medical/dental/mental health services are available at RDU?

Within the first three days at RDU, the offender will be assessed for medical needs. If the offender wishes to be seen by medical personnel while housed at RDU, he/she must fill out a sick call slip. The offender will be charged a \$2.00 fee for the initial visit. If he/she are seen for a follow-up visit or has been determined to have a chronic illness, the offender will not be charged the \$2.00 fee. If he/she has a chronic illness and the symptoms are not related to the chronic illness there will be a \$2.00 charge.

Within 7 days of admission for new admits and within 30 days for parole violators, each inmate shall receive instruction on oral hygiene and a dental examination, to include the development of an individual dental treatment plan for the maintenance of the inmate's health status and supported by X-rays, if necessary, based on information from the intake screening. If major dental work, cleaning, fillings, etc, is required, this will be done once the offender is transferred out of RDU to a permanent facility.

Mental Health services are provided at RDU by a staff of mental health professionals. The mental health department can help in dealing with stressful problems, such as emotional distress or family orientated emotional problems that come about while at RDU.

### Can the offender send/receive mail at RDU?

You can send mail to the offender while he/she is at RDU. Each inmate will receive four prepaid envelopes in their indigent package. Additional envelopes, stamps and paper can be purchased through the canteen. Inmates may not send or receive anything through the mail such as stamps and envelopes. You can send letters to the inmate at RDU, but packages are not allowed. The policies on mail may change once an offender is transferred to a more permanent facility; please check at that time for more information.

### Can the offender make phone calls at RDU?

Each inmate will be provided with a telephone request form. Once this is filled out and approved, the inmate will be able to place collect calls to the phone numbers on this list. You may also complete arrangements for direct billing or prepaid calling. In order to have an attorney's phone number added to the phone list, the offender must receive a letter from the attorney on letterhead stating that the attorney will accept a collect phone call. Additional information regarding phone charges is available on the web at:

<http://www.dc.state.ks.us/publications/Inmate%20Telephone%20Service%20Calling%20Information.pdf/>

### What happens to the offender's money at RDU?

With the implementation of the centralized banking location inmate monies are no longer sent from facility to facility whenever their location changes. This allows their monthly to be

available to them at all times and eliminates the delay in setting up and posting money to a new account when the inmate moves to a new facility.

On June 4, 2007, the Kansas Department of Corrections began a new program for the management of all inmate monies through the development of a centralized inmate banking location at the Lansing Correctional Facility. All inmate money has been transferred to this location. The only exceptions are for inmates in the work release programs at Hutchinson Correctional Facility, Topeka Correctional Facility, and the Wichita Work Release Facility.

#### What property is issued at RDU?

Each offender shall be provided with clean, durable and presentable clothing of the proper size that is suitable to climatic conditions, and such items necessary for maintaining proper personal hygiene.

#### What happens to personal property at RDU?

See IMPP 12-120

Offenders can keep the following personal property:

Religious text as approved by the Chaplain (up to \$50.00 value)

Contact lenses (will be replaced with glasses)

Dentures

Glasses

Personal letters (up to 10)

Photographs (up to 50, 8x10 or smaller, as approved by staff)

Prosthetic Device

Wedding band (up to \$50.00 value)

Wristwatch (up to \$25.00 value, no stones)

Inmate ID is now allowed if he has it on him.

Birth Certificate, Driver's License and Social Security Card.

Any other property will be returned to the Sheriff's office that delivered the offender to the facility. It is the inmate's responsibility to make arrangements for the property.

#### How can an offender address his/her questions and concerns at RDU?

To insure the flow of communication is effective, a form is available to the offender as a formal procedure to address any questions or concerns (called a form-9). After it is completed, the offender must turn it into the security staff. After receiving the form-9 the staff will have ten (10) days to respond to the offender's request.

#### Can I visit at RDU?

Every offender in the RDU process is at the Intake level. This means that while at this level, the offender's visits are limited to attorneys, clergy, and law enforcement.

#### Can the offender receive diplomatic assistance?

If the offender is not a citizen of the United States, the nearest embassy will be notified at the offender's request, in some cases the inmate's country of citizenship must be notified with or without the consent of the inmate. They will be provided with a copy of our statement of arrest and a copy of the Detained Foreign Nationals, as provided by the Department of State. A consular will be appointed to the offender from the country of citizenship. The consular will then be allowed to visit or write you. They can help the offender with legal counsel, contacting family, visitation, etc.

Is there someone to provide counseling or religious guidance at RDU?

At El Dorado, RDU has a part time volunteer chaplain. He is available for visits and counseling to help offenders deal with problems and religious needs. Religious text is available for those who do not have one.

### **Classification and Transfers**

Where does the offender go after RDU?

See IMPPs 11-103 and 11-104

Upon entry to the Department of Corrections, the Reception and Diagnostic Unit will make a decision as to this offender's facility placement. This decision will be made based upon security, medical needs, program needs and population management. Kansas has adopted an interstate corrections compact with approximately 30 other states, allowing for the placement of a small number of Kansas inmates in those states as needed for security considerations, subject to the approval of the other state. Please note, interstate corrections compact transfers are not considered for visitation purposes.

How is the offender's sentence computed and how does good time work?

See the Kansas Sentencing Guidelines Desk Reference Manual 2004, pg. 50

The offender will earn good time in accordance to his sentence while incarcerated. The crime carrying the longest sentence and post release time is the sentence that will be used to compute the amount of time that will be served.

Upon completion of the prison portion of their imposed sentence, the inmate will be released to serve a term of post release supervision, plus the amount of good time earned and retained while imprisoned. If the offender is released to post release and finishes the post release with out being revoked, he will then start serving the goodtime he earned while incarcerated. If the offender is on post release and is revoked he will be brought back into a facility to serve on the good time that the state retained from his sentence. If the offender revokes and was sentenced under the indeterminate sentencing law, he/she would be held until seen by the Kansas Parole Board. Sentence computation is completed by a special unit at Central Office that does this for all inmates.

What are the custody levels?

See IMPP 12-101

The offender's assignment to various facilities and freedom of movement within the facility will be determined by his/her security classification. The DOC Security Classification System was designed to determine the level of security needed to house an offender. Security levels are designated as, special management, maximum, medium-high, medium-low and minimum. The security level will be determined by criteria such as, but not limited to, present and past crimes, detainers, behavior, escape risk, and length of sentence.

What is Segregation for and what is it like?

See IMPPs 12-101 and 12-133

The Department of Corrections, no different than in your community, is required to have a way to maintain the safety, security, and order of the inmate population. An offender could either be placed in the Segregation unit or the Intensive Management Unit (IMU) for one of several reasons:

1. protective custody
2. isolation to prevent the spread of communicable disease
3. to prevent self-harm or mutilation

4. critical monitoring of potentially suicidal inmates
5. to protect the inmate population from identified predators
6. as part of a disciplinary sanction
7. separation of associates or offenders who have conflicts with each other

These are just a few examples of reasons offenders may be segregated from the rest of the population. As expected there are tighter restrictions of movement for those individuals that are being housed in segregation units. Although they have less freedom to move about the facility they are still allowed such things as religious guidance and exercise periods.

#### What are incentive levels?

See IMPP 11-101

The Kansas Department of Corrections has implemented a comprehensive system of earnable offender privileges, which will provide an effective means of managing the offender population and reinforcing constructive behavioral changes in offenders. There are four levels, Intake (level 0), Level 1, Level 2 and Level 3. Inmates progress through the levels by maintaining proper conduct and participating in all recommended programs. Inmates can lose incentive levels because of behaviors such as causing disciplinary problems, refusing to participate in recommended programs, or termination from work assignments. Each level has increased privileges, involving such things as visitation, use of audio-visual equipment, participation in certain activities, spending at the canteen, and property ownership.

#### **Programs**

##### What is a program plan?

See IMPP 11-107

Each offender has an Individual Program Plan (IPP) that was completed at the RDU level. Failure to comply with the programs listed on the IPP will result in a loss of good time and loss of privileges and reduced incentive level. While an inmate may have numerous programs listed on the program plan, he/she may not enter certain programs until well into his/her incarceration, based upon the needs assessment and the amount of time to serve before the determined release date. An offender's IPP will be reviewed on a regular basis, according to facility policy. Modifications, additions or deletions to the program agreement could be made based upon documentation changes in the offender's conduct, attitude or needs. Any such modification will be reported at the 120 day review.

##### What programs are available?

See IMPP 10-101

Currently, DOC has the following programs available:

- Academic Education
- Vocation education programs (such as barbering, construction, welding, etc)
- Special Education
- Life skills
- Substance abuse treatment
- Sex offender treatment
- Values-based pre-release programs
- Sedgwick, Wyandotte and Shawnee County Re-entry programs

These programs are not available at all facilities. The DOC will determine when it is time for an offender to enter an appropriate program. In addition to the programs listed above, classes

targeting high risk areas may also be available. These classes may include housing, education/employment, Thinking for a Change (cognitive based curriculum), parenting classes, care giver support groups, and family transitions classes/ workshop. The purpose of these classes within the facilities is to help offenders begin addressing these high risk areas prior to their release. Similar classes may also be available in some parole offices.

### Sex Offender Management Status

See IMPP 11-115

The KDOC may manage offenders as sex offenders based on their convictions or behavior. This type of management status may impact the classification, visiting, and available programming while incarcerated. It may also impact their supervision upon release.

### **Employment**

#### Does the offender work while incarcerated?

See IMPP 10-109

Inmates shall be provided with a variety of meaningful work and/or program assignments which approximate the workday in their community. Inmates are required to work and may be disciplined if a work assignment is refused. The programs shall be designed to encourage inmates to learn job skills and develop desirable work habits and attitudes while they perform services for KDOC or participate in behavior improvement programs. Some examples of a work assignment are food service, laundry, custodial, etc.

#### What is private industry?

See IMPP 10-109, 04-109

Inmates confined to KDOC could have the opportunity to be employed in prison/non-prison based industry. All prospective inmate employees for private industry employment and shall meet all eligibility criteria set forth in KAR 44-8-14. The private industry will be left with the discretion in determining if the inmate has enough time remaining to serve to be considered as a candidate for employment. There are currently 20 private companies that employ inmates in or near KDOC facilities. Inmates working in private industry must make at least minimum wage. Certain charges (such as child support) will be deducted from the inmate's earnings.

#### What is work release?

See IMPP 15-101, 04-109

Selected inmates may be placed into a structured work release program, available at five correctional facilities in Kansas. This means the offender will be working in the community. Selection criteria for participation and placement in the Department's work release programs and private prison based/non-prison based employment shall be based upon the inmate's need for such a program and the inmate's crime(s) and degree of risk to the community. Inmates must also be minimum custody to qualify for work release.

Inmates in work release programs pay 25% of their pay to the state for lodging and food. They pay taxes, pay into social security, and pay restitution, child support, etc. Once the offender has employment, staff will randomly do spot-checks at the place of employment to ensure that the offender is working. Offender will also have the opportunity to have limited movement in the community- for example; offenders could be allowed to attend church outside the facility.

#### How does the offender's account/trust fund work?

See IMPP 04-103

Each offender will have an account that will follow him/her from facility to facility. If the offender provides a valid social security number, he/she will be able to earn interest on the account. Private industry and work release inmates are required to put 10% of income earned while in custody into a savings account that can be accessed upon release. All inmate accounts are subject to garnishment (for child support, etc) if a court orders this. An administrative fee of \$1.00 per payroll period with a maximum of \$12.00 per calendar year per inmate is deducted for administration of inmate's trust account. All fees collected in this manner will be paid to the Crime Victim's Compensation Fund.

## **Family Services**

### Effects of Incarceration

The incarceration of a family member affects everyone who is involved with the incarcerated person. Family members find themselves in situations that they never expected and the struggles can be overwhelming. In the United States today, 1.5 million children have a parent in the criminal justice system.

### What is the impact of incarceration on children?

When a parent is sent to prison, a child may be overcome with many different emotions. Feelings of sadness and grief, loneliness, depression, or rejection can be associated with the child being separated from their parent. The child's emotions may be even more intense or confusing if he/she was victimized by the offender.

Younger children have a stronger tendency of feeling as though they did something wrong, causing the parent to become absent. Other feelings the child may experience include confusion, helplessness, and distrust of others. The child may begin to lie, get into trouble with the law, experience difficulty in school, or abuse alcohol or drugs.

### What do most children of incarcerated parents need?

An important key to helping these children is the consistency of caring adults in their lives. With the amount of stress these children now have as a direct result of their parent being incarcerated, stable healthy relationships is increasingly important for the child to be able to love, communicate about their emotions, and function as a healthy child. These adults should understand that although the parent committed a crime and was sent away, the child may still love them, even if the parent victimized the child. The caregivers should either have open lines of communication in order to maintain attachment to that parent, or understand the reasoning if communication is not available and/or is not healthy.

### What do most caregivers of children of offenders need?

Once the parent is incarcerated, other caregivers are faced with the difficult task of fulfilling these parental responsibilities. This can be even more difficult if the caregiver was victimized by the offender. They need support from family, friends, and made aware of community assistance available to them. Emotional support as counseling or group activities may also be beneficial.

### What is the impact of incarceration on the family?

Families are affected by incarceration of a loved one in many different areas within their lives. Structural changes may include new parental roles, living arrangements, caregivers, rules, schools. Emotional changes include the stigma that may be attached to families of incarceration individuals. The family may feel shame, guilt, loss of security and increased stress, also anger. The communication patterns of families may change, and instability within the family is likely to



increase. Material changes included are loss of income, reliance of state assistance, and additional costs including legal fees and the cost of travel for visits.

What is the impact of incarceration on the offender?

While it may be difficult for the family to adjust, it is important to understand that the incarcerated individual may also be experiencing anxiety. These feelings include powerlessness, worry and anxiety for their children, regret, loss, guilt, depression, resentment, and fear of rejection from their child and family. If the individual is incarcerated during the first year of their baby's life, attachment is crucial and coping with that separation can be extremely difficult for the incarcerated parent.

What are some resources to help the family deal with incarceration?

If you are caring for the children of someone who is incarcerated, support may be available within your community. Contact your local parole office for more information. If you live in Wichita, Kansas City or Topeka, each parole office has a family service coordinator who can assist. Other resources, which may be available are as follows:

KCSL Parent Helpline (statewide) 1-800-332-6378

Self-Help Network of Kansas (statewide)

<http://www.selfhelpnetwork.wichita.edu/>

Kansas Community Access Network (statewide/local)

[www.cankansas.org](http://www.cankansas.org)

Link for Families of Incarcerated Support (nationwide)

<http://www.fcnetwork.org/>

**Medical/Dental/Mental Health**

See IMPPs 10-112,10-115, 10-116, 10-117, 10-118

What medical services are available?

Routine sick call is to be conducted five (5) days a week, and emergency sick call available to all inmates at each facility 24 hours a day, 7 days a week, by qualified health personnel. If an inmate's custody status precludes attendance at sick call, procedures shall provide for services in the segregation or other appropriate housing unit.

Each facility shall provide a physician on site, seeing patients, a minimum of three and a half hours per week for each 100 inmates. Nurse practitioners and physician' assistants may substitute a portion of the physician' time seeing patients.

Non-essential medical services and procedures, including elective surgery, shall not be routinely provided to inmates.

What dental services are available?

Routine dental examinations and treatment services shall be provided to each inmate under the direction and supervision of a licensed dentist. Arrangements for consultation with dental specialists and emergency dental services shall be made by the facility dentist and approved by the Departmental Health Authority. Elective procedures and dental prostheses shall not be routinely provided. The preventive benefits of fluorides may be made available to inmates in the

form and amount determined appropriate to the individual by the dentist. Dental procedures considered elective and not routinely offered shall include, but shall not be limited to:

1. Precious metal work;
2. Long-range periodontics; and,
3. Orthodontics.

What mental health services are available?

Each facility will ensure the availability of mental health services, to include, but not be limited to mental health services that address the mental health issues identified for each inmate.

How is psychotropic medication administered?

Psychotropic medication may be prescribed to treat certain mental illnesses. The decision to administer psychotropic medication is a medical one and psychotropic medication shall never be used for disciplinary reasons or mere behavior control. Psychotropic medication shall only be involuntarily administered in compliance with applicable laws and regulations and only on the order of a physician or psychiatrist.

## **Disciplinary and Grievance Procedures**

What are the disciplinary procedures?

The Kansas Dept. of Corrections conducts disciplinary proceedings in a manner similar to the way municipal-court cases in your own community are conducted. When an offender commits a rule infraction, which can run the gamut from battery to not making his bed, they are subject to having a staff member write them a disciplinary report (commonly called a D.R.) or be issued a summary judgment (similar to a ticket). Upon receiving the report the inmate begins a process in which the inmate is given written notice of the charges against him/her at least 24 hours in advance of a hearing upon them, is allowed witnesses, subject to considerations of facility safety, security, and good order, and receives a written decision setting out the findings of fact and reasons underlying a finding of guilt if one is made. Also, the case is generally processed within time limitations guidelines, and the inmate is permitted appeal to the Secretary of Corrections' designee, whose decision is final. A hearing officer (like a judge) hears the case and based solely upon the evidence renders a verdict. Depending upon the severity of the offense, a sentence is meted out to the inmate. Disciplinary sentencing is mandated by Kansas regulations and runs a wide range of options from being sentenced to spend a set amount of time in disciplinary segregation to simply receiving a verbal reprimand. The disciplinary process is laid out in great detail in the Inmate Rule Book, which every single inmate is required to sign for upon entry into RDU. The inmate is strongly encouraged to read the book and know it well since rule infractions have the ability to adversely affect their incarceration. More specific information can be obtained by reading KAR 44-13-101. See IMPP 11-119 which provides for various forms used in the disciplinary procedure.

How does an offender address grievances?

See KAR 44-15-101

Each inmate is responsible for trying to reach an informal resolution to the grievance with the personnel who work with the inmate on a daily or direct basis. If this is unsuccessful, the inmate should contact the unit team members. The offender should use a request form to document this process.

## **Miscellaneous**

### Can I visit the offender?

See IMPP 10-113

A temporary visitation list has been provided to the offender upon arriving at RDU. It will be valid for 45 days after leaving RDU. Before the temporary list expires, the offender needs to send out visiting applications to the person or persons to visit. These forms must be filled out completely and sent back to the facility. After the applications have received approval from the proper departments, they will be added to the offender's permanent list. The visitation procedures differ at every facility.

If you have been a victim of the offender, you need to indicate this on your visiting application and send the application to the Victim Services office. You will be contacted by the Victim Services office with further information. As a victim, this does not necessarily mean you will not be allowed to visit.

Incentive level will affect visitation privileges as follows:

1. Intake Level will be allowed visitation, by appointment only, with attorney, clergy and law enforcement.
2. Level 1 will be allowed visitation with attorneys, clergy, law enforcement and immediate family only. A primary visitor (other than mentioned above) will be allowed to visit as long as you are not married.
3. Level 2 and Level 3 will be allowed visitation with any approved visitor.

### What if I don't want to have contact with the offender?

See KAR 44-12-601

If the offender contacts you and you do not want contact with him/her, the facility can issue an "Order to Cease Correspondence" to the offender. If you have safety concerns or are a victim of the offender, please contact the Office of Victim Services at 1-888-317-8204.

### Can we get married while the offender is incarcerated?

See IMPP 01-126

The therapeutic significance of having and maintaining meaningful relationships while incarcerated cannot be over-stated and is supported by the KDOC. Given the understanding that the security and safety of the institution is going to be first and foremost, every attempt will be made to make the event memorable. Requests for marriage are generated by the inmate through the Pastoral Care Department at which time the Chaplain will follow a set of guidelines and protocol for the events leading up to the actual ceremony. This will include a certain amount of careful planning and may even include some marital counseling. The Chaplain will lead the couple through this process and advise them of all the criteria while keeping Administrative staff informed of the proceedings.

### How is the offender notified of a death and can the offender go to a funeral?

See IMPP 11-112

The loss of a loved one is a highly traumatic and stressful time for anyone; this can be exacerbated greatly by also being incarcerated. In an effort to make this time as comfortable as possible for the inmate the KDOC has several resources the inmate population can access to help them navigate this rocky road. The Pastoral Care Dept. and mental health counselors along with unit staff and peers all work together to help an inmate in their time of need. The KDOC may allow an inmate to be present at the funeral or bedside visit of a loved one if certain safety and security criteria are met, if the facility has staff available to transport the offender, and if the

family wishes the offender to be there. In the event a loved one is critically ill, grievously injured, or passes away, the family should contact the Pastoral Care Dept. of the appropriate facility and the Chaplain staff will initiate that procedure. If the event happens after normal business hours the family may contact the appropriate facility's main number and speak with the operator for further instructions and will contact facility staff for appropriate action. Per policy memorandum these have all been suspended until further notice.

#### How would I be notified if the offender died?

See IMPPs 10-114 and 10-123

Each inmate is required to provide facility staff with a designated person to contact in case of emergency. In the case of an inmate death at any facility a designated staff member (usually a chaplain) will notify the designated person. We will provide the information that we can; however, certain information involving the circumstances of the death may not be available from the facility contact person. Some medical information is only available from the attending physician or the coroner. All inmate deaths (from other than natural causes) are investigated by the KBI and an autopsy is required to be performed on every inmate that passes away while in state custody. The family or designated person will be kept informed as to the release of the remains and of any other pertinent information by a facility contact person. All possible consideration will be given to the family as this is a traumatic event made more difficult by the fact that their loved one is incarcerated. In the event no family is present to accept custody of the remains, there is a protocol in place in which inmates are cremated and then interred after a denominationally appropriate service in a designated cemetery utilized by each individual facility.

#### What is a functional incapacitation release?

See IMPP 11-110

Kansas law provides some inmates, who are very ill, with the option to apply for a functional incapacitation release. Functional incapacitation is defined as a medical or mental health condition, including one rendering the inmate terminally ill to the extent that death is imminent, resulting in the afflicted inmate being incapable of causing physical harm. In these types of cases, inmates are often released to nursing homes or facilities that can provide for end of life care.

#### Are there legal services available to the offender?

Legal Services for Prisoners, Inc. is a private, not for profit corporation authorized by statute K.S.A. 220-451a to submit its annual budget to the State Board of Indigents' Defense Services and is totally funded with money appropriated by the state as part of the Board of Indigents' Defense Services' budget. Legal Services for Prisoners, Inc., was established and has provided legal services to indigent inmates of Kansas's correctional facilities since 1972. The program was established for the purpose of accomplishing the following:

1. To identify and assist those prison inmates with real legal problems; to assist inmates with the unique legal problems, which arise out of their incarceration, and to augment the normal facility counseling services, thereby rendering the facility less subject to disturbance.
2. To discourage frivolous and insubstantial litigation.
3. To resolve at the lowest administrative level, prison complaints and grievances that would otherwise burden correctional officers and the courts
4. To provide extraordinary educational experiences for law students.

To obtain the assistance of Legal Services for Prisons, Inc. inmates are required to use a Form-9 or write a letter requesting services.

Can the offender practice religion while incarcerated?

Inmates shall be permitted to practice a religion that they sincerely believe in. Inmates are encouraged to contact their facility Chaplain for further information (see IMPP 10-110).

How do I send money to an offender?

If you want to send money to an inmate (except those involved in work release programs at the Hutchison Correctional Facility, Topeka Correctional Facility or Wichita Work Release) , you now need to complete a deposit coupon and send it along with the money order or cashiers check to the address located below:

Kansas Department of Corrections  
P.O. Box 187  
Lansing, Kansas 66043

A money order for the inmate should be made out the following way:

KDOC for Inmate Name and Number

You should no longer send any funds to the facility where the inmate is currently housed, except for those in the work release programs at Hutchinson Correctional Facility, Topeka Correctional Facility, and the Wichita Work Release Facility. Doing so may cause a delay in the process. Please note, any correspondence other than fund deposits sent to P. O. Box 187 will not be forwarded to the inmate. Regular correspondence from family and friends still goes directly to the facility where the inmate is located. Deposit Coupons

Funds deposited to inmate accounts are now electronically scanned and processed and therefore require a deposit coupon with each and every money order or cashiers check that is sent in. Both the money order and deposit coupon must be completely filled in and contain the senders complete name and current address. Coupons may be obtained from the inmate. The coupon is made with special ink which allows it to be electronically read, thereby making it unavailable to be photocopied, reproduced or printed off of the internet in order to replicate.

The Kansas Department of Corrections provides the deposit coupons to the inmates at no charge. The inmates are responsible for providing their family and friends with the deposit coupons.

#### Western Union Quick Collect

Prior to an inmate's family sending money through Western Union the family must first send a deposit coupon to address previously listed. Once the deposit coupon has been received then the family can send money through Western Union. Only one coupon is required to initially establish an account to send money through Western Union.

Family and friends may use Western Union Quick Collect to send monies to an inmate. Western Union offers three Quick Collect products that are subject to different fees.

There are three ways to send an inmate a trust fund deposit.

1. WESTERN UNION QUICK COLLECT - For CASH TRANSACTIONS - Simply call Western Union at (800) 325-6000, or visit [www.westernunion.com](http://www.westernunion.com) to find the nearest Western Union location.
2. WESTERN UNION QUICK COLLECT BY PHONE - For CREDIT CARD TRANSACTIONS - Simply call Western Union at (800)634-3422 (Press 2 to send a QC Payment).
3. WESTERN UNION QUICK COLLECT ONLINE - For WEB CREDIT CARD TRANSACTIONS - Simply visit [www.westernunion.com](http://www.westernunion.com).

For each Quick Collect transaction, the following information must be provided:

Pay To: KANSAS DEPARTMENT OF CORRECTIONS

Code City and State: KANSASDOC and KS

Sender's Account Number with Facility: Inmate ID Number, Inmate last name

Attention: Inmate's Full Name (First and Last)

All three Quick Collect products are subject to different fees, send amounts and other restrictions in certain states.

Please note, there is a fee for the use of Western Union services. Please check with Western Union regarding the details of the fee structure. The Department of Corrections does not receive any payment from Western Union resulting from the use of Western Union services.

#### **Release Planning**

All offenders shall receive case management support to prepare for reentry commensurate with their level of risk and need. Facility and program placement, and case management decisions shall be made during the last 16 months (or time to serve if less than 16 months) in a manner that ensures they support the offender's preparation for return to the community. Any special conditions of release shall be supported by the release plan, and necessary information shall be

provided to the Kansas Parole Board, parole, victim services, and any provider or support necessary to the plan, to ensure the plan is consistent with principles of risk reduction.

#### How does KDOC decide where the offender will live when released?

See IMPP 14-103

The offender may identify you and your home as a potential place to live when he/she is released. The possible home plan will be investigated by a parole officer in your area before the offender is released. When investigating a possible home plan, the parole officer needs to know the following:

- If the address provided to the parole officer is accurate.
- Who will be living in the home.
- If you want the offender living with you.
- If you have had specific challenges in the past with the offender.
- What resources you need and if there are things parole can do to be helpful to you.
- If the home is drug and weapon free.
- If you are aware of the offender's crime.
- If this plan will help the offender remain crime free.
- If the offender can live at this location according to policies.
- If you are able to help with transportation needs if necessary.

A parole officer must make contact with you before a home plan can be approved. You do not have to agree to the home plan if you are not comfortable with the offender living with you. If you feel unsafe, please contact the Office of Victim Services at 1-888-317-8204 for confidential assistance.

#### What happens the day of release?

Each facility will work with the offender to make sure the money in the offender's account is given to him/her, transportation to the home plan is obtained, and the offender has clothes to wear out of the facility. The offender will be given instructions on reporting to his/her parole officer upon release. The person picking up the offender will need to have their drivers license to show facility staff prior to transporting the offender.

#### **Parole Conditions**

See IMPP 14-110

The conditions that all offenders are expected to comply with are included so you are aware of these expectations. These conditions, and any special conditions, are explained to all offenders before they are released. The offender signs a copy and a copy is provided to each offender.

The offender will be on parole and we provide you with this information so that you are aware of the offender's responsibilities.

#### 1. Reporting, Travel, and Residence:

- 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.

- Go directly to my approved plan upon release from the institution and keep my residence there until given permission by my parole officer to relocate.
  - Keep my parole officer continuously informed of my residence and employment.
  - Obtain advanced permission from my parole officer to travel outside of my assigned parole district or the state of Kansas.
2. Laws:
- 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 for any reason.
3. Weapons:
- Not own, possess or constructively possess, purchase, receive, sell or transport any firearms, ammunition or explosive device, any device designed to expel or hurl a projectile capable of causing injury to persons or property, or any weapon prohibited by law.
4. Personal Conduct:
- Not engage in assaultive activities, violence, or threats of violence of any kind.
5. Narcotics/Alcohol:
- 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.
6. Association:
- 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.
7. Employment:
- 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.
8. Education:
- 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.
9. Costs:
- Pay restitution, court costs, supervision fees, and other costs as directed by my parole officer.
10. Treatment, Programs and Placement:
- 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.



11. Victim:

- 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.

12. Search:

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

**Special Conditions:** The offender must agree to abide by any special conditions set by the Kansas Parole Board or their parole officer.

Sex Offender Supervision

If the offender is managed as a sex offender, this may impact their supervision upon release. For more information regarding special conditions that may be imposed on those who meet the criteria, please refer to the sex offender handbook on the KDOC website. A copy of this handbook is also available in the parole offices.

What happens if the offender violates these conditions?

See IMPP 14-137

Each offender is managed according to their risk level and individual needs. All parole violations will be addressed by the offenders' parole officer with an intervention or sanction. If you have any questions or concerns, please let the parole officer know when they make contact.

What fees is the offender going to be responsible to pay KDOC while on parole?

See IMPP 04-106

A supervision fee of up to \$25.00 per month is charged for each offender on supervised release. Payment of this fee will become a condition of supervision for all inmates release on any type of supervised release. A portion of the monies from the fees collected are to be paid to the Crime Victims' Compensation Fund; the balance is to be paid into the KDOC's general fund for the purchase or lease of enhanced supervision services or equipment.

**DISCLAIMER: IF ANY STATEMENT IN THIS DOCUMENT CONFLICTS WITH A CURRENT OR AMENDED REGULATION, IMPP, GENERAL ORDER OR STATUTE, THEN THE REGULATION, IMPP, GENERAL ORDER OR STATUTE TAKES PRECEDENCE.**