

<p>Community Corrections Adult Intensive Supervision Standards</p> <p>Kansas Department of Corrections Division of Community Corrections Services</p>	<b>CHAPTER:</b> Administration and Management	<b>STANDARD NO.</b> 1C-ADM-300
	<b>SECTION:</b> Personnel	<b>PAGE:</b> 1 of 1
	<b>SUBJECT:</b> Policy Manual	
	<b>CURRENT VERSION EFFECTIVE DATE:</b> 09-01-2018	

**STANDARD:**

Agencies shall have written policy, procedure and practice requiring a current personnel policy manual which has been approved by the governing authority. The manual shall be available for staff reference. County human resource policies may be referenced within the agency’s policy providing copies of the county policies are made available to staff. At a minimum, the following areas shall be covered:

- Mission and Philosophy statement
- Organizational chart
- Recruitment, promotion, and equal employment opportunity provisions
- Job descriptions and qualifications, including salary determinations
- Benefits, holidays, leave, and work hours
- Personnel records and staff evaluation
- Staff development, including in-service training
- Resignation and termination
- Disciplinary, grievance, and appeal procedures
- Rules relevant to political activities
- Rules of conduct
- Sexual harassment
- Americans with Disabilities Act
- Drug free work place
- Prison Rape Elimination Act (PREA)

**DEFINITIONS:**

None

**DISCUSSION:**

Written personnel regulations help ensure equitable and consistent treatment of all staff. Every staff member should have the opportunity to review the personnel manual at the time of employment. The manual should always be available to staff.

**REFERENCES:**

KSA 75-5290, *et seq.*

<p>Community Corrections Adult Intensive Supervision Standards</p> <p>Kansas Department of Corrections Division of Community Corrections Services</p>	<p><b>CHAPTER:</b></p> <p>Administration and Management</p>	<p><b>STANDARD NO.</b></p> <p>1C-ADM-301</p>
	<p><b>SECTION:</b></p> <p>Personnel</p>	<p><b>PAGE:</b></p> <p>1 of 1</p>
	<p><b>SUBJECT:</b></p> <p>Orientation</p>	
	<p><b>CURRENT VERSION EFFECTIVE DATE:</b> 09-01-2018</p>	

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring that orientations for full-time staff, part-time staff, interns, and volunteers be completed prior to any independent job assignment.

Upon completion of orientation, staff shall sign a statement acknowledging receipt of relevant personnel policies, and his/her responsibility for being aware of their contents. The signed acknowledgment form shall be placed in each staff member’s personnel file.

Orientation topics shall include, but not be limited to:

- Community Corrections Act and mission
- Statutes and regulations pertaining to community corrections
- Review of personnel and program policies and procedures
- Tools and techniques for effective client management
- Review of local and state resources
- Work place diversity
- Courtroom protocol
- Review sanctions and incentives policy
- Evidence Based Practice
- Staff work place and field safety and security issues
- Universal precautions
- Review Rules and Practices of the Interstate Commission for Adult Supervision (ICAOS) located at <http://www.interstatecompact.org/>

**DEFINITIONS:**

None

**DISCUSSION:**

The nationally recognized standard recommends forty (40) hours orientation of all staff, with the exception of non-administrative support staff. Non-administrative support staff is recommended for sixteen (16) hours of orientation. All questions pertaining to staff responsibilities should be answered.

**REFERENCES:**

KSA 75-5290, *et seq.*

<p style="text-align: center;">Community Corrections Adult Intensive Supervision Standards</p> <p style="text-align: center;">Kansas Department of Corrections Division of Community Corrections Services</p>	<p><b>CHAPTER:</b></p> <p>Administration and Management</p>	<p><b>STANDARD NO.</b></p> <p>1C-ADM-302</p>
	<p><b>SECTION:</b></p> <p>Personnel</p>	<p><b>PAGE:</b></p> <p>1 of 1</p>
	<p><b>SUBJECT:</b></p> <p>Orientation</p>	
	<p><b>CURRENT VERSION EFFECTIVE DATE:</b> 09-01-2018</p>	

STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

<b>Community Corrections Adult Intensive Supervision Standards</b>  <b>Kansas Department of Corrections Division of Community Corrections Services</b>	<b>CHAPTER:</b> Administration and Management	<b>STANDARD NO.</b> 1C-ADM-303
	<b>SECTION:</b> Personnel	<b>PAGE:</b> 1 of 1
	<b>SUBJECT:</b> Criminal Records Checks	
	<b>CURRENT VERSION EFFECTIVE DATE:</b> 09-01-2018	

**STANDARD:**

Agencies shall have written policy, procedure and practice governing criminal history and fingerprint-based records checks for new and existing staff including interns, volunteers and contract staff. Such policy shall, at a minimum, address the following:

- A name-based criminal records check is to be completed prior to initial employment.
- A fingerprint-based records check is to be completed within the first 30 calendar days of employment.
- A name-based criminal records check is to be completed annually or whenever there is reasonable belief that an employee’s criminal history status has changed.
- Staff must be qualified for access to any Kansas Criminal Justice Information System (KCJIS) data.
  - If a felony conviction exists, the agency may request an exception from the Kansas Highway Patrol. Requests for exceptions shall be limited to extenuating circumstances where the severity of the offense and the time passed since the offense would support a possible variance.
  - If such exception is granted, a copy of the letter authorizing the exception must be forwarded to the Kansas Department of Corrections, Director of Community Corrections Services.
- How documentation of the results of criminal history and fingerprint-based records checks will be maintained by the agency.
  - Documentation must be secured in accordance with Kansas Highway Patrol (KHP) guidelines.
  - A physical copy of the records may be kept in a secured location within the agency, excluding the employee’s personnel file. Access shall be limited to only individuals who have been cleared to have access to these records.
  - In lieu of a physical copy, agencies with a National Crime Information Center (NCIC) terminal may maintain a log of when checks are conducted. This log should at a minimum include the employee name, and the date and time the records check is conducted. This log will allow the agency to access historical information in the NCIC terminal as necessary for Kansas Department of Corrections audits.

**DEFINITIONS:**

None

**DISCUSSION:**

Criminal record checks will assist agencies in determining appropriate candidates for employment.

**REFERENCES:**

KSA 75-5290, *et seq.*  
*Kansas Criminal Justice Information System (KCJIS) Manual*

<p style="text-align: center;">Community Corrections Adult Intensive Supervision Standards</p> <p style="text-align: center;">Kansas Department of Corrections Division of Community Corrections Services</p>	<p><b>CHAPTER:</b></p> <p>Administration and Management</p>	<p><b>STANDARD NO.</b></p> <p>1C-ADM-304</p>
	<p><b>SECTION:</b></p> <p>Personnel</p>	<p><b>PAGE:</b></p> <p>1 of 1</p>
	<p><b>SUBJECT:</b></p> <p>Standards of Conduct</p>	
	<p><b>CURRENT VERSION EFFECTIVE DATE:</b> 09-01-2018</p>	

**STANDARD:**

Agencies shall have written policy, procedure and practice requiring establishment of employee Standards of Conduct which shall be made available to all staff.

Standards of Conduct shall at a minimum address:

- The treatment of all clients.
- A prohibition against accepting and/or giving of favors, gifts, money and/or services to/from clients or their family members.
- Business and/or personal relationships with clients or their family members.
- Engaging in criminal conduct or behaviors which may bring discredit upon the agency and the Kansas Department of Corrections.

**DEFINITIONS:**

None

**DISCUSSION:**

To protect the integrity of the agency and the Kansas Department of Corrections local staff must be thoroughly familiar with the Standards of Conduct and be held accountable for compliance.

**REFERENCES:**

KSA 75-5290, *et seq.*

<p>Community Corrections Adult Intensive Supervision Standards</p> <p>Kansas Department of Corrections Division of Community Corrections Services</p>	<p><b>CHAPTER:</b></p> <p>Administration and Management</p>	<p><b>STANDARD NO.</b></p> <p>1C-ADM-305</p>
	<p><b>SECTION:</b></p> <p>Personnel</p>	<p><b>PAGE:</b></p> <p>1 of 2</p>
	<p><b>SUBJECT:</b></p> <p>Conflict of Interest – Family or household member under probation supervision</p>	
	<p><b>CURRENT VERSION EFFECTIVE DATE:</b> 09-01-2018</p>	

**STANDARD:**

Agencies shall have written policy, procedure and practice prohibiting staff from directly or indirectly supervising a family or household member and directing the course of action the agency will take to protect confidentiality of the employee’s family or household member. Policy and procedure shall include, but not be limited to:

- 1) A process for staff to notify his or her direct supervisor immediately upon learning that a family or household member is assigned to pretrial or probation supervision.
- 2) A process for the supervisor to notify the agency director, unless the direct supervisor is the agency director.
- 3) A process to restrict the employee’s access to any electronic or hard copy of the client’s case file;
  - a) This process shall include notification in writing to the Kansas Department of Corrections Community Corrections Director and a request to restrict the employee’s access to the client’s case file in the Kansas Department of Corrections case management database.
- 4) A process to arrange client supervision by a different employee or a different agency, if the latter is not punitive for the client.
- 5) A statement barring staff from using his or her official position to secure privileges or advantages for such family or household member.

**DEFINITIONS:**

**Family Member:** A person's spouse (including common-law), parent, grandparent, brother, sister, half siblings, children, grandchildren, first cousin, niece, nephew, aunt or uncle and any parent or child of a preceding or subsequent generation as noted by the prefix of "great". Where applicable, each of these categories includes foster, step, adoptive or in-law relationships.

**Household Member:** A person having legal residence or co-tenancy in the employee's place of residence or any person who has had legal residence and/or lived within the employee's place of residence at any time within the past twelve (12) months.

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	<p><b>SECTION:</b></p> <p>Personnel</p>	<p><b>PAGE:</b></p> <p>2 of 2</p>
	<p><b>SUBJECT:</b></p> <p>Conflict of Interest – Family or household member under probation supervision</p>	
	<p><b>CURRENT VERSION EFFECTIVE DATE:</b> 09-01-2018</p>	

DISCUSSION:

None

REFERENCES:

KSA 75-5290, *et seq.*

<p>Community Corrections Adult Intensive Supervision Standards</p> <p>Kansas Department of Corrections Division of Community Corrections Services</p>	<p><b>CHAPTER:</b></p> <p>Administration and Management</p>	<p><b>STANDARD NO.</b></p> <p>1C-ADM-306</p>
	<p><b>SECTION:</b></p> <p>Personnel</p>	<p><b>PAGE:</b></p> <p>1 of 1</p>
	<p><b>SUBJECT:</b></p> <p>Conflict of Interest – Family or household member in Kansas Department of Corrections custody</p>	
	<p><b>CURRENT VERSION EFFECTIVE DATE:</b> 09-01-2018</p>	

**STANDARD:**

Agencies shall have written policy, procedure and practice requiring notification to the Kansas Department of Corrections when a staff member becomes aware that a family or household member is in the custody of the Kansas Department of Corrections. Policy and procedure shall include, but not be limited to:

- Providing written notification to the Kansas Department of Corrections Director of Community Corrections including:
  - the staff member’s name
  - the family or household member’s name and if known, the Kansas Department of Corrections inmate number
  - a request to restrict the employee’s access to the inmate’s records in the Kansas Department of Corrections case management system.

**DEFINITIONS**

***Family Member:*** A person's spouse (including common-law), parent, grandparent, brother, sister, half siblings, children, grandchildren, first cousin, niece, nephew, aunt or uncle and any parent or child of a preceding or subsequent generation as noted by the prefix of "great". Where applicable, each of these categories includes foster, step, adoptive or in-law relationships.

***Household Member:*** A person having legal residence or co-tenancy in the employee's place of residence or any person who has had legal residence and/or lived within the employee's place of residence at any time within the past twelve (12) months.

**DISCUSSION:**

None

**REFERENCES:**

KSA 75-5290, *et seq.*