

<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>CHAPTER:</p> <p>Administration and Management</p>	<p>STANDARD NO.</p> <p>1D-ADM-400</p>
	<p>SECTION:</p> <p>Staff Development</p>	<p>PAGE:</p> <p>1 of 1</p>
	<p>SUBJECT:</p> <p>Coordination</p>	
	<p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p>	

STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

<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>CHAPTER:</p> <p>Administration and Management</p>	<p>STANDARD NO.</p> <p>1D-ADM-401</p>
	<p>SECTION:</p> <p>Staff Development</p>	<p>PAGE:</p> <p>1 of 1</p>
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<p>Community Corrections Adult Intensive Supervision Standards</p> <p>Kansas Department of Corrections Division of Community Corrections Services</p>	<p>CHAPTER:</p> <p>Administration and Management</p>	<p>STANDARD NO.</p> <p>1D-ADM-402</p>
	<p>SECTION:</p> <p>Staff Development</p>	<p>PAGE:</p> <p>1 of 1</p>
	<p>SUBJECT:</p> <p>Administrative and Supervisory Staff</p>	
	<p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p>	

STANDARD:

Agencies shall have written policy, procedure, and practice governing the completion and documentation of forty (40) annual staff development hours by all full-time non-clerical, administrative and supervision staff. Staff hours shall be recorded and kept in the employee’s personnel file.

DEFINITIONS:

Non-clerical: positions that support case management services but do not directly supervise clients, i.e. program providers, surveillance officers, care coordinators, resource officers, training officers, etc.

Administrative staff: management positions such as directors, deputy directors, and supervisors who perform primarily administrative duties.

Supervision staff: positions whose primary function is providing case management services to clients, i.e. ISOs.

DISCUSSION:

The following training areas are suggested: management and leadership practices, labor law, employee-management relations, laws pertaining to the justice system, coordinating resources, sexual harassment, federal and state laws pertaining to clients, and work place diversity. The following staff development topics are recommended: human relations and communication skills, crisis intervention, managing clients with special needs, office management, counseling resistive clients, strategies for effective case management, sanctions, incentives, cultural diversity, gang intervention strategies, developing community resources, report writing, legislative process, and the rights and responsibilities of clients.

Courses to assist in meeting requirements of this Standard may be available through the Kansas Department of Corrections online training environment.

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>CHAPTER:</p> <p>Administration and Management</p>	<p>STANDARD NO.</p> <p>1D-ADM-403</p>
	<p>SECTION:</p> <p>Staff Development</p>	<p>PAGE:</p> <p>1 of 1</p>
	<p>SUBJECT:</p> <p>Administrative, Supervision and Support Staff</p>	
	<p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p>	

STANDARD:

Agencies shall have written policy, procedure and practice requiring the completion of Kansas Department of Corrections (KDOC) IT Security Awareness and Acceptable Use Trainings as follows:

- Within six (6) months of initial assignment to the agency and;
- Annually thereafter.

This training is required for all agency employees who may in the course of their work have access to confidential KDOC controlled information or hear others discussing confidential KDOC controlled information, have access to a network, or use computer equipment on a network with the capability to access confidential KDOC controlled information.

A Security Awareness Statement shall be signed by staff and retained by the agency.

DEFINITIONS:

Employees: For the purpose of this Standard, employee includes volunteers, interns, contract personnel or anyone else working for the agency, whether full-time, part-time, or temporary.

DISCUSSION:

This course is available through the Kansas Department of Corrections online training environment.

REFERENCES:

KSA 75-5290, *et seq.*

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	<p>SUBJECT:</p> <p>Full-Time Support Staff</p>	
	<p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p>	

STANDARD:

Agencies shall have written policy, procedure, and practice governing the completion and documentation of eight (8) annual staff development hours by all support staff.

The topics shall be relevant to staff functions.

Staff hours shall be recorded and kept in the employees personnel file.

DEFINITIONS:

None

DISCUSSION:

The following staff development topics are recommended: human relations and communication skills, crisis intervention, office management, counseling resistive clients, strategies for effective case management, sanctions, incentives, cultural diversity, developing community resources, report writing, legislative process, and the rights and responsibilities of clients.

Courses to assist in meeting requirements of this Standard may be available through the Kansas Department of Corrections online training environment.

REFERENCES:

KSA 75-5290, *et seq.*

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	<p>SUBJECT:</p> <p>Full-Time Support Staff</p>	
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STANDARD:

Open

DEFINITIONS:

DISCUSSION:

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	<p>SECTION:</p> <p>Staff Development</p>	<p>PAGE:</p> <p>1 of 1</p>
	<p>SUBJECT:</p> <p>Part-Time Staff</p>	
	<p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p>	

STANDARD:

Agencies shall have written policy, procedure, and practice governing staff development requirements for part-time staff, interns, and volunteers.

DEFINITIONS:

None

DISCUSSION:

Staff development topics should pertain to staff functions, and the functions of interns and volunteers.

REFERENCES:

KSA 75-5290, *et seq.*

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	<p>SUBJECT:</p> <p>Part-Time Staff</p>	
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