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| <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>1A-ADM-100</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Mission</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Agencies shall have a written document delineating the agency’s mission within the context of the criminal justice system and as an evidence-based organization. This document shall be reviewed and updated as needed.

DEFINITIONS:

None

DISCUSSION:

The mission statement should concisely describe the agency’s purpose, role, philosophies, values, goals and objectives and reflect the agency’s alignment with evidence-based practices.

REFERENCES:

KSA 75-5290, *et seq.*

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| <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>1A-ADM-101</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Mission</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

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|---|---|--|
| <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>1A-ADM-102</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Organizational Structure</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Agencies shall notify the Kansas Department of Corrections in writing of any organizational changes as described below:

- Within three (3) but no more than five (5) business days for changes in administrative personnel (i.e. director, deputy director, and/or fiscal-related personnel)
- Within ten (10) but no more than fifteen (15) business days for all other agency staff, advisory board members, and/or county commission chairpersons

DEFINITIONS:

None

DISCUSSION:

To provide a clear administrative picture, current organizational information is necessary. The information should include program groupings, staffing patterns, span of control, and lines of authority.

REFERENCES:

KSA 75-5290, *et seq.*

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| <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>1A-ADM-103</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Policy Formulation</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Agencies shall have written policy, procedure and practice governing the development, approval, monitoring, and implementation of agency policies.

DEFINITIONS:

None

DISCUSSION:

None

REFERENCES:

KSA 75-5290, *et seq.*

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| <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>1A-ADM-104</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Policy Formulation</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Agencies shall have a policy & procedure manual governing the operation and maintenance of all program components and services.

The manual shall be accessible to all staff.

The manual shall be reviewed annually and updated as needed. The agency shall maintain documentation of each review and/or update.

Any new or revised policies and procedures shall be disseminated to staff, volunteers and interns, **prior** to implementation with the date of implementation specified on the document. The agency shall maintain documentation of each notification to staff, volunteers and interns.

DEFINITIONS:

None

DISCUSSION:

Manuals of standard operating procedures assist staff in successfully carrying out their assignments and ensure overall conformance to program policy and procedure. All staff should be thoroughly familiar with the sections concerning their functions. Where appropriate, policy, procedure and service delivery should be established collaboratively with criminal justice stakeholders in order to enhance buy-in and improve public safety.

REFERENCES:

KSA 75-5290, *et seq.*

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| <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>1A-ADM-105</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Policy Formulation</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

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| <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>1A-ADM-106</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Policy Formulation</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

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| <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>1A-ADM-107</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Policy Formulation</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Agencies shall comply with all applicable zoning ordinances, and building, sanitation, health and fire codes.

DEFINITIONS:

None

DISCUSSION:

None

RERERENCES:

KSA 75-5290, *et seq.*

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| Community Corrections Adult Intensive Supervision Standards Kansas Department of Corrections Division of Community Corrections Services | CHAPTER: Administration and Management | STANDARD NO. 1A-ADM-108 |
| | SECTION: General Administration | PAGE: 1 of 1 |
| | SUBJECT: Inter-Local Agreements | |
| | CURRENT VERSION EFFECTIVE DATE: 09-01-2018 | |

STANDARD:

Agencies shall have documentation of approved Inter-Local Agreements as required by K.S.A. 12-2901 through 12-2907 and applicable amendments. If revisions occur, an electronic copy of the new Inter-Local Agreements shall be forwarded to the Kansas Department of Corrections, Director of Community Corrections Services within five (5) business days of final signature and approval.

DEFINITIONS:

None

DISCUSSION:

None

REFERENCES:

KSA 75-5290, *et seq.*

KSA 12-2901

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| <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>1A-ADM-109</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Performance Objectives</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

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| <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>1A-ADM-110</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Performance Objectives</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

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| <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>1A-ADM-111</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Placement and Assessment</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

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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>1A-ADM-112</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Placement and Assessment</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Agencies shall have written policy, procedure, and practice requiring documentation of the authority to place a client in a community corrections program component.

DEFINITIONS:

None

DISCUSSION:

Each client's case file should contain evidence of their legal placement in the form of the journal entry of conviction or order of probation; or in the case of a courtesy supervision, the Courtesy Transfer Agreement.

REFERENCES:

KSA 75-5290, *et seq.*

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| <p>Community Corrections Adult Intensive Supervision Standards</p> <p>Kansas Department of Corrections Division of Community Corrections Services</p> | CHAPTER: Administration and Management | STANDARD NO. 1A-ADM-113 |
| | SECTION: General Administration | PAGE: 1 of 1 |
| | SUBJECT: Placement and Assessment | |
| | CURRENT VERSION EFFECTIVE DATE: 09-01-2018 | |

STANDARD:

Agencies shall have written policy, procedure, and practice governing the supervision and management of domestic violence offenders including, but not limited to:

- A process for identifying offenders upon initial assignment to Community Corrections including those whose instant offense is for/included domestic violence and/or those with a history of domestic violence.
- A process to refer offenders for assessment and/or treatment with a Batterer’s Intervention Program.
- A process for determining whether offender-victim contact should/should not be allowed.
- How the agency will respond to incidents of domestic violence involving offenders, including those identified as perpetrators or those identified as victims.
- General guidelines for communicating and/or working with victims of domestic violence to ensure their safety and confidentiality needs and privacy rights are met.

DEFINITIONS:

Domestic Violence: An act or threatened act of violence against a person with whom the offender is involved or has been involved with as an intimate partner. Domestic violence also includes any other crime committed against a person or property, or any municipal ordinance violation against a person or property, when directed against a person with whom the offender is involved or has been involved in a dating relationship. A pattern of violence or abusive behavior against a family member living in the same household may also be considered domestic violence.

Intimate Relationship: A type of person relationship which includes a close emotional bond and/or sexual activity.

Dating Relationship: A social relationship of a romantic nature. In addition to any other factors the court deems relevant, the following may be considered when making a determination of whether a relationship exists or existed: nature of the relationship, length of time the relationship existed, frequency of interaction between the parties and time since termination of the relationship, if applicable.

DISCUSSION:

Unless it is the order of the court, clients convicted for crimes involving domestic violence should not be referred to Anger Management programs in lieu of Batterer’s Intervention programs.

REFERENCES:

KSA 75-5290, *et seq.*

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| <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>1A-ADM-114</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Placement and Assessment</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

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| <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>1A-ADM-115</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Placement and Assessment</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

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| <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>1A-ADM-116</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Placement and Assessment</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

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| <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>1A-ADM-117</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Work Hours</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Agencies shall have written policy, procedure, and practice requiring a weekly work schedule for staff that indicates flexible workdays, hours and schedules to accommodate client needs. The flexible schedules shall address contact with clients and the availability of programming and groups. The agency shall review schedules as necessary to determine continued need and appropriateness.

DEFINITIONS:

None

DISCUSSION:

None

REFERENCES:

KSA 75-5290, *et seq.*

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| <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>1A-ADM-118</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Staff Workload</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Agencies shall have written policy, procedure and practice governing how staff workloads will be determined, managed, and monitored which shall include, but not be limited to consideration of a client’s risk level, programming dosage, and special needs or responsivity factors.

DEFINITIONS:

None

DISCUSSION:

The efforts of all field staff should be considered in meeting the contact requirements set forth by the agency. While assigned to community corrections, clients frequently receive assistance from staff associated with other program components and services. Examples are: Surveillance, EMD, Resource Developers, and Community Service Work Coordinators. In most instances, the assigned ISO is no longer the sole provider of services or the sole coordinator of resources for clients.

REFERENCES:

KSA 75-5290, *et seq.*

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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>1A-ADM-119</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Opportunities for Clients</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Agencies shall have written policy, procedure, and practice for developing employment, education, and vocational opportunities for clients.

DEFINITIONS:

None

DISCUSSION:

None

REFERENCES:

KSA 75-5290, *et seq.*

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| <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>1A-ADM-120</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Opportunities for Clients</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Agencies shall have written policy, procedure, and practice governing the supervision of clients with special needs.

DEFINITIONS:

None

DISCUSSION:

A mental and/or physical condition that requires different accommodations or arrangements than a general population client normally would receive. Clients with special needs may include, but are not limited to, developmentally disabled, mentally ill, physically disabled, and/or chronically ill.

REFERENCES:

KSA 75-5290, *et seq.*

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| <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>1A-ADM-121</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Incentives/Sanctions</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Agencies shall have a range of incentives and sanctions to respond to client behavior. Written policy, procedure, and practice shall govern their use.

DEFINITIONS:

None

DISCUSSION:

Incentives and sanctions should be individualized and match the client's behavior.

REFERENCES:

KSA 75-5290, *et seq.*

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| <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>1A-ADM-122</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Contractual Services</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

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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>1A-ADM-123</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Contractual Services</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Agency policy, procedure and practice shall require a written Memorandum of Understanding (MOU) whenever the agency and another public or private entity enter into a partnership. At a minimum the MOU shall outline the services, the cost of services (if applicable), and the entity responsible for the delivery of services. If the public or private entity is providing offender group programming (e.g. T4C, MRT, BIP, etc.), the MOU shall additionally include a clause that agency staff may observe offender group meetings at any time with or without advance notice.

All MOU's shall be readily available to the Kansas Department of Corrections.

DEFINITIONS:

None

DISCUSSION:

An MOU can help to clearly define roles and responsibilities.

REFERENCES:

KSA 75-5290, *et seq.*

KAR 44-11-132, 44-11-133

Kansas Department of Corrections Financial Rules, Guidelines and Reporting Instructions

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| <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>1A-ADM-124</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Contractual Services</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Agencies shall have a system for monitoring and documenting a contract provider’s compliance with state and federal codes or practices relevant to clients.

Documentation of compliance shall be readily available to the Kansas Department of Corrections.

DEFINITIONS:

None

DISCUSSION:

None

REFERENCES:

KSA 75-5290, *et seq.*

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| <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>1A-ADM-125</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Community Service</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Agencies shall have written policy, procedure, and practice governing the assignment and completion of Community Service Work.

Payment in lieu of Community Service Work shall be prohibited.

If additional Community Service Work Hours are assigned as an internal sanction, a policy must exist stating the authority for adding such hours as a consequence for specific behaviors. The authority must come directly from the court, be authorized as a condition of probation, or be stated in a list of alternative sanctions provided to the clients (approved by the Court) at the onset of probation.

At a minimum, the agency shall document any approved changes of community service work hours as indicated below:

- Copy of the written approval placed in the client’s paper file;
- Documentation of approval entered via a contact note in the Kanas Department of Corrections case management system.

DEFINITIONS:

None

DISCUSSION:

Donations of food to Food Banks are allowable exceptions.

REFERENCES:

KSA 75-5290, *et seq.*

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| <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>1A-ADM-126</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Program Monitoring</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

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| <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>1A-ADM-127</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Program Monitoring</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Agencies shall have written policy, procedure and practice governing **supervisory** reviews of case files assigned to subordinate staff.

DEFINITIONS:

None

DISCUSSION:

Agencies that adhere to standards of supervisory reviews are able to provide staff with timely and supportive feedback relevant to their work with clients assigned to the agency. Periodic reviews help to ensure that clients are receiving the level of monitoring and services that is consistent with the agency's mission, purpose, and Kansas Department of Corrections Community Corrections Standards. Reviews can be used by a director as a tool to measure agency and staff performance.

REFERENCES:

KSA 75-5290, *et seq.*

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| Community Corrections Adult Intensive Supervision Standards Kansas Department of Corrections Division of Community Corrections Services | CHAPTER: Administration and Management | STANDARD NO. 1A-ADM-128 |
| | SECTION: General Administration | PAGE: 1 of 1 |
| | SUBJECT: Public Information | |
| | CURRENT VERSION EFFECTIVE DATE: 09-01-2018 | |

STANDARD:

Agencies shall have written policy, procedure, and practice governing media access and public information. These shall address emergency and non-emergency responses to the media and, at a minimum, include the following:

- Identification of physical areas in the agency’s office that are accessible to media representatives
- The contact person for routine or public requests of information
- Special events coverage
- News release policy
- The designation of individuals or positions within the agency authorized to speak with the media on behalf of the agency
- Public relations

Federal and state laws that preserve a client’s rights to privacy must be adhered to.

DEFINITIONS:

None

DISCUSSION:

Directors are encouraged to identify who, within the agency, may release or discuss with the media, information relevant to agency operation or client participation.

REFERENCES:

KSA 75-5290, *et seq.*

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| <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>1A-ADM-129</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Public Information</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Agencies shall have written policy, procedure and practice governing confidentiality and the protection of client case files.

DEFINITIONS:

None

DISCUSSION:

Repair persons and vendors should not be allowed to carry out their duties within a facility without the direct supervision of staff. Staff should take the necessary precautions to ensure that client records and related documents are properly stored. Additionally, the privacy of supervision sessions should be maintained.

REFERENCES:

KSA 75-5290, *et seq.*

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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>1A-ADM-130</p> |
| | <p>SECTION:</p> <p>General Administration</p> | <p>PAGE:</p> <p>1 of 1</p> |
| | <p>SUBJECT:</p> <p>Safety and Control</p> | |
| | <p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p> | |

STANDARD:

Agencies shall have written policy, procedure, and practice governing how unusual incidents and crisis situations shall be managed by staff.

DEFINITIONS:

None

DISCUSSION:

The intent of this policy is to provide direction for staff. It is important for staff to know how to contact supervisory staff during assigned work hours.

REFERENCES:

KSA 75-5290, *et seq.*

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|--|---|-----------------------------------|
| Community Corrections Adult Intensive Supervision Standards Kansas Department of Corrections Division of Community Corrections Services | CHAPTER: Administration and Management | STANDARD NO. 1A-ADM-131 |
| | SECTION: General Administration | PAGE: 1 of 1 |
| | SUBJECT: Firearms and Other Weapons | |
| | CURRENT VERSION EFFECTIVE DATE: 09-01-2018 | |

STANDARD:

Agencies shall have written policy, procedure and practice governing the carrying and use of weapons by employees in the performance of their duties. Such policy shall cover the use of force, deadly force, and ongoing training certification necessary for the authorized weapons. Local policy may authorize weapons including, but not limited to oleoresin capsicum (pepper spray), batons, electronic stun devices (e.g. Taser) and firearms.

Agency policy authorizing use of weapons shall include a requirement to report to the Kansas Department of Corrections all uses of force involving the approved weapons.

With the exception of oleoresin capsicum (pepper spray) and electronic stun devices (e.g. Taser), community corrections grant funds shall not be used in the purchasing of firearms/weapons, accessories or related trainings for employees or contract staff.

DEFINITIONS:

None

DISCUSSION:

This standard shall not prohibit the carrying of concealed firearms when done so in accordance with Kansas law or prohibit certified law enforcement officers, employed as surveillance officers, from carrying a weapon as allowed by their law enforcement certification.

REFERENCES:

KSA 75-5290, *et seq.*

KAR 44-11-111

Kansas Department of Corrections Financial Guidelines, Rules and Reporting Instructions