

<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>Program Components</p>	<p>STANDARD NO.</p> <p>2A-PRO-100</p>
	<p>SECTION:</p> <p>Adult Intensive Supervision</p>	<p>PAGE:</p> <p>1 of 1</p>
	<p>SUBJECT:</p> <p>Initial Contact and Orientation</p>	
	<p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p>	

STANDARD:

Agencies shall have written policy, procedure, and practice requiring that staff have initial contact with a client:

- 1) Clients Assigned to Community Corrections Supervision:
 - a) Within two (2) business days of sentencing
- 2) SB123 Eligible Clients:
 - a) Unless otherwise ordered by the court, staff shall initiate contact during the Pre-Sentence Phase, within two business days of receiving notice that a client is SB 123 eligible.
 - b) Staff shall ensure a referral for SB123 substance abuse assessment is completed prior to the scheduled sentencing date.

DEFINITIONS:

None

DISCUSSION:

Staff should provide clients with temporary instructions regarding specific rules, restrictions on activities and whereabouts, expectations, orientation schedule, and related tasks. Staff should begin the process of gathering pertinent information and setting the tone of supervision to include confirming client residence, addressing risk/need areas requiring immediate attention, reviewing conditions of probation, role clarification, expectations of confidentiality, and providing client opportunity to ask any questions. A photograph of the client should be taken during the intake/orientation meeting.

If extenuating circumstances exist which prevent the supervising agency from meeting this deadline, the fact that the deadline has not been met and the reason for the deviation should be recorded in the Kansas Department of Corrections case management database. Initiating contact with a client might occur via written correspondence, telephone conversation, personal visit, or other means that the agency determines to be appropriate and effective.

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>Program Components</p>	<p>STANDARD NO.</p> <p>2A-PRO-101</p>
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	<p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p>	

STANDARD:

Agencies shall have written policy, procedure, and practice requiring that client orientations be completed within ten (10) business days of placement.

Orientations shall include, but are not limited to:

- The purpose of orientation
- Guidelines, rules, and practices, including offender registration requirements
- Services and related activities
- Program violations
- Internal sanctions/incentives
- Fees associated with services
- Grievance procedures
- Access to case file
- Expectations regarding confidentiality

The client orientation shall be documented in the client’s file.

Where orientation is not completed within ten (10) business days, the reason(s) for delay shall be clearly documented in contact notes.

DEFINITIONS:

None

DISCUSSION:

Delays should be limited to situations where the client is in treatment or otherwise unavailable to report.

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>Program Components</p>	<p>STANDARD NO.</p> <p>2A-PRO-102</p>
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STANDARD:

Agencies shall have written policy, procedure, and practice governing how the completion of orientations will be documented; including but not limited to:

- A written checklist identifying the orientation topics covered.
- The checklist shall include the orientation completion date and client and staff signatures.

DEFINITIONS:

None

DISCUSSION:

Staff is encouraged to allow time for the client to ask questions. Clients should receive information in writing whenever possible.

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>CHAPTER:</p> <p>Program Components</p>	<p>STANDARD NO.</p> <p>2A-PRO-103</p>
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	<p>SUBJECT:</p> <p>Case Plans</p>	
	<p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p>	

STANDARD:

Agencies shall have written policy, procedure, and practice requiring staff to develop an individualized supervision/case plan with each client within forty-five (45) calendar days of sentencing.

Case plans shall be reviewed at each office contact with thorough documentation of progress or changes.

Plans shall include:

- Goals
- Client action steps
- Progress Notes
- Staff signature, client signature, and current date

If a client’s score on the risk/needs assessment places them at low risk, a written case plan is not required. However, a discussion regarding the client’s strength and risk areas should occur within forty-five (45) calendar days of sentencing and as needed throughout the supervision period. The issues discussed shall be documented in contact notes including:

- The client’s risk and need areas based on domain scores from the most recent assessment or other available information and the steps to be taken to reduce or manage them.
- The client’s strengths and protective factors and methods for maintaining and/or strengthening them.

If the client is transferred to an increased supervision level, a case plan should be completed within thirty (30) calendar days of the change in supervision level.

Clients shall be provided a copy of each case plan developed and/or updated during their supervision period.

If a case plan is not completed within forty-five calendar (45) days, the reason(s) for delay shall be clearly documented in the case management database.

DEFINITIONS:

Low Risk: Clients whose total risk assessment score is between 0-16 (Supervision Level IV).

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DISCUSSION:

The case plan shall be written in such a manner that it serves as a map or guide for the supervision process, and it shall be based on the domain needs noted by the risk/needs assessment. A client shall be actively involved in the development of his/her plan and not a mere recipient of the plan. Case plans should be behaviorally focused to reduce risk in identified areas or to reinforce and strengthen prosocial factors. Keep in mind that the plan should be structured, prioritizing the “Big Four” crime producing needs (Attitudes and Orientation, Companions, Emotional/Personal, and Criminal History) unless responsivity factors are not stable, in which case, stabilization goals should be the priority.

Effective Program Sequence:

Responsivity Factors	Immediate Criminogenic Needs	Maintenance Criminogenic Needs	Restorative Factors
Stable Housing	Criminal Thinking	Employments	Victim Restitution
Mental Health	Substance Abuse (Addiction)	Leisure/Recreation	Community Service
Motivation	Peer Associations	Parenting Skills	Fines
Transportation	Antisocial Personality		
Language			
Childcare			

National Institute of Corrections: Improving Public Safety Through Effective Community Reintegration Practices

REFERENCES:

KSA 75-5290, *et seq.*

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STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

Community Corrections Adult Intensive Supervision Standards Kansas Department of Corrections Division of Community Corrections Services	CHAPTER: Program Components	STANDARD NO. 2A-PRO-105
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	SUBJECT: Risk/Needs Assessment	
	CURRENT VERSION EFFECTIVE DATE: 02-27-2017	

STANDARD:

Agencies shall have written policy, procedure, and practice requiring that an assessment tool, approved by the Kansas Department of Corrections, be used to determine a client’s risks/needs and the minimum frequency of supervision contacts. The assessment tool shall be scored and documented in accordance with instructions approved by the Kansas Department of Corrections. Assessment documentation must be included in the Kansas Department of Corrections case management system and support the score.

Initial Assessment

- Until an initial assessment is completed, a client assigned to community corrections shall be supervised at the highest supervision level.
- Unless completed by Court Services, staff shall complete an initial assessment on each SB-123 client during the Pre-Sentence Phase, or within the guidelines set by the court.
- If a client is referred for pre-sentence SB-123 while the client is under current supervision, then staff may use the most recent assessment for submission on the SB-123 case, unless otherwise directed by the courts to complete a new assessment.
- When the court orders supervision by community corrections during the Pre-Sentence Phase and sentencing is delayed beyond six (6) months of the initial assessment date, staff need only complete a reassessment and not a second initial assessment.
- If an assessment was completed by Court Services during the Pre-Sentence Phase and the date of such assessment is no more than six (6) months before the probation start date, staff may utilize the Court Services assessment as the client’s initial assessment.
- If an initial assessment was not completed during the Pre-Sentence Phase, an initial assessment shall be completed on each client within the first forty-five (45) calendar days after sentencing.

Reassessment

- Staff shall complete a reassessment twelve (12) months after the initial assessment. Subsequent reassessments shall be completed every twelve (12) months.
- An additional assessment does not need to be completed if there is an additional sentencing prior to the scheduled reassessment.
- If a client is assessed at supervision level IV, reassessments are not necessary unless there are **DRAMATIC** negative behavior changes or new information is obtained that would change their supervision level.

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- A reassessment may occur at any supervision level upon **DRAMATIC CHANGE**
 - When there is a **DRAMATIC CHANGE**, consider how the change impacts other scoring elements, how strongly the change is tied to the client’s criminal patterns.

Discharge Assessment

- Staff shall complete a discharge assessment on all clients except in the following situations:
 - The discharge is successful and a risk/needs assessment has been completed in the past six (6) months,
 - If the discharge is unsuccessful closed by court or revoked and ordered to serve an underlying sentence and an assessment has been completed in the past sixty (60) calendar days;
 - If a client dies;
 - For interstate compact cases
- Staff shall note in the contact notes the reason for not completing the risk/needs assessment.
- A discharge assessment shall be completed only when the client discharges completely from supervision. One does not need to be completed for each of the client’s individual cases.

All Clients

- The assessment score shall govern the movement of clients between supervision levels.

If an assessment is not completed in the timeframes required by this Standard, the reason(s) for delay shall be clearly documented in the Kansas Department of Corrections case management database.

DEFINITIONS:

Dramatic Change: Includes behavior or circumstances that may impact a client’s risk level in a negative or positive way to such degree that warrants a reassessment of risk. Some examples of this are sustained employment or loss of employment, relapse or increased periods of abstinence, change in residence, change in family circumstances, change in criminal history, or the completion of case plan goals.

DISCUSSION:

When completing an assessment, the rater should complete a thorough review of all available information, including verification of self-reported information (e.g. that pertaining to residence, school and/or training, and employment) and frequently reference scoring instructions to ensure accurate scoring of the assessment.

When assuming supervision of a client whose most recent assessment was completed by another rater, that assessment should be reviewed to ensure the documentation remains accurate and supports the score. If elements have changed or the documentation does not support the score, the client should be reassessed.

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>Program Components</p>	<p>STANDARD NO.</p> <p>2A-PRO-106</p>
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STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

Community Corrections Adult Intensive Supervision Standards Kansas Department of Corrections Division of Community Corrections Services	CHAPTER: Program Components	STANDARD NO. 2A-PRO-107
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STANDARD:

Agencies shall have written policy, procedure and practice requiring the following minimum contacts and/or verifications for clients under their supervision:

TABLE 1				
REQUIRED MINIMUM actions for all clients not addressed by Tables 2 through 4				
LEVEL <hr/> LSI-R SCORE	FACE TO FACE	RESIDENCE VERIFICATION	EMPLOYMENT VERIFICATION	CASE PLAN INTERVENTION OR PROGRAM PARTICIPATION
I <hr/> 33 +	4 Per Month	1 Per Month	1 Per Month	1 per month for each intervention or program
II <hr/> 25 – 32	3 Per Month	1 Every 60 Days	1 Per Month	1 per month for each intervention or program
III <hr/> 17 – 24	2 Per Month	1 Every 90 Days	1 Every 60 Days	1 per month for each intervention or program
IV <hr/> 0 – 16	1 Per Month	1 Every 90 Days	1 Every 60 Days	1 per month for each intervention or program

<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>	CHAPTER: Program Components	STANDARD NO. 2A-PRO-107
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TABLE 2	
REQUIRED MINIMUM actions for clients on the following Statuses	
JAIL; SANCTION-PENDING PRISON	One (1) verification per month
IN TREATMENT	One (1) verification per month
IN PRISON; SANCTION-IN PRISON	With sufficient frequency to verify and ensure that the release date is known and documented in the Kansas Department of Corrections case management database.
ABSCOND	Verify that a warrant is still active every six (6) months

TABLE 3	
REQUIRED MINIMUM actions for SB123 Clients	
SB123 PRE-SENTENCE	<p>Staff shall ensure scheduling of the SB123 substance abuse assessment and completion of the risk/needs assessment as required by Standards or within local court guidelines.</p> <p>If client absconds then the case shall be closed in the case management database until the client is located and the court refers the case back to community corrections.</p>
SB123 POST-SENTENCE	Team Meetings with treatment providers and clients at least one time per month.

TABLE 4	
REQUIRED MINIMUM actions for clients with sex offense convictions	
CURRENT SEX OFFENSE CONVICTION	<p>Supervise at Level I for the first six (6) months. After six (6) months, the client may be supervised at Level II for the remainder of supervision or at Level III if the following criteria are met:</p> <ol style="list-style-type: none"> 1) the client has been on supervision for at least 12 months at either Level I or Level II and; 2) the client has been assessed by a licensed clinician providing sex offender treatment and has been determined to be low risk and; 3) the agency director has reviewed the client's case file and approved supervision at Level III.
PAST SEX OFFENSE CONVICTION	Agencies shall have written policy, procedure and practice governing how a supervision level is determined if choosing to supervise at a level other than that which is prescribed by the current risk/needs assessment.
ALL CLIENTS SUPERVISED AS A SEX OFFENDER	One (1) onsite residence verification within 30 days of moving and minimally every 120 days thereafter unless the sex offender treatment provider recommends otherwise.

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DEFINITIONS:

None

DISCUSSION:

Effective case management practice includes using diverse methods to verify a client’s participation and attendance in all required interventions/activities. Variation in methods helps to ensure accountability through multiple sources, and minimizes opportunities for clients to report inaccurate information, and prevents clients from becoming accustomed to a set pattern of verification. Staff should include, but not limit, their efforts to onsite visits; written and verbal reports from resource providers; visits with family, friends, mentors, and other supportive individuals; electronic documentation; and other appropriate methods approved by agency procedures. Contacts and onsite verifications are encouraged as the need arises.

Verification of residence, employment, and interventions should go beyond merely documenting the accuracy of what the client reports. Verification should include information such as the appropriateness of their residence and employment, their performance and participation in interventions and at work, and if there are any noted problems that need to be addressed.

Each agency may set its own policy for verifying an education intervention.

Consideration should be given to avoid over-supervision of low risk clients. Significant deviation from recommended face-to-face contacts should be documented in contact notes. When this occurs, officers should be mindful to the possible need for reassessment.

Cognitive behavioral interventions addressing criminogenic factors, such as EPICS II tools, should be utilized regularly in face-to-face contacts to effect change in high to moderate risk individuals. These face-to-face contacts provide an opportunity for officers to model behavior and serve as agents of change with the client. They provide the avenue to reward and encourage prosocial progress as well as interrupt problematic behaviors.

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>Program Components</p>	<p>STANDARD NO.</p> <p>2A-PRO-108</p>
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STANDARD:

Agencies shall have written policy, procedure, and practice regarding placing clients on an administrative caseload.

At a minimum, policies should address the criteria for placement on and removal from the caseload.

DEFINITIONS:

None

DISCUSSION:

Assessed needs should be minimal and client should be considered compliant under supervision with all requirements met, except for payment of obligations. Administrative caseloads may consist of, but not be limited to, mail in or phone in status, with officer verifying client obligations on a monthly basis.

Administrative supervision could be used for situations to include, but not limited to:

- 1) Clients who remain under supervision for the purpose of collection of fees, fines and restitution.
- 2) Clients who score as low risk on the risk assessment and have been compliant on supervision for a minimum ninety (90) day period.
- 3) Clients whose interstate compact transfer request has been accepted but the client has not yet re-located.
 - a) Clients awaiting interstate compact acceptance should be seen in accordance with the minimum required contacts for the client's assessed supervision level
- 4) Other circumstances where the client is not being actively supervised but is sentenced to community corrections.

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>Program Components</p>	<p>STANDARD NO.</p> <p>2A-PRO-109</p>
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STANDARD:

Open

DEFINITIONS:

DISCUSSION:

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STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

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STANDARD:

Agencies shall have written policy, procedure, and practice requiring that agency staff complete periodic law enforcement checks to determine if a client assigned to community corrections had a negative contact with a law enforcement agency. Such checks shall be documented in Kansas Department of Corrections case management system.

DEFINITIONS:

None

DISCUSSION:

Law enforcement checks may consist of reviewing local police, sheriff, or highway patrol contact printouts, jail records, and networking with special LEO task forces such as those that monitor gang and drug activity.

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>CHAPTER:</p> <p>Program Components</p>	<p>STANDARD NO.</p> <p>2A-PRO-112</p>
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STANDARD:

Agencies shall have written policy, procedure, and practice requiring written notification to employers of a client's assignment to community corrections. Notification shall be in documented in the client's case file.

DEFINITIONS:

None

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>CHAPTER:</p> <p>Program Components</p>	<p>STANDARD NO.</p> <p>2A-PRO-113</p>
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	<p>SUBJECT:</p> <p>Notification/Law Enforcement Checks</p>	
	<p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p>	

STANDARD:

Agencies shall have written policy, procedure and practice defining the criteria necessary to declare a client an absconder from supervision and the steps to be taken upon client arrest or re-appearance/re-engagement.

DEFINITIONS:

None

DISCUSSION:

Policy should include time considerations, agency and local law enforcement resources as well as any local court and law enforcement requirements.

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>Program Components</p>	<p>STANDARD NO.</p> <p>2A-PRO-114</p>
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	<p>SUBJECT:</p> <p>Unemployed Clients</p>	
	<p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p>	

STANDARD:

Agencies shall have written policy, procedure, and practice requiring that the agency provide and document structured job search activities for unemployed clients. Activities are to be evidence-based and should not be limited only to collecting verification of applications

DEFINITIONS:

None

DISCUSSION:

Interventions shall be utilized to assist clients in preparation, coaching, and encouragement to achieve success.

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>Program Components</p>	<p>STANDARD NO.</p> <p>2A-PRO-115</p>
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STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

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STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

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STANDARD:

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DEFINITIONS:

DISCUSSION:

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STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

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STANDARD:

Agencies shall have written policy, procedure, and practice requiring **supervisory approval** prior to initiating revocation.

DEFINITIONS:

None

DISCUSSION:

Supervisory approval helps to ensure internal consistency in the management of violators. Staffing can promote the use of innovative methods to respond to violations.

REFERENCES:

KSA 75-5290, *et seq.*

Community Corrections Adult Intensive Supervision Standards Kansas Department of Corrections Division of Community Corrections Services	CHAPTER: Program Components	STANDARD NO. 2A-PRO-121
	SECTION: Adult Intensive Supervision	PAGE: 1 of 1
	SUBJECT: Case Closure	
	CURRENT VERSION EFFECTIVE DATE: 09-01-2018	

STANDARD:

Agencies shall have written policy, procedure, and practice requiring identification of the criteria to be met before recommending successful completion of supervision.

DEFINITIONS:

None

DISCUSSION:

Criteria shall include progress towards case plan goals and lowering of high risk domains.

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>Program Components</p>	<p>STANDARD NO.</p> <p>2A-PRO-122</p>
	<p>SECTION:</p> <p>Adult Intensive Supervision</p>	<p>PAGE:</p> <p>1 of 2</p>
	<p>SUBJECT:</p> <p>Courtesy Supervision – Mandatory and Discretionary Transfer Criteria</p>	
	<p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p>	

STANDARD:

Agencies shall have written policy, procedure and practice requiring the agency follow the mandatory and discretionary transfer criteria outlined in this standard. Agencies may not create policy, procedure and practice that is more restrictive and/or conflicts with these requirements.

Mandatory Transfer of Supervision

- 1) Client eligibility for transfer is at the discretion of the sending agency.
 - a) The sending agency is responsible for notifying the court and obtaining the court’s permission if necessary.
 - b) The court of conviction will retain jurisdiction over the client’s case.
- 2) If the client is deemed eligible, the receiving agency shall accept transfer, if the client:
 - a) Has more than ninety (90) calendar days or an indefinite period of supervision remaining at the time the sending jurisdiction transmits the transfer request; and
 - b) Has a valid case plan; and
 - c) Is in substantial compliance with the terms of supervision; and
 - d) (1) has resident family in the receiving district who have indicated a willingness and ability to assist as specified in the case plan; and/or
(2) can obtain employment in the receiving district or has means of support.
- 3) While the sending agency determines the decision to request a client transfer or not, the receiving agency has no discretion to deny the transfer as long as the client satisfies the criteria listed above.
- 4) The sending agency determines if a client is in substantial compliance. If the sending agency has taken no action on outstanding warrants or pending charges the client is considered to be in substantial compliance
- 5) There is no obligation of the sending agency to retake when requirements a-d are no longer met.
- 6) A receiving agency is not authorized to deny a transfer based solely on the fact that the client intends to reside in Section 8 housing.

Community Corrections Adult Intensive Supervision Standards Kansas Department of Corrections Division of Community Corrections Services	CHAPTER: Program Components	STANDARD NO. 2A-PRO-122
	SECTION: Adult Intensive Supervision	PAGE: 2 of 2
	SUBJECT: Courtesy Supervision – Mandatory and Discretionary Transfer Criteria	
	CURRENT VERSION EFFECTIVE DATE: 09-01-2018	

Discretionary Transfer of Supervision

- 1) A sending agency may request transfer of supervision for a client who does not meet criteria a-e under the Mandatory Transfer of Supervision section when acceptance by the receiving agency would support successful completion of supervision, rehabilitation of the client, promote public safety and protect the rights of victims.
- 2) The sending agency shall provide sufficient information/documentation to justify the requested transfer.
- 3) The receiving agency shall have the discretion to accept or reject the transfer of supervision if:
 - a) Insufficient information/documentation was received to support the request or;
 - b) Is able to provide sufficient reasons the transfer will not support successful completion of supervision, rehabilitation of the client, promote public safety or protect the rights of victims
- 4) If the receiving agency rejects a transfer request, the reasons for rejection must be provided in writing to the sending agency and documented in the Kansas Department of Corrections case management system.

The sending agency is responsible for notifying the court of an offender’s transfer request and obtaining any necessary permissions

In no instance, shall non-payment of an assessed transfer fee be a reason for denial of a request for transfer.

DEFINITIONS:

None

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>	CHAPTER:	STANDARD NO.
	Program Components	2A-PRO-123
	SECTION:	PAGE:
	Adult Intensive Supervision	1 of 2
	SUBJECT:	
	Courtesy Supervision Transfer Request – Sending Agency Responsibilities	
CURRENT VERSION EFFECTIVE DATE: 09-01-2018		

STANDARD:

Agencies shall have written policy, procedure, and practice requiring that when requesting a transfer of supervision, the agency will ensure:

- 1) All requests for transfer of supervision will be made in writing using Kansas Department of Corrections approved forms.
- 2) All requests for transfer of supervision include the following case management information:
 - a) Complaint and information, if available
 - b) Affidavit or arrest report, if available
 - c) Pre-Sentence investigation
 - d) Journal Entries
 - e) Orders of Probation
 - f) Diagnostic Evaluations, if applicable
- 3) All client data in the case management database is complete and up to date **prior** to submitting a request for transfer of supervision
 - a) If the client who is the subject of a transfer request has been under supervision with the requesting agency for thirty (30) calendar days or more, the risk/needs assessment shall be completed by the sending agency.
 - b) If the client who is the subject of a transfer request has been under supervision with the requesting agency for less than thirty (30) calendar days, the risk/needs assessment shall be completed by the receiving agency.
- 4) The client remains under supervision until the sending agency receives written notification of the receiving agencies final decision to accept or reject the transfer
 - a) Supervision may be retained by the sending agency; or
 - b) Supervision may be accomplished through an inter-agency agreement wherein the receiving agency agrees in writing to supervise the client during their investigation process and until a final decision is made to accept or reject the transfer.

<p>Community Corrections Adult Intensive Supervision Standards</p> <p>Kansas Department of Corrections Division of Community Corrections Services</p>	CHAPTER:	STANDARD NO.
	Program Components	2A-PRO-123
	SECTION:	PAGE:
	Adult Intensive Supervision	2 of 2
	SUBJECT:	
	Courtesy Supervision Transfer Request – Sending Agency Responsibilities	
CURRENT VERSION EFFECTIVE DATE:		09-01-2018

- c) If the decision is made to reject the transfer, the client must return to the sending agency’s jurisdiction immediately or upon such date and time as ordered by the sending agency.
- 5) Before initiating a transfer request, the agency should consider whether there is a safety risk to victims and if notification should occur. If notification is deemed necessary, it should be handled pursuant to local policy.
- 6) No supervision fees are to be assessed against a client whose supervision has been transferred to another agency.

DEFINITIONS:

None

DISCUSSION:

The date of sentencing determines when supervision begins, unless otherwise noted by the Court.

REFERENCES:

KSA 75-5290, *et seq.*

Community Corrections Adult Intensive Supervision Standards Kansas Department of Corrections Division of Community Corrections Services	CHAPTER: Program Components	STANDARD NO. 2A-PRO-124
	SECTION: Adult Intensive Supervision	PAGE: 1 of 1
	SUBJECT: Courtesy Supervision Transfer Request - Receiving Agency Responsibilities	
	CURRENT VERSION EFFECTIVE DATE: 09-01-2018	

STANDARD:

Agencies shall have written policy, procedure, and practice requiring that when receiving a request for transfer of supervision, the agency will ensure:

- 1) The transfer request investigation is completed within fifteen (15) business days of receipt.
- 2) The agency submits their decision to the sending agency within three (3) business days of completing the investigation.

All decisions regarding the acceptance or rejection of supervision are submitted using approved Kansas Department of Corrections forms.

If extenuating circumstances exist which prevent the receiving agency from meeting this deadline, the fact that the deadline has not been met and the reason for the deviation should be provided in writing to the sending agency and recorded in the Kansas Department of Corrections case management system.

DEFINITIONS:

None

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>CHAPTER:</p> <p>Program Components</p>	<p>STANDARD NO.</p> <p>2A-PRO-125</p>
	<p>SECTION:</p> <p>Adult Intensive Supervision</p>	<p>PAGE:</p> <p>1 of 1</p>
	<p>SUBJECT:</p> <p>Courtesy Supervision – Supervision Responsibilities of Receiving Agency</p>	
	<p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p>	

STANDARD:

Agencies shall have written policy, procedure, and practice requiring that supervision of courtesy clients is consistent with the supervision of clients sentenced in the receiving jurisdiction, including the use of incentives, corrective actions, graduated sanctions, and other supervision techniques.

- When use of such action requires court approval from the original jurisdiction:
 - The supervising agency shall make a written request to the sending agency that includes a summary of the client’s violations during the courtesy supervision period, what actions have been taken in response to those violations, and a proposed response to the current violation(s).
 - The sending agency shall request the court’s approval within three (3) business days of receiving the supervising agency’s request.
 - The sending agency shall transmit the court’s decision to the supervising agency in writing within three (3) business days of receiving the decision.

If extenuating circumstances exist which prevent the receiving agency from meeting this deadline, the fact that the deadline has not been met and the reason for the deviation should be provided in writing to the sending agency and recorded in the Kansas Department of Corrections case management system.

DEFINITIONS:

None

DISCUSSION:

Upon transfer to the receiving agency’s jurisdiction, the client becomes a member of that community and the goal of supervision is to assist the client in becoming a stable and productive community member.

REFERENCES:

KSA 75-5290, *et seq.*

Community Corrections Adult Intensive Supervision Standards Kansas Department of Corrections Division of Community Corrections Services	CHAPTER: Program Components	STANDARD NO. 2A-PRO-126
	SECTION: Adult Intensive Supervision	PAGE: 1 of 1
	SUBJECT: Courtesy Supervision – Supervision Responsibilities of Receiving Agency	
	CURRENT VERSION EFFECTIVE DATE: 09-01-2018	

STANDARD:

Agencies shall have written policy, procedure and practice requiring that progress reports on courtesy transfer clients be submitted to the sending agency at least once every ninety (90) calendar days.

The progress report should include but is not limited to the following:

- Name and KDOC number
- Address of residence
- Phone number and email
- Current employer
- Officer’s summary of conduct, compliance with conditions, any incentives/sanctions imposed, and case plan progress

If a client absconds or is arrested for a new crime, the supervising agency shall send a progress report within three (3) business days of determining the client has absconded or learning of the arrest.

DEFINITIONS:

None

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>CHAPTER:</p> <p>Program Components</p>	<p>STANDARD NO.</p> <p>2A-PRO-127</p>
	<p>SECTION:</p> <p>Adult Intensive Supervision</p>	<p>PAGE:</p> <p>1 of 1</p>
	<p>SUBJECT:</p> <p>Courtesy Supervision – Mandatory and Discretionary Retaking by Sending Agency</p>	
	<p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p>	

STANDARD:

Agencies shall have written policy, procedure and practice requiring the agency follow the mandatory and discretionary retaking criteria outlined in this standard. Agencies shall not create policy, procedure and practice that is more restrictive and/or conflicts with these requirements.

Mandatory Retaking of Supervision

- 1) Client has absconded and receiving agency has exhausted all efforts to locate and re-engage the client in supervision.
- 2) Upon request by the receiving agency:
 - a) after a client’s arrest for a new felony or person misdemeanor or;
 - b) after a client’s conviction for a new felony or person misdemeanor

Discretionary Retaking of Supervision

- 1) At its sole discretion, a sending agency may retake or order the return of an offender at any time during supervision.

The receiving agency is responsible for obtaining written reporting instructions from the agency who is retaking supervision, providing those instructions to the client, and maintaining documentation of the client’s receipt of the instructions.

DEFINITIONS:

Retaking: To order an offender to return to the sending agency. This may or may not require the issuance of a warrant.

DISCUSSION:

If a client is arrested on new charges, agencies should work together to determine who retains supervision with consideration given to the client’s status (jail or bond), impact on law enforcement for any housing or transportation needs necessary to comply with court appearances as well as public safety and the protection of victims.

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>CHAPTER:</p> <p>Program Components</p>	<p>STANDARD NO.</p> <p>2A-PRO-128</p>
	<p>SECTION:</p> <p>Adult Intensive Supervision</p>	<p>PAGE:</p> <p>1 of 1</p>
	<p>SUBJECT:</p> <p>Courtesy Supervision - Termination</p>	
	<p>CURRENT VERSION EFFECTIVE DATE:</p>	

STANDARD:

Agencies shall have written policy, procedure and practice governing courtesy supervision termination which shall include but not be limited to the following:

- 1) No less than thirty (30) calendar days prior to the projected probation completion date, the receiving agency shall notify the sending agency if client is in compliance and expected to discharge as scheduled.
 - a) Upon receiving notification, the sending agency should review the client's case and advise the receiving agency if there are any circumstances for which the client should not be allowed to discharge.
 - b) If circumstances exist which require extension of probation, the sending agency should determine if retaking the client's supervision is necessary or if the client may remain in the receiving agency's jurisdiction. This decision should be communicated to the receiving agency in writing and documented in the Kansas Department of Corrections case management system.

- 2) Unless the sending agency has already retaken supervision, upon expiration of the probation term, the receiving agency shall send final notice of discharge to the sending agency. The sending agency is responsible for closing the case in accordance with local policy and documenting closure in the Kansas Department of Corrections case management system.

DEFINITIONS:

None

DISCUSSION:

None

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>Program Components</p>	<p>STANDARD NO.</p> <p>2A-PRO-129</p>
	<p>SECTION:</p> <p>Adult Intensive Supervision</p>	<p>PAGE:</p> <p>1 of 1</p>
	<p>SUBJECT:</p> <p>Courtesy Supervision – Interstate Compact</p>	
	<p>CURRENT VERSION EFFECTIVE DATE:</p>	

STANDARD:

Agencies shall have written policy, procedure and practice requiring compliance with the Interstate Commission for Adult Offender Supervision (ICAOS) Rules regarding the retaking and/or returning of compact offenders to include:

- 1) Issuing a warrant within fifteen (15) calendar days of the officer receiving the violation report.
- 2) Ensuring the warrant is entered into the National Crime Information Center (NCIC) wanted person file with a nationwide pick-up radius with no bond amount set.

DEFINITIONS:

None

DISCUSSION:

None

REFERENCES:

KSA 75-5290, *et seq.*

Interstate Commission for Adult Offender Supervision (ICAOS) Rules