



COMMUNITY CORRECTIONS

115 West 1st
Hutchinson, Ks. 67501
Phone 620-665-7042
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Advisory Board Agenda March 21, 2024

Welcome	Thomas Stanton
Approve Minutes	Thomas Stanton
New Business	Randy Regehr
1. FY 2025 Comprehensive Plan Grant	
2. Policy Updates	
3. Funding Update	
Closing	Thomas Stanton

Reno County Community Corrections
Thursday, December 14th, 2023 4:30pm
Advisory Board Meeting

Attending from Advisory Board: Brice Burlie, Shannon Hauschild, Ray Hemman, Shawn McHaley, Carolyn Parson, Erica Rivera, Tom Stanton

Absent: Judge Daniel Gilligan, Elizabeth Allan, Dawn Johnson, Stephanie Springer, Lacy Stauffacher

- 1) Welcome to the Advisory Board meeting from Tom Stanton.
- 2) Motion to approve minutes from the last meeting by Brice Burlie with a second motion by Ray Hemman and all approve.
- 3) No old business to address.
- 4) New business – Randy Regehr
 - A. Diversion Policy – The SB123 Diversion Program starts Jan 1st, 2024. Two ISO's will spearhead it. The prospective participant will need to meet certain criteria to be eligible, and regular reports will be sent to the DA's office. The program will be for 18 months with a possible early release if all conditions of the program have been met. Community Corrections received a \$25,000 grant to fund the first year. A motion to approve was made by Ray Hemman with a second motion by Erica Rivera and all approve.
 - B. FY 2025 Comprehensive Plan Grant Update - Randy announced in FY 25 they will continue to work on staff coaching, case planning, behavior over just compliance, and keeping staff engaged. There will be a few big purchases but no major changes. The plan should be ready for final approval around April 2024.
- 5) No other business to address.
- 6) Motion to adjourn the meeting by Shannon Hauschild with a second motion by Brice Burlie and all approve.



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FY'25 Adult Comprehensive Plan Grant

Community Corrections is primarily grant funded with State general funds through the Kansas Department of Corrections. Community Corrections is a statutorily required partnership between the State and County government. This grant provides funding for supervision and behavioral health services for people convicted of a felony offense and assigned to supervision with this agency.

A primary piece of the grant application is to set agency goals for the upcoming year. Community Corrections will focus on four areas for FY'25. Completing quality assessments soon after assignment to supervision is key to addressing a person's risks and needs so this will be our first goal. We are expecting to continue auditing and coaching with Community Solutions Inc. which is paid for through a separate KDOC grant. Additional auditing will also be done to monitor the timeliness of the assessments being completed.

The second goal will focus on case plans. We will be auditing to ensure case plans are being completed within forty five days of assignment. Additionally there will be training, coaching, and auditing to develop case plans focused on behavior change rather than supervision conditions. The case plans can help provide structure to office contacts and act as a roadmap for supervision.

Goals three and four will be to coach and audit officers' use of motivational interviewing and cognitive behavioral treatment. Motivational interviewing will continue to be a emphasis because it is core to the communications officers have with clients. Officers need to enhance the intrinsic motivation of the people they supervise and move them towards positive change and motivational interviewing is essential to this process. Cognitive behavioral treatment methods then assist with the progression.

There are two parts to the agency's adult budget, supervision and behavioral health. The supervision portion of the grant pays the majority of the agency's expenses including salaries and benefits. Operations is primarily rent. Much of the supplies and client services costs, \$33,000, are for drug testing supplies and services. The communications costs include the text messaging and appointment reminder system officers utilize. Equipment includes replacing some computers and dispatch radios which are no longer going to be supported.

The behavioral health budget contractual category pays for substance abuse services through the Substance Abuse Center of Kansas and mental health services through Horizons Mental Health Center. Additional funding has been requested to pay for more SUD services with SACK since Mirror Inc. is no longer providing services in Hutchinson. Client services is money to pay for services and interventions for clients. Housing is the majority of the client services request at \$45,000. Salary and benefits within the behavioral health grant pay for officers to facilitate in-house groups.



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Adult Supervision	Application Budget
Salary & Benefits	\$1,019,782.15
Operations	\$24,690.42
Client Services	\$11,400.00
Communications	\$14,000.00
Contractual	\$544.32
Equipment	\$14,000.00
Supplies	\$30,320.57
Training	\$1,510.00
Travel	\$3,050.00
Total	\$1,119,297.46

Behavioral Health	
Salary & Benefits	\$46,674.66
Client Services	\$53,350.00
Contractual	\$165,000.00
Total	\$265,024.66

POLICY & PROCEDURES

IMPLEMENTATION DATE: ~~12/4/18~~

LAST REVISION DATE: ~~2/19/20~~

LAST REVIEWED DATE: 11/13/23

CHAPTER: Administration, Organization, & Management

PAGES: 4

REFERENCE: KDOC 1A-ADM-103, 104, 107, 108, 123 1C-ADM-300, 301, 1D-ADM-403, CSS-01-100

SUBJECT: Procedures Manual

I. AUTHORITY:

Kansas Department of Corrections, Reno County Commissioners, Reno County Community Corrections Advisory Board

II. PURPOSE:

To establish a standardized system for the compilation, dissemination, and maintenance of a policy and procedure operating manual and the personnel manual.

III. POLICY:

- A. A manual of uniform policies and procedures expressing agency philosophy, goals, and operational procedures must be developed and maintained. These written policies and procedures shall be made available to all employees as described in the following procedures section. Policies and procedures shall be monitored regularly and revised as necessary to ensure compliance with agency program goals.
- B. Reno County Community Corrections adheres to the Reno County Employment Policies that are made available to each employee at the time of employee orientation and are available via the County intranet. These are also summarized in the Reno County Employee Handbook provided to each employee by the County Personnel Department at the time of new employee orientation. The Reno County Personnel Department and Board of County Commissioners are responsible for review and updating the Personnel Policies as needed. The Director is responsible for forwarding any revisions to staff once received from the Reno County Personnel Department. The Reno County Personnel Policies shall include at a minimum:
 - Mission and Philosophy statement (Agency Policy 2.01)
 - Organizational chart (Agency Policy 1.03)
 - Recruitment, promotion, and equal employment opportunity provisions (Reno County Personnel Policies, pp. 13, 26)
 - Job descriptions and qualifications, including salary determinations (Agency policy 2.06)

- Benefits, holidays, leave, and work hours (Reno County Personnel Policies, pp. 9, 10, 13, 14, 16, 18-21, 29)
 - Personnel records and staff evaluation (Reno County Personnel Policies, pp. 23-24)
 - Staff development, including in-service training (Agency Policy 3.01)
 - Resignation and termination (Reno County Personnel Policies, pp. 18, 24, 25)
 - Disciplinary, grievance and appeal procedures (Reno County Personnel Policies, p. 11)
 - Rules relevant to political activities (Reno County Personnel Policies, p. 7)
 - Rules of Conduct (Agency Policy 2.04)
 - Sexual harassment (Reno County Personnel Policies, p. 25)
 - Americans with Disabilities Act (ADA Reasonable Accommodation Policy resolution dated January 8, 2009)
 - Drug free workplace (Reno County Personnel Policies, p. 13)
 - Prison Rape Elimination Act (PREA) (Agency Policy 2.05)
- C. Staff shall sign a statement acknowledging his/her understanding of the Personnel Handbook, County Policies, and any updated or changed agency or County policies. The form shall be maintained in the employee's personnel file.
- D. Any new or revised policies or procedures shall be disseminated to staff, volunteers, and interns prior to implementation with the date of implementation specified on the document.
- E. The agency 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 5 business days of final signature and approval.
- F. A written Memorandum of Understanding (MOU) shall be completed 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, ect.), the MOU shall additionally include a clause that Reno County Community Corrections staff may observe client group meetings at any time with or without advance notice. All MOU's shall be readily available to KDOC.

IV. PROCEDURES:

- A. Policy and Procedure Development: All employees shall be encouraged to actively participate in policy and procedure development. All suggestions received shall be considered and evaluated by the Director prior to preparation of a final draft.
- B. Policy and Procedure Approval: Following final review by the Director and staff, the proposed document(s) shall be prepared for publication and distribution. At the Community Corrections Advisory Board and at County Commission meeting, a brief synopsis of any policy or procedure changes shall be presented. The Director shall make any changes deemed necessary by the Advisory Board and County

- Commission. The County Commission has the final say on policy revisions.
- C. Distribution: The Director shall ensure that the manual shall be available to each Community Corrections staff person either in paper or electronic form.
 - D. Review of Policies and Procedures: The Director, ISO II, Office Manager, and other planning staff members as assigned shall conduct an annual review of the Policies and Procedures Manual. This review shall include a regular assessment of agency operations as comply with published policies and procedures.
 - E. Implementation: Staff will sign an acknowledgement form stating they have received, read, and understand the new policies. The implementation date will be two weeks after collection of the acknowledgement forms. Any new or revised policy and procedures shall be disseminated to staff, volunteers and interns, prior to implementation with the date of implementation specified on the document.
 - F. The Reno County Personnel Handbook will be developed and maintained by the Reno County Personnel Department and the Reno County Commission.
 - G. The Employee Handbook is made available to all employees at the time of Orientation. Both the Employment Policies and the Handbook are available on the County Intranet (accessible to all employees). Each employee signs an acknowledgment form at orientation once they understand the contents of the manual. This form is maintained in the employee's file located in the Personnel Department.
 - H. In addition to the Handbook reviewed by the County Personnel Department at the time of orientation, each RCCC employee reviews and signs the agency Code of Ethics describing expected conduct, as well as the agency Confidentiality Agreement. Each RCCC employee also receives a copy of the current organizational chart at orientation.
 - I. Orientation shall include, but not be limited to:
 - Community Correction 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
 - Workplace diversity, *equity, and inclusion*
 - *Prison Rape Elimination Act (PREA)*
 - *Emergency procedures*
 - *Mandated reporting*
 - *KDOC assigned IT courses (must be completed within 30 days of initial assignment)*
 - *Report writing*
 - Courtroom protocol
 - ~~Review sanctions and incentives policy~~
 - ~~Evidence Based Practices~~
 - Staff workplace and field safety and security issues
 - Universal precautions
 - ~~Review Rules and Practices of the Interstate Commission for Adult Supervision~~

(ICAOS) located at www.interstate-compact.org

- J. Orientation with new staff will be scheduled to last forty (40) hours, with the exception of non-administrative support staff, which will be sixteen (16) hours. *For those who supervise, or assist with supervision of clients, a minimum of forty hours of job shadowing is required prior to any independent job assignments. Orientation for all staff and interns will be completed within thirty days of beginning employment and prior to any independent job assignment. Orientation needs for volunteers may be determined by the agency.*
- K. *Initial training shall be completed within one year of hire for staff carrying a caseload, this includes supervisors carrying a caseload and/or supervising staff who carry a caseload. If training cannot be completed within the first year the agency will document why in the employee's personnel file. Training topics shall include, but not be limited to:*
- *KDOC required training.*
 - *Tools and techniques for effective client management.*
 - *Interstate Commission for Adult Supervision.*
 - *Review sanctions and incentives policy.*
 - *Evidence-based practices.*
- L. *If an employee has had training in the above orientation or initial training areas prior to employment, the agency shall determine if the previous training and time frame of the previous trainings will still meet the needs of the agency's training requirements. Credit for previous training may be given and the person not required to repeat the training. Previous training will be documented in the employee's personnel file.*
- M. This agency or its staff will not discriminate on the basis of an individual's disability as protected in the American's With Disabilities Act.
- N. Since the building is owned by Reno County, they will be responsible for building maintenance and compliance with all applicable zoning ordinances, as well as building, sanitation, health, and fire codes. The landlord will provide documentation of compliance to the agency upon request.

V. REPORTS REQUIRED:

Reno County Personnel Handbook
Code of Ethics Form (RCCC)
Confidentiality Acknowledgment (RCCC)
Orientation Checklist

Note: The policy and procedures set forth herein are intended to establish directives and guidelines for staff, probationers, parolees, and entities who are contractually bound to adhere to them. They are not intended to establish state and/or county created liberty interest for employees, parolees, or an independent duty owed by Reno County Community Corrections. This policy and procedure is not intended to establish or create new

constitutional rights, or to expand upon existing constitutional rights or duties.

Randy Regehr, Director

Date

Reno County Community Corrections Program	POLICY 3.01
POLICY & PROCEDURES	
IMPLEMENTATION DATE: 8/14/23	
LAST REVIEWED DATE: 7/18/23	
LAST REVISION DATE: 7/18/23	
CHAPTER: Training and Staff Development	
PAGES: 5	
REFERENCE: KDOC 1D-ADM-402, 403, 404, and 406, CSS-02-104, CSS-02-105	
SUBJECT: Annual Training Requirements	

I. AUTHORITY:

Reno County Commission, Reno County Community Corrections Advisory Board, Kansas
Department of Corrections

II. PURPOSE:

To describe the minimum training requirements for agency employees

III. DEFINITIONS:

- A. Non-clerical: Positions that support case management services but do not directly supervise client, i.e. program providers, surveillance officers, care coordinators, resource officers, training officers, ect.
- B. Administrative staff: Management positions such as directors and supervisors who perform primarily administrative duties.
- C. Supervision staff: Positions whose primary function is providing case management services to clients, i.e. ISOs.
- D. Support staff: Positions whose primary function is clerical or to support supervision staff in a non-technical aspect, i.e. secretaries, receptionists, transporters.
- E. Employees: For the purpose of this policy, employee includes volunteers, interns, contract personnel, or anyone else working for the agency, whether full-time, part-time, or temporary.

IV. POLICY:

- A. All full-time non-clerical, administrative, and supervision staff shall complete 40 development hours annually.
- B. All full-time support staff shall complete 8 development hours annually. Part-time

support staff shall complete development hours in accordance with their duties as determined by the Director. Part-time juvenile staff shall complete 20 hours of training annually.

C. Development hours shall be relevant to employees' assignment. This shall be determined by their supervisor.

D. All part time employees, interns, and volunteers shall receive orientation and training appropriate to their assignment.

E. KDOC IT Security Awareness and Acceptable Use Training is required within ~~6 months~~ *thirty days* of initial assignment 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 capacity to access confidential KDOC controlled information. A Security Awareness Statement shall be signed and retained in their personnel file.

F. The program shall maintain written documentation of all orientation and annual training hours for all employees, interns, and volunteers in their personnel file.

G. Prior to any independent job assignments, a minimum of forty hours of job shadowing shall be required.

V. PROCEDURES:

A. New Full Time Employees. The Director and ISO II shall provide a majority of the training for new full time ISOs. Training for other agency employees shall be provided by the Director or designee, depending upon the subject matter necessary to the position. This training shall be given within the first 30 days of employment. If the employee has had training in these areas prior to employment, and can provide written documentation, he/she may receive credit and not be required to repeat this training. The program objectives shall be as follows:

- To familiarize the new employee with the program
- To inform the new employees of the program mission and goals
- To instruct new employees in policies, procedures, programs, and code of ethics
- To provide employees with improved skills in their area of specialty

~~B. Suggested training for non-clerical, administrative and supervisory staff is as follows: Management and leadership practices, labor law, employee management relations, laws pertaining to the justice system, coordinating resources, sexual harassment, Federal and State law pertaining to clients, and workplace diversity.~~

~~C. Recommended training for all staff is as follows: Human relations and communication skills, crisis intervention, managing clients with special needs, office management, counseling resistive clients, strategies for effective case management, sanction and incentives, cultural diversity, gang intervention strategies, developing community resources, report writing, legislative process, and rights and responsibilities of clients.~~

~~D. Recommended training for part-time staff, interns, volunteers, and others having minimal client contact is as follows: Agency policy and procedure orientation, organization of the agency, programs for clients, regulations of the agency, office safety, universal precautions, sexual harassment, communication and human relations, and special training directed toward the employee's department and/or task-oriented assignments (computer software, statistical gathering and reporting, etc.).~~

B. The following staff development topics are suggested for non-clerical staff (positions that support case management services but do not directly supervise clients): crisis intervention; equity, diversity, and inclusion in the workplace to include those served; evidence-based practices; federal and state laws pertaining to clients; gang intervention strategies; human relations and communication skills; report writing; rights and responsibilities of clients; sexual harassment; and developing community resources.

C. The following staff development topics are suggested for supervision staff (positions whose primary function is providing case management services to clients): coordinating resources; crisis intervention; equity, diversity, and inclusion in the workplace to include those being served; evidence-based practices; federal and state laws pertaining to clients; gang intervention strategies; human relations and communication skills; incentives; laws pertaining to the justice system; managing clients with special needs; report writing; rights and responsibilities of clients; sanctions; sexual harassment; and strategies for effective case management.

D. The following staff development topics are suggested for administrative staff (management positions): crisis intervention; employee-management relations; equity, diversity, and inclusion in the workplace to include those being served; evidence-based practices; federal and state laws pertaining to clients; human relations and communication skills; incentives; labor laws; laws pertaining to the justice system; legislative process; management and leadership practices; managing clients with special needs; report writing; rights and responsibilities of clients; sanctions; and sexual harassment.

E. Training Records. The Director or designee in each employee's personnel file shall maintain staff training records. Employees are responsible for documenting their training hours for submission to the Director or designee for inclusion in the personnel file. The training documentation shall include the following:

- Employee name

- Date of training
- Number of hours received
- Brief description of material presented/relevance to position

F. Participation: The Director shall distribute any relevant training information received by the agency for staff to review. Material particularly relevant to the performance of job duties will be emphasized. Any staff member interested in attending training should forward a request to their immediate supervisor, who will then relay the request to the Director for approval. If funding allows, the Director will attempt to budget an appropriate amount annually to pay for staff members to attend training class outside the agency. Staff may be selected by seniority, specialized case loads, number of hours per officer. The ultimate decision is at the discretion of the Director.

H. Reimbursement: The agency shall per county policy reimburse staff training expenses when staff attends job related training outside the agency.

I. All staff carrying a juvenile caseload, this includes supervisors carrying a juvenile caseload and/or supervising staff who carry a caseload, shall have training annually on the following topics:

- Mental Health or Trauma Informed Care
- Family Engagement
- Crisis Intervention/De-escalation Techniques
- Corrections Fatigue/Stress Management
- Cognitive Behavioral Intervention Techniques

J. Juvenile Staff Orientation: Orientation for all staff and volunteers shall be completed prior to any independent job assignment(s). Prior to any independent job assignments, a minimum of forty hours of job shadowing shall be required.

Orientation for employees shall be documented on form JS-0121, or a locally approved equivalent form. The new employee and supervisor completing each item shall initial and date the orientation checklist to signify completion. The form JS-0121 shall be filed in the employee's personnel file upon completion. Initial training topics to be delivered by the Kansas Department of Corrections (KDOC) shall include, but not be limited to:

- Juvenile Justice Basics
- Effective Practices in Correctional Settings-II (EPICS-II)
- Youthful Level of Service/Case Management Inventory (YLS/CMI)
- Graduated Responses as an Evidence Based Practice
- Youth Mental Health First Aid
- Case Planning
- All staff that will have access to KDOC IT Networking Services must complete the IT Security Awareness Training and sign the two (2) Acceptable Use Forms. These forms must be sent to the designated IT staff member in KDOC Central

Office and kept in the staff's personnel file for a minimum of 3 years in such a manner as they may be retrieved and reviewed during the course of a KCJIS audit

Additional training topics to be delivered by the Judicial District shall include, but not be limited to:

- Overview of Child Welfare and Juvenile Justice systems and processes
- The statutes and regulations pertaining to Juvenile Offender and Child In Need of Care (CINC) Code
- ATHENA (Kansas Department of Corrections database)
- Review of personnel and Community Supervision Agency policies and procedures
- Community Supervision Agency Facility Onsite Youth Contact Guidelines
- Courtroom protocol (providing testimony, appearance, addressing the court, ect.)
- Confidentiality of juvenile records
- Staff workplace and field safety and security issues
- Recognition, signs, and symptoms of child abuse and suicide
- Conflict resolutions and de-escalation techniques
- Universal precautions (hazardous materials, exposure to bodily fluids and contaminants, urine analysis procedures, ect.)
- Mandated reporting
- Sexual harassment
- Community resources
- Evidence-based approaches

If the employee has had training in the above orientation or initial training areas prior to employment, the agency shall determine if the previous training and time frame of the previous trainings will still meet the needs of the Judicial District's training requirements. If the previous training is determined to meet the agency requirements the staff should receive credit and not be required to repeat those orientation items. All previous training shall be documented in the employee's personnel file.

The intent of the additional Judicial District training topics is to incorporate local policies and expectations into the orientation training. This will allow for the Judicial District to tailor each training to meet the needs of their agency.

The following resources may assist the Judicial District in meeting the orientation training requirements:

- The Kansas Department of Corrections Learning Management System
- National Institute of Corrections Learn Center
- The Kansas Children's Alliance Training Center
- National Criminal Justice Training Center
- Justice Clearinghouse

VI. REPORTS REQUIRED:

Training Log

Security Awareness Statement

Note: The policy and procedures set forth herein are intended to establish directives and guidelines for staff, probationers, parolees, and entities contractually bound to adhere to them. They are not intended to establish state and/or county created liberty interest for employees, parolees, or an independent duty owed by Reno County Community Corrections. This policy and procedure is not intended to establish or create new constitutional rights, or to expand upon existing constitutional rights or duties.

Randy Regehr, Director

Date

POLICY & PROCEDURES

IMPLEMENTATION DATE: 12/4/18

LAST REVIEWED DATE: 11/13/23

LAST REVISION DATE: 11/20/18

CHAPTER: Administration, Organization, & Management

PAGES: 2

REFERENCE: KDOC 1A-ADM-117, 1A-ADM-118, CSS-02-107, CSS-02-108, CSS-02-109

SUBJECT: Staff Workload and Operating Hours

I. AUTHORITY:

Reno County Commission, Reno County Community Corrections Advisory Board, Kansas
Department of Corrections

II. POLICY:

A. A workload formula will be maintained to determine client assignments to officers. Consideration shall include risk level, programming dosage, conviction, and special needs or responsivity factors. This workload formula shall be reviewed at least annually and changed as needed.

B. Staff shall have work schedules which accommodate client needs. Officers shall set their schedules to work at least 4 hours per week outside of 8:00 AM to 5:00 PM. This allows clients flexibility with reporting times and minimizes interference with clients' employment. Schedules shall be reviewed as necessary to determine continued need and appropriateness.

C. Community Corrections shall have in place a mechanism for ISO's to be contacted in emergency situations after regular working hours. All non-emergency issues are to be handled within regularly scheduled office hours. The use of time for handling emergency issues after hours shall be approved by the supervisor or Director in advance whenever possible.

D. Staff responsible for the direct supervision of juveniles shall be scheduled to work at least twelve hours outside the 8:00 AM to 3:00 PM timeframe. The work outside of the 8:00 AM to 3:00 PM timeframe shall be focused on direct supervision service delivery with the youth and/or family.

III. PROCEDURES:

A. Workload Formula

1. Work is allocated to officers through a workload formula that considers and incorporates the following factors:

- a. Risk level and programming dosage
- b. Supervision standards

- c. Special duties assigned to the ISO
- d. Special needs of clients or responsivity factors
2. The workload formula implemented shall be reviewed and/or revised at least annually by the Director.
3. The Director, or designee, will obtain caseload information weekly to complete the workload formula.

B. After Hours Contacts

1. Clients will be advised at intake and/or in the orientation manual that non-emergency situations shall be addressed during normal office hours. A voicemail system is provided by the agency for clients to leave messages for staff. For emergency situations clients can contact law enforcement for assistance or to relay information to an officer.
2. Depending on the circumstances, an ISO may choose to provide his/her work cell phone number to the client. Although an ISO may be compensated for non-emergency phone calls lasting over 8 minutes, disciplinary action may result if taking non-emergency calls after hours becomes a pattern or is determined to be unnecessary.

C. Staff Work Schedules

1. Officers shall set their schedule to work at least four hours per week outside of 8:00 AM to 5:00 PM to provide flexibility for clients to report. Officers need supervisory approval before changing their schedule. Overall agency operations and coverage will be considered in setting schedules of all staff.
2. Schedules shall address contacts with clients and the availability of programming and groups.
3. Schedules will be reviewed as necessary to determine continued need and appropriateness.

D. *Juvenile Supervision Staff Schedules*

1. *Juvenile Supervision Officers shall set their schedule to work at least twelve hours per week outside of 8:00 AM to 3:00 PM to provide flexibility for youth and/or family members to report. Officers need supervisory approval before changing their schedule. Overall agency operations and coverage will be considered in setting schedules of all staff.*
2. *The intent of the twelve-hour requirement is to allow families and youth the opportunity to be provided direct service delivery (i.e. programming, contacts, ect.) outside of a normal school and/or work schedule. Providing opportunities to the youth and family that would allow the youth not to miss, interrupt, or be taken out of school/work for services and/or the family to not miss or leave work for services is the goal for the requirement.*
3. *Schedules will be reviewed as necessary to determine continued need and appropriateness.*

IV. REPORTS REQUIRED:

Workload Formula
Work Schedule

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Randy Regehr, Director

Date

POLICY & PROCEDURES

IMPLEMENTATION DATE: 3/20/23

LAST REVIEWED DATE: 3/20/23

LAST REVISION DATE: 3/20/23

CHAPTER: Fiscal Management

PAGES: 3

REFERENCE: KDOC 1B-ADM-200, 1B-ADM-201, 1B-ADM-202, CSS-01-106, CSS-01-107

SUBJECT: Fiscal Management

I. AUTHORITY:

Reno County Community Corrections Advisory Board, Reno County Board of County Commissioners, Kansas Department of Corrections

II. POLICY:

It is the policy of Reno County Community Corrections that the Director of Community Corrections is responsible for all fiscal policies, management, control, monitoring, and coordination between the program goals and fiscal planning. The Office Manager provides financial information and is primarily responsible for the preparation of financial materials, with the Director approving such materials. Reno County uses an electronic approval system. Staff shall be in compliance with the Kansas Department of Corrections Financial Rules, Guidelines and Reporting Instructions, the Division of ~~Juvenile Community-Based Services~~ Financial Rules and Guidelines for Grantees, Guidelines and Reporting Instructions the Kansas Department of Corrections-~~Juvenile Community-Based Services~~ Payment System Handbook, and Reno County policy. Any payment received for offender fees from a client to Reno County Community Corrections shall be made with a money order *or credit/debit card.* ~~and a~~ For money orders a duplicate of a sequentially numbered receipt shall be given to the client at the time of payment. *For credit/debit card payments a receipt will be provided to the client at the time of payment.* The agency does not keep petty cash on hand.

III. PROCEDURES:

- A. No staff member may encumber any debt upon the agency without prior approval from the Director. When the Director is not at the office and will not return prior to the deadline for the item needed to be encumbered an ISO II may give the approval.
- B. Vouchers for approved purchases are prepared by the Office Manager in the county electronic system and approved by the Director or ISO II in case Director is not available. Supporting documentation shall accompany each payment

voucher submitted for approval. The Office Manager shall reconcile the supporting documentation attached to each payment voucher to the amount on the payment voucher. The Office Manager shall ensure that each payment voucher contains the funding source and general ledger account number. The payment vouchers shall be reconciled to the county general ledgers and the KDOC fiscal ~~workbook~~ *documentation system* monthly.

- C. The approved voucher is sent to the County Clerk's Office where the voucher amount is verified by matching receipts. Afterward the County Administrator and the County Counselor review the voucher and supporting documents prior to review and final approval by the County Commissioners.
- D. Each calendar year, the agency's budget and expenditures are independently audited with all County budgets following state procedure as required by state law. The Director or Director's designee shall send a copy of this audit to KDOC within sixty (60) days of receipt.
- E. The agency will abide by the Reno County Payroll Administration Policy. Supporting documentation for staff hours, pay, and benefits will be retained. Benefits and taxes will be reimbursed from grant funds to Reno County as dictated by the County Administrator.
- F. The agency will abide by the Reno County Travel, Meeting, and Related Expense Policy.
- G. The Director shall be responsible for implementing procedures pertaining to the collection, safeguarding, and disbursement of any and all funds collected from offenders.
- H. All grant award payments are deposited with the Reno County Treasurer on a schedule determined by the grantor agency.
- I. Agency staff is bonded through the county. Community Corrections doesn't have petty cash.
- J. Fiscal records, like offender records, will be stored in a locked room or file cabinet and retained for five years. After which they will be destroyed by shredding, burning, or chemical means.
- K. Prepaid card for transportation assistance or client incentives will be stored in a secured location by the Office Manager or Secretary. The Director or ISO II must grant documented approval for the purchase/use/distribution of the cards. Clients will be required to bring back a receipt for items purchased with the prepaid card to the extent required by the KDOC Financial Rules, Guidelines and Reporting Instructions manual. Prepaid cards shall not be used to support grantee operations.

L. Reno County Community Corrections staff shall follow the policies and procedure for purchasing cards contained in the “Reno County Kansas VISA Card Purchasing Card Program” and the “Reno County Purchasing Policy”.

1. The Reno County Treasurer’s Office has given the authority to the Director of Community Corrections to assign purchases cards with limits to RCCC employees, as required by the company issuing the purchasing card.
2. The purchase cards are to be secured by the Office Manager or Secretary.
3. The Director or ISO II must grant documented approval prior to any purchase.
4. The purchase cards shall be signed out by the *Office Manager or Secretary* and returned, along with supporting documents of the purchase, when the reason for the purchase card has been completed.
5. Staff should take their agency credit card when traveling outside Reno County.
6. The Office Manager verifies the receipt with the monthly statement and supporting documentation. The supporting documentation amounts, the payment voucher and the total on the purchasing card statement must be equal.
7. The monthly purchasing card statement amount will be reconciled with the county general ledger by the Office Manager.
8. Monthly the agency shall reconcile the cash balances showing on the KDOC fiscal workbook with cash balances showing on the county general ledger.

M. Reno County Community Corrections staff shall utilize and adhere to all the instructions set forth in the Kansas Department of Corrections Financial Rules, Guidelines and Reporting Instructions, the ~~Division of Juvenile~~ *Community-Based Services* Financial Rules and Guidelines for Grantees, and the Kansas Department of Corrections-~~Juvenile~~ *Community-Based Services* Payment System Handbook. These describe the services an establish the outcomes, the standards and the maximum fee KDOC will pay for specific items and services.

N. The ~~Division of Juvenile~~ *Community-Based Services* Financial Rules and Guidelines for Grantees permit the BOCC and JCAB to approve the budgeting of ~~block~~ *state* grant funds to provide for the needs of the juvenile as allowed by the

Division of Juvenile Services Financial Rules and Guidelines for Graduated Sanctions Block Grants. Any need addressed with grant funds must be documented in the specific client's supervision/case plan.

IV. REPORTS REQUIRED:

None

Note: The policy and procedures set forth herein are intended to establish directives and guidelines for staff, probationers, parolees, and entities contractually bound to adhere to them. They are not intended to establish state and/or county created liberty interest for employees, parolees, or an independent duty owed by Reno County Community Corrections. This policy and procedure is not intended to establish or create new constitutional rights, or to expand upon existing constitutional rights or duties.

Randy Regehr, Director

Date

- D. No one shall require or make part of any course the following concepts:*
- i. one race or sex is inherently superior to another race or sex,*
 - ii. an individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,*
 - iii. an individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,*
 - iv. members of one race or sex cannot and should not attempt to treat others without respect to race or sex,*
 - v. an individual's moral character is necessarily determined by his or her race or sex,*
 - vi. an individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,*
 - vii. any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or*
 - viii. meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.*

