



COMMUNITY CORRECTIONS

115 West 1st
Hutchinson, Ks. 67501
Phone 620-665-7042
Fax 620-662-8613

Advisory Board Agenda June 16, 2022

Welcome Judge McCarville

Approve Minutes Judge McCarville

New Business Randy Regehr

1. Quality Assurance Grant Conditions Approval
2. Policy Updates
 - a. Criminal Justice Information Systems Security
 - b. Criminal Record Check
3. Funding Update

Closing Judge McCarville

Unexpended Funds Grant Award Conditions

Agency			
Name: Reno County Community Corrections			
Address: 115 W. 1st Ave.		City: Hutchinson	State: KS Zip Code: 67501
Telephone: 620-232-7540			
Host County: Reno			
Agency Director			
Name: Randy Regehr		Title: Director	Telephone: 620-665-7042
Address (if different from agency):		Cell Phone:	
		Email: randy.regehr@renogov.org	
Grant Award			
Award Amount: \$73,000			
Award Period: July 1, 2022 through June 30, 2024			

My signature below certifies acceptance of state grant funds awarded by the KDOC and further indicates that as the "Grantee" I acknowledge and agree to comply with all the conditions outlined below:

1. This grant award will be utilized solely to secure quality assurance services from Community Solutions, Inc. (CSI) located at 340 West Newberry Road, Bloomfield, CT 06002.
 - The quality assurance services provided by CSI shall be for the purpose of auditing LSCMI, WRNA and YLS/CMI assessments conducted by intensive supervision officers of the Reno County Community Corrections (RN Co CC) program.
 - The agreement/contract between RN Co CC and CSI shall include the following provisions:
 - The cost of quality assurance services provided shall not exceed \$73,000.
 - The quality assurance services shall be provided during a period not to exceed two-years, commencing July 1, 2022.
 - Project reports shall be provided by CSI on no less than a quarterly basis during the period of the project.
2. Provide an electronic copy of the signed agreement/contract between RN Co CC and CSI to KDOC within five (5) business days of its execution date.
3. Provide copies of all project reports to KDOC within five (5) business days of receipt from CSI.
4. Assume the authority and responsibility of funds received through KDOC and ensure compliance with all applicable Federal and State laws, Regulations and KDOC Financial Rules, Guidelines and Reporting Instructions. Any and all costs associated with non-compliance under this section shall be the responsibility of the Host County.
5. Maintain books, records documents and other evidence in a manner that accurately reflects receipts and expenditures funded by this grant.
6. Maintain records and submit reports containing such information and at such times as required by KDOC.
7. Comply with KDOC Community Corrections standards, policies, and procedures.
8. Follow all applicable state and federal laws related to confidentiality of client information. This provision is not intended to hinder the sharing of information where necessary to effect delivery of services when undertaken in compliance with applicable laws.
9. If any provision of this grant violates any statute or rule of law of the State of Kansas, it is considered modified to conform to that statute or rule of law.
10. Neither assume nor accept any liability for the actions or failures to act, either professionally or otherwise, of KDOC, its employees and/or its contractual agents.

Unexpended Funds Grant Award Conditions

11. Not consider employees or agents of the Grantee as agents or employees of KDOC.
12. Submit problems or issues regarding the terms of this grant in writing to the KDOC Deputy Secretary of Juvenile and Adult Community Based Services for final review and resolution.

Agency Director Date

Advisory/Governing Board Chairperson Date

Address: 206 West 1st, Hutchinson, KS 67501

Phone: 620-694-2953 Fax: 620-694-2948 Email: joseph.mccarville@renogov.org

Board of County Commissioners Chairperson (Host County Only) Date

Address: 206 West 1st, Hutchinson, KS 67501

Phone: 620-694-2929 Fax: 620-694-2928 Email: Daniel.friesen@renogov.org

County: Reno

Reno County Community Corrections Program	POLICY 1.20
POLICY & PROCEDURES	
IMPLEMENTATION DATE:	
LAST REVIEWED DATE:	
LAST REVISION DATE:	
CHAPTER: Administration, Organization, & Management	
PAGES: 3	
SUBJECT: Criminal Justice Information Systems Security	

I. AUTHORITY:

Reno County Commission, Reno County Community Corrections Advisory Board

II. APPLICABILITY:

To all employees, potential employees, contractors, and vendors of the Community Corrections Program

III. POLICY:

Reno County Community Corrections will abide by and adopt as policy the current Kansas Criminal Justice Information Systems (KCJIS) Policies and Procedures manual. As County employees, staff shall follow and abide by all Reno County Policies including the Electronic Media and Mobile Device Security and Training Policy. In addition, Reno County Community Corrections will abide by the Kansas Department of Corrections Community Corrections Adult Intensive Supervision Standards and Juvenile Supervision Standards.

In the event of an occurrence that actually or imminently jeopardizes legally protected confidential or personally identifiable information staff shall report the event to the Director. The Director shall report the event with relevant information to the appropriate County, State, and Federal authorities within 24 hours of an actual breach or the detection of an imminent breach.

IV. PROCEDURES:

- A. Incident Response procedures: Staff shall be diligent to ensure protection of Criminal Justice Information, CJ, against security risks, both accidental and malicious attacks, against the agency. General incident response roles and responsibilities will be included as part of the required security awareness training.
 - i. The individual who discovers the security incident shall immediately notify the Local Agency Security Officer, LASO, the KBI Help Desk, and the Director or supervisor.
 - ii. Staff shall assist the LASO and Terminal Agency Coordinator, TAC, in the identification, containment, and documentation of the incident as quickly as

- possible. County Information Services personnel may be enlisted to assist.
- iii. Where a follow-up action against a person or agency after an information security incident involved legal action (either civil or criminal), evidence shall be collected and retained according to agency policy and presented to law enforcement or the appropriate authority.
 - iv. As soon as a device containing CJI or with access to CJI is discovered lost or stolen it shall be reported to the Director and to Reno County Information Services. The staff member shall make appropriate efforts to recover any lost devices or physical/paper documentation.
 - v. The RCCC office is a secured building. Unauthorized individuals, including offenders, shall be escorted at all times while beyond the lobby area. All staff members are responsible for security beyond the locked lobby door. This includes restricting who is allowed to enter the secured areas and offices. If a staff member discovers an unauthorized person unescorted in a secured area they will question the person and escort them to a supervisor or to the lobby. The staff member is responsible to ensure the unauthorized person is not in possession of agency CJI or confidential material or devices.
 - vi. In the event that a cyber incident is discovered the user shall immediately disconnect the network cable to the affected device. The user shall then immediately contact Information Services and advise them of the situation followed by advising their supervisor and Director. The user shall make note of the circumstances surrounding the event to provide accurate information to assist in resolving the issue.
- B. Formal sanctions process: A policy violation occurs when an agency, or personnel are non-compliant with the policies outlined within or referenced by this policy or the KCJIS Policy manual. After discovery of a policy violation the Director, or designee, shall do the following:
- i. Initiate an investigation to determine why the violation occurred.
 - ii. Administer appropriate discipline to individuals involved according to County policy based on the seriousness of the violation. Discipline can range from verbal or written notice to termination of employment or legal or civil penalties.
 - iii. Administer appropriate job performance counseling to all individuals involved.
 - iv. Submit a report from the Director to the CJIS CSO documenting the violation and outlining any disciplinary and/or corrective measures that have been taken.
- C. Access to CJI is not permitted using mobile devices, personally owned devices, Bluetooth devices, or through remote access.
- D. Media protection: Physical files and printed material will be maintained and destroyed according to RCCC policy 6.10. Digital media, including that contained on leased equipment, will be maintained and destroyed according to Reno County policy.
- E. The agency will abide by Reno County and KDOC policy for account validation and for identification and authentication management.

- F. The agency does not use Voice over Internet Protocol.
- G. If there is a loss of control, compromise, unauthorized disclosure, or unauthorized acquisition of confidential or personally identifiable information, or any similar occurrence where (1) a person other than an authorized user accesses or potentially accesses confidential information or (2) an authorized user accesses confidential information for an unauthorized purpose the following shall take place:
 - i. Staff shall inform the Director of the event.
 - ii. The Director shall advise the County Administrator and County head of Information Services. Local law enforcement shall be advised if appropriate. The County and all other applicable government agencies and funding sources shall be informed of an actual breach, or the detection of an imminent breach, within 24 hours.
 - iii. An assessment shall be completed to determine what information was obtained, how, and other pertinent information including the potential risk of harm to others.
 - iv. Staff shall work with other County and State agencies and organizations to notify affected individuals and relevant entities if necessary.

H. Confidential Criminal Justice Information can not be transmitted via e-mail.

V. 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

Reno County Community Corrections Program	POLICY 2.03
POLICY & PROCEDURES	
IMPLEMENTATION DATE: August 8, 2017	
LAST REVIEWED DATE:	
LAST REVISION DATE:	
CHAPTER: Personnel	
PAGES: 4	
REFERENCE: KDOC 1C-ADM-303, KCJIS Policy 5.12.1	
SUBJECT: Criminal Record Check	

I. AUTHORITY:

Reno County Commission, Reno County Community Corrections Advisory Board

II. PURPOSE:

To set forth agency policy and the procedures to be followed concerning criminal background checks and security training for all employees or contractor employees with access to Criminal Justice Information, CJI.

III. APPLICABILITY:

To all employees, potential employees, interns, contractors, and vendors of the Community Corrections Program

IV. POLICY:

- A. As part of the hiring process outlined in the Personnel Handbook, the Director of Reno County Community Corrections is responsible to see that a reference check is conducted on all finalists for a vacant position within the agency.
- B. Once an applicant has been selected for a vacant position and has accepted the conditional offer, but prior to their start date or access to CJI, the Director is responsible to have an individual name-based *state of residency and national fingerprint-based* criminal records check completed on the applicant. This will be done through Hutchinson/Reno County Emergency Dispatch *prior to granting access to CJI*.
- C. For employees working with CASIMS or juvenile offenders the Director, or designee, shall also forward a request to Kansas Department of Children and Family Services, DCF, in order to confirm the finalist has not been entered into the Child Abuse Registry or the Adult Abuse Registry.
- D. ~~A state of residency and national fingerprint based records check shall be conducted~~

~~within 30 days of their start date for all employees.~~ For contractor employees or vendors the state of residency and national fingerprint-based records check shall be completed prior to granting them access to CJI.

- E. Individual name-based criminal records re-checks on employees, and contractor employees shall be conducted at least annually or whenever there is reasonable suspicion that an individual's criminal history status has changed. Annual DCF Child Abuse Registry and Adult Abuse Registry checks will be done on staff using CASIMS or working with juvenile offenders.
- F. Individual name-based records checks shall be in accordance with KCJIS Security Policy requirements and include at a minimum: NCIC Person files, III, NLETS Identity Query for persons' state of residence, Kansas wanted person, and Kansas CCH.
- G. Any individual with access to CJI shall report any arrest, new indictment, charge, conviction, or diversion of a criminal violation to the Director by the end of the business day following the reportable event.
- H. Criminal Justice Information System Security Awareness Training is required within six months of an employee or contractor employee's start date and every year after that.
- I. Support personnel, contractors, custodial workers, or vendors with access to physically secure locations or controlled areas (during CJI processing) shall be subject to a state and national fingerprint-based record check unless these individuals are escorted by authorized personnel at all times. Record check responsibilities and record keeping coordination for shared County personnel or contractor employees may be shared between County agencies.
- J. Reno County Community Corrections will abide by and adopt as policy the current Kansas Criminal Justice Information Systems (KCJIS) Policies and Procedures manual. The KCJIS policy will supersede any outdated information in this policy.
- K. Individual name-based criminal records shall be completed on all interns and volunteers and a Security Awareness Statement shall be signed prior to access to any CJI. If the individual is going to be with the agency longer than two months or eighty hours, whichever is shorter, a state of residency and national fingerprint-based records check shall be conducted. General CJI security awareness shall be part of the orientation process.
- L. *No individual will be allowed to view their own criminal history for any reason. Individuals needing to have a copy of their criminal history will be instructed to contact the KBI for Kansas Criminal History Record Information and/or the FBI or other state that holds the record for III information.*

V. PROCEDURES:

- A. A reference check is completed on all interview finalists according to Reno County policy.
- B. Once a candidate has been selected and accepted the conditional employment offer, but prior to their start date or access to any CJI, a name-based criminal record check on the applicant will be completed and reviewed. This request shall be made in writing, with all identifying information included and will be done through the Hutchinson/Reno County Emergency Dispatch. Rechecks will be done at least annually on all staff.
 - i. If a felony conviction of any kind exists the Director shall deny access to CJI. However, the Director may ask for a review by the Criminal Justice Information Services Systems Officer, CSO, in extenuating circumstances where the severity of the offense and the time that has passed would support a possible variance.
 - ii. If a record of any other kind exists, access to CJI shall not be granted until the CSO or his/her designee reviews the matter to determine if access is appropriate.
 - iii. If the person appears to be a fugitive or has an arrest history without conviction, the CSO or his/her designee shall review the matter to determine if access to CJI is appropriate.
 - iv. If the person already has access to CJI and is subsequently arrested and or convicted, continued access to CJI shall be determined by the CSO.
 - v. For screening purposes all available criminal history record information including diversions and expunged records shall be considered.
- C. If the candidate will be using the CASIMS database, the Director, or designee, shall forward a request to Kansas Department of Children and Family Services in order to confirm the finalist has not been entered into the Child Abuse and Neglect Registry. Rechecks will be done annually.
- D. A *name-based* state of residency and national fingerprint-based records check shall be conducted ~~within 30 days of their~~ *prior to the* start date for all employees. This will be done using the approved Kansas Bureau of Investigation form. The Hutchinson Police Department or the Reno County Sheriff's Department will assist in the *record checks and* collection of the fingerprints.
- E. A contractor employee or vendor found to have a criminal record consisting of a felony conviction(s) shall be disqualified. Contractor employees or vendors shall also be disqualified on the basis of confirmations that arrest warrants are outstanding for such applicants. Applicants with a record of misdemeanor offense(s) may be granted access if the CSO determines the nature or severity of the misdemeanor offense(s) not to warrant disqualification.
- F. All records obtained shall be treated as confidential. The initial records check and the most recent recheck will be maintained in a secured file cabinet or safe. Other records checks will be destroyed onsite by shredding.

- G. All pre-employment testing and drug testing is conducted through the Reno County Personnel Department.
- H. Any required action in reference to the results of the background check will take place as outlined in Reno County policy and procedure. Progressive sanctions may be used, depending on the severity of the violation, up to and including termination of employment.
- I. Criminal Justice Information System Security Awareness Training is required within six months of an employee or contractor employee's start date and annually thereafter. The training will be available through the Kansas Department of Corrections, or another approved source. A Security Awareness Statement shall be signed by employees and contractor employees and retained by the agency in their personnel file.
- J. *No one will be allowed to review their own criminal history. Individuals will be instructed to contact the KBI for Kansas Criminal History Record Information and/or the FBI or other state that holds the record for III information. This does not prevent clients from being able to review public information allowed by the courts.*

VII. REPORTS REQUIRED:

- Child Abuse Registry Record Check Form
- Adult Abuse Registry Record Check Form
- Reno County Applicant Reference Check Form
- Law Enforcement Background Check Form
- Employee Awareness Statement Form

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Randy Regehr, Director

Date

Salary and Benefits Increase of \$28,099.89 for FY'22

Salary and Benefits Increase of \$139,680.58 for FY'23

Adult Supervision	Application Budget	Revised Budget
Salary & Benefits	\$661,416.06	\$801,096.64
Travel	\$3,030.00	\$3,030.00
Training	\$5,400.00	\$5,400.00
Operations	\$28,081.20	\$28,081.20
Communication	\$2,000.00	\$2,000.00
Equipment	\$29,937.69	\$29,937.69
Supplies	\$29,500.00	\$29,500.00
Client Services	\$6,900.00	\$6,900.00
Total	\$766,264.95	\$905,945.53

Behavioral Health

Salary & Benefits	\$42,694.72
Contractual	\$95,000.00
Client Services	\$29,302.64
Total	\$166,997.36

