



COMMUNITY CORRECTIONS

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

Advisory Board Agenda July 25, 2024

Welcome Thomas Stanton

Approve Minutes Thomas Stanton

New Business Randy Regehr

1. FY'24 Budget Adjustments
2. FY'25 Carryover Reimbursement Budget
3. FY'25 Revised Grant Budget
4. FY'24 Year-End Report
5. Policy Updates

Closing Thomas Stanton

Reno County Community Corrections
Thursday, April 11th, 2024 4:00pm
Advisory Board Meeting

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

Absent: Elizabeth Allan, Judge Daniel Gilligan, Dawn Johnson, Shawn McHaley, Stephanie Springer

- 1) Welcome to the Advisory Board meeting from Tom Stanton.
- 2) Motion to approve minutes from the last meeting by Carolyn Parson with a second motion by Ray Hemman and all approve.
- 3) No old business to address.
- 4) New business – Randy Regehr
 - A. FY 2025 Comprehensive Plan Grant – Randy went over some items that consume a large part of the budget and reiterated that Community Corrections will continue to work on setting goals, case plans, coaching, and auditing in the upcoming year. A motion to approve item A was made by Shannon Hauschild with a second motion by Erica Rivera and all approve.
 - B. Policy Updates – Randy presented 4 policies for approval and noted it was mainly all for language updates. The policies presented were 1.05 Procedures, 3.01 Annual Training Requirements, 1.18 Staff Workload and Operating Hours, and 4.01 Fiscal Management.
 - C. Funding Update – Community Corrections statewide will receive \$5 million in additional monies. Final say on how much goes to each agency and how it can be used is still to come but it is thought some of it will be for hiring additional staff. A motion to approve items B & C was made by Brice Burlie with a second motion by Lacy Stauffacher and all approve.
- 5) No other business to address.
- 6) Motion to adjourn the meeting by Erica Rivera with a second motion by Shannon Hauschild and all approve.



Quarterly Grant Budget Amendment Report
and Signatory Approval

Agency: 27JD

Grant Type: Adult Comprehensive Plan

Fiscal Year: 2024

Reporting Period: Quarter 4

Total Amendment: \$ 6,935.36

<u>FROM</u>			<u>TO</u>		
<u>Category</u>	<u>Line Item/Purpose Area</u>	<u>Amount</u>	<u>Category</u>	<u>Line Item/Purpose Area</u>	<u>Amount</u>
BH Salary & Benefits	Salary	\$ 1,666.36	BH Client Services	SUD Evaluations	\$ 1,666.36
Adult Operations	Rent	\$ 1,665.71	Adult Client Services	Drug Testing Services	\$ 1,178.72
Adult Equipment	Office Furniture	\$ 971.37	Adult Communications	Internet	\$ 937.62
Adult Training	Training Hotel	\$ 85.88	Adult Supplies	Office Supplies	\$ 1,516.61
Adult Travel	Travel Fuel	\$ 2,546.04	Adult Salary & Benefits	Non-Admin. Salary	\$ 1,636.05

Justification: Year-end adjustments.

Agency Director

My signature below certifies that I have reviewed and approved the budget amendment listed above.

Randy Regehr

Printed Name

Signature

Date

Advisory/Governing Board Chair

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Corrections Advisory Board.

Thomas Stanton

Printed Name

Signature

Date

Board of County Commission Chair (Host/Administrative County)

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Board of County Commission.

Randy Parks

Printed Name

Signature

Date

**FY25
ADULT CARRYOVER REIMBURSEMENT BUDGET SUMMARY
RN - Reno Co Agency**

Please attach a Budget Narrative to this document

PERSONNEL SECTION		
1A ADMIN PERSONNEL CATEGORY		
Salary		0.00
Benefits		0.00
1B NON-ADMIN PERSONNEL CATEGORY		
Salary		73,944.00
Benefits		34,941.78
TOTAL PERSONNEL		108,885.78
AGENCY OPERATIONS SECTION		
2A TRAVEL CATEGORY		2,000.00
2B TRAINING CATEGORY		2,000.00
2C COMMUNICATIONS CATEGORY		6,000.00
2D EQUIPMENT CATEGORY		4,000.00
2E SUPPLIES/COMMODITIES CATEGORY		1,000.00
2F FACILITY CATEGORY		1,000.00
2G CONTRACTUAL CATEGORY		1,000.00
TOTAL AGENCY OPERATIONS		17,000.00
3A CONTRACTS/CLIENT SERVICES CATEGORY		
TOTAL CONTRACTS/CLIENT SERVICES		16,523.62
TOTAL CARRYOVER REIMBURSEMENT BUDGET		142,409.40

Adult**Supervision**

Salary & Benefits	\$1,014,676.67
Operations	\$24,146.10
Client Services	\$11,400.00
Communications	\$14,000.00
Contractual	\$544.32
Equipment	\$4,000.00
Supplies	\$30,320.57
Training	\$1,510.00
Travel	\$3,050.00
Total	\$1,104,225.26

Behavioral Health

Salary & Benefits	\$47,253.18
Client Services	\$32,422.86
Contractual	\$95,000.00
Total	\$174,097.52



COMMUNITY CORRECTIONS

115 West 1st
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Adult Supervision Year-End Report

Community Corrections set several goals for the FY 2024 grant. Each of these goals focus on reducing the number of people revoked to prison and increasing successes. The first goal, which is dictated by the State, was to have a success rate of 75% or higher. We were unable to achieve this goal, but ended the year with a 71% success rate. This is a total of 66 people being revoked to prison and 161 successfully completing supervision. People refusing to report or engage in supervision continues to be the primary driver for revocations followed by people being charged with new offenses.

The second goal was to build officer's supervision skills. The emphasis of this goal was to assist officers through one-on-one coaching sessions with a supervisor. The nine officers were divided between the three supervisors so the coaching could be more consistent. This helped the supervisors to be more focused and intentional. The supervisors developed something similar to case plans like are done with clients to focus on their strengths and areas for improvement. This was done individually with each officer to specifically target areas where they could grow and improve their skills. Through this process we have seen significant progress in the use of some of the behavior change tools.

In addition to the coaching, staff meetings included training on evidence-based practices. With turnover in staff, training topics discussed five years ago were new to some staff and a good refresher for others. Training covered the risk, need, responsivity principle, core correctional practices, and stages of change. We then began staffing one case each meeting applying specifically what we had been learning to these individuals.

The third goal was to expand and improve quality assurance measures. Officers need to complete quality risk and needs assessments to prioritize which probationers need the most attention and what to focus on with these people. They also need to be done soon after assignment to supervision. Officers then need to complete case plans which address behavior change. We have continued to contract for assessment coaching and officers continue to improve their skills. One supervisor completes the case plan audits and provides feedback to officers. Several other areas are also reviewed to determine if officers are meeting the required standards and then officers receive feedback.

POLICY AND PROCEDURES

IMPLEMENTATION DATE: 3/20/23

LAST REVIEWED DATE: 6/28/24

LAST REVISION DATE: 3/20/23

CHAPTER: Adult Intensive Supervision (AISP)

PAGES: 7

REFERENCE: KDOC 2A-PRO-105, 2A-PRO-107, 2A-PRO-108,
2A-PRO-111, 2A-PRO-112, 2A-PRO-114, CSS-04-109

SUBJECT: Classification and Levels of Supervision

I. AUTHORITY:

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

II. PURPOSE:

To set forth the classification and supervision requirements for offenders under the jurisdiction of Reno County Community Corrections

III. POLICY:

Reno County Community Corrections Adult Intensive Supervision contributes to public safety and client accountability by using a combination of evidence-based, effective, and efficient case management, client contacts, (re)habilitation services, surveillance, and related activities.

IV. PROCEDURES:

A. Assessments: A risk/needs assessment instrument, approved by the Department of Corrections, shall be used to determine a client's risk/needs level and the minimum frequency of supervision contacts. *Supervision levels are to be determined based on the client's assessed risk/need score and other objective risk management factors.* The risk/needs assessment score shall govern the movement of clients between supervision levels. The assessment tool shall be scored and documented in accordance with instructions approved by KDOC. Assessment documentation must be included in the case management system and support the score.

1. Initial Assessments:

a. Until an initial assessment is completed, a client assigned to Community Corrections shall be supervised on the highest level of supervision.

- ~~b. Staff shall complete an initial assessment on each SB123 client during the Pre-Sentence Phase, or within the guidelines set forth by the Court, unless completed by Court Services.~~
 - c. If a client is referred for pre-sentence SB123 assessments while the client is currently under supervision, staff may use the most recent assessment for submission on the SB123 case, unless otherwise directed by the courts to complete a new assessment.
 - d. When the Court orders supervision by Community Corrections during the pre-sentence phase and sentencing is delayed beyond 6 months of the initial assessment date, staff need only to complete a risk/needs reassessment and not a second initial.
 - e. If a assessment was completed by Court Services during the pre-sentence phase and the date of such assessment is no greater than 6 months prior to the probation start date, staff may utilize the Court Services assessment as the client's initial assessment.
 - f. If an initial assessment was not completed during the pre-sentence phase, an initial assessment shall be completed on each client before the end of the first 45 calendar days after sentencing.
2. Reassessments:
- a. Staff shall complete a reassessment 12 months after the initial assessment. Subsequent reassessments shall be completed every 12 months.
 - b. If a client is assessed at a supervision level IV, the reassessments are not necessary unless there are DRAMATIC negative behavior changes or new information is obtained that would change their supervision level.
 - c. A reassessment may occur at any level upon DRAMATIC CHANGE. Consider Dramatic Change to include behavior or circumstances that have the potential to impact a client's level of risk in a negative or positive way. The impact might lower or increase the level of risk to such a degree that warrants a reassessment of risk. Some examples of Dramatic Change are sustained employment or loss of employment, relapse or increased periods of abstinence, change in residence that results from negative or positive behavior, change in family circumstances such as marriage or divorce, a new conviction, discovery of new conviction information, or the completion of case plan objectives. 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, and whether the change is of the magnitude to warrant a reassessment.
 - d. An additional risk/needs assessment does not need to be completed if there is an additional sentencing prior to the scheduled reassessment.
3. ~~Discharge Assessments:~~
- ~~a. Staff shall complete a discharge assessment on all clients except in the following situations:~~

- i. ~~If the discharge is successful, and a risk/needs assessment has been completed in the past 6 months.~~
- ii. ~~If the discharge is unsuccessful closed by the court or revoked and ordered to serve an underlying sentence and an assessment has been completed in the past 60 calendar days.~~
- iii. ~~If client dies.~~
- iv. ~~For interstate compact cases.~~
- b. ~~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.~~
- e. ~~If a client has been absconded from supervision at least six months and there is not sufficient information to complete an assessment, then a discharge risk/needs assessment does not need to be completed.~~
- d. ~~Staff shall note in the case management system the reason for not completing the assessment.~~

Discussion: A thorough review of all available information, verification of self-reported information (including that pertaining to residence, school and/or training, and employment) and frequent reference to the scoring instructions shall be completed.

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.

4. The risk level determines the supervision level as indicated below except in the event of other objective risk management factors which may increase or decrease the supervision level and require supervisory approval.

Supervision Level	LS/CMI Risk Score	WRNA Risk Score
High (I)	30 - 43	37+
Moderate (II)	20 - 29	22 - 36
Low Moderate (III)	11 - 19	10 - 21
Low (IV)	0 - 10	0 - 9

5. Officers may request an override to a level of supervision other than that prescribed by the assessment tool if a review of all available information indicates the need for higher or lower supervision level. The rationale for the override must be documented and include the issues or behavior considered.

Factors to consider include:

- *Current risk factors or public safety concerns*
- *Mental health or special management needs*
- *Level of compliance while on supervision*

- *Information from community resources, law enforcement, or service providers*

An officer requesting an override must complete an override request in the KDOC case management system. The override will be reviewed by a supervisor. Until an override is approved clients are to be on the level indicated by the risk assessment score.

- B. Contact Requirements: Officers are required to have contacts with clients assigned to Community Corrections to verify that the conditions of the Court are being met. Following are the minimum required contacts and/or verifications for clients under their supervision:
1. Team Meetings with treatment providers and clients at least one time per month for Senate Bill 123 clients.
 2. All clients on AISP for a current sex offense shall be supervised on level I for the first six months. After 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:
 - i. The client has been on supervision for at least twelve months at either level I or level II and;
 - ii. The client has been assessed by a licensed clinician providing sex offender treatment and has been determined to be low risk and;
 - iii. The agency Director has reviewed the client’s case file and approved supervision at level III.
 3. All clients supervised as a sex offender shall have at least one on-site residence verification within 30 days of moving and minimally every 120 days thereafter unless the sex offender treatment provider recommends otherwise.
 4. The following table shows the minimum requirements for all other client contacts and verifications:

LEVEL	FACE TO FACE	RESIDENCE VERIFICATION	EMPLOYMENT VERIFICATION	CASE PLAN INTERVENTION OR PROGRAM PARTICIPATION
LSI-R SCORE				
I	4 Per Month	1 Per Month	1 Per Month	1 Per Month For Each Intervention Or Program
33+				
II	3 Per Month	1 Every 60 Days	1 Per Month	1 Per Month For Each Intervention Or Program
25 – 32				

III	2 Per Month	1 Every 90 Days	1 Every 60 Days	1 Per Month For Each Intervention Or Program
17-24				
IV	1 Per Month	1 Every 90 Days	1 Every 60 Days	1 Per Month For Each Intervention Or Program
0-16				

REQUIRED MINIMUM ACTIONS				
Supervision Level	Face to Face	Residence Verification	Employment Verification	Intervention Verification
High (I)	4 Per Month	1 Per Month	1 Per Month	1 Per Month Per Intervention
Moderate (II)	3 Per Month	1 Every 60 Days	1 Per Month	1 Per Month Per Intervention
Low Moderate (III)	2 Per Month	1 Every 90 Days	1 Every 60 Days	1 Per Month Per Intervention
Low (IV)	1 Per Month	1 Every 90 Days	1 Every 60 Days	1 Per Month Per Intervention

Face-to-face contacts are in person contact between the client and agency staff which are conducted in the office, client's residence, or other locations. Contacts are to be well planned and focused on issues pertinent to the case plan and provisions of services identified in the plan. Interventions may include, but are not limited to, in-house programming, employment services, substance abuse or mental health treatment, and cognitive behavioral tools.

5. The following table contains required actions for clients on the following statuses:

CLIENT STATUS	ACTION REQUIRED
JAIL; SANCTION-PENDING PRISON	1 verification per month
IN TREATMENT	1 verification per month

IN PRISON; SANCTION-IN PRISON	With sufficient frequency verify and ensure that the release date is known and documented in the case management system.
ABSCONDER	Verify that a warrant is still active every 6 months
DEPORTED	Verify that a warrant is still active every 6 months

6. ~~The following table contains required actions for clients on SB123 pre-sentence status:~~

SB123 PRE-SENTENCE	Staff shall ensure scheduling of SB123 substance abuse assessment and completion of the risk/needs assessment as required by Standards or within local court guidelines. If client absconds then the case shall be closed in the case management system until client is located and the court refers the case back to community corrections.
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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, 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 contacts; written and verbal reports from resource providers; contacts with friends, family, mentors, and other supportive individuals; electronic documentation; and other appropriate methods approved by agency procedures. Contacts and on-site 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.

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.

Absconder: Individual who knowingly avoids supervision or knowingly making the individual's whereabouts unknown to the supervising officer.

C. Administrative Caseloads: 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. The Director or ISO II shall approve a client being placed on Administrative Status prior to the officer making this change. Assessed needs should be minimal and client should be considered compliant under supervision with all the requirements met, except for payment of obligations. 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/needs assessment and have been compliant on supervision for a minimum 90-day period.
3. Clients whose interstate compact transfer request has been accepted but the client has not yet relocated. Clients awaiting interstate compact acceptance should be seen in accordance with at least 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.

If a client on administrative status violates supervision or their overall situation changes the person can be moved from administrative status to another supervision level. Changes could include, but are not limited to changes in their employment, family relationships, mental health, substance use, or acquaintances. An updated risk/needs assessment may be needed as well.

D. Notification/Law Enforcement Checks:

1. Staff shall complete periodic law enforcement checks to determine if a client assigned to Community Corrections had a negative contact with a law enforcement agency. This shall consist of reviewing local police, sheriff, and jail records. Officers can network with special LEO task forces such as those that monitor gang and drug activity.
2. Law enforcement checks on active clients (Adult ISP, In Treatment, or Administrative Assignment) shall be documented in the KDOC case management system each calendar month. Checks on inactive clients (Absconded or Deported) will be documented at least every three months.

E. Employer Notifications

Notification to employers of a client's assignment to Community Corrections is not required, except in the case of clients being supervised for a current sex offense. Notification of employers for other cases is allowed. Notification shall be in writing and contained in the client's case record.

F. Unemployed Clients: Unemployed clients have a specific area of need and shall be addressed as such.

1. Interventions shall be put in place to assist clients in obtaining employment and can include, but are not limited to, increased reporting, increased job search, an employment class or group, referral to the Workforce Development Center, or meeting one on one with an employment specialist. Officers should employ tools such as motivational interviewing, coaching, role play and mock interviewing with client to prepare them for job searching. Activities are to be evidence-based and should not be limited only to collecting verification of applications.
2. When a client's employment is terminated the officer shall review the most recent risk/needs assessment to determine if it needs to be updated.
3. Unemployed clients shall be required to report often enough for the officer to actively assist in and monitor their employment search. Clients will be required to complete Job Search Forms. The forms will be turned in to their officer and kept in the client's case record.

V. REPORTS REQUIRED:

Employment Notification Letter
Job Search Forms

Note: The policy and procedure set forth herein are intended to establish directives and guidelines for staff, probationers, and entities contractually bound to adhere to them. They are not intended to establish state and/or county created liberty interest for employees, probationers, 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: 6/28/24

LAST REVISION DATE: 11/20/18

CHAPTER: Supervision

PAGES: 3

REFERENCE: KDOC 2A-PRO-100, 101, and 102, CSS-04-100, CSS-04-101

SUBJECT: Intake - New Clients

I. AUTHORITY:

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

II. POLICY:

The initial personal contact between the Intensive Supervision Officer and the offender shall occur as soon as possible but no later than 2 business days after the offender's assignment to the Community Corrections Program. Intake/Orientation shall occur within 5 business days of assignment. It is preferable that new assignments be interviewed the same day as their sentencing/disposition. If some constraint prevents meeting either of these timeframes, then it shall be documented in the case management system. At a minimum, the least amount of information necessary to complete the Client Intake Questionnaire should be gathered and an appointment should be made so the offender knows when to report for Orientation/Intake.

III. PROCEDURES:

- A. Staff shall have initial contact with a client within 2 business days of sentencing.
- ~~B. SB123 Eligible Clients: Unless otherwise specifically ordered by the court, staff shall initiate contact with each client, during the Pre-Sentence Phase, within 2 business days of receiving notice that the client is SB123 eligible. Staff shall ensure a referral for SB123 substance abuse assessment is completed prior to the scheduled sentencing date.~~
- C. 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 KDOC case management system. 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. Delays in completing the orientation should be limited to situations where the client is in treatment or otherwise unavailable to report.
- D. Staff shall 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/needs 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.

- E. Staff shall complete the client orientation within 5 business days of assignment. Orientation shall include, but is not limited to:
1. ~~The purpose of orientation~~
 2. Guidelines, rules, and practices, including offender registration requirements
 3. Services and related activities
 4. Program violations
 5. Internal sanctions/incentives
 6. Fees associated with services
 7. Grievance procedures
 8. Access to case file
 9. Expectations regarding confidentiality
 10. *Role clarification of the supervision officer*
- F. At the time of the Orientation, the Intensive Supervision Officer shall ensure the following occurs:
1. Check any Court or referral information available to determine the nature of the admission and program elements to be assigned.
 2. Completed Client Intake Questionnaire by the client. Assure that the forms are completed fully and as accurately as possible.
 3. Review and explain the Supervision Agreement and all conditions of probation. Highlight any special conditions required and explain the methods that the Intensive Supervision Officer will use to monitor and enforce these conditions (home visits, collateral contacts, surveillance, U.A.'s, etc.). Client is to be given a copy of the Supervision Agreement.
 4. Advise clients that have been convicted of a crime that requires registration under the Kansas Offender Registration Act of their duty to register. Also, advise offenders required to submit to DNA testing of their obligation to do so and make arrangements to have this completed as soon as possible, if not already completed.
 5. Explain and have the client sign Receipt of Orientation Manual form.
 6. If appropriate in the case, review and have the client sign a Release of Information form as per HIPPA regulations.
 7. Obtain an initial base line urine drug test.
 8. Advise the client of reporting requirements and make the next appointment. Give them a business card so they know how to contact the Intensive Supervision Officer and office when necessary.
 9. Set up case file and assure that all required documents are in the file.
 10. Complete appropriate KDOC data management system fields (including demographics, officer assignment, status, etc.)
- G. Client intake/orientation shall be documented in the client's file. Officers shall document that the orientation topics have been covered using the Orientation Checklist. Acknowledgement of completion should consist of the completion date,

with client and staff signatures at the bottom of the Orientation Checklist, which shall be maintained in the client file.

- H. Staff are encouraged to allow time for the client to ask questions. Clients should receive information in writing whenever possible.
- I. If the parents and/or guardians refuse to sign the necessary paperwork, this refusal shall be staffed with a supervisor, reported to the court, and documented in the data management system.

IV. REPORTS REQUIRED:

Client Intake Questionnaire
Conditions of Intensive Supervision Probation
Orientation Manual
Receipt of Orientation Manual form
Release of Information Form (as needed)

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: 6/28/24

LAST REVISION DATE: 11/20/18

CHAPTER: Supervision

PAGES: 2

REFERENCE: KDOC 2A-PRO-103

SUBJECT: Case Plan

I. AUTHORITY:

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

II. POLICY:

Case planning is a collaboration between an officer and a client to set goals and tasks based on the risk, needs, responsibility principle to improve client success and public safety. The client must be involved in the process since it's their plan to change their thinking and behavior.

III. PROCEDURE:

- A. Officers are required to develop an individualized case plan with each client within 45 60 days of sentencing, or probation start date if the Court does not begin supervision on the sentencing date.
- B. Case plans shall be reviewed at each office contact with thorough documentation of progress or changes.
- C. Case plans shall include: Goals, client action steps, progress notes, ~~staff signature, client signature, and current date.~~
- D. *Case plans shall be reviewed and shared with the client upon creation and whenever changes are made. Clients shall be provided a copy of each case plan developed or updated.*
- E. If a client's score on the risk/needs assessment places them at low risk, supervision level IV with an assessment score between 0-16, a written case plan is not required. However, a discussion regarding the client's strength and risk areas should occur within 45 60 calendar days of sentencing, or probation start date, 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 the domain scores from the most recent assessment or other available information and the steps to be taken to reduce or manage them and the strengths and protective factors and methods for maintaining and/or strengthening them.
- F. If a client is transferred to an increased supervision level, a case plan should be completed within 30 calendar days of the change in supervision level.

- G. Case plans shall be completed using the appropriate applications in the KDOC case management system and all fields entered as required.
- H. Clients shall be given a copy of each case plan developed and/or updated during their supervision period and a signed copy shall be retained in the paper file.
- I. If a case plan is not completed within 45 calendar days, the reason(s) for delay shall be clearly documented in the case management system.

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 Mental Health Motivation Transportation Language Childcare	Criminal Thinking Substance Abuse Peer Associations Antisocial Personality	Employment Leisure/Recreation Parenting Skills	Victim Restitution Community Service Fines

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

IV. REPORTS REQUIRED:

Case Plan

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 & PROCEDURES IMPLEMENTATION DATE: 3/20/23 LAST REVIEWED DATE: 6/28/24 LAST REVISION DATE: 3/20/23 CHAPTER: Supervision PAGES: 7 REFERENCE: KDOC 1A-ADM-121, 2A-PRO-113, 2A-PRO-120, 2A-PRO-121, CSS-04-129 SUBJECT: Violations, Initial Processing, Jail Sanction, Incentives	POLICY 6.08
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I. AUTHORITY:

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

II. PURPOSE:

To prescribe the manner in which a client's violation of conditions of supervision are to be managed and processed, including the use of internal sanctions and incentives.

III. DEFINITIONS:

- A. Probation Violation: An inappropriate act by a client that violates the conditions of supervision ordered by the Court.
- B. Custody: The arrest, detention, or restraint of a person by a law enforcement officer.
- C. Order to Arrest and Detain (A&D): A document based upon statute authorizing the arrest and temporary detention of a client assigned by the Court to Community Corrections pending appearance before the Court and preliminary revocation proceedings.
- D. Abscond: ~~To depart secretly or suddenly, especially to avoid arrest, prosecution, or service of process. Absconding is more than just not reporting.~~ *Individual who knowingly avoids supervision or knowingly making the individual's whereabouts unknown to the supervising officer.*
- E. Jail Sanction: Jail time authorized under the Justice Reinvestment Initiative (JRI) and HB 2170 also referred to as "quick dips". Periods of incarceration up to six days per month which can be imposed only as two day or three-day consecutive periods, not to exceed eighteen total days of confinement. A jail sanction must be approved by the Judge and Director or ISO II.
- F. Prison Sanctions: Court ordered sanction in which a client serves up to 120 or 180 days

in the custody of the Secretary of Corrections under the Justice Reinvestment Initiative (JRI) and HB 2170.

IV. POLICY:

- A. The Court and the Community Corrections Director shall prescribe the level of review and decision-making for types of violations that may be resolved by Community Corrections Officers.
- B. Officers shall supervise all cases in an appropriate manner and respond to all violations adequately and in a timely manner according to the client's risk level, criminal history, and current offense and within the philosophy of the Agency and Kansas Department of Corrections.
- C. All arrests for a new offense or major probation violations shall be investigated as quickly as possible by the ISO after discovery and discussed with the ISO II or Director at the earliest allowable opportunity. Any actual or threatened violence that has or could place the public at risk shall be reported to the Director and ISO II at the earliest allowable opportunity. Details of the arrest/violation shall be documented in the KDOC data system as well as the consultation with the ISO II or Director.
- D. Special Incident Reports shall be prepared and submitted as requested by the Director or ISO II.
- E. A&D Orders and bench warrants are issued only upon adequate evidence that indicates a serious or repeated pattern of violation of the conditions of intensive probation, and a compelling need for detention pending the court's revocation decision. Cases shall be staffed with an ISO II or the Director prior to an A&D being issued. Staffing and issuing an A&D shall be documented in the case file and the KDOC data system. If the situation does not warrant immediate detention, it is preferable to have a bench warrant issued by the Court for the alleged violations.
- F. The Sanctions and Incentives Grid will be used to address violations as well as for rewarding clients for compliance or completion of interventions. The Sanctions and Incentives Grid assists an ISO in motivating clients towards appropriate behavior while also allowing the freedom to address minor violations without seeking supervisory approval.
- G. Jail and prison sanctions under HB 2170 shall be used as part of progressive sanctioning if approved by the Court.
- H. Internal and progressive sanctions, including quick dips, local jail sanctions up to 60 days, and prison sanctions shall be used whenever appropriate prior to recommending revocation to prison. Recommendations for revocation to prison are reserved for clients who pose a serious risk to public safety or after all other sanctioning options have been

exhausted.

- I. Supervisory approval must be obtained prior to initiating arrest, detention, or revocation. Cases shall be staffed with an ISO II or the Director to determine the Agency's recommendation for court prior to the revocation hearing.
- J. Successful completion of supervision shall be as dictated by the Courts and State statute.

V. PROCEDURES:

- A. Officers shall supervise all cases in an appropriate manner and respond to all violations adequately and in a timely manner according to the client's risk level, criminal history, and current offense and within the philosophy of the Agency and Kansas Department of Corrections.
- B. Confirmation of Violations: All reports of a client's arrest or involvement in a significant violation are to be investigated as soon as possible, and no later than the next working day. This initial substantiated information obtained shall indicate if there is need to have the client arrested and/or detained pending further action, or if the client may remain in the community pending ultimate resolution of the matter.
- C. New Criminal Arrests: ISOs shall staff all arrests for new criminal offenses with the Director or ISO II. The Director shall be notified of all serious offenses as soon as possible. The staffing should include current violations, case history, current and prior convictions, record of violence, and current interventions. The decision will be made if an internal sanction is appropriate or if court action is required.
- D. Significant Violations: ISOs shall use the Sanctions and Incentives Grid to determine the appropriate action to be taken on violations. The ISO shall discuss all major or persistent violations of probation with an ISO II or the Director. This should include case and criminal history, record of violence, and current violations and interventions. The decision will be made if an internal sanction is appropriate or if court action is required. Significant violations include behavior like continued drug use, periods of not reporting, or failure to attend interventions to mention a few.
- E. Rules Infractions: An ISO shall use the Sanctions and Incentives Grid to assist in determining the appropriate action to take to address minor violations outlined in the grid. An ISO does not need supervisory approval to apply these sanctions unless specified within the grid or this policy.
- F. Not Reporting as Directed: Listing a client's status in the KDOC data system as "Abscond" has a lower standard than listing absconding as a violation on an affidavit or A&D. Prior to filing an affidavit requesting a warrant for not reporting the ISO shall make timely and appropriately frequent efforts to locate the client based on their risk level and criminal history and document these efforts in the KDOC data system contacts.

These include:

1. Call the client and direct them to report.
2. Go to the client's last known address and attempt to contact them in person. If no contact is made, leave a door tag directing the client to report.
3. Contact the client's emergency contacts, family, friends, and last known employer if employed to find out how to contact the client and to have them tell the client to report.
4. Send a letter to the last known address advising them to report.

When these steps have been taken and the client cannot be located or contacted the ISO should staff the case to file an affidavit requesting a warrant due to the client no longer reporting and the KDOC data system status can be changed to "Abscond". Violations listed in the affidavit should include failing to reside at the reported place of residence or failing to keep ISO informed of their place of residence, and failing or refusing to report as directed, with the last date of reporting being listed. An attempted home contact is not required if the client is considered homeless, resides outside Reno County, or if reasonable safety concerns would make it inappropriate to attempt contact.

G. Absconding: To consider the client an absconder for affidavit purposes the ISO must do the following in order to establish in court that the client has absconded from supervision:

1. The ISO shall contact the client's family and emergency contacts to obtain the client's current or last known place of residence and confirm the client no longer lives there; and
2. The ISO shall confirm the client is no longer employed at the last known place of employment; and
3. The ISO shall confirm the client is no longer engaged in any known treatment interventions; and
4. ~~The ISO shall confirm the client has suddenly or secretly left the jurisdiction in order to avoid arrest.~~

If these conditions cannot be confirmed the client is not an absconder but may be avoiding supervision.

H. If a client who has not been reporting is located supervision will resume with appropriate sanctions. If an affidavit has already been filed requesting a warrant and the warrant is active it will be served. If the warrant is not active the Officer shall staff the case with the supervisor to determine if an A&D shall be done or supervision resumed.

I. Violations warranting arrest and detention: After a case has been staffed and approved for court action the following steps apply for submitting an A&D and/or affidavit.

1. If the A&D is approved by a supervisor it shall be completed and signed by an officer. The order shall be sent to the Reno County Sheriff's Dept. in the prescribed

manner as soon as possible after the client is taken into custody. The A&D shall also be sent to the Clerk of the District Court and the District Attorney's office by the end of the business day.

2. An affidavit must be completed for review by an ISO II or the Director the next working day after the A&D is issued. Affidavits requesting a warrant when an A&D was not completed must be staffed and reviewed for approval by an ISO II or the Director. The approval shall be noted by initial and date on the document.
 3. Affidavits shall be sent to the District Attorney's office, a copy placed in the client's case file, and noted in the KDOC data system contacts.
 4. A bench warrant is preferred in situations where a client needs to be detained. If circumstances are of a serious and persistent enough nature and time does not allow for obtaining a bench warrant, an A&D may be issued, but must have the approval of an ISO II or the Director.
 5. An A&D must be followed with the filing of an Affidavit by the end of the next working day. The only exception is when a jail sanction commit order has been filed instead of the affidavit.
 6. Time extension for reports must be preapproved by the ISO II or Director.
 7. An A&D cannot be issued for cases transferred from another jurisdiction.
- J. Clients Pending Revocation: Supervision standards are still in effect while the hearing is pending. Additional violations should be staffed with an ISO II or the Director. The ISO may be directed to contact the Courts to request the bond be revoked or that the client be arrested on an A&D. Significant violations shall be addressed by the ISO filing an amended affidavit.
- K. JRI Jail Sanction: With approval from an ISO II or the Director two or three day jail sanctions can be applied for violations of supervision. No more than six days can be served per month with a maximum of 18 days of total confinement. When possible, jail time should be scheduled so as not to interfere with a client's employment. If an ISO determines that a voluntary jail sanction is appropriate, the ISO will:
1. Staff the case with the Director or an ISO II and if approved;
 2. Complete the Jail Commitment Order with the Waiver of Right to Probation Violation Hearing and read and explain it to the client.
 3. The form requires signatures of the defendant, ISO, Director or ISO II, and the Judge. A copy shall be kept for the file, a copy given to the client, and the original copy to the Clerks' Office to be submitted to the Reno County Sheriff's Department. If a Judge isn't available for a signature or if the Clerks' Office is closed an A&D may be done to allow time to get the signatures if approved by the Director or an ISO II.
 4. The ISO shall send a file stamped copy of the Jail Commitment Order to the Reno County Sheriff's Department.
 5. If the client chooses to have a hearing they will be arrested on an A&D and revocation proceedings will be initiated if appropriate and approved by the ISO II or Director.

- L. Once a client has been sanctioned with jail time, the violations shall not accrue for more sanction time. If additional violations occur and an affidavit is filed the ISO will list these violations on the affidavit and note the sanction which was imposed. The information shall include which violations were addressed with the sanction and the date and length of the incarceration.
- M. JRI Prison Sanction: The ISO shall staff the case with the Director or an ISO II or during a case management meeting to determine the Agency's recommendation for court. If the client has already completed at least one intermediate jail sanction the court recommendation at a revocation hearing may be for a prison sanction. Jail sanctions up to sixty days should be used prior to a prison sanction as prison sanctions should be the last option before revocation to prison.
- N. Out of County A&D Orders: If a client has significant violations or is arrested on a new criminal offense in another County an A&D may be issued with supervisory approval and on the condition the other jurisdiction will accept the A&D Order. If an A&D is issued in another County a warrant should be walked through at the earliest allowable opportunity so the Reno County Sheriff's Dept. can bring the client back to Reno County. The ISO shall also advise the Reno County Sheriff's Dept. that the A&D was issued, the client involved, and where the client is in custody. If a client needs to be arrested in another State it must be done through a warrant, not the issuing of an A&D.
- O. Documentation: A client's violations and case staffing, sanctions, and interventions shall be documented in the KDOC data system contacts and ~~interventions~~ *services and referrals* section as appropriate and required by the Department of Corrections. *All efforts to obtain a clients compliance should be documented in the KDOC case management system.*
- P. Incentives: The use of positive rewards will be used in an effort to reward a client for accomplishments and/or continued positive behavior. Incentives are outlined in the sanctions and incentives grid. *A minimum of a 4:1 ratio of positive and negative consequences/corrections shall be used and documented.*
- Q. Successful Completion of Supervision: Supervision completion will be determined by the Courts and State Statue. SB123 and HB2170 set out guidelines for the allowance of terminating supervision earlier than originally ordered by the courts. Officers shall staff cases prior to requesting an early termination. Criteria shall include progress towards case plan goals and lowering of high-risk domains. Early terminations outside of SB123 and HB2170 shall require supervisory approval and approval by the sentencing court Judge. Cases will typically be terminated as ordered by the court. If a client has not completed the court orders an extension of supervision will be requested at least thirty days prior to the scheduled termination date, or the case shall be staffed with a supervisor to evaluate other options.
- R. *Successful completions are when a client's supervision is not revoked and/or remanded*

to the custody of KDOC. Revocation is a judicial ruling terminating supervision resulting in an imposition of a prison term or unsuccessful termination.

VI. REPORTS REQUIRED:

Sanctions and Incentives Grid
Order to Arrest and Detain
Affidavit
Jail Commitment Order

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

Adult**Supervision**

Salary & Benefits	\$1,014,676.67
Operations	\$24,146.10
Client Services	\$11,400.00
Communications	\$14,000.00
Contractual	\$544.32
Equipment	\$4,000.00
Supplies	\$30,320.57
Training	\$1,510.00
Travel	\$3,050.00
Total	\$1,103,647.66

Behavioral Health

Salary & Benefits	\$47,253.18
Client Services	\$32,422.86
Contractual	\$95,000.00
Total	\$174,676.04

Reno County Community Corrections Program	POLICY 1.17
POLICY & PROCEDURES	
IMPLEMENTATION DATE: 3/20/23	
LAST REVIEWED DATE: 4/2/24	
LAST REVISION DATE: 3/20/23	
CHAPTER: Supervision	
PAGES: 3	
REFERENCE: KDOC 1A-ADM-127, CSS-03-104	
SUBJECT: Auditing and Quality Assurance	

I. AUTHORITY:

Reno County Community Corrections Advisory Board, Administrative Directive, Reno County Commission

II. POLICY:

Active cases under supervision shall receive supervisory review. Supervisory reviews are able to provide staff with timely and supportive feedback relevant to their work with clients assigned to the agency. Periodic reviews help to ensure that clients are receiving the level of monitoring and services that is consistent with the agency's mission, purpose, and Community Corrections Adult and Juvenile Field *Community Based Services Standards*. Reviews can be used by the Director and an ISO II as a tool to measure agency and staff performance. A schedule will be developed to perform audits on a regular basis for quality assurance and adherence to policy.

III. PROCEDURES:

- A. File Audits: Each officer will have offenders' physical files audited by a supervisor. This will include, but not be limited to the inclusion and proper placement of certain documentation in the file as outlined in Policy 6-10. Each supervision officer shall have at least one adult and one juvenile file audited every three months.
- B. KDOC database Audits: The KDOC database will be used for quality assurance checks regarding offender activity and ISO documentation.
 - 1. The Caseload Report will be ran by the Director or an ISO II and reviewed on a regular basis, at least monthly. Officers' caseloads will be reviewed at least monthly with reports provided to Officers as available. This will include reviewing termination dates, assessment dates, and client statuses.
 - 2. Risk/needs assessment will be audited. This may take place through a contracted provider or internally.

3. The timeliness of Case Plan creation and reviews will be audited. The KDOC database will also be used to evaluate individual Case Plans. Case Plan reviews will focus on adherence to agency policy and connection to the risk/needs assessment.
 4. Offender contacts will be reviewed in the KDOC database for timeliness and quality. Specific attention will focus on the documentation of the use of Motivational Interviewing, Effective Practices in the Correctional Setting and Cognitive Behavioral Interventions.
- C. Office Contact Audits: Auditing will focus on the use of Motivational Interviewing, Effective Practices in the Correctional Setting and Cognitive Behavioral Interventions.
- D. Termination Audits: Each file will be audited by the Director or an ISO II after the case is terminated. This is to ensure the proper paperwork has been completed and the case is closed out in the KDOC database and through the courts.
- E. Auditing Schedule and Feedback: Supervision staff will be notified of the auditing schedule. They will receive feedback both verbally and in writing regarding the results of the audit. Additional assistance, training, and evaluation will be available for areas in which improvement is needed.
- F. Documentation: File audits will be stored electronically and will be made available to KDOC upon request.*

IV. REPORTS REQUIRED:

Auditing Schedule
Auditing Reports

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 5.01
POLICY & PROCEDURES	
IMPLEMENTATION DATE: 06/11	
LAST REVIEWED DATE: 6/4/24	
LAST REVISION DATE: 06/11	
CHAPTER: Management Information System	
PAGES: 3	
REFERENCE: KDOC 1E-ADM-500, 501, 501A, CSS-03-101	
SUBJECT: Data Entry and Statistics	

I. AUTHORITY:

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

II. PURPOSE:

To set forth policy and procedure governing the agency's system of data collection, maintenance of the system, and capabilities for assembling and storing information

III. DEFINITIONS

- A. Victim: A natural person or the family of a natural person who has incurred direct or threatened physical or psychological harm as a result of an act or omission of a client.
- B. Victim-Sensitive: A designation made by the sending state in accordance with its definition of "crime victim" under the statutes governing the rights of crime victims in the sending state.

IV. POLICY:

Community Corrections shall establish and maintain an organized system for information storage and retrieval. The information pertaining to clients assigned to this agency shall be recorded and maintained according to standards set by the Kansas Department of Corrections.

V. PROCEDURES:

- A. Community Corrections shall enter and maintain case management information in the KDOC case management system, for each adult client assigned to its supervision.
- B. Within 2 business days after notification of assignment of a client to community corrections, the supervising officer shall ensure the following:
 - The assigned client has a case management record in the case management system; and

- A status entry has been created in the case management system that reflects the current status of the client.
- C. Within 30 business days after notification of assignment to community corrections, the supervising officer shall ensure that the case management system contain complete and accurate client case management information.
- D. All client contacts and case activity shall be entered in the case management system immediately, preferably within 2 working days, but no later than 5 3 business days after the contact or activity occurs. Case activity includes but is not limited to addresses, statuses, employment history and statuses, contacts, case plans, court case information, offense descriptions, substance abuse testing, interventions, and obligations.
- E. If extenuating circumstances exist which prevent the supervising officer from meeting these deadlines, the fact that the deadline has not been met and the reason for the deviation should be recorded in the case management system.
- F. In the Interstate Compact Offender Tracking System (ICOTS) for clients compacting out of state:
1. Complete all required ICOTS documents when requesting a client transfer.
 2. For victim-sensitive cases, complete the Victim Advisement Form adopted by the Kansas Council of Interstate Commission for Adult Supervision and attach it to the transfer request in ICOTS.
 3. Respond accordingly and promptly to the KDOC Interstate Compact Office in regards to submitting and/or correcting actions to ensure response compliance with ICAOS Rules.
- G. All staff involved in the transfer of clients under the Interstate Compact Rules shall obtain a username and password from the KDOC Interstate Compact Unit.
1. All users must complete training from ICAOS training modules prior to being given access to ICOTS. Required training modules will be determined by the KDOC Interstate Compact Administrator or their designee based upon the user's role in the compact process.
 2. All users are expected to participate in annual training relative to ICOTS.
 3. Once a password is assigned it can be changed by the user who shall be responsible to remembering and safekeeping the password.
 4. Users will be deactivated after 6 months of no log-in activity. Reactivation can be requested from the KDOC Deputy Compact Administrator.

VI. R E P O R T S R E Q U I R E D:

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

Community Corrections Policy Updates Summary

JV Policy 3.106

Updates several juvenile terms for KDOC. Adds discussion and a definition for crossover youth.

JV Policy 3.107

Updates several juvenile terms for KDOC and changes "juvenile" to "youth". Removes language about court ordered consent authorization.

JV Policy 4.114

Adds a definition for crossover youth and requirement for collaboration for out-of-state travel permits on these youth.

JV Policy 4.115

Requires two officers when transporting a youth. One officer can transport a youth of the same sex if there is a camera in the car recording the transport.

Policy 1.17

Changes Juvenile Field Services to Community Based Services. Adds file audits being stored electronically and provided to DOC upon request.

Policy 5.01

Decreased the time allowed for data entry from five days to three days.

Policy 6.03

Adds language to include "other objective risk management factors" in the determination of the supervision level of a client. This includes reasons for modification of a supervision level and the use of overrides. Adds a chart for supervision levels associated with assessment scores and removes scores from another chart. Removed the requirement for discharge assessments. Removed instructions for pre-sentence SB123 assessments which are completed by Court Services. Updates the definition for an absconder to "Individual who knowingly avoids supervision or knowingly making the individual's whereabouts unknown to the supervision officer."

Policy 6.08

Updates the definition for absconder as indicated above. Adds language regarding the use of the 4:1 ratio of positive and negative consequences and rewards. Adds language defining successful completion and revocation.

Policy 6.13

Removes language regarding pre-sentence SB123 clients. Adds role clarification as a topic for orientation.

Policy 6.15

Moves the time limit for the creation of an adult case plan from 45 to 60 days. Removes the requirement for signatures on case plans. Adds discussing and providing a copy of the case plan to the client each time there is an addition.

