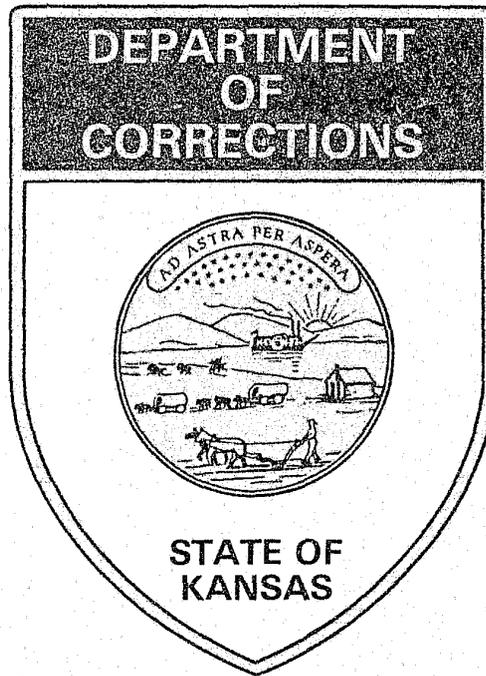


POLICY AND PROCEDURE



NCJRS

AUG 21 1978

ACQUISITIONS

MANUAL

1977

R. F. BENNETT
GOVERNOR

R. R. RAINES
SECRETARY OF
CORRECTIONS

81664

Department of Corrections

State of Kansas

ROBERT R. RAINES, *Secretary*

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FOREWORD

This Policy and Procedure Manual of the Kansas Department of Corrections has been formulated after many hours of staff deliberation and input. This manual was prepared by SYSTEMS CONSULTANTS, INC., of Washington, D.C., under Grant No. 75-A-2828-3-A awarded by the Governor's Committee on Criminal Administration (LEAA).

The basis for this manual was the Department's Administrative Procedures as well as the still existing portions of the old Rules and Regulations both of which are now superseded by the adoption of the Policy and Procedure Manual.

It was compiled in a manner which will permit individual changes or additions on a single page basis as the need arises.

The Secretary of Corrections is empowered to adopt all necessary rules and regulations of the Department and the institutions and facilities thereof by K.S.A. 75-5205 and K.S.A. 75-5207, 1976 Supplement.

The director of each institution is empowered by K.S.A. 75-5256, 1976 Supplement, to make and issue such general and special orders and rules, not inconsistent with law and the rules established by the Secretary.

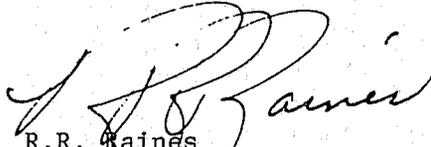

R.R. Raines
Secretary of Corrections

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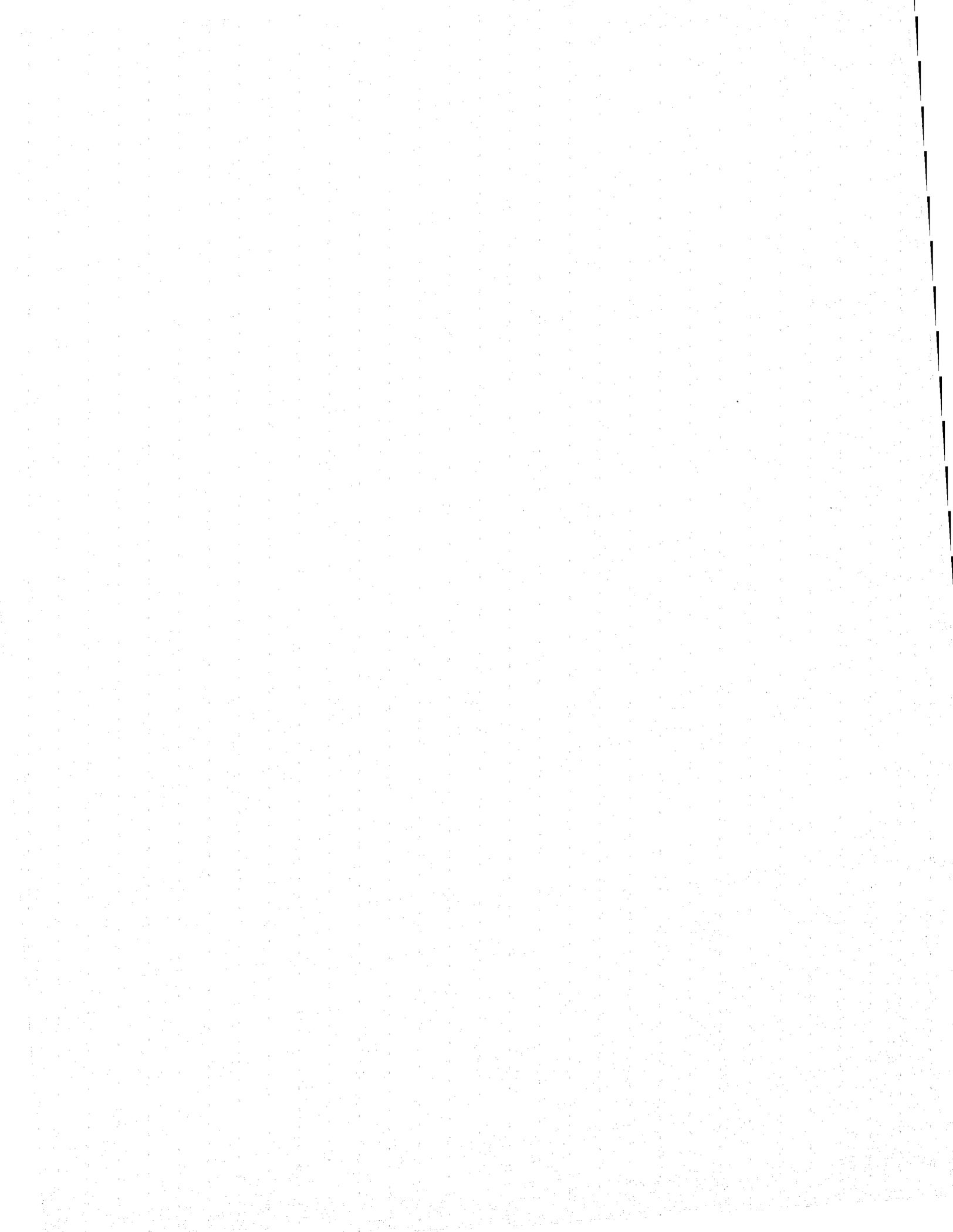
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SECTION I

GENERAL ADMINISTRATIVE POLICIES



I. GENERAL ADMINISTRATIVE POLICIES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 101	PAGE NUMBER: 1 of 1
	SUBJECT: Absence of Administrative Personnel	

Policy of the Department:

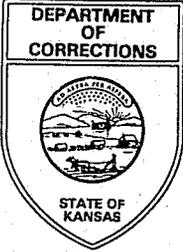
To ensure that approved personnel will assume the duties of institutional and Field Service Administrators in their absence.

Procedure:

1. Approval of an absence of more than 24 hours must be obtained from the Secretary of Corrections by institutional directors and work release administrators.
2. The Deputy Director or Administrator assumes full responsibility in a Director's absence.
3. If a Director or Administrator and his Deputy Director are absent simultaneously, one of the next highest ranking subordinates will assume administrative duties.
4. A list of three top-ranking subordinates from each institution and work release center must be submitted to the Secretary of Corrections for his approval. The list will include names, titles, addresses, and telephone numbers, and it must be updated whenever any individual's status changes.

DATE: 2/1/77

I. GENERAL ADMINISTRATIVE POLICIES

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 102	PAGE NUMBER: 1 of 1
	SUBJECT: Policy Formulation	

Policy of the Department:

Written policy statements serve as official communication of departmental philosophy regarding operations and individuals under the authority of the Secretary of Corrections.

They are the basis for procedural guidelines and regulation manuals.

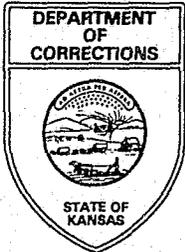
Procedure:

1. Departmental policy statements are formulated and revised as needs and requirements change. Possible areas of change include new legislation and revisions in penal philosophy and judicial decisions.
2. Whenever a new or revised policy is needed, the Secretary shall be responsible for the formulation of the policy statements and accompanying directives detailing the procedures to be followed in implementing the policy.

All new or revised policies and their directives will be disseminated in the Department to all applicable divisions and for insertion in the Policy and Procedure Manual.

DATE: 2/1/77

I. GENERAL ADMINISTRATIVE POLICIES

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 103	PAGE NUMBER: 1 of 1
	SUBJECT: Procedures, Rules, and Regulations	

Policy of the Department:

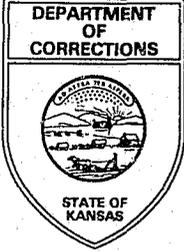
Procedure statements are written as guidelines for departmental policy and will ensure the orderly flow of departmental operations. The Department's rules and regulations manuals detail the conduct expected of employees, inmates, and volunteers.

Procedure:

1. Directives contained in the Policy and Procedure Manual detail the Department's guidelines for all correctional operations.
2. General Orders originate with the institutions, work release centers, honor camp(s), and probation and parole offices. The orders indicate the procedural steps each facility will use to implement the directives contained in the Policy and Procedure Manual. Copies of General Orders from each facility shall be forwarded to the Central Office for review and approval by the Secretary of Corrections. If it is not returned by the Secretary within 15 days, the General Order will become effective at the end of the fifteenth day from the date received by the Secretary of Corrections.
3. Manuals of rules and regulations for employees, inmates and volunteers originate with the Central Office and are distributed to all applicable individuals.

DATE: 2/1/77

I. GENERAL ADMINISTRATIVE POLICIES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 104	PAGE NUMBER: 1 of 1
	SUBJECT: Implementation of New Programs	

Policy of the Department:

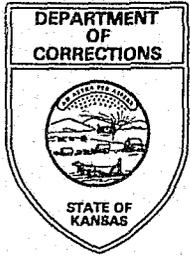
To ensure that there will not be a conflict between the implementation of new institutional programs and availability of funds and staff.

Procedure:

1. The Directors of institutions are to send requests for the initiation of new programs to the Deputy Secretary of Institutions.
2. The Deputy Secretary of Institutions will determine the availability of funds and staff to begin a new program. If he finds that adequate resources are available, he requests program approval from the Secretary of Corrections.
3. If a proposed new program is approved, the Deputy Secretary of Institutions will coordinate the implementation of the program within the requesting institution.

DATE: 2/1/77

I. GENERAL ADMINISTRATIVE POLICIES

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 105	PAGE NUMBER: 1 of 2
	SUBJECT: Incident Reports	

Policy of the Department:

Any incident occurring apart from the routine activity on the institution and field service levels is to be reported to administrative personnel.

Procedure:

1. It is essential that every incident, regardless of its nature, be reported to the Director or Administrator of the institution or work release center in which the incident occurred. Reports of incidents are to be documented on form KPS-4.
2. Within 24 hours after occurrence of an incident, form KPS-4 is to be passed on to the appropriate Deputy Secretary of Field or Institutional Services in the Central Office. Each report is filled in the Central Office by month and institution.
3. All reports of serious incidents are forwarded to the Chief of Intelligence, Central Office, who is responsible for follow-up investigations. These investigations may lead to criminal prosecution or disciplinary action.
4. The following are immediately reportable incidents: fires; escapes, including attempts and apprehensions; homicides, including attempts; death of inmates or personnel; suicide, including attempts; assaults of any kind; riots and disturbances; self-inflicted injury; possession of contraband; taking hostages; and accidents with a state vehicle. Other incidents of a serious nature must be immediately reported.
5. Each institution Director or designated staff member shall notify the Secretary as soon as possible of the occurrence of one of the above listed incidents, doing so in the following manner:
 - a. From Monday through Friday and from 8:00 a.m. to 5:00 p.m., the Central Office should be informed by teletype (or telephone if the institution does not contain a teletype machine).
 - b. After 5:00 p.m. (Monday through Friday), either the Secretary or one of the three Deputy Secretaries is to be notified by telephone.
 - c. Incidents occurring on Saturday, Sunday, or a holiday will be reported by telephone to the listed Central Office Duty Officer.

DATE: 2/1/77

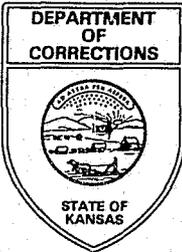
I. GENERAL ADMINISTRATIVE POLICIES

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 105	PAGE NUMBER: 2 of 2
	SUBJECT: Incident Reports	

6. After notification of an immediately reportable incident has been given by telephone or teletype, the steps in paragraphs 1 through 3 will be taken to confirm in writing the incident's occurrence.

DATE: 2/1/77

I. GENERAL ADMINISTRATIVE POLICIES

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 106	PAGE NUMBER: 1 of 1
	SUBJECT: Teletype Machine Usage	

Policy of the Department:

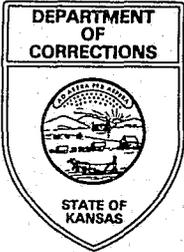
Teletype machine usage will be in accordance with ASTRA Manual of Operation - Section 10.0, "Corrections Information Service."

Procedure:

1. Information relayed via teletype includes all of the following:
 - a. Institution inmate daily population counts.
 - b. Emergency reports, as defined in policy/procedure 105.
 - c. Administrative transfers of inmates.
 - d. General administrative information.
 - e. Inmate work release.
 - f. Inmate home furloughs.
 - g. Central File resource information
 - h. Communications with law enforcement agencies.
2. Any type of information not on the list above is subject to approval and regulation by designated department officials, prior to teletype transmission.
3. Teletype units are located as follows:
 - a. Central Office, Topeka, code CORQ.
 - b. Kansas Reception and Diagnostic Center, Topeka, code KRDC.
This unit will also transmit and receive messages for the Kansas Correctional - Vocational Training Center.
 - c. Kansas State Industrial Reformatory, Hutchinson, code KSIR.
 - d. Kansas State Penitentiary, Lansing, code KSPL. The unit here will transmit and receive for the Kansas Correctional Institution for Women.

DATE: 2/1/77

I. GENERAL ADMINISTRATIVE POLICIES

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 107	PAGE NUMBER: 1 of 7
	SUBJECT: Criminal History Record Information Management/Usage of Central Files	

Policy of the Department:

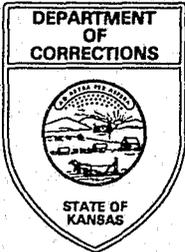
In managing inmate files, the Department shall be responsive to guidelines in the State of Kansas Criminal History Record Information Plan (commonly referred to as the Privacy and Security of Records Plan).

Procedure:

1. In the State of Kansas Criminal History Record Information Plan (Privacy and Security of Records Plan), criminal history record information is defined as information collected by criminal justice agencies on an individual which contains an identifiable description and a notation of a formal criminal justice transaction involving the identified individual.
2. Information regarding inmates which is kept by the Department will be divided into categories, including conviction data, non-conviction data, and non-criminal history record information. A designation of its treatment under the rules on dissemination, access, and review will be made and set forth in Appendix A to this policy. Definitions of "conviction data," "non-conviction data," and "non-criminal history record information" will be in accordance with definitions of these terms in the Kansas Privacy and Security of Records Plan of March 1976. The Privacy and Security of Records Plan implemented the LEAA Regulations set forth in Title 28, Chapter 1, Part 20 of the Code of Federal Regulations.
3. The term "dissemination" means release of criminal history record information to individuals or agencies other than the Department of Corrections. Use or discussion of the information by employees or officers of the Department of Corrections or any of its institutions or facilities does not constitute dissemination. Reporting the occurrence of a criminal justice transaction is likewise not dissemination. Thus, reporting an escape to the Kansas Bureau of Investigation and the Federal Bureau of Investigation is not considered dissemination. On the other hand, confirming the existence or non-existence of a criminal history record for an outside agency is dissemination. Whenever criminal history record information is released to individuals or agencies outside the Department, notation shall be made in a dissemination log maintained by the Department. Indication shall be made of the date the information was released, who received the information, and exactly what information was released.

DATE: 2/1/77

I. GENERAL ADMINISTRATIVE POLICIES

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 107	PAGE NUMBER: 2 of 7
	SUBJECT: Criminal History Record Information Management/Usage of Central Files	

4. "Conviction data" is information indicating that an individual pleaded guilty or nolo contendere to criminal charges or that the individual was convicted. "Non-conviction data" includes information disclosing:

- a. The police have chosen not to refer a matter for prosecution.
- b. A prosecutor has chosen not to commence criminal proceedings.
- c. Proceedings have been indefinitely postponed.
- d. All dismissals and acquittals.
- e. An arrest record without a disposition if an interval of one year has elapsed from the date of arrest and no conviction has resulted and no active prosecution of the charge is pending.

5. LEAA Regulations and the Kansas Criminal History Record Information Plan place no limits on the dissemination of data on convictions and those cases which are currently in some stage of processing or prosecution. All such information may be freely disseminated to both criminal justice and non-criminal justice agencies. However, the Department may restrict the dissemination of some items of conviction data while allowing others to be released. Appendix A indicates how each item is to be treated.

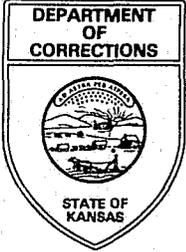
6. LEAA Regulations and the Kansas Criminal History Record Information Plan list four situations when dissemination of non-conviction data is permitted. These are summarized in the following paragraphs.

- a. Dissemination is authorized to criminal justice agencies for background investigation on potential agency employees.
- b. Dissemination is allowed to "individuals and agencies for any purpose authorized by statute, ordinance, executive order, or court rule, decision, or order, as construed by appropriate state or local officials or agencies." This allows the dissemination of non-conviction data when it is authorized either explicitly or implicitly by one of the specified legal means. For example, such data may be distributed if a licensing statute or ordinance* requires licensed applicants to be

*An ordinance may be understood here as the enactment of the legislative body of a local governmental unit (country, city, or municipality).

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I. GENERAL ADMINISTRATIVE POLICIES

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 107	PAGE NUMBER: 3 of 7
	SUBJECT: Criminal History Record Information Management/Usage of Central Files	

of good moral character and if the statute or ordinance has been construed by the appropriate authority to require or permit a review of non-conviction records in making the determination of good moral character. (See also KSA 75-5266 on placing limits on release of KRDC reports and stating who has right of access and who may have access with permission of the Director of KRDC.)

c. Dissemination is permitted to individuals and agencies if it is pursuant to certain specific agreements with the Department of Corrections or with the state on behalf of the D.O.C. The agreements must be for the providing of services required for the administration of criminal justice. The agreement shall specifically authorize access to data, limit the use of data to the purposes stated, ensure the security and confidentiality of the data consistent with these regulations, and provide sanctions for violations. This would mean that private consulting firms, for example, would have access to information necessary when they assist the Department of Corrections in the development and operation of an information system.

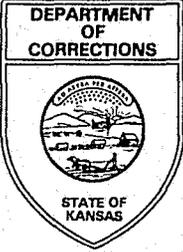
d. Dissemination is permitted to individuals and agencies for research, evaluation, or statistical activities connected with agreements with the DOC. Such agreements shall specifically authorize access to data; limit the use of data to research, evaluation, or statistical purposes; ensure the confidentiality and security of the data consistent with this policy and procedure; and provide sanctions for any violations. In this situation, any good faith researcher, including private individuals, would be permitted to use criminal history record information for research purposes.

Dissemination of criminal history record information is authorized if it is in connection with permits for international travel. Conviction and non-conviction data may be disseminated when requested by those issuing visas and granting citizenship.

Criminal history record information shall not be disseminated except pursuant to a proper user agreement approved by or on behalf of the Secretary of Corrections. Dissemination must also be pursuant to an access request made in writing on a form provided by the Department of Corrections. The Department shall submit an inquiry to the central repository to ensure dissemination of the most up-to-date and accurate information.

DATE: 2/1/77

I. GENERAL ADMINISTRATIVE POLICIES

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 107	PAGE NUMBER: 4 of 7
	SUBJECT: Criminal History Record Information Management/Usage of Central Files	

The agency providing it shall attach the following notice to non-conviction data before its distribution:

THIS INFORMATION IS RESTRICTED AS TO USE AND DISSEMINATION.
CIVIL AND CRIMINAL PENALTIES EXIST FOR MISUSE:

(Department of Corrections)

(Date).

The notice is not required if the information is furnished for the purpose of processing a charge through the criminal justice system and if it relates only to the charge currently in process.

The following persons will be required to obtain, read, and be prepared to answer questions on the criminal history record information plan of Kansas dated March 1976: all institution and facility directors and deputy directors, records officers and staff; all those in supervisory positions in the division of field services, institution services, and management services, including all personnel in the division of research and planning; and all persons having access to criminal history record information. Copies of the plan may be obtained from the Records Control Officer in the Department of Corrections Central Office in Topeka.

7. The following paragraphs contain regulations on the handling of inmate files.

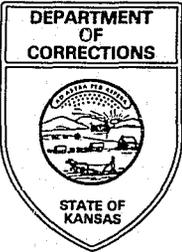
a. The Kansas Bureau of Investigation will audit the Department's files on a random annual basis, just as it audits the files of other criminal justice agencies. The Bureau checks records for accuracy, completeness, effectiveness of systematic audit procedures (such as an audit trail and dissemination log), evidence of dissemination limitations, security provisions, and the individual's right to access.

b. The State of Kansas Criminal History Record Information Plan (Privacy and Security of Records Plan) defines dispositions to the central repository to mean information disclosing that criminal justice proceedings have either been concluded or indefinitely postponed. In accordance with the terms of the plan, the Department will report dispositions to the central repository at the time when such reporting procedures and techniques are developed and implemented by the Kansas Bureau of Investigation.

c. All individuals, including inmates, probationers, parolees, and final discharges from incarceration, probation, and parole, have the right of access to and review of criminal history record information

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I. GENERAL ADMINISTRATIVE POLICIES

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 107	PAGE NUMBER: 5 of 7
	SUBJECT: Criminal History Record Information Management/Usage of Central Files	

maintained on them if they are examining the records for the express and intended purpose of verifying records accuracy and completeness.

All matters regarding the individual's right of access to and review of his records are in accordance with Section VII of the State of Kansas Criminal History Record Information Plan. This includes matters of verification of identity, methods of review, means of obtaining a copy and challenging, review and appeal, correction process, and information availability.

Probationers under the Department's jurisdiction and all parolees should contact their probation or parole supervisor in order to make arrangements for review of their records. An inmate should contact a member of his Unit Team to have the member arrange access to the criminal history record information maintained on the inmate by the Department. The appropriate records must be sent out from the central repository to the applicable institution or facility for controlled review.

d. Access and usage of inmate files of the Central Office will be governed by the following regulations:

(1) All inmate files contained in the file room of the Central Office will be controlled by the person officially designated as the file clerk. In his/her absence, only a clerk of the Probation and Parole Division office adjacent to the file room will be authorized to enter the file room to check files out and in.

(2) Only those employees in the Central Office and the Kansas Adult Authority who have a right and a need to know will be permitted to have access to files. Maintenance of the confidentiality of the files is the responsibility of the person using the file.

Information contained in the files may be disseminated only by the following Central Office officials in accordance with the established criminal history record information guidelines:

- (a) Secretary of Corrections.
- (b) Deputy Secretary of Field Services.
- (c) Deputy Secretary of Institutions.
- (d) Deputy Secretary of Management Services.
- (e) Chief Legal Counsel.
- (f) Chief of Intelligence Investigation.

DATE: 2/1/77

I. GENERAL ADMINISTRATIVE POLICIES

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 107	PAGE NUMBER: 6 of 7
	SUBJECT: Criminal History Record Information Management/Usage of Central Files	

- (g) Chief of Research and Planning.
- (h) Chief Jail Inspector.
- (i) Compact Supervisor.
- (j) Work Release Administrator.
- (k) Chief of Records Management.
- (l) Chief of Security.
- (m) Program Specialist.
- (n) Chief of Fiscal Management.
- (o) Training Specialist.
- (p) Chief of Personnel Management.
- (q) Assistant Chief of Personnel Management.
- (r) Equal Employment Opportunity Officer.

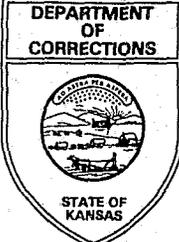
(3) The File Clerk will maintain a log of all files checked out, noting the name of the individual using the file. An out card will also be placed in the file cabinet showing the inmate's name and the initials of the individual using the file. A file may be referred to another staff member as long as the individual who initially receives the file instructs the File Clerk to change the log and the out card to identify the present location of the file.

(4) Pulling of files for the purpose of mail matching will be handled entirely by the File Clerk and the two Clerk Typists in the Probation and Parole Division office adjacent to the file room. The secretary or clerk of another division will provide the File Clerk with a list of files to be pulled and may pick them up after they have been logged out.

(5) All inmate files will be turned in to the file room before the end of the work day unless overnight retention is authorized in writing by the Chief of Records Management. Exception to this will be those files checked out to the Kansas Adult Authority, whose responsibility it will be to ensure proper control over the files and to return the files as expeditiously as possible to the file room. Any files not turned in will be picked up by the file clerk at the end of the day.

DATE: 2/1/77

I. GENERAL ADMINISTRATIVE POLICIES

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 107	PAGE NUMBER: 7 of 7
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(6) Files may be logged out to the Governor's Pardon and Extradition Attorney and the Attorney General's Office with the approval of the Chief of Records Management and will be hand-carried for delivery. At no time will files be sent via building mail.

(7) Lost files and any problems arising out of this control procedure will be reported to the Chief of Records Management.

e. Access and review of inmate files at the institutions will be governed by the following regulations:

(1) Inmate files contained in the central file room of the institution will be controlled by the Records Office staff who have the authority to check files in and out.

(2) Only institutional personnel who have a need to know and a right to know shall be permitted to have access and use of inmate files. Maintenance of the confidentiality of the files is the responsibility of the user.

Information contained in the files may only be disseminated by those personnel designated by the institutional Directors in accordance with criminal history record information guidelines. The Directors will establish a list indicating the names of those personnel who are allowed to disseminate CHRI; this list is to be forwarded to the Central Office and is to be updated by the Directors whenever there is a change in the list.

(3) The Records Officer will maintain a log of all files checked out which indicates the date and name of the file user. As a rule, all files should be returned to the Records Officer at the end of the work day unless valid reasons exist for continuing the use of the file, such as development of a rehabilitation plan.

(4) File users shall not handle the files carelessly by allowing them to lie around in open view, and shall not allow files to be accessible to inmates. If inmates express a desire to review their record for the purpose of verifying accuracy or making changes to inaccurate statements, they must follow the procedures for review as indicated in Paragraph 7.c (Individual's right to access of CHRI files) above. All lost files shall be reported immediately to the Records Officer.

(5) Partial or complete duplicate files are prohibited except as authorized by the Director. The Director's approval is contingent upon the existence of proper security controls regarding storage in compliance with Policy/Procedure #107.

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I. GENERAL ADMINISTRATIVE POLICIES

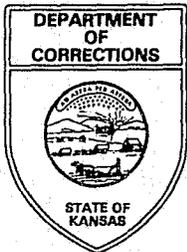
 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 107 APPENDIX A	PAGE NUMBER: 1 of 5
	SUBJECT: Access and Review Rules	

Table 1 presents dissemination, screening, and access review requirements for 75 types of documents encountered in the proclosing of inmates. These documents fall into one or more dissemination categories: conviction data, non-conviction data, and non-criminal history record information.

Conviction Data. Conviction data may be released without restriction by the Director of the Institution or his specified designatee.

Non-Conviction Data. Non-conviction data may be released by the Director of the Institution or his specified designatee, after Central Repository query, to the following if a user agreement is in force:

- a. To criminal justice agencies.
- b. To individuals and agencies authorized by statute; ordinance; executive order; or court rule, decision or order.
- c. To individuals in those agencies which have contracted with the DOC to provide services required for the administration of criminal justice.
- d. To individuals and agencies conducting research, evaluative, or statistical activities by agreement for the Department of Corrections.

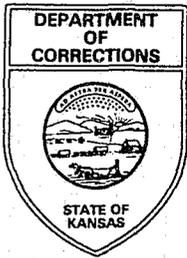
Non-Criminal History Record Information. Non-criminal history record information may be released only with the approval of the Director of the Institution or his specified designatee.

Screening. Documents which contain information falling into more than one of the above categories must be screened prior to dissemination to ensure that the recipients of the information receives only that portion of the document he is authorized to receive. Documents for which this screening is required are identified by an asterisk (*) in the "screening Required" column.

Access Review. Those documents for which access and review by the inmate are permitted are identified by a star in the right-hand column of the table.

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I. GENERAL ADMINISTRATIVE POLICIES



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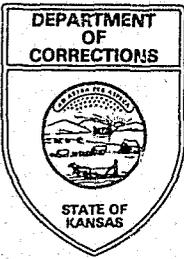
PAGE NUMBER:
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SUBJECT:
Access and Review Rules

DOCUMENT DESCRIPTION	I - CONVICTION DATA	II - NON-CONVICTION DATA	III - NON-CRIMINAL HISTORY RECORD	SCREENING REQUIRED	ACCESS & REVIEW PERMITTED
ADMINISTRATIVE SEGREGATION REPORTS & REVIEW RECORDS	●	●	●	*	
ADMISSION REGISTER	●				★
ADMISSION REPORT OR SUMMARY	●	●		*	
ALCOHOLIC ANONYMOUS REPORTS	●		●	*	
ANNULMENT ORDERS & RECORDS	●	(SEE KSA)			★
ARREST WARRANTS		●	●	*	★
BODY RECEIPT			●		
CLAIMS FOR COMPENSATION FROM STATE			●		
CLASSIFICATION REPORTS	●	●	●	*	
CLEMENCY APPLICATIONS, PROCESS	●		●	*	
COMMUNICATIONS & CORRESPONDENCE (ALL)	●	●	●	*	
FROM OUTSIDE DOC, RE INMATE	●	●	●	*	
FROM WITHIN DOC, RE INMATE	●	●	●	*	
TO OR FROM INMATE	●	●	●	*	
COMPLAINTS		●			★
CONDITIONAL RELEASE CERTIFICATE	●				★
COUNTY OR DISTRICT ATTORNEY REPORT	●	●		*	
COUNTY ORDERS, PROBATION, PAROLE, & REVOCATION	●				★
COURT ORDERS (NOT OTHERWISE LISTED)	●	●	●	*	★
CREDIT & FINANCIAL INFORMATION			●		
INSTITUTION ACCOUNT			●		
OUTSIDE ACCOUNTS OR ASSETS & LIABILITIES			●		
PREVIOUS FINANCIAL HISTORY & PERFORMANCE			●		
DEFENSE ATTORNEY REPORT	●	●		*	
DETAINERS & RELATED DOCUMENTS	●	●	●	*	★
DISCHARGE CERTIFICATE	●				★
DISCIPLINARY REPORTS & RECORDS			●		
EARLY PROGRESS REPORTS	●	●	●	*	

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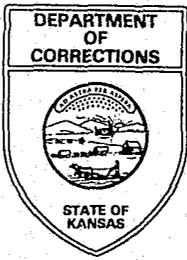
I. GENERAL ADMINISTRATIVE POLICIES

 <p>POLICY AND PROCEDURE MANUAL</p>	<p>SECTION NUMBER: 107 APPENDIX A</p>	<p>PAGE NUMBER: 3 of 5</p>
	<p>SUBJECT: Access and Review Rules</p>	

DOCUMENT DESCRIPTION	I - CONVICTION DATA	II - NON-CONVICTION DATA	III - NON-CRIMINAL HISTORY RECORD	SCREENING REQUIRED	ACCESS & REVIEW PERMITTED
EDUCATION REPORTS			●		
DEPARTMENT EDUCATED - HISTORY & PERFORMANCE			●		
CONTRACT EDUCATED - HISTORY & PERFORMANCE			●		
PREVIOUS EDUCATED - HISTORY & PERFORMANCE			●		
EXPUNGEMENT ORDERS & RECORDS	●	(SEE KSA)			★
FBI RAP SHEET	●	●	●	*	★
FINAL DISPOSITION REPORT	●				★
FINGERPRINT CARDS	●				★
FORM 9's OR OTHER INMATE REQUEST FORMS			●		
FURLOUGH PROCESSING DOCUMENTS	●	●	●	*	
GOOD TIME RECORD			●		
COMPUTATION			●		
CREDITS			●		
FORFEITURE			●		
INCENTIVE			●		
STATUTORY			●		
GRANT OF CLEMENCY	●				★
GRIEVANCE REPORT FORM			●		
HOUSING REPORTS	●	●	●	*	
INCIDENT REPORTS	●		●	*	
INDICTMENTS		●			★
INFORMATIONS, COUNTY OR DISTRICT ATTORNEY		●			★
INMATE INDEX FILES	●	●	●	*	
INVESTIGATION FILES	●	●	●	*	
JOURNAL ENTRY OF CONVICTION	●	●		*	★
JOURNAL ENTRY OF JAIL CREDIT	●				★
JOURNAL ENTRY OF SENTENCE	●				★
LEGAL PAPERS FILED BY INMATE	●	●	●	*	
MAIL LIST			●		
MANUSCRIPTS, POEMS, ETC. OF INMATE			●		

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I. GENERAL ADMINISTRATIVE POLICIES



**POLICY AND
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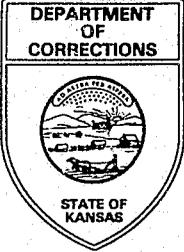
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SUBJECT:
Access and Review Rules

DOCUMENT DESCRIPTION	I - CONVICTION DATA	II - NON-CONVICTION DATA	III - NON-CRIMINAL HISTORY RECORD	SCREENING REQUIRED	ACCESS & REVIEW PERMITTED
MEDICAL INFORMATION	●	●	●	*	
MILITARY SERVICE REPORTS			●		
MINUTES OF TRANSFER			●		
ON ESCAPE STATUS (DOC REPORT)	●	●	●	*	
ORDER OF COMMITMENT	●				★
PAROLE CERTIFICATE	●				★
PAROLE ELIGIBILITY CERTIFICATION OF DOC	●		●	*	
PAROLE REVOCATION PROCESS - FORMS, DOCUMENTS, AND STATEMENT OF CHARGES (NOT INCLUDING REPORTS, COMMENTS, AND NOTES OF PAROLE OFFICER)	●	●	●	*	★
PAROLE SUPERVISION REPORTS	●	●	●	*	
PAROLE VIOLATION INVESTIGATION REPORT	●	●	●	*	
PHOTOGRAPHS	●				
PREPAROLE PLAN WITH RELATED DOCUMENTS	●	●	●	*	
PROGRAM MANAGEMENT COMMITTEE ACTION	●	●	●	*	
QUARTERLY PROGRESS REPORT	●	●	●	*	
QUESTIONNAIRES TO FAMILY, RELATIVES OR FRIENDS			●		
RECOMMENDATIONS OF COURT	●	●	●	*	
RECORD OF PERSONAL EFFECTS			●		
REHABILITATION PLAN	●	●	●	*	
RELEASE TO COURT			●		
REPORT OF CURRENT ARREST AND PROSECUTION OF INDIVIDUALS UNDER CUSTODY OF SECRETARY OF CORRECTIONS		●			★
REPORTS OF LOCAL OFFICIALS FOR FURLOUGH OR PAROLE PLAN	●	●	●	*	
REQUEST FOR DISPOSITION OF DETAINEE		●			★
SENTENCE DATA SHEET & SUPPLEMENTS	●				★
SENTENCE MODIFICATION, COURT ORDERS	●				★
SOCIAL BACKGROUND REPORTS	●	●	●	*	

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I. GENERAL ADMINISTRATIVE POLICIES

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 108	PAGE NUMBER: 1 of 1
	SUBJECT: Sentencing Court Interchange	

Policy of the Department:

All possible communication shall be maintained by the Department with the sentencing courts.

Procedure:

1. Whenever the Department receives a court order to release an inmate into its authority for trial or further proceedings, Form KPS-1A is to be filled out indicating the identification of the inmate, county in which court ordering the release is located, and type of judicial proceedings to take place.

a. A copy of this report is to be placed in inmate's central file with another to be forwarded to the institution or jail housing the inmate so that appropriate steps may be taken for the release of the inmate.

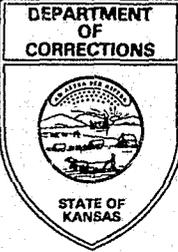
b. Upon notification of court disposition Form KPS-1A will be completed indicating judicial action taken. Appropriate steps will follow relative to the new status of the inmate.

c. Form KPS-1A will also be completed when a court orders the release of an inmate in order to appear as a witness in court.

2. It is essential that the sentencing court be made aware of any disciplinary infractions incurred by an inmate during the first 120 days of incarceration following court conviction. Therefore, timely and accurate reports reflecting the nature of offense committed, and penalty or status of case pending are to be forwarded to the sentencing judge. Reports of this nature are to be sent to the court shortly after disciplinary action is taken, or as soon as there is a court-ordered release of an inmate for further judicial proceedings. Copies of reports forwarded are to be placed in the central and institutional files.

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I. GENERAL ADMINISTRATIVE POLICIES

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 109	PAGE NUMBER: 1 of 1
	SUBJECT: Recommendations for Reduction of Sentence	

Policy of the Department:

Reduction of minimum sentence and clemency consideration for an inmate may be recommended by the Secretary of Corrections and Directors of institutions, respectively,

Procedure:

1. Pursuant to the authority given the Secretary of Corrections, an inmate, who has a mandatory 15 year parole eligibility, may for good cause be recommended by the Secretary for reduction of the minimum sentence.

a. Some factors given consideration in recommending a reduction in an inmate's sentence include: successful completion of programs (although this is not a controlling factor), serious or terminal illness, and most significantly - the inmate's record of behavior and attitude adjustment.

b. Reports from institutional personnel, including a recommendation signed by the institution Director, plus a psychiatric evaluation, must be forwarded to the Deputy Secretary of Institutions and Deputy Secretary of Field Services who, in turn, must make recommendations to the Secretary before he can consider the merits of recommending reduction to the sentencing court.

2. Institution Directors may recommend an inmate for Executive Clemency based upon supporting evidence furnished by the Unit Team.

a. Factors to be considered prior to recommendation by a Director include: thorough scrutiny of an inmate's progress reports, psychiatric evaluation, length of time served and a recommendation report from the Unit Team with agreement by treatment personnel.

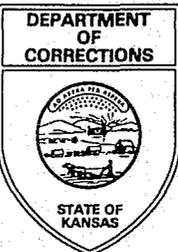
b. The factors listed above are to be documented and sent to the Director for his concurrence or disapproval. If the Director does concur, he will forward his letter of recommendation, along with the supporting documents, to the Secretary who then reviews them and passes them along to the Kansas Adult Authority (KAA) with a copy to the Pardon Attorney for their action.

c. Executive Clemency may be applied for by an inmate according to statute, and as delineated in the Kansas Adult Authority Regulations Manual.

3. Reduction of minimum sentence shall not be tried with the court while a clemency action is pending.

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I. GENERAL ADMINISTRATIVE POLICIES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 110	PAGE NUMBER: 1 of 1
	SUBJECT: Lawsuits Initiated Against Personnel	

Policy of the Department:

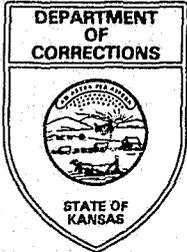
Any departmental personnel named as the defendant in a lawsuit stemming from the performance of correctional duties will be represented by the Attorney General's office with the assistance of the Department's Attorney.

Procedure:

1. Whenever a lawsuit is filed against the Department, or any personnel thereof, all lawsuit papers are to be forwarded to the Secretary of Corrections' office where they will be turned over to the Staff Attorney.
2. The Staff Attorney is responsible for directing pertinent information to the Attorney General, who is, by law, the Counselor for the defendant in these instances. The Department's Attorney shall assist the Attorney General's office with the case as directed by that office.

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I. GENERAL ADMINISTRATIVE POLICIES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 111	PAGE NUMBER: 1 of 1
	SUBJECT: Seeking Opinion of the Attorney General	

Policy of the Department:

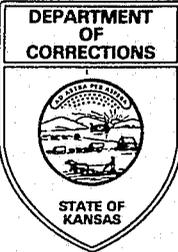
The Attorney General's opinion may be solicited by the Secretary of Corrections whenever a question of law arises in the performance of agency duties.

Procedure:

1. Subsequent to the mandate of K.S.A. 75-704, the Secretary of Corrections may seek, but not be bound by, the Attorney General's opinion on an issue or question of law that may arise in any of the divisions of the Department.
2. Specified procedures in preparing the formal request are taken care of by the Department's Attorney who is also responsible for all correspondence and files associated with the request.

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I. GENERAL ADMINISTRATIVE POLICIES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 112	PAGE NUMBER: 1 of 1
	SUBJECT: Requests for Information	

Policy of the Department:

Public requests for information concerning the Department shall ordinarily be handled by supplying a General Information Brochure. Requests for information concerning inmates and personnel shall be handled in accordance with Department regulations.

Procedure:

1. All requests for information not found in the General Information Brochure, including inquiries regarding documents, pamphlets, manuals and internal operations, must have authorized approval prior to release of the requested information.

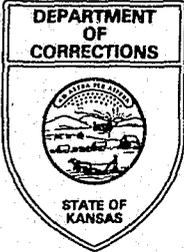
Authorized approval can only be given by administrative personnel on the field services, institutional services and management services level, and by institution Directors and the division of research and planning in the Central Office.

2. Disposition of all requests and dissemination of information concerning inmates shall be in accordance with the provisions stated under item 1 of Policy/Procedure #107.

3. Requests for information concerning personnel shall be handled in accordance with the Personnel Records Policy (Policy/Procedure #724).

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i. GENERAL ADMINISTRATIVE POLICIES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 113	PAGE NUMBER: 1 of 1
	SUBJECT: Official Correspondence to Department Personnel	

Policy of the Department:

All official correspondence, both to and from department personnel, shall be addressed and signed off in a consistent manner to ensure that the correspondence reaches and originates from designated officials.

Procedure:

1. All official correspondence, originating from, and being forwarded to, department personnel, is to specify the official's name, title, business address, and Attention: Name and title of an individual within the original addressee's office, if applicable.
2. Correspondence is signed off by indicating the writer's title and name.
 - a. Correspondence originating from the office, and written by a staff member other than the Secretary, shall have the Secretary's name and title typed under the complimentary closing followed by his or her own name and title underneath the Secretary's. All correspondence shall be signed by the writer.
3. Official correspondence is considered to be any letter dealing with Department of Corrections' business.

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I. GENERAL ADMINISTRATIVE POLICIES

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 114	PAGE NUMBER: 1 of 1
	SUBJECT: Distribution of Literature and Posting of Notices on Property	

Policy of the Department:

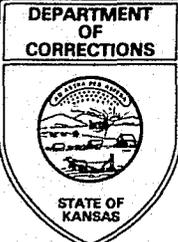
Approval must be granted prior to the posting and distribution of any non-department notices and literature on Department property.

Procedure:

1. Institutional Directors, field service administrators and designated Central Office personnel have the authority to approve or disapprove of any non-department notice or literature which comes to the attention of their division.
2. Approval must be given before a notice or piece of literature is displayed or disseminated on any Department property.

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I. GENERAL ADMINISTRATIVE POLICIES

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 115	PAGE NUMBER: 1 of 1
	SUBJECT: Public Relations	

Policy of the Department:

It is the intent of the Department to keep the public well-informed about Department activities and to maintain a consistently high community rapport through such actions as speaking engagements and special programs.

Procedure:

1. In order to acquaint the public with the Department and its programs, personnel are encouraged to accept outside speaking engagements.

a. Prior to acceptance of a speaking engagement, the speaker must obtain approval from his superiors in order to ensure that there will be no interference with official duties and responsibilities.

b. Remuneration for speaking engagements may not be accepted by personnel when the engagements take place during official working hours, are under state travel orders, involve any state funds, or involve the use of a state vehicle.

Any remuneration advanced to personnel when any of the above conditions exist must be turned over to the State General Fund.

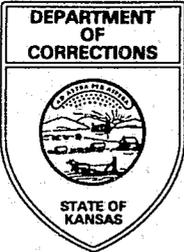
2. The Secretary of Corrections is responsible for keeping the news media and public informed of relevant facts in connection with Departmental operations.

It is expected that personnel will not capriciously discuss Departmental affairs, inmates and operations outside working hours. Any request for information relating to the Department and made to personnel is to be turned over to administrative personnel for proper handling.

3. Depending upon the availability of funds, programs such as volunteers in institutions, summer internships, and any other program designed to acquaint the public directly with the various operations of the Department are encouraged.

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I. GENERAL ADMINISTRATIVE POLICIES

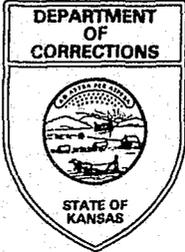
 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 116	PAGE NUMBER: 1 of 1
	SUBJECT: Personnel Publications of Departmental Affairs	

Policy of the Department:

All manuals, pamphlets, books, or any other form of writing authored by personnel or staff and dealing with the Department or any component thereof must be approved by the Secretary of Corrections prior to release for publication.

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I. GENERAL ADMINISTRATIVE POLICIES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 117	PAGE NUMBER: 1 of 1
	SUBJECT: Public Visitation and Tours of Institutions	

Policy of the Department:

In order that the public may become acquainted with correctional goals and accomplishments, interested groups are encouraged to tour the various institutions and facilities.

Procedure:

1. Groups of individuals aged 18 and older may tour the Department's institutions escorted by appointed personnel. Tours are expected to take place at times which ensure the safety and convenience of the institutions.

a. Requests for a group tour of an institution must be approved by the facility's Director. Friends and relatives of inmates who wish to visit personnel in the institutions must first secure the Director's approval.

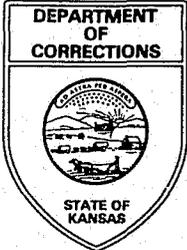
b. All groups are subject to the Directors' rules and regulations regarding institutional visitation, which are to be explained by the guides prior to the beginning of the tour.

c. When entering an institution, visitors may be subject to search and may be fingerprinted.

2. Under certain circumstances and with an appropriate invitation, visitors may attend athletic games and various other entertainment held at the facilities. These visits are not to interfere with the operations and safety of the facilities and are not to jeopardize the attendance of the inmates.

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I. GENERAL ADMINISTRATIVE POLICIES

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 118	PAGE NUMBER: 1 of 1
	SUBJECT: Release of News Items	

Policy of the Department:

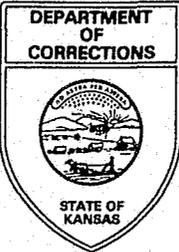
Each institution and facility of the Department shall maintain open, honest communication with representatives of the news media in a responsible and orderly manner.

Procedure:

1. No information will be released to the newspaper, radio, television station, wire service, etc., by any employee of an institution or facility except the Director, the Administrator, or his or her designated representative. All employees, if contacted, shall immediately refer such matters to the appropriate people.
2. There are two types of press releases:
 - a. General Press Release - normally covers major changes, improvements and personnel matters at the institution. Such changes or improvements will be described in writing and be released by the Director, Administrator, or his or her representative.
 - b. Emergency Press Release - normally covers escapes, violent incidents, hostage situations, inmate strikes, inmate disturbances, fires and natural disasters. During an emergency or disturbance at an institution, no representative of the news media will be permitted inside the walls or facility. Representatives of the news media will be housed in a designated area on or near the perimeter of the institution or facility, and the Director, Administrator, or his or her designated representative, will keep them apprised of the situation.
3. All news releases will be in written form. They will be brief, concise, and factual and will be approved by the institution Director or designated representative prior to release. Copies of all releases will be forwarded to the Secretary of Corrections.
4. All news releases pertaining to the Department of Corrections as a whole or to any change in institutional administrators will be issued by the Secretary of Corrections or his designee.

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I. GENERAL ADMINISTRATIVE POLICIES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 119	PAGE NUMBER: 1 of 1
	SUBJECT: News Media Visits to the Institutions and Interviews	

Policies of the Department:

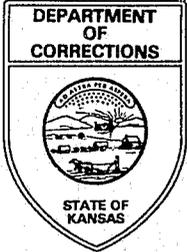
Permission for news media coverage of events and interviews with inmates or employees in institutions is granted at the discretion of the Directors, who also determine the extent of such coverage. Personal interviews with an inmate by the media are conducted only if the inmate agrees to the interview.

Procedure:

1. When media representatives visit an institution or facility, the Director or Administrator has the responsibility to grant, deny or guide the extent of:
 - a. Coverage of institutional functions and special events.
 - b. Use of facilities, personnel, inmates or records in connection with the making of motion pictures and the writing of books, magazine articles or syndicated stories (approval must come from the Secretary of Corrections).
 - c. Interviews with inmates and personnel.
2. Interviewing and photographing an inmate will be allowed only with the inmate's agreement.
3. Correspondence between the media and inmates is guided by the same regulations imposed by the institutions for general correspondence.

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I. GENERAL ADMINISTRATIVE POLICIES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 120	PAGE NUMBER: 1 of 1
	SUBJECT: Use of Department Vehicles	

Policy of the Department:

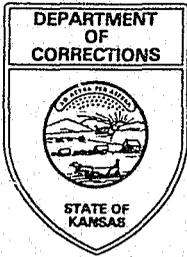
The Department's (state) vehicles shall be used for official business and by authorized personnel only. All vehicle usage shall be in accordance with the Department's regulations.

Procedure:

1. Business conducted by and for the Department is considered official business.
2. Personnel may be authorized to use the Department's vehicles by institutional Directors, facility administrators or Central Office administrators.
3. Regulations governing vehicle usage:
 - a. Drivers shall have in their possession a valid operator's license as issued by the Kansas Department of Motor Vehicles.
 - b. Safety belts shall be worn at all times when vehicles are equipped with them.
 - c. All vehicles shall be locked and the keys removed when the vehicle is not in use. Department vehicles shall be parked in locations provided in accordance with institution regulations.
 - d. In the event of an accident involving damage to state-owned or other vehicles, the employee shall not move the vehicle until an investigation has been made by the proper law enforcement agency.
 - (1) The employee shall secure the name and address of the operator of other vehicles involved in the accident, the make and license number of the vehicles, information concerning insurance held by other drivers, and all other available information such as names and addresses of any witnesses.
 - (2) All accidents shall be immediately reported to supervisory personnel.
 - e. Personnel are to make certain that the vehicles operated by them are in good mechanical condition at all times. Any defects are to be immediately reported so that necessary repairs can be made.

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I. GENERAL ADMINISTRATIVE POLICIES

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 121	PAGE NUMBER: 1 of 2
	SUBJECT: PUBLIC EDUCATION Significance of a Conviction & Confinement	

PURPOSE: The Department will maintain efforts to educate the public about the consequences of felony conviction and incarceration. The program will emphasize crime prevention and prison aversion.

METHOD: Each Director will select a member of the staff to organize and coordinate, monitor and evaluate this public education program.

STAFFING: Trained and knowledgeable employees will participate. Inmate participant selection will be accomplished in accordance with the Director's guidelines.

AGENCIES: Courts (judges and probation officers), school districts, state and local governmental agencies, criminal justice agencies, service organizations and religious denominations can initiate the process and sponsor an individual or group.

TARGET GROUP: Juveniles and adults who have shown serious adjustment problems and who in the judgment of the referring agency would benefit from this type education program. Fourteen (14) will be the minimum age that can be referred to this educational program. A person must be over age eighteen (18) in order to be provided a tour of an institution. Parental awareness can be an integral part of the educational program. Parents of troubled youth can also participate when properly scheduled. The Department has additional distinct educational and public relations programs that are addressed in Policies 115 and 117.

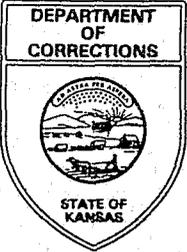
SCHEDULING: A ten-day (10) advanced scheduling is required (but can be waived depending on circumstances). Programs will be made available at the convenience of the institution with security being a basic consideration. Groups exceeding ten (10) are discouraged. One adult referring agency escort for every ten (10) people is required.

TOPICS & MATERIALS: Topics such as the fantasies and realities of criminal activity, consequences of drug and alcohol use, peer influence, family problems and the runaway youth, value clarification, human needs, and responsible behavior are topics that are applicable to most audiences. Scare tactics and exaggeration of institution living will not be utilized. A balanced perspective of the effect and experience of incarceration will be part of the presentation.

TOURS: Tours of institutions will take place only with the approval of the Director in accordance with Policy 117. The use of an auditorium or suitable meeting place will also be arranged with the Director's approval.

DATE: 6/12/78

I. GENERAL ADMINISTRATIVE POLICIES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 121	PAGE NUMBER: 2 of 2
	SUBJECT: PUBLIC EDUCATION Significance of a Conviction & Confinement	

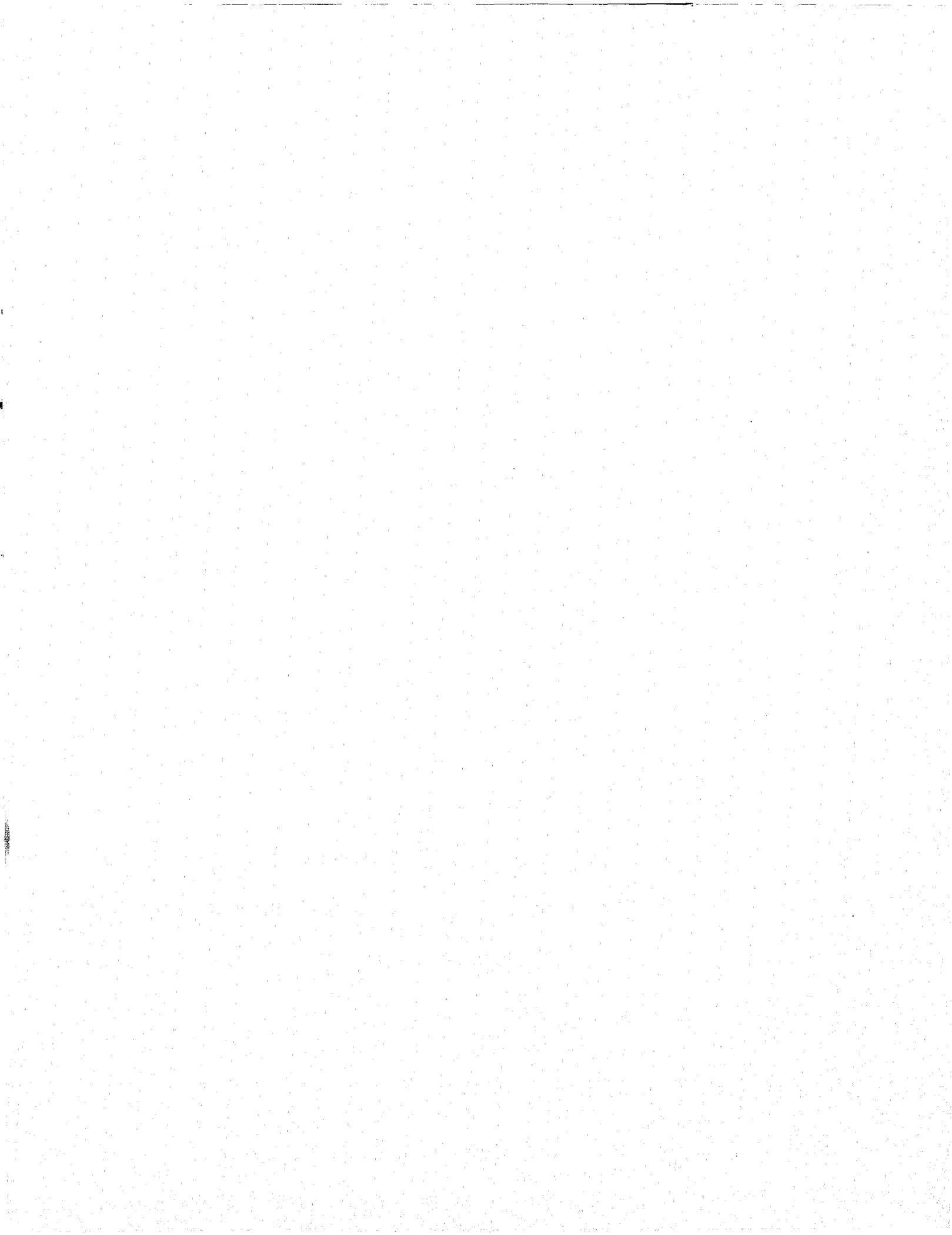
AUDIO-VISUAL PRESENTATION: Video-tape or audio-tape programs are to be approved by the Director and the Secretary of Corrections. The inmate is to give written consent to any video-taping in which he or she takes part.

EVALUATION: The monitoring and evaluation of the program is essential. Each institution will keep basic data for future retrieval.

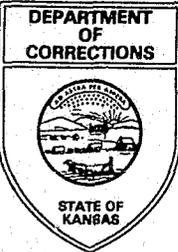
DATE: 6/12/78

SECTION II

INMATE MANAGEMENT



II. INMATE MANAGEMENT

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 201	PAGE NUMBER: 1 of 1
	SUBJECT: Taking Inmates into Departmental Custody	

Policy of the Department:

To ensure the orderly transition of sentenced individuals into the custody of the Secretary of Corrections.

Procedure:

1. The following steps are taken in processing male sentenced prisoners into correctional custody:

a. After receipt of certified court conviction and commitment papers, the Sheriff of the county in which prisoner is detained shall notify KRDC.

b. The Records Officer at KRDC determines availability of space to receive an incoming prisoner. If no space is available at KRDC, the Sheriff will be advised to deliver the prisoner to KSP or KSIR where he will be held until space is available at KRDC. KSP or KSIR will be informed of the upcoming transfer.

c. When an incoming prisoner is received at KRDC, admission and evaluation procedures are initiated for his subsequent transfer to one of the institutions to serve sentence.

d. Those prisoners received at KSP or KSIR (pending transfer to KRDC for evaluation) will be segregated from all other inmates in the institution.

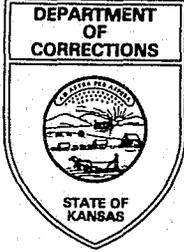
Compilation of background data and initial admission procedures will be undertaken for those inmates received at KSP or KSIR. When the inmate is transferred to KRDC for evaluation, all records compiled at the detaining institution shall be forwarded with him.

Transfers to KRDC from KSP or KSIR will take place in the order in which the inmates were committed.

2. After receipt of certified court conviction, sentence and commitment papers, the Sheriff of the county where a female prisoner is being detained shall notify officials at KCIW. KCIW officials will inform the Sheriff of the date on which the prisoner is to be transferred to the women's institution.

DATE: 2/1/77

II. INMATE MANAGEMENT

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 202	PAGE NUMBER: 1 of 1
	SUBJECT: Admission and Placement of Inmates	

Policy of the Department:

The operations and procedures at Kansas Reception and Diagnostic Center are designed to facilitate admission and placement of incoming male inmates into a Department institution.

KCIW is responsible for admission, evaluation and incarceration of female inmates.

Procedure:

1. By statutory mandate, male sentenced prisoners are sent to KRDC for in-depth evaluation and admission procedures prior to transfer to the institution in which they will be incarcerated.

All admission procedures and the collection of social and educational history are completed at KSP or KSIR when inmates are sent to either institution pending transfer to KRDC. All records compiled at KSP or KSIR will be forwarded with an inmate when he is transferred to KRDC for in-depth evaluation.

Admission and evaluation at KRDC and KCIW include:

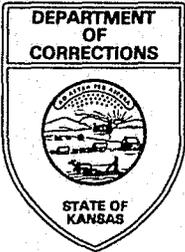
- a. Gathering of medical history and initial medical/dental examination.
- b. Compilation and evaluation of psychological, social and educational history.
- c. Issuance of clothing and shoes.
- d. Completion of Admission Data Form; means of identification such as mug shots and fingerprinting; the recording and filing of evaluation results; and the transfer of all reports with the inmate.

2. After completion of the inmate evaluation at KRDC, the inmate is placed in one of the institutions. The institution is selected after consideration of such factors as age, prior criminal history, proximity of family, maturity of the individual, treatment plan, protective custody status, violence potential and escape risk. Compiled data and records are forwarded to the institution where inmate is placed.

3. Once a sentenced prisoner is transferred to an institution, the Director shall not surrender custody of any inmate except on order of a court of competent jurisdiction, by other due process of law, or on transfer orders issued by the Secretary of Corrections.

DATE: 2/1/77

II. INMATE MANAGEMENT

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 203	PAGE NUMBER: 1 of 2
	SUBJECT: Levels of Classification	

Policy of the Department:

The institutions maintain classification procedures for assessing the needs of inmates to ensure their progression toward fulfillment of the Department's rehabilitative goal.

Procedure:

1. There are four degree levels of classification to which an inmate is assigned during his period of incarceration. Each degree of custodial classification indicates the type of housing, the area of assignment or activity, and the kind of supervision for maintaining control of each inmate. The custody exercised over an inmate may be greater, but shall not be less, than that prescribed in the definition of the degree of custody.

a. Close Custody applies to those inmates whose behavior and attitude, both past and present, indicate that active efforts will be made to escape and violence will be used in doing so. This classification further includes inmates returned or received to the Department's institutions.

Inmates will be placed in this classification status as they begin their individualized program. While in this status, an inmate must complete those tasks applicable to the status as pre-determined and agreed upon by the inmate and the institution staff.

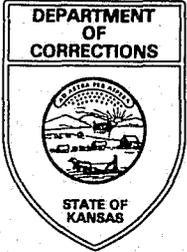
b. Medium Custody applies to those inmates whose behavior and attitude, both past and present, indicate that they will not make active efforts to escape, but would escape if it were made easy, probably not using violence. Inmates in this status continue to work toward the completion of those goals previously established and agreed upon.

c. Minimum II Custody applies to those inmates whose behavior and attitude, both past and present, indicate that they are prepared to serve their sentence, unlikely to walk away from an open institution, and unlikely to use any type of violence in escape.

This status will apply to those inmates who are approaching satisfactory completion of their rehabilitation plan and to inmates considered ready and eligible for work release programs. Each institution Director shall give final approval for inmates assigned to Minimum II status.

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II. INMATE MANAGEMENT

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 203	PAGE NUMBER: 2 of 2
	SUBJECT: Levels of Classification	

d. Parole Eligible Custody (Minimum I) applies to those inmates who have completed their rehabilitation plan and appear ready for parole consideration by the KAA.

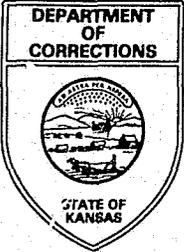
The criterion for assignment to this status is fulfillment of sentence requirement, which is the successful completion of the inmate's rehabilitation plan. For those inmates serving a life sentence as the minimum sentence, or whose minimum sentence is more than 15 years after deduction of work and good behavior credits, the criterion for parole eligibility is fifteen (15) years service.

2. Any change in an inmate's custody classification status must be based upon a recommendation initiated by the Unit Team, with approval by the Program Management Committee.

Advancement of an inmate to Parole Eligible - Minimum I status must be approved by the institutional Director and certified to the KAA by the Secretary of Corrections.

DATE: 2/1/77

II. INMATE MANAGEMENT

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 204	PAGE NUMBER: 1 of 1
	SUBJECT: Application of Jail Time Credit	

Policy of the Department:

The Department will grant jail time credit as indicated by the courts to all applicable inmate sentences.

Procedure:

1. In accordance with the provisions contained in Statute 21-4614, jail time credit will be granted if a judge orders the sentence to be computed from a date which adjusts the sentence begins date to allow for time spent in jail awaiting disposition of the charge(s) for which the sentence in question was imposed. The court will make such order in the journal entry of conviction (court conviction papers), but it may be made in a separate order.

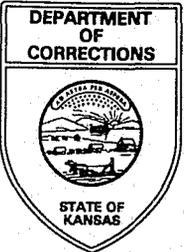
Also, any good time allowances as authorized by the Kansas Adult Authority (KAA) during this period of the defendant's confinement shall be credited toward the defendant's sentence.

2. When an inmate with applicable jail time credit recorded in his court conviction papers is admitted to the institution where he will be incarcerated, the institution's Records Officer shall accurately adjust the sentence begins date to allow for jail time and good time allowances and indicate that such time has been credited.

3. These time credits in no way reduce the minimum or maximum terms of an inmate's confinement, but serve as credits deducted from the release date(s) from which good time may be deducted.

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II. INMATE MANAGEMENT

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 205	PAGE NUMBER: 1 of 1
	SUBJECT: Disposition of Incoming Inmate Property and Monies	

Policy of the Department:

Directors of institutions are responsible for the proper disposition and control of an incoming inmate's personal property and money.

Procedure:

1. All personal property an inmate has in his possession when admitted to an institution shall be turned over to authorities.

a. Those items of personal property an inmate is allowed to maintain in his possession in accordance with the institution's General Orders shall be properly registered in his name and turned over to him.

b. Items not allowed to be retained or not desired by the inmate shall be stored in the institution or sent outside the facility.

(1) Items to be stored in the institution will be inventoried with a receipt of same given to the inmate.

(2) Items to be sent outside the institution will be mailed and insured at inmate or state expense at the Director's discretion.

2. All money an inmate has in his possession when entering an institution shall be turned over to the institution's Business Manager who places the money in an account in the inmate's name.

3. If an inmate is transferred to another institution, all personal property, both that retained by the inmate and that stored by the institution, along with the money in his account, shall be transferred with him.

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II. INMATE MANAGEMENT

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 206	PAGE NUMBER: 1 of 1
	SUBJECT: Clothing to be Worn by Inmates	

Policy of the Department:

Inmates will be provided state-issued clothing and shoes. Guidelines for clothing care and alterations will be in accordance with an institution's General Orders.

Procedure:

1. Inmates will turn in all personal clothing and be given state-issued clothing and shoes upon admission to an institution.

a. Male inmates' personal clothing shall be disposed of in accordance with the direction contained in Policy/Procedure 205.

b. Female inmates' personal clothing shall be returned to the inmate upon completion of the admission process.

2. Inmates shall follow the institution's General Orders in regard to clothing care and laundering procedures.

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II. INMATE MANAGEMENT

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 207	PAGE NUMBER: 1 of 2
	SUBJECT: Standard of Cleanliness to be Observed/Hair Standards for Male Inmates	

Policy of the Department:

The institutions shall maintain certain standards regarding inmates' personal cleanliness and grooming.

Procedure:

1. Cleanliness standards:

a. Inmates are to be provided with items such as soap, towels, toilet paper and cleaning materials in order to keep themselves and their living quarters clean and neat. Other items for observance of cleanliness, such as combs, deodorant, toothbrush and paste, etc., may be purchased by inmates in the commissaries.

b. Inmates are to shower a minimum of once a week, or more frequently, according to the facilities available and the institution's General Orders. Inmates shall brush their teeth a minimum of once a day.

2. The Department's hair standards for male inmates, effective January 15, 1977, are:

a. Upon admission to the custody of the Secretary of Corrections, or return for parole violation, male inmates' hair will be cut to approximately one and one-half (1½) inches in length; they will be clean shaven of beards and mustaches. These regulations apply to inmates received directly at the Reception and Diagnostic Center and to those who are received at the other adult male institutions. Mug photos for identification purposes will be taken before and after the admission haircut, within five (5) days after being received.

b. Male inmates, regardless of their admission date, will not be permitted to grow sideburns below the bottom of the ear and will not be permitted to grow beards.

c. Male inmates, regardless of their admission date, are permitted to grow mustaches, not to extend beyond the outer corners of the mouth.

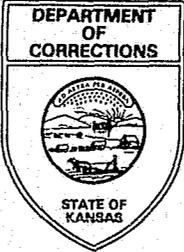
3. All inmates, male and female, shall keep their hair neat and clean and follow reasonable health and safety standards including:

a. When working in Food Services inmates shall wear white cook's hats for sanitary purposes.

b. When working around machinery inmates shall wear hair nets or hats for safety purposes.

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II. INMATE MANAGEMENT

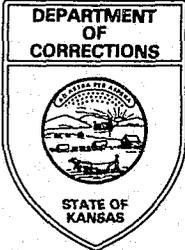
 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 207	PAGE NUMBER: 2 of 2
	SUBJECT: Standard of Cleanliness to be Observed/Hair Standards for Male Inmates	

4. Each institution reserves the right to take an up-dated mug photo of any inmate for identification purposes at any time during his/her incarceration.

5. Inmates may not have tattoos placed on or removed from their person, except with the Director's permission.

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II. INMATE MANAGEMENT

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 208	PAGE NUMBER: 1 of 1
	SUBJECT: Use of Force or Restraint on Inmates	

Policies of the Department:

Only the necessary amount of force or restraint shall be used in the control of an inmate in a given situation.

Procedure:

1. The use of mechanical restraints on an inmate for punitive purposes is prohibited and may occur only when necessary in the following instances:

a. When transporting prisoners.

b. When, based on the past history and present behavior or emotional state of an inmate, it appears likely that the inmate will cause injury to others.

c. Upon medical advice that an inmate will inflict self-injury.

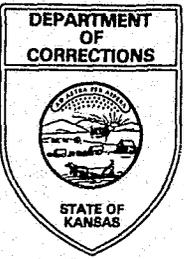
2. No restraining device will be applied in such a manner as to cause physical pain, undue discomfort, or restrict blood circulation and breathing.

3. No use of force against an inmate or inmates is permitted unless it is necessary for the defense of personnel against inmate attack, in the prevention of inmate escape or serious injury to persons or property, or the removal of an inmate to a designated place when he refuses to obey orders.

Any force utilized against an inmate must be only that which is necessary to bring the inmate under control. All instances of force used against inmates shall be reported on Incident Report Form KPS-4.

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II. INMATE MANAGEMENT

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 209	PAGE NUMBER: 1 of 1
	SUBJECT: Prohibition of Corporal Punishment on Inmates	

Policy of the Department:

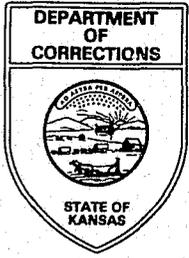
The Department prohibits the use of corporal punishment on any inmate.

Procedure:

1. Corporal punishment is generally defined as any measure intended to be injurious to an individual. More specifically, it is the use of force on an individual for the purpose of inflicting pain or discomfort, the improper use of any type of chemical substance, or violence of any kind to cause physical harm.
2. Use of corporal punishment by personnel shall be cause for disciplinary action and is to be reported to appropriate institutional supervisors.

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II. INMATE MANAGEMENT

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 210	PAGE NUMBER: 1 of 1
	SUBJECT: Conduct of Inmates	

Policy of the Department:

Inmates shall conduct themselves in accordance with the Department's rules and regulations and shall comply with all statutes.

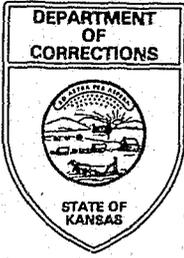
Procedure:

1. Upon admission to an institution, an inmate will be given a copy of the Department's inmate rules and regulations manual. If the inmate is unable to read and/or speak English, one of the institutional personnel shall read the rules and regulations to him in a manner that will ensure his comprehension. The inmate shall be required to sign a statement that he received a rule book and that it has been read to him.
2. Inmates will also adhere to the procedures contained in the institution's General Orders.
3. Violations or attempted violations of the rules and procedures may lead to disciplinary action, which, if taken, shall be implemented in the manner prescribed by the Department.

Inmate behavior in violation of local, state or Federal law may be reported to the proper legal authorities for judicial action.

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II. INMATE MANAGEMENT

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 211	PAGE NUMBER: 1 of 1
	SUBJECT: Interviews with Institutional Personnel	

Policy of the Department:

Inmates may obtain interviews with institutional personnel through proper procedures.

Procedure:

1. When an inmate desires an interview with institutional personnel other than the Unit Team members, or when an inmate's problem cannot be resolved by the Unit Team, the inmate shall be directed to fill out the Request for Interview form detailing the nature and reason for the desired interview.
2. The Request for Interview form shall be given to the Unit Team which will take charge of expediting interview appointments between the requested personnel and the inmate. Also, the Unit Team will ascertain the qualified personnel to aid the inmate in those cases in which the issue is outside the Unit Team's purview or in instances in which an inmate has not specified the individual with whom he/she wishes to obtain an interview.

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II. INMATE MANAGEMENT

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 212	PAGE NUMBER: 1 of 1
	SUBJECT: Marriage Policy for Inmates	

Policy of the Department:

To establish the criteria allowing an inmate to marry an individual of the opposite sex.

Procedure:

1. Inmates generally will not be allowed to marry while incarcerated; however, institutional directors may make exceptions and approve marriage for:

a. An inmate who, at the time of commitment, had established the status of common law marriage, or was living with a person of the opposite sex, and is responsible for a child or children, and both parties are eligible to marry.

b. An inmate who is pregnant or who has, prior to commitment, caused an individual to become pregnant, and both of the involved parties desire to marry.

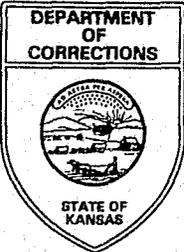
c. An inmate who is near his or her release date, or is in the work release program, and has available and is eligible for home furlough.

2. Inmates must file a written request with their institutional Director, or, in the case of those inmates in the work release program, with their facility Administrator, who will either approve or disapprove the request.

An inmate shall not be allowed to marry an individual of the same sex, a Department employee, or an individual who is already married.

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II. INMATE MANAGEMENT

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 213	PAGE NUMBER: 1 of 3
	SUBJECT: Deceased Inmates	

Policy of the Department:

To ensure that proper action is taken upon the death of an inmate under the authority of the Secretary of Corrections.

Procedure:

1. Notification procedures:

a. Upon verification of an inmate's death, the facility Director or Administrator will immediately report the death to the Secretary of Corrections via the directives contained in Policy/Procedure #105.

Administrators of medical or mental hospitals to which inmates have been transferred for treatment will report an inmate death to the correctional institution from which he was transferred. The Director of the institution will in turn follow the notification action indicated above and will give instructions to the hospital's administrator for the disposition of the inmate's body.

b. The next individual to be notified is the coroner of the county in which the inmate died. The coroner shall decide whether or not an autopsy should be performed in accordance with the law and the interest of the public.

The administrators of medical or mental hospitals will contact the county coroner if: the inmate's death was the result of violence, unlawful means, suicide, accident, or any other suspicious or unusual means; or if the determination of cause of death is in the public interest. Such notification shall take place at the direction of the Secretary or Director of the institution.

c. The next person to be notified of an inmate's death is the next of kin or nearest known relative. If neither of these parties can be located, a friend will be notified.

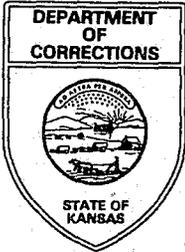
d. If the next of kin, nearest known relative or friend cannot be found, the Head of Anatomy at Kansas University Medical School will be notified.

2. Disposition of Inmate's body:

a. As soon as possible after the occurrence of a death, the Director or Administrator shall arrange for the delivery of the body to the funeral home under contract with the Department's facility. (Annually, each facility Director or Administrator shall secure a contract, through

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II. INMATE MANAGEMENT

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 213	PAGE NUMBER: 2 of 3
	SUBJECT: Deceased Inmates	

bids, with a local funeral home which meets the standards and requirements set out in law and regulations by the state legislature, Board of Health, and the Board of Embalming.)

b. The relatives and friends of the deceased inmate shall be informed, as soon as possible, of the funeral home where they may claim the body, and shall be responsible for all costs of interment.

c. Unless the coroner has not made his report, if an inmate's body is unclaimed seventy-two (72) hours after death and a reasonable and good faith effort was made to notify the proper claimant, the facility Director or Administrator shall contact the Anatomy Department Head at Kansas University Medical School. The Anatomy Department has forty-eight (48) hours in which to ascertain the school's need for the body or they shall have waived all claims to the body.

If the Anatomy Department claims the body within the allotted time, arrangements will be made between the university and correctional officials when the body is delivered to the school. No inmate body is to be dissected until ninety (90) days after the body is delivered to the Anatomy Department, so that relatives and friends may claim the body at the school during that period.

d. If neither friends, relatives nor the Anatomy Department claim the body, the Director or Administrator shall arrange for interment by the local funeral home at the expense of the correctional facility.

3. Disposition of deceased inmate's personal property and money:

a. An inmate's personal property may be converted to cash if his cash assets are insufficient to cover funeral expenses (estimated at \$2000). The cash, not to exceed \$2000, may then be paid directly to the relative or friend claiming the body. The claimant must agree, in a written, witnessed statement, that the funds will be applied toward a basic proper funeral for the inmate.

b. Any remainder of personal property and money, after the deduction of funeral expenses, shall be turned over to the inmate's legal representative.

Legal representatives must present written documentation of their powers and authorities. Legal representatives include executors, administrators, administrators with the will annexed, administrators de bonis non, conservators, and guardians.

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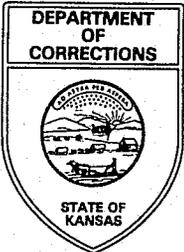
II. INMATE MANAGEMENT

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 213	PAGE NUMBER: 3 of 3
	SUBJECT: Deceased Inmates	

c. If no person claims the body or estate, the institution responsible for the inmate's personal property and money shall hold same for a period of three (3) years. At the end of three years, all retained personal property shall be converted to cash. The converted property money, along with the money in the inmate's account, shall be forwarded to the State Treasurer.

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II. INMATE MANAGEMENT

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 210	PAGE NUMBER: 1 of 2
	SUBJECT: Interstate Corrections Compact	

Policy of the Department:

The Secretary of Corrections is authorized to enter into a contract on behalf of the State of Kansas with the United States Bureau of Prisons and such other states who have identical legislation for the purpose of establishing programs whereby persons convicted of crimes in any state party to the agreement, may be transferred to and incarcerated in facilities in any other party state. No Kansas inmate may be transferred against his will from Kansas to another state where he is wanted for the commission of another crime.

Procedure:

1. The Secretary of Corrections, Directors of institutions, and inmates may either recommend or request such transfer for the following reasons:
 - a. To enable an inmate to be close to home, friends, job opportunities, etc.
 - b. To enable an inmate to serve two sentences concurrently.
 - c. To break up cliques within the sending institution.
 - d. To provide for greater immediate safety of an inmate.
 - e. For a combination of the above or for other valid reasons.
2. A Director recommending transfer of an inmate shall inform the Secretary in writing of the specific reasons for his recommendation.

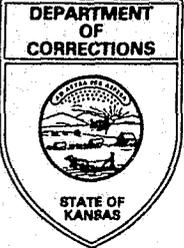
Inmates requesting transfer shall be thoroughly investigated and evaluated by the institution's Unit Team which will make recommendations to the institution's Director for or against the requested transfer. The Director shall review the evaluation and forward his own recommendation to the Secretary.

3. The Secretary shall write to a party state to inquire whether the state will accept transfer of the inmate. This letter will include the inmate's history and reasons for the transfer, together with a request for information as to cost and other contract terms.

If both states agree to the terms of the tentative contract, the Secretary shall request the Department's attorney to negotiate the official contract between the states.

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II. INMATE MANAGEMENT

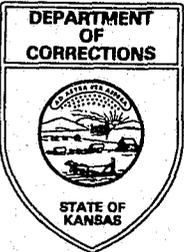
 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 214	PAGE NUMBER: 2 of 2
	SUBJECT: Interstate Corrections Compact	

Along with the official contract, the following documents shall be forwarded to the receiving state with a letter of transmittal:

- a. A certified copy of the Journal Entry and Commitment Papers.
 - b. Any additional related report from the County or District Attorney who was the prosecutor in the inmate's case.
 - c. A recent pre-parole progress report.
 - d. The admission summary.
 - e. The Sentence Data Sheet and all chronological supplemental sentence data sheets.
 - f. The inmate's work reports covering a reasonable period of time.
 - g. The Department's rules and regulations manual for inmates, informational pamphlet, and guidelines for inmate disciplinary procedures.
4. Notifying the Kansas Adult Authority of impending transfer - The Kansas Adult Authority shall be notified at least two (2) weeks before the inmate's departure to the receiving state so that they may have sufficient time to conduct a parole hearing if they so desire.

DATE: 2/1/77

II. INMATE MANAGEMENT

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 215	PAGE NUMBER: 1 of 3
	SUBJECT: Settlement of Inmate Grievances	

Policy of the Department:

To provide an opportunity for inmates to seek resolutions to their problems and to find answers to questions regarding the operation of the Department as it relates to them through the Department's system of grievance procedures and handling of special problems.

Procedure:

1. Procedures to be followed by inmates and personnel for implementation of the grievance process:

a. An inmate shall first take his/her grievance to the institution's or facility's Unit Team. If a satisfactory response is not received from the Unit Team, the inmate may fill out an "Inmate Grievance Report Form" (Form KDC-3-1), to be sent to the Director or Administrator. The form shall indicate:

(1) The nature of the complaint - This statement must be specific, including dates and places when the grievance occurred, other persons involved, and how the situation has affected the inmate.

(2) The rules, regulations, policies, or circumstances about which the inmate is complaining.

(3) The action he believes the Director should take.

(4) The names of the responsible institution employees from whom the inmate sought an answer to his grievance.

(5) The date the form was filled out.

b. The completed grievance report form should be sent to the Director or Administrator's office and should have the date of transmission indicated on the form.

c. Appeal to the Director and his response:

(1) Upon receipt of a grievance report form, the Director shall assign a serial number, indicate the date of receipt, and return the grievance report form to the inmate with a response within ten (10) working days.

(2) The response shall contain findings of fact, conclusions drawn, and the action taken by the Director.

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II. INMATE MANAGEMENT

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 215	PAGE NUMBER: 2 of 3
	SUBJECT: Settlement of Inmate Grievances	

(3) In the event a grievance cannot be adequately answered within ten (10) working days, the Director shall return a temporary response within the allotted period stating the reasons a definite answer is not available and establishing a date for a final answer, such date not to exceed thirty (30) days from receipt of the grievance report form.

(4) In all cases, the Director shall return the original and one photocopy of the grievance report to the inmate. One copy will be retained by the inmate for his files; the original may be used for appeal to the Secretary if the inmate desires. A third copy of the form shall be retained by the Director.

(5) Grievance report forms shall not be placed in the inmate's institution file. However, the institution may maintain a file of grievance reports indexed by inmate name and subject matter.

(6) A grievance report form filed with the Director shall be rejected if Unit Team action is not indicated. The grievance report form shall be sent to the Unit Team for an immediate response to the inmate.

d. Appeal to the Secretary of Corrections and his response:

(1) If the Director's response is not satisfactory to the inmate, the inmate may appeal to the Secretary's office by indicating on the back of the form why he is displeased and what action he believes the Secretary should take.

(2) The appeal should then be sent directly to the Secretary's office in Topeka.

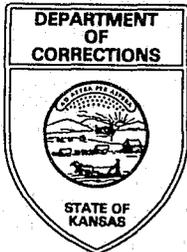
(3) If an appeal of the Director's decision is made to the Secretary, the Secretary shall have ten (10) days from receipt to return the grievance report form to the inmate indicating findings of fact, conclusions drawn, and action taken.

(4) A grievance report form to the Secretary without prior action by the Director shall be returned to the Director.

(5) It is the Secretary's policy that all grievances will be answered in as short a time as possible to ensure that delay will not impose additional hardship upon the inmate or unnecessarily prolong a misunderstanding.

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II. INMATE MANAGEMENT

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 215	PAGE NUMBER: 3 of 3
	SUBJECT: Settlement of Inmate Grievances	

(6) If the inmate notifies the Secretary of Corrections in writing, within fifteen (15) days from receipt of the Secretary's response, that the resolution is not satisfactory to him, the Secretary may, at his discretion, refer the grievance to Legal Services for Prisoners, Inc. (an independent body outside the Department of Corrections). Within forty-five (45) days, Legal Services will initiate a complete investigation with a written report of the findings and conclusions to the Secretary of Corrections and to the inmate filing the Grievance Report. Such written report shall not be binding upon the Secretary of Corrections and shall be for his information or simply considered recommendations.

e. Instructions to inmates for filing grievances shall be posted permanently on all housing unit bulletin boards.

2. Handling inmates' special problems and queries:

a. Inmates may have certain problems which they feel must be brought to higher authority, but which would not fall in the area of a normal grievance. In these cases, sealed and uncensored letters may be addressed to the Director of the institution, the Secretary of Corrections, or the State Pardon Attorney. These letters should be reserved for the most difficult and complex problems. Generally, any matter which may be internally handled under the Inmate Grievance Procedure will not be considered as appropriate for the uncensored correspondence privilege.

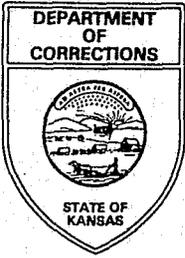
b. Any Department of Corrections or institution official who receives a complaint letter may return it to the inmate and instruct him to follow the proper grievance procedure if, in the opinion of the official, the matter should be handled through the normal grievance procedure.

c. Notwithstanding the grievance procedures, any inmate may send a sealed uncensored letter to his attorney, the courts, his legislator, the Secretary of Corrections, the Director of the institution, the Governor's Pardon Attorney, or any other public official who is responsible for matters with which the inmate is concerned.

d. All communications concerning parole or clemency must be addressed to the Pardon Attorney, Statehouse, Topeka, Kansas 66612 or to the Director, Kansas Adult Authority (Parole Board), KPL Building, 818 Kansas Avenue, Suite 500, Topeka, Kansas 66612.

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II. INMATE MANAGEMENT

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 216	PAGE NUMBER: 1 of 1
	SUBJECT: Return of Parole Violators	

Policy of the Department:

Male parole violators convicted of a new felony charge will be re-evaluated at the Reception and Diagnostic Center. Other reincarcerated male parole violators will be evaluated at KRDC if they have not previously been evaluated or if they have been out of a correctional facility for more than two years. Information on violators who have previous KRDC evaluations and were released from a Kansas correctional facility within the previous two years will be updated by the institutional clinical staff.

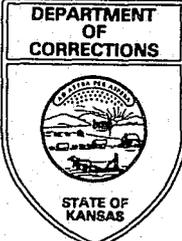
Female parole violators will be returned to the Kansas Correctional Institution for Women for update by the clinical staff.

Procedure:

1. Parole violators will be returned to the parent institution, with the exception of KCVTC parole violators, who will be returned to KSIR.
2. Following a re-evaluation at KRDC or an update by clinical personnel at a parent institution, parole violators may be transferred to another institution or facility for the remainder of their sentence.
3. County sheriffs will deliver male parole violators convicted of a new felony charge to the closest maximum security facility to await re-evaluation at KRDC.

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II. INMATE MANAGEMENT

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 217	PAGE NUMBER: 1 of 1
	SUBJECT: Detainers	

Policy of the Department:

Since prior practice has denied an inmate with a felony detainer the privilege of participating in outside activities in a minimum custody status, it is now the policy of the Department for institution officials, if deemed appropriate, to seek the permission of the jurisdiction filing a felony detainer to grant minimum custody status to the affected inmate.

It is not necessary to seek permission for minimum custody status on misdemeanor detainers.

Procedure:

1. Upon receipt of a felony detainer, the institution's Records Officer shall mail the "Request for Approval of Minimum Security Status" form to the jurisdiction filing the detainer.
2. In cases involving a detainer from an out-of-state jurisdiction on a parole violation, the Records Officer should request the jurisdiction to dispose of the pending parole revocation in the prescribed manner.

For disposition of any detainer, refer to:

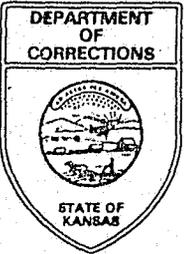
- a. The Governor's Pardon and Extradition Manual-on detainers.
- b. KSA 22-4301 et seg. - The Uniform Mandatory Disposition of Detainers Act.
- c. KSA 22-4401 et seg. - The Agreement on Detainers.

3. Upon receipt of a reply from the jurisdiction filing the detainer, the Records Officer will inform the inmate's Unit Team of the reply for their consideration in program modification or possible recommendation that the inmate be paroled to the detainer.

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SECTION III
OPERATIONAL SERVICES

III. OPERATIONAL SERVICES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 301	PAGE NUMBER: 1 of 4
	SUBJECT: Institutional Clinical Services and Treatment	

Policy of the Department:

It is the Department's policy that proper medical, dental and psychological services and treatment be provided to inmates.

Procedure:

1. The Secretary of Corrections is responsible for establishing written health care standards for the institutions. The administration of health care programs is the responsibility of Directors.

Each institution shall employ a Chief Physician who is a competent, well-qualified physician. The Chief Physician advises the institution's Director on medical matters, and is responsible for the supporting medical, dental, and psychological services staffs.

2. Medical program

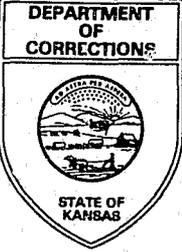
a. The scope of the medical program in institutions includes:

- (1) Prevention of disease where possible by environmental, individual, and group measures.
- (2) Early detection of disease.
- (3) Treatment.
- (4) Health education.

b. Initial physical examinations shall be given to inmates entering the Kansas Correctional System, and shall include the following tests and procedures:

- (1) A medical history, to include present complaints and past illnesses. (Family, social, and occupational information contained in the admission interview record shall be made available to examining medical staff.)
- (2) Complete stripped physical examination, to include funduscopy, ocular tonometry (over 40), rectal digital examination (over 30) and other indicated special procedures.
- (3) Tuberculin skin test.
- (4) Serology for syphilis.

III. OPERATIONAL SERVICES

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 301	PAGE NUMBER: 2 of 4
	SUBJECT: Institutional Clinical Services and Treatment	

(5) Sickle Cell screening for blacks and for those with Southern European ancestry.

(6) Blood counts (HB, HCT, and WBC, at least).

(7) Urinalysis.

(8) EKG (over 40).

(9) Visual and auditory acuity.

(10) For females--pelvic examination, GC culture, and pap smear.

(11) Immunizations as prescribed by the Secretary's regulations.

(12) Inmates with inactive tuberculosis will be evaluated for chemoprophylaxis surveillance under the tuberculosis control procedure.

(13) Work and recreation capacity evaluation with an appropriate recommendation report to the Unit Team for their use.

c. Medical evaluations of inmates will be performed annually or as requested by institution officials to evaluate vocational rehabilitation needs, welfare disability eligibility, eligibility for transfer to camps, or for other special activities. Evaluations shall include:

(1) Medical history since last evaluation.

(2) Physical examination.

(3) Chest x-ray, if a need is indicated.

(4) Urinalysis.

(5) Hemoglobin and hematocrit.

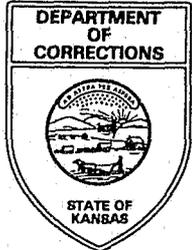
(6) Tonometry of inmates over age 40.

(7) Pap smear for females over age 35.

d. Medical Attention - Medical attention will be made available to inmates. The Chief Physician and his medical staff are available during regular working hours for attending to inmate complaints. After regular work hours, registered nurses and/or trained paramedics will be available to handle emergency situations and minor inmate medical complaints.

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III. OPERATIONAL SERVICES

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 301	PAGE NUMBER: 3 of 4
	SUBJECT: Institutional Clinical Services and Treatment	

Properly trained paramedicals may be used in the institutions for initial screening of inmate complaints; serious complaints will be referred to the Chief Physician. Also, custodial personnel shall report complaints and illnesses to the medical staff.

An inmate may be sent outside the institution to another physician if, in the Chief Physician's opinion, his medical case calls for specialized treatment and diagnosis.

e. Inmate Medical Records

(1) Records shall include:

(a) Findings of the admission medical exam and recommendations.

(b) Progress notes regarding continuing health, including illnesses, hospitalization, surgery, annual re-evaluations, reports of tests, immunizations, etc.

(c) Nursing notes and hospital charts.

(d) Consultant's reports.

(2) Availability of records must be such that time is not lost by the physician and other personnel in obtaining them for use in caring for patients.

(3) Confidentiality requires that medical records be available only to those who have a clearly defined need to know. In no case should they be available to other inmates. The inmate must give his/her consent before information in the medical record can be made available to any person or agency outside the Department of Corrections. Any receiving person or agency must respect the confidentiality of the medical record.

Record confidentiality also extends to all dental and psychological records.

3. Dental program in the institutions -

a. The institutions shall employ dentists whose duties include dental examinations and advising inmates on dental hygiene.

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III. OPERATIONAL SERVICES

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 301	PAGE NUMBER: 4 of 4
	SUBJECT: Institutional Clinical Services and Treatment	

b. Inmates shall be given an initial dental examination when they enter the Kansas correctional system. Dental examinations may include filling of dental cavities, x-rays, extractions, and cleaning, as needed. In cases where equipment is lacking, or major dental work is required, inmates may be sent to another institution which has the necessary equipment available, or in extreme cases, to dental physicians outside the institution per the Director's approval.

c. Dental evaluations will be conducted annually upon inmate request, or prior to transfer to camps or work release.

d. Dental records shall include results from the initial examination, subsequent examinations, recommendations, treatment, etc.

4. Psychological services in institutions -

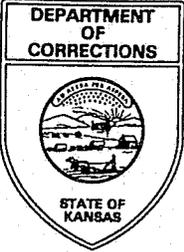
a. Psychologists employed by the institutions shall be responsible for periodic inmate evaluation, counseling of inmates in need of treatment, and evaluations of inmates prior to release from the institutions. Psychologists will also give evaluation reports upon the institution Directors' or the Secretary of Corrections' request.

b. Inmates in need of treatment beyond the capabilities of the institutions, and upon the advice of the psychologist and Chief Physician, shall be transferred to the Dillon Unit at Larned State Hospital or other state mental hospitals for intensive in-patient treatment.

Restraint of inmates exhibiting psychotic behavior shall not be more extensive than is necessary to bring the inmate under control. Restraint shall be applied only on the orders of the institution's psychologist or Chief Physician, except in emergencies to protect life, property, or the safety of the institution. Full reports on how much and what type of restraint was used shall be made to the psychologist and Chief Physician.

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III. OPERATIONAL SERVICES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 302	PAGE NUMBER: 1 of 5
	SUBJECT: Mail Services for Inmates	

Policy of the Department:

Correspondence between inmates and individuals who are outside the Department's facilities is a right of the inmates, to be abridged only if institutional security is threatened. Correspondence is encouraged for the purpose of retaining community ties, stimulating intellectual pursuits, assisting in attainment of vocational or educational goals, and facilitating inquiry in areas of legal concern to the inmates.

Procedure:

1. Mail inspection - All incoming mail shall be inspected by the mail room clerk for enclosures which are prohibited by the institution's posted rules and regulations, or are considered contraband.

Prohibited items include cash, personal checks, clothing not allowed or posing a burden to the institution, and other items as defined by written and posted institution rules. Publications may be excluded if they contain instructions on the manufacture of homemade weapons, bombs, explosives, escape material, or on the brewing of alcoholic beverages, or manufacture of drugs. These items shall be removed from the transmitted package or correspondence and returned to the sender. Inmates will be notified in writing by the mail officer of all items returned.

Illegal items or contraband discovered shall be seized and held as evidence for law enforcement officials.

Otherwise the content of correspondence and packages shall not be regulated except as necessitated by factors identified above.

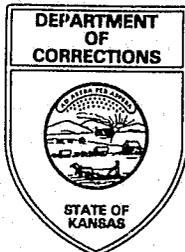
2. Letters -

a. Outgoing letters - Inmates may send an unlimited number of first-class letters to individuals of their choice. Inmate's outgoing letters may not be opened except where the administration has probable cause to believe that the content of a specific letter presents a clear and present danger to the institution security or is in violation of postal regulations or laws. In such instances, the opening of mail and the reasons therefore must be documented in writing in the inmate's mail room file. (Also see "readable mail" exception below).

(1) Addressing of outgoing mail - All outgoing mail must bear the name and address of the sender; incoming bulk mail will not be delivered unless each piece is individually addressed to the inmate by name.

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III. OPERATIONAL SERVICES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 302	PAGE NUMBER: 2 of 5
	SUBJECT: Mail Services for Inmates	

(2) Correspondence supplies and postage - The institution shall provide free writing paper and envelopes to all inmates in a reasonable amount. Inmates will not be required to correspond on paper provided by the state. One standard type of stationery will be sold in the institutional canteen for use by those who desire to purchase their own writing materials. The state shall pay postage for only two initial pieces of first-class domestic mail weighing one ounce or less per week for all institution inmates (legal or official correspondence excepted). All postage required beyond the limits cited above, and all postage for inmate groups, shall be at the inmate's expense. Inmates on work release shall provide their own postage.

The postage for all outgoing legal or official correspondence shall be paid for by the institution. Legal correspondence is limited to letters to attorneys, judges, public officials, or public employees in their official capacities.

b. Incoming letters - Incoming letters shall be officially opened and inspected for contraband and illegal items only. (Incoming mail from the inmate's attorney shall not be opened except in the presence of the inmate regardless of whether that inmate is on the "readable mail" list.) Letters shall not be read or censored. After inspection for contraband, all letters shall be returned to their original envelopes and sealed for delivery to the inmates.

(1) Responsibility for the content of letters rests with the sender. Sending obscene, threatening, or criminally conspiring letters through the United States mail is unlawful and notices to this effect should be posted at each receptacle. Complaints by outside citizens concerning contents of letters received from institution inmates should be registered with U.S. Postal Service authorities. Citizens may also make a complaint to the appropriate institution enclosing a copy of the letter in question to serve as evidence for investigating authorities.

(2) Funds sent to inmates must be in the form of a money order, or cashier's or certified check.

3. Handling and mail disposition - Inmates' mail, whether incoming or outgoing, shall be handled with all possible dispatch. Any letters that cannot be delivered shall be returned to the sender. No incoming or outgoing mail, regardless of class, is to be handled in any stage of its processing by institution inmates beyond the inmate who has written the letter or for whom incoming mail is intended. Institution staff shall be held responsible for the handling of all mail and correspondence once

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III. OPERATIONAL SERVICES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 302	PAGE NUMBER: 3 of 5
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it has been placed by the writer in a receptacle for mailing or until such time as incoming mail has been delivered to the inmate addressee.

All enclosures not constituting contraband under the above definition shall be forwarded to the inmate. Postal money orders or cashier's checks will be deposited to his/her account by use of a restrictive endorsement such as, "FOR DEPOSIT ONLY IN THE ACCOUNT OF (inmate's name)".

The mail room clerk shall maintain records detailing the dates, names and articles involved in the following actions:

- a. Incoming or outgoing registered, insured, and certified mail: the sender's name and address, the addressee's name and address, the date, and name of the person (Clerk) logging such mail.
- b. Outgoing mail that is opened: the name of sender, date, reason opened, and to whom addressed.
- c. Incoming or outgoing packages: name of addressee, the date and the name of the person logging such mail.

Incoming Package:

- (1) Name of inmate.
- (2) Number of packages received this year to date.
- (3) Property slip receipt describing contents of package.

Outgoing Package:

- (1) Certificate of mailing.

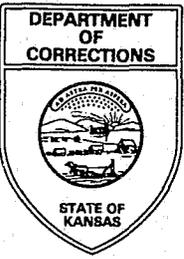
d. Readable mail list: those whose mail may be read; the name of person, the date placed on the readable mail list, the person lodging the complaint (if one is made to the Director concerning correspondence by an inmate), the dates on which the inmate's readable mail status is to be reviewed, and the facts establishing probable cause for placing the inmate on the readable mail list.

e. Expenses incurred in the transmittal of mail through the mail room.

f. Contraband list: the sender's name, the addressee's name, the date of receipt, description of contraband, disposition of contraband.

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 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 302	PAGE NUMBER: 4 of 5
	SUBJECT: Mail Services for Inmates	

4. Prohibited correspondence - Inmates may be denied permission to correspond with:

a. Inmates of other institutions or jails, unless special approval has been obtained from the Director.

b. Minors whose parents or guardians object, in writing, to the continued correspondence.

c. Individuals who complain of having been sent lewd, threatening, or similarly offensive material by the inmate. On receipt of such a complaint, institution staff should instruct the inmate to discontinue correspondence with the individual involved. If this is not done, such letters may be intercepted and returned to the inmate.

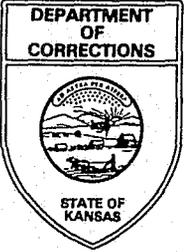
5. The readable mail list - An inmate's name may be placed on the institution's readable mail list and shall be recorded in the inmate's mail room file when there is probable cause to believe an inmate or his/her correspondents have violated Departmental or postal regulations relating to correspondence. The inmate shall be informed in writing of the date and the reason he/she is being placed on the readable mail list and that his/her mail may be read. Those individuals placed on the readable mail list are not denied the right to correspond but their letters may be opened and read to prevent the dispatch of further illicit correspondence.

Legal or official mail shall never be read or censored unless there has already been proven an abuse of privilege and a sound justification for reviewing, reading or censoring the mail is provided and shown in the record. Legal or official mail may be opened for inspection only, but it must be done in the presence of the inmate, and may not be read by the officer. These restrictions on legal or official mail shall apply to an inmate even though the sender or the receiver is otherwise on the readable mail list. The general rule is clearly that legal or official mail shall not be read but the exception exists when there has been a clear abuse of privilege which has been proved and documented.

An inmate's name is removed from the readable mail list when the institution Director believes that he/she has adhered to the regulations. The readable mail list must be reviewed at least once a month and, upon such review, appropriate notations shall be made in the inmate's mail room file.

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 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 302	PAGE NUMBER: 5 of 5
	SUBJECT: Mail Services for Inmates	

6. Publications -

a. Inmates may receive books, newspapers, and periodicals, if they have adequate storage facilities for such publications. Reception Center inmates may receive newspaper publications only.

b. Inmates shall have the option of mailing such publications out of the institution at their own expense, or discarding them, to make storage space available for new acquisitions.

c. Publications that have as their central emphasis pictures which constitute hard core pornography shall not be allowed into the institution.

d. On transfer between institutions, it is the inmate's responsibility to arrange change of address for newspapers and periodicals.

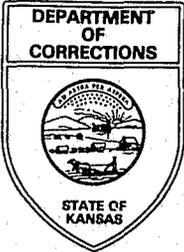
7. Packages -

a. Policy and procedures for the handling of packages, both incoming and outgoing, will be established by the institution Director, to be consistent with other rules and policies, whether or not they pertain to mail.

b. Handmade gifts from inmates - Inmates may send gifts of their own properly approved hobby, craft or curio work. Such gifts shall be made and sent at the inmate's expense.

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 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 303	PAGE NUMBER: 1 of 1
	SUBJECT: Religious Practices in Institutions	

Policy of the Department:

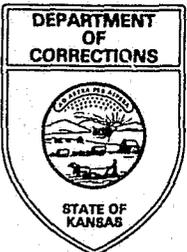
The Department encourages inmate participation in religious expression, worship and guidance of the Catholic, Hebrew, Protestant and other recognized faiths.

Procedure:

1. The institutions shall employ Chaplains to provide religious instruction, and spiritual and personal guidance to those inmates who desire to avail themselves of these services. Chaplains may utilize the resources of the institutions and private and social service agencies in order to provide assistance to inmates. At their own expense, outside auxiliary organizations, endorsed by the Chaplains and approved by the Directors, may provide special religious programs and services in the institutions.
2. Clergy from recognized religious faiths may hold religious services in the institutions, at their own expense, and at such times authorized by and in accordance with the institution's General Orders. No proselytizing of religious faiths or beliefs shall be allowed in the institutions.
3. A group of inmates of a common religious faith who are without benefit of clergy may appeal to the institution's Chaplain for his recommendation and to the institution's Director for his approval to meet as a group and hold religious services among themselves under the control of the institution and its rules and regulations.

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III. OPERATIONAL SERVICES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 304	PAGE NUMBER: 1 of 1
	SUBJECT: Food Service	

Policy of the Department:

The Department shall establish standards and procedures insuring that a well-balanced, nutritional diet will be served to all inmates.

Procedure:

1. Menus and diets - A master menu, based on a 4-6 week cycle, shall be prepared by the Food Service Manager at each institution or facility.

Meals are served three times a day with a minimum daily requirement of 2,500 calories per inmate.

Inmates placed on special diets shall have their needs served by the wide variety of foods offered at each meal.

2. Sanitation -

a. White clothing only shall be worn by all food service workers including inmate aides and trainees. White hats shall be worn by males and hair nets shall be worn by female food service workers.

b. Smoking shall be allowed in designated areas only.

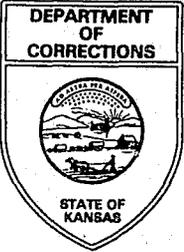
c. Gauges on the dishwashing equipment must be maintained in operational order with the final rinse cycle set at a minimum of 180° F.

d. All food service personnel are subject to a physical examination before commencing their employment.

e. Standards for food preservation shall be in accordance with the General Orders of the institution or facility.

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 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 305	PAGE NUMBER: 1 of 1
	SUBJECT: Library Facilities and Services	

Policy of the Department:

Each institution shall maintain library facilities and services in order that inmates have access to all educational, recreational and legal reading materials available.

Procedure:

1. Administrative regulations for institutional libraries shall be formulated by each Director. These regulations, including operational hours, shall be conspicuously posted in all libraries or cellhouse facilities.

Inmates who violate institutional library regulations may be denied use of the library.

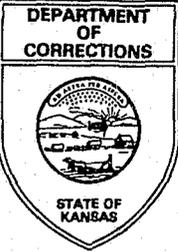
2. Cellhouse libraries are smaller facilities containing only popularly read periodicals and paperbacks, and are situated in centralized locations in the individual cellhouses. Where maintained, cellhouse libraries shall follow the same administrative regulations formulated for main library usage.

3. The number of library books an inmate may have in his possession at any one time shall be in accordance with the institution's General Orders. The only exceptions to the book number limitations are for religious books and educational textbooks concerning a course of current study.

4. Each institution shall designate a suitable area as the law library. Inmates shall have access to all the law reference materials available.

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III. OPERATIONAL SERVICES

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 306	PAGE NUMBER: 1 of 1
	SUBJECT: Barber Services	

Policy of the Department:

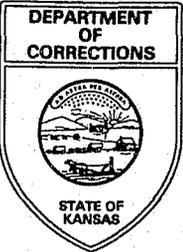
Barber services shall be provided for those inmates desiring to have their hair cut.

Procedure:

1. In those institutions which have a certified vocational training barber program or a certified vocational training beautician program, barbering services shall be provided by the inmates enrolled in the program.
2. In those institutions without a vocational training barber program, barbering services shall be provided by either qualified inmates as part of their correctional work program, or a contract shall be negotiated by the institution for an outside barber to come in and provide his services on a weekly basis.

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III. OPERATIONAL SERVICES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 307	PAGE NUMBER: 1 of 1
	SUBJECT: Commissary Privileges and Services	

Policy of the Department:

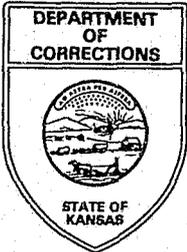
Each institution shall maintain a commissary to facilitate the inmates' purchase of approved merchandise.

Procedure:

1. The institutions shall post a conspicuous price list of merchandise available in the commissaries (canteens). Any new items of merchandise an institution desires to add to the commissary inventory list must be approved by the Central Office via written communication between the Director of the institution and the Secretary of Corrections.
2. Directors shall establish rules and regulations governing the scope of allowable purchases, and commissary hours. The Directors may establish procedures whereby inmates may purchase approved items through recognized catalogs or mail order houses of the inmate's choice.
3. In the operation of commissaries, the institutions shall observe applicable government controls, including the collection of appropriate taxes, and shall utilize recognized accounting procedures for all inmate commissary accounts.

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III. OPERATIONAL SERVICES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 308	PAGE NUMBER: 1 of 1
	SUBJECT: Materials Supplied to Inmates	

Policy of the Department:

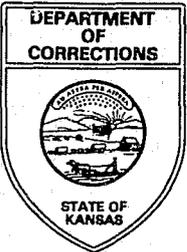
Specific items shall be furnished by the institutions for the benefit of inmates.

Procedure:

1. The following items and materials shall be supplied to the inmates:
 - a. Items needed to maintain personal cleanliness including: toothbrush and paste, comb, soap, towels, toilet paper, linens, and bedding.
 - b. The materials and supplies, in quantities specified by the institution's General Orders, utilized by inmates enrolled in vocational, educational or handicraft programs.
 - c. Tobacco, in quantities as stipulated in the institution's General Orders.
 - d. Stationery and envelopes; 2 first class stamps per week; all postage for legal and official correspondence.
2. All other items and materials desired by inmates, and allowed by the institutions, shall be purchased from the commissaries, or from recognized and approved catalogs; mailed to inmates from outside sources; or shall be furnished to inmates at the Director's discretion.

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III. OPERATIONAL SERVICES

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 309	PAGE NUMBER: 1 of 1
	SUBJECT: Radio/T.V./Movie Programs in Institutions	

Policy of the Department:

Each institution shall establish rules and regulations governing the parameters of T.V., movie, and radio entertainment.

Procedure:

1. The institution's General Order shall indicate inmate allowance of purchase, receipt, and use of personal radios and T.V.'s, and schedule of programs.

a. Radio and T.V. receivers may be placed in the housing units, dining rooms, recreation areas, hospital or therapy rooms, and barber shops, or other appropriate locations in the institution as approved by the Director.

b. State-owned television receivers shall be located to give the privilege of viewing to authorized inmate groups. Where conditions permit, all available T.V. channels shall be shown to allow for individual taste and variety.

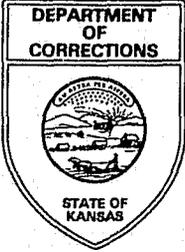
2. Movies shall be shown in the institutions to those inmates whose names are placed on the viewing eligibility list in accordance with the Director's permission and availability of funds.

3. Radios and T.V.'s that are individually owned by inmates and are in housing units will be required to have earphones.

4. All personally owned inmate property will be at the owner's risk, a stipulation of which he/she shall be informed.

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III. OPERATIONAL SERVICES

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 310	PAGE NUMBER: 1 of 1
	SUBJECT: Notarization of Inmate Documents	

Policy of the Department:

The institutions shall provide free notarization service to those inmates with valid documents requiring a notary seal.

Procedure:

1. Designated institution officials shall be responsible for substantiating the validity of an inmate document which requires notarization. If valid, the signature shall be notarized by appropriate personnel, free of charge.
2. Any inmate who submits a signature for notarization which he knows contains a false statement, and which he swears or affirms is correct at the time of notarization, is guilty of perjury and may be subject to prosecution and/or disciplinary action.

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III. OPERATIONAL SERVICES

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 311	PAGE NUMBER: 1 of 1
	SUBJECT: Maintenance of Inmate Funds	

Policy of the Department:

Institutional Directors are responsible for ensuring that proper and accurate accounting procedures are employed in the maintenance of inmate accounts.

Procedure:

1. Upon admission to an institution, the Business Manager at the institution shall establish an account in the inmate's name. All money in the inmate's possession at time of admission shall be placed in this account.

Thereafter, all earnings from the inmate's institutional job shall be accrued and applied to the inmate's account on a monthly basis.

Also, all money sent to an inmate from outside sources shall be immediately deposited into his account. All compounded interest on the funds in the inmate's account shall be credited to the Inmate Benefit Fund.

2. The Director of an institution shall formulate regulations for the withdrawal of funds by an inmate (e.g. for purchases by an inmate).

3. All accounting books and records maintained in an institution are subject to audits at any time.

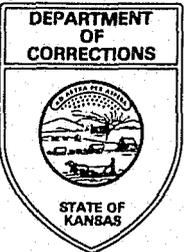
4. The Directors of institutions shall ensure that all funds in an individual inmate's account are disbursed no later than at the time of the inmate's final discharge from an institution either on completion of sentence or admission to parole status and release by the courts to probationary status.

5. Work release accounts - All earnings received by inmates participating in the work release program shall be accounted for separately from the inmate's regular institutional account.

These separate work release accounts shall be subject to audits, shall have earnings applied on a monthly basis, and shall credit compounded interest to the account the same way as regular inmate accounts.

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III. OPERATIONAL SERVICES

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 312	PAGE NUMBER: 1 of 3
	SUBJECT: Gate Money and Services to Released Inmates	

Policy of the Department:

Upon release from an institution on parole, conditional release, or expiration of sentence, an inmate may be entitled to receive gate money, the amount of which is determined by need. All inmates are to be provided with suitable clothing and transportation allowance.

All inmates released by court order within the first 120 days will be paid off up to the date of release and their account and file closed out. Funds and all personal effects will go with the inmate upon release.

Procedure:

1. A released inmate shall be entitled to gate money (gratuity) of up to two hundred fifty dollars (\$250.00) contingent upon the following need determination, exclusions and limitations:

a. Determination of gratuity amount need:

(1) An inmate shall be determined to have a need of \$250 if the institution Director is not aware of cash assets of the inmate in excess of \$400 at time of release.

(2) If the Director is aware at the time of release that the inmate has cash assets in excess of \$400, whether in the institution account or elsewhere, then the Director shall subtract 20% of the amount in excess of \$400 from the \$250 in determining need.

(3) After need has been established, the total amount of "forced savings" accumulated at the rate of 5¢ per day for each day incarcerated before July 1, 1975 shall be subtracted from the \$250 determination of need.

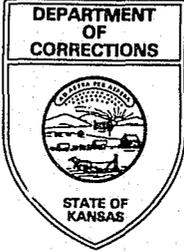
(4) In other words, all inmates shall be considered to have a need factor of \$250 less the 5¢ per day forced savings and less 20% of cash assets in excess of \$400 at the time of release.

b. Exclusions and limitations for "gate money" eligibility:

(1) Those released to a detainer shall be excluded provided that parole to detainer shall not act as an exclusion if the detainer is cancelled, the charges dropped, the inmate is tried and found innocent or if by any other means the effect of the detainer is negated within a

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III. OPERATIONAL SERVICES

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 312	PAGE NUMBER: 2 of 3
	SUBJECT: Gate Money and Service to Released Inmates	

reasonable time after release so that the person paroled to the detainer subsequently is placed in status of being on parole rather than incarcerated. The distinction is made here so that if a parole to a detainer results in an active parole status the inmate will have available to him the gate money necessary to get started in the community. When an individual is paroled to a detainer and the outcome does not result in any further incarceration, he is eligible to receive the gate money. The supervising Parole Officer/parolee shall obtain written verification from the court indicating that the detainer has been satisfied and forward this information to the Director of the appropriate institution from which released. The name and address of the parolee shall be furnished to the Director of the institution in order that the check may be forwarded.

- (2) Those released to court shall be excluded.
- (3) Those deceased shall be excluded.
- (4) Those escaped shall be excluded.
- (5) Those released on appeal bond shall be excluded.

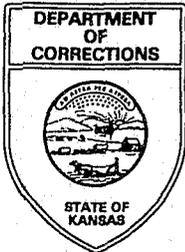
(6) \$50.00 is the limitation on the maximum amount for which any misdemeanor may be eligible.

(7) Those who are incarcerated upon revocation of parole, and who are subsequently re-paroled, or released on conditional release or discharge shall be eligible for full gate money gratuity only if they have completed at least six (6) months incarceration after their return due to revocation of parole. Any inmate who has completed less than six (6) months incarceration after parole revocation shall be eligible to receive not more than the maximum amounts shown in the following schedule:

Release during first month incarceration after P.V. -	\$ 0.00
Release during second month incarceration after P.V. -	\$ 25.00
Release during third month incarceration after P.V. -	\$ 50.00
Release during fourth month incarceration after P.V. -	\$100.00
Release during fifth month incarceration after P.V. -	\$150.00
Release during sixth month incarceration after P.V. -	\$200.00
Release during seventh month incarceration after P.V. -	\$250.00

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III. OPERATIONAL SERVICES

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 312	PAGE NUMBER: 3 of 3
	SUBJECT: Gate Money and Service to Released Inmates	

(a) Time spent in jail awaiting disposition of the parole violation shall not be credited for purposes of determining gratuity amount.

(b) These eligibility limitations shall be applicable to those incarcerated for parole violations whether revoked for technical violation of parole or for commission of a new offense. The amount of time spent on parole shall, in itself, have no significance.

2. Clothing and transportation allowance: The \$250 gratuity figure is separate from clothing and travel allowance.

a. Upon release of an inmate on parole, transportation or money for transportation shall be provided to take the individual to his or her place of employment.

b. Those inmates released on conditional release or expiration of sentence shall be provided transportation, or money for transportation to his or her home if in the state. If the individual's home is out of the state, transportation will be provided to either the place of conviction, or some other location which is selected by the individual and is not at a distance greater than place of conviction.

c. Suitable clothing will be provided to all released inmates.

3. Upon receipt of a court order for the release of an inmate within the first 120 days of incarceration, the closing out of an inmate's file will be handled by institutional officials in the following manner:

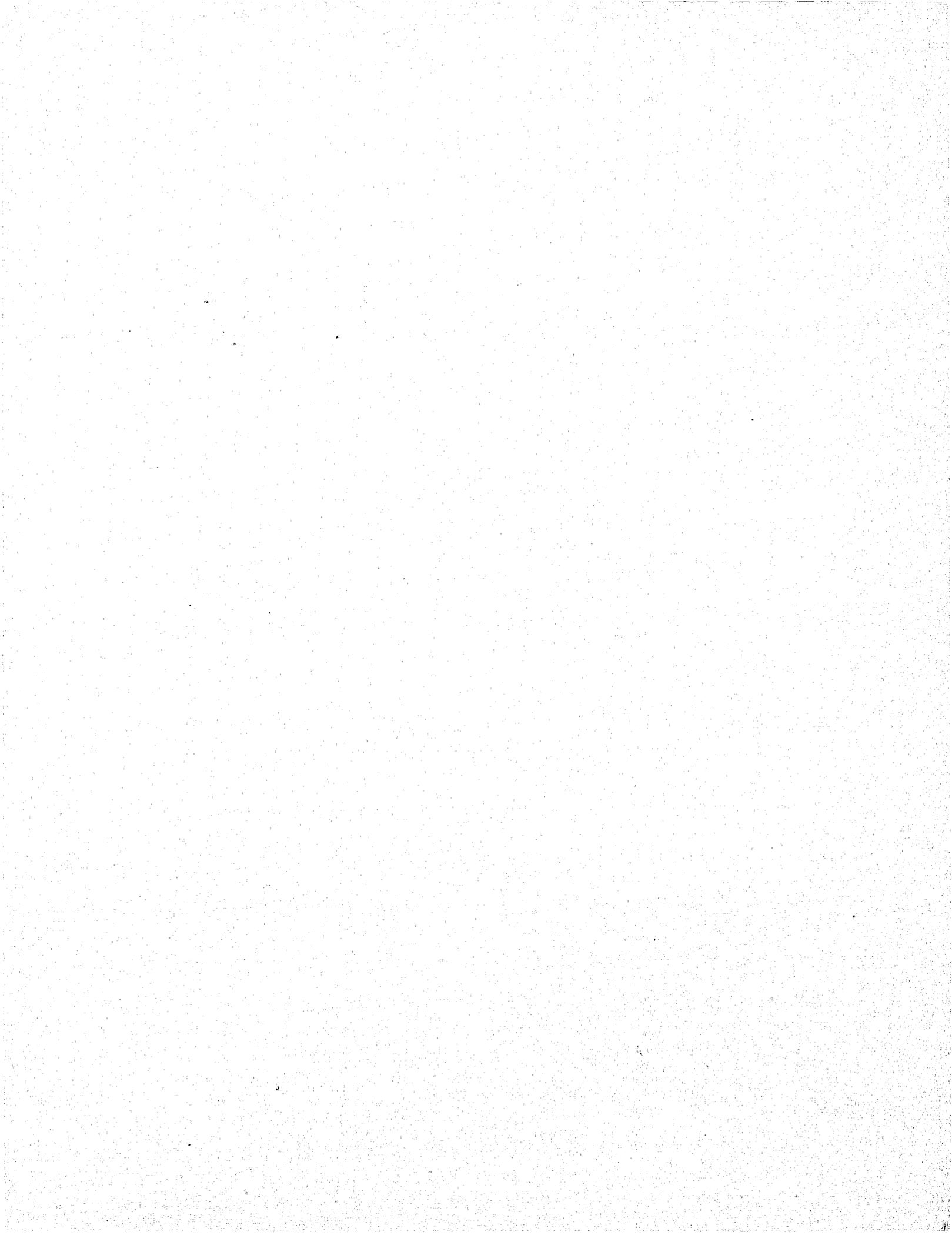
a. At the time an inmate is released, a request for a disposition will be mailed to the Clerk of the District Court.

b. If within two weeks no disposition is received, a follow-up second request will be sent to the Clerk of the District Court, a copy of which will be sent to the attention of the sentencing judge. A telephone call to the Clerk of the District Court at this time will suffice in determining the disposition.

c. Upon release of the inmate, a Supplemental Sentence Data Sheet (Form 1-A) showing "released by court order-account closed," along with a copy of the court order will be submitted to the Central Office.

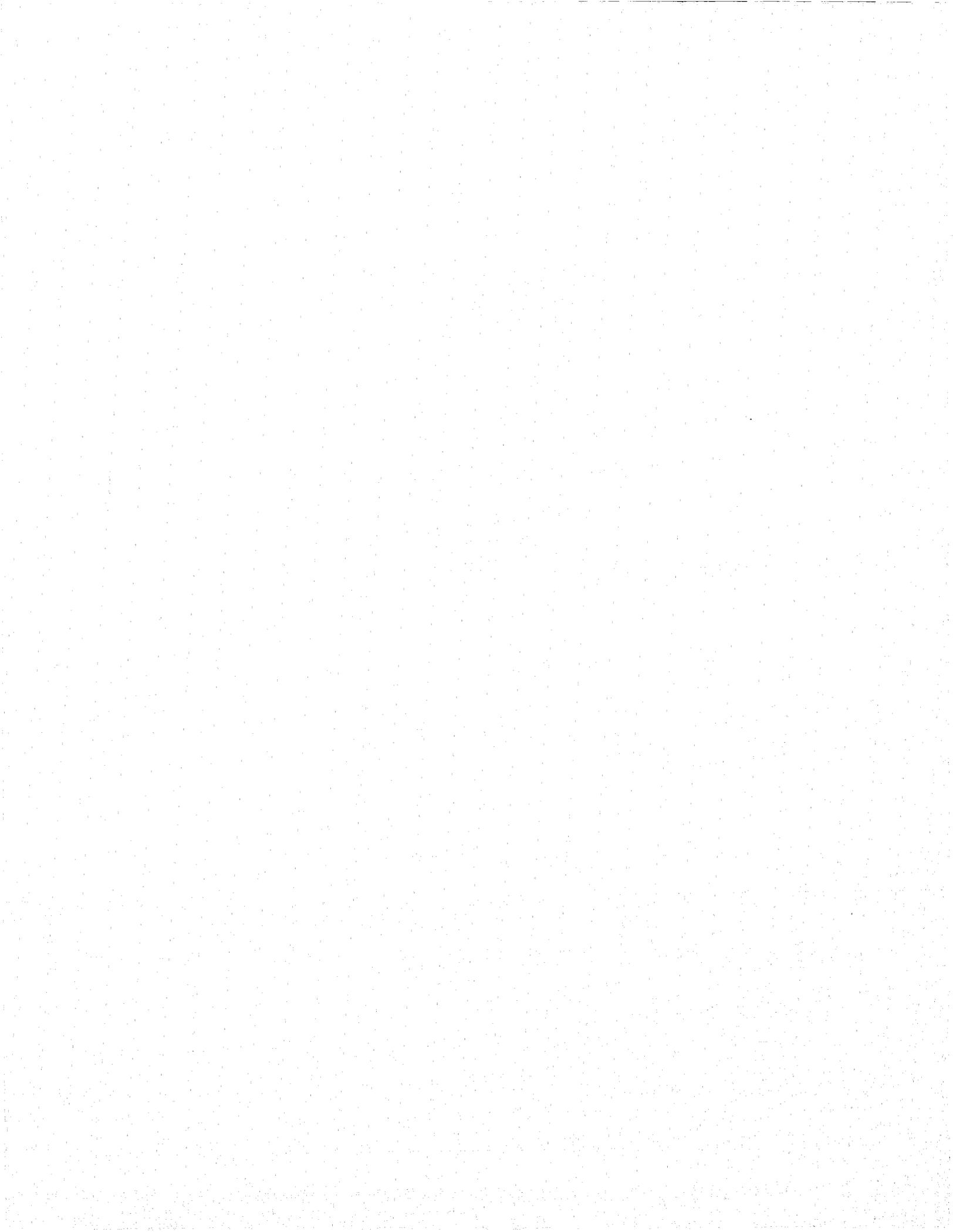
d. Upon receipt of the disposition from the court a copy of the face sheet (Form DC-043) bearing the rubber stamp on the front marked "released on probation" along with his BPP 11 card (pink card) will be submitted to the Central Office to close out the file. The pink card serves as a permanent record for Central Office files.

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SECTION IV

FACILITIES MANAGEMENT



IV. FACILITIES MANAGEMENT

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 401	PAGE NUMBER: 1 of 1
	SUBJECT: Institutional Daily Count Reports	

Policy of the Department:

Each institution Director is responsible for maintaining an adequate method of counting inmates at least four (4) times during each calendar day.

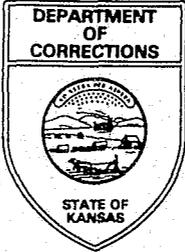
Procedure:

1. During each twenty-four (24) hour period, a minimum of four counts shall be taken of all inmates in the custody of the institution.
2. Each institution shall transmit the inmate population count for the previous 24-hour period via teletype to the Secretary of Corrections no later than 9:00 AM on each working day (Monday - Friday). No inmate count will be transmitted on holidays.

Daily count reports shall include the number of maximum and minimum inmates.

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IV. FACILITIES MANAGEMENT

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 402	PAGE NUMBER: 1 of 1
	SUBJECT: Pre-Sentence Investigation Report	

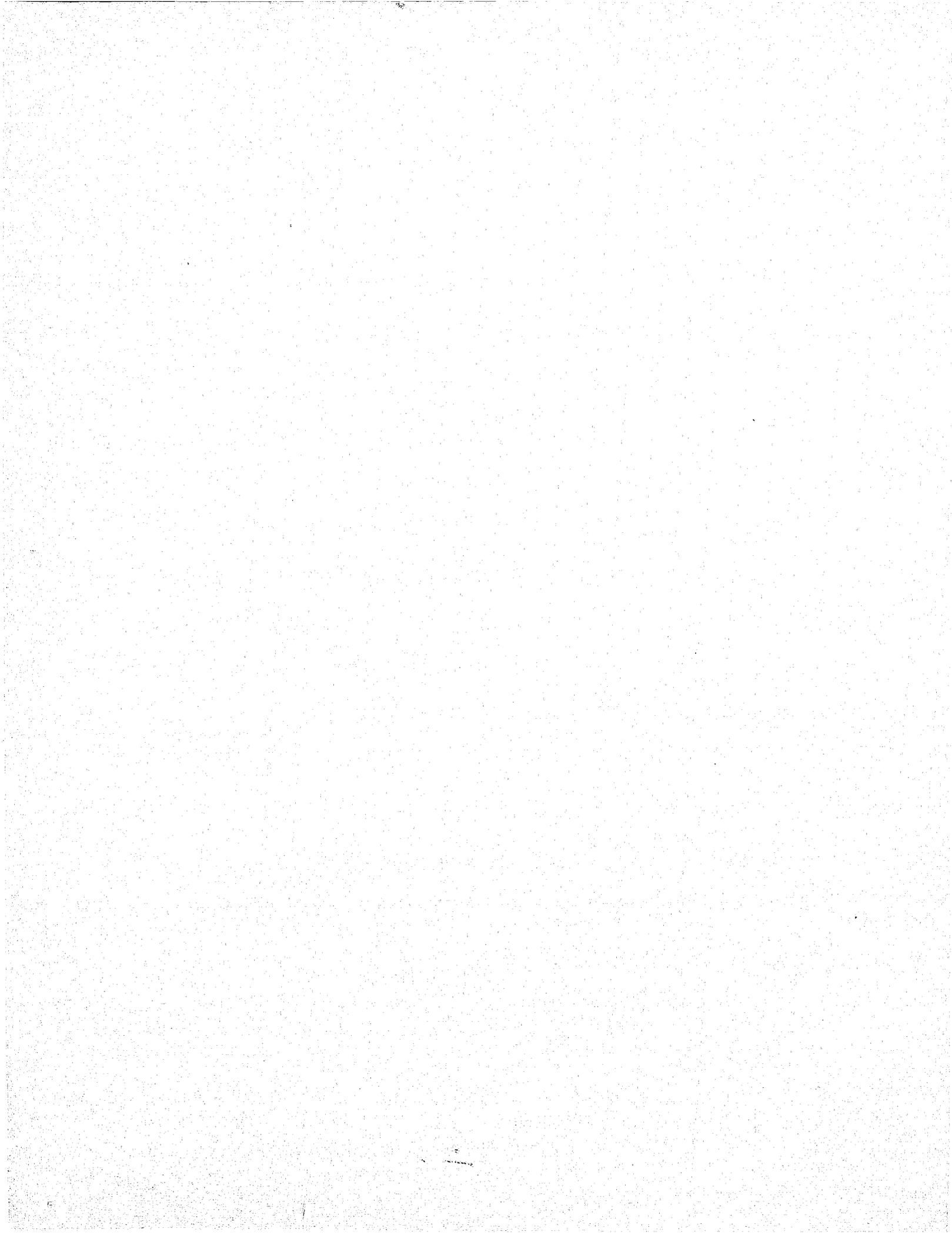
Policy of the Department:

To ensure proper channeling procedures for all pre-sentence investigation reports.

Procedure:

1. When pre-sentence investigation reports are prepared by the courts and are sent to the Secretary of Corrections, the file clerk in the central office shall mail a copy of each report to the Records Officer at KRDC or to the Records Officer at KCIW. In both instances, copies of the reports will be held pending receipt of the inmates. The reports will then be made available to the clinical staff at KRDC or KCIW to be used in the inmate's evaluation report.
2. If the courts mistakenly send a presentence report to an institution, the Records Officer at the institution will immediately forward the report to the Secretary of Corrections for proper channeling.

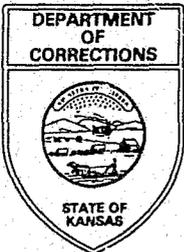
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IV. FACILITIES MANAGEMENT

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 403	PAGE NUMBER: 1 of 3
	SUBJECT: Policy Guidelines for Transferring Inmates - Regular	

Policy of the Department:

The Secretary of Corrections has the authority to permit any justified transfer of inmates between the Department's institutions and facilities and state-supported institutions or facilities.

Procedure:

The following procedures shall be followed in transferring inmates between Departmental institutions and state-supported institutions or political subdivisions:

1. Institutions requesting inmate transfer:

a. An undated Minute of Transfer is to be drafted by the institution requesting the transfer. This form shall list the name of the transferring institution; the name of the receiving institution; the inmate's name and number; and the statutory authority (KSA 21-4609 if transfer is to a state-supported institution or a political subdivision thereof, and KSA 75-5206 if transfer is to a Department facility or institution).

b. The Institution's Unit Team must make the recommendation for transfer of an inmate, stating the explicit reason for transfer. The inmate's current medical and psychiatric reports must be attached to the recommendation. At KRDC, the recommendation for transfer shall be endorsed by the Clinical Director and institution Director after a Special Classification Committee has recommended a tentative program for the inmate.

c. The Minute of Transfer and the recommendation shall be forwarded to the Secretary of Corrections' office, where the Minute will be dated if the Secretary approves the transfer. The Secretary shall send copies of approved Minutes to both the transferring and receiving institutions.

d. The inmate's records, the reason for his transfer, his security status, and any information which would help the receiving institution to classify him shall be forwarded with the inmate when he is transferred.

2. Transferring inmates to Toronto Honor Camp:

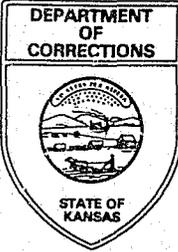
a. The following criteria must be met before a male inmate can be transferred to the (minimum security) Toronto Honor Camp:

(1) The inmate must be within two years of the projected date for his parole eligibility hearing before the KAA.

(2) The inmate has demonstrated a good attitude, work record, and record of accomplishments.

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IV. FACILITIES MANAGEMENT

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 403	PAGE NUMBER: 2 of 3
	SUBJECT: Policy Guidelines for Transferring Inmates - Regular	

b. The transferring institution's Director shall forward to the Secretary of Corrections a request for an inmate's transfer to the honor camp. The request will be accompanied by the Unit Team's recommendation, an indication that the above-mentioned criteria have been met, and a Minute of Transfer.

c. The affected inmate must obtain medical and dental clearances from his institution prior to transfer.

d. The inmate's institutional file, personal belongings, and monetary account shall be transferred with him to the honor camp.

3. Emergency transfer of inmates:

When an emergency necessitates an inmate's immediate transfer, the Secretary of Corrections or his designatee shall be informed by telephone of the emergency transfer. The regular procedures of forwarding pertinent inmate information and Minute of Transfer shall be followed as soon as possible after the transfer. Transfer of an inmate's records in this instance shall be made to the receiving facility by the most expedient method.

4. Inmate-requested transfers:

a. The procedures described in the following paragraphs are to be followed for inmate-requested transfers. (The Director may also use them for Director-recommended transfer of an inmate)

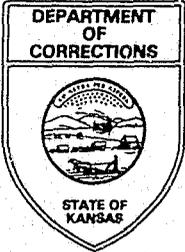
(1) Requests by inmates for transfers should be referred to the individual inmate's Classification Counselor, who will review the reasons for the request with the inmate. The Counselor will then prepare a brief report and recommendation for the supervisor of the Unit Team meeting.

(2) The Unit Team will review the request. If the request is approved, a transfer order will be issued and arrangements for transportation will be made.

(3) The transfer order forwarded to the receiving institution will be accompanied by the inmate's medical and health records, a copy of the admission summary, the progress report, a statement of the reasons for the transfer, and the inmate's complete file jacket record. This material should normally be received at the receiving institution prior to actual transfer of the inmate. It shall be delivered with the inmate if it is not sent ahead of him.

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IV. FACILITIES MANAGEMENT

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 403	PAGE NUMBER: 3 of 3
	SUBJECT: Policy Guidelines for Transferring Inmates - Regular	

b. The above listed transfer procedures should not be used in cases of medical emergency if they would delay necessary treatment. The procedures should also not be followed if the security of the inmate involved or the safety of other inmates would be affected. (In such instances, the institution's segregation facilities are to be used). Finally, the procedures should not be followed when the reason for transfer is to obtain a psychiatric or mental examination, evaluation, or re-evaluation; in cases of apprehended escapees; and when the transfer is already documented in the execution of approved work or training release plans.

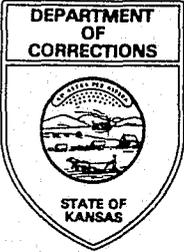
5. Transfer of apprehended escapees:

a. When an inmate is apprehended after escape from the honor camp(s), work release centers, or other minimum security facilities, he shall be returned to the last institution of medium or maximum security where he was incarcerated.

b. Escapees from institutions other than the above shall be returned, upon apprehension, to the institution from which they escaped, unless they have been out of custody for more than one (1) year. In that case, they shall be transferred to KRDC for re-evaluation and admission.

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IV. FACILITIES MANAGEMENT

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 404	PAGE NUMBER: 1 of 3
	SUBJECT: Policy Guidelines for Transferring Inmates to Mental Hospitals	

Policy of the Department:

Inmates with mental illnesses or selective types of retardation may require treatment beyond the capabilities of the correctional institutions. It is the policy of the Department to obtain such treatment for those inmates in state mental hospitals in accordance with the guidelines listed below.

Inmates under treatment in state mental hospitals may be allowed to participate in outside group activities with the approval of the Deputy Secretary of Institutions.

Procedure:

1. Transferring inmates to the Dillon Unit (Kansas Security Hospital at Larned) for inpatient psychiatric treatment:

a. Recommendation for a Larned State Hospital transfer shall be based upon an inmate's need for intensive psychiatric treatment. Need shall be determined by the institution's Chief Physician, with the concurrence of the psychologist or psychiatrist.

b. The Chief Physician at the transferring institution shall contact the Clinical Director at KRDC who, in turn, contacts Larned State Hospital to secure the date of admission. Once the date is determined, the Director notifies the Central Office of the pending transfer. The Central Office then initiates a Minute of Transfer for the Secretary's signature, notifies the applicable institutions of the inmate's admission date, and coordinates transportation of the inmate transfers to Larned.

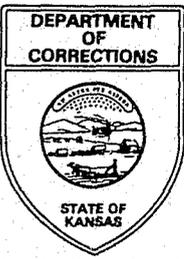
c. After receiving notice of the inmate's admission date, the transferring institution's Unit Team shall prepare pertinent case material on the inmate, including all available diagnostic evaluations, doctor's statements, and psychologist's statements. This data shall be sent (with the inmate) to Larned, to the Secretary of Corrections' Office, and to the Clinical Director at KRDC. Copies of the Minute of Transfer written by the Central Office shall be forwarded to the transferring institution, to Larned, and to the Division of Mental Health and Retardation Services.

2. Transferring inmates to state mental hospitals (other than Larned):

a. Treatment at state mental hospitals other than Larned is limited to those inmates who are diagnosed as non-violent types. They must also

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IV. FACILITIES MANAGEMENT

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 404	PAGE NUMBER: 2 of 3
	SUBJECT: Policy Guidelines for Transferring Inmates to Mental Hospitals	

not be escape risks and must be on the Minimum II custody level.

b. The transfer of an inmate to a state mental hospital shall be carried out as indicated in steps 1.a and 1.c.

3. Rules and procedures applicable to inmates at Larned or other state mental hospitals:

a. Escapes - The Department maintains its jurisdiction over inmates confined to state hospitals. When an inmate escapes from a hospital, the hospital's administrator or his representative shall notify local law enforcement officials, request that a radio broadcast be made, arrange for the issuance of a warrant by the applicable county attorney, notify the Secretary of Corrections and the transferring institution of the escape, and inform the Clinical Director at KRDC of the psychological-clinical status of the escapee.

b. Accidents or illnesses - If an inmate accident or illness requires regular medical hospital treatment, the state hospital administrator shall contact the Secretary of Corrections who shall make the arrangements for transfer.

c. Death - If an inmate dies, the hospital administrator shall contact the Director of the nearest Department institution. The Director shall take charge of notification procedures and shall direct the hospital administrator on the disposition of the body.

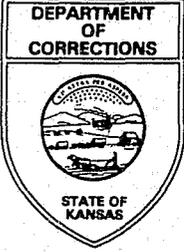
d. Parole of inmates in a mental hospital - An inmate may be paroled from a state hospital if the hospital's clinical staff determines that the inmate's return to an institution would be detrimental to his mental health.

Prior to KAA parole certification, the institution responsible for the inmate shall request a current progress report, psychiatric report, and parole plan from the hospital treating the inmate. This material, along with pertinent institutional material, shall be presented to the KAA for review.

The KAA shall hear parole cases at Larned at least once a year, or more often if necessary. Inmates in other state hospitals shall be transported to Larned or to the nearest correctional institution on the day when parole hearings are to be held. The responsibility for inmate transportation resides with the sending or closest institution. The sending institution and the state mental hospital are responsible for providing the paroled inmate with adequate clothing and all funds due him.

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 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 404	PAGE NUMBER: 3 of 3
	SUBJECT: Policy Guidelines for Transferring Inmates to Mental Hospitals	

e. State hospital releases - When an inmate is ready to be released or refuses treatment, the hospital will notify the Secretary by letter, attaching a copy of the inmate's psychiatric report. Copies of the letter and report shall be mailed to the Clinical Director at KRDC and to the sending institution. The inmate shall then be transferred from the hospital to KRDC. KRDC officials will instruct Central Office personnel to make arrangements for transportation of the inmate back to the sending institution.

f. Outside group activities - It is the responsibility of the administrator of a state mental hospital or his representative to notify the office of the Deputy Secretary of Institutions when an outside activity is planned in which inmate patients are to participate. Notification should be by written memo. A list of the inmates to participate will be forwarded for approval by the Deputy Secretary of Institutions prior to the activity. Only supervised activities will be approved; approval will not be granted for unsupervised activities.

g. Documentation on all of the above procedures shall be sent with the inmate to a state hospital in order to allow the administrator to learn the steps necessary for outside group activities and in case of inmate escape, accident, illness, death, parole, and release.

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IV. FACILITIES MANAGEMENT

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 405	PAGE NUMBER: 1 of 1
	SUBJECT: Use of Telephones by Inmates	

Policy of the Department:

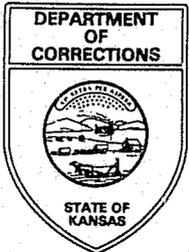
The Director of each institution shall formulate the rules and procedures for inmate use of telephones.

Procedure:

1. Each institution Director shall formulate rules and procedures governing the frequency, length, and permitted hours for inmate telephone calls.
2. All inmate telephone calls, whether personal or business, outside or intra-institutional, may be monitored.
3. Inmate initiated calls should be collect.

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IV. FACILITIES MANAGEMENT

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 406	PAGE NUMBER: 1 of 1
	SUBJECT: Institutional Security Management	

Policy of the Department:

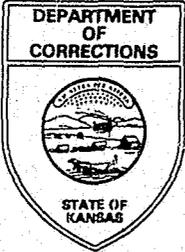
The security management in all of the Department's facilities and institutions shall be in accordance with the rules and procedures in the Department's Security Manual.

Procedure:

1. Directors and administrators of institutions, work release centers, and honor camp shall ensure that Security Manual rules and procedures for security management are implemented and followed.
2. All personnel associated with security management shall become familiar with Security Manual rules and procedures through in-service training.

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IV. FACILITIES MANAGEMENT

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 407	PAGE NUMBER: 1 of 1
	SUBJECT: Inspections of Institutions	

Policy of the Department:

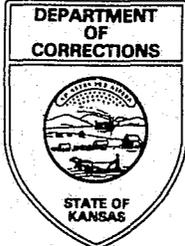
The Chief of Security shall conduct security inspections in all Departmental institutions and facilities on a continuous but non-scheduled basis.

Procedure:

1. The Chief of Security or his representative shall conduct non-scheduled inspections of all institutions and facilities to ensure their adequate compliance with the Department's security rules and procedures as indicated in the Security Manual.
2. An itemized security inspection report shall be filled out during the inspection, rating compliance with security requirements in the institution or facility.
3. A copy of the security inspection report for each institution or facility shall be given to the Director or Administrator, the Secretary of Corrections, and the Security Manager of the Institution or facility.
4. Any deficiencies indicated in the report shall be immediately corrected by the applicable institution or facility. Further inspections shall be conducted to ensure that deficiencies have been corrected.
5. Those conducting the security inspection will ensure that the institution is in compliance with approved staffing patterns.

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IV. FACILITIES MANAGEMENT

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 408	PAGE NUMBER: 1 of 1
	SUBJECT: Safety and Sanitary Practices	

Policy of the Department:

Each institution and facility shall maintain high safety and sanitary standards and practices in accordance with Departmental regulations.

Procedure:

1. The Director or Administrator of an institution or facility must establish rules for the safe-keeping of all materials that might threaten the welfare of the institutional community as hazards to either safety or security. These potentially harmful materials include medical supplies and equipment, foodstuffs, food equipment, industrial equipment, and any other items pertinent to operation of the institution or facility.
2. The Director or Administrator shall establish sanitary practices and procedures that provide institutional personnel and inmates with a clean and odorless environment.
3. Department officials shall evaluate the safety and sanitary practices of each institution or facility in conjunction with their security inspections. Any deficiencies in safety and sanitary practices will be reported to the Director or Administrator for his corrective action.

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IV. FACILITIES MANAGEMENT

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 409	PAGE NUMBER: 1 of 2
	SUBJECT: Institutional Response to Emergencies, Disorders, and Escapes	

Policy of the Department:

All institutional personnel are responsible for doing everything possible to prevent emergency, disorder, and escape situations. They shall handle these situations when they do occur, according to plans formulated by the Director of the institution.

Procedure:

1. Each institution shall maintain written plans of action that describe procedures to be followed during escapes, emergencies, or disorders. All of the following situations must be covered: riots; strikes; attacks upon inmates, visitors, or personnel; explosions; fires; suicides or attempted suicides; accidental injuries to visitors, inmates, and personnel; etc.

Plans of action shall include proper notification procedures. Escape plans of action shall include procedures for notifying law enforcement officials.

a. The institution's Director and his staff shall make annual reviews of all plans of action and shall update the plans if necessary. After the annual review, all modified plans of action from each institution shall be forwarded to the office of the Secretary of Corrections for his review and information. The Central Office maintains updated copies of each institution's plans of action.

2. All institutional personnel shall be familiar with the institution's plans of action. This familiarity shall be acquired through in-service training.

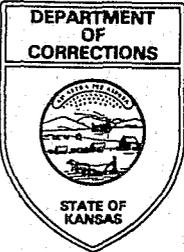
3. Reporting emergencies, disorders and escapes:

a. All emergencies and disorders shall be immediately reported to supervisory personnel, who, in turn, report them to the Director of the institution. The Director of the institution shall supervise the preparation of reports for the Secretary of Corrections or his designee and shall subsequently file Form KPS-4 with the Central Office (as indicated in Policy/Procedure 105).

b. After supervisory personnel, law enforcement officials, and the Director have been notified of an inmate escape, the institution's Record Clerk shall complete Form KPS-9 and forward two (2) copies of the form to the office of the Secretary of Corrections. The copies should be marked "Attention: Chief of Intelligence Investigation," and should be delivered within twenty-four (24) hours after the escape occurrence. An FBI Rap sheet is to accompany Form KPS-9.

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IV. FACILITIES MANAGEMENT

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 409	PAGE NUMBER: 2 of 2
	SUBJECT: Institutional Response to Emergen- cies, Disorders, and Escapes	

The institution's Record Clerk is also responsible for immediately notifying Central Office via telephone of the apprehension of each escapee.

4. The Central Office and institutional personnel shall initiate follow-up investigations as soon as possible after the occurrence of an emergency, disorder, or escape.

a. All assaults upon inmates, visitors, or personnel shall also be reported to the FBI for their investigative proceedings.

b. An accident investigating committee appointed by the institution's Director shall investigate all accidental injuries to inmates, visitors, or personnel. This committee shall make recommendations on measures for preventing accidents in the future.

5. Inmate hunger strike:

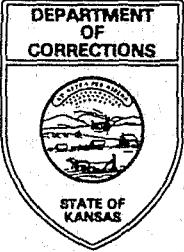
a. Official determination that an inmate hunger strike is occurring shall be made after the inmate(s) has missed six (6) consecutive meals.

b. After four (4) days, the medical staff will medically monitor affected inmates and give the necessary treatment. No other special considerations shall be accorded the inmate(s) participating in the strike.

c. Regular procedures for reporting to the Secretary of Corrections shall be implemented after the official determination of the hunger strike.

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IV. FACILITIES MANAGEMENT

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 410	PAGE NUMBER: 1 of 1
	SUBJECT: Maintaining List of Institutional Personnel	

Policy of the Department:

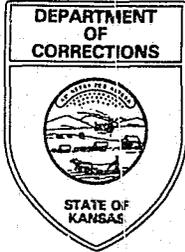
It is the responsibility of each Director to maintain an up-to-date list of all institutional personnel.

Procedure:

1. Each institution Director's personnel list shall contain the names of all personnel, their addresses, telephone numbers, and automobile license tag numbers.
2. Whenever a change to any item on the list becomes necessary, the Director shall be immediately notified. He shall see that the necessary change is made.
3. The Director and his staff shall conduct an annual review and update of the personnel list.
4. Copies of all institutional personnel lists, with changes, shall be regularly forwarded to the Office of the Secretary of Corrections.

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IV. FACILITIES MANAGEMENT

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 411	PAGE NUMBER: 1 of 1
	SUBJECT: Maintaining Institutional Inventory List	

Policy of the Department:

Each institution shall maintain an updated list of items which would be dangerous to the safety and security of the institution if any of the inmates should gain unauthorized control of them.

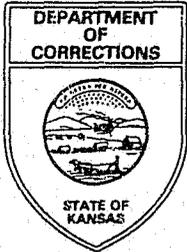
Procedure:

The following items in the institutions must appear on an up-to-date inventory of potentially dangerous items:

1. Dangerous and toxic substances, including:
 - a. All drugs and medical supplies.
 - b. Cleaning fluids.
 - c. Paint or lacquer thinners.
 - d. Duplicating fluids.
 - e. Insecticides.
 - f. Disinfectants.
 - g. Acids or corrosives.
 - h. Any other noxious, intoxicating, sedative, or hypnotic substance.
2. Tools -- any hazardous tools or equipment used in the institution.
3. Fire equipment.
4. Firearms and ammunition, explosives.
5. Kitchen equipment such as knives, forks, etc.

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IV. FACILITIES MANAGEMENT

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 412	PAGE NUMBER: 1 of 3
	SUBJECT: Institutional Committees and Functions/Development of Rehabilita- tions Plans	

Policy of the Department:

Each institution shall use Unit Teams and a Program Management Committee to design, monitor, and modify an inmate's rehabilitation plan.

Procedure:

1. The Unit Teams are composed of institutional personnel who are responsible for developing, implementing, and monitoring an inmate's rehabilitation plan; counseling the inmate on a first-line basis; and recommending modifications to an inmate's sentence when necessary. A Unit Team is located in every housing unit within the institution and is headed by a Unit Team Manager responsible for the supervision of the unit and its functions. The Unit Team has the functions and duties described in the following paragraphs.

a. Within one (1) month after an inmate's admission, his Unit Team shall meet with him to develop a rehabilitation plan. The plan will consist of tasks for the inmate to complete within an approximately specified length of time. The tasks will help the inmate to prepare for his eventual release on parole.

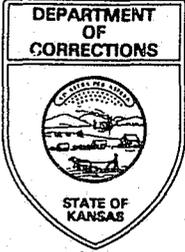
The development of an inmate's rehabilitation plan shall be based on his interview with the Unit Team and on their review of a number of documents concerning him. The rehabilitation plan can then be modified according to the institution's available facilities and programs. Documents used in developing the plan include all of the following:

- (1) KRDC's clinical evaluation and recommendations.
- (2) The inmate's criminal history record and record of escapes, if any.
- (3) The inmate's work history, education records, and medical history.
- (4) The admission-orientation reports of the security and treatment officers of the institution.
- (5) The inmate's leisure time activity interests.
- (6) The inmate's preference of programs.

b. The rehabilitation plan includes various tasks for the inmate to perform. The tasks will help him to make changes in his behavior and attitude so that he will be better able to re-enter the community and

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IV. FACILITIES MANAGEMENT

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 412	PAGE NUMBER: 2 of 3
	SUBJECT: Institutional Committees and Functions/Development of Rehabilita- tions Plans	

live without coming into conflict with the law. The tasks may include activities in education, vocational training, counseling, work, religion, and social groups. The rehabilitation plan shall also include maintenance of certain characteristics (e.g., acceptable social behavior, obeying the institution's rules and regulations and the laws of the city, state, and Federal governments) that the Unit Team may indicate are in need of development to benefit the inmate and to make possible his return to society.

c. In addition to developing the inmate's rehabilitation plan, the Unit Team shall recommend the custody level at which the inmate should begin that plan. By law, all inmates are expected to enter at the highest level of custody, in order that they may have the incentive to work their way into less stringent custody levels.

d. An inmate who does not wish to participate in a rehabilitation plan should be advised by the Unit Team that he has a right to serve his sentence without interference, although he will be expected to participate in any work assignment made by the institution staff. The inmate should also be informed that the sentence conditional release date will be the earliest possible release date. An inmate may at any time change his mind and ask that a rehabilitation plan be designed for him. He will then begin his participation in rehabilitation.

e. In addition to work on the inmate's rehabilitation plan, the Unit Team has responsibilities as described in the following paragraphs.

(1) Recommending changes in an inmate's custody level to the Program Management Committee.

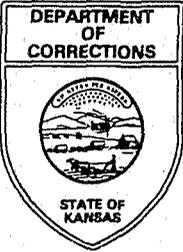
(2) Making recommendations to the Deputy Director of Treatment upon an inmate's request for furlough.

(3) Reviewing an inmate's case every ninety (90) days, as requested by the staff or inmate, and making a progress report. Based on this review of the inmate's prior 90 day performance and attitude, the Unit Team recommends incentive good time credits from 0-9 days to be deducted from the inmate's sentence.

(4) Recommending an inmate's readiness for parole to the Program Management Committee, and supporting the recommendation by providing progress reports, current medical and psychiatric reports, conduct reports, and any other data that will assist the Program Management Committee in deciding on whether to advance an inmate to Parole Eligible status (Minimum I).

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IV. FACILITIES MANAGEMENT

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 412	PAGE NUMBER: 3 of 3
	SUBJECT: Institutional Committees and Functions/Development of Rehabilita- tions Plans	

(5) The Shift Captain or Senior Security Officer may temporarily increase an inmate's custody status if that is necessary and shall furnish and/or coordinate any reports on inmates as requested by institutional officials or committees or as requested by the Central Office.

(6) The Unit Team in their first-line counseling position shall also coordinate each inmate's request for interviews with institutional personnel other than the Team's members.

2. The Program Management Committee members are appointed by the institutional Director. They represent treatment, custodial, educational, and vocational services; when possible they also represent psychological services. If it is not possible for psychological services personnel to be full members, they shall work with the Committee on a consulting basis. The Program Management Committee has functions and duties as described in the following paragraphs.

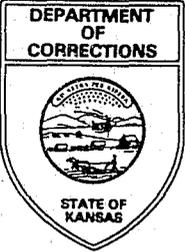
a. The Program Management Committee is responsible for modifying an inmate's custody level and program plan, based upon recommendations from the Unit Team.

Whenever the Unit Team recommends an inmate for Parole Eligible status, the Program Management Committee shall review all material sent to them in support of the recommendation. After thorough scrutiny of the supporting documents, the Committee will pass their recommendation for or against an inmate's parole status to the Director, who also may endorse or reject the recommendation. If endorsed by the Director, the recommendation is passed on to the Secretary of Corrections for his certification of the inmate to the KAA.

b. The Program Management Committee shall also approve or disapprove the incentive good time credits given to the inmate by the Unit Team during their 90 day review.

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IV. FACILITIES MANAGEMENT

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 413	PAGE NUMBER: 1 of 1
	SUBJECT: Inmate Disciplinary Administration	

Policy of the Department:

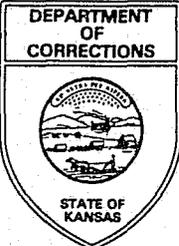
Without exception, all inmate discipline shall be administered in accordance with the Department's documented disciplinary rules and procedures.

Procedure:

1. Inmate infractions of the Department's rules of conduct are divided into three classes of offense. Class I offenses are the most serious inmate infractions, with Class II offenses less serious and Class III offenses least serious.
2. Disciplinary action for any of the three classes of offense is commensurate with the seriousness of the offense.
3. Rules and procedures concerning inmate discipline are described in the Inmate Rule Book. A copy of this book shall be provided to every inmate.
4. Every institution Director or facility Administrator shall ensure that a listing of all institution rules is conspicuously posted and that all Department disciplinary procedures are fully documented and strictly followed by institutional personnel.

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IV. FACILITIES MANAGEMENT

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 414	PAGE NUMBER: 1 of 1
	SUBJECT: Administrative and Disciplinary Segregation	

Policy of the Department:

A separate area in each institution shall be maintained for administrative and disciplinary segregation.

Procedure:

1. The disciplinary segregation area is used to confine inmates serving sentences meted out by the institution's board (and approved by the Director). It is also used to confine inmates who pose a security risk while they are in administrative segregation. Disciplinary segregation is maintained under maximum security procedures. The privileges and certain rights of inmates in disciplinary segregation are restricted.

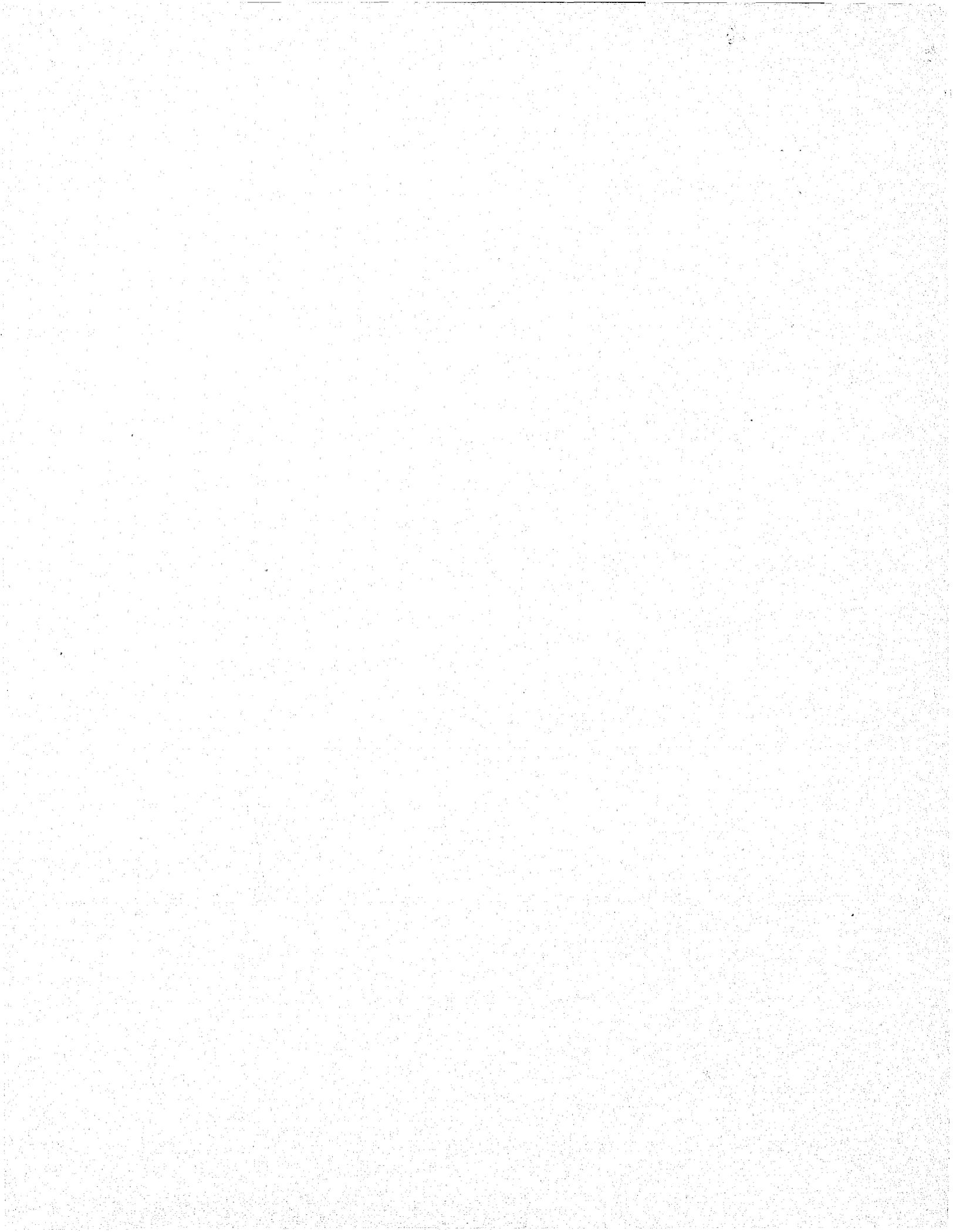
2. The administrative segregation area is used to confine inmates for an administrative purpose other than punishment. These purposes include the following:

- a. Protective custody.
- b. Holding an inmate during investigation of possible charges against him.
- c. Pre-hearing detention.
- d. Communicable disease.
- e. Special security inmates.

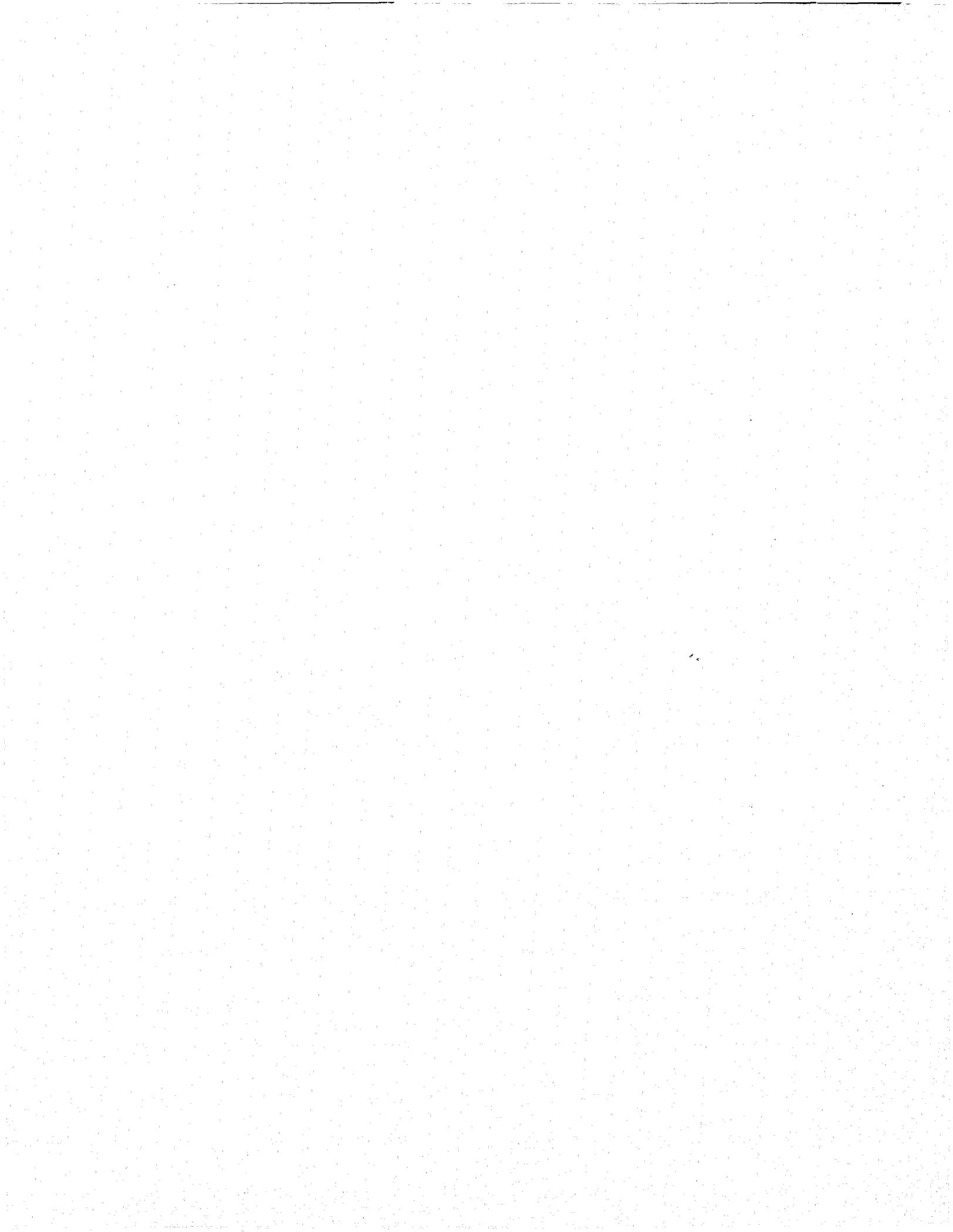
Where possible, inmates confined to administrative segregation shall retain their privileges and property. Administratively segregated inmates are under maximum security custody.

3. All rules, procedures, rights, and definitions associated with disciplinary and administrative segregation shall be strictly followed. They are a part of the Department's policy and guidelines for inmate disciplinary and administrative segregation as set forth in the Inmate Rule Book and the Policy, Guidelines and Inmate Disciplinary Procedures Manual. Inmates can familiarize themselves with all aspects of disciplinary and administrative segregation by reading the Inmate Rule Book.

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SECTION V
INSTITUTIONAL PROGRAMS
AND ACTIVITIES



V. INSTITUTIONAL PROGRAMS AND ACTIVITIES

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 501	PAGE NUMBER: 1 of 2
	SUBJECT: Recreation for Inmates/Participation in Athletic Sports	

Policy of the Department:

Inmates may participate in the athletic activities which are available at the institution, depending upon their physical ability, fitness, and acceptable behavior.

Procedure:

1. Recreational programs and activities in Department institutions and facilities shall be guided by the following:

a. When inmates are confined in disciplinary or administrative segregation, individual exercise should be provided for those who so desire, weather permitting, for at least one (1) hour per day, if possible. When limitations are necessary, every feasible alternative should be explored to provide adequate exercise.

b. As much as possible, every institution and facility shall establish recreational programs, including leisure time activity, compatible with the varying interests, activities, and physical needs of inmates.

c. Under certain conditions, recreational programs and activities may be considered as a program task to be incorporated in an inmate's rehabilitation plan.

2. Athletic competition in the institutions shall be conducted in accordance with the following guidelines:

a. Institutional personnel may not compete in athletic programs, but may serve as instructors or coaches if they are competent and qualified.

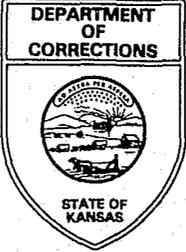
b. Competition between inmate teams and outside teams held within an institution is contingent upon the Director's approval. Such competition should not interfere with work or training programs and should not become a spectator sport.

A limited number of athletic events may be held outside the institution annually. These events must take place within the state, and shall be held only with the Director's approval and with the knowledge of the Central Office. Any costs associated with outside athletic events shall be deducted from the Inmate Benefit Fund.

c. Inmate athletes shall not be accorded any special privileges or change in institutional work assignments in order to participate in athletic events.

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V. INSTITUTIONAL PROGRAMS AND ACTIVITIES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 501	PAGE NUMBER: 2 of 2
	SUBJECT: Recreation for Inmates/Participation in Athletic Sports	

d. All athletic equipment, including any trophies or prizes awarded, shall be purchased with money from the Inmate Benefit Fund.

e. The institutions or facilities shall not permit any game or contest which involves possible injury, especially boxing.

Institution personnel must take every reasonable precaution to prevent injuries to inmate participants.

3. It is a Director's or his designee's responsibility to advise the Office of the Secretary of Corrections of any outside inmate group activity granted by the Director. Prior to such activity, a list of those inmates who will be participating in any outside group activity (including handicraft shows) shall be submitted to the Secretary, in writing, for approval.

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V. INSTITUTIONAL PROGRAMS AND ACTIVITIES

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 502	PAGE NUMBER: 1 of 2
	SUBJECT: Correctional Industries in Institutions/Inmate Job Assignments	

Policy of the Department:

Where available, participation in correctional industries shall afford inmates the opportunity to exercise acquired vocational skills and to develop acceptable work habits, job-related attitudes, and self-confidence while producing needed goods.

Inmates shall be assigned to jobs in the institutions or facilities as aides or as part of work details or maintenance crews.

Procedure:

1. As much as possible, inmate participation in institutional jobs or correctional industries shall be on a forty (40) hour work week schedule.
2. Institutional or facility work assignments shall be divided into four (4) classifications depending upon the nature and function of the job:
 - a. Skilled - inmate daily pay rate at 90¢.
 - b. Semi-skilled - inmate daily pay rate at 60¢.
 - c. Unskilled - inmate daily pay rate at 45¢.
 - d. Student - inmate daily pay rate at 30¢.

In KSP, KSIR and KCIW, the job classification shall be made so that the number of jobs in each category shall approximate the following percentages of the total number of inmates in each institution:

- a. Skilled - 25%.
 - b. Semi-skilled - 30%.
 - c. Unskilled - 25%.
 - d. Student - 20%.
3. Inmates may be moved from one job classification to another, either up or down, (with daily pay rate commensurate with classification), depending upon the Unit Team's recommendation and judgment of the inmate's performance.

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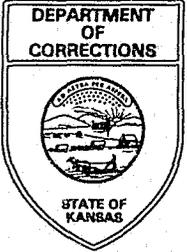
V. INSTITUTIONAL PROGRAMS AND ACTIVITIES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 502	PAGE NUMBER: 2 of 2
	SUBJECT: Correctional Industries in Institutions/Inmate Job Assignments	

4. Under the Management Services Division, the Director of Prison Industries is responsible for product planning, marketing, production, product sales, and coordination of the industries program with institutional personnel.

5. Evaluation of inmate performance in institutional jobs or industries shall be a major indicator of progress toward fulfillment of the rehabilitation plan.

V. INSTITUTIONAL PROGRAMS AND ACTIVITIES

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 503	PAGE NUMBER: 1 of 1
	SUBJECT: Institutional Vocational Education	

Policy of the Department:

All institutions, except for KRDC, shall provide meaningful vocational education programs designed to meet the needs of inmates to acquire gainful employment and maintain a well-adjusted lifestyle after their return to society.

Procedure:

1. The institutions should employ or contract with well-qualified, certified personnel as instructors in the vocational programs. Instructors shall design the content of the programs to emphasize an inmate's acquiring future employment.

2. Inmate need for participation in any particular program shall be determined through counseling, testing procedures, and interviews administered by the institution.

a. Participation and completion of a vocational program shall be considered a task in the inmate's rehabilitation plan, with the Unit Team evaluating the inmate's progress and attitude in the program every 90 days.

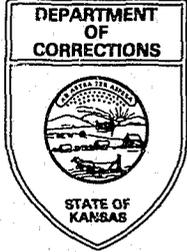
b. Hours and length of attendance in the program shall be determined by the instructors.

c. All rules and regulations governing inmate conduct while participating in the programs shall be in accordance with the institution's General Orders.

3. Any new program an institution desires to implement must be approved through the procedures cited in Policy/Procedure #104.

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V. INSTITUTIONAL PROGRAMS AND ACTIVITIES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 504	PAGE NUMBER: 1 of 1
	SUBJECT: Institutional Academic Education	

Policy of the Department:

Academic education programs shall be made available in the institutions, except for KRDC, to meet the particular educational needs of inmates.

Procedure:

1. The institutions should only employ or contract with qualified and certified personnel to teach the various academic programs available.
2. The General Educational Development (G.E.D.) program shall be maintained in all institutions to afford inmates an opportunity to attain an educational equivalent level of the twelfth grade, as measured by the G.E.D. test.

Specialized and advanced educational programs, including Adult Basic Education, college, correspondence, tutoring workshops, and Title I, may be available to inmates in those institutions offering such programs.

3. Participation in an academic education program shall be contingent upon the educational needs and desires of an inmate and may be designated as a task in an inmate's rehabilitation program.
4. Program hours, length of attendance, and course content shall be determined by the individual instructors and coordinated by the Department's Education Program Specialist.

All rules and regulations regarding inmate conduct while participating in the programs shall be in accordance with the institution's General Orders.

5. Any new educational program an institution desires to implement must be approved through the procedures cited in Policy/Procedure #104.

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V. INSTITUTIONAL PROGRAMS AND ACTIVITIES

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 505	PAGE NUMBER: 1 of 2
	SUBJECT: Handicraft Program and Sale of Crafts	

Policy of the Department:

Handicraft programs in the institutions shall be conducted in accordance with Departmental stipulations surrounding such activity.

Procedure:

1. The following conditions are to be observed in those institutions offering authorized handicraft programs:

a. Inmates must seek approval through the Unit Team to participate in the handicraft programs.

b. Handicraft activity shall be performed only in authorized areas and during hours designated by the institutional Director.

c. Regulations concerning the security of handicraft articles and tools shall be in accordance with the Department's custodial manual. An ongoing inventory list of handicraft materials and tools and the inmates to whom these articles are assigned shall be maintained by the institutions.

d. Handicraft regulations shall be conspicuously posted. Inmates participating in the handicraft program must be thoroughly acquainted with the following:

(1) The materials utilized in the manufacture of handicraft articles shall be purchased from the commissaries by the inmates. However, unfinished articles donated by released inmates or articles confiscated by personnel may be used by inmates without charge.

The institutions may add a nominal percentage to the cost of handicraft materials to offset handling costs and balance possible losses. The added percentage collected shall be placed in the Inmate Benefit Fund.

(2) No inmate shall employ another inmate in the manufacture of articles, although inmates may collaborate on an article if approval is granted by designated personnel.

(3) Inmates may manufacture gifts for individuals on their approved correspondence list or for other inmates, if approved by the institutional Director.

(4) A reasonable limit shall be placed on the number of handicraft articles and materials an inmate has in his possession.

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V. INSTITUTIONAL PROGRAMS AND ACTIVITIES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 505	PAGE NUMBER: 2 of 2
	SUBJECT: Handicraft Program and Sale of Crafts	

(5) Violation of any of the above-listed rules, as well as trading, bartering, or solicitation of handicraft articles shall be cause for discipline and/or suspension from the program.

e. Institutional Directors may establish other rules of conduct which are necessary for effective operation of the handicraft program.

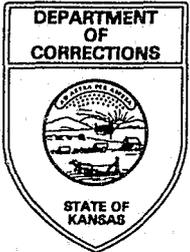
2. Sale of Crafts

a. Art and craft work produced by inmates may be displayed and sold in the institutions, public buildings, fairs, or on property owned by non-profit associations.

b. Articles are to be priced with proper excise and sales taxes included. Ten per cent of the collected price shall be deducted to defray exhibit costs and the balance of the selling price shall be placed in the inmate's account.

c. Inmate attendance at organized handicraft exhibits shall not be permitted, unless approved by the Director.

V. INSTITUTIONAL PROGRAMS AND ACTIVITIES

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 506	PAGE NUMBER: 1 of 3
	SUBJECT: Visiting Inmates	

Policy of the Department:

The Department encourages inmate communication with family, friends and relatives through visits to the institution.

Procedure:

1. The following rules and procedures shall be observed by the institutions in the administration of visits:

a. A suitable area within the institution must be provided for inmate visitation. All visits shall be held in this area, except when authorization is granted by the Director to visit an inmate elsewhere.

b. Each inmate may make a list of ten (10) friends or relatives whom he desires to have visit him in the institution. A married couple living in the same household is considered as one (1) eligible visitor. The list of potential visitors, including their full names, relationship to the inmate, residence or mailing address, and telephone numbers, if known, shall be submitted to the Director for his approval. Prior to approving of the list of visitors, designated officials shall:

(1) Inform the individuals listed that the inmate has requested permission to receive visits from them and ask if they want to make such visits.

(2) Furnish copies of institutional regulations concerning visits and a notice that a search of the visitor may be required; inform potential visitors that violation of the regulations or a refusal to be searched may result in cancellation of their visiting privileges.

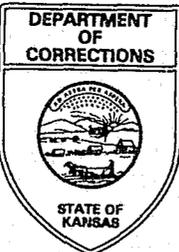
(3) Conduct investigations necessary to verify the relationship to the visitor claimed by the inmate and confirm that good reasons exist for approving visitation.

(4) Inform the proposed visitors that persons below a set age limit may not visit, unless they are members of the immediate family.

c. Regardless of any visiting list restrictions, visitation is permitted inmate's attorney of record or clergy, unless any clear abuse of this privilege has occurred or unless such a visit may prove dangerous or harmful to the security and order of the institution or to the rehabilitation of any inmate.

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	SUBJECT: Visiting Inmates	

The institution and inmates may be visited at any time by members of the state legislature, judges of criminal or appellate courts, the state attorney general, or the Governor.

Those individuals requesting visits with an inmate who are not designated on the list shall be interviewed and identified by authorized personnel. If the requested visits conform to institutional and Departmental requirements, one (1) visit may be approved pending further investigation and approval of subsequent visits.

Ex-inmates are prohibited visitation unless approval is given by the institution's Director. Parolees and probationers must be approved by the Director and have written authorization from their supervisor prior to visitation.

No individual involved in or convicted of any type of narcotic offense shall be permitted to visit an institution without prior approval of the Director.

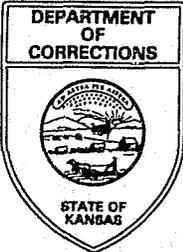
If an inmate refuses to see a particular visitor, the refusal shall be stated in writing and noted in the institution's records.

d. Visitors in the institution shall:

- (1) Wear appropriate attire.
- (2) Not give or receive any written material, article or merchandise of any sort except in accordance with approved institutional or Departmental regulations, or with the permission of the Director.
- (3) Not be permitted to visit more than one (1) inmate at any one visitation time unless the visitor is a member the immediate family of more than one inmate confined in the institution; other exceptions to this regulation are at the institutional Director's discretion.
- (4) Sign the institution's register prior to and after the visitation.
- (5) Be subject to search, photographing or fingerprinting.
- (6) Be restricted in visitation rights if institutional disturbances occur.
- (7) Completely fill out Form KPS-10 if requesting visitation rights and not designated on an inmate's list or if attending activities in the institution.

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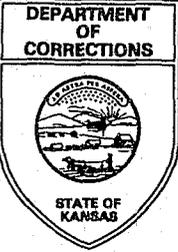
V. INSTITUTIONAL PROGRAMS AND ACTIVITIES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 506	PAGE NUMBER: 3 of 3
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e. Designated personnel shall be present during all visitations, and shall supervise visits to the extent appropriate to the nature and privacy of the relationship between the visitor and inmate.

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 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 507	PAGE NUMBER: 1 of 8
	SUBJECT: Policy for Release of Inmates on Furlough	

Policy of the Department:

To provide the criteria and procedures whereby selected inmates may participate in the furlough program for the purposes of strengthening such family and community ties as the inmate may have; assisting the inmate developing, preserving, and maximizing his financial and interpersonal ties; stabilizing responsible social attitudes and behavior; obtaining needed health services not otherwise available; handling emergency situations; and for other purposes consistent with the furtherance of an inmate's rehabilitation plan.

Procedure:

1. Under K.S.A. 75-5260, a Director of an institution is authorized to grant furloughs, with the Secretary of Corrections' approval, to inmates who have been incarcerated for at least two (2) years, have a good behavior record, and are classified under minimum custody status. Furlough may be granted for the following purposes:
 - a. Emergencies, including critical illness, death, emotional crisis, or similar situations in the inmate's immediate family.
 - b. Obtaining health services not available in any of the Departments' institutions.
 - c. Seeking employment if:
 - (1) Specific job interviews have been arranged.
 - (2) The inmate has been assigned to the work release program for at least thirty (30) days.
 - (3) In preparation of a parole plan and within sixty (60) days of a parole hearing.
 - d. Settling residential plans for parole release, if a personal appearance in the community where the inmate is to settle is required.
 - e. Caring for business affairs in person when not doing so would cause depletion of an inmate's assets or resources so seriously as to affect his family or future economic security.
 - f. Family visits in order to strengthen or preserve relationships, exercise parental responsibilities, or prevent family division or disintegration.

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2. Criteria governing furlough releases:

a. Inmates shall not be granted furloughs unless they are under minimum security custody status; are considered good risks by the institution's Unit Team and the Director; have no detainers pending; have completed at least two (2) years of confinement if the furlough is granted under the auspices of KSA 75-5260 only; have maintained a good behavior record; and have no formal protests filed against their returning to their home community.

Prior to granting any furlough release, special screening procedures shall be undertaken for those inmates with a record of violent crimes. Normally, furlough for inmates with a history of repeated violence will be limited to the final sixty (60) days prior to their release date or parole hearing for purposes of seeking employment or finalizing parole plans. Inmates on furlough whose criminal histories include sexual offenses involving children must be constantly supervised so that at no time are they left alone with minors.

b. Under the provisions cited in KSA 75-5267, Work Release or Work Study Program, an inmate shall not be granted furlough release until he has served time to within one (1) year of his tentative parole eligibility date and has successfully participated in the program a minimum of 30 days. Under provisions of KSA 75-5260, the conditions for furlough shall be as stated under paragraph 1 of this procedure.

In both instances of statutory justification for furlough releases indicated above, any other time restriction may be prescribed as deemed necessary by the institution's Unit Team or Director. Any other extension of the furlough must be approved by the Director and the Secretary of Corrections.

c. Furlough duration times - Under KSA 75-5260, an inmate shall be permitted furloughs up to, but not exceeding, thirty (30) days per year, granted in increments of five (5) days or less. Under KSA 75-5267, an inmate in the Work Release Program may be granted furloughs up to thirty (30) days at one time, but not exceeding a total of thirty (30) days per year.

d. Inmates on furlough must remain within the state at all times and may be required to remain in a specific area(s) or location(s) within the state.

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e. Every submitted plan for furlough must have the name of a sponsor with whom the inmate will stay while on furlough. This can include any responsible adult such as a family member, friend, or volunteer sponsor. Every sponsor must be sent copies of the "Sponsor Agreement" form, one of which must be signed and returned to the institution considering the furlough.

Potential sponsors named in the furlough plan shall be investigated via telephone, field investigation, or mail by designated personnel to verify their identity and appropriateness as a sponsor.

3. Procedures for processing furlough plans - Upon receipt of an application for furlough, the counselor will send "Staff Recommendation Forms" to institutional personnel who have frequent contact with the applicant. Personnel must state any reasons for recommending denial. The Unit Team will carefully consider these recommendations in evaluating applications and will include them in the inmate's permanent file.

Furlough applications must be reviewed by the Unit Team at least six (6) weeks prior to the date of furlough except for work release participants. Applications must reach the Unit Team Leader at least one (1) working day before the Unit Team meeting.

a. If the Unit Team recommends approval of the furlough application, probation and parole staff must conduct an in-person field investigation of an inmate's first furlough plan or a furlough plan that deviates markedly from previous furloughs (e.g., home address changes or sponsor changes). It will not be necessary to conduct a field investigation every time an inmate is furloughed, but random spot checks of 20 percent of the plans will be made to ensure their validity for furloughs to the original sponsor and/or home.

Within one (1) day following approval by the Unit Team, the application, file material, and supplements will be copied by the Unit Team supervisor and distributed as follows:

(1) One copy of the application, file material, and supplements goes to the district supervisor or administrative head of probation and parole in the region where the furlough will take place. A cover memo will include the following information:

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- (a) Name of furloughee.
- (b) Name, address, and telephone number of sponsor.
- (c) Date furlough begins.
- (d) Date furlough field investigation request was sent.

(e) Local Probation and Parole Office from which the field investigation is requested.

(f) Requested reply date which should reflect the day that the field report is expected by both the Director's and the Secretary's designees. This date shall be at least sixteen (16) days prior to the date of furlough. This will be a target date which the region's probation and parole administrative head may use in timing and setting priorities for field duties.

(2) One copy of the application, file material, and supplements goes to the local Probation and Parole Office of the county in which the furlough will take place.

b. If the Unit Team recommends denial of the furlough application, a written reason for the denial plus one copy of the application and file material will be sent to the Director within one (1) working day following the Unit Team meeting.

If the Director recommends denial, he will forward the application to the Secretary's designee, with stated reason for denial. If either the Director or the Secretary's designee determines that more information is needed to make a final decision, with five (5) days either person may submit a request to the Unit Team for a review of the application or a field investigation. If the recommendation of the Unit Team is upheld, the Secretary's designee will return the file material to the institution. It will be the responsibility of the inmate's counselor to notify the sponsor and the inmate of the reason for denial.

c. Field investigations by probation and parole offices:

(1) Upon receiving the request, the local Probation and Parole Office will have a minimum of nine (9) working days to complete the field investigation. When the investigation is completed (not less than 21 days prior to the beginning date of furlough), two copies of the field report and recommended special conditions for furlough will be forwarded to the district head. The file material and application will remain with the field investigator for later use in writing a post-furlough report.

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(2) The regional supervisor or administrative head will review and make recommendations based upon the field report. Copies of materials will be forwarded within eighteen (18) days prior to the furlough date as follows:

(a) One copy each of the application, file material, supplements and field report to the Director of the inmate's institution.

(b) One copy of the field report to the Secretary's designee.

d. Director's review and recommendations:

(1) The Director will receive the furlough package approximately sixteen (16) days prior to the furlough. He will review the material and recommendations, and forward the completed furlough package to the Secretary's designee at least twelve (12) days prior to the furlough.

(2) The Secretary's designee will issue a furlough order or denial not less than four (4) days prior to the furlough date. If furlough is denied, a copy of the denial and reasons for it will be sent to the Director. The Director will note denial and forward the file material, application and field report to the inmate's counselor, who shall inform the inmate of the reason for denial and the appropriate time to reapply.

4. Notification procedures of furlough release.

a. Within the institutions:

(1) The conditions of furlough, written on the furlough application and on the furlough order, shall be mailed to the sponsor prior to the inmate's release and discussed between the inmate and his counselor before the inmate leaves the institution. A copy of the furlough order shall be carried by the inmate at all times while on furlough.

(2) The counselor will be responsible for promptly notifying the inmate and the sponsor if a furlough has been denied. If a field investigation has been done as a result of the furlough plan and the furlough has been denied, the counselor should contact the sponsor via the local probation and parole field unit. If no contact is made, the sponsor may assume that the furlough has been granted.

(3) If a field investigation was requested for a series of furloughs (such as weekend furloughs) and the inmate has taken only part of these approved furloughs and has had the remaining ones cancelled for any reason, the institution will notify the appropriate parole staff of such cancellation.

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(4) If the institution sends an inmate on a furlough without a field investigation, the parole office in the county of the inmate's destination will be notified of the furloughee's name, dates of furlough, address at which he will be staying, and the name of the sponsor. This procedure should also be followed for emergency furloughs.

(5) Any Department staff member who is informed of a furlough escapee shall notify immediately the Highway Patrol; K.B.I., local law enforcement officials; the Probation and Parole office where the furlough took place; the Director of the institution from which furloughed; and the Office of the Secretary of Corrections.

(6) A furlough identification card with photograph will be issued to the inmate prior to his departure and returned at the end of the furlough.

b. Notification of law enforcement agencies - Upon receipt of approved furlough, the institution will notify, in writing or by telephone, the law enforcement agencies, local Police Department, and Sheriff in the area where furloughee is scheduled to be. Furlough reports should be headed with the capitalized words "FURLOUGH INFORMATION."

5. Emergency furlough procedures.

a. Eligibility - Eligibility is determined by the same criteria as for any other furlough. In extraordinary cases, the Director may waive administrative restrictions.

b. Duration - Emergency furloughs should normally be limited to 48 hours, plus travel time.

c. Application - Inmates should apply for furlough through their counselors to the Director. Whatever the specific procedure in an institution, it must be flexible enough to prevent delays due solely to the unavailability of staff involved. After an emergency furlough has been obtained, the normal application procedure for a furlough will be completed as a matter of record.

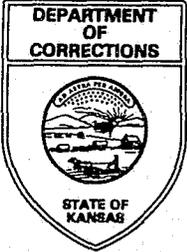
(1) Line 1: Name of furloughee, date of birth, and physical description, (race, sex, height, weight, color of hair and eyes).

(2) Line 2: Name and address of the person to whom subject is being furloughed (sponsor).

(3) Line 3: Offense of which the furloughee has been of commitment, FBI number, institution, and dates of furlough.

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d. Notification.

(1) The Probation and Parole Office in the county of the furloughee's destination will be notified. Follow-up procedures will include a post-furlough report by the Probation and Parole Office.

(2) It is the Director's or designated personnel's responsibility to notify the Secretary of Corrections, either by telephone or teletype, of all emergency furloughs or job interview furloughs (when the interview appointment date does not allow enough leeway to accomplish all the above-listed furlough procedures).

(3) Law enforcement officials will be notified of an emergency furlough as soon as possible, and in all cases before the inmate is released. The requirement of 48-hour advance notification does not apply to emergency furloughs.

6. Furloughs from mental hospitals - Inmates being treated in mental hospitals qualify for furlough releases if they have served at least two years, are otherwise qualified as previously cited in this policy/procedure statement, and hospital officials determine that a furlough would be of therapeutic value to the inmate.

Mental hospitals treating inmates shall be provided with the necessary forms for furlough application. The hospital administrator recommending a furlough shall apply to the Secretary of Corrections via the appropriate forms. If the proposed furlough is within the scope of the law and Departmental procedures, it may be approved by the Secretary.

The rules of conduct and length of furlough shall be the same for inmates on furlough from a mental hospital as they are for other types of furloughs.

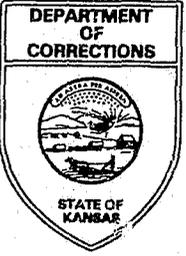
7. Conduct expected of inmates while on furlough - It is mandatory that an inmate be made fully aware of the following regulations prior to his release on furlough:

a. A furloughee may not drink intoxicating beverages. Bars and cocktail lounges are off limits to furloughees.

b. An inmate shall adhere to all other conditions as specified on furlough paper.

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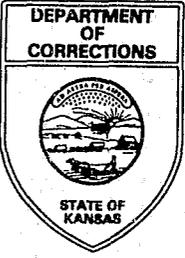
8. Revocation or suspension of furlough.

a. Any employee of the Department having knowledge of a furlough infraction shall report the facts to the Secretary's designee or the institution Director will regain custody of the individual and return him to his place of confinement.

b. After a complete investigation of the alleged violation by a Probation and Parole Officer and a full report and recommendation by the Director, the designee will determine whether to confirm the revocation of the furlough or credit the time lost. If the revocation is confirmed, the designee will indicate under what circumstances, with what modifications of plan, and after what length of time the inmate may reapply for furlough.

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V. INSTITUTIONAL PROGRAMS AND ACTIVITIES

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 508	PAGE NUMBER: 1 of 2
	SUBJECT: Statutory Good Time/Incentive Good Time: Application, Revocation, and Restoration.	

Policy of the Department:

To apply statutory good time credits to an inmate's sentence for the purpose of establishing the conditional release date.

To establish procedures for the award, revocation, and restoration of incentive good time credits dependent upon the status of an inmate's good conduct and work achievement records.

Procedure:

1. Statutory good time credits - Statutory good time is used to reduce the maximum terms of an inmate's sentence, thus establishing his/her conditional release date. The determination of the inmate's conditional release date is accomplished by the institution Records Officer within one (1) month after the inmate's confinement begins. The Records Officer shall utilize the "Good Time Table," as adopted by the KAA on July 1, 1974 and shown in the KAA Regulations Manual, in their assessment of the amount of time to be deducted from the maximum terms of sentence.

2. Incentive good time credits.

a. Application - At each regular ninety (90) day inmate review, the institution's Unit Team will assess the inmate's work, achievement, attitude, and behavior record for the prior 90-day period for recommendation of 0-9 days incentive good time credits to the inmate's sentence. The Unit Team's recommendation shall be passed along to the institution's Program Management Committee, who will either approve or disapprove the amount of time recommended and will forward the necessary incentive good time information to the Records Department for recording.

(1) Good time credits may be denied by the Unit Team for poor conduct or work, malingering in education programs, or for other reasons determined by the Unit Team. Inability to work due to legitimate health problems or for other reasons beyond the inmate's control shall not be considered as grounds for denial of good time credits.

(2) The Records Department in the institutions shall issue a sentence supplemental data sheet (Form 1-A) to the inmates at regular intervals not greater than one (1) year. The sentence supplemental data sheet will indicate the total number of incentive good time credits (days) applied to an inmate's sentence.

b. Revocation of good time credits may be ordered by the Institution's Disciplinary Committee as a penalty for an inmate's commission of Class I or II offenses.

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(1) Commission of Class I offenses - good time forfeiture of 30 days to 1 year.

(2) Commission of Class II offenses - good time forfeiture of up to 30 days.

c. Restoration of good time credits.

(1) The loss of good time credits for Class I offenses shall be restored to an inmate's sentence after:

(a) The inmate has a clear institutional conduct record and satisfactory work performance for one (1) year from date of last report.

(b) The request for restoration of lost good time is initiated by the inmate to his Unit Team, who will verify the good conduct and work record and make a recommendation if so indicated.

(c) The Unit Team's recommendation for restoration shall be reviewed by the institution's Program Management Committee and Director for final approval or disapproval. If approved, the institution's Records Department will be notified to make the proper changes.

(2) The loss of good time credits for Class II offenses shall be restored to an inmate's sentence by the same procedures indicated under restoration of Class I offenses, except that an inmate must have a good conduct record and satisfactory work performance for six (6) months from date of last report to qualify for the restoration.

(3) An inmate will not be certified as parole eligible before he/she has earned the restoration of all good time lost.

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V. INSTITUTIONAL PROGRAMS AND ACTIVITIES

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 509	PAGE NUMBER: 1 of 1
	SUBJECT: Volunteer Services in Institutions	

Policy of the Department:

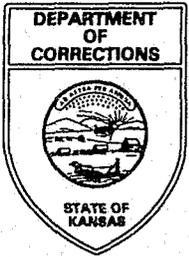
To establish a program of volunteer services within the institutions to provide inmates with the opportunity of expanding and developing the scope of their relationships with diverse groups of individuals.

Procedure:

1. Individuals interested in becoming a volunteer should contact one of the institutions to express their interest and receive and complete a volunteer application form.
2. Each institution Director shall designate a staff member to be responsible for the coordination of the volunteer program including: interviewing (approving or disapproving) potential volunteers; screening; training; and orientation of the new volunteers.
 - a. The screening process for volunteers includes fingerprinting, picture taking (for the purpose of issuing a volunteer I.D. card), and the completion of all necessary security forms.
 - b. The training of volunteers shall include a thorough briefing of all institutional security rules and regulations and the exact procedures the volunteer is to follow in order to enter the institution.
 - c. The orientation process for volunteers shall include specific information on the volunteer program with special emphasis placed on the guidelines and some techniques to be followed for counseling the inmates. Also, at this time, the Department's "Volunteer Information Guidelines" shall be distributed to each volunteer for his information, and assignments to specific areas in the institution will be given to the volunteers.
3. The Director of an institution shall be responsible for notifying the other institutions and the central office of those volunteer(s) who have been "barred" from the institution, and citing the reason(s) for barring the individual(s), within seven (7) days from the date of action.

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V. INSTITUTIONAL PROGRAMS AND ACTIVITIES

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 510	PAGE NUMBER: 1 of 2
	SUBJECT: Assignment to Honor Camp(s)	

Policy of the Department:

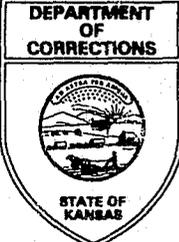
To establish procedures whereby male inmates who have demonstrated good work, conduct, attitude, and achievement records, and are considered low security risks, may be assigned to the minimum custody honor camp.

Procedure:

1. Procedures for transferring inmates to the honor camp(s) shall be in accordance with Item b of Policy/Procedure #403.
2. When considering an inmate's assignment to the honor camp(s), the Unit Team shall consider the following criteria before making their recommendation to the institution's Director:
 - a. The inmate's past history and adjustment (with particular attention given to any history of assaults, excessive use of alcohol or narcotics).
 - b. The offense for which the inmate was convicted. Normally, an inmate confined for first degree murder or any heinous offense will not be eligible for honor camp assignment, unless institutional personnel have strong reason to believe that there is no risk of inmate violence to himself or others.
 - c. The inmate's institutional work, conduct, adjustment, and disciplinary record.
 - d. The inmate's prognosis for the future.
 - e. An evaluation of the inmate's potential in the honor camp(s) program, with special consideration given to whether or not the inmate is minimum custody material, regardless of the length of time served.
3. Honor Camp rules and regulations.
 - a. Operation of the honor camp(s) shall be in accordance with the Department's policies and procedures.
 - b. Inmates will conduct themselves in accordance with the Department's inmate rules and regulations manual, shall adhere to all state and federal laws, shall obey the procedures delineated in the camp's General Orders, and will be subject to disciplinary action for violation of any of the aforementioned guidelines.

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V. INSTITUTIONAL PROGRAMS AND ACTIVITIES

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	SUBJECT: Assignment to Honor Camp(s)	

4. Additional guidelines for inmates assigned to the honor camp(s) include:

a. No inmate shall go beyond designated camp limits (i.e. out of sight of the building or beyond other limits as determined by the Director), except to attend work or special events under direct supervision. Inmates will return to camp immediately after the finish of work assignments or special events.

b. Transportation of inmates to and from work assignments (or special events) shall be under constant supervision by custodial personnel or other authorized state employees. All transportation of inmates will be by the shortest route possible and with stops only as necessary or in emergencies.

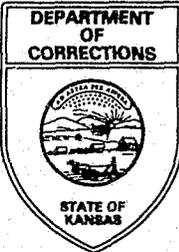
c. Only those inmates authorized by the Director will be allowed to drive vehicles. Inmate drivers must have current operator permits and must obey all posted speed limits.

d. Inmate visitation rules and regulations shall be in accordance with Policy/Procedure #506.

e. Inmate escapes from the honor camp(s) will result in disciplinary action by the Disciplinary Committee and return of the inmate to the maximum security institution from which he was transferred.

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V. INSTITUTIONAL PROGRAMS AND ACTIVITIES

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 511	PAGE NUMBER: 1 of 4
	SUBJECT: Eligibility and Selection Requirements for Work Release	

Policy of the Department:

Work Release serves as a transitional program which extends the limits of confinement for selected inmates committed to the custody of the Secretary of Corrections. Through this program, the inmate is granted the privilege of leaving the institutional or center setting to maintain gainful employment, reestablish community ties, and assume a responsible position in his/her family and society. The program participants are selected to: complement the educational-training programs offered at the institution by providing job-placement opportunities; develop stable work habits; assume responsibility for support of dependents or payment of debts; and, provide a period of observation for the Department of Corrections and the Kansas Adult Authority. This policy is in accordance with K.S.A. 1976 Supplement 75-5267 and K.S.A. 1976 Supplement 75-5268 and supersedes any existing policies and procedures pertaining to the selection process of work release candidates.

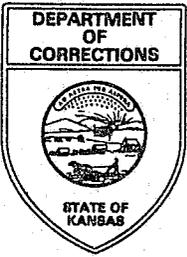
Procedure:

BASIC ELIGIBILITY CRITERIA

1. **NEED** - The selection of program participants will be based upon the individual applicant's need to be involved and is not intended for all inmates who may be technically eligible according to the following criteria. The subject's "need," in the casework sense, for the opportunities, responsibilities, and benefits of this transitional release program should be identified by the Unit Team or institutional staff in recommending applicants to the Secretary of Corrections.
2. **PARTICIPATION** - Participation in the program is a privilege and the applicant must be willing to participate of his/her own accord. During the development of the inmate's initial rehabilitation plan (program), the Work Release Program may be explained to the inmate for inclusion in the original program projection. Referral to the program may be made by outside sources such as the Unit Team or Kansas Adult Authority; however, the application must be initiated by the inmate.
3. **MINIMUM CUSTODY** - The Department must be reasonably assured, based on past performance in the institution and overt behaviors, that there is minimal risk involved by placing an inmate in the community setting. Inmates who have not been granted minimum custody status will not be considered eligible for the program: thirty (30) days satisfactory performance in a minimum custody setting may be required.

DATE: 2/1/77

V. INSTITUTIONAL PROGRAMS AND ACTIVITIES

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 511	PAGE NUMBER: 2 of 4
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4. BEHAVIORAL FACTORS - Each applicant's institutional record will be reviewed to assess his/her adjustment and behavior while incarcerated in regard to serious rules violations, etc. Applicants who are considered emotionally unstable, or, those with a history of assaultive behavior or crimes of violence may be denied. Work release is not authorized for offenders identified with large-scale, organized criminal activities, or inmates who, in the opinion of the reviewers, would be a risk to the public safety or discredit the Work Release Program.

5. RESIDENCE - Preference will be given to residents from the State of Kansas who have previously established ties, in or near, the community where the work release plan can be implemented. The preference will be based upon the applicant's intention to parole to that area.

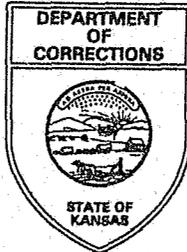
Exceptions to the residency criterion may include permanent relocation to another community, or, temporary relocation for the purpose of participating in work release. Permanent relocation will consist of the applicant's development of a parole plan to a community wherein the work release opportunity is available with the intention of establishing ties to that community. The applicant will agree to remain in that community for employment, furlough, and parole purposes.

Applications will be accepted from inmates who intend to parole to area not immediately serviced by the Department of Corrections's Work Release Program or contract agencies. Applicants for temporary relocation must have formulated a parole plan to the community in which he/she intends to reside following release prior to the submission of the work release application. Placement of such inmates in the program will be to provide the Employment Adjustment Benefits of Work Release. Privileges, such as furloughs, will be limited to the parole placement community in accordance with the policy regarding furloughs (Section 507). Approved applicants will be placed with employers who shall be advised by program staff of the participant's intended parole plan.

Any recommendations for the relocation, either permanent or temporary, of work release applicants should be justified by a narrative comment prepared by the Unit Team. This recommendation should consider the need of the individual and the advantages to the individual as opposed to returning to the community of commitment.

6. PHYSICAL CONDITION - The candidate for work release must be considered by the Unit Team to be in good physical condition based on observation of the inmate's use of institutional medical services. Any condition known to exist which may require out-patient care or could interfere with work performance should be reported in the team's recommendation. Approvals from the Secretary of Corrections office will be contingent upon a complete physical examination by the institutional medical staff and are required to be returned to the Secretary's office prior to the subject's transfer to the Work Release Program.

V. INSTITUTIONAL PROGRAMS AND ACTIVITIES

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	<p>SECTION NUMBER:</p> <p>511</p>	<p>PAGE NUMBER:</p> <p>3 of 4</p>
	<p>SUBJECT:</p> <p>Eligibility and Selection Requirements for Work Release</p>	

7. PAROLE ELIGIBILITY - The Department will accept applications from inmates who are within ten (10) months of the earliest projected hearing date before the Kansas Adult Authority. Entry into the program is restricted to eight (8) months prior to this date. The recommended optimum time in the program is 90 - 120 days. The latest recommended date for submitting applications is three (3) months prior to the projected hearing date. Applications will be accepted at a later point; however, the applicant should be counseled that he/she may be required to remain in the program a minimum of three (3) months from the transfer date.

MECHANICS OF PROCESSING APPLICATIONS AND SELECTING CANDIDATES

1. Any inmate interested in making application for the Work Release Program must, of their own volition, request the application forms from the Unit Team and elicit the teams assistance in processing the application forms from the Unit Team and elicit the teams assistance in processing the application. All applicants, whether referred by the Kansas Adult Authority, Unit Team, or the initial projected program, must follow this application procedure:

a. Inmate requests of Unit Team the necessary copies (4) of application form WR-01. These are completed by the inmate and returned to the Unit Team to initiate the application procedure.

b. The Unit Team receives the application, reviews the request, and verifies as much information supplied as possible. The Unit Team members prepare their recommendation to the Deputy Director (Form WR-02) based upon their knowledge of the inmate and the eligibility criteria established in this Administrative Procedure. This narrative recommendation should present the work release plan in a manner similar to a parole plan.

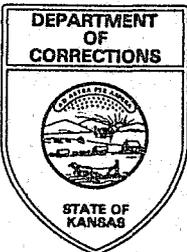
c. On the recommendation from the Unit Team, the Deputy Director (or, Director in smaller operating units) may personally review the file or present the task to an established institutional review board Program Management Committee, etc.) for consideration.

The review at this point will consider the applicant's progress in the established rehabilitation program, adjustment to institutional environment and structure in regard to rules violations, use of positive resources, etc. If, at this review, the applicant is not viewed as a fit candidate for the program and the reviewer(s) cannot recommend him/her for the program, the inmate shall be informed of this denial through a departmental memo form. Every such denial shall include the reviewer(s) purpose and provide the inmate with suggestions on how he/she might improve his/he record in order to garner a recommendation. If an inmate has reason to dispute this review and denial, he/she should express the objection in the established grievance procedure. A copy of this denial will be added to Form WR-02 and be forwarded to the Work Release Administrator's office for information purposes.

If the reviewer(s) concur with the Unit Team's recommendation, an explanation of why the applicant is considered a good candidate will be entered in the space for Deputy Director's comments and Form WR-02 will be sent to the Director's office.

DATE: Revised 11-1-77

V. INSTITUTIONAL PROGRAMS AND ACTIVITIES

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d. The Director will have the benefit of the inmate's record of total institutional adjustment and staff recommendations. If the Director has reason to dispute the recommendations of the Unit Team and the Deputy Director, he/she shall advise the inmate of his/her disapproval of the application and provide a justification on a departmental memo form, a copy of which will be added to Form WR-02 and sent to the Work Release Administrator.

The Director's concurrence with the recommendations provided on WR-02 should be noted and the application processed to the Secretary's Review and Transfer Board accompanied by two copies of WR-02.

e. The Secretary's Review and Transfer Board, comprised of at least two (2) members such as the Deputy Secretary of Field Services, Work Release Administrator, or other staff members as assigned by the Secretary of Corrections, shall review each application. Consideration will be given to the candidate's eligibility, the adjustment factors described by the institutional staff, the resources available in the community and the development of a positive parole plan from the proposed work release placement.

The Review and Transfer Board may request additional information from the institutional staff if necessary. Upon reaching a decision, Form WR-03 will be completed to advise of approval or disapproval; the decision to disapprove shall result in an explanation to the inmate as to the reason for the denial and suggestions for improvement, if within control of the applicant.

The approval of the Secretary's Review and Transfer Board will be contingent upon a physical examination by the institutional medical staff which would detail any physical condition which may be corrected or which may limit the type of work in which the candidate may engage. The institution, or other operating unit, shall be responsible to have this physical examination performed and reported on the standard forms to the Work Release Administrator's office. The applicant's name will be added to the waiting list, if one exists, and will be transferred to the specified work release center as space is available. This transfer will be initiated by the Work Release Administrator.

WR-01

INMATE WORK RELEASE APPLICATION

TO: Secretary of Corrections

I, _____, NO. _____, INSTITUTION _____,

respectfully submit application for participation in the Work Release Program.

- I am requesting Work Release privileges in _____ County.
I will/will NOT accept Work Release privileges in any County designated by the Secretary.
- List close relatives or other resources (friends, sponsors, etc.) currently residing in or near the county in which work release is requested.

<u>NAME</u>	<u>AGE</u>	<u>ADDRESS</u>	<u>RELATIONSHIP</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Current marital status: Single _____ Married _____ Divorced _____
- Number of legal dependents _____. Are these dependents now receiving public assistance through the Department of Social and Rehabilitation Services? _____.
- I (A) am NOT under court order to support my dependents at this time.
(B) am under court order to support my dependents at this time. This court order was rendered in _____ County.
- List individuals or business concerns to which you are obligated as a result of loan, purchase, court ordered restitution or other legally incurred debt.

<u>BUSINESS CONCERN</u>	<u>ADDRESS</u>	<u>AMOUNT OWED</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

- List your education background:
1-6 7 8 9 10 11 12 GED AA DEGREE BA/BS DEGREE TOTAL COLLEGE HOURS _____
If vocational school, list type of training received while in the institution: _____

- List work skills and occupations: _____

Do you have your own tools? Yes _____ No _____ List past employment:

<u>FIRM NAME</u>	<u>ADDRESS</u>	<u>YOUR JOB</u>	<u>DATES</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. Social Security Number: _____.
10. Do you have any writs (habeau corpus, certiorari, etc.) pending in a court? _____
 If yes, in which court? _____
 Do you have any detainers lodged against you? Yes _____ No _____
 If yes, from what jurisdiction and for what type of offense? _____

11. Are you eligible for a parole hearing? Yes _____ No _____.
 If yes, when are you due to see the Kansas Adult Authority? _____
 List physical disabilities, if any: _____
 Are you taking medication? Yes _____ No _____.
 If yes, describe the type and purpose of the medication: _____

In applying for work release candidacy, I hereby authorize the Department of Corrections to reveal any portion of my offense record to prospective parties and/or agencies involved in considering my application. I further agree to exempt the Department of Corrections from all liabilities arising from the disclosures of said information. I agree to abide by all rules and regulations concerning my assignment to the Work Release Program.

 (DATE) (INMATE'S SIGNATURE)

 (WITNESS) (WITNESS)

(WITNESSES MUST BE EMPLOYEES OF THE DEPARTMENT OF CORRECTIONS)

DISTRIBUTION: Secretary of Corrections (2)
 Unit Team
 Institution File

WR-02

DEPARTMENT OF CORRECTIONS

HOUSING/TREATMENT RECOMMENDATION

FROM: Director DATE:
TO: Secretary of Corrections
SUBJECT: Recommendation/Comments

Inmate _____

Number _____

Institution _____

COMMENTS: _____

DIRECTOR

FROM: Deputy Director, Programs DATE:
TO: Director
SUBJECT: Recommendation/Comments

Inmate _____

Number _____

Institution _____

COMMENTS: _____

DISCIPLINARY REPORT _____

DEPUTY DIRECTOR

FROM: Unit Team _____

DATE:

TO: Deputy Director, Programs

SUBJECT: Recommendation/Comments

Inmate _____ P.E. DATE _____

Number _____

Institution _____

COMMENTS: _____

CORRECTIONAL COUNSELOR

WR-03

KANSAS DEPARTMENT OF CORRECTIONS

WORK RELEASE STATUS

FROM: Secretary of Corrections

DATE:

TO: Inmate -
Number -
Institution -

SUBJECT: Application for Participation in the Work Release Program

Your application for participation in the Work Release Program has been _____

FOR THE SECRETARY

DISTRIBUTION:

Applicant
Unit Team
Institutional File
Receiving Center
Work Release File
File

Work Release Administrator

WR-03

KANSAS DEPARTMENT OF CORRECTIONS

WORK RELEASE STATUS

FROM: Secretary of Corrections

DATE:

TO: Inmate -
Number -
Institution -

SUBJECT: Application for Participation in the Work Release Program

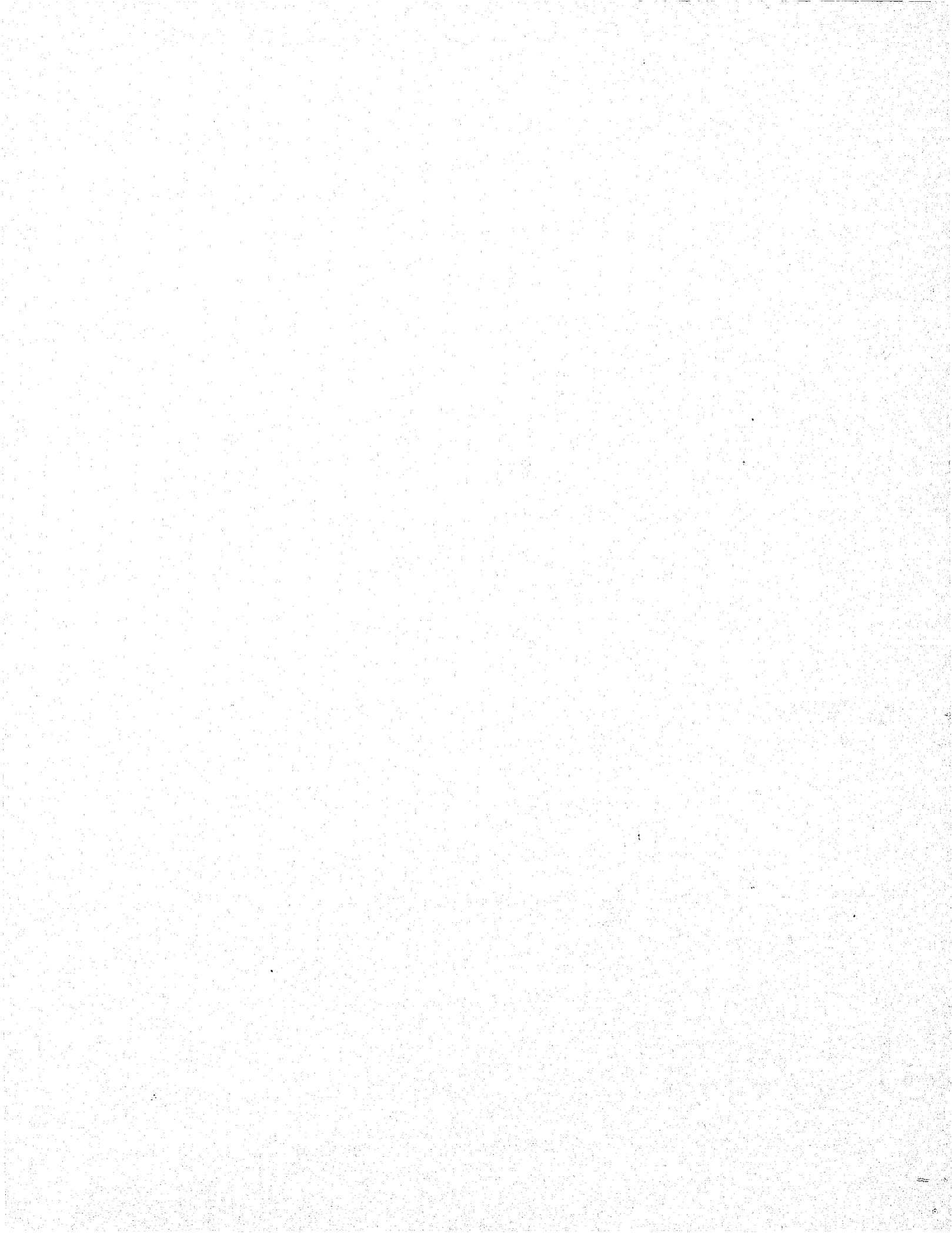
Your application for participation in the Work Release Program has been _____

FOR THE SECRETARY

DISTRIBUTION:

Applicant
Unit Team
Institutional File
Receiving Center
Work Release File
File

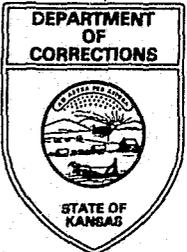
Work Release Administrator



SECTION VI

FIELD SERVICES MANAGEMENT

VI. FIELD SERVICES MANAGEMENT

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 601	PAGE NUMBER: 1 of 23
	SUBJECT: Supervision and Operation of Work Release Program	

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- 2) Program Conditions and Privileges

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VI. FIELD SERVICES MANAGEMENT

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- 3) Participant Request for Removal

G. SERVICES AND MEDICAL CARE

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- 2) Medical Care

H. WORK RELEASE ACCOUNTING

- 1) Disbursement of Work Release Earnings
- 2) Inmate Benefit Fund
- 3) Institutional Account
- 4) Outside Savings/Checking Accounts

SECTION III - WORK RELEASE RECORDS

A. ADMINISTRATIVE FILES

B. FACILITY LOGS

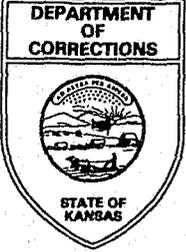
C. INCIDENT LOGS AND REPORTS

D. RECORDS CONCERNING RESIDENT PROPERTY

- 1) Resident Property Inventory
- 2) Abandoned Property
- 3) Contraband Records

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VI. FIELD SERVICES MANAGEMENT

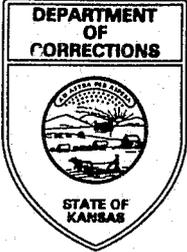
 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 601	PAGE NUMBER: 3 of 23
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SECTION IV - FACILITY REPORTING REQUIREMENTS

- A. REPORTING WORK RELEASE INCIDENTS
- B. ESCAPE PROCEDURE - REPORT
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- D. MONTHLY PARTICIPANT EARNINGS LOG
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VI. FIELD SERVICES MANAGEMENT

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Policy of the Department:

Restoration of the adult criminal offender to society as a useful citizen under conditions which provide maximum protection to the community is the primary objective of the Kansas Department of Corrections. Protection of society and rehabilitation of the offender are sometimes seen as being in conflict, but in fact are inseparable. If the offender has been truly rehabilitated, society has been adequately protected.

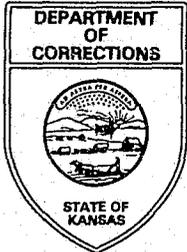
Work release offers a unique opportunity to realize correctional objectives. In no other part of the system can the offender be permitted to leave confinement and work in the community while under close supervision and custody.

Work release is only one aspect of the community-based corrections concept, but it could play a major role in the corrections process.

This policy is in accordance with K.S.A. 1976 Supplement 75-5267 and K.S.A. 1976 Supplement 75-5268 and supersedes any existing policies and procedures pertaining to the operation of Work Release Programs, including Administrative Procedure 501 - Work Release Manuals; A.P. 502-Work Release Program Advance; A.P. 503 - Field Supervision of Work Release Participants; A.P. 504-Rule Violations - Work Release and Study Release Participants; A.P. 505 - Disbursement of Work Release Earnings; A.P. 507 - Work Release Earnings Account.

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VI. FIELD SERVICES MANAGEMENT

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INTRODUCTION

SUPERVISION OF WORK RELEASE PARTICIPANTS

This procedure will be most concerned with the practical aspects of supervision and how they will relate to rehabilitation of participants.

However, before reviewing the procedures, policies, and rules concerning supervision, a philosophy of supervision is being provided. Only when interpreted in the light of this philosophy will the practical functional approach of supervision be effective.

PHILOSOPHY OF SUPERVISION

Persons under supervision in work release represent a wide range of potential for readjustment. Their potential for further criminal behavior also varies widely. Certain offenders will be considered a physical threat to the community, while others are property offenders with little potential for violence. Still others fall into a "nuisance" category, typically committing crimes of a petty nature.

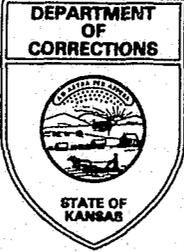
Within the legal and administrative constraints of the program, different treatment and behavior standards will be required of these groups. For the potentially serious or violent cases, emphasis will be placed on redirecting the hostility or anger and the need for self-control. These persons will be returned to prison for behavior which might be tolerated in a person who offends in a less serious way. In short, each case will be measured by the kind of threat the individual represents and his/her potential for change.

It would be naive to expect an offender from a low socioeconomic group to suddenly assume middle class values and standards of behaviors; goals and objectives must therefore be in terms of the individual's capacity to achieve them. While offenders may be grouped according to broad characteristics, the solution to each case must be in terms of the individual's specific circumstances, capacities, and resources. The casework method best lends itself to this individual approach. Through surveillance and control, use of community resources, individual counseling, and practical assistance, the Work Release Supervisor and/or Unit Team help the offender resolve his problems and if necessary, change his behavior.

Casework supervision in a work release facility setting will generally require a broader use of authority than that authorized in other portions of community corrections. However, it is important that the authority

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be used in a positive manner and in the best interests of society and the individual case. The enforcement of regulations (by arrest, if necessary), imposition of necessary restrictions, the control of personal finances, and revocation of work release, are as much a part of the casework process as helping to find a job, providing counseling, or getting medical care.

Decisions as to when and how to use authority must be a casework decision. Its misuse by a Work Release Supervisor and/or Unit Team to satisfy their own needs for domination or control is unacceptable and inappropriate. Constructive use of authority does not conflict with the principles of casework and treatment, but is an integral part of the rehabilitation process.

SECTION I - CUSTODIAL SUPERVISION

1. RESIDENT ORIENTATION

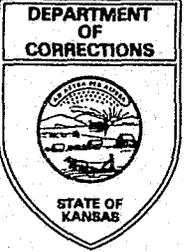
The Work Release Administrator will notify the Work Release Center when an inmate intends to transfer from the parent institution so that the staff may be prepared to receive him/her. Within a few hours of the inmate's arrival, a knowledgeable staff member should conduct an orientation to the Center, including its rules and physical layout. A newly arrived inmate should not be allowed to stay overnight or through a week-end without having the Center's rules and regulations explained to him/her. The housing regulations and the program criteria may be explained in two separate sessions, although orientation must contain the points outlined below.

a. REVIEW OF RULES AND REGULATIONS - During the initial contact with an inmate following his/her arrival at the Center, a complete review of facility rules shall be conducted. The staff member responsible for this familiarization shall provide the inmate with a copy of the rules to be retained throughout his/her assigned to the Center. The inmate should be given the opportunity to review each rule with the staff member and request clarification to eliminate any doubt regarding the rules and/or their implications. The inmate shall acknowledge the orientation and rules by signing a statement indicating that he/she understands and is prepared to conform to them.

b. PROGRAM CONDITIONS AND PRIVILEGES - This portion of the orientation may be delayed and conducted by the Supervisor or Counselor. This session should expose the inmate to the general program criteria as opposed to the specific facility guidelines; i.e., conditions of work release (WR-04), inmate work release plan (WR-05), furlough eligibility

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criteria, and conditions of furloughs, etc. Usually, this criteria will deal with specific behavior and rewards dependent upon the inmate's good behavior. These conditions should be impressed upon the inmate as well as the consequences of the violation of them. Each inmate shall sign two copies of the conditions of work release, retaining one copy for reference. If the inmate has, at any time, questions or doubts concerning these points, he/she should be encouraged to ask a staff member for assistance and clarification.

2. CUSTODY REQUIREMENTS

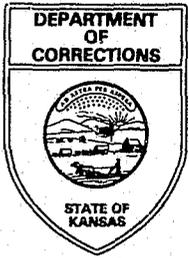
Because all work release facilities under the jurisdiction of the Kansas Department of Corrections are considered extensions of the state correctional institutions, each facility is expected to conform to basic custody requirements. A primary requirement is 24 hour coverage, seven days a week by authorized staff. At no time should any facility be without this supervision. In an emergency situation, if the supervising staff person must be absent from the facility, his absence should be cleared first with the facility Supervisor. Responsible supervision is as important as full time supervisor. Volunteers and student interns should seldom, if ever, be left in charge of a facility. Although there may be a few occasions when the intern or volunteer might find himself temporarily "in charge," this should be the exception rather than the rule and should be limited to very brief time periods.

a. EXTENSIONS OF CONFINEMENT - Although each facility will be responsible for the 24 hour supervision of its residents, state law does permit the releasee to leave the confines of the facility when it is necessary to implement his plan. Kansas Statutes Annotated more specifically state that the Secretary of Corrections may extend the limits of confinement for participants in the Work-Study Program. Program participants shall be confined to the facility at all times except: (1) when interviewing prospective employers or arranging for registration in a training facility; (2) when at paid employment or attending a training facility; (3) if enrolled in an on-campus training program or when participating in necessary on-campus activities or mandatory field trips; (4) when authorized a point-to-point pass not to exceed two hours for the purpose of transacting personal business and (5) when on furlough or pass.

b. ROOM AND PERSON SEARCHES - Participants are subject to the search of his/her person, packages, and living quarters at any time. Person searches may be either of the pat-down or strip search type at the discretion of the officer(s) conducting the search; such searches will probably not be a frequent occurrence. Any contraband seized will be disposed of as per regulations specified by that facility. In the event

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contraband is discovered, an incident report should be provided, noting when the search was made, by whom it was conducted, and who acted as witness, and on whom the search was made. This information should also be entered into the permanent facility log.

In every facility, regardless of who is providing custody staffing, periodic room and ground checks are to be made daily at irregular intervals. In particular, at least hourly checks are to be made after the curfew hour to ensure that all individuals listed as present are present.

c. URINALYSIS - A urinalysis is a relatively swift and uncomplicated way of determining whether or not an individual has used drugs or narcotics. A disadvantage of urinalysis is that it will not detect all illegal substances, marijuana and LSD being prime examples.

a) When a urine sample is secured from a resident, the resident should remain under observation at all times to avoid either deliberate or accidental adulteration of the sample.

b) The urine sample should be removed from the possession of the resident immediately and the responsible staff person should label it and identify it as to name of the witnessing staff member. The sample, in the appropriate container, should then be delivered immediately for processing. Thus, a chain of evidence can be maintained and deliberate efforts to destroy the sample can be defeated.

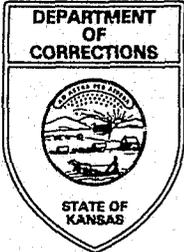
The results of the urinalysis may be used as evidence in administrative hearings concerning disciplinary action against the release. The staff member obtaining the urine sample must be prepared to testify that he observed the sample being given, and that it was not subject to tampering during the intervening period of time. Under the circumstances, the fewer persons involved in handling this evidence before it is processed, the greater its credibility.

d. BLOOD TESTS - In detecting the use of illegal substance, the blood test is a much more accurate tool than urinalysis. At the same time, it has much greater disadvantages. For one thing, the blood test should only be taken by a qualified lab technician or nurse. For another, the processing of the sample is more complex and expensive. Nevertheless, there may be occasions when a blood test is absolutely necessary.

As with the results of the urinalysis, those of blood tests may be used as evidence for disciplinary action. Establishing a chain of evidence will probably be done at the laboratory itself by professional staff using accepted labeling techniques. Nevertheless, it will be necessary to establish that the blood test taken from the resident and the one being placed in evidence are one and the same.

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VI. FIELD SERVICES MANAGEMENT

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e. BREATHALYZER TEST - A necessary part of an effective alcoholism program is accurate determination of when a participant has been drinking. One relatively effective way of making this determination is through the use of the breathalyzer. A supply of breathalyzer units should be available to the officer in charge and he may request that any participant suspected of being under the influence of intoxicants, submit to the test. An incident report should be written when such tests are administered and results indicated.

SECTION II - PROGRAM-PLAN SUPERVISION

A. PLAN IMPLEMENTATION

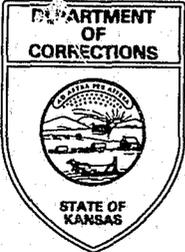
The work release plan should be implemented as quickly as possible following the completion of the inmate's orientation to the facility and program rules. In some cases the inmate may arrive at the facility with an offer of employment or have prospects for employment from previous employers. These potential positions should be investigated by the supervisor, counselor, or other staff persons assisting the plan development. Otherwise, the initial interview should reveal the type of training, prior work experience, and resources the inmate has to present an employer, and the staff should initiate its own search through contact with prospective employers and community resource persons or agencies. The inmate should be active in searching for employment, and shall not passively permit others to secure his/her employment. The Work Release Administrator shall have the authority to remove an inmate from the program if he has been at the facility for 30 days and has been unable or unwilling to locate employment (see Removal of Inmates From Work Release).

1) PARTICIPANT-EMPLOYER AGREEMENTS - The inmate will be transported to job interviews and the supervisor, counselor, or other staff member shall be available to establish personal contact with the employer and/or the immediate work supervisor. At this point, the philosophy of the Work Release Program and the "Employment Plan Information Sheet" (WR-06) should be explained to the employer. The WR-06 is designed to provide information about the program to the employer and information about normal work hours; rate of pay; days to be worked; date of pay; and job-site location, to the work release staff.

When employment has been secured and approved by the supervisor, the counselor or designated staff member will complete the "Inmate Work Release Plan Agreement" (WR-05), discussing it with the inmate to ensure that he/she understands the commitment. At this time, the "Conditions of Work Release Agreement" (WR-04), should also be explained to the inmate. The inmate will sign and certify that he/she understands the contents of both documents.

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B. EDUCATION-TRAINING RELEASE

Work release participants may wish to pursue further educational or vocational training during their placement in the Work Release Center. Requests for authorization to attend classes at a local university, junior college, or vocational-trade school should be made in writing to the supervisor of the Work Release Center, who will determine approval or disapproval based on the following criteria:

- 1) Subject's efforts to involve him/herself of the educational-vocational training opportunities available in the community prior to incarceration and/or in the correctional system.
- 2) Subject's full-time employment while at the Work Release Center and possible disruption by the proposed educational/study plan.
- 3) Subject's ability to finance the costs of tuition, books, and registration either through his/her own earnings or through educational grants-in-aid, and his/her understanding that the state shall not be responsible for such expenses. Transportation charges shall be at the same rate as for work release transportation. The use of public transportation systems should be encouraged.
- 4) Approval of subject's plan detailing the location, class schedule (Form WR-05), verified by the Correctional Counselor.

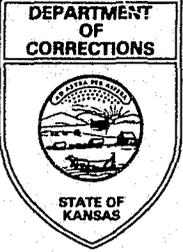
Approval for this release program will be granted by the Work Release Supervisor as a privilege which must be earned through the individual's cooperation in the Work Release Program, and through continued compliance with all rules and regulations of the program.

C. FACILITY GUIDELINES

Each work release facility will establish a set of guidelines for its residents, supplemental to the Secretary of Corrections' Administrative Procedure and general policy statements of the Work Release Administrator. For the most part, these guidelines will deal with behaviors necessary for group living situations. In order for these guidelines to be enforceable, they must be approved by the Work Release Administrator and Deputy Secretary of Field Services' review. If there is some question concerning the rules, they will be referred back to the facility for clarification or modification. If they are accepted as written, they will be initialed by the Work Release Administrator and the Deputy Secretary of Field Services and date of approval noted.

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When reviewed and signed, the facility guidelines should be distributed as follows: Original - Work Release Administrator; carbon copy - Facility Supervisor; carbon copy - Facility staff. Once approved, the facility guidelines will be given to each resident and a orientation provided to give in-depth understanding. The resident is to sign the guidelines noting that he has received and read a copy of them. Only when this is completed do the rules become binding and enforceable.

Facility guidelines shall be written in clear narrative style that may be understood by participants and staff. Ambiguous rules should be avoided to prevent confusion and misinterpretation. Subjects which guidelines will address include, but are not limited to: visiting hours and policy; room and facility cleanliness; accounting and budget procedure; care and use of state-owned equipment; telephone use policy; boundaries and authorized areas; shake down and count procedures; participant property inventory; etc. The purpose of the guidelines is to define behavior, structure environment within the Center, and provide for the control and management required in a minimum security setting.

D. TRANSPORTATION

1) STATE VEHICLES - The transportation officer and food service personnel should be supplied with information concerning the inmate's work schedule for coordination purposes. The participant should be transported to and from work in the state vehicles until he/she can assume the responsibility of utilizing other approved transportation.

As the participant proceeds with the program plan and has been given a parole release date by the Kansas Adult Authority, the supervisor and/or counselor should investigate alternate methods of transportation so that the participant becomes more reliant upon the resources available in the community and not dependent upon the state's transportation vehicles. Because of work site locations or work hours, this final option will not always be practical; however, it should be considered as each participant receives a parole release date.

2) PUBLIC TRANSPORTATION - Whenever possible, the participant should use the public transportation available. He/she will be expected to meet the costs for that transportation and the monies to cover it should be added to his/her weekly expense check.

3) PRIVATE TRANSPORTATION - For transportation to and from work, the Work Release Coordinator, may, after proper investigation, approve private transportation with co-workers. If employment is within a reasonable distance and the participant so desires, he/she may, at his/her expense, purchase a bicycle to be used for transportation.

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4) PERSONAL CARS - In exceptional cases, when an individual participant is nearing his/her release date and it is necessary that he have a personal car for transportation while on parole, a request may be made to purchase a car while residing at the work release facility. Authorization for such a purchase may be recommended by the Work Release Supervisor and authorized by the Work Release Administrator and will be contingent upon: individual need; the participant's work release account and income; the possession of a valid Kansas drivers license; arrangements for sufficient insurance coverage to comply with current Kansas Vehicle Registration requirements.

E. WORK RELEASE PRIVILEGES

The statute which authorizes the work release program also allows the Secretary of Corrections to release inmates to the community for supervised leaves or outings. This program flexibly extends the limits of an inmate's confinement, retaining him/her within the Secretary's custody while in the company of an approved sponsor and restricted to a general geographic area or address. The use of passes is a means of restoring normal family and community relations and developing a sense of responsibility in the participant. Generally, furloughs will not be approved for areas other than to the community to which the applicant intends to return on parole, which should always be in or near the area of the work release center. All outings must be authorized and documented. No participant shall be allowed to leave the center without a pass indicating date, time, sponsor, address, etc.

Releases should be monitored at least on an intermittent basis. If the participant is released for a specific purpose (to purchase clothes, haircut, etc.,) he/she should return with sales slips for items purchased or with other indications that the outing was completed as proposed in the request. Treatment outings, if the participant is involved in a community treatment program as a part of the overall work release program, should be monitored through the counselor's contact with treatment staff to determine the participant's progress for report purposes. Appointments with lawyers, doctors, etc., may be confirmed by telephonic contact.

1) POINT-TO-POINT PASSES - Point-to-point passes are unescorted outings permitted for the transaction of essential personal business and are to be incorporated in the facility's incentive program. The initial business outings may be escorted at the discretion of the supervisor. What constitutes essential business will be specified in the facility regulations. Basically, if it cannot be justified as a business outing, it should not be granted. Some outings which fall in the justified category include:

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- a) Outings to purchase work clothes;
- b) Outings to purchase essential toiletries;
- c) Outings to obtain haircuts;
- d) Outings to visit doctor for health needs;
- e) Mandatory field trips for work study personnel; and,
- f) Approved religious activities.

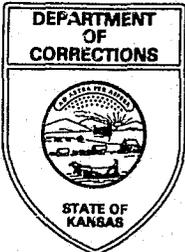
The "point-to-point" pass or business outing is generally not to exceed two hours in length. Additional time may be included to accommodate travel time, but the allowance should be as accurate as possible. In the event of any emergency which should create a delayed return, the participant should telephone the facility's supervisor for clearance of additional time. The clearance should be granted, however, only after staff personnel have been satisfied that it is a legitimate request and that the participant is conducting the business he/she set out to do. Appropriate notation of extended clearance time shall be entered in both the facility log and the participant check-in, check-out log.

2) SPECIAL FURLOUGHS - (Policy/Procedure 507) Special furloughs allow participants who receive the recommendation of the center staff to be released to the company of an approved sponsor for an eight hour period. This furlough shall not interfere with the participant's normal work hours and may not be granted as an overnight outing. The granting of a special furlough in the work release setting will be based upon the following criteria:

- a) Application for the furlough must be initiated by the sponsor, who has been approved per Policy/Procedure 507. Furlough duration may vary according to the sponsor's schedule, not to exceed eight hours. Furlough termination shall be before the last shift change of correctional officers on the date the furlough began;
- b) The application shall be specific to include the purpose of the furlough, date and time, and indicate an address where the participant and sponsor may be contacted for emergency or monitoring purposes;
- c) Participants must have maintained a good behavioral and work record in the facility;
- d) Special furloughs will be limited to two per month. The supervisor may wish to recommend the initial furlough prior to the approval of a 48 hour furlough as a testing period for the participant and sponsor. This furlough may be recommended after the parole officer's field investigation has been completed and after the participant has three weeks successful placement on a job.

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3) FORTY-EIGHT HOUR FURLOUGH - Participants are eligible for a 48 hour furlough after successful employment in the program for a period of thirty days. Additional 48 hour furloughs may be granted on a monthly basis, generally on the anniversary date of the first granted furlough (Policy/Procedure 507). When the participant has been granted a parole release date, the Supervisor may recommend additional 48 hour furloughs to allow the releasee an opportunity to locate housing or attend to other essential business matters preparatory to the actual release date.

F. REMOVAL FROM WORK RELEASE STATUS

The work release experience of every participant will be terminated through one of the following methods: parole release; revocation; or at the inmate's own request. The objective of the Department of Corrections is to maintain the participant in the program to a successful completion. Removal from the program will be reported on form WR-07 "Report of Status Change and/or Removal."

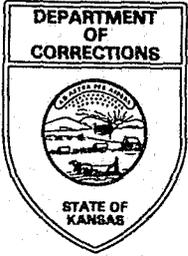
1) PAROLE RELEASE - Pre-parole planning is the joint responsibility of the facility staff, the participant, his/her family and future parole officer. Each parole plan should be considered and discussed by the participant and counselor to determine the most viable alternatives open to the individual. The plan should include opportunities for the participant's utilization of community resources and treatment programs, and intentions for securing a decent residence, improved personal resources, and social contacts, etc. Generally, the participant will plan to retain the employment secured while in the program.

2) REVOCAION - The decision to remove a participant from the program due to his/her inability to conform to the structure or rules should be tempered with the Department's philosophy of supervision (Introduction). While all rules violations are serious, the discretion of the staff will be based upon the individual participant's adjustment and behavior in considering disciplinary sanctions. In all but the most serious of cases, an attempt should be made to maintain the participant in the program and provide an opportunity for his/her decision to comply to the expectations of the program.

If the work release Supervisor is aware of an inmate's lack of interest in locating employment, refusal to accept employment, loss of employment due to his/her inability to adjust to the work, or conflict with the employer or co-workers, the participant should be counseled about the situation. If within 30 days the participant does not improve in attitude and motivation, the supervisor may recommend his/her removal.

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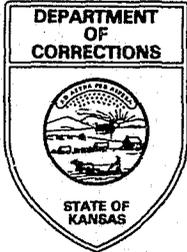
- a) DISCIPLINARY ACTION - Disciplinary sanctions should be imposed in the form of restrictions and/or the denial of privileges. However, when these efforts have been attempted and the participant's behavior has not improved, the decision to revoke a participant's work release status should be made in the same philosophy of supervision. Every recommendation to remove a participant through revocation should be as a result of a disciplinary board's hearing in which the participant has the opportunity to defend his/her position. The recommendation of the Unit Team will then be made to the Work Release Administrator or Program Management Committee who shall make the decision to transfer the inmate or retain him/her.
- b) ESCAPE - The willful failure to remain within the extended limits of confinement or to return within the time prescribed from work or a furlough may be an aggravated escape from custody (K.S.A. 1972 Supp. 21-3810). If it is determined that evidence exists that a participant has violated this status, the escape procedure shall be activated and an incident report prepared.
- c) NEW CHARGES - All cases in which a participant becomes involved in new criminal activity shall be reported to the District/County Attorney for prosecution. The Department will place a hold on the subject to ensure his/her appearance at the trial. Conviction on the charge shall result in revocation.
- 3) PARTICIPANT REQUEST FOR REMOVAL - Infrequently, a request may be made by a participant to return to the institution from which he/she was transferred. The inmate may assess his/her total work release experience and conclude it is in his/her best interest to seek removal from the program. This situation may develop as the result of disciplinary action, friction within the facility, etc. Those participants who have reached this decision should make their request to the Work Release Administrator, who shall conduct interviews with the participant, staff, and employer before granting approval or denial.

G. SERVICES AND MEDICAL CARE

- 1) COUNSELING SERVICES - The Work Release Supervisor and Correctional Counselor shall aid in the transitional adjustment from the institutional setting to the community based program. In some cases, participants may be recommended for, or require, counseling services to provide support which will maintain him/her on parole and in the community. The work release staff shall assist in locating the services for the participant through consultation with the local parole supervisor and community service agencies.

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Participants will be responsible for all expenses associated with such services and payments will be budgeted for and paid from the work release earnings.

2) MEDICAL CARE - Each work release facility shall maintain an adequate first-aid kit for minor medical treatment.

Prior to their arrival at the work release facility, each participant will have an examination by the institutional physician. In the event the participant requires emergency medical attention, the Work Release Supervisor is empowered to take the necessary action to provide care. Non-emergency medical appointments should be coordinated with the work release staff and not conflict with normal work hours, if possible.

Because participants shall be responsible for their own medical expenses, if possible, they should be encouraged to enroll in medical-hospitalization plans, etc. Emergency treatment will usually be covered through such group insurance programs or through Workmen's Compensation.

H. WORK RELEASE ACCOUNTING

All earnings compensation or monies received from paid employment or job training (including G.I. Benefits) shall be paid over to the Work Release Accountant for control and distribution according to the following procedure.

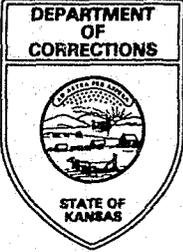
1) DISBURSEMENT OF WORK RELEASE EARNINGS - The disbursement of work release earnings shall comply with the statutory mandate (K.S.A. 75-5268), relevant administrative procedures issued by the Secretary of Corrections, and policy statements from the Work Release Administrator. The work release participant shall be advised of all disbursements in a statement from the accounting office indicating each transaction involving his/her account. A copy shall be retained in the accounting file.

a) Each participant shall receive a designated amount of his/her earnings to cover incidental expenses connected with the employment or job training. The Work Release Administrator shall issue a memorandum to indicate the amount as necessitated by cost of living indicators. The amount paid to the participant shall allow for cash on hand at the time of the request so the amount in the participant's possession does not exceed the maximum allowed by facility guidelines.

b) Work release participants shall be charged, at a rate to be designated by a Work Release Administrator's memorandum, for maintenance (room and board) and transportation. The charge to be deducted from the account

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shall be calculated on the basis of days worked and the shortest, most direct, route traveled to and from the place of employment.

c) A minimum work release balance shall be maintained by each participant and the amount shall be designated in a memorandum from the Work Release Administrator. This balance should be attained as soon as possible and requests for other withdrawals should be monitored to determine the need of the participant for such expenditures.

d) All payments for debts or to dependents shall be made by check through the facility accounting staff. A properly addressed envelope and postage shall be furnished by the participant for this purpose. In the case of payments to dependents residing in Kansas who are recipients of public assistance through the Department of Social and Rehabilitative Services, payments shall be made to the District SRS Office servicing the recipient. Money disbursed to dependents directly or through SRS shall be noted on accounting forms as dependent support. "Dependents" shall be identified to the supervisor in the participant's written request to contribute his/her earnings. The supervisor should attempt to verify the legitimacy of the request through contact with the SRS District Office, or otherwise attempt to indicate that the dependents rely upon the participant for support.

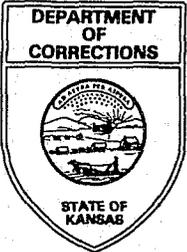
e) Participants desiring to purchase luxury (non-essential) items shall request the purchase through the supervisor who will consult with the accounting staff to determine the status of the account and ability to purchase. The counselor should be advised and counsel the participant concerning the need for the item through the budgeting process. Work release participants shall not enter into installment contracts or lay-away purchases without approval of the Work Release Supervisor.

2) INMATE BENEFIT FUND - Work release inmates, when received at the facility, will be permitted to communicate with their families by telephone (see facility guidelines) to request work clothing and/or tools required by their employment. In the event the inmate has no resources available, the supervisor may approve a loan from the inmate benefit fund available to the facility. Loans from this fund shall not exceed a total of fifty dollars (\$50) per inmate.

The inmate should request the loan via a written request to the counselor who shall check with the accounting office to determine whether the applicant has sufficient funds in his account to provide his/her needs until the first paycheck is received. If it is evident that there are not funds available the counselor shall make the recommendation in writing

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to the Supervisor for approval of the loan. Upon approval by the Supervisor, the accounting office will advance the requested amount to the inmate applicant. This transaction shall be recorded on the inmate's account when the inmate has signed a suitable receipt form, a copy of which shall become a part of his/her work release file.

Repayment of the loan shall be made from the first two paychecks and returned to the inmate benefit fund. The inmate shall be notified in advance, through budget planning, etc., that the loan payment will be taken from the account and a receipt issued at the time of the deduction.

3) INSTITUTIONAL ACCOUNTS - The participant's account from his/her parent institution will be transferred to the Work Release Center, although institutional earnings and Center earnings will be maintained separately in one account. The institutional earnings of the new arrival may be used by the inmate for the purchase of tools, clothing, etc., to avoid making a loan through the benefit fund. Transactions from the institutional account for such purposes should be identified on the monthly work release earnings log (WR-08).

4) OUTSIDE SAVINGS/CHECKING ACCOUNTS - It is not within the scope of the Department of Corrections to control an individual's savings or checking account established prior to his/her incarceration. The participant may have such accounts of which the Department may have no knowledge. New accounts may be opened through the supervisor or counselor immediately prior to the participant's release and whatever monies used to establish such accounts shall be considered as assets in determining the amount of gratuity as detailed in Policy/Procedure 312. Participants shall deposit monies in savings or checking accounts through this same procedure, if authorized by the Work Release Supervisor.

SECTION III - WORK RELEASE RECORDS

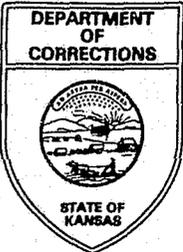
Work release facilities, as with all organization entities, will maintain files concerning all official correspondence, facility inventories, contract agreements and appropriate personnel files. Additional files, however, must be maintained on each work release participant.

A. ADMINISTRATIVE FILES

The administrative file maintained by the facilities supervisor on all participants in residence and those approved for the program are used for ongoing reference and as a control instrument for check-dating reports, formalized actions, and status changes. Such files should be

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maintained in one central location within a facility in a file cabinet. All inmate records and files shall be handled in compliance with Policy/Procedure 107. Included in each administrative file, arranged chronologically with the latest papers on the top are:

- 1) Institutional Admissions Summary;
- 2) Institutional Progress Reports;
- 3) Work Release Application;
- 4) Work Release Agreement, Employer's Agreement, etc.;
- 5) Signed copies of Rules and, if any, Special Conditions;
- 6) Progress Reports, Parole Placement Referrals, Violation Reports, etc., in order of their completion;
- 7) Federal Bureau of Investigation Identification Sheet.

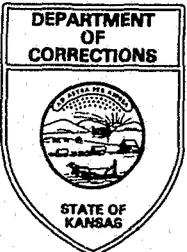
The administrative file will be closed only when the facility's interest in a given participant ceases. When an individual is paroled from the work release facility, his/her file will be forwarded to the Central Office or to the parent institution maintaining control of the case.

B. FACILITY LOGS - Check-In/Check-Out Records - A record of all participants' whereabouts at any given time should be maintained during the duration of his/her confinement. This should be in the form of a check-in/check-out log which may be individualized by date or party concerned and used in conjunction from form WR-09, which monitors employment. There must be a written record, monitored by the staff, which could confirm an individual's whereabouts at any time. The log should, therefore, contain such information as when an individual signs out of a facility (date and time), destination by name and address, and purpose and time of return. Each entry should be countersigned to reflect the monitoring taking place. A log of this nature may be used as part of the facility's legal records so it is important that all entries be accurate and complete.

This logging system will show: 1) where each participant who leaves the facility is going; 2) how long he will be gone; 3) what he will be doing when he leaves; 4) when he plans to return, and 5) when he does return, the time of return. The participant should make these entries himself but each entry should be monitored and initialed by a staff member

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to assure its accuracy, at least in terms of time and the person making the entry. This should prevent one resident from signing another resident out or in and assure that the time out and time in are correct.

C. INCIDENT LOG AND REPORTS - Frequently, incidents will occur at the facility that should be communicated to staff not present at the time of the incident. Verbal communication of such incidents may be forgotten. One manner of maintaining communication is adopting an incident log with each member of the staff required to review the log at the beginning of each workday. This assures important communications will not be lost, misplaced, or ignored. If an incident log is used, each person reviewing the log should initial it to confirm he has read the entries.

Information contained in facility records, if properly maintained and observed, constitute a portion of the facility's official records and may be used as evidence in administrative hearings and/or new legal proceedings. For this reason, the entries shall be made in an appropriate manner and comments of a frivolous or wholly subjective nature avoided. Furthermore, each individual making an entry should identify the time and date the entry is made, initialing it to identify the writer. At this time there are no standardized formats for facility logs. Nevertheless, some consistency should be maintained including that already mentioned. Each log should be a permanent record and not just a series of notes written on scraps of paper. Entries should be made in ink to avoid erasures and change of reported information. Residents should not have access to this log.

D. RECORDS CONCERNING RESIDENT PROPERTY

1) RESIDENT PROPERTY INVENTORY - Upon receiving all residents, care will be taken to ensure that all individually owned property is properly identified and entered on an inventory sheet. Any additional property obtained while subject is in residence shall also be recorded on the inventory sheet, listing the date it is obtained or removed from the Center. The inmate shall sign a release as he/she removes property from the inventory list.

2) ABANDONED PROPERTY - If a participant escapes, is revoked and returned to the institution, or dies, his/her property must be inventoried and maintained until it is claimed by the participant or a person designated by the participant. A written inventory of this property is to be maintained by the facility permanently. The inventory should include not only the list of articles inventoried, but the date the inventory took

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place and by whom the inventory was conducted. Similarly, when personal property is claimed, the name of the person who claimed it, the individual's written authorization for this purpose and the date of reclamation should be made a part of the facility's permanent record.

3) CONTRABAND RECORDS - A record of all contraband seized, both legal and illegal, is to be maintained by the facility. The record should include a list of items confiscated, by whom, ownership if known, and the date and disposition of the items. This, too, should be considered a permanent record.

SECTION IV - FACILITY REPORTING REQUIREMENTS

A. REPORTING WORK RELEASE INCIDENTS

Whenever a serious incident involving a work release occurs, the facility supervisor, or staff person in charge, shall immediately telephone pertinent information about the incident to the Work Release Administrator or the Deputy Secretary of Field Services. Reports made after working hours and on weekends and holidays should be directed to the assigned central duty officer, a list of which should be distributed to each staff person. A serious incident may include, but is not necessarily limited to: crimes of violence; automobile accidents causing injury to others; crimes involving large sums of money or expensive property; arrests involving violation of the controlled substances act or federal drug abuse laws; and serious disturbances within the facilities themselves.

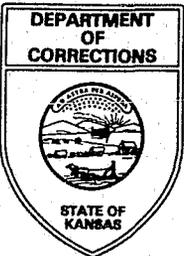
Whenever an incident is reported by telephone, it is to be followed-up within 24 hours or on the first working day following the incident by a narrative report, giving full details to include: persons involved; time; place; and status of case at time of report. The report should be directed to the Work Release Administrator (see Policy/Procedure 408).

B. ESCAPE PROCEDURE - REPORT

It is extremely important that an escape be reported in an appropriate manner and as soon as it has been determined that an escape has occurred. At no time is the facility to allow more than one hour to elapse after it has been determined that the resident is absent without leave before reporting that escape. Thus, if a work releasee does not return from work at the normal time, 5:00 P.M., for instance, and his/her whereabouts are unknown, his/her escape must be reported no later than 6:00 P.M. the same day. In those instances where one hour has not elapsed, but all indications are that a resident has escaped, notification procedures should begin immediately. The procedures to be used in case of escape, regardless of when the escape occurred, are as follows:

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- 1) Immediate contact with local law enforcement agencies and the state patrol, giving as much accurate, precise and detailed information regarding the incident as possible; i.e., full description of the individual, time last seen, place last seen, mode of dress, and the offense on which the individual was incarcerated.
- 2) Telephone contact should be made with the Work Release Administrator, Special Investigator, or the duty officer, again, with detailed information regarding the incident as outlined in Administrative Procedure.
- 3) Within 24 hours a written follow-up report should be made giving full details of the incident. This will be directed to the Department of Corrections.
- 4) If the facility wishes to press escape charges, it should contact the local prosecuting attorney and follow-up with the appropriate procedures.
- 5) If an escapee is apprehended within the jurisdiction of the work release facility, that facility should notify the Central Office and all other concerned agencies.

C. MONTHLY ACTIVITY REPORTS

A monthly summary is to be prepared by each work release facility on the forms provided by the Central Office Research and Planning Section. The information contained in the summary provides the basic data for statistical reports concerning population movement, disciplinary cases, personnel, fiscal expenditures, resident income, etc. All information is to be computed on a monthly basis only. Care should be taken to provide accurate and complete information as the figures will frequently be used for publication and budgetary requests. The last day of the month should be considered the cutoff date for the monthly summary and it should be submitted to the Central Office by the 10th of the succeeding month.

D. MONTHLY PARTICIPANT EARNINGS LOG

A monthly report to the Work Release Administrator regarding participant earnings will be prepared by the Account Clerk using form WR-08. This report should represent all transactions involved with each participant's work release account during the calendar month, including total income, withdrawals for dependent support payments, legal debts, personal spending, maintenance, and, transportation, etc. This report should be prepared after the monthly transactions for maintenance and transportation are completed and should be available to the Central Office about the 5th of the month. A composite of work release earnings for the entire program will be prepared by the Work Release Administrator's staff and will be made available to the Department for statistical purposes.

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VI. FIELD SERVICES MANAGEMENT

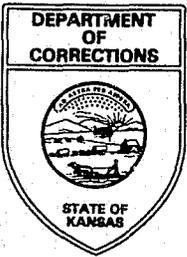
 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 601	PAGE NUMBER: 23 of 23
	SUBJECT: Supervision and Operation of Work Release Program	

E. WEEKLY WORK RELEASE DATA SHEET

Because of the constant change in participants' status within the program relative to position of employment, work hours, parole eligibility status, etc., a weekly "Data Sheet" (WR-10) shall be maintained for use within the facility by staff and a copy sent to the Work Release Administrator. This report should be prepared at the week's end so the information will be current on Monday. Informational categories on the data sheet should include the participant's name and institutional number; date received into the facility or program; date on which employment began; name and address of employer and of job site, if different; regularly assigned work days and hours; method of transportation; and parole status.

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VI. FIELD SERVICES MANAGEMENT

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 602	PAGE NUMBER: 1 of 2
	SUBJECT: Probation/Parole Services	

Policy of the Department:

The Department's Probation and Parole Services shall supervise those individuals who are placed on probation by the district courts, within the Department's jurisdiction until released by such courts, and all inmates granted parole release by the Kansas Adult Authority (KAA) for the length of time specified by the KAA.

Procedure:

1. Probation Services -

a. Probation release may be granted by court order to inmates within the first 120 days after beginning of sentence as determined by the district courts.

Supervision of probation cases is divided among six counties, supervising probationers independently of the Department, and the remaining counties under the jurisdiction of the Department. Probationers under the jurisdiction of the Department shall be supervised during their entire probation period by personnel from the Probation and Parole Services division, and shall be subject to the adherence of the terms and conditions of their status as indicated by the district courts granting probation.

2. Parole Services -

a. Parole release of an inmate is determined by the KAA when a parole hearing takes place after the inmate has been certified to the KAA as eligible for parole by the Secretary of Corrections, based upon a Unit Team's evaluation and recommendation.

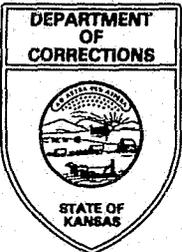
1) The initial step toward an inmate's potential parole release is taken by the institution Unit Team, who make a recommendation based upon their determination of a parole eligible (minimum I custody level) inmate's readiness to get out of prison and re-enter society successfully. Factors to be considered by the Unit Team in recommending an inmate for parole include:

(a) Successful completion of programs in the institution, although this is not a controlling factor since an inmate is encouraged, but not required, to participate in a rehabilitation plan.

(b) A record of good behavior and attitude. This is a controlling factor since a poor behavior and attitude record does not indicate a potentially successful adjustment in society whether the rehabilitation plan has been completed well or not. On the other hand,

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VI. FIELD SERVICES MANAGEMENT

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 602	PAGE NUMBER: 2 of 2
	SUBJECT: Probation/Parole Services	

an unsuccessful rehabilitation program record, or non-participation in a plan, but good attitude and behavior record, should not deter the unit team from making a recommendation.

(c) Favorable psychiatric evaluation and progress reports.

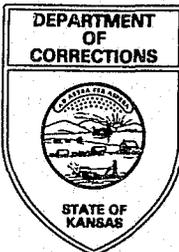
b. Guidelines concerning all aspects of the parole process, including revocation and final discharge, shall be in accordance with the KAA's Regulations Manual. Guidelines concerning Executive Clemency Procedures shall also be in accordance with the KAA's Regulations Manual.

All conditions and terms imposed upon a parolee shall be in accordance with the KAA's Certificate of Parole, which the inmate acknowledges by signing. A copy of all terms and conditions a parolee is subject to shall be given to the parolee prior to his release.

c. Regulations and procedures governing the extension of probation and parole services shall be in accordance with the Field Services Division's Policy and Procedure Manual.

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VI. FIELD SERVICES MANAGEMENT

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 603	PAGE NUMBER: 1 of 2
	SUBJECT: Jail Inspection	

Policy of the Department:

In accordance with the provisions of K.S.A. 75-5228, the Secretary of Corrections shall conduct annual inspections of each county and city jail or lock-up facility to ensure their responsiveness to the Department of Corrections Advisory Jail Standards and Procedures.

Procedure:

1. Inspections of each county and city jail or lock-up facility shall be conducted by the Jail Inspection Section on an annual basis, and also when specific complaints of jail conditions are lodged with the Department by other state agencies, inmates or ex-inmates of jails, local officials, or any private citizen. The Field Services Division may request assistance from the Secretary of Health and Environment, and/or the State Fire Marshall's office.

Department officials may also serve as consultants whenever new construction or renovation of a facility is planned.

2. When inspection of a facility reveals failure to meet the recommended sanitation and safety standards set forth in the Department's Advisory Jail Standards and Procedures Manual, the Secretary may recommend that the facility be abandoned or substantial improvements be made thereto. If the Secretary does make such recommendations, a committee shall be set up for the purpose of review and support or rejection of the recommendations.

a. If a county facility is cited, the review committee shall be comprised of:

(1) The judge of the district court of the judicial district in which the jail is located, or, if the district court has more than one division, the administrative judge of such court.

(2) The county attorney or district attorney of the county or district in which the jail is located.

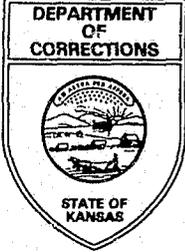
(3) The chairman of the board of county commissioners of the county in which the jail is located.

b. If a city jail is cited, the review committee shall be comprised of:

(1) The judge of the district court of the judicial district in which the jail is located or, if the district court has more than one division, the administrative judge of such court.

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VI. FIELD SERVICES MANAGEMENT

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 603	PAGE NUMBER: 2 of 2
	SUBJECT: Jail Inspection	

(2) The city attorney of the city in which the jail is located.

(3) The mayor of the city in which the jail is located or, if the city has no mayor, a person designated by the governing body of such city.

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STATE OF KANSAS
DEPARTMENT OF CORRECTIONS

CONDITIONS OF WORK RELEASE AGREEMENT

NAME _____ NUMBER _____
 _____ WORK RELEASE
 FACILITY _____

For the privilege of participating in the Work Release Program, I hereby agree to the following rules:

1. I will at all times conduct myself with propriety so as not to bring discredit upon myself, the Work Release Program, my employer, or the institution/facility of my confinement.
2. I will obey all Federal, State, and local laws and departmental regulations and instructions of the facility wherein I am housed.
3. I will not change nor deviate from my approved work plan without consultation with the counselor and an alternate plan has been approved.
4. I will directly and promptly proceed to and return from my designated location by the approved method of transportation, route and time.
5. I will remain within the designated area of my Work Release plan.
6. I will return to my Work Release Facility immediately and without delay if approved work, training, or service ceases prior to the end of the scheduled time for the termination thereof.
7. I will make no contact either personal, telephone, or otherwise, with any individual on behalf of another inmate confined within an institution.
8. I will refrain from consuming any alcoholic beverages and/or any narcotics, or other drugs not prescribed as medication.
9. In the event of a strike, I will express no sentiments either for or against labor or management.
10. In the event of difficulty, I will contact the Work Release Center at the earliest possible time.
11. I understand that if I should willfully fail to remain within the extended limits of confinement or to return within the time prescribed to the place of confinement, such shall be deemed as an aggravated escape from custody and shall be punishable as prescribed by law.
12. I understand that the Department of Corrections will credit my account with wages paid and furnish me a receipt together with a statement of deductions made by my employer. I further understand that while the Department of Corrections will account for the wages and deductions according to the agreement that it is my responsibility to see that wages and deductions have been properly computed by my employer.

I hereby certify that the above Work Release conditions have been read and explained to the inmate.

The above Work Release conditions have been read and explained to me, and I do hereby agree to abide by these conditions.

 Late Title

 Date Inmate

DEPARTMENT OF CORRECTIONS
INMATE WORK RELEASE PLAN AGREEMENT

NAME _____ NUMBER _____
_____ WORK RELEASE FACILITY _____

In accordance with the provisions of K.S.A. 1973 Supp. 75-5267 and 75-5268 and Rules established by the Department of Corrections for the administration of a Work Release Program, the Department of Corrections does hereby extend the limits of confinement for the above-named inmate to allow him to participate in the following (work) (study) Release Plan:

This inmate will be housed in a Work Release facility located in _____ County.

1. Designated Location: (Employer, School, Facility, or Other)

Employer's Name _____
Address _____ Telephone Number _____
Job Title _____ Immediate Supervisor _____
Wages _____ Working Days Per Week Are _____ Through _____
Working Hours Will Begin At _____ And End At _____

2. Transportation: Times, Route, and Method are as follows:

Leave Work Release Facility at _____ a.m./p.m., with method of transportation being _____. Return to Work Release Facility by _____ a.m./p.m.
Method of transportation _____
Route to and from work _____

3. Earnings shall be paid or payable directly to the participant by the employer. It shall be accounted for as described in paragraph #12 Form WR-04 of the agreement. As provided by statute, earnings will be distributed by the Department of Corrections in the following manner:

- (a) Board and room at the rate of \$ _____ per _____.
- (b) Clothing and/or tools as necessary.
- (c) Necessary travel expense to and from work at the rate of \$ _____ per _____.
- (d) Incidental expenses at the rate of \$ _____ per _____.
- (e) Support of Dependents, if any, at the rate of 75% of net pay following deduction of a, b, c, and d above to be paid to:

_____ Name _____ Address _____

(f) Payment of legal debts, either acknowledged in writing or reduced in judgment, at the rate of 25% of net pay if item 'e' above is not applicable.

\$ _____ per _____ to _____
\$ _____ per _____ to _____

(g) The balance of participant's earnings, if any, shall go to the participants Work Release account.

I hereby certify the above Work Release Plan has been explained to the inmate.

The above Work Release Plan has been read and explained to me, and I do hereby agree to participate under said conditions.

_____ Date _____ Title _____

_____ Date _____ Inmate _____

STATE OF KANSAS
DEPARTMENT OF CORRECTIONS
EMPLOYMENT PLAN/INFORMATION

EMPLOYMENT OFFER FOR INMATE: _____ INSTITUTIONAL NO. _____

JOB TITLE: _____

WAGES: RATE _____ PER _____ PAY PERIOD _____
(OVERTIME) _____ PER _____

WORK HOURS: BEGINNING AT _____ ENDING _____

WORK DAYS: _____ THROUGH _____

EMPLOYMENT TO BECOME EFFECTIVE _____

This Work Release Plan neither constitutes nor implies a contractual agreement between the Department of Corrections and the employer.

I understand and agree to the following policies:

- (1) No inmate in the Work Release Program is to be considered an agent of the State of Kansas.
- (2) Employed inmates shall be covered by the employer's insurance, and/or workmen's compensation insurance as required by law.
- (3) In the event of a strike, the inmate will be withdrawn from the employment for the duration of the strike.
- (4) The consumption of alcoholic beverages and/or narcotics, or other drugs not lawfully possessed by the inmate is prohibited.
- (5) The inmate must return to the facility immediately upon the conclusion of each day's work, overtime must be reported by the work supervisor before the end of the normal work period.
- (6) The wages of Work Release participants are to be made payable to the participant. This remittance should be on a standard payroll check. Accompanying the check should be a statement of deductions made, showing also the name of the employee, the pay period, and the computation of the gross wages.

It is further understood that Work Release employees are subject to the same deductions for tax and social security as any other employee.

NAME: _____

_____ TITLE _____

ORGANIZATION OR COMPANY: _____

ADDRESS: _____

DATE: _____ TELEPHONE NUMBER: _____

DEPARTMENT OF CORRECTIONS

REPORT OF STATUS CHANGE AND/OR REMOVAL FROM W/R PROGRAM

NAME _____ INSTITUTION NUMBER _____

EMPLOYER _____ W/R FACILITY _____

PART I

A. The above-named inmate's work release status is to be changed effective

_____ as follows:
(Date)

1. () Termination, because of completion of program

2. () Other. Specify _____

B. His employer was notified of the suspension or completion on _____
(Date)

His last day of employment under the program was _____
(Date)

His last day housed in his W/R Facility was _____
(Date)

C. Inmate owes \$ _____ to the _____
(Name of Fund - Do not fill out for maintenance)

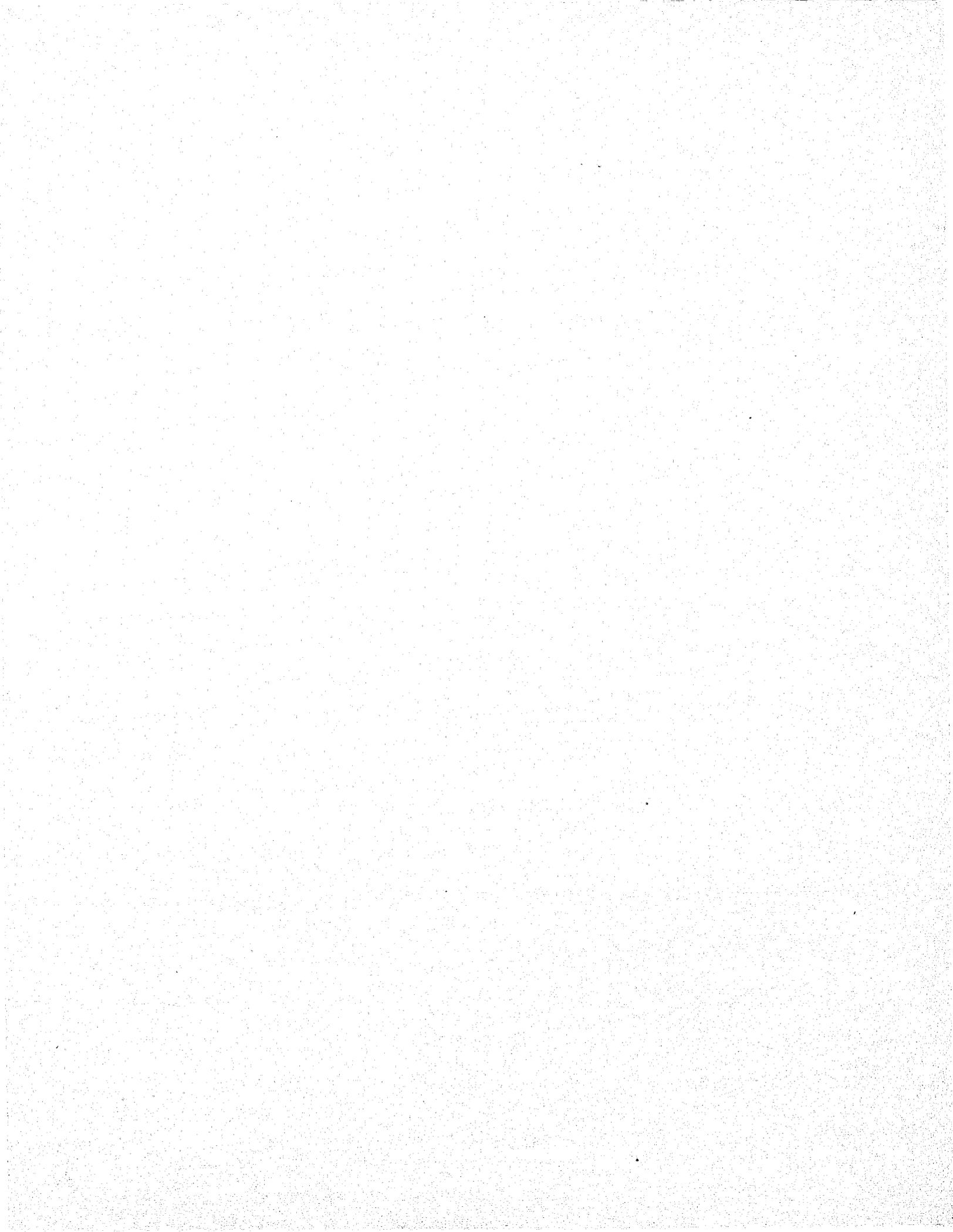
D. If parolee, new address of inmate _____

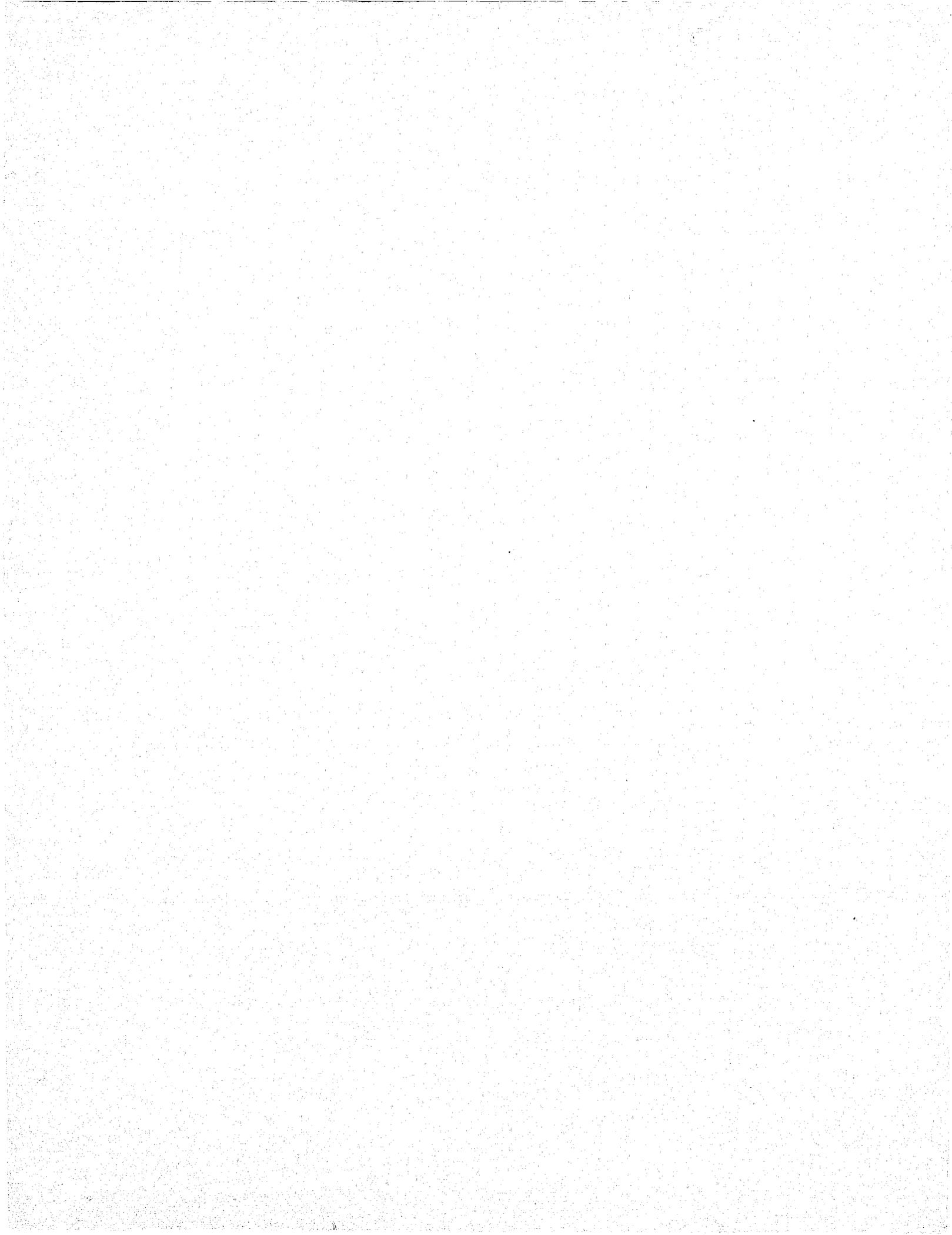
Parole Supervisor: _____

E. Recommendation: _____

Work Release Coordinator







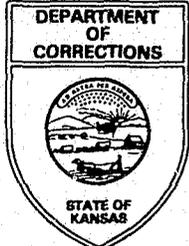
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SECTION VII

PERSONNEL

VII. PERSONNEL

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 701	PAGE NUMBER: 1 of 4
	SUBJECT: Personnel Appointments in the Classified Service	

Policy of the Department:

All original and promotional appointments of personnel in the Department of Corrections to positions in the classified service shall be in accordance with Kansas Statutes, the Department of Administration Personnel Regulations, and the Department of Corrections' Policies and Procedures.

All applicants for an original or promotional appointment to a position within the Department of Corrections must possess the minimum education and experience as required in the classification specifications for that position prior to entering on duty.

All personnel transactions must be routed through the Personnel Management Section for review.

All official contacts with and inquiries to the Division of Personnel will be initiated by the Central Office.

Procedure:

1. Interpretations and Clarifications of Policies, Rules, or Regulations - Questions regarding interpretation or clarification of state personnel regulations, the Employees Manual of Rules and Regulations, the Department's Policies and Procedures, and pertinent Kansas Statutes which cannot be satisfactorily resolved at the institutional level shall be referred to the Personnel Management Services Section in the Central Office.

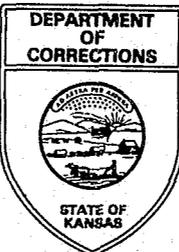
2. Approval Prior to Appointments -

a. Classifications Assigned to Salary Range 18 and Above: Prior to commitment to any applicants to an original or promotional appointment in this category all required forms and data, including proof of education, must be submitted to the Personnel Management Section of the Division of Management Services of the Central Office. After review for compliance with minimum qualifications, regulations, and policies, the data will be returned to the initiating unit for final appointment processing.

b. Classifications Assigned to Salary Range 17 and Below - All original and promotional appointments to positions in this category will be completed by the originating institution, region, or facility and referred, with completed required forms, to the Personnel Management Services Section of the Central Office for review and routing to the Division of Personnel for processing.

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VII. PERSONNEL

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 701	PAGE NUMBER: 2 of 4
	SUBJECT: Personnel Appointments in the Classified Service	

3. Background Check - All employees on original appointments will be subject to a background check and will be required, as a condition of employment, to sign a waiver and release allowing necessary record checks.

4. Physical Examinations - Original appointments of Correctional Officers, Food Service, and Maintenance employees require, as a condition of employment, the completion of a medical history questionnaire and certification by a medical doctor stating the applicant is physically able to perform all assigned duties. An Appointing Authority may, at any time he/she deems necessary, require a physical examination to determine if an employee is medically capable of performing assigned duties.

5. Minimum Educational Requirements -

a. Minimum Eighth Grade or Less: No documentation or proof is required. All information showing name, address of school attended, and highest grade attained must be accurately listed on all forms where re-

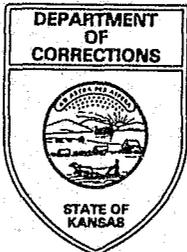
b. Minimum High School Graduation or the Equivalent: All original or promotional appointments to a position requiring high school graduation or the equivalent must be accompanied by documented proof (diploma or State Certificate of Academic Achievement). Those applicants claiming a Certificate of Academic Achievement from the United States Armed Forces Institute must submit an official copy of their scores showing they have met the state minimum standards (no score below 25 and a minimum cumulative score of 225 or above). G.E.D. certificates from states other than Kansas are acceptable.

c. Associate of Arts Degrees or other college credits - All original or promotional appointments where credit is claimed for college work must be accompanied by official transcripts from accredited colleges or universities. Unofficial copies will not be accepted. Care must be exercised by the Appointing Authorities that the fields of specialty for an A.A. degree or college credits claimed are those required in classification specifications.

d. Minimum of Bachelor's or Higher Degree - All original or promotional appointments to classes requiring graduation from an accredited college or university with a bachelor's (or higher) degree must be accompanied by official transcripts. Unofficial copies will not be accepted. Care must be exercised by Appointing Authorities that the field of specialization is in accordance with that required in the applicable classification specifications.

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VII. PERSONNEL

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 701	PAGE NUMBER: 3 of 4
	SUBJECT: Personnel Appointments in the Classified Service	

6. Provisional Appointments - Provisional appointments can only be made if there are no applicants on an appropriate eligible register or if all of those currently on the register state they are not interested in the position and Provisional Authority has been granted by the Division of Personnel.

a. Written authority for a provisional hire must be obtained from the Division of Personnel before any provisional appointment can be made.

b. All provisional appointments, when submitted to the Personnel Management Services Section, must be accompanied by one or more of the following as required:

(1) DA 205 - (Statements to Accompany Provisional Appointments) completed in full and signed by appointee and the Appointing Authority;

(2) Proof of Education - (see section 5, paragraphs a through d of this policy)

(3) DA 203 - (application for Clerical Examinations) for appointments to classified positions for which there is: (1) an in-date Civil Service announcement for a written examination or (2) a Civil Service announcement for open-continuous written examinations.

(4) PD 932 - (application for Clerical Examinations) for appointments to classified clerical positions (identified by class on PD 932 form) for which there is: (1) an in-date Civil Service announcement for a written examination or (2) a Civil Service announcement for open-continuous written examinations.

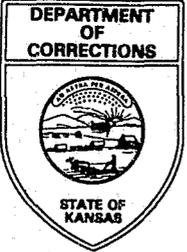
(5) Unassembled Examinations Booklet for Provisional Appointments to those classified positions for which there is an in-date Civil Service Announcement for an examination which consists of a rating of training and experience; or have been announced for open-continuous examination of this same type.

7. Temporary Appointment - Temporary Appointments can only be made for a period not to exceed three (3) months (see KSA-75-2948). Successive temporary appointments shall not be made to the same position (Dept. of Administration per Regulation 1-7-8).

a. Eligible Register - If an Appointing Authority intends to make a Temporary Appointment, an eligible register must always be requested from the Division of Personnel in accordance with Department of Administration Personnel Regulations 1-7-8. This action permits the Division

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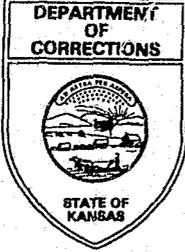
 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 701	PAGE NUMBER: 4 of 4
	SUBJECT: Personnel Appointments in the Classified Service	

of Personnel to certify, in accordance with the law, those who have indicated a willingness to accept a Temporary Appointment and are deemed qualified for the position.

b. Provisional-Temporary Appointments - An Appointing Authority may appoint any applicant who meets the minimum qualifications for a temporary position if the eligible register is returned from the Division of Personnel with Provisional Authority which is usually effective only for a maximum of 30 days.

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VII. PERSONNEL

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 702	PAGE NUMBER: 1 of 2
	SUBJECT: Appointments to Unclassified Positions	

Policy of the Department:

All appointments to the unclassified positions in the Department of Corrections shall be in accordance with Executive Order of the Governor, State Finance Council Action, pertinent Kansas Statutes, Department of Corrections Policies and Procedures and the Department of Administration Personnel Regulations.

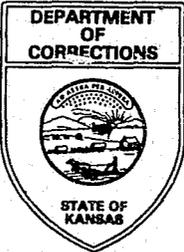
All persons appointed to an unclassified position in the Department of Corrections must possess the required qualifications as fixed by statute or as prescribed by the Secretary of Corrections.

Procedure:

1. The only positions in the Department of Corrections in the unclassified service below the level of Secretary are: Deputy Secretary of Corrections (KSA 75-5204, as amended); Physicians (KSA 75-5250, as amended); Attorneys (KSA 75-5250, as amended); and Correctional Officer Interns (KSA 75-5250, as amended).
2. Compensation for the Unclassified Position - Salaries for unclassified positions, except those fixed by statute, can only be established by the State Finance Council and shall not be paid until approved by said council (KSA 75-2935 b, as amended).
3. Minimum Qualifications - All appointments to positions in the unclassified service must possess the minimum educational and experience qualifications as fixed by statute and/or as prescribed by the Secretary of Corrections.
4. Appointment transactions - All appointments to unclassified positions must be on the forms (DA 216) as required by the Department of Administration Personnel Regulations and submitted to the Personnel Management Section in the Central Office in a timely manner for processing.
 - a. Physicians - Prior approval shall be obtained from the Secretary of Corrections by Appointing Authorities before appointing a physician to the unclassified service by submitting a letter of request accompanied by a curriculum vitae and a salary schedule (as approved by the State Finance Council). All Physicians must possess, at time of appointment, a valid license to practice medicine in Kansas. Temporary fellowship licenses are acceptable for only a maximum of two years after entering on duty (KSA 65-2895, as amended).

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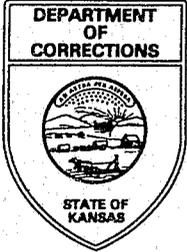
 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 702	PAGE NUMBER: 2 of 2
	SUBJECT: Appointments to Unclassified Positions	

b. Attorneys - Prior approval shall be obtained from the Secretary of Corrections by Appointing Authorities before appointing an Attorney to the unclassified service by submitting a letter of request accompanied by a resume and proof of being licensed to practice law in the State of Kansas.

c. Correctional Officer Interns - See Personnel Policy/Procedure 713.

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VII. PERSONNEL

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 703	PAGE NUMBER: 1 of 2
	SUBJECT: Personnel Disciplinary Administration	

Policy of the Department:

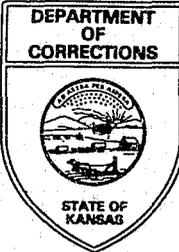
Disciplinary action may be initiated against an employee for causes as defined by the Department's policies, rules, and regulations. Such action may include reprimand, demotion, suspension, or dismissal. All action taken by the Department shall be in accordance with the Kansas Department of Administration Personnel Regulation 1-11-6.

Procedure:

1. The Appointing Authority may initiate disciplinary action if it is determined that an employee has been:
 - a. Found to be incompetent in the performance of duties.
 - b. Found to be negligent which as a result allowed an inmate to escape.
 - c. Found to have been responsible for gross misconduct.
 - d. Found to have violated the rules and regulations contained in the Department's Employee's Manual of Rules and Regulations or Field Services Operations Manual; violated an institution's or facility's general orders; or violated the Department's policies and procedures.
 - e. Found to be in neglect of duties assigned.
 - f. Found to have been drinking alcoholic beverages, using illegal drugs, or being intoxicated in any manner while on duty or in uniform.
 - g. Found to have made a false statement in any official capacity.
 - h. Convicted of a crime.
 - i. Found to be bringing contraband into an institution or facility.
 - j. Found to have been insubordinate.
2. The Department shall implement the Civil Service procedures (Department of Administration Personnel Regulation 1-11-6) for notifying an employee of his/her proposed suspension, demotion or dismissal and the effective date thereof, and shall inform the employee of his/her opportunity to reply to the proposed disciplinary action, in writing or in person or both, before his/her Appointing Authority.

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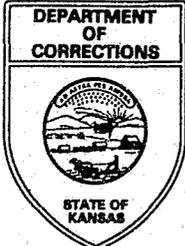
 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 703	PAGE NUMBER: 2 of 2
	SUBJECT: Personnel Disciplinary Administration	

3. Copies of all records and reports of disciplinary actions involving employees of the Department must be sent to the Central Office for inclusion in a confidential personnel file. Records and reports shall be maintained of each incident in which an employee shows incompetency or is guilty of violating any rule, regulation or general order. All disciplinary proceedings shall include a discussion between the immediate supervisor and the employee affording him/her an opportunity to respond to the allegations. Memoranda shall be written on all discussions with a copy sent to the Central Office fully describing items discussed and actions taken, if any.

4. All employees are responsible for reporting to their immediate supervisors every instance of violations by other employees which come to their attention. The supervisors shall inform administrative officials in order that investigation and appropriate action can be taken in a timely manner.

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VII. PERSONNEL

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 704	PAGE NUMBER: 1 of 2
	SUBJECT: Termination of Employment	

Policy of the Department:

All terminations from employment with the Department of Corrections shall be in accordance with the Department of Administration Personnel Regulations.

Procedure:

1. Employee Resignations - In accordance with the Department of Administration Personnel Regulations "any employee wishing to leave the classified service in good standing shall file with his Appointing Authority at least one week before his last day at work a written resignation stating the date it shall become effective and the reasons for leaving." If an employee fails to give adequate notice, an Appointing Authority may indicate the employee's failure to comply with notification procedures in his/her permanent record.

2. Terminal leave - Each employee who resigns or is otherwise separated from the service shall be paid for his accumulated vacation time at the same time as he is paid for his last day at work. Pay for vacation leave to his credit shall be calculated on the same basis as the time for which he is to be paid for work during the current month, except that holidays which fall within the period of time represented by the leave credit shall be counted as working days. Pay for such vacation credit shall be a lump sum addition to the employee's last paycheck. No employee shall earn credit for vacation, sick leave or holidays after the date of his resignation or other type of separation from the service.

No employee shall receive pay for accumulation of vacation time unless he has been employed six full months.

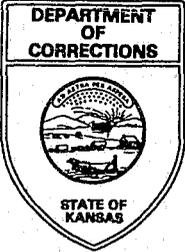
3. Unauthorized Absences - Unauthorized and unexplained absences from duty for five (5) working days or more shall be considered by the Department as abandonment of the job and a presumed resignation and shall be treated as such after the five-day period has elapsed.

4. Exit Interviews - Exit interviews with employees which allow them the opportunity to relate the reason(s) for leaving the Department shall be conducted prior to their last day at work.

Appointing authorities shall review all exit interviews of former employees and will submit a quarterly "Termination and Disciplinary Report" to the Central Office in accordance with the Department's Affirmative Action Plan.

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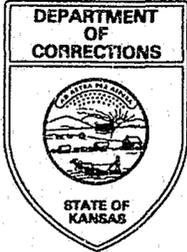
 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 704	PAGE NUMBER: 2 of 2
	SUBJECT: Termination of Employment	

5. Dismissal of Provisional, Probationary and Temporary Employees - All provisional, probationary and temporary employees to be dismissed from employment shall receive written notification including the reason for their termination from his/her Appointing Authority.
6. Dismissal of Employees on Permanent Status - The dismissal of permanent employees shall be in accordance with Department of Administration Personnel Regulations 1-11-6, 1-11-2 and 1-10-7 paragraph F. All letters of proposed disciplinary action under these regulations shall include notice to the employee of their rights of appeal.
7. Within 24 hours after personnel termination action is taken, all prescribed forms shall be completed by the Appointing Authority and shall be forwarded to the Secretary of Corrections' Office for final processing.

All forms for final pay purposes received in the Central Office within 24 hours after termination action shall be immediately forwarded to the Division of Personnel for payment processing. It is mandatory that all termination forms be forwarded in the above prescribed time period to ensure the orderly processing of final pay to employees.

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VII. PERSONNEL

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 705	PAGE NUMBER: 1 of 1
	SUBJECT: Employment of Personnel with Relatives Under the Custody of the Secretary of Corrections	

Policy of the Department:

No person shall be appointed or permitted to continue employment with the Department of Corrections without written approval of his/her Appointing Authority where he or she has a relative under the custody of the Secretary of Corrections.

Procedure:

1. Incumbent employees - If an incumbent employee becomes aware that a relative may be or is incarcerated or may come under the jurisdiction of the Secretary of Corrections, the employee must submit a written report, in a timely manner, to his/her Appointing Authority.
2. Original appointment - Prior to establishing a starting date for job applicants, it is the responsibility of those persons conducting hiring interviews to determine if the potential employee has a relative presently under the supervision of the Secretary of Corrections. False statements or any misrepresentation during interviews or in application forms will be considered grounds for rejection of a candidate. In cases of employment, any false statement will be considered cause for immediate disciplinary action.
3. Relative - By definition those would include: spouse, child, parent, brother, sister.

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 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 706	PAGE NUMBER: 1 of 1
	SUBJECT: Employment of Relatives	

Policy of the Department

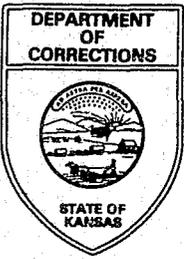
Immediate family members working within the same Department of Corrections institution facility or field service region shall not be permitted to have assignments on the same shift in the security force or in the same Department or same sub-unit thereof.

Procedure:

Immediate relative includes spouse, child, parent, brother, sister.

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VII. PERSONNEL

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 707	PAGE NUMBER: 1 of 2
	SUBJECT: Leave Policy - Classified and Un- classified Service	

Policy of the Department:

Leave benefits shall be the same for all Department of Corrections personnel, whether in the classified or unclassified service, and shall conform to the Kansas Department of Administration Personnel Regulations.

Procedure:

1. Annual Leave -

Annual leave shall be granted at times convenient to an institution or facility and is subject to the approval of the Appointing Authority.

2. Sick Leave -

Employees shall make every attempt to report a confining illness to their supervisors in advance of duty hours and to notify supervisors one (1) day prior to returning to duty, if possible and applicable.

3. Funeral Leave -

a. Funeral leave may be granted employees upon the death of a close relative. Factors of relationship and necessary travel time will be considered in determining the proper amount of leave to be granted.

b. In most instances close relative shall mean: mother/father, sister/brother, son/daughter, grandparents/grandchildren, foster children/parents, mother/father-in-law, sister/brother-in-law, son/daughter-in-law.

4. Jury Duty Leave -

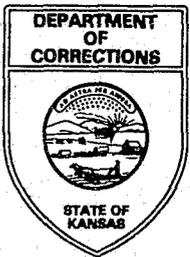
Permanent, probationary or provisional employees will be granted leave for required jury duty or for any other required appearance before a court, legislative committee or other official judicial or quasi-judicial body.

5. Military Leave -

Permanent, probationary and provisional employees will be granted leave not to exceed 15 calendar days per year to attend state or national guard annual training, official calls to emergency duty, or annual active training duty in an organized military reserve unit.

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 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 707	PAGE NUMBER: 2 of 2
	SUBJECT: Leave Policy - Classified and Un- classified Service	

6. Compensatory Time -

Compensatory time must be authorized in advance by the responsible supervisor before being liquidated by personnel.

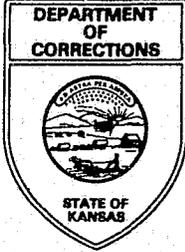
7. Leave Without Pay -

a. A permanent employee may be granted leave without pay for a reasonable period of time consistent with the effective fulfillment of the agency's duties, but not to exceed one year. Such leave, if it is to exceed 30 calendar days, shall be requested in writing by the employee and shall require written approval of the Appointing Authority.

b. Any employee without permanent status may be granted leave without pay for a period not to exceed 30 days for sickness, disability or other good and sufficient reason which is considered to be in the best interest of the service.

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VII. PERSONNEL

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 708	PAGE NUMBER: 1 of 1
	SUBJECT: Financial Responsibility	

Policy of the Department:

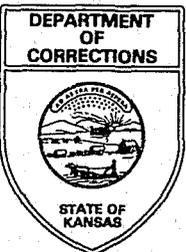
Employees are expected to pay their just debts and to handle their financial obligations in such a manner so as not to fall into substantial debt. Financial embarrassment on the part of an employee may subject such employee to temptation and economic pressures which may jeopardize the security of the correctional institution. Disciplinary action may be initiated against an employee for financial irresponsibility. Such action may include dismissal.

Procedure:

1. The institution Director may initiate disciplinary action if it is determined that an employee evaded or failed to pay lawful debts or is otherwise financially irresponsible.
2. If disciplinary action is taken, the Department shall implement the civil service procedures, as described in the Department of Administration Personnel Regulation 1-11-6, which requires notification to the employee of the proposed suspension, demotion, or dismissal and the effective date thereof. The employee shall be given an opportunity to reply to the proposed disciplinary action.

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VII. PERSONNEL

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 709	PAGE NUMBER: 1 of 2
	SUBJECT: Conflicting Employment	

Policy of the Department:

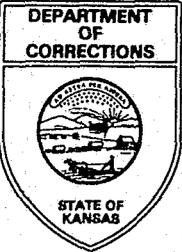
All employees desiring to engage in an extra employment enterprise or activity outside their Departmental position must secure the approval of their Appointing Authority to ensure that such employment shall not be in conflict with the interests of the Department.

Procedure:

1. Every employee, before engaging in any outside employment, activity or enterprise shall submit a statement to his/her Appointing Authority naming the prospective employer (if any), his/her address and telephone number, and an outline of the proposed duties or activities. This shall be in sufficient detail to enable administrative personnel to determine whether in their opinion, the proposed activity conflicts with Department of Corrections' employment. The employee shall be notified of the findings.
2. Any employee who fails to obtain permission from his/her Appointing Authority to engage in outside employment, activities, or enterprise shall be subject to disciplinary action, including dismissal.
3. Employment, enterprise, or activity considered to be of conflicting interest to the Department includes:
 - a. Employment in any business or activity which takes advantage of the employee's position with the Department for personal gain or profit.
 - b. Employment at any bar, race track, legal or illegal gambling in any form, or any night club.
 - c. Employment which will prevent a prompt response to a call to report for duty in an emergency, or when otherwise required to be present by his supervisor or institution Director.
 - d. Employment or participation in any activity of an illegal nature.
 - e. Any employment or other activity which will prevent the employee from doing his job as an employee of the Department in an efficient and capable manner.
 - f. Participating as a specialist to give testimony for the defense which may result in the defendant being sentenced to an institution of the Department except in cases wherein the Department or institution is party to the action.

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 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 709	PAGE NUMBER: 2 of 2
	SUBJECT: Conflicting Employment	

g. Using for private gain the time, facilities, equipment or supplies of the State.

h. Providing confidential information to persons to whom issuance of such information has not been authorized.

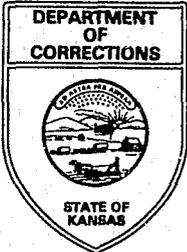
i. Serving, either as an officer, member of the board of directors, or in any capacity for consideration, the interests of any corporation, company, association, partnership or private business which transacts business with the State of Kansas for profit when such employee holds a state position of review or control -- even though remote -- over such business transactions.

j. Serving as a peace officer, private investigator, or security guard for any other governmental agency, unit of county or local government, or private business paid or unpaid is prohibited.

k. The employment and activities listed above do not include all those which may be prohibited.

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VII. PERSONNEL

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 710	PAGE NUMBER: 1 of 2
	SUBJECT: Employee Grievance Procedure	

Policy of the Department:

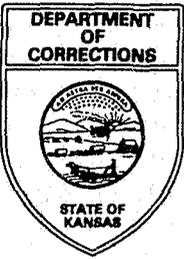
All employees shall have the right to express a grievance relating to their employment with the Department.

Procedure:

1. All grievances and responses to grievances must be in writing.
2. If the time limits of the procedures are violated without good cause, the employee has the right to by-pass the unresponsive level and proceed to the next level of authority.
3. Unless the time limits have been violated, the employee is required to proceed through the following designated steps of the grievance procedure.
 - a. A grievance should be first submitted in writing by the employee to his immediate supervisor, unless the supervisor is directly involved in the grievance. The supervisor should investigate the complaint, attempt to resolve the grievance with the employee and should respond in writing to the complainant within five working days after receiving the grievance. If the supervisor is an interested party in the grievance, the employee should proceed to the second level and file his grievance with the appointing authority.
 - b. If the complainant is not satisfied with the supervisor's response, an appeal in writing must be filed to their Appointing Authority within five working days after receiving the initial response. The Appointing Authority should attempt to resolve the grievance and respond within five working days in writing to the complainant.
 - c. If an employee is still not satisfied with the Appointing Authority's response, a request to the Appointing Authority may be filed to submit the grievance to a three-member grievance committee. The Appointing Authority shall appoint three disinterested members to serve on a grievance committee. The request for a hearing must be filed within five working days after receiving the Appointing Authority's response and if denied, the response from the Appointing Authority with appropriate reasons should be delivered to the complainant in writing. The hearing should be as informal as possible. The complainant may explain the grievance. The Appointing Authority or a representative of the Appointing Authority may explain the reasons behind the response. The committee may question anyone needed to resolve the issue. The committee should meet within ten days upon receipt of the request for a

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 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 710	PAGE NUMBER: 2 of 2
	SUBJECT: Employee Grievance Procedure	

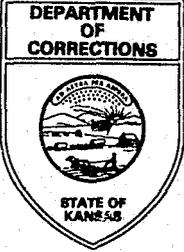
hearing, and the complainant should receive the results of the hearing in writing.

d. If the grievance is still not resolved, the employee may file a final appeal to the Secretary of Corrections within five working days. The employee should include in the letter to the Secretary of Corrections copies of all the decisions at earlier levels of the grievance procedure. Within ten working days the Secretary should respond to the employee's complaint in writing.

e. A central institutional file must be maintained containing records of all grievances processed by the organization.

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 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 711	PAGE NUMBER: 1 of 1
	SUBJECT: Equal Employment Opportunity Policy	

Policy of the Department:

The Department shall provide equal opportunity to qualified individuals regardless of their race, color, religion, natural origin, or sex through a comprehensive Equal Employment Opportunity Program.

Procedure:

The Departmental Affirmative Action Plan shall be adhered to in all procedures of personnel administration.

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VII. PERSONNEL

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 712	PAGE NUMBER: 1 of 1
	SUBJECT: Retirement Policy and Procedures	

Policy of the Department:

The mandatory retirement age for all employees of the Department of Corrections shall be 65 years.

Procedure:

1. Departmental appointing authorities are responsible for obtaining employees' retirement dates ninety days prior to their sixty-fifth birthday.

a. Forms KPERS 33 or 34 shall be completed by the employee in quadruplicate, which will officially notify the Department of the exact date of retirement. One KPERS form shall be retained in the institution's or division's file; one shall be given to the retiring employee; and two copies, including the original, shall be forwarded to the Personnel Management Section in the Central Office.

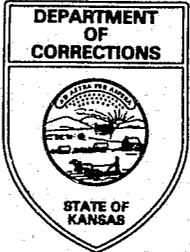
b. Employees shall also complete form KPERS 15 - Application for Retirement Benefit - in duplicate, which shall be forwarded to the Central Office no less than one month prior to the employee's retirement date.

2. All retiring employees should be informed of the changes that occur to the Kansas Group Health Insurance coverage upon their retirement.

3. All retiring employees should be advised to check with the Social Security District Office at least 90 days prior to their retirement date to learn the details of the benefits they will receive under the Social Security System.

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 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 713	PAGE NUMBER: 1 of 1
	SUBJECT: Correctional Intern Program	

Policy of the Department:

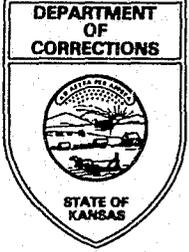
Subject to available appropriations, student interns may be appointed as temporary Correctional Officers in the unclassified service not to exceed 150 calendar days in a calendar year. All participants in the Correctional Intern Program must receive college credits toward their degree.

Procedure:

1. Recruitment, selection and appointment of student interns must be in the unclassified service and in accordance with Departmental Policies and Procedures.
2. All student interns must be 18 years of age before entering on duty.
3. Those institutions having an intern program shall be responsible to ensure those appointed will receive college credits toward their degree as a result of their employment.
4. All institutions and facilities having intern programs should endeavor to develop formalized plans whereby participating students are given a variety of work assignments in different settings which will effectively augment their classroom training and allow for maximum exposure in the field of Corrections.
5. Correctional Interns will be subject to and held responsible for compliance with the same policies, rules, and regulations as are all other employees of the Department of Corrections.

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 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 714	PAGE NUMBER: 1 of 1
	SUBJECT: Personnel Identification	

Policy of the Department:

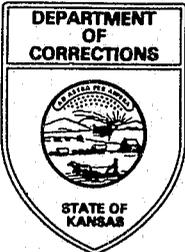
All personnel shall be issued and carry on their person official Department of Corrections identification cards while on duty.

Procedure:

1. All employees shall be issued identification cards by their Appointing Authority.
2. Identification cards shall be kept current by Appointing Authorities by issuing new identification cards whenever their employees' titles or positions are changed.
3. While on duty, an employee is expected to produce, upon request, his or her official Departmental identification card.
4. Personnel shall immediately report the loss of their identification card to their immediate supervisor.
5. Upon separation from service with the Department, employees are required to surrender their official identification cards to their immediate supervisor for inclusion in their inactive personnel file.

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VII. PERSONNEL

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 715	PAGE NUMBER: 1 of 1
	SUBJECT: Employees Work Week	

Policy of the Department:

All full time employees are required to work 40 hours within the work week as established by the appointing authority and approved by the Secretary of Corrections.

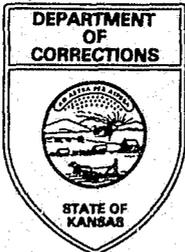
Procedure:

1. The work week shall begin on Saturday midnight and continue until the following Saturday midnight.
2. Call in, call back and stand by arrangements must be approved by the responsible supervisor prior to use.
3. Overtime worked must have prior approval of the responsible supervisor.

An accounting of overtime to be paid must be submitted to the Chief of Fiscal Services prior to payment and must accompany the overtime payroll.

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 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 716	PAGE NUMBER: 1 of 1
	SUBJECT: Training for Department of Corrections' Employees	

Policy of the Department:

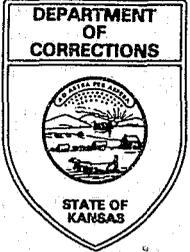
All employees of the Kansas Department of Corrections will receive basic and in-service training in accordance with statutory mandates and as prescribed by the Department to promote professionalism and encourage the development of additional skills and expertise.

Procedure:

1. All new Correctional Officers in the institutions and facilities shall, in accordance with K.S.A. 74-5608, as amended, be given 160 hours of basic training prior to receiving permanent appointment. Thereafter, all Correctional Officers shall be given 80 hours of in-service training on an annual basis in accordance with K.S.A. 75-5212, as amended.
2. All new Probation and Parole Officers shall be given 160 hours of basic training in accordance with K.S.A. 74-5608, as amended, prior to receiving permanent appointment. Thereafter, in-service training will be given as prescribed by the Department.
3. All supervisory, management and administrative employees shall be given basic and in-service training as designed and prescribed by the Department.

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VII. PERSONNEL

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 717	PAGE NUMBER: 1 of 2
	SUBJECT: Uniformed Security Employees and Grooming/Other Personnel Attire	

Policy of the Department:

The regular uniform, as prescribed by the Secretary of Corrections, shall be worn by all security employees with the exception of KCIW while on duty, except when serving on a special assignment where the wearing of the uniform would be inappropriate. Every security employee shall appear neat and clean at all times and shall wear their hair in a style as indicated by the Department, while on duty.

All other personnel of the Department of Corrections shall dress in neat and conservative attire appropriate to their assignments.

Procedure:

1. Security employees' uniforms -

a. Pursuant to KSA 75-5247, each security employee shall be issued at least two uniform suits upon the commencement of his/her employment duties, with replacements supplied as needed. All uniforms remain the property of the issuing institution.

Every security employee shall be given a statement to sign at the time when the uniform(s) is (are) issued, which indicates that the security employee has received all items of the uniform, that he/she understands and agrees to be responsible for the safekeeping of the uniform, shall return all uniforms at the time of termination of employment, and shall pay for any lost or destroyed uniforms when such loss or destruction does not occur as a result of normal wear and tear, or in the line of duty.

b. Institutions or facilities shall continue to furnish uniforms to security employees, without charge, as uniforms wear out from normal wear and tear usage. A security employee shall turn in the old uniform(s) at the time when the new uniform(s) is(are) issued.

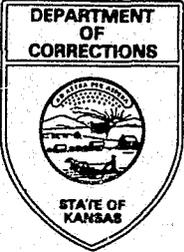
c. Each security employee is responsible for the issued uniform(s), and if it is lost or destroyed, such employee shall reimburse the issuing institution for a new one. Exceptions to this apply to those uniforms which are destroyed in the line of duty.

If an employee loses a uniform or it is destroyed while it is in his/her possession while not in the line of duty, the employee shall be furnished a replacement and shall be billed for same.

If the uniform is destroyed while not in the line of duty, yet through no fault of the employee, a charge shall be imposed for

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VII. PERSONNEL

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 717	PAGE NUMBER: 2 of 2
	SUBJECT: Uniformed Security Employees and Grooming/Other Personnel Attire	

replacement(s), and the employee shall recover for the damage to the uniform from the employee's insurance company, or from the person who destroyed the uniform, if applicable.

2. Hair requirements for security employees -

a. When in uniform, each male security employee shall keep his face clean-shaven and his sideburns no longer than the bottom of the tragus, except that neatly trimmed mustaches will be permitted, however, the "Fu-Man-Chu" style will not be permitted. Hair shall be trimmed and properly groomed so that it does not touch the ears, or collar, and does not curl around the edges. Hair shall be sufficiently thinned to prevent it from bushing out in the sides or back when the hat or cap is worn.

b. When in uniform, each female security employee shall not permit her hair to extend below the top edge of the uniform collar. Hair may be worn in a bun or pinned up on top of the head.

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 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 718	PAGE NUMBER: 1 of 1
	SUBJECT: Employees' Rules and Regulations Manual	

Policy of the Department:

All personnel shall possess a Department of Corrections Employees' Rules and Regulations Manual.

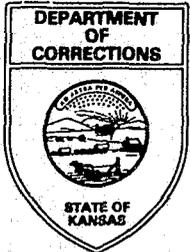
All personnel of the Department of Corrections shall be responsible for a clear understanding of the rules and regulations contained in this manual.

Procedure:

1. Upon entering on duty, all new employees shall be issued the Department's Employee Rules and Regulations Manual.
2. When issued the manual new employees will acknowledge receipt on a form supplied by the Appointing Authority. The signed receipt shall be returned to his/her immediate supervisor who is responsible for routing it for placement in the employees' permanent personnel records.
3. All new and incumbent employees of the Department of Corrections are responsible for a clear understanding of the rules and regulations contained in Department of Corrections Employees Rules and Regulations.
4. All new employees shall receive orientation training in the understanding and applications of the manual. In addition, if the meaning or purpose of any rule or regulation is not understood, the employee is required to consult his/her immediate supervisor.
5. In case an employee loses the manual or it becomes damaged and unreadable it is the responsibility of the employees to obtain a replacement copy as soon as possible.
6. Strict adherence to the Department's Rules and Regulations Manual is required and any violation may be cause for disciplinary action.

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VII. PERSONNEL

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 719	PAGE NUMBER: 1 of 1
	SUBJECT: Authority of Institutional Directors and Correctional Administrators	

Policy of the Department:

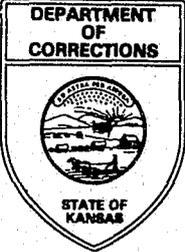
The Director, or Administrator, of an institution, facility or section shall be the chief executive thereof, and shall be responsible to the Secretary of Corrections for the proper conduct of the affairs of the institution, facility or section.

Procedure:

1. The authority and responsibilities of institutional Directors shall be in accordance with the duties outlined in K.S.A. 75-5252.
2. As chief executive officer, the Director or Administrator is responsible for the supervision, treatment, training and discipline of the inmates, parolees, and probationers under his/her charge. The Director, or Administrator, shall plan, organize and direct the activities and programs of the institution, facility or section in such a manner as will best protect society, and promote the resocialization of the inmates, parolees and probationers.
3. The Directors, or Administrators, are also responsible for implementing the Department's policies and procedures, and shall formulate General Orders detailing the indigenous guidelines to be utilized in the institution or facility in carrying out the policies and procedures. All General Orders shall be forwarded to the central office for approval.

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VII. PERSONNEL

 POLICY AND PROCEDURE MANUAL	SECTION NUMBER: 720	PAGE NUMBER: 1 of 2
	SUBJECT: Relationships and Transactions with Inmates	

Policy of the Department:

Department of Corrections employees shall maintain a courteous and professional demeanor in their association with inmates, parolees and probationers at all times, and shall adhere strictly to the Department's regulations concerning the relationship to be observed by personnel toward inmates, parolees and probationers, their families, friends, and ex-inmates.

Procedure:

1. Association with inmates, parolees, and probationers their families and friends -

a. Personnel shall not trade or barter, transmit messages, or become unduly familiar in any manner with inmates, parolees, and probationers.

b. Personnel shall in no way contact or correspond with any member of an inmate's, parolee's, or probationer's family, or with any person on an inmate's approved visiting or correspondence list, unless their assigned duties require it, or permission has been granted by his/her director, administrator, or supervisor.

2. Association with ex-inmates, parolees, or probationers -

a. Unless their assigned duties require it or permission has been granted by his/her Appointing Authority, personnel shall not, in any way, deliberately contact or correspond with ex-inmates, parolees, probationers or with any member of their family, nor shall personnel assist in any manner in conducting such correspondence.

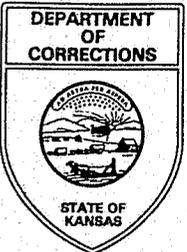
(1) Copies of any official correspondence to ex-inmates, parolees, probationers or their families shall be placed in their official records.

(2) If an employee is contacted under any circumstances by an ex-inmate, parolee, probationer or a member of his/her family, the employee shall immediately report this fact to the institutional director or administrator in charge.

b. Association between personnel and ex-inmates, parolees, or probationers in normal community activities involving groups such as churches, PTA, etc. is authorized. Business relationships, partnerships, loaning of money, close personal associations, dating or marriage, and legal or financial transactions of any sort are prohibited.

DATE: 2/1/77

VII. PERSONNEL

 <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 720	PAGE NUMBER: 1 of 2
	SUBJECT: Relationships and Transactions with Inmates	

Policy of the Department:

Department of Corrections employees shall maintain a courteous and professional demeanor in their association with inmates, parolees and probationers at all times, and shall adhere strictly to the Department's regulations concerning the relationship to be observed by personnel toward inmates, parolees and probationers, their families, friends, and ex-inmates.

Procedure:

1. Association with inmates, parolees, and probationers their families and friends -

a. Personnel shall not trade or barter, transmit messages, or become unduly familiar in any manner with inmates, parolees, and probationers.

b. Personnel shall in no way contact or correspond with any member of an inmate's, parolee's, or probationer's family, or with any person on an inmate's approved visiting or correspondence list, unless their assigned duties require it, or permission has been granted by his/her director, administrator, or supervisor.

2. Association with ex-inmates, parolees, or probationers -

a. Unless their assigned duties require it or permission has been granted by his/her Appointing Authority, personnel shall not, in any way, deliberately contact or correspond with ex-inmates, parolees, probationers or with any member of their family, nor shall personnel assist in any manner in conducting such correspondence.

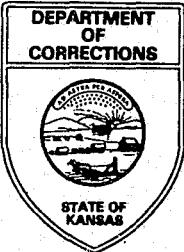
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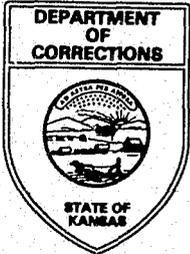
VII. PERSONNEL .

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p> <p>STATE OF KANSAS</p>	SECTION NUMBER: 720	PAGE NUMBER: 2 of 2
	SUBJECT: Relationships and Transactions with Inmates	

If an employee has any doubt as to the nature of a transaction or relationship, it should be resolved by reporting same to Appointing Authority for his/her determination of the appropriateness of the relationship or transaction.

DATE: 2/1/77

VII. PERSONNEL

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 721	PAGE NUMBER: 1 of 1
	SUBJECT: Personnel Visitation to Institutions after Working Hours	

Policy of the Department:

Off-duty personnel shall not visit institutions or grounds without prior authorization from institutional officials.

Procedure:

1. Those personnel desiring to visit an institution, or facility, or the grounds of an institution during their off-duty hours shall, first, inform the institutional officials of their reason for visitation, and, secondly, obtain the authorization of the institutional officials prior to the visit.

2. While on-duty, personnel shall not visit any areas in the institution to which they are not assigned, except as is necessary in the performance of their assigned duties.

DATE: 2/1/77

VII. PERSONNEL

 <p>DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE MANUAL</p>	SECTION NUMBER: 722	PAGE NUMBER: 1 of 1
	SUBJECT: Weekly Vacancy Report	

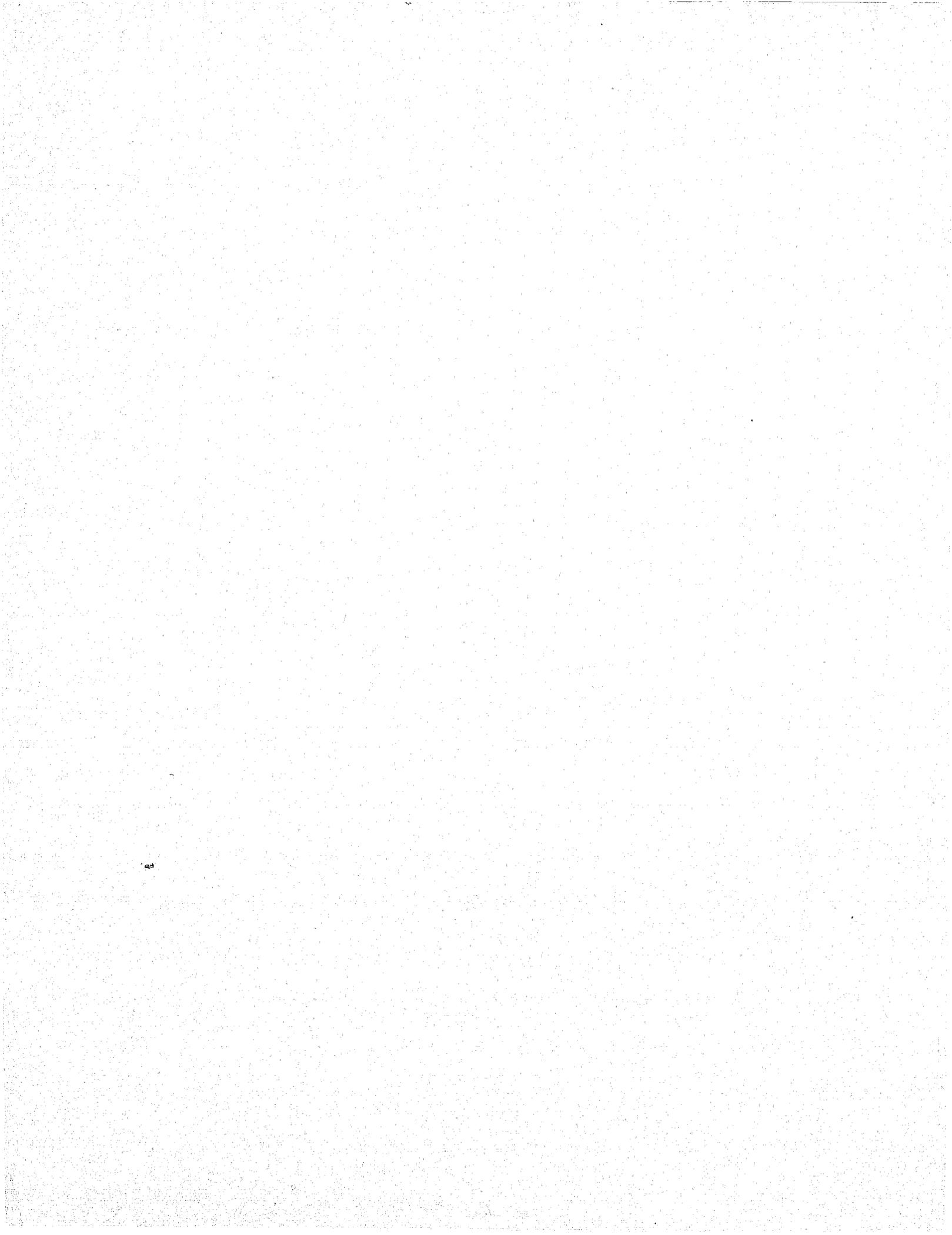
Policy of the Department:

Position vacancies and manpower losses because of vacancies shall be reported to the Central Office weekly.

Procedure:

Each institution and facility shall submit a weekly vacancy report indicating the positions vacant and the full-time position equivalency loss for the position during the week reported. Each workday a position is vacant would equal a .2 full-time position equivalency loss. The report should further include the class title, position number and date vacated for each vacant position.

DATE: 2/1/77



END