

**"A Safer Kansas Through Effective Correctional Services"**

**JUST THE FAQs |**  
**Kansas Department of Corrections**  
**General Information Handbook**

## MISSION

The Department of Corrections, as part of the criminal justice system, contributes to the public safety and supports victims of crime by exercising safe and effective containment and supervision of inmates, by managing offenders in the community, and by actively encouraging and assisting offenders to become law-abiding citizens.

### **KANSAS DEPARTMENT OF CORRECTIONS**

**Landon State Office Building • 900 S.W. Jackson St., 4th Floor • Topeka, KS 66612-1284**

**phone: (785) 296-3317 • toll free (for Kansas or Missouri callers) (888) 317-8204**

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This handbook is designed to answer basic questions about the Kansas Department of Corrections (KDOC) and is prepared for informational purposes only. It serves as a general resource in understanding the rules, regulations and policies that govern Kansas state correctional facilities.

Please note that the information provided here is subject to change and that KDOC policies, procedures, regulations and general orders supersede this

handbook.

Additional information, including Internal Management Policies and Procedures (IMPPs) and Kansas Administrative Regulations (K.A.R.s) can be found on the KDOC website at [www.doc.ks.gov](http://www.doc.ks.gov).

If you have questions that are not covered in this handbook, you may contact the correctional facility directly (see contact information on page 3) or the KDOC's central office at (785) 296-3317.

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## KDOC | overview

The KDOC is a cabinet-level, executive agency responsible for administering the state correctional system. The Department:

- Administers felony sentences of adult offenders committed to the custody of the Secretary of Corrections;
- Operates correctional facilities for incarceration of adult felony offenders;
- Provides community supervision of offenders released from prison;
- Provides program services to offenders to assist them in preparing for successful return to the community; and
- Administers grants to local governments pursuant to the Community Corrections Act.

The Secretary of Corrections is responsible for the

overall management and supervision of departmental operations. The agency's central office is located in Topeka, and has three major divisions:

- Facilities Management — oversees operations of eight correctional facilities located in 10 communities;
- Community and Field Services — supervises parole field operations statewide with offices in 19 communities and administers grants to 30 local community corrections programs; and,
- Programs, Research, and Support Services — manages and oversees offender programs and services (including inmate medical care and food service), most of which are contracted. This division also includes staff development, Kansas Correctional Industries, research and planning.

## KDOC | facilities management division

The facilities management division, under the guidance of the Deputy Secretary of Facilities Management, is responsible for the oversight and coordination of facility-based operations and inmate movement. Daily operations at correctional facilities are the responsibility of their respective Wardens. The KDOC's central office responsibilities include:

- System-wide policies and procedures
- Oversight of facility operations
- Capital improvements planning and project management
- Inmate claims, grievances, and correspondence

- Inmate classification
- Inmate population management
- Sentence computation
- Interstate corrections compact
- Sex predator commitment review and tracking

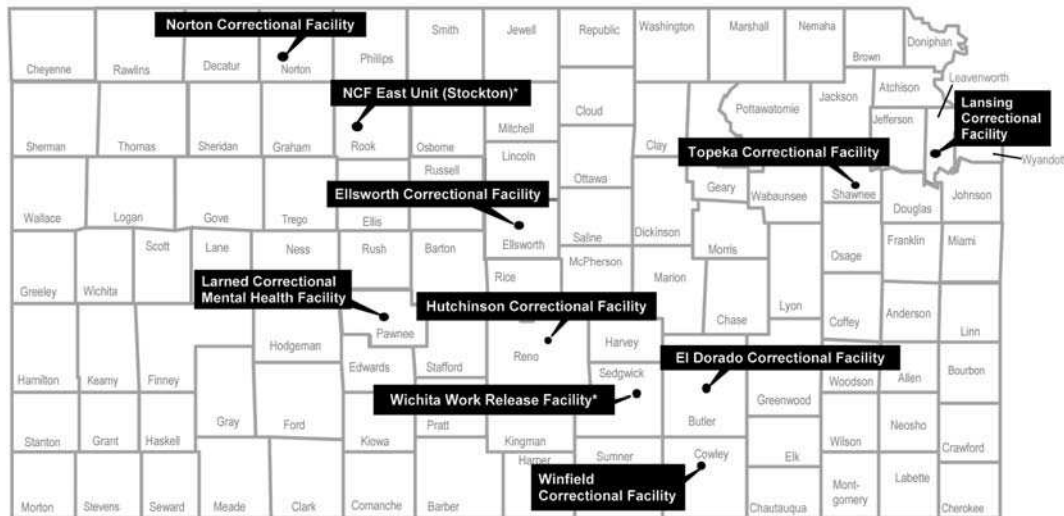
The KDOC has historically achieved accreditation by the National Commission on Correctional Health Care (NCCHC) and the American Correctional Association (ACA). However, the maintenance of the NCCHC and ACA accreditation status has been suspended due to budgetary constraints. The KDOC plans to pursue re-accreditation as resources allow.

### Correctional Facilities

The KDOC operates eight correctional facilities with units located in 10 Kansas communities. Correctional facilities, their administrative subunits, and commonly used abbreviations are:

- |  |  |
|--|--|
| ■ El Dorado Correctional Facility (EDCF) <ul style="list-style-type: none"><li>- Central Unit</li><li>- Reception and Diagnostic (RDU) (males)</li></ul> | ■ Larned Correctional Mental Health Facility (LCMHF) <ul style="list-style-type: none"><li>- Central Unit</li><li>- West Unit</li></ul>                |
| ■ Ellsworth Correctional Facility (ECF)  | ■ Norton Correctional Facility (NCF) <ul style="list-style-type: none"><li>- Central Unit</li><li>- East Unit (Stockton)</li></ul>                     |
| ■ Hutchinson Correctional Facility (HCF) <ul style="list-style-type: none"><li>- Central Unit</li><li>- East Unit</li><li>- South Unit</li></ul>         | ■ Topeka Correctional Facility (TCF) <ul style="list-style-type: none"><li>- Central Unit</li><li>- Reception and Diagnostic (RDU) (females)</li></ul> |
| ■ Lansing Correctional Unit (LCF) <ul style="list-style-type: none"><li>- Central Unit</li><li>- East Unit</li></ul>                                     | ■ Winfield Correctional Facility (WCF) <ul style="list-style-type: none"><li>- Central Unit</li><li>- Wichita Work Release Unit (WWR)</li></ul>        |

**CORRECTIONAL FACILITY LOCATIONS (10\*)**



\* Administratively, Wichita Work Release Facility is under a parent institution, Winfield Correctional Facility. The Norton East Unit (Stockton) is under a parent institution, Norton Correctional Facility.

- **El Dorado Correctional Facility (EDCF)**  
PO Box 311  
El Dorado, KS 67042  
(316) 321-7284  
Fax: (316) 322-2018  
[www.doc.ks.gov/facilities/edcf](http://www.doc.ks.gov/facilities/edcf)  
Warden James Heimgartner

- **Lansing Correctional Facility (LCF)**  
P.O. Box 2  
Lansing, KS 66043  
(913) 727-3235  
Fax: (913) 727-2675  
[www.doc.ks.gov/facilities/lcf](http://www.doc.ks.gov/facilities/lcf)  
Warden David McKune

- **Topeka Correctional Facility (TCF)**  
815 SE Rice Rd.  
Topeka, KS 66607  
(785) 559-5002  
Fax: (785) 559-5112  
[www.doc.ks.gov/facilities/tcf](http://www.doc.ks.gov/facilities/tcf)  
Warden Hope Cooper

- **Ellsworth Correctional Facility (ECF)**  
PO Box 107  
Ellsworth, KS 67439  
(785) 472-5501  
Fax: (785) 472-3639  
[www.doc.ks.gov/facilities/ecf](http://www.doc.ks.gov/facilities/ecf)  
e-mail: [ecfi@doc.ks.gov](mailto:ecfi@doc.ks.gov)  
Acting Warden Dan Schnurr

- **Larned Correctional Mental Health Facility (LCMHF)**  
1318 KS Highway 264  
Larned, KS 67550  
(620) 285-6249  
Fax: (620) 285-8070  
[www.doc.ks.gov/facilities/lcmhf](http://www.doc.ks.gov/facilities/lcmhf)  
Warden Doug Waddington

- **Winfield Correctional Facility (WCF)**  
1806 Pinecrest Cir.  
Winfield, KS 67156  
(620) 221-6660 X202  
Fax: (620) 221-0068  
[www.doc.ks.gov/facilities/wcf](http://www.doc.ks.gov/facilities/wcf)  
e-mail: [robbier@doc.ks.gov](mailto:robbier@doc.ks.gov)

- **Hutchinson Correctional Facility (HCF)**  
P.O. Box 1568  
Hutchinson, KS 67504  
(620) 662-2321  
Fax: (620) 662-8662  
[www.doc.ks.gov/facilities/hcf](http://www.doc.ks.gov/facilities/hcf)  
e-mail: [HCFI@doc.ks.gov](mailto:HCFI@doc.ks.gov)  
Warden Sam Cline

- **Norton Correctional Facility (NCF)**  
P.O. Box 546  
Norton, KS 67654  
(785) 877-3389  
Fax: (785) 877-6604  
[www.doc.ks.gov/facilities/ncf](http://www.doc.ks.gov/facilities/ncf)  
e-mail: [NCF2@doc.ks.gov](mailto:NCF2@doc.ks.gov)  
  
East Unit – Stockton  
P.O. Box 527  
Stockton, KS 67669  
(785) 425-6745  
  
Warden Jay Shelton

Wichita Work Release Facility (WWRF)  
401 South Emporia  
Wichita, KS 67202  
(316) 265-5211  
[www.doc.ks.gov/facilities/wwrf](http://www.doc.ks.gov/facilities/wwrf)  
Warden Emmalee Conover

You may check an inmate's location and status on the Kansas Adult Supervised Population Electronic Repository (KASPER) located on the KDOC's website.

Information is updated daily, excluding weekends, at [www.doc.ks.gov/kasper](http://www.doc.ks.gov/kasper).

KASPER is a database which contains information about offenders sentenced to the custody of the Secretary of Corrections since 1980.

KASPER contains information regarding those who are: currently incarcerated; under post-incarceration supervision; and, who have been discharged from a sentence.

KASPER does not have information available about inmates sent to Kansas under the provisions of

the interstate compact agreement.

The information contained in KASPER is public information under provisions of Kansas statute and is

**To access information about a specific inmate, including location, visit [www.doc.ks.gov/kasper](http://www.doc.ks.gov/kasper)**

made available to the public and law enforcement in the interest of public safety.

No names are removed from the database unless a conviction is removed from the public record by one of three ways: one, if the conviction is overturned by means of an appeal; two, if the conviction is expunged; or three, if an offender is granted executive clemency.

### KASPER

Through KASPER you can find:

- Name and KDOC Registration Number;
- Physical description (date of birth, height, weight, hair and eye color, body markings, including photograph);
- Conviction description (crime(s) of conviction, county, case number);
- Anticipated release date;
- Inmate housing location (current location and facility movements, including movement dates, location of parole office maintaining supervision);
- Custody or supervision level (Whether an offender has been released to post-incarceration supervision (parole, conditional release, post-release supervision, compact probation or parole); and,
- Institutional disciplinary record (violations for which offender was found guilty).

Please note that release dates may change and are contingent upon good time and program credit earnings and forfeitures.

Specific questions regarding an inmate's release date should be directed to the KDOC's sentence computation unit at (785) 296-3317 or by e-mail at [KDOCSentCompUnit@doc.ks.gov](mailto:KDOCSentCompUnit@doc.ks.gov).

## CUSTODY CLASSIFICATION | levels

Custody classification is how inmates are assessed with regard to the risk they present to themselves, other inmates, staff and the community. The standard set of objective criteria includes:

- Length of minimum sentence
- Length of time remaining to serve
- Criminal behavior involved in the current offense
- Past criminal behavior
- Escape history/characteristics
- Institutional adjustment
- Behavioral characteristics (suicidal, predatory, etc.)
- Special needs (protective custody, etc.)

Also considered are such issues as inmate performance in sex offender treatment, detainers, absconding supervised release, gang involvement, pending disciplinary issues and civil commitment issues.

This system was developed to promote public safety and institutional order while providing guidelines to place inmates in the least restrictive level of supervision required based upon their assessed level of risk.

The KDOC has five custody levels in KDOC facilities: special management, maximum custody, high-medium custody, low-medium custody and minimum custody.

### Custody Classification Level System

#### SPECIAL MANAGEMENT

Describes an inmate who, because of either a short-term or long-term condition surrounding his/her incarceration, requires segregation from the general population. Housing within a segregation unit and highly structured movement within that unit is required. The inmate is out of his/her cell one hour out of every 24 hours, five days a week.

#### MAXIMUM CUSTODY

Describes an inmate who is most suitable for housing at a maximum-security facility and whose movement and activities within that facility are highly structured and closely monitored.

#### HIGH-MEDIUM CUSTODY

Describes an inmate who is most suitable for housing at a medium- or maximum-security facility, except HCF-East Unit and NCF-Central Unit. The inmate is not approved for an open-dormitory environment. Within the facility assigned, activities and movements are moderately controlled and structured.

#### LOW-MEDIUM CUSTODY

Describes an inmate who is most suitable for housing at a medium- or maximum-security facility or unit. The inmate can be assigned to dormitory-style living units. Low-medium custody inmates may be allowed greater movement within the perimeter. Low-medium custody inmates may be housed at HCF-East Unit or NCF-Central Unit.

#### MINIMUM CUSTODY

Describes an inmate who is appropriate for housing at any level of security, with minimum security preferred.

### When will an inmate know his/ her custody classification?

Each inmate receives a classification review:

- upon reception;
- upon admission as a condition violator;
- at regularly scheduled intervals (120 day or annual) following admission; and,
- as unscheduled events occur that trigger a re-classification.

## INCENTIVE | levels

The KDOC's graduated incentive level system requires that inmates earn privileges in areas which include personal property, visitation, canteen expenditures and eligibility for incentive pay.

Inmates progress through the four-level system by complying with KDOC rules and regulations, participating in programs and practicing pro-social

behavior.

Once earned, privileges may be lost for non-compliance as an inmate's behavior determines which incentive levels he/she can earn while incarcerated. Level three is the highest incentive level possible. All inmates enter the Reception and Diagnostic Unit at Intake Level.

### Inmate Privileges and Incentive Level System — (attachment A, IMPP 11-101)\*

Level	Audio/ Visual Equipment	Handicraft	Organizations/ Formalized Activities	Limitation on Outside Funds	Canteen Expenditures	Property	Incentive Pay	Visitation
<b>In-take</b>	No personal audio/visual equipment.	Not available	Severely limited	Outgoing funds limited to: purchase, subscriptions for publications, such as newspapers, magazines, religious texts and books; fees for legal services; and/or postage for legal mail.	\$10/payroll period for approved hygiene items.	Intake property per IMPP 12-120 and books, magazines and newspapers.	Not available	No visiting, except attorneys, clergy and law enforcement.
<b>Level I</b>	No personal audio/visual equipment.	Not available	Limited	Allow outside funds; expenditures restricted to canteen and restrict outgoing funds to \$40/pay period, except for expenditures related to the purchase of publications or subscription for newspapers, magazines, religious texts and books.	\$40/payroll period and \$25 maximum per week.	Intake property per IMPP 12-120; athletic shorts, tennis shoes, work boots, hot pan, fan, alarm clock, blow dryer, extension cord, curling iron, lamp, ice chest, sweat pants/ tops and all consumable post-intake per IMPP 12-120.	May earn up to \$0.60/day incentive pay. (Inmates at ECF may earn \$0.90/hour or up to \$0.63/day)	Attorneys, clergy, law enforcement, primary visitor and immediate family only; follow KAR 44-7-104 and IMPP 10-113.
<b>Level II</b>	May purchase personal audio/visual equipment via canteen.	Not available except may retain in-cell handicraft materials and supplies purchased while on Level III.	Limited	Allow outside funds; limit expenditures to canteen and restrict outgoing funds to \$40/pay period, except for expenditures related to the purchase of publications or subscription for newspapers, magazines, religious texts and books.	\$110/payroll period and \$45 maximum per week; may purchase exempt canteen items additionally.	All post-intake property per IMPP 12-120	Eligible for any incentive pay level, including industries; Level III inmates given higher priority.	Any approved visitor; follow KAR 44-7-104 and IMPP 10-113.
<b>Level III</b>	May purchase personal audio/visual equipment via canteen.	As allowed per IMPP 10-133.	Eligible to participate in all organizations/ formalized activities.	Allow outside funds; limit expenditures to canteen and restrict outgoing funds to \$40/pay period, except for expenditures related to the purchase of publications or subscription for newspapers, magazines, religious texts and books.	\$180/payroll period and \$50 maximum per week; may purchase exempt canteen items additionally.	All post-intake property per IMPP 12-120	As per IMPP 10-109.	Any approved visitor; follow KAR 44-7-104 and IMPP 10-113.

\* Internal Management Policies and Procedures (IMPPs), can be found on the KDOC website at [www.doc.ks.gov](http://www.doc.ks.gov).



## RDU | admission

Upon admission, all inmates are photographed, fingerprinted and placed in the Reception & Diagnostic Unit (RDU). All are assigned to the intake level.

Male inmates are initially housed at El Dorado Correctional Facility's (EDCF) RDU. All female inmates are housed at Topeka Correctional Facility (TCF) where the intake also occurs.

Inmates are searched, showered and provided with a health evaluation. The inmate's property will be inventoried and either issued to the inmate or returned with officers transporting the inmate to KDOC custody.

Inmates complete the RDU process in approximately two weeks though this time may vary. A permanent facility placement for male inmates may take up to two months.

The initial classification process includes several

tests, an interview and an evaluation of court documents and other information including physical, family and criminal history.

The process will determine the inmate's:

- Custody level
- Service needs
- Program needs including education
- Facility placement.

Inmates also will undergo orientation. The inmate will be provided with information about KDOC rules and regulations, behavioral expectations and the disciplinary process. Inmates also are advised as to how to access medical, mental health, religious and educational services and programs.

A staff member also will work with the inmate on establishing a visiting and telephone list to communicate with family and friends.

### ADMISSION PROPERTY — (attachment H, IMPP 12-120)

ITEM	SPECIFICATIONS	QUANTITY	VALUE
Bible/Primary Religious Text	Approved by reception facility chaplain.	1	
Contact Lenses.....	As received, may be in inmate's possession until replaced. Replace with eyeglasses from State contract unless health care provider determines that contacts are the preferred corrective device.	1	
Dentures.....	As received with inmate or prescribed by health authority.	1 set	
Glasses, Eye Prescription.....	As received.	1	
Identification Documents- Documents Will be retained by KDOC until release	Driver's license, social security card, birth certificate or any other form of identification in an offender's possession.	As received	
Letters, Personal.....		10	
Photographs.....	Non-Polaroid, 8 1/2" x 11" or smaller, each separate image on multi-image sheets counting as one [1] photograph.	50	
Prosthetic Device.....	As received with inmate and approved by health authority.	As received	
Wedding Band.....	Plain, no stone.	1	50.00
Wristwatch.....	No stones.	1	25.00

Upon admission to the KDOC, inmates are assigned to Intake Level. The chart at left illustrates what items may be retained by inmates when they are taken in to the custody of the KDOC. All other items are considered contraband.

Items not allowed by the KDOC will be subject to the policies and procedures of the facility from where the inmate was held prior to KDOC custody, per IMPP 12-120, Security and Control: Control of Inmate Personal Property.

### What items are issued to an inmate in RDU?

Each inmate is provided with clean, durable and presentable clothing of the proper size that is suitable to climatic conditions, and basic hygiene items and shower shoes. Each inmate also receives four pre-paid envelopes in their intake package.

### What happens to the money that an inmate brings with him to the RDU?

If an inmate is in possession of any money, the funds will be placed in the inmate's trust fund account. More information about sending money to an inmate can be found on page 15.

## Can family members visit an inmate in RDU?

No. All inmates in the RDU process are at the Intake Level and have not yet earned visiting privileges. Visits are limited to attorneys, clergy, and law enforcement until the inmate earns a promotion to Incentive Level 1. While in RDU, an inmate fills out a visitation form with the names he/she would like to be granted permission for visits when the inmate has moved to the next incentive level. The inmate is responsible for ensuring potential visitors receive visiting applications that must be approved before visitors will be allowed in to a correctional facility. The list will be valid for 45 days after leaving RDU. More information about the application process is available on page 18.

## How does the KDOC determine where an inmate will be housed?

When departmental bed space and programming slots become available in coordination with medical consultation, an inmate's facility placement is determined. If an offender is a recent parolee or post-release violator and not a new commitment to the KDOC, the inmate could be placed wherever space is available in the KDOC system based on an inmate's classification status.

## Can an inmate send/ receive mail while in the RDU?

Yes. You may send letters to an inmate in the RDU; however, packages are not allowed. Inmates receive four pre-paid envelopes in their intake package. Inmates may not receive stamps through the mail. Stamps, envelopes and paper can be purchased through the facility's canteen, a store through which inmates are provided an opportunity to purchase allowable items.

To contact a male inmate in the RDU, you may write to him at the following address until his approved phone list is activated:

Inmate's Full Name, KDOC# XXXXX  
El Dorado Correctional Facility  
P.O. Box 311  
El Dorado, KS 67042

Female inmates may receive mail at:

Inmate's Full Name, KDOC# XXXXX  
Topeka Correctional Facility  
815 S.E. Rice Road  
Topeka, KS 66607

Please remember to include the inmate's full name and KDOC number in the address with all correspondence or the mail will not be delivered.

The envelope also must contain the sender's full name and address as well or the letter will not be delivered. Please note that all mail is subject to search.

The diagram shows a rectangular envelope layout. In the top left corner, there is a box containing the text: "Your Name", "Your Address", and "Your City, State Zip Code". In the top right corner, there is a small rectangular box labeled "Stamp". In the bottom right corner, there is a box containing the text: "Inmate Full Name, #KDOC Number", "Name of Correctional Facility", "Address", and "City, State Zip Code".

### Can an inmate make phone calls while at the RDU?

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Yes. Inmates are permitted telephone privileges to make collect/pre-paid calls shortly after the reception process begins. Inmates cannot receive calls.

Upon admission, the inmate fills out a phone list of those numbers that the inmate would like to call. The inmate will update the phone list every 120 days thereafter. Every number that an inmate requests be added to the call list will be contacted by staff, verified and asked if the person wants to be on the inmate's call list. The numbers are then activated through the facility's phone system in approximately one week. Inmates may establish a telephone list of up to 20 individual phone numbers.

The provider for inmate telephone service is EMBARQ. The customer service phone number for called parties to establish a pre-paid account through EMBARQ is 1-888-506-8407, or accounts may be set up online at no cost at [www.icsolutions.com](http://www.icsolutions.com). Inmates cannot call cell phones unless a pre-paid account is established.

To do so, call ICS at 1-888-506-8407 to set up a pre-paid collect account for their cell phone. Please call 1-800-333-8856 for other phone questions (i.e., accidental blocks, etc.,).

Inmates have access to coinless telephones at various times throughout the day during yard periods. Each living unit also has specified periods when inmates can make calls during the evening.

Please note that inmate telephone calls, except for attorney calls, may be subject to monitor-

**To establish a pre-paid account through ICS, call 1-888-506-8407 or visit [www.icsolutions.com](http://www.icsolutions.com) to set up the account online at no cost.**

ing and recording in accordance with KAR 44-2-102 (c).

Chain dialing, 3-way calling, call forwarding, and/or dialing extra digits is not permitted.

If you need additional information on inmate telephone use, please see IMPP 10-111, Programs and Services: Inmate Access to Facility and Coinless Telephones.

### How can I reach an inmate in an emergency?

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In the event of a verifiable emergency such as a serious illness or death in the family, you may call the facility. Callers must provide a call back number and their relation to the inmate. Staff will also need the nature of the emergency, the name of the person who is sick or has passed away, the person's relation to the inmate and the name and contact information for the hospital or funeral home.

Before the message will be given to the inmate, facility staff will contact the hospital or funeral home to verify the information that you have provided concerning the emergency. Once the message is verified, the inmate will be notified. Staff may discuss options with you for notifying the inmate including if you would like to tell the inmate or if you prefer a chaplain or counselor relay the information.

### How can an inmate address his/ her questions and concerns at the RDU?

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A form, called a Form-9, is available to the inmate as a formal procedure to address any questions or concerns. After the form is completed, the inmate must turn it in to the security staff. After receiving the Form-9, the staff will have 10 days to respond to the inmate's request.

### What medical/ dental/ mental health services are available at RDU?

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Within the first three days at RDU, the inmate will be assessed for medical needs. Within seven days of being newly admitted and within 30 days for parole violators, each inmate receives a dental exam. If major dental work is required, this will be done once the inmate is transferred out of RDU to a permanent facility. Mental health services also are available.

The primary responsibility of the Kansas Department of Corrections is the safety of the public, staff and inmates.

Inmates are encouraged to report any safety concerns to corrections staff who are available 24 hours a day. If at any time an inmate does not feel safe, the inmate should speak with a staff person or fill out a confidential Form-9.

Friends and family who have concerns or who are told of an inmate's safety concerns also are encouraged to contact the KDOC.

An inmate has several options to report sexual misconduct whether by another inmate or staff. Inmates can report sexual misconduct to any staff

member, through a Form-9 or by calling the KDOC's sexual abuse helpline by dialing #50 from any inmate phone.

All helpline calls are free, confidential and may be anonymous.

**Family members or friends should report any safety concerns by calling the KDOC's toll-free confidential line at 1-888-317-8204 (Kansas and Missouri only).**

Family members or friends should report in-custody sexual misconduct by calling the KDOC's toll-free confidential line at 1-888-317-8204.

Callers to this number also may remain anonymous.

### Is protective custody available?

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Protective custody is the removal of an inmate from the general population to a secure cell for their personal safety. If an inmate is determined to have a valid safety concern and no reasonable alternative is available, an inmate can be moved into protective custody.

### How do family and friends file a complaint or voice their concerns to staff?

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All issues should first be attempted to be resolved at the facility. You may ask to speak with the unit team manager or staff in the Warden's office. If the issue remains unresolved, you may contact the KDOC's central office and speak with the Secretary's designee for issues relating to constituent and inmate grievances. Please call (785) 296-3317 or e-mail, [kdocpub@doc.ks.gov](mailto:kdocpub@doc.ks.gov).

### What about staff sexual misconduct?

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The KDOC has a **zero tolerance policy** with regard to staff sexual misconduct and inappropriate staff/inmate relationships. Staff sexual misconduct includes sexual abuse or attempted sexual abuse, sexual contact, sexual assault, unlawful sexual relations and sexual harassment. It also includes conversations or correspondence that suggest or demonstrate a romantic or intimate relationship between an inmate and an employee. Employees and contract personnel who violate this policy are subject to disciplinary action, including dismissal. In addition to a zero tolerance policy with regard to staff sexual misconduct and inappropriate staff/inmate relationships, K.S.A. 21-3520 prohibits "unlawful sexual relations" between staff and inmates. Unlawful sexual relations includes "engaging in consensual sexual intercourse, lewd fondling or touching, or sodomy." Unlawful sexual relations is a level 5 felony offense.

### What is segregation?

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An inmate can either be placed in the Segregation Unit or the Intensive Management Unit (IMU) for several reasons including: protective custody, isolation to prevent the spread of communicable disease, to prevent self-harm or mutilation, critical monitoring of potentially suicidal inmates, to protect the inmate population from identified predators, as part of a disciplinary sanction, or for separation of inmates who have conflicts with each other. In these units, inmates have tighter restrictions of movement but are still allowed such things as religious guidance and exercise periods.

All inmates may send and receive mail. Inmates may receive letters, post cards, photographs and non-musical greeting cards. Please note that all letters are subject to being read and to inspection for illegal or unauthorized items.

Correctional facility mailing addresses are lo-

cated on page 3 of this handbook and on the KDOC website.

An inmate's location can be found through the Kansas Adult Supervised Population Electronic Repository (KASPER) through the KDOC's website at [www.doc.ks.gov/kasper](http://www.doc.ks.gov/kasper).

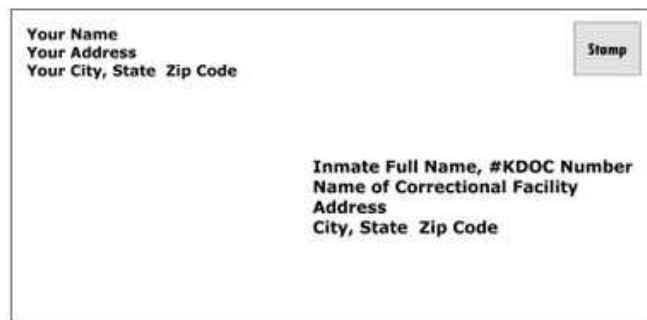
## How do I address an envelope?

Please remember to include the inmate's full name and KDOC number in the address with all correspondence or the mail will not be delivered.

The envelope also must contain the sender's full name and address as well or the letter will not be delivered.

No stickers or other substance should be applied to the envelope or its contents.

Please note that all mail is subject to being read and to inspection for illegal or unauthorized items.



## Can I send stamps to an inmate?

No. Inmates may not receive stamps through the mail. Stamps, envelopes and paper can be purchased through the facility's canteen, a store through which inmates are provided an opportunity to purchase allowable items.

## Can I send a magazine or book?

Yes, but the items must be mailed directly from the publisher or vendor.

Once the item leaves the store, you will not be able to mail it to the correctional facility. Many people find that websites, like Amazon.com, are a good way to purchase the books and have them mailed directly to the inmate. If you purchase a book at a bookstore, ask the bookstore to mail it to the inmate. Books may be either paperback or hard cover. Magazines and newspaper subscriptions are also an option.

However, an inmate may receive printed material, including newspaper and magazine clippings, if the material is included as part of a first-class letter that does not exceed one ounce in total weight.

Each inmate is allowed to have 12 books and 10 magazines in their cell. When an inmate reaches the limit, the inmate must remove items to allow more to be sent in. An inmate can mail them home, donate the materials to charity or throw them away.

The correctional facility will review the reading materials and will censor materials that are determined to be a security threat, are of a sexually explicit nature or contain nudity. The facility will not allow role playing games or books related to those games.

The decision made by the staff of the designated facility may be appealed by an inmate to the Secretary of Corrections or, at the direction of the Secretary, to the Secretary's designee.

### Can I send photographs?

---

Yes. Inmates are allowed to keep up to 10 personal letters and 50 photographs (8X10 or smaller). Polaroid photographs are not allowed.

### Why was my letter returned as containing sexually explicit content?

---

No inmate may possess any sexually explicit materials, including drawings, paintings, writing, pictures, items and devices. The material is considered sexually explicit if the purpose of the material is sexual arousal or gratification and the material meets either of the following conditions:

- (1) Contains nudity or
- (2) Contains any display, actual or simulated, or description of sexual intercourse.

### Why was my mail returned to me as censored?

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When mail is censored or rejected, the author is notified of the reason for the action and provided with an opportunity to appeal the decision.

Some common reasons why mail is withheld are:

- Does not include full name and address of sender.
- Homemade cards with stickers or other items glued to the paper.
- Laminated cards.
- Bookmarks.
- Inappropriate photographs such as:
  - Photographs with nudity, guns, alcohol or gang signs.
- Correspondence between offenders.
- Correspondence through a third party.
- Sexually explicit language or other inappropriate content.
- Promotes illegal activity.

### What if I don't want to have contact with an inmate?

---

If an inmate contacts you and you do not want contact with him/her, the facility can issue an "Order to Cease Correspondence" to the inmate. If you have safety concerns or are a victim of the inmate, please contact the Office of Victim Services at 1-866-404-6732.

### **Can I send electronic messages?**

---

Yes, you can correspond with an inmate by going to [www.JPay.com](http://www.JPay.com), establishing an account and identifying the inmate(s) you wish to correspond with.

An inmate can correspond with you in either one of two ways: by replying to an electronic message you have sent to him/her; or by having the system send you a form letter requesting permission for him/her to be able to correspond.

If you approve the request he/she can then write messages to you. If you deny the request or simply do not respond, he/she cannot write to you. If you have questions about how to use the JPay Service for electronic mail, please call 1-800-574-5729.

### **Does this mean that inmates have access to the Internet?**

---

No. The kiosk used by the inmates to read their messages is more like an ATM than a computer. It does not have access to any other programs or the Internet. The entire process is electronic unless the inmate elects to pay to have the message printed for an extra cost.

### **Do all inmates have access to electronic messaging?**

---

No. Electronic messaging may not be available to all inmates depending upon their security status and other factors related to their incarceration. Inmates in administrative segregation or disciplinary segregation status do not have access to JPay.

The restrictions and limitations which may apply to traditional paper mail apply to electronic messaging based on an individual inmate's incentive level, custody classification or other security issues.

All electronic messages will be screened by the computer software for words and phrases that may represent a risk to the facility security or the public safety. All attached photos will be viewed by staff before they can be accessed by the inmate. All Kansas Administrative Regulations regarding inmate correspondence will apply. For more information, please see K.A.R. 44-12-601 (Mail) at [www/doc.ks.gov/kdocpolicies/kar/Article12.pdf](http://www/doc.ks.gov/kdocpolicies/kar/Article12.pdf).

### **What if I no longer want an inmate to e-mail me?**

---

You may request to be removed from the inmate's approved correspondence list at any time by contacting the facility or e-mailing your request to [kdocpub@doc.ks.gov](mailto:kdocpub@doc.ks.gov).

### **Does it cost the inmate money to receive or print out the message?**

---

The cost is paid by the person who is sending the e-mail, whether it is the inmate or the writer on the outside. Each electronic message costs one stamp. Each attachment costs one stamp. It does not cost the inmate to view an electronic message. If the inmate wants a copy of the message printed, the inmate would incur cost of paper and printing supplies.

### **Can I send photographs as attachments?**

---

Yes. Inbound messages can contain up to five attachments of one megabyte each. Photographs sent as attachments do not count toward an inmate's limit of 50 allowable photographs unless the inmate has them printed. There is no limit on the number of emails that can be sent.

### **Do inmates have access to a telephone?**

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Yes. Inmates are permitted telephone privileges to place collect or prepaid telephone calls. Inmates cannot receive calls.

Inmates have access to coinless telephones at various times throughout the day during yard periods. Each living unit also has specified periods when inmates are allowed to make phone calls during the evening hours. Inmates may establish a telephone list of up to twenty individual phone numbers that they wish to call. They may add or delete numbers on this list only during their 120-day review. Inmate phones, with the exception of conversations with attorneys, are subject to monitoring.

### **How do I establish an account to telephone an inmate?**

---

The process begins with the inmate who must submit a form at the correctional facility with the numbers the inmate would like to call. The inmate must submit the following information:

- (1) The area code and telephone number;
- (2) The complete name of the person to be called;
- (3) The complete address of the person to be called; and,
- (4) The relationship of the person to be called to the inmate.

Every new number must be verified and activated before the inmate is allowed to call. Numbers with missing information will not be entered into the telephone calling service computer system.

Friends and family may establish accounts by contacting the inmate telephone service provider, Embarq, to establish a pre-paid account at 1-888-506-8407, or accounts may be set up online at no cost at [www.icsolutions.com](http://www.icsolutions.com). Inmates cannot call cell phones unless a pre-paid account is established. This may be done by the family by calling ICS at 1-888-506-8407 to set up a pre-paid collect account for their cell phone. Please call 1-800-333-8856 for other phone questions (i.e., accidental blocks, etc.).

Chain dialing, 3-way calling, call forwarding, and/or dialing extra digits is not permitted.

### **Can I provide a calling card?**

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No. Calling cards are not part of the contract with the inmate telephone service provider.

### **How can I reach an inmate in an emergency?**

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In the event of a verifiable emergency, such as a serious illness or death in the family, you may call the facility. During regular business hours, you will be forwarded to the inmate counselor's office where you can relay the emergency message, and the counselor will speak with the inmate. After hours or on weekends and holidays, verified emergencies will be passed on to the inmate at the earliest possible time.

### **How do I get my telephone number removed from an inmate's call list?**

---

Please contact the correctional facility where the inmate is currently housed and report that you would like your number removed. If you are receiving threatening calls from an inmate, please contact the correctional facility and report the calls.

### **Can I be on an inmate's call or visiting list if I once worked for the KDOC?**

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Former employees, former volunteers and former contract workers cannot be added to an inmate's phone or visiting list within two years of the severance of the individual's relationship with a correctional facility. Approval of visits after two years is at the discretion of the Warden.



## INMATE TRUST ACCOUNTS | sending money

Effective January 1, 2011, the Kansas Department of Corrections discontinued deposit coupons for inmates.

Inmates deposit 10 percent of their incoming money less any outstanding obligations into a forced savings account. Use of saved funds is restricted to payment of garnishment, identifications (birth certificate, driver's license, and social security card), civil filing fees, transcript fees, subpoena fees or other Warden-approved uses that facilitate an inmate's re-entry back in to the community.

All forced savings account funds, plus interest, are returned to the inmate upon release.

### How do I send funds to an inmate?

Family and friends have two options for placing funds into an inmate's account. The two choices are:

**1. JPay:** To use this method online or by phone, you must establish a JPay account. Please visit [www.jpays.com](http://www.jpays.com) or call (800) 574-5729 for information on how to open and manage your account. The Department of Corrections also allows inbound and outbound electronic messaging with inmates from family and friends who have established an account at [JPay.com](http://JPay.com). You may also send a money order with a deposit coupon without establishing an account. Please visit JPay to print a deposit coupon and follow JPay's instructions.

-OR-

**2. Access Secure Deposits:** To use this method, online or by phone, you must establish an Access account. Please visit [www.accesscorrections.com](http://www.accesscorrections.com) or call (866) 345-1884 for information on how to open and manage your account. Access Secure Deposits takes MasterCard and Visa debit and credit cards. You may also send a money order with a deposit coupon without establishing an account. Please visit Access Secure Deposits to print a deposit coupon and follow Access' instructions.

PAYMENT OPTIONS		
	JPay	Access Secure Deposits
<b>Online Payment Options</b>	<a href="http://www.jpays.com">www.jpays.com</a>  Debit/Credit Card	<a href="http://www.inmatedeposits.com">www.inmatedeposits.com</a> or <a href="http://www.accesscorrections.com">www.accesscorrections.com</a>  Debit/Credit Card
<b>Phone Payment Options</b>	(800) 574-5729 Available: 24/7  Debit/Credit Card	(866) 345-1884 Available: M-F, 7:30 a.m.-11 p.m. (CST)  Debit/Credit Card
<b>Lobby Kiosk (Available at selected correctional facilities.)</b>	Cash/credit cards accepted at kiosk in facility lobby.	Cash/Credit Cards accepted at kiosk in facility lobby.
<b>Lock Box (Monies mailed through U.S. Postal Service)</b>	Mail the order deposit form available from inmate or vendor website with money order to:  JPay PO Box 530427 Miami, FL 33153-1250	Mail the order deposit form available from inmate or vendor website with money order to:  Secure Deposits-Kansas DOC PO Box 12486 St. Louis, MO 63132
<b>Walk-In</b>	Available at more than 30,000 MoneyGram locations in the U.S.	Not Available.

**Please visit the vendor websites for transaction fees. The fees for Electronic Money Transfer Transactions will be deducted from the deposited amount.**

### **Can I find out how much money an inmate has in his/ her account?**

---

No. The KDOC does not share any information (e.g. account balance or how the inmate spent the funds) on an inmate's trust account. To confirm whether an inmate has received money, you may contact Centralized Inmate Banking at (913) 727-3235 ext. 57358. You will be asked to supply the date the funds were sent, the method used to send the funds, the amount of funds sent and the sender's name.

### **What happens if an inmate has no money or very little in his account?**

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Indigent status is defined as an inmate whose inmate bank account, during the previous month, has a cumulative spendable amount of less than \$12. Inmates who are indigent will be supplied with essential items including writing supplies, postage and personal hygiene items such as a toothbrush, toothpaste, disposable razor (general population inmates only), comb or pick and soap.

### **What can inmates do with their money?**

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Each facility has a canteen, a store through which inmates purchase allowable items. Inmates can purchase postage, snacks, personal products, radios, TVs, other electronic equipment, handicraft materials, shoes and other approved items depending upon an inmate's incentive level. Inmates also may request disbursements for expenses such as medical co-pays, copies, magazine/newspaper subscriptions and legal fees. Court-ordered or statutorily mandated disbursements such as restitution, child support and room/board costs also can be collected.

### **May family or friends provide glasses, shoes or other items?**

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No. The KDOC's medical contractor will provide for items that are deemed necessary, such as glasses.

### **Can inmates work?**

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Inmates must work unless they have a medical condition or other approved reason that will not allow for work assignments.

Examples of facility work assignment areas are food service, laundry and custodial work. Other employment possibilities include work release programs, traditional correctional industries, which are operated directly by KDOC staff, and private correctional industries programs where the KDOC enters into agreements with private firms.

Inmates in traditional industries receive incentive pay ranging from \$0.25-\$0.60 per hour. This compares to a maximum of \$1.05 per day that inmates may receive for facility work assignments. Through KDOC partnerships with private industries, inmates earn at least federal minimum wage. Traditional/private industries program inmates pay 25 percent of their gross wages in partial reimbursement for room and board.

In addition to other KDOC administrative fees, inmates pay court-ordered restitution, child support and federal and state taxes. More employment information is available on page 23.

## CONTRABAND | information

Bringing contraband in to a correctional facility can have serious consequences. To ensure the safety of visitors, staff and inmates, the items that can be brought in are severely restricted.

Traffic in contraband in a penal institution is a severity level 5 or 6, non-person felony. Traffic in contraband is defined as introducing or attempting to introduce anything not specifically allowed by the Warden of the facility. Contraband includes drugs, needles, weapons, explosives, intoxicating beverages, currency, written

communication, cell phones, and more. KDOC correctional facilities do not allow tobacco and to-

**All cell phone and tobacco products are prohibited. These items must be secured in your vehicle before entering a correctional facility.**

bacco-related items such as lighters, matches, smokeless tobacco, etc.

Anyone attempting to bring in contraband of any type into a KDOC correctional facility will be arrested and prosecuted to the fullest extent of the law.

## Searches

Every person entering correctional facility grounds is subject to search. Every visitor may be required to clear both a metal detector and a parcel x-ray machine search. Any visitor who is unable to clear a walk-through metal detector after three attempts, will be subject to a search using a hand-held device. Any visitor who then is unable to clear the hand held metal detector will not be allowed to visit that day. Even though a visitor clears the metal detector and parcel x-ray machine search, the visitor may still be requested to submit to a pat down search and/or a strip search if reasonable suspicion is present that the visitor is in the pos-

session of contraband.

Trained detection dogs also may be used, based on a random schedule determined by the Warden or designee, to screen and/or search any area of the facility, any person attempting to enter into a facility and vehicles entering into or parked on the facility grounds.

If you refuse a search, you may not visit that day and will also lose your visiting privileges. If you have a medical condition that does not allow you to clear through the metal detector, you will need to bring a letter from your doctor documenting your condition.

### How do I get on an inmate's visitation list?

---

Once an inmate is eligible for visiting privileges, the inmate is responsible for ensuring that his/her visitors receive the necessary paperwork to register as visitors. The IMPP can be found on the KDOC's web site at: [www.doc.ks.gov/kdoc-policies/impp/chapter-10/10113.pdf/](http://www.doc.ks.gov/kdoc-policies/impp/chapter-10/10113.pdf/).

The inmate obtains the request form from the unit counselor and mails it to those he/she wishes to place on his/her visiting list. The prospective visitor will need to complete the form and mail it back to the facility for review and approval. A criminal background check is completed on all visitors. The visiting rules are sent out with the request form.

Each inmate may have a maximum of 20 visitors on his/her list.

No visitors will be allowed into a correctional facility until the application has been approved. However, members of an inmate's immediate family, who the inmate has submitted on his visitor's list for temporary approval, may be allowed visitation pending completion of the approval process for the first 30 days after the inmate's transfer from an RDU to a facility for general population confinement.

### How are visiting privileges determined?

---

Visitation privileges are determined by the incentive level assigned to each inmate in the following manner. Those inmates assigned to the following incentive levels are provided the following privileges:

- Intake Level: limited to visits from attorneys, clergy and law enforcement.
- Level I: limited to visits from attorneys, clergy, law enforcement, a primary visitor and immediate family members.
- Levels II & III: allowed visits from any approved visitors.

Immediate family members are defined as parents, step-parents, siblings, spouses of siblings, half-siblings, step-siblings, children, spouses of children, step-children, grandchildren, step-grandchildren, spouse, parents of spouse, grandparents, or any person who filled the role of a parent de facto with respect to the inmate as confirmed by the Warden upon review of the social history.

Inmates, who are married by license or common law, must list their spouse as their primary visitor. Unmarried, inmates may declare any person as their primary visitor as long as the person is at least 18 years of age and is not listed as the primary visitor for any other inmate. Inmates may change their primary visitor every six months.

Approved lists are transferable to each facility and remain in effect unless revised by the inmate or for administrative cause. **Please review all visiting rules supplied by the facility prior to visiting.**

### What are the visiting hours and rules?

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After you have received notification that you have been approved as a visitor, please check with the correctional facility for visiting hours and specific visiting rules.

### Can children under 18 years of age visit an inmate?

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Minor children are permitted to visit if they are approved to be on the inmate's visitation list. The adult who brings the minor child must also be an approved visitor and be the child's parent or legal guardian. Minor children may not be allowed to visit if the inmate is being managed as a sex offender.

### Can I be on more than one inmate's visitation list?

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Visitors may be on more than one inmate's visiting list if the visitor is an immediate family member to each inmate.

### Why would my visiting privileges be suspended?

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Visits may be denied, suspended or terminated by the shift supervisor on duty for:

- Visitor under the influence of drugs or alcohol
- Insufficient space available
- Refusal of visitor to submit to search per IMPP 12-115, "Search of Visitors"
- Refusal or failure to provide sufficient identification or falsifying information
- Violation of facility rules
- Failure to properly supervise children
- Excessive physical contact
- Visitor or visitor's child appears ill
- Reasons necessary to preserve security of the facility and reasonable order in the visiting area

**Please note: visitors can be searched to prevent the introduction of any item considered to be contraband if taken into or from a facility. This includes cell phones and all tobacco and tobacco-related items.**

### What if I am a victim of the inmate but I would like to visit the inmate?

---

This does not mean that you will not be allowed to visit. If you are a victim of the inmate, you must indicate this on your visiting application. The Office of Victim Services (OVS) will contact you for more information. If you have questions about this process, please call OVS toll free at (866) 404-6732.

### How do I remove my name from a visitor's list?

---

Send a letter with your request for removal, include the inmate's name and KDOC number, to the Visitation Clerk at the correctional facility. Mailing addresses are on page 3. Visitors removed from a list by their own request or by the inmate's request may not re-apply for visitation for a minimum of 180 days.

### What if I'm traveling from out of state to visit but I am not on the list?

---

Under certain circumstances, the Warden or his designee may authorize a special visit. Requests for special visits are initiated by the inmate through the inmate's unit team via the Form-9. Circumstances under which special visits may be granted include, but are not limited to:

- Requests for a single visit prior to background verification and approval of subsequent visits;
- The visitor has traveled a distance of 150 miles (one way) or more; or,
- The visit is in the best interest of the inmate's rehabilitative needs or other correctional goals.

### What kind of identification should I bring with me during my visit?

---

Visitors must properly identify themselves with picture identification issued by a government agency, such as a driver's license or a state identification card. A birth certificate is acceptable for persons under the age of 16 who cannot produce photo identification.

### Are inmates permitted furloughs for funeral/ bedside visits?

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No.

### Is physical contact allowed during a visit?

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Contact during visits is limited to a brief embrace or kiss at the beginning and end of the visit. Hand holding is not allowed. Please see IMPP 10-113 for additional information.

The KDOC provides comprehensive health care through private companies under contract with the KDOC.

Routine sick calls are conducted five days a week and each facility provides 24-hour emergency medical, dental and mental health care for inmates.

This includes on-site emergency first aid and

crisis intervention, use of designated hospital room or appropriate health facilities, emergency on-call physician, dentist and mental health professional services when the emergency health facility is not located nearby.

Each facility also provides for mental health services and routine dental examinations and treatment services.

### What medical and mental health services are available?

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Each facility provides a physician on site. Nurse practitioners and physician assistants also are available. Non-essential medical services and procedures, including elective surgery, will not be routinely provided to inmates.

Access to mental health services is determined based upon assessments.

### What dental services are available?

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Routine dental examinations and treatment services are provided to each inmate under the direction and supervision of a licensed dentist. Arrangements for consultation with dental specialists and emergency dental services are made by the facility dentist and approved by the Departmental Health Authority. Elective procedures and dental prostheses will not be routinely provided. The preventive benefits of fluorides may be made available to inmates in the form and amount determined appropriate to the individual by the dentist. Dental procedures considered elective and not routinely offered will include, but are not limited to:

1. Precious metal work;
2. Long-range periodontics; and,
3. Orthodontics

### Can I find out about an inmate's health status?

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All medical and mental health records are confidential and handled in accordance with state and federal statutes and regulations regarding confidentiality and privacy. The release of confidential medical and mental health care information requires documented consent.

An authorization for release of medical information is available in IMPP 5-107 Information Technology and Records: Confidentiality/Release of Medical and Mental Health Information, Attachment A.

### How does an inmate see a doctor?

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An inmate must complete a sick call slip and will be charged a \$2 fee for the initial visit. If the inmate needs to be seen for a follow-up visit or has been determined to have a chronic illness, the inmate will not be charged the \$2 fee. If an inmate has a chronic illness and the symptoms are not related to the chronic illness, there will be a \$2 charge.

### Will someone notify me of an inmate's medical emergency?

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Assigned facility staff will notify the emergency contact designated by the inmate in the event of serious illness or injury affecting the inmate, which requires hospitalization, or in the event of the inmate's death.

## DISCIPLINARY & GRIEVANCE | procedures

Disciplinary proceedings are conducted in a similar manner to how municipal court cases in your own community are conducted.

If an inmate violates a rule, a staff member writes a disciplinary report (DR) or issues a summary judgment citation.

The inmate may enter a plea of not guilty, guilty or no contest when the report is served to him/her. Each inmate also is entitled to:

- receive advance written notice of the charge and a fair hearing by an impartial hearing officer;
- be present at the hearing;
- present documentary evidence;
- testify on the inmate's own behalf;
- have witnesses, subject to considerations of facility safety and security.
- confront and cross-examine witnesses against the inmate; and

- be furnished with staff assistance according to K.A.R. 44-13-408.

If found guilty, the inmate's sentence depends upon the severity of the offense. Disciplinary sentencing is mandated by Kansas regulations and consists of a wide range of consequences from being placed in disciplinary segregation to receiving a verbal reprimand.

The inmate also is permitted to appeal Class I and Class II convictions to the Secretary of Corrections' designee whose decision is final.

The disciplinary process is explained in the Inmate Rule Book which is given to every inmate during the intake process. Inmates are strongly urged to read the book because rule infractions may adversely affect their incarceration and good time, if eligible. More information is available in KAR 44-13-101 and IMPP 11-119 Decision Making: Documentation of the Disciplinary Process.

### What are the penalties for receiving a DR?

**Class I:** Offenses that are very serious in nature such as threatening or intimidating another, fighting/disobeying orders. Penalties may include all or any combination of:

- Disciplinary segregation, not to exceed 45 days;
- Loss of good time credits, not to exceed six months;
- Extra work for up to two hours per day, not to exceed 30 days;
- Restriction to inmate's own cell, not to exceed a period of 10 days;
- Restriction from privileges, not to exceed 60 days;
- A fine not to exceed \$20.00;
- Restitution; or
- An oral or written reprimand.

**Class II:** Offenses that are of moderate seriousness such as gambling, insubordination and disrespect. Penalties may include all or any combination of:

- Disciplinary segregation, not to exceed 15 days;
- Loss of good time credits, not to exceed three months;
- Extra work for up to two hours per day, not to exceed 20 days;
- Restriction to inmate's own cell, not to exceed a period of seven days;
- Restriction from privileges, not to exceed 30 days;
- A fine, not to exceed \$15.00;
- Restitution; or
- An oral or written reprimand.

**Class III:** Offenses of a less serious nature. Any violation of a published order from the Secretary of Corrections or Warden such as unsanitary practices. Penalties may include all or any combination of:

- Restriction to inmate's own cell, not to exceed three days;
- Restriction from privileges, not to exceed 20 days;
- Extra work for up to two hours per day, not to exceed 10 days;
- A fine not to exceed \$10.00;
- Restitution; or
- An oral or written reprimand.

### How does an offender address grievances?

Before utilizing the grievance procedure, the inmate should try to reach an informal resolution with staff who work with the inmate on a direct or daily basis. Inmate request forms should be used to document this process. If this informal resolution attempt fails, the first level of the grievance system may then be used. If an emergency exists and a resolution could not be obtained by going to the unit team, the inmate may go directly to the grievance process. The grievance procedure incorporates several levels of problem solving to ensure solution at the lowest administrative level possible before moving to the next step:

- Level 1: The inmate submits a grievance report form to an unit team member.
- Level 2: If not resolved, the inmate submits the grievance report form to the Warden
- Level 3: If not resolved, the inmate submits the grievance report form to the Secretary of Corrections.

Education programs assist inmates in meeting their identified educational needs. Programs are competency based and directed toward remedial and high school equivalency education. General Educational Development (GED) certificate programs are available at no cost to the inmates enrolled.

Special education programs are provided to inmates under the age of 22 who have special

learning problems to assist them in meeting the completion requirements of the academic and vocational programs.

Vocational education programs are available at selected facilities to meet the identified vocational needs of inmates. Program content emphasizes the acquisition of marketable skills that enhance the inmate's ability to obtain meaningful employment upon release.

### What is a program plan?

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During the RDU process, each inmate completes an Individual Program Plan (IPP). An inmate's failure to comply with the IPP will result in a failure to earn good time, loss of privileges and a reduction in incentive level. While an inmate may have several programs listed on the IPP, the inmate may not enter certain programs until well into his/her incarceration based upon the needs assessment and the amount of time to serve before the determined release date. An inmate's IPP is reviewed on a regular basis according to facility policy. Modifications to the program agreement can be made based upon documented changes in the inmate's conduct, attitude or needs. Any such modification will be reported at the 120-day review.

### What programs are available?

---

All programs are not available at every facility. The KDOC determines when an inmate may enter an appropriate program. Currently, the KDOC offers the following programs:

- Academic Education
- Vocation education programs (such as home building, cabinet making, electrical, plumbing and welding)
- Special Education
- Substance abuse treatment
- Sex offender treatment
- Values-based pre-release programs (such as the InnerChange Freedom Initiative (IFI), a voluntary re-entry program offered at Lansing Correctional Facility and operated by Prison Fellowship Ministries through a contract with the KDOC for selected inmates, that begins during incarceration and provides for an additional 12 months of mentoring and support once the offender has returned to the community.)
- Sedgwick, Wyandotte and Shawnee County Re-entry services

In addition, classes targeting high risk areas may also be available and may include housing, education/ employment, Thinking for a Change (cognitive-based curriculum), parenting classes, care giver support groups and family transitions classes/workshop. The purpose of these classes is to help inmates to begin addressing high-risk areas prior to their release. Similar classes may also be available in some parole offices.

### What is the KDOC's GED program?

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KDOC's GED programs are computerized to allow each inmate to work at an individualized pace. Graduation dates vary due to the program's individualized nature. Each facility has one classroom with the exception of Lansing and Hutchinson correctional facilities, which have two. Approximately 15 workstations are in each classroom and at least two shifts of students are served each day. Each student spends about three hours daily in the GED classroom, which is staffed by a certified teacher and an instructional aide.



## EMPLOYMENT | work release and private industries

Work release and traditional/private industries programs are designed to help inmates learn and practice the pro-social skills and good work habits required to be self-sufficient, productive citizens ready to practice responsible crime-free behavior.

The purpose of the work release program is to prepare selected inmates for release and to assist them in making a successful transition from the institutional environment back in to free society.

Work release offers a unique opportunity to realize correctional objectives while permitting the participants to leave confinement and work in the community under close supervision and structure. Work release inmates are minimum-custody only and are carefully screened for appropriate placement.

Traditional correctional industries, are oper-

ated directly by KDOC staff. Private correctional industries programs are where the KDOC enters into agreements with private firms to locate on or near correctional facilities.

Potential inmate employees complete job applications and interview for positions, just as other potential employees do. The earning potential serves as a motivation for inmate workers, and in addition to other employer benefits, contributes to a highly motivated and dependable workforce.

These employed inmates pay room and board, state and federal taxes, transportation costs, medical expenses, court costs, restitution, dependent support and other outstanding debts. Inmate workers are also required to set aside a portion of their earnings into a savings account which can only be accessed following their release from custody.

### What is work release?

Selected inmates may be placed into a structured work release program, available at five correctional facilities in Kansas. This means the inmate will be working in the community. Selection criteria for participation and placement in the KDOC's work release programs and prison-based/non-prison based employment is based upon the inmate's need for such a program and the inmate's crime(s) and degree of risk to the community. For more information, please see IMPP 15-101, Work Release and Prison/Non-prison Base Private Industry Programs: Selection Criteria and Placement Procedures.

Once the inmate has found employment in the community, staff will conduct random checks at the place of employment to ensure that the inmate is working. Inmates also have the opportunity to have limited movement in the community. For example, work release inmates could be allowed to attend church outside the facility.

### What is private industry?

Inmates have the opportunity to be employed in prison/non-prison based industry positions based inside or outside correctional facilities. Inmates in traditional industries receive incentive pay ranging from \$0.25-\$0.60 per hour. This compares to a maximum of \$1.05 per day that inmates may receive for facility work and program assignments. Private industry inmates earn at least federal minimum wage, which results in the employment of inmates inside and outside correctional facilities.

#### Private Industries

##### Benefits to Company

- Dependable, productive and flexible workforce.
- Pay reasonable wages.
- Obtain federal tax credit of \$2,400 per inmate worker.
- No federal or state unemployment taxes.

##### Benefits to Inmates

- Acquire valuable work habits and skills.
- Earn at least federal minimum wage.
- Meet child support obligations.
- Receive mandatory savings upon release.

##### Benefits to State

- High-quality experience and training at no cost to taxpayers.
- Crime victim restitution.
- Room and board payments.
- State and federal income taxes collected.
- Fewer inmate disciplinary problems.
- Offender recidivism reduced.

## GENERAL | questions

### Why is a non-maximum custody inmate in a maximum-security facility?

The security designation of a correctional facility is based upon its physical attributes (i.e., architectural, environmental) and, as it relates to inmates, the type of physical constraints deemed appropriate for a particular inmate. The security designation represents the highest custody inmate that the facility may hold. For example, a maximum-security facility is capable of housing minimum-, medium- and maximum-custody inmates. A minimum-security facility is capable of housing only minimum-custody inmates.

		FACILITY/LIVING UNIT SECURITY LEVEL			
		Minimum Security	Medium Security	Maximum Security	Segregation Unit
CUSTODY LEVEL	Minimum	✓	✓	✓	
	Low Medium		✓	✓	
	High Medium		✓	✓	
	Maximum			✓	
	Special Mgmt.				✓

### What is an inter-facility transfer?

Inmates may be transferred to any KDOC facility consistent with the custody classification, gender and other medical and/or programmatic needs of the inmate and/or the management and operational needs of the KDOC.

An inmate initiated, inter-facility transfer request must be submitted to the inmate's unit team counselor through a Form-9. Inmates in need of security transfers are given priority followed by those who have medical and mental health issues and program needs. Visitation is important but does not take priority over these other transfer needs. As much as the KDOC would like to house all inmates near family and support group members, the KDOC is not able to accommodate every visitation transfer request. Those inmates with the best record and who have waited the longest are given priority in granting visitation transfers.

### What is the interstate compact?

Kansas has adopted an interstate compact with approximately 30 states that allows for the placement of a small number of Kansas inmates in those states as needed for security considerations and subject to the approval of the other state. Interstate compact transfers are not considered for visitation purposes.

### What is a lockdown?

Although infrequent, a lockdown can occur in cases of emergencies, disturbances or disruptions of a general nature or that involve a substantial number of inmates.

While in lockdown status, inmates remain in their cells. Visitation, phone calls, along with inmate work programs and activities, are halted during a lockdown.

### What is good time?

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Inmates who demonstrate good work and behavior are eligible to earn good time credits which decrease part of the term of their incarceration.

Inmates sentenced under the indeterminate sentencing structure are eligible to earn good time credits at a rate of 50 percent (one day earned for one day served). Inmates sentenced under the determinate sentencing structure are eligible to earn good time credits at a rate of either 15 percent or 20 percent, depending on the date the crime was committed. Offenders sentenced under the determinate sentencing structure are also eligible to earn good time credits during their period of post-release supervision at a rate of 50 percent.

Good time credits may be withheld or forfeited for failure to comply with rules and regulations, resulting in the inmate remaining in prison for a longer period of time. Good time credits withheld or forfeited on post-release supervision will result in the offender remaining under supervision for a longer period of time.

### How is an inmate's sentence computed and how does good time work?

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Please see the Kansas Sentencing Guidelines Desk Reference Manual available through the Kansas Sentencing Commission at [www.accesskansas.org/ksc](http://www.accesskansas.org/ksc).

Inmates earn good time in accordance with their sentences while incarcerated. The crime carrying the longest sentence and post-release time is the sentence that will be used to compute the amount of time that will be served.

Upon completion of the prison portion of the imposed sentence, an inmate may be released to serve a term of post-release supervision, plus the amount of good time earned and retained while imprisoned.

If the inmate is released to post release and finishes the post release without being revoked, the offender will then start serving the good time the offender earned while incarcerated. If the offender is on post release and is revoked, the offender will be brought back in to a correctional facility.

If the inmate is a parole violator and was sentenced under the indeterminate sentencing law, the inmate would be held until seen by the Kansas Parole Board.

Sentence computation is completed by a special unit at the KDOC's central office.

Kansas sentencing laws are very complex and every detail cannot be covered here. This is intended to provide a general understanding of the good time processes.

### What does sex offender management status mean?

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The KDOC may manage inmates as sex offenders based on their convictions or behavior. This status may affect the classification, visitation and available programming while incarcerated. It may also affect an inmate's supervision upon release. This status may include any inmate with one or more of the following: current sex crime conviction, prior adult or juvenile sex crime conviction, conviction for sexually-motivated crime, institutional behavior that shows a pattern of sexually-motivated behavior and/or designation as sex offender by the override panel.

### Can an inmate's sex offender management status be changed?

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Inmates may request an override of their sex offender status by submitting a request that includes the specific guidelines they would like changed to the Unit Team or Parole Officer, depending on the inmate's or offender's location. Specific sex offender conditions examples are: contact with minors, attending sex offender treatment or being managed as a sex offender.

The Unit Team or Parole Officer will complete and submit an override packet to the KDOC's central office for review by an override panel, which meets once a month.

### **Are religious services/ programs available to inmates?**

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Every inmate has the right to freedom of religious affiliation and voluntary worship. The exercise of such rights may be subject to the requirements of ensuring the safe, secure and orderly operation of the correctional facility. Chaplains and volunteers provide a range of religious services, pastoral counseling, study groups and other special events.

### **Can an inmate and I have a wedding ceremony in a correctional facility?**

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Yes. Inmates make their request through the pastoral care department at which time the chaplain will follow a set of guidelines and protocol for the events leading up to the ceremony that must be approved by the Warden. This will include careful planning and may include marital counseling. The chaplain will lead the couple through this process and advise them of the criteria while keeping administrative staff informed of the proceedings.

All expenses associated with the marriage ceremony are the responsibility of the inmate or prospective spouse.

### **Can an inmate be released to attend a funeral or make a bedside visit?**

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No. The loss of a loved one is a traumatic and stressful time that is intensified by also being incarcerated. In an effort to make this time as comfortable as possible for the inmate, the KDOC has several resources available to the inmate population.

The pastoral care department and mental health counselors along with unit staff work together to help an inmate in his/her time of need.

### **What is a functional incapacitation release?**

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Kansas law provides some inmates, who are very ill, with the option to apply for a functional incapacitation release. Functional incapacitation is defined as a medical or mental health condition, including one rendering the inmate terminally ill to the extent that death is imminent, resulting in the afflicted inmate being incapable of causing physical harm.

Applications are submitted to the KDOC and subsequently referred to the Kansas Parole Board. The application cannot be approved unless the Parole Board determines that the inmate is functionally incapacitated and does not pose a risk to public safety.

### **Are there legal services available to an inmate?**

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Inmates also have access to a prison law library and legal materials through LexisNexis research which provides legal research materials.

Inmates also may use a Form-9 or write a letter requesting services to obtain the assistance of Legal Services for Prisoners, Inc.

Legal Services for Prisoners, is a non-profit group that provides legal services to indigent inmates in Kansas correctional facilities.

The program's goal is to ensure that prisoners' rights to the courts are met to pursue non-frivolous claims. Funding for Legal Services for Prisoners is administered by the State Board of Indigents' Defense Services although the entity is not a state agency.

The program currently operates offices in Hutchinson Correctional Facility, Lansing Correctional Facility, and El Dorado Correctional Facility. However, an inmate may apply for services at any correctional facility.

For more information, contact Legal Services for Prisoners at (785) 296-8887.

Prior to release, inmates receive case management support based on their assessed level of risk and need to increase the likelihood offenders will become law-abiding upon return to the community.

The facility's unit team staff and parole division work with the inmate to prepare a release plan regardless of an inmate's risk level. However, more intensive support is provided to higher-risk inmates who face an increased number of barriers.

Re-entry and release planning staff develop and implement risk reduction services by communicating with all KDOC divisions, contract providers, community partners and an inmate's family members.

Services are delivered in one-on-one settings, in skill-building classes, through community connectors (mentors) and through key service delivery

systems (including mental health, housing, job readiness and family services).

This work falls under the umbrella of the Kansas Offender Risk Reduction and Re-entry Plan (KOR3P), which is supported by the Kansas Re-entry Policy Council.

Risk reduction, release planning and re-entry (R3) teams are established in each correctional facility and in key parole offices.

Facility program placement and case management decisions are made during the last 16 months (or time to serve if less than 16 months). Special conditions of release are supported by the release plan, and necessary information is provided to the Kansas Parole Board, victim services and other providers to ensure the plan is consistent with principles of risk reduction.

### Can an offender live with me while on post-release supervision?

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The inmate may identify you and your home as a potential place to live upon release. The possible home plan will be investigated by a parole officer before the inmate is released. When investigating a possible home plan, the parole officer needs to know the following:

- If the address provided to the parole officer is accurate.
- Who will be living in the home.
- If you want the offender living with you.
- If you have had specific challenges in the past with the inmate.
- What resources you need and if there are things parole can do to be helpful to you.
- If the home is drug and weapon free.
- If you are aware of the inmate's crime.
- If this plan will help the offender remain crime free.
- If the offender can live at this location according to policies.
- If you are able to help with transportation needs if necessary.

A parole officer must make contact with you before a home plan can be approved. You do not have to agree to the home plan if you are not comfortable with the offender living with you. If you do not feel safe, please contact the Office of Victim Services toll free at (866) 404-6732 for confidential assistance.

### What happens the day of release?

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Each facility works with the inmate to ensure the inmate receives all remaining funds in his/her inmate account. Transportation is established prior to the day of release and the inmate is given civilian clothes to wear out of the facility. The inmate will be given instructions on reporting to his/her parole officer upon release. The person picking up the inmate must show their driver's license to facility staff prior to leaving.

### What if the offender continues to need medical care/ mental health care?

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With a focus on reducing gaps in treatment following release, discharge planners meet with inmates nearing release to share information on access to general health care and disability services. The discharge planner makes mental health and medical appointments for post-release care, as necessary, and reviews the inmate's current medications. The inmate is also given a two-week supply of medication upon release.

## PAROLE | conditions

The parole conditions that all offenders are expected to comply with are included so you are aware of these expectations.

These conditions, and any special conditions, are explained to all inmates before they are re-

leased. The inmate signs a copy and a copy is provided to each inmate.

Once the inmate is paroled, the KDOC staff will again provide you with this information so that you are aware of the offender's responsibilities.

### Parole Conditions

#### 1. Reporting, Travel, and Residence:

- Report as directed to the assigned parole officer upon release from the institution or detainer and thereafter, report on a regular basis as directed by your parole officer.
- Keep your residence as stated in your approved release plan until given permission by your parole officer to relocate.
- Keep your parole officer continuously informed of your residence and employment.
- Obtain advanced permission from your parole officer to travel outside of your assigned parole district or the state of Kansas.

#### 2. Laws:

- Obey all federal and state laws, municipal or county ordinances, including the Kansas Offender Registration Act and the DNA Collections Act.
- Notify your parole officer at the earliest opportunity, if you have any law enforcement contact for any reason.

#### 3. Weapons:

- Not own, possess or constructively possess, purchase, receive, sell or transport any firearms, ammunition or explosive device, any device designed to expel or hurl a projectile capable of causing injury to persons or property, or any weapon prohibited by law.

#### 4. Personal Conduct:

- Not engage in assaultive activities, violence, or threats of violence of any kind.

#### 5. Narcotics/Alcohol:

- Not possess, use, or traffic in any controlled substances or other drugs as defined by law and not prescribed for you by a licensed medical practitioner.
- Not consume any mind-altering substances, including, but not limited to alcoholic beverages, wine, beer, glue, or paint.
- Consent to submit to a blood, Breathalyzer or urine test at the direction of the parole officer.
- Not tamper, falsify or dilute such a test.

#### 6. Association:

- Not associate with persons actively engaged in illegal activity.
- Obtain written permission from the parole officer and institutional administrator to visit or correspond with inmates of any correctional institution.

#### 7. Employment:

- Secure and maintain reasonable, steady employment within 45 days of your release from prison or residential treatment unless excused for medical reasons or an extension of time is given by your parole officer.
- Notify your employer of current and prior (non-expunged) adult felony convictions and status as an offender.

continues on page 29

## PAROLE | conditions

### Parole Conditions continued

**8. Education:**

- Make progress toward or successfully complete the equivalent of a secondary education (GED certificate) if you have not completed such by the time of your release and you are capable, as directed by your parole officer.

**9. Costs:**

- Pay restitution, court costs, supervision fees, and other costs as directed by your parole officer.

**10. Treatment, Programs and Placement:**

- Follow any directives given by your parole officer regarding assessment, referral, and placement for treatment, programs, or housing.
- Comply with all aftercare recommendations and your relapse prevention plan.
- Submit to polygraph examinations as directed by your parole officer and/or treatment provider.

**11. Victim:**

- No contact with the victim(s) in my case(s) or the victim's family by any means including, but not limited to, in person, by phone, via computer, in writing or through a third party without the advance permission of your parole officer.

**12. Search:**

- Be subjected to a search by parole officers or designated law enforcement officers of your person, residence, and any other property under your control.

**13. Special Conditions**

- The offender must agree to abide by any special conditions set by the Kansas Parole Board or his/her parole officer.

### Sex Offender Supervision

If the offender is managed as a sex offender, this may impact his/her supervision upon release. For more information regarding special conditions that may be imposed on those who meet the criteria, please refer to the sex offender handbook on the KDOC website: [www.doc.ks.gov/publications/Sex%20Offender%20Handbook.pdf](http://www.doc.ks.gov/publications/Sex%20Offender%20Handbook.pdf). A copy of this handbook is also available in the parole offices.

#### What happens if the offender violates these conditions?

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Each offender is managed according to his/her risk level and individual needs. All parole violations will be addressed by the offender's parole officer with an intervention or sanction. If you have questions or concerns, please let the parole officer know.

#### What fees must the offender pay to the KDOC while on parole?

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A supervision fee of up to \$25 per month is charged for each offender on supervised release. Payment of this fee is a condition of supervision for all offenders serving any type of supervised release. A portion of the monies from the fees collected are to be paid to the Crime Victims' Compensation Fund; the balance is to be paid in to the KDOC's general fund for the purchase or lease of enhanced supervision services or equipment.

## FAMILY SERVICES

The incarceration of a family member affects everyone who is involved with the incarcerated person. Family members find themselves in situations that they never expected and the struggles can be overwhelming. The incarceration of a parent is especially difficult for children. In the United States today, 1.5 million children have an incarcerated parent.

The KDOC provides programs to assist inmates in building healthy family connections. Community volunteers also assist with the mission of strengthening inmates' families. Volunteers assigned to the family services program work with high-risk families and inmates.

By developing positive parenting and citizenship behaviors, parents and caregivers can use the skills in other aspects of their lives to help guide their children toward positive, constructive adult lives.

Inmates also do significantly better if they have established healthy family connections to their companions and children prior to their release.

**For assistance or to learn more, contact:**

**Family Service Coordinator  
Kansas Department of Corrections  
Landon State Office Building  
900 SW Jackson, 4th Floor  
Topeka, KS 66612-1284  
(785) 249-9484**

### What are some resources to help the family deal with incarceration?

If you are caring for the children of someone who is incarcerated, support may be available within your community. Contact your local parole office for more information. If you live in Wichita, Kansas City or Topeka, each parole office has a family service coordinator who can assist. A list of community- and facility-based resources available to inmates and their families is available below and on page 31.

Other resources, which may be available are:

- KCSL Parent Helpline (statewide): 1-800-332-6378
- Self-Help Network of Kansas (statewide): [www.selfhelpnetwork.wichita.edu](http://www.selfhelpnetwork.wichita.edu)
- Kansas Community Access Network (statewide/local): [www.cankansas.org](http://www.cankansas.org)
- Link for Families of Incarcerated Support (nationwide): [www.fcnetwork.org](http://www.fcnetwork.org)

### Community-based Resources

#### FAMILY ORIENTATION

Family orientations provide family with information about ways to assist an incarcerated loved one transitioning back into the community. Information is provided about risk reduction, parole conditions, parole requirements and other community-based resources.

Orientations are available in the Kansas City, Topeka and Wichita parole offices.



### Facility-based Resources

#### **FAMILY TRANSITION CLASS**

Family Transition Classes are offered to inmates who will be releasing to a family member or who have had difficulties with family members in the past. The courses' six sessions address a topic relating to family reunification such as expectations and communication. The objective is to assist inmates, who are transitioning back to their families, balance their expectations with their families' expectations upon release. Following completion of the course participants are eligible to participate in a Family Workshop (described below).

#### **FAMILY WORKSHOP**

A Family Workshop is a meeting held at the correctional facility and includes the inmate and his/her family. The workshop provides an opportunity to discuss expectations and/or concerns the inmate or family may have prior to release.

#### **INSIDEOUT DAD PARENTING CURRICULUM**

The National Fatherhood Initiative developed the InsideOut Dad curriculum to address a gap in quality fatherhood programs with proven effectiveness that help incarcerated fathers become better dads during their incarceration as well as when they return to the community. The program is based on the philosophy that supports the growth and development of fathers and children as caring, compassionate people who treat themselves, others and the environment with respect and dignity.

#### **PARENTING INSIDE OUT CURRICULUM**

Parenting Inside Out is a cognitive-behavioral parent management skills training program created for incarcerated parents through a six-year collaboration of scientists, policy makers, practitioners and instructional designers in Portland, Ore. Both the information in the program and the way that information is presented were informed by knowledge derived from research and practice.

#### **ACTIVE PARENTING NOW**

Developed by Dr. Michael Popkin, the Active Parenting Now curriculum shows parents how to develop courage, responsibility and character in their children. It also explains positive discipline and communication techniques that may help families run more smoothly.

#### **PLAY AND LEARN**

Play and Learn Classes are offered in conjunction with the InsideOut Dads and Active Parenting Now classes. The classes provide children whose parents are incarcerated an opportunity to come to the facility and interact with their parent during safe, structured and facilitated play group sessions. This interaction provides the incarcerated parent an opportunity to bond with their child(ren) as well as practice the skills they have learned throughout the parenting class.

#### **CAREGIVER SUPPORT**

Caregiver support groups provide an opportunity for the caregivers of the children of incarcerated parents to gain a better understanding of the impact incarceration may have on children and strategies and ideas of how to help the children to whom they are providing care. The groups also provide an opportunity to learn more about resources available as well as discuss concerns or problems caregivers may have encountered.

The Office of Victim Services (OVS) serves as a liaison between victims and KDOC staff, the Kansas Parole Board and victim service providers.

The OVS staff is committed to providing crime victims the opportunity to express their ideas and opinions while approaching their work from a victim-focused perspective.

The KDOC maintains a confidential database to notify registered crime victims of 23 changes in an offender's status. The circumstances under which these notifications are made – as mandated by state law and departmental policy – include, but are not limited to:

- Releases
- Expiration of Sentence
- Public Comment Sessions
- Clemency Applications
- Transfers to work release and community service work programs
- Death
- Escape
- Return to incarceration due to a parole condition violation
- Application for early discharge and functional incapacitation releases
- Applications for Interstate Compact
- Releases from the Sexually Violent Predator program
- Possible offender involvement with the media

Release plan screening is another way OVS identifies victim safety needs. Nine months before the release of an inmate from a facility, the Victim Services Facility Liaison (VSL) reviews the inmate's release plan and works with victims to address possible safety threats and create a plan of action for each situation.

The VSL reviews the official documentation on file, which includes information from the county of conviction, local police department or other agencies involved in the original case.

Based on information revealed in the file review and victim safety needs, the VSL will present special condition requests to the Parole Board and/or document the information for use by the parole officer while investigating the plan and, later, in managing the offender.

**For assistance or to learn more, contact:**

**Office of Victim Services  
Kansas Department of Corrections  
Landon State Office Building  
900 SW Jackson, Suite 400-N  
Topeka, KS 66612-1284  
Toll Free: 1-866-404-6732**

## GLOSSARY | terms and acronyms

### **A&D (Admission & Discharge or Arrest & Detain)**

- **KDOC Facility Definition:** A&D - (Admission and Discharge) - a unit found at KDOC facilities. Inmates coming into the facility and leaving the facility are processed through this unit.
- **Parole Definition:** A&D - (Arrest and Detain)- a warrant used by Parole Services.

### **ADP Average Daily Population**

#### **administrative segregation (AD Seg)**

The removal of an inmate from the general inmate population for case management reasons, primarily related to the security of the facility and/or the safety of the inmate, other inmates or a staff member. Inmates in this status are housed in a setting with little interaction with other inmates and where movement outside the cell is controlled and limited.

### **American Correctional Association (ACA)**

**Canteen** The store where inmates are provided an opportunity to purchase allowable hygiene, snack and property items as well as stamps.

### **CO Corrections Officer**

**Correct Care Solutions (CCS)** The contractor providing medical and mental health services within KDOC facilities.

**Chemical Dependency Recovery Program (CDRP)** A short-term substance abuse treatment program the KDOC offers male offenders. To qualify, inmates must have at least four months to serve, be minimum custody and been iden-

tified as having a need for substance abuse treatment as indicated by a score of 3 or higher or a LSI-R overall risk score between 20 and 27 and an Alcohol/Drug domain score of 3 or higher.

**clinical services report (CSR)** An evaluation of the offender's current mental health and risk level.

#### **Community Service Work program**

Minimum-custody inmates at all correctional facilities except Wichita Work Release Facility may be assigned to a community service work detail. These crews are supervised by specially trained staff and are assigned to projects that include construction, maintenance, lawn care, snow removal, and more for local units of government, school districts, other state agencies, and eligible not-for-profit organizations. Inmates serving a sentence for conviction of a sexually violent offense are not eligible for assignment until such time as they have completed Sex Offender Treatment Program and are determined not to be high risk according to KDOC assessment.

**concurrent sentence** Two or more sentences imposed by the court with minimum and maximum terms (indeterminate sentences) or prison terms (determinate sentences) to be merged. The overlapping portion of the sentences are served at the same time and the sentence with the latest release date controlling.

**conditional release** Applies only to crimes committed prior to July 1, 1993, and is a date established as a function of state law and is determined by subtracting the amount of good time offenders earn and retain from their maximum sentence. This is the date on

which the offender must be released by state law without a discretionary release decision from the Kansas Parole Board.

The offender will then be supervised by a Parole Officer. For example, an inmate sentenced to a term of 10-30 years who earns and retains all available good time, is first parole eligible at five years and reaches a conditional release date at 15 years.

**consecutive sentence** Two or more court-imposed sentences in which the terms are aggregated (one following the other without interruption).

**corrections counselor (CC)** As a member of the unit team, Corrections Counselors provide more individual attention to inmates by counseling inmates in the development of their rehabilitation programs. The team approach involves evaluating risk factors in order to make decisions regarding facility/cell or work assignments, referrals to services, and the level/type of supervision and to develop comprehensive release plans for offenders who are within one year of release.

#### **custody levels:**

**special management** Describes an inmate who is in prison and who, because of either a short-or long-term condition surrounding his incarceration, requires segregation from the general population. Housing within a segregation unit and highly structured movement within that unit is required. The inmate is out of his cell one hour out of every 24 hours, five days a week.

**maximum custody** Describes an inmate who is most suitable for housing at a maximum-security facility and

whose movement and activities within that facility are highly structured and closely monitored.

**medium-high custody** Describes an inmate who is most suitable for housing at a medium or maximum-security facility, except HCF—East Unit and NCF—Central Unit. Within the facility assigned, activities and movements are moderately controlled and structured.

**medium-low custody** Describes an inmate who is most suitable for housing in a medium- or maximum-security facility or unit. Low-medium custody inmates may be allowed greater movement within the perimeter. Low-medium custody inmates may be housed at HCF—East Unit or NCF—Central Unit.

**minimum custody** Describes an inmate who is appropriate for housing at any level of security, with minimum security preferred.

**determinate sentence** The sentence under which the offender is given a set amount of time to serve. It is expressed in terms of a number of months. Most offenders convicted of an offense committed on or after July 1, 1993 will receive a determinate sentence. If an offender receives an “off-grid” sentence, the sentence is indeterminate (see indeterminate definition)

**disciplinary segregation (Disc Seg)** The purpose of disciplinary segregation is to incarcerate for punishment those inmates currently serving a sentence as meted out by the disciplinary board as approved by the Warden.

**DOC** Department of Corrections

**Disciplinary Report (DR)** Written notice that an inmate receives after committing a disciplinary infraction. Receiving DRs may result in loss of good time and/or loss of other incentives.

**Enforcement, Apprehension and Investigations (EAI)** investigates violations of the law and/or internal KDOC policies. EAI staff also conduct background investigations on prospective employees, volunteers, contractors and visitors. The EAI division conducts quarterly personnel searches and Rape Elimination Act investigations and maintains investigative file documentation.

**gate money (cash gratuity)** Offenders, at the time of their initial release on post-incarceration supervision or discharge upon expiration of the maximum sentence, receive a cash gratuity in an amount specified by KDOC policy.

**good time** Inmates who demonstrate good work and behavior are eligible to earn good time credits which decrease part of the term of their incarceration.

Inmates sentenced under the indeterminate sentencing structure are eligible to earn good time credits at a rate of 50 percent (one day earned for one day served).

Inmates sentenced under the determinate sentencing structure are eligible to earn good time credits at a rate of either 15 percent or 20 percent, depending on the date the crime was committed. Offenders sentenced under the determinate sentencing structure may be eligible to earn good time credits during their period of post-release supervision.

Good time credits may be withheld or forfeited for failure to comply with rules and regulations, resulting in the inmate remaining in prison for a longer period of time. Good time credits earned and retained on the prison portion of the inmate’s sentence will be added to the period of post-release supervision.

Good time credits withheld or forfeited on post-release supervision results in the offender remaining under supervision for a longer period.

**indeterminate sentence** The sentence in which the offender is sentenced to serve a term expressed as a range of years, e.g., 1 to 5 years, 3 to 10 years, 5 to 20 years, etc. Such offenders may be released on parole, and must be released on their conditional release date as explained above. An inmate’s initial parole eligibility is determined by subtracting the amount of good time they earn and retain from their minimum sentence.

For example, an offender sentenced to a term of 10-30 years and who earns and retains all available good time is first parole eligible at five years. An offender who committed an offense before July 1, 1993 will receive an indeterminate sentence.

**InnerChange Freedom Initiative (IFI)** a voluntary, values-based re-entry program for selected inmates.

**Intensive Management Unit (IMU)** A housing unit for special management inmates which provides an environment where inmates who have been housed in long-term segregation are afforded the opportunity to modify their behavior to allow their return to the general

population, or the unit can house inmates with escalating negative behavior which has not become so severe that it requires segregation.

**Internal Management Policies and Procedures (IMPP)** Reflect the policies, procedures, rules and regulations of the KDOC and the extent and availability of program and services for offenders.

**Kansas Administrative Regulations (KAR)** Regulations enacted by an agency to implement or interpret state legislation.

**Kansas Parole Board (KPB)** Plays a significant role in the two sentencing systems that currently govern those confined by the Kansas Department of Corrections. Under the indeterminate release structure, the KPB determines when an incarcerated inmate will be released. The KPB establishes supervision conditions of parole and conditional release, discharges successful parole and conditional releasees from supervision per the recommendation of the parole officer and revokes the release of those who have violated the conditions of their supervision.

**KDOC Number** The unique Department of Corrections number assigned to each offender. Usually represented as: KDOC#.

**lay in – cause** Refers to inmates who refuse to enter in to or participate in or who have been terminated due to negative behavior from recommended programs or work assignments.

**Level of Services Inventory – Revised (LSI-R)** A risk and needs assessment instrument.

**parole** Refers to when the Kansas Parole Board (KPB) decides to release an inmate from prison who is serving an indeterminate sentence once the inmate is eligible for parole. The offender will then be under the supervision of a parole officer until the sentence is complete or the offender is sent back to prison for any reason. The KPB may re-parole inmates at its discretion.

**parole decisions** Inmates sentenced under the indeterminate sentencing law will be eligible to see the Kansas Parole Board (KPB) for parole consideration under KDOC supervision. The KPB can parole, pass or continue this decision.

- **pass** The KPB can issue a “pass”, which is a denial of parole. When issuing a pass, the KPB will also decide on a period of time until the inmate will be again considered for parole. The KPB can pass an offender for up to 10 years in some cases, depending on the severity of the crime and the length of the sentence.
- **continue** The KPB may “continue” the decision, which is postponing making a decision to parole or pass the inmate. The KPB may request a variety of additional information regarding the offender’s risk and re-entry plans.
- **full board review** Often, offenders do not receive a decision immediately following their hearing because the KPB has continued their case for a full

board review. Full board review is a group-based problem solving approach utilized by the KPB to present a comprehensive overview of a case to all KPB members. The KPB utilizes the Full Board Review process for inmates with life sentences under possible consideration for parole or for the purpose of long-term planning, any high-profile case which has strong opposition or media interest, sex offenders with the potential to be reviewed for civil commitment as a sexually violent predator, all extended passes where there is dissent among KPB members, and any other case requiring problem-solving perspective.

**parole officer (PO)** The staff person from the KDOC who will supervise the offender while the offender is on parole or post-release supervision.

**permanent party** Inmates assigned to live at a program site (e.g. Larned Correctional Mental Health Facility, Wichita Work Release Facility) to provide support services but not for purposes of program participation.

**post** A location at which, or function to which, security staff are assigned during duty hours.

**post-release supervision** The period of time during which an offender serving a determinate sentence is supervised in the community following release from the prison portion of the offender’s sentence.

Like the prison portion of the sentence, it is also expressed in

## GLOSSARY | terms and acronyms

terms of a set number of months. Offenders on post-release supervision are supervised by parole officers.

**RADAC** Regional Alcohol/Drug Assessment Center

**Reception and Diagnostic Unit (RDU)** The intake assessment and evaluation unit located at either EDCF for men or TCF for women.

**sentence discharge/maximum sentence date** The date on which the offender has served all of their sentence, will be released from further obligation on the sentence and will no longer be supervised by the KDOC. It is initially determined according to the sentence given to the offender by the sentencing court, but in the case of determinate sentences, may be modified to an earlier date by earning and awarding of good time while on post-release supervision (see definition for “good time”).

In the case of indeterminate sentences, the Kansas Parole Board may grant an early discharge of the sentence, generally based upon the offender’s compliance with conditions of parole supervision for a period of at least one year.

**Sex Offender Treatment Program (SOTP)** A redesigned program, begun in January 1995, extended program completion from approximately nine months to 18 months and enhanced the treatment approach to offer a more intensive regimen of therapeutic assessment and activities for sex offenders. The underlying theoretical orientation of the program is Relapse Prevention (RP), a cognitive-behavioral treatment model, which requires ongoing and thor-

ough assessment of offender needs and treatment progress.

**slots** A program’s capacity in terms of full-time enrollments.

**special management** Describes an inmate who, because of either a short-term or long-term condition surrounding his/her incarceration, requires segregation from the general population. Housing within a segregation unit and highly structured movement within that unit is required.

**Special Operations and Response Team (SORT)** A team of specially trained employees deployed to resolve unusual incidents, various emergencies or high-risk situations.

**SGF** State General Fund

**substance abuse treatment** Facility-based substance abuse treatment provides inmates with a continuum of treatment services to assist them in overcoming their dependence on and abuse of alcohol and other drugs. The KDOC offered several levels of substance abuse treatment, including therapeutic communities.

Community-based substance abuse treatment services for offenders on parole and post-release supervision include transitional therapeutic community residential placements and outpatient counseling.

Most of these programs were lost due to budget reductions.

**Treatment Reintegration Unit (TRU)** Under the guidance of Correct Care Solutions (CCS), the TRU provides a structured therapeutic environment for the severely and persistently mentally ill in KDOC custody. The unit capacity is 78 and operates within the maximum

unit at Lansing Correctional Facility.

Treatment in the unit focuses on skill development toward the goal of reintegration back into a general population setting. TRU staff see most inmates on a daily basis. An inmate’s length of stay is open with each inmate case being individualized.

**urine analysis (UA)**

**Unit Team Manager (UTM)** supervises the unit team which is comprised of officers and the unit team counselor in each cell house (or living unit).

**work release** The KDOC operates work release programs in Wichita, Hutchinson, Larned, Ellsworth and Topeka.

While an inmate is participating in the program, the inmate continues to reside at the correctional facility but is employed in the community.