

Reno County Community Corrections  
Adult Intensive Supervision Probation  
Orientation Manual



A Handbook To Aid in Your Success

115 West 1<sup>st</sup>, Hutchinson, KS 67501  
620-665-7042  
Renogov.org

Revised  
*May 2019*

## Mission Statement

*Community Corrections seeks to reduce recidivism and enhance public safety by providing evidence-based supervision and interventions to assist clients in achieving long-term positive behavior change.*

## **Message from the Director**

Welcome to Reno County Community Corrections. You have been assigned by the courts as an alternative to serving a prison sentence. We're here to assist you, not only in meeting the requirements of the court, but also to make positive changes in your life. Because we want you to be successful, we will be asking you to attend interventions, make different choices in who you spend time with, and remain free from alcohol and drugs. Your assigned Intensive Supervision Officer, ISO, will help you make better choices and assist you in accessing the services you need to comply with the court ordered supervision.

Be honest with your ISO and show up to appointments even when things aren't going well. Ask for help when you need it. We understand making life changes is difficult, especially when addiction or mental health issues are involved. Your ISO can't help you or make effective and adequate referrals if you aren't open and honest with them. This is your supervision and your choices will determine the outcome.

Randy Regehr  
Director

## **First Steps**

At your first appointment an ISO will review with you the Conditions of Supervision, which will also be explained later in this manual in more detail. They may go over other intake paperwork, get your picture, and do a drug test. You will likely be given a curfew and scheduled for your next appointment. Plan to see your ISO once or twice a week for the first month. If treatment was ordered by the court your ISO will assist you in setting-up these interventions.

Within the first month after being assigned, your ISO will complete a risk and needs assessment called the Level of Service Inventory-Revised, commonly referred to as the "LSIR". This will assist your ISO in making accurate and adequate referrals, help focus the office appointments, and help with developing a plan for your supervision. This plan, called a Case Plan, will be based on the assessment and developed with your input. This is an opportunity to set some short and long-term goals and develop some tasks to help achieve the goals.

## **Supervision Process**

Throughout your supervision you will be expected to report to Community Corrections and treatment as directed. Your ISO will work with you to find reporting

times that work with your other activities. You will be required to bring in proof of your employment, proof you're living at the reported address, and receipts for payments on your case and supervision fees.

If you violate the conditions of supervision your ISO may address the issue in a variety of ways in accordance with the Courts directives. Interventions for a minor violation can span from a simple conversation to a referral for treatment or a 2 or 3 day jail sanction without a court hearing. For more significant violations the court can order up to 60 days in jail, a 120 day or 180 day prison sanction, or order that you complete your underlying prison sentence.

One of the most frequent reasons people on supervision go to jail is for failing to report. It is important to your success that you report as directed to your ISO and to treatment interventions even if things aren't going well. When you fail to report it appears you are refusing to engage in the activities designed to help you complete the program. Your success is our goal so when you don't participate neither of us can be successful.

## **Programing**

There are a variety of group programs offered at the Community Corrections office. Your ISO may require you to attend and complete one or more of these groups to address specific areas in which you are struggling. These programs, and other referrals in the community, are designed to help you be successful. Community Corrections pays for many of these programs for you so there is no out-of-pocket expense for you to attend. Some interventions do require an assessment or co-pay fee. If you are not able to pay for your substance abuse or mental health treatment or medications, ask your ISO for assistance.

## **Mandatory Conditions of Probation**

- 1. Report as directed, remaining at the location specified until dismissed by the Intensive Supervision Officer (ISO). Allow Community Corrections personnel to visit your residence, place of employment, or any other location deemed appropriate by appointment or without prior notice. Meet all reasonable and lawful requests of the Court and ISO.*

The frequency of contact with your officer depends upon your assessed risk to reoffend and individual needs. You must keep your appointments with your officer as scheduled. You may also be asked to provide proof of income, bills, place of residence, or employment. If the request your ISO makes is reasonable and lawful, you will be expected to comply.

- 2. Obey all federal and state laws, municipal and county ordinances. Notify the ISO of any law enforcement contact within 48 hours.*

Engaging in illegal activity is in direct opposition to your success on supervision. This includes possessing and/or using drugs illegally. All contact with law enforcement must be reported. If the contact is after regular working hours, messages can be left via voicemail for your officer. All violations will be dealt with in some fashion, and those determined to be of a serious nature may be reported to the Court.

- 3. Be truthful with the ISO in all matters. Do not use any other name for identification purposes other than that listed above.*

Honesty will be a key factor in your success in this program. You will be expected to be honest with your ISO in all matters and you will not be allowed to use aliases.

- 4. Reside at the reported place of residence and with those individuals approved by the ISO. Not change residence or allow new residents without officer permission.*

The purpose of this restriction is to remove you from a potentially harmful situation in which you would be set up to fail. Your ISO may restrict you from living in certain locations or require you to find a new residence. If you wish to move, you must discuss the location and possible residents with your ISO prior to moving or signing a rental agreement.

- 5. Pay all costs as ordered by the Court according to a monthly payment schedule determined by the ISO. Pay a \$20.00 per month supervision fee by the 10th day of the month.*

All costs may not be known at the time you sign your supervision conditions, but your ISO will make you aware of any costs as soon as they are made available. Your officer may assist you in developing a budget and have you sign a payment agreement. You may also be asked to sign a wage garnishment to pay your court fees. Recreation, vacations, or out-of-state travel may not be permitted if you are not current on your payment of court and supervision fees.

All Court-related costs shall be paid to the Reno County Clerk of the District Court, 206 W. 1<sup>st</sup>, Hutchinson, KS 67501. Your officer does not make these for you, although you may be required to bring in the receipt of payment. The supervision fee, and drug testing confirmation costs, are paid at community corrections. Community Corrections staff cannot accept cash and payments are to be made in **money order** only. Failure to pay the supervision fees during your supervision will result in them being sent to collection. Save all your receipts for payments made in this case.

- 6. Secure and maintain steady and reasonable employment as defined by the ISO unless excused for documented medical reasons. Receive permission from the ISO prior to changing employment. Participate successfully in any educational, vocational, or life skills training as directed. Be responsible for any associated costs of such training.*

If you are unemployed, you may be required to take a class, report more frequently, or document your job search activities. You may not be allowed to work at certain places that might place you at further risk to violate your conditions. You will not be allowed to spend the night out of County for employment purposes or travel out-of-state. You should not quit your job until you have permission from your ISO. Let your ISO know as soon as possible if you lose your job or change employment.

- 7. Remain within specified county of residence. Obtain verbal permission prior to travel outside the county and obtain written permission prior to travel outside the state. Unnecessary travel may be restricted if not current on payment of fees.*

Generally speaking, you will not be allowed to travel outside Reno County for the first 30 days of your supervision. It is unlikely you will be allowed to travel out-of-state while on supervision. You must discuss any travel requests with your ISO prior to leaving the county, your plans may be

verified by your ISO, and your ISO may deny travel requests. Last minute requests will be denied unless for a verified emergency situation exists. Reasons for which travel may be denied could include (but not be limited to):

- You are not current on payment of costs, or you have not completed required CSW hours.
- You are not in compliance with ALL conditions of probation.
- Your travel could interfere with court-ordered treatment.
- Your travel presents a risk to a third party.
- Your ISO feels your travel may jeopardize compliance with your conditions.
- You have pending criminal charges or a probation violation.

8. *Do not associate with persons or places of harmful or disreputable character (including those under the influence or using substances) and obtain permission from the ISO to have association with anyone who is or has been under the direct supervision of probation and/or parole.*

“Association” is defined as any planned, prolonged, or repeated personal, telephonic, electronic, or written contact. Persons or places can include those that might trigger a relapse or tempt you to engage in unwanted behaviors. If in doubt – don’t, and then ask your ISO. Incidental contact is not considered association. Association with previously convicted family members must be approved by the ISO. Permission for association is not given “after the fact.”

9. *Do not engage in assault, violence, or threats of violence of any kind. Do not engage in disruptive, loud, obscene or abusive behavior while on Community Corrections property or towards Community Corrections staff.*

Any behavior of this type will likely result in new charges. Be advised, however, that simply making threats or becoming involved in assaultive activity in which you are not formally charged can still be a violation of supervision and grounds for revocation of your probation.

10. *Obtain permission from the ISO prior to making purchases greater than \$250, or purchasing a motor vehicle.*

The primary purpose for this is to maintain financial accountability and fiscal management. You may be instructed to not make a purchase if not current on bills, court or supervision payments, etc. Your officer may instruct you to develop and adhere to a strict budget until your finances are in order.

11. *Comply with the curfew at the reported place of residence as assigned by the ISO.*

All clients are assigned a curfew, which is subject to verification through surveillance or other methods. Curfew times can be raised or lowered depending on individual circumstances and compliance.

12. *Do not illegally possess or use any controlled substances, narcotics or other drugs as defined by law except as prescribed by a licensed medical practitioner. Agree and consent to a blood, breath, or urine tests at the direction of the ISO. At no time make any attempt to alter said test.*

Your ISO or other agent so instructed may request you submit to urinalysis, saliva, and/or breath testing at any time. Be prepared to submit a urine specimen each time you report to your ISO.

Once the request for a specimen is made, you will not be allowed to leave the lobby area until it is provided. An officer of the same sex observes specimen collections. You may be asked to empty your pockets, submit to a pat-down search or submit to a visual inspection of your person prior to submission of the sample or if it is suspected there is an adulteration attempt. Attempts to alter the test include, but are not limited to, bringing in fake urine, someone else's urine, or trying to submit a sample other than that which was produced by your body at the time of the collection. Using "clean out" or "detox" products or other substances or dietary medications to alter the test is prohibited. Do not attempt to alter your sample by drinking large amounts of liquid or by trying to add liquid to your sample.

Failure to provide at least 30 ml. of urine within 2 hours of the request will be considered a refusal to submit and may be considered a violation. You are required at the time of submission to advise your ISO of any prescription or over-the-counter medication you are taking. It is your responsibility to provide documentation of this to the ISO prior to the sample being submitted. You are not allowed to take someone else's prescribed medication.

Should it become necessary to confirm a positive preliminary urinalysis by the GC/MS method, you will be responsible for the fee of \$20.00 per drug if positive. You will not be required to pay for a negative GC/MS result. Any attempt to contaminate a sample or substitute urine will be considered an additional violation.

*13. Do not use or possess alcohol, malt beverages or any intoxicating substances. Agree not to enter any liquor store, tavern or bar nor attend any gathering or be in any location where alcoholic beverages are consumed or served.*

You are not to consume or ingest beverages or medications which contain alcohol. It is your responsibility to examine all labels prior to consumption (such as cough medications). Intoxicating substances are those which are used or abused to produce a "high". Any positive chemical test for which there is no legal prescription will be treated as a violation.

You are to avoid locations where alcohol is being consumed or served. This includes parties, social functions, and being around those who have alcohol in their possession. A key in determining the difference between a tavern and a restaurant will be the amount of income derived from food sales, as well as the hours of operation and time you enter the restaurant. The final determination will be made by the ISO as to whether or not it will be allowed for you to enter a particular establishment. If you reside with someone who routinely has alcohol in the home, you may be required to seek other living arrangements.

*14. Do not possess, purchase, receive, sell or transport any firearm, ammunition, or explosive devices or any dangerous weapon as defined by the federal, state or municipal laws or ordinances.*

RCCC will interpret "possession" as your ability to have access to a firearm, ammunition, or other dangerous weapon. If you live with someone who has a firearm and you can access it, you may be considered to be in possession of it. Items such as hunting knives, swords, bows, arrows, starter pistols, replica firearms, and weapons used in the martial arts are considered dangerous and generally not permissible. You must advise your ISO if you have access to any of these types of items and ask for further clarification. Due to your felony conviction, possessing a firearm, ammunition, or a dangerous weapon is illegal under State and Federal law.

*15. Enter and successfully complete 40 hours of Community Service Work, as directed by the ISO. Additional hours may be required if violations of supervision occur.*

All individuals assigned to community corrections are required to perform 40 hours of community service work. This is considered to be volunteer work for which you receive no compensation. This must be performed for a non-profit organization approved by the ISO in advance. You will be required to sign a Waiver and Release of Right and/or Claims for Damages prior to completing the hours. Rules and expectations are as follows:

- The number of hours is set by the Court or ISO (such as an internal sanction for violations)
- You are expected to report as scheduled.
- You are not to report for CSW under the influence of ANY intoxicating substance that could impair your performance.
- Once the work has been completed, your ISO will be notified of your performance. If unacceptable, you may not receive credit for the hours you have worked.
- You will not be allowed to operate power equipment, drive agency vehicles, or be elevated over 5 feet off the ground. Only the work site supervisor and Director of Community Corrections can grant exceptions.
- You (and your heirs and other concerned parties) will be releasing Reno County Community Corrections, Reno County, Reno County Community Corrections Advisory Board, the Kansas Department of Corrections, and the participating CSW agency from any and all liability for any injury or property damage (either real or imagined) suffered while engaging in community service work.

*16. Agree to enter into evaluation, counseling, or treatment as directed by the ISO. Comply with all recommendations as clinically indicated. Costs and arrangements for payments are the defendant's responsibility.*

Community Corrections offers a variety of programs to which you may be referred based on your individual risk and needs. Your ISO may also refer you for mental health or substance abuse treatment services, or these might be a requirement of the court. It will be important that you actively engage in these services and are honest with the provider for you to receive the best outcome. If you are unable to pay for the assessment, co-pay, or mental health medication ask your ISO for assistance. You will be required to sign a release of information so your ISO can communicate freely with the service provider.

*17. Agree to submit to a search of your person, residence, vehicle, and effects at any time, with or without a search warrant when there is reasonable suspicion to believe that you have violated or are in violation of the terms of your probation.*

You may be asked to submit to a search at any time, with or without a warrant, by a probation or law enforcement officer when there is reasonable suspicion to believe you have violated the terms of your probation.

*18. Submit to DNA specimen sampling as required by law. Pay for any associated costs of such sampling.*

Kansas statute requires anyone convicted of a felony crime to submit to DNA sampling which will be retained by the KBI. If this was not done at the time of your arrest it will be completed at or by Community Corrections.

19. *If deported by the Immigration and Customs Enforcement, contact the Community Corrections office to notify them of your whereabouts either by phone or letter within 14 days of my deportation. If returning to the United States after being deported or after being released from ICE custody, prison, treatment, or jail, contact the Community Corrections office immediately and obtain reporting instructions.*

If the Department of Homeland Security / Immigration and Customs Enforcement deports you, you must notify your ISO within 14 days of being deported. If you return to the United States after being deported, you must contact your ISO immediately.

## **Special Conditions of Probation**

The Court may order special conditions specific to your individual circumstances. These could include, but not be limited to: no contact with certain individuals or victims, entrance into a specialized treatment program, registration under the Kansas Offender Registration Act, etc. Any special conditions will be listed individually and explained by your ISO.

## **Acceptance**

Your signature on the Order of Intensive Supervision Probation signifies your understanding of the conditions and what is expected of you. The court may revoke or modify these probation terms with or without a court hearing. Your ISO may arrest you and have you held until you see a judge if you violate the conditions of supervision.

By signing the Acceptance, you also agree to waive extradition to the State of Kansas and that you will not contest any effort by any state to return you to the State of Kansas

## **Confidentiality**

As an adult, any conviction you have is a matter of public record. All Community Corrections clients are listed on KASPER, on the Department of Corrections website, [www.doc.ks.gov](http://www.doc.ks.gov). As a public agency, Community Corrections has to comply with the Kansas Open Records Act (KORA). As a result, information not governed by federal or state confidentiality laws can be released to any individual having a valid reason to request it. It is not a breach of confidentiality for an ISO to ask for or receive information about you from a third party. Officers will not share with you all items contained in the case file, but you may have a copy of documents you signed as part of your supervision. Copy fees may be assessed for requested information. Material written by a third party will need to be obtained directly from that agency.

## Grievance Policy

Community Corrections strives to treat each individual fairly and justly. If you feel you have been discriminated against, sexually harassed, or had your civil rights violated due to some action or inaction of an employee, you have the right to file a grievance. There will be no basis for the grievance simply because you do not like your ISO or conditions of probation. Also remember that you sacrifice certain civil rights with a felony conviction. You should make every effort to work with your ISO and comply with the conditions and/or requests.

- Grievance forms are available either through your officer or at the front window. Staff members are available to explain the form or process if needed.
- Upon completion of the form, the form should be submitted to the appropriate supervisor for review, who will conduct an investigation and make a response as per policy as to what action needs to be taken.
- If the problem remains unresolved, the grievance can then be submitted to the Director for consideration. The decision of the Director is final. Should the matter still not be resolved to your satisfaction, you may take whatever civil or other actions are available to you. For Americans with Disabilities Act complaints:

US Department of Justice  
Civil Rights Division  
Disability Rights Section  
1425 NYAV  
950 Pennsylvania Avenue, NW  
Washington D.C. 20530  
202-307-0663  
[www.ada.gov/complaint](http://www.ada.gov/complaint)

Kansas Human Rights Commission  
900 SW Jackson,  
suite 568-S  
Topeka KS 66612-1258  
785-296-3206  
<http://www.khrc.net/complaint.html>

Kansas Governor's Grants Program  
900 SW Jackson Street  
Landon State Office Building, Room 304  
North  
Topeka, Kansas 66612  
**Telephone:** 785-291-3205  
Fax: 785-291-3204

## Internal Sanctions

Under certain circumstances and depending upon your response to supervision, your ISO may offer to amend your Conditions of Intensive Supervision to include internal sanctions rather than requesting revocation of your probation. Sanctions could include any number of things such as: community service hours, curfew, electronic monitoring, house arrest, jail time, etc. These may be done voluntarily and without a formal Court hearing. Issued sanctions have the same effect as originally ordered conditions.

## Informant Policy

While under the supervision of Reno County Community Corrections, you are prohibited from acting as a confidential informant for law enforcement. Doing so may place you in situations in violation of your conditions of probation or make it more likely for you to violate your conditions. This policy does not, however, prohibit you from voluntarily providing information to law enforcement.

## **Firearms Restrictions**

All people assigned to Community Corrections are prohibited from possessing firearms and other dangerous weapons. In addition, both federal and state laws bind you even after you are off probation. Under Federal law, if you have been convicted of any felony, you are not allowed to possess, ship, transport, or receive any firearms and/or ammunition. There are three different situations under Kansas law which may apply to you, and they vary anywhere from 5 years, 10 years, or lifetime restrictions from having firearm upon your completion of probation. If you have any questions, it is best to consult an attorney or ask your ISO where you can obtain further information.

## **General Contact Information**

Reno County Community Corrections is generally open Monday through Thursday from 7:00 AM to 6:00 PM and 7:00 AM to 5:00 PM on Fridays. Your officer will schedule your office visits based upon their work schedule and your work schedule as much as possible.

Although we attempt to accommodate your schedule, it is not always possible, and it will be your responsibility to report as directed. Unless advised otherwise, you must always speak personally to an ISO when you report to the office. Always sign the sign-in sheet, check-in with the receptionist, and you may be asked complete a report form.

A voicemail message system is available after hours for non-emergency messages. If you leave a message, please remember to mention whom the message is for, and your name and phone number. If an **emergency** arises and you need to speak personally to your officer, you may call the local law enforcement dispatcher, stating your need and to have your ISO contact you as soon as possible. The dispatcher will be able to contact the ISO, who may then return your call. **NOTE: this should be done in emergency situations only.** Do not contact your officer at home for situations that should be addressed (or should have been addressed) during regular business hours. Your ISO can further discuss after-hours contacts with you.

## **Director's Summary**

The staff at Community Corrections are here to help you by giving you the tools you need to be successful while on probation and long after. It will be your responsibility to accept the help, use the skills you're taught, and make good decisions.

Keep this handbook throughout your supervision as a reference guide. Please ask your ISO if there are supervision conditions or things in the handbook you don't understand, they're here to help you.