

Reno County Community Corrections  
Juvenile Intensive Supervision Probation  
Orientation Manual



A Handbook To Aid in Your Success

July, 2013

## Message from the Director

Welcome to Reno County Community Corrections. You have been placed in this program by the District Court because you have been adjudicate/convicted of a felony crime. You may have either been assigned directly to the program or as a result of being revoked from a lesser intensive supervision program. Regardless of your circumstances, this is an opportunity to show those involved, and especially yourself, that you are willing to make changes in your life to benefit both you and the community in which you live.

Reno County Community Corrections has a very experienced and dedicated staff. Each staff member takes his/her job seriously and will do his/her best to achieve the agency mission of public safety and offender habilitation. As part of your probation, you will be supervised by one of these officers, and be expected to comply with various requests. Honesty and open communication will be key factors in your success. Officers are trained to assist clients with many different problems and challenges, but cannot do so if unaware of the problem.

Remember that probation is a privilege, and not a right. This is your chance to remedy problems while continuing to remain in the community. The supervision you will be offered will not only enforce those conditions imposed by the Court, but also protect public safety by minimizing risk and assist you in obtaining services to help you maintain a law-abiding lifestyle. Everyone at Reno County Community Corrections wishes you the best and hope you will use every opportunity afforded you to make needed changes within your life. The opportunity has been provided for you. The choice of whether or not to use it wisely, however, is yours.

Randy Regehr  
Director

## **What to Expect**

### Your First Office Visit

Upon your first visit to our office, you will most likely meet an ISO (to whom you may or may not be assigned). You will likely be requested to submit a urine sample that will be observed by a staff member of the same gender. If you cannot provide one immediately, you will be allowed two cups of water. We will also take a photograph for our files and you will fill out some intake paperwork asking you background information.

You will also likely review the “conditions of intensive supervision probation” with an officer. Because you are given this detailed handbook, the officer may simply ask if you have reviewed the booklet and answer any questions you may have. You will then be given an appointment time to return and meet the officer to whom you have been assigned. It will be in those following appointments when you will receive assistance concerning seeking employment (if applicable), treatment as necessary, CSW work sites, educational assistance, etc.

### The Next Step

If appropriate and you are not a full-time student, you will then begin a routine of looking for employment (if not already employed), performing community service work, and fulfilling any specific conditions of your probation. In certain cases, you may be required to complete a weekly schedule or itinerary. You will be expected to observe your assigned curfew, remain alcohol and drug free, commit no new criminal activity and you may receive visits from our Surveillance Officer.

### Regular Office Visits

*Each* time you report, you will need to sign in at the front window. Request the juvenile sign-in sheet. Always be prepared to provide a urine sample. Do not drink more than two cups of water or you may be required to wait until your urine is no longer too diluted for testing. You will need to turn in the following items:

- Pay stub receipts from your employer (if applicable)
- Money order for U/A and/or other fees
- Verification of any education-related items
- Verification of employment search (if applicable)
- Verification of CSW hours
- Any special assignments, etc. required by the ISO

If your ISO is out of the office, you will be required to complete a written report form and may be asked to briefly speak to another ISO. The other ISO will relay anything of significance to your supervising ISO.

## **Mandatory Conditions of Probation**

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

Reporting as directed means simply that. The frequency of contact with your officer depends upon your assessed risk to the community and individual needs. You must keep your appointments with your officer **as scheduled** and make yourself available for those appointments. Reporting one or two days later is not as scheduled. You may also be asked to provide documentation of certain things. If the request the officer makes is reasonable and lawful, you will be expected to comply.

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

If you are involved in any type of criminal activity, whether or not you are charged, you pose a risk to the community and to yourself. **All** contact with law enforcement must be reported (this does not include simple casual contact). If after regular working hours, messages can be left via voicemail or through a number your officer may give you. All violations will be dealt with in some fashion, and those determined to be of a serious nature may be reported to the Court with a recommendation of revocation of probation. There may be times when an arrest in itself may constitute a violation of this condition.

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

As stated on the previous page, 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, street names, etc.

- 4. Reside at the reported place of residence and with those individuals approved by my supervising officer. Advise the supervising officer of any new residents and not change residence without prior permission from the ISO.*

If you and/or your family wish to move, you must discuss the location and possible residents of the residence with your ISO **prior to** the move.

- 5. Pay all costs as ordered by the Court according to a monthly payment schedule determined by the supervising officer. This includes a \$200.00 Community Corrections administrative fee and 12 substance abuse tests. Community Corrections fees shall be due by the 10<sup>th</sup> of each month with a minimum payment of \$20.00 in money order form.*

This particular condition includes payment of such things as: court costs, attorney fees, fines, restitution (to the victim), evaluation fees, supervision fees, electronic monitoring fees, chemical testing fees, etc. All costs may not be known at the time you sign your supervision conditions, but your officer will make you aware of any costs as soon as they are made available. All costs must

be paid in full before the ISO can make a recommendation for termination of probation. The Court may set up a payment plan, or leave it to the ISO's discretion. The payment schedule calculated will be based upon your income and necessary expenses. Expenses must be reasonable for your income, size of family, and geographical location. Be advised that recreation, travel, vacations, and luxury items or items of comfort may not be permitted until you have shown reasonable effort to satisfy payment of ordered costs in your case. You will also be required to submit financial documents to your ISO in order to verify your ability to pay as directed.

All Court-related costs shall be paid to the Reno County Clerk of the District Court. Your officer does not make these for you, although you may be required to bring in the receipt of payment. The supervision fee and U/A costs are paid at community corrections. RCCC staff cannot accept cash and payments are to be made in **money order** only.

**IMPORTANT: Save all your receipts of any payments made. Note: the probation fee ordered by the Court is different from the Community Corrections supervision fee and goes directly to the District Court.**

- 6. Regularly attend an approved educational program as determined by the ISO. Maintain passing grades and refrain from any unexcused absences. Obey the requests of school officials. Report any changes in school status to the ISO within 24 hours of such change. If not attending school (or as directed by the ISO), secure and maintain reasonable steady employment as defined by the ISO. Do not change employment unless given prior permission by your ISO.*

You are expected to attend school regularly as required by state law. Depending upon your circumstances, you may be required to participate successfully in some type of alternative education program. You are expected to obey the request of school officials, maintain passing grades and have no unexcused absences. If you are suspended or expelled from school, you must notify your officer within 24 hours of the suspension or expulsion. If you are not in school, you will be expected to seek and maintain acceptable employment as defined by your supervising officer. If you are thinking of changing employment, you must first discuss the reasons with your ISO.

- 7. Remain within the specified county of residence unless accompanied by a parent or legal guardian, or if prior permission has been granted by the ISO. Obtain written permission prior to traveling outside the state of Kansas. 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 thirty (30) days of your supervision. In the event you wish to travel, you must make arrangements at least 48 hours **prior to** your request. Last minute requests will be denied (especially if your supervising officer is unavailable) unless a verified emergency situation exists. If out of state travel is approved (which is rare), you will be required to obtain a written Travel Permit. Travel arrangements may be verified by the ISO and may be denied at the discretion of the ISO. Reasons for which travel may be denied could included (but not be limited to):

- Your conviction or past criminal behavior involved extensive travel.
- 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 ISO is unable to verify travel or lodging arrangements.
- Your travel could interfere with court-ordered treatment.
- The jurisdiction to which you wish to travel has restrictions.

- 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.
- You are residing in a residential center.

8. *Not associate with persons or places of harmful or disreputable character (including those under the influence of or using intoxicating substances) and obtain permission from the Intensive Supervision Officer 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, or written contact. Persons or places can include those that might trigger a relapse of some sort or tempt you to engage in unwanted behaviors. If in doubt – don’t, and then ask your ISO. Incidental contact is not considered association. If you are sought out or specifically approached by a person known to be under supervision, immediately notify your ISO. Your ISO must know in advance if you plan to associate with previously convicted family members. Permission for association is not given “after the fact.”

9. *Not engage in assaultive activities, 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 activity in which you are not formally charged can still be grounds for recommending revocation of your probation.

10. *Obtain permission from the supervising officer prior to buying on credit, opening or using a checking account, and or purchasing a motor vehicle.*

The primary purpose for this is to maintain financial accountability and fiscal management. This is especially true if you had some sort of financial criminal activity. You may be instructed not to make a purchase if you are not current on bills, 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 assigned by the supervising officer.*

All offenders are assigned a curfew, which is subject to verification through surveillance or other methods. Curfews can be increased or decreased, depending on individual circumstances and compliance. If you fail to answer your door and establish face-to-face with the agent verifying your curfew, it will be deemed a violation and be dealt with accordingly.

12. *Not illegally possess, use, or traffic in any controlled substances, narcotics or any other drugs as defined by law except as prescribed by a licensed medical practitioner. Agree and consent to a blood, breath, or urine test at the direction of the Intensive Supervision Officer. At no time make any attempt to alter said test. Cost of the drug testing is the defendant’s responsibility. At no time use or possess alcohol, malt beverages or any intoxicating liquid, including products containing alcohol or intoxicating substances (i.e.: cough medications or huffing agents). 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.*

Your ISO or other agent so instructed may request you to submit to urinalysis 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. Specimen collections are observed by an officer of the same gender. 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.

Failure to provide at least 30 ml. of urine within two (2) hours of the request will be considered a refusal to submit and be addressed accordingly. 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. Any prescribed medication must be **your** medication. The use of any non-prescribed medication could result in notification to the Court and request for further action.

Should it become necessary to confirm a positive preliminary urinalysis by the GC/MS method, you will be responsible for any associated cost. You will not be required to pay for a negative GC/MS result. Any attempt to contaminate sample or substitute urine will be considered an additional violation.

You are not to consume alcoholic beverages or any other intoxicating substances (including items used for “huffing”). It is your responsibility to examine all labels of any item you consume (such as cough medications). **You are the one held ultimately responsible for what is in your body.** Claiming to not know what you ingested will not be considered a sufficient excuse for positive results. **Any positive chemical test for which there is no legal prescription will be treated as a violation,** regardless of the source.

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 difference 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.

*13. At no time 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.*

Possession of controlled substances or weapons poses a significant risk to the community. Federal and state laws apply to those convicted felons having a firearm in his/her possession. You will receive notification of this law and sign a form verifying your knowledge of these.

For safety reasons, RCCC will interpret “possession” as your ability to have access to a firearm (under the reasonable and lawful request condition). 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. If you have any questions, inform your ISO and seek any clarification.

*14. Enter and successfully complete 20 hours of Community Service Work, as directed by the Intensive Supervision Officer. Additional hours may be required if violations of supervision occur.*

All juveniles assigned to community corrections are required to perform 20 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 are set by the Court or ISO (such as an internal sanction for violations)
- You are expected to report as scheduled. Failure to report as scheduled on two separate work dates or excessive calling for absences will be deemed unsuccessful participation and could result in Court action.
- 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 five (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, 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.

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

Either the Court or ISO may require this if there are symptoms of mental illness or a substance abuse problem. The ISO will assist you in the referral and provide a listing of providers utilized by the agency. You will be responsible for all costs associated with the assessment, treatment, or counseling. You and your parent/guardian will be required to sign a Release of Information allowing free communication between the ISO and provider in order to monitor progress and compliance.

Successful participation will be defined by the provider and ISO. Simply showing up for appointments DOES NOT necessarily constitute successful completion of treatment and may be grounds for requesting Court action. You may be required to submit documentation of attendance.

*16. Agree to submit to a search of my person, residence, vehicle, and effects at any time, with or without a search warrant, by any probation or law enforcement officer, when such officer has reasonable suspicion to believe that I have violated or I am in violation of the terms of my 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. Should any evidence be confiscated, you will be given a receipt and if possible for it to be returned, it shall be done as per agency policy.

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



All felony offenders are required to submit to blood and saliva testing for submission to the KBI DNA databank. You are responsible to pay for all costs associated with the collection of the specimens.

*18. Not own, possess, or have in my possession a pager or cellular telephone unless prior permission is received from the supervising officer.*

You are not allowed to have a pager or cell phone unless your officer has given permission.

## **Special Conditions of Probation**

The Court may order a number of special conditions, specific to your individual circumstances. These could include, but not be limited to: no contact with certain individuals or victims, letters of apology, entrance into a specialized treatment program, 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. You will also initial beside each condition listed. **It is your responsibility to fully understand ALL conditions prior to your signing the Order.** You understand at the time of signing that your probation can be revoked with cause or modified in the same manner. You also understand that the ISO has the power to issue an Order to Arrest and Detain, which could result in your being held until you see a Judge.

Your parent or legal guardian will also sign this Order. You should realize that your parent or guardian has the obligation to advise the supervising officer of any violations. If they fail to do so, they may be held in contempt of court.

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. For juvenile cases, a parent or legal guardian also signs a Parental Acceptance, acknowledging their responsibility to encourage compliance with the conditions and report any violations to the ISO.

## **Supervision Plan**

Within the first thirty (30) days of assignment, you and your ISO will complete a Youthful Level of Service /Case Management Interview (YLS/CMI) to create an individualized Supervision Plan. This is a joint problem-solving effort between you and your ISO. The Plan will be based upon your risk and needs as determined through the initial assessment done by the ISO and your input. Any strength you have will also be incorporated. This Plan is a tool to assist you and the ISO in achieving agreed-upon goals. Efforts are usually limited to addressing

a few areas at a time. The plan usually includes: a problem statement, behavioral objectives, offender tasks, staff tasks, and supervision notes. This will be a living supervision plan as it will be ongoing. Once goals have been accomplished new goals will be set. A new YLS/CMI will be completed every 180 days. It is imperative for you to provide honest input into this Plan if you are to be successful.

## Levels of Supervision

Juvenile levels of supervision are slightly different than adult levels. Advancement to a different level of supervision is determined partially by: positive program participation and compliance, no major violations or new charges, and remaining drug free for a minimum of thirty -(30)-days. Before advancing to Level IV, the juvenile must have: maintained employment or consistent school attendance, no major program violations or pending charges, demonstrated positive program participation, remained drug free for ninety (90) days, and completed all required CSW hours. The following are recommendations, and contacts can always be exceeded:

- Level I:** Eight (8) face-to-face visits per month and six (6) collateral contacts per month. As a part of these contacts, the ISO is required to make community visits and verify participation in required programs. ISO will review school and employment attendance. Substance abuse testing as requested by the ISO. Random home visits will be conducted as well
- Level II:** Four (4) face-to-face contacts per month and four (4) collateral contacts per month. As a part of these contacts, the ISO is required to make community visits and verify participation in required programs. ISO will review school and employment attendance. Substance abuse testing as requested by the ISO. Random home visits will be conducted as well. Juvenile sex offenders shall never go below Level II during the course of supervision.
- Level III:** Two (2) face-to-face contact per month and two (2) collateral contact per month. As a part of these contacts, the ISO is required to make community visits and verify participation in required programs. ISO will review school and employment attendance. Substance abuse testing as requested by the ISO. Random home visits will be conducted as well.
- Level IV:** One (1) face-to-face contacts per month and two (1) collateral contacts a month. As a part of these contacts, the ISO is required to make community visits and verify participation in required programs. ISO will review school and employment attendance. Substance abuse testing as requested by the ISO. Random home visits will be conducted as well.

## Confidentiality

Juveniles do not have as much confidentiality about their records as they once did. 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. Officers will **not** share with you all items contained in the case file. **If you wish material written by a third party, you will need to request the material directly from that agency.** Copy fees may be assessed for requested information.

Unless public safety is threatened and within legally defined limits, Community Corrections will strive to keep a client's probation/parole status confidential. Realize, however, that there are times an ISO must confirm information or release certain information pursuant to KORA. In addition, your ISO will likely be contacting your school, employer, or others in the community in order to verify your performance under supervision. It is not a breach of confidentiality for officers within the same agency to share information, particularly when relevant to your supervision conditions. If your offense is governed by the Sexual Offender Registration Act (K.S.A. 22-4901 et. seq.), certain information about you will also be available through the internet or as per Court Order.

## **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 must be some justifiable deprivation of civil rights or sexual harassment. 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. Re-assignment to another ISO is **extremely** unlikely and would require highly unusual circumstances.

- 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.

## **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: evaluation, treatment, counseling, 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. If voluntarily accepted and completed, those violations would not be pursued as new violations in any future hearing, but may be reported as a part of the supervision history.

## **Informant Policy**

While under the supervision of Reno County Community Corrections, you are prohibited from acting as a cooperating individual (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. Contact with law enforcement is addressed in the standard conditions.

## **Firearms Restrictions**

All offenders assigned to Community Corrections are prohibited from possessing firearms and other dangerous weapons. In addition, you are also bound by both federal and state laws even after you are off probation. Depending upon your conviction, the amount of time can be 5 or 10 years. Certain offenses could result in prohibition for life. Your ISO can provide more information upon request.

## **General Contact Information**

Reno County Community Corrections is generally open Monday through Friday from 8:00 a.m. to 5:00 p.m. Officers maintain their own schedules, however, and may be available before 8:00 a.m. or after 5:00 p.m. on certain days. 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 and complete a report form if your officer is not available.

A voicemail message system is available after hours for non-emergency messages. If you leave a message, please remember to mention who the message

is for and your name. 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 will 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. Our office is located at:

Reno County Community Corrections  
115 W. 1<sup>st</sup>  
Hutchinson, KS 67501  
(620) 665-7042  
[www.renogov.com](http://www.renogov.com)

## **Director's Summary**

The staff of Reno County Community Corrections will do their best to see you have the tools to succeed during your supervision period. All staff hope you will use the skills you receive as you continue throughout life. Keep this handbook for referral and all receipts of payment throughout the course of your probation. Please familiarize yourself well with this handbook. It will be assumed you understand if you have no further questions. If you still have questions, be sure to ask your ISO for any clarification.