

Reno County Community Corrections
Adult Intensive Supervision Probation
Orientation Manual



A Handbook To Aid in Your Success

Revised
August 21, 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 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, treatment, CSW work sites, GED classes, etc.

The Next Step

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 Officers.

Regular Office Visits

Each time you report, you will need to sign in at the front window. 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 dilute for testing. You will need to turn in the following items:

- Pay stub receipts from your employer
- Money order for U/A and/or other fees
- Verification of AA/NA attendance
- Verification of employment search
- 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 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.*

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 proof of income, bills, bank statements, tax return, etc. 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 ISO 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 you may be given by your officer. All violations will be dealt with in some fashion, and those determined to be 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 ISO in all matters. Do not use any other name for identification purposes other than that 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.

- 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.*

Depending on your individual circumstances, you may be required to change residence. The purpose of this restriction is to remove you from a potentially harmful situation in which you would be set up to fail. If you wish to move, you must discuss the location and possible residents of the residence with your ISO **prior to** signing a lease, contract, or 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.*

This particular condition includes payment of such things as: court costs, attorney fees, fine, restitution (to the victim), evaluation fee, supervision fee, electronic monitoring fee, chemical testing fee, 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, 206 W. 1st, 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, U/A confirmation costs, and any DRC treatment costs are paid at community corrections. RCCC 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. **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. 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 will be required to document a minimum number of applications that the ISO may choose to verify. You may not be allowed to work at certain places that might place you at further risk to violate your conditions. You should not quit your job until you have a firm offer of another (or unless your ISO feels there is compelling reasons). Permission to change employment is to be done prior to any move or change of employment. There may be reasons for the change your ISO may want to verify.

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 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. 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, 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 known felon, immediately notify your ISO. 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 activity in which you are not formally charged can still be grounds for recommending 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. This is especially true if you had some sort of financial criminal activity. You may be instructed to not make a purchase if 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 at the reported place of residence as assigned by the ISO.

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. 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 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. An officer of the same gender 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.

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 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 the fee of \$35.00 **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 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.

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.

Possession of controlled substances or weapons poses a significant risk to the community. 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 and ask for further clarification.

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 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.

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.

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 will be required to sign a Release of Information allowing free communication between the ISO and provider in order to monitor progress and compliance.

The provider and ISO will define successful participation. 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 (such as the date and location of AA/NA meetings and first name signature or initials of the person leading the meeting).

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. 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.

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

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

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 ICE deports you, you must notify your ISO within 14 days of being deported. If you return to the United States after deported, you must contact your ISO immediately.

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 initial 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.

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.

Case Plan

Within the first thirty (30) days of assignment, you and your ISO will create an individualized Case 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. Your strengths 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. This will be discussed monthly. It is imperative for you to provide honest input into this Plan if you are to be successful.

Levels of Supervision

All new clients assigned to AISP begin on intake level and remain there until the LSI-R has been completed (which is to be done within 30 days of assignment). Movement through supervision levels is determined through scheduled and unscheduled reassessments. Keep in mind that the frequency of contact increases as the supervision level increases. You will have less contact with your ISO as you progress to lower levels of supervision. Remember, however, that the following are only **minimum requirements** and the ISO may require additional contacts, even though the supervision level does not require it.

- Level I:** Four (4) face-to-face contacts per month. This includes on-site verification of your residence, employment, and participation in any required interventions. Substance abuse testing as requested by the ISO. Additional intervention verifications are required for those sentenced under SB 123.
- Level II:** Three (3) face-to-face contacts per month. This includes the same types of verifications listed above.
- Level III:** Two (2) face-to-face contacts per month. This includes the same types of verifications listed above.
- Level IV:** One (1) face-to-face contact per month. This includes the same types of contacts listed.

Confidentiality

As an adult, any conviction you have is a matter of public record. 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. A brochure is available detailing what can and cannot be released. 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.

All Community Corrections clients are listed on KASPER, the Department of Corrections website, www.doc.ks.gov. There are times an ISO must confirm information or release certain information pursuant to KORA. In addition, your ISO will likely be contacting your employer concerning employment verification and performance. It is not a breach of confidentiality for officers within the same agency to share information, particularly when relevant to your supervision conditions.

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: 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 unless approved by the Judge on your case. 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, 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 also certain misdemeanor crimes for which you may be prohibited from possessing a firearm under Federal law. There are three different situations under Kansas law which may apply to you, and they vary anywhere from 5-year, 10- year, 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 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 you may be asked 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 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 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. 1st
Hutchinson, KS 67501
(620) 665-7042
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.