



# INTERNAL MANAGEMENT POLICY & PROCEDURE

Department of Corrections

**Applicability:**  Adult Operation Only  JUVENILE Operations Only  DEPARTMENT-WIDE

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IMPP #: 10-137D

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## PROGRAMS AND SERVICES: Developing Risk Reduction and Reentry Interventions, Services or Programs

Original Date Issued: 02-07-23 Replaces IMPP Issued: N/A CURRENT EFFECTIVE DATE: 02-07-23

Approved By: , Secretary Next Scheduled Review: 05/2026

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### POLICY

Risk reduction and reentry interventions, services, or programs shall be developed in accordance with research-based best practices; shall be reviewed by Programs, Research, Classification, Reentry, and Victim Services for feedback; shall include performance measures and outcomes which are evaluated; and shall be implemented with statewide support to ensure the appropriate residents and offenders receive access to the interventions, services or programs.

The Kansas Department of Corrections shall, at its discretion, establish resource rooms and provide access to Information Technology (IT) in resource rooms made available to the resident population to support reentry planning and job readiness.

### DEFINITIONS

Central Office Reentry: The team of reentry staff with statewide responsibilities supervised by the Executive Director of Programs and Risk Reduction in Central Office.

Chief Information Officer (CIO): The individual within the IT section responsible for defining standard configurations.

Information Technology (IT) Resources: All forms of technology used to create, store, exchange and use information in its various forms. This includes networks, computers, printers, kiosks, software, fax machines, email, computer memory and other points of access.

Intervention: Any formalized contact by a corrections worker or volunteer with a resident or offender that addresses risk behavior by the resident/offender in a way that redirects the resident/offender to a more positive or pro-social response or behavior.

Job Readiness Offender Resource Room (Resource Rooms): A designated space within a correctional facility where IT resources are available, along with information about potential employment and education opportunities and resources in the community, where residents can access information and assistance to prepare for reentry, with particular focus on job readiness.

Kansas Criminal Justice Information System (KCJIS): A network linking Kansas Criminal Justice Information systems and other national criminal justice networks, access to which requires compliance with all KCJIS security controls.

KDOC Staff: For the purposes of this IMPP, any full time, part time, temporary, volunteer, contract personnel or anyone else working for and/or providing services for the KDOC.

Program: A formal multi-faceted package of interventions and services, including such things as case management, treatment, counseling, service-connection, or similar activities that address multiple areas of risk or need.

Responsivity: A principle that addresses whether a person is motivated, ready, receptive, has the mental or cognitive capacity, and is responsive to the style and strategies used, to engage him/her in the change process.

Risk Reduction and Reentry: A set of strategies based on research and evidence-based practices that target the risk and need areas of residents/offenders. Risk reduction and reentry can include case management; skills development with any category of staff; specialized services that target a specific risk or need domain or area, geographic site, or special need or survival item; formal policy responding to resident or offender behavior; or a formal program that accomplishes these same objectives.

Service: Any formal effort by a corrections worker or volunteer with a resident or offender that provides support and assistance to the resident/offender to address a risk or need area, reintegration, or survival needs.

Statewide Job Readiness Services Manager: A position supervised by the Executive Director of Programs and Risk Reduction out of Central Office that has oversight of the Job Readiness services for the KDOC including supervising of various Job Specialists.

## **PROCEDURES**

### **I. Developing Risk Reduction & Reentry Interventions, Services or Programs**

- A. When developing a risk reduction and reentry program or service, a written plan shall be prepared which addresses the following:
  1. A description of the strategies to be used or program elements (e.g., classes on job preparedness, short-term transitional planning for condition violators, long-term planning for high-risk residents/offenders, etc.)
  2. A description of the performance goals to be met by participants, such as:
    - a. A description of the specific activities that will occur (e.g., skills/interests assessments, mock interviews, job fairs, practice completing applications from area employers, career mapping, job search practice, access to Job Link, identifying barriers and case planning to address barriers, etc.).
    - b. A description of the curriculum to be used (by name) for classes, and a description of any existing research that documents the curriculum as effective in reducing risk.
    - c. Similarly, case management work should include a description of what will be done (e.g., case plan developed, transition meetings at X months pre-release, involvement of parole officer at X point by phone or in person, involvement of family, etc.).
  3. A description of the population that will be served (e.g., high risk, special needs, time-from-release, condition violators, etc.) sufficient to establish the criteria for participation.
  4. A description of how residents/offenders who fit into the population to be served will be identified, assessed, engaged, and relocated (as necessary) to be enrolled in the program or provided the services.
  5. A description of the staff that shall be primarily responsible for the initiative, including:
    - a. The staff/positions who will work with the population, and what role each staff member will have in the initiative/program;
    - b. How the managers/supervisors of the staff involved support, coach, and provide quality control/oversight to the work; and,

- c. If the work will be case management (case planning, release planning), what caseload sizes each staff person will have.
6. A description of how the work will involve the concept of a multi-discipline team, with case management, corrections officers/specialists, reentry, treatment and other relevant staff, and family, mentors or community providers, all working on the case together as needed, including by addressing the following:
- a. How corrections officers, unit team counselors, specialized staff (e.g., mental health, reentry, etc.), treatment/program staff, families, parole officers (if the new initiative is in a facility), community providers, etc., as applicable, are included in the model.
  - b. Who will be responsible for convening the transition team and taking the lead on the case, if the work involves release planning or case management.
  - c. The length/time frame within which the work will occur (e.g., 15-week class, last 6 months prior to release case planning, etc.), and a description of how this length and time frame interacts with or impacts:
    - [1] The point of entry into the system,
    - [2] The period prior to release, and
    - [3] The period after release.
  - d. What specific risk/needs areas will be targeted in this work, to include consideration of cognitive, employment, family, housing, mental health, substance abuse, financial, and other related issues.
  - e. What strategies will be used to address the targeted risk/need area(s).
  - f. What strategies will be used to address responsivity.
  - g. How this work will be coordinated with other existing risk reduction and reentry initiatives in the same facility/parole office, or in the department (as applicable).
    - [1] What training will staff involved need to carry out their work, and what the plan is to provide this training, and;
    - [2] What referral forms, assessments, or other tools will be needed to carry out the work.
  - h. Whether victim notification will be required and if so how that will be accomplished.

B. The written plan shall additionally address the following communication/performance issues:

1. Identity of the individuals and/or organizations requiring information about the initiative, services or program prior to implementation, and a description of how this information will be conveyed.
2. The outcomes expected from the work shall be identified:
  - a. State the specific outcomes the program or services will produce.
  - b. State how these outcomes are consistent with the department wide Risk Reduction and Reentry plan and its outcomes.
  - c. State what data will be tracked, and how to determine if the outcomes are met.

## II. Implementing Risk Reduction & Reentry Interventions, Services or Programs.

A. KDOC staff (state and contract)

1. The written proposal shall be forwarded to the Executive Director of Programs and Risk Reduction, the Classification Manager, and the Director of Victim Services, who shall review the proposed plan, provide feedback, and work with the facility or office to provide support in implementing the program or service.
  - a. The Review Form: Risk Reduction and Reentry Program or Services, (Attachment A) shall be used for the review process.
  - b. The final form, with comments by reviewers, shall be forwarded to the Secretary of Corrections, for final review and comment.
2. Before the program or services is/are implemented, a description shall be provided to the system management team so that the system staff are informed of the undertaking and so that other facilities and offices within the department will be aware of the availability of the programs or services.

B. Community Corrections

1. Any community corrections agency may use the same process as described in this policy to seek review of a risk reduction intervention, program or service.
  - a. The review form (Attachment A) shall be used to request review.
  - b. The form shall be forwarded to the Deputy Secretary of Juvenile and Adult Community-Based Services or designee.
  - c. The Deputy Secretary of Juvenile and Adult Community-Based Services shall establish a review committee made up of members within his/her discretion, which shall be convened as directed to review and provide feedback on community corrections proposals.

C. Volunteer-run programs/services

- 1.. Any volunteer, existing or potential, individual or organization, wishing to deliver risk reduction or reentry interventions, services or programs to KDOC residents/offenders, shall be asked to provide a copy of any curriculum to be used, or a description of any model to be followed, with information about how the services will be delivered, and what research supports the model.
  - a. The review form at Attachment A shall be used for the review process.
  - b. The form shall be completed by the volunteer and provided to the volunteer coordinator on site where the volunteer proposes to work. The volunteer coordinator shall assist the volunteer in completing the form, or contact reentry services for assistance, if/as appropriate or if requested.
  - c. The form shall be forwarded to the Executive Director of Programs and Risk Reduction or designee, who shall seek feedback as needed from Programs, Victim Services, Facilities Management, or any other area needed; and shall approve or disapprove the use of the curriculum or model.
  - d. Technical assistance, training, and information shall be offered to the volunteer as necessary to ensure the volunteer-provided services are consistent with evidence based practices.

**III. Establishing and Managing Resource Rooms.**

- A. Resource rooms shall be established and managed by Reentry staff at the facility and shall have oversight for fidelity and quality by the Statewide Job Readiness Services Manager.
  - 1. The Statewide Job Readiness Services Manager shall establish a method for auditing the Resource Rooms that addresses supplies, space, material, equipment, technology, staffing including, use of volunteers and resident workers including necessary skills training for these groups, and accessibility, addressing with the facility R3 Coordinator, Case Management Reentry Administrator (CMRA), Executive Director of Programs and Risk Reduction, Chief Information Officer, and/or facility leadership any areas that are deficient, as needed for correction.
- B. The CIO or designee shall establish a resident server and computers of sufficient quality to store sites which are approved by Central Office Reentry and the CIO or designee for residents to access in the resource rooms; and to include software needed for resume preparation, letter-drafting, completing skills/interests assessments, and other tools needed for job readiness.
- C. Resource rooms shall be consistent between facilities, with Reentry and IT staff in the facility working together to ensure they are well run and that resources are current and relevant, and that IT equipment is sufficient and functional.
- D. Resource rooms shall be open during set hours when staff can supervise them.
- E. Any resident tutor or volunteer/mentor providing support in resource rooms shall be trained in how to use the equipment and what work should be done in the resource room, including formal skills training and on the job training.

#### **IV. Purposes of Resource Rooms**

- A. Residents shall have access to resource rooms including information and IT resources for purposes of:
  - 1. Working on job readiness and general reentry planning, including by
    - a. Updating resumes;
    - b. Practicing completing applications;
    - c. Mock interviews;
    - d. Developing sustained employment plans, including assessing for job readiness including career/interests assessments;
    - e. Job searching/contacts;
    - f. Accessing resources about job training;
    - g. Accessing resources about housing; and
    - h. Working with mentors and/or staff on job seeking and job readiness.

#### **V. General Requirements**

- A. Security.
  - 1. The CIO or designee shall develop a plan to ensure IT resources are secure, and measures are in place to limit resident access to information, persons, or sites which are inconsistent with public safety and/or Department policy.
  - 2. Under no circumstances shall any resident have access to the Kansas Criminal Justice Information System (KCJIS) or KDOC intranet.

3. Residents may use personal email accounts to post job applications to approved sites prior to release, or to complete WorkKeys if provided in the resource room.
  - a. At no time shall a resident have access to their personal emails while in the resource room. Rather, if a personal email is used, the resident shall access the information either through someone in the community or after release.
  - b. KDOC staff responsible for supervising the resource room may (in their discretion, workload permitting) establish a generic email address through IT for information being sent or received from a potential employer or provider related to job readiness, with only KDOC staff having access to the email address.
4. Misuse or abuse of the IT Resources in the resource rooms by residents is a violation of KAR 44-12-208 (misuse of state property).

B. No right to privacy.

1. Residents shall have no expectation of privacy for any information revealed in the course of the resident accessing or using IT Resources in the resource rooms, or resource rooms in general.

**V. This IMPP must serve as final policy in all departmental facilities, and no General Orders shall be developed or implemented on this subject.**

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff, residents, and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees, residents, or residents, or an independent duty owed by the Department of Corrections to employees, residents, residents, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

**REPORTS**

None.

**REFERENCES**

KAR 44-12-208

**HISTORY**

02-07-23 Original

**ATTACHMENTS**

Attachment	Title of Attachment	Page Total
A	Review Form: Risk Reduction and Reentry Programs or Services	1 page

**REVIEW FORM: RISK REDUCTION AND REENTRY PROGRAM OR SERVICES**

The attached proposal is submitted for review to implement risk reduction and reentry program or services.

Proposal submitted by: \_\_\_\_\_

Title of program or services: \_\_\_\_\_

Comments by Executive Director of Programs and Risk Reduction:

Comments by Research:

Comments by Classification Manager:

Comments by Director of Victim Services:

Comments by Secretary of Corrections:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature approving implementation, Secretary of Corrections