

8th Judicial District Community Corrections

Adult Intensive Supervision Probation



New Client Handbook

September 2014

8th Judicial District Community Corrections

Vision: Improving lives, strengthening families and creating safer communities.



Mission: To assess individuals and provide resources through collaborative methods in order to facilitate positive change.



Core Beliefs:

Integrity—Acting with honesty while adhering to the highest standards of moral and ethical values.

Respect—Accepting the dignity, diversity, and individuality of all.

Adaptability—The ability and willingness to work through change.

Perseverance—Displaying dedication in the face of adversity.

Teamwork—Working collaboratively to develop and maintain productive relationships based on mutual understanding.

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Welcome to Community Corrections

What is Probation?

We believe that it is more important to first share with you what probation is not. Probation is **not** corporal punishment. Probation is **not** an officer watching every move you make waiting for the opportunity to put you in jail. Probation is **not** someone holding your hand and following you around. Probation is **not** meant to make your life miserable. Instead, we believe probation is an opportunity for you to make adjustments in your life so that you don't make the same mistake(s) again.



While you are on probation with the 8th Judicial District Community Corrections, you will be offered access to many different resources to build personal skills thereby allowing you a greater chance to be successful in all areas of your life—especially areas in which you identify that you struggle. Probation is being part of a team of people working to help you become a productive member of society. Probation is having people in your life who want you to succeed.

Case Management Approach

At the 8th Judicial District Community Corrections (8th JDCC), we believe in the case management approach to supervision. You will embark on this journey, if you will, alongside your assigned officer. You will work together to determine any areas of your life that you may be struggling with which led you to being placed on probation with us. You will develop a supervision plan including goals that you want to accomplish while on supervision. Your officer will help set you up for success, but you will have to do most of the work. After all, this is your opportunity to make a change in your life so you don't have to go through this again.

What is an ISO?

ISO stands for Intensive Supervision Officer. In other words, this individual is the officer you will be working with and reporting to during the term of your supervision.

Kansas requires all ISOs to hold, at minimum, a bachelor's degree in a human services field. These officers are also required to complete continued training every year, and to be certified by the State in certain elements of their jobs.

Important Contact Information

The 8th JDCC provides supervision services in four (4) Kansas counties including Dickinson, Geary, Marion and Morris. Based upon where you live, or possibly work, you will be assigned to the office nearest to you. Contact information for each office location can be found below:

DICKINSON COUNTY (Top Floor of Courthouse)

P.O. Box 127
Abilene, KS 67410
Phone: (785) 263-3054
Fax: (785) 263-7371

GEARY COUNTY (Downtown Junction City)

801 N. Washington, Suite E
Junction City, KS 66441
Phone: (785) 762-3105
Fax: (785) 762-2915

MARION COUNTY (Top Floor of Courthouse)

200 S 3rd St., Suite 210
Marion, KS 66861
Phone: (620) 382-2104
Fax: (620) 382-2610

MORRIS COUNTY (Basement of Courthouse)

P.O. Box 259
Council Grove, KS 66846
Phone: (620) 767-6838
Fax: (620) 767-6284

Uneasy Feelings When First Beginning Probation

So you're a bit nervous.....

It is not at all uncommon to be nervous when you have been assigned to probation. If this is the first time or even more than your second time on supervision with us, you probably have some uneasy feelings going into this term of supervision. This handbook has been designed to help you become a little more comfortable with what lies ahead. We'll explain some of the terms we use in probation, define some of the expectations we have of and for you, share what you can expect from us and provide you with some answers to frequently asked questions.

What some people have said about probation with the 8th JDCC:

In 2013, we surveyed clients on their feelings regarding probation. They were asked "Is your probation with Community Corrections what you expected it to be?"

Of the 139 individuals that responded, 88.5% reported it was, and 11.5% reported it was not. When asked why not, the majority of responses included that they believe it would be a lot worse than it really is:

"It has turned out to be entirely better than I expected"

"I thought it would be harder"

"I thought they would be checking on me at home just to see what I was doing"

"It's better- helpful"

When you first start on probation, it can be difficult to adjust to some of the requirements set forth either by the Court or by the standard conditions we have for our supervision. Many clients have reported they find themselves struggling with the number of requirements placed upon them, the time in which they have to get everything done, the costs associated (court costs, restitution, treatment costs, etc.), and working through addictions.

These same clients have also reported that they want to gain improvements in their life from being on probation. They expect to get help for their needs, to not go to prison, to make changes in their lives, to get a job, and to get their lives on track.



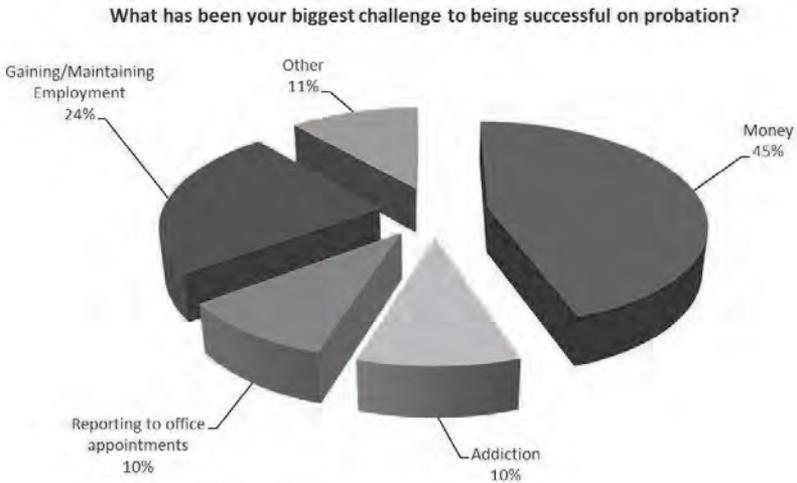
For the past few years, the 8th JDCC has proven to be helpful for many clients. In fact, 73.1% of our adult clients were considered as successful completions in Fiscal Year 2014. The State average for the same year was 70.3%.

The current population totals for the 8th JDCC is approximately 250 adult clients, and 70 juvenile clients. The average caseload size for each officer is approximately 26 clients. This means that while sometimes your officer may not be immediately available, he or she will soon have time to touch base with you.

What is the hardest thing for most people on probation?

Clients have reported that financial struggles have been the biggest challenge for them to overcome while being on probation. You will be expected to establish a payment plan so that all of your court costs, attorney’s fees, restitution and fines can be paid in a timely manner. In order to do this, you will work with your officer to determine payments that you can afford based on your income and monthly expenses. Sometimes, changes have to be made to things you do not necessarily need—but want to have. For example, extended cable may need to be reduced to basic in order to make payments on your Court cases.

The chart below shows some other areas clients report being challenging:



Ok, I've started probation—now what?

As we shared before, the 8th JDCC believes in a case management approach to your supervision. There are many steps that will be taken to help you successfully complete your terms of probation.

More than likely you have already completed your initial or intake appointment as well as a few office appointments. At these appointments you reviewed information such as your conditions of supervision, firearms restrictions, acknowledgement of fees, and a host of other documents. It is important for you to understand that you are allowed copies of any documents that you sign. If you are interested in receiving documents, simply talk with your officer and request copies.

Future appointments

For the first 30 days, you will be supervised on the highest level of supervision. This means we will see you frequently as we work to get to know each other a little better. Between 30-45 days, your officer will complete an assessment to determine your continued level of supervision. This is called the Level of Supervision Inventory—Revised (LSI-R). We are required by the State of Kansas to complete this assessment on all adult clients.

LSI-R Assessment

During this meeting, you will be asked to share information about yourself. We will ask you questions to better understand your strengths, as well as your weaknesses, so we can determine any resources that can assist you in being successful while on probation. Ultimately, our goal is to encourage you to make changes in your life that will ensure no future involvement with criminal activity. The assessment takes into consideration your strengths and weaknesses in ten different domains:

Criminal History, Education/Employment, Financial, Family/Marital, Accommodation, Leisure/Recreation, Companions, Alcohol/Drug Problems, Emotional/Personal, and Attitudes/Orientation

After your officer has completed the assessment, your continued reporting structure will be determined and you and your officer will work together to build your Supervision Plan.

Supervision Plan

A Supervision Plan is a document that will lay out the goals and objectives you and your officer will work on during your period of supervision. The areas from the LSI-R that show you have an elevated risk of reoffending will most certainly be included on your Supervision Plan—but so will any other areas you want to include. It is important you work with your officer to create this plan, otherwise, you may have goals designed that don't mean anything to you and you won't be as successful.

On-going Appointments

At each appointment, you and your officer will discuss your progress in accomplishing action steps you agreed to complete in order to accomplish your goals. Your officer will check in with you on how things are going and if you need any additional resources. He or she will also check to see if you have had any issues arise that would be a violation of your probation conditions and work to address any of those issues so they don't continue to be a problem. There will be times you will be asked to submit to drug testing, (urine and breath tests) and there will be times you will be asked to provide proof of payments to the court. You will be asked to report on the number of community service work hours you have completed since your last appointment, and you may have to provide proof you attended required classes or programs. The average appointment time is approximately 15-20 minutes.

It is VERY IMPORTANT you appear for your appointments as sched-

uled. Remember, your officer is also working with other clients who also have appointments and needs. If for any reason you cannot make your scheduled appointment, you must talk with your officer BEFORE your appointment time or you may be considered as a no-show to the appointment. ***Leaving a message does not count as reporting!!***

Bad Days

Everyone has bad days—everyone makes mistakes. It is possible there will be a time when you violate a condition of your probation or you forget to follow through with an action step for your Supervision Plan.



Depending on the severity of the violation, whether or not the Court wants complete control of violations, how many times you have violated, what condition was violated and how well you are doing everywhere else—your officer will determine any consequences or sanction that will be imposed for the violation.

Sanctions for violations of your conditions of supervision (both Standard Conditions everyone has to follow, and conditions the Court has imposed specifically for you) may include (but is not limited to):

- ➔ Additional Community Service Work
- ➔ Increased Reporting
- ➔ Written Reports/Reflection Papers
- ➔ Required Evaluations
- ➔ Jail Time (48 hours—if approved by the Court)
- ➔ Increased Drug Screens
- ➔ Required Attendance to Cognitive Behavioral Classes
- ➔ Filing of Paperwork for Probation Revocations / Required Court Appearance

Most Common Reasons People Get into Trouble While on Probation

Every month, we track data to see what leads to our clients not being successful. Over the past three years, the reasons have remained the same.

The top three reasons clients from the 8th Judicial District Community Corrections are revoked and ordered to serve the underlying term in prison include (in order—top 3):

- 1. Failure to Make Payments**
- 2. Failure to Report**
- 3. Failure to Remain Drug/Alcohol Free**

This isn't to say other things won't get you into trouble as well. Other violations resulting in prison sentences include (in order—top 4-8):

- 4. Failure to Enroll in or Complete Treatment**
- 5. Failure to Gain or Maintain Employment**
- 6. Failure to Remain Crime Free**
- 7. Failure to Complete Community Service Work**
- 8. Absconding**



Avoiding violations in these three areas are key to completing your probation successfully. Work with your officer to identify any assistance you need to help you be successful—remember, our goal is to NOT let you go to prison!

Justice Reinvestment Act

In the Kansas Justice Reinvestment Act (2013 and updated in 2014), laws were enacted that allowed for increased sanctions that officers and the Court can implement in effort to prevent the imposition of the prison sentence for clients who are found in violation of supervision. Parts of this legislation also allow for incentives for low-risk clients doing well on supervision.

House Bill 2448 (2014), discusses the utilization of what is commonly referred to as DIPS and DUNKS as additional sanctions that can be used to help prevent the entrance of a client into the prison system.

DIPS are considered a 2-3 day sanction in the local (county) jail. This sanction can only be used for up to 6 days in a month and 18 total days during an individual's probation term. Research has shown that one of the most effective ways to change offender behavior is to use swift and certain responses that can be quickly applied by supervision officers. The quicker punishments can be handed down, the more effective they can be in changing probationer behavior. The short jail stays are more cost-effective and cause less disruption to an offender's pro-social network than a lengthy jail or prison sentence. This sanction does not require a court appearance if the client waives rights to a revocation hearing.

DUNKS are considered a sanction of 120-180 days served in a State prison facility. In order to qualify for a DUNK, a minimum of one DIP must have been utilized. This type of sanction requires an appearance in Court prior to its issuance. The time served under a DUNK does count towards credit on the underlying sentence, however, it does not count towards the probation term. The probation term "freezes" while the DUNK is being served. Any remaining time on probation is to be served at the completion of the DUNK. The Court can impose both a 120 dunk and a 180 dunk prior to full revocation.

Presumptive Release

The Justice Reinvestment Act also has some benefits. If you are considered a low-risk offender as determined by the LSI-R, you may be eligible for release after 12 months of remaining in full compliance. Presumptive release means the Court has to find “just cause” as to why keeping you on supervision is better than releasing. If you have completed all the conditions of supervision, have all your court costs and other fees paid, haven’t had any positive drug or alcohol screens and have remained in good standing with all elements of supervision, what reason would be left to keep you on supervision?

What are the Costs Associated with Probation?

All Court cases are assessed costs, however, this may be a little different for each individual based on the unique circumstances of the case. It is common for clients to be assessed costs such as Court Costs, Attorney’s Fees, Lab Fees (drug cases), restitution (if there is a victim), and probation fees. These costs are determined by the Court and are part of the orders each client must complete before successfully completing probation.



In addition to these costs, there are fees the 8th JDCC assesses each client we supervise. It is important to understand that while the agency receives funding from the State to operate our programs, the funds do not cover all the costs associated with the services we provide. Currently, the following agency fees are imposed for every adult client supervised by this agency:

Supervision Fee \$100 for each case being supervised. For example, if you have 3 cases, the fee would be \$300. These fees help us to provide supplies associated with supervising your case, as well as some staff salary costs.

Monthly UA Fee \$7.00 per month. This fee helps to provide funding for drug testing supplies.

Reimbursement Costs Varies. Sometimes, when clients are in need of assistance with paying for items such as evaluations, transportation, housing, etc., we can provide some assistance. The assistance we provide is not a handout and is expected to be reimbursed. Prior to us helping with costs, you will be required to show the need, and sign an agreement to pay the costs back to the agency. Should these costs not be reimbursed, they will be included in any Court ordered collection efforts at the conclusion of your supervision.

What are some other things I can expect while on probation?

All clients supervised by this agency are required to abide by our standard conditions of probation (see pages 24-27). These conditions have been approved by all the judges of the 8th Judicial District. If the Court ordered special conditions in your supervision, these will be added to your supervision requirements. **You may want to be sure to request a copy of your conditions so you know what is expected of you during your supervision.** Standard conditions can be found on pages 23-25 of this handbook.

Treatment Requirements

You may have been Court ordered to obtain an evaluation for drug/alcohol treatment, domestic violence, mental health or other need. It is important for you to understand this evaluation must be taken care of very quickly upon your assignment to supervision . This evaluation will be at your own expense.

You may also be sanctioned to an evaluation if you experience violations of your supervision and your officer feels you need some additional interventions.

For the evaluation, you will be referred to a local provider that is trained in the areas you may be struggling. After the evaluation, your officer will receive a report and you will be required to follow the recommendations of the evaluation which may include treatment sessions, classes, additional assessments/evaluations, etc. Failure to follow these recommendations may result in additional sanctions including revocation. It is very important you appear for treatment sessions as scheduled as your provider and your ISO will be in contact to discuss your progress in treatment.

Employment/Education

Every adult client supervised by Community Corrections is required to be either full-time employed or a full-time student (or a combination of school and work). If you are unemployed upon assignment, you will be given a time period to find employment on your own. If you struggle to find employment your officer may either increase your reporting times until employment is gained, or refer you to resources that can assist you in finding employment. Please understand we are required to inform your employer when you are on supervision with us and what your charges are. You may want to be sure to inform your employer of your status with this agency. You will be required to bring in paystubs to show proof of your employment on a regular basis.

Life Skills Classes

The Life Skills Program is one way in which we help to meet our mission of providing resources to our clients that can help develop change. Several classes have been constructed to help provide you with information on topics you may not have a lot of skill in. Classes such as Time Management, Stress Management, Budgeting, Job Search Efforts, The Cycle of Change, and Hygiene offer clients the opportunity to gain skills in areas that can sometimes negatively impact their success on probation. These classes are open for enrollment meaning anyone can attend. Some clients may be required to attend per their ISO.

Cognitive Behavioral Classes

Cognitive Behavioral classes are provided to help you think through some of life's daily challenges. They will help you to uncover your basic values and beliefs and then look at how they apply to your recent behaviors and choices. The classes are designed to assist you in seeing where the choices you made may have led to where you are today (both good and bad). The classes are presented by an individual certified in the facilitation of the Kansas Department of Corrections approved programs CrossRoads, as presented by NCTI. These classes are available throughout the year in each of the counties we serve. The design of the classes are an average of 16 weeks, meeting one time per week for about 2 hours. Some classes are offered more frequently than others.



If your assessment scores show that you are at a moderate to high level of risk for reoffending, you will be required to complete the Felony Offenders class. There are no additional costs for this class.

Drug Screens

All clients supervised by Community Corrections undergo random drug screens. If you struggle with addiction, the screens may be more frequent. It is wise to be ready to produce a sample every time you come in for an appointment just in case you are asked to complete a screen.



When you are tested, you will be observed voiding into a cup. This observation will only be with a staff member of the same gender (i.e. male officers will only observe male clients). The reason staff members observe the collection of the specimen is to ensure urine is not being tampered with. If we suspect tampering, the specimen will be rejected and will be counted as a failed screen. Sanctions will apply.

Home and community visits

To ensure we understand how you are doing outside of our offices, your officer will complete both random and announced home and community visits. These visits are not to prove you are doing something wrong, rather—they are to see how things are going in all areas of your life. When your officer comes to your home for a visit, he or she will need to verify you are living there, there is no alcohol or drugs in the home, and the living situation is appropriate for your case plan. It is wise you inform any others you live with that your officer will be coming to the home for visits.

Payments

Please note: we do not accept cash or personal checks for any type of payment. You will need to submit a money order made payable to Community Corrections every time you make a payment. We will only accept payments that are due to this agency. Court costs must

be paid for at the courthouse. You will be issued a receipt for every payment you make to this agency and you are encouraged to maintain these receipts for proof of payment.

Release of information

While there are certain things that can be discussed without your consent (anything available in open Court), there are other things we cannot talk with anyone outside of this agency and the Court system about. Now, this doesn't prevent others from telling us stuff! Sometimes, in order to best serve you, we will need to have signed consents allowing us to give information or to receive information from others. Since you are over the age 18, this includes your parents, significant other, church members, treatment providers, employers, educators, doctors, etc.

What happens if I don't like my ISO?

There will be times you will feel your ISO is being too hard on you, that you cannot talk to him or her or you simply don't like your ISO. You are encouraged to talk things through with your ISO



as it could be something as little as a misunderstanding of what was said or a bad day. Should you feel you still cannot work through the differences you have with your ISO—you may call the Junction City office at (785) 762-3105 and ask to speak to a Community Corrections supervisor. The supervisor will listen to your concerns, visit with your ISO to determine the ISOs viewpoint, and make a determination on assignment. Let us be honest—it is not something that happens often. Instead, we encourage you to learn new ways in handling conflict. Take a step back and truly think about the reasons you don't like your ISO. Is it based on a behavior he or she is reacting to (a violation of conditions he or she has sanctioned you for), or is it something else? Be prepared to answer this question when you call to talk with a supervisor.

What If I need to move?

Well, it depends. There is a big difference in how transfers happen within the State of Kansas, and how they happen across state lines.

In-State: We can work with other Community Corrections agencies across the state to consider taking your case on as a courtesy for this agency. No agency is required to accept a courtesy case. If you are not originally from this area, or you are considering moving to another community within Kansas, we will need to contact the agency responsible for supervision in that area. Some agencies are more accepting of clients, others have specific requirements that must be met before they will accept your case. This can be things like:

- You must have a job in the area you are moving to.
- You must have a support system in place in the community you would like to move to.
- You must agree to their terms and conditions of supervision which may be different than ours.

Please note that it can take anywhere from one week to a full month before an agency will determine if they take your case on as a courtesy for this agency. If they don't, you will be required to take up residence within the 8th Judicial District.

Out of State: There is a certain process that all offenders wanting to cross state lines must follow. This process can be lengthy for some unless you were picked up for charges while driving through or you are not considered a resident of Kansas (often soldiers fall within this).



In order to be transferred to another state, you will first need the Court's permission to move out of Kansas. This can be accomplished by contacting your attorney and requesting a review hearing in Court. Once the Court has approved your request to move, you and your officer will work together to complete a packet of information that will be submitted to the state of Kansas for transfer to the state you would like to move to. This process can happen in as quickly as 24-48 hours or it could take as long as 6 months. Our office has no control over the time it takes to get approval for the move. You will be required to take-up or maintain residence within the District until the transfer to another state has been approved.

IF YOU LEAVE KANSAS WITHOUT PERMISSION—THE OTHER STATE WILL DENY YOUR TRANSFER AND YOU WILL BE REQUIRED TO MOVE TO KANSAS UNTIL YOUR SUPERVISION IS COMPLETE

Where can I get more information?

Community Corrections receives funding and guidance from the Kansas Department of Corrections. For more information on the Kansas Department of Corrections please visit:



<http://www.doc.ks.gov/>



You may also contact the Administration Team for the 8th Judicial District Community Corrections at:

801 N. Washington, Suite E
Junction City, KS 66441
(785) 762-3105

More Questions?

Do not hesitate to contact us at any time if you have any questions or concerns regarding your probation with us. It is ALWAYS best to ask before you make any choices that could result in a violation.

DICKINSON COUNTY (Top Floor of Courthouse)

P.O. Box 127
Abilene, KS 67410
Phone: (785) 263-3054
Fax: (785) 263-7371

GEARY COUNTY (Downtown Junction City)

801 N. Washington, Suite E
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200 S 3rd St., Suite 210
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MORRIS COUNTY (Basement of Courthouse)

P.O. Box 259
Council Grove, KS 66846
Phone: (620) 767-6838
Fax: (620) 767-6284

Standard Conditions of Supervision for all clients

The following conditions are the same standard conditions for everyone. These are taken directly from the documents in which you will sign during your intake appointment. **Please note that you may have additional conditions based upon your charges or specific orders set forth by the Court.** Be sure to visit with your officer if you have any questions.

You SHALL:

- * Abide by all laws of the United States, the State of Kansas or any Municipality thereof;
- * Report all contacts, of any nature, with Law Enforcement authorities on or before 5PM the next working day;
- * Report as scheduled and directed;
- * Be available for unscheduled home, job, school, or other community visits;
- * Enter into, participate, and successfully complete any and all recommended or ordered treatment, service or programs/ placements, and be responsible for any associated costs;
- * Supply documentation deemed necessary to verify your compliance with the Court's orders and supervision requirements as directed by your officer (i.e. pay-stubs, NA/AA Cards etc.);
- * Sign any and all release of information forms to ensure communication can be held between this agency and your treatment provider regarding treatment recommendations, attendance, and other treatment requirements;
- * Sign any and all release of information forms to ensure communication can be held with any schools, family members, or other entities to verify your attendance, behavior, compliance and progress;
- * If you are enrolled in school you shall:

- * Attend with no unexcused absences or tardies;
- * Not receive any detentions, suspensions or expulsions or be disruptive;
- * Abide by all school rules & regulations;
- * Maintain grades of C or above;
- * Allow a search without warrant of your residence, vehicle, person, computer or any property under your control upon request by any Community Corrections Officer. **This search will be based on reasonable suspicion and may be conducted with the assistance of any Law Enforcement Officer;**
- * Refrain from the use of alcohol, as well as any illegal and/or non-prescribed mood-altering drugs. You shall further refrain from the abuse and/or misuse of prescribed or over-the-counter medications;
- * Allow your Community Corrections Officer to verify that you are taking prescribed medications per doctor's orders, if applicable;
- * Submit to blood, breath, or urinalysis testing at the request of any Law Enforcement Officer, Community Corrections Officer or Court Services Officer and agree to pay the costs of such testing as directed;
- * Be prepared to submit to random drug and alcohol testing. In the event you are not prepared, you will be given 30 minutes to submit a specimen for testing. After 30 minutes, if you are still not able to produce a specimen, it will be considered a refusal for testing and be recorded as a positive test;
- * Understand any attempt to adulterate or falsify a drug screen will be recorded as a positive screen;
- * Understand that you will serve 48 hours in jail for all positive UA screens, admissions of usage, adulterations to any specimen, or refusal to submit to testing, if so ordered by the sentencing Judge.
- * Understand that if a drug screen field test shows that the specimen you have provided is positive for illegal and/or non-

prescribed mood-altering substances and you deny usage, the specimen will be sent to the lab for confirmation. In the event the specimen you provided results in a positive lab confirmation for illegal, or non-prescribed mood altering substances, you will serve a 48 hour jail sanction for the use of the substance, and an additional 48 hour jail sanction for lying about the usage, if so ordered by the sentencing Judge.

- * Gain and maintain a full-time educational and/or employment status approved by your assigned supervision officer;
- * Be Truthful with and abide by all lawful orders of any Community Corrections Officer, Law Enforcement Officer, Court Services Officer, and (for juveniles) parents/guardians;
- * Inform any roommates/household members of your probation status and the conditions of your supervision;
- * Develop a budget plan with your assigned officer to ensure monthly payments are made to all associated Court costs, fees, restitution, etc.;
- * Understand that your supervising officer is required to inform any employer of your supervision status with this agency. This will be completed through letters, employment visits, or phone calls. It would be beneficial for you to be truthful with your employer regarding your supervision status;
- * Understand that calling and leaving a message for your assigned officer does NOT count as reporting to a scheduled appointment;
- * *DO NOT* change your place of residence, employment, school placement, or treatment without prior approval of your assigned officer;
- * *DO NOT* leave the jurisdiction of the 8th Judicial District for more than 24 hours without written permission from your assigned officer. If you travel outside of the State of Kansas you must receive a travel pass prior to leaving the State;
- * *DO NOT* possess a firearm or any illegal weapon;
- * *DO NOT* associate with people who use or are under the influ-

ence of illegal or non-prescribed drugs or alcohol or non-prescribed mood-altering substance;

- * *DO NOT* enter any establishment where the primary business is the sale of alcohol;
- * *DO NOT* belong to a gang, affiliate with gang members, participate in gang activities, wear gang associated colors, markings, or insignias during your assignment to Community Corrections;
- * *DO NOT* associate with any person engaged in any illegal activity;
- * *DO NOT* associate with anyone who is under the direct supervision of probation or parole;
- * *DO NOT* associate with anyone who is currently incarcerated in any jail or prison without written permission from your Community Corrections Officer.
- * Understand that you may be subject to in-house sanctions for violations of the conditions of your probation;

The following directives also apply:

- * You shall complete (40) hours of community service work per case, with a minimum of (5) hours being completed each month per each case;

If ordered by the Court, you will also have certain costs you must pay. Costs such as Court Costs, State Probation Fees, Attorney’s Fees, Restitution, BIDS fees, KBI Lab Fees, Fines, DNA Fees and Booking Fees must be paid to the Clerk of the District Court.

- * The fees associated with your supervision by this office must be paid to this office and include SB123 Treatment Fee, Supervision Fee, Monthly UA , reimbursement for services provided (as signed by agreement).
- * Please understand that any payments not made in full and due to the agency may be ordered to debt collection upon release of supervision from this agency. You are encouraged to remain up-to-date in your payments for all debts due.

8th Judicial District



Community Corrections