

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.030, 439.3107, 439.3108, 439.600, 439.630 101 KAR 2:180	<b>USE OF ADDICTION SERVICES STAFF</b>	

## I. DEFINITIONS

“District Supervisor” means an employee of the Kentucky Department of Corrections Division of Probation and Parole charged with the supervision of staff in a designated operational area.

“Addiction Services staff” means an employee of the Kentucky Department of Corrections Division of Addiction Services.

“Addiction Services Supervisor” means an employee of the Kentucky Department of Corrections Division of Addiction Services charged with supervision of other employees of that division.

“Outside Treatment Provider” means an agency or individual not employed by the Kentucky Department of Corrections who provides treatment of any type on referral by the Division of Addiction Services to an offender supervised by the Division of Probation and Parole.

## II. POLICY AND PROCEDURE

A. The Division of Probation and Parole shall utilize Addiction Services staff in each district to ensure the proper delivery of substance use disorder treatment and recovery services related to all offenders on community supervision on probation or parole.

1. Addiction Services staff shall perform the following duties with relation to outside treatment providers:
  - a. Review a proposed program to ensure the appropriateness of the program for use with offenders supervised by Probation and Parole.
  - b. Addiction Services staff shall maintain regular contact with DOC approved, contracted treatment programs used for referral of Probation and Parole offenders to ensure continued quality and appropriateness of service.

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- c. Review the inventory of community treatment and recovery resources used for referral of Probation and Parole offenders to ensure that all offenders have equal access to programs.
    - (1) Male and female offenders should have equal access to services.
    - (2) The special needs of certain offenders should be addressed and programs initiated or supported to provide for those needs.
  - d. Seek additional programs to meet the collective service needs of the offender population in each district when deficiencies exist.
  - e. Initiate and lead clinical groups for offenders if directed by Addiction Services supervisors.
  - f. Report allegations of impropriety lodged against a program by an offender, employee of the Division of Probation and Parole, or other source.
2. Addiction Services staff shall perform the following duties related to treatment of offenders actively designated to community supervision under the authority of Probation and Parole:
- a. Receive referrals from Probation and Parole Officers for offenders who:
    - 1. Have been ordered to complete a substance abuse evaluation;
    - 2. Have been ordered to follow parole board stipulated treatment or aftercare;
    - 3. Have a positive urinalysis;
    - 4. Admit to alcohol or drug use; or
    - 5. Exhibit alcohol or drug use behaviors (for example, intoxication, or drug or alcohol related arrests).
  - b. Review all case materials of an offender to evaluate the offender's treatment needs.

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- c. Interview an offender or conduct a comprehensive file review to evaluate the offender's needs and make appropriate referrals using either residential programs or outside treatment providers as necessary.
  - d. Coordinate referrals to residential treatment programs, to address the needs of offenders when outside treatment providers are not available.
  - e. Maintain on going communication contacts with outside treatment providers to ensure the participation of the offender and any progress gained.
  - f. Perform other tasks needed to ensure that an offender receives appropriate treatment and recovery services unless all treatment resources are exhausted as determined by Addiction Services staff and supervisor.
  - g. Maintain communication with the Probation and Parole Officer on the status of each offender and discuss graduated sanctions regarding substance abuse issues, make referral back to the officer if the offender refuses treatment, if treatment options are exhausted at this time, successfully completes treatment, or fails to complete treatment.
- B. Probation and Parole shall assume responsibility for the tracking of time and attendance of each member of the Addiction Services staff assigned to work within the division. This responsibility shall be carried out by the District Supervisor of the respective district to which the Addiction Services staff member is assigned. This supervision shall include:
- 1. The tracking of time, attendance, and scheduling.
    - a. The Addiction Services staff member shall request leave from their assigned addiction direct supervisor within the Division of Addiction Services, with written notification to the District Supervisor in the assigned district.
    - b. The Addiction Services staff member shall provide an appointment schedule to the District Supervisor each month.
    - c. Adjustments in schedule are encouraged to meet the needs of the offender population. Such adjustments should be approved by the District Supervisor and the immediate supervisor of the Addiction Services staff.

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2. The District Supervisor shall forward a report outlining any issues or concerns, to the Addiction Services Supervisor by the fifth working day of January and July for inclusion in the employee's interim and annual evaluation.
- C. The performance of Addiction Services staff shall be evaluated by an Addiction Services Supervisor to ensure that proper services and referrals are being provided to offenders.
1. The Addiction Services Supervisor shall conduct a case audit on a monthly basis to ensure the proper case management of offender treatment issues.
    - a. The Addiction Services Supervisor shall review a number of cases adequate to ensure that proper referral and follow-up are being conducted.
    - b. The Addiction Services Supervisor shall address:
      - (1) The timeliness of referrals to outside service providers.
      - (2) The follow-up contacts made to ensure offender compliance.
      - (3) The action taken when an offender fails to comply.
      - (4) The timeliness of referral back to the case officer when further action is needed.
    - c. In addition to review of individual cases, the Addiction Services Supervisor shall address the proper completion of new program and annual program reviews.
    - d. The results of this review shall be provided in writing to the Director of the Division of Addiction Services.
  2. The Addiction Services Supervisor shall evaluate the staff member through the prescribed employee evaluation process. Input shall be sought from the District Supervisor on certain time related issues as outlined in section B of this policy.
- D. Probation and Parole staff shall work in cooperation with all employees of the Division of Addiction Services to ensure the safe, ethical, and professional operation of each Probation and Parole district.
1. Addiction Services staff shall function as an integral part of the Division of Probation and Parole.

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2. Addiction Services staff shall follow all policies and procedures of the division and the respective district with regard to file confidentiality, security, usage, and destruction of offender case files and offender treatment files.
  3. Addiction Services Abuse staff shall follow all policies and procedures of the division and the respective district with regard to office safety and security.
    - a. A person being seen by Addiction Services staff in secured areas of an office shall be checked for weapons prior to gaining entry into that area. It shall be the responsibility of the District Supervisor to assign Probation and Parole Officers to conduct such checks.
    - b. Addiction Services staff shall coordinate offender contacts with district schedules to ensure at least one Probation and Parole Officer or Supervisor is present in the building during each interview. Interviews shall not be conducted in a vacant office setting.
  4. Addiction Services staff shall attend staff meetings and other district meetings at the direction of the District Supervisor. Addiction Services staff shall be encouraged to have input into these meetings as appropriate to their duties.
- E. Addiction Services staff shall receive training as follows:
1. New Addiction Services staff shall receive forty (40) hours of orientation training before undertaking their assignments. This orientation training shall include at a minimum, the following:
    - a. Orientation to the purpose, goals, policies, and procedures of the Division of Probation and Parole and the Department of Corrections;
    - b. Working conditions and regulations within the Probation and Parole district;
    - c. Employee's rights and responsibilities;
    - d. An overview of the correctional field.
  2. Each Addiction Services staff member shall receive forty (40) hours of training in addition to orientation training during his or her first year of employment and forty (40) hours of training every year thereafter.

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- a. This training shall include sixteen (16) hours in general offender management and security areas.
  - b. This training shall include at least twenty-four (24) hours coordinated by the Division of Addiction Services in clinical or practical areas related to specific job functions of the Addiction Services staff.
3. The Addiction Services Supervisor shall ensure that annual training requirements are met by each Addiction Services employee.