

 <p>KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References KRS 196.030, 196.035, 439.470 P&P ACA 2A-06, 3D-34, 2G-01	27-06-02	2
	June 4, 2015	October 2, 2015
	Subject ACCESS TO SERVICES	

I. DEFINITION

"Special needs offender" means an offender known to or suspected of being a drug addict or abuser, an alcoholic, emotionally disturbed, aged, mentally or physically challenged, a sex offender, or pregnant .

II. POLICY and PROCEDURE

A. Equal Opportunities for all Offenders

1. The Division of Probation and Parole shall provide equal treatment to all offenders. The Division shall not discriminate or allow harassment based on race, religion, national origin, gender, sexual orientation, disability, or political views. (2G-01)
2. An offender under supervision shall have equal access to agency programs, services and activities as available in the area of supervision. Offenders shall be considered for all relevant referrals or assistance programs available in the community. (3D-34)

B. Special Needs Offender

1. An offender under supervision shall be provided with interventions targeted to individual needs. If demand warrants, specialized caseloads or special programs may be initiated. (2A-06)
2. Caseloads composed exclusively of offenders with the same special need may be assigned to the supervision of a Probation and Parole officer who has specialized training or experience in the treatment or management with the particular offender population.

C. Referral for Community Services

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1. Appropriate community services for offenders shall be used. This approach shall include the following referral process:
 - a. The Probation and Parole officer shall review the offender's special need and refer the offender to the appropriate community resource agency either in writing or by telephone, explaining what service or services are needed. A notation of the referral shall be entered in the offender management system within three (3) working days. Paperwork regarding the referral shall be retained in the case record.
 - b. The Probation and Parole officer or offender shall make an appointment with the specific community resource agency for assessment and treatment. CPP 3.1 (Code of Ethics) governs confidentiality and release of information.
 - c. For offenders with mental health issues, the officer may consult the Division of Mental Health for case management or referrals. Offenders with mental health issues shall be referred for a mental health evaluation and may require medication monitoring.
 - d. The Probation and Parole officer shall document all referrals made on each offender in the offender management system. The District Supervisor or designee shall randomly review the case record to ensure referrals have been properly logged and that the referral process, if applicable, was used.
 - e. The Probation and Parole officer shall monitor the offender's progress by reviewing the case plan objectives. The Probation and Parole officer shall request that the specific community resource agency provide a progress report to the officer at least twice a year. Progress reports shall be retained in the case record. A final closing summation from the agency shall be requested and retained in the offender's record.