

 <p><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 26A.400, 196.035, 439.265, 439.348, 439.470, 439.480(3), 446.010, 533.030 P & P ACA 2A-03, 2A-08, 2E-01, 3B-08	<p style="text-align: center;"><b>CASE CLASSIFICATION</b></p>	
	27-12-01	5
	August 11, 2015	October 2, 2015

## I. DEFINITIONS

“Collateral contact” means any contact associated with an offender but not otherwise specified by this policy.

“Level of supervision” means the frequency and type of contact between the officer and the offender under supervision.

“Record check” means a criminal record check completed using the Administrative Office of the Courts automated system.

“Risk and needs assessment” is defined in KRS 446.010(38).

## II. POLICY and PROCEDURE

An offender under the supervision of the Department of Corrections shall be assessed by a risk and needs assessment and supervised according to the appropriate level of supervision. The officer shall make referrals to community services according to the offender’s individual criminogenic needs as identified by the risk and needs assessment. (2A-03; 2A-08)

A. The five supervision levels shall be very high, high, medium, low, and administrative.

### 1. Very High Level of Supervision

The officer shall take the following steps at a minimum:

- a. Make three (3) contacts per month. One contact shall be a face-to-face contact with the offender at any suitable location for the purpose of progress assessment, monitoring, and provision of other services. The second and third contacts may include contact with the offender (OS, HS, ES), an adult family member (HF), an employer (EE, TE), a service provider (CS, TP), or another

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credible community member with knowledge of the offender and his current circumstances (CS);

- b. An offender change of address shall be verified by obtaining documentation of the move (ex: lease agreement, electric bill) or conducting a home visit;
- c. Perform a record check at least once per month.

## 2. High Level of Supervision

The officer shall take the following steps at a minimum:

- a. Make two (2) contacts per month. One contact shall be a face-to-face contact with the offender at any suitable location for the purpose of progress assessment, monitoring, and provision of other services. The second contact may include contact with the offender (OS, HS, ES), an adult family member (HF), an employer (EE, TE), a service provider (CS, TP), or another credible community member with knowledge of the offender and his current circumstances (CS);
- b. An offender change of address shall be verified by obtaining documentation of the move (ex: lease agreement, electric bill) or conducting a home visit;
- c. Perform a record check at least once per month.

## 3. Medium Level of Supervision

The officer shall take the following steps at a minimum:

- a. Make one (1) face-to-face contact per month with the offender. Acceptable locations shall include the offender's residence, employment, or treatment provider (OS, HS, ES, CS);
- b. An offender change of address shall be verified by obtaining documentation of the move (ex: lease agreement, electric bill) or conducting a home visit;
- c. Perform a record check at least once per month.

## 4. Low Level of Supervision

- a. The officer shall take the following steps at a minimum:

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- (1) Make one (1) face-to-face contact every three (3) months with the offender. Acceptable locations shall include the offender's residence, employment, or treatment provider (OS, HS, ES, CS);
  - (2) An offender change of address shall be verified by obtaining documentation of the move (ex: lease agreement, electric bill) or conducting a home visit;
  - (3) Perform a record check at least once per quarter.
- b. The offender shall:
- (1) Mail reports to the officer during the months without face-to-face contact with the officer.
  - (2) Provide documentation (ex: lease agreement, electric bill) of a change of address.
  - (3) Provide verification of monthly financial obligation payments.
5. Administrative Level of Supervision
- a. The officer shall take the following steps at a minimum:
- (1) Perform one (1) record check per quarter. The offender shall provide documentation regarding financial obligations monthly to his officer; and
  - (2) Review documentation of financial obligations mailed by the offender.
- b. The offender shall:
- (1) Mail quarterly reports to the officer.
  - (2) Provide verification of monthly financial obligation payments.
6. Additional contacts may be necessary in order to meet the supervision objectives. Collateral contacts shall be made as necessary and in compliance with the Department of Corrections policies on offender

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confidentiality (CPP 3.1 Code of Ethics and CPP 6.6 Confidentiality of Information).

B. Case classification may also address compliance and non-compliance with conditions of supervision. Incentives for compliance with conditions of supervision may include lower levels of supervision and sanctions for non-compliance may correspond with higher levels of supervision or more restrictive reporting requirements. (2E-01)

C. Community Contacts - Home Visits

Home visits shall be conducted at a frequency designated by supervision level and as outlined in CPP 27-22-01 (Field Visits) governing field visits.

D. Mail-In Reports

1. An offender who mails in a report shall be supplied by the officer with the proper document. The offender shall be advised by the officer of his responsibility in completing and mailing the reports by the due dates established by the officer. The offender shall be responsible for providing envelopes and postage.

2. The supervising officer shall review and sign each mail-in report and record the information in the offender management system (MR).

E. All contacts with the officer's offenders shall be recorded in the offender management system under the appropriate contact type. The following abbreviations shall be used:

OS - Office - Subject

OS\* - Office - Subject \*Saw Secretary

OF - Office - Family

OC - Office - Collateral

OE - Office - Employment

CS - Community - Subject, Treatment Group Meeting

CF - Community - Family

CC - Community - Collateral

ES - Employment - Subject

EE - Employment - Employer

EC - Employment - Collateral

ENC - Employment - No Contact

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HS - Home - Subject  
HF - Home - Family  
HC - Home - Collateral  
HNC - Home - No Contact  
TS - Telephone - Subject  
TF - Telephone - Family  
TC - Telephone - Collateral  
TE - Telephone - Employer  
JS - Jail - Subject  
JC - Jail-Collateral

TP - Treatment Program  
MR - Mailed in Report  
RC - Record Check

F. Absconders

All absconders shall be included on an active absconder caseload. A risk and needs assessment document shall not be necessary if an offender is an absconder. If an absconder is returned to active supervision by the releasing authority, a risk and needs assessment shall be completed. If a transferred offender absconds, the current officer shall transfer the case to the county of jurisdiction upon issuance of the warrant.

G. An offender ordered to a drug court program as a condition of probation, shall not be included on the active caseload while in the drug court program.

H. Waiver

All of the officer requirements shall be performed by the assigned case officer unless waived by the district supervisor or assistant supervisor. A waiver shall be considered on a case-by-case basis and noted in the electronic offender management system for each offender each time the requirement occurs and is waived. Blanket waivers shall not be issued for an entire caseload at a particular time or for a particular offender for multiple occurrences.