



WHAT TO EXPECT WHEN YOUR LOVED ONE IS INCARCERATED

An informational guide for family and friends to help navigate the
Kansas Department of Corrections



Our Mission

Partnering to Promote Safety and Responsibility through Best Practices



Our Vision

Transforming Lives for the Safety of All

Investing in Individuals



Provide opportunities to acquire new experiences and skills to support personal and professional advancement and future success.

Creating an Environment for Change and Well-Being



Design systems that encourage positive behaviors, healthy choices and self-improvement.

Enhancing and Maximizing Communication



Improve interpersonal communication skills and expand effective communication practices at all levels of the department.

Fostering Dignity and Safety



Establish practices and policies that honor individual differences with mutual dignity and respect, and all feel safe and supported.

Engaging and Strengthening Our Partnerships



Expand partnerships with individuals and organizations within our communities to support our mission.

Our Beliefs

- Our staff is our most influential resource.
- Everyone has worth and will be treated with dignity and respect through our words and actions.
- Everyone deserves compassion, empathy and support.
- Everyone has the potential for future success through effective development and support.
- Transformative change is accomplished through teamwork and collaboration.
- Trust, honesty and transparency are essential to our success.
- Inclusive practices, acceptance and diversity are the foundation of our mission.

WHAT TO EXPECT WHEN YOUR LOVED ONE IS INCARCERATED

The sentencing of a loved one to a period of incarceration is one of the most difficult experiences a family can endure. We hope this information will answer many of the questions you might have at this early stage about KDOC's programs and how you can support your loved one during their incarceration.

The first stop for everyone who is sentenced to prison in Kansas is a reception and diagnostic unit (RDU). The men's RDU is at El Dorado Correctional Facility in El Dorado Kansas. The women's unit is at the Topeka Correctional Facility.

Your loved one will be at RDU for four to six weeks. Immediately upon arrival, an RDU evaluation provides psychological, social, academic, vocational, medical and substance abuse assessments for each resident who is committed to the custody of the Secretary of Corrections.

The completed evaluation is essential to the decision making that determines custody classification, programming needs and ultimately the facility placement within the Department of Corrections.

When departmental bed space and programming slots become available, the resident is transferred out of a RDU to facility that will best meet their needs.

Residents of KDOC facilities can only make outbound calls, and while at RDU they have limited opportunities to do so.

The following are some of the most frequently asked questions by family and friends who have a loved one incarcerated at KDOC.

HOW DO I KNOW WHERE MY LOVED ONE IS HOUSED?

[Locating a resident — \(ks.gov\)](http://ks.gov)

<https://kdocrepository.doc.ks.gov/kasper/search/disclaimer>



HOW DO I STAY CONNECTED WITH MY LOVED ONE?

Residents who maintain positive, healthy relationships with people in the community are more likely to succeed when they are released than those who do not. There are several ways you can stay connected with your loved one

while they are incarcerated. **KDOC guidelines for residents that are managed as sex offenders, are slightly different. Please see IMPP 11-115A.**

<https://powerdms.com/docs/1967966>

One way is by sending them a letter via the U.S. Mail. We strongly recommend using the resident [search](#) function on the department's website to find up-to-date resident information. Designated staff shall examine the mail for contraband and make a photocopy of the mail as follows:

1. General mail of letters, greeting cards, and envelopes shall be photocopied in black and white and shall use both sides of the paper for letters and the envelope.
2. Photographs, and pictures, including drawings, shall be examined for any violation of policy and any signs of altering. If none are present the items shall be photocopied in color on a separate piece of regular paper.
3. Staples and or paperclips are not authorized; however, photocopier crimping of the corner of the pages to retain all copies together shall be acceptable.
4. Photographs, pictures, and drawings shall not be folded.

For more information, see [mail guidelines](#) on KDOC's website.

Please do not mail in stamps for your loved one to mail out letters. Stamps are not allowed and must be purchased through canteen.

E-Mail and Video Visits

You can also stay connected with your loved one via email and video. Almost all residents have access to kiosks. Your loved one will have an opportunity to activate their account with the company that provides the service, ViaPath. You will need to [set up your own account](#) so you can send emails, photos and videos. To do so, you will need your loved one's name, KDOC number and a credit or debit card. You can see the Friends and Family Pricing [here](#).

[ViaPath](#) also offers live video visits for a separate fee.

You can also talk on the phone with your loved one. The phone service is operated by ICS Solutions. You will need a credit or debit card to make a deposit. Your loved one can make telephone calls using the funds you deposit. For more information, see the [ICS Solutions' website](#) or call 888-506-8407. All calls between you and your loved one will be recorded.

In Person Visitation

Note: All cell phone and tobacco products are prohibited. These items must be secured in your vehicle before entering a correctional facility.

Trafficking in contraband is defined as introducing or attempting to introduce anything not specifically allowed by the Warden of the facility. Contraband includes drugs, needles, weapons, explosives, intoxicating beverages, currency, written communication, cell phones, and more. KDOC correctional facilities do not allow tobacco and tobacco-related items such as lighters, matches, smokeless tobacco, etc.

Bringing contraband into a correctional facility can have serious consequences. To ensure the safety of visitors, staff and inmates, the items that can be brought in are severely restricted.

Trafficking in contraband is a severity level 4, 5 or 6, non-person felony.

Anyone attempting to bring in contraband of any type into a KDOC correctional facility will be arrested and prosecuted to the fullest extent of the law. [21-5914 \(ksrevisor.org\)](http://ksrevisor.org)

Searches

Every person entering correctional facility grounds is subject to search.

Every visitor may be required to clear both a metal detector and a parcel x-ray machine search. Any visitor who is unable to clear a walk-through metal detector after three attempts, will be subject to a search using a hand-held device.

Any visitor who then is unable to clear the handheld metal detector will not be allowed to visit that day.

Even though a visitor clears the metal detector and parcel x-ray machine search, the visitor may still be requested to submit to a pat down search and/or a strip search if reasonable suspicion is present, that the visitor is in the possession of contraband.

Trained detection dogs also may be used, based on a random schedule determined by the Warden or designee, to screen and/or search any area of the facility, any person attempting to enter into a facility and vehicles entering into or parked on the facility grounds.

If you refuse a search, you may not visit that day and will also lose your visiting privileges. If you have a medical condition that does not allow you to clear through the metal detector, you will need to bring a letter from your doctor documenting your condition.

Resident Services and Programs

Resident Banking Information

KDOC is utilizing a single point of service for placing funds into a resident's account. This means lower fees for families and friends.

Please visit www.accesscorrections.com or call (833) 878-0120 for information on how to open and manage your account. Access Secure Deposits take MasterCard and Visa debit and credit cards. Service fees apply to online/app, phone, and walk-in retailers.

Available Deposit Options

Download the free Access Corrections mobile app available on the App Store or Google Play.

Walk-in Retailer: Visit www.cashpaytoday.com to get a barcode and make a cash deposit where you shop, including Dollar General, Family Dollar, CVS and 7-Eleven or call (844) 340-CASH (2274)

Phone deposits can be made by calling toll free 24x7 @ (866) 345-1884.

Money order deposits can be made without establishing an Access account using this form.

Access Corrections sends a data file to the Kansas Department of Corrections using information provided during your transaction. Any data on incoming funds must contain both a return address and the sender's name. If both the sender's name and the address are not present, the entire deposit will be posted to the resident's forced savings account where it will remain.

Receiving ACH Deposits: Family and friends have an option to receive funds from a resident via ACH. Click [here](#) to learn some of the benefits of receiving ACH deposits.

The Authorization Agreement for Personal/Business Disbursements Form needs printed, completed and signed by family and/or friends of an inmate if you choose to receive an ACH deposit instead of a check. You must also attach a copy of a voided check from your bank account, deposit slip or signed bank letter completed by your financial institution listing your account information. Mail all documentation to Centralized Resident Banking, PO BOX 9101, Topeka, KS 66608.

Educational Services

Each facility offers programming to help residents earn their GED. We also offer special education services for students who qualify.

Each facility also offers college programming. The KDOC currently offers programs that provide residents the opportunity to earn a certificate, associate or bachelor's degree. If your loved one is interested in educational services, please have them reach out to the Education Navigator at their facility.

Pre-Release Process

Reentry Planning

- Residents receive a variety of assessments during the intake process to determine educational, programming, and/or intervention needs to address the resident's high-risk areas to lower their risk of reoffending upon release.
- Corrections counselors will assist residents in obtaining vital documents, such as birth certificates, Social Security cards, etc. If the birth certificate and SS card are available

from family this will save the resident money from having to order it. SS cards are not easily attainable until a year before release.

Documents that are beneficial to help the resident to have a successful start and stay while incarcerated.

1. Original Birth Certificate (not copy)
2. Original Social Security Card (not copy)
3. Last issued State ID or DL (Even if expired)
4. These documents will follow the resident NO matter where they are housed during their incarceration and returned to the resident upon release.

Mail the documents to the facility that the resident is assigned to. Attn: Records Department

- Internal notifications between departments ensure that the resident's medical and behavioral health needs are met prior to release.
- Corrections counselors and Reentry staff will assist the resident in devising a reentry plan that offers the resident the best chance of success. Strong family and community support play an important role in successful reentry.
- Residents with higher behavioral health and medical levels are eligible for discharge planning services through KDOC's Reentry departments. Discharge planners assist with appropriate housing and coordinating services in the community.
- Prior to release a determination will be made that the resident does not have time to serve on another commitment.
- The facilities offer job readiness classes and job specialists work with residents to assist in obtaining employment upon release.
- The Reentry team coordinates with Parole to ensure a smooth transition upon release. Residents receive parole reporting instructions upon release. It is important that releasing residents timely report to the parole officer
- Releasing residents receive parole reporting instructions upon release. It is important that releasing residents timely report to the parole officer.
- The resident's KDOC bank accounts are closed, and residents receive their funds upon release either by check or debit card.

What is Parole?

Parole is a conditional release form of freedom granted to individuals convicted of a felony who have served all or part of their prison sentence.

Conditions of parole, both standard and special, if they apply, will be discussed before a person is released from a correctional facility.

A parole officer will be assigned to each person on parole.

A person on parole may have to report to a parole officer in an office, during a home contact or other locations in the community. The amount of time that a person must report depends on their assessment risk and the progress they are making.

<https://www.doc.ks.gov/cfs/parole-services/contacts> (Parole Office locations)

Depending on the location of your parole officer, several internal resources could be available. Some of those resources could include programs to assist with issues such as substance abuse or other types of behavior that lead to crime, housing specialists, or career navigators.

In the event that you should need them, we also have an Office of Victim Services to assist.

Our goal is to assist all of our returning citizens in successfully completing parole. Educating the parole officer about the previous successes and difficult circumstances your loved one has experienced is always helpful.

