



**Douglas County Criminal Justice Services**

**Community Corrections**

**Supervision Manual**

**DOUGLAS COUNTY CRIMINAL JUSTICE SERVICES**

**COMMUNITY CORRECTIONS**

My signature below indicates that I have received a copy of the supervision manual. I am responsible for the contents of the manual.

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Officer

\_\_\_\_\_  
Date

# Table of Contents

<b>PURPOSE OF THIS MANUAL</b> .....	5
<b>CONTACT INFORMATION</b> .....	5
<b>TYPES OF SUPERVISION</b> .....	5
<b>Intensive Supervised Probation (ISP)</b> .....	5
<b>Courtesy Supervision</b> .....	5
<b>Interstate Compact</b> .....	5
<b>Senate Bill 123 (SB123)</b> .....	6
<b>Post-Imprisonment Supervision</b> .....	6
<b>House Arrest</b> .....	6
<b>Jail</b> .....	6
<b>GETTING STARTED</b> .....	6
<b>Supervision Levels</b> .....	7
<b>Static 99</b> .....	8
<b>Case Plan</b> .....	8
<b>PROGRAM EXPECTATIONS</b> .....	8
<b>Office Visits</b> .....	8
<b>Employment</b> .....	11
<b>Police Contact</b> .....	11
<b>Firearms Restriction</b> .....	11
<b>Drug Testing</b> .....	13
<b>Community Service Work (CSW)</b> .....	13
<b>Registration</b> .....	14
<b>COSTS/FEES</b> .....	17
<b>Costs Paid to the Court</b> .....	17
<b>Costs Paid to Community Corrections</b> .....	17
<b>YOUR RIGHTS</b> .....	18
<b>Prison Rape Elimination Act (PREA)</b> .....	18
<b>Voting</b> .....	18
<b>Grievances</b> .....	18
<b>Access to Case File Information –</b> .....	18
<b>Confidentiality –</b> .....	18
<b>Expungement</b> .....	18
<b>TOOLS FOR SUCCESS</b> .....	20
<b>Steps to Apologizing</b> .....	20

<b>Steps to Following Instructions</b> .....	20
<b>Steps to Accepting Criticism</b> .....	20
<b>Cost/Benefit Analysis</b> .....	20
<b>Steps for Problem Solving</b> .....	21
<b>LEARNING OPPORTUNITIES</b> .....	21
<b>TREATMENT SERVICES</b> .....	22
<b>Batterer’s Intervention Program (BIP)</b> .....	22
<b>Theft Offender Program</b> .....	23
<b>Substance Abuse Treatment</b> .....	23
<b>CONSEQUENCES</b> .....	23
<b>What happens if I mess up?</b> .....	24
<b>VIOLATION LEVELS GUIDE</b> .....	25
<b>Response Grid</b> .....	26
<b>Incentive Grid</b> .....	27
<b>Violations Hearing</b> .....	28
<b>Going to Court</b> .....	28
<b>RESOURCES</b> .....	29

## PURPOSE OF THIS MANUAL

The legal system can be confusing. The people who work in the system may use certain terms and assume that everybody else understands what that means. Before we can expect you to follow all the rules, it is important that you understand them. We created this booklet to answer some of the questions you might have about your probation and to provide you with information to help you complete your probation successfully.

## CONTACT INFORMATION

NAME	TITLE	PHONE	E-MAIL ADDRESS
Main Number	Front Desk	785-832-5220	
Pam Weigand	Director	785-331-1311	<a href="mailto:pweigand@douglascountyks.org">pweigand@douglascountyks.org</a>
Holly Myers	Assistant Director	785-331-1310	<a href="mailto:hmyers@douglascountyks.org">hmyers@douglascountyks.org</a>
Deborah Wright	Adult Services Supervisor	785-832-5342	<a href="mailto:dwright@douglascountyks.org">dwright@douglascountyks.org</a>
Rick Langford	Adult Services Officer II	785-832-5163	<a href="mailto:rlangford@douglascountyks.org">rlangford@douglascountyks.org</a>
Jessica Clatterbuck	Adult Services Officer	785-330-2886	<a href="mailto:jclatterbuck@douglascountyks.org">jclatterbuck@douglascountyks.org</a>
Latisha Harmon	Adult Services Officer	785-832-5127	<a href="mailto:lharmon@douglascountyks.org">lharmon@douglascountyks.org</a>
Lance Saylor	Adult Services Officer	785-832-5347	<a href="mailto:lsaylor@douglascountyks.org">lsaylor@douglascountyks.org</a>
Catherine Darrah	Adult Services Officer	785-832-5345	<a href="mailto:cdarrah@douglascountyks.org">cdarrah@douglascountyks.org</a>
Larissa Sawaya	Adult Services Officer	785-832-5217	<a href="mailto:lsawaya@douglascountyks.org">lsawaya@douglascountyks.org</a>
Adelle Runnebaum	Adult Services Officer	785-330-2848	<a href="mailto:arunnebaum@douglascountyks.org">arunnebaum@douglascountyks.org</a>
Cristina Menjivar	Adult Services Officer	785-832-5343	<a href="mailto:cmenjivar@douglascountks.org">cmenjivar@douglascountks.org</a>
Milton Scott	Adult Services Officer	785-832-5244	<a href="mailto:mscott@douglascountyks.org">mscott@douglascountyks.org</a>

## TYPES OF SUPERVISION

**Intensive Supervised Probation (ISP)** –ISP means that the court has placed you on probation with Douglas County Community Corrections. Your probation order is called an *Order of Assignment*. It contains the following information:

- The conviction(s) you are being placed on probation for.
- Your *underlying* sentence. This means how long you would go to jail/prison if you fail probation.
- The rules the court expects you to follow.
- How long you will be on probation.

**Courtesy Supervision** – If you were sentenced in Douglas County but either live in another county or wish to move to another county, your officer may request a *courtesy transfer of supervision*. Your officer will not allow you to move if you are not following the rules of your probation in Douglas County. If accepted for courtesy supervision you would be allowed to meet with a probation officer in the county you live in. If you do not follow the rules of your probation, you may be required to return to Douglas County.

**Interstate Compact**- If you were sentenced in Douglas County but either live in another state or wish to move to another state, your officer can request a transfer of supervision through the *Interstate Compact for Adult Offender Supervision (ICAOS)*. If you are not following the rules of your probation in Kansas, your officer will not allow you to move to another state. If accepted, you would be supervised in that state. If you do not follow the rules of your probation, you may be required to return to Douglas County.

**Senate Bill 123 (SB123)** – Clients who have not been convicted of any violent offenses who are charged with possession of a controlled substance, may qualify for SB123 supervision. The goal of SB123 supervision is to provide substance abuse treatment services to help you to stop using drugs and avoid going to prison. At sentencing, the court reviews all the information about your case and determines if you qualify for SB123 supervision. In addition to meeting with your officer and following the Community Corrections program, you will be required to participate in and successfully complete the substance abuse treatment program recommended for you.

### **Post-Imprisonment Supervision**

If you have charge of Driving Under the Influence (DUI), you may be ordered by the court to spend time in confinement before your probation can begin. The court may order you to serve your confinement in one of these ways:

**House Arrest** – *House Arrest* is like being in jail at home. How many hours you serve on House Arrest will depend on how many DUIs you have on your record. You would wear a monitor on your ankle that tracks your movements and how many hours you are at home. The court may allow you to leave your home to attend work or other activities. It does not count towards your hours if you are not at home.

**Jail**- If the court orders you to serve your confinement in jail, how many days you spend in jail depends on how many DUIs you have on your record.

After serving your period of confinement, your probation will begin. You will be on probation for 12 months. You will be required to obtain an evaluation through the Heartland Regional Alcohol and Drug Assessment Center (RADAC). You will be required to follow the recommendations of the RADAC evaluation. Your probation cannot be extended so it is important that you complete treatment successfully and follow your probation order.

### **GETTING STARTED**

Your first meeting at Community Corrections will most likely be for *orientation*. We want your probation to be successful so it is important that we make sure you understand the rules. The orientation officer will explain the rules to you and provide you with this booklet so you can refer to it later if you forget something. You will be given a copy of all the documents you are required to sign. After orientation, you will begin meeting with the officer who will be supervising your probation. Your officer will work closely with you to develop a plan to help you succeed. He/she will help you identify your strengths so you can build on them. Your officer will also help you to figure out what you need to improve on to stay out of trouble. Your officer will use these tools to assist you:

#### **For Men –**

#### **Level of Service/Case Management Inventory (LS/CMI)**

The LS/CMI is a tool that has been tested on adults that measures how you are doing in five different areas of your life. These 5 areas were chosen because people who have problems in those areas are more likely to get into trouble again. The LS/CMI is not a test; there are no right or wrong answers. The goal of the LS/CMI is to identify the things you need help with to finish probation successfully and stay out of trouble. The LS/CMI focuses mainly on what has been going on with you in the past 12 months.

When you and your officer complete the LS/CMI, it will show your strengths as well as the things you need to work on. If you happen to show a high need in an area, that doesn't mean that you are bad or wrong. It simply shows you something you need to work on. The more you improve in those areas of high need, the better chance you have of completing probation successfully and staying out of trouble.

## **For Women –**

### **Women’s Risk/Needs Assessment (WRNA)**

You may wonder why we use a different tool for women. Women who are involved in the justice system have different risks than men for getting into trouble again and they face different challenges. The WRNA is a tool developed specifically for women that measures 11 different areas of your life. The WRNA isn’t a test. There are no right or wrong answers.

The WRNA helps you and your officer to identify your strengths as well as the things you need help with. You and your officer will use this information to work together on a plan for completing probation successfully.

The LS/CMI and the WRNA identify four risk levels:

- Low Risk – This means that you are doing pretty well overall and just need a little bit of help to stay out of trouble.
- Moderate Risk – This means you need a little more help to stay out of trouble.
- High Risk – This means that there are some things you really need to work on to stay out of trouble.
- Very High Risk – This means there is a pretty good chance you’ll get into trouble again if you don’t get help.

**Supervision Levels** – How often you have contact with your officer depends on your risk level. Someone with a lower risk score would not have to meet with their officer as often as someone with a higher score. Even if you start out with a higher risk score, you can move to a lower level of supervision as you show improvement. The contact requirements for each level of supervision are as follows:

#### **Level IV (Low Risk)**

- One face to face contact per month
- Residence verification every 90 days
- Employment verification every 60 days

#### **Level III (Moderate Risk)**

- Two face to face contacts per month
- Residence verification every 90 days
- Employment verification every 60 days

#### **Level II (High Risk)**

- Three face to face contacts per month
- Residence verification every 60 days
- Employment verification every month

#### **Level I (Very High Risk)**

- Four face to face contacts per month
- Residence verification every month
- Employment verification every month

**Static 99** – The Static-99 is a tool used to measure the possibility of recidivism in sex offenders. If you are convicted of a sex offense, the Static-99 is one of the tools your officer will use to determine how often you will report. The guidelines are as follows:

- You must be supervised at Level I (reporting 4 times per month) for the first 6 months of probation.
- A Static-99 can be performed at any time during that 6 month period.
- Your score on the Static-99 determines how often you will report after the first 6 months.
- You can never be supervised at less than a Level III (reporting twice a month).

**Case Plan** – After you and your officer complete the, LS/CMI or WRNA, your officer will work with you to develop a *case plan*. The case plan will focus on the areas you and your officer agree you need the most help in. You will then set goals and decide what steps you need to take to achieve those goals. You and your officer will review your case plan on a regular basis to check your progress.

## PROGRAM EXPECTATIONS

**Office Visits** – Your officer will schedule regular appointments to meet in the office. How often you meet with your officer depends upon your risk level. Your officer may also want to see you more often if there are special circumstances occurring in your life. When you arrive for your appointment, you will let the person at the window know who you are there to see. The expectations for office visits are:

- Arrive on time- Your officer has set aside time to meet with you. If you are going to be late, call your officer before your appointment time. If you cannot make an appointment, it is your responsibility to call your officer to reschedule *before* your appointment.
- Place all of your personal items except for your homework and your cell phone in a locker.
- Go through the metal detector.
- Complete the office check in form – it is important that you complete the entire form every visit. If your officer is unable to be there for your appointment, you will still get credit for the office visit if you complete the form. A copy of the check in form is located on the next page.
- Bring your homework- Your officer may give you things to work on between appointments so be sure to bring it with you.
- Be prepared to talk about what's going on with you
  - What you're doing well
  - What you need help with

Officer Name (circle): Adelle Runnebaum Catherine Darrah Deborah Wright  
 Jessica Clatterback Lance Saylor Larissa Sawaya Latisha Harmon Rick Langford  
 Cristina Menjivar Milton Scott

Name:	Home Telephone: Has this changed in past 30 days: <input type="checkbox"/> No <input type="checkbox"/> Yes
-------	--

Address: Has this changed since last reporting?: <input type="checkbox"/> No <input type="checkbox"/> Yes	City:	State:	Zip:
---	-------	--------	------

Cell Phone: Has this changed in past 30 days: <input type="checkbox"/> No <input type="checkbox"/> Yes	Ok to receive text messages: <input type="checkbox"/> No <input type="checkbox"/> Yes	Email Address: Has this changed since last reporting? <input type="checkbox"/> No <input type="checkbox"/> Yes:
--	---	---

With whom do you reside? (Include names and relationships)	Has this changed since last reporting? <input type="checkbox"/> No <input type="checkbox"/> Yes
--	---

Emergency Contact: (Include name, relationship)	Has this changed since last reporting: <input type="checkbox"/> No <input type="checkbox"/> Yes
---	---

Emergency Contact Address:	Telephone Number:	Cell Phone Number:
----------------------------	-------------------	--------------------

Name of Present Employer / School: Has this changed since last reporting: <input type="checkbox"/> No <input type="checkbox"/> Yes	Employer's Phone Number:
--	--------------------------

Present Employer Address:	City:	State:	Zip:
---------------------------	-------	--------	------

Name of Employment Supervisor:	Is your employer aware you are on probation/parole: <input type="checkbox"/> No <input type="checkbox"/> Yes	Total income for the past 30 days:
--------------------------------	--	------------------------------------

Date of last Court Cost/Program Fee/UA Payment:	Program Fee/UA Amount Paid:	Court Cost Amount Paid:
---	-----------------------------	-------------------------

Do you own a vehicle: <input type="checkbox"/> Yes <input type="checkbox"/> No	Make:	Model:	Year:	License Plate Number:	Vehicle Color/Description:
--	-------	--------	-------	-----------------------	----------------------------

Have you had police contact or been arrested since you last reported: <input type="checkbox"/> No <input type="checkbox"/> Yes	Date of arrest:	Arresting Police Department/Citation #:	Charge(s):
--	-----------------	---	------------

<b>Any other Questions or Concerns for your Officer? Indicate any special requests, significant changes or any concerns.</b>			

**Check-in:** *(ask the client of any significant changes/problems since last session. Ask about any specific need areas i.e. school, relationships, employment, and risk factors. Set or review caseplan goals with the client.)*

(I.e., Tell me what has been happening since the last time we met? Tell me how it's been going? What's been going on since the last time we talked? Let's talk about your goals. What have you been able to do this week in getting closer to your goals? What steps are realistic for you to begin work on your goal?)

**Homework:** *(Ask the client to report out on the homework assignment. Provide any corrective feedback on homework)*

(I.e., What have you been able to do to progress on your homework? Tell me how your homework went? Review your homework for me.)

**Assess & Apply:** *(Assess the understanding of the homework and clarify any steps needed. Generalize the homework to new situations, practice the skill during the appointment).*

(I.e. What went well when you practiced your homework? What was challenging about your homework? Did your plan go as planned? How can you use the plan/skill in the future?).

**Reinforce:** *(Provide praise for completing homework and attempting new skills, generalize the homework to new situations).*

(I.e. You did a great job completing this homework, especially (name specifics), I appreciate you having completed your homework. You worked really hard at making sure you had a plan, Use effective reinforcement – Bridging skill).

**Teach:** *(This is where corrective feedback and structured learning take place. "I do, we do, you do".)*

(I.e. Homework for the next meeting may be based on the teaching, teach a new skill using an approved methods, (social skills, Carey Guides, CBT worksheets), teach the skill with fidelity, and assign homework as necessary).

## **Employment –**

While you are on probation, you will be required to obtain and/or maintain employment. You are required to work full time. There may be some places that your ASO will not allow you to work. Your officer may allow you to not have a job if:

- You are a full time student and can provide proof
- You are retired and can provide proof
- You are disabled (receiving SSI or SSDI) and can provide proof

If you are not employed, your officer will give you a reasonable amount of time to get a job on your own. If you are unable to get a job on your own, your officer will refer you to the Lawrence Workforce Center for help with job search and job readiness. The Lawrence Workforce Center provides a wide range of services to help you including:

- Resume preparation
- Interview skills
- Job leads
- Interest and aptitude testing
- Career training
- Bonding program to help felons obtain employment
- Job Readiness Training

In addition to referring you to the Lawrence Workforce Center, your officer may also require you to perform Community Service Work (CSW) to help you prepare for the expectations of a paying job. If you already have a job, your officer will expect you to bring proof of employment when you come for office visits. You will also need to make your employer aware that you are on probation. A copy of your pay stub is one of the easiest ways to prove you are working. You should not quit your job unless you discuss it with your officer first. If you plan to change jobs, you should discuss it with your officer first. If you are fired or laid off, you should notify your officer within 24 hours.

## **Police Contact**

If you have contact with the police for any reason, you should notify your officer within 24 hours.

## **Firearms Restriction –**

You will not be allowed to possess any illegal weapon, any type of firearm or a replica of a firearm while being supervised by Community Corrections. An example of a replica of a firearm would be a BB gun. Depending on the crime you were convicted of, state and federal laws may keep you from having a firearm beyond the term of your probation. *These laws are complex and subject to change. You should consult an attorney if you have any specific questions about your ability to have a firearm.*

**The laws that apply are:**

Kansas Law: Kansas Statutes annotated 21-4204, and amendments thereto.

Federal Law: 18 United States Code 922 (g), and amendments thereto.

**Permanent Restriction from having a firearm:**

A person who is convicted (or a juvenile adjudicated) of a person felony, and in possession of a firearm at the time of the offense.

A person who is convicted (or a juvenile adjudicated) of a misdemeanor or felony drug offense, and in possession of a firearm at the time of the offense.

**Ten Year Restriction from having a firearm:**

A person who is convicted (or a juvenile adjudicated) of certain crimes including, but not limited to:

- 1<sup>st</sup> Degree Murder
- 2<sup>nd</sup> Degree Murder
- Involuntary or Voluntary Manslaughter
- Kidnapping
- Aggravated Kidnapping
- Aggravated Assault
- Aggravated Assault of a Law Enforcement Officer
- Aggravated Battery
- Aggravated Battery of a Law Enforcement Officer
- Criminal/Terroristic Threat
- Aggravated Robbery
- Aggravated Criminal Sodomy
- Aggravated Burglary
- Rape
- Aggravated Sexual Battery
- Involuntary Manslaughter while Driving Under the Influence

**Five Year Restriction from having a firearm:**

A person who is convicted (or a juvenile adjudicated) of any felony other than those applicable to the above ten year restriction.

**Under Federal Law**

If you have been convicted of any felony, you may not be allowed to possess, ship, transport, or receive any firearm or ammunition. If you have been convicted of a misdemeanor crime of domestic violence or are subject to a court order that prohibits you from harassing, stalking or threatening an intimate partner or that person's child you may be prohibited from possessing a firearm.

## Drug Testing -

You cannot use alcohol, illegal drugs, or any prescription medication that is not prescribed to you. If you are taking medication that your doctor prescribes to you, your officer may ask you to bring proof of what medications you take. You may not use any over-the-counter medication that contains alcohol. Regardless of the reason, testing positive for alcohol is a violation of your probation. Your officer may use the following methods of testing you for the use of drugs or alcohol:

- Urine test- This is also referred to as a *urinalysis* or *UA*. If your officer asks you for a UA, someone of the same sex will accompany you into the bathroom and watch you give a urine sample. A second officer will be present as a witness but can only see the officer who is collecting your UA. Your urine goes into a special cup that can test for alcohol and many other drugs within 5 minutes.
- Sweat Patch – Your officer places a small piece of an absorbent material on your arm and covers it with two layers of a special adhesive patch. When directed, you return to the office and your officer removes the patch. The small piece of absorbent material is sent to the lab for testing. The patch is designed so it will not come off in the bath or shower. It is not designed to be submerged in water for long periods of time (like swimming). It is important that you do not tamper with the patch in any way.
- Breathalyzer- If your officer suspects you have been using alcohol you may be asked to blow into a device called a *breathalyzer*. It can also be called an *alco-sensor*. Your officer attaches a plastic tube to the device and asks you to blow into it. The device measures the presence of alcohol in your body based on your breath sample.
- Sober Link – The Sober Link is a portable breathalyzer you carry with you. It will notify you at random times that you need to blow into the device. The Sober Link takes your picture every time you give a breath sample to verify your identity and sends that information to your officer. *Your officer cannot place you on Sober Link monitoring without an order from the court.*

## Community Service Work (CSW)

CSW in Douglas County gives you the opportunity to perform volunteer work for a government or a not-for-profit agency. You could be assigned CSW as a condition of your probation, or for costs or fines. If you are doing well on probation, your officer may allow you to perform CSW to work off part of your UA costs, supervision and programming fees. You may be referred for CSW by one of the following:

- District Court
- Municipal Court
- Community Corrections

If you are allowed to perform CSW, you should:

- Complete your hours within 12 months of the date of your sentencing.
- Meet with the CSW officer to obtain a CSW assignment.
- Keep track of your hours.
- Submit at least 10 hours of CSW by the 10<sup>th</sup> of each month to remain in good standing.

## **Registration**

Depending on the nature of your charges, you may be required to register through the Kansas Offender Registration Act. The Kansas Offender Registration Act provides the public with information about offenders to help keep the public safe. The charges that require registration are:

### **Sex Offenses Requiring Registration**

#### **15 year duration of registration**

- Adultery (one party under 18)
- Lewd and Lascivious Behavior (one party under 18)
- Patronizing a Prostitute (one party under 18)
- Sexual Battery
- Sexually Motivated Crimes

#### **25 year duration of registration**

- Criminal Sodomy (one party over 16 but less than 18)
- Electronic Solicitation
- Aggravated Incest
- Indecent Liberties with a Child
- Indecent Solicitation of a Child
- Promoting Prostitution (person selling sexual relations over 14 but less than 18)
- Aggravated Sexual Battery
- Sexual Exploitation of a Child (victim over 14 but less than 18)
- Unlawful Sexual Relations

#### **Lifetime duration of registration**

- Commercial Exploitation of a Child
- Criminal Sodomy (victim over 14 but less than 16)
- Aggravated Criminal Sodomy
- Aggravated Human Trafficking (if committed in whole or in part for the sexual gratification of the offender or another)
- Aggravated Indecent Liberties with a Child
- Aggravated Indecent Solicitation of a Child
- Promoting Prostitution (person selling sexual relations under 14)
- Rape
- Sexual Exploitation of a Child (victim under 14)
- Sexually Violent Predator

## **Violent Offenses Requiring Registration**

### **15 year duration of registration**

- Capital Murder
- Criminal Restraint (except by a parent and only when victim is under 18)
- Deadly Weapon (Court finding on the record)
- Involuntary Manslaughter (except DUI)
- Murder in the First Degree
- Murder in the Second Degree
- Voluntary Manslaughter

### **Lifetime duration of registration**

- Aggravated Human Trafficking (if not committed in whole or in part for the purpose of the sexual gratification of the offender or another)
- Kidnapping
- Aggravated Kidnapping

## **Drug Offenses Requiring Registration**

### **15 year duration of registration**

- Possession of Precursor with Intent to Manufacture Controlled Substance
- Unlawful Manufacture of Controlled Substance
- Unlawful Sale or Distribution of Controlled Substance

## **Other Circumstances Requiring Registration**

- Any Attempt, Conspiracy, or Solicitation of an offense that requires registration
- Crimes not otherwise requiring registration but ordered by the court
- Second conviction of a registerable offense requires lifetime registration

If you are required to register, you are responsible for the following:

- You must register within three days of entering any county in which you intend to reside, maintain employment or attend school. In Douglas County, you will register at:  
**Douglas County Jail**  
**3601 East 25<sup>th</sup> Street**  
**Lawrence, KS**  
Hours for registration are *7:00 AM – 3:00PM Monday through Thursday*. They do not schedule appointments. You will be seen in the order you arrive. If you have questions, you can call the jail at: 785-830-1010 and you will be connected to the officers responsible for registrations.
- You must register four times a year in person in the county where you reside, maintain employment, or attend school. When you register, you will be photographed, pay a fee of \$20, and complete the registration paperwork. After the first time you register, you will report in the month of your birthday and in the third, sixth and ninth month after that.
- You must register in person within three days any time you are going to begin, change or end a residence, employment or school. You must also notify the Kansas Bureau of Investigation (KBI) in writing.

- If you are homeless, you must register in person every 30 days. Depending on your situation, the officer who registers you may require you to report more often. You must provide a list of places where you have stayed/slept since the last time you reported and a list of the places you intend to stay where you can be contacted.
- If you were convicted in another state and are required to register, you must register for as long as that state requires or for the period of time Kansas requires, whichever is longer.
- If you attend any inpatient treatment, you must notify the treatment facility of your status. You are required to notify the agency that registers offenders in the county where the treatment facility is located where you are and how long you will be in treatment.
- You must renew your Kansas driver's license or identification (ID) card immediately. Your license or identification card must indicate that you are a registered offender. If you live in Kansas, you must surrender any licenses or ID cards you have from other states.
- You must report ALL: e-mail addresses, online identities, information about membership in any personal web pages, online social networks and any screen names.
- If you intend to travel outside the United States, you must register in person in the county you live in and notify the KBI in writing 21 days before travel.
- If the crime that requires registration is expunged, you still have to register.

If you are required to register as an offender, it is very important that you do so and maintain your offender registration as the law directs. Failure to register could result in another criminal charge being filed against you. *If you have any questions regarding your registration requirements, you may contact your attorney or one of the following:*

**KBI Offender Registration Unit**

**E-mail:** [registeredoffender@kbi.state.ks.us](mailto:registeredoffender@kbi.state.ks.us)

**Phone:** 785-296-2841

**Douglas County Sheriff's Department**

**Offender Registration**

**3601 East 25<sup>th</sup> Street**

**Lawrence, KS 66046**

**785-830-1010**

## **COSTS/FEES**

Depending upon your charge(s) and the orders of the Court, you may be responsible for paying certain fees while under supervision.

### **Costs Paid to the Court**

- Docket Fees – Docket fees are paid to the court to help offset the cost of your case. You will be required to pay docket fees for each case you are being supervised on. Docket fees are based on your charge. The docket fees that will most likely apply to you are:

#### **Criminal**

Murder/Manslaughter  
Felony  
Misdemeanor

#### **Traffic (DUI)**

Other costs you may be responsible for are as follows:

- Judicial Branch Surcharge
- KS Board of Indigent Defense Services (BIDS) Fee
- Probation Fee
- KBI Database Fee
- KBI Lab Fee
- Attorney Fees
- Restitution

The Court may allow you to pay off some of your fees through Community Service Work. The Judicial Branch Surcharge and Restitution must be paid; they cannot be worked off. Costs paid to the Court should be paid in the office of the Clerk of the District Court.

### **Costs Paid to Community Corrections**

- Monthly Supervision Fee – \$25.00 Per Month  
The monthly supervision fee helps Community Corrections offset the cost of supervising you.
- Program Fee \$25.00  
The program fee helps offset the cost of providing education classes.
- Drug/Alcohol Testing Fees
  - Positive Breathalyzer \$10.00
  - Urinalysis (UA) \$20.00 if you test positive
    - Lab Confirmation of UA \$35.00 Per Drug\*
    - \*Fentanyl Confirmation \$55.00
  - Sweat Patch \$40.00

## **You may pay the costs to Community Corrections in one of these ways:**

- Cash – Please bring exact amount. We do not have change.
- Money Order – Make the money order out to: *Douglas County Community Corrections*
- Cashier's Check – Make the cashier's check out to: *Douglas County Community Corrections*
- Credit Card – When paying by credit card, please provide your identification. A service fee is added to credit card payments.

## **YOUR RIGHTS**

**Prison Rape Elimination Act (PREA)** – Douglas County Community Corrections is committed to the safety of the public, you and our staff. Sexual abuse of any kind will not be tolerated whether committed by clients or staff. If you feel that you have been sexually abused by a staff member or another client report the incident to the Assistant Director, Adult Services Supervisor or Adult Services Officer II immediately. All complaints will be taken seriously and investigated.

**Voting-** If you have been convicted of a felony, your right to vote will be suspended if you are incarcerated, on parole or probation. When you are no longer under supervision, you may register to vote again.

**Grievances-** If you feel that a staff member at Douglas County Community Corrections has violated your rights, you have the right to file a formal grievance. You may file a grievance by notifying the Assistant Director, Adult Services Supervisor or Adult Services Officer II in writing, stating what occurred.

**Access to Case File Information** – During orientation, you will be provided a copy of all documents you signed. You may also request copies of any documents you signed from your officer at any time.

**Confidentiality** – Your officer will not release information about you to any agency or person unless you have signed a *Release of Information* that gives them permission.

**Expungement** – After you successfully complete probation and enough time has gone by, you may petition the Court to *expunge* your conviction. Expungement is a legal process that seals your record so it does not appear on a traditional background check. Even with expungement, there may be some situations in which an expunged record would show on a background check. If you commit another crime after your record has been expunged, the expunged conviction may still be considered a part of your criminal history. How long you have to wait to apply for expungement depends upon your conviction. Some charges cannot be expunged.

*Here are some general guidelines about what convictions can be expunged and the waiting periods required. If you have any questions regarding expungement, you should speak with your attorney.*

Three Years from Discharge- You may apply for expungement three years after you were discharged from probation for the following charges:

- Misdemeanor
- Non-Drug Crime Levels 6-10
- Drug Crime Level 4

Five Years from Discharge- You may apply for expungement five years after you were discharged from probation for the following charges:

- Off Grid Felony
- Non-Drug Crime Levels 1-5
- Drug Crime Levels 1-3
- Vehicular Homicide
- Driving while Driving Privileges are Canceled, Suspended or Revoked
- Perjury
- Violation of K.S.A. 8-142 Regarding Fraudulent Applications
- Any Felony in which a Motor Vehicle was used in the Crime
- Failing to Stop at the Scene of an Accident
- Failure to Maintain or Provide Proof of Insurance
- DUI – 1<sup>st</sup> Offense

Ten Years from Discharge- You may apply for expungement ten years after you were discharged from probation for the following:

- Driving Under the Influence (K.S.A. 8-1567)

No Expungement: You may NOT apply for expungement for the following charges:

- Rape
- Indecent Liberties with a Child
- Aggravated Indecent Liberties with a Child
- Criminal Sodomy
- Aggravated Criminal Sodomy
- Indecent Solicitation of a Child
- Aggravated Indecent Solicitation of a Child
- Sexual Exploitation of a Child
- Aggravated Incest
- Endangering a Child
- Aggravated Endangering a Child
- Abuse of a Child
- Capital Murder
- Murder in the First Degree
- Murder in the Second Degree
- Voluntary Manslaughter
- Involuntary Manslaughter
- Sexual Battery when the Victim was less than 18 years of Age
- Aggravated Sexual Battery
- Driving a Commercial Vehicle under the Influence of Drugs or Alcohol

## **TOOLS FOR SUCCESS**

Here are some of the tools you'll be using:

### **Steps to Apologizing (an apology is not necessarily an admission of guilt)**

1. Say you are sorry
2. State what you did wrong
3. State why it was wrong
4. Make a commitment for the future (not to do it again)

### **Steps to Following Instructions**

1. LISTEN – Show you are listening by:
  - A. Eye Contact
  - B. No inappropriate non verbals ( eye rolling, sighing, etc)
  - C. No interruptions
  - D. Don't argue
2. CLARIFY the instructions to make sure you understand
3. FOLLOW THE INSTRUCTIONS
4. CHECK BACK

### **Steps to Accepting Criticism**

1. LISTEN – show you are listening by:
  - A. Eye Contact
  - B. No inappropriate non verbals
  - C. No interruptions
  - D. Don't argue
2. DON'T MAKE EXCUSES
3. GIVE SUGGESTIONS on how to solve the problem and ask for suggestions on how to solve the problem.
4. MAKE AN AGREEMENT ABOUT WHAT YOU'LL DO DIFFERENTLY
5. SAY THANK YOU
6. FOLLOW THROUGH ON THE AGREEMENT

**Cost/Benefit Analysis** – We use this tool to look at behaviors that may get you in trouble. It helps you look at:

- The good things about staying the same
- The difficulties of doing something different
- The difficulties of staying the same
- The good things about doing something different

## **Steps for Problem Solving-**

1. Stop and Think and Identify the Problem- Think about the warning signs you might notice just before the problem occurs. For example, let's say you tend to break things or hit people when you get angry. You notice that just before you lose your temper, you ball up your fists. Figuring out your warning signs can help you avoid trouble.
2. Clarify Goals- Think about what you want to happen. Is it realistic? For example, if you have problems with your supervisor, it is not a realistic goal to avoid all contact with your boss.
3. Generate Alternative Solutions and Choose Your Best Option- Think about all the different ways you could solve the problem and pick the best one. Write each solution down as it comes to you. Now look over your list. Which option can help you solve the problem without getting into more trouble?
4. Develop a Plan- Think of all the steps required to use your solution.
5. Implement the Plan- Use your plan the next time the problem comes up.
6. Evaluate the Plan- Did your plan solve the problem? Did it get you the results you wanted? What changes do you need to make so the plan works better?

## **LEARNING OPPORTUNITIES**

You've probably heard a lot about behavior, both positive and negative. You can probably think of at least one thing you do that causes you to get into trouble. It might be something that you've tried to control but you keep finding yourself in situations where it gets the best of you. It might sound too simple, but our behavior is controlled by what we think. Unfortunately, some of the stuff we think isn't true. You and your officer will be working a lot on helping you to figure out how your thoughts and behavior are connected. Community Corrections also offers these classes to help you:

### **Decision Points**

Often, one bad decision creates a situation that "snowballs" into more bad decisions. . We call this a "trouble cycle". Decision Points helps you to learn how to take yourself out of the trouble cycle. You will learn how to identify your "risky" thoughts and feelings and make better decisions. Decision Points teaches 4 skills:

- 1) Identify My Thoughts and Feelings
- 2) Think About Others Who Care What I Do
- 3) Think About Choices: Pick One
- 4) Identify a Motivating Thought

Unless you have a job or are involved in treatment, you will be expected to participate in Decision Points shortly after you begin probation. You will attend one Decision Points class per week until you successfully complete. There isn't a "set" number of classes for Decision Points. You will successfully complete the class when you have mastered the skills. Decision Points is offered at these days and times:

Tuesdays -from 9:30AM-11:00AM and 2:30PM-4:00PM.

Thursdays- from 9:30AM-11:00AM

### **Self-Management And Recovery Training (SMART)**

Addiction has a serious negative impact on the way a person thinks, feels and acts. You might be aware that you have a problem with addiction and have tried to quit before without success. You may feel that you're stuck in your addiction and there is no hope.

SMART is a different approach to addiction recovery. It is a support group created to help you learn the skills you need to overcome your addiction.

### **TREATMENT SERVICES**

Depending on your conviction and the issues you have problems with, you may be ordered to complete treatment. Participation in treatment is not a punishment. It is a way to help you work on the issue(s) that caused you to get into trouble. These are some of the treatment services you might participate in:

**Batterer's Intervention Program (BIP)** – If you have been charged with domestic abuse, the court may order you to complete the Batterer's Intervention Program. The program lasts for 28-40 weeks and teaches the following skills:

- Accountability – taking responsibility for your actions without blaming others.
- Recognizing – your distorted views about yourself and relationships.
- Identifying – batterer's behavior.
- Improving – communication skills.
- Building – empathy and compassion.

The Batterer's Intervention Program is offered by:

Associates at Hope Harbor  
5800 Foxridge Drive #400  
Mission, KS 66202  
913-710-5744

Family Peach Initiative  
200 SW 33<sup>rd</sup> Street  
Topeka, KS 66611  
785-350-2858

Satori Counseling Services  
8220 Travis Street #205  
Overland Park, KS 66204  
913-787-5052

**Theft Offender Program** – If you have been charged with shoplifting or other theft related offenses, the court may order you to participate in the *Theft Offender Program*. The Theft Offender Program is a one day class that meets on the first Saturday of each month in Lawrence at:

Heartland Clinical Consultants  
544 Columbia Drive, Suite 3B  
Lawrence, KS 66049  
785-842-7296

**Substance Abuse Treatment** – Depending on your conviction, the court may order you to participate in substance abuse treatment at sentencing. If you are already on supervision and are testing positive for drugs or alcohol, your officer may order you to obtain a substance abuse evaluation and follow the recommendations. How often you are required to go to treatment depends upon your needs. There are 2 types of substance abuse treatment; inpatient and outpatient. Here is a general outline of the levels of outpatient treatment:

Alcohol and Drug Information School

- An 8 hour education class that meets on the first Saturday of the month at DCCCA

Level 2 Intensive Outpatient Program

- 3 group sessions per week (9 hours/week total)
- 1 individual session per week (1 hour)

Level 1 Intensive Outpatient Program

- 2 group sessions per week (2 hours/week total)
- 1 individual session per week (1 hour)

Level 1 Aftercare

- 1 hour group per week
- 1 hour individual session per week

Peer Support/Mentor

- A mentor can work with you to help you with treatment, provide transportation, etc. You can have a mentor at any treatment level.

## CONSEQUENCES

Consequences are simply the outcome of our actions. Most of the time, we just think of consequences as being negative. For example, getting a speeding ticket is a consequence of driving too fast. Consequences can also be positive. For example, getting a raise might be a consequence of being a good worker. Your officer doesn't just recognize and provide consequences for the negative things you do; he/she also recognizes the positive things you do as well.

**What happens if I mess up?** – Everybody makes mistakes. It's a fact of life. At some time during your supervision, you may make some poor choices. You might be afraid to be honest when you break the rules because you are afraid your officer take you back to court. Your officer is not going to request a court hearing every time you make a mistake. You'll receive consequences to help you learn to make better choices in the future. Do not wait until you get caught. It will be better if you go to your officer first. The type of consequences you receive will depend on your supervision level and the seriousness of your mistake. Here is a copy of the grid your officer uses to determine how serious your mistake was. We have also included a copy of the grid that provides some guidelines about the possible consequence(s) for your mistake.

### VIOLATION LEVELS GUIDE

RISK FACTORS	MINOR VIOLATION	MODERATE VIOLATION	MAJOR VIOLATION
<b>RELATIONSHIP TO UNDERLYING OFFENSE</b>	Behavior is unrelated to underlying offense  ○	Supports behaviors that are similar to the underlying offense  ○	Behavior is the same as the underlying offense  ○
<b>VICTIM IMPACT</b>	No Contact No Intentional Contact Explainable Contact w/ Victim  ○	Nonaggressive attempt to engage victim  ○	Intentional Contact Verbal Threat Intimidation of Victim  ○
<b>FREQUENCY OF VIOLATION</b>	Behavior occurred once within a 2 week period  ○	Behavior occurred 2-3 times within a 2 week period  ○	Behavior occurred more than 4 times in a 2 week period.  ○
<b>COMPLIANCE WITH CONDITIONS</b>	Behavior violates at least one condition of probation  ○	Behavior violates more than one, but not the majority of conditions of probation  ○	Behavior violates all or the majority of conditions of probation  ○
<b>COMMUNITY SAFETY</b>	Behavior poses no direct risk to the community  Has no involvement with person(s) with whom he/she must not have contact  ○	Behavior may lead to additional actions that pose a risk to the community  Has periodic or explainable involvement with person(s) with whom he/she must not have contact  ○	Behavior poses a direct risk to the community  Consistently has involvement with person(s) with whom he/she must not have contact  ○
<b>SCORING INSTRUCTIONS</b>	Total number that apply:	Total number that apply:	Total number that apply:
	The column with the highest number of total factors that “apply” suggests the severity of the non-compliant behavior and should guide the choice of sanction. If two columns have the same score, use the higher violation level.  If an offender has a third or subsequent moderate level violation within a 60 day period, they automatically move up to a serious violation.		

## Response Grid

### *LS-CMI/WRNA Risk Level*

	Low Risk	Moderate Risk	High/Very High
Minor Violation CBI & up to 1 Response	Cognitive Based Intervention * Verbal Reprimand Client Proposed Response Community Service Work Apology Letter	Cognitive Based Intervention * Verbal Reprimand Client Proposed Response Community Service Work Apology Letter	Cognitive Based Intervention * Verbal Reprimand Offender Proposed Response Community Service Work Apology Letter
Moderate Violation CBI & up to 2 response	Cognitive Based Intervention * Verbal Reprimand Client Proposed Response Community Service Work Increased Reporting Increased UA's Referral to CC Programming Referral for Services Filing an Affidavit Administrative Review Travel Restrictions Structured Employment Search Apology Letter Sanction Behavior Contract Daily Call Ins	Cognitive Based Intervention * Verbal Reprimand Client Proposed Response Community Service Work Increased Reporting Increased UA's Referral to CC Programming Referral for Services Filing an Affidavit Administrative Review Travel Restrictions Structured Employment Search Apology Letter Sanction Behavior Contract Daily Call Ins	Cognitive Based Intervention * Verbal Reprimand Client Proposed Response Community Service Work Increased Reporting Increased UA's Referral to CC Programming Referral for Services Filing an Affidavit Administrative Review Travel Restrictions Structured Employment Search Apology Letter Sanction Behavior Contract Daily Call Ins
Serious Violation CBI & up to 3 response	Cognitive Based Intervention * Verbal Reprimand Client Proposed Response Community Service Work Increased Reporting Increased UA's Referral to CC Programming Referral for Services Filing an Affidavit Administrative Review Travel Restrictions Structured Employment Search Apology Letter Sanction Behavior Contract Daily Call Ins	Cognitive Based Intervention * Verbal Reprimand Client Proposed Response Community Service Work Increased Reporting Increased UA's Referral to CC Programming Referral for Services Filing an Affidavit Administrative Review Travel Restrictions Structured Employment Search Apology Letter Sanction Behavior Contract Daily Call Ins	Cognitive Based Intervention * Verbal Reprimand Client Proposed Response Community Service Work Increased Reporting Increased UA's Referral to CC Programming Referral for Services Filing an Affidavit Administrative Review Travel Restrictions Structured Employment Search Apology Letter Sanction Behavior Contract Daily Call Ins

Remember positive consequences? Your officer will also recognize and reward you for doing well. Here is a copy of the grid your officer will use as a general guide to determine your possible rewards:

### Incentive Grid

	0 – 60 days	61 – 120 days	121 – 180+ days
Minor Achievement	Verbal Praise Recognition Certificate Bus Passes Grab Bag Raffle Tickets Cognitive Based Intervention *	Verbal Praise Recognition Certificate Bus Passes Grab Bag Raffle Tickets	Verbal Praise Recognition Certificate Bus Passes Grab Bag Raffle Tickets Cognitive Based Intervention * Decreased Reporting Pizza Party with Officers
Modest Achievement	Verbal Praise Recognition Certificate Bus Passes Grab Bag Raffle Tickets Cognitive Based Intervention * Gift Card	Verbal Praise Recognition Certificate Bus Passes Grab Bag Raffle Tickets Cognitive Based Intervention * Gift Card	Verbal Praise Recognition Certificate Bus Passes Grab Bag Raffle Tickets Cognitive Based Intervention * Decreased Reporting Pizza Party with Officers Gift Card Meet with Officer in the Community
Major Achievement	Verbal Praise Recognition Certificate Bus Passes Grab Bag Raffle Tickets Cognitive Based Intervention * Gift Card	Verbal Praise Recognition Certificate Bus Passes Grab Bag Raffle Tickets Cognitive Based Intervention * Gift Card	Verbal Praise Recognition Certificate Bus Passes Grab Bag Raffle Tickets Cognitive Based Intervention * Decreased Reporting Pizza Party with Officers Waive 1 Month Program Fees LS/CMI/WRNA Review Co-facilitate Community Corrections Groups Review with Judge and Supervisors CSW for Fees Removal of Sanctions Decreased UA's Petition for Early Release Gift Card Meet with Officer in the Community

**\*Cognitive-Based Interventions** – Here is a list of the possible cognitive based interventions you might use while on probation:

- Behavior Analysis
- RACE (Recognize – Avoid – Cope – Evaluate) Tool
- Cost Benefit Analysis
- Behavior Chain
- Thinking Report
- Living your Values Activity
- Preparing for Change Worksheet
- Creating Counter Thoughts Worksheet
- The Cognitive Model
- Carey Guides Worksheets

**Violations Hearing-** One of the most serious consequences for not following the rules of your supervision is a violation hearing. At a violation hearing, your officer will submit a report to the Court called an *affidavit*. In the affidavit, your officer lists all of the ways he/she believes you have not followed the rules of your probation. Your attorney will talk to you about the things in the affidavit. If the judge finds that you DID violate your probation, you will receive a new sentence. Some, but not all of the possible options for a new sentence are:

- Probation is extended
- You are ordered to participate in services (drug treatment, therapy, etc)
- You are placed in jail for a period of time
- You are placed in prison for a period of time
- You are placed on electronic monitoring

**Going to Court-** Being in court can be very intimidating, especially when the judge is going to make decisions that affect your life. There are things you can do to show respect for the Court and make a good impression on the judge:

- Dress up – First impressions are very important. Before the judge hears anything about you, he/she *sees* you. If you don't come to court well-groomed and neatly dressed, you are giving the judge the impression that you don't take court seriously. You don't have to buy new clothes, but wear the best you have. Make sure your clothes are clean and pressed. Men; tuck in your shirt and wear a belt. If you have a tie, wear one. Women; don't wear skirts that are too short or tops that show too much skin.
- Don't speak out without the judge's permission. When Court is in session, the only person you should be speaking with is your attorney. If you want to say something to the judge, tell your attorney.
- Be polite – When speaking to the judge, use sir/ma'am or your honor. Speak clearly and make eye contact with the judge.

## RESOURCES

### Information and Internet Access

Lawrence Public Library 785-843-3833

### Community Resource Centers

Salvation Army 785-843-4188

Ballard Community Center 785-842-0729

ECKAN 785-841-3357

Heartland Community Health Center 785-841-7297

American Red Cross 785-843-3550

My Resource Connection <https://ims.jocogov.org/rc/default.aspx>

United Way 785-843-6626

### Food Pantry

Just Food 785-856-7030

Salvation Army 785-843-4188

Ballard Community Center 785-842-0729

### Food Kitchens

Jubilee Café 785-841-7500

Lawrence Interdenominational Nutrition Kitchen (LINK) 785-331-3663

Salvation Army 785-843-4188

### Food Stamps/Vouchers

Department for Children and Families 785-832-3700

WIC Supplemental Food Program 785-856-5350

### Emergency Shelters

Lawrence Community Shelter 785-832-8864

The Willow 785-843-3333

Family Promise of Lawrence 785-764-9506

**Veteran's Services**

Kansas Commission on Veteran's Affairs 785-296-3976

**Emotional Support Services**

Bert Nash Community Mental Health Center 785-843-9192

Heartland Community Health Center 785-841-7297

Headquarters Counseling Center 785-841-2345

Sexual Trauma and Abuse Care Center 785-843-8985

KU Psychological Clinic 785-864-4121

KU Child and Family Services Clinic 785-864-4416

988 Suicide and Crisis Lifeline Call or text 988

**Children's Support Services**

Department for Children and Families 785-832-3700

KU Child and Family Services Clinic 785-864-4416

Tiny-K 785-330-2323

Big Brothers/Big Sisters 785-843-7359

Boy's and Girl's Club of Lawrence 785-841-5672

Success by 6 785-842-8719

**Child Education and Day Care**

Douglas County Child Development Association 785-842-9679

Lawrence Public Schools 785-832-5000

Eudora Public Schools 785-542-4910

Baldwin City Schools 785-594-3408

Ballard Community Center 785-842-0729

Brookcreek Learning Center 785-865-0022

Community Children's Center 785-842-2515

Headstart and Early Headstart 785-842-2515

Parents as Teachers 785-832-5680

**Senior Services**

Douglas County Senior Services 785-842-0543

**Medical/Health**

Lawrence Memorial Hospital 785-505-5000

Lawrence-Douglas County Health Department 785-843-0721

Douglas County Dental Clinic 785-312-7770

Heartland Community Health Center 785-841-7297

Community Based Outreach Clinic (Veteran's Affairs) 800-574-8387 Ext. 54650

Haskell Health Center 785-832-4833

**Senior/Disability Transportation**

The T- Para-Lift Transit 785-312-7054

Independence, Inc. 785-841-0333

Douglas County Senior Services 785-842-0543

**Substance Abuse Recovery**

Heartland RADAC 800-281-0029

Alcoholics Anonymous 785-842-0110

Narcotics Anonymous 866-842-1223

DCCCA 785-830-8238

Mirror, Inc. 785-843-5483

**Clothing**

Goodwill 785-331-3908

Salvation Army Thrift Store 785-856-1115

Ballard Community Center 785-842-0729

St. John's Thrift Store 785-843-0109

Social Service League 785-843-5414

**Adult Education**

Adult Learning Center 785-832-5960  
Peaslee Tech 785-856-1801  
Lawrence College and Career Center 785-832-5900

**Employment**

Lawrence Workforce Center 785-840-9675

**Financial Counseling**

Housing and Credit Counseling 785-749-4224

**Rent and Utilities Assistance**

ECKAN 785-841-3357  
Salvation Army 785-843-4188  
Catholic Charities 785-856-2694S

**Housing Assistance**

Lawrence-Douglas County Housing Authority 785-842-8110  
Family Promise of Lawrence 785-764-9506  
Bert Nash Homeless Outreach 785-843-9192 Ext 3  
Housing Stabilization Collaborative 785-424-5266  
Tenants to Homeowners 785-842-5494

**Legal Assistance**

Douglas County Legal Aid Society 785-864-5564  
Kansas Legal Services 785-354-8531  
Disability Rights Center of Kansas 785-273-9661

**Government Services**

Social Security Administration 800-772-1213  
Department for Children and Families 785-832-3700  
Kansas Department of Health and Environment 785-296-1500  
Kansas Dept. of Motor Vehicles 785-843-9593

**Utilities Assistance**

Low Income Energy Assistance Program (LIEAP) 785-832-3700

Project Deserve 800-383-1183

**Summer Breakfast and Lunch Program**

School Summer Food Program 785-832-5000

**Offender Registration**

Douglas County Jail 785-830-1000

KBI Offender Registration Unit 785-296-2841