Kansas
Department of Corrections

INTERNAL MANAGEMENT POLICY & PROCEDURE

Policy Memorandum[1]

Policy Issuance #: 19-05-001 ☐ **Is STAFF READ ONLY** ☒ **Is for Both Staff and Offenders**

Effective Date: Upon Issuance **Expiration Date[2] (required): Upon Reissuance of IMPP**

☐ **Addresses subject matter for which an IMPP will be forthcoming and assigned to Chapter ___ of the IMPP manual.**

☒ **Amends or modifies existing IMPP #02-126D HUMAN RESOURCES: Recruitment and Selection Process**

☐ **Elaborates on the contents of IMPP #**

This Policy Memorandum is being issued to revise Section X.J. and K. as follows:

X. Security and Background Checks (ACO 2-1C-18, 4-JCF-6C-05; ACI 4-4061, APPFS 3-3058)

J. Federal law prohibits individuals with felony convictions or with certain misdemeanor convictions for domestic violence (excluding municipal convictions) from being in possession of firearms. Further, state law prohibits individuals with felony convictions or, within the previous five (5) years, any misdemeanor convictions for a domestic violence offense. Therefore, neither persons with prior felony convictions nor individuals with certain prior misdemeanor convictions for domestic violence, except as noted in Section X.K. of this policy shall be employed by the Department in positions which require the use of or training in the use of firearms, regardless of their status with the Department. (ACO 2-1C-10; ACI 4-4055; APPFS 3-3054)

K. After review of the facts of the case by Human Resources and/or Legal Counsel, candidates for safety sensitive positions may be disqualified for further consideration for employment if convicted, as an adult, of a misdemeanor domestic violence offense ~~under K.S.A. 2016 Supp. 21-5414(a)(1),~~ unless the conviction was for a crime committed prior to July 1, 1997 and has been expunged or the conviction was in municipal court more than 5 years previous.

Secretary of Corrections

05-14-19
Date

[1]Note: To keep your IMPP Manual current, please place this Policy Memorandum in your manual at the appropriate location. If the memorandum addresses subject matter for which an IMPP will be forthcoming, place this issuance before the first IMPP in the Chapter indicated. If the memorandum addresses an existing IMPP, the issuance should be placed in front of the existing policy. If this memorandum is for both staff and offenders, it shall be immediately posted.

[2]Unless another Policy Memorandum or IMPP on this subject is issued, the requirements contained herein have no force and effect after the indicated expiration date.

KANSAS DEPARTMENT OF CORRECTIONS

Kansas Department of Corrections	**INTERNAL MANAGEMENT POLICY AND PROCEDURE**	**SECTION NUMBER** 02-126D	**PAGE NUMBER** 1 of 15
		SUBJECT: HUMAN RESOURCES: Recruitment and Selection Process	
Approved By: Secretary of Corrections		**Original Date Issued:**	05-27-15
		Replaces Version Issued:	05-27-15
		CURRENT VERSION EFFECTIVE:	01-30-18

APPLICABILITY:	_ ADULT Operations Only	_ JUVENILE Operations Only	X DEPARTMENT-WIDE

POLICY STATEMENT

The Department shall endeavor to recruit and to select the best qualified candidate for each vacant position without regard to race, ethnicity, color, gender, gender identity, sexual orientation, age, religion, national origin or ancestry, military or veteran status, political affiliation, disability, or any other non-merit factors, except when such factor is a bona fide occupational qualification. (ACO 2-1C-09, 2-1C-13, 4-JCF-6C-01, ACI 4-4053, 4-4057, APPFS 3-3052, 3-3055)

DEFINITIONS

Applicant: Any person who applies for a specific vacancy.

Appointing Authority: The person designated pursuant to IMPP 02-109D for each respective division or facility of the department.

Behavioral Dimension: A grouping of related behaviors that is definable, observable, verifiable, and shown to be important for successful job performance.

Candidate: An applicant who applies for a specific vacancy; who meets both the required selection criteria for a class of positions, as designated in the class specifications and the preferred selection criteria for a specific position, as designated in the position description by the agency.

Community Confinement Facility: A community treatment center, halfway house, restitution center, mental health facility, alcohol or drug rehabilitation center, or other community correctional facility (including residential re-entry centers), other than a juvenile facility, in which individuals reside as part of a term of imprisonment or as a condition of pre-trial release or post-release supervision, while participating in gainful employment, employment search efforts, community service, vocational training, treatment, educational programs, or similar facility-approved programs during nonresidential hours.

Controlled Substances: Marijuana/cannabinoids (THC), cocaine metabolites, opiates, phencyclidine (PCP), and amphetamines/methamphetamine.

Division Head: Central Office personnel responsible for supervising various functions within the Department, including deputy secretaries and other division managers reporting directly to the Secretary.

Employee Preference: Special consideration given to laid-off workers who meet the criteria established by K.A.R. 1-6-23.

Ex-Offender: Any adult person convicted of a felony offense, not currently on either post-incarceration supervision or otherwise under the supervision of the Department or the supervision of any other jurisdiction.

Formal Disciplinary Action: Disciplinary action taken by an appointing authority that results in an employee being suspended without pay, demoted, or dismissed under the provisions of K.S.A. 75-2946 or K.S.A. 75-2949.

Jail: A confinement facility of a Federal, State, or local law enforcement agency whose primary use is to hold persons pending adjudication of criminal charges, persons committed to confinement after adjudication of criminal charges for sentences of one year or less, or persons adjudicated guilty who are awaiting transfer to a correctional facility.

Juvenile Facility: A facility primarily used for the confinement of juveniles pursuant to the juvenile justice system or criminal justice system.

Juvenile Offender: Offenders residing in KDOC juvenile facility, e.g., KJCC. Does NOT include minor offenders residing in KDOC adult facilities, e.g., ECF, EDCF, HCF, LCF, LCMHF, NCF, TCF and WCF.

Lockup: A facility that contains holding cells, cell blocks, or other secure enclosures that are: (1) Under the control of a law enforcement, court, or custodial officer; and (2) Primarily used for the temporary confinement of individuals who have recently been arrested, detained, or are being transferred to or from a court, jail, prison, or other agency.

Post-Incarceration Supervision: The supervision of offenders for any type of release from a KDOC facility, to include release to parole, conditional release, post-release supervision; and/or any term of aftercare.

Prison: An institution under Federal or State jurisdiction whose primary use is for the confinement of individuals convicted of a serious crime, usually in excess of one year in length, or a felony.

Protected Class Employees: In accordance with federal law, this is a characteristic of a person which cannot be targeted for discrimination. The following characteristics are considered to be protected classes: race, color, religion, national origin, age (40 and over), sex, pregnancy, citizenship, familial status, disability status, veteran status, and genetic information.

Safety-Sensitive Position: A position whose incumbent is a corrections officer, law enforcement officer authorized to carry firearms, a head of a State agency who is appointed by the governor, or the Secretary of Corrections.

Secure Juvenile Facility: A juvenile facility in which the movements and activities of individual residents may be restricted or subject to control through the use of physical barriers or intensive staff supervision. A facility that allows residents access to the community to achieve treatment or correctional objectives, such as through educational or employment programs, typically will not be considered to be a secure juvenile facility.

Sexual Abuse of an Offender by a Staff Member: Any of the following acts, with or without consent of the offender, that are reported annually to the Bureau of Justice Statistics for the survey of Sexual Violence:

(1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
(2) Contact between the mouth and the penis, vulva, or anus;
(3) Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
(4) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
(5) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
(6) Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (1)-(5) of this section;
(7) Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, and
(8) Voyeurism by a staff member, contractor, or volunteer.

Sexual Harassment: (1) Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one (1) offender directed toward another; and (2) Repeated verbal comments or gestures of a sexual nature to an offender by a staff member including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Staff Member: When used within the context of this policy, staff refers to all employees, contract personnel, and volunteers.

Structured Interview: An interview composed of questions, based exclusively on job tasks/duties, and requirements that are critical to successful job performance, tied to behavior dimensions which are determined in advance of the interview, and, rated according to a scale determined in advance of the interview.

Voyeurism by a Staff Member: An invasion of privacy of an offender by staff for reasons unrelated to official duties, such as peering at an offender who is using a toilet in his or her cell to perform bodily functions; requiring an offender to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an offender's naked body or of an offender performing bodily functions.

PROCEDURES

I. Posting a Vacancy Announcement

A. As part of a comprehensive recruitment program, all classified positions shall be announced and open for application.

B. It shall be the responsibility of each organizational unit having a vacancy to create a job requisition. In certain circumstances, when it is in the best interest of the Department, the job requisition requirement may be waived by the Human Resources Director.

C. Time frames for posting vacancies shall be as follows:

1. A job requisition posted internally (all State employees) or externally must be open at least 10 calendar days, beginning with the release date.

2. If a requisition is open for internal-agency only or internal-umbrella agency due to reemployment rights of laid-off State employees, agencies will be required to leave a requisition open for a minimum of seven (7) calendar days.

3. There is no maximum limit on posting a job requisition.

4. If additional recruitment time is needed once a job requisition posting has closed, the job requisition may be reopened or remain open by extending the closing date. The closing date may also be left blank if the length of the recruitment period is undetermined.

D. Announcements shall not be required for:

1. Vacancies to be filled by temporary appointments (including those wherein appointments are made to remedy an emergency situation); or (ACI 4-4060)

2. Positions into which an employee may be transferred or demoted; or

3. Reallocations; or

4. Unclassified appointments; or

5. Governor's trainee positions; or

6. Where the State Director of the Office of Personnel Services, through the Department's Human Resources Director, determines for good cause that such announcement is not necessary.

7. Except as excluded in Section I.D.1., the Departments Human Resources Director shall be advised before any permanent position is filled without being announced.

E. Each facility/office shall develop a method to notify all staff of current position announcements by:

1. Designating and maintaining one (1) or more bulletin boards as "official bulletin boards" and their location(s) communicated to all employees for the purpose of posting current position announcements;

2. Disseminating current announcements through the e-mail communication system; and/or

3. Posting the web address of the State of Kansas online Employment Center to assist staff interested in seeking employment elsewhere.

F. If a decision is made not to fill a vacancy after posting an announcement, the facility/office shall notify applicants who inquire in writing of the reason for that decision.

II. External Recruitment

A. Organizational units shall be encouraged to:

1. Advertise via the State of Kansas online Employment Center website and KDOC social media; and,

2. Take other recruitment measures that may be necessary to attract a sufficient number of qualified candidates.

B. Facilities/offices are encouraged to undertake local and statewide recruiting efforts that include, but are not limited to:

1. Contacting a job service center of the State Department of Human Resources;

2. Contacting major organizations throughout the State, which represent minorities, females, and the disabled;

3. Contacting high schools, colleges and trade schools;

4. Posting vacancies on the internet; and,

5. Advertising in newspapers.

C. Where regional or national recruitment is desired, efforts may include;

1. Advertising in relevant trade and professional publications;

2. Contacting a job service center for assistance in a nation-wide announcement effort;

3. Contacting the Federal Bureau of Prisons and its affiliated institutions and other State's Departments of Corrections and their affiliated facilities;

4. Posting vacancies on the internet; and

5. Contacting other professional organizations associated with the field of corrections.

III. Applicant Contacts

A. All applicants must notify the designated contact person and/or recruiter of their interest in the vacant position by the established closing date to be considered for the vacant position.

1. An applicant who has notified the designated contact person of his/her interest in a posted vacancy must submit an Employment Application, transcript (if required for the position), and any other documentation necessary to validate their eligibility no later than three (3) calendar days after the closing date. The deadline shall be extended by one (1) day for each holiday that falls within the three (3) calendar day period.

2. Resumes may be submitted, but to be considered for the vacancy, an Employment Application must be completed.

B. No commitment shall be made to an applicant for a vacant position until the closing date has passed.

1. Except as noted in Section IV.A.2. and 3., considering an applicant for a vacant position does not necessarily mean that an interview shall be offered.

a. Each organizational unit shall consider all qualified Department employees requesting consideration for a lateral transfer and/or promotion, as per Section XVI. (ACI 4-4058; APPFS 3-3056)

IV. Applicant and Promotion Screening

A. Applicants shall be screened for:

1. Age requirements for Corrections Officer I(A) positions (18 years of age) and Juvenile Corrections Officers I positions (21 years of age); and

2. Employee preference; and

3. Veteran's preference.

a. Each applicant certified as a veteran of the United States armed services shall be offered an interview for any vacancy for which he/she applies and meets the minimum requirements provided that all of the following conditions are met:

(1) The vacancy is a regular position;

(2) A notice of vacancy, including a notice of internal agency, has been posted for that position in accordance with the provisions of K.A.R. 1-6-2.

(3) No individuals who are eligible for the Kansas employee preference program have applied for that vacancy;

(4) The person is eligible for veteran's preference under the provisions of K.S.A. 75-2955; and

(5) The veteran has not been dismissed and/or has not resigned in less than good standing from service to the State of Kansas.

B. Applicants may be considered and screened with a job-related screening mechanism.

1. Such screening does not guarantee an applicant an interview.

2. Documentation shall be maintained on all applicants who are screened from consideration for an interview.

C. The following information shall be documented on a Candidate Screening form (Attachment A) for each vacant position listing.

1. The names of all candidates screened prior to the interview process;

2. Any additional process used to screen candidates from the interview process; and

3. The reason(s) each was not interviewed.

D. Applicants denied consideration for any reason shall be so notified in writing.

E. Except as provided under Section IV.E.3., an employee who receives formal disciplinary action while employed anywhere in the Department shall be ineligible for promotional appointment within the Department for a period of one (1) year from the effective date of the action. In the case of a multiple-day suspension without pay, the effective date shall be the first day of the suspension.

1. The effective date of the promotion or interview board shall control eligibility under this provision.

2. An employee for whom formal disciplinary action has been proposed prior to the date of the board shall be eligible to interview. If the employee is a finalist for the promotional opportunity, the selection shall be delayed until the final decision has been made with regard to the proposed disciplinary action.

a. If the decision is to proceed with formal disciplinary action, the employee's name shall be removed from competition for the promotion.

3. Employees who have been the recipients of formal disciplinary action solely in conjunction with violating the provisions of IMPP 02-118D concerning simple or inadvertent possession of a cell phone within a correctional facility, if a first offense, or the provisions of IMPPs 02-118D and 09-107D concerning possession of tobacco related products, if a first offense shall not be precluded from applying for promotional appointment within the Department.

a. This exclusion shall not apply to any employee disciplined for possession of a cell phone or tobacco products when such possession was clearly willful and/or constructively attached to any discipline or prosecution for introduction of contraband within a correctional facility.

V. Application Forms

A. In addition to the Employment Application and other documents required in Section III.A.1., all candidates for any position with the Kansas Department of Corrections, including KDOC employees and non-KDOC employees, shall be required to complete:

1. The Candidate's Authorization and Request to Release Information form (Attachment B);

2. The Security and Employment Information form (Attachment C); and

3. The Acknowledgment of Employment Expectations (Attachment D).

VI. Interview Team

A. An interview team of no less than three (3) persons shall be selected to conduct an interview for each vacant position that is considered to be permanent management or supervisory level or for which there are internal candidates.

1. A two (2) member interview team may be used for other positions including those categorized as temporary or entry-level positions.

2. No interview team is required for selection process covered by IMPP 02-102D or by Section XV. of this IMPP.

B. The Human Resources Manager shall ensure that Departmental employees selected by the appointing authority to be on the interview team shall have received instructions on the technique of interviewing for employment selection.

C. Personnel from within the Department, from other state agencies, and from the private sector may be asked to serve on the interview boards. Personnel selected to serve on interview boards shall demonstrate expertise in the area of the position being filled and the ability to evaluate each interview in a fair and objective manner based on the merits of the information provided by each candidate during the interview.

1. As much as possible, interview boards shall have racial/ethnic, gender, and age diversity in its membership and should vary from one (1) board to the next.

D. The supervisor of the vacant position and the Human Resources Manager shall meet prior to the interview date to review the interview questions and to determine the standard answers to be used in scoring the candidates participating in the interview process.

E. The Human Resources Manager shall meet with the interview team prior to the interview process for the vacant position to review the questions and the standard answers to be used in scoring the candidates on the interview assessment sheet. An oral interview consisting of task-related or behavioral-based questions or a combination of an oral interview and work-related exercise(s) may be used. The questions, exercises, and standard answers shall be documented and made a part of the interview records.

VII. Candidate Assessment

A. An Interview Assessment Sheet (Attachment E) shall be completed by each interviewer on each candidate interviewed for a vacant position.

1. Each candidate shall be asked the same task-related or behavioral-based questions and the candidate's response shall be documented on the Interview Assessment Sheet.

2. The answer to each question shall be rated based on its relevance, quality, completeness, and consistency with standard answers.

3. The interviewee may be asked any follow-up questions clarifying the original response. However, the follow-up question(s) shall not provide the candidate assistance in improving upon his/her original response.

4. At the conclusion of the interview, each interviewer shall record his/her assessment of the candidate's performance on the Interview Assessment Sheet.

B. When all interviews for a particular position have been completed, a Candidate Assessment form (Attachment F) shall be completed by the interview committee chairperson for all interviews conducted for vacant positions.

1. Each team member shall provide input into completing the form and shall review and sign the final version to indicate his/her agreement with the accuracy of its contents.

2. The Candidate Assessment form shall provide a summary of the interviewers' reasons for recommending the ranking of candidates.

3. A summary shall be written on each candidate interviewed, giving clear and concise reasons for assigning a particular rank to each candidate.

VIII. Selection Decision

A. Prior to announcing the result of a selection process, those persons making the final decisions, together with the KDOC Human Resources Director and/or the facility's Human Resources Manager, shall review all interview scores and rationale for recommending or not recommending the hiring of each candidate.

1. It shall be the responsibility of the KDOC Human Resources Director and/or the facility's Human Resources Manager to advise the appointing authority on the appropriateness of the selection decision.

2. The appointing authority shall have final approval for hiring the candidate(s) of choice.

B. The appointing authority may conduct an interview with up to the top three (3) candidates to assist him/her in making a selection decision.

1. In the event interview scores are too close to clearly distinguish the top three (3) candidates, the appointing authority may elect to interview all candidates with comparable scores.

2. One (1) additional candidate, in descending rank, may be considered for each additional vacancy being filled from the same interview process.

3. Any candidate with a higher interview score than the candidate who is re-interviewed must also be scheduled for a second interview.

C. Attainment of affirmative action goals shall be considered in the selection process.

1. If the top scored candidate is a member of a protected class in an underutilized category, that person shall be appointed to the vacant position, unless the appointing authority can provide written justification for selecting a non-protected class candidate to the division head, the Deputy Secretary, or the Secretary.

a. The appropriate division head, Deputy Secretary, or the Secretary, in conjunction with the Manager of EEO/AA and the Human Resources Director, shall review and approve or disapprove the justification prior to the selection being finalized.

D. Specific justification shall be provided on the Candidate Assessment form if the candidate selected for hire does not hold the highest final interview.

E. For each vacancy in a regular position that is to be filled, the appointing authority shall hire from among those persons certified as eligible. The pool of candidates certified as eligible to fill a vacant position may be used to fill one (1) or more other vacancies in the same classification within 60 days of the last date on which applications are accepted for the first vacant position.

1. All applicants for a position must be associated with the requisition for the position. An Applicant Summary Report should be printed from SHaRP to verify that all applicants requesting to be associated with a requisition have been entered into SHaRP and associated. This report will also verify all applicants associated with Veteran Preference status.

2. Additional selections from the structured interview may be made if vacancies occur within six (6) months of completion of the selection process for Corrections Officer 1 (A) or Juvenile Corrections Officer I positions. The facility may maintain internal lists of eligible candidates who have successfully tested and interviewed for Corrections Officer I (A) or Juvenile Corrections Officer I positions.

IX. Corrections Officer Test

A. Except in the case of an internal promotion, transfer, demotion, or rehire from one corrections officer or juvenile corrections officer position to another, candidates for corrections officer or juvenile corrections officer positions must pass the KDOC Corrections Officer Test (DOCT). With the approval of the appointing authority, a candidate with prior permanent status in a corrections officer or juvenile corrections officer position with the Department may be exempted from DOCT requirement.

1. The DOCT must be administered by a person designated by the Department as qualified to administer it and in a location designated by the Department.

2. The security of all DOCT materials will be maintained at all times. Under no circumstances is the DOCT to be removed from the facility or viewed by anyone other than those persons taking or administering the test without advance written approval from the appointing authority.

   a. Violations of the security of DOCT materials will be handled in accordance with IMPP 02-118D and 02-120D.

3. Passing scores of 70 percent or better from DOCT shall be valid for a period of one (1) year from the test date.

4. Candidates may test twice in a six (6) month period, with at least 30 calendar days between testing dates. An applicant that fails the test for a second time will need to wait six (6) months before re-testing.

X. Security and Background Checks (ACO 2-1C-18, 4-JCF-6C-05; ACI 4-4061, APPFS 3-3058)

A. All employment confirmation letters should indicate that employment is contingent upon the results of a background investigation and reference check.

B. Persons currently on post-incarceration supervision or otherwise under the supervision of the Department and persons with felony charges pending shall not be considered for employment by the Department.

C. A criminal history record information check shall be completed on each candidate offered employment with the Department of Corrections including new hires and promotional candidates and on all current employees at least annually. Minimally, criminal history checks shall include a name search in the National Crime Information Center (NCIC) information systems including Interstate Identification Index (III) and wants/warrants searches as well as a state driver's license check.

D. In compliance with the U.S. Department of Justice, National Standards to Prevent, Detect, and Respond to Prison Rape, 42 U.S.C. § 15601, *et seq*., and 28 C.F.R. §§ 115.17, 115.76, 115.317, and 115.376, the KDOC shall not hire or promote anyone into a position who may have contact with offenders that:

1. Has engaged in sexual abuse of offenders in an institutional setting;

2. Has been convicted of engaging in sexual activity in the community facilitated by force, the threat of force, or coercion; or

3. Has been civilly or administratively adjudicated to have engaged in such activity.

E. All incidents of sexual harassment perpetrated by an applicant against offenders shall be considered in making hiring and promotional decisions.

F. Prior institutional employers of each candidate including new hires and promotional candidates, and contract employee candidates, shall be contacted for information on substantiated allegations of sexual abuse of an offender or any resignation during a pending investigation of an allegation of sexual abuse of an offender using the Request for Information from Prior Institutional Employer Letter (Attachment G). Prior institutional employers shall include confinement facility, jail, juvenile facility, secure juvenile facility, lock up, and prison.

G. A fingerprint check shall be completed on all new hires either in the Automated Palm and Fingerprint Identification System (APFIS) or through submission of fingerprints to the Kansas Bureau of Investigations (KBI) to complete the check.

H. **JUVENILE:** A Kansas Child Abuse and Neglect Central Registry check shall be completed on all new hires and promotional candidates including contract employee candidates who may have contact with offenders.

I. Candidates for safety-sensitive positions shall be disqualified for further consideration for employment if any one (1) or more of the following statements apply:

1. The candidate has ever been convicted or completed diversion of a felony, as an adult, whether or not expunged or pardoned;

2. The candidate has ever been convicted as an adult by a court of law or court-martial, of a crime punishable by imprisonment for a term exceeding one (1) year regardless of whether or not that sentence was imposed or executed;

3. The candidate has been convicted as an adult of Driving Under the Influence or a comparable law regarding driving while intoxicated in the past 24 months as an adult or juvenile;

4. The candidate has been convicted, adjudicated or completed a diversion agreement, probation or other court supervision for a misdemeanor involving unlawful possession of a controlled substance or unlawful possession of drug paraphernalia in the past 60 months;

5. The candidate currently has any criminal charges, indictments, or outstanding warrants pending against him/her;

6. The candidate does not currently have a valid driver's license or the candidate's driver's license has been revoked in the past under circumstances which at the discretion of the appointing authority indicate unfitness for duty in a safety-sensitive position;

7. Is currently under a final court order that prohibits the candidate from stalking, harassing, threatening, or having contact with any person;

8. **JUVENILE:** Is listed in the child abuse and neglect registry maintained by the Department for Children and Families (DCF) and;

   a. The person has failed to successfully complete a corrective action plan which had been deemed appropriate and approved by DCF; or

   b. The record has not been expunged pursuant to rules and regulations adopted by the Secretary of DCF.

J. Federal law prohibits individuals with felony convictions or with certain misdemeanor convictions for domestic violence from being in possession of firearms. Therefore, neither persons with prior felony convictions nor individuals with prior misdemeanor convictions for domestic violence, except as noted in Section X.K. of this policy shall be employed by the Department in positions which require the use of or training in the use of firearms, regardless of their status with the Department. (ACO 2-1C-10; ACI 4-4055; APPFS 3-3054)

K. After review of the facts of the case by Human Resources and/or Legal Counsel, candidates for safety sensitive positions may be disqualified for further consideration for employment if convicted, as an adult, of misdemeanor domestic violence under K.S.A. 2016 Supp. 21-5414(a)(1), unless the conviction was for a crime committed prior to July 1, 1997 and has been expunged.

L. Candidates for any position requiring access to the Kansas Criminal Justice Information System (KCJIS) computer system shall be disqualified for further consideration for employment if:

1. The candidate has ever been convicted of a felony as an adult or a juvenile whether or not expunged; or,

2. The candidate may be disqualified for further consideration for previous convictions of misdemeanor offenses determined by the Department to be relevant to the job.

M. With the exception of applicants described in Sections X.I., X.J., X.K., and X.L. candidates with prior felony convictions or previous misdemeanor convictions related to domestic battery shall be considered for employment with other qualified candidates. (ACI 4-4055; APPFS 3-3054) In such cases, the appointing authority shall:

1. Determine on a case-by-case basis whether the fact that the person is an ex-offender would adversely affect the individual's ability to discharge the responsibilities of the particular position. To make this determination, the appointing authority shall consider the following factors:

a. The nature of the offense;

b. The period of time which has passed since the offense was committed;

c. Any information available to the appointing authority concerning the person's performance during incarceration, post-incarceration supervision, or probation;

d. The person's present behavior as it relates to behavior contributing to the offense (i.e., association with persons involved in illegal activities, employment history since the offense, any substance abuse problems, etc.); and,

e. Any other fact or circumstance related to the offense or the person's current behavior which is relevant to the person's present ability to perform the duties of the position sought.

N. Candidates for any position shall be disqualified from further consideration for employment, and if hired, there shall be grounds for termination of employment, if:

1. The candidate is currently under a court order, which prohibits him/her from stalking, harassing or threatening as defined and prohibited by K.S.A. 2016 Supp. 21-5427.

2. The candidate currently uses marijuana, any stimulant, depressant drug, narcotic drug, or other controlled substances (other than by prescription by a license physician).

3. The candidate refuses to execute or provides any false response to a question on the Kansas Department of Corrections Security and Employment Information form or makes any material false statement to any question during the application, screening, or interview process while seeking employment or promotion.

4. The candidate refuses to execute the Kansas Department of Corrections Candidate's Authorization and Request to Release Information form.

5. The candidate

a. has engaged in sexual abuse of offenders in a correctional setting;

b. Has been convicted of engaging in sexual activity in the community facilitated by force, the threat of force or coercion; or,

c. has been civilly or administratively adjudicated to have engaged in such activity.

O. The appointing authority retains discretion in selecting candidates who are not automatically disqualified for consideration pursuant to this policy.

XI. Employment Reference Checks

A. The appropriate Human Resources Manager or designee shall conduct an employment reference check for:

1. All candidates for the position of Corrections Officer I (A) or Juvenile Corrections Officer I who pass the Corrections Officer Test, who are not screened out based upon information contained in the Kansas Department of Corrections Security and Employment Information form or obtained through a security background check; and,

2. All other positions, the top three (3) candidates or those candidates receiving a second interview by the appointing authority, who are not screened out based upon information contained in the Kansas Department of Corrections Security and Employment Information form or obtain through a security background check.

B. All candidates shall be asked to provide specific and detailed information about prior employers and references for use in an employment reference check. If additional information is necessary beyond that included in an application, resume, or Kansas Department of Corrections Security and Employment Information form, the appropriate Human Resources Manager or designee shall request and obtain additional employment information from the candidate.

C. Prior or current employers shall be provided with a copy of the candidate's authorization and release by mail, fax, or secure e-mail and contacted by telephone or in person by the Human Resources Manager or designee to obtain detailed information about the candidate's employment history including performance and conduct.

D. The appropriate Human Resources Manager or designee shall maintain documentation, per the records retention schedule, documentation of the information obtained through the employment reference check regarding the candidate's employment history.

1. References on employees who are hired will be maintained in the employee's personnel file or EAI background check file and will be maintained in accordance with the retention schedule for personnel files.

2. References on employees who are not hired will be maintained with the application in the interview file and will be retained in accordance with the interview materials retention schedule.

E. If an employment reference check reveals any information concerning the candidate showing a documented significant or substantial problem concerning performance including sick leave abuse, attendance problems, sexual harassment or other EEO violation, theft or misappropriation of property, mistreatment of other workers, or any other serious misconduct, the candidate may be disqualified from further consideration for employment.

1. In the event of disqualification as described above, the candidate shall be notified in writing that he/she is not being considered further for employment with the Department based upon an employment reference check.

XII. Post-Offer/Pre-Employment Processes

A. Prior to hire and with the exception of internal promotions, transfer, or demotion, successful candidates shall be advised that employment is contingent upon completing and passing the following:

1. Medical clearance examination provided by the facility healthcare provider;

   a. TB skin tests shall be performed on candidates as required by IMPP 09-106.

2. Candidates selected for a designated safety-sensitive position, for a position requiring the possession of a Commercial Driver's License, or for a position with regular access to secure facilities of a correctional institution, shall be required to submit to a controlled substance screening after the position has been offered but prior to reporting to work, in accordance with provisions of IMPP 02-110D.

3. Candidates for Juvenile Corrections Officer (JCO) positions shall be required to complete and pass the JCO Agility Test.

   a. The JCO I Agility Test shall be given in a designated area by a person(s) qualified to administer it.

   b. Results shall be kept confidential and released only to Human Resources for further employment processing.

   c. With the approval of the appointing authority, results from examinations administered by another jurisdiction may be accepted.

XIII. Candidate Notification

A. The selection of a candidate shall be confirmed by letter informing him/her of the selection, starting date, where to report on the first day, and starting salary.

B. Candidates who are not selected shall be notified, in writing, in a timely manner. If determined by the KDOC Human Resources Director or designee to be in the best interest of the Department, a candidate who is not selected may be notified in person or over the telephone.

C. Within 30 days of the completion of the selection process, a candidate may request that the Human Resources Manager provide him/her with a review of his/her overall performance during the process.

1. The Human Resources Manager shall advise the candidate of his/her score, if requested by the candidate.

   a. Candidate's scores and/or rankings shall not be posted.

   b. No candidate shall be told the scores and/or rankings of other candidates.

XIV. Maintenance of Files and Documentation

A. The following documents shall be maintained in the human resources office at the facility/office where the vacancy exists:

1. Originals of the position announcements;

2. Completed candidate screening forms;

3. Interview questions, standard answers, and interview assessment sheets; and,

4. Candidate assessment forms along with all the applications and all other documentation relevant to the selection.

B. The above documents shall be maintained in a special confidential file, exclusive of any other type of documentation, for a period of no less than three (3) years following the date of appointment to the position.

XV. Lateral Transfers to Vacant Specialty Security Posts

A. Unless otherwise included in an approved Memorandum of Agreement, a lateral transfer post assignment involving any vacant security post that is exempt from rotation and for which there is more than one (1) qualified interest candidate, shall be made based on documented criteria relative to the specific duties of the post. When selecting an employee for such post, the appointing authority or designee shall consider an employee's:

1. Related experience;

2. Other relevant education or experience qualifications;

3. Previous performance appraisals; and

4. Length of service.

B. The factors considered and the rationale for the selection of the employee to receive the transfer shall be documented on the Specialty Post Assignment form (Attachment H) and submitted to the facility Human Resources Office.

XVI. Lateral Transfer Requests

A. The appointing authority of each facility/office shall have the discretion to accept lateral transfer requests for vacant positions.

1. Vacant positions in parole services will be open for transfer to staff in both parole regions.

B. To be eligible for consideration for a transfer, the employee:

1. Must be free from any formal disciplinary actions for at least the past 12 months;

2. Must have received a rating of satisfactory or above on his/her most recent performance evaluation; and

3. Must have completed his/her probationary period.

a. The appointing authority may elect to waive the requirement for completion of the probationary period if he/she determines a transfer is in the best interest of the agency.

C. All staff interested in applying for a transfer must send an email to his/her appointing authority and to the appointing authority who has the vacancy stating the reasons why a transfer is being requested.

D. In the event multiple requests are received for a specific vacancy, the appointing authority may conduct interviews.

E. The appointing authority will make the determination based upon the employee's current appointing authority's recommendation, the interview results, if conducted; the employee's length of service, and the employee's prior work-related history.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

42 U.S.C. §15601, *et seq.*
28 C.F.R. §§ 115.5, 115.17, 115.76, 115.317 and 115.376
Immigration Reform and Control Act of 1986 and amendments thereto
K.S.A. 44-119a, 74-5605, 75-2940, 75-2946; 75-2949; 75-2955, 75-4362
K.S.A. 2016 Supp. 21-5414, 2016 Supp. 21-5427
K.A.R. 1-2-9, 1-6-2; 1-6-7, 1-6-23
IMPP 02-102D; 02-109D; 02-110D, 02-118D, 02-120D, 09-106, 09-107D, 10-103D
ACO 2-1C-09, 2-1C-10, 2-1C-13, 2-1C-18
JCF 4-JCF-6C-01; 4-JCF-6C-05
ACI 4-4053, 4-4055, 4-4057, 4-4058; 4-4060; 4-4061
APPFS 3-3052, 3-3054, 3-3055, 3-3056, 3-3058
KDOC Occupational Exposure Control Manual

ATTACHMENTS

Attachment	Title of Attachment	Page Total
A	Candidate Screening form	2 pages
B	Candidate's Authorization and Request to Release Information form	2 pages
C	Security and Employment Information form	4 pages
D	Acknowledgment of Employment Expectations	2 pages
E	Interview Assessment Sheet	2 pages
F	Candidate Assessment form	4 pages
G	Request for Information from Prior Institutional Employer Letter	1 page
H	Specialty Post Assignment form	3 pages

KANSAS DEPARTMENT OF CORRECTIONS
CANDIDATE SCREENING FORM

(Please Read Instructions on page 2 before completing)
To be retained in interview file for a period of no less than three (3) years following the date of position appointment.

Position Title _____ **EEO Cat.** _____ **Facility/Office** _____

Position No.(s) _____ **No. of Vacancies** _____ **No. of Candidates** _____

CANDIDATES NOT INTERVIEWED	REASON NOT INTERVIEWED
Name_____ Race _____ Sex _____ Date of Birth_____	
Name_____ Race _____ Sex _____ Date of Birth_____	
Name_____ Race _____ Sex _____ Date of Birth_____	
Name_____ Race _____ Sex _____ Date of Birth _____	
Name_____ Race _____ Sex _____ Date of Birth _____	

Signature(s) of Individual(s) Participating in Pre-Interviewing Screening of Applicants:

1. _____ Date_____
2. _____ Date_____
3. _____ Date_____
4. _____ Date_____

INSTRUCTIONS

This form is designed to assist the Department of Corrections in screening candidates for all vacant positions. All candidates who are screened out prior to the interview process and the reasons for their not being interviewed are to be listed on this form. Upon completion, the form is to be sent to the KDOC human resources office along with other pertinent documents on the selection process.

Position Title: The official Civil Service classification to which the position belongs.

EEO Cat: The letter for the EEO category to which the position belongs.

Facility/Office: The name of the facility/office where the position is located.

Position No.(s): The State position number for the position being filled. If more than one position is being filled through a single selection process, give the numbers for all positions.

No. of vacancies: Total number of vacancies being filled through this selection process.

No. of candidates: Total number of candidates who applied for the vacant position(s).

CANDIDATES NOT INTERVIEWED

Name: List all candidates who were not interviewed for the position(s) by their full names.

Race, Sex, Date of Birth: The information pertaining to the candidate's race, sex, and date of birth is to be filled in by the human resources manager or representative after the screening process has been completed. At no time shall this information be available to the person(s) screening the applications.

REASON NOT INTERVIEWED: For each candidate, state the reason(s) she/he was not interviewed. If the candidate did not meet the minimum qualifications, indicate the area(s) in which her/his qualification was lacking.

Signature and Date: All individuals participating in pre-interview screening of candidates for a particular interview must sign and date the form.

Kansas Department of Corrections

Candidate's Authorization and Request to Release Information

Candidate's Name: _____

Other Names Employed Under: _____

Candidate's Social Security Number:_____**DOB:**_____

1. The candidate, by signing this authorization and request to release information, acknowledges and agrees that this document will be used:

   a. To obtain records and information about his or her employment, including: dates of employment; position(s) held; nature of duties performed; attendance and leave information; performance information; disciplinary action, informal and formal; conduct or performance issues, good and bad; whether the person is subject to being rehired with former employers; reason(s) employment ended; substance abuse testing results with employers; other relevant information regarding employment; and, to obtain access to the full employment file of the undersigned with any/all employers;

   b. To obtain records from law enforcement agencies, including through computer checks, review of records, and written, telephonic or in-person inquiry, concerning his or her prior criminal record, including any adult and/or juvenile convictions or agreements of diversion, adult or juvenile, felonies or misdemeanors, even if expunged, and including any pending charges or warrants; and,

   c. To obtain education and training records, including transcripts from high school, college or higher education, vocational training, or other pertinent education or training records.

   All such information to be used for purposes of an employment and security background check by the Kansas Department of Corrections to determine whether the candidate should be considered for employment, as authorized by K.S.A. 44-119a, 74-5605, 75-2940 and K.A.R. 1-6-7.

2. The candidate acknowledges and agrees that the giving of this authorization and release of information is a condition of employment with the Kansas Department of Corrections, and any candidate who does not execute this release and authorization shall not be considered for further employment by, or be retained as an employee of, the Kansas Department of Corrections.

3. The candidate acknowledges and agrees that information he or she provided when completing the Kansas Department of Corrections Security and Employment Information Form can and will be used to determine what information to request, who to contact, and how to conduct an employment and security background check. The candidate, therefore, acknowledges and agrees that his or her failure to provide truthful and detailed information on that form will result in his or her being denied further consideration for employment, or being terminated if discovered after the fact.

4. The candidate hereby authorizes and requests all persons to whom this request is presented having information relating to or concerning the candidate to furnish the information to a duly appointed agent of the Kansas Department of Corrections, whether or not the information would otherwise be protected from disclosure by any constitutional, statutory or other legal privilege.

5. The candidate hereby authorizes and requests all persons or entities to whom this request is presented having documents or information relating to or concerning the candidate to permit a duly appointed agent of the Kansas Department of Corrections to review and copy the documents, and to have access to the information, subject to a constitutional, statutory or other legal privilege.

6. The candidate does, for himself or herself, his or her heirs, executors, administrators, successors and assigns, hereby release and forever discharge the person or entity to whom this request is presented, and his or her or its agents and employees, from any and all manner of actions, causes of action, suits, claims or demands

whatsoever, known or unknown, in law or equity, which candidate ever had, now has, may have, or claim to have against the person or entity to whom this request is presented or his or her or its agents or employees, arising out of or by reason of complying with this request.

7. The Department hereby agrees that this authorization and release will be used only for purposes of obtaining information for an employment and security background check regarding the undersigned.

_____

Signature of Candidate Date

_____

Signature of Witness/KDOC Representative Date

KANSAS DEPARTMENT OF CORRECTIONS SECURITY & EMPLOYMENT INFORMATION FORM

PERSONAL INFORMATION

NAME: _____ **SOCIAL SECURITY #:** _____ **DATE OF BIRTH:** _____

Do you have a current, valid license to drive in the state of Kansas? Yes _____ **No** _____ **Drivers' License #:** _____

State of Issuance: _____ **Expiration Date:** _____ **Driving Restrictions:** _____

Check Applicable Status: U.S. Citizen _____ **Resident Alien** _____ **If not a U.S. citizen, are you authorized to work in the U.S.?**_____

If hired, prior to starting to work, all candidates will be required to furnish verification of their employment eligibility as required by the Immigration Reform and Control Act of 1986.

Please indicate the facility(ies) and or office(s) by which you wish to be considered for employment: *Note: You may check any or all of these facilities; if you request, information about your application can be sent to any of the facilities and/or office, regardless of where you submit your application.*

_____Ellsworth Correctional Facility
_____Larned Correctional Mental Health Facility
_____Norton Correctional Facility
_____Kansas Juvenile Correctional Complex
_____Southern Parole Region
_____El Dorado Correctional Facility
_____Lansing Correctional Facility
_____Winfield Correctional Facility at Winfield
_____Kansas Correctional Industries
_____KDOC Central Office at Topeka
_____Hutchinson Correctional Facility
_____Topeka Correctional Facility
_____Winfield Correctional Facility at Wichita
_____Northern Parole Region

SECURITY RELATED INFORMATION

NOTE: The information you provide in response to all questions on this form will be used to conduct an employment and security background check. Answering these questions falsely will result in your being denied further consideration for employment, or dismissal from employment if learned after the fact. It is important that you provide truthful and detailed information in response to these questions. If there are specific circumstances related to your background that you believe we should consider, such as mitigating circumstances, include that information in your answers.

The following questions are asked pursuant to state and federal law relating to personnel in criminal justice agencies, and KDOC Policy. Department policy permits hiring of ex-felons in non-safety sensitive position under certain circumstances. When answering all questions below, information relative to all adult and juvenile felony convictions, including those which have been expunged, and any charges which resulted in a diversion agreement. Also, include information relative to misdemeanor domestic battery convictions including those which have been expunged or which resulted in a diversion agreement.

1. Have you ever been convicted, by a court of law or court-martial, of a crime punishable by imprisonment for a term exceeding one year (whether or not that sentence was imposed)?	☐ Yes ☐ No
2. Have you ever been convicted of a felony?	☐ Yes ☐ No
3. Have you ever been convicted of or diverted for a misdemeanor crime of domestic violence under the laws of this state, another state or the United States or of its equivalent under the uniform code of military justice?	☐ Yes ☐ No
4. Have you been convicted of Driving Under the Influence (or comparable law regarding driving while intoxicated or under the influence of a controlled substance) in the past 24 months?	☐ Yes ☐ No
5. Have you ever been convicted of a misdemeanor involving drug use or possession in the past 60 months? This would include a court completion of a diversion agreement, probation, or other court supervision.	☐ Yes ☐ No
6. Have you ever had your driver's license revoked for any reason?	☐ Yes ☐ No
7. Are there any criminal charges, indictments or outstanding warrants currently pending against you?	☐ Yes ☐ No
8. Do you use marijuana/cannabinoids (THC), cocaine metabolites, opiates, phencyclidine (PCP), amphetamines/methamphetamine, designer drugs (synthetic or natural), mind altering chemicals, or other illegal or controlled substance(s) (other than by prescription by a licensed physician)?	☐ Yes ☐ No
9. Are you currently under a court order that prohibits you from stalking, harassing, or threatening as defined and prohibited by K.S.A. 2016 Supp. 21-5427 (formerly K.S.A. 21-3438)?	☐ Yes ☐ No
10. Have you ever been dismissed from any employment for cause or misconduct, including for sick leave abuse, attendance problems, sexual harassment or other EEO violation, theft or misappropriation of property, mistreatment of other workers or clients, or any other serious misconduct?	☐ Yes ☐ No
11. Have you ever been investigated for sexual abuse or harassment of an offender?	☐ Yes ☐ No
12. Have you ever resigned from a job during an ongoing investigation for sexual abuse or harassment of an offender?	☐ Yes ☐ No
13. Have you ever been charged, referred for prosecution, and/or prosecuted for sexual abuse or harassment of an offender?	☐ Yes ☐ No
14. Have you ever had a conviction expunged, diverted, or pardoned?	☐ Yes ☐ No
If you answered "Yes" to any of the previous 14 questions, please provide details. For questions related to prior or pending convictions, provide the date, the jurisdiction (if known), the state and county, and the resulting sentence/outcome. If you answered "yes" to number 10, 11, 12 or 13, please provide the name, address, and phone number of the employer, and any further relevant details. **If there is information about any of the answers you have given which you want us to consider, provide that information here:**	
15. Have you ever been a member or associated with a group which could be identified as a criminal street gang, outlaw motorcycle gang, hate or extremist group?	☐ Yes ☐ No
16. Do you have relatives, associates, or friends currently or previously incarcerated in any correctional facility, on post release supervision or otherwise committed to the custody of the Secretary of Corrections?	☐ Yes ☐ No
17. Do you presently have relatives employed by the Kansas Department of Corrections?	☐ Yes ☐ No

If you answered "Yes to questions 15, 16 and/or 17, please provide details.

18. Do you currently or have you previously been employed by an institutional employer, including community confinement facility, jail, juvenile facility, security juvenile facility, lock up, or prison? (Note: See definitions below)	☐ Yes ☐ No

If so, list the name and address (and dates of employment) of all current and prior institutional employers, including community confinement facility, jail, juvenile facility, security juvenile facility, lock up, and prison:

I affirm that the information given on this form is true and complete to the best of my knowledge. I understand that deliberately false statements, material omissions or misrepresentations could be considered grounds for rejection of my application and could be considered cause for dismissal if employed.

Signature of Candidate *Date*

Definitions:

Community Confinement Facility: A community treatment center, halfway house, restitution center, mental health facility, alcohol or drug rehabilitation center, or other community correctional facility (including residential re-entry centers), other than a juvenile facility, in which individuals reside as part of a term of imprisonment or as a condition of pre-trial release or post-release supervision, while participating in gainful employment, employment search efforts, community service, vocational training, treatment, educational programs, or similar facility-approved programs during nonresidential hours.

Jai: A confinement facility of a Federal, State, or local law enforcement agency whose primary use is to hold persons pending adjudication of criminal charges, persons committed to confinement after adjudication of criminal charges for sentences of one year or less, or persons adjudicated guilty who are awaiting transfer to a correctional facility.

Juvenile Facility: A facility primarily used for the confinement of juveniles pursuant to the juvenile justice system or criminal justice system.

Lockup: A facility that contains holding cells, cell blocks, or other secure enclosures that are: (1) Under the control of a law enforcement, court, or custodial officer; and (2) Primarily used for the temporary confinement of individuals who have recently been arrested, detained, or are being transferred to or from a court, jail, prison, or other agency.

Prison: An institution under Federal or State jurisdiction whose primary use is for the confinement of individuals convicted of a serious crime, usually in excess of one year in length, or a felony.

Secure Juvenile Facility: A juvenile facility in which the movements and activities of individual residents may be restricted or subject to control through the use of physical barriers or intensive staff supervision. A facility that allows residents access to the community to achieve treatment or correctional objectives, such as through educational or employment programs, typically will not be considered to be a secure juvenile facility.

Sexual Abuse of an Offender by a Staff Member: Any of the following acts, with or without consent of the offender that are reported annually to the Bureau of Justice Statistics for the survey of Sexual Violence:

(1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;

(2) Contact between the mouth and the penis, vulva, or anus;

(3) Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;

(4) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;

(5) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;

(6) Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (1)-(5) of this section;

(7) Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, and

(8) Voyeurism by a staff member, contractor, or volunteer.

Sexual Harassment: (1) Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one (1) offender directed toward another; and (2) Repeated verbal comments or gestures of a sexual nature to an offender by a staff member including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Voyeurism by a Staff Member: An invasion of privacy of an offender by staff for reasons unrelated to official duties, such as peering at an offender who is using a toilet in his or her cell to perform bodily functions; requiring an offender to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an offender's naked body or of an offender performing bodily functions.

ACKNOWLEDGEMENT OF EMPLOYMENT EXPECTATIONS

This acknowledgement contains statements about work duties, condition, expectations and situations for employees of the Kansas Department of Corrections. Please read each numbered paragraph and then place your initials acknowledging these expectations in the space provided.

ALL APPLICANTS:

Acknowledgement Statement	Initials
1. I acknowledge that some employees of the Kansas Department of Corrections are required to live within a 60-minute legal driving response time and to have a personal telephone or to provide a number which will allow telephone contact on a 24-hour a day basis.	
2. I acknowledge that personal items brought onto KDOC property are subject to search and/or testing for alcohol, illegal drugs or controlled substances, and contraband.	
3. I acknowledge that I may be required to work in a highly-structured work environment and will be required to obey lawful orders given by a proper authority.	
4. I acknowledge that I may be required to report for duty immediately when notified of an emergency and to perform any duty or service for which I am deemed capable and trained, regardless of the duties or position I might perform in non-emergency situations.	
5. I acknowledge that I will be required to participate in training to learn and to develop techniques and skills required of a correctional employee.	
6. I acknowledge that I will be required to become familiar and comply with the Department's Employee Rules of Conduct, Internal Management Policies and Procedures, Facility General Orders and Post Orders, state and federal statutes, and state administrative regulations.	
7. I acknowledge that I will be required to cooperate in internal investigations, and to write incident reports, offender disciplinary reports, as well as provide testimony in court concerning any aspect of Departmental operations as necessary.	
8. I acknowledge that I will be required to set aside any personal prejudices I may have and to be fair in dealing with offenders and others.	
9. I acknowledge that working in a correctional facility, parole office, or other Departmental office can be highly stressful at times, and that working for the Department includes working around convicted felons.	
10. I acknowledge that some positions within the Department may require that I undergo medical screening or examination prior to employment, as well as annual tuberculosis testing, and that I may be required to participate in such mandatory testing for the position I hold.	
11. I acknowledge that I may be required, either by state law or Departmental policy, to refrain from the use and possession of any tobacco products during working hours and while on Departmental property.	
12 I acknowledge that I will be required to comply with Departmental appearance and/or grooming standards established for my position.	

ALL CORRECTIONS OFFICER OR JUVENILE CORRECTIONS OFFICER APPLICANTS:

Acknowledgement Statement	Initials
13. I acknowledge that in any position requiring the supervision of offenders, I may be required to perform searches of male and/or female offenders pursuant to Departmental policy.	
14. I acknowledge that in the line of duty I will be required to perform (pat) searches of offenders, visitors, and/or other staff; strip searches of persons of the same sex; and in emergency situations, strip searches of persons of the opposite sex.	
15. I acknowledge that during an emergency the primary concern of the Department is the safety and protection of the community, staff, visitors and offenders.	
16. I acknowledge that harassment, threats or verbal abuse of offenders will not be tolerated, and that if I engage in such conduct I will be subject to disciplinary action, up to and including termination. I acknowledge that I will be required to undergo training and instruction to manage offender behavior and to learn effective techniques for responding to all types of offender behavior.	
17. I acknowledge that I will be required to deal appropriately with violence, to break up fights, and to assist in controlling disturbances pursuant to Departmental training and policy.	
18. I acknowledge that I will be required to work alone and unarmed when monitoring and supervising the activities of unrestrained adult or juvenile offenders.	
19. I acknowledge that I will be required to perform routine searches of cells, cellblocks and other similar areas for items such as weapons, tools, alcohol, drugs, tobacco and other contraband.	
20. I acknowledge that I will be required to work out-of-doors in all types of weather, in confined spaces, offender housing units, and in observation towers that are above ground level.	

I acknowledge that evaluation of my work performance will include, but not be limited to, an assessment of the above employment expectations.

Name (Print) _____ Daytime Phone Number _____

Street Address _____ City, State _____ Zip

Signature _____ Date _____

The Kansas Department of Corrections makes hiring decisions without regard to race, color, religion, national origin, gender, ancestry, political affiliation, age or disability. Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations. If you need a reasonable accommodation(s) to satisfy testing requirements, please contact the KDOC Human Resources Division.

KANSAS DEPARTMENT OF CORRECTIONS
INTERVIEW ASSESSMENT SHEET

Position: _____ Interviewer: _____ Candidate: _____

Facility/Office: _____ Interview Date: _____ Total Score: _____

INSTRUCTIONS: Each candidate shall be asked the same job related questions. The questions may be weighted according to their job-related significance/difficulty, etc. The answer to each question shall be rated by placing an "X" in the box under the score rating, which most appropriately reflects its relevance, quality, and completeness. The score for each answer is to be obtained by multiplying the weight of the question by the number of rating it was assigned. At the end of an interview each interviewer should total the ratings assigned to the candidate's answers and record the score on the form before proceeding to the next interview.

Question #	WEIGHT	RATING OF CANDIDATE'S ANSWER					SCORE
1	X	No response or response had no relevance to the question 0	Very poor response to the question 1	Fair response to the question 2	Good response to the question 3	Response to the questions exceeded expectations 4	
Answers and Comments							
Question #	WEIGHT	RATING OF CANDIDATE'S ANSWER					SCORE
2	X	No response or response had no relevance to the question 0	Very poor response to the question 1	Fair response to the question 2	Good response to the question 3	Response to the questions exceeded expectations 4	
Answers and Comments							

Overall Assessment:

Question #	WEIGHT	RATING OF CANDIDATE'S ANSWER					SCORE
3	X	No response or response had no relevance to the question 0	Very poor response to the question 1	Fair response to the question 2	Good response to the question 3	Response to the questions exceeded expectations 4	
Answers and Comments							

Question #	WEIGHT	RATING OF CANDIDATE'S ANSWER					SCORE
4	X	No response or response had no relevance to the question 0	Very poor response to the question 1	Fair response to the question 2	Good response to the question 3	Response to the questions exceeded expectations 4	
Answers and Comments							

Question #	WEIGHT	RATING OF CANDIDATE'S ANSWER					SCORE
5	X	No response or response had no relevance to the question 0	Very poor response to the question 1	Fair response to the question 2	Good response to the question 3	Response to the questions exceeded expectations 4	
Answers and Comments							

Position: _____ Candidate: _____ Interviewer: _____ Date: _____

Date Submitted: _____

KANSAS DEPARTMENT OF CORRECTIONS
CANDIDATE ASSESSMENT FORM

To be retained in interview file for a period of no less than three (3) years following the date of position appointment.

Facility/Office: _____ **Position Title:** _____ **EEO Category:** _____

Position Number(s): _____ **Number of Vacancies:** _____ **Number Interviewed:** _____

Interview Date(s): _____

Person(s) Hired	Rank:	Name:	Hire Date:
	Rank:	Name:	Hire Date:
	Rank:	Name:	Hire Date:
	Rank:	Name:	Hire Date:
	Rank:	Name:	Hire Date:
	Rank:	Name:	Hire Date:
	Rank:	Name:	Hire Date:
	Rank:	Name:	Hire Date:
Recommended for 2nd Interview*	Rank:	Name:	
	Rank:	Name:	
	Rank:	Name:	
	Rank:	Name:	
	Rank:	Name:	
	Rank:	Name:	

***If top ranked candidate(s) was (were) not hired or recommended to proceed to a second interview, please explain:**

_____

_____

_____

The interviewers who sign below have had an opportunity to provide input into the scores, rankings, and general comments about the performance of each of the _____ candidate(s) shown on the attached page(s):

_____ _____
Signature **Date**

_____ _____
Signature **Date**

_____ _____
Signature **Date**

_____ _____
Signature **Date**

_____ _____
EEO Rep (If Applicable) **Date** **HR Manager or Representative** **Date**

_____ _____
Facilitator **Date** **Person Making Selection Decision** **Date**

Page ____ of ____ **Position Title and number(s): _____**

Candidate Information	Assessment of Interview	Int. Score	Comments
Rank # 1 Name: _____ Job Offered: Yes ____ No _____ Offer Accepted? Yes ____ No_____ If "no", what reason did candidate give for declining offer?		#	

Candidate Information	Assessment of Interview	Int. Score	Comments
Rank # 2 Name: _____ Job Offered: Yes ____ No _____ Offer Accepted? Yes ____ No_____ If "no", what reason did candidate give for declining offer?		#	

Candidate Information	Assessment of Interview	Int. Score	Comments
Rank # 3 Name: _____ Job Offered: Yes ____ No _____ Offer Accepted? Yes ____ No_____ If "no", what reason did candidate give for declining offer?		#	

Page ____ of ____ **Position Title and number(s): _____**

Candidate Information	Assessment of Interview	Int. Score	Comments
Rank # 4 Name: _____ Job Offered: Yes ____ No _____ Offer Accepted? Yes ____ No_____ If "no", what reason did candidate give for declining offer?		#	

Candidate Information	Assessment of Interview	Int. Score	Comments
Rank # 5 Name: _____ Job Offered: Yes ____ No _____ Offer Accepted? Yes ____ No_____ If "no", what reason did candidate give for declining offer?		#	

Candidate Information	Assessment of Interview	Int. Score	Comments
Rank # 6 Name: _____ Job Offered: Yes ____ No _____ Offer Accepted? Yes ____ No_____ If "no", what reason did candidate give for declining offer?		#	

INSTRUCTIONS FOR COMPLETING CANDIDATE ASSESSMENT FORM

This form is designed to allow the Department to assess its selection procedures and provide documentation concerning the processes utilized in selecting individuals to fill vacant positions. All candidates interviewed for a vacant position are to be listed on this form. To be retained in interview file, for a period of no less than three (3) years following the date of position appointment.

SELECTED CANDIDATES

Person(s) Hired: List successful candidates in order by numerical rank and provide the date that he or she will begin working in the position.

Recommended for Second Interview: List all candidates being recommended to proceed to a second interview in order of numerical rank.

Reason for Selection: The person making the final selection must state the JOB RELATED reason(s) for the selection if the successful candidate is different from the interviewers' recommendation.

CANDIDATE INFORMATION

Name: Full name of the candidate as shown on official application papers.

Race, Sex, Date of Birth: The information pertaining to candidate's race, sex, and date of birth is to be filled in by the Human Resources Manager **AFTER** the selection process has been completed. This information should not be available to the person(s) involved in the screening and selection process.

Job Offered: If the candidate was actually offered the position for which he or she applied, check "Yes."

Offer Accepted: If the candidate accepted the job offer, check "Yes." If the candidate refused the job offer, check "No" and provide the reason he or she gave for declining the offer.

Rank: Record the candidate's numerical ranking in order of hiring preference as compared to the other candidates being assessed (#1 would indicate the first preference).

Assessment of Interview: *For Behavior Based Interviews* - Provide a summary of the candidate's performance on the interview portion of the selection process. Include a clear and concise JOB RELATED explanation of the candidate's placement in the rankings.

Interview Score: The candidate's composite interview score.

Signatures: Each interviewer must sign and date the Assessment Form to indicate that he or she had an opportunity to provide input into the selection.

[DATE]

[NAME]
[ADDRESS]
[CITY], [STATE] [ZIP]

Re: Request for Information

Dear [NAME]:

The employee listed below recently applied for employment with the Kansas Department of Corrections and listed your agency as having been previously employed with you. In compliance with the U.S. Department of Justice, National Standards to Prevent, Detect, and Respond to Prison Rape, 42 U.S.C. §15601, *et seq.* and 28 C.F.R., we are contacting your agency to inquire if this employee was ever investigated and received a sustained adjudication or criminal referral for sexual abuse or sexual harassment of an inmate, or if the employee resigned during an ongoing investigation for sexual abuse or sexual harassment of an inmate.

Employee Name: _____

Dates of Employment: _____

Please send your response to:

Human Resources Office
Attn. [NAME]
[AGENCY/FACILITY/OFFICE]
[ADDRESS]
[CITY], KS [ZIP]
[FAX]
[EMAIL]

Should you have any questions of concerns, please contact me at [PHONE].

Sincerely,

[NAME]
[TITLE]

Date Completed: _____

SPECIALTY POST ASSIGNMENT FORM

Facility:_____**Post(s):**_____**Rank:**_____

Position Number(s):_____**Hours of Work:** *from* _____*to* _____**Days Off:** _____

Person(s) Selected		
Rank	**Name**	**Appointment Date**
1.		
2.		
3.		

Other Person(s) Considered			
Rank	**Name**	**Rank**	**Name**
4.		6.	
5.		7.	

To adequately perform the duties of this post, the employee selected must possess the following knowledge and/or abilities:

_____
_____
_____
_____
_____
_____

Candidate #1	Describe the experience, education, knowledge, and/or abilities that are relevant to this post, and include any additional information used to make this selection:
Name:	
Current Post:	
Length of Service w/KDOC:	
Previous Performance Appraisals were all satisfactory or better?	

Candidate #2	Describe the experience, education, knowledge, and/or abilities that are relevant to this post, and include any additional information used to make this selection:
Name:	
Current Post:	
Length of Service w/KDOC:	
Previous Performance Appraisals were all satisfactory or better?	

Candidate #3	Describe the experience, education, knowledge, and/or abilities that are relevant to this post, and include any additional information used to make this selection:
Name:	
Current Post:	
Length of Service w/KDOC:	
Previous Performance Appraisals were all satisfactory or better?	

Candidate #4	Describe the experience, education, knowledge, and/or abilities that are relevant to this post, and include any additional information used to make this selection:
Name:	
Current Post:	
Length of Service w/KDOC:	
Previous Performance Appraisals were all satisfactory or better?	

Candidate #5	Describe the experience, education, knowledge, and/or abilities that are relevant to this post, and include any additional information used to make this selection:
Name:	
Current Post:	
Length of Service w/KDOC:	
Previous Performance Appraisals were all satisfactory or better?	
Candidate #6	**Describe the experience, education, knowledge, and/or abilities that are relevant to this post, and include any additional information used to make this selection:**
Name:	
Current Post:	
Length of Service w/KDOC:	
Previous Performance Appraisals were all satisfactory or better?	
Candidate #7	**Describe the experience, education, knowledge, and/or abilities that are relevant to this post, and include any additional information used to make this selection:**
Name:	
Current Post:	
Length of Service w/KDOC:	
Previous Performance Appraisals were all satisfactory or better?	

ADD ADDITIONAL PAGES IF NEEDED