

# FELONY REVIEW PROCESS

## SCHOOL ADMINISTRATOR'S GUIDE

Please use this guide to assist students with submitting the correct information needed for the Board's felony review process.

### **Forms**

Students should complete a Felony Conviction Disclosure Form and if they are currently being monitored, their monitoring officer will complete the new Felony Conviction Monitoring Form.

The forms may be found on the Board's website. The forms are also available in a "Felony Packet" which includes instructions and the forms.

\*Individuals can request that their felony be reviewed for approval prior to application by using the [Felony Advisory Opinion Application](#).

### **Submitting a Complete Application**

In order to expedite the processing of applications, the Board will only accept complete apprentice applications. The student must complete all applicable forms and provide court documents at the time of filing their application with the Board.

### **Late Apprentice Applications**

All apprentice applications must be received within 15 days of enrollment. If an incomplete application is not corrected and a complete application is not submitted within the 15 days of enrollment, it could result in a fine pursuant to the Board approved Fine Schedule Guidance Document.

### **Payments**

Payments are considered a part of the application. If payment is not received upon submission of the application, it is considered incomplete. If an incomplete application is not corrected and a complete application is not submitted within the 15 days of enrollment, it could result in a fine pursuant to the Board approved Fine Schedule Guidance Document.

### **Staff or Disciplinary Panel Review**

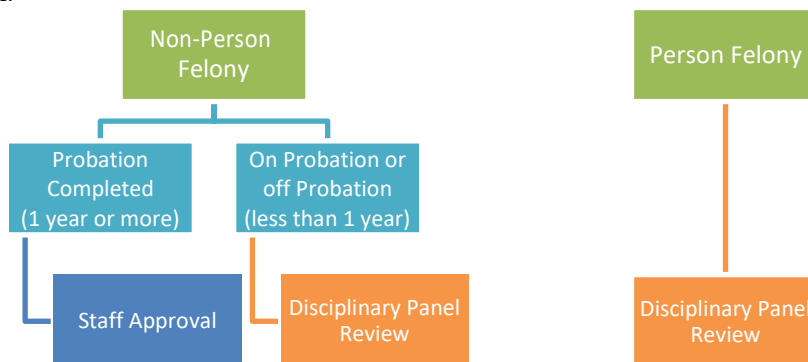
Some felony convictions can be approved by staff and others require review by the Board's Disciplinary Panel. It is suggested that schools not enroll a student until they have completed the felony review process unless the student has a conviction that can be approved by Board staff. For applications requiring review by the Board's Disciplinary Panel, a future enrollment date can be used on the apprentice application.

Felony convictions that can be approved by staff:

- Non-person felony conviction; **and**
- The student has been off probation, parole or supervision for at least one year.

Felony convictions that require review by the Board's Disciplinary Panel:

- Person felony conviction; **and/or**
- Any student currently on probation, parole or supervision.



### **Application, Board Forms & Court Documents**

The apprentice application must be submitted with all required forms and court documents.

#### *Felony Disclosure Form*

This is a Board form. The student completes this form and lists all court cases, provides an explanation of the crime as well as an explanation regarding their rehabilitation efforts. The student can also attach letters of recommendation.

#### *Felony Monitoring Form*

This is a Board form and is only required if the student is currently on probation. The student's probation officer completes this form.

#### *Complaint*

This is a court document that shows the charges filed against the student. In federal court this document is called an indictment. If an amended complaint(s) was filed it must also be provided.

#### *Journal Entry of Judgment*

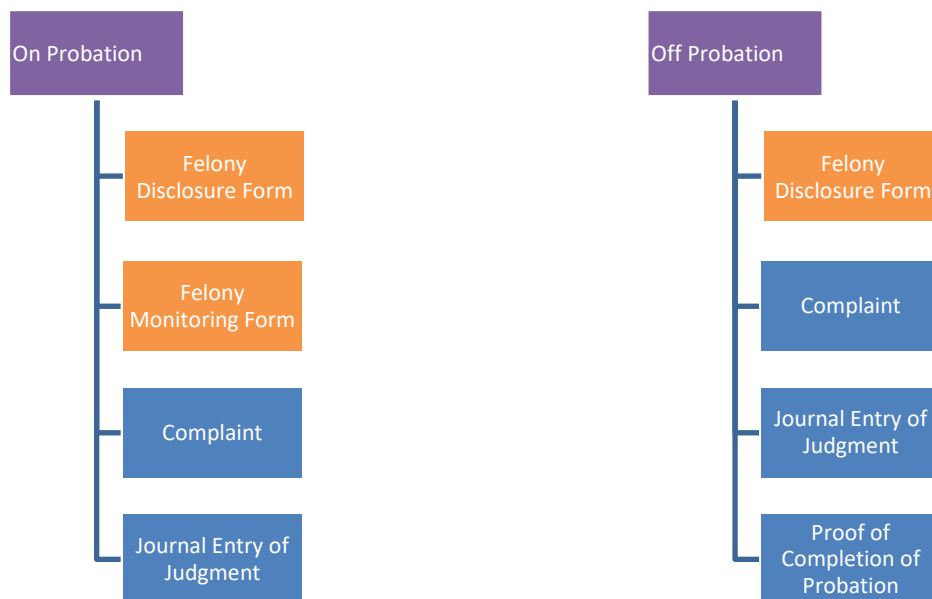
This is a court document that shows all convictions, the date of conviction and sentencing.

#### *Proof of Completion of Probation*

This is a court document and is only required if the student has completed probation. The document shows the date probation was completed.

### **Submitting the Correct Forms and Documents**

Determine whether the student is currently on probation or has completed their sentence. This will determine what Board forms and what court forms will have to be submitted.



### **Obtaining Court Documents**

Court documents can be obtained from the District Court Clerk at the County Courthouse where the case was filed. For federal cases, documents can be obtained from the Clerk at the U.S. District Court where the case was filed. Typically, all courts require a fee for copies of documents.

### **Review Process**

Complete applications that can be approved by staff are processed in the same timeframe as non-felony apprentice applications. The Board's Disciplinary Panel reviews applications on the 15<sup>th</sup> and 30<sup>th</sup> of each month. In determining whether to grant a license, the Board considers whether the student is rehabilitated to warrant the public trust. The factors the Board considers include:

- |   |                                      |
|---|--------------------------------------|
| 1. The nature of offense                        | 5. Present moral fitness             |
| 2. Any aggravating or extenuating circumstances | 6. Consciousness of wrongful conduct |
| 3. The time since offense                       | 7. Age/maturity at time of offense   |
| 4. Rehabilitation or restitution                | 8. Present competence/skill          |

### **Decision**

If staff or the Board's Disciplinary Panel approves the application, the license will be issued and mailed to the school. If the application is denied, the student will receive a Summary Proceeding Order in the mail stating the reasons for denial. The school will also be notified that the application was denied.

### **Appeal**

A student may appeal the Board's decision and request a hearing before the Board's Disciplinary Panel. An appeal must be filed by the student within 15 days of the date indicated on the Certificate of Service or the Summary Proceeding Order becomes a Final Order.

### **Hearing**

Hearings are held before the Board and General Counsel. The hearing is the student's opportunity to demonstrate that they have been sufficiently rehabilitated to warrant the public trust. The student will be asked to explain their conviction, rehabilitation efforts and why they should be granted a license. The Board will then make a determination regarding the application. If approved, the license will be issued and mailed to the school. If denied, a Final Order will be sent to the student. The school will also be notified.

#### **A COMPLETE APPLICATION INCLUDES THE FOLLOWING:**

- ☐ **Application**
- ☐ **Payment**
  
- ☐ **Felony Conviction Disclosure Form**
- ☐ **Felony Conviction Monitoring Form** (*If currently being monitored*)
  
- ☐ **Court Documents for each case:**
  - ☐ Complaint or Indictment (Charges)
  - ☐ Journal Entry of Sentencing (Conviction and sentencing by the Court)
  - ☐ Proof of Completion of Probation or Release from Supervision (*If applicable*)

Please use the following link to access the complete [School Administrative Guide](#)



## **FELONY CONVICTION REPORTING INSTRUCTIONS**

**What types of convictions must be disclosed?** You must report all felony convictions, even if they did not occur in Kansas or you were told they did not appear on a background check. You DO NOT have to report pending felony charges or convictions that have been expunged or pardoned.

**Why do I have to report my felony conviction?** By law, the Board of Cosmetology may consider your felony conviction in deciding whether to grant your application for a license.

## **REQUIRED DOCUMENTS**

The Board requires you to submit the following:

- ☐ **Application**
- ☐ **Felony Conviction Disclosure Form**
- ☐ **Felony Conviction Monitoring Form** (If you are currently on probation, parole or post-release supervision)
- ☐ **Court Documents for each case:**
  - ☐ Complaint or Indictment (Charges filed against you)
  - ☐ Journal Entry of Sentencing (Shows convictions and sentencing by the Court)
  - ☐ Proof of Completion of Probation or Release from Supervision (if applicable)

**The application, forms and court documents should be sent to the Board in the same envelope.**

**Incomplete submissions will be returned.**

**What is the Felony Conviction Disclosure Form?** \*This form is required.\* This form provides the Board with information about your conviction in enough detail to permit the Board to make a decision regarding your application.

**What is the Felony Conviction Monitoring Form?** \*This form is only required IF you are currently serving probation, parole, or are on post-release supervision.\* This form provides the Board with information regarding your conviction from the monitoring agency. If you are currently serving probation, parole or are on post-release supervision, you must have your monitoring agency complete this form.

**How do I obtain court documents?** Court documents can be obtained at the Courthouse from the Clerk of Courts in the County conviction. If, for some reason, the documents are unavailable, you must provide a letter from the Court stating the documents are not available.

**What if my conviction was in another state?** It may take some time to obtain your court documents. Most states require that you submit your request in writing along with a payment in order to obtain records.

## **REVIEW PROCESS**

**What does the Board consider when determining whether to grant a license?** In determining whether to grant your application for a license, the Board considers the following:

- |   |   |
|---|---|
| 1. The nature of offense                        | 5. Your present moral fitness             |
| 2. Any aggravating or extenuating circumstances | 6. Your consciousness of wrongful conduct |
| 3. The time since offense                       | 7. Your age/maturity at time of offense   |
| 4. Rehabilitation or restitution                | 8. Your present competence/skill          |

**What happens next?** After the Board receives your application, forms and court documents, your file will be reviewed by the Board's Disciplinary Panel. If the Board approves your application, your license will be issued. If the Board does not approve your application, you will receive an Order stating the reasons for denial.



### FELONY CONVICTION DISCLOSURE FORM

APPLICATION TYPE	
<p align="center"><b>COSMETOLOGY</b></p> <p><input type="checkbox"/> Apprentice</p> <p><input type="checkbox"/> Practitioner</p> <p><input type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Establishment</p> <p><input type="checkbox"/> Instructor</p>	<p align="center"><b>BODY ART</b></p> <p><input type="checkbox"/> Apprentice</p> <p><input type="checkbox"/> Practitioner</p> <p><input type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Establishment</p> <p><input type="checkbox"/> Trainer</p>

APPLICANT/LICENSEE INFORMATION			
NAME		EMAIL	
HOME ADDRESS	CITY	STATE	ZIP
PHONE	CELL PHONE	DATE OF BIRTH	LICENSE NO. (IF APPLICABLE)

CASE INFORMATION (Attach additional sheets if you need to list more cases)			
COURT NAME	CASE NO.	CRIME - CONVICTION(S)	ATTACH THE FOLLOWING:
			<input type="checkbox"/> Complaint <input type="checkbox"/> Journal Entry of Sentencing <input type="checkbox"/> Proof of Completion of Probation/Supervision (if applicable)
			<input type="checkbox"/> Complaint <input type="checkbox"/> Journal Entry of Sentencing <input type="checkbox"/> Proof of Completion of Probation/Supervision (if applicable)
			<input type="checkbox"/> Complaint <input type="checkbox"/> Journal Entry of Sentencing <input type="checkbox"/> Proof of Completion of Probation/Supervision (if applicable)
			<input type="checkbox"/> Complaint <input type="checkbox"/> Journal Entry of Sentencing <input type="checkbox"/> Proof of Completion of Probation/Supervision (if applicable)

CASE STATUS			
Are you currently on probation, parole or post-release supervision	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
When did you complete probation, parole or post-release supervision?			<input type="checkbox"/> NA
Have you paid all court ordered restitution?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Have you completed all court ordered treatment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

If you have not paid all court ordered restitution and/or completed all court ordered treatment, explain why.



**FELONY CONVICTION DISCLOSURE FORM**

**EXPLANATION OF CRIME**

For each of your convictions, explain why and how you committed the crime. Also, explain if there were any special circumstances that you would like the Board to know regarding the crime.

Do you take full responsibility for the crime or were there circumstances that were beyond your control that caused you to be charged with the crime?



**FELONY CONVICTION DISCLOSURE FORM**

**REHABILITATION**

Explain what you have done to rehabilitate yourself since you were convicted. Examples include attending treatment and therapy, activities and employment, etc. You may also attach letters of recommendation, certificates of completion of treatment.

Explain why the Board should grant your request for a license.

**CERTIFICATION**

I declare under penalty of perjury under the laws of the State of Kansas that the information contained herein is true and correct. I understand providing false information may constitute grounds for denial of my application pursuant to K.S.A. 65-1908.

SIGNATURE

DATE SIGNED



FELONY CONVICTION MONITORING FORM

INSTRUCTIONS

You must submit this form if you are currently on probation, parole or post-release supervision. Complete the Authorization to Release Confidential Information portion of this form and give it to your monitoring agency to complete the rest.

AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION

I hereby authorize \_\_\_\_\_ (Name of Monitoring Agency) to release confidential information in its records, possession or knowledge, regarding the status of my case(s), to the Kansas Board of Cosmetology. This information will be used to determine whether the Kansas Board of Cosmetology should grant my application for a license.

COURT NAME	CASE NO.	COURT NAME	CASE NO.
------------	----------	------------	----------

DEFENDANT'S SIGNATURE \_\_\_\_\_

DATE SIGNED \_\_\_\_\_

MONITORING AGENCY INFORMATION

MONITORING AGENCY	NAME OF MONITORING OFFICER		
EMAIL ADDRESS	PHONE		
ADDRESS	CITY	STATE	ZIP

Case Information

Date monitoring began: \_\_\_\_\_

Date monitoring scheduled to end: \_\_\_\_\_

Was the applicant the principal participant or an accessory?

☐ Principal

☐ Accessory

Was the crime premeditated or spur of the moment?

☐ Premeditated

☐ Spur of the moment

Were there damages or injury to the victim? ☐ Yes ☐ No

Did the applicant make restitution to the victim? ☐ Yes ☐ No

Compliance Status

☐ Compliant as of this date with all terms and conditions of monitoring and no revocation is pending.

☐ Non-compliant on this date with terms and conditions of monitoring as follows:

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Comments

--

REFUSAL TO COMPLETE FORM

☐ I am unable to complete this form or to disclose any information regarding the defendant.

CERTIFICATION

MONITORING OFFICER'S SIGNATURE \_\_\_\_\_

DATE SIGNED \_\_\_\_\_

**IN THE DISTRICT COURT OF ANY COUNTY, KANSAS**

STATE OF KANSAS,	)	
	)	
Plaintiff	)	
	)	
vs.	)	Case No. 14CR9999
	)	
JANE APPRENTICE,	)	
	)	
Defendant.	)	
_____	)	

**COMPLAINT**

COMES NOW Susie Prosecutor, a duly appointed, qualified and acting Assistant County Attorney of Any County, Kansas, and for and on behalf of said State gives the court to understand and be informed:

**COUNT I**

That on or about January 2, 2014, in Any County, Kansas, Jane Apprentice, then and there being present did unlawfully, feloniously, and intentionally, knowingly or recklessly possess a controlled substance, to wit: Methamphetamine, a Schedule II controlled substance as designated in K.S.A. 65-4107(d)(3) and amendments thereto. In violation of K.S.A. 2011 Supp. 21-5706(a), Unlawful Possession of Methamphetamine, a drug severity level 5 felony. (Penalty: from a minimum of 10 months to a maximum of 42 months in prison and a fine of up to \$100,000; Post release supervision term of 12 months.)

All of said acts then and there committed contrary to the statutes in such cases made and provided and against the peace and dignity of the State of Kansas.

\_\_\_\_\_  
Susie Prosecutor  
Assistant County Attorney

Sample

## 2012 KANSAS SENTENCING GUIDELINES JOURNAL ENTRY OF JUDGMENT

Please use Journal Entry based on OFFENSE DATE

<b>SECTION I. CASE IDENTIFYING INFORMATION</b>		1. Transaction No.	
2. STATE v. <span style="margin-left: 100px;"><input type="checkbox"/> Male <input type="checkbox"/> Female</span>		3. Court O.R.I. Number	4. K.B.I. Number
5. County	6. Court Case Number	7. Sentencing Judge	8. Sentencing Date
9. Defense Counsel: <input type="checkbox"/> Appointed <input type="checkbox"/> Retained <input type="checkbox"/> Self <input type="checkbox"/> Waived Orally <input type="checkbox"/> Waived in Writing Counsel Name (please print) _____			
10. Type of Proceeding (Trial) <input type="checkbox"/> Bench Trial (includes a plea on stipulated facts) <input type="checkbox"/> Jury Trial <input type="checkbox"/> Guilty Plea <input type="checkbox"/> <i>Nolo contendere</i> Plea			
11. Date of Conviction: _____			
12. Pre-Trial Status of Offender <input type="checkbox"/> In Custody <input type="checkbox"/> Released on Bond <input type="checkbox"/> Other Release			
<b>SECTION II. CRIMINAL HISTORY CLASSIFICATION</b>			
1. Offender's Overall Criminal History Classification as Found by the Court: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I			
2. Objection to Criminal History? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, By: <input type="checkbox"/> Defendant or <input type="checkbox"/> State Court's Ruling on Objection: <input type="checkbox"/> Criminal history was amended <input type="checkbox"/> Criminal history was not amended			
<b>SECTION III. CURRENT CONVICTION INFORMATION</b>			
1. Name of PRIMARY Offense of Conviction: _____ Count No.: _____ Date of Offense: _____ <input type="checkbox"/> Designated by court as domestic violence case based upon special finding (see #13 this section)			
2. K.S.A. Title, Section, Subsection(s): _____ <input type="checkbox"/> Attempt (K.S.A. 2011 Supp. 21-5301) <input type="checkbox"/> Conspiracy (K.S.A. 2011 Supp. 21-5302) <input type="checkbox"/> Solicitation (K.S.A. 2011 Supp. 21-5303)			
3. Grade of Offense: (Check one in each row.) <input type="checkbox"/> Felony, Severity Level _____ <input type="checkbox"/> Misdemeanor, Class _____ <input type="checkbox"/> Person <input type="checkbox"/> Nonperson			
4. Offense Category: <input type="checkbox"/> Nondrug <input type="checkbox"/> Drug <input type="checkbox"/> Off-grid <input type="checkbox"/> Nongrid			
5. Presumptive Sentencing Range: (Enter terms from appropriate grid.) Aggravated _____ Standard _____ Mitigated _____ Check applicable box(es) <input type="checkbox"/> Presumptive Prison <input type="checkbox"/> Presumptive Probation <input type="checkbox"/> Border Box <input type="checkbox"/> Drug Treatment for up to 18 months. K.S.A. 2011 Supp. 21-6824 <input type="checkbox"/> Special Rule Applies (Complete Special Rules Supplemental Page and Attach)			
THIS FORM MUST BE ACCOMPANIED BY A COPY OF THE PRESENTENCE INVESTIGATION FORM PURSUANT TO K.S.A. 2011 Supp. 22-3439 AND A DOCUMENT CONTAINING INFORMATION REQUIRED BY K.S.A. 2011 Supp. 22-3426. PLEASE USE AN ADDITIONAL OFFENSES PAGE FOR ADDITIONAL OFFENSES OF CONVICTION.			

Case No. _____	
<b>KANSAS SENTENCING GUIDELINES JOURNAL ENTRY OF JUDGMENT</b>	
<b>(PAGE 2)</b>	
6. <b>SPECIAL RULE APPLICABLE:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, enter the number(s) and brief description(s) corresponding to the applicable special rule. (Complete Special Rules Supplemental Page and Attach): _____	
7. <b>SPECIAL FINDING</b> that the crime was <b>SEXUALLY MOTIVATED</b> pursuant to the KS Offender Registration Act 7a. Did the court make a special finding that the crime was sexually motivated? 7b. <b>IF YES to 7a</b> , did the court find that the act involved non-forcible sexual conduct, the victim was at least 14 and the offender was no more than 4 years older than the victim? (K.S.A. 2011 Supp. 22-4902(c)(15)) 7c. <b>IF YES to 7a and NO to 7b, PLEASE COMPLETE OFFENDER REGISTRATION SUPPLEMENT AND ATTACH IT TO JOURNAL ENTRY.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No
8. Was offender determined by the Court to be an <b>AGGRAVATED HABITUAL SEX OFFENDER?</b> ( K.S.A. 2011 Supp. 21-6626) <b>IF YES, PLEASE COMPLETE SEX OFFENSE SUPPLEMENT AND ATTACH IT TO JOURNAL ENTRY.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Is offender being sentenced pursuant to K.S.A 2011 Supp. 21-6627 where offender is 18 years of age or older and the victim is less than 14 years of age? <b>IF YES, PLEASE COMPLETE SEX OFFENSE SUPPLEMENT AND ATTACH IT TO JOURNAL ENTRY.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Downward departure (K.S.A. 2011 Supp. 21-6818(a)) for a crime of extreme sexual violence (K.S.A. 2011 Supp. 21-6815)? <b>IF YES, PLEASE COMPLETE SEX OFFENSE SUPPLEMENT AND ATTACH IT TO JOURNAL ENTRY.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Did offender, as determined by the court, commit the current crime with a deadly weapon? <b>IF YES, PLEASE COMPLETE OFFENDER REGISTRATION SUPPLEMENT AND ATTACH IT TO JOURNAL ENTRY.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Was offender convicted of a violation of K.S.A. 2011 Supp 21-5703, Manufacture or attempted manufacture, K.S.A. 2011 Supp 21-5705(a)(1). Cultivation, Distribution, Possession w/ intent to distribute opiates, opium or narcotic drugs or any stimulant in K.S.A. 65-4107(d)(1), (d)(3), (f)(1); or K.S.A. 2011 Supp. 21-5709(a). Possession of precursors w/ intent to manufacture? <b>IF YES, PLEASE COMPLETE OFFENDER REGISTRATION SUPPLEMENT AND ATTACH IT TO JOURNAL ENTRY.</b> (personal use exemption eliminated effective July 1, 2011)	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Determination of domestic violence case designation 13a. Did offender, as determined by the <u>trier of fact</u> , commit a domestic violence offense? 13b. If <b>YES</b> to 13a above, did the court find that offender had no prior domestic violence conviction or diversion, AND that offender did not use the present domestic violence offense to coerce, control or punish the victim? 13c. If <b>YES</b> to 13a and <b>NO</b> to 13b, <b>PLEASE CHECK THE DOMESTIC VIOLENCE CASE DESIGNATION BOX.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DV Case
<b>SENTENCE IMPOSED:</b>	
1. <b>Guideline Range Imposed:</b> <input type="checkbox"/> Aggravated <input type="checkbox"/> Standard <input type="checkbox"/> Mitigated <input type="checkbox"/> Departure – <b>COMPLETE SECTION IV</b>	
2. <b>Prison Term:</b> KDOC ____ months (including enhancement sentence) (Enter months above then check one of the following) <input type="checkbox"/> Prison sentence imposed or <input type="checkbox"/> Underlying with probation granted <div style="text-align: right; margin-right: 50px;">** or Underlying with KDOC Drug Trtmnt Prog. (min. 120 days)</div> <div style="margin-left: 20px;"> <input type="checkbox"/> Enhancement Sentence- Drug with Firearm: <input type="checkbox"/> 6 months <input type="checkbox"/> 18 months (K.S.A. 2011 Supp. 21-6805(g))            Ballistic Resistant Material: <input type="checkbox"/> 30 months (K.S.A. 2011 Supp. 21-6804(t))         </div> <div style="margin-left: 20px;"> <input type="checkbox"/> Off-grid Crime:  <input type="checkbox"/> Life - Minimum 15 yrs. <input type="checkbox"/> Life - Minimum 20 yrs. <input type="checkbox"/> Hard 25 <input type="checkbox"/> Hard 40 <input type="checkbox"/> Hard 50  <input type="checkbox"/> Mandatory minimum years = 50 years (600 months) or ____ months pursuant to guidelines, given offender's criminal history, whichever is greater  <input type="checkbox"/> Life Imprisonment without Parole <input type="checkbox"/> Death Penalty         </div>	
3. <b>Postrelease Supervision Term:</b> <input type="checkbox"/> 12 months <input type="checkbox"/> 24 months <input type="checkbox"/> 36 months <input type="checkbox"/> 60 months (sex offense) - <b>COMPLETE SECTION IV</b> <input type="checkbox"/> No Postrelease K.S.A. 2011 Supp. 22-3716(e) <input type="checkbox"/> Lifetime Postrelease	
4. <b>Electronic Monitoring:</b> <input type="checkbox"/> Lifetime (K.S.A. 2012 Supp. 21-6604(r))	
5. <b>Nongrid Term: (Jail)</b> (For misdemeanor or nongrid felony) _____ <input type="checkbox"/> months <input type="checkbox"/> days (Enter county jail term above then check one of the following) <input type="checkbox"/> Jail sentence imposed or <input type="checkbox"/> Underlying with probation granted. <input type="checkbox"/> 3 <sup>rd</sup> D.U.I. <input type="checkbox"/> 4 <sup>th</sup> & Subs. D.U.I. <input type="checkbox"/> 2 <sup>nd</sup> Test Refusal <input type="checkbox"/> 3 <sup>rd</sup> & Subs. Test Refusal DUI or Test Refusal Supervision (12 months) <input type="checkbox"/> Court Services <input type="checkbox"/> Community Corrections <input type="checkbox"/> 3 <sup>rd</sup> & Subs. Domestic Battery w/in 5 yrs. <input type="checkbox"/> Animal Cruelty <input type="checkbox"/> Probation granted after serving term of ____ <input type="checkbox"/> months <input type="checkbox"/> days <input type="checkbox"/> Assignment to a work release program (K.S.A. 2011 Supp. 21-6604 (a)(11))	

Case No. \_\_\_\_\_

**KANSAS SENTENCING GUIDELINES JOURNAL ENTRY OF JUDGMENT**

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6. Probation Term (If Granted): ☐ 12 months ☐ 18 months ☐ 24 months ☐ 36 months ☐ 60 months

☐ Drug Treatment for up to 18 months. K.S.A. 2011 Supp. 21-6824 ☐ Other: \_\_\_\_\_

☐ Extended Period K.S.A. 2011 Supp. 21-6608(c)(5) for: \_\_\_\_\_ months

Probation Supervision to: ☐ Court Services ☐ Community Corrections ☐ Unsupervised

County Jail Time Imposed AS A CONDITION OF PROBATION: \_\_\_\_\_ days

\*\* Assignment to Correctional Conservation Camp

Comments: \_\_\_\_\_

**SECTION IV. DEPARTURE INFORMATION**

1. Type of Departure: (Check all that apply.)

☐ Downward Durational ☐ Upward Durational ☐ Downward Dispositional ☐ Upward Dispositional

☐ Postrelease Supervision (up to 60 months for sexually motivated offense) – K.S.A. 2011 Supp. 22-3717(d)(1)(D)(i)

["Sexually motivated" defined in K.S.A. 2011 Supp. 22-3717(d)(2).]

2. Reasons Cited as Basis for Departure:

**SECTION V. OTHER CONDITIONS**

1. General/Special Conditions of Probation (COMPLETE AND ATTACH ORDER OF PROBATION TO THIS JOURNAL ENTRY if needed)

2. Costs Ordered:

Total Restitution (Please complete #3 below)	\$ _____	Correctional Supv. Fee (Felony \$120; Misd. \$60)	\$ _____
Court Costs (including surcharge)	\$ _____	BIDS Attorney Fee <input type="checkbox"/> Waived	\$ _____
Total Fines (*See Below)	\$ _____	BIDS Application Fee	\$ _____
DNA Database Fee (K.S.A. 21-2511 & 75-724.)	\$ _____	Court-Appointed Attorney Fee	\$ _____
Extradition Costs	\$ _____	Community Corr. Fee (offenses after 1/4/07)	\$ _____
Domestic Violence Special Program Fee	\$ _____	Booking/Fingerprint Fee	\$ _____
Apprehension Fee (Escape/Agg. Escape)	\$ _____	Reward Reimbursement	\$ _____
Alcohol and/or Drug Eval. Fee (offenses before 7/1/11)	\$ _____	Children's Advocacy Center Assessment Fee	\$ _____
Witness Fee	\$ _____	Medical Costs/Expenses Reimbursement	\$ _____
KBI Lab Fee	\$ _____	SB 123 Assessment Fee (\$200)	\$ _____
Other Lab Fee	\$ _____	SB 123 Offender Reimbursement (\$100)	\$ _____
Domestic Violence Assessment/Recommendations	\$ _____	Other: _____	\$ _____
		<b>TOTAL COSTS</b>	<b>\$ _____</b>

\* ☐ Includes fine for DUI offense committed on or after 7/1/11. Clerk will send \$250 to the state treasurer.

3. Restitution to be paid as follows:

Amount	Name and Address
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

Case No. \_\_\_\_\_

KANSAS SENTENCING GUIDELINES JOURNAL ENTRY OF JUDGMENT

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SECTION VI: RECAP OF SENTENCE

1. Sentence Imposed:

Total Prison Term (if sentence imposed is to prison): \_\_\_\_\_

Total County Jail Term: \_\_\_\_\_ ☐ Consecutive to Prison Term

Total Underlying Jail Term (if sentence imposed is probation): \_\_\_\_\_

Total Underlying Prison Term (if sentence imposed is probation): \_\_\_\_\_

☐ For each count, the Court pronounced the complete sentence, including the maximum potential good time percentage. K.S.A. 2011 Supp. 21-6804(e)(2) and 21-6805(c)(2).

2. Postrelease Supervision Term: ☐ 12 months ☐ 24 months ☐ 36 months ☐ 60 months

☐ No Postrelease K.S.A. 2011 Supp. 22-3716(e) ☐ Lifetime Postrelease

3. Electronic Monitoring: ☐ Lifetime (K.S.A. 2012 Supp. 21-6604(r))

4. Probation Term Imposed (select one): ☐ 12 months ☐ 18 months ☐ 24 months ☐ 36 months ☐ 60 months

☐ Drug Treatment for up to 18 months. K.S.A. 2011 Supp. 21-6824

☐ Extended Period K.S.A. 2011 Supp. 21-6608(c)(5) for: \_\_\_\_\_ months

☐ Other: \_\_\_\_\_

\*\*Correctional Conservation Camp

5. Jail Credit: Enter dates (m/d/yy only) and days of potential jail credit for this case and check "A" if the days are actually awarded, or "N" if the days are not awarded by the court. (attach additional pages if necessary)

*Location-	From:	To:	=	Days	<input type="checkbox"/> A	<input type="checkbox"/> N	*Location-	From:	To:	=	Days	<input type="checkbox"/> A	<input type="checkbox"/> N
*Location-	From:	To:	=	Days	<input type="checkbox"/> A	<input type="checkbox"/> N	*Location-	From:	To:	=	Days	<input type="checkbox"/> A	<input type="checkbox"/> N
*Location-	From:	To:	=	Days	<input type="checkbox"/> A	<input type="checkbox"/> N	*Location-	From:	To:	=	Days	<input type="checkbox"/> A	<input type="checkbox"/> N
*Location-	From:	To:	=	Days	<input type="checkbox"/> A	<input type="checkbox"/> N	*Location-	From:	To:	=	Days	<input type="checkbox"/> A	<input type="checkbox"/> N

\*Enter appropriate letters to indicate the type of location where credit may have been earned:

J=Jail TL=Treatment (Locked) TU=Treatment (Unlocked) RL=Residential (Locked) RU=Residential (Unlocked)

Sentencing Date: \_\_\_\_\_ - Total Number of Days of Jail Credit Actually Awarded \_\_\_\_\_ = Sentence Begins Date: \_\_\_\_\_

IF cases are "CONSOLIDATED", list grand total of ALL jail credits actually Awarded: \_\_\_\_\_

6. Prior Case(s) to Which the Current Sentence is to Run Concurrent or Consecutive:

Case No. _____	County _____	Sentence _____	Concurrent <input type="checkbox"/>	or Consecutive <input type="checkbox"/>
Case No. _____	County _____	Sentence _____	Concurrent <input type="checkbox"/>	or Consecutive <input type="checkbox"/>
Case No. _____	County _____	Sentence _____	Concurrent <input type="checkbox"/>	or Consecutive <input type="checkbox"/>
Case No. _____	County _____	Sentence _____	Concurrent <input type="checkbox"/>	or Consecutive <input type="checkbox"/>

Others: \_\_\_\_\_

7. Miscellaneous Provisions:

☐ Defendant informed of right to appeal within 14 days of this date. K.S.A. 22-3608(c). (Required by case law)

☐ Defendant informed of potential rights of expungement. K.S.A. 2011 Supp. 21-6614c(h)

☐ Defendant informed of duty to register as an offender pursuant to the Kansas Offender Registration Act, K.S.A. 2011 Supp. 22-4905(b)(2) (Please complete OFFENDER REGISTRATION SUPPLEMENT and attach it to the Journal Entry.)

☐ Defendant must submit specimens of blood or an oral or other biological sample, if not previously submitted, pursuant to K.S.A. 21-2511(c).

☐ Defendant must obtain psychological evaluation and shall complete the recommended treatment pursuant to K.S.A. 22-3717(d)(1)(D)(iv).

☐ Defendant has been processed, fingerprinted and palmprinted. K.S.A. 21-2501(b)

☐ Court remands Defendant to custody of Sheriff to begin serving sentence.

☐ Court remands Defendant to custody of Sheriff to await transportation to the custody of the Secretary of Corrections.

☐ Defendant to report to County Jail on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ O'clock ☐ a.m. ☐ p.m. to start serving sentence.

☐ House arrest is authorized for remaining \_\_\_\_\_ days after Defendant completes mandatory \_\_\_\_\_ hours in the County Jail.

☐ Work release recommended (if accepted, defendant is to abide by recommendations of the program).

☐ Defendant's financial resources and burden imposed by BIDS application and attorney fees considered by the court pursuant to K.S.A. 22-4513 and *State v. Robinson*, 281 Kan. 538, 132 P.3d 934 (2006).

☐ Defendant to undergo domestic violence assessment pursuant to K.S.A. 2011 Supp. 21-6604(p)

☐ Other Comments: \_\_\_\_\_

Case No. \_\_\_\_\_

**SECTION VI. RECAP OF SENTENCE CONTINUED**

(PAGE 5)

**8. Border Box Findings K.S.A. 2011 Supp. 21-6804(f): (Check if appropriate)**

- ☐ An appropriate treatment program exists which is likely to be more effective than the presumptive prison term in reducing the risk of offender recidivism; and
- ☐ the recommended treatment program is available and the offender can be admitted to the program within a reasonable period of time; or,
- ☐ the non-prison sanction will serve community safety interests by promoting offender reformation

**9. If made, Motion for New Trial:** ☐ Granted ☐ Denied

**10. If made, Motion for Judgment of Acquittal:** ☐ Granted ☐ Denied

**11. If made, Motion for Arrest of Judgment:** ☐ Granted ☐ Denied

**12. Additional Comments:**

**SECTION VII. SIGNATURES**

**1. Judge's Signature:** Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_

**2. Prosecuting Attorney:**

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_

Supreme Court Number: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No: \_\_\_\_\_

**3. Defense Attorney:**

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_

Supreme Court Number: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No: \_\_\_\_\_

**IN THE DISTRICT COURT OF ANY COUNTY, KANSAS**

STATE OF KANSAS,	)	
	)	
Plaintiff	)	
	)	
vs.	)	Case No. 13CR9999
	)	
JANE APPRENTICE,	)	
	)	
Defendant.	)	
_____	)	

**ORDER TERMINATING PROBATION/PAROLE**

The Defendant's period of probation ordered by the Court in the above captioned case should be terminated forthwith.

IT IS THEREFORE ORDERED BY THE COURT that the Defendant is hereby released from supervision effective March 1, 2014, based on the following:

Probation expired, Defendant having complied with terms and conditions of probation.

Release from supervision does not relieve the Defendant of the obligation to pay any restitution, costs, fines, or Board of Indigent Defense Service fees imposed in the Defendant's case. If the Defendant still owes a debt to the Court, Any County, Kansas Trustee's Office is responsible for collecting all outstanding financial obligations.

The Clerk of the District Court is directed to deliver a copy of this Order to the office of Court Services/Community Corrections, District Attorney, Court Trustee and Defendant.

\_\_\_\_\_  
John Judge  
District Court Judge