

Frequently Asked Questions:

PSI

Criminal History Worksheet

1. I have several historic crimes recorded, but I want to Remove the latest one. The App won't let me. What do I do?

The App is designed so the latest historic crime cannot be removed. But historic crimes earlier than the latest can. So simply change the Conviction Date of the crime to be removed so it is earlier than any of the other historic crimes. Once the App sorts the historic crimes, the one to remove should be in a position to allow its removal.

2. For SB 123 cases, the order is often 'Probation with Mandatory Drug Treatment up to 18 months'. But there is no 'up to 18 months' as a choice for Probation Duration. How do I code SB 123 cases?

Probation Duration can be modified by motion or probation officer request at any time, so all of them could be 'up to'. The SB 123 statute allows for paid state treatment for up to 18 months. Although the statute has 'up to' language with probation terms for N9, N10 & D4, the court routinely sentences, by KSA 21-6608(c), to 12 or 18 months. The App allows for 'other' durations too, for those rare cases. Here is a typical example of an SB 123 case.

If Grid Sentence: Mandatory Prison as per K.S.A. 21-5703
 Presumptive Prison Presumptive Prison per Special Rule
 Presumptive Probation Border Box

Range: Aggravated 12 Standard 11 Mitigated 10

Max. Good Time: (K.S.A. 21-6821) 15% 20%

Special Rules: Special Rule Applies - Attach Supplement (Pg 6)
Number 5 and Description: Persistent Sex Offender - presumed prison - double the maximum duration, K.S.A. 21-6804(j)...

If Drug Offense (Indicate statute for controlled substance):
 65-4105 65-4107 65-4109 65-4111 65-4113
Name of Drug: methamphetamine

Amount: (Distribution Only) _____ w/in 1,000 ft of school
 Firearm Finding (K.S.A. 21-6805(g)): 6 months
 18 months

Drug Treatment: Mandatory With Court Finding

Not Eligible: Criminal History Residency
 3rd or Subsequent Conviction Felony Possession
 Very Low, Low, or Medium LS/CMI score
 Low or Moderate WRNA score
 Low SASSI score

Postrelease Supervision Duration: 12 months 24 months
 36 months 60 months
 Lifetime Postrelease (K.S.A. 22-3717(d)(1)(G)(i))
 Lifetime Parole/Electronic Monitoring (K.S.A. 21-6604(r))

Probation Duration: 12 months 18 months 24 months
 36 months Other: _____

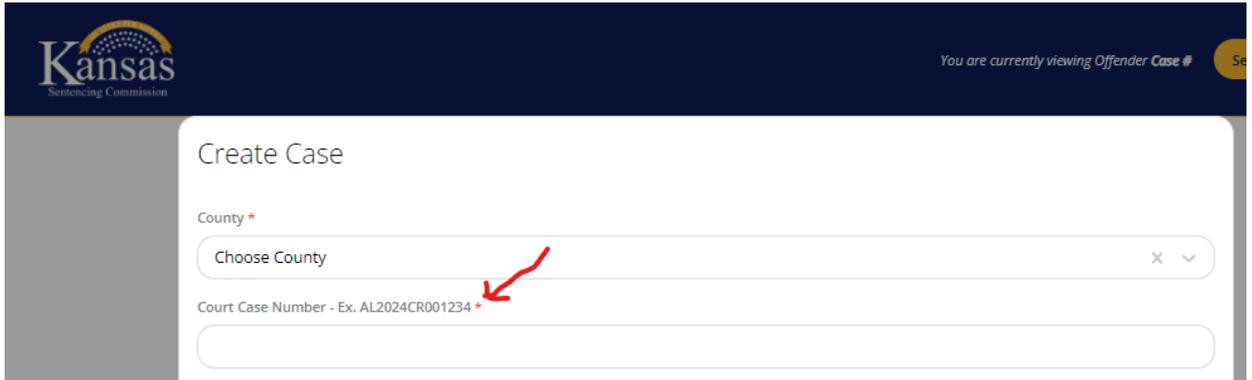
Additional one month jail if child <18 in vehicle (K.S.A. 8-1567(c) (DUI) or K.S.A. 8-2, 144(c) (Comm. DUI) (include in total))

3. What is the Case # format?

The Case # format is indicated above the Search Case Number cell on the Introduction screen Search panel.



and above the Court Case Number cell on the Create Case screen.



No characters! **No dashes!** (NO '-', like FO-2023-CR-300046, etc.).

No spaces! (like FO 2023 CR 300046, etc.).

No duplication! (don't use the same Case # for 2 different cases.)

For single courthouse counties...A 14 character Case# - AAyyyyDDxxxxxx

AA=county abbreviation in capital letters (Allen=AL, Anderson=AN, etc.)

yyyy=four digit sentencing year (2024, 2023, etc.)

DD=case type in capital letters (CR, TR, DV, JV, etc)

xxxxxx=six digit number from 000001 to 999999, in consecutive order within county, restarting to 000001 each fiscal year (July 1)

For double courthouse counties...A 15 character Case# - AAPyyyyDDxxxxxx

AA=county abbreviation in capital letters (Allen=AL, Anderson=AN, etc.)

P=courthouse code (see below)

yyyy=four digit sentencing year (2024, 2023, etc.)

DD=case type in capital letters (CR, TR, DV, JV, etc)

xxxxxx=six digit number from 000001 to 999999, in consecutive order within county, restarting to 000001 each fiscal year (July 1)

double courthouse counties & codes

<i>Cowley – A, W</i>	<i>stands for Arkansas City, Winfield</i>
<i>Neosho – C, E</i>	<i>stands for Chanute, Erie</i>
<i>Crawford – G, P</i>	<i>stands for Girard, Pittsburg</i>
<i>Montgomery – I, C</i>	<i>stands for Independence, Coffeyville</i>
<i>Labette – P, O</i>	<i>stands for Parsons, Oswago</i>

4. I can't find the assigned prosecutor's name (or defense attorney's name, or Judge's name) in the drop down list for the prosecutor cell (def att cell, judge cell). What do I do?

If the assigned prosecutor is not on the prosecutor drop down list, it is likely he/she has not signed up for the KSApp yet. If you have plenty of time, you can contact that prosecutor to have them contact KSSC to get signed up for the KSApp. If not, choose 'other' from the list, and the KSApp will allow you to enter the name and email address of the assigned prosecutor. KSSC will monitor these and get attorneys and judges signed up as they are reported.

5. On the Supplemental Criminal History Worksheet, I can't find the Statute Number on the drop down list. Or I can't find the Description on the drop down list. Why not and what do I do?

The KSApp is designed to read the Kansas Criminal Code listings from the Desk Reference Manuals, directed through the Conviction Date. So the conviction date of 12/12/2023 for a prior will use the FY 2023 Crime Listing for that prior. Unfortunately, we only have digital Crime Listings back to 2005, and we only have Kansas State Crime listings. No Federal listings, or municipal ordinance listings, or military crime listings, or any other State's crime listings. So, if you can't find a Statute in the drop down listing for that particular year for a particular prior crime, choose 'Other' from the drop down list. The KSApp will then reveal a cell that you can type an on-the-fly statute number.

Similarly, Descriptions are also read, in full, from the KS Crime listings of the Desk Reference Manuals. Because of the limitations of the KSApp (no old listings, no out of state listings, no fed listings, etc), an 'Other Description' choice was included in the Description drop down list for when a user cannot find the Description of the prior conviction they need. Choose 'Other Description' and the KSApp will then reveal a cell that you can type an on-the-fly crime Description.