

Community Supervision Standards  Kansas Department of Corrections- Division of Juvenile Services State of Kansas	<b>CHAPTER:</b>  <b>ADMINISTRATION</b>	<b>STANDARD NO.</b>  <b>CSS-01-100</b>
	<b>SUBJECT:</b>  <b>POLICY AND PROCEDURE MANUAL</b>	<b>PAGE: 1 of 1</b>
<b>REFERENCES: None</b>	<b>DATE ADOPTED:</b>	<b>7-1-2006</b>
	<b>DATE AMENDED:</b>	<b>9-1-2022</b>
	<b>LAST REVIEWED:</b>	<b>7-25-2022</b>

**STANDARD:** The Community Supervision Agency shall have a policy and procedure manual governing the operation and maintenance of all program components and services.

The manual shall be accessible to all staff.

The manual shall be reviewed annually and updated as needed.

Any new or revised policies and procedures shall be disseminated to staff, volunteers, and interns, prior to the implementation with the date of the implementation specified on the document.

**DISCUSSION:** Each Judicial District should have a written system in place to provide documentation of policies and procedures reviewed by staff, volunteers and interns.

**NOTE:** The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the juvenile offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or juvenile offenders, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised juvenile offenders or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.