

Community Supervision Standards  Kansas Department of Corrections- Division of Juvenile Services State of Kansas	<b>CHAPTER:</b>  <b>DOCUMENTATION, REPORTING AND RECORDS</b>	<b>STANDARD NO.</b>  <b>CSS-03-104</b>
	<b>SUBJECT:</b>  <b>FILE AUDITS</b>	<b>PAGE: 1 of 1</b>
<b>REFERENCES: None</b>	<b>DATE ADOPTED:</b> 1-1-2013 <b>DATE AMENDED:</b> 9-19-2022 <b>DATE REVIEWED:</b> 9-19-2022	

**STANDARD:** Written policy, procedure and practice shall require that the information in the juvenile’s case file is accurate and up to date by conducting thorough youth case file and Kansas Department of Corrections (KDOC) case management system data audits. Audits shall be conducted on a minimum of one active juvenile case file from each Community Supervision Agency Officer every three (3) calendar months.

All audits shall be forwarded to the Kansas Department of Corrections through the Community Supervision Agency’s Regional Contact.

**DISCUSSION:** Community Supervision Agencies may select any file at random to ensure each Community Supervision Agency Officer’s files are in compliance with locally developed policy/procedure and state standards. Each file audit should be documented on a locally developed and approved Community Supervision Agency audit form. The audit form shall be placed in the juvenile’s case file upon completion.

**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.