

Community Supervision Standards  Kansas Department of Corrections- Division of Juvenile Services State of Kansas	<b>CHAPTER:</b>  <b>SUPERVISION</b>	<b>STANDARD NO.</b>  <b>CSS-04-100</b>
	<b>SUBJECT:</b>  <b>INITIAL CONTACT</b>	<b>PAGE: 1 of 1</b>
<b>REFERENCES: None</b>		<b>DATE ADOPTED: 7-1-2006</b> <b>DATE AMENDED: 2-16-2023</b> <b>DATE REVIEWED: 2-16-2023</b>

**STANDARD:** Written policy, procedure and practice shall require initial contact be attempted with the youth within one (1) business day after notification for direct commitment, intensive supervised probation and interstate compact juveniles. At the time of initial contact an orientation date will be set to take place within five (5) business days.

The initial contact shall provide sufficient information for the youth to understand their responsibilities under supervision and address public safety needs to include but not limited to:

- Reviewing clear expectations for behaviors
- Reviewing clear expectations for reporting
- Reviewing Court ordered conditions of supervision (if known)

Local policy shall determine at which point failure to contact the juvenile will require further action.

For Interstate Compact for Juveniles–In the State of Kansas (ICJ-In), the Kansas Department of Corrections–Deputy Compact Administrator shall be notified of the inability to make initial contact within five (5) business days.

All attempted correspondence should be documented.

**DISCUSSION:** Best practice for contacting the youth will include multiple attempts at various times and through various methods (i.e., phone, letter, in person).

**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.