

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p><b>CHAPTER:</b></p> <p><b>ADMINISTRATION</b></p>	<p><b>STANDARD NO.</b></p> <p><b>JIAS-01-109</b></p>
	<p><b>SUBJECT:</b></p> <p><b>CONFLICT OF INTEREST</b></p>	<p><b>PAGE: 1 of 1</b></p>
<p><b>REFERENCES: None</b></p>	<p><b>DATE ADOPTED: 11-1-2009</b></p> <p><b>DATE AMENDED: 10-01-2022</b></p> <p><b>DATE REVIEWED: 08-29-2022</b></p>	

**STANDARD:** Written policy, procedure and practice shall govern the implementation of a conflict of interest policy for the Intake and Assessment Program. The Conflict of Interest policy shall include, but not be limited to:

- No employee of the Intake and Assessment Program shall conduct an assessment on a relative, household member and/or any other person that can be viewed as a conflict of interest
- Employees of the Intake and Assessment Program shall not use their official position nor shall they disclose or use confidential information acquired in the course of their official duties to advance their own or someone else's economic interests or to secure additional privileges and advantages for themselves or others
- An established nepotism policy
- A process to restrict the employee's access to any electronic or hard copy of the client's case file. This process shall include notification in writing to the Kansas Department of Corrections Director of Community Based Services and a request to restrict the employee's access to the client's case file in the Kansas Department of Corrections case management database

**DISCUSSION:** Employees may engage in outside employment or enterprise or volunteer activity to the extent that it does not constitute a conflict of interest, interfere with the performance of their duties, or impair their ability to respond to a request to return to work in the emergency situations.

**NOTE:** The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles 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.