STANDARD: Written policy, procedure and practice shall require that the Intake and Assessment Program respond to law enforcement upon their request within ten (10) minutes of notification. The intake worker and law enforcement officer shall confer and determine whether an immediate assessment is required.

If determined an immediate assessment is required, the assessment should commence within thirty (30) minutes of the conversation. If there are extenuating circumstances causing a delay, the intake worker shall document extensions of this time period.

If local protocol specifies that law enforcement utilizes a dispatch center or calling service and does not contact the Intake and Assessment Program directly, the assessment should commence within thirty (30) minutes of the notification.

For Judicial Districts that have multiple counties and an intake office is not located in the same county where the law enforcement officer has custody of the youth, arrangements can be made for intake interviews to be conducted using a two-way audio-visual communication system. If a two-way audio-visual communication system is not available, then a two-way audio system may be used.

When a youth is brought to intake, parent(s)/guardian(s) or other appropriate adult(s) shall be contacted immediately unless case circumstances indicate it may not be in the child's best interest. If they are not contacted immediately, the appropriate time to attempt contact shall be determined based upon case circumstances. This contact, unsuccessful attempts, or the reasons for not contacting the parent(s)/guardian(s) or other appropriate adult(s) immediately shall be documented in the Kansas Department of Corrections case management system.

For Judicial Districts that have law enforcement agencies that elect to use a notice to appear process, the juvenile intake and assessment office shall have a process in place to receive, document and track NTAs and other pertinent information received from the LEO. (See JIAS 04-112)

Juvenile Intake and Assessment System Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: OPERATIONS	STANDARD NO. JIAS-04-101
	SUBJECT: REACTION AND RESPONSE TIME	PAGE: 2 of 2
REFERENCES: K.S.A. 75-7023	DATE ADOPTED: DATE AMENDED: DATE REVIEWED:	11-1-2009 3-1-2023 1-30-2023

DISCUSSION: Research has demonstrated that much of the intake program's success in working with youth and their families can be contributed to the immediate response to the youth and/or families' actions. Delaying the assessment process tends to reduce that positive impact.

For Judicial Districts with multiple counties that have arrangements between juvenile intake and law enforcement agencies for intake interviews to be conducted using a communication system, it is preferable to utilize a two-way audio-visual system rather than a two-way audio system (to provide for sight and sound capability).

A Memorandum of Understanding, pursuant to JIAS-01-103, may be developed between law enforcement and the Intake and Assessment Program in the event of any deviation from the above standard. The agreed upon response times shall be specified within the Memorandum.

A Memorandum of Understanding, pursuant to JIAS-01-103, should be developed between the local DCF office and the Intake and Assessment Program in the event of any deviation from the above standard. The agreed upon response times shall be specified within the Memorandum.