

Community Supervision Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: STAFF	STANDARD NO. CSS-02-103
	SUBJECT: AGENCY SUPPORT STAFF QUALIFICATIONS	PAGE: 1 of 2
REFERENCES: KCJIS Policy & Procedure Manual (Section C)	DATE ADOPTED: 12-10-2015 DATE REVIEWED: 1-4-2017	

STANDARD: Written policy, procedure and practice shall require detailed job descriptions for all Agency Support Staff. The applicant shall at a minimum meet the following requirements for employment:

- Be twenty-one (21) years of age or older or a student intern from an accredited college program
- Be qualified for access to any Kansas Criminal Justice Information System (KCJIS) data
- Not be registered on the Kansas [child abuse registry](#)
- Not be registered on the Kansas [adult abuse registry](#)
- Possess a valid driver's license

A name-based criminal record check must be completed prior to initial employment; annually for the duration of employment; and whenever there is reasonable belief that an employee's criminal history status has changed. A fingerprint-based records check is to be completed within the first 30 days of employment.

The documented results of all records checks completed must be maintained in a secured location within the agency in accordance with Kansas Highway Patrol (KHP) guidelines. Records shall only be accessible to individuals who have clearance to said information and shall not be kept in an employee's personnel file. In lieu of a physical copy of the results, agencies with a National Crime Information Center (NCIC) terminal may maintain a log of when checks are conducted. This log should at a minimum include the employee name, NCIC results and the date and time the records check was conducted. This log will allow the agency to access historical information in the NCIC terminal as necessary for KDOC audits.

If a felony conviction exists, the agency may request an exception to access KCJIS information by contacting the KCJIS Unit at KHP. If a KHP exception is granted, the agency must then request an exception from the Deputy Secretary. To request an exception from KDOC, the following documentation must be submitted to a designated Juvenile Services staff member: a letter from the local director stating the reason for the request, the results of the criminal record check and a copy of the exception granted by the KCJIS Unit of KHP.

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.

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STANDARD (cont.):

Kansas child and adult abuse registry checks must be completed through the Department for Children and Families (DCF) prior to initial employment; annually for the duration of employment; and whenever there is reasonable belief that an employee’s registry status has changed.

Driver’s license validity shall be verified by the issuing authority prior to initial employment; annually for the duration of employment; and whenever there is reasonable belief that an employee’s driver’s license status has changed.

Support staff may include interns, volunteers, transporters and surveillance positions.

DISCUSSION: Record checks are necessary initially and annually due to the accessibility of sensitive information via files and KDOC data management systems per KCJIS requirements.

Fingerprint-based records checks do not need to be completed annually as identity verification is confirmed with the 30-day screen.

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