

Community Supervision Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: DOCUMENTATION, REPORTING AND RECORDS	STANDARD NO. CSS-03-114
	SUBJECT: JUVENILE CORRECTIONAL FACILITY (JCF) DOCUMENTATION REQUIREMENTS	PAGE: 1 of 2
REFERENCES: None		DATE ADOPTED: 5-22-2018 DATE REVIEWED: 4-26-2018

STANDARD: Written policy, procedure and practice shall require the Community Supervision Agency to submit records necessary for Juvenile Correctional Facility (JCF) programming requirements and treatment, for juvenile offenders that are directly committed to a JCF. The documents listed below shall be forwarded to the designated Central Office staff member within three (3) business days from the date the Community Supervision Agency (CSA) is notified of the youth's admission date.

Records to be gathered and forwarded to the JCF shall be:

Risk Management Information:

- Documentation of any suicidal attempts (prior to admission)
- Escape/runaway history (prior to admission)
- Incidents of fire starting/arson
- Assault/battery risk
- Substance abuse use level(s)
- Pregnancy (female juveniles)
- Sexual abuse history or sexual offenses as a perpetrator
- Prohibited and permitted associates/visitors contact information
- Police reports
- Previous Deoxyribonucleic Acid (DNA) collection information
- Fingerprint collection information (date collected and by who)

Medical Information:

- Current medications and current medical care
- Any known official diagnosis
- Any known disabilities
- Family insurance data
- Immunization records

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.):

- Activity restrictions due to medical concerns and the reasons why
- Unusual medical conditions (organic-diabetic)

Additional Case History Information:

- Past mental health diagnosis
- Prior psychological testing
- Pre-sentence/disposition diagnostic/evaluation reports
- Prior placement/treatment reports
- Gang affiliation information
- General social/family history
- Employment/work history
- School records/information
- Prior Division for Children and Families (DCF) custody information
- Sex offender evaluations

If the youth has been deemed a sex offender the following additional information should also be provided:

- Sex offender evaluations
- Past mental health diagnosis
- Psychological evaluations
- Police reports
- Pre-sentence investigations
- Affidavits
- Any assessments that pertain to the youth's sex offense
- Any documents clarifying the sexual offense youth was adjudicated of

DISCUSSION: None.

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