

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-04-101</b>
	<b>SUBJECT:</b> <b>ORIENTATION FOR JUVENILES</b>	<b>PAGE: 1 of 1</b>
<b>REFERENCES: JS-0110</b>	<b>DATE ADOPTED:</b>	<b>1-1-2013</b>
	<b>DATE REVIEWED:</b>	<b>1-4-2017</b>

**STANDARD:** Written policy, procedure and practice shall require that orientation for juveniles are to be completed within five (5) business days from initial contact. The Community Supervision Agency Officer, juvenile and parent(s) and/or guardian(s) shall participate in an orientation, which at a minimum includes items on the JS-0110 form. Documentation of orientation shall be contained in the juvenile’s case file.

If the parents and/or guardians refuse to sign the necessary paperwork, this refusal shall be documented in accordance with local policy and procedure.

All juveniles shall receive a written copy of their court-ordered conditions of probation/sentencing.

**DISCUSSION:** The JS-0110 form should be used as an outline to ensure that key subjects are not overlooked. Community Supervision Agencies may elect to expand the checklist based on local policy and procedure. Community Supervision Agencies are encouraged to develop orientation elements that may be unique to their judicial district.

For Child Support Services guidelines, see the Kansas Department of Corrections- Juvenile Services (KDOC-JS) Child Support Enforcement Handbook.

If the juvenile receives Social Security Benefits, see Section V in the KDOC-JS Payment System Handbook for more detailed information and instructions.

**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.