

Community Supervision Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: ADMINISTRATION	STANDARD NO. CSS-01-110
	SUBJECT: CONFLICT OF INTEREST	PAGE: 1 of 1
REFERENCES: None	DATE ADOPTED: 7-1-2006 DATE AMENDED: 8-29-2022 DATE REVIEWED: 8-29-2022	

STANDARD: Written policy, procedure and practice shall include a conflict of interest policy for the Community Supervision Agency. A County conflict of interest policy may be referenced within the Community Supervision Agency’s policy.

The conflict of interest policy shall include, but not be limited to:

- No employee of the Community Supervision Agency shall supervise a juvenile who is a relative, household member and/or any other person that can be viewed as a conflict of interest
- No employee of the Community Supervision Agency shall use their official position nor shall they disclose or use any confidential juvenile 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 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.