



Family Engagement Guide



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Introduction



Families play a critical role in the success and wellbeing of youth in the juvenile justice system. We believe you are the expert on what your family’s strengths, needs, assets, and challenges are, so your active involvement in decision making, case planning, and treatment is both needed and valued. We respect your right to decide who makes up your family, including biological family, non-related “chosen” family members, such as godparents, friends, and other important people such as faith leaders or mentors. We strive to work in partnership with families toward building successful futures for youth.

Family is defined as:

1. Biological family
2. Chosen family
3. Other important people

Purpose of the Family Engagement Guide

Information provided in this guide is designed to empower you and your family to successfully advocate for and support your youth while navigating the juvenile justice system.

The goals of this guide are to:



Explain the juvenile justice system in detail.



Explain each phase of the process and who you may encounter.



Offer guidance and tips for how families can support their justice-involved youth.



Explain the rights, roles and responsibilities of families, youth, and juvenile justice professionals.



Help families understand youth development and behavior.



Answer frequently asked questions.



Provide families with tools and resources to help them navigate this process.

About the Kansas Juvenile Justice System

The Kansas Juvenile Justice system is a combination of the Kansas Department of Corrections (KDOC) and Office of Judicial Administration. Supervision of youth varies by district and may be provided by county governmental agencies, local courts, and private nonprofit and for-profit companies. For the purposes of this guide, all individuals who are responsible for supervising youth are referred to as supervision officers. Depending upon their pre-disposition assessment results, your youth will be supervised by either:



The Office of Judicial Administration: typically for youth adjudicated of a misdemeanor or low-level felony who have no or limited criminal history.



A Community Supervision Agency, which is a county-level agency: typically for youth who have been adjudicated of misdemeanors or felonies with extensive criminal history; or youth who are sentenced to or released from the Kansas Juvenile Correctional Complex and youth in an out of home placement.

Vision and Mission of the Kansas Department of Corrections (KDOC) Division of Juvenile Services

Juvenile Services Vision: To lead the nation in juvenile justice by strengthening families, empowering youth, and making communities safer.

Juvenile Services Mission: The mission of KDOC-Juvenile Services is to promote standards of excellence in juvenile justice by supporting data-driven policies and proven-approach delivery in the least restrictive environment possible, and equipping families, communities, and partners across the state to best meet the needs of kids.

There are 31 judicial districts in Kansas providing services for 105 Kansas counties. A [searchable map of the district courts](#) is available on the Kansas Judicial Branch website.

Commitment to Family Engagement

Kansas Juvenile Services standards are designed to guide the agencies' family engagement efforts through four core beliefs:



Create a Family-Centered Culture

Create a culture that values family participation and addresses biases through training and capacity-building initiatives.

Support Families with Information and Resources

Provide families with information about the juvenile justice system and the supports necessary to advocate for and guide their youth.

Empower Families through Collaboration and Partnership

Families are included and have a voice in decision making, and their input is valued throughout the process at an individual and system level.

Sustain Family Engagement through Policies and Practices

Create policies and practices that are continually updated and inclusive of family engagement best practices and principles.

What Families Should Expect When Working with Juvenile Services Agencies

To support youth and families involved with the juvenile justice system, supervision agencies should: ^{1, 2}

Support Families Through Challenges

Families should be supported before and after challenges arise.

Provide Access to Peer Supports

Families may have access to peer supports from the point their youth is arrested until case closure.

Involve Families in Decision-Making

Families should be involved in the decision-making process at the individual, program, and system levels to hold youth accountable and keep the public safe.

Provide Culturally Competent Treatment

Families should be strengthened through culturally competent treatment options and approaches.

Prepare Youth for a Successful Future

Families should know their children are prepared for a successful future, and agencies should be proactive in helping youth develop the skills they need to be successful as an adult.

For specific examples of these expectations, speak with someone at your youth's supervision agency.

¹ Development Services Group, Inc. (2018). Family Engagement in Juvenile Justice. Washington, D.C.: Office of Juvenile Justice and Delinquency Prevention. Available at [Family Engagement in Juvenile Justice](#).

² Arya, N. (2012). Family Comes First: Transforming the Justice System by Partnering with Families. Washington, DC: Campaign for Youth Justice. Available at [CFYJ Family Comes First Workbook](#).

The Importance of Family Engagement



A youth's support system is the group of people who provide help with not only physical needs, but needs as they relate to feeling cared for, safe in expressing their feelings, and having individuals they trust and can depend on when they need guidance. Families are central to creating a strong support network for youth. Having consistent family support also increases a youth's likelihood of successfully returning to the community, and acts as a safeguard against going back into the system once their case has closed. Effective partnerships between families and community supervision agencies lead to better outcomes for youth and long-term success. Family members and community supervision agencies play important roles in creating and maintaining partnerships.

Youth who have a supportive family and a network (group) of people they can turn to during challenging times experience more positive outcomes and an enhanced sense of well-being. Well-being needs relate to having a sense of belonging, stability, safety, influence over the environment, and access to resources that meet basic needs.

Family can provide a safety net, a sense of identity, and offer emotional support. Having access to this network of people who consistently provide support and encouragement long after the youth's case has closed increases the chances of continued success.

Families know their youth best. When they take an active role in partnering with community supervision staff around decision making, treatment planning, goal setting, and information sharing, youth experience an increase in success and improved well-being.

How Can I Collaborate with the Supervision Officer?

The table below outlines effective strategies and best practices in building an effective partnership between the youth's family and the community supervision agencies to better support the youth.

Best Practice Approach	Family Members Role	Community Supervision Agency Role
<p>Family is defined broadly</p>	<ul style="list-style-type: none"> Assist the youth in defining who makes up the members of their family by identifying all the positive people who can be a support to the youth. Assist in the identification of strengths and gaps in sources of support. Commit to providing solid and consistent support to the youth. 	<p>Support the youth and their parent(s)/guardians(s) in identifying their support system and who they define as family. Family members may include, but are not limited to:</p> <ul style="list-style-type: none"> Biological family members (immediate and extended) Chosen family members (such as godparents, family friends, and neighbors) Other important people (including mentors, teachers, coaches, and faith leaders)
<p>Families are supported with information and resources</p>	<ul style="list-style-type: none"> Attend offered trainings, such as orientation. Use resources and peer advocates to support your needs. Ask questions and be an advocate for the youth. 	<ul style="list-style-type: none"> Provide orientation to identified family members and ongoing training. Link the family to resources and peer supports. Provide guidance to family members on what to expect. Be responsive to the families' questions.
<p>Families are empowered through collaboration and partnership</p>	<ul style="list-style-type: none"> Share information and background on the youth and provide input into the creation of the case plan and regular updates to the plan, including the youth's triggers or circumstances contributing to the youth's behavioral issues or challenging their success. Attend case planning and service planning meetings. Engage in regular contact with the youth's officer. During these discussions share successes, concerns, school attendance, performance, and behavior challenges. Attend court hearings, when able. Participate in problem solving to address barriers 	<ul style="list-style-type: none"> Include families in decision-making and ensure their input is valued throughout the process at an individual and system level. Include the family in the creation of the case plan. Hold regular, meaningful, contact with the family to discuss successes, concerns, school attendance, performance, and behavior challenges. Proactively provide updates to the family.
<p>The Community Supervision Agency's culture is focused on Family</p>	<ul style="list-style-type: none"> Share your feedback based on your experiences, good and bad. Participate in feedback sessions to provide input on how family engagement could be improved. 	<ul style="list-style-type: none"> Support the creation of a culture that values family participation. Address biases by attending training and capacity-building initiatives offered.

How Else Can I Support Youth Throughout Their Case?

Family members can take the following steps to support their youth throughout their case:

1. Advocate for appropriate services for your youth and ensure their voice is heard.
2. Help your youth to identify others who can provide them with support.
3. Attend court hearings and meetings involving your youth's case.
4. Ask for information explaining juvenile justice processes and ask questions to make sure you understand what is happening with your youth's case.
5. Request peer support (someone outside of the juvenile justice system) be available to you for extra support and to answer questions.
6. Maintain regular communication with the supervision officer and share successes, concerns, mental health or health issues, behavioral changes, school attendance and performance, challenges or barriers to complying with conditions of supervision or treatment, as well as any other information that may be important in helping your child get the support they need to be successful.
7. Share your goals for your youth with the supervision officer and what you would like them to work on during supervision.
8. Work in partnership with the supervision officer to develop strategies to celebrate your youth's success and to address negative behaviors.
9. Share your opinions on what services or activities you believe would work best to meet your youth's needs and are manageable within your family's situation. Describe any support you feel would be helpful in accessing these services.
10. Participate in the case and supervision planning processes, providing input to decision-making.
11. Continue to support your youth after case closure to ensure they are successful.

Tips for Working Together

1. **Youth-focused conversations** – Keep conversations youth-focused; avoid personal attacks and focus on what is best for your youth.
2. **Maintain an open line of communication** – Share information about how things are going for your youth including progress, barriers, and triggers.
3. **Participate in supervision meetings** – Meetings provide an opportunity to discuss your youth's strengths and weaknesses with the team.
4. **Practice active listening** – Validate other's perspectives, avoid blaming, and use "I" statements to express feelings, maintaining a calm tone during challenging discussions.
5. **Use technology when appropriate** – Technology, such as calendars, texts and email, can help streamline communication.

What should I know about working with the youth's attorney?

The youth is considered the defendant and is in control regarding the flow of information from the attorney. If there are multiple family members requesting information, it is best to have one person as the point of contact with the youth's attorney to prevent miscommunication. Generally, this would be one of the parents or another trusted adult, but the youth would have to agree.

The information available to the family may be limited based on the case, and many times the youth will direct their attorney not to tell their family all of the details of the case. Information shared through the attorney will require a Release of Information (ROI) signed by the youth. Generally, the attorney for the defendant can provide basic information to such as:

- ✓ court dates and the pending charges, and
- ✓ questions upcoming about the legal process.

However, they **cannot**:

- ✓ provide specific case-related information, such as police reports, psychological evaluations, and/or other discoveries directly to the parents.



What if my youth is involved in the Child Welfare System and the Juvenile Justice System?

Sometimes a youth with an open juvenile justice case also has some level of involvement or contact with the child welfare system. When youth who are aged 10 or older and have involvement in both systems, they are considered to have "crossed over" from one system into the other and you may hear those cases called crossover cases.

Involvement in the child welfare system means:

a youth who is in a foster or group home, or a youth and family who are participating in Family First (for example, Community Solutions, Inc. / Multi-systemic therapy [MST]) or Family Preservation (for example, Cornerstones of Care) services.

Involvement in the juvenile justice system means:

a youth who is supervised by a Court Services Probation Officer, or a Community Corrections Probation Officer (CSO), or is participating in an Immediate Intervention Program (IIP).

Why is it important to know about crossover?

Having a child involved with more than one agency can be overwhelming and difficult. However, making sure that the workers from each agency (for example, social workers and supervision officers) are connected and communicating with you and one another will help with this. **When juvenile justice and child welfare workers are connected, they can work with your family—and with each other—to align services, goals, and even meetings.**

Did you know that a youth who has crossed over:

- Is more likely to be placed in—and stay longer in—a foster care or a group home?
- Is more likely to be placed on probation and less likely to be offered an Immediate Intervention Program or diversion if a crime is committed?
- Is more likely to be placed on probation if they are in a foster care or a group home?
- Is more likely to be referred to and required to complete many programs and services?
- Be at a higher risk for committing crimes, or being the victim of a crime, such as sex trafficking.

This means that a youth who has crossed over may:

- Have a hard time staying connected and involved with family.
- Move from school to school, lose credits, and may be more likely to drop out.
- Have a difficult time finding and keeping friends.
- Have more behavioral and mental health concerns.

How can you help?

If your youth has a Court Services or Community Corrections Supervision Officer, connect that officer with other agency workers your family may be involved with. For example, if your family is participating in Family Preservation services with Cornerstones of Care, you can share the contact information for the Cornerstones worker with the supervision officer.

Making sure that the supervision officer and the Cornerstones worker are aware of one another's involvement with your family will help them coordinate their efforts to best support your family. This can help ensure that all case plans focus on/or support the same goals.

When all agency workers are connected, here's what you should expect:

- ✔ **Less repeating yourself.** Your supervision officer and professionals from other agencies should work together to meet with you, and share information, so that you don't have to repeat the same things over and over again.
- ✔ **Support at court hearings.** Your youth's supervision officer (or representative from Court Services or Community Corrections) and the professional (or representative) from the child welfare agency you are involved with should attend all the juvenile justice and child welfare court hearings to know what is expected of your family and how to help.
- ✔ **Case plans that align.** While each agency may ask you to complete "case plan" goals, each plan should support your family in working toward goals that complement each other.



When workers from the agencies you and your family are involved with are all connected and communicating, it means you'll receive more support – not more worry!

Who You Might Meet or Encounter

WHO ATTENDS COURT



Bailiff: A person who helps keep the court in order. They also bring youth who are in trouble with the law into and out of the court.



Law Enforcement: A person from a police group like the Kansas State Police or a local Sheriff's department. They can give youth a citation, ticket, and notice of violation or infraction to youth.



Judge: A judge is a person who watches over the court when a youth's case is being heard. They decide what happens in the case.



Courtroom Clerk: This person sits next to the judge and helps keep track of court records. They help the judge schedule meetings and give out copies of court records.



County or District Attorney: These lawyers charge youth for acts of breaking the law and they try to prove that the youth did the crime.



Defense Attorney: A person who speaks for the youth in court. They must have a license from the state to give legal advice and to speak for a client.



Witness: A witness is a person who tells the court what they saw, heard, or know about a case. They might also share their expert knowledge.

Who You Might Meet or Encounter

WHO YOU WILL MEET IN PROGRAMS



Court Services Officer: These officers supervise youth who are in legal trouble and are on probation. They also work with children in need of care, write reports before sentencing, and do other jobs as directed by the court. CSOs are associated with the Office of Judicial Administration.



Intensive Supervision Officer (ISO): The ISO helps serve and watch over young people who have been charged with a crime and those on probation after being found guilty.



Community Supervision Officer: This is any officer from court services, community corrections or anyone else allowed to watch over youth on an immediate intervention, probation, or conditional release.



Juvenile Intake and Assessment Services Workers: These workers do intake evaluations for youth who have allegedly broken the law and kids in need of care who are taken into custody by local law enforcement.



Immediate Intervention Program Officer: This officer watches over youth who are in trouble with the law to keep them out of the formal court system while making sure that the youth are held accountable for their actions.



Juvenile Facility Staff: These people take care of youth who are in juvenile facilities, and they keep records of daily activities. They monitor all youth who are ordered to state custody.



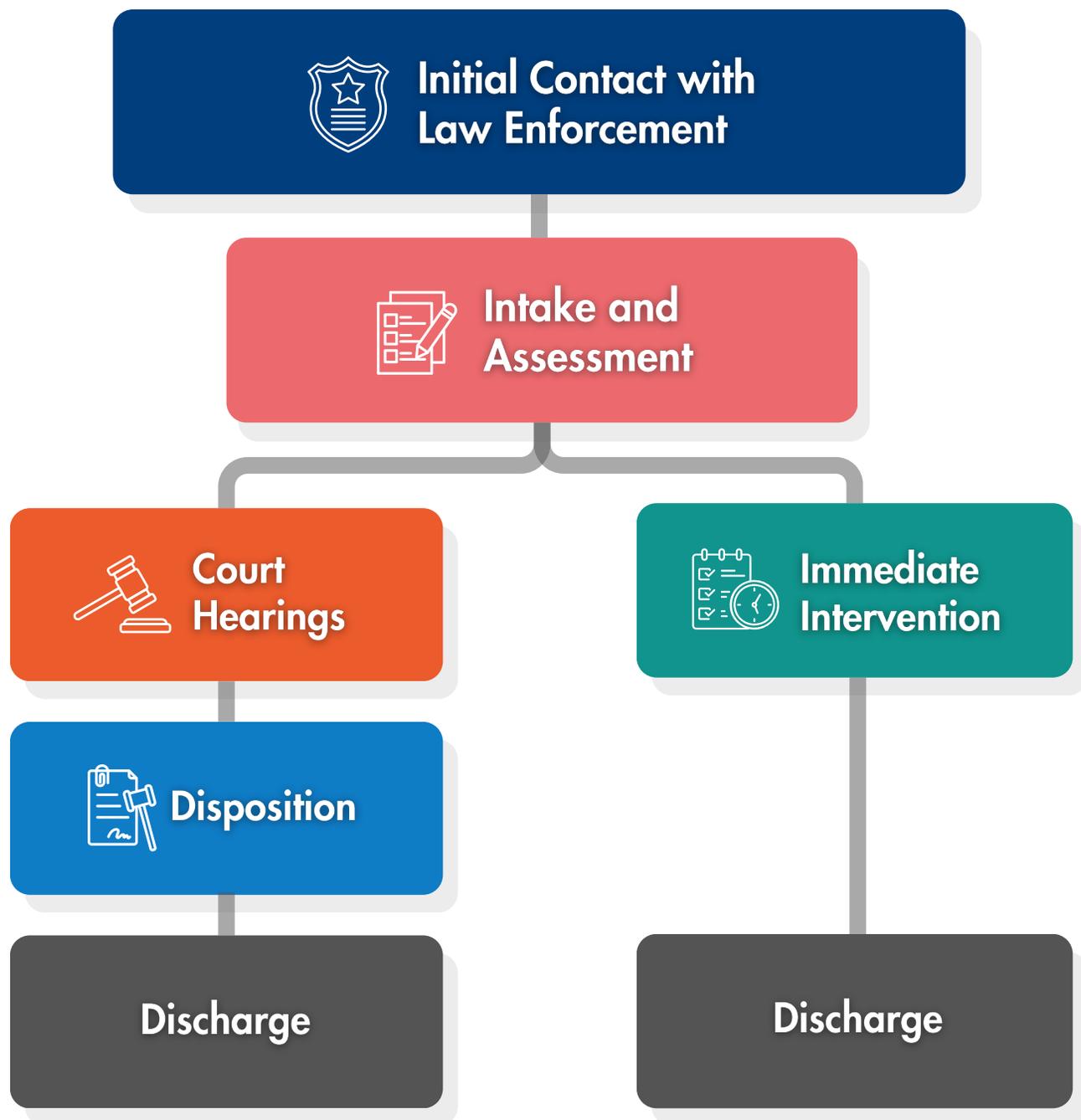
Corrections Counselor: A corrections counselor gives one-on-one counseling and programs based on evidence. They offer programs like Thinking for a Change, Aggression Replacement Training, Skill Streaming, and Motivation to Change.



Offender Workforce Development Specialist: These are specialists trained to help youth improve their job skills. This includes looking for a job, interviewing, and keeping a job.

Overview of the Juvenile Justice Process, Programs and Services

Navigating the juvenile justice system can be intimidating and confusing. In this section, we outline the juvenile justice process from arrest to disposition (sentencing) as seen in the figure below, and show the steps that will occur along the way.



Initial Contact with Law Enforcement



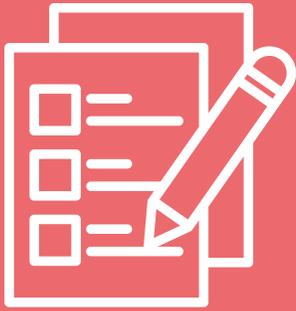
ARREST

A law enforcement officer may take your youth into custody if they commit a felony or misdemeanor offense or if there is a warrant issued for their arrest. Upon arrest, they may either be released to the custody of a parent, guardian, or legal custodian, or taken to Juvenile Intake and Assessment.

When a youth is taken into custody, a juvenile intake and assessment worker will complete the intake and assessment process. The Juvenile Intake and Assessment's purpose is to ensure that juveniles are placed in the least restrictive placement available while ensuring safety for the youth and the community. Through an interview process and a standardized assessment tool, the areas in which a youth may be experiencing problems are identified and referrals to local programs which specialize in treatment or counseling in those fields are offered. This assessment is also used to determine the youth's placement following discharge from custody.

NOTICE TO APPEAR (NTA)

A law enforcement officer can issue a Notice to Appear (NTA) to a detained youth who isn't taken directly to a Juvenile Intake and Assessment System (JIAS). A Notice to Appear is a formal document that informs your youth that they must appear at a local JIAS office for intake. Your youth will have 48 hours to contact JIAS to set up an appointment for intake. This notice includes the youth's details, the alleged offense, and the JIAS contact information. Failure to contact JIAS and appear at the office can result in charges by the district or county attorney.



Intake and Assessment

Juvenile Intake and Assessment Services (JIAS) programs are county-operated and are staffed by county employees. JIAS programs are open 24 hours a day, every day of the year.

The JIAS program functions to ensure that youth are placed in the most appropriate placement that is safe for them and the community. Your local JIAS should be able to provide contact information for the local office, instructions on how to contact the office at any day or time regardless of it being a typical day or an emergency situation.

A JIAS worker is a responsible adult who is trained and authorized to perform intake and assessment services. If your youth is taken into custody, they will meet with a JIAS worker for an interview and to take a screening assessment. This meeting could be in person, over the phone, or by video conference. The purpose of the interview and assessment is to gain information related to the youth's criminal history, medical history, and family history. Statements made to JIAS workers are protected and cannot be used against the youth in court.

JIAS programs are county - operated and are staffed by county employees. JIAS programs are open 24 hours a day, every day of the year.

The interview and assessment are important because they support the following:

- ✓ Identify a youth's challenges and strengths.
- ✓ Identify appropriate and beneficial community-based services for the youth and family.
- ✓ Make recommendation to law enforcement on where to release the youth: either return to a parent/guardian's custody or placed elsewhere.

RELEASE AND PLACEMENTS

JIAS workers are responsible for recommending the best and most appropriate option for the immediate placement of youth in custody. JIAS workers can release your youth to the following:



Release to Family Member

A release to a family member or responsible adult may be done with or without conditions. If a JIAS worker chooses a “conditional” release for your youth, they have determined that a release is in your youth’s best interest only if they meet the specified conditions AND that a release without conditions would be harmful to your youth.

Out-of-Home Placement

A JIAS worker will only place your youth outside the home if they believe it is in your youth’s best interest not to release or conditionally release them. An out-of-home placement could be with a shelter facility or a licensed attendant care center.

Juvenile Detention Center

Whether your child gets released or not also depends on other considerations such as, their criminal history, if there are concerns about their safety, OR the safety of the community if they were to be released. If your child is placed in detention, there will be a Detention Hearing within 48 hours excluding holidays and weekends.

JIAS workers will provide the reasoning for the release and placement decisions except when the information is made confidential for youth safety. The documentation will be added to your youth’s case file.

CASE REFERRALS

Depending on the jurisdiction, JIAS workers may use all information to refer your youth’s case to one of the following:

- An immediate intervention program.
- The county or district attorney for proceedings to be filed, with or without a recommendation for diversion.
- The Department for Children and Families Secretary for follow-up and/or investigation as a Child in Need of Care.



REFERRALS TO SERVICES

If needed, the JIAS worker will make referrals for your youth to connect them to community-based services. All referrals are made based on the needs identified through the intake and assessment screenings. These services are meant to provide support or programming in an area that your youth may be experiencing problems. JIAS workers will make referrals to local agencies to address one or more of the following areas:

- Crisis intervention
- Parenting skills
- Community service work
- Truancy issues
- Anger management
- Problems in school, and more

Some local JIAS programs provide supervision services. Youth who receive supervision services from a JIAS program can receive services up until their disposition hearing and they can receive services for up to six (6) months. Ask your local JIAS about the services they offer.

What assessments could youth receive?

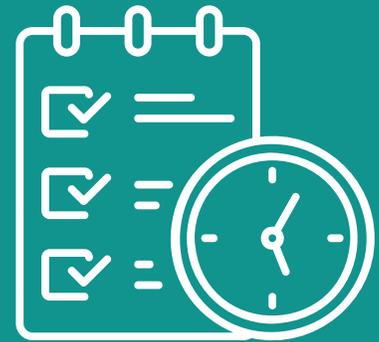
Kansas Detention Assessment Instrument (KDAI) – JIAS workers administer the KDAI tool to all youth who are eligible for detention. The tool helps to determine the need for secure detention based on Public Safety Risk or Failure to Appear.

Massachusetts Youth Screening Instrument – Second Version (MAYSI-2) – JIAS workers administer the MAYSI-2 mental health screening tool to youth 12 and older to determine whether there are immediate behavioral health needs.

Youth Level of Service/Case Management Inventory (YLS/CMI) – Trained Court Service Officers and supervision officers administer the YLS/CMI assessment to both youth and their parents/guardians to understand the youth's strengths, needs, and areas requiring support. Youth answer questions about their behavior, relationships, and school performance, while families share their perspective to provide a complete understanding of the youth. This assessment is crucial for creating a personalized case plan that promotes the youth's well-being and reduces the chance of future involvement with the justice system. Family input helps identify any differences and ensures the case plan covers all important factors.

YLS/CMI:SRV – This assessment is a shorter, screening version of the YLS/CMI that is designed for initial risk and needs assessment. The screening is conducted by trained staff and usually involves a short interview with the youth and participation from families.

Immediate Intervention Program



Your youth may be referred for an Immediate Intervention Program (IIP), after they are released from custody either before or after formal charges are filed. This is a voluntary program and is designed for youth if this is the first time they've been charged with a crime and the crime is a misdemeanor. If your youth successfully completes the Immediate Intervention Program, they will be discharged, and their charges will be dismissed.

Supervision duration begins once the supervision officer receives your youth's referral from the county or district attorney. The duration of the program can range from four months of supervision up to 12 months. During the program, your youth will meet with their case manager as frequently as specified in their Immediate Intervention Program (IIP) Plan. To participate in the program, your youth must meet the following criteria:

- Charged with a misdemeanor,
- Has no prior adjudications, and
- Is referred by a JIAS worker, the county or district attorney, or the court.

Please note that some districts may have additional guidelines to include youth beyond the initial criteria.

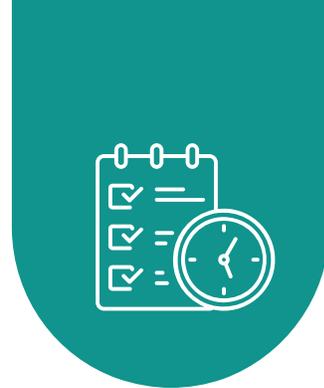


In the following section we will walk through the program's process.

1. REFERRAL

Referrals to the IIP can occur prior to charges filed and after charges are filed. A pre-file referral occurs when Juvenile Intake and Assessment Services workers recommend an eligible youth to the county or district attorney. The attorney reviews the recommendation and determines whether or not to file charges. If the attorney decides that charges your youth's case should not be filed, they will refer your youth's case to the IIP.

Your youth's case can be referred to IIP after charges are filed, this is called a post-file IIP. In this situation, the court will file your youth's case and approve the referral then they will have the county or district attorney submit the referral to the IIP. All questions on this process should be directed to your youth's attorney.



Your youth has been referred to the IIP, but they haven't heard anything back. What should they do?

Request the JIAS worker contact the county/district attorney to inquire about the status of probable cause and the referral for the IIP.

The post-file IIP is an option for eligible youth to avoid adjudication (conviction) on a juvenile case that has already been filed in the court system. A juvenile who is not eligible for a pre-file IIP may be eligible for a post-file IIP. A post-file IIP will go into effect after your youth, their counsel, you, and the District Attorney's Office reach an agreement. Upon agreement of all parties, the District Attorney's Office will refer the case to your local juvenile services office to develop an IIP plan.

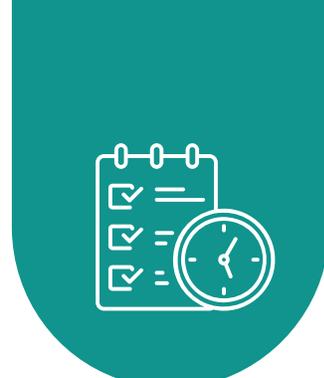
2. INITIAL CONTACT

If your youth is in custody at the time of their referral to the IIP, juvenile services workers should contact your youth within 48 hours after receiving notification of your youth's referral to the program. Typically, your youth can expect to meet with their officer within five (5) business days after the initial contact.



3. IIP AGREEMENT

Program staff will review and explain the IIP agreement with your youth and family. Your youth and family can ask questions about the agreement during this conversation. To fill out the IIP agreement, your youth will state the actions they are taking responsibility for, agree to work with the community agency assigned to their case, agree to follow their IIP plan, and confirm the planned duration of the IIP.



After reviewing and completing the form, your youth and family will sign the agreement. The program staff will share a copy of the signed agreement with your youth and family. Your youth must accept their referral to the program and complete the agreement to participate in the program. If your youth and family decline to participate in the program, the Right to Decline IIP form will need to be signed.

4. DEVELOP THE IMMEDIATE INTERVENTION PROGRAM PLAN

Your youth and family will work with their supervision officer to develop the IIP plan. The family may identify family supports, school faculty or staff, service providers, or any other individual they feel will provide needed insight in creating the IIP plan. Within five (5) business days of the referral being sent and your youth accepting the IIP, this group will gather to develop the plan.

If your youth requires an evidence-based mental health or substance abuse program, their IIP plan can be extended for up to two months. The extension is based on your youth's behaviors and not diagnoses with long-term implications or chronic conditions.

A trained IIP staff person will administer the YLS/CMI:SRV to assess the youth's risk factors and needs. The findings from the assessment guide the development of the youth's IIP plan. Once completed, the IIP plan will go over the following information:

- Supervision level
- The strengths of your youth
- Conditions of supervision
- Payment plan(s) for fees or restitution



5. PARTICIPATION

Program participation can look different for each youth who participates. Some components of the program your youth may come across are:

Restitution and Fees: If applicable, your youth may be ordered to pay restitution or fees as part of the program.

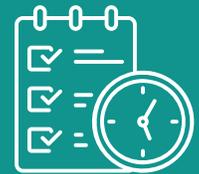
Community Service and Substance Abuse Testing: Your youth may be required to perform community service work or undergo substance abuse testing as part of the program.

Graduated Responses and Extension of Program Period: The program uses a system of community-based sanctions and incentives to address violations and incentivize positive behavior. The program period may be extended if necessary.

5. DISCHARGE

The program ends with the discharge of your youth, which signals the end of their participation in the IIP. Your youth can be discharged if they were not charged with a new offense or had an unresolved referral to an MDT. IIP staff will complete an IIP Discharge Summary form when your youth has completed the program. Once the county or district attorney is notified that your youth has completed the program, the attorney will file a motion to close the case.

Compliance and Non-Compliance



Compliance is determined by how well your youth follows the requirements and conditions of their IIP agreement. Youth can decrease the time they are under IIP supervision by complying with their Agreement and Plan and exceeding the minimum standards.

Non-Compliance occurs when youth do not follow the conditions of their agreement. This is addressed with graduated sanctions, referrals to a multidisciplinary team (MDT) or developing a revised IIP Plan.

Graduated responses are community-based consequences used to address violations of IIP plans and to incentivize positive behavior. IIP staff identify and use graduated responses based on your youth's supervision level, needs, and severity of the violation.

If your youth does not satisfactorily comply with their plan, their supervision officer will refer their case to a multidisciplinary team for review. Referrals to the MDT can occur on or after the halfway point of the plan if any of the following conditions apply a. Your youth missed multiple appointments; b. Your youth failed to meet the conditions of their IIP plan; and/or c. Graduated responses are exhausted.

When a team revises the IIP plan, the plan cannot be extended for more than four additional months. Revisions could include functional family therapy, drug/alcohol evaluation, behavioral health assessment, parenting class, curfew, travel restrictions and more. If your youth does not follow the revised plan, their case will be referred to the county or district attorney for consideration of formal charges.

Court Hearings

If formal charges are filed, youth will go through a series of court hearings (referred to as adjudication), shown below. Direct any questions on local procedures to your youth's attorney.



First Appearance	<p>If charges are filed, this will be the youth's first court hearing. If the juvenile is placed in detention, this hearing must occur within 48 hours. Otherwise, this hearing typically occurs within 30 days of arrest. At this hearing, the youth and their family is informed of the charges that have been filed, the youth's right to hire or have an attorney appointed, and the right to be offered an immediate intervention (diversion) when applicable.</p>
Detention Hearing*	<p>If the youth is placed in detention, the court is required to have a detention review hearing at least every 14 days to determine if the youth should continue to be held in detention.</p>
Trial or Adjudication Hearing	<p>Youth have the right to have a trial. If youth do not want to have a trial, they can plead not guilty or no contest to a charge. This hearing will establish whether the youth is adjudicated.</p> <ul style="list-style-type: none">• If the court finds that evidence fails to prove an offense, the court will enter an order to dismiss charges.• If the court finds that the youth committed an offense, the court shall determine the youth to be a juvenile offender. <p>Up until this hearing, the youth and their family may work with their attorney on reaching a plea deal or dismissal of charges.</p>
Restitution Hearing*	<p>In some instances, youth will have to pay restitution. Restitution typically means payment to the victim of the crime. The judge may order the youth to pay restitution if their crime caused the victim to have to pay money, or if they lost something that will cost money to replace. This will be determined at a restitution hearing. Not everyone will have a restitution hearing.</p>
Disposition Hearing	<p>If you've been adjudicated (which means found guilty as a juvenile offender), the court will sentence you at a disposition hearing.</p>

*Indicates that hearing does not apply to every youth.

PARTICIPATION IN COURT PROCESSES



All hearings are important to attend, but there may be reasons you cannot always be present such as your work schedule, lack of childcare, or illness. You may ask to attend court by phone or video conference. If that is not possible, please have someone you trust attend for you.

When attending a court hearing, it is important to speak up when addressed, and not to speak without being addressed. If you have a question and have not been addressed, quietly raise your hand and once addressed, ask if you may speak. If you are emotionally distraught or stressed, it is a good idea to bring an advocate or other person who understands the juvenile justice system or a family member/friend who can help you by listening to what is being said in the courtroom.

Tips for the day of the court hearing:

- ✔ Allow for plenty of travel time when leaving to attend a court hearing.
- ✔ Arrive at the courthouse early to allow time for parking and locating the appropriate court room.
- ✔ When you get to the courthouse, find the courtroom where the youth's hearing will be held.
- ✔ Be prepared to patiently wait outside the courtroom until you are invited to enter the courtroom.
- ✔ Bring your written questions to share with the attorney and your advocate.
- ✔ Bring any important papers, such as certificates of completion, attendance slips, or other proof of completing assigned tasks.

Check with your local court for other rules you should follow when you attend court.



Disposition

There are several possible dispositions (or outcomes) youth could receive from the judge, depending upon various factors associated with the case and results of the assessment. The judge may order youth to be placed on probation, perform community service, pay a fine, pay restitution, pay court costs, take part in community programs, be placed in State custody, be removed from the home, and/or be placed in a detention facility. The length of your child's term for supervision is determined by the level of the offense (misdemeanor or felony) and the results of their YLS/CMI assessment.



Supervision and Probation



1. INITIAL CONTACT

Supervision officers will try to contact your youth within one (1) business day after they receive notification for direct commitment, probation, or interstate compact. When the officer contacts you and your youth, they will schedule an orientation that will take place within five (5) business days.

2. ORIENTATION

At the orientation, your youth will receive a written copy of their court-ordered conditions of supervision/probation.

3. SUPERVISION PLAN



The supervision officer will partner with you, your youth, and possibly other providers, if appropriate, to develop a supervision plan. Your youth's supervision plan must be created, signed, and submitted to the court within thirty (30) days of all court ordered types of supervision, changes in supervision type, or upon interstate compact acceptance.

The purpose of the goals in your youth's supervision plan are to build skills in areas that have been identified as potential trouble areas if not addressed. The plan will also include activities or programs designed to address identified needs, to make sure they get services or treatment they need to be successful. Addressing your youth's risks and needs effectively can significantly reduce the likelihood of future legal troubles. Results from your youth's YLS/CMI assessment will be used to identify the focus areas for their plan.

If your youth is released from a KJCC, they will have a Conditional Release (CR) supervision plan they must follow. Their supervision officer and the KJCC staff will work together to create a plan at least thirty (30) days before your youth's earliest possible release date.

If your youth receives services from DCF, a DCF worker and/or the foster care case management provider will be invited to take part in creating the supervision plan and will be updated on any changes made to the plan.

Family Tips:

Your family should actively take part in creating the supervision plan.

You and your youth will both receive your own copies of the plan. If you don't receive a copy, make sure you ask for one.

4. PARTICIPATION

There are three types of supervision your youth may participate in: KDOC Custody, Juvenile Intensive Supervision Probation, and Standard Probation.

Depending on what district you are in, you may hear these services called Case Management, Pretrial Supervision, or Diversion. If you are ever confused about the terms used, ask your youth's supervision officer. Your youth is expected to participate in these services throughout the duration of their sentenced term. The length of your youth's term for supervision is determined by the level of the offense (misdemeanor or felony) and the risk level on the YLS/CMI.



Types of Supervision

- Kansas Department of Corrections (Custody)
- Community Corrections (Juvenile Intensive Supervision Probation)
- Court Services (Standard Probation)

No matter what type of supervision your youth is under, they will have regular meetings with an assigned officer. At every meeting, your youth and the officer should be reviewing the supervision plan. This will ensure the plan is updated when goals or action steps are completed, or need to be modified, also to include newly developed strengths to build upon or challenges and barriers that need to be addressed.

Type	Associated Agency	Officer Type	Crime and Offense Level	Jurisdiction
KDOC Custody	KDOC	Intensive Supervision Officer	In, or at risk of, going into court-ordered state custody	State and Local partnership
Juvenile Intensive Supervision Probation	KDOC	Intensive Supervision Officer	Moderate and High-risk Felony Probation	State and Local partnership
Standard Probation	Office of Judicial Administration	Court Services Officer	Low-risk Felony Probation and Misdemeanor Probation	Local

This table is adapted from the Kansas Legislative Research Department.

Juvenile Intensive Supervision Probation (JISP)

Juvenile Intensive Supervision Probation (JISP) serves youth who are sentenced to probation. JISP is for youth who did not do well in traditional probation and/or have committed a serious crime. Also, the ideal participant does not need placement outside the home or in a juvenile correctional facility. JISP is designed to provide structured and frequent contacts with an intensive supervision officer (ISO).

JISP has a level system that is modeled by the YLS/CMI (Youth Level of Service Case Management Inventory) assessment. Each of the four levels corresponds to a required number of visits each week or month. The program provides services to assess the youth's risks and needs, develop a supervision plan to address those needs, engage the youth and family, help the youth and family access community-based services, monitor how well the youth follows the conditions of their probation, and update the court on the youth's progress during supervision. For specific details on your youth's conditions of supervision, please refer to your youth's Order of Probation.



Case Collaboration and Coordination

Juvenile supervision officers may need to contact various parties for effective case management and community protection. Here are some reasons why an intensive supervision officer will contact different parties:

- **Schools** – To check attendance, academic progress, and behavior.
- **Family members** – To work in partnership with families and build constructive relationships. Officers will review assessment results, discuss probation terms, and collaborate with you to develop a plan that will support your child in learning and practicing new skills that will encourage positive behavior change.
- **Employers** – If employed, officers may contact employers to verify employment and status.
- **Treatment providers** – For youth receiving counseling, therapy, or other services, the officer will reach out to collaborate with providers.
- **Significant others** – Officers may involve close friends or mentors who give your youth emotional support and guidance.



Program Cost

Program costs for JISP services can vary and may include court costs, attorney's fees, restitution, fines, and house arrest fees or supervision fees. Check with your youth's supervision officer to understand whether your youth is responsible for any program costs or fees. The judge on your child's case will determine these costs. If you are ordered to pay court costs, check with your local court for payment options.



Program Services

Your youth will have access to different services while they take part in JISP. These services vary by district and are provided based on your youth's case and needs. Services may include:

- Curfew checks
- Alcohol testing
- Drug & alcohol treatment
- Parenting classes
- Sex-offender treatment
- Mentorship
- Mental-health treatment

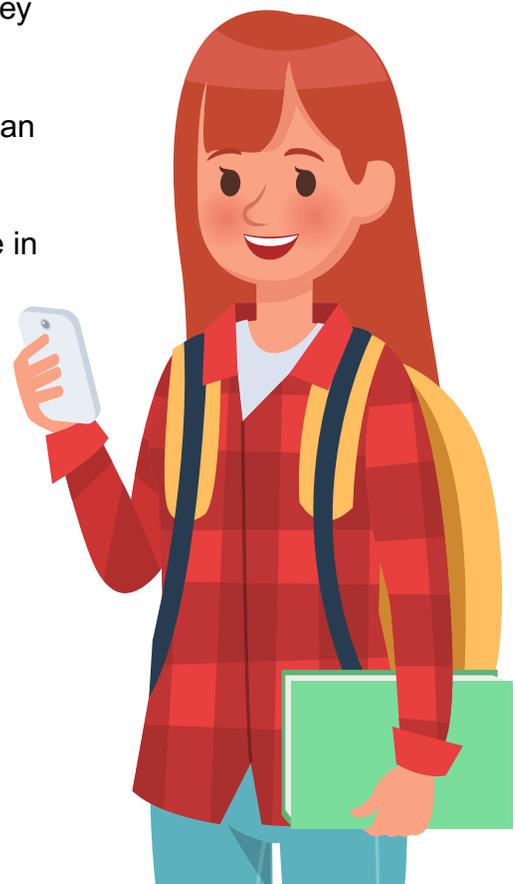
Case Length

JISP usually lasts between nine to 12 months, but it can be shorter or longer and is at the judge's discretion. If your child completes everything the court asks them to do, they might be able to leave the program early with earned discharge credit.

The length of supervision duration varies based on the circumstances of the case.

- If the crime was not too serious (a misdemeanor), and your youth is not considered a high risk, they can be in JISP for six months.
- If your youth is considered a higher risk, they can be in the program for up to nine months.
- For more serious crimes (felonies), they can be in JISP for:
 - 6 months if they are low risk,
 - 9 months if they are medium risk,
 - 12 months if they are high risk.

If your youth follows all the rules of supervision, their case will be closed at the end of their term. If your youth does not follow the rules of supervision, and if interventions used by the supervision officer are unsuccessful in improving your child's behavior, the supervision officer will file a probation violation, and a court date will be scheduled.



Referrals to Services or Treatments



If you know that your youth needs services or treatment, please reach out to the supervision officer and discuss referral options. Also, encourage your youth to discuss their needs with their supervision officer, so they can get the help they need. Typically, your youth will receive a referral within five (5) business days of sharing their needs. Examples of needs a youth might share are mental health, substance use, and education support.

Below is a list of some examples of services your youth may be referred to:

- Self-help groups
- Faith-based initiatives
- Intervention/treatment groups
- Health department services
- Recreation
- Exercise
- Housing
- Transportation
- Medical services
- Food
- Family First Prevention Services
- Family Services
- Family Preservation
- Social Security Administration services

KDOC Custody

KDOC Custody involves a variety of options for youth who are in or who may enter the custody of the Kansas Department of Corrections – Community Based Services (KDOC-CBS). Youth sentenced to the Kansas Juvenile Correctional Complex (KJCC), youth in out of home placement, and youth released from KJCC on conditional release are primarily considered to be in the custody of KDOC.

This process involves assessing and evaluating youth and their family circumstances to identify and address issues that lead to their involvement in the juvenile justice system. The program serves some youth by placing them in various settings outside their family homes, like detention, resource homes, residential treatment facilities, and independent living programs.

In Custody, the supervision officers evaluate each youth based on their likelihood of reoffending and use those results to make supervision plans. Success for these youths is defined by their active participation and compliance with the case plan until their legal case is dismissed, without getting new charges, case filings, or detentions. Non-compliance with court conditions, bond revocation due to new offenses, and failure to adhere to program rules may lead to alternatives to detention being reassessed.

Some jurisdictions may offer other types of programming to help youth. Examples of those programs include the following:

- Substance use treatment
- Sex-offender treatment
- Mentorship
- Mental-health treatment

Court Services



A Court Service Officer (CSO) makes sure that youth follow the rules of their probation set by their local judge. After a youth has been found guilty of a crime, the judge will order a Predisposition Investigation (PDI) report that your youth's CSO will complete. The CSO will meet with your youth and family to learn more about your youth. Supervision officers ask about where the youth live, if they have had problems with drugs, medical history, if they work or go to school, if they have been in trouble with the law before, if they are part of a gang, and if they have a mental health concern. The CSO may also be responsible for administering the YLS/CMI assessment. This tool (as well as others administered to youth) is described in more detail in the section [What assessments could youth receive?](#)

During the investigation, the youth will also be given the notice of expungement (explaining the process of sealing cases from a person's juvenile or criminal record) and will sign releases of information. Your youth's CSO will also explain how your youth can meet all of the court orders, such as where to receive a substance abuse evaluation. After the interview, the CSO will provide a report to the court for disposition. The report helps the judge decide what to do next. It is based on what the CSO learned about the young person's needs and risks from the interview.

5. DISCHARGE

If your youth has completed their program hours, successfully completed their permanency goal, and has shown a change in their behavior, their CSO or ISO will review their case for early discharge. After reviewing the case, if the youth's supervision officer believes that your youth is fit for early discharge, they will start their district's process for early discharge. Ask your supervision officer for more information on this process.

Youth are considered discharged when any of the following circumstances happen:

- ✔ A judge signed a written order
- ✔ A judge gave verbal notification to release your youth from supervision
- ✔ The end date of your youth's original sentence was reached

When your youth has met all conditions for their supervision and all court orders, their CSO or ISO will complete a Probation Completion Order and submit the order to a judge. The document will be sent to the court clerk's office where it is entered into the system. Once this process is complete, the ISO or CSO will contact your youth and your family to inform you that your youth is no longer on probation or under the court's jurisdiction in the case(s) they were on probation for.

After your youth is discharged from supervision, their supervision officer will close your youth's case file with thirty (30) calendar days of the discharge date.

Probation Violations

Youth should follow all court orders and conditions of their supervision. If youth do not follow their court orders or conditions, they will receive interventions designed to hold them accountable for their behavior and address underlying issues that may be causing them to behave in undesirable ways. The level of response will be in accordance with the level of infraction. There are two types of violations: minor and major.



Examples of Minor Violations

- Not reporting your location as instructed
- Not making court payments on time
- Positive drug screen or admission of usage

Examples of Major Violations

- New crimes, felony, or misdemeanor charge
- Unsuccessful discharge from placement, including absconding
- Whereabouts unknown for any period of time
- Persistent failure or refusal to follow supervision conditions

Violation Level Reports

For all violations, your youth's supervision officer will complete and submit a **Violations Level Report (VLR)**. A VLR report details any non-compliant behavior by youth. The report helps determine how serious the violation is and what actions should be taken.

Graduated responses are community-based consequences used to address violations of supervision plans and to incentivize positive behavior. Supervision officers identify and use graduated responses based on your youth's supervision level, needs, and severity of the violation.

If your youth does not follow the court orders or the supervision agreement, then the CSO or ISO can file a probation violation (PV). To file a PV, the CSO or ISO will submit the prepared document to the court clerk and the clerk will schedule a court date. Your youth will attend this hearing and the district attorney and your youth's defense attorney will present arguments about the violation. Your youth's CSO or ISO will share a report with the court that outlines the case. The judge will then rule whether the juvenile is in violation of probation.

Detention

Detention is the temporary care of alleged or adjudicated juvenile offenders who require secure custody. “Adjudicated” is the word used when a juvenile (17 or under) is charged with an offense.



1. DETENTION COMMITMENT

If your youth is ordered to serve time in custody, they will either be ordered to secure detention or home-based services.



Secure Detention

Secure detention means that your youth is placed in custody on orders from the court. Where your youth is placed in custody can vary. Also, the length of your youth’s placement will be determined by the judge.

OPTIONS FOR SECURE DETENTION

- **Kansas Juvenile Corrections Complex (KJCC) Commitment** – Admission to KJCC requires a court order. The minimum and maximum sentences are determined by the placement matrix at the disposition hearing. Youth may earn good time credit for the time they spend in the county-run Juvenile Detention Center (JDC) prior to their admission to KJCC.
- **Diverted from KJCC to a Residential Facility** – Youth in this group would otherwise qualify for a direct commitment to KJCC but are placed in the custody of the Secretary for placement in a Youth Residential Facility (YRF) instead. Eligibility for direct commitment is based on the severity level of the crime, prior adjudications, and the recommendation of their supervision officer. If your youth is diverted, they may stay at a Juvenile Detention Center (JDC) until their new placement is ready.
- **Residential Facility** – Youth who are sentenced to a Juvenile Residential Facility in place of the KJCC will be placed at a Residential Facility to serve their term. These youth will not be placed at the KJCC. While at the Residential Facility, youth will participate in services in the community and work towards completing their court orders.

A Juvenile Detention Center provides secure custody of juveniles who are accused of a felony or misdemeanor or adjudicated. Some youth may be held in a detention center before and during the court proceedings. JDCs are operated by local government, which means that KDOC does not have jurisdiction over detention centers.



Home-Based Services

Home-Based Services (HBS) is an alternative to secure detention. HBS supervision is authorized by the judge; however, HBS screens youth and families to determine who is appropriate for the program. This is accomplished by examining information pertinent to the juvenile's current situation. HBS can include electronic monitoring. Access to HBS varies by district.

2. CONDITIONAL RELEASE

There is a mandatory period of aftercare supervision determined at the disposition hearing. Youth released from KJCC are on conditional release, which is comparable to "parole" for juvenile offenders in Kansas.

When youth are released, they live at home/with a relative or at a Kansas Department of Corrections – Community Based Services placement. The terms and conditions of the conditional release are set by the supervision officer and the KJCC at the pre-release conference. Conditions of the release could include things like substance abuse counseling, mental health services, or an educational requirement.

In some cases, youth are ordered to be directly discharged after they complete their court ordered commitment term. A **direct discharge** means that the youth are released from the KJCC, with no orders for additional aftercare supervision, or conditional release.

3. PARTICIPATION

Compliance – Compliance is reached when your youth follows all court orders and conditions of their supervision.

Non-compliance – If your youth does not follow the conditions of their release, their supervision officer will file a Motion to Modify/Revoke. This motion would modify or revoke your youth's terms for conditional release. When this happens, you and your youth will attend a Revocation Hearing where their supervision officer will explain their reason for filing the motion and the judge will decide whether to modify or revoke your youth's conditional release. If the conditional release is revoked, your youth is returned to secure detention.

View the
KJCC
resident
handbook to
learn more
about the
corrections
facility.

[KJCC
Resident
Handbook](#)

4. DISCHARGE

When your youth has satisfied all the conditions and court orders, their supervision officer will complete a Probation Completion Order and submit it to a judge for signature. Once the judge signs the order, the document is delivered to the court clerk who will enter the update into the case management system. At the end of this process, your youth's supervision officer will contact you and your youth to let you know that your youth is no longer on probation or under the court's jurisdiction in the case(s) they were on probation for.

Rights and Responsibilities

As family, it is important that you understand your rights and your youth's rights within the juvenile justice system. If you need help understanding these rights, ask your youth's assigned officer or consult with a legal professional.



PARENTS AND FAMILY MEMBERS

Rights

- You have the right to speak in court when your youth's case is being decided.
- You have the right to help plan your youth's case.
- You have the right to be treated with respect and fairness.
- You have the right to receive information about the juvenile justice process and your youth's progress.
- You have the right to help make decisions about your youth's treatment and rehabilitation.
- You have the right to stand up for your youth's rights and make sure they are treated fairly under the law.
- You have the right to get information about your youth's case, including the charges, supervision terms, probation terms, and court orders.
- You have the right to be told about any incidents or violations that happen while your youth is under supervision.
- You have the right to have a qualified language interpreter in court.

Responsibilities

- You should support your youth by going to court hearings and meetings about their case.
- You should keep track of case documents, notes, and dates for meetings and appointments.
- You should talk to and meet with your youth's case manager or supervision officer while your youth is involved in juvenile services.
- You should participate in your youth's case plan, which can include family counseling and other interventions that address your youth's risks and needs.
- You should make sure your youth attends all required treatment.

YOUTH

Rights

- You have the right to ask questions to understand your case better.
- You have a right to a detention hearing during your case, and detention hearings every 14 days if you are in state custody.
- If you are charged with a minor crime that is not a sex offense and have no prior sentences, you have the right to be offered an immediate intervention.
- You have the right to a lawyer and must be told what you're charged with.
- You have the right to have a parent or guardian present during questioning.
- You have the right to challenge the court's decision on your case.
- You can't be held in detention just because there are no other supervision options.
- You can't be put in a detention center for minor violations unless you pose a risk to others.
- You are protected from having to admit guilt.
- You can't be removed from your home for minor offenses.

Responsibilities

- You must follow the rules of any sentence given by the court.
- You must go to all court hearings and meetings about your case.
- You must meet with your officer or case manager when needed.
- You must participate in any programs or community service ordered by the court.
- You must understand and follow all court orders.
- The law protects you by making sure juvenile justice policies are community-based, focused on family, and results-oriented.

Youth have several rights under the U.S. Constitution. All Constitutional rights apply to your youth in the juvenile justice system.

YOUTH IN KDOC CUSTODY

- You have the right to get education, medical care, mental health help, rehabilitation, and see your family and community.
- You have the right to privacy.
- You have the right to talk to your family.
- You have the right to exercise and get fresh air regularly.
- You must be told about all the rules before or when you start your term at the facility.
- You have the right to bring personal items to the facility and get them back if you follow the rules.
- You must be told what items you can or cannot bring and what gifts you can get before you start your term.
- Any limits on talking or visiting must be written on your contact list and checked often.
- You're protected from unfair or harmful punishment.
- You're protected from harsh, strange, or unnecessary punishment.
- You're protected from comments that make fun of or insult you or your family.
- You can't be denied food, mail, or family visits as punishment.
- You can't be isolated as a form of punishment.
- Only staff members can discipline you.

Consult with your youth's attorney for more information on your youth's constitutional rights, and all federal laws and regulations.



FACILITY STAFF

- We'll keep in touch with you, your family, and your youth's loved ones regularly.
- We'll help you, your youth, and your family understand the facility with easy-to-understand materials.
- We'll give your youth medical help quickly.
- We'll keep your youth's health records private and follow state and federal laws.
- We'll make sure your youth can meet with their lawyer in a private place.
- We'll keep your youth safe.
- We'll be ready for emergencies like fires, natural disasters, medical emergencies, and public health emergencies.
- We'll give education, medical care, mental health help, rehabilitation, programs, and help your youth stay connected with family and community.

Supervision officers fulfill many responsibilities. The list of responsibilities provided in the table below does not cover all responsibilities.

SUPERVISION OFFICERS

- We'll go over all parts of the program, rules, and what's expected with your youth.
- We'll work with you and your youth to make a plan that helps manage their risks and needs.
- We'll keep your youth's information and case details private.
- We'll do all the needed paperwork for court updates and probation issues, and we'll go to court and testify when needed.
- We'll do checks when your youth first comes in and whenever needed to identify your youth's risks and needs.
- We'll keep an eye on your youth's risks and needs, help respond to their risks and needs, and check on how they're doing with their case plan.
- We'll work with you, your family, placement providers, counselors, and school officials about your youth's case.



Employees that work in Juvenile Intake and Assessment, Court Services and Community Corrections are Mandatory Reporters and are required to report all suspected cases of child abuse and/or neglect.

Understanding Youth Behavior

ADOLESCENT BRAIN DEVELOPMENT

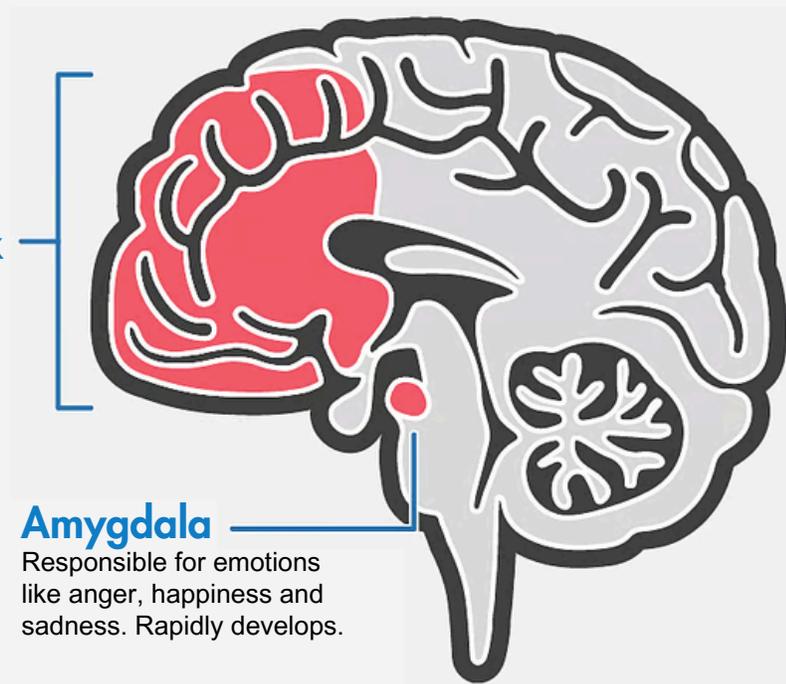
The adolescent brain is different than an adult brain both in how things are organized and how it works (view figure below). Research has shown that the adolescent brain is still developing and will continue to develop until well into a person's early to mid-twenties. Compared to adults, adolescents are less able to consider the consequences of their actions, lack the skills to plan and have a hard time controlling their impulses and emotions.



The Teenage Brain

Prefrontal Cortex

Responsible for thinking, reasoning and logic. Not fully developed.



Amygdala

Responsible for emotions like anger, happiness and sadness. Rapidly develops.

The 'feeling part' of the teenage brain develops faster than the 'thinking part' making it difficult for them to regulate emotions and follow instructions

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Because of the way the adolescent brain works, youth in that age group are more prone to risk-taking and thrill-seeking, which may result in criminal behaviors. The adolescent brain has a heightened reward sensitivity – an increased reaction to positive outcomes, incentives, or rewards. This means they tend to experience more intense positive emotions when they receive rewards or achieve goals, which can be both good and bad. As a result of this, adolescents may be more impulsive and motivated by immediate gratification. This also applies to social rewards. During adolescence, the need for positive social interactions increases. As a result, peer approval becomes more important, influencing decision-making and behaviors (good and bad).

The primary part of the brain that develops during adolescence is the frontal lobe. Until the frontal lobe is fully developed, the adolescent brain mainly processes information using the emotional part of the brain (the amygdala). As this part of the frontal lobe develops, they become better at decision-making, thinking rationally, and making healthy choices. While the adolescent brain is developing it is important for a youth to see the consequences of actions. This can help them link impulsive thinking with facts. This in turn helps the brain make connections and “wires” the brain to make this link more often. Additionally, the use of positive reinforcement helps encourage certain behaviors during development.

The youth’s “feeling” parts and “thinking” parts of the brain are developing at different rates, which is seen in the following ways:

1. Limits the amount of time juveniles will think before they act.
2. Increases their impulsivity.
3. Limits the ability to weigh risks and consequences, which leads to thrill-seeking.
4. They have a hard time being empathetic to others or taking into account others’ feelings.
5. Makes them susceptible to peer pressure.
6. Increases their need for rewards.
7. Increases sensation-seeking (looking for things that make them feel good).
8. Experience more reactive positive and negative emotional responses.
9. Strongly effected by peer pressure.

But over time as their prefrontal lobe develops, they will increase the ability to:

- | | | |
|---------------------------|------------------------|----------------------------|
| ✔ Control impulses | ✔ Problem-solve | ✔ Acknowledge consequences |
| ✔ Control emotions | ✔ Resist peer pressure | |
| ✔ Conduct future planning | ✔ Handle stress | |

EFFECTS OF TRAUMA

When a youth has been in a position where they feared for their life, believed that they would be injured, witnessed violence, or lost a loved one, they may show signs of child traumatic stress.³ This is especially true if they have been exposed to a traumatic event more than once in their life. Without treatment, repeated exposure to traumatic events can affect the brain and nervous system and increase health-risk behaviors.

Traumatic reactions can include:

- Difficulty sleeping and nightmares
- Refusing to go to school
- Lack of appetite
- Reverting back to childlike behaviors (such as bed-wetting)
- Anger
- Getting into fights at school or fighting more with siblings
- Difficulty paying attention to teachers at school and to parents at home
- Avoidance of scary situations
- Withdrawal from friends or activities
- Nervousness or jumpiness
- Inability to stop thinking about traumatic events, or experiencing flashbacks

WHEN TO SEEK HELP

We've reviewed a lot about the struggles youth experience as they go through "normal" adolescent development and common behaviors. But at what point should you be concerned about a youth's behaviors? The following symptoms could be a sign of a mental health concern or a substance use issue and should not be ignored. Experts believe that it is more likely a problem if you notice several of these things at the same time, if they occur suddenly, or if some of them are extreme in nature.

1. Suddenly lying and hiding things from you
2. Sleeping all of the time
3. School problems like failing grades, skipping school, or getting into trouble at school
4. Extreme changes in eating habits



³ The National Child Traumatic Stress Network. (n.d.). About Childhood Trauma. [website] Available at [About Childhood Trauma](#).

5. Extreme isolation
6. Stealing
7. Promiscuity
8. Ignoring personal hygiene
9. Irritability or defensiveness
10. Verbal or physical aggression
11. Withdrawal from hobbies or activities they normally like
12. Negative body image issues
13. Self-harm like cutting
14. Bullying
15. Memory lapses, poor concentration, bloodshot eyes, lack of coordination, or slurred speech
16. Changes in friends, and an unwillingness to let you get to know their friends
17. Possession of drugs or alcohol
18. Causing damage to property



It is important to keep an eye out for symptoms that extend beyond what is normal. A few days of emotional outbursts might just be a normal sign of adolescence, but if they are steadily showing abnormal behavior, it may be a sign to seek help from a mental health professional. If the youth's physical and mental well-being is beyond your abilities to help, seeking support from a professional to stabilize them is essential.

It is a common myth that youth are using substances regularly. If you suspect your youth is using substances, when your youth is sober it would be a good idea to set rules and boundaries about there being no illegal substance use by anyone in your household, including your youth. If they continue to use substances, taking them in for a substance use assessment would be appropriate.

If you're dealing with a mental health or substance use crisis, it's important to know when to involve the police. If the situation is life-threatening (meaning if you feel unsafe or physically at risk), or if you feel like the youth is in imminent danger of harming themselves or others, it is time to call the police.

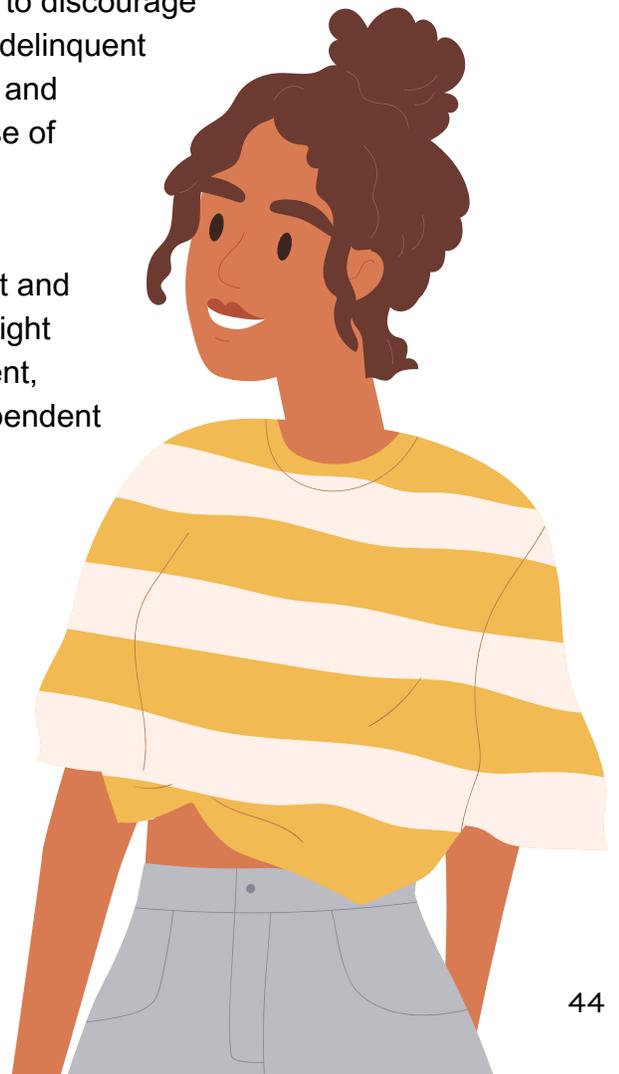
WHEN YOUR YOUTH RETURNS HOME

The return home for a youth who has been incarcerated or placed outside of the home is an exciting step, but it comes with its challenges. Once the youth returns home they may experience setbacks. This is a normal part of the process. To improve the odds of youth returning home successfully, a plan for reentry must be created with the help of the supervision officer.

A successful reentry plan should address services and supports needed to address the youth in the following key areas.⁴ Family members should actively participate in creating the aftercare plan and provide input. The family will be integral in providing support to the youth once they return to the community.

- 1. Family** – Services and support needed to address family and home stability and healing damaged relationships.
- 2. Substance Use and Mental Health** – Services and support needed to address overall emotional well-being, including addressing mental health challenges, reducing emotional distress, managing medication, and preventing substance use relapse, supporting recovery, and promoting avoidance of substance use entirely.
- 3. Peers and Friends** – Services and support needed to discourage connections and encounters with peers that engage in delinquent behaviors, prevent gang involvement and associations, and engagement in activities that promote a constructive use of leisure time.
- 4. School, Vocational and Life Skill Achievement** – Services and supports needed to assist with enrollment and transferring educational records and placement in the right school settings for educational success and achievement, services to support workforce preparedness, and independent living readiness.
- 5. Physical Health** – Services and supports needed to address chronic health problems, and healthy development including nutrition, physical activity, sleep, weight management, and dental care.

⁴ Youth.gov. (n.d.). Reentry. [website]. Available at: [Reentry](#).





Youth deserve the opportunity to return home and reclaim their lives – it is not going to be easy for them or their family. Once the youth returns home, they may have a hard time staying on track and might start to slip back into old behaviors. Caregivers have the responsibility to set reasonable rules for youth of all ages living in their home. Setting clear expectations will help keep the youth on course. The youth should be involved in a discussion of what rules will be in place and what will happen if the rules are broken. For example:

- Set a reasonable curfew depending on the age of the youth and their specific circumstances (taking into account things like work schedules, service hours, and school activities).
- Express clear expectations related to contributing to household chores.
- Establish rules around household visitors, who is and is not permitted to be in the home and when visits can take place.
- Describe appropriate consequences/discipline, such as changes in curfew time, limiting car privileges, or grounding the youth from use of computer, cell phone, TV, or other electronics.

It is important to keep in regular contact with the supervision officer and providers who can provide support. When issues arise contact your supervision officer who can help pull the team together to identify the most appropriate plan to address issues and concerns that have developed.

ISSUES WITH SCHOOL

I want my child to go to school but I'm having problems getting him/her motivated to go. What do I do?

Schools offer a variety of resources you can connect to that will support you in these efforts. You can connect with school social workers, school counselors, community health care workers, school resource officers, and community supervision officers. Encourage your youth to build a relationship with a trusted adult who can provide advice or mentorship. This accountability partner can I check in with them regularly helping to improve school attendance and overall success. If your youth attends the KJCC, they will be required to attend school unless they are a graduate. This is a part of their daily programming.

We received a court summons for a truancy hearing. What will happen next?

A summons is a court order and must be followed. You and your youth must attend the court hearing on the scheduled date and time. Each district provides phone numbers or website information where you can find specifics about what you may need to know or bring to your court date. For example, you may need to bring identification documents, school attendance records, or any correspondence related to the truancy issue. It is important to reach out to these contacts to ask questions, practices vary from district to district.

How will my child's involvement in the juvenile justice system affect their education?

Most families find that their youth's involvement in the juvenile justice system has a positive impact on their youth's education. Judges often issue court orders for youth to attend schooling as a condition of their supervision. This mandatory attendance, along with the requirement to check in with their school and community supervision officer, generally leads to more school success.

Educational requirements typically do not change. However, students under supervision usually experience more interactions with school staff. Parents may choose to notify the school principal of the new terms the student is operating under. Sometimes, a change of setting, such as an alternative school, may be available. These smaller settings often provide more supports, like probation or mental health checks during the school day in supportive or therapeutic environments.

What educational services are available in juvenile detention centers?

Juvenile detention centers contract educational services with their local school district. They are required to request the records of each student in their care to ensure that the student's education is not disrupted. Educational services must be provided at every juvenile detention center in Kansas. If you find that this is not the case for your youth, please contact the Kansas State Department of Education.

Can my youth continue their education after being released from detention?

Yes. Every student has the right to an education until they meet all graduation requirements. Once a student is released from the juvenile detention center or the KJCC, the school district where they live is required to provide them with an education in the least restrictive environment. To make this transition as smooth as possible, it is important for the family to stay in contact with the school and keep them informed about the ongoing status of your youth's case.

How can I support my child's education during and after their involvement in the juvenile justice system?

Building a strong relationship with the school and its staff, and maintaining regular communication to address any emerging concerns, is crucial. It's essential to monitor grades, engage in conversations with your youth, and support their journey through the juvenile justice system and academic success.

Proactively communicating with the school ensures that everyone is on the same page. You can meet with the principal to update them on your youth's involvement in the justice system and any court orders. Once the school administrators are aware of your youth's participation in supervision and their increased demands outside of school, they will better understand how to support your youth in meeting their supervision goals. They may offer accommodations or modifications to help your youth.

Will my child's juvenile record affect their future educational opportunities?

No. The Kansas State Department of Education aims to ensure the success of every student, including youth who have experienced justice involvement. Every student working towards high school graduation has the right to earn their education, this includes students with justice involvement. Although students may experience strong emotions related to their circumstances, there are numerous supports, settings, and options available to help youth in achieving and maintaining academic success beyond their justice involvement.

Work with your youth to envision what they want for their future and help them communicate their goals with their school. When students see adults working with them to support their goals, they are more likely to experience success. For questions related to admissions into a university, college admissions department or the Kansas Board of Regents would be the best source of information.

What resources are available to support my youth's education and well-being while they are involved in the juvenile justice system?

Community corrections officers, social workers, and school counselors are available in most school settings. Some districts have transition coordinators and various services are available through special education for qualifying youth. Additionally, some districts incorporate therapeutic services during the school day to support behavioral and mental health needs of students.

While at a juvenile detention center, additional therapeutic supports may also be available for both mental health and behavioral health needs. Nursing staff are also available for assistance with medication management. At KJCC, each living unit has a corrections counselor that will guide them through their stay. Vocational services, groups, and activities are also made available for youth during their stay and as they work to transition back to the community.

Frequently Asked Questions



Q: My child was arrested – what should I do?

A: Plan to accompany your child to the local Juvenile Intake and Assessment Services office.

Q: My child was taken into custody by law enforcement. How long after being taken into custody can I see my child?

A: Depending on the circumstances of the case and the locale, timelines may vary.

Q: What should I expect at Court?

A: The format of your hearing will depend on if you are in person or attending virtually and on the hearing type. It is typical at each hearing for

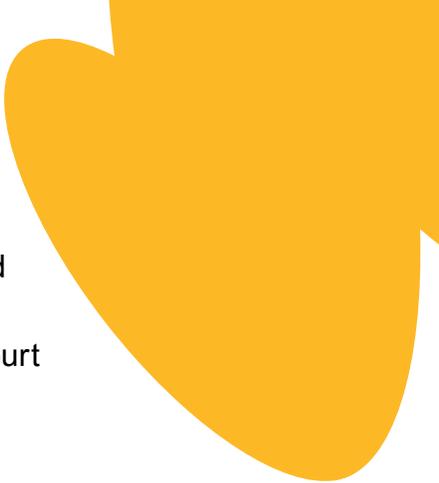
you to speak with your youth's attorney, whether the attorney is appointed or whether you hired an attorney. The attorney will speak with you about your youth's case, and what options or sentences are being considered. You, your youth and the attorney will then go before a judge where this information will also be discussed.

Q: What should I wear to court?

A: Courts are formal settings, so opt for clean, presentable attire. You should wear plain clothes in nice condition with no images or words, appropriate footwear (such as dress shoes or close-toed shoes), and pants or bottoms without rips or tears that are close to knee-length or longer. You should not wear hats, pajama pants, sunglasses, tank tops, shirts with plunging necklines, or any clothing with inappropriate language or images on them. If you have any doubts, consider consulting with a legal professional for specific advice.

Q: What do I need to bring to court?

A: You should bring any written questions you have to share with the attorney, and bring any important papers, such as certificates of completion, attendance slips, or other proof of completing assigned tasks.



Q: What if I need support from a translator in the courtroom?

A: If you require a language translator to fully participate and understand the court procedures, you should discuss those needs with your youth's attorney and the court staff in advance of the scheduled hearing. The court is responsible for making sure your accommodations are met.

Q: Who is allowed in the courtroom?

A: Juvenile proceedings are confidential and closed to the general public. Typically, people allowed in the court include the youth, family members, attorneys, and court personnel (including the judge, bailiff, and clerks). Occasionally, law enforcement, and other authorized personnel including supervision officers, service providers, therapists, and social workers may also be in the court.

Q: May I take young children with me to the courtroom?

A: Most judges are not in favor of young children attending court if they may cause a distraction. However, children are permitted in the court room if child care cannot be arranged.

Q: Can my youth waive their right to the adjudication hearing and plead guilty?

A: If you don't want to have a trial, you can plead guilty to the charge. When you plead guilty, you admit that you committed the crime. There are several reasons why it may be beneficial to plead guilty and avoid a trial. You can request court appointed counsel to discuss options with an attorney.

Q: Will my child have a criminal record?

A: Typically, in Kansas, an individual under the age of eighteen is adjudicated as a juvenile offender. Therefore, if your child is found guilty, either through a plea or a trial, he or she will have a criminal record. However, your child may qualify to have their record expunged. Most juvenile adjudications can be expunged if:

- The juvenile has reached the age of 23 or it has been two (2) years since the sentence was completed;
- Since the sentence was completed, there are no pending criminal cases; and
- The circumstances and behavior of the juvenile warrant expungement.

More information on expungement can be found [here](#).

Q: What's the difference between a felony and a misdemeanor?

A: They are both crimes, but misdemeanor is a less serious crime than a felony. In Kansas, felonies are crimes that are punishable by a state prison term of more than one year. Crimes punishable by jail time of a year or less are misdemeanors. Examples of misdemeanors: Petty Theft, Possession of Marijuana, Battery, Disorderly Conduct. Examples of felonies: Burglary, Robbery, Aggravated Assault, Criminal Threat.

Q: Under what circumstances are charges dropped?

A: The decision to prosecute a case or drop charges will be determined by the District Attorney's office. Typically, charges may be dropped under the following circumstances:

- If the prosecutor does not believe the youth is guilty
- If the prosecutor does not have enough evidence to prove their case
- If there are other extenuating circumstances

Q: What is a release of information?

A: A Release of Information is an agreement signed by a person that allows the person's doctor, lawyer, or other practitioner to share the person's privileged information.

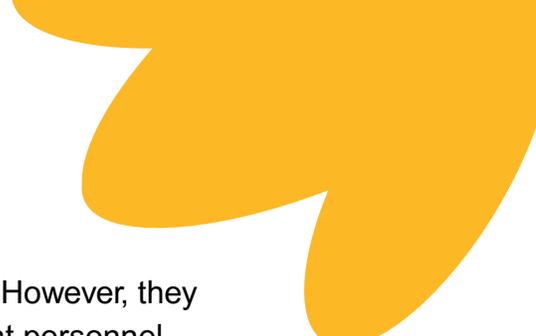
Q: Can my youth's record be expunged?

A: Not all charges can be expunged, so meet with your youth's attorney to discuss whether your youth's record can be expunged. Generally, your youth must wait two years after completing their sentence before asking the court to expunge their record. During the two years, your youth must stay out of legal trouble to be eligible for expungement. To ask the court for an expungement, you will need to fill out paperwork and turn the paperwork into the court's office along with any required fee.

Q: Who is financially responsible for my youth's act?

A: Caregivers can be held financially responsible for certain aspects related to their juvenile children's involvement in the justice system, including costs related to sanctions or supporting the juvenile offender. The court may waive any fees for supervision upon showing that the payments are an undue hardship for the youth or the youth's family.





Q: Can a juvenile record be sealed and how do you seal a juvenile record?

A: When juvenile records are sealed, they are closed to the public. However, they remain accessible to a limited number of court and law enforcement personnel connected to a youth's case. For youth aged 14 years or younger, a judge decides whether to seal their official file. Records from law enforcement officers or agencies are sealed for youth under the age of 14. All records collected during intake and assessment are also sealed. Remember to discuss your youth's eligibility with their attorney, as some exclusions may apply.

Q: Why is it important for me and my family to be involved with my youth's case?

A: Your family's engagement has a strong effect on your youth's success. Your family is important in creating a support network for the youth and will act as a protective factor against the youth re-entering the justice system once their case closes.

Q: How does my child get an attorney?

A: If a petition is filed your youth has a right to an effective and prepared lawyer/attorney. An attorney will be appointed to your child at their first hearing unless you hire an attorney for your youth. Your child's attorney only represents them, not you, even if you are paying. The attorney is required to have a confidential relationship with your youth. That means the attorney cannot talk to you about the youth's case unless the youth agrees and allows it.

Q: As a parent/guardian, will I be appointed an attorney?

A: No. As a parent, you can hire an attorney separate from your youth's attorney. You may request an attorney from the court, however, approval for an attorney is not guaranteed. The court can order a parent/guardian to do things for their youth and can order them to pay restitution. Some parents opt to hire their own attorney for legal advice at their own expense.

Q: Will I have to pay for my child's attorney?

A: If you hire an attorney, you will be required to pay that attorney unless you explicitly arrange for pro-bono representation with that attorney. If an attorney is appointed by the court, you will not pay that attorney, though you may still acquire court fees.

Q: What is meant by crossover?

A: Sometimes a youth may have some level of involvement or contact with both juvenile justice and the child welfare agency. If your youth is also involved with the child welfare agency, make sure that the supervision officer is aware of the youth's involvement so that both systems can coordinate their efforts to best support your family.



Q: What is the Immediate Intervention Program? Is the program available to my youth?

A: An immediate intervention program is an alternative to formal case proceedings. Upon completion of the program, the charges against your youth are dismissed. This program is available to youth who are being charged for the first time and are only charged for a minor crime.

Q: What happens if my child violates a condition of probation?

A: If your youth does not follow the court orders or the supervision agreement, then the CSO or ISO can file a probation violation (PV). A probation violation is a consequence of not following all court orders. When a PV is filed, you and your youth will have to attend a court hearing regarding the filed violation.

Q: Are there any costs associated with JISP?

A: Yes. While there is no cost for JISP services, there are other costs related to the program. For instance, your youth may be responsible for court costs, attorney's fees, restitution, fines, and supervision fees. The judge on your youth's case will determine these costs.

Q: How long is JISP?

A: JISP usually lasts between nine to 12 months, but sometimes it can be shorter or longer, depending on what the judge says.

Q: Do youth have a right to appeal after disposition?

A: Yes, they have the right to appeal the decision of their adjudication hearing and their disposition hearing.

Q: How do I know if my youth's behaviors are normal?

A: A few days of emotional outbursts might just be a normal sign of adolescence, but if you are steadily witnessing abnormal behavior, it may be a sign to seek help from a mental health professional. If the youth's physical and mental well-being is beyond your abilities, seek support from a professional and talk with your supervision officer.

APPENDIX A: STATE RESOURCES

Advocacy	Public Defenders	Legal Services
<ul style="list-style-type: none"> • Keys for Networking: Keys for Networking • Kansas Appleseed: Kansas Appleseed 	<ul style="list-style-type: none"> • Kansas State Board of Indigents' Defense: 785-296-6631 or SBIDS 	<ul style="list-style-type: none"> • Kansas Legal Services: 785-233-2068 • Record expungement: Clear Your Juvenile Record – Kansas
Medicaid	Behavioral Health	Children & Families
<ul style="list-style-type: none"> • KanCare Eligibility for Families and Children: 800-792-4884 or KanCare Eligibility 	<ul style="list-style-type: none"> • 988 Suicide and Crisis Lifeline: 988 • NAMI: NAMI Kansas • Kansas Behavioral Health Services: 785-296-3471 • Kansas Substance Use Treatment Referral Line: 866-645-8216 	<ul style="list-style-type: none"> • Kansas Department for Children and Families: Kansas DCF • Kansas DCF Mobile Crisis Helpline: 1-833-441-2240 • Kansas CASA Association: Kansas CASA
Education		Juvenile Justice Legislation
<ul style="list-style-type: none"> • Kansas Department of Education: Kansas Department of Education • Kansas Parent Information Resource Center: Kansas Parent Information Resource Center • Kansas Children's Service League: 1-800-Children 		<ul style="list-style-type: none"> • For additional information on the Kansas Juvenile Code: Guide to Kansas Juvenile Code

APPENDIX B: GLOSSARY

- **Adjudication:** A finding by the court that the respondent committed the offense.
- **Arrest:** Taking a person into custody by authority of law, for the purpose of charging the person with a criminal offense, delinquent act and/or status offense.
- **Assessment:** A professional evaluation of a child's educational or mental health needs. Used to determine what services are needed for successful rehabilitation or educational success.
- **Attorney:** A person who represents their client in court proceedings. An attorney is the same as a lawyer.
- **Attorney-client privilege:** Your youth's attorney cannot tell anyone what is discussed between your youth and the attorney, including your family. The youth must provide permission for an attorney to disclose any information to someone else.
- **Case termination:** this occurs when your youth's case is dismissed or your youth completes their court orders and is discharged from their ordered program.
- **Charge:** the formal allegation(s) set forth in the petition filed by the prosecutor.
- **Community service:** An alternative available to youth requiring them to devote time to the community as part of conditions of release or court order.
- **Community Supervision Agency:** A local county-operated juvenile justice program that provides services for juvenile offenders and their families when the youth participates in court-ordered supervision.
- **Complaint:** A document filed with the court to start an action under the juvenile offender code.
- **Conditional release:** A type of release from a term of commitment in a juvenile correctional facility that requires the youth to participate in supervision services, also called an aftercare term, under conditions established by the court.
- **Court-Appointed Special Advocate (CASA):** This is a responsible adult, other than an attorney, who is appointed by the court to represent the best interests of a child in a court proceeding.
- **Crossover youth:** A young person aged 10 or older who is involved with both the child welfare and juvenile justice system.
- **Detention:** The confinement of youth in a licensed detention center. This could be the result of a court order or an arrest by law enforcement pending a court hearing.

- **Discharge:** This refers to the dismissal of youth from a juvenile services program. This marks the completion of their participation.
- **Disposition:** A court-ordered sentence given to a juvenile offender.
- **Electronic monitoring:** Devices used to determine a juvenile offender's compliance to court/supervision requirements by restricting his or her movement to acceptable/approved locations.
- **Expungement of records:** The removal and sealing of records concerning a juvenile offender as authorized by court order.
- **Family member:** A family member could be a person who is a youth's 1). biological family member (including parents, grandparents, aunts and uncles, siblings), 2). chosen family members (such as godparents, family friends, and neighbors), or 3). any other important people (such as mentors, teachers, coaches, and faith leaders).
- **Felony:** A serious criminal offense.
- **Graduated responses:** A system of community-based sanctions and incentives used to address violations of immediate interventions, terms and conditions of probation and conditional release and to incentivize positive behavior.
- **Guardian:** A person(s) appointed by the court to be the guardian of a child who has the duty and authority to make important decisions about the youth's life and well-being.
- **Hearing:** A court proceeding which is usually scheduled in advance and all parties to the case are usually present. A record, either video or audio, is made of what people say in the court during the hearing.
- **Immediate intervention:** A diversion program that is used to hold juvenile offenders accountable while allowing them to avoid formal court processing.
- **Judge:** A person who makes decisions throughout your youth's case and who will make the official decision on your youth's case
- **Judicial district:** a single county or a group of counties organized for the administration of the judicial system in Kansas.
- **Juvenile offender:** A person 10 or more years of age but less than 18 who commits an act while a juvenile, which, if done by an adult, would constitute the commission of a felony or misdemeanor.
- **Major violations:** Acts, behaviors or conduct of offenders that violate court-ordered conditions, pose a threat to public safety, or demonstrate an unwillingness or inability to comply with program conditions with the instructions of the supervising officer.

- **Minor violations:** Acts, behaviors, or conduct of juvenile offenders that do not pose a serious or immediate threat to the public safety and which may be effectively addressed by program sanctions, treatment or other responses in lieu of revocation of court ordered supervision.
- **Misdemeanor:** A minor criminal offense that if committed by an adult would be punishable by up to six months in jail. This offense is less serious than a felony.
- **Neutral third party:** A person or group who does not provide direct services for or supervision of a youth's case.
- **Offense:** A violation of the criminal law.
- **Predisposition Report (PDI):** An investigation report provided to the court prior to a disposition hearing.
- **Probation violation:** This occurs when a youth does not follow all the conditions of their probation. The youth's supervision officer can file a probation violation report.
- **Probation:** A period of community supervision overseen by either court services or community corrections, but not both.
- **Prosecutor:** The person who files charges against someone who the police suspect has committed a crime
- **Reintegration plan:** A written document prepared in consultation with the child's parent or guardian that outlines a plan to successfully get a youth back into their community following their release from state custody.
- **Restitution:** A court-ordered amount of money that your youth must pay if their crime caused their victim to pay money or if they lost something that will cost money to replace.
- **Sanction:** The penalty for not following program standards or conditions (non-compliance). These are usually offered as a consequence for non-compliance instead of revoking a youth's participation in the program.

- **Sentence:** After you have been found guilty of a crime, the judge will sentence your youth.
- **Status offender:** Any person under the age of 18 who is charged with an offense that only applies to this age group.
- **Statute:** A compilation, with annual updates, of all laws passed by the Kansas Legislature.

- **Subpoena:** An order by the court that has authority to compel testimony by a witness or a production of evidence under a penalty for failure.
- **Summons or a Notice to Appear:** a written order issued by an intake and assessment worker or a law enforcement officer directing that a juvenile appear before a designated court at a stated time and place to answer a pending charge.
- **Supervision officer:** This person is an officer from court services, community corrections or any other individual authorized to supervise a juvenile on an immediate intervention, probation or conditional release. Any employee of a community supervision agency whose job duties include supervision of any juvenile offender(s).
- **Supervision plan:** Developed for/with the youth based off of their risks and needs. The plan should address problems, treatment goals, objectives, responsibility, duration, responsibility factors and strengths.
- **Warrant:** A written order by a judge that allows any member of law enforcement to arrest and take a youth into custody.



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