

Community Supervision Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: SUPERVISION	STANDARD NO. CSS-04-111
	SUBJECT: COURTESY SUPERVISION	PAGE: 1 of 3
REFERENCES: None	DATE ADOPTED:	7-1-2006
	DATE AMENDED:	11-30-2022
	DATE REVIEWED:	11-16-2022

STANDARD: Written policy, procedure and practice shall permit the courtesy supervision of juveniles between Community Supervision Agencies and establish a uniform set of requirements for all judicial districts that elect to utilize this type of supervision.

Acceptance of a courtesy supervision case shall be at a mutual agreement between the originating and receiving counties, with either county be afforded the ability to accept, reject or terminate a courtesy supervision arrangement.

Juvenile Intensive Supervised Probation (JISP) juveniles, Conditional Release (CR) juveniles living in a trial home visit setting and youth dually supervised (crossover youth) by the Department for Children and Families (DCF) and Kansas Department of Corrections (KDOC) shall only be eligible for courtesy supervision (an example of crossover youth is a juvenile on JISP who is placed out of home in the custody of DCF). Juveniles residing in a residential placement or Juvenile Correctional Facility (JCF) are not eligible for courtesy supervision.

Under a courtesy supervision arrangement, the requirement of the originating and receiving counties shall be as follows:

Originating County Requirements:

- Courtesy supervision shall be requested from the originating county and provide all information requested by the receiving county
- If the courtesy supervision is accepted prior to the juvenile residing in the receiving county, the originating county is responsible for all supervision and reporting requirements until the youth relocates
- All Kansas Department of Corrections (KDOC) case management system data requirements for courtesy supervision shall be met prior to authorizing access to the receiving county

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the juvenile offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or juvenile offenders, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised juvenile offenders or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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REFERENCES: None		DATE ADOPTED: 7-1-2006
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STANDARD (cont.):

- The ultimate responsibility for the juvenile remains with the originating county which includes but is not limited to: all program standards, court communications and coordination (i.e. permanency hearings, court progress reports) and continued supervision of the juvenile at an appropriate level
- The payment of costs for youth associated with purchased services, transportation and any other incidental needs of the juvenile such as clothing, medical and school
- The juvenile's supervision plan and Youthful Level of Service/Case Management Inventory (YLS/CMI) shall be current
- Maintaining all official case files, whether paper or electronic
- Respond within three (3) business days to the receiving county when notified of any of concerns/violations pertaining to the juvenile
- Perform KDOC case management system courtesy supervision cancellation and discharge

Receiving County Requirements:

- Upon the receipt of the courtesy supervision referral, respond to the originating county within ten (10) business days
- If the juvenile currently resides in the receiving county, the receiving county shall provide the initial reporting instructions to the juvenile
- Upon courtesy supervision acceptance assign a Community Supervision Officer in the KDOC case management system
- Upon courtesy supervision acceptance the supervision plan, YLS/CMI and ongoing supervision requirements shall be completed by the receiving county
- Maintaining all records necessary to document activities performed by the receiving county by paper or electronic means
- Notifying the originating county of any violations requiring Court action
- Provide all requested records to the originating county upon termination of the courtesy supervision

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DISCUSSION: A collaborative effort between the originating county and receiving county is the preferred protocol. The receiving county may communicate with agency directors, county/district attorneys, judges or any other related key stakeholder from the originating county to meet the needs of the juvenile and ensure public safety.

The process to complete a courtesy supervision transfer in the KDOC case management system can be found in the Athena Training Manual located on the KDOC Portal under Information Technology-Juvenile Comm Corr Athena Training Manual.

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