

Community Supervision Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: DOCUMENTATION, REPORTING AND RECORDS	STANDARD NO. CSS-03-101
	SUBJECT: KANSAS DEPARTMENT OF CORRECTIONS (KDOC) CASE MANAGEMENT SYSTEM DOCUMENTATION AND SYSTEM MANAGEMENT	PAGE: 1 of 1
REFERENCES: None	DATE ADOPTED: 7-1-2006 DATE AMENDED: 12-19-2022 DATE REVIEWED: 12-12-2022	

STANDARD: Written policy, procedure and practice shall require accurate and updated information to be completed by the Community Supervision Agency Officer in the KDOC case management system within five (5) days of performing the work. The Community Supervision Agency is responsible for the integrity of KDOC case management system data related to juveniles served by staff under its supervision, and for requested information to the Division of Juvenile Services Supervisors and staff are accountable for the proper use of the KDOC case management system in compliance with policies and procedures governing the system.

Documents pertaining to the juvenile’s supervision shall be uploaded in the KDOC case management system pursuant to guidance provided by KDOC.

DISCUSSION: Screens in the KDOC case management system are important documents that could become part of the Court record if subpoenaed by the sentencing Court, therefore entries should always be current, comprehensive and understandable. Please see “Qualifications” standards for specific position qualifications to gain access to the KDOC case management system.

The Community Supervision Agency Director, or designee, should conduct reviews of recent supervision events entered into the KDOC case management system on a minimum of one time every three (3) calendar months for each Community Supervision Officer entering supervision related data. The purpose of the review is to check the record of supervision for thoroughness and compliance with locally developed policy/procedure and state standards.

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.