

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>ADMINISTRATION</p>	<p>STANDARD NO.</p> <p>JIAS-01-100</p>
	<p>SUBJECT:</p> <p>POLICY AND PROCEDURE MANUAL</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: None</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE AMMENDED: 9-1-2022</p> <p>LAST REVIEWED: 7-25-2022</p>	

STANDARD: The Intake and Assessment Program shall have a policy and procedure manual governing the operation and maintenance of all program components and services.

The manual shall be accessible to all staff.

The manual shall be reviewed annually and updated as needed.

Any new or revised policies and procedures shall be disseminated to staff, volunteers, and interns, prior to the implementation with the date of the implementation specified on the document.

DISCUSSION: The manuals will assist staff in successfully carrying out their assignments and are crucial to ensuring overall consistency in program policy and procedure. All staff should be thoroughly familiar with the sections concerning their job roles.

Each Judicial District should have a written system in place to provide documentation of policies and procedures reviewed by staff, volunteers and interns.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles 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.