

<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><b>CHAPTER:</b></p> <p><b>OPERATIONS</b></p>	<p><b>STANDARD NO.</b></p> <p><b>JIAS-04-101</b></p>
	<p><b>SUBJECT:</b></p> <p><b>REACTION AND RESPONSE TIME</b></p>	<p><b>PAGE: 1 of 2</b></p>
<p><b>REFERENCES: K.S.A. 75-7023</b></p>	<p><b>DATE ADOPTED: 11-1-2009</b></p> <p><b>DATE REVIEWED: 3-1-2017</b></p>	

**STANDARD:** Written policy, procedure and practice shall require that the Intake and Assessment Program respond to law enforcement upon their request within ten (10) minutes of notification. The intake worker and law enforcement officer shall confer and determine whether an immediate assessment is required.

If determined an immediate assessment is required, the assessment should commence within thirty (30) minutes of the conversation. If there are extenuating circumstances causing a delay, the intake worker shall document extensions of this time period.

For Judicial Districts that have multiple counties and an intake office is not located in the same county where the law enforcement officer has custody of the youth, arrangements can be made for intake interviews to be conducted using a two-way audio-visual communication system. If a two-way audio-visual communication system is not available, then a two-way audio system may be used.

When a youth is brought to intake, parent(s)/guardian(s) or other appropriate adult(s) shall be contacted immediately unless case circumstances indicate it may not be in the child's best interest. The appropriate time to attempt contact shall be determined based upon case circumstances. This contact, or unsuccessful attempts, shall be documented in Juvenile Justice Intake and Assessment Management System (JJIAMS).

For Judicial Districts that have law enforcement agencies that elect to use a notice to appear process, the juvenile intake and assessment office shall have a process in place to receive, document and track NTAs and other pertinent information received from the LEO. (See JIAS 04-112)

A Memorandum of Understanding, pursuant to JIAS-01-103, may be developed between law enforcement and the Intake and Assessment Program in the event of any deviation from the above standard. The agreed upon response times shall be specified within the Memorandum.

**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.

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**DISCUSSION:** Research has demonstrated that much of the intake program’s success in working with youth and their families can be contributed to the immediate response to the youth and/or families’ actions. Delaying the assessment process tends to reduce that positive impact.

For Judicial Districts with multiple counties that have arrangements between juvenile intake and law enforcement agencies for intake interviews to be conducted using a communication system, it is preferable to utilize a two-way audio-visual system rather than a two-way audio system (to provide for sight and sound capability).

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