**STANDARD**: Written policy, procedure and practice shall require the Community Supervision Agency upon notification/determination that a juvenile has absconded from supervision to make reasonable efforts to locate the youth. Reasonable efforts shall include, at a minimum, checking the youth’s: residence; family/guardian’s residence; friend’s residence; place of employment; school; or any other known location that the youth may frequent. For youth in out of home placement, these efforts may be completed by the placement staff and/or supervision officer. All efforts shall be documented in the Community Agency Supervision Information Management System (CASIMS) as the relevant chrono type and sub-type.

Absconding shall not be considered a technical violation of supervision or be considered a violation for the response grid. A third or subsequent violation is not required for absconding and a warrant may be requested when reasonable efforts to locate the youth have been met.

If the Community Supervision Officer’s reasonable efforts to locate the youth are unsuccessful, the Officer shall request the Court issue a warrant for the youth. All requests for warrants shall include:

- All documented efforts to locate the youth
- That the juvenile be entered into the National Crime Information Center (NCIC)

Notification shall be given to law enforcement within twenty-four (24) hours upon a juvenile returning or has been located. Notification should at a minimum be documented in a Community Agency Supervision Information System (CASIMS) chrono, and include the date, time, individual and agency the notification was given to.

**DISCUSSION**: Kansas Statute does not specify how notification should be given to law enforcement, however local practice needs to ensure the Community Supervision Agency can provide documentation that notification was provided.

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**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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