



# INTERNAL MANAGEMENT POLICY & PROCEDURE

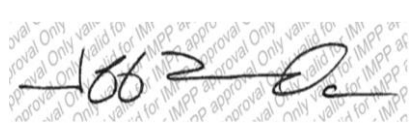
**Applicability:** ☐ Adult Operation Only ☒ JUVENILE Operations Only ☐ DEPARTMENT-WIDE

IMPP #: 11-102J

PAGE #: 1 of 10

## DECISION MAKING: Juvenile Correctional Facility Preadmission, Admission and Release Process

Original Date Issued: 05-11-17 Replaces IMPP Issued: 05-11-17 **CURRENT EFFECTIVE DATE: 06-13-23**

Approved By: , Secretary Next Scheduled Review: 05/2026

### POLICY

The Kansas Department of Corrections should facilitate the juvenile correctional facility (JCF) and community supervision agencies (CSA) working collaboratively in managing residents within the custody of the Secretary of Corrections, to facilitate admission to the JCF and in planning for conditional release and aftercare supervision.

### DEFINITIONS

1600 Direct Commitment Record: A record containing information regarding the resident, committing court, offense(s) and sentence, generated for all juvenile correctional facility admissions.

Athena: Electronic database system containing resident information for those residents sentenced to a juvenile correctional facility pursuant to the Kansas juvenile code.

Community Supervision Agency (CSA): A local juvenile justice program operated by the administrative county which provides services for residents and their families when the resident is subject to court-ordered supervision such as juvenile intensive supervised probation, court-ordered custody, interstate compact for juveniles, juvenile correctional facility and conditional release.

Community Supervision Officer (CSO): Any employee of a community supervision agency whose job duties include supervision of resident(s).

Conditional Release (CR): Release from a term of commitment in a juvenile correctional facility for an aftercare term under conditions established by the Secretary.

Conditional Release Contract (CRC): An agreement between the releasing JCF, CSO and the resident being released, establishing specific conditions the juvenile resident shall adhere to during their aftercare term.

Direct Commitment: The commitment of a resident to a juvenile correctional facility by a court.

Earliest Possible Release Date (EPRD): The earliest date a resident is eligible for release from a juvenile correctional facility based on the placement matrix and good time earned.

Extended Juvenile Jurisdiction (EJJ): A term applied when a resident is sentenced to both a juvenile and adult sentence. The adult sentence is stayed and the juvenile sentence is imposed. If the resident violates the juvenile sentence, the resident must serve the adult sentence.

Juvenile Correctional Facility (JCF): A facility operated by the Secretary for the commitment of residents. The most restrictive placement for residents which is intended to protect public safety while providing programs that develop accountability and skill development for residents.

Kansas Criminal Justice Information System (KCJIS): A database which contains information about residents sentenced to the custody of the Secretary of Corrections, run by the Kansas Bureau of Investigation.

Kansas Resident Registration Act (KORA): Kansas resident registration requirements for specific sex crimes, drug crimes and violent crimes, intended to provide the public with information regarding convicted residents who could pose a threat to the safety of our families.

Kansas Resident Registration Form (KORF): Refers to the official form required by the Kansas Bureau of Investigation (KBI) under the Kansas Resident Registration Act (KORA).

National Crime Information Center (NCIC): A computerized index of criminal justice information such as: criminal record history information; fugitives; stolen properties; and missing persons. It is available to federal, state, and local law enforcement officials and other criminal justice agencies and is operational 24 hours a day, 365 days a year.

Notice of Release (NOR): Notification of an resident's release from a juvenile correctional facility, provided by the superintendent, including the name of the resident, address upon release, contact person with whom the resident will be residing upon release, anticipated date of release, anticipated date of enrollment in school, name and phone number of case worker, crime or crimes of adjudication if not confidential based upon other statutes, conditions of release and any other information deemed appropriate, submitted to the court and other persons, agencies and educational institutions per Kansas law.

Reception and Diagnostic Unit (RDU): The Reception and Diagnostic Unit is part of the Kansas Juvenile Correctional Complex (KJCC) where all residents committed to a juvenile correctional facility are received for an assessment, classification and appropriate placement based on significant risks and treatment needs.

Resident: A person who is in the legal custody of the Secretary of Corrections housed in a correctional facility.

Youthful Offender: A juvenile resident who is less than 18 years of age at the time of sentencing, who has been prosecuted and convicted as an adult or under a revoked extended jurisdiction juvenile prosecution and has been placed in the custody of the Secretary.

## **PROCEDURES**

### **I. Juvenile Correctional Facility (JCF) Pre-Admission**

- A. Upon receipt of a certified copy of the complaint, journal entry of adjudication and journal entry of disposition provided by the clerk of the committing court, the Secretary/designee shall review the legal paperwork committing a resident to a juvenile correctional facility.
- B. Any question(s) regarding the sentence ordered by the court shall be brought to the attention of the KDOC Legal Division.
- C. A 1600 Direct Commitment Record shall be generated for all residents sentenced to a juvenile correctional facility (JCF) utilizing the 1600 Direct Commitment Application, and shall include the resident's name, admitting facility and admission date.
- D. The Secretary/designee shall provide notification of the resident's admission date and admitting facility to the committing court via the clerk's office, JCF, community supervision officer (CSO) and their supervisor, within three (3) business days of receiving the required legal documents for the direct commitment of the resident.
  1. The date of admission shall be no more than five (5) days after providing the court with notice of the resident's admission date.
- E. The Secretary/designee shall notify the JCF of registration requirements for all residents ordered

- to register pursuant to the Kansas Resident Registration Act (KORA).
- F. The Secretary/designee shall document resident registration requirements in Athena, pursuant to KORA.
- G. Prior to a resident's admission to a JCF, the Secretary/designee shall collect the following documents from the CSO for submission to the Reception and Diagnostic Unit (RDU) and other applicable staff utilizing the pre-admission information group e-mail listing:
1. Legal Documents
    - a. Restitution orders;
    - b. Plea bargains accepted;
    - c. Pending charges;
    - d. Special court orders specific to the juvenile resident concerning sentence, programs, or associations;
    - e. Revocation actions;
    - f. Pre-sentence investigation;
    - g. Copy of birth certificate; and
    - h. Copy of social security card.
  2. Risk Management Information
    - a. Documentation of any suicide attempts;
    - b. Escape/runaway history;
    - c. Incidents of fire starting/arson;
    - d. Assault/battery risk;
    - e. Substance abuse use level(s);
    - f. Pregnancy (female residents);
    - g. Sexual abuse history or sexual offenses as perpetrator;
    - h. Prohibited and permitted associates/visitors contact information;
    - i. Police report(s) and affidavit for probable cause;
    - j. Previous Deoxyribonucleic Acid (DNA) collection information; and
    - k. Fingerprint collection information (date collected and by who).
  3. Medical Information
    - a. Current medications and current medical care;
    - b. Any known official diagnosis;
    - c. Any known disabilities;

- d. Family insurance data;
  - e. Immunization records;
  - f. Activity restrictions due to medical concerns and reasons why; and
  - g. Unusual medical conditions (organic-diabetic).
4. Additional Case History Information
- a. Past behavioral health diagnosis;
  - b. Prior psychological testing;
  - c. Pre-sentence disposition and diagnostic/evaluation reports;
  - d. Prior placement/treatment reports;
  - e. Gang affiliation information;
  - f. General social/family history;
  - g. Employment/work history;
  - h. Prior Department for Children and Families (DCF) custody information; and
  - i. School Records/Information.
5. Sex Offender Information
- a. Sex offender evaluations;
  - b. Past behavioral health diagnosis;
  - c. Psychological evaluations;
  - d. Police reports;
  - e. Any assessments that pertain to the youth's sex offense; and
  - f. Any documents clarifying the sexual offense the youth was adjudicated of.
- H. The detaining juvenile detention facility/jail may recommend the percentage of good time credit received by residents detained pending the disposition of their direct commit case, using the Juvenile Detention Facility Good Time Recommendation form. (Attachment A)
- 1. Good time credit shall be based on the resident's behavior and compliance with the detaining facility rules of conduct and/or behavior management system.
  - 2. The Secretary/designee shall provide the Juvenile Detention Facility Good Time Recommendation form to the CSO for completion, noting the juvenile detention facility/jail's good time recommendation (0%, 25%, 50%, 75%, or 100%) and documenting the reason behind any recommendation less than 100%.
  - 3. If no Juvenile Detention Facility Good Time Recommendation form is received within seven (7) days of the resident being admitted to a JCF, the resident shall receive all good time credit available while detained pending the disposition of his/her direct commit case.
- I. To prevent the spread of communicable diseases, the Secretary/designee shall provide the JDF/jail with a Pre-Transfer Health Screening form for completion and submission to the

Reception and Diagnostic Unit (RDU) upon admission. (Attachment B)

- J. The Secretary/designee shall review all sentencing journal entries to:
  - 1. Ensure the resident's sentence is properly calculated.
  - 2. Ensure the sentence begins date, release date and conditional release end date is accurate and correctly entered in Athena, after taking into consideration available good time at the JCF, detention good time, and credit for time served awarded.
  - 3. Ensure any sentencing or calculation errors are promptly resolved.
- K. Upon determining a resident has served his/her direct commit sentence while in detention/jail and prior to admission to a JCF, the KDOC Legal Division shall be notified.
  - 1. The Legal Division shall be provided the legal documents, good time recommendation form from the detaining facility and sentence computation for all sentences served in detention/jail.
  - 2. Once verified by the Legal Division, the CSO will be notified.
  - 3. The Notice of Release (NOR) (Attachment C) and Conditional Release Contract (CRC) (Attachments D) will be filed with the court by Secretary/designee and a copy provided to other parties as required by law.

## **II. Youthful Offenders Admitted to a Juvenile Correctional Facility**

- A. Upon notification of any youthful offender to be admitted to KJCC RDU, the following documents shall be collected prior to admission:
  - 1. Complaint;
  - 2. Conviction Order;
  - 3. Sentencing Order;
  - 4. Pre-Sentence Investigation;
  - 5. Police Report;
  - 6. Criminal History;
  - 7. Affidavit;
  - 8. Evaluation Reports;
  - 9. Copy of birth certificate;
  - 10. Copy of social security card; and
  - 11. Any other information associated with youthful resident's case.
- B. KDOC "Juvenile Only" policies, facility general orders, assessments and programs shall apply to youthful residents.
- C. The Secretary/designee shall track youthful offenders custody and good time for release planning purposes.
- D. Youthful offenders must be transferred/released from the JCF on or before their 18<sup>th</sup> birthday.

- E. KDOC Juvenile Services and KDOC Facility Management shall coordinate the admission date and transfer of youthful offenders.

### **III. DNA, Prints, Photographs, Warrants, Registration**

- A. The Secretary/designee shall verify through the Kansas Criminal Justice Information System (KCJIS) and the National Crime Information Center (NCIC) that all residents sentenced to or placed at a JCF are in compliance with submission of the following to the Kansas Bureau of Investigation (KBI), if applicable. Any noncompliance shall be reported to the JCF for corrective action.
  - 1. DNA;
  - 2. Resident registration form pursuant to the Kansas Resident Registration Act (KORA);
  - 3. Fingerprints;
  - 4. Palm Prints; and
  - 5. Photograph of resident's face and any identifying marks.
- B. The Secretary/designee shall determine if there are any active warrants associated with residents sentenced to a JCF by utilizing the KCJIS and NCIC.
  - 1. Upon admission of residents with active warrants, the Secretary/designee shall:
    - a. Complete a hit confirmation to determine whether the law enforcement agency (LEA) entering the warrant in KCJIS or NCIC wants a hold placed on the resident.
    - b. If a hold is requested, a copy of the warrant shall be requested from the entering LEA.
    - c. Once a copy of the warrant and pick-up instructions are received by Secretary/designee, the JCF and CSO shall be notified and provided a copy of the warrant and pick-up instructions.
    - d. The JCF shall place a hold on the resident and shall communicate with the LEA requesting the hold as to the resident's release date.

### **IV. Admission and Intake**

- A. The RDU shall receive all residents committed to a JCF for an assessment, classification, and appropriate placement based on significant risks and treatment needs.
- B. A standardized RDU process is conducted with all residents during the initial 21 days of admission to the RDU. KJCC shall make housing assignments and targeted referrals to programs and services consistent with the results of utilized risk/need assessments, screenings, and evaluations.
- C. Within three (3) days of admission, the superintendent/designee shall be responsible for registering residents meeting the criteria of the Kansas Resident Registration Act, who are admitted, transferred, released, or discharged from a juvenile correctional facility in accordance with the Kansas Resident Registration Act (K.S.A. 22-4901 and amendments thereto) and IMPP 11-118D (Attachment E and F).

### **V. Program Planning**

- A. The RDU shall notify the CSO and parent/guardian of the initial conference within three (3) days of admission which shall be held within 21 days of a resident's admission to the RDU. During this conference the earliest possible release date (EPRD) will be provided to the CSO.

1. The RDU Diagnostic Report shall include but is not limited to the following:
  - a. Account of the legal aspects of the case;
  - b. Summary of criminal history, if any;
  - c. Social history;
  - d. Behavioral health history;
  - e. Vocational interests and experience;
  - f. Educational status;
  - g. Religious background and interests;
  - h. Psychological screening;
  - i. JCO unit officer and other staff reports;
  - j. Staff recommendations;
  - k. Recreational preferences and needs assessment; and
  - l. Substance abuse.
- B. A formal 180-day Conference/Staffing shall be held at 180-day intervals from the date of the initial conference.
  1. Notification of the 180-day Conference/Staffing shall be sent at least two (2) weeks in advance of the conference to the resident's parents or legal guardian with copies to the committing court and the CSO, informing them of the conference date and time and inviting them to participate.
  2. Written copies of all conference reports shall be sent to relevant community agencies and parents/guardians within one week after the conference date.

## **VI. Release Planning**

- A. Release planning is to commence at the time of admission to the RDU and is a collaborative effort between the CSO and JCF staff and the resident's support network (i.e. parents/guardians, mentor, etc.) and is ongoing throughout the resident's stay at the JCF.
- B. The CSO and JCF staff must have contact by phone, in writing, e-mail or in person at least once every 30 days. This communication will be documented in Athena.
- C. JCF staff must have contact with the resident's parent/caregiver/legal guardian by phone, in writing, email or in person at least once every 30 days. This communication will be documented in Athena.
- D. Prior to the pre-release conference, the JCF will provide the CSO the following information:
  1. Identifying information;
  2. Behavior adjustment;
  3. Program participation;

4. All copies of behavior incident reports from the previous 90 days;
5. Educational progress (academic and vocational);
6. Medical status;
7. Family contact, involvement, support;
8. Placement and aftercare recommendation;
9. Copy of GED or high school diploma; and
10. Copy of pre-release Youth Level Service/Case Management Instrument (YLS/CMI), if applicable.

**VII. Pre-Release Conference**

- A. Pre-release conferences are the same as 180-day conferences and all rules and procedures apply.
  1. A pre-release conference shall be scheduled 30 days prior to the resident's Projected Release Date (PRD).
  2. The PRD shall be verified prior to this conference.
  3. The JCF shall contact the CSO 45 to 60 days prior to the scheduled release date to notify the CSO of the scheduled pre-release conference.
- B. At the pre-release conference, final decisions will be made for placement, case plan, release date, and transportation arrangements from the JCF.
- C. At least 30 days prior to the anticipated release from the facility date of each resident, the Secretary/designee shall:
  2. Promptly resolve any sentencing or calculation errors;
  3. Ensure this information is correctly entered in the JCF electronic database system.
  4. Determine whether the resident has any active warrants.
- D. Prior to release, the resident will sign the conditional release contract and case plan.

**VIII. Notice**

- A. The JCF is required to initiate release notifications in the manner provided by statute using the Notice of Release form. (Attachment C) Each notification shall identify the offense(s) for which each resident has been adjudicated and is currently serving a sentence.
- B. Prior to release, the JCF shall invite the school district in which the resident will be residing to participate in planning for the resident's release or discharge, if the resident is required to attend school. The JCF shall send the educational records and Notice of Release to the school district the resident will be attending.
- C. In the event the receiving school is unknown at the time of release, the JCF shall work with the CSO to identify the school the resident will attend. Once identified, the JCF shall notify the receiving school as required in Section B. above.

**IX. Provision for Issuing Medications at Time of Release**



- A. At time of conditional release, a 30-day supply of medication shall be issued.
  - 1. A supply of less than 30 days may be issued if there are concerns regarding a resident's behavioral health and if there are concerns regarding abuse of the medication.
  - 2. At the time of release, the resident will also be provided with documentation for two additional refills of their prescription.

**X. Release Actions**

- A. Residents shall be released on the day the commitment portion of their sentence expires except as otherwise provided in this section.
  - 1. The Secretary/designee may approve administrative placement of a resident when:
    - a. The resident's release is scheduled for a weekend or holiday; and
    - b. The out-of-home community placement does not accept admissions on a weekend or holiday.
- B. Administrative placements shall be released on the next business day after his/her original release date from the facility.
- C. The Secretary/designee may approve the temporary release of a resident from custody in a JCF to obtain medical services or to reintegrate the resident into the community.
  - 1. The superintendent shall make the request in the form and manner established by the Secretary/designee.
  - 2. If approved, the resident shall be accompanied by an employee or other designated adult upon release.
- D. The superintendent/designee shall be responsible for confirming that arrangements have been made to transport the resident on the actual day of release.

**XI. This IMPP must serve as final policy in all departmental facilities, and no General Orders shall be developed or implemented on this subject.**

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and residents and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or residents, or an independent duty owed by the Department of Corrections to employees, residents, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

**REPORTS REQUIRED**

None.

**REFERENCES**

K.S.A. 22-4901, 38-2369, 38-2373, 38-2374, 38-2376, 38-2377  
CSS-03-114

**ATTACHMENTS**

<b>Attachment</b>	<b>Title of Attachment</b>	<b>Page Total</b>
A	Juvenile Detention Facility Good Time Recommendation form	1 page
B	Pre-Transfer Health Screening form	2 pages
C	Notice of Release	1 page
D	Conditional Release Contract	2 pages
E	Resident Registration and NSOR Entries Flow Chart	2 pages
F	Kansas Highway Patrol – NSOR/NCIC Protocol	1 page

## JUVENILE DETENTION FACILITY GOOD TIME RECOMMENDATION

Instructions: Please complete the form below, providing your good time credit recommendation and a brief narrative supporting the basis for your recommendation, for all residents sentenced to a juvenile correctional facility while detained in your juvenile detention facility or jail (if over age 18).

Residents may earn 100%, 75%, 50%, 25% or 0% good time, based on their behavior while detained, pending admission to a juvenile correctional facility. Please return the completed form within seven (7) days of resident being discharged from your juvenile detention center/jail, via fax to:



Records Department  
Kansas Juvenile Correctional Complex  
1430 NW 25<sup>th</sup> Street  
Topeka, Kansas 66618-1499  
Phone: (785) 354-9800  
Fax: (785) 354-9878

Juvenile's Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Case Number(s): \_\_\_\_\_  
County of Adjudication: \_\_\_\_\_

***Please check one and retain any supporting documentation if your recommendation is less than 100%.***

1. \_\_\_\_\_ 100% good time available:  
Behavior was **cooperative and positive** while in detention.
2. \_\_\_\_\_ 75% good time available  
Behavior was **sometimes cooperative and positive** while in detention.
3. \_\_\_\_\_ 50% good time available  
Behavior was **sometimes uncooperative and negative** while in detention.
4. \_\_\_\_\_ 25% good time available  
Behavior was **generally uncooperative and negative** while in detention.
5. \_\_\_\_\_ 0% good time available  
Behavior was **uncooperative and negative** while in detention.
6. \_\_\_\_\_ **NO RECOMMENDATION** concerning the award of good time.

**Basis for recommendation - If recommendation is less than 100%, failure to provide basis for recommendation will result in resident receiving 100% good time.**

\_\_\_\_\_  
Signature and Title of Person Completing Form

\_\_\_\_\_  
Date

**Pre-Transfer Health Screening**  
**(To be Completed Prior to Transfer to KJCC)**

Please use this form to document a resident's health condition prior to transfer to a juvenile correctional facility

Resident's Name \_\_\_\_\_ Date \_\_\_\_\_ Submitting Facility \_\_\_\_\_ Ph: \_\_\_\_\_

MEDICAL HISTORY																											
<b>Chronic Health Conditions:</b> <input type="checkbox"/> Asthma <input type="checkbox"/> Hyperlipidemia <input type="checkbox"/> Seizure Disorder <input type="checkbox"/> IDDM <input type="checkbox"/> HIV/AIDS <input type="checkbox"/> Pregnancy		<b>Current medical or dental problems:</b>        																									
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TB SCREENING																											
Last PPD Date: _____ Results _____ mm <input type="checkbox"/> Negative <input type="checkbox"/> Positive      If positive was tx completed? Date: _____																											
<b>TB Symptoms:</b> <table><tbody><tr><td><input type="checkbox"/> Cough &gt; 3 weeks duration</td><td><input type="checkbox"/> Night Sweats</td></tr><tr><td><input type="checkbox"/> Productive Cough</td><td><input type="checkbox"/> Fever/chills/sweating</td></tr><tr><td><input type="checkbox"/> Hemoptysis</td><td><input type="checkbox"/> Shortness of Breath</td></tr><tr><td><input type="checkbox"/> Un-intentional weight loss</td><td><input type="checkbox"/> Fatigue</td></tr></tbody></table>				<input type="checkbox"/> Cough > 3 weeks duration	<input type="checkbox"/> Night Sweats	<input type="checkbox"/> Productive Cough	<input type="checkbox"/> Fever/chills/sweating	<input type="checkbox"/> Hemoptysis	<input type="checkbox"/> Shortness of Breath	<input type="checkbox"/> Un-intentional weight loss	<input type="checkbox"/> Fatigue																
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**Please have Transport Officer present this form in a sealed envelope to the juvenile correctional facility officials immediately upon transfer of physical custody.**

**KANSAS DEPARTMENT OF CORRECTIONS, JUVENILE SERVICES**  
**Pre-Transfer Health Screening**  
**(To be Completed Prior to Transfer to KJCC)**

SKIN															
<p><b>Does resident currently have <i>or has</i> the resident recently been treated for any of the following?</b></p> <table style="width: 100%; border: none;"><tr><td style="width: 50%; vertical-align: top;"><input type="checkbox"/> Rash</td><td style="width: 50%; vertical-align: top;"><input type="checkbox"/> Draining wounds or lesions</td></tr><tr><td style="vertical-align: top;"><input type="checkbox"/> Itching</td><td style="vertical-align: top;"><input type="checkbox"/> Fever/chills/sweating</td></tr><tr><td style="vertical-align: top;"><input type="checkbox"/> Scalp sores</td><td style="vertical-align: top;"><input type="checkbox"/> Ectoparasites</td></tr><tr><td style="vertical-align: top;"><input type="checkbox"/> Spider bite appearing lesions</td><td style="vertical-align: top;"><input type="checkbox"/> MRSA</td></tr><tr><td style="vertical-align: top;"><input type="checkbox"/> lesions</td><td></td></tr></table> <p><b>If yes, explain:</b></p> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>	<input type="checkbox"/> Rash	<input type="checkbox"/> Draining wounds or lesions	<input type="checkbox"/> Itching	<input type="checkbox"/> Fever/chills/sweating	<input type="checkbox"/> Scalp sores	<input type="checkbox"/> Ectoparasites	<input type="checkbox"/> Spider bite appearing lesions	<input type="checkbox"/> MRSA	<input type="checkbox"/> lesions						
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<input type="checkbox"/> Respiratory congestion	<input type="checkbox"/> Diarrhea														
<input type="checkbox"/> Fatigue	<input type="checkbox"/> Vomiting														
<p>To your knowledge, within seven (7) days prior to the resident's symptoms, was he or she in close proximity someone with pneumonia or flu-like symptoms?</p> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>															

\_\_\_\_\_  
*Signature of Nurse, Health Care Provider, or Health Officer*

\_\_\_\_\_  
*Date*

***NOTE: Any resident with symptoms of acute respiratory illness and/or other serious communicable conditions as determined by the Juvenile Correctional Facility medical staff, will not be accepted for transfer to a Juvenile Correctional Facility until symptoms have resolved and resident has been without fever for 24 hours without use of fever reducing medication and or the cause of their symptoms is known.***

If you are uncertain whether the resident should be transferred, please call the **Health Services Administrator** at the JCF to discuss the case further.

Please have Transport Officer present this form in a sealed envelope to the juvenile correctional facility officials immediately upon transfer of physical custody.

STATE OF KANSAS  
KANSAS DEPARTMENT OF CORRECTIONS – JUVENILE SERVICES  
**NOTICE OF RELEASE**

**RELEASING FACILITY:**

**DATE:**

**RESIDENT NAME and ID #:**

**ADMIT DATE:**

**DOB:**

**SSN:**

**COUNTY OF COMMITMENT:**

**COMMITTING CASE#(s) AND OFFENSES:**

**TO: Honorable \_\_\_\_\_, \_\_\_\_\_ County District Court AND**

**Principal \_\_\_\_\_,**

**(Name of School/District)**

**This constitutes Notice of Release Planning for the above-named juvenile from the Juvenile Correctional Facility. The type of Notice is indicated below.**

\_\_\_\_ 45-day notification of Direct Discharge from JCF      Pursuant to K.S.A. 38-2376

\_\_\_\_ 21-day notification of Conditional Release      Pursuant to K.S.A. 38-2374

Time served at juvenile correctional facility      \_\_\_\_\_ Days

Detention/Jail credit: (credit for time served/days post disposition/pre-admission)      \_\_\_\_\_ / \_\_\_\_\_ Days

Good time awarded:      \_\_\_\_\_ Days

**ANTICIPATED DATE OF RELEASE: \_\_\_\_\_**

**NOTICE TO COURTS:** Pursuant to K.S.A. 38-2374, the court is notified that a permanency hearing as required by K.S.A. 38-2365 must be set and held within seven (7) days after the juvenile's release.

**NOTICE TO SCHOOLS:** Pursuant to K.S.A. 38-2374 and 38-2377, you are being provided additional information and educational records concerning this juvenile who is still required to attend school.

**(Check one)**

☐ **The required records are attached.**

☐ **The required records will be sent within five (5) days of the juvenile's release.**

Address Upon Release:

Contact Person With Whom Juvenile Will Be Residing Upon Release:

Anticipated Date of Enrollment in School:

Sex offender Registration:

Name of Community Supervision Officer:

Phone Number:

Conditions of Release:

Other Information:

Superintendent

Juvenile Correctional Facility Case Manager

Distributions:

45-day Notice	21-day Off Grid Non-drug Severity Level 1-5 Drug Severity Level 1-3 felonies	All other 21-day Notices
Court	Court	Court
	Court in county of residence (if not residing in county of committing court.	Court in county of residence (if not residing in county of committing court.
Receiving School District	Receiving School District	Receiving School District
Community Supervision Agency	Community Supervision Agency	Community Supervision Agency
Parent/Guardian/Aftercare Placement	Parent/Guardian/Aftercare Placement	Parent/Guardian/Aftercare Placement
County/District Attorney	County/District Attorney	
Law Enforcement		

Kansas Department of Corrections  
Division of Juvenile Services

## CONDITIONAL RELEASE CONTRACT

Releasing Facility:  
Address:  
Telephone #:  
FAX #:

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### I. IDENTIFICATION DATA

Name:	DOB:
Court Case No.	
Address:	Phone:
Family member who resides at this address:	
Date of Admission:	
County of Release:	
County of commitment:	
JCF Contact Person:	
Community Supervision Agency:	
Address:	
Phone:	
FAX:	
Director:	
Assigned Community Supervision Officer:	

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### II. TERMS OF CONDITIONAL RELEASE

- A. Release Date:
- B. CR Term:
- C. Conditional release expires, resulting in a discharge from custody, pursuant to K. S. A. 38-2376, effective unless a motion to revoke is filed, pursuant to K. S. A. 38-2375, on or before this date.
- D. Amount of Restitution Still Owed: (IF APPLICABLE)
1. County:
  2. Case #:
- 

### III. CONDITIONS OF RELEASE

- A. Education, Work and/or Training: If I am under the age of 18 or have not attained a GED, I will attend school in compliance with the compulsory school attendance laws, or participate in an approved educational or vocational/job training program. Otherwise, I will actively seek, obtain and maintain approved employment.
- B. Legal: I will obey all federal, state, county, and local laws, resolutions and ordinances.
- C. Case Plan: I will comply with all conditions listed in my Case Plan.
- D. Community Supervision Agency: I will comply with all program guidelines as set forth by Community Corrections. I will report as directed, attend and actively participate in all services and activities as required.
- E. Reporting Requirements: I will contact my community supervision officer within 48 hours, excluding weekends/holidays.
- F. Sex offender Registration:





<p align="center"><b>Resident Registration &amp; NSOR Entries Flow Chart</b></p> <p><b>Admission</b></p> <p>Within (3) business days of admission to a KDOC Facility:</p>	<p><b>Facility Transfers/Out to Court</b></p> <p>Within (3) business days of transfer:</p>
<ol style="list-style-type: none"> <li>1. Designated facility staff shall complete a KORA Form, or enter data into Ksort*.</li> <li>2. Inform the resident of the procedure for registration, and of their duty to register.</li> <li>3. Require the resident to read, and sign the KORA form.</li> <li>4. Provide (1) copy of the signed KORA, and Acknowledgement forms to the resident.</li> <li>5. Photograph the resident's face, and any identifying marks.</li> <li>6. Obtain fingerprint, and palm prints.</li> <li>7. Retain the <b><u>ORIGINAL KORA</u></b> Form in the residents Master File.</li> <li>8. Image a signed copy into L-6 of resident's electronic file.</li> <li>9. Send a copy of the signed KORA, Acknowledgement of Resident, prints, and photograph(s) to the KBI.</li> </ol> <p>*If information is being electronically submitted through Ksort, follow KBI protocol.</p> <p align="center"><b>Sex offender Registration requires the following additional steps:</b> (within 3 business days)</p> <ol style="list-style-type: none"> <li>1. Enter a new NSOR Record into NCIC, in accordance with KHP standards. (Attachment B of IMPP 11-118D)</li> </ol>	<p>When an resident moves to a new facility (not new unit or cell house within the same facility) or county jail for court appearance:</p> <ol style="list-style-type: none"> <li>1. Designated Registration staff shall complete a KORA Registration Update in Ksort per KBI protocol.</li> <li>2. Sex offender Registration requires a modification to NSOR within (3 business days)</li> </ol> <p>Designated Registration staff will follow KHP standards for modifying the NSOR Record following KHP protocol (Attachment B, of IMPP 11-118D).</p> <p><b>Facility Release</b></p> <p>Within (7) business days prior to resident's release:</p> <ol style="list-style-type: none"> <li>1. Designated facility staff shall complete a KORA Form, or enter data into Ksort*.</li> <li>2. Inform the resident of the procedure for registration, and of their duty to register.</li> <li>3. Require the resident to read, and sign the KORA form.</li> <li>4. Provide (1) copy of the signed KORA, and Acknowledgement forms to the resident.</li> <li>5. Photograph the resident's face, and any identifying marks.</li> <li>6. Obtain fingerprint, and palm prints.</li> <li>7. Retain the <b><u>ORIGINAL KORA</u></b> Form in the residents Master File.</li> <li>8. Image a signed copy into L-6 of resident's electronic file.</li> <li>9. Send a copy of the KORA, Acknowledgement of Resident, prints, and photograph(s) to the KBI &amp; law enforcement agency having initial jurisdiction.</li> </ol> <p>*If information is being electronically submitted through Ksort, follow KBI protocol.</p> <p align="center"><b>Sex offender Registration requires the following additional steps:</b></p> <ol style="list-style-type: none"> <li>1. Clear NCIC entry once the law enforcement agency having initial jurisdiction completes their NCIC entry following KHP protocol (Attachment B, IMPP 11-118D)</li> </ol>

## Work Release

Within (3) business days of an resident's placement in an initial work release job, or changes employment

1. Designated Facility Staff shall complete a KORA Form – Registration Update or enter Employment Update in Ksort\*.
2. Inform the resident of the procedure for registration, and of their duty to register.
3. Require the resident to read, and sign the KORA form.
4. Provide (1) copy of the signed KORA, and Acknowledgement forms to the resident.
5. Photograph the resident's face, and any identifying marks.
6. Obtain fingerprint, and palm prints.
7. Retain the **ORIGINAL KORA** Form in the residents Master File.
8. Image a signed copy into L-6 of resident's electronic file.
9. Send a copy of the signed, updated KORA, and Acknowledgement of Resident to the KBI, and the law enforcement agency having jurisdiction where the resident maintains employment.

\*If information is being electronically submitted through Ksort, follow KBI protocol.

### **Sex offender Registration requires the following additional steps:** (within 3 business days)

1. Enter a new NSOR Record into NCIC, in accordance with KHP standards. (Attachment B, of IMPP 11-118D)

## **Kansas Highway Patrol - NSOR/ NCIC Protocol**

### **ENTERING A NEW NSOR RECORD**

1. Run 50 state DMV check – print copies of all DL's located (DQ-destination 21)
2. Run III Record – print all demographic information (QH & QR)
3. Run CCH records – print all demographic information (IQ)
4. Run KS CCH through web portal – print all demographic info (KCJIS)
5. Inquire subject through public resident registry – print info
6. Fill out entry worksheet(s) including base and supplemental
7. Flag proper ORI for entry
8. Enter all available critical/identifying information
9. Run subject by name/ DOB and print return for file\* (QXS)

### **VALIDATING RECORDS**

Follow steps 1-5 above, unless subject is incarcerated, and already entered correctly at the correct facility. If that is the case, then just validate. No validation worksheet is needed for incarcerated subjects.

Complete Steps 8-9 and place all copies in file\*

### **MODIFYING A RECORD**

1. Once you have identified the information that needs to be modified you will need to open the modification screen and enter the ORI, the OCA, Resident number, and the NIC numbers to identify which record you are modifying.
2. Then enter the information in the appropriate fields to be modified which includes an ORI field if that happens to be what needs to be modified.
3. Run the subject by name / DOB and print the return, also placing with the file\*. (QXS)

### **CLEARING AN ENTRY**

1. Open the clear form and enter the ORI, OCA, Resident number, and NIC numbers.
2. Run the subject by NIC number to make sure the entry was successfully removed from NCIC. (QXS)
3. Print a copy of the "No Record Found" response and place it in the file\*.

\*File in Imaged Documents tab L-6; to be retained for future KHP Audits.