



COMMUNITY TASKFORCE

To Review Youth Corrections Systems Standards



JAC Policies

JIAC Policies Cross-Reference Table

Policy / Form No.	Policy / Form Name	Most Recent Review	Most Recent Revision	KDOCJS Standard	SCDOC Admin Policy	Sedwick County Policy	K.S.A.	Other
Chapter 1 - Administration, Organization and Management								
8.100	Program Mission, Goals and Services	2/17/2021	3/11/2021	JIAS-01-101; JIAS-01-103; JIAS-01-107				Guidance Manual for Monitoring Facilities Under the Juvenile Justice and Delinquency Prevention Act
8.102	Program Goals and Outcomes	2/17/2021	3/12/2021					
8.102.1	JIAC Performance Report 2021	2/17/2021	3/11/2021					
8.103	Policy and Procedure Manual	2/17/2021	3/11/2021	JIAS-01-100				
8.103.1	Policy and Procedure Review Form	2/17/2021	11/2/2017					
8.104	Client Grievance Procedure	2/17/2021	3/11/2021	JIAS-01-113	1.105			
Chapter 2 Fiscal Management								
Centralized into SCDOC Administrative Policies								
Chapter 3 - Personnel								
8.300	Position Qualifications & Descriptions	2/17/2021	3/11/2021	JIAS-02-100; JIAS-02-101; JIAS-02-102		4.3000		
8.301	Prohibited Acts Against Juveniles	2/17/2021	3/11/2021	JIAS-01-108; JIAS-01-111; JIAS-01-112	1.301		38-2223	ACA Code of Ethics
8.302	Daily Shift Orientation	2/17/2021	3/11/2021					
8.302.1	Facility Checks - Log Sheet	2/17/2021	2/7/2018					
8.302.2	Property Log Sheet	2/17/2021	4/21/2020					
8.303	Staff Productivity	2/17/2021	3/11/2021					
8.304	Staff Meetings	2/17/2021	3/11/2021					
Chapter 4 - Training								
8.400	On-the-Job Training	2/17/2021	3/12/2021	JIAS-02-103				
8.400.1	New Employee Standardized Orientation Checklist	2/17/2021	02/2019	JIAS-02-103				Form KDOC-JS-JIAS-001 provided by KDOC-JS
8.400.2	On-the-Job Training Record - Intake/Assessment	New 3/12/21	New 3/12/21					
8.400.3	On-the-Job Training Record - Coordination of Services	New 3/12/21	New 3/12/21					
8.401	Staff Development	2/17/2021	3/12/2021	JIAS-02-104	1.400		38-2394(b); 75-7023(h)	
8.402	Policy and Procedure Training	2/17/2021	3/12/2021	JIAS-01-100; JIAS-02-103	1.111			
Chapter 5 - Records Management								
8.500	Safeguarding Records and Disclosure	3/10/2021	3/12/2021	JIAS-03-104			38-2207; 38-2223; 38-2310(e); 75-7023(b)	
8.500.1	Authorization for Release of Confidential Information	3/10/2021	3/8/2019	JIAS-03-100				BOCC Resolution 193-1996
8.501	Record Maintenance	3/10/2021	3/12/2021					
8.502	Retention, Storage and Destruction of Client Records	3/10/2021	3/11/2021	JIAS-03-105				Kansas Records Retention Schedule of the Kansas Historical Society (Series: 0003-119); BOCC Resolution 193-1996;
8.503	Expungement of Client Records	3/10/2021	3/11/2021	JIAS-03-106			38-2312	
Chapter 6 - Equipment Inventory and Physical Plant								
8.600	Severe Weather Plan	3/10/2021	3/16/2021	JIAS-01-111				
8.601	Staff Locker Use	3/10/2021	3/16/2021					
8.601.1	Key Issue Acknowledgment Form	3/10/2021	5/18/2020					
8.602	Staff Offices	3/10/2021	3/16/2021					
8.603	Office Safety Procedures	5/12/2021	6/8/2021	JIAS-01-111		4.505		
Chapter 7 - Citizen, Volunteer and Other Agency Collaboration								
Centralized into SCDOC Administrative Policies								
Chapter 8 - Operations								
8.800	JIAC Service Availability	3/10/2021	3/16/2021	JIAS-04-100			38-2330(d)(1); 75-7023	MOU – USD 259, WPD and JIAC (2016)
8.801	JIAC Service Population	5/12/2021	6/8/2021				38-2330; 75-7023;	MOA – WCH and JIAC (11/22/19); MOU – USD 259, WPD and JIAC (2016)
8.802	Voluntary Intake and Assessment	3/10/2021	3/16/2021	JIAS-04-105				
8.803	Criteria for Determining Intake Location	5/12/2021	6/8/2021	JIAS-04-106			75-7023	
8.803.1	WCH Refusal Form	5/12/2021	9/16/2019					
8.804	Medical Criteria for Admission to JIAC	5/12/2021	6/8/2021					K.A.R. 28-4-354 (d); Attorney General Opinion OR 2016-19 (11/21/16)
8.804.1	JIAC Officer Release Form	5/12/2021	5/19/2020					
8.804.2	Medical/QMHP Release Form	5/12/2021	7/29/2019					
8.804.3	asQ Suicide Risk Screening Tool	5/12/2021	5/19/2020					
8.805	Required Youth Information for Admission to JIAC	5/12/2021	6/9/2021				38-2330(d)(2)	
8.806	Positive ID of Youth	5/12/2021	6/9/2021				75-7023; 38-2330	
8.806.1	Youth Self-Information Form	5/12/2021	6/9/2021					
8.807	Juvenile Intake Procedure	5/12/2021	6/9/2021	JIAS-04-114			75-7023; 38-2330; 38-2232; 38-2361(f)	MOU WCH & JIAC (11/22/19); Judicial Order (1/8/14); Attorney General Opinion OR 2016-19 (11/21/16)
8.807.1	Kansas Detention Assessment Instrument	5/12/2021	7/1/2017					State of Kansas form
8.807.2	Youth Property Inventory	5/12/2021	4/8/2019					

8.807.3	Printable Offenses	5/12/2021	6/9/2021					
8.808	Contact with Youth's Family	5/12/2021	6/9/2021	JIAS-04-101			75-7023	Sedgwick County Resolution 54-04
8.809	Searches	5/12/2021	6/9/2021	JIAS-04-102				
8.810	Use of Force and Restraints	5/12/2021	6/9/2021	JIAS-01-111; JIAS-04-107				Juvenile Justice and Delinquency Prevention Manual; Juvenile Justice and Delinquency Prevention Act of 1974, (Pub. L. No. 93-415, 42 U.S.C. § 5601 et seq.) as Amended Through P.L. 115-385, enacted December 21, 2018 [Section 223 (7)(B)(ix)(I and II)]
8.810.1	Holding Room Observation Log	5/12/2021	6/9/2021					
8.810.2e	JIAC Special Incident Report (electronic)	5/12/2021	6/9/2021					
8.810.2p	JIAC Special Incident Report (print)	5/12/2021	6/9/2021					
8.811	JIAC Staff Weapons Use	5/12/2021	6/9/2021	JIAS-01-111; JIAS-04-108				
8.812	Monitoring Youth	5/12/2021	6/9/2021	JIAS-01-111				
8.812.1	Suicide Watch Documentation	5/12/2021	6/9/2021					
8.813	Youth Photo Procedure	5/12/2021	6/9/2021				38-2221(a)(1); 38-2313(a)(1)	Administrative Order 07MV32, 18 th Judicial District, dated 1/18/2007
8.814	Interstate Compact on Juveniles	7/7/2021	7/7/2021	JIAS-04-106			38-1008 et. seq.	ICJ Rules, Interstate Commission for Juveniles
8.815	Buccal Sample Collection for DNA Identification	5/12/2021	6/9/2021				21-2511	
8.815.1	DNA Collection Consent / Refusal Form - English Version	5/12/2021	7/1/2020					
8.815.2	DNA Collection Consent / Refusal Form - Spanish Version	5/12/2021	11/6/2018					
8.816	Juvenile Rights and Responsibilities	5/12/2021	6/9/2021				75-7023; 38-2310	AG Opinion 2001-053
8.816.1	Youth Rights and Responsibilities - English Version	5/12/2021	8/23/2018					
8.816.2	Youth Rights and Responsibilities - Spanish Version	5/12/2021	10/15/2018					
8.817	Conflict of Interest	5/12/2021	6/8/2021	JIAS-01-109	1.302	4.300 (Sec 3); 4.504		
8.818	Assessment Procedure	5/12/2021	6/8/2021	JIAS-04-103			75-7023	
8.819	Assessment Interviews	5/12/2021	6/8/2021	JIAS-04-103			75-7023	
8.820	Persons Allowed in Youth Assessments	5/12/2021	6/8/2021	JIAS-04-103			75-7023	
8.821	Mandatory Reporting of Abuse or Neglect	5/12/2021	6/8/2021	JIAS-03-103			38-2223; 38-2202	"A Guide to Reporting Child Abuse & Neglect in Kansas"
8.821.1	Abuse-Neglect Orientation Form	5/12/2021	9/16/2019					
8.822	Family Conference and Referrals	5/12/2021	6/8/2021	JIAS-04-111; JIAS-			K.S.A. 75-7023; K.S.A.	
8.822.1	Referral for Services	5/12/2021	2/1/2017					Form KDOC-JS-JIAS-007 provided by KDOC-JS
8.823	Release from Custody	5/12/2021	6/8/2021	JIAS-04-109; JIAS-04-114			K.S.A. 75-7023; K.S.A. 38-2232; K.S.A. 38-2330; K.S.A. 38-2331; K.S.A. 38-2346; K.S.A. 38-2389	
8.823.1	Release / Placement Form	5/12/2021	3/2017	JIAS-04-109				Form KDOC-JS-JIAS-004 provided by KDOC-JS
8.823.2	Caregiver Identification Form	5/12/2021	7/1/2017					
8.823.3e	Shelter Facility Referral Form - Electronic Version	5/12/2021	6/30/2020					
8.823.3p	Shelter Facility Referral Form - Print Version	5/12/2021	6/30/2020					
8.823.4	Conditions of Release	5/12/2021	2/2017	JIAS-04-109				Form KDOC-JS-JIAS-005 provided by KDOC-JS
8.823.5	Safety Plan	5/12/2021	2/2017	JIAS-04-109				Form KDOC-JS-JIAS-006 provided by KDOC-JS
8.824	Parent Refusal of Youth Custody	5/12/2021	6/8/2021				K.S.A. 75-7023	Sedgwick County Resolution No. 54-04; (Sedgwick County Code § 16-26, et seq.)
8.825	Transporting Youth	5/12/2021	6/8/2021	JIAS-01-111; JIAS-04-110				SG CO Policy, Fleet Vehicle Operation and Usage; Juvenile Justice and Delinquency Prevention Act of 1974, (Pub. L. No. 93-415, 42 U.S.C. § 5601 et seq.) as Amended Through P.L. 115-385, enacted December 21, 2018 [Section 223 (7)(B)(ix)(I and II)]
8.826	MAYSI-2 Procedure	5/12/2021	6/8/2021	JIAS-02-103, JIAS-04-103, JIAS-04-104, JIAS-003			K.S.A. 75-7023(d)(1)	AG Opinion 2001-053; Massachusetts Youth Screening Instrument, Version 2, User's Manual & Technical Report K.S.A. 75-7023(d)(1);
8.826.1	MAYSI-2 Questionnaire - English Version	5/12/2021	11/2013					
8.826.2	MAYSI-2 Questionnaire - Spanish Version	8/11/2020	8/18/2020					
8.826.3	MAYSI-2 Scoring Summary	5/12/2021	7/22/2015					
8.826.4	Acknowledgment of Voluntary Completion of MAYSI-2 Screening Instrument (KDOC-JS-JIAC-003)	5/12/2021	2/2017	JIAS-04-104				Form KDOC-JS-JIAS-003 provided by KDOC-JS
8.828	Notice to Appear	5/12/2021	6/8/2021	JIAS-01-103; JIAS-04-112	1.108		KSA 38-2330; KSA 75-7023	
8.829	Immediate Intervention Program	5/12/2021	6/8/2021	JIAS-04-115; JIAS-009			K.S.A. 38-2346; K.S.A. 75-7023	
8.829.1	Notice of Recommendation for Immediate Intervention (KDOC-JS-JIAS-009)	5/12/2021	11/2017	JIAS-04-115				Form KDOC-JS-JIAS-009 provided by KDOC-JS

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**Sedgwick County Department of Corrections
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Chapter 1 Administration, Organization & Management

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Administration, Organization & Management	Policy No: 8.100
	Subject: Program Mission, Goals and Services	Date: 3/19/2003 Pages: 3
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	KDOCJS-JIAS-01-101; 01-103; and, 01-107; Guidance Manual for Monitoring Facilities Under the Juvenile Justice and Delinquency Prevention Act	
Revision Dates: 3/6/03, 3/19/03, 1/14/05, 2/8/11, 2/10/15, 2/22/16, 7/12/16, 9/15/16, 2/27/17, 4/20/17, 2/7/18, 4/21/20, 3/11/21		
Review Dates: 2/9/16, 7/11/16, 9/15/16, 2/22/17, 3/22/17, 1/31/18, 1/30/19, 2/12/20, 2/17/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall maintain a statement of the program’s mission, philosophy and values. It will establish short and long-term objectives.

APPLICATION:

Department of Corrections, Juvenile Intake and Assessment Center

PURPOSE:

To illustrate the Juvenile Intake and Assessment Center program philosophy, mission, and scope of services.

DEFINITIONS: As used in this document, the following shall apply:

- Mission A statement of the service the program performs and its purpose.
- Vision A statement of the preferred future, which provides challenge and inspiration.
- Goals A list of outcomes that are continuously pursued characteristics of the program.
- Objectives A list of performance outcomes that are realistic, achievable, and measure the results of the goals. This may span one or many years.

PROCEDURE:

I. Mission

To connect referred youth and their families with appropriate services in order to limit their involvement with the juvenile justice system.

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Subject:	Program Mission, Goals and Services		Page 2 of 3

II. Vision

The Juvenile Intake and Assessment Center program staff shall collaborate with family members, law enforcement, the courts, schools, area social agencies and the community-at-large to help referred youth access resources that can increase their potential for making healthy, socially-appropriate lifestyle choices.

III. Program Goals

- A. To prevent youth from getting more deeply involved in the juvenile justice system by providing effective intake booking, assessment and referral services 24 hours a day.
- B. To share information with juvenile justice stakeholders in Sedgwick County.
- C. To meet the service needs of our customers in a friendly, efficient, effective and professional manner.

IV. Objectives

- A. The JIAC program manager shall identify a set of short and long-term objectives.
- B. The objectives (as outlined in 8.102, JIAC Program Goals and Outcomes) will be presented to the director of the Department of Corrections for approval.
- C. These objectives will be presented to the Juvenile Corrections Advisory Board and reviewed annually with the funding application for the Kansas Department of Corrections – Juvenile Services (KDOC - Juvenile Services), as further stated in policy 8.101, Annual Comprehensive Plan.
- D. The specific goals, objectives and performance measures/outcomes will be part of the annual strategic plan for the department and will be reviewed annually by the Juvenile Corrections Advisory Board.

V. Juvenile Intake and Assessment Center Program Services

- A. JIAC shall conduct intakes for youth brought to the JIAC facility by law enforcement agencies.
- B. JIAC shall complete the intake and assessment process, as established by the deputy secretary of the KDOC - Juvenile Services, on all youth brought to JIAC. The program shall also complete assessments on youth receiving an Agreement to Appear or Notice to Appear and for youth brought to JIAC on a voluntary basis at the request of the caregiver.
- C. Once the intake and assessment process has been completed, JIAC shall release youth to the safest and least restrictive setting for the youth.

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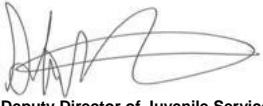
- D. The program shall make referrals to community social services for the youth and their families when indicated.
- E. The program shall make a summary report available to the district attorney's office for each referred youth brought to the JIAC facility by law enforcement agencies.
- F. The program shall make aggregated reports available to stakeholders as a means of helping them make informed decisions concerning juvenile justice issues.
- G. The program may elect to provide expanded services and programs beyond the basic intake and assessment process.
- H. The program shall adhere to the procedural guidelines in the Juvenile Justice and Delinquency Prevention Guidance Manual.

VI. Jurisdiction

- A. Sedgwick County Department of Corrections is a department of the Sedgwick County government.
- B. The Juvenile Intake and Assessment Center is a program within the Sedgwick County Department of Corrections.
- C. The Juvenile Intake and Assessment Center serves all of Sedgwick County, which comprises the 18th Judicial District.

VII. Collaboration

- A. The Juvenile Intake and Assessment Center may provide services to other jurisdictions and agencies for specified offenders and courtesy referrals.
- B. A written Memorandum of Understanding (MOU) is required whenever JIAC enters into a partnership with another private or public agency.
 - 1. At a minimum the services and the entity responsible for the delivery of the services shall be included within the MOU.
 - 2. All MOUs shall be readily available to KDOC - Juvenile Services.
 - 3. All MOUs shall be updated at least every five years.
 - 4. JIAC shall have an MOU with the Department for Children and Families.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Administration, Organization & Management	Policy No: 8.102
	Subject: Program Goals and Outcomes	Date: 6/3/2003 Pages: 3
Program:	Juvenile Intake & Assessment Center	
References:	 Deputy Director of Juvenile Services	
Revision Dates: 3/6/03, 6/3/03, 6/19/03, 1/19/05, 1/01/11, 2/10/15, 2/22/16, 9/15/16, 2/27/17, 7/26/18, 3/8/19, 4/21/20, 3/12/21		
Review Dates: 2/9/16, 9/15/16, 2/22/17, 1/31/18, 7/26/18, 1/30/19, 2/12/20, 2/17/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall define, measure, and report annual program performance outcomes (goals and objectives).

APPLICATION:

Department of Corrections, Juvenile Intake and Assessment Center

PURPOSE:

To measure and report the JIAC program’s success in achieving its mission and vision.

DEFINITIONS: As used in this document, the follow shall apply:

Goal An element or process by which the program’s mission is achieved.

Objective A specific measure used to define movement toward goal completion.

PROCEDURE:

- I. Responsibility for Goals and Objectives
 - A. The JIAC program manager shall develop, publish, measure and report program goals and objectives.
 - B. The JIAC program manager shall ensure that the current program goals and objectives are contained in the program’s annual funding application to the Kansas Department of Corrections – Juvenile Services (KDOC - Juvenile Services).
 - C. All JIAC staff shall be responsible for knowing and working to meet all program goals and objectives.

- II. Annual Review and Change Procedures
 - A. The JIAC program management staff shall review the JIAC program goals and objectives to ensure that they are specific, measurable, and relate to the program’s mission and vision. This review shall be done in consultation with the Sedgwick

Chapter:	Administration, Organization & Management	Policy No:	8.102
Subject:	Program Goals and Outcomes		Page 2 of 3

County Department of Corrections (SCDOC) and the Sedgwick County Juvenile Corrections Advisory Board (JCAB).

- B. The review process shall take place annually during the first quarter of the calendar year subsequent to the review of the JIAC program mission and vision statements (see JIAC policy 8.100, JIAC Program Mission Goals and Services).
- C. Any changes made to the program goals and objectives through the review process shall be communicated to the KDOC - Juvenile Services as part of the JIAC program's annual funding application.
- D. Any changes made to the program goals and objectives shall take effect at the beginning of the new state fiscal year on July 1st, after they have been approved by both the SCDOC and JCAB, and are published and disseminated to JIAC staff.
- E. The program goals and objectives shall be published in the Department of Corrections Strategic Plan.
- F. The goals and objectives established through this process shall serve as the basis of the JIAC program's annual performance report to be completed and submitted to the SCDOC and KDOC - Juvenile Services at the end of the state fiscal year.

III. Monitoring and Reporting Program Goals and Objectives

- A. The intake coordinator shall monitor daily program operations to ensure that the program is in compliance with and is making progress toward achieving the published program goals and objectives.
- B. The intake coordinator shall collect and aggregate data used to measure program goals and objectives on a monthly, quarterly and annual basis.
- C. Data shall be collected and aggregated for reporting purposes on or before the 5th day of the month following the month in which the performance data was generated.
- D. The aggregated data will be reported to the JIAC program manager and deputy director of juvenile services using the Juvenile Intake and Assessment Center Performance Report (8.102.1) for monthly and quarterly reports and a quarterly statistical and narrative report containing the following information:
 - 1. Progress on prior report goals and performance measures
 - 2. Highlights and major accomplishments
 - 3. Physical Plant / Equipment / Inventory
 - 4. PREA (Prison Rape Elimination Act) Issues
 - 5. Personnel
 - 6. Policy Review
 - 7. Technology Issues
 - 8. Significant Changes or Concerns
 - 9. Plans for the Next Quarter



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Subject:	Program Goals and Outcomes		Page 3 of 3

- E. The JIAC program manager shall review the completed reports for accuracy and fidelity to the published program goals and objectives. Any noted variances shall be highlighted and explained in the reports before submission to the deputy director of the Sedgwick County Department of Corrections, the Sedgwick County Juvenile Corrections Advisory Board or the KDOC - Juvenile Services.

IV. Public Access to Program Goals and Objectives

A copy of the program goals and objectives and any performance measurements shall be made available to the public upon request using any or all of the following reports:

- A. Sedgwick County Department of Corrections Strategic Plan
- B. Juvenile Intake and Assessment Center Performance Report (8.102.1)

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Administration, Organization & Management	Policy No: 8.103
	Subject: Policy and Procedure Manual	Date: 1/18/2005 Pages: 2
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	KDOCJS - JIAS-01-100	
Revision Dates: 1/18/05, 5/1/2010, 2/10/15, 2/22/16, 9/15/16, 2/27/17, 3/11/21		
Review Dates: 2/9/16, 9/15/16, 2/22/17, 1/31/18, 1/30/19, 2/12/20, 2/17/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall have a policy and procedure manual governing the operation and maintenance of all program components and services.

APPLICATION:

Department of Corrections, Juvenile Intake and Assessment Center

PURPOSE:

To assist staff in successfully carrying out their assignments and ensuring overall consistency in program policy and procedure.

PROCEDURE:

I. Applicability

Should any of the JIAC program policies be in conflict with current or future policies set forth by the Sedgwick County Board of County Commissioners or Sedgwick County Department of Corrections, such policies shall take precedence over the JIAC program policies, unless the JIAC program policy is more restrictive and has been approved by the appropriate authorities.

II. Policy Distribution/Availability to Program Staff

- A. The JIAC program manager shall maintain a policy and procedures manual containing all policies and forms.
- B. A copy of that manual will be located in a central area for access by all JIAC program staff.
- C. Policies shall also be available on the JIAC SharePoint site on E-line.

Chapter:	Administration, Organization & Management	Policy No:	8.103
Subject:	Policy and Procedure Manual		Page 2 of 2

III. Policy Implementation

- A. Any new or revised policies and procedures shall be disseminated to JIAC staff, volunteers, and interns prior to implementation, with the date of the implementation specified on the document.
- B. The implementation date of any new policy will be the date indicated at the top of the policy.
- C. A policy revision history will be part of the published policy header.
- D. The JIAC annual policy review committee shall document policy reviews on the Policy and Procedure Review Form (8.103.1). The JIAC program manager shall ensure documentation of policy reviews is maintained.

IV. Staff Responsibility for Policies

All JIAC staff are responsible for regularly reviewing – at least annually – and for knowing and being able to apply all published policies and procedures. All JIAC staff should be thoroughly familiar with the sections concerning their job roles.

V. Policy Distribution/Availability to Outside Agencies

- A. The JIAC program manager, or designee, shall distribute copies of the JIAC admission policies to all referring agencies.
- B. Whenever revisions are made to JIAC admission policies, the JIAC program manager, or designee, shall send each revised policy to the following agencies:
 - 1. Each law enforcement agency of record within the 18th Judicial District,
 - 2. The Sedgwick County District Attorney's Office, Juvenile Division, and
 - 3. The presiding judge for the Juvenile Division of the 18th Judicial District Court.
- C. These admission policies and all other published JIAC policies shall be made available to all other interested parties upon request.

Policy & Procedure Review

Policy Chapter:		Policy #:	
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Policy Subject:

Policy Statement	Yes	No	NA	Comments
Compliant with KDOC – JS Standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	# :
Consistent with JIAC Mission & Goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Agency Compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:				



Procedure	Yes	No	NA	Comments
Up-To-Date and Current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Easy To Follow, Clear & Concise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fulfills Policy Statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Consistent with Family Engagement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff Compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:				

Recommendations:

Reasons for Recommendations:

Reviewers and Date Reviewed:

Date Approved:

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Administration, Organization & Management	Policy No: 8.104
	Subject: Client Grievance Procedure	Date: 4/19/2016 Pages: 3
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	KDOCJS - JIAS-01-113; Sedg Co Admin Services Policy 1.105	
Revision Dates: 2/27/17, 2/7/18, 4/8/19, 4/21/20, 3/11/21		
Review Dates: 2/22/17, 1/31/18, 4/3/19, 2/12/20, 2/17/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) will provide the means for clients to file complaints if they believe their rights have been violated or are about to be violated by administrative actions, staff actions or the actions of other clients.

APPLICATION:

All Department of Corrections Juvenile Intake and Assessment Center staff and clients

PURPOSE:

To provide clients an administrative means for the expression and resolution of their problems should they believe their rights have been violated.

DEFINITIONS: As used in this document, the following shall apply:

- Citizen Member of the general public not including clients and employees.
- Client Any youth served by JIAC, their parents, guardians/custodians or representatives.

PROCEDURE:

- I. Client Notification
 - A. The staff member receiving the complaint will inform the client of the grievance procedure available to them and provide a copy of this policy and the Client Grievance form (KDOC-JS-JIAS-002).
 - B. The grievance policy and form shall also be available in the JIAC family lobby.
 - C. Complaints from citizens shall be addressed as prescribed in Sedgwick County Department of Corrections Administrative Services Policy 1.105, Citizen Complaints.

Chapter:	Administration, Organization & Management	Policy No:	8.104
Subject:	Client Grievance Procedure		Page 2 of 3

II. Filing Procedures

- A. Grievances must be specific enough to identify the alleged problem and will include: the date, time and location of the incident; the staff involved; how the client was affected; and, the resolution being sought.
- B. Grievances will be filed on, or attached to, the Client Grievance form (KDOC-JS-JIAS-002).
- C. Staff persons receiving verbal complaints shall make a written record of the complaint on the Client Grievance form (KDOC-JS-JIAS-002).
- D. The staff person receiving the grievance form or verbal complaint shall inform the client that it will be forwarded to the intake coordinator.
- E. All client grievances shall be directed to the intake coordinator.
- F. If the grievance is against the JIAC program manager, the deputy director of juvenile services will evaluate, respond to, and make the final decision regarding action taken.

III. Response

- A. Within 72 hours of receiving the client grievance, the intake coordinator shall investigate the matter and report the findings or the need for further investigation to the JIAC program manager.
- B. The intake coordinator shall investigate the client grievance and as warranted:
 - 1. Take corrective action.
 - 2. Respond in writing.
 - 3. Report to the JIAC program manager.
- C. All grievances require a written response by SCDOC staff.
- D. The response will be delivered to the client within ten working days.

IV. Appeals

- A. If the grievance is not resolved at this level, the client may appeal the decision to the deputy director of juvenile services. Grievances against the JIAC program manager may be appealed to the director.
- B. Appeals will be made in writing within two working days of the decision.

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V. Documentation

- A. All documentation pertaining to the grievance will be maintained in the client file, except that any information regarding personnel action will be placed in the staff member's personnel file and will remain confidential.
- B. A record of all complaints received and responses issued shall be kept in the facility file.

**Sedgwick County Department of Corrections
Juvenile Intake and Assessment Center
Policy & Procedure Manual**

Chapter 2 Fiscal Management
(Centralized into SCDOC Administrative Policies)

Chapter 3 Personnel

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Personnel	Policy No: 8.300
	Subject: Position Qualifications & Descriptions	Date: 7/25/2002 Pages: 2
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	KDOCJS - JIAS-02-100, JIAS-02-101, JIAS-02-102; SG CO 4.3000	
Revision Dates: 7/25/02, 5/1/10, 7/14/14, 2/10/15, 2/22/16, 9/15/16, 2/27/17, 2/7/18, 4/8/19, 4/21/20, 3/11/21		
Review Dates: 2/9/16, 9/15/16, 2/22/17, 1/31/18, 4/3/19, 2/12/20, 2/17/21		

POLICY:

A written job description for all Sedgwick County Department of Corrections positions shall be maintained and made available to all employees, and to others, upon request.

APPLICATION:

Department of Corrections, Juvenile Intake and Assessment Center

PURPOSE:

To establish and maintain job descriptions that meet state requirements.

PROCEDURE:

I. Development and Content

The JIAC program manager shall review job descriptions annually to ensure compliance with state standards and ensure staff meet employment requirements.

II. Appeal of Classification

A. An employee who disagrees with the current classification of their position may appeal the position's classification to the JIAC program manager, who shall investigate and approve prior to forwarding to the deputy director of juvenile services.


B. The director may request an examination of a classification pursuant to the procedures specified in county personnel policy (SG CO Policy 4.3000 Staffing Table Administration).

III. Availability

A. Official job descriptions are located on Sedgwick County e-line (Department of Corrections, Documents, Job Descriptions) for access by all departmental staff.

Chapter:	Personnel	Policy No:	8.300
Subject:	Position Qualifications & Descriptions		Page 2 of 2

- B. Job descriptions for positions with JIAC include:
1. Administrative Manager (JIAC and Detention Alternatives Manager)
 2. Corrections Coordinator (JIAC Intake Coordinator)
 3. Assistant Corrections Shift Supervisor (Intake & Assessment Specialist)
 4. Corrections Worker (Intake & Assessment Officer)
 5. Corrections Worker (Immediate Intervention Program Officer)
 6. Intensive Supervision Officer (Coordination of Services Facilitator)
 7. Case Manager II (part-time) (Coordination of Services Facilitator – PT)

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Personnel	Policy No: 8.301
	Subject: Prohibited Acts Against Youth	Date: 5/10/2010 Pages: 2
Program:	Juvenile Intake & Assessment Center	
References:	K.S.A. 38-2223, ACA Code of Ethics, SCDOC Code of Ethics, SCDOC Administrative Services 1.301 KDOCJS-JIAS-01-108, JIAS-01-111, JIAS-01-112	
Revision Dates: 5/1/10, 2/10/15, 2/22/16, 9/15/16, 2/27/17, 2/7/18, 3/11/21		
Review Dates: 2/9/16, 9/15/16, 2/22/17, 1/31/18, 1/30/19, 2/12/20, 2/17/21		


Deputy Director of Juvenile Services

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall not condone any actions by staff that may constitute any form of abuse of any youth.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center staff

PURPOSE:

To ensure all JIAC employees conduct themselves in a manner consistent with the safety and general welfare of youth referred to the JIAC program.

PROCEDURE:

- I. Behavior Toward Youth
 - A. JIAC staff shall not condone any actions by staff that may constitute physical, emotional or sexual abuse of the youth.
 - B. Prohibited acts include but are not limited to:
 1. Undue familiarity,
 2. Sexual harassment,
 3. Sexual contact,
 4. Hitting,
 5. Shaking,
 6. Cursing,
 7. Threatening,
 8. Binding (use of restraints as punishment),
 9. Closeting (confining in a small space as punishment),
 10. Prolonged isolation,
 11. Meal denial as punishment, or
 12. Derogatory comments about the youth or the youth's family.



Chapter: Personnel	Policy No: 8.301
Subject: Prohibited Acts Against Youth	Page 2 of 2

II. Staff Response to Prohibited Acts

- A. Staff response to prohibited acts shall be guided by the SCDOC Administrative Services Prison Rape Elimination Act (PREA) / Sexual Abuse Prevention and Intervention Policy (1.301).
- B. Any JIAC staff member observing any of the prohibited acts shall immediately report the observation to the on-duty supervisor.
- C. If the on-duty supervisor is the alleged perpetrator, the staff member observing the prohibited act shall immediately contact the intake coordinator or JIAC program manager. In general, the next higher-level supervisor in the Department of Corrections' chain-of-command shall be contacted to report any prohibited act.
- D. The supervisor receiving the report of an alleged prohibited act shall conduct an immediate assessment of the nature of the act.
 - 1. If the alleged act appears to involve a violation of law, the Sheriff's Office shall be contacted, upon the approval of the JIAC program manager or deputy director of juvenile services, for the purpose of conducting an investigation.
 - 2. If the alleged act does not appear to involve a violation of law, the supervisor shall conduct an immediate investigation following the guidelines in SCDOC Administrative Services Internal Investigations Policy (1.300).
- E. The supervisor's report shall be shared with the JIAC program manager and/or deputy director of juvenile services for the purpose of further reporting the incident to the Department for Children and Families (DCF) and/or other community agencies.
- F. Pending the outcome of the investigation by the Department of Corrections, DCF or law enforcement, the staff accused of the prohibited act may be placed on administrative leave with pay.

III. Violation of the Policy Regarding Prohibited Acts Against Youth

Violation(s) of the Prohibited Acts Against Youth policy shall result in disciplinary action, which may include termination of employment.

 <p>SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL</p>	<p>Chapter: Personnel</p>	<p>Policy No: 8.302</p>
	<p>Subject: Daily Shift Orientation</p>	<p>Date: 8/30/2007 Pages: 2</p>
<p>Program:</p>	<p>Juvenile Intake & Assessment Center</p>	
<p>References:</p>	 Deputy Director of Juvenile Services	
<p>Revision Dates: 8/30/07, 5/1/10, 2/10/15, 12/18/15, 2/22/16, 9/15/16, 2/27/17, 2/7/18, 3/8/19, 4/21/20, 3/11/21</p>		
<p>Review Dates: 2/9/16, 9/15/16, 2/22/17, 1/31/18, 1/30/19, 2/12/20, 2/17/21</p>		

POLICY:

All Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) staff shall familiarize themselves with current program conditions at the beginning of their shifts.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center staff having intake and assessment responsibilities

PURPOSE:

To ensure seamless staff transition between shifts with minimal disruption of workflow.

PROCEDURE:

- I. Tasks Completed Prior to Clock-In
 - A. Staff shall store and lock personal belongings in their assigned locker.
 - B. Staff shall remove an appropriate set of keys from the Key Watcher.
 - C. Unless requested to do so by a supervisor due to work volume, no staff shall clock-in more than seven (7) minutes before the start of their scheduled work period.

- II. Daily Orientation Tasks
 - A. Immediately after clock-in, staff shall:
 1. Report to the on-duty point of contact that they are present and ready to work;
 2. Obtain a radio for duration of the shift;
 3. Obtain the status of each youth in the JIAC facility/any critical information necessary for the safe operation of the shift;

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Subject:	Daily Shift Orientation		Page 2 of 2



4. Facilitate a well-structured shift transition to ensure quality service delivery and to minimize staff overtime;
5. Complete a Facility Check and log it on JIAC Form (8.302.1);
6. Read and review the JIAC Shift Notes for updates;
7. Read and review their Sedgwick County E-mail; and,
8. Read and review Sedgwick County E-line.

B. The point of contact for the shift, or designee, shall:

1. Perform a walk-through of the facility to ensure safety and cleanliness and complete the Facility Checks – Log Sheet (8.302.1). Any deficiencies discovered shall be e-mailed to the supervisors, and then corrected. Staff shall submit a maintenance request, if needed, and document it in the Shift Notes.
2. Document any unclaimed property found in the facility on the Property Log Sheet (8.302.2).
3. Document any contraband found in the facility on the Special Incident Form (8.810.2).
4. Distribute the JIAC Daily Summary (morning shift only).
5. Send appointment schedule to Master Control Booth.
6. E-mail JFS On-call messages (if applicable/morning shift only).
7. E-mail KDAIs to HBS staff for detention hearings (if applicable/morning shift only).
8. Distribute the KJDR Daily Report (night shift only).

III. Tasks Completed During Clock-Out

- A. Staff going off-duty shall report to the designated point of contact for the shift that they are leaving immediately prior to clocking out.
- B. Staff shall return their facility key to the Key Watcher.
- C. Staff shall remove any old food items from the staff break room and refrigerator so space is available for on-duty staff.
- D. Staff shall secure their locker, making sure to take their locker key with them as they exit the building.
- E. Staff shall exit the building after clocking out.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Personnel	Policy No: 8.303
	Subject: Staff Productivity	Date: 8/30/2007 Pages: 3
Program:	Juvenile Intake & Assessment Center	
References:	 Deputy Director of Juvenile Services	
Revision Dates: 8/30/07, 3/1/11, 2/10/15, 2/22/16, 9/15/16, 2/27/17, 2/7/18, 3/8/19, 4/21/20, 3/11/21		
Review Dates: 2/9/16, 9/15/16, 2/22/17, 1/31/18, 1/30/19, 2/12/20, 2/17/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall have a procedure to promote daily staff productivity.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center intake staff

PURPOSE:

To maintain a high level of customer service for JIAC stakeholders.

PROCEDURE:

- I. General Guidelines
 - A. Except for breaks and meal periods, JIAC staff are expected to be engaged in work activities that are JIAC program-focused and productive.
 - B. All staff are expected to work cooperatively to complete any and all tasks required in order to accurately, efficiently and effectively handle each youth referred to the JIAC program.
 - C. As long as there are any youth in the JIAC area, all staff are expected to focus on interacting with them through intake, assessment, monitoring and brief interventions.
 - D. The intake specialist, or lead staff, shall be responsible for assigning duties and work areas for the other staff.
 - E. Each staff's assigned work area shall be organized to promote work activities.
- II. Task Priority
 - A. Daily tasks shall be completed according to the assigned priority of each task.
 - B. Situations identified by the on-duty shift supervisor as urgent shall receive the highest priority in staff attention.



Chapter: Personnel	Policy No: 8.303
Subject: Staff Productivity	Page 2 of 3

- C. Non-urgent duties for each shift and each shift member are ordered in the following manner:
1. Intake, assessment and family conference with assigned youth/families.
 2. Monitoring/interacting with youth who are in the JIAC facility and, if appropriate, providing brief interventions.
 3. Working on assigned projects.
 4. Recommendation follow up calls.
 5. Expanded services associated with the Immediate Intervention Program and/or Coordination of Services.
 6. General duties, which include:
 - a. Quality assurance (auditing records: ATAs, NTAs, risk assessments, and incomplete addresses; verify KJDR #s and intake times);
 - b. Cross-training (new staff; consistency shift-to-shift; and creating training aids);
 - c. Managing program forms (stocking forms and reviewing / updating current forms);
 - d. Manualizing processes (creating, reviewing and updating How To's);
 - e. Operations care (filling copiers/printers with paper; cleaning platens; cleaning/organizing offices, intake area, fingerprint and officer stations; inventorying supplies; cleaning key fobs; collecting locker tokens; and, organizing brochures in the parent lobby); and,
 - f. Employee care (coordinate cards; jeans day; welcome new staff; recognitions; appreciation week).
 7. Training in the following areas:
 - a. Policy and procedure;
 - b. Referral sources;
 - c. Team work and safety issues (including physical restraint methods);
 - d. Consistency in methods; and,
 - e. Evidence-based practices.

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III. Intake Specialist Duties

- A. In addition to their duties above, intake specialists shall be responsible for the following:
 - 1. Completing monthly PMIs for assigned staff;
 - 2. Completing quarterly PME's for assigned staff;
 - 3. Completing special projects as assigned by the JIAC program manager or intake coordinator; and,
 - 4. Appropriately scheduling assigned staff to provide adequate shift coverage for anticipated need, while reducing overtime.
- B. Each intake specialist shall make work assignments in a manner that allows them to complete their specific duties as intake specialists while ensuring that all other tasks are completed in a timely and quality manner.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Personnel	Policy No: 8.304
	Subject: Staff Meetings	Date: 1/13/2005 Pages: 2
Program:	Juvenile Intake & Assessment Center	
References:	 Deputy Director of Juvenile Services	
Revision Dates: 1/13/05, 1/1/11, 2/10/15, 2/22/16, 9/15/16, 2/27/17, 2/7/18, 3/8/19, 4/21/20, 3/11/21		
Review Dates: 2/9/16, 9/15/16, 2/22/17, 1/31/18, 1/30/19, 2/12/20, 2/17/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall hold meetings at various levels, laterally and vertically, and at specified intervals to ensure intra-agency communication.

APPLICATION:

Department of Corrections, Juvenile Intake and Assessment Center staff

PURPOSE:

To establish formal lines of communication between all levels of staff to communicate information and monitor progress in achieving the identified goals and outcomes of the JIAC program.

PROCEDURE:

- I. General All Staff Meetings
 - A. The JIAC program manager may hold general staff meetings quarterly, or as deemed necessary to ensure critical information is disseminated to all JIAC staff in a timely, efficient and effective manner.
 - B. In lieu of regularly scheduled all-staff meetings, the JIAC program manager or intake coordinator may meet with each JIAC shift on a quarterly basis to provide information and education.
 - C. Attendance at these meetings is required unless prior approval to be absent has been given by the JIAC program manager.
 - D. A record of these meetings will be maintained by the JIAC program manager.

- II. Management Team Meetings
 - A. The JIAC program manager shall hold management team meetings with all supervisory personnel no less than once per month.
 - B. Other personnel may attend as needed.

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Subject:	Staff Meetings		Page 2 of 2

C. A record of these meetings will be maintained by the JIAC program manager.

III. Coordinator Meetings

A. The intake coordinator shall conduct meetings, individually or as a group, as needed to provide information on policies and procedures, referral sources, consistency in methods, team work and safety issues, evidence-based practices, and to discuss any problems or concerns.

B. The intake coordinator shall ensure that all significant events are communicated in a timely manner and that all staff are provided current information on program issues and opportunities.

C. A written record of these meetings (dates and topics) will be maintained by the intake coordinator and provided to the program manager monthly.

IV. Shift Meetings

A. A record of shift meetings (dates and topics) will be maintained by the intake specialist and conveyed to the intake coordinator monthly.

B. Staff shall convey intake and program information to the next shift during shift change.



V. Personal Management Meetings

A. Supervisors shall meet individually with each assigned staff under their supervision on a monthly basis.

B. These monthly Personal Management Interview (PMI) meetings are scheduled, planned, dedicated to the employee and have an agenda.

C. The supervisor will record topics covered in these meetings on the SCDOC Performance Management Interview Form (1.306.1) and will maintain the records in the employee's informal supervision file.

Chapter 4 Training

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Training	Policy No: 8.400
	Subject: On-the-Job Training	Date: 2/04/2003 Pages: 3
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	KDOC-JS – JIAS-02-103	
Revision Dates: 2/4/03, 1/1/11, 7/24/14, 4/8/15, 3/8/16, 9/15/16, 5/16/17, 3/5/18, 3/8/19, 4/21/20, 3/12/21		
Review Dates: 3/8/16, 9/15/16, 5/15/17, 2/21/18, 2/27/19, 3/11/20, 2/17/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall provide on-the-job training (OJT) for all new employees and interns prior to job assignment.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center staff and interns

PURPOSE:

To ensure all staff complete OJT prior to any independent job assignment. Initial training shall be completed within one (1) year of hire. To properly instruct new employees and interns with department and county policies, procedures, rules, resolutions, structure, mission and philosophy.

PROCEDURE:

- I. Responsibility
 - A. The JIAC program manager shall ensure an OJT plan exists and that all minimum training requirements are met during OJT.
 - B. The intake coordinator shall oversee the OJT documentation for new employees and ensure they receive and understand each element before signing off as completed.
 - C. The intake specialist, or designee, shall train the new employee and initial each item as it is mastered.
 - D. Once completed, the intake specialist shall turn in the OJT documentation to the intake coordinator for filing in the employee's departmental E-personnel file.
 - E. The intake coordinator is responsible for submitting a request to DOC Training to update the employee's departmental training log.
 - F. The intake coordinator and intake specialists shall ensure that new employees do not assume independent job responsibilities until OJT is completed.

Chapter: Training	Policy No: 8.400
Subject: On-the-Job Training	Page 2 of 3

II. Scheduling of On-the-Job Training

- A. All new employees will be advised by their supervisor of their orientation schedule on their first day of work. Checklists (KDOC-JS-JIAS-001 Standardized Orientation Checklist, 8.400.1 and On-the-Job Training Record, 8.400.2 or 8.400.3) will be issued and training will begin immediately. All aspects of training will be completed within 60 days (within 90 days for part-time staff) of beginning work with the exception of those training items that must be completed at other facilities or locations.
- B. The basic work schedule of the employee may be modified, as necessary, to meet the training needs.

III. Scope

- A. All new employees shall receive OJT prior to receiving a job assignment. If the new employee has had training in these areas prior to employment, the employee shall provide documentation of such in order to receive credit and not be required to complete the training.
- B. All new employees shall complete:
 - 1. KDOC-JS-JIAS-001 Standardized Orientation Checklist, 8.400.1
 - 2. On-the-Job Training Record, 8.400.2 or 8.400.3
 - 3. Department of Corrections Training Department trainings:
 - a. New Employee Corrections Academy
 - i. MAB/SafeClinch Initial Training (16.0 hours) or,
 - ii. MAB/SafeClinch Refresher (7.5 hours)
 - b. CPR/1st Aid (4.0 hours)
 - 4. Sedgwick County New Employee Orientation is completed on the first day of employment and covers:
 - a. Drug Free Workplace;
 - b. Customer Service;
 - c. Blood Borne Pathogens;
 - d. Diversity;
 - e. Sexual Harassment Prevention;
 - f. Violence in the Workplace; and,

Chapter:	Training	Policy No:	8.400
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g. Hazard Communication.

5. Trainings completed on the second day of employment at the Department of Corrections New Employee Orientation are listed on the SCDOC Staff Orientation Check Sheet.

C. Staff with special duties shall receive appropriate training in the performance of their duties during their initial employment period.

IV. Documentation

A. The training staff completing each training topic shall initial the new employee's training record checklist forms (8.400.1 and 8.400.2 / 8.400.3) to signify completion and that the new employee demonstrated both the knowledge and ability to competently perform that duty or procedure.

B. The new employee shall initial the training record checklist after completion of each topic attesting to understanding and ability to demonstrate competency in the training topic.

C. The completed training record forms shall be placed in the employee's departmental E-personnel file.

D. Upon completion of the KDOC IT Security Awareness Training, staff shall sign the Security Awareness Training Acknowledgment form (certificate) and two (2) Acceptable Use Forms. These forms must be sent to the designated IT staff member in KDOC Central Office and kept in the staff's personnel file for a minimum of three (3) years in such a manner as they may be retrieved and reviewed during the course of a KCJIS audit.

**Juvenile Intake and Assessment New Employee
Standardized Orientation and Initial Training Checklist**

The new employee and supervisor shall sign their initials to the relevant box and staff shall indicate the date the orientation item was covered and completed.

New Employee Supervisor Date Completed

New Employee Orientations Completed				
A	Overview of child welfare & juvenile justice systems & processes			
B	Overview of statutes and regulations pertaining to Juvenile Offender and Child in Need of Care (CINC) Code			
C	Confidentiality of juvenile records			
D	Recognition, signs and symptoms of child abuse and/or neglect			
E	Recognition, signs and symptoms of suicide			
F	Mandated reporting			
G	Evidence-based approaches			
H	Family engagement			
I	Trauma-informed care			
J	Substance abuse			
K	Special education			
L	Knowledge of available community resources			
M	Staff work place, field safety and security issues			
N	Work place diversity			
O	Cultural diversity			
P	Sexual harassment			
Q	Review of personnel, Intake and Assessment policies and procedures			
R	Conflict resolution			
S	Basic medical responses			
T	Universal precautions			
U	Job shadowing			

Initial Training Topics Completed				
A	Massachusetts Youth Screening Instrument – Second Version			
B	Detention Risk Assessment Instrument (DRAI)			
C	Additional screening instruments used by intake _____			
D	Juvenile Justice Intake and Assessment Management System (JJAMS)			
E	Juvenile Justice Basics			
F	Mental Health Training Curriculum for Juvenile Justice (MHTC-JJ)			
G	IT Security Awareness Training			

By signing below, I acknowledge that I have completed the orientation and initial training process and have been afforded the opportunity for job shadowing.

New Employee – Date

Staff – Date

Sedgwick County Juvenile Intake Assessment Center (JIAC)

ON-THE-JOB TRAINING RECORD - INTAKE / ASSESSMENT

8.400.2
NEW 3/12/21

Employee Name:			Hire Date:			
JIAS	Hours	Training	Reference	Date	Trainee Initials	Trainer Initials
Program Orientation						
	0.75	JIAC Tour -Intake Area (Client Files, JDF Booking) -Youth Wait Area -Staff Offices/Office Assignment/Mailbox -Family Lobby (Electronic Wand, Locker Tokens, Comment Cards) -Staff vs. Youth Restrooms -Break Room (Timeclock, Supplies, Appliances, Storage) -Locker Room (Staff Schedules, Keywatcher) -Staff Entrance & Sally Port -Conference Room & Nearby Offices/Programs	HT 5.1.5			
	1.00	Keywatcher	HT 5.1.20			
		Jiac Staff Phone Numbers				
		Locker Assignment Form				
		Employee Emergency Contact Information				
		Copy of DL and Insurance				
		Policy for Information Technology (Full Court)				
		Favorites Form				
		Policy & Procedure Training	8.402			
	0.25	New Employee Orientation	8.400			
	0.25	Contact Helpdesk for Log In/Set Up Printers	x9811			
	0.75	Etimesheet (Desktop, Leave Requests, Approving Time) Eline homepage, right column "E-Timesheet Training Materials"	Eline			
A	0.25	Overview of JIAC in the Juvenile Justice System				
A	0.25	Overview of DCF in the CINC System				
	0.25	Daily Shift Orientation	8.302			
	0.25	Jiac Shift Notes				
M	0.25	Facility Checks Log Sheet	8.302.1			
	0.25	Property Log Sheet	8.302.2			
	2.00	DOC OJT Independent Policy Review Sheet				
Welcome to Sedgwick County Department of Corrections (DOC)						
	0.25	DOC Mission Statement and Goals	1.101			
	0.50	Jiac Program Mission, Goals, and Services	8.100			
	0.25	Annual Comprehensive Plan	8.101			
	0.25	Program Goals and Outcomes	8.102			
	0.25	Jiac Performance Report	8.102.1			
	0.25	Jiac Service Availability	8.800			
	0.25	Jiac Service Population	8.801			
	0.25	Policy and Procedure Manual	8.103			
	0.25	Policy and Procedure Review Form	8.103.1			
	0.25	Position Qualifications & Descriptions	8.300			
	0.25	Who's Who	HT 0.1.19			
B	0.50	Juvenile Justice Code	KSA 75-7023			
B	0.50	CINC Code	Various			
	1.00	JDF Tour (1st Floor, Training Room, Basement)				

Sedgwick County Juvenile Intake Assessment Center (JIAC)

8.400.2

ON-THE-JOB TRAINING RECORD - INTAKE / ASSESSMENT

NEW 3/12/21

Office Procedures						
	0.25	Outlook (Email, Signature Block, Distribution Lists)	HT 5.1.24 HT 5.3.3			
	0.25	Phone System	Practice			
	0.25	Radios	HT 5.1.31			
	0.25	Mail System				
	0.50	Scans (How/What to Scan)	Practice			
	0.25	Add Printers	HT 5.1.2			
	0.25	Copier Usage	Practice			
Professionalism, Communication & Work Performance						
	0.25	Jiac Channels of Communication	HT 0.1.21			
	0.25	Shared Office Space Guidelines				
	0.25	Client Grievance Procedure	8.104			
	0.25	Work Schedules	1.307			
	0.25	Employee Leave	1.308			
	0.25	Staff Productivity	8.303			
	0.25	Staff Meetings	8.304			
	0.25	DOC Performance Evaluations	1.306			
	0.25	Personnel Management Interview (PMI Form) & Schedule				
	0.25	Performance Management Evaluation (PME) & Rating Guides				
	0.25	Probationary Period	4.303			
	0.25	Grievance Procedures (County Policy)	4.502			
	0.25	Emotional Intelligence	HT 0.1.3			
	0.25	Staff Development Plan	8.401			
U	0.25	Training -Training Program -Training Plan (1.401.1) -Attendance Email -Job Shadowing Guidelines -HR Training Page				
Facility Safety & Management						
	0.25	Office Safety Procedures	8.603			
	0.25	Jiac Staff Weapons Use	8.811			
M	0.50	Safety and Security in the Workplace / Active Violence (Run, Hide, Fight Video + If You See Something, Say Something)	Eline			
	0.25	Energy Conservation	1.603			
	0.25	Severe Weather Plan	8.600			
	0.25	Staff Locker Use	8.601			
	0.25	Staff Offices	8.602			
	0.25	Heat Tickets for Maintenance Requests	Eline			
Technology & Databases						
	0.25	Jiac X Drive & Eline Site	HT 5.2.1			
	0.25	eCorrections Information Management System	System			
	0.25	Personnel Database (Training Log/DL/Insurance)	Database			
	0.25	JIMS (Juvenile Information Management System)	Database			
	1.00	Athena	Database			
	0.25	MAYSI-2 Web-Based System (Orbispartners site)	System			
	0.75	Full Court	Database			
	0.25	OnBase	Database			
	0.25	MorphoIdent	HT 1.1.35			
	0.25	Helpdesk (9811) for Technical Assistance				2

Sedgwick County Juvenile Intake Assessment Center (JIAC)
ON-THE-JOB TRAINING RECORD - INTAKE / ASSESSMENT

8.400.2
 NEW 3/12/21

Job Assignment Procedures - Intake						
	0.25	Conflict of Interest	8.817			
	0.25	Juvenile Intake Procedure	8.807			
	1.00	eCorrections - Intake Data Fields				
	0.25	Intake Types (Complete I/A, Booking, ATA, NTA, Voluntary)				
	0.25	Required Youth Information for Admission to JIAC	8.805			
	0.25	Kansas Standard Arrest Report				
	0.25	Positive ID for Youth	8.806 HT 1.1.18			
	0.25	Youth Self-Information Form	8.806.1			
B2	0.50	Kansas Detention Assessment Instrument (KDAI)	8.807.1			
	1.00	KDAI Protocol - Automatic Overrides for firearms - Recommended overrides - Immediate authorization to JRF				
	0.50	Determining Legal Status and Notifications				
	0.25	Criteria for Determining Intake Location	8.803			
	0.25	WCH Refusal Form	8.803.1			
	0.50	Medical Criteria for Admission to JIAC (Criteria, signs & symptoms)	8.804			
	0.25	Officer Release to JIAC	8.804.1			
	0.25	Medical/QMHP Release to JIAC	8.804.2			
	1.00	Youth Property Inventory & Practice	8.807.2			
	1.00	Admissions Searches/Contraband	8.809 HT 1.1.4 HT 1.1.5			
	0.25	Youth Rights & Responsibilities (Posted rules)	8.816			
	1.00	Fingerprint Procedures (Printable Offenses)	8.807.3			
	0.50	Youth Photo Procedure	8.813			
	0.25	Height and Weight Collection	HT 1.1.19			
	0.25	Buccal Sample Collection for DNA Identification	8.815			
	0.25	DNA Consent Refusal Form	8.815.1			
	0.25	SMT Identification & Documentation	HT 1.1.11			
	0.25	Contact with Youth's Family	8.808			
	0.25	Quarantine Protocol	HT 1.1.36			
Youth Monitoring/Safety						
	0.25	Prohibited Acts Against Youth	8.301			
	1.00	PREA / Undue Familiarity at JIAC	HT 0.1.8			
R	0.25	Crisis De-escalation - Managing Aggressive Behavior	HT 1.1.9			
	0.25	Use of Force and Restraints	8.810			
	0.25	Holding Room Observation Log	8.810.1			
	0.25	Special Incident Form	8.810.2			
	0.25	Youth Medical Emergencies	HT 1.1.37			
	0.25	Monitoring Youth	8.812			
	0.25	asQ Suicide Risk Screening Tool	8.804.3			
	0.25	Suicide Watch Documentation	8.812.1			
E	0.75	Suicide Ideation Signs & Symptoms	HT 2.1.8			
E	0.50	Safety Hook (Location & Practice)				
E	0.25	Recognize Self Harm/Self Injury	HT 2.1.7			

Sedgwick County Juvenile Intake Assessment Center (JIAC)

8.400.2

ON-THE-JOB TRAINING RECORD - INTAKE / ASSESSMENT

NEW 3/12/21

Job Assignment Procedures - Assessment						
	1.00	eCorrections - Assessment Data Fields	System			
	0.25	Assessment Procedure	8.818			
	0.25	Assessment Interviews	8.819			
	0.25	Persons Allowed in Youth Assessments	8.820			
A2	1.50	MAYSI-2 Training Video				
A2	0.25	MAYSI-2 Procedure	8.826			
A2	0.25	MAYSI-2 Questionnaire	8.826.1			
A2	0.25	MAYSI-2 Scoring Summary	8.826.3			
A2	0.25	Acknowledgment of Voluntary Completion of MAYSI-2	8.826.4			
	0.50	Human Trafficking (Identification, Protocol)	HT 1.2.3			
D	0.25	Kansas JIAS Human Trafficking Screen Instrument				
C2	1.00	JIAC Risk for Reoffending (RFR)				
	0.25	Gang Awareness/Affiliation Indicators	HT 2.1.6			
	0.50	Drug/Alcohol Use X Drive>All Staff>Informational Documents>Drug Information	X Drive			
	0.50	Mental Health (Common Diagnoses, Medications, Services)				
	0.25	Voluntary Intake and Assessment	8.802			
	0.25	Brief Intervention Tools (BITS)				
Job Assignment Procedures - Release						
	0.75	eCorrections - Release Data Fields	System			
	0.25	Release From Custody	8.823			
	0.50	Interstate Compact Juveniles (ICJ)	8.814			
	0.25	Contacting Family/Guardian ("Script" & Directions)	HT 3.1.9			
	0.25	Family Conference & Caregiver Identification	8.822			
	0.25	Caregiver Identification Form	8.823.2			
	0.25	Answering Families' Questions About Legal Process (Brief)	HT 3.1.8			
	0.25	Youth Release Form	8.823.1			
R	0.25	De-escalate a Crisis During Release	HT 3.1.7			
L	0.50	Referrals/Recommendations Process	HT 3.1.17			
L	0.25	Referral Handbook	Notebook			
	0.50	Initial Appearance District Court Bond (2-tiered Warrant)	HT 3.1.16			
	0.50	Creating a District Court Traffic Bond	HT 3.1.14			
	0.25	ILEADS/Clearing District Court Warrants	HT 3.1.4			
	0.25	Parent Refusal of Youth Custody (Resolution)	8.824			
	0.25	Transporting Youth (Vehicle Use, Safety, Log, Directions to WCH)	8.825			
F	0.25	Mandatory Reporting of Abuse/Neglect (KSPRC)	8.821			
	0.25	Shelter Facility Referral Form	8.823.3			
	1.00	eCorrections Filing Cabinet				
	1.00	Recommendation Follow Up Calls/ Referral Letters				
	0.50	Post Release Notifications/Post Intake Calls				

Sedgwick County Juvenile Intake Assessment Center (JIAC)
ON-THE-JOB TRAINING RECORD - INTAKE / ASSESSMENT

8.400.2
 NEW 3/12/21

Evidence Based Practices						
G	3.00	Principles of Effective Interventions	Video			
G	0.50	Motivational Interviewing (Spirit, Intro to OARS)	HT 2.1.9			
G	0.50	Basic Overview of Evidence-Based Practices including:				
		Risk and Needs Assessments; Individualized Diversions; Graduated				
		Reponses; Family Engagement; Trauma-Informed Care;				
		Substance Abuse; Mental Health; Special Education				

Records Management						
	0.25	Safeguarding Records and Disclosure	8.500			
	0.25	Authorization & Request for Release of Confidential Information	8.500.1			
	0.25	Record Maintenance	8.501			
	0.25	Retention, Storage, and Destruction of Client Records	8.502			
	0.25	Expungement of Client Records	8.503			

Expanded Services						
	0.50	Agreement to Appear (ATA) Process & Scheduling	HT 1.1.27			
	0.50	Notice to Appear (NTA) Process & Scheduling	8.828			
	0.50	Immediate Intervention Program	8.829			
	0.50	Starting Point	8.827			

Observation of Training Staff Performing Admission Searches					
Event ID #	Trainer	Wand (✓)	Initials	Pat (✓)	Initials

New Staff Performing Admission Searches with Supervision					
Event ID #	Trainer	Wand (✓)	Initials	Pat (✓)	Initials

Sedgwick County Juvenile Intake Assessment Center (JIAC)

8.400.2

ON-THE-JOB TRAINING RECORD - INTAKE / ASSESSMENT

NEW 3/12/21

W Observation of Senior Staff Performing Intakes/Assessments/Conferences (15 hours total)	
Event ID #	Intake Type (Complete I/A, Booking, ATA, NTA)

W New Staff Performing Intakes/Assessments/Conferences with Supervision (20 hours total)	
Event ID #	Intake Type (Complete I/A, Booking, ATA, NTA)

Mandatory Trainings				
		Date Scheduled	Initials	Initials
	*New Employee Orientation (Human Resources)	1st Day of Work		
R/S	* SCDOC New Employee Orientation	2nd Day of Work		
R/S	* New Employee Corrections Academy (Includes MAB/Safeclinch)			
S	*CPR/First Aid			
B2	*KDOC KDAI Training			
E2	*KDOC Juvenile Justice Basics			
G2	*KDOC IT Security Awareness Trainings			
F2	*Mental Health Training Curriculum for Juvenile Justice			

By initialing these boxes, both trainee and trainer acknowledge that training was completed and that the trainee

JIAC Intake Coordinator/Date

100

OJT Training Hours

**Sedgwick County Juvenile Intake & Assessment Center (JIAC)
ON-THE-JOB TRAINING RECORD - COORDINATION OF SERVICES**

8.400.3
NEW 3/12/21

Employee Name:		Hire Date:			
Hours	Training	Reference	Date	Trainee Initials	Trainer Initials
Program Orientation					
0.75	JIAC Tour -Intake Area / Youth Wait Area -Staff Offices/Office Assignment/Mailbox -Family Lobby (Electronic Wand, Locker Tokens, Comment Cards) -Staff vs. Youth Restrooms -Break Room (Timeclock, Supplies, Appliances) -Locker Room (Staff Schedules, Keywatcher) -Staff Entrance & Sally Port -Conference Room & Nearby Offices/Programs	HT 5.1.5			
1.00	Keywatcher	HT 5.1.20			
	JIAC Staff Phone Numbers				
	Employee Emergency Contact Information				
	Copy of DL and Insurance				
	Favorites Form				
	Policy & Procedure Training	8.402			
0.25	New Employee Orientation	8.400			
0.25	Contact Helpdesk for Log In/Set Up Printers	x9811			
0.75	Etimesheet (Desktop, Leave Requests, Approving Time) Eline homepage, right column "E-Timesheet Training Materials"	Eline			
0.25	Overview of JIAC in the Juvenile Justice System				
0.25	Overview of DCF in the CINC System				
0.25	Daily Shift Orientation (Keys, Clock In, Health Screen, Email)				
2.00	DOC OJT Independent Policy Review Sheet				
Welcome to Sedgwick County Department of Corrections (DOC)					
0.25	DOC Mission Statement and Goals	1.101			
0.50	JIAC Program Mission, Goals, and Services	8.100			
0.25	Annual Comprehensive Plan	8.101			
0.25	Program Goals and Outcomes	8.102			
0.25	JIAC Performance Report	8.102.1			
0.25	JIAC Service Availability	8.800			
0.25	JIAC Service Population	8.801			
0.25	Policy and Procedure Manual	8.103			
0.25	Policy and Procedure Review Form	8.103.1			
0.25	Position Qualifications & Descriptions	8.300			
0.25	Who's Who	HT 0.1.19			
0.50	Juvenile Justice Code	KSA 75-7023			
0.50	CINC Code	Various			
1.00	JDF Tour (1st Floor, Training Room, Basement)				
Office Procedures					
0.25	Outlook (Email, Signature Block, Distribution Lists)	HT 5.1.24 HT 5.3.3			
0.25	Phone System	Practice			
0.25	Radios	HT 5.1.31			

**Sedgwick County Juvenile Intake & Assessment Center (JIAC)
ON-THE-JOB TRAINING RECORD - COORDINATION OF SERVICES**

8.400.3
NEW 3/12/21

0.25	Mail System				
0.50	Scans (How/What to Scan)	Practice			
0.25	Add Printers	HT 5.1.2			
0.25	Copier Usage	Practice			
Professionalism, Communication & Work Performance					
0.25	Conflict of Interest	8.817			
0.25	JIAC Channels of Communication	HT 0.1.21			
0.25	Shared Office Space Guidelines				
0.25	Client Grievance Procedure	8.104			
0.25	Work Schedules	1.307			
0.25	Employee Leave	1.308			
0.25	Staff Productivity	8.303			
0.25	Staff Meetings	8.304			
0.25	DOC Performance Evaluations	1.306			
0.25	Personnel Management Interview (PMI Form) & Schedule				
0.25	Performance Management Evaluation (PME) & Rating Guides				
0.25	Probationary Period	4.303			
0.25	Grievance Procedures (County Policy)	4.502			
0.25	Emotional Intelligence	HT 0.1.3			
0.25	Staff Development Plan	8.401			
0.25	Training Plan & Training Attendance Email	1.401.1			
Facility & Safety Management					
0.25	Office Safety Procedures	8.603			
0.25	JIAC Staff Weapons Use	8.811			
0.50	Safety and Security in the Workplace / Active Violence (Run, Hide, Fight Video + If You See Something, Say Something)	Eline			
0.25	Energy Conservation	1.603			
0.25	Severe Weather Plan	8.600			
0.25	Staff Locker Use	8.601			
0.25	Staff Offices	8.602			
0.25	Heat Tickets for Maintenance Requests	Eline			
Databases & Technology					
0.25	JIAC X Drive & Sharepoint Site	HT 5.2.1			
0.25	Personnel Database (Training Log/DL/Insurance)	Database			
0.25	JIMS (Juvenile Information Management System) and eCorrections	Database			
0.25	OnBase	Database			
0.25	MorphoIdent	HT 1.1.35			
0.25	Helpdesk (9811) for Technical Assistance				
JIAC Information					
2.00	Intake, Assessment, Release Procedure (Observation)				
0.25	Positive ID for Youth	8.806 HT 1.1.18			
0.50	Kansas Detention Assessment Instrument (KDAI)	8.807.1			
0.25	Quarantine Protocol	HT 1.1.36			

Sedgwick County Juvenile Intake & Assessment Center (JIAC)
ON-THE-JOB TRAINING RECORD - COORDINATION OF SERVICES

8.400.3
 NEW 3/12/21

Youth Monitoring & Safety					
0.25	Prohibited Acts Against Youth	8.301			
1.00	PREA / Undue Familiarity at JIAC	HT 0.1.8			
0.25	Crisis De-escalation - Managing Aggressive Behavior	HT 1.1.9			
0.25	Use of Force and Restraints	8.810			
0.25	Special Incident Form	8.810.2			
0.25	Youth Medical Emergencies	HT 1.1.37			
0.25	Monitoring Youth	8.812			
0.75	Suicide Ideation Signs & Symptoms	HT 2.1.8			
0.25	Recognize Self Harm/Self Injury	HT 2.1.7			
Job Assignment Procedures					
15.00	Curriculum - Washington Program & X Drive Materials				
3.00	Search Institute Developmental Assets				
3.00	Search Institute Developmental Relationships				
1.00	Guest Speakers (Recruiting, Scheduling, Lesson Plans)				
0.25	Advisory Board (Overview, Members, Meetings, Follow Up)				
0.25	Conditions of Volunteer Participation (DOC Policy)	1.701			
0.25	Volunteer Program Application	1.701.1			
0.25	Volunteer Agreement	1.701.2			
0.25	Volunteer Timesheet	1.701.3			
0.25	Non Employee Information Technology Usage Agreement	1.701.4			
1.00	Class Scheduling/Tracking (eCorrections)				
1.00	Grant Application/Goals/Outcomes Tracking				
1.00	Zoom/Microsoft Teams				
1.00	Program Supplies & Incentives/Ordering				
0.25	Brief Intervention Tools (BITS)				
Evidence Based Practices					
3.00	Principles of Effective Interventions	Video			
0.50	Motivational Interviewing (Spirit, Intro to OARS)	HT 2.1.9			
0.50	Basic Overview of Evidence-Based Practices including:				
	Risk and Needs Assessments; Individualized Diversions; Graduated				
	Reponses; Family Engagement; Trauma-Informed Care;				
	Substance Abuse; Mental Health; Special Education				
Records Management					
0.25	Safeguarding Records and Disclosure	8.500			
0.25	Authorization & Request for Release of Confidential Information	8.500.1			
0.25	Record Maintenance	8.501			
0.25	Retention, Storage, and Destruction of Client Records	8.502			
0.25	Expungement of Client Records	8.503			
Other Expanded Services					
0.50	Agreement to Appear (ATA) Process & Scheduling	HT 1.1.27			
0.50	Notice to Appear (NTA) Process & Scheduling	8.828			
0.50	Immediate Intervention Program	8.829			

Sedgwick County Juvenile Intake & Assessment Center (JIAC)
ON-THE-JOB TRAINING RECORD - COORDINATION OF SERVICES


8.400.3
 NEW 3/12/21

Mandatory Training				
		Date Scheduled	Trainee Initials	Sup. Initials
	*New Employee Orientation (Human Resources)	1st Day of Work		
	* SCDOC New Employee Orientation	2nd Day of Work		
	* New Employee Corrections Academy (Includes MAB/Safeclinch)			
	*CPR/First Aid			
	*KDOC Juvenile Justice Basics			
	*KDOC IT Security Awareness Trainings			
	*Mental Health Training Curriculum for Juvenile Justice			

By initialing these boxes, both trainee and trainer acknowledge training was completed and that the trainee demonstrated both the knowledge and ability to competently perform said duties.

Coordinator Signature

OJT Training Hours

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Training	Policy No: 8.401
	Subject: Staff Development	Date: 2/04/2003 Pages: 4
Program:	Juvenile Intake & Assessment Center	
References:	KDOCJS – JIAS-02-104; K.S.A. 38-2394(b); K.S.A. 75-7023(h); SCDOC Admin Policy 1.400	
Revision Dates: 2/4/03, 1/1/11, 4/8/15, 3/11/16, 9/15/16, 3/14/17, 3/6/18, 3/8/19, 4/21/20, 3/12/21		
Review Dates: 3/8/16, 9/15/16, 3/14/17, 2/21/18, 2/27/19, 3/11/20, 2/17/21		


Deputy Director of Juvenile Services

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall require all staff members to develop an annual training plan to maintain and enhance service quality to identify professional development opportunities.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center staff

PURPOSE:

To ensure that all staff members are continuously improving their knowledge and understanding of the fundamentals of their job and to guide professional development.

PROCEDURE:

- I. Responsibilities
 - A. The JIAC program manager is responsible for ensuring each staff member has an approved training plan annually.
 - B. The intake coordinator shall ensure that staff have the opportunity to attend the required amount of training hours.
 - C. By January 15th of each calendar year, supervisors shall discuss training with each staff person under their supervision and complete a Staff Training Plan (1.401.1) to benefit the staff person and the facility/department.
 - D. Intake specialists shall coordinate training with scheduling so that the facility remains safely staffed.
 - E. Each staff member shall participate in the development of their training plan, and attend and participate fully in assigned training.
 - F. Each staff member shall keep their Employee Training Record complete inside the Department of Corrections (DOC) Personnel database by submitting training completion emails and shall ensure that the required hours are obtained.

Chapter: Training	Policy No: 8.401
Subject: Staff Development	Page 2 of 4

II. Annual Training Requirements

- A. All staff employed for more than 12 months shall complete a minimum of 40 staff development hours annually.
- B. Supervisors shall complete 8 hours of supervisory/management training annually.
- C. Staff shall complete all mandatory orientation training set forth in JIAC Policy 8.400, and any additional trainings designated as mandatory, including annual training on:
 - 1. Mental Health
 - 2. Trauma Informed Care
 - 3. Family Engagement
 - 4. Crisis Intervention/De-escalation Techniques
 - 5. Stress Management/Vicarious Trauma
 - 6. Recognition, signs and symptoms of children and youth at risk
 - 7. IT Security Awareness Training and two (2) Acceptable Use Forms [retained for three (3) years]
- D. Staff development shall include orientations, regularly scheduled in-service meetings, specialized curricula, classroom instruction, on-the-job training under the direction of a trained staff member, meetings or conferences which include a formal agenda, manual training, physical training, audio-visual programs, individual guided-study programs, relevant college level courses and outside training in the community.
- E. The program's mission and relevancy to the youth population shall serve as primary considerations in selecting training. The staff development topics must relate to the staff's primary duties.
- F. College-level classes may count as training hours equal to the "seat time" spent on relevant topics, but not to exceed 16 hours of the annual 40-hour requirement. This is limited to staff who have completed initial probation. To receive training hours for the class, the following process must be followed:
 - 1. A class agenda must be submitted to the employee's supervisor.
 - 2. Both employee and supervisor will initial the topics deemed relevant to the employee's job duties.
 - 3. The training time will be the sum of the hours represented by the initialed topics.

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4. The JIAC program manager will make final determination of allowed training hours in cases where employee and supervisor disagree.
5. The initialed class agenda will be attached to the employee's training record.

III. Training Enrollment

- A. Staff must obtain supervisory approval prior to enrolling in trainings.
- B. Following the development of the annual training plan, the employee shall enroll in the planned trainings offered through Human Resources. The supervisor shall submit the enrollment for trainings offered by DOC.

IV. Approval Criteria

- A. The following criteria shall be utilized in determining approval of training requests by employees:
 1. Direct application to the mission of the program and/or department
 2. Position requirements
 3. Budgetary considerations
 4. Staffing requirements and ability to minimize overtime
 5. Willingness and ability of employee to present acquired knowledge to other staff
 6. Number of training hours accumulated
 7. Duplication of training offered in-house
 8. Employee need for improvement in specific areas
 9. Employee's position to effect improvement in the organization
 10. Tenure of the employee
- B. The JIAC program manager shall select and/or request staff who demonstrate excellent skills, leadership and teaching ability to receive specialized training and serve as instructors for the program and department.
- C. Supervisors shall consider that retraining provides staff an opportunity to exchange experiences, familiarize themselves with new developments in the field, define problems from their perspective and communicate issues of special concern.


Chapter: Training	Policy No: 8.401
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V. Attendance

- A. All staff shall attend Sedgwick County mandatory training as required.
- B. Additional training may be mandatory as determined by the JIAC program manager.
- C. If attendance is mandatory, the employee is expected to be on duty during the training activity.
- D. If training enrollment is voluntary, once an employee is scheduled to attend, attendance is expected unless otherwise excused by the employee's supervisor.
- E. If a training is cancelled or ends prematurely, the employee shall return to JIAC or contact the on-duty shift supervisor for instructions.

VI. Documentation

- A. The facilitator of each in-house training session shall be responsible for recording staff attendance. The completed roster shall be submitted to the JIAC program manager, or designee, within five working days.
- B. Staff shall complete the Staff Training Attendance Record (email) for all non-departmental trainings and submit it to the SCDOC Training Program.
- C. Each staff member shall review their Training Log from the DOC Personnel database prior to the performance evaluation period to ensure the accuracy of the records.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Training	Policy No: 8.402
	Subject: Policy and Procedure Training	Date: 2/04/2003 Pages: 2
Program:	Juvenile Intake & Assessment Center	
References:	KDOCJS - JIAS-01-100; KDOCJS – JIAS-02-103; SCDOC Admin Policy 1.111	
Revision Dates: 2/4/03, 3/1/11, 4/8/15, 3/9/16, 9/15/16, 3/20/17, 3/5/18, 3/8/19, 4/21/20, 3/12/21		
Review Dates: 3/8/16, 9/15/16, 3/17/17, 2/21/18, 2/27/19, 3/11/20, 2/17/21		


Deputy Director of Juvenile Services

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall provide policy and procedure orientation and training to all employees.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center staff

PURPOSE:

To develop highly qualified staff and to increase the effectiveness of the program in accomplishing its mission.

PROCEDURE:

- I. Policy and Procedure Manual Availability
 - A. The SCDOC, Juvenile Intake and Assessment Center Policy and Procedure Manual is available to all staff in the following locations:
 1. For electronic documents: Sedgwick County E-line (Corrections > JIAC > Policies)
 2. For printed documents: Notebooks in the monitoring station area, the intake coordinator’s office and the JIAC program manager’s office.
 - B. The SCDOC Administrative Policies are available on Sedgwick County E-line Corrections > SCDOC Administrative Policies.
 - C. Sedgwick County policies are available to all staff in the following locations:
 1. Sedgwick County E-line (County Policies)
 2. Sedgwick County E-line (Personnel Policies)

Chapter:	Training	Policy No:	8.402
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II. New and Revised Policies and Procedures

- A. When new policies are written or policies are revised, the JIAC program manager will ensure the JIAC SharePoint site is updated and distribute copies to all manual holders.
- B. The intake coordinator shall distribute a summary of policy additions and revisions to staff.
- C. Staff will be responsible for reviewing the policy updates, reading the policy in OnBase, ensuring they understand each update, and completing the acknowledgment process.
- D. Supervisors will follow up with their staff to ensure policies are being reviewed.

III. Orientation and Training

A. New Employee Orientation

- 1. All new employees will be trained regarding the information in the policy and procedure and How To manuals during their orientation.
- 2. New employees will be expected to read the policies and procedures and have knowledge and understanding of what is contained within.



B. Staff Training

- 1. Staff will be trained on all new and revised policies as they are issued.
- 2. All staff are expected to have knowledge and understanding of all policies and procedures and ask questions if they do not understand.
- 3. Policy and procedure training may be given to staff during staff meetings, team meetings or individually as appropriate.

C. Staff Testing

- 1. All staff will be tested on policy and procedure content each calendar year.
- 2. Intake specialists not achieving a score of 90% or better will receive documented coaching.
- 3. Intake officers not achieving a score of 80% or better will receive documented coaching.

Chapter 5 Records Management

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Records Management	Policy No: 8.500
	Subject: Safeguarding Records and Disclosure	Date: 3/11/2016 Pages: 6
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	KDOCJS –JIAS-03-104; K.S.A. 38-2207; 38-2223; 38-2310(e); 75-7023(b)	
Revision Dates: 9/15/16, 3/14/17, 3/5/18, 3/8/19, 4/21/20, 3/12/21		
Review Dates: 9/15/16, 3/14/17, 2/21/18, 2/27/19, 3/11/20, 3/10/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall safeguard youth records from unauthorized and improper disclosure, shall maintain strict confidentiality of all client records, and shall not disclose intake and assessment information except as provided by state and federal laws.

APPLICATION:

Department of Corrections, Juvenile Intake and Assessment Center

PURPOSE:

To safeguard youth records and disclosure.

PROCEDURE:

- I. Safeguarding Records
 - A. The JIAC program manager, or designee, shall inform all new staff and interns during their initial orientation/training of the policies concerning the confidentiality of client information and records.
 - B. All youth records shall be maintained and controlled by staff as set out in JIAC Policy 8.501, Records Maintenance.
 - C. Youth are to be assessed in a confidential manner, within the limitations of the facility.
 - D. Staff shall not utilize the speaker function while discussing youth information on the telephone.
 - E. Discussion or consultation among staff concerning youth in the facility is to be done in a manner that protects each juvenile’s identity and personal information, arrest record and case files from other youth in the facility.
 - F. When repair persons or vendors are working within access to youth records, staff will take precautions to maintain the confidentiality of youth records and issues.

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- G. When outside of the workplace, staff will protect the integrity of the information and confidentiality of youth seen at the facility. See SCDOC Administrative Services Policy 1.302, Professional Ethics and Code of Conduct.

II. Release of Youth Records

- A. Persons requesting to inspect or obtain any public records maintained by the department must submit their request in writing, as outlined in SCDOC Administrative Services Policy 1.500, Kansas Open Records Act.
- B. All records, reports and information obtained as a part of the juvenile intake and assessment process for juvenile offenders shall be confidential and shall not be disclosed except by the following:
 - 1. Any court of record may order the disclosure of such records, reports and other information to any person or entity.
 - 2. The JIAC program manager may authorize disclosure of such records, reports and other information to the following; in which case, a copy of the information released and the original release of information shall be provided to the JIAC program manager:
 - a. A licensed clinician assessing or treating a juvenile whom the clinician reasonably suspects may be abused or neglected;
 - b. A court-appointed special advocate for a child or an agency having the legal responsibility or authorization to care for, treat or supervise a youth;
 - c. A parent or other person with legal responsibility for the welfare of a child or such person's legal representative, with protection for the identity of persons reporting and other appropriate persons;
 - d. The youth, or the youth's attorney and/or the youth's guardian ad litem;
 - e. The police or other law enforcement agency;
 - f. An agency charged with the responsibility of preventing or treating physical, mental or emotional abuse or neglect or sexual abuse of children (the agency must have standards of confidentiality as strict or stricter than the requirement of the Kansas code for care of children or the Kansas juvenile justice code, whichever is applicable);
 - g. A person who is a member of a multidisciplinary team;
 - h. An agency and/or licensed clinicians authorized by a properly constituted authority to diagnose, care for, treat or supervise a child who is the subject of a report or record of child abuse or neglect;
 - i. A citizen review board with proper authorization to receive such records;

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- j. An educational institution if necessary to provide for the safety of the students/employees of the school;
 - k. Educators if necessary to provide for the safety of the students / employees of the school;
 - l. To any juvenile intake and assessment worker or another juvenile intake and assessment program; and,
 - m. The interstate compact for juvenile's compact administrator (involving interstate compact juveniles).
- C. An authorization for the release of information is not required for the release of information to the following agencies on an official basis:
1. Courts;
 2. District Attorney's office;
 3. Law enforcement;
 4. Probation, intensive supervision officers and agents performing regulatory monitoring or investigations (DCF, KDHE);
 5. Juvenile's defense attorney;
 6. Sedgwick County Juvenile Detention Facility;
 7. Sedgwick County Juvenile Residential Facility;
 8. Wichita Children's Home; and,
 9. Other juvenile intake and assessment centers.
- D. Prior to the release of any confidential information to another individual or agency working with a JIAC client, staff will ensure that JIAC Form 8.500.1, Authorization for Release of Confidential Information, is properly signed.
1. Each Release of Confidential Information form shall identify:
 - a. Youth's Name and Date of Birth;
 - b. Name/Agency from which request is made;
 - c. The information requested;
 - d. The date when the release is no longer valid;
 - e. A statement of the client's right to rescind the release;

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- f. Signature of parent/legal guardian with signature date; and,
 - g. Signature of staff/witness.
2. The authorization for the release of information must be specific as to which records are being requested and the nature of the request. JIAC reserves the right to protect all information.
 3. Information released to the youth (client) may only be information generated by JIAC.
 4. The original authorization for release of information shall be maintained in the facility file.
 5. A copy of the authorization for release of information shall be sent, if requested, to the individual or agency from which the request is made.
 6. If the parent/legal guardian refused to sign an authorization, no information will be exchanged with said individual or agency.
 7. A photocopy of the authorization is considered as valid as the original.
 8. Any information acquired from other sources will not be released by JIAC. This includes reports such as substance abuse evaluations, psychological evaluations, psychiatric assessments, reports from treatment professionals and arrest reports from law enforcement.
 9. Original records shall never be released, only photocopies of the requested documents.
 10. With the exception of youth records which are transferred upon release of a youth to another facility, any release of information from the youth record to outside agencies must be accompanied with an Authorization for Release of Confidential Information (8.500.1) either signed by the client, if 18 years of age or older, or signed by the parent/legal guardian of the youth and approved by the JIAC program manager.
- E. When a youth is transferred to the Juvenile Detention Facility (JDF), the following information will be released from the youth's record without need for a release of information:
1. Kansas Detention Assessment Instrument (KDAI) – Summary Sheet only;
 2. Signed commitment order for all overrides to detention;
 3. A copy of the Kansas Standard Arrest Report and /or any supporting law enforcement reports (e.g., affidavit, medical release);
 4. MAYSI-2 Scoring Profile (8.826.3) if the MAYSI-2 was completed; and,

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5. Full Court history and supporting documents.
- F. When a youth is transferred to the Wichita Children’s Home, the following information will be released from the youth’s record without need for a release of information. All information will be photocopied prior to release; the photocopies will be the released information.
1. Shelter Facility Referral Form (8.823.3);
 2. A copy of the Kansas Standard Arrest Report and /or any supporting law enforcement reports (e.g., affidavit, curfew report); and,
 3. The release form with the PPC section completed by law enforcement (8.823.1/KDOC–JS-JIAS-004).
- G. When a youth is released to the Juvenile Residential Facility, the following information will be released from the youth’s record without need for a release of information. All information will be photocopied prior to release; the photocopies will be the released information.
1. Shelter Facility Referral Form (8.823.3);
 2. A copy of the Kansas Standard Arrest Report and /or any supporting law enforcement reports (e.g., affidavit, curfew report);
 3. The release form with the PPC section completed by law enforcement (8.823.1/KDOC–JS-JIAS-004);
 4. MAYSI-2 scoring profile;
 5. Full Court history; and,
 6. Medical release paperwork, if applicable.
- H. When a youth is transferred to any other facility, only information requested through use of a release of information form will be sent.
- I. Requests for youth records or other information not specifically delineated in this policy shall be forwarded to the program manager and then to the department administrator for processing under SCDOC Administrative Services Policy 1.500, Kansas Open Records Act.
- J. The JIAC program manager shall maintain a list of all requests for records to include the requesting party, the youth’s name, the date of the request, whether the request was granted, and the date a response was submitted.



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III. Use of Records for Court

- A. No records, reports or information obtained as a part of the juvenile intake and assessment process may be admitted into evidence in any proceeding and may not be used in a child in need of care proceeding or a juvenile offender proceeding except for diagnostic and referral purposes and by the court in considering dispositional alternatives.
- B. If records, reports or information are in regard to abuse or neglect, which is required to be reported (to the Kansas Protection Report Center or other proper authorities as prescribed in K.S.A. 38-2223), such records, reports or information may then be used for any child in need of care proceeding for diagnostic and referral purposes and provided to the court for consideration of dispositional alternatives.
- C. If records, reports or information are in regard to a youth potentially being trafficked as a runaway, such records, reports or information specific to the possible trafficking of the runaway may then be used for any juvenile offender proceeding for diagnostic and referral purposes.
- D. If so ordered by a district court judge, all records obtained by JIAC staff may be shared in court.

AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION

Last Name:	First:	Middle:	Date of Birth:
Contact Information:			
I (We) _____ authorize the following information to be disclosed as indicated below.			
Information to be released: (PLACE YOUR INITIALS TO THE LEFT OF EACH ITEM APPROVED)			
____ Assessment Summary/Summaries			
____ Intake History			
____ Other (specify) _____			
The purpose or reason for the release is: (Optional. If no purpose stated, all lawful purposes are assumed.) _____ _____			
Read before signing: I understand that the information, which I have authorized to be disclosed, will be used for the purpose(s) stated. I acknowledge that it is my responsibility to be aware of any rights of confidentiality which I may have regarding the information which I am releasing and that by signing this consent I am waiving my rights, if any, to confidentiality for purposes which I have approved.			
This consent may be revoked, in writing, at any time prior to an action which has been taken in reliance upon it. This consent expires upon (date): _____ .			
Signature of person giving consent: _____ Date: _____ .			
Relationship to person whose information is being released _____ .			
Witness Signature: _____ Date: _____ .			

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Records Management	Policy No: 8.501
	Subject: Records Maintenance	Date: 2/10/2003 Pages: 5
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	KDOCJS - JIAS-03-100; BOCC Resolution 193-1996	
Revision Dates: 2/10/03, 1/1/11, 1/16/14, 2/10/15, 3/9/16, 9/15/16, 3/14/17, 3/5/18, 3/8/19; 4/21/20, 3/12/21		
Review Dates: 3/8/16, 9/15/16, 3/14/17, 2/21/18, 2/27/19, 3/11/20, 3/10/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall create and maintain youth case records to have an accurate permanent record of youth served.

APPLICATION:

Department of Corrections, Juvenile Intake and Assessment Center

PURPOSE:

To establish consistent procedures to ensure accurate, orderly and standardized records.

PROCEDURE:

- I. Responsibility
 - A. Youth case records shall be created by staff upon the youth’s intake at JIAC.
 - B. Intake and assessment staff shall review the electronic records of any and all prior intakes of the youth they are assigned to ensure the file is in order.
 - C. The intake officer shall be responsible for case records while youth are in the facility.
 - D. The assigned release worker shall be responsible for ensuring that all required forms are properly completed, signed and dated prior to the youth’s release.
 - E. Intake specialists, or designees, shall be responsible, on an annual basis, for identifying and transferring all hardcopy files from the central file area into “aged out” storage for youth who have reached 18 years of age.
 - F. The JIAC program manager shall maintain an accurate list of all “aged out” records in storage.

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II. Case Records

- A. The hardcopy records are previous paper records that contain computer generated information and forms assembled in a file folder originated in the central intake area. Hardcopy files shall be continually maintained to comply with the following standardized file arrangement guidelines:
1. A youth's file folder shall be identified by a label showing the Youth ID number of the youth.
 2. Photograph(s) of the youth in chronological order, with most recent intake photograph on top, shall be stapled inside the left front of the folder.
 3. Paper packets representing an intake event shall be stapled together and sorted chronologically with the most recent intake on top.
 4. Folders shall be identified as 'CONFIDENTIAL.'
- B. If the youth is a new intake, a new electronic file will be created in eCorrections.
- C. If the youth had a previous intake at JIAC, the youth's electronic file will be located by a search in eCorrections, the previous information reviewed, and new information added as necessary to document the new intake.
- D. Intake staff will add the appropriate completed documents generated during the youth's intake, assessment and release to the youth's electronic filing cabinet. The staff approving the record shall verify that all necessary documents are generated in the electronic filing cabinet.
1. Officer Release/Referral to JIAC
 2. A copy of the Kansas Standard Arrest Report or Notice/Agreement to Appear, and/or copies of a Commitment Order, Warrant, Full Court history and documents, bond or City of Wichita Curfew Notice Form, when applicable.
 3. Medical release paperwork (if applicable)
 4. Kansas Detention Assessment Instrument (KDAI)
 5. Youth Property Inventory sheet
 6. Juvenile Rights and Responsibilities
 7. asQ Suicide Risk Screening Tool (8.804.3)
 8. KDOC-JS-JIAS-003 Acknowledgement of Voluntary Completion of MAYSI-2 Screening Instrument (8.826.4) (if applicable)
 9. Massachusetts Youth Screening Instrument (MAYSI-2) Scoring Summary

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10. Massachusetts Youth Screening Instrument (MAYSI-2) and Secondary questions (if applicable)
11. KDOC-JS-JIAS-005 Juvenile Intake and Assessment Conditions of Release (8.823.4) (if applicable)
12. KDOC-JS-JIAS-007 Referral for Services Form (8.822.1)
13. KDOC-JS-JIAS-006 Juvenile Intake and Assessment Safety Plan (8.823.5) (if applicable)
14. Brief Intervention Tool (BITS) (if applicable)
15. Youth and caregiver identification documents (if applicable)
16. Shelter Facility Referral Form (8.823.3) (if applicable)
17. KDOC-JS-JIAS-004 Juvenile Intake and Assessment Release /Placement Form (8.823.1)
18. Juvenile Relational Inquiry Tool (JRIT)
19. Risk for Reoffending (RFR) Summary
20. Juvenile Self-Information Form (8.806.1)

III. Record Security

- A. Paperwork for active clients shall be maintained in the central file area on the records shelves in numeric order according to the Youth ID number.
- B. Records may be kept in assigned offices for duration of shift. Records in use, outside of staff offices, shall be in the direct observation of the staff using them and not left unattended.
- C. When staff go off duty and an assessment is not yet completed/ready for review, the youth's paperwork shall be stored on the designated shelf of the central file area, not in staff offices.
- D. No unauthorized person shall be given access to the files or their contents.
- E. Access to youth records shall be granted to:
 1. Intake staff on duty.
 2. Defense counsel of the youth named in the records.
 3. Judges, prosecutors and law enforcement officers when essential for official business.

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4. Individuals and agencies for the express purpose of conducting research, evaluative or statistical studies, provided the proper consent has been obtained.
 5. Members of the administrative staff of the parent agency when essential for authorized internal administrative purposes.
 6. Staff of licensing or regulatory agencies for the purpose of determining compliance with licensing regulations.
- F. Prior to the release of information from records, staff shall ensure that the Authorization for Release of Confidential Information (8.500.1), is properly signed following JIAC Policy 8.500, Safeguarding Records and Disclosure.
- G. The JIAC program manager is designated as the custodian of all records for the purpose of subpoena.
1. If staff is under subpoena to testify in court with records, the staff must notify the program manager immediately.
 2. The JIAC program manager may delegate authority to testify from facility records on behalf of the facility to specific staff, as deemed appropriate, on a case-by-case basis.
- H. Copies of certain records accompany a youth transferring to another agency. The originals of these documents shall remain in the control and custody of JIAC.
- I. The youth's permanent record shall be kept in storage until the youth reaches 23 years of age. Records will be disposed of according to statute and under the direction of the JIAC program manager, or designee, following JIAC Policy 8.502, Retention, Storage and Destruction of Client Records and Sedgwick County Resolution 193-1996.

IV. Electronic Records

- A. Electronic records are created, completed and maintained/updated as needed in eCorrections, the information management system for the Sedgwick County Department of Corrections. Intake staff shall ensure the greatest possible accuracy for each youth intake captured inside the database.
- B. Each intake record in eCorrections shall be checked for accuracy and completeness by another JIAC staff member before being marked as approved.
- C. Each intake record in eCorrections shall be entered into the state data system for submission to the KDOC - Juvenile Services (KDOC-JS).
 1. The JIAC program manager, or designee, shall review all intake records in the state data system prior to submission to KDOC-JS.

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2. The JIAC program manager, or designee, shall be responsible for the accuracy of the records entered into in the state data system.
3. The JIAC program manager, or designee, shall upload intake data to the KDOC-JS within three (3) business days after the initiation of the intake.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Records Management	Policy No: 8.502
	Subject: Retention, Storage and Destruction of Client Records	Date: 2/14/03 Pages: 2
Program:	Juvenile Intake & Assessment Center	
References:	KDOCJS - JIAS-03-105; K.S.A. 45-401; K.A.R. 53-2-154; Kansas Records Retention Schedule of the Kansas Historical Society (Series: 0003-119); BOCC Resolution 193-1996; SG CO Policy, Records Management	
Revision Dates: 2/14/03, 1/1/11, 1/16/14, 3/9/16, 9/15/16, 3/20/17, 3/8/19, 4/21/20, 3/11/21		
Review Dates: 2/10/15, 3/8/16, 9/15/16, 3/17/17, 2/21/18, 2/27/19, 3/11/20, 3/10/21		


Deputy Director of Juvenile Services

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall provide secure placement and preservation of client records and shall maintain a schedule for destroying inactive records.

APPLICATION:

Department of Corrections, Juvenile Intake and Assessment Center

PURPOSE:

To provide an orderly means of managing client records.

PROCEDURE:

- I. Storage of Hardcopy Records
 - A. Hardcopy records for clients under the age of 18 years shall be maintained in the central file area in numeric order until the youth reaches 18 years of age.
 - B. Access to the central file area shall be restricted to staff and interns.
 - C. Active records removed from the file room for use by staff shall be continually monitored to ensure their safety and integrity.
 - D. Responsibility for hardcopy files removed from the central file area (for intake and assessment purposes) shall be the assessment counselor of record in eCorrections.
 - E. Final responsibility for ensuring that the hardcopy record is returned to the central file area and properly filed shall be the assessment counselor of record in eCorrections.
 - F. Hardcopy records for clients who have reached age 18 years shall be secured in the designated locked storage area as "aged-out" files. Records shall be stored in numeric file order by the youth's year of birth until the destroy date, which shall be the youth's 23rd birthday.

Chapter:	Records Management	Policy No:	8.502
Subject:	Retention, Storage and Destruction of Client Records		Page 2 of 2


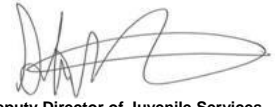
- G. The on-duty intake specialist shall be responsible for allowing access to the locked storage area and the “aged-out” records contained therein.

II. Closing Client Hardcopy Records

- A. Intake specialists shall be responsible, on an annual basis, for identifying and transferring all hardcopy files from the central file area into “aged out” storage for youth who have reached 18 years of age.
- B. Files shall be placed, numerically by file number, in storage boxes and transferred to the basement storage area as “aged-out” files.
- C. The JIAC program manager shall maintain a record of the youth’s name and date of birth for all files being transferred into storage.
- D. The JIAC program manager shall maintain an accurate list of all “aged-out” records in storage.

III. Destroying Client Hardcopy Records

- A. Records shall be disposed of according to statute and under the direction of the JIAC program manager.
- B. The JIAC program manager shall be responsible for the determination of the destroy date which shall be the youth’s 23rd birthday.
- C. The youth’s permanent hardcopy record shall be kept in storage in the “aged-out” files until the youth reaches 23 years of age.
- D. Sedgwick County Central Services, Records Management, coordinates the destruction of records in accordance with state statutes, state regulations, state records retention schedules, county resolutions and county policies.
- E. JIAC shall not retain any portion of the hard copy file. All parts of the youth’s record shall be destroyed.
- F. The JIAC program manager shall maintain an accurate list of all hardcopy files that have been destroyed.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Records Management	Policy No: 8.503
	Subject: Expungement of Client Records	Date: 5/16/2017
		Pages: 2
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	KDOCJS - JIAS-03-106; K.S.A. 38-2312	
Revision Dates: 3/8/19, 4/21/20, 3/11/21		
Review Dates: 2/21/18, 2/27/19, 3/11/20, 3/10/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall expunge client records in accordance with Kansas Department of Corrections – Juvenile Services (KDOC-JS) guidelines upon receipt of an order of expungement.

APPLICATION:

Department of Corrections, Juvenile Intake and Assessment Center

PURPOSE:

To provide an orderly means of expunging client records.

PROCEDURE:

I. Notification

Upon receipt of an order for expungement, the JIAC program manager, or designee, shall notify KDOC-JS in writing, via E-mail, within five (5) business days.

II. Procedure to Expunge Client Records

A. The JIAC program manager shall collect and print any and all information concerning the youth, including any electronic or paper documents or records on the individual listed within the court order.

B. All documents shall be placed in a sealed envelope, with “EXPUNGED RECORDS” written in red ink on the exterior.

1. The envelope shall also contain the following statement (typed or hand-written): “The contents of this envelope have been expunged and may not be divulged without an order from the District Court of Sedgwick County.”

2. The envelope may be identified, for internal purposes only, with the name of the youth and the date the case was expunged.



Chapter:	Records Management	Policy No:	8.503
Subject:	Expungement of Client Records		Page 2 of 2

- C. The deputy director of administrative and financial services shall store the expunged records in a secured cabinet.
- D. The JIAC program manager shall remove the youth's name, identifying information, photograph and assessment narratives from the Juvenile Information Management System (JIMS).
- E. The deputy director of administrative and financial services shall remove the youth's service record(s) from eCorrections.

III. Access to Expunged Records

- A. Should a request for information be presented on a case for which an expungement order has been received, JIAC staff shall forward the request to the deputy director of administrative and financial services.
- B. Should a request for information be presented on a case previously expunged, under certain circumstances as provided by K.S.A. 38-2312, the deputy director of administrative and financial services shall release the contents of the file as authorized by law and shall notify KDOC-JS.

Chapter 6 Equipment Inventory & Physical Plant

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Equipment Inventory & Physical Plant	Policy No: 8.600
	Subject: Severe Weather Plan	Date: 4/25/2007 Pages: 3
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	KDOCJS - JIAS-01-111	
Revision Dates: 4/25/07, 12/16/11, 2/10/15, 3/11/16, 9/15/16, 3/20/17, 5/18/20, 3/16/21		
Review Dates: 3/8/16, 9/15/16, 3/17/17, 2/21/18, 2/27/19, 4/15/20, 3/10/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall have a safety plan in place for use by staff and clients during severe weather.

APPLICATION:

Department of Corrections, Juvenile Intake and Assessment Center

PURPOSE:

To protect JIAC staff and clients during severe weather events.

DEFINITIONS:

As used in this document, the following shall apply:

Severe Weather Event	A tornado or other storm producing straight-line winds capable of causing damage to building structures or putting lives into immediate jeopardy.
Tornado Warning	Funnel clouds sighted in, or moving toward, Sedgwick County.
Tornado Watch	Weather conditions are favorable for the development of tornados. Generally tornado watches precede tornado warnings. However, it is possible for tornado warnings to be issued without a prior tornado watch.
Warning Siren	Device used to announce a tornado warning and indicate that staff should make preparations to seek shelter immediately.

PROCEDURE:

- I. Weather Monitoring
 - A. The National Weather Service (NWS) monitors severe weather from its regional headquarters in Kansas City. The NWS is the only entity that can issue a tornado watch.
 - B. The NWS radio shall be located in the supervisor's office and kept on alert at all times.

Chapter:	Equipment Inventory & Physical Plant	Policy No:	8.600
Subject:	Severe Weather Plan		Page 2 of 3



- C. The on-duty supervisor, or designee, shall monitor the NWS radio during a tornado watch.
- D. The on-duty supervisor, or designee, shall notify staff and clients of a tornado warning.
- E. Sedgwick County Emergency Management provides a public service update during severe weather and other emergency information through their Emergency Log that can be accessed at <http://www.scksel.info>.

II. Relocating to the Tornado Shelter

- A. In the event of a tornado warning or other severe weather, hallways adjacent to exterior walls should be avoided since they may not be wind safe.
- B. During the tornado warning, the designated tornado shelter for staff, visitors and youth shall be the JDF basement.
- C. The on-duty supervisor, or designee, shall ensure that all other staff and clients are relocated to the JDF basement.
- D. The on-duty supervisor, or designee, shall contact the JDF Master Control Booth and the JIAC program manager to report plans to relocate to the JDF basement to take shelter.
- E. The NWS radio shall be moved to the JDF basement to continue monitoring storm conditions.
- F. Staff shall instruct individuals to sit quietly by a basement wall and cover their heads either with their arms or under tables, if possible, to protect their heads until the tornado warning has expired.
- G. Individuals shall not enter caged storage areas in the JDF basement.
- H. The on-duty supervisor, or designee, shall attempt to notify parents / caregivers of youth who are waiting to be picked up to instruct them to wait until the end of the tornado warning or other severe weather event before coming to JIAC.
- I. Parents / caregivers already in the JIAC facility shall be given the option to leave or take shelter in the JDF basement where they may remain until the warning / severe weather event has expired.
- J. It shall be the responsibility of the on-duty JIAC supervisor to be aware of any clients, parents or other visitors to JIAC who have any disabilities. In cases of emergency, a JIAC staff shall be assigned to this person to help them get to the appropriate area for the duration of the emergency – including evacuation from the facility.
- K. In case of a need to help evacuate a person or persons from the facility, staff may use the closest and safest exit.

Chapter:	Equipment Inventory & Physical Plant	Policy No:	8.600
Subject:	Severe Weather Plan		Page 3 of 3

- L. Continuous communication between staff directing parents / caregivers and the on-duty supervisor shall be maintained via use of the JIAC radios.
- M. The on-duty supervisor, or designee, shall be responsible for determining, at the conclusion of the tornado warning or other severe weather event, whether it is safe for youth, staff and parents / caregivers to exit the shelter area.
- N. Any damages to the facility identified by the JIAC on-duty supervisor, or designee, shall be communicated immediately to the Juvenile Detention Facility's on-duty supervisor.
- O. The JIAC on-duty supervisor, or designee, shall be responsible for determining that it is safe to conduct business (intake and assess youth) in the JIAC facility at the conclusion of the severe weather event.
- P. The JIAC on-duty supervisor, or designee, shall contact the JIAC program manager as soon as practicable to report on the status of the facility and staff at the conclusion of the severe weather event.
- Q. The JIAC program manager shall contact the deputy director of juvenile services and/or director as soon as practicable to report on the status of the facility and staff at the conclusion of the severe weather event.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Equipment Inventory & Physical Plant	Policy No: 8.601
	Subject: Staff Locker Use	Date: 8/30/2007 Pages: 2
Program:	Juvenile Intake & Assessment Center	
References:	 Deputy Director of Juvenile Services	
Revision Dates: 8/30/07, 5/1/10, 2/10/15, 3/9/16, 5/4/16, 9/15/16, 3/20/17, 3/8/19, 5/18/20, 3/16/21		
Review Dates: 3/8/16, 5/4/16, 9/15/16, 3/17/17, 2/21/18, 2/27/19, 4/15/20, 3/10/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall provide a locker for each staff to use for storage of personal property while employed and on duty.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center staff

PURPOSE:

To provide a safe location for the storage of personal property while each staff is on duty.

PROCEDURE:

- A. Staff shall be assigned a locker and provided a key by the intake coordinator on the first day of on-the-job training.
 - 1. New staff shall sign and initial the Key Issue Acknowledgment Form (8.601.1) upon receipt of each key.
 - 2. Staff shall be responsible for informing their immediate supervisor in the event that the locker key is broken or lost.
- B. Staff shall store and lock personal belongings inside their assigned locker upon arrival at the facility and for the duration of their work shift.
- C. Items that are dangerous, corrosive, prone to decay, or otherwise give off an offensive odor shall not be stored in lockers.
- D. Lithium batteries shall not be stored in lockers.
- E. Food requiring cold storage shall be stored only in the staff refrigerator in the staff break room.
- F. Food items that do not require cold storage and are sealed or are in securely closed containers may be stored in the lockers.

Chapter:	Equipment Inventory & Physical Plant	Policy No:	8.601
Subject:	Staff Locker Use		Page 2 of 2

- G. Staff are expected to clean their lockers on a regular basis in order to ensure cleanliness in the locker room.
- H. Staff will be expected to clean out all items inside their assigned locker on their last day of employment, and they shall return the locker key to the intake coordinator, or designee, at the end of their last shift.
- I. The intake coordinator shall document the return of the key.




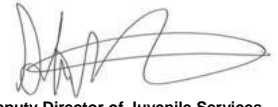
KEY ISSUE ACKNOWLEDGMENT FORM

Key ID	Date Issued	Staff's Initials	Date Returned	Supervisor's Initials

In signing this form I hereby acknowledge that the key(s) listed above for which I have initialed were assigned to me and are currently in my possession. I also signify that I do understand that I am not permitted to duplicate the above key(s) and will immediately notify the detention alternatives manager or Facilities Maintenance in the event that any of the above listed key(s) is suspected misplaced or stolen.

Staff Signature: _____ Title: _____ Date: _____

Supervisor Signature: _____ Title: _____ Date: _____

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Equipment Inventory & Physical Plant	Policy No: 8.602
	Subject: Staff Offices	Date: 8/30/2007 Pages: 3
Program:	Juvenile Intake & Assessment Center	
References:	 Deputy Director of Juvenile Services	
Revision Dates: 8/30/07, 5/1/10, 2/10/15, 12/18/15, 3/9/16, 5/4/16, 9/15/16, 3/20/17, 3/5/18, 5/18/20, 3/16/21		
Review Dates: 3/8/16, 5/4/16, 9/15/16, 3/17/17, 2/21/18, 2/27/19, 4/15/20, 3/10/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall have a procedure to control the use and care of staff offices.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center intake staff

PURPOSE:

To maintain order, use and efficiency of the JIAC staff offices in order to enhance customer service.

PROCEDURE:

- I. General Guidelines
 - A. Staff offices shall be assigned by the intake coordinator. The on-duty supervisor may alter office assignments during the shift according to staff workload and duty assignments.
 - B. Offices are to be shared by staff in a manner that enhances work efficiency and workflow.
 - C. When requested, staff shall vacate their assigned office so that another staff member can complete an assessment or a family conference in a timely manner.
 - D. County-purchased cleaning and custodial supplies are to be kept in the maintenance closet, the kitchen or the designated locked supply cabinet, not staff offices.

- II. Staff Property
 - A. No personal property shall be in any of the staff offices, with the following exceptions:
 - 1. Staff may bring a sweater or sweatshirt into the office during their shift to protect against the cold.
 - 2. Staff may bring a (spill-proof, non-sweat) container to drink from during their shift.

Chapter:	Equipment Inventory & Physical Plant	Policy No:	8.602
Subject:	Staff Offices		Page 2 of 3

- B. No personal electronics, except cell phones, shall be brought into any office or used in any office without the written consent of the JIAC program manager.
 - 1. Staff with cell phones shall keep them secure and out-of-sight from youth and families.
 - 2. Staff shall not use cell phones in view of youth and families.
- C. No charging vaporizers, atomizers or electronic nicotine devices on or near computers. When separate outlet is used, it must be unplugged daily.
- D. Lithium batteries shall not be stored in staff offices.
- E. While using an office, staff shall ensure that the office is kept clean, organized and free of clutter so that work efficiency is maximized and so other staff may use the office on short notice.

III. Overhead Lights

- A. When a JIAC staff is using an office and a youth, family member or other professional is present, the overhead lights in the office shall be on.
- B. When a JIAC staff is using an office with no youth present, the overhead lights in the office may be left off as a means of conserving energy.

IV. Office Doors

- A. Office doors that lead into the public hallway shall be kept closed at all times except when necessary for business purposes.
- B. If youth are in the facility, office doors that lead into the JIAC youth waiting room shall be kept closed at all times when staff are not in the office, regardless of duration away from the office.
- C. When a JIAC staff is using an office with no youth present, office doors that lead into the JIAC youth waiting room shall be kept fully open.
- D. When a JIAC staff is using an office and youth or family members are present:
 - 1. Maintain privacy when assessing a youth or working with a family.
 - 2. When the office doors are closed during an assessment, the window shades shall be kept open.
 - 3. If family members are present either during an assessment or family conference, the door shall be kept closed, and the shades shall be kept closed if there are other youth present in the youth waiting area.

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Subject:	Staff Offices		Page 3 of 3

4. If other youth are not present in the youth waiting area, office shades may be kept open during the family conference.

V. Unoccupied Offices


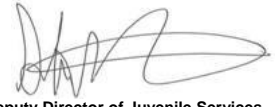
Offices that will not be occupied during a shift, or for a significant period of time, shall have all lights shut off and both doors closed.

VI. Office Equipment

- A. Office equipment shall be used only for JIAC-related business purposes.
- B. Personal local phone calls of only a few minutes duration may be made using office telephones. However, personal phone calls of more than a few minutes duration shall be made using staff's personal cell phone during their approved break-time.
- C. Office printers/copiers shall be used only for JIAC-related business needs for 1 or 2 page documents.
- D. Multi-page documents that require printing shall be printed using the JIAC/JDF network printer/copier in order to decrease printer costs.

VII. End of Shift Duties

- A. At the end of their shift, staff shall clean and organize the office used so that the offices are ready for the next shift coming on-duty.
- B. Staff shall document equipment problems or office maintenance issues in the shift notes. Staff may initiate a help request or facility maintenance request, copying all supervisors, the intake coordinator and the JIAC program manager.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Equipment Inventory & Physical Plant	Policy No: 8.603
	Subject: Office Safety Procedures	Date: 5/16/2017 Pages: 6
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	KDOCJS - JIAS-01-111; SG CO Policy 4.505	
Revision Dates: 11/2/17, 3/5/18, 3/8/19, 5/14/19, 5/18/20, 3/16/21, 6/8/21		
Review Dates: 11/2/17, 2/21/18, 2/27/19, 5/10/19, 4/15/20, 3/10/21, 5/12/21		

POLICY:

The Sedgwick County Department of Corrections (SCDOC), Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall have a safety plan in place for use by staff during violent or dangerous situations.

APPLICATION:

Department of Corrections, Juvenile Intake and Assessment Center

PURPOSE:

To provide possible response procedures to violent and dangerous situations and to outline facility safety procedures.

PROCEDURE:

I. Basic Safety Principles

Basic safety principles are pre-determined essential elements that staff members should consider when determining their response to a possible violent or dangerous situation.

- A. STAFF SAFETY should be the first consideration when responding to a possibly violent or dangerous situation. The safety of staff is always top priority.
- B. CLIENT SAFETY is a responsibility of all JIAC staff while clients are in the facility.
- C. PREVENTION of violence is always the preferred outcome of any volatile circumstance.
- D. All responses to volatile or violent situations should be made with the goal of DE-ESCALATION.
- E. Take NO RISKS. A likelihood of violence is always an acceptable reason to delay or reschedule a job task.

Chapter:	Equipment Inventory & Physical Plant	Policy No:	8.603
Subject:	Office Safety Procedures		Page 2 of 6

II. Facility Safety

- A. Staff shall wear clothing that permits safe storage of facility keys on their person during their shift (pockets or key clips).
- B. Desks, file cabinets, other furnishings and equipment shall be positioned to ensure free flow of traffic.
- C. Families and other visitors shall enter through the family lobby and secure personal belongings in a locker or in their vehicle. No family or other visitor is allowed past the family lobby without staff supervision.
- D. Staff shall ensure that youth entering through the family lobby secure their personal belongings in a locker, with their parent or in their vehicle and are electronically searched prior to proceeding past the family lobby.
- E. Professional guests and/or county employees with badges, and/or friends and family members of staff shall be allowed past the family lobby without being searched or securing their belongings.
- F. On duty law enforcement personnel shall be allowed past the family lobby without securing their duty weapon.
- G. Staff shall contact the Master Control Booth to call 9-1-1 immediately if the situation warrants. Staff are prohibited from exiting the building to intervene in any altercation. Such situations include, but are not limited to:
 - 1. Person(s) in parking lot or entering the facility with a gun or weapon in view.
 - 2. Physical fight in parking lot or family lobby.
- H. At no time shall a client, visitor or non-county staff be left in an office area unattended.
- I. Staff may halt conferences and remove the youth from the room at any time that the staff believes the process is escalating out of control and that either the youth or the caregiver is in danger.
- J. Staff should not underestimate a client's potential for harm.
- K. If staff recognize agitated behavior in a client or family member, they should attempt to diffuse the situation before it escalates into a dangerous confrontation.
- L. Staff should be aware of what is happening around them and recognize potentially dangerous situations that may be developing in offices around them and may attempt to diffuse the situation by making an appearance at the office door with a harmless inquiry.

Chapter:	Equipment Inventory & Physical Plant	Policy No:	8.603
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III. General Guidelines to Diffuse Situations

- A. These guidelines pertain to situations other than use of restrictive methods to control a youth's behavior as covered in JIAC Policy 8.810, Use of Force and Restraints.
- B. The first duty will be to assess the situation by:
 - 1. Approaching the location and listening.
 - 2. Speaking with the staff member needing assistance, if possible.
 - 3. Establishing contact with staff and/or client involved in the situation.
- C. If it is determined that the situation is VERBALLY threatening, responding staff shall:
 - 1. Approach the location with another staff member staying out of sight.
 - 2. Establish contact with the staff member involved in the incident.
 - 3. Separate the staff and client, if appropriate.
 - 4. Attempt to de-escalate the incident, ending the intake if necessary.
- D. If it is determined that the situation has escalated into a PHYSICAL threat, responding staff shall:
 - 1. Establish contact with the involved staff.
 - 2. Call a "Code Red" on the JDF radio channel and state the location (i.e., JIAC family lobby).
 - 3. Calm the client while another staff member contacts the Master Control Booth to call 9-1-1.
- E. If it is determined that the situation involves a WEAPON and/or physical contact has occurred, the responding staff shall:
 - 1. Call 9-1-1 and the Master Control Booth.
 - 2. Try and establish contact with the staff and/or client involved.
 - 3. Evacuate the building as appropriate.
 - 4. See Use of Force.

IV. Use of Force

- A. Staff may use physical force when dealing with clients only in instances of justifiable self-protection and protection of others.

Chapter:	Equipment Inventory & Physical Plant	Policy No:	8.603
Subject:	Office Safety Procedures		Page 4 of 6

- B. Only the amount of force necessary to bring the situation under control will be applied, and only for as long as is needed to control the situation.
- C. Staff shall complete a Special Incident Report (8.810.2) after any/all use of force incidents.

V. Active Shooter Response

Staff shall follow the procedures for workplace violence situations as outlined in Sedgwick County Policy 4.505, Violence in the Workplace. Staff must quickly assess the situation and determine which response (**Run, Hide or Fight** for intruder(s)/violence within the building – **or – Lock Out** for disturbances outside the building where all persons remain inside) is the most appropriate.

VI. Transporting Youth

Staff shall adhere to JIAC Policy 8.825, Transporting Youth, to ensure the safety of youth, staff and the community during transport.

VII. Natural Disaster, Fire or Earthquake

- A. Staff shall communicate with the Master Control Booth, which during emergencies becomes the emergency communications center, and shall respond to specific directions from the proper authorities.
- B. Staff shall do visual and auditory checks to ensure that no client is left unattended.

1. Natural Disaster

Staff shall adhere to JIAC Policy 8.600, Severe Weather Plan, to ensure the safety of youth, staff and visitors during severe weather events and shall relocate to the basement for shelter as outlined in the policy.

2. Fire

- a. In the event of a fire, fire alarm or situation which would necessitate evacuation of the facility, the staff member serving as point-of-contact for the shift shall be in charge of the orderly evacuation of the facility, unless relieved by the intake coordinator, program manager, deputy director of juvenile services, or director.
- b. Staff shall escort clients outside and ensure all handicapped persons receive any required assistance. Depending on the type of emergency and location of the emergency, staff shall escort clients to the designated area.

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3. Earthquake

Staff may use the Drop, Cover, Hold On technique and shall advise clients to: DROP where they are onto their hands and knees, COVER their head and neck with one arm and hand, and HOLD ON until shaking stops.

C. Evacuation

1. Normal evacuation from the JIAC intake area shall be down the secure hallway beyond the detention booking area through the BOOKING HALLWAY out into the SOUTH compound. If entering the secure hallway is not safe, staff shall evacuate through alternative exits, the law enforcement sally port area, employee entrance/exit or family lobby.
2. Normal evacuation from the JIAC staff offices shall be through the NORTH door into the JIAC family lobby and proceed out the EAST entrance **OR** through the SOUTH employee entrance/exit door. Move to the assembly area – the parking lot across the street to the EAST.
3. Staff shall account for all clients when the facility has been evacuated and shall report any missing or unaccounted for persons to firefighting or emergency response personnel upon their arrival at the facility.
4. Once evacuated, staff shall not re-enter the facility until the emergency has been terminated by the appropriate agency and announced by the Master Control Booth.

VIII. Staff Training

All staff must complete Office Safety – “Safe in 8” training, Violence in the Workplace training and Active Shooter (Run, Hide, Fight) training as part of their orientation.

IX. Fire Drills

- A. Fire drills shall be conducted quarterly on each shift as scheduled by the intake coordinator.
- B. The on-duty supervisor or point-of-contact for the shift shall conduct the fire drill and report completion, effectiveness and efficiency of the drill to the intake coordinator.
- C. The intake coordinator shall review all documentation of fire drills and plan corrective action when needed.
- D. The JIAC program manager shall maintain fire drill documentation in a facility file for three (3) past years and the current year. Files outside this timeframe may be destroyed.

Chapter:	Equipment Inventory & Physical Plant	Policy No:	8.603
Subject:	Office Safety Procedures		Page 6 of 6

X. Guest/Client Incidents/Injuries on County Property

The Guest/Client Incident Report Form (located on the Risk Management E-Line website) is to be completed by the County employee who witnessed an incident (or was told of an incident) which may become a claim against the County at a later date.



- A. If the guest/client/claimant is asking to file a formal claim against the County, they should be directed to Risk Management.
- B. Guest/Client Incident Reports should be submitted to riskmanagement@sedgwick.gov or faxed to (316) 383-7674 within 24 hours of notification.

XI. Continuity of Operations Plan (COOP)

- A. During a catastrophic event, the highest-ranking staff member at the facility shall have absolute and total authority for decisions made affecting the facility, the emergency and the security of the premises.
- B. Implement the COOP for JIAC, Home Based Services (HBS), and the Juvenile Residential Facility (JRF) to guide for priorities and operations during disasters; when an emergency threatens or incapacitates operations; or, the relocation of services is required.
- C. If the facility suffers a catastrophic event that renders it unfit or unsafe for occupation by clients, the following arrangements shall be made:
 - 1. Release youth to family member, if possible.
 - 2. Ask the Juvenile Detention Facility, other SCDOC residential facilities, or the Sedgwick County Adult Detention Facility to make temporary accommodations.
- D. The JIAC program manager and intake coordinator shall maintain a hard copy of the plan; a hard copy will be located in a central area for access by all JIAC program staff; and, the current plan will be available electronically on the E-Line site.
- E. The JIAC program manager and intake coordinator shall review the plan annually to identify any needed updates which will be submitted to the deputy director of juvenile services for consideration. The director, or designee, will grant final approval.
- F. All JIAC staff are responsible for regularly reviewing – at least annually – and for knowing and being able to apply the plan.
- G. The intake coordinator shall ensure all staff are trained in COOP procedures annually as it applies to their facility and job description.

**Chapter 7 Citizen, Volunteer and Other Agency Collaboration
(Centralized into SCDOC Administrative Policies)**

Chapter 8 Operations

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.800
	Subject: JIAC Service Availability	Date: 5/1/2010 Pages: 1
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	K.S.A. 38-2330(d)(1); K.S.A. 75-7023; KDOCJS-JIAS-04-100; MOU – USD 259, WPD and JIAC (2016)	
Revision Dates: 5/1/10, 2/4/11, 11/19/13, 4/8/15, 4/19/16, 9/15/16, 3/14/17, 4/8/19, 5/19/20, 3/16/21		
Review Dates: 4/12/16, 9/15/16, 3/14/17, 3/28/18, 4/3/19, 4/15/20, 3/10/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall be continuously available to provide intake and assessment services at a staffed facility maintained 24-hours per day, 365 days per year.

APPLICATION:



Department of Corrections, Juvenile Intake and Assessment Center

PURPOSE:

To ensure continuous access for local law enforcement agencies and families to intake staff and the JIAC program when needed.

PROCEDURE:

There shall be sufficient intake staff scheduled on a daily and hourly basis to ensure that law enforcement agencies, officers, and families are able to contact an intake officer for assistance, either in-person or via telephone, for the purpose of gathering information, obtaining immediate intake and assessment services, or scheduling an intake and assessment for any youth issued an agreement to appear (ATA), a notice to appear (NTA) or taken into custody by the law enforcement agency or officer.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.801
	Subject: JIAC Service Population	Date: 4/20/2007 Pages: 2
Program:	Juvenile Intake & Assessment Center	
References:	K.S.A. 38-2330; K.S.A. 75-7023; MOA – WCH and JIAC (11/22/19); MOU – USD 259, WPD and JIAC (2016)	 Deputy Director of Juvenile Services
Revision Dates: 4/20/07, 5/1/10, 2/4/11, 11/19/13, 3/31/14, 4/8/15, 4/19/16, 9/15/16, 4/21/17, 4/18/18, 4/8/19, 5/14/19, 5/19/20, 6/8/21		
Review Dates: 4/12/16, 9/15/16, 4/19/17, 3/28/18, 4/3/19, 5/10/19, 4/15/20, 5/12/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall have a defined plan of service for each youth referred to the program facility.

APPLICATION:

All Department of Corrections Juvenile Intake and Assessment Center staff having intake responsibilities

PURPOSE:

To establish guidelines and an orderly procedure for the intake and assessment of youth at JIAC.

PROCEDURE:



- I. Population Requiring Complete Intake and Assessment (Complete I/A)
 - A. The intake and assessment process shall be completed on each youth brought to JIAC for any of the following reasons:
 1. An offense has been committed in the officer’s view.
 2. The officer has probable cause to believe that a youth has committed an act that would be considered a felony or misdemeanor if committed by an adult.
 3. The officer has probable cause to believe that a youth has committed an act prohibited by minors, specifically possession or consumption of alcohol by a minor, curfew violation and truancy.
 4. District court warrants, two-tiered warrants, no good service warrants (determined by review of FullCourt documents that service was not good on the summons), commitment orders, court-ordered sanctions (district or municipal court), or when there is probable cause to believe that such a warrant exists.
 5. An Agreement to Appear (ATA) or Notice to Appear (NTA) has been issued.

Chapter:	Operations	Policy No:	8.801
Subject:	JIAC Service Population		Page 2 of 2

6. The Wichita Children's Home has refused admission of a youth.
 7. Out of state runaway youth (Interstate Compact Juvenile/ICJ).
 8. A youth self-refers or is referred by the parent or legal guardian (voluntary assessment).
 9. Intake procedures have been requested by Court Services.
- B. JIAC staff shall respond to all law enforcement requests for assistance with children in need of care and juvenile offenders when a more appropriate assessment location cannot readily be determined.

II. Population Eligible for Direct Re-Admission to JDF

- A. The direct re-admission to JDF process consists of youth who bypass all JIAC intake, assessment and release procedures.
- B. The direct re-admission to JDF process shall be for each youth brought to JIAC for the following reasons:
 1. Re-admission from another placement in the local detention continuum (JDF or JRF);
 2. Re-admission from a temporary release from JDF, and
 3. Transfers from other juvenile detention centers.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.802
	Subject: Voluntary Intake and Assessment	Date: 06/06/2003 Pages: 3
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	K.S.A. 75-7023(g); K.S.A. 38-2223; KDOC-JS – JIAS-04-105	
Revision Dates: 6/6/03, 5/1/10, 2/4/11, 11/19/13, 4/8/15, 4/19/16, 9/15/16, 3/20/17, 4/18/18, 4/8/19, 5/19/20, 3/16/21		
Review Dates: 4/12/16, 9/15/16, 3/17/17, 3/28/18, 4/3/19, 4/15/20, 3/10/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall have an intake/assessment process for all youth presented at JIAC for voluntary intake/assessment by their family or self.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center staff having intake and assessment responsibilities

PURPOSE:

To establish guidelines and an orderly procedure for the voluntary intake/assessment of youth.

PROCEDURE:

I. Entry Into Facility

All families bringing youth to the JIAC facility shall enter through the JIAC family lobby.

II. Authority for Voluntary Intake/Assessment Decisions

- A. The intake specialist, or designee, shall be responsible for approving the voluntary intake and assessment for any youth brought to JIAC by their family.
- B. If the youth and family appear to be in immediate crisis, staff shall take immediate, appropriate steps to assist the family in resolving issues and attaining services if needed.
- C. If the family comes to the JIAC facility or calls the facility and is not in immediate crisis, staff may schedule an appointment for them to bring the youth for assessment, based on the anticipated JIAC staff workload with law enforcement-referred youth.
- D. Once a youth is accepted into JIAC, an intake officer shall be assigned by the intake specialist, or designee, for the purpose of working with the youth and family.

Chapter: Operations	Policy No: 8.802
Subject: Voluntary Intake and Assessment	Page 2 of 3

III. Required Database Information

- A. All youth accepted for voluntary intake and assessment at JIAC shall have an intake event created under their name in eCorrections, the local information management system for Juvenile Services. All required fields in the database shall be completed.
- B. The “Intake Type” shall be identified as “Walk-in.”
- C. Staff shall enter the offense as “Voluntary – No Charges.”

IV. Voluntary Assessment Process

- A. Youth brought in for voluntary assessment shall be kept separate from any law enforcement-referred youth in the facility.
- B. Under the voluntary assessment process, no officer release is required and staff shall not be required to inventory the youth’s property or do a pat-down on the youth. JIAC staff shall perform an electronic wand search and photograph the youth for identification in eCorrections. The Kansas Detention Assessment Instrument (KDAI) shall not be administered.
- C. Information shall be collected in the following areas.
 - 1. The Massachusetts Youth Screening Instrument, Version 2 (MAYSI-2).
 - 2. Criminal history, including indications of gang involvement.
 - 3. Abuse history.
 - 4. Substance abuse history.
 - 5. History of prior community services or treatments.
 - 6. Education history.
 - 7. Medical history.
 - 8. Family history.
- D. A youth may refuse to answer any question during the assessment. JIAC staff shall document in eCorrections those questions the youth refused to answer. There shall be no negative consequences against any youth based on the refusal to answer any assessment questions.
- E. If there is suspicion or reason to believe that the youth is a potential victim of physical, mental, emotional or sexual abuse or neglect (which is required to be reported under K.S.A. 38-2223), a report shall be made as described in JIAC Policy 8.821, Mandatory Reporting of Abuse or Neglect. Staff shall make a determination if release to the family

Chapter: Operations	Policy No: 8.802
Subject: Voluntary Intake and Assessment	Page 3 of 3

or if requesting that law enforcement place the youth in Police Protective Custody is in the best interest of the youth.

V. Family Conference



- A. Families shall utilize the lockers in the lobby to secure personal belongings (including purses, coats, cell phones and keys), or leave items in their vehicle, prior to proceeding into the staff-secure hallway.
- B. Staff shall maintain privacy when assessing a youth or working with a family.
- C. Staff shall share the following information with the youth's family.
 - 1. What processes were completed with the youth at JIAC.
 - 2. The aggregated results of the MAYSI – 2 evaluation, but not the answers to specific questions.
 - 3. Any concerns JIAC staff may have as a result of the youth interview and evaluation.
 - 4. Any recommendations for services that staff feel could be beneficial for the youth and his/her family.

VI. Fees for Service

- A. There shall be no fee charged to families for any voluntary intake/assessment.
- B. This policy shall be re-evaluated annually based upon changes in demand for the service.
- C. Staff shall inform the family and youth that any other services to which they may be referred can/may charge a fee for any services provided.

VII. Family and Youth Exit from JIAC Facility

Once released, the youth and the family shall exit only from the family lobby door.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.803
	Subject: Criteria for Determining Intake Location	Date: 06/06/2002 Pages: 2
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	K.S.A. 75-7023; KDOCJS-JIAS-04-106	
Revision Dates: 6/6/02, 5/1/10, 2/4/11, 11/19/13, 4/8/15, 4/19/16, 9/15/16, 4/21/17, 4/18/18, 4/9/19, 5/14/19, 5/20/20, 6/8/21		
Review Dates: 4/12/16, 9/15/16, 4/19/17, 3/28/18, 4/3/19, 5/10/19, 4/8/20, 5/12/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall have a process to determine intake location for all youth presented at JIAC for intake.

APPLICATION:

Department of Corrections, Juvenile Intake and Assessment Center

PURPOSE:

To establish guidelines and an orderly procedure for determining the intake location for youth brought to JIAC.

DEFINITIONS:

As used in this document, the following shall apply:

Child in need of care (CINC): A person under the age of 18 years who has been physically, mentally, and/or sexually abused, or a child who has been neglected. A "CINC/NAN" refers to a child in need of care / non-abuse/neglect which is a term used for those under the age of 18 years who are exhibiting out of control behaviors, but have no apparent abuse / neglect issues and have not committed any offenses. Runaways may fit into this definition unless / until abuse or neglect issues are identified.

Juvenile offender (JO): A person aged 10 years through 17 years who has allegedly committed an offense that would be classified as a misdemeanor or a felony if committed by a person 18 years of age or older.

Status offender (SO): A person under the age of 18 years who has been detained for committing an act that would not be against the law if the person were 18 or more years of age. Examples include truancy, curfew, runaway and consumption/possession of alcohol (would be an SO until age 21 years in this last example).

Runaway: A person under the age of 18 who has left home or a Department for Children and Families (DCF) placement (i.e. foster home) without permission.

Chapter: Operations	Policy No: 8.803
Subject: Criteria for Determining Intake Location	Page 2 of 2

PROCEDURE:

- I. Assessment Criteria to Determine Location for Juvenile Intake
 - A. All youth brought to JIAC shall be assessed for the most appropriate intake / assessment location – JIAC or the Wichita Children’s Home (WCH).
 1. Youth with the following conditions will be admitted to JIAC.
 - a. New charges (JO or SO).
 - b. 18th Judicial District Court traffic warrant, two-tier warrant or a “no-good service” warrant.
 - c. Sedgwick County commitments (sanction, commitment order, warrant).
 - d. Refused admission from the Wichita Children’s Home (the admitting law enforcement officer must furnish JIAC staff with a copy of the WCH Refusal Form (8.803.1) completed by WCH staff).
 - e. Out of County warrants.
 - f. Interstate Compact Juveniles (ICJs/out-of-state runaways) shall be processed at JIAC and held in detention until arrangements are made to transport them to their home state.
 - g. Voluntary assessments.
 2. JIAC staff shall request the law enforcement officer transport youth with the following conditions to WCH.
 - a. Sedgwick County runaway (with no new charges).
 - b. Alleged victim of abuse or neglect (police protective custody).
 - B. JO issues prevail. If a youth has JO charges in addition to SO charges or CINC issues, the youth shall be processed at JIAC.
 - C. Runaway issues prevail over curfew and truancy.

WICHITA CHILDREN'S HOME (WCH) REFUSAL FORM

The following information needs to be completed before a youth can be refused admission at WCH and referred to the Juvenile Intake & Assessment Center (JIAC) as a Runaway/Child In Need of Care (CINC).

Date:	Time:	WCH Staff Making Determination:	Refuse WCH Admission? <input type="checkbox"/> Yes <input type="checkbox"/> No
Juvenile's Full Name:		<input type="checkbox"/> Male <input type="checkbox"/> Female	DOB: Age:
Transporting LEO Name:	LEO ID#:	Case #:	

As an authorized WCH representative, I am refusing admission to WCH for the above-named youth because:

- The youth has a documented history of chronic runaway behavior from WCH (3+ times in the past 6 months) and is NOT already in DCF custody.
- The youth has a documented history of running from WCH taking other youth within the past six months.
- The youth has an adjudication, pending, or previous JV sexual offense case.
- The youth has an active JV case for a person felony: any aggravated offense, kidnapping, arson to a dwelling, homicide/murder, criminal threat, robbery, or felony discharge of a firearm.
- The youth is an active runaway from another state (interstate compact/ICJ).
- The youth is an active runaway and is in KDOC-JS custody.
- The youth is exhibiting aggressive/assaultive behaviors or has, in the past, exhibited aggressive or assaultive behavior at WCH and is not appropriate for WCH milieu.

Additional Information:

WCH Staff Signature

Upon admission, youth made a statement about running away from the Wichita Children's Home?

- No Yes (if yes, please explain below)
- _____
- _____

Is youth in DCF custody? No Yes (if yes, please complete below)



Agency: _____ County: _____ Worker: _____

Is youth on probation? No Yes (if yes, please complete below)

County: _____ Probation Officer: _____ KDOC-JS Custody: N Y

(Formerly known as "JJA Custody")

This form MUST be completed and MUST accompany a KSAR with the youth when brought to JIAC.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.804
	Subject: Medical Criteria for Admission to JIAC	Date: 6/06/2002 Pages: 2
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	K.A.R. 28-4-354 (d); Attorney General Opinion OR 2016-19 (11/21/16)	
Revision Dates: 6/6/02, 5/1/10, 2/4/11, 11/19/13, 4/8/15, 4/19/16, 9/15/16, 12/6/16, 4/21/17, 4/18/18, 4/8/19, 7/29/19, 12/26/19, 5/19/20, 6/8/21		
Review Dates: 4/12/16, 9/15/16, 12/6/16, 4/19/17, 3/28/18, 4/3/19, 7/26/19, 12/26/19, 4/15/20, 5/12/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall require that youth meet a minimum level of physical and mental health as part of the intake process for all youth presented at JIAC for intake.

APPLICATION:

Department of Corrections, Juvenile Intake and Assessment Center

PURPOSE:

To establish guidelines that can ensure safety and health, as well as an orderly procedure, for the intake of youth at JIAC.

PROCEDURE:

- I. Medical Criteria for Admission to JIAC
 - A. Law enforcement officers shall be required to complete a short medical screen located on the JIAC Officer Release form (8.804.1) prior to JIAC staff accepting the youth for processing at JIAC or for intake to JDF.
 - B. If any of the following areas in the medical screen are marked “Yes,” the officer shall be required to obtain a medical release for the youth prior to being accepted at JIAC or JDF.
 1. Physical injury that appears to need immediate medical care.
 2. Signs of acute illness that appear to need immediate medical care.
 3. Signs of intoxication with significant impairment in functioning.
 4. Has taken medications, illicit drugs, unknown substances and/or substances that pose a significant and immediate health risk.
 5. Displaying warning signs and symptoms for suicide that appear to need immediate medical care or a psychiatric assessment.

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Subject:	Medical Criteria for Admission to JIAC		Page 2 of 2

6. Has been subject to a stun gun, taser, or other conducted energy weapon during or subsequent to the arrest.
- C. Prior to admission to JIAC, the asQ Suicide Risk Screening Tool (JIAC Form 8.804.3) shall be administered to each youth being brought in by law enforcement. Staff shall follow the Next Steps instructions on the tool.
 - D. Prior to admission to JIAC, the intake specialist or designee, in concert with the law enforcement officer, shall assess the youth's health status for signs of injury, intoxication and acute illness.
 - E. Regardless of what is marked on the Officer Release or asQ forms, if in the opinion of the intake staff, the youth needs immediate medical attention or psychiatric assessment, the intake staff shall refuse admission until the youth has been taken to a hospital emergency room or psychiatric unit and evaluated by a physician or other medical or mental health professional.
 - F. A medical release, signed by a physician, or a signed Medical/QMHP Release form (8.804.2) must then be presented before JIAC will accept the youth. In the absence of a physician's signature, verbal verification between Sedgwick County Department of Corrections (SCDOC) administrative staff or SCDOC contracted medical staff and the treating entity or provider, will be entered into the record to verify medical clearance or facility release.
 - G. The following examples are provided only as a further guideline to staff in making the decision to require a youth to receive medical attention.
 1. The youth has a fresh wound/cut (bleeding or not) that appears to need immediate medical attention (a cut that may require sutures).
 2. The youth may have sustained a head injury (including recent concussion or loss of consciousness).
 3. The youth has any swelling injuries, especially about the head and joints (pay attention to signs that circulation has been impaired due to the swelling – severe bruising or skin is very cold to the touch).
 4. The youth complains of moderate or severe pain related to any injury sustained during the arrest.
 5. The youth complains of severe nausea or dizziness or is vomiting.
 6. The youth has difficulty breathing (gasping, inability to catch his/her breath).
 7. The youth is unable to stand or walk without support.
 8. The youth is not oriented to self, time or place.

Height _____

Weight _____

Staff _____

OFFICER RELEASE TO

KJDR# _____

Staff _____

SEDGWICK COUNTY JUVENILE INTAKE & ASSESSMENT CENTER

_____ was detained by _____
Juvenile's Full Name Juvenile's DOB Age Law Enforcement Agency

as an alleged _____ under case number _____ for the following reason:
Youth Status (JO/SO/NO) Case Number

_____ [Misd. / Felony] _____ [NP / P] [D / ND]
Description of Most Serious Offense or Reason Level/Class

Upon entry to the JIAC facility, does the juvenile have any of the following:	NO	YES
Physical injury that appears to need immediate medical care?		
Signs of acute illness that appear to need immediate medical care?		
Signs of intoxication with significant impairment in functioning?		
Has taken medications, illicit drugs, and/or substances that pose a significant and immediate health risk?		
Warning signs/symptoms for suicide that appear to need immediate medical/psychiatric care?		
Has been tased during or subsequent to the arrest?		
If any of the above are marked "YES" a medical release or a completed Medical/QMHP Form (8.804.2) is required before the juvenile can be accepted at JIAC		
Was a medical release obtained for this juvenile?		

As a representative of the above named law enforcement agency, I attest that the information above is true and correct. I release this juvenile into the physical custody of the Juvenile Intake and Assessment Center for the 18th Judicial District. Any further decisions regarding this juvenile shall be made by JIAC staff. Release to a shelter, detention, or attendant care facility shall be entirely at their discretion in accordance with directives of the 18th Judicial District, and such action shall have the same force and effect as if the above named law enforcement agency were to make placement.

Officer Name and Signature

Youth Intake Date/Time

Intake Worker

Youth ID #	Intake Event #



Suicide Risk Screening Tool

Ask **Suicide-Screening** Questions

Date/Time: _____

Youth Name: _____ /JIAC Staff: _____

Ask the youth:

1. In the past few weeks, have you wished you were dead? Yes No

2. In the past few weeks, have you felt that you or your family would be better off if you were dead? Yes No

3. In the past 7 days, have you had thoughts about killing yourself? Yes No

4. Have you ever tried to kill yourself? Yes No

If yes, how? _____

When? _____


5. Are you having thoughts of killing yourself right now? Yes No

Next steps:

- If youth answers “No” to all questions 1 through 5, screening is complete. No intervention is necessary. (**Note: Judgment can always override a negative screen.**)
- If youth answers “Yes” to any of questions 1 through 4, or refuses to answer = **Potential risk** identified. Notify guardian/facility at the time of release.
- If youth answers “Yes” to question #5 = **Imminent risk** identified. Youth is to be placed on HIGH suicide observation/watch.
 - QMHP form required (8.804.2).
 - Youth is not to be left unattended at any time and requires behavior documentation at 10 minute intervals.
 - Medical release to be provided to facility (JDF, JRF, WCH) upon release OR, if being released to guardian, staff shall recommend immediate transport to COMCARE Crisis.

*****ADAPTED FOR JIAC USE. PUBLIC DOMAIN.*****



 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.805
	Subject: Required Youth Information for Admission to JIAC	Date: 6/06/2002 Pages: 2
Program:	Juvenile Intake & Assessment Center	
References:	K.S.A. 38-2330(d)(2)	
Revision Dates: 6/6/02, 5/1/10, 2/4/11, 2/20/14, 4/8/15, 4/19/16, 9/15/16, 4/21/17, 4/18/18, 4/8/19, 6/9/21		
Review Dates: 4/12/16, 9/15/16, 4/19/17, 3/28/18, 4/3/19, 5/12/21		


Deputy Director of Juvenile Services

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall identify information required from law enforcement agencies as part of the intake process for all youth presented for intake.

APPLICATION:

All Department of Corrections Juvenile Intake and Assessment Center staff having intake responsibilities

PURPOSE:

To establish guidelines and an orderly procedure for the intake of youth at JIAC.

PROCEDURE:

No youth referred for a new complaint shall be accepted at JIAC without a completed Kansas Standard Arrest Report or curfew form signed by the officer containing the following information:



- A. Youth's correct identity,
- B. Youth's correct date of birth,
- C. Youth's parent/guardian identification (for both parents if applicable), address and phone number,
- D. Time and date of youth's arrest,
- E. An assigned case number under which the youth was arrested/detained,

If an agency does not routinely provide case numbers at time of intake (for example, the Alcohol Beverage Control agency), it shall be the responsibility of the assigned intake worker to ensure that the case number is obtained by the next business day.

- F. A completed curfew form if there is a curfew violation,
- G. A completed narrative section describing the circumstances under which the youth was detained, and

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Subject:	Required Youth Information for Admission to JIAC		Page 2 of 2

- H. Youth's medical status. Youth must meet medical criteria for admission to JIAC (see JIAC Policy 8.804).

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.806
	Subject: Positive ID of Youth	Date: 2/13/2011 Pages: 3
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	KSA 75-7023; KSA 38-2330	
Revision Dates: 1/18/05, 5/1/10, 2/4/11, 2/20/14, 4/8/15, 4/19/16, 9/15/16, 4/21/17, 4/18/18, 4/8/19, 5/20/20, 6/9/21		
Review Dates: 4/12/16, 9/15/16, 4/19/17, 3/28/18, 4/3/19, 4/8/20, 5/12/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall have a process to positively identify all youth admitted.

APPLICATION:

All Department of Corrections Juvenile Intake and Assessment Center staff having intake, assessment and release responsibilities

PURPOSE:

To establish guidelines and an orderly procedure to positively identify all youth admitted to JIAC before they are released.

DEFINITIONS: As used in this document, the following shall apply:

eCorrections The information management system for the Sedgwick County Department of Corrections.

Forms of Acceptable Youth Identification:

Birth Certificate: May be used to positively identify youth's name and date of birth

Social Security Card: May be used to positively identify youth's name and social security number

Driver's License: May be used to positively identify youth's identity, name and date of birth

School ID Card: May be used for identification but not to verify demographic information

Passport: May be used to positively identify youth's identity, name and date of birth

Military ID Card: May be used to positively identify youth's identity, name and date of birth

Chapter: Operations	Policy No: 8.806
Subject: Positive ID of Youth	Page 2 of 3

PROCEDURE:

I. First Time Youth Seen at JIAC

- A. When a youth arrives at JIAC, staff shall instruct the youth to complete the Youth Self-Information form (8.806.1).
- B. Using the self-information form, the JIAC staff responsible for the intake shall open the Client Search in eCorrections and type in the name given, in order to determine whether the youth has been served by the department before. The date of birth given by the youth shall also be checked to ensure that a different name was not used in past services.
 1. Type in as few letters as necessary in each of the name fields, without the DOB, to complete the name search.
 2. If the youth's name does not come up using some portion of the name, reset the form and search by the given birth date.
- C. If the name is not found in eCorrections, a new record for the youth shall be created using the information provided by the youth.
- D. JIAC staff shall then proceed to complete an intake record for the youth and gather required information regarding the youth's caregivers.
- E. JIAC staff shall instruct caregivers to bring their (the caregiver's) personal identification such as:
 1. State issued Driver's License or Identification Card.
 2. Work ID, school card (such as a university ID card), or passport.
- F. When they arrive, the caregiver is to bring as many of the items as possible listed in the definitions section on page one, in order to establish a positive ID for the youth.
- G. If the caregiver has no picture ID, instruct them to bring a current bill, such as a water, gas or electric bill, with their name and current address.
- H. Instruct the caregiver that the youth will not be released to anyone that JIAC staff cannot positively identify through a picture ID or current address.

II. Youth Seen Two or More Times at JIAC

- A. Staff shall check eCorrections for any youth who has been at JIAC before, to ensure that all required forms of identification have been collected.
- B. If the youth's name and/or social security number have not been verified, the caregiver shall be advised to bring in the required pieces of ID so that the identification process can be completed.

Chapter:	Operations	Policy No:	8.806
Subject:	Positive ID of Youth		Page 3 of 3

- C. Failure of the caregiver to bring the required forms shall be documented in the conference narrative.

III. Documentation of Positive Identification

- A. Staff shall collect as many forms of acceptable identification as possible and verify them against each other.
- B. The Verification fields of the demographics section shall be completed in eCorrections.
- C. As part of the youth release process, all forms of identification – youth and caregiver – shall be scanned and added to the youth’s filing cabinet in eCorrections.
- D. Failure of the caregiver to bring the required forms shall be documented in the conference section of eCorrections.
- E. If any subsequent changes are required in the youth’s database record to name, date of birth, or Social Security Number, the JIAC program manager shall be contacted via e-mail and advised of the necessary changes to be made, in order to ensure the highest level of accuracy for identification purposes.

*****PLEASE PRINT NEATLY*****

FULL LEGAL NAME (as it appears on your Birth Certificate)

First Name	Middle (full middle name)	Last Name
------------	---------------------------	-----------

Preferred Name: _____	Please refer to me as:	he/him	she/her	they/them
-----------------------	------------------------	--------	---------	-----------

Street Address	Apt./Lot #	City	State	Zip Code
----------------	------------	------	-------	----------

Date of Birth (month/day/year)	Birth City	Birth State	Social Security Number
--------------------------------	------------	-------------	------------------------

Parent/Guardian/Family Member's Phone Number: () _____

*****PLEASE PRINT NEATLY*****

FULL LEGAL NAME (as it appears on your Birth Certificate)

First Name	Middle (full middle name)	Last Name
------------	---------------------------	-----------

Preferred Name: _____	Please refer to me as:	he/him	she/her	they/them
-----------------------	------------------------	--------	---------	-----------

Street Address	Apt./Lot #	City	State	Zip Code
----------------	------------	------	-------	----------

Date of Birth (month/day/year)	Birth City	Birth State	Social Security Number
--------------------------------	------------	-------------	------------------------

Parent/Guardian/Family Member's Phone Number: () _____

*****PLEASE PRINT NEATLY*****

FULL LEGAL NAME (as it appears on your Birth Certificate)



First Name	Middle (full middle name)	Last Name
------------	---------------------------	-----------

Preferred Name: _____	Please refer to me as:	he/him	she/her	they/them
-----------------------	------------------------	--------	---------	-----------

Street Address	Apt./Lot #	City	State	Zip Code
----------------	------------	------	-------	----------

Date of Birth (month/day/year)	Birth City	Birth State	Social Security Number
--------------------------------	------------	-------------	------------------------

Parent/Guardian/Family Member's Phone Number: () _____

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.807
	Subject: Juvenile Intake Procedure	Date: 8/24/1998 Pages: 5
Program:	Juvenile Intake & Assessment Center	
References:	KSA 75-7023; KSA 38-2330; KSA 38-2232; KSA 38-2361(f) KDOC-JS-04-114; Memorandums of Agreement; Wichita Children's Home & JIAC (11/22/19); Judicial Order (1/8/14); Attorney General Opinion OR 2016-19 (11/21/16)	 Deputy Director of Juvenile Services
Revision Dates: 8/24/98, 8/25/99, 6/6/02, 6/27/03, 4/20/07, 4/25/11, 2/20/14, 4/8/15, 7/1/15, 12/18/15, 4/19/16, 9/15/16, 12/6/16, 4/20/17, 7/1/17, 4/18/18, 7/24/18, 4/8/19, 5/14/19, 12/26/19, 5/20/20, 6/9/21		
Review Dates: 4/12/16, 9/15/16, 12/6/16, 4/19/17, 6/19/17, 3/28/18, 7/23/18, 4/3/19, 5/10/19, 12/26/19, 4/8/20, 5/12/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall have an intake process for all youth presented for intake.

APPLICATION:

All Department of Corrections Juvenile Intake and Assessment Center staff having intake responsibilities

PURPOSE:

To establish guidelines and an orderly procedure for the intake of youth at JIAC.

PROCEDURE:

- I. Entry into Facility
 - A. All law enforcement officers bringing youth to the JIAC/JDF facility shall enter through the garage sally port leading into the JIAC intake area.
 - B. Officers shall be required to leave their service handguns in the gun lockers located in the garage sally port.
 - C. Officers may bring their conducted electrical weapons ("Tasers") into the facility.
- II. Authority for Intake Decisions
 - A. The intake specialist, or designee, shall be responsible for approving each youth for intake at JIAC.
 - B. Staff authorized to make intake decisions must be approved to do so by either the JIAC program manager or intake coordinator. The staff must have first completed the following training.

Chapter:	Operations	Policy No:	8.807
Subject:	Juvenile Intake Procedure		Page 2 of 5

1. Data entry into the appropriate intake screens in eCorrections, the information management system for the Sedgwick County Department of Corrections.
2. Kansas Detention Assessment Instrument (KDAI) (8.807.1) training through the Kansas Department of Corrections.
3. Proper technique in use of the mug system and fingerprinting system.
4. Search techniques (pat-down and electronic wand).
5. Use of handcuffs/shackles.
6. A minimum of five observed and five supervised intakes to assure accuracy and proficiency.

III. Youth Custody

- A. The JIAC program maintains temporary physical custody only, not legal custody, of youth taken into custody by law enforcement and brought to JIAC for intake.
- B. Physical custody, and the authority to release a youth for a law enforcement agency, is granted to JIAC upon obtaining the law enforcement officer's signature on the Officer Release form (8.804.1).
- C. Until the Officer Release form is signed, the youth remains in both the legal and physical custody of the law enforcement officer.
- D. All youth remain in the legal custody of the placing law enforcement agency until the Youth Release form (8.823.1) is completed.
- E. JIAC staff are not legally authorized to give consent for a youth to receive medical treatment or transport youth except as authorized in JIAC Policy 8.825, Transporting Youth.

IV. Intake Process

- A. All referred youth shall be processed without unnecessary delay, and all information gathered shall be as accurate and as complete as possible.
- B. The assigned intake worker shall be responsible for verifying that all required tasks are completed during the intake phase of the referral.
- C. Youth shall be accepted for intake and assessment based on the following policies.
 1. Criteria for Determining Intake Location, 8.803.
 2. Medical Criteria for Admission to JIAC, 8.804.
 3. Required Youth Information for Admission to JIAC, 8.805.

Chapter: Operations	Policy No: 8.807
Subject: Juvenile Intake Procedure	Page 3 of 5

- D. The youth's intake information shall be entered in eCorrections.
- E. The KDAI (8.807.1) shall be completed for each youth brought to JIAC, as outlined below.
 - 1. JIAC staff shall administer the KDAI for every youth who allegedly committed a juvenile offense or status offense or for other special detention reasons (warrant, out of state absconder or runaway, etc.).
 - 2. JIAC staff shall NOT administer the KDAI on youth who are Child in Need of Care cases of abuse and neglect, reporting for a Notice to Appear, reporting for an Agreement to Appear, or any walk-in intakes.
 - 3. JIAC staff shall use the KDAI Scoring Guide every time a KDAI is administered and shall follow the guidelines.
 - 4. For any youth being processed for intake to JDF, a copy of the KDAI Summary Sheet shall be included in the JDF intake packet.
 - 5. JIAC staff shall obtain court approval on all overrides of the KDAI detention decision according to the process established by the 18th Judicial District.
 - 6. For all overrides to detention (except on two-tiered warrants), JIAC staff shall complete a Commitment Order form and obtain a judge's signature as soon as practicable. The signed Commitment Order form shall be placed in the clerk tray in the Home Based Services office for filing with the clerk. The signed Commitment Order shall be provided to the Juvenile Detention Facility and scanned into the youth's eCorrections file cabinet.
- F. The Sedgwick County Risk for Reoffending Screening Instrument (RFR) shall be completed for all intakes by the end of shift.
- G. Youth property shall be inventoried using the Youth Property Inventory form (8.807.2).
 - 1. The youth's property shall be inventoried at the designated inventory counter and verified by the youth or admitting law enforcement officer.
 - 2. Money shall be counted a second time, at the inventory counter, and verified by the youth or other staff member.
 - 3. Property being released to the Juvenile Detention Facility (JDF) shall be verified by a JIAC and a JDF staff member and both staff shall sign off on the Youth Property Inventory Form. The only exception to this process is for youth being released to JDF with only their shoes and/or a belt.
- H. An electronic wand search shall be conducted.
- I. A pat search shall be completed by a trained staff member of the same gender.

Chapter:	Operations	Policy No:	8.807
Subject:	Juvenile Intake Procedure		Page 4 of 5

- J. Staff shall take mug photos of the youth and link the photo to the youth's record in eCorrections.
- K. Staff shall fingerprint the youth when arrested for any printable offenses (8.807.3).
- L. A DNA sample shall be collected if the youth was arrested for a felony or qualifying misdemeanor, and there is no verification that the youth's DNA sample is already filed with the Kansas Bureau of Investigation. When the offense(s) is entered into eCorrections, the system automatically indicates if a DNA sample is needed. The DNA Collection Consent / Refusal Form (8.815.1) shall be completed prior to DNA collection.
- M. The youth's name shall be checked for outstanding warrants in the Full Court database.
 - 1. If the youth has an outstanding warrant from district court, the status of service on the summons shall be verified.
 - 2. If the juvenile was arrested solely due to a warrant from district court, and it can be determined the juvenile did not have good service on the summons for initial appearance, or it was a two-tiered warrant, JIAC staff shall have the authority to set a new date for the initial appearance and release the juvenile on an Own Recognizance (OR) bond if deemed appropriate for release. It is not necessary to contact a judge.
- N. JIAC staff shall be responsible for ensuring and documenting that warrants are cleared.
- O. All intake duties shall be completed before beginning the assessment and/or release process.
- V. Required Database Information
 - A. All youth accepted for intake and assessment at JIAC shall have an intake event created under their name in eCorrections. All required fields shall be completed.
 - B. If a youth is accepted for intake/assessment at JIAC, an intake record is created and the youth is subsequently found to need medical attention, the intake record shall not be closed. Information concerning the medical intervention shall be documented inside the record. The record shall be closed only when the youth is released to a caregiver or placement is made with another agency.
 - C. The following items shall be collected and stored electronically in eCorrections, if applicable:
 - 1. Officer release form signed by the referring/transporting officer;
 - 2. A completed copy of the Kansas Standard Arrest Report including a complete narrative;
 - 3. A signed medical release form if there are significant injuries, substance abuse or mental health issues;

Chapter:	Operations	Policy No:	8.807
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4. Commitment order or warrant;
5. Full Court history;
6. Kansas Detention Assessment Instrument (KDAI);
7. Youth property inventory sheet;
8. A Rights and Responsibilities form signed by the youth;
9. Ask Suicide-Screening Questions Suicide Risk Screening Tool "ASQ";
10. MAYSI-2 Consent Form;
11. MAYSI-2 Questionnaire;
12. MAYSI-2 Secondary Questions;
13. MAYSI-2 Scoring Profile;
14. Referral form;
15. Release with Conditions form;
16. Safety Plan;
17. Release form;
18. Youth identification document (copy);
19. BITS form, and
20. Current photo of the youth.

KANSAS DETENTION ASSESSMENT INSTRUMENT (KDAI)

Name of Youth: _____ DOB: _____
 Gender: _____ Race(s): _____ Ethnicity: Hispanic Non-Hispanic
 Alleged Offense(s): _____

 JIAS Worker: _____ Date: _____
 County: _____ Judicial District: _____

SPECIAL DETENTION CASES (Check one item only if applicable)

- a. Mandatory Detention Warrant Detain
 - Probation Violation Probable Cause Failure to Appear
 - Out of State Unknown Other: _____
- b. Violation of a Valid Court Order in a CINC case Detain
- c. Interstate Compact Juvenile (out of state absconder or runaway) Detain
- d. Person Felony by documented gang member K.S.A. 21-6316 Detain

1. MOST SERIOUS CURRENT OFFENSE _____ SCORE

- (Check one item only)** *List the most serious current offense*
- a. Off-Grid felony offense 16
 - b. Levels 1-6 person felony offense 16
 - c. Firearms offense (Use –in commission of the crime) 16
 - d. Levels 1-4 felony drug offenses 12
 - e. Levels 7-10 person felony offense 12
 - f. Residential Burglary K.S.A. 21-5807(a)(1) 12
 - g. Firearms offense (Possession) 8
 - h. Other felony offense including drug offenses 6
 - i. Misdemeanor offense (excluding MIP and MIC) 3
 - j. Non-Mandatory Warrant 1
 - k. Child In Need of Care (Non-Abuse/Neglect) or status offense 0
 - l. Picked up on a Warrant (mandatory detention) or a VCO 0
- Subtotal _____

2. SUPERVISION STATUS (Check the most serious one only)

- a. Currently on Conditional Release from a Juvenile Correctional Facility (JCF) 7
 - b. Currently in DOC Custody 5
 - c. Currently on Intensive Supervision probation (Community Corrections) 4
 - d. Currently on Court Services probation 4
 - e. Currently on bond (in lieu of detention) 3
 - f. Currently on detention alternative ATD Name: _____ 3
 - g. Currently on release with conditions 3
 - h. Currently on diversion / immediate intervention program 1
 - i. Not currently on supervision 0
 - j. Unable to determine Explain why: _____ 0
- Subtotal _____

3. HISTORY OF FAILURE TO APPEAR/RUNNING AWAY (within past 12 months) (Check all that apply)

- a. Prior escape(s) from custody 3
 - b. Two or more runaways from a court ordered placement 2
 - c. Prior failure to appear to court hearing and a bench warrant was ordered Quantity: _____ 1
 - d. No history of failure to appear or running away 0
 - e. Unable to determine Explain why: _____ 0
- Subtotal _____

4. **PRIOR ADJUDICATIONS / CLOSED CASES (Check all that apply)**

(Do not include offense(s) the youth is currently on supervision for)

- a. Current adjudication pending disposition 3
- b. Prior felony adjudications 2
- c. Three or more prior misdemeanor adjudications 1
- d. One or two prior misdemeanor adjudication(s) 0
- e. No prior court history 0
- f. Unable to determine Explain why: _____ 0

Subtotal _____

5. **MITIGATING FACTORS (Check all that apply)**

- a. Responsible adult to assure supervision and appearance in court -1
- b. First adjudicated offense at 16 years of age or older -1
- c. None of the above 0
- d. Unable to determine Explain why: _____ 0

Subtotal _____

TOTAL SCORE _____

DATA SOURCES:

What data sources were used to complete the KDAI (Check all that apply)

- LEO
- Probation/Supervision Officer
- CASIMS
- JJIAMS
- Full Court
- KBI
- NCIC
- III
- KASPER
- KCJIS
- DCF
- Local Database Name: _____
- Other: _____
- Self-Report Explain why if only source: _____

KANSAS DETENTION ASSESSMENT INSTRUMENT (KDAI) SUMMARY SHEET

Name of Youth: _____ DOB: _____
Alleged Offense(s): _____

JIAS Worker: _____ Date: _____
County: _____ Judicial District: _____

DETENTION DECISION

TOTAL SCORE _____

- Special Detention Case ---- Mandatory Detention
- Score of 14 or higher ----- High Risk: Recommend detention
- Score of 8 to 13 ----- Moderate Risk: Recommend release with restrictions and/or seek alternative placement options
- Score of 7 or lower ----- Low Risk: Recommend release without restrictions

*It is best that youth 12 years and under not be placed in detention unless absolutely necessary for public safety. These youth should only be detained when all other options have been considered and exhausted.

Will the placement of the youth occur as recommended above? YES NO

** If no, the override section shall be completed.

OVERRIDE

Indicate the final placement decision below if the instrument's recommendation was not followed:

- Detention
- Release with restrictions and/or seek alternative placement options
- Release without restrictions

Override Category (Check only one)

- No appropriate alternative available Explain: _____
- Release – Out of state runaway (ICJ cleared)
- Hold – Immigration and Customs Enforcement (ICE)
- Parent refuses custody and alternative placement is determined Explain: _____
- Gang motivated/associated offense (current charges are validated by law enforcement to be gang motivated/gang associated)
- No available parent, guardian or another appropriate adult
- Victim resides in the home
- Appropriate alternative available
 - House Arrest Reporting Center Responsible Adult
 - Shelter Foster Care Other: _____
- Juvenile has medical or psychiatric needs that would be better served with community or parental supervision
- Other: _____

Override Narrative:

Who made the override recommendation? _____
Name Title

Court approval of override decision _____
Name Title

JUVENILE INTAKE & ASSESSMENT CENTER YOUTH PROPERTY INVENTORY

Check here if youth has
NO PROPERTY

FIRST NAME

LAST NAME

DATE

BIN #

CARRY-INS		CLOTHING		JEWELRY		
BAGS	Backpack		Belt	<input type="checkbox"/> Black	Bracelet(s)	<input type="checkbox"/> Gold Colored
	Duffel Bag			<input type="checkbox"/> Brown		<input type="checkbox"/> Silver Colored
	Purse		<input type="checkbox"/> Other	<input type="checkbox"/> Rubber		
	Garbage Bag		Hat	<input type="checkbox"/> Baseball		<input type="checkbox"/> String
	Shopping Bag			<input type="checkbox"/> Stocking		<input type="checkbox"/> Other
Cell Phone		<input type="checkbox"/> Other				
ELECTRONICS	Charger (Phone)		Coat/Jacket		Earring(s)	<input type="checkbox"/> Gold Colored
	Tablet		Pants (extra)			<input type="checkbox"/> Silver Colored
	Headphones		Shorts (extra)		Body Jewelry	<input type="checkbox"/> Other
	Computer Acc.		Shirts (extra)			<input type="checkbox"/> Eyebrow
PAPERS	Medical Release		Shoes / Boots	<input type="checkbox"/> Black Leather	Necklace(s)	<input type="checkbox"/> Nose
	Citations			<input type="checkbox"/> Brown Leather		<input type="checkbox"/> Lip
	Civil Notice (Theft)			<input type="checkbox"/> Cloth		<input type="checkbox"/> Tongue
	Misc. Papers			<input type="checkbox"/> Sneaker		<input type="checkbox"/> Navel (belly)
		<input type="checkbox"/> Flip-Flop		<input type="checkbox"/> Other		
	Keys		<i>MISC.</i>		Ring(s)	<input type="checkbox"/> Gold Colored
	Wallet		MEDICATION(S)			<input type="checkbox"/> Silver Colored
	I.D.	<input type="checkbox"/> D.L. <input type="checkbox"/> Permit <input type="checkbox"/> State Issued <input type="checkbox"/> Student				<input type="checkbox"/> Other
	Knife				Watch	<input type="checkbox"/> Gold Colored
	Lighter					<input type="checkbox"/> Silver Colored
	<i>MISC.</i>		MONEY		<i>MISC.</i>	<input type="checkbox"/> Other
			Coins	\$		
			Currency	\$		
			MONEY TOTAL	\$		
ITEMS CONFISCATED BY LAW ENFORCEMENT				PERSONAL		
1. _____ 2. _____ 3. _____ 4. _____ _____ Signature & I.D. of Confiscating Officer				Condoms		
				Cosmetics		
				Personal Hygiene		
				Hair Care		<input type="checkbox"/> Bobby Pins <input type="checkbox"/> Brush <input type="checkbox"/> Comb <input type="checkbox"/> Gel <input type="checkbox"/> Hair Ties <input type="checkbox"/> Hair Piece(s)
				<i>MISC.</i>		

INTAKE

By signing, I agree that all property brought into this facility was listed on this paper.

Staff Initials – Intake

Youth's signature at time of intake.

RELEASE

By signing, I agree that all listed property (excepting confiscated items) was returned to me at release.

Staff Initials – Release

Custodian's signature at time of release.

Youth's signature at time of release.


JUVENILE INTAKE & ASSESSMENT CENTER PRINTABLE OFFENSES

- A. Any felony offense
- B. Any “A” or “B” misdemeanor offense
- C. Assault [K.S.A. 21-5412]
- D. DUI
- E. Any driver’s license violation (including driving on suspended license and no driver’s license)
- F. No Proof of Insurance [K.S.A. 40-3101(d)]
- G. Reckless Driving [K.S.A. 8-1566]
- H. Evade & Elude [K.S.A. 8-1568]
- I. Hit & Run [K.S.A. 8-1602; K.S.A. 8-1603; K.S.A. 8-1605]

**Any “C” or “Unclassified (U)” misdemeanor offense requires completion of a KJDR Form (“Pink Sheet”) only (except assault).*

***ATAs ARE NOT fingerprinted, regardless of the offense.*

****NTAs ARE fingerprinted.*

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.808
	Subject: Contact with Youth's Family	Date: 6/06/2002 Pages: 2
Program:	Juvenile Intake & Assessment Center	
References:	K.S.A. 75-7023 KDOCJS - JIAS-04-101; Sedgwick County Resolution 54-04	
Revision Dates: 6/6/02, 5/1/10, 2/4/11, 2/20/14, 4/8/15, 4/19/16, 7/12/16, 9/15/16, 3/14/17, 11/2/17, 4/18/18, 4/8/19, 5/20/20, 6/9/21		
Review Dates: 4/12/16, 7/11/16, 9/15/16, 3/14/17, 11/2/17, 3/28/18, 4/3/19, 4/8/20, 5/12/21		


Deputy Director of Juvenile Services

POLICY:

Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) intake staff shall contact a youth's family as quickly as possible after law enforcement delivers the youth to JIAC.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center staff having intake and assessment responsibilities

PURPOSE:

To ensure that family members are made aware of the location of the youth and what the JIAC assessment process entails.

DEFINITION:

As used in this document, the following shall apply:

Family:

The Sedgwick County Department of Corrections defines family as supportive people, identified by youth and/or their parents or guardians, whose positive involvement contributes to their success.

PROCEDURE:

- I. Staff Responsibilities in Contacting Family Members
 - A. It shall be the responsibility of the assigned assessment worker to notify family members as quickly as possible after the youth's arrival at JIAC to advise the family members of the youth's location and the JIAC assessment process.
 - B. A record of attempted and completed phone contacts with the family members or other significant representatives (CSO, ISO, etc.) shall be kept in the Contact Log in eCorrections, the information management system for the Sedgwick County Department of Corrections.
 - C. If the youth's family member cannot be reached, the assessment process shall continue so that the youth is ready to be released as quickly as possible upon notification and arrival of the family member.

Chapter:	Operations	Policy No:	8.808
Subject:	Contact with Youth's Family		Page 2 of 2



- D. After successfully contacting the youth's family member, staff shall inform them of the following.
1. Information will be collected from the youth, according to state law, for the purpose of helping the youth limit his/her future involvement with the juvenile justice system.
 2. The approximate duration of the assessment process so that they can arrive in a timely manner.
 3. To bring a picture ID of themselves as a means of documenting to whom the youth will be released.
 4. To bring positive identification to document the youth's legal name, date of birth, and social security number (birth certificate and social security card).
 5. If there is any suspicion by the JIAC staff contacting the family that they may refuse to come take custody of the juvenile, the JIAC staff shall give the family notification of County Resolution 54, which stipulates a two-hour time-limit for arriving at JIAC in accordance with JIAC Policy 8.824.
 6. JIAC staff shall document in the Contact Log when and to whom the resolution notification was given.
 7. Staff shall not discuss the youth's case in any detail over the telephone.

II. Phone Contact with Family Regarding Placement of Youth

- A. If the youth is to be detained at the Juvenile Detention Facility (JDF), staff shall inform the family of this fact as soon as possible after the decision to detain has been made (so they do not drive to JIAC unnecessarily) and that they will be contacted by JDF staff.
- B. If the youth will be going to a shelter facility, staff may inform the family that the youth will be taken to a shelter facility under police protective custody and that they will be contacted within the next 24 to 72 business hours.

III. Phone Contact with Family After Youth Release (Post Intake Contacts)

- A. After the youth is released, all phone contacts with the youth and/or the youth's family shall be logged in the youth's record the eCorrections Contact Log as a Post Intake Contact.
- B. If the family has a grievance/complaint, the Client Grievance Procedure (JIAC Policy 8.104) shall be followed.
- C. Noteworthy calls shall also be included in shift notes.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.809
	Subject: Searches	Date: 2/13/2011 Pages: 4
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	JIAS-04-102	
Revision Dates: 5/1/10, 2/4/11, 2/20/14, 4/8/15, 4/19/16, 9/15/16, 4/20/17, 4/18/18, 4/8/19, 5/20/20, 6/9/21		
Review Dates: 4/12/16, 9/15/16, 4/19/17, 3/28/18, 4/3/19, 4/8/20, 5/12/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall have orderly and consistent procedures for the purpose of conducting youth physical searches.

APPLICATION:

All Department of Corrections Juvenile Intake and Assessment Center staff having intake responsibilities

PURPOSE:

To provide a safe environment for youth, their families and staff.

DEFINITIONS:

As used in this document, the following shall apply:

- Admission Search A search done upon admission to the facility which includes an electronic and pat search.

- Body Orifice Security Scanner The B.O.S.S. chair is a non-intrusive scanning system designed to detect small metallic objects.

- Contraband Any item that is illegal to possess inside a detention facility, typically property that can be used as a weapon, or fabricated into a weapon, or be used for the purpose of escape. This includes, but is not limited to, weapons, fabricated weapons, matches, lighters, alcohol, drugs, drug paraphernalia, cell phones, handcuff keys, money or any item that has not been specifically authorized.

- Electronic Search A search using an electronic scanner.

- Pat Search A search, during which a youth is not required to remove his/her clothing, but requires staff to touch the youth.

Chapter: Operations	Policy No: 8.809
Subject: Searches	Page 2 of 4

PROCEDURE:

- I. Purpose of Searches
 - A. To prevent the introduction of weapons or other dangerous contraband into the facility.
 - B. To ensure the safety of youth, staff and visitors inside the facility.
- II. Searching Youth
 - A. JIAC staff shall perform the Admission Search, which consists of an electronic and pat search, during all intakes in the intake area.
 - B. JIAC staff shall perform an electronic search of youth who come in for any appointment prior to allowing entrance to the staff-secure hallway.
 - C. JIAC staff shall perform a body orifice security scan on youth noted to have had an incident of contraband being found during a prior intake or anytime JIAC staff or law enforcement suspect the youth of concealing items.
 - D. No other, more invasive type of search shall be performed by JIAC staff.
 - E. On occasion it may be necessary for a JIAC staff to assist law enforcement or Juvenile Detention Facility (JDF) staff with another, more invasive search.
 1. JIAC staff of the same gender as the youth shall serve only in the capacity of an observer.
 2. The name of the agency, agency staff and purpose of the search shall be documented in a Special Incident Report (8.810.2).
 - F. There may be times when there is no JIAC intake staff of the same gender as the youth. In such a case, JIAC staff shall complete the electronic wand search and request a same gender law enforcement officer (LEO) or Juvenile Detention Facility (JDF) staff person to complete a thorough pat search. If there is no same gender LEO or JDF staff person, JIAC staff shall inform other JIAC and JDF staff that a pat search was not completed on the youth and this information shall be documented in eCorrections.
- III. Search Technique
 - A. The search of youth by JIAC staff requires expertise and a professional attitude on the part of the staff. A youth should be informed, quietly and simply of what is about to take place.
 - B. Staff shall wear gloves while conducting searches and inventorying property.
 - C. Staff shall empty the contents of purses/bags onto the intake counter, as opposed to reaching into them, to avoid possible exposure incidents from sharp objects.

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Subject:	Searches		Page 3 of 4

- D. The youth should not be touched any more than is necessary to conduct a comprehensive search.
- E. Prior to searches, youth shall be instructed to remove extra layers of clothing, including: baggy pants, jackets, and multiple layers of shirts and/or pants/shorts.
- F. The youth should be given the opportunity to voluntarily produce any contraband before being searched.
- G. An electronic wand search will precede a pat search.
 - 1. The scanner will be passed over all points of the body, approximately two inches away from the body.
 - 2. Because of rebar in the concrete floor, the youth must be requested to lift each leg to prevent false signals when checking the lower leg and foot areas.
 - 3. Staff of opposite gender may perform a wand search of youth when necessary.
- H. The pat search shall be completed following the electronic search.
 - 1. All pat searches shall be done in the presence of a second staff member or law enforcement or conducted in an area that is video recorded.
 - 2. Youth shall be pat searched only by a staff member of the same gender. The procedure may be observed by a staff member of either gender, however, the preference will be for same gender staff members.
 - 3. Staff shall inform the youth of the pat search in a professional manner using a calm, matter of fact tone to explain the process.
 - 4. Staff shall have the youth place his/her feet apart, arms out from the side and face the wall.
 - 5. Staff shall check the youth's hair, ears, nose, mouth and under the tongue.
 - 6. Staff shall have the youth turn around and check his/her collar, shoulders, and underarms (bra bands and under breast area for females).
 - 7. Staff shall tuck thumbs in the youth's waistband and starting from the front center, slide hands all the way around the waist to the rear.
 - 8. Staff shall check outside of the youth's legs to the ankle, then the inside of the legs from the ankle to the groin.
 - 9. Staff shall visually check for any body piercing.
 - 10. Staff shall have youth remove their socks so staff can search their socks and feet.

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IV. Disposition of Illegal Items



- A. If firearms, other weapons, explosives, drugs or other illegal items are found, law enforcement (Sedgwick County Sheriff's office) shall be called to take a report and dispose of the material.
- B. The staff who discovered the illegal item shall report finding the item, stating when and where it was found, the disposition of the item, and the law enforcement case number, if applicable. This information shall be included on the critical data tab in eCorrections, on a Special Incident Report (8.810.2), and in the shift notes.

V. Contraband

- A. All contraband acquired during subsequent searches at the Juvenile Detention Facility reported to JIAC staff shall be reported to the JIAC on-duty supervisor.
- B. The staff receiving the information shall report finding the contraband, stating when and where it was found. This information shall be included in the shift notes and either the intake record in eCorrections (if related to a specific youth/ intake) or the Facility Checks Log (if item is not related to a specific youth/intake).

VI. Required Training Before Conducting Searches

- A. JIAC staff shall not conduct any searches before being trained in proper search techniques.
- B. The staff member's supervisor or designated trainer shall show the proper search techniques to be used in searching a same sex juvenile.
- C. The staff member shall then be observed by the supervisor/trainer and given appropriate correction until the search techniques are deemed safe, correct and thorough.
- D. At the completion of training, the supervisor/trainer shall document in the staff's training log that the staff is deemed to be competent in search techniques along with the date this training was completed.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.810
	Subject: Use of Force and Restraints	Date: 5/06/2000 Pages: 7
Program:	Juvenile Intake & Assessment Center	
References:	KDOCJS JIAS-01-111; KDOCJS JIAS-04-107; Juvenile Justice and Delinquency Prevention Manual; Juvenile Justice and Delinquency Prevention Act of 1974, (Pub. L. No. 93-415, 42 U.S.C. § 5601 <i>et seq.</i>) as Amended Through P.L. 115-385, enacted December 21, 2018 [Section 223 (7)(B)(ix)(I and II)]	 Deputy Director of Juvenile Services
Revision Dates: 5/6/00, 7/9/03, 5/1/10, 2/4/11, 3/18/14, 10/29/14, 5/12/15, 9/15/16, 2/17/17, 4/19/18, 4/8/19, 7/26/19, 12/26/19, 5/20/20, 8/18/20, 6/9/21		
Review Dates: 9/15/15, 2/14/17, 3/28/18, 4/3/19, 7/24/19, 12/26/19, 4/8/20, 8/11/20, 5/12/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) staff shall use force only when all other less restrictive methods of behavior control have been attempted and failed, to protect the youth from injury, to prevent injury to others or to prevent escape.

APPLICATION:

All Department of Corrections Juvenile Intake and Assessment Center staff

PURPOSE:

To protect the safety of all youth, staff and others in the facility and to prevent escape.

DEFINITIONS:

As used in this document, the following shall apply:

- Special Incident When a program staff uses force for the purpose of controlling the youth’s behavior, finds contraband, or any other notable incident.
- Holding Room A room used to separate a youth from the general population.
- Mechanical Restraint Includes handcuffs, shackles and belly chains used to limit movement of the youth’s body. Restraints shall be provided by the Department of Corrections/JIAC; restraints may not be the personal property of a staff member.
- Physical Handling Appropriate use of body positioning or passive restraint to limit a youth’s movement.
- Use of Force Any event that involves physical handling, mechanical restraints or a locked holding room (when used as a means of force). Any such event shall require completion of a Special Incident Report before the end of shift and notification of the youth’s authorized family member.

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Subject: Use of Force and Restraints	Page 2 of 7

PROCEDURE:

- I. Authorization to Allow Use of Force/Restraints
 - A. The designated lead staff, intake specialist, intake coordinator, or program manager may authorize the use of force or restraints.
 - B. The type and amount of force or restraint used shall only be to the extent reasonable and necessary to control a situation.
 - C. The use of force or restraints may be used only as a temporary control measure for the following reasons.
 1. To protect staff or others – justifiable self-defense.
 2. To prevent the youth from self-injury.
 3. To prevent escape from the facility.
 4. To recover security devices (radios, employee badges, facility keys).
 5. As a precaution against escape including preventing youth from pressing door access control system intercoms.
 6. To move youth who fail to comply with lawful orders.
 7. To prevent escalation of a dangerous situation after less restrictive methods have been attempted and failed.
 - D. Force and/or restraints SHALL NEVER be used under any circumstances for the purposes of punishment or discipline.
 - E. JIAC staff shall never use chemical agents, stun guns, electric current weapons including Tasers, batons or other devices not specifically approved in this policy to control behavior.
 - F. Staff shall not place a known pregnant youth in mechanical restraints unless credible, reasonable grounds exist to believe the youth presents an immediate and serious threat of hurting herself, staff, or others; or, an immediate and credible risk of escape exists that cannot be reasonably minimized through any other method.
 - G. Staff shall be required to justify the use of force and/or restraints following each incident.
- II. Duty to Intervene

All staff present and observing another staff using force that is clearly beyond what is approved or needed in the situation shall intervene to prevent any harm to a client. Staff shall:

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1. Verbally intervene; and/or,
2. Physically intervene; and,
3. Immediately report all observations through the chain of command.

III. Levels of Physical Force and Their Use

- A. Physical handling is a level of force that involves body positioning and passive restraint.
- B. Use of mechanical restraints is a level of force that involves use of handcuffs, shackles and belly chains. They may be used for the same reasons as physical handling, but must be authorized by the designated lead staff, intake specialist, intake coordinator, or program manager, except during emergencies.
 1. Mechanical restraints shall not be used any longer than 30 consecutive minutes unless approved by the program manager, or designee.
 2. Mechanical restraints may be used during the transport of youth to prevent the possibility of escape or injury to the youth as authorized in Policy 8.825, Transporting Youth. Use of mechanical restraints during a transport does not require JIAC staff to fill out the JIAC Special Incident Report (8.810.2), but should be documented in the intake assessment summary.
 3. The safety lock on the handcuffs and shackles must be engaged to prevent injury to the youth.
 4. The youth may be removed from restraints as soon as the designated lead staff, intake specialist, intake coordinator, or program manager determines that the youth can be controlled without the use of restraints.
 5. An assigned JIAC staff member shall continuously monitor any youth who is placed in restraints.
- C. Use of the holding room can be a level of force when used to contain a youth whose behaviors are out of control (even if in mechanical restraints) and must be separated for the safety of others in the facility.
 1. The holding room may be used for other reasons and as an option to prevent use of force. It may be used to:
 - a. Facilitate the search and/or booking process;
 - b. Facilitate private conversation with law enforcement;
 - c. Separate a youth who is attempting to escalate tensions in the facility;
 - d. Separate youth, such as co-respondents, who are not allowed to have contact with each other, or to separate the youth from the arresting officer;

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- e. Allow a youth to settle down and get control of his/her emotions before moving into the booking area; or,
 - f. Isolate a youth who is sick/quarantined.
2. An assigned JIAC staff member shall continuously monitor any youth who is placed in a holding room and complete the Holding Room Observation Log (8.810.1).
 3. A youth shall not be placed in a locked holding room without the authorization of the designated lead staff, intake specialist, intake coordinator, or program manager, except during emergencies.

IV. Assistance from Juvenile Detention Facility (JDF) Staff

If a youth's behavior escalates to such a level that the designated lead staff believes additional help is needed to control the situation and restore order and safety, the first call for assistance will be to JDF staff via radio.

- A. Turn to the channel on the handheld radio identified as the JDF channel.
- B. Speaking into the radio, report a "Code Red" at the appropriate location, e.g. "Code Red, JIAC Intake."
- C. JIAC staff shall follow the instructions of the staff leading the JDF team until the situation is resolved.

V. Assistance from Law Enforcement

- A. If a disturbance cannot be contained or stopped with staff available within the facility (JIAC and JDF), or if attempting to stop the disturbance would place youth or staff in danger, the designated lead staff shall issue instructions to call law enforcement for outside assistance. The designated lead staff will instruct the control center operator to call 911 and provide the pertinent information concerning the situation.
- B. The designated lead staff shall have the control center contact 911 and request officer assistance at JIAC in the following situations.
 1. An event occurs where three or more youth are assaulting staff, destroying county property, banding together to resist authority (violently refusing to follow directions of staff), or attempting to escape.
 2. Major disturbance (internal or external).
 3. Hostage situations.
- C. The first priorities for protection in a disturbance should be, in order:
 1. Protection of the general public;

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2. Protection of youth not participating in the disturbance; then,
 3. Protection of staff to prevent loss of life and to prevent injury.
- D. Staff will notify control center staff and provide the pertinent information concerning the situation as soon as possible so they can coordinate access to the area and direct law enforcement personnel. Staff will then also notify the Juvenile Detention Facility on-duty supervisor.
- E. Responding law enforcement officers are not allowed to carry firearms into the building, but may carry other weapons such as batons, conducted electrical weapons (“Tasers”) and pepper spray.
- F. The designated lead staff will meet law enforcement at the secure doors to:
1. Brief them on the situation;
 2. Inform them of the policies and procedures of the facility; and,
 3. Assist them in gaining access to the area where the disturbance is occurring.
- G. Only law enforcement (Sedgwick County Sheriff’s deputies, Wichita Police officers) will determine and authorize the use of force deemed necessary to end the situation.
- H. Once the disturbance has been brought under control, participants in the disturbance shall be separated and secured. The designated lead staff shall determine if anyone is injured and take appropriate steps to access medical treatment.
- I. Notify the program manager of the situation as quickly as possible.
- J. Prior to the end of their shift, staff participants/witnesses to the disturbance shall complete written accounts of what they observed and their actions. These reports shall be given to the supervisor for forwarding to the intake coordinator and program manager.
- K. All media inquiries will be referred to the director, or designee.
- VI. Injuries During the Use of Force/Restraints
- A. Any time a youth is injured in an incident involving the use of force, he/she shall receive immediate medical attention.
 - B. Any time a staff member is injured in an incident involving the use of force, he/she may receive immediate medical attention. Offer the staff member the On-the-Job Incident Report – Employee form (E-line, Risk Management, and Workers Compensation) to complete even if the staff member does not believe he/she needs medical attention.
 - C. All injuries shall be reported immediately to the designated lead staff or intake specialist who shall be responsible for contacting the program manager with the information.

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VII. Reporting

- A. The designated lead staff or intake specialist shall be notified immediately when any type of force is used with youth.
- B. The intake coordinator or program manager shall be notified whenever there is any question about the appropriate use or amount of force used.
- C. A youth's authorized family member shall be informed of any event which occurs that involves physical handling, mechanical restraints or a locked holding room (when used as a means of force). Notification must include descriptive information about the type of force and/or restraint that took place, the circumstances and duration.
- D. The program manager shall be notified immediately whenever there is an injury to a youth or staff when use of force was employed.
- E. The program manager shall be notified immediately whenever officer assistance is needed at JIAC. The program manager shall immediately notify the deputy director of juvenile services verbally followed by a written report.
- F. Any time staff require a youth to be placed in a locked holding room, staff must complete the Holding Room Observation Log (8.810.1) by the end of the shift and give it to the designated lead staff/intake specialist to forward to the intake coordinator for review prior to placement in the facility file (maintained by the program manager). The log shall include the following.
 - 1. Name of the youth.
 - 2. Date.
 - 3. Time youth was placed in the holding room.
 - 4. Reason the youth was placed in the holding room.
 - 5. Name of staff authorizing placement in the holding room.
 - 6. Documentation of direct physical observation at least every 15 minutes indicating the time of the check, youth's current behavior and the name or initials of the person making the check. The staff making the observation shall attempt to interact with the youth, unless the youth appears to be sleeping.
 - 7. Date and time of release.
 - 8. Youth's behavior at release.
 - 9. Name or initials of staff making the release.

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- G. Any time that a youth is placed in a locked holding room (as a result of use of force) or physical or mechanical restraints are applied (except when transporting), the staff placing the youth in the holding room / restraints must complete the Special Incident Report (8.810.2) by the end of the shift and give it to the designated lead staff/intake specialist to forward to the intake coordinator prior to submitting the form to the program manager. The report shall include the following.
1. An account of the events leading to the use of force including specific youth behaviors.
 2. An accurate description of the incident and reasons for employing force.
 3. A description of the restraints used and length of time employed.
 4. A description of any injuries suffered, if any, along with the treatment given or received.
 5. A list of all participants and witnesses to the incident.
- H. Whenever there is an injury to a youth or staff, a County Incident Report should be completed. Use the Guest Client Incident Report for injury of a youth (E-line, Risk Management, and General Liability and All Other Claims). The report shall be completed by the end of the shift and forwarded immediately to the program manager. Use the On-the-Job Incident Report – Employee form for injury of a staff member (E-line, Risk Management, and Workers Compensation).

VIII. Staff Training

- A. All intake/assessment staff shall be trained annually in the intervention and prevention of aggressive behavior including a progression of force starting at verbal de-escalation and progressing to empty hand positive control techniques.
- B. All intake/assessment staff shall be trained in the appropriate use of mechanical restraints.
- C. Intake/assessment staff who have not completed training shall not engage in restraining youth except in instances of self-defense or to assist staff in emergencies.
- D. Upon hire, JIAC intake/assessment staff shall complete initial MAB/SafeClinch training. All JIAC intake/assessment staff shall complete annual MAB/Safe Clinch Refresher training through the Sedgwick County Department of Corrections training program.
- E. All intake/assessment staff shall review restraint/use of force techniques on a quarterly basis in order to remain proficient and safe in use of the techniques. This will be documented in the Intake Specialists' quarterly report.

JUVENILE INTAKE AND ASSESSMENT CENTER

Special Incident Report

Reporting Staff's Name:	Incident Date:
Juvenile (s) Involved (Youth ID #/Intake Event #):	Family Notification Time:
All Other Persons Involved:	
(1) <input type="checkbox"/> Staff <i>(Involved)</i> <input type="checkbox"/> LEO <i>(Involved)</i> <input type="checkbox"/> Witness	(4) <input type="checkbox"/> Staff <i>(Involved)</i> <input type="checkbox"/> LEO <i>(Involved)</i> <input type="checkbox"/> Witness
(2) <input type="checkbox"/> Staff <i>(Involved)</i> <input type="checkbox"/> LEO <i>(Involved)</i> <input type="checkbox"/> Witness	(5) <input type="checkbox"/> Staff <i>(Involved)</i> <input type="checkbox"/> LEO <i>(Involved)</i> <input type="checkbox"/> Witness
(3) <input type="checkbox"/> Staff <i>(Involved)</i> <input type="checkbox"/> LEO <i>(Involved)</i> <input type="checkbox"/> Witness	(6) <input type="checkbox"/> Staff <i>(Involved)</i> <input type="checkbox"/> LEO <i>(Involved)</i> <input type="checkbox"/> Witness

Type of Behavior <i>(check all that apply)</i>	
<input type="checkbox"/>	Suspected to be under influence
<input type="checkbox"/>	Angry / Out of control
<input type="checkbox"/>	In need of medical attention
<input type="checkbox"/>	Not following instructions
<input type="checkbox"/>	Suicidal behavior
<input type="checkbox"/>	Other
<input type="checkbox"/>	
<input type="checkbox"/>	
Time Behavior(s):	
Began:	Ended:

Level of Resistance <i>(check all that apply)</i>	
<input type="checkbox"/>	None
<input type="checkbox"/>	Verbal noncompliance
<input type="checkbox"/>	Passive resistance
<input type="checkbox"/>	Physical resistance
<input type="checkbox"/>	Escape attempt
<input type="checkbox"/>	Danger to self or others
<input type="checkbox"/>	Other
<input type="checkbox"/>	
<input type="checkbox"/>	
Time Resistance:	
Began:	Ended:

Restraint Methods <i>(check all that apply)</i>	
<input type="checkbox"/>	Verbal direction
<input type="checkbox"/>	Verbal warning
<input type="checkbox"/>	Holding room
<input type="checkbox"/>	MAB/SafeClinch
<input type="checkbox"/>	Handcuffs
<input type="checkbox"/>	Leg restraints
<input type="checkbox"/>	Belly chain
<input type="checkbox"/>	
<input type="checkbox"/>	
Time Restraint(s):	
Began:	Ended:

INCIDENT NARRATIVE
Events Leading Up To Critical Event
Incident
Outcome

Injuries	No	<input type="checkbox"/>	Ambulance	No	<input type="checkbox"/>	Medical Release	No	<input type="checkbox"/>	Suicide Attempt	No	<input type="checkbox"/>
	Yes	<input type="checkbox"/>		Yes	<input type="checkbox"/>		Yes	<input type="checkbox"/>		Yes	<input type="checkbox"/>

Staff Signature and Date:			
Reviews	Intake Specialist	Intake Coordinator	Program Manager

JUVENILE INTAKE AND ASSESSMENT CENTER

Special Incident Report

Reporting Staff's Name:	Incident Date:
Juvenile(s) Involved (Youth ID #/Intake Event #):	Family Notification Time:
Staff/LEO Involved: _____ _____ _____	Witnesses: _____ _____ _____

Type of Behavior <i>(check all that apply)</i>			
<input type="checkbox"/>	Suspected to be under influence		
<input type="checkbox"/>	Angry / Out of control		
<input type="checkbox"/>	In need of medical attention		
<input type="checkbox"/>	Not following instructions		
<input type="checkbox"/>	Suicidal behavior		
<input type="checkbox"/>	Other		
<input type="checkbox"/>			
Time Behavior:			
Began:		Ended:	

Level of Resistance <i>(check all that apply)</i>			
<input type="checkbox"/>	None		
<input type="checkbox"/>	Verbal noncompliance		
<input type="checkbox"/>	Passive resistance		
<input type="checkbox"/>	Physical resistance		
<input type="checkbox"/>	Escape attempt		
<input type="checkbox"/>	Danger to self or others		
<input type="checkbox"/>	Other		
Time Resistance:			
Began:		Ended:	

Restraint Methods <i>(check all that apply)</i>			
<input type="checkbox"/>	Verbal direction		
<input type="checkbox"/>	Verbal warning		
<input type="checkbox"/>	Holding room		
<input type="checkbox"/>	MAB/SafeClinch		
<input type="checkbox"/>	Handcuffs		
<input type="checkbox"/>	Leg restraints		
<input type="checkbox"/>	Belly chain		
Time Restraint:			
Began:		Ended:	

DESCRIPTION OF INCIDENT (continue on back if necessary)



Include the following:

1. Events leading up to the critical incident
2. Incident Summary
3. Outcome

Injuries?	No <input type="checkbox"/>	Ambulance?	No <input type="checkbox"/>	Medical Release?	No <input type="checkbox"/>	Suicide Attempt?	No <input type="checkbox"/>
	Yes <input type="checkbox"/>		Yes <input type="checkbox"/>		Yes <input type="checkbox"/>		Yes <input type="checkbox"/>

Staff Signature and Date: _____

Reviews	Intake Specialist	Intake Coordinator	Program Manager
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 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.811
	Subject: Jiac Staff Weapons Use	Date: 2/13/11 Pages: 1
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	KDOCJS - JIAS-01-111; KDOCJS - JIAS-04-108	
Revision Dates: 5/1/10, 2/4/11, 3/18/14, 5/12/15, 5/4/16, 9/15/16, 3/20/17, 4/17/19, 7/1/20, 6/9/21		
Review Dates: 5/4/16, 9/15/16, 3/17/17, 4/25/18, 4/17/19, 6/10/20, 5/12/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) staff shall not carry or use any weapons in the performance of their job duties.

APPLICATION:



All Department of Corrections, Juvenile Intake and Assessment Center staff

PURPOSE:

To establish guidelines regarding use of weapons by JIAC staff in the performance of their job duties.

PROCEDURE:

- I. General Guidelines Regarding JIAC Staff Use of Weapons.
 - A. JIAC staff shall not bring any weapons into the JIAC facility.
 - B. JIAC staff shall not store any weapons anywhere inside the JIAC facility.
 - C. JIAC staff shall not carry or use any weapons in the performance of their job duties.
 - D. If a JIAC staff determines that help is needed to control a situation regarding any youth, the staff shall not resort to use of any weapons. Instead, if it is determined to be necessary, Juvenile Detention Facility staff shall be contacted by radio for primary assistance, and law enforcement authorities may be called for backup (see JIAC Policy 8.810).

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.812
	Subject: Monitoring Youth	Date: 5/10/2000 Pages: 4
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	KDOCJS - JIAS-01-111	
Revision Dates: 5/10/00, 6/19/03, 5/1/10, 2/4/11, 3/18/14, 10/29/14, 5/12/15, 12/18/15, 9/15/16, 2/17/17, 4/27/18, 4/17/19, 5/19/20, 6/9/21		
Review Dates: 4/21/16, 9/15/16, 2/16/17, 4/25/18, 4/17/19, 2/24/20, 5/12/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) staff shall provide the appropriate level of monitoring for all youth in the physical custody of JIAC.

APPLICATION:

All Department of Corrections Juvenile Intake and Assessment Center staff

PURPOSE:

To ensure the safety of youth, staff and others in the JIAC facility, to maintain appropriate control of the facility, to decrease possible escape attempts and to avoid damage to facility property.

DEFINITION:

As used in this document, the following shall apply:

Ask Suicide Screening Questions(asQ) Suicide Risk Screening Tool developed by National Institute of Mental Health (NIMH) (8.804.3)

High Watch A heightened level of monitoring requiring documentation of behavioral observations on the suicide watch documentation form (8.812.1) every 10 minutes for the duration of time the youth is at JIAC.

Precautionary Watch This level of watch includes staff monitoring with a heightened awareness that the youth may have a history of suicidal behaviors, potential risk factors or identified mental health concerns.

Suicide Watch An intensive monitoring process for a youth who may be at risk for self bodily harm or self injury.

PROCEDURE:

- I. General Monitoring Duties
 - A. The assigned intake worker shall be stationed in any area occupied by youth in order to provide monitoring at all times that youth are in the physical custody of JIAC.

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Subject:	Monitoring Youth		Page 2 of 4

- B. Any time that a youth is placed in a holding room, a staff shall be responsible for monitoring the youth to ensure the youth's safety.
- C. Staff shall ensure that all youth remain in the youth waiting area unless accompanied or continuously monitored by another JIAC staff member.
- D. Staff shall ensure that:
 - 1. Youth do not touch each other;
 - 2. No youth has access to any JIAC phone;
 - 3. No youth has access to any JIAC computer or other electronic equipment;
 - 4. Youth do not sit directly next to each other;
 - 5. No youth has the opportunity to damage JIAC property or its facility; and,
 - 6. No youth enters the public hallway or access to any exit in the JIAC building without staff being present.
- E. Staff shall ensure that talking among youth is held to a minimum and shall stop any talking that, in the opinion of staff, has the potential to escalate problematic behavior in the youth population.
- F. Staff shall not leave a youth unattended in any private office. When meeting with a youth in an office and it becomes necessary for the staff to leave the office, the youth shall be directed to the youth waiting area.
- G. Any time that staff accompanies a youth anywhere in the facility, the staff shall follow the youth (rather than lead) so that visual contact can be maintained at all times.

II. Restroom Monitoring Duties

- A. The youth restroom in the intake area shall remain locked to maintain safety and to prevent the youth from disposing of any items during intake.
- B. Staff shall conduct the appropriate search (in compliance with JIAC Policy 8.809) prior to giving the youth permission to go to the restroom.
- C. When a youth is given permission to go to the restroom, a JIAC staff member shall direct the youth to the restroom.
- D. After the youth exits the restroom, JIAC staff shall scan the restroom for damage or contraband. Any damage noted and deemed to have been caused by the youth shall be reported to the intake specialist/lead staff for investigation.


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Subject: Monitoring Youth	Page 3 of 4

III. Suicide Precaution Monitoring Duties

- A. All staff are responsible to know the warning signs / symptoms of suicide and shall have training in suicide awareness and established suicide watch procedures.
- B. Any youth who demonstrates an expressed intent or action to harm themselves will require special care, attention, protection and will be taken seriously. Any staff who observes signs / symptoms of suicide risk shall place the youth on suicide watch which shall require increased monitoring.
 - 1. When a youth reports CURRENT feelings of suicide (i.e., verbal report, on the MAYSI-2 Suicide Ideation Secondary Screening questions, or answers “Yes” to question five (5) on the asQ, imminent risk has been identified). For youth with imminent risk, JIAC staff shall:
 - a. Place the youth on HIGH watch with documentation of behavior at least every 10 minutes on the Suicide Watch Documentation Form (8.812.1) for the duration of time at JIAC.
 - b. Vary the time between the documented checks to avoid predictable intervals.
 - c. Never leave the youth alone (youth on HIGH watch are to be monitored at all times).
 - d. If youth is being placed at a facility (Juvenile Detention Facility, Juvenile Residential Facility or the Wichita Children’s Home), provide a completed and signed Medical/QMHP Release to Juvenile Intake and Assessment Center (8.804.2) and the MAYSI-2 Scoring Summary.
 - e. If youth is being released, notify the caregiver and recommend immediate transport to COMCARE Crisis.
 - 2. When there is evidence or a report of PREVIOUS suicidal feelings (i.e., verbally, on the MAYSI-2 Suicide Ideation Secondary Screening questions, or youth answers “Yes” to any of the first four (4) questions on the asQ, potential risk has been identified). For youth with potential risk, JIAC staff shall:
 - a. Place the youth on PRECAUTIONARY watch; and,
 - b. Notify the caregiver at the time of release.
- C. Staff will make a determination of any item restrictions for the youth dependent on the location where he or she is held. Restrictions may include the following.
 - 1. No shoes, belts, jackets with drawstrings, or any personal property for a youth placed in a holding room to monitor suicide risk.

Chapter:	Operations	Policy No:	8.812
Subject:	Monitoring Youth		Page 4 of 4

2. No blanket for a youth monitored for suicide risk in the youth waiting area (unless it is a safety blanket or “all-in-one” bedding obtained from the detention facility).
 3. Finger foods only if a food tray is provided.
- D. Youth who are in holding rooms will be pat-searched to identify any contraband that could be used to harm self. If the routine pat search at intake has already been conducted, staff shall visually inspect clothing to ensure the youth’s safety. A safety gown may be obtained from the detention facility if needed.
- IV. Youth on suicide watch who are placed in holding rooms, shall have monitoring documentation on the Suicide Watch Documentation form (8.812.1) and will not require duplicate tracking on the Holding Room Observation Log (8.810.1). Staff shall indicate time in the holding room on form 8.812.1.
- A. Staff shall keep a written record of any instructions given by a mental health professional on the Suicide Watch Documentation form (8.812.1) and include this information in the youth’s intake.
 - B. Youth shall remain on suicide watch until released to a responsible adult.
 - C. Staff shall provide a full verbal report to any adult who assumes the supervision of the youth or any adult who the youth is released to as well as any additional instructions received from a mental health professional.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.813
	Subject: Youth Photo Procedure	Date: 2/13/2011 Pages: 1
Program:	Juvenile Intake & Assessment Center	
References:	K.S.A. 38-2221(a)(1); K.S.A. 38-2313(a)(1); Administrative Order 07MV32, 18 th Judicial District, dated 1/18/2007	
Revision Dates: 2/4/11, 3/18/14, 5/12/15, 5/4/16, 9/15/16, 4/20/17, 4/27/18, 4/17/19, 7/1/20, 6/9/21		
Review Dates: 5/4/16, 9/15/16, 4/19/17, 4/25/18, 4/17/19, 6/10/20, 5/12/21		


Deputy Director of Juvenile Services

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall photograph all youth.

APPLICATION:



All Department of Corrections, Juvenile Intake and Assessment Center staff having intake and assessment responsibilities

PURPOSE:

To establish guidelines and an orderly procedure for collecting photographs of youth brought to JIAC.

PROCEDURE:

- I. All youth arriving at the Juvenile Intake and Assessment Center for the purpose of intake and assessment, whether accompanied by law enforcement, other corrections staff, or voluntarily, with or without a caregiver, shall be photographed for the purpose of identification.
- II. For any youth who has been photographed in the past and has a subsequent intake at JIAC, staff shall take another photograph if the youth's appearance has changed, it has been longer than one month, or there are visible marks/injuries on the youth's face or neck.
- III. JIAC staff shall photograph distinguishing physical features and tattoos located in non-sexual areas of the youth's body which have not already been documented in eCorrections.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.814
	Subject: Interstate Compact for Juveniles	Date: 5/1/2017 Pages: 2
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	KDOCJS - JIAS-04-106; K.S.A. 38-1008 et. seq.; <i>ICJ Rules, Interstate Commission for Juveniles</i>	
Revision Dates: 4/27/18, 4/17/19, 7/1/20, 6/9/21, 7/7/21		
Review Dates: 4/25/18, 4/17/19, 6/10/20, 5/12/21, 7/7/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall comply with the Interstate Compact for Juveniles (ICJ) and KDOC – Juvenile Services procedure with respect to serving youth subject to ICJ procedures.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center staff having intake, assessment and release responsibilities

PURPOSE:

To ensure JIAC staff adhere to the Interstate Compact requirements.

DEFINITIONS:

As used in this document, the following shall apply:

- ICJ** The Interstate Compact for Juveniles (ICJ) is an agreement pertaining to the legally authorized transfer of supervision and care, as well as the return of juveniles from one state to another.

- Proof of entitlement** Papers, documentation, and/or evidence that the person claiming to have a relationship is that of a parent or family member and not someone posing as a family member. Examples of identification and proof of entitlement could be a driver’s license along with a school card, school papers, or a birth certificate (items that a person posing as a family member would likely not have in their possession).

- UAC** Under U.S. law, an “unaccompanied alien child” (UAC) is defined as a child under eighteen years of age with no lawful immigration status in the United States and who has no parent or legal guardian in the United States available to provide care and physical custody.

Chapter: Operations	Policy No: 8.814
Subject: Interstate Compact for Juveniles	Page 2 of 2



PROCEDURE:

I. Eligibility

When an out-of-state youth has law enforcement contact in Kansas and is an absconder, escapee, or runaway, this youth is subject to the provisions of the Interstate Compact for Juveniles. A youth defined as an “unaccompanied alien child” is not subject to the provisions of the Interstate Compact for Juveniles.

II. Procedure

- A. Staff shall obtain a copy of the National Crime Information Center (NCIC) report from the arresting officer for a youth’s status if it is suspected that the youth is an out-of-state absconder or runaway.
- B. Staff may also contact law enforcement in the youth’s home community to inquire about the circumstances around a youth not being in their home state.
- C. If the youth is an absconder or escapee from court supervision in another state as determined by law enforcement, staff shall conduct a complete intake and assessment and place the youth in detention until the youth can appear before the Court.
- D. If the youth is a runaway from another state, ICJ allows for a parent / legal guardian to pick up the youth within the first twenty-four (24) hours (not including holidays / weekends) without going through the ICJ process, provided:
 1. Staff shall notify the Kansas Interstate Compact for Juvenile’s (KICJ) office at [KDOC Kansas ICJ@ks.gov](mailto:KDOC_Kansas_ICJ@ks.gov) or (785) 296-5616 before releasing the youth to the parent / legal guardian. Staff shall coordinate this with the population control and alternative services coordinator.
 2. Law enforcement and JIAC staff do not identify any potential safety risk for the youth, human trafficking concerns or pending criminal charges in Sedgwick County.
 3. Staff shall obtain proof of entitlement and identity from the parent / legal guardian prior to release.
 4. Staff shall utilize “Override down – ICJ Release” documentation on the Kansas Detention Assessment Instrument (KDAI).
 5. Staff shall obtain written authorization from the parent / legal guardian if the parent / legal guardian authorizes another person to pick up the youth. Staff shall obtain proof of entitlement and identity from the parent / legal guardian and proof of identity from the person picking up the youth prior to release.
- E. If a youth subject to ICJ is placed in detention, staff shall send the Assessment Summary report from eCorrections to the ICJ office prior to the end of the shift.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.815
	Subject: Buccal Sample Collection for DNA Identification	Date: 1/1/2007 Pages: 2
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	K.S.A. 21-2511	
Revision Dates: 1/1/07, 5/1/10, 2/4/11, 4/17/14, 5/12/15, 5/4/16, 9/15/16, 4/21/17, 4/19/19, 7/1/20, 6/9/21		
Review Dates: 5/4/16, 9/15/16, 4/19/17, 4/25/18, 4/17/19, 6/10/20, 5/12/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall collect samples of deoxyribonucleic acid (“DNA”) from youth arrested for allegedly committing one or more crimes defined by Kansas statute as requiring buccal DNA sample collection. The buccal sample collected from the youth’s mouth shall subsequently be forwarded to the Kansas Bureau of Investigation for DNA identification.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center staff having intake and assessment responsibilities

PURPOSE:

To establish guidelines and an orderly procedure for collecting buccal samples of DNA from youth brought to JIAC.

PROCEDURE:

- I. Alleged Offenses Requiring Buccal Samples For DNA Analysis
 - A. Any youth adjudicated as a juvenile offender because of the commission of any felony.
 - B. Any youth placed in custody for or charged with the commission or attempted commission of any felony.
 - C. Any one of the following eight (8) misdemeanors:
 1. K.S.A. 21-5504(a)(1-2) (Criminal sodomy)
 2. K.S.A. 21-5513 (Lewd and lascivious behavior)
 3. K.S.A. 21-6412(a)(2-5) (Cruelty to animals)
 4. K.S.A. 21-5411 (Criminal restraint) – when the victim is less than 18 years of age

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5. K.S.A. 21-5511 (Adultery) – when one of the parties involved is less than 18 years of age
6. K.S.A. 21-6420(b)(1) (Promoting the sale of sexual relations) – when one of the parties involved is less than 18 years of age
7. K.S.A. 21-6421 (Buying sexual relations) – when one of the parties involved is less than 18 years of age
8. K.S.A. 21-5505(a) (Sexual battery) – including attempt, conspiracy or criminal solicitation

II. Buccal Sample Collection Procedure

- A. Before collecting a buccal sample from any youth whose alleged offense(s) require DNA collection, a JIAC staff member shall verify through the Youth Record inside the eCorrections information management system that a “DNA sample” has not already been collected or that the sample has not been verified to be on file with the KBI.
- B. If it has been verified that a “DNA sample” record already exists on a youth in the KBI database, no sample will be collected during the current intake.
- C. If a buccal sample has been collected, but there is no verification that the sample is on file at KBI, another sample shall be collected.
- D. Prior to collecting a buccal sample, staff shall review the DNA Collection Consent / Refusal Form with the youth (8.815.1 or 8.815.2).
- E. If the youth consents to the buccal sample DNA collection, the buccal sample DNA collection shall proceed.
- F. If the youth refuses buccal sample DNA collection, JIAC staff shall direct the youth to the statement on the form regarding the possible consequences for failure to comply with the requirement to provide a buccal DNA sample.
- G. The youth and staff member shall both sign the DNA Collection Consent / Refusal Form whether the youth has consented to or refused buccal sample DNA collection.
- H. The signed DNA Collection Consent / Refusal Form shall be kept in the youth’s filing cabinet in eCorrections.

JUVENILE INTAKE & ASSESSMENT CENTER DNA COLLECTION CONSENT/REFUSAL FORM

After July 1, 2008, Kansas law 21-2511 Chapter 21. –CRIMES AND PUNISHMENTS, Article 25. – IDENTIFICATION AND DETECTION OF CRIMES AND CRIMINALS **requires** any adult arrested or charged or **juvenile placed in custody for or charged with the commission or attempted commission of any felony or specified misdemeanor** to submit a DNA sample at the time such person is fingerprinted pursuant to the booking procedure.

1. Your current offense(s) require a DNA sample to be collected at this time.
2. You have no constitutional right to consult an attorney regarding whether to submit a DNA sample.
3. You are subject to the requirements of this law and this is your notification of the requirement to provide a DNA sample. Knowingly refusing to provide a DNA sample could make you guilty of a class A nonperson misdemeanor.

****Having been made aware of your legal responsibility to submit to a DNA sample, do you wish to submit a sample at this time?***

_____ **Yes** _____ **No**

Juvenile Signature	Date/Time		JAC Staff Signature	Date/Time

DNA Collection is REQUIRED for the following offenses:

- Any Felony; or
- Any one of the following eight (8) misdemeanors:
 - Criminal Sodomy – K.S.A. 21-5504(a)(1-2) – Class A misdemeanor;
 - Adultery – K.S.A. 21-5511 (if one party is under 18 years of age) – Class C misdemeanor;
 - Lewd & Lascivious – K.S.A. 21-5513 – Class B misdemeanor;
 - Promoting the Sale of Sexual Relations – K.S.A. 21-6420(b)(1) (if minor involved) – Class A misdemeanor;
 - Buying Sexual Relations – K.S.A. 21-6421 (if minor involved) – Class C misdemeanor;
 - Sexual Battery – K.S.A. 21-5505(a) – Class A misdemeanor;
 - Criminal Restraint – K.S.A. 21-5411 (if victim is a minor) – Class A misdemeanor;
 - Cruelty to Animals – K.S.A. 21-6412(a)(2-5) – Class A misdemeanor.

JUVENILE INTAKE & ASSESSMENT CENTER

CONSENTIMIENTO/RECHAZO DE COLECCION DEL ADN

Después del Julio 1, 2008, Ley 21-2511 de Kansas Capitulo 21. — Delitos y sanciones, Artículo 25. —IDENTIFICACIÓN Y DETECCIÓN DE CRÍMENES Y DELITOS requiere que un adulto arrestado o acusado o un menor puesto bajo custodia o acusado de la comisión de cualquier delito grave o delito menor especificado para enviar una muestra de ADN en el momento en que a esa persona se le toman las huellas digitales de acuerdo con el procedimiento de reserva.

1. Sus cargos corrientes requieren una muestra de ADN que sea coleccionado al momento.
2. Usted no tiene el derecho constitucional de consultar con un abogado con respecto a si debe someter una muestra de ADN.
3. Usted está sujeto a los requisitos de esta ley y esta es su notificación del requisito de proveer una muestra de ADN. Negarse a proveer muestra de ADN podría hacerlo culpable de un delito menor no persona de clase A.



***Habiendo tenido conocimiento de su responsabilidad legal de someterse a una muestra de ADN, ¿desea usted someter a una muestra en este momento?**

_____ **Si** _____ **No**

Firma de Juvenil	fecha/hora	Firma de Diputado <i>(JIAC Staff Signature)</i>	fecha/hora <i>(Date/Time)</i>

La colección de ADN es OBLIGATORIA para los siguientes delitos:

- Cualquier delito grave; o
- Cualquiera de los siguientes ocho (8) delitos menores:
 - Sodomía criminal – K.S.A. 21-5504(a)(1-2) – Delito menor Clase A;
 - Adulterio – K.S.A. 21-5511 (si una de las partes es menor de 18 años) – Delito menor Clase C;
 - Obsceno y lascivo – K.S.A. 21-5513 – Delito menor Clase B;
 - Promoviendo la venta de relaciones sexuales – K.S.A. 21-6420(b)(1) (si se trata de un menor) – Delito menor Clase A;
 - Comprando relaciones sexuales – K.S.A. 21-6421 (si se trata de un menor) – Delito menor Clase C;
 - Agresión sexual – K.S.A. 21-5505(a) – Delito menor Clase A;
 - Restricción criminal – K.S.A. 21-5411 (si víctima es menor de edad) – Delito menor Clase A;
 - Crueldad hacia los animales – K.S.A. 21-6412(a) (2-5) – Delito menor Clase A.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.816
	Subject: Juvenile Rights and Responsibilities	Date: 6/6/2002 Pages: 1
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	K.S.A. 75-7023; K.S.A. 38-2310; AG Opinion 2001-053	
Revision Dates: 6/6/02, 5/1/10, 2/4/11, 4/17/14, 5/12/15, 5/4/16, 9/15/16, 3/20/17, 4/27/18, 4/19/19, 7/1/20, 6/9/21		
Review Dates: 5/4/16, 9/15/16, 3/17/17, 4/25/18, 4/17/19, 6/10/20, 5/12/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) staff shall provide the Juvenile Rights and Responsibilities form to youth prior to assessment.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center staff having intake responsibilities

PURPOSE:

To ensure that youth are aware of their rights and responsibilities prior to being assessed at JIAC.

PROCEDURE:

- I. Completion of Rights and Responsibilities Form
 - A. The Juvenile Rights and Responsibilities form (8.816.1 or 8.816.2) shall be presented to each youth brought to JIAC by law enforcement for complete intake and assessment. This form is not utilized for Agreement to Appear, Notice to Appear, Voluntary Assessments or Court-Ordered Assessments.
 - B. The youth shall be given enough time to read the form and ask questions.
 - C. If the youth is not able to read, the intake staff working with the youth shall read the form to the youth and answer any questions the youth may have regarding the form's contents.
 - D. If the youth needs interpreting services, staff shall access those for verbal translation.
 - E. Upon the youth indicating that they understand the contents of the form and have no further questions, the intake staff shall request the youth to sign and date the form.
 - F. If the youth refuses to sign the form, or is not able to sign the form due to some incapacity, staff shall indicate why the form was not signed.
 - G. The completed Juvenile Rights and Responsibilities form shall be placed in the youth's record in eCorrections.

WHAT TO EXPECT: YOUR RIGHTS & RESPONSIBILITIES

What We Do Here:

- ✓ JIAC (where you are now) is a place that police officers bring kids who may have done a crime or who are in need of care. We are here to try to help you from getting more involved with our system.
- ✓ When you first get here, the police will tell us why they brought you. We will keep your belongings/items until you leave. You will be fingerprinted and photographed as required by law.
- ✓ We will try to call your family as soon as possible after we take your fingerprints and picture.
- ✓ We will treat you with respect at all times. We want to listen to you, get any help you need, and listen to any concerns you may have.
- ✓ If you are leaving with your caregiver, we will meet with them. We will work out a plan to help keep you from getting in trouble again.

Your Responsibilities:

- You are expected to listen, follow the rules, and be respectful. This will help us get you out of here as quickly as possible.
- It is in your best interest to be helpful and mature while you are here. Your behavior and attitude will be shared with the police, district attorney, and court.

Your Rights:

- We have the legal right to ask you about your life and your family in order to help you. We want to help keep you out of trouble and get any help you may need. You can decide not to answer these questions, and doing so will not be held against you in any way.
- By law, the things you tell JIAC cannot be used against you in court as evidence of a crime.
- Things you tell us will not be made public, but may be shared with your family and programs who are trying to help you and your family.
 - It is important to understand that we have to report any information about possible abuse or neglect.
 - It is also important to understand that the plan we make will not limit the district attorney's ability to act on this case.

If you have any questions, please ask.

I UNDERSTAND WHAT IS EXPECTED OF ME WHILE I AM HERE.

MY SIGNATURE

DATE

JIAC STAFF INITIALS

QUÉ ESPERAR: SUS DERECHOS Y RESPONSABILIDADES

Lo Que Hacemos Aquí:

- ✓ **JAC (donde estas ahora)** es un lugar donde los oficiales de policía traen a niños que pueden haber cometido un delito o que necesitan atención.
- ✓ Cuando llegues por primera vez, la policía nos dirá por qué te trajeron. Mantendremos sus pertenencias / artículos hasta que se vaya. Se le tomarán las huellas digitales y se lo fotografiará según lo exija la ley.
- ✓ Intentaremos llamar a su familia tan pronto como sea posible después de que tomemos sus huellas dactilares y la foto.
- ✓ Lo trataremos con respeto en todo momento. Queremos escucharlo, obtener cualquier ayuda que necesite y escuchar cualquier inquietud que pueda tener.
- ✓ *Si usted se va con un cuidador, nos reuniremos con ellos. Elaboraremos un plan para ayudarlo a evitar que vuelva a tener problemas.*

Sus Responsabilidades:

- Se espera que escuche, siga las reglas y sea respetuoso. Esto nos ayudará a salir de aquí lo más rápido posible.
- Le conviene a usted ser útil y maduro mientras esté aquí. Su comportamiento y actitud se compartirán con la policía, el fiscal de distrito y el tribunal.

Sus Derechos:

- Tenemos el derecho legal de preguntarle sobre su vida y su familia para poder ayudarlo. Queremos ayudarlo a mantenerse fuera de problemas y obtener cualquier ayuda que pueda necesitar. Puede decidir no responder a estas preguntas, y hacerlo no será en su contra de ninguna manera.
- Por ley, la información que comparte con JAC no puede ser usada en su contra en la corte como evidencia de un crimen.
- La información que comparte con nosotros no se hará pública, pero puede compartirse con su familia y los programas que intentan ayudarlo a usted y a su familia.
 - Es importante entender que tenemos que informar cualquier información sobre un posible abuso o negligencia.
 - También es importante entender que el plan que hacemos no limitará la capacidad del fiscal de distrito para actuar en este caso.



Si tiene alguna pregunta, por favor pregunte.

ENTIENDO LO QUE ESPERADO DE MÍ MIENTRAS ESTÉ AQUÍ.

MI FIRMA

FECHA

INICIALES DEL PERSONAL JAC

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.817
	Subject: Conflict of Interest	Date: 2/13/2011 Pages: 2
Program:	Juvenile Intake & Assessment Center	
References:	KDOCJS - JIAS-01-109; SG CO DOC Administrative Services Policy 1.302; SG CO Policy 4.300 (Section 3, Employment of Immediate Family); SG CO Policy 4.504	 Deputy Director of Juvenile Services
Revision Dates: 5/1/10, 2/4/11, 4/17/14, 5/4/16, 9/15/16, 4/21/17, 4/17/19, 7/1/20, 6/8/21		
Review Dates: 5/12/15, 5/4/16, 9/15/16, 4/19/17, 4/24/18, 4/17/19, 6/10/20, 5/12/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) staff members shall not conduct assessment interviews or participate in any activities, including outside employment, that could constitute a conflict of interest with their job duties at JIAC.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center staff having intake, assessment and release responsibilities

PURPOSE:

To establish guidelines to ensure the highest ethical standards regarding conflict of interest issues.

PROCEDURE:

- I. Employee Assessment Interviews with Youth
 - A. No employee of the Sedgwick County JIAC shall conduct an assessment on a relative, other household member, family friend, or any youth known from another program in which the staff is employed.
 - B. If in doubt regarding whether or not working with a particular youth would constitute a conflict of interest, the JIAC staff shall consult a supervisor before beginning the intake/assessment process.
 - C. No employee shall use their position nor shall they disclose or use confidential information acquired in the course of their duties to advance their own or someone else's economic interests or to secure additional privileges and advantages for themselves or others.



Chapter:	Operations	Policy No:	8.817
Subject:	Conflict of Interest		Page 2 of 2

II. General Outside Employment/Volunteer Guidelines

- A. Employees may engage in outside employment or volunteer activities to the extent that the employment or activity does not constitute a conflict of interest, interfere with the performance of their assigned job duties, or impair their ability to respond to a request to return to work in emergency situations.
- B. Employees considering outside employment or volunteer activities shall inform their supervisor and the JIAC program manager to ensure that the outside job or other activities do not create a conflict of interest regarding their current job duties as a JIAC employee.

III. Nepotism

- A. Sedgwick County permits members of an employee's immediate family within the same department; however, no employee will be placed in a position that falls under the direct supervision of a member of the employee's immediate family.
- B. No employee will be allowed to make employment decisions or recommendations related to hiring, promotion, compensation, discipline, termination, reduction-in-force or to determine the disposition of a grievance or complaint related to an immediate family member.
- C. The same shall apply to employees involved in a consensual sexual or romantic relationship, a close personal relationship, or an outside business relationship. This policy applies to all current employees and candidates for employment.
- D. Immediate family shall be considered spouse, parents, siblings, children, grandchildren, grandparents and those in step or in-law relationships.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.818
	Subject: Assessment Procedure	Date: 6/06/2002 Pages: 2
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	KDOCJS - JIAS-04-103; K.S.A. 75-7023	
Revision Dates: 6/6/02, 6/3/03, 7/3/03, 5/1/10, 2/4/11, 5/12/15, 5/4/16, 9/15/16, 3/20/17, 4/27/18, 4/17/19, 7/1/20, 6/8/21		
Review Dates: 5/4/16, 9/15/16, 3/17/17, 4/25/18, 4/17/19, 6/10/20, 5/12/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall have an assessment procedure for all youth presented at JIAC for assessment.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center staff having intake and assessment responsibilities

PURPOSE:

To establish guidelines and an orderly procedure for the assessment of youth at JIAC.

PROCEDURE:

- I. Training Requirements to Perform Assessments
 - A. Assessments shall be performed by trained staff and/or interns authorized by the program manager or designee.
 - B. Staff and interns shall be authorized to perform assessments after successfully completing the following training:
 1. Observing senior intake/assessment staff perform five (5) assessments;
 2. Performing five (5) assessments under the guidance of senior intake/assessment staff; and,
 3. Completion of JIAC new employee orientation and on-the-job training (JIAC Policy 8.400).
- II. Staff Responsibilities for Youth Waiting to be Assessed
 - A. Youth waiting to be assessed shall be instructed to sit quietly.
 - B. Youth shall be continuously monitored (JIAC Policy 8.812 – Monitoring Youth).



Chapter: Operations	Policy No: 8.818
Subject: Assessment Procedure	Page 2 of 2

III. Assessment Process

- A. Information shall be collected in the following areas:
 - 1. A standardized detention risk assessment instrument
 - 2. Criminal history, including indications of criminal gang involvement
 - 3. Abuse history
 - 4. Substance abuse history
 - 5. History of prior community services used or treatments provided
 - 6. Educational history
 - 7. Medical history
 - 8. Family history
 - 9. Other assessment instruments as approved by the secretary of corrections
- B. Information collected shall be entered into eCorrections and the KDOC data system in as accurate, logical and complete a manner as possible.
- C. A youth may refuse to answer any question during the assessment. JIAC staff shall document in eCorrections those questions the youth refused to answer.
- D. There shall be no negative consequences against any youth based on the youth's refusal to answer any assessment questions.

IV. Staff Responsibilities Prior to Youth's Release

Staff are expected to spend as much time with each youth before the caregiver arrives as is practicable for the purposes of establishing a helpful relationship and to gain as accurate an assessment as possible.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.819
	Subject: Assessment Interviews	Date: 2/13/2011 Pages: 2
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	KDOCJS - JIAS-04-103; K.S.A. 75-7023	
Revision Dates: 5/1/10, 2/4/11, 5/12/15, 5/4/16, 9/15/16, 3/20/17, 4/27/18, 4/17/19, 7/1/20, 6/8/21		
Review Dates: 5/4/16, 9/15/16, 3/17/17, 4/25/18, 4/17/19, 6/10/20, 5/12/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) program staff shall conduct all assessments at an appropriate location and upon youth who are capable of participating in the interview process.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center staff having intake and assessment responsibilities

PURPOSE:

To establish guidelines and an orderly procedure for the assessment of youth at JIAC.



PROCEDURE:

- I. Assessment Location
 - A. Youth shall be assessed in a location that assures the following:
 1. Sight and sound separation from adult inmates/offenders;
 2. Safety of the youth and staff; and,
 3. Confidentiality to ensure the interview is not overheard by other persons.
 - B. Typically, assessment interviews will be completed in the staff interview offices.
 - C. Youth charged with crimes that will require detention and/or youth who present an elevated escape risk shall be interviewed in the intake area or side intake office.

- II. Factors Determining Youth’s Participation in the Assessment Process
 - A. The following factors shall be considered in determining the appropriateness of conducting an assessment interview:
 1. Youth’s age;

Chapter:	Operations	Policy No:	8.819
Subject:	Assessment Interviews		Page 2 of 2

2. Impairment due to use of drugs and/or alcohol;
 3. Impairment due to cognitive functioning; and,
 4. Current emotional state due to traumatic events.
- B. For those youth who are deemed temporarily impaired (i.e. under the influence of drugs and/or alcohol at the time of the intake), the screening instrument (MAYSI-2) shall not be completed, and the youth shall be given an opportunity to reschedule the intake assessment within seven (7) days.
- C. For temporarily impaired youth, as much information as possible shall be gathered from law enforcement, the youth, parents/guardians or any other parties that have pertinent knowledge of the youth in order to make the most appropriate release decision.
- D. For youth with an impairment that is not temporary in nature (i.e. cognitive functioning), as much information as possible shall be gathered from law enforcement, the youth, parents/guardians or any other parties that have pertinent knowledge of the youth in order to make the most appropriate release decision.
- E. For those youth who are deemed to be impaired, and the impairment is not of a temporary nature, the screening instrument (MAYSI-2) shall not be completed.
- F. Documentation that the interview or MAYSI-2 screening was not completed shall be provided in eCorrections on all youth, stating the reason(s) that the interview was not conducted.
- G. If an intake event was opened for a youth inside eCorrections, and it is subsequently determined that the youth is not capable of completing the assessment due to temporary impairment (mental or physical including communicable diseases such as influenza), the intake record shall reflect that the youth was rescheduled.
- H. JIAC staff shall obtain additional mental health guidance if a youth is exhibiting signs of mental health crisis and the intake worker's attempts are not successful in providing adequate support and relief.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.820
	Subject: Persons Allowed in Youth Assessments	Date: 2/13/2011 Pages: 2
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	KDOCJS - JIAS-04-103; K.S.A. 75-7023	
Revision Dates: 5/1/10, 2/4/11, 7/22/15, 6/15/16, 7/12/16, 9/15/16, 3/20/17, 6/7/18, 7/26/19, 7/1/20, 6/8/21		
Review Dates: 6/14/16, 7/11/16, 9/15/16, 3/17/17, 6/6/18, 7/24/19, 6/24/20, 5/12/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall ensure the best possible assessment outcomes for all youth by limiting the persons present during the assessment.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center staff having assessment responsibilities

PURPOSE:

To establish guidelines and an orderly procedure for the assessment of youth at JIAC.



PROCEDURE:

- I. Persons Allowed to be Present During the Youth Assessment
 - A. The youth's parent or guardian may be present during those parts of the assessment where it is not expected that the outcome may be influenced by their presence.
 - B. The youth's parent or guardian may designate another family member or supportive adult to be present during those parts of the assessment where it is not expected that the outcome may be influenced by their presence.
 - C. The youth's parent or guardian may not be present during the assessment (i.e. during the administration of the MAYSI-2, administration of screening assessments/questionnaires or the gathering of any information for the KDOC data system that may be influenced by their presence) unless there is a lack of cognitive functioning that requires parent/guardian participation or the youth's age would require parent/guardian participation.
 - D. The youth's attorney may be present during the assessment, but must not influence the youth's answers or disrupt the assessment interview.
 - E. The youth's guardian ad litem may be present during the assessment interview.

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II. Persons Not Allowed During the Youth Assessment

- A. The family shall NOT be allowed to be present during the assessment if:
 - 1. The family member is a co-respondent;
 - 2. An alleged perpetrator of physical or sexual abuse; or,
 - 3. There is interference with the interview process.
- B. If the family member becomes uncooperative or refuses to allow the assessment to proceed, law enforcement should be contacted for assistance.
- C. JIAC staff shall limit law enforcement presence during the assessment interview to ensure a more open and relaxed environment for the youth, ensure that the information obtained through the intake is not used in the legal proceedings, and prohibit any interviewing or interrogating by law enforcement during the intake.
- D. Law enforcement may be present during the assessment for the safety of the intake officer or youth.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.821
	Subject: Mandatory Reporting of Abuse or Neglect	Date: 2/13/2011 Pages: 3
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	KDOCJS - JIAS-03-103; K.S.A. 38-2223; K.S.A. 38-2202; "A Guide to Reporting Child Abuse & Neglect in Kansas"	
Revision Dates: 5/1/10, 2/4/11, 7/22/15, 6/15/16, 9/15/16, 3/14/17, 6/6/18, 7/26/19, 7/1/20, 6/8/21		
Review Dates: 6/14/16, 9/15/16, 3/14/17, 5/30/18, 7/24/19, 6/24/20, 5/12/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) program shall report all instances of suspected abuse or neglect in accordance with state and federal requirements.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center staff

PURPOSE:

To ensure that all suspected cases of abuse or neglect are reported to the appropriate authorities in a consistent manner by staff.

PROCEDURE:

- I. Responsibility
 - A. JIAC staff are, by statute, mandated reporters of suspected child abuse and/or neglect.
 1. Mandated reporters need to be aware of signs and symptoms that may indicate child abuse and shall complete "*Monitoring & Reporting Abuse and Neglect*" training during new employee on-the-job training.
 2. Mandated reporters only need to have a suspicion that a child has been harmed as a result of abuse or neglect that requires them to submit a report.
 3. All allegations of abuse/neglect shall be reported by JIAC staff regardless of whether or not the allegation was previously reported. Failure to report is a class B misdemeanor.
 - B. Child abuse and/or neglect reports shall be made regardless of where or when the abuse occurred.
 - C. Law enforcement bringing a youth to JIAC due to an allegation of child abuse and/or neglect does not relieve JIAC staff of their obligation as a mandatory reporter.
 - D. JIAC staff shall not conduct an investigation of any allegation of suspected abuse.

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Subject: Mandatory Reporting of Abuse or Neglect	Page 2 of 3

- E. The Sedgwick County Department of Corrections may conduct an internal investigation involving employee misconduct.

II. Reporting Suspected Abuse/Neglect

- A. Reports of suspected child abuse or neglect shall be to one of the following:

1. The Kansas Department for Children and Families (DCF) Protection Report Center at 1-800-922-5330; or,
2. The Kansas Protection Report Center (KSPRC) by fax at 1-866-317-4279; or,
3. The KSPRC On-Line Web Intake at:
<http://www.dcf.ks.gov/services/pps/Pages/KIPS/KIPSWebIntake.aspx>.

- B. JIAC staff shall document in eCorrections that a report was made to DCF / KSPRC.

- C. If a youth alleges physical, mental, emotional or sexual abuse or neglect, the following shall occur:

1. Staff shall determine through minimal questioning whether the abuse/neglect is ongoing or in the past, and only to the extent necessary to establish there is a "reason to suspect" the youth is a victim of abuse/neglect.
2. Staff shall determine whether the perpetrator is living in the same house or elsewhere, only for the purpose of making a placement decision.
3. Staff shall collect no further information, documentation or pictures so as not to compromise further law enforcement or DCF investigations.
4. If a current instance of physical/mental abuse is established, staff shall end the interview and immediately contact the law enforcement agency that has jurisdiction where the abuse occurred. If the jurisdiction cannot be established, the Sedgwick County Sheriff's Department shall be contacted. The youth shall not be released from the facility until law enforcement makes a determination on how to proceed.
5. If a current instance of sexual abuse/assault or human trafficking is established, staff shall end the interview and immediately contact the law enforcement agency that has jurisdiction where the abuse/assault occurred AND the Exploited and Missing Children's Unit (EMCU). If no jurisdiction can be established, the Sedgwick County Sheriff's Department and EMCU shall be contacted. The youth shall not be released from the facility until law enforcement makes a determination on how to proceed.

- D. In any instance where new abuse or neglect allegations are made by a youth:

1. JIAC staff shall contact Kansas Protection Report Center as quickly as possible, and the allegations shall be reported.

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2. JIAC staff shall not further interrogate the youth or discuss any aspect of the allegation(s) with the youth.
3. No information related to the allegation(s) shall be shared with anyone except the investigating officers without the expressed consent of the JIAC program manager.

ABUSE/NEGLECT ORIENTATION FORM



I, _____ have read Policy and Procedure
8.821 – Mandatory Reporting of Abuse and Neglect.

I fully understand my responsibility for reporting allegations/incidents of suspected
abuse/neglect.

Signature

Witness

Date

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.822
	Subject: Family Conference and Referrals	Date: 7/25/2002 Pages: 3
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	KDOCJS - JIAS-04-111; KDOCJS - JIAS-04-113; K.S.A. 75-7023; K.S.A. 38-2346	
Revision Dates: 7/25/02, 5/1/10, 2/4/11, 3/31/14, 7/22/15, 6/15/16, 9/15/16, 7/1/17, 6/6/18, 7/26/19, 7/1/20, 6/8/21		
Review Dates: 6/14/16, 9/15/16, 6/16/17, 5/30/18, 7/24/19, 6/24/20, 5/12/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall have a family conference and referral process for all youth released.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center staff having intake, assessment and release responsibilities

PURPOSE:

To establish guidelines and procedures for the release and referral of youth from JIAC.

PROCEDURE:

- I. Family Conference
 - A. The person to whom the youth will be released shall be asked to furnish at least one form of identification for the youth, if JIAC does not already have any official form of identification on file.
 - B. JIAC staff shall only have conferences with, and release youth to, persons able and willing to verify their identity and relationship to the youth.
 - C. Conferences will be held in a location that maintains youth/family confidentiality and ensures the youth does not abscond from the building before all paperwork has been signed.
 - D. Staff shall be required to make an attempt to review information and screening results with the youth and the youth's parent, legal guardian or other appropriate person.
 - E. There may be occasions where this review is not in the best interest of the youth. In these situations, the intake and assessment information and results shall not be shared with the parent/legal guardian or other appropriate adult.

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Subject:	Family Conference and Referrals		Page 2 of 3

- F. The JIAC program manager, or designee, shall make the determination regarding whether the release of the information and results are not in the best interests of the youth. Staff shall document in the conference section of eCorrections the reasons specific information was not shared with the youth's caregiver.
- G. Staff shall share the following information with the youth's caregiver:
 - 1. Why the youth was taken into custody;
 - 2. What processes were completed with the youth at JIAC;
 - 3. The aggregated results of the MAYSI – 2 evaluation, but not the answers to specific questions;
 - 4. Any concerns JIAC staff may have as a result of the youth interview and assessment;
 - 5. Risk for Reoffending (RFR) results; and,
 - 6. Any recommendations or referrals for service.
- H. Staff will bring the youth into the conference as soon as it is established that both youth and caregiver would be safe with one another.
- I. Staff may halt the conference and remove the youth from the conference room at any time that the staff believes the process is escalating out of control and that either the youth or the caregiver is in danger.
- J. Staff may decide at any time during the conference that the release is not appropriate and halt the conference/release process.
 - 1. If this occurs, the caregiver will be escorted from the building and the youth will be escorted back to the youth wait area until other release/placement options are completed.
 - 2. Staff shall document in the conference section of eCorrections the reasons the youth was not released to the caregiver.

II. Referrals for Services

- A. JIAC staff shall assist the family and youth by providing the information detailed in Section I. G. in order to recommend optional services by local program providers to address any identified criminogenic risk or responsivity factors.
- B. Every effort shall be made with the youth and the caregiver to ensure that a plan of action is developed to prevent the youth from recidivating and to ensure that the youth and family get the services they need.

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Subject:	Family Conference and Referrals		Page 3 of 3

- C. JIAC staff shall document all recommendations and referrals for community services on the Referral for Services form (8.822.1; KDOC-JS-JIAS-007). The form shall be presented to the parent/guardian for signature and maintained in eCorrections.
- D. JIAC staff may contact the referral agency directly to set an appointment prior to the youth's release from intake or provide the parent/guardian and youth the contact information for the referral agency so that they can follow up at their convenience.
- E. The Sedgwick County Department of Corrections (SCDOC) respects the right of clients to select social service providers they believe are in their best interest. JIAC staff will be responsible only for facilitating the provider selection and referral process. SCDOC does not permit conflict of interest when selecting social service providers.
- F. JIAC staff shall inform the family of their responsibility for the costs of any program utilized.

III. Case Referrals

- A. JIAC staff shall refer intakes to an immediate intervention program, the District Attorney's Office, or the Department of Children and Families.
- B. JIAC staff shall notify the District Attorney's Office and the Department of Children and Families of all intakes via the JIAC Daily Summary Report.

Juvenile Intake and Assessment Referral for Services

Youth's Name _____ Date: _____

Complete the following referrals as applicable:

Referral recommended made – appointment (if applicable) _____

Organization Name/Type of Service:	
Address:	
Phone #:	Contact person:
Reason/Ask for:	

considering accepted already receiving services : _____

Referral recommended made – appointment (if applicable) _____

Organization Name/Type of Service:	
Address:	
Phone #:	Contact person:
Reason/Ask for:	

considering accepted already receiving services : _____

Referral recommended made – appointment (if applicable) _____

Organization Name/Type of Service:	
Address:	
Phone #:	Contact person:
Reason/Ask for:	

considering accepted already receiving services : _____

Additional notes: As the parent/legal guardian/representative of the above-named youth, I hereby authorize Juvenile Intake & Assessment to engage in the reciprocal exchange of confidential information with the above-named entity or entities.


Youth Signature

Parent/Guardian Signature

JIAS Worker Signature

<p>Questions? Juvenile Intake and Assessment (316) 660-5350</p>

Distribution: Original – JIAS; copy – Parent/Guardian

 <p>SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL</p>	<p>Chapter: Operations</p>	<p>Policy No: 8.823</p>
	<p>Subject: Release from Custody</p>	<p>Date: 7/25/2002 Pages: 5</p>
<p>Program:</p>	<p>Juvenile Intake & Assessment Center</p>	
<p>References:</p>	<p>KDOCJS - JIAS-04-109; JIAS-04-114 K.S.A. 75-7023; K.S.A. 38-2232; K.S.A. 38-2330; K.S.A. 38-2331; K.S.A. 38-2346; K.S.A. 38-2389</p>	
<p>Revision Dates: 7/25/02, 3/25/03, 5/1/10, 2/4/11, 7/22/15, 6/15/16, 9/15/16, 7/1/17, 6/6/18, 7/26/19, 6/30/20, 6/8/21</p>		
<p>Review Dates: 6/14/16, 9/15/16, 6/16/17, 5/30/18, 7/24/19, 6/24/20, 5/12/21</p>		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall have a release process for all youth.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center staff having intake, assessment and release responsibilities

PURPOSE:

To establish guidelines and an orderly procedure for the release of youth from JIAC.

PROCEDURE:

- I. Release Determinations
 - A. Only trained intake staff (as documented on the On-the-Job Training Record 8.400.2) may independently assess the information gathered during the intake and assessment process in order to make a decision on releases.
 - B. Intake staff shall use the records, reports and information obtained in the intake process to make a release determination. All determinations shall be made in the best interest of the youth with placement in the safest and least restrictive environment.

- II. General Release Procedures
 - A. Intake staff shall consider the first release/placement option as: release the youth to the custody of the youth's parent, other legal guardian or another appropriate adult if it would be in the best interest of the youth and it would not be harmful to the youth to do so.
 - 1. Examples of when it is NOT recommended the youth be released to a parent/guardian or other appropriate adult include, but are not limited to:

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- a. When the parent/guardian or other appropriate adult is an alleged perpetrator of physical or sexual abuse of the youth (closed CINC cases are excluded unless parental rights were terminated).
 - b. When the alleged perpetrator lives with and/or the parent(s)/guardian(s) cannot adequately protect the youth.
 - c. When the parent/guardian or other appropriate adult appears to be impaired by being under the influence of drugs or alcohol, unless cleared by law enforcement.
 - d. When parental rights have been terminated.
 - e. When the worker perceives there to be a danger to the youth, parent/guardian or other household members.
2. If the parent/legal guardian refuses or is unable to come to JIAC to take custody of the youth, release may be made to another family member or to another adult designated by the parent.
- a. The parent/legal guardian must request to the assigned worker that the youth be released to a specific person. That person must meet the following criteria:
 - i. Must be at least 21 years of age;
 - ii. Must be willing and able to take custody of the youth;
 - iii. Must have the ability to safely care for the youth by providing food and shelter and other essential needs until delivered to the parent/legal guardian;
 - iv. Must not appear to the JIAC staff member to have any active felony warrants or cases for crimes against children as documented in the Sedgwick County FullCourt database; and,
 - v. Must not be under the influence of alcohol or any other drugs.
 - b. JIAC staff shall document in the call log and the conference section of eCorrections all efforts to find a safe placement for the youth. JIAC shall also document parent/legal guardian refusals or requests that the youth be released to another person.
- B. Intake staff shall consider the second release/placement option as: conditionally release the youth to the youth's parent, other legal guardian or another appropriate adult if the intake worker believes that if the conditions are met, it would be in the youth's best interest (or harmful without imposing the conditions). The conditions may include, but are not limited to:

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1. Participation of the youth in counseling;
 2. Participation of members of the youth's family in counseling;
 3. Participation of the youth, members of the youth's family and other relevant persons in mediation;
 4. Provision of outpatient treatment for the youth;
 5. Referral of the youth and the youth's family to the Department for Children and Families for services and the agreement of the youth and family to accept and participate in the services offered;
 6. Referral of the youth and the youth's family to available community resources or services and the agreement of the child and family to accept and participate in the services offered;
 7. Requiring the youth and members of the youth's family to enter into a behavioral contract which may provide for regular school attendance among other requirements;
 8. Any special conditions necessary to protect the youth from future abuse or neglect;
 9. Release on the youth's promise to appear;
 10. Release to a parent, guardian or custodian upon the youth's assurance to secure such youth's appearance;
 11. Release with the imposition of reasonable restrictions on activities, associations, movements and residence specifically related to securing the youth's appearance at the next court hearing;
 12. Release to a voluntary community supervision program;
 13. Release to a mandatory, court-ordered community supervision program;
 14. Release with mandatory participation in an electronic monitoring program with minimal restrictions on the youth's movement; and,
 15. Release with mandatory participation in an electronic monitoring program allowing the youth to leave home only to attend school, work, court hearings or other court-approved activities.
- C. Intake staff shall consider the third release/placement option as: have the youth placed at a shelter facility (the Wichita Children's Home or Juvenile Residential Facility) only if the intake worker has reason to believe that it is in the youth's best interest not to release the youth or conditionally release the youth to a parent, legal guardian or other adult.

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- D. Intake staff shall consider the fourth release/placement option as the Juvenile Detention Facility, provided the following criteria are met:
1. The Kansas Detention Assessment Instrument (KDAI) was completed and the tool recommended the youth be detained. The JIAC program manager, or designee, must approve all overrides directing placement of a youth in detention.
 2. It is determined that community-based alternatives to detention are insufficient to:
 - a. Secure the presence of the juvenile at the next hearing as evidenced by a demonstrable record of recent failures to appear at juvenile court proceedings and an exhaustion of detention alternatives; or,
 - b. Protect the physical safety of another person or property from serious threat if the juvenile is not detained.
 3. Youth SHALL NOT be detained solely due to:
 - a. A lack of supervision alternatives or service options;
 - b. A parent avoiding legal responsibility;
 - c. A risk of self-harm;
 - d. Contempt of court;
 - e. A violation of a valid court order (effective July 1, 2019); or,
 - f. Technical violations of conditional release (from a Juvenile Correctional Facility) unless there is probable cause that the juvenile poses a significant risk of harm to others or damage to property or the applicable graduated responses or sanctions protocol allows such placement.
- E. If a youth is in the legal custody of the Department for Children and Families (DCF) or the Department of Corrections – Juvenile Services (KDOC-JS):
1. Intake staff shall release the youth to be returned to the placement they were in, whenever possible.
 2. If due to safety or other extenuating circumstances, return is not an option, intake staff shall release the youth to the custodial agency.
 3. In situations where there are new charges, intake staff must complete the Kansas Detention Assessment Instrument (KDAI) prior to making any release/placement decisions.

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4. Intake staff shall inform law enforcement that they may return the youth directly to the DCF or KDOC-JS placement agency without coming to JIAC whenever it is appropriate.

III. Visitor Entry into Facility

- A. All parents and other visitors shall enter through the family lobby.
- B. No parent or other visitor will be allowed past the family lobby without staff supervision.
- C. JIAC staff shall take all reasonable steps to ensure that the confidentiality of all youth is maintained by keeping parents/legal guardians and other visitors away from the youth waiting areas.

IV. Pre-Release Paperwork

- A. Upon arrival at JIAC, the person to whom the youth will be released shall be asked to fill out the requested information on the Caregiver Identification Form (8.823.2), and to furnish photo identification to be copied for verification purposes.
- B. There will be no conference with, and no youth shall be released to, any person who is unable or unwilling to verify their identity and relationship to the youth.

V. Release Paperwork

- A. When releasing the youth to the custody of the youth's parent, other legal guardian or another appropriate adult, staff shall complete the Release / Placement Form (8.823.1; KDOC-JS-JIAS-004) with the Caregiver Identification Form (8.823.2).
- B. When releasing the youth to a shelter facility, staff shall complete the Police Protective Custody (PPC) Section of the Release / Placement Form (8.823.1; KDOC-JS-JIAS-004) and the Shelter Facility Referral Form (8.823.3). JIAC staff shall obtain the law enforcement officer's signature on 8.823.1 unless law enforcement wishes to utilize a separate application in which case the application shall be attached to the form.
- C. When conditionally releasing the youth to the custody of the youth's parent, other legal guardian or another appropriate adult, staff shall complete the Conditions of Release form (8.823.4; KDOC-JS-JIAS-005) when the youth scores moderate on the KDAI.
- D. When releasing the youth to the custody of the youth's parent, other legal guardian or another appropriate adult, staff shall complete a Safety Plan (8.823.5; KDOC-JS-JIAS-006) when it is in the best interests of the youth and for all intakes where the presenting alleged offense (person or property offense) involved a domestic issue with a member of the youth's household.
- E. The conference section of eCorrections shall include the determining factors and circumstances of the release/placement decision.

Juvenile Intake and Assessment Release/Placement Form

- LEO Drop off
- Walk-In
- Appointment (NTA/ATA)
- Court-Ordered Assessment

Intake Arrival
Date ___/___/___ Time ___:___

Youth's Name _____ DOB ___/___/___ SS# _____
 LAST FIRST MIDDLE
 Youth's Address _____

RELEASE

I, _____, am taking custody of this youth at ___:___ on ___/___/___.
 I acknowledge that I am responsible for the proper care, or transfer of care and physical custody, of this child.

Signature _____, Relationship: _____

Witnessed by _____, Position: _____

Intake Notes _____

POLICE PROTECTIVE CUSTODY PPC _____ **(Initial & Complete ONLY if PPC)** LEO Application Attached

Pursuant to K.S.A. 38-2232(c), I, a duly authorized law enforcement officer, do hereby apply for shelter for this child in the protective custody of law enforcement due to the following circumstances which provide reasonable grounds to believe that this child would be harmed if not taken into custody:

TYPE OF CINC

- | | | | |
|----------------------|--------------------|----------------------------|---|
| _____ Physical Abuse | _____ Sexual Abuse | _____ Neglect | _____ Without Adequate Parental Care |
| _____ Abandoned | _____ Runaway | _____ Human Trafficked | _____ Same residence as an abused minor |
| | _____ Truancy | _____ <10yoa commits crime | _____ Other _____ |

Narrative: _____

Child's Parent or Guardian:

Name: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 Relationship: _____

Name: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 Relationship: _____

Pursuant to K.S.A. 38-2217, temporary guardians of this child may give consent for: 1) Dental treatment by a licensed dentist; 2) Diagnostic examinations including, but not limited to, x-rays, withdrawal of blood and other bodily fluids, and other laboratory examinations; 3) Releases and inspections of medical history records; 4) Immunizations, and 5) Administration of lawfully prescribed drugs. PAYMENT FOR MEDICAL AND MENTAL HEALTH TREATMENTS IS ALWAYS THE RESPONSIBILITY OF THE CHILD'S PARENT/LEGAL GUARDIAN. Further be advised that: 1) K.S.A. 38-2217(a)(5) states "any health care provider who in good faith renders hospital, medical, surgical, mental or dental care or treatment to any child after a consent has been obtained as authorized by this section shall not be liable in any civil or criminal action for failure to obtain consent of a parent"; 2) K.S.A. 38-2232(d) requires "that the person receiving custody of this child forward a copy of this application to the county or district attorney without unnecessary delay"; and 3) K.S.A. 38-2232(e) requires, absent a court order to the contrary, that this child must be released after 72 hours excluding Saturdays, Sundays, and holidays.

LEO Last Name (Print) _____ LEO Signature _____ Badge # _____
 LEA _____ Case Number _____ Date and Time of Signature ___/___/___ Time ___:___

LEO Recommends: (Initial) Parent _____ Relative _____ Foster Home/Shelter _____ Other Explain: _____
 Signature of JIAC Staff Admitting Youth _____

Authorization for release to _____ for transportation to _____ was obtained from _____ at ___:___ on ___/___/___.

Please PRINT All Information (Except for Signature)

Llene por favor, toda la información (menos su firma)

Youth's Information / Juvenil Información

Youth's First Name / Nombre	Youth's Middle Name / Segundo Nombre	Youth's Last Name / Apellido de juvenil	Suffix / Sufijo (Jr, I, IV)
Youth's Date of Birth / Fecha de Nacimiento de juvenil / /		Age / Edad	Social Security Number / Número de Seguridad Social - -
Youth's Address / Dirección de juvenil			
City / Ciudad	State / Estado	Zip Code / Código Postal	

Parent/Legal Guardian / Padres/Guardián Legal

Relationship to Youth / Su Relación al Juvenil			
<input type="checkbox"/> Mother / Madre <input type="checkbox"/> Father / Padre <input type="checkbox"/> Legal Guardian / Guardián Legal <input type="checkbox"/> Other (specify) / Otro (por favor especifique): _____			
First Name / Nombre	Middle Name / Segundo Nombre	Last Name / Su apellido	Suffix / Sufijo (Jr, I, IV)
E-Mail			
Phone # / Número de Teléfono () -	Other Contact # / Otro Número de Contacto () -	Other Contact # / Otro Número de Contacto () -	
Address (if different from youth) / Su Dirección, si es diferente de la de juvenil			
City / Ciudad	State / Estado	Zip Code / Código Postal	

Parent/Legal Guardian acknowledges that the information provided upon which the Sedgwick County Juvenile Intake and Assessment Center has relied in permitting this release is true and correct.

El parente o guardián legal acepta que la información, que se ha proporcionado en este impreso y encima de qual el Centro de Evaluación de Juveniles del Condado Sedgwick ha confiado mientras que permitir este descargo es la verdad correcta.

Signature / Su Firma

JUVENILE INTAKE & ASSESSMENT CENTER

SHELTER FACILITY REFERRAL FORM

Youth Name		Date of Birth	Age	SSN
Address				
City		State	Zip	Phone
Parent Name(s)				
Address (if different)				
City		State	Zip	Phone
School			Grade Level	
Social Worker/Probation Officer			Case Number	
Reason for Admission to JIAC (Most Serious Offense)				
Health Concerns				
Medications				
Shelter Reason				

The above-referenced juvenile is being referred to a shelter facility by the Juvenile Intake & Assessment Center staff. Any further decisions regarding this juvenile shall be made by shelter facility staff.

JIAC Staff Signature	Date & Time 12/30/2021 10:25
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JUVENILE INTAKE & ASSESSMENT CENTER SHELTER FACILITY REFERRAL FORM

Youth Name		Date of Birth	Age	SSN
Address				
City		State	Zip	Phone
Parent Name(s)				
Address (if different)				
City		State	Zip	Phone
School			Grade Level	
Social Worker/Probation Officer			Case Number	
Reason for Admission to JIAC (Most Serious Offense)				
Health Concerns				
Medications				
Shelter Reason				

The above-referenced juvenile is being referred to a shelter facility by the Juvenile Intake & Assessment Center staff. Any further decisions regarding this juvenile shall be made by shelter facility staff.

JIAC Staff Signature	Date & Time
----------------------	-------------

Juvenile Intake and Assessment Conditions of Release

Youth's Name _____ **DOB** ___/___/___ **LEO Case #:** _____

Conditions of release that apply to the youth named above are selected. Each selected condition must be initialed by the responsible party (youth, parent or custodian) once it is explained and understood. Add notes where applicable.

CONDITION	INITIALS
<input type="radio"/> I will follow my home rules and custodian's instructions. Notes: _____	_____
<input type="radio"/> I will follow my curfew as noted. _____ weekday _____ weekends Notes: _____	_____
<input type="radio"/> I will not use any alcohol or drugs. Notes: _____	_____
<input type="radio"/> I will attend school every hour of every school day. Notes: _____	_____
<input type="radio"/> I will follow my safety plan. (attached) Notes: _____	_____
<input type="radio"/> I will report to and follow the rules of my assigned alternative program as noted. Notes: _____	_____
<input type="radio"/> I will follow the rules of my electronic monitoring program as noted. Notes: _____	_____
<input type="radio"/> I will participate in counseling; mediation; outpatient treatment or other services as noted. Notes: _____	_____
<input type="radio"/> Family members will participate in counseling; mediation or other services referred for as noted. Notes: _____	_____
<input type="radio"/> OTHER: _____ Notes: _____	_____
<input type="radio"/> OTHER: _____ Notes: _____	_____

I agree to follow all the conditions initialed above and appear in court if summoned.

Youth Signature _____ **Date:** _____

I, _____, am taking custody of this youth at ___:___ on ___/___/____.
I acknowledge that I am responsible for the proper care, or transfer of care and physical custody, of this child. I understand the assigned conditions, will assist this youth in following them and ensure this youth will appear in court if summoned.

Custodian Signature _____ **Relationship:** _____ **Date:** _____

Witnessed by _____, **Position:** _____ **Date:** _____

I, _____, believe that it is in the best interest of this youth to be released from Juvenile Intake and Assessment with the conditions as selected above.

Juvenile Intake and Assessment SAFETY PLAN

Youth's Name: _____ Date: _____

The purpose of this safety plan is to: _____

FACTORS TO CONSIDER

When creating a safety plan at a minimum the following should be considered: the age of the youth; safety of the youth; safety of any other children in the home; severity of the situation, medical and emotional needs of the youth; family supports; youth and parent/guardian's current condition and behavior; availability of a responsible adult; family's willingness to participate in the plan; access to youth from any alleged perpetrator; any other circumstances pertaining to the safety of the youth.

Begin Date: ___/___/___

End Date: ___/___/___

Be specific - who, what, when, etc.

GOAL: _____

ACTION NEEDED TO MEET GOAL: _____

GOAL: _____

ACTION NEEDED TO MEET GOAL: _____

GOAL: _____

ACTION NEEDED TO MEET GOAL: _____

EMERGENCY CONTACTS AND NUMBERS:

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Name: _____ Phone #: _____

In the event of an emergency needing law enforcement or medical attention always call 911

Youth Signature

Date


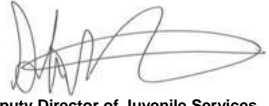
Custodian Signature

Date

Juvenile Intake Staff Signature

Date

Distribution: Original – JIAS, Copy – Custodian

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.824
	Subject: Parent Refusal of Youth Custody	Date: 3/01/2004 Pages: 4
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
References:	K.S.A. 75-7023, Sedgwick County Resolution No. 54-04 (Sedgwick County Code § 16-26, <i>et seq.</i>)	
Revision Dates: 3/1/04, 4/30/04, 5/1/10, 2/4/11, 7/22/15, 6/15/16, 7/12/16, 9/15/16, 4/21/17, 6/6/18, 7/26/19, 7/1/20, 6/8/21		
Review Dates: 6/14/16, 7/11/16, 9/15/16, 4/19/17, 5/30/18, 7/24/19, 6/24/20, 5/12/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall utilize Sedgwick County Resolution No. 54-04 regarding parents/legal guardians who refuse to accept custody or do not arrive within the prescribed time period.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center staff having intake, assessment and release responsibilities

PURPOSE:

To establish procedures for staff when a parent refuses custody of their youth.

PROCEDURE:

- I. Contacting the Parent/Legal Guardian
 - A. Phone contact with the parent/legal guardian of a youth shall be attempted without delay once the intake process is completed and it is determined that the youth may be safely released to the parent/legal guardian.
 - B. In those cases where the youth’s family does not have a telephone, contact through a relative, friend or neighbor may be attempted.
 - C. As a last resort, non-emergency dispatch may be contacted at (316) 263-6011 to request a law enforcement officer go to the family’s home to inform them of the youth’s arrest and their need to take custody of the youth at the JIAC facility within a two-hour timeframe.
 - D. All attempted and all successful contacts shall be immediately documented in eCorrections using the Contact Log form. The information shall include the date and time of the contact, the name of the person with whom contact was made/attempted, their relationship to the youth, a concise description of the conversation, and the staff making/attempting contact.

Chapter:	Operations	Policy No:	8.824
Subject:	Parent Refusal of Youth Custody		Page 2 of 4

- E. Any information received concerning officer contact with the family shall also be documented in the Contact Log. This shall include the officer's name, badge ID number, name of person contacted and time of contact.

II. Information to Communicate to Parent/Legal Guardian

Upon making contact with the parent/legal guardian of a youth, the following information shall be communicated:

- A. Their child has been arrested/detained by a law enforcement officer and transported to JIAC;
- B. JIAC staff conduct intake and assessment in accordance with state law;
- C. The parent/legal guardian has the right to participate or to refuse participation for themselves or their child in the assessment process;
- D. Their child will be ready to be picked up at a specified time – based on an estimate of length of time required to complete the assessment process; and
- E. The parent/legal guardian shall be advised that they have a two-hour window in which to arrive to take custody of their child, and that failure to arrive in a timely manner to accept custody of their child is a violation of Sedgwick County Resolution 54-04 and may result in issuance of a uniform complaint and notice to appear in Sedgwick County Court. The following statement shall be used to communicate this information:

“Your child will be ready to be picked up at _____ o’clock. I need to advise you the law requires that you take custody of your child within two hours of contact by JIAC staff. You need to arrive here no later than _____ o’clock, or you will be issued a citation and could be fined up to \$500.00 through Sedgwick County Court.

Do you understand these instructions?”

III. Parent/Legal Guardian Refusal to Accept Custody of Youth

- A. The parent/legal guardian shall be asked to explain the reason(s) for their refusal. These reasons shall be documented in the conference section of eCorrections.
- B. The JIAC staff member shall involve the intake specialist or the most senior intake worker to help ensure that the youth is ultimately released to the safest and least restrictive environment respecting any identified issues.
- C. The JIAC staff shall make reasonable efforts to help the parent/legal guardian take custody of their child by making a behavioral contract between them - or with an appropriate referral for services - to help deal with any perceived problems. Failing this, JIAC staff shall make reasonable efforts to help find another suitable placement for the youth with another family member or family friend who meets the following placement criteria:

Chapter:	Operations	Policy No:	8.824
Subject:	Parent Refusal of Youth Custody		Page 3 of 4

1. Must be at least 21 years of age;
 2. Must be willing and able to take custody of the youth;
 3. Must be willing to safely care for the youth by providing food and shelter and other essential needs until delivered to the parent/legal guardian;
 4. Must not have any active felony warrants or cases for crimes against children as documented in the Sedgwick County FullCourt database; and,
 5. Must not be under the influence of alcohol or any other drugs as determined by staff observation.
- D. If the JIAC staff member cannot identify any reason not to release the youth to their parent/legal guardian and no other family members or friends have been identified to accept custody, JIAC staff shall:
1. Inform the parent/legal guardian that they may take custody of their child and personally transport the child to a shelter facility.
 2. Inform the parent that failure to cooperate and take custody of their child by _____ (insert time using the two-hour window) will result in their child's placement in a shelter facility and the following may occur:
 - a. Paying the shelter costs for private placement of the child.
 - b. Being cited and fined through Sedgwick County Court for a violation of County Code § 16-27 (Sedgwick County Resolution 54-04).
- E. Youth with a status offense may be released to the Wichita Children's Home after law enforcement has placed the youth in Police Protective Custody.
- F. When a parent/guardian refuses to accept custody of their child and the youth has an alleged juvenile offense, the youth may be detained at the Juvenile Detention Facility only after all other placement options have been exhausted and verbal authorization has been given by an 18th Judicial District judge (Juvenile Division) to override the placement recommendation indicated by the Kansas Detention Assessment Instrument. A commitment order must be signed by a judge by the next business day.
- G. If the youth is being released with conditions and the parent refuses custody, staff shall request law enforcement place the youth in Police Protective Custody and release the youth to the Juvenile Residential Facility.
- H. If the parent/legal guardian refuses custody of a youth being released with conditions due to being the victim(s)/feeling unsafe in the home, AND after exhausting all efforts to find a safe and less restrictive placement for youth, JIAC staff may contact a judge to request an "override to detention with immediate authorization to JRF."

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Subject:	Parent Refusal of Youth Custody		Page 4 of 4

- I. The parent's/legal guardian's refusal of custody and all efforts to find a safe placement for the youth shall be documented in the conference section of eCorrections.

IV. Release Paperwork

- A. The following forms shall be provided to the JIAC program manager for those cases in which the parent/guardian refused custody of the youth or arrived much later than instructed. Upon approval by the JIAC program manager or designee, the forms may then be forwarded to the County Counselors' Office, along with the Uniform Complaint and Notice to Appear completed by the JIAC program manager, for filing with the Sedgwick County Court:

1. The call log report form for the intake, listing all contacts with the parent.
2. The assessment summary, making sure to include the following information:
 - a. The reason for the assessment.
 - b. The time of the youth's arrival at JIAC.
 - c. Facts to establish the time of contact with the parent.
 - d. The manner of and reasons for the refusal (if applicable).
 - e. The time the youth was transported to a shelter facility.



- B. These forms shall be saved in the youth's file in eCorrections.

V. Cases Not Appropriate for the Uniform Complaint / Notice to Appear

- A. There may be cases in which it is not appropriate for the Uniform Complaint / Notice to Appear to be served. Following are a few examples:

1. Parent/guardian fears for safety of self or others in the house;
2. Parent/guardian is able to demonstrate a problem in arranging transportation to JIAC due to health or lack of funds for transportation;
3. Parent/guardian is out of town and far enough away so they cannot reasonably arrive at JIAC within the required timeframe;
4. Any other reason parent/guardian identifies that keeps them from arriving timely, but parent/guardian makes a good effort to keep JIAC staff up-to-date on progress to arrive at JIAC; and,
5. Any other time that parent/guardian and JIAC staff work out an arrangement to arrive later than the two-hour timeframe as part of a cooperative process for handling the youth's issues.

- B. Whenever there is an exception to the process, JIAC staff shall document the same in the conference section of eCorrections.

 SEDGWICK COUNTY DIVISION OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.825
	Subject: Transporting Youth	Date: 5/06/2000 Pages: 6
Program:	Juvenile Intake & Assessment Center	
References:	KDOC-JS – JIAS-01-111, KDOC-JS – JIAS-04-110, SG CO Policy, Fleet Vehicle Operation and Usage, Juvenile Justice and Delinquency Prevention Act of 1974, (Pub. L. No. 93-415, 42 U.S.C. § 5601 <i>et seq.</i>) as Amended Through P.L. 115-385, enacted December 21, 2018 [Section 223 (7)(B)(ix)(I and II)]	 Deputy Director of Juvenile Services
Revision Dates: 5/6/00, 7/9/03, 5/1/10, 2/4/11, 12/9/13, 7/22/15, 6/22/16, 7/12/16, 9/15/16, 4/24/17, 6/6/18, 7/26/19, 7/1/20, 6/8/21		
Review Dates: 6/14/16, 7/11/16, 9/15/16, 4/19/17, 5/30/18, 7/24/19, 6/24/20, 5/12/21		

POLICY:

Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) staff shall ensure the safety of the youth, staff and community during transport while adhering with KDOC – Juvenile Services standards.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center staff

PURPOSE:

To provide guidelines to JIAC staff for safe transportation of youth.

PROCEDURE:

- I. Documentation of Licensure
 - A. All JIAC staff transporting youth in a motor vehicle, or driving a Sedgwick County vehicle for any purpose, shall provide a copy of their valid driver's license annually during the evaluation focal period and any other time there is a change or renewal of their license. This copy shall be kept in the employee's E-personnel file.
 - B. The JIAC program manager, or designee, shall check E-personnel files, at least annually, to ensure that a copy of each staff's valid driver's license is on file.
 - C. Each JIAC staff member shall immediately report any changes in their licensure to their supervisor and to the JIAC program manager.
 - D. Any staff member cited for any traffic infraction shall report the matter to their direct supervisor on the next business day and shall not transport youth until approved to do so.
 - E. The JIAC program manager shall ensure that an updated list of all authorized drivers is available to supervisors on the JIAC shared drive.

Chapter: Operations	Policy No: 8.825
Subject: Transporting Youth	Page 2 of 6

II. Safety of Vehicle

JIAC staff shall immediately report any mechanical problems with the transport vehicle to DOC Administrative Services and the JIAC program manager.

III. Staff Operating Official Vehicles

- A. Each staff utilizing an agency vehicle is responsible for completing the vehicle mileage log which is maintained on a clipboard in each vehicle.
- B. Staff shall comply with all aspects of Sedgwick County's policy and procedures on the subject of safety and loss prevention.
- C. Vehicles shall never be left running when unattended.
- D. Transportation of persons other than those specified by the on-duty supervisor is not allowed.
- E. There is no use of tobacco products of any type, electronic cigarettes or vaping while in county vehicles (County policy 4.309).
- F. Windows shall be closed and doors locked when vehicles are not being used. Staff shall check all windows and doors to ensure they are secure when returning a vehicle.
- G. Staff driving an official vehicle shall maintain fuel level at or above ½ tank and shall remove all trash and personal items from the vehicle prior to checking the vehicle in.
- H. If the vehicle's condition is deemed dangerous for continued use, staff shall inform the DOC Administrative Services and remove the vehicle from service.

IV. Transporting Youth

- A. JIAC staff are only authorized to transport youth to a shelter facility such as the Wichita Children's Home (WCH) when the youth is placed in police protective custody (for abuse / neglect concerns or the parent / legal guardian refuses custody). Due to transportation being limited to a shelter facility for the purposes of police protective custody, parents / guardians do not have a choice of how or under what conditions the youth is transported.
- B. No transports shall occur unless there are sufficient staff remaining to safely operate the JIAC facility as maintaining safety within the JIAC facility is a paramount consideration.
- C. Staff are not permitted to transport youth in their personal vehicles.
- D. The transport vehicle keys, log and radio shall be taken during transport.
- E. Transporting staff shall inform the intake specialist/shift supervisor of their trip itinerary with estimated departure and arrival times.

Chapter: Operations	Policy No: 8.825
Subject: Transporting Youth	Page 3 of 6

- F. Only one staff is required for the transport.
- G. The primary transport staff shall be the same gender as the youth being transported.
- H. Staff shall not transport more youth at any one time than there are seat belts available in the transporting vehicle and never more than are considered reasonably safe by transporting staff.
- I. Transports of youth to a shelter facility by JIAC staff do not require the use of handcuffs, belly chains or leg shackles. Mechanical restraints may be used to ensure the safe arrival of the youth at the shelter if the transporting staff deem it necessary due to the youth presenting a flight risk or being combative.
 - 1. If the use of mechanical restraints is deemed necessary, staff shall transport the youth in a caged vehicle to prevent the possibility of the client choking the driver and/or passengers with such items. If a caged vehicle is not available, it is **very important** to **not** restrain the client with handcuffs, leg shackles or a belly chain due to the possibility a client could choke the driver and/or passengers with such items. Seek supervisory assistance to make sure all options have been considered in these cases.
 - 2. Staff shall not place a known pregnant youth in mechanical restraints unless credible, reasonable grounds exist to believe the youth presents an immediate and serious threat of hurting herself, staff, or others; or, an immediate and credible risk of escape exists that cannot be reasonably minimized through any other method.
 - 3. For secure transports, staff will place handcuffs, leg shackles and a belly chain on the client, taking care to ensure that the youth is as comfortable as can be expected, and that the restraints are not tight enough to prevent blood flow, while still ensuring security. The handcuffs and leg shackles will be locked to prevent further tightening. Mechanical restraints will be left on the youth until they are inside of the facility.
 - 4. Staff will physically support the client during walks to and from the vehicle to help the client avoid falling.
 - 5. Staff will place the youth in the back seat of the vehicle and fasten the safety belt.
 - 6. Staff will receive annual training on use of mechanical restraints and documentation of completion will be available on staff training log.
- J. Transports of youth to any other facility, such as a psychiatric hospital or COMCARE Crisis, to court or home shall be completed by a parent/guardian or law enforcement.
- K. Transporting staff shall ensure that:

Chapter:	Operations	Policy No:	8.825
Subject:	Transporting Youth		Page 4 of 6

1. De-escalation methods and verbal skills are used to engage the youth's cooperation;
 2. All doors are locked while the vehicle is in motion;
 3. All occupants are wearing seat belts at all times when the vehicle is in motion;
 4. All parts of the youth's body are inside the vehicle at all times;
 5. Youth will never be attached to a vehicle with mechanical restraints;
 6. Discipline is maintained at all times during transport;
 7. Youth do not enter or exit the vehicle into a lane of traffic;
 8. Youth are not left in the vehicle unattended by a staff member;
 9. Youth are not permitted to drive facility or staff vehicles;
 10. Youth are not allowed to possess/use phones during their transport;
 11. Staff do not exit the vehicle while the vehicle is running;
 12. Staff do not leave the keys in the vehicle or give vehicle keys to a youth for any reason;
 13. The first aid supply kit is in the vehicle and readily available; and,
 14. The vehicle log is completed showing reason for trip and begin/end mileage.
- L. The transporting staff shall transport the youth to the intended location by the route designated by the person authorizing the trip.
1. The route taken shall be the most direct route available.
 2. There shall be no side trips or additional stops authorized.
 3. All traffic laws shall be followed while operating the transport vehicle.
- V. Accidents
- A. In the event of an accident, staff shall contact law enforcement immediately.
 - B. Medical attention shall be sought immediately if there are injuries to youth or staff.
 - C. In the event of an accident or injury while staff are transporting youth, staff shall notify the point of contact by radio who will then contact the intake coordinator.

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- D. The JIAC program manager, or designee, shall contact the youth's family if the youth sustains injuries.
- E. As soon after the accident as possible, involved staff shall fill out forms as indicated in Section VI. C. below.

VI. Reports



- A. If JIAC staff complete a routine transport of a youth to WCH and all salient policies and procedures concerning youth transports have been followed without incident, then transporting staff do not need to complete the JIAC Special Incident Form (8.810.2). However, the transport must be documented in the conference section of eCorrections.
- B. Anytime there is a need to use force other than mechanical restraints, or anything out of the ordinary occurs, the JIAC Special Incident Report (8.810.2) shall be completed indicating reasons for the transport, whether restraints were used, the times restraint began and ended, whether any injuries were sustained by the youth, and any other information related to the extraordinary event(s).
 - 1. The form shall be completed in eCorrections by the transporting staff by the end of his/her shift.
 - 2. The form shall be reviewed by the intake specialist/shift supervisor and forwarded to the intake coordinator.
- C. An accident involving the transport vehicle shall require the following forms to be completed and given to the intake specialist/shift supervisor to forward to the Sedgwick County Risk Manager and the JIAC program manager before the end of shift:
 - 1. JIAC Special Incident Report (8.810.2)
 - 2. Sedgwick County Vehicle Accident Report form (available on E-line)
 - 3. Sedgwick County On-The-Job Incident Report form (E-line) whether or not the staff believes he/she is injured.
 - 4. The Employee Claim for Damages form (E-line) if personal property was damaged or destroyed.

VII. Personal Vehicles Used for Official Business

- A. At times, staff may be required or permitted to use their personal vehicle for official business.
- B. Sedgwick County Policy provides for reimbursement for travel or mileage when using a personal vehicle for official business.
- C. All federal, state, local laws and facility regulations shall be observed when using a personal vehicle for official business.

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- D. All staff who use a personal vehicle for county business purposes must maintain personal liability insurance coverage for their vehicle. This insurance must provide coverage for all occupants including non-family members. All JIAC staff using their personal vehicle for JIAC-related business transportation, shall also provide a copy of their proof of insurance card annually during the evaluation focal period. This copy shall be kept in a facility file.

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.826
	Subject: MAYSI-2 Procedure	Date: 6/06/2002 Pages: 3
Program:	Juvenile Intake & Assessment Center	
References:	K.S.A. 75-7023(d)(1); AG Opinion 2001-053; Massachusetts Youth Screening Instrument, Version 2, User's Manual & Technical Report; KDOCJS - JIAS-02-103, 04-103, 04-104 and KDOCJS - JIAS-003	 Deputy Director of Juvenile Services
Revision Dates: 6/6/02, 5/1/10, 7/22/15, 6/1/16, 9/15/16, 2/17/17, 3/20/17, 6/7/18, 7/26/19, 5/19/20, 6/8/21		
Review Dates: 4/21/16, 9/15/16, 2/16/17, 3/17/17, 5/30/18, 7/24/19, 2/24/20, 5/12/21		

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall utilize a state-approved screening instrument as part of the assessment process for all youth aged 12 through 17 years.

APPLICATION:

All Department of Corrections Juvenile Intake and Assessment Center staff having intake and assessment responsibilities

PURPOSE:

To ensure that all assessed youth are screened for mental health needs as accurately as possible.

DEFINITIONS:

As used in this document, the following shall apply:

“Caution” cut off A high score within a subscale that can have “possible clinical significance” and may require special attention of some kind to help determine if more active intervention is needed.

“Warning” cut off An exceptionally high score within a subscale (90th percentile or higher) that identify youth who are most in need of attention for mental health problems.

“Secondary” screening A structured process for staff to check on the potential meaning of the youth’s response on subsections that they received high scores in.

PROCEDURE:

- I. Guidelines in Administering the Screening Instrument
 - A. The Sedgwick County Juvenile Intake and Assessment Center shall use the Massachusetts Youth Screening Instrument – Second Version (MAYSI – 2) as its youth screening instrument.

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Subject:	MAYSI-2 Procedure		Page 2 of 3

- B. The instrument shall not be offered to any youth until staff have explained to the youth the reasons for doing the screening, the value of answering the questions honestly, and the youth has signed JIAC Form 8.826.4, Acknowledgment of Voluntary Completion of MAYSI-2 Screening Instrument (KDOC-JS-JIAS-003), which explains that the screening is voluntary.
 - C. Staff shall offer the MAYSI-2 as soon as possible while also allowing the youth some time to calm down before administering the MAYSI-2 if necessary.
 - D. The decision to use the instrument shall be determined according to the following criteria:
 - 1. The youth must be willing to cooperate in the screening;
 - 2. The youth is age 12 or older;
 - 3. The youth has not completed the instrument within the preceding three weeks (unless there seems to be significant changes for the youth);
 - 4. The youth is not under the influence of alcohol or other drugs, and
 - 5. The youth's cognitive functioning is not impaired.
 - E. Any youth may refuse to complete the instrument. The refusal shall be documented in eCorrections as part of the assessment summary. Staff shall encourage the youth to participate in the MAYSI-2 screening.
 - F. There shall be no negative consequences against any youth, based on the youth's refusal to complete the instrument.
 - G. If youth refuse the MAYSI-2, or are otherwise unable to complete it, staff shall administer the asQ Suicide Risk Screening Tool (8.804.3).
 - H. For any youth undergoing a complete intake and assessment, the MAYSI-2 must be completed or there shall be documentation in eCorrections detailing why the instrument was not administered.
- II. Using the Results of the MAYSI-2
- A. Once the instrument has been completed, staff shall review the Scoring Profile as soon as possible so that the results can be used to determine if immediate intervention or additional services are necessary.
 - B. Answers to specific questions in the instrument shall not be shared with anyone, including the parent/legal guardian. Only the aggregated results as represented by the Scoring Profile may be shared.

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- C. Staff shall provide a MAYSI-2 Suicide Ideation Secondary Screening for youth who score at or above the Caution cut-off on Suicide Ideation. When the results of the MAYSI-2 Suicide Ideation Secondary Screening indicate an intervention is needed staff shall:
1. For youth being released:
 - a. Increase monitoring level and follow the suicide precaution monitoring duties; JIAC Policy 8.812, Monitoring Youth, requires documentation of behavior at each 10 minute interval for the duration of time at JIAC;
 - b. Review the MAYSI-2 Scoring Summary with the parent/legal guardian prior to signature, and
 - c. Discuss with the family a referral to COMCARE Crisis (24 Hour Crisis Intervention Service / 316-660-7500).
 2. For youth being detained:
 - a. Provide a copy of the MAYSI-2 Scoring Summary to detention facility admission staff, and
 - b. E-mail the JDF/JRF Mental Health Staff Distribution List to alert them of the MAYSI-2 results, any suicide concerns, youth's report of suicide activity and/or any signs/symptoms of suicide observed by staff.
- D. For all youth who score at or above the Caution cut-off on any subscale, staff shall recommend or refer the youth for further mental health assessment.

III. Documentation and Reporting

- A. The MAYSI-2 results shall be entered into the Kansas Department of Corrections MAYSI-2 tracking program.
- B. Any paperwork associated with the instrument shall be uploaded to the intake record filing cabinet in eCorrections.

IV. Training

All intake and assessment staff shall have training in how to administer the MAYSI-2.

MAYSI~2 QUESTIONNAIRE

Name _____

Male Female

Date of Birth _____

Today's Date: _____

These are some questions about things that sometimes happen to people. For each, question, please circle YES or NO to answer whether that question has been true for you IN THE PAST FEW MONTHS.



Please answer these questions as well as you can.

Circle Y (yes) or N (no)

1	Have you had a lot of trouble falling asleep or staying asleep?	Y	N	1
2	Have you lost your temper easily, or had a "short fuse?"	Y	N	2
3	Have nervous or worried feelings kept you from doing things you want to do?	Y	N	3
4	Have you had a lot of problems concentrating or paying attention?	Y	N	4
5	Have you enjoyed fighting, or been "turned on" by fighting?	Y	N	5
6	Have you been easily upset?	Y	N	6
7	Have you thought a lot about getting back at someone you have been angry at?	Y	N	7
8	Have you been really jumpy or hyper?	Y	N	8
9	Have you seen things other people say are not really there?	Y	N	9
10	Have you done anything you wish you hadn't, when you were drunk or high?	Y	N	10
11	Have you wished you were dead?	Y	N	11
12	Have you been daydreaming too much in school?	Y	N	12
13	Have you had too many bad moods?	Y	N	13
14	Have you had nightmares that are bad enough to make you afraid to go to sleep?	Y	N	14
15	Have you felt too tired to have a good time?	Y	N	15
16	Have you felt like life was not worth living?	Y	N	16
17	Have you felt lonely too much of the time?	Y	N	17
18	Have you felt like hurting yourself?	Y	N	18
19	Have your parents or friends thought you drink too much?	Y	N	19
20	Have you heard voices other people can't hear?	Y	N	20
21	Has it seemed like some part of your body always hurts you?	Y	N	21
22	Have you felt like killing yourself?	Y	N	22
23	Have you gotten in trouble when you've been high or have been drinking?	Y	N	23
24	If yes, is this fighting?	Y	N	24



Circle Y (yes) or N (no)

25	Have other people been able to control your brain or your thoughts?	Y	N	25
26	Have you had a bad feeling that things don't seem real, like you're in a dream?	Y	N	26
When you have felt nervous or anxious:				
27	have you felt shaky?	Y	N	27
28	has your heart beat very fast?	Y	N	28
29	have you felt short of breath?	Y	N	29
30	have your hands felt clammy?	Y	N	30
31	has your stomach been upset?	Y	N	31
32	Have you been able to make other people do things just by thinking about it?	Y	N	32
33	Have you used alcohol or drugs to make you feel better?	Y	N	33
34	Have you felt that you don't have fun with your friends anymore?	Y	N	34
35	Have you felt angry a lot?	Y	N	35
36	Have you felt like you don't want to go to school anymore?	Y	N	36
37	Have you been drunk or high at school?	Y	N	37
38	Have you felt that you can't do anything right?	Y	N	38
39	Have you gotten frustrated a lot?	Y	N	39
40	Have you used alcohol and drugs at the same time?	Y	N	40
41	Has it been hard for you to feel close to people outside your family?	Y	N	41
42	When you have been mad, have you stayed mad for a long time?	Y	N	42
43	Have you had bad headaches?	Y	N	43
44	Have you hurt or broken something on purpose, just because you were mad?	Y	N	44
45	Have you been so drunk or high that you couldn't remember what happened?	Y	N	45
46	Have people talked about you a lot when you're not there?	Y	N	46
47	Have you given up hope for your life?	Y	N	47
48	Have you EVER IN YOUR WHOLE LIFE had something very bad or terrifying happen to you?	Y	N	48
49	Have you ever been badly hurt, or been in danger of getting badly hurt or killed?	Y	N	49
50	Have you ever been raped, or been in danger of getting raped?	Y	N	50
51	Have you had a lot of bad thoughts or dreams about a bad or scary event that happened to you?	Y	N	51
52	Have you ever seen someone severely injured or killed (in person – not in movies or on TV)?	Y	N	52

CUESTIONARIO MAYSI-2

Nombre _____

Varón Mujer

Fecha de nacimiento _____

Fecha de hoy _____

Las siguientes preguntas son acerca de situaciones que a veces les ocurren a las personas. Para cada pregunta, por favor, piensa si te ha sucedido DURANTE LOS ULTIMOS MESES y marca SI o NO.

Por Favor contesta a las preguntas lo mejor que puedas.

**Marque S (SI) o N (NO)**

1	¿Te ha costado mucho trabajo quedarte dormido(a) o mantenerte dormido(a)?	S	N	1
2	¿Has perdido el control fácilmente?	S	N	2
3	Sentirte nervioso(a) o preocupado(a), ¿te ha impedido hacer cosas que quieres hacer?	S	N	3
4	¿Te ha costado mucho trabajo concentrarte o prestar atención?	S	N	4
5	¿Te gusta pelear o te animas con las peleas?	S	N	5
6	¿Te molestan fácilmente?	S	N	6
7	¿Has pensado mucho en desquitarte de alguien con quien te has enojado?	S	N	7
8	¿Has estado muy inquieto(a) o activo(a)?	S	N	8
9	¿Has visto cosas que otras personas dicen que no se ven?	S	N	9
10	¿Mientras estabas bajo los efectos del alcohol o las drogas, ¿has hecho algo que desearías no haber hecho?	S	N	10
11	¿Has deseado morir?	S	N	11
12	¿Has estado soñando despierto(a) en la escuela muy a menudo?	S	N	12
13	¿Has estado de mal humor muy a menudo?	S	N	13
14	¿Has tenido pesadillas tan malas que te da miedo quedarte dormido(a)?	S	N	14
15	¿Te has sentido tan cansado(a) que no te has podido divertir?	S	N	15
16	¿Has sentido que no vale la pena vivir?	S	N	16
17	¿Te has sentido solo(a) la mayor parte del tiempo?	S	N	17
18	¿Has querido hacerte daño?	S	N	18
19	¿Han pensado tus padres o amigos que tomas demasiado?	S	N	19
20	¿Has oído voces que otras personas no podían oír?	S	N	20
21	¿Te parece que alguna parte del cuerpo siempre te duele?	S	N	21
22	¿Has querido quitarte la vida?	S	N	22
23	¿Te has metido en problemas mientras estabas (“high” usando drogas o por estar bebiendo)?	S	N	23
24	Si dice sí: El problema que tuviste, ¿fue una pelea?	S	N	24



Marque S (SI) o N (NO)

25	Tu mente o tus pensamientos, ¿han estado bajo el control de otras personas?	S	N	25
26	¿Has tenido el mal presentimiento de que las cosas no parecen reales, como si fueran parte de un sueño?	S	N	26
Cuando estabas nervioso(a) o ansioso(a):				
27	¿te sentiste tembloroso (a)?	S	N	27
28	¿te latió muy rápido el corazón?	S	N	28
29	¿te sentiste corto(a) de respiración?	S	N	29
30	¿te sudaron las manos?	S	N	30
31	¿sentiste malestar de estómago?	S	N	31
32	¿Has podido hacer que otras personas hagan algo, solo con pensarlo?	S	N	32
33	¿Has usado drogas o alcohol para sentirte mejor?	S	N	33
34	¿Has sentido que ya no te diviertes con tus amigos?	S	N	34
35	¿Has estado enojado(a) muy a menudo?	S	N	35
36	¿Has sentido como que ya no quieres ir a la escuela?	S	N	36
37	¿Has estado borracho(a) o (“high” drogado(a), baja los efectos de las drogas) en la escuela?	S	N	37
38	¿Has sentido como que no puedes hacer nada bien?	S	N	38
39	¿Te has sentido frustrado(a) a menudo?	S	N	39
40	¿Has usado drogas y alcohol a la misma vez?	S	N	40
41	¿Ha sido difícil para ti sentirte apegado(a) con personas que no son de tu familia?	S	N	41
42	Cuando te has enojado, ¿permaneces enojado(a) durante mucho tiempo?	S	N	42
43	¿Has tenido Fuertes Dolores de cabeza?	S	N	43
44	¿Has lastimado algún animal o has roto algo a propósito, simplemente porque estabas enojado(a)?	S	N	44
45	¿Has estado tan borracho(a) (“high” drogado(a), bajo el efecto de las drogas que no podías recordar lo que paso?	S	N	45
46	¿Las personas han hablado mucho de ti cuando no estas presente?	S	N	46
47	¿Has perdido la esperanza en la vida?	S	N	47
48	Alguna vez en tu vida, ¿te ha sucedido algo muy malo o algo que da terror?	S	N	48
49	Alguna vez, ¿has estado mal herido(a) o en peligro de estar mal herido(a) o morir?	S	N	49
50	¿Alguna vez te han violado(a), a has estado en peligro de ser violado(a)?	S	N	50
51	A menudo, ¿has tenido malos pensamientos o sueños acerca de algo que fuera malo o que diera miedo?	S	N	51
52	¿Alguna vez has visto que maten a alguien o que lo hieren de gravedad (que no sea en la TV o en el cine sino en persona)?	S	N	52

MAYSI-2 SCORING SUMMARY

- Using the Scoring Key: Align left side of key to right side of Page 1 of MAYSI answer form. On Scoring Key, circle all numbers of the items that the youth answered "Y." Place an X through all numbers of items for which youth provided no answer. Repeat for Page 2, aligning the right side of the Scoring Key just to the left of the Y/N columns on Page 2. Circle and make X's as described above.
- For each scale, count the number of X's on both scoring columns. On the Scoring Profile below, put an X in the INVALID (INV) BOX to the right of that scale on the Profile if the number of X's:
 Exceeds 2 for scales with 8-9 items Exceeds 1 for scales with 5-6 items
- For each valid scale, count the number of items you have circled on **both** of the scale's scoring columns. Then circle that number for that scale on the Scoring Profile below.
- If the circled number is in the CAUTION ZONE, the youth has scored higher on that scale than about two-thirds of youths in probation intake or secure pretrial detention or reception centers. If the circled number is in the WARNING ZONE, the youth has scored in the top 5-15% of justice system youths on that scale. Only about 1 in 10 youths score this high.

SCORING PROFILE

NAME _____ DATE _____

					CAUTION			WARNING		INV	
AD ALCOHOL/DRUG USE	0	1	2	3	4	5	6	7	8		
AI ANGRY-IRRITABLE	0	1	2	3	4	5	6	7	8	9	
DA DEPRESSED-ANXIOUS	0	1	2	3	4	5	6	7	8	9	
SC SOMATIC COMPLAINTS	0	1	2	3	4	5	6				
SI SUICIDE IDEATION	0	1	2	3	4	5					
TD THOUGHT DISTURB. (BOYS)	0	1	2	3	4	5					
TE TRAUMATIC EXPERIENCES	0	1	2	3	4	5					


**Acknowledgement of Voluntary
Completion of MAYSI-2 Screening Instrument**

I, _____, a youth born (month, day, year) _____, do hereby acknowledge that my participation by completing the MAYSI-2 screening instrument is voluntary. By volunteering to complete the screening instrument I understand the results will be used to determine any services I may be in need of, and will not be used for any Court proceedings against me.

Youth Signature – Date

I, _____, a juvenile intake and assessment worker do hereby acknowledge that I have explained the MAYSI-2 screening instrument and afforded the juvenile an opportunity to ask any questions regarding the screen instrument and/or process.

Intake and Assessment Worker Signature – Date

 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.828
	Subject: Notice to Appear	Date: 1/1/2017 Pages: 3
Program:	Juvenile Intake & Assessment Center	
References:	KSA 38-2330; KSA 75-7023; KDOCJS-JIAS-01-103; KDOCJS-JIAS-04-112; SG CO DOC Administrative Services Policy 1.108	
Revision Dates: 3/15/17, 6/6/18, 7/26/19, 6/30/20, 6/8/21		
Review Dates: 3/14/17, 5/30/18, 7/24/19, 6/24/20, 5/12/21		



Deputy Director of Juvenile Services

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall have a Notice to Appear (NTA) procedure in place to receive; process; document; track; and, report on NTAs received from law enforcement agencies.

APPLICATION:

All Department of Corrections, Juvenile Intake and Assessment Center staff having intake responsibilities

PURPOSE:

To establish guidelines and an orderly procedure for Notice to Appear intakes of youth at JIAC.

DEFINITION: As used in this document, the following shall apply:

Notice to Appear A Notice to Appear (NTA) is a written notice issued by a law enforcement agency and contains the name and address of the detained youth, the alleged offense and the location and phone number of JIAC where the youth will need to appear with a parent or guardian; it must also be signed by the youth indicating a written promise to call within the time specified.

PROCEDURE:

- I. Receiving a Notice to Appear
 - JIAC staff shall accurately enter all NTAs received into eCorrections.
- II. Processing a Notice to Appear
 - A. The youth, parent or guardian is responsible to contact JIAC within 48 hours of receiving the NTA (excluding weekends and holidays).
 - B. When contacted, JIAC staff shall make arrangements to meet with the youth and conduct the intake process. Within five (5) business days, an appointment shall be scheduled for the youth and family.

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Subject:	Notice to Appear		Page 2 of 3

- C. JIAC staff shall schedule NTA assessments at the earliest possible time to provide an immediate response for the youth and family as this maximizes the positive impact.
- D. If JIAC receives an NTA from a law enforcement agency but is not contacted by the youth, parent or guardian within the 48-hour time frame, JIAC staff shall attempt to contact the family to ensure they are aware of the NTA and to encourage compliance.
- E. As a result of the records, reports and information obtained in the intake process, the intake staff shall make referral recommendations and release the youth to the family, unless placement in a shelter facility is deemed necessary.
- F. JIAC staff shall notify the district attorney's office acknowledging that the youth did comply with the NTA order.
- G. If the youth fails to contact JIAC as required in the NTA, JIAC shall notify the district attorney's office and the youth's probation officer (if applicable) that the youth did not comply with the NTA.

III. Documentation

- A. JIAC staff shall enter all NTAs received into eCorrections.
- B. JIAC staff shall document all scheduled appointments and all contacts and attempts to contact family members regarding an NTA.
- C. JIAC staff shall document all NTAs designated as ineligible and scan to the youth's filing cabinet in eCorrections. Ineligibility involves, but is not limited to:
 - 1. Municipal code violations;
 - 2. Youth placed out of county by the Department for Children and Families;
 - 3. Youth admitted to inpatient treatment; or,
 - 4. Youth resides out of state.
- D. JIAC staff shall retain a copy of notifications to the district attorney's office regarding a youth's compliance or lack of compliance.


IV. Tracking and Reporting

The JIAC program manager shall collect aggregate data on NTAs served/received, NTAs complied with and NTAs not complied with and shall make that information available to the Kansas Department of Corrections – Juvenile Services (KDOC-JS).

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V. Collaboration

A Memorandum of Understanding (MOU) may be entered into between the district attorney's office, the local law enforcement agency(s) and the Sedgwick County Department of Corrections / Juvenile Intake and Assessment Center defining the procedural responsibilities of each agency. If an MOU is entered into, a copy of such agreement shall be readily available to KDOC-JS.

 <p>SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL</p>	<p>Chapter: Operations</p>	<p>Policy No: 8.829</p>
	<p>Subject: Immediate Intervention Program</p>	<p>Date: 3/3/2017 Pages: 2</p>
<p>Program:</p>	<p>Juvenile Intake & Assessment Center</p>	
<p>References:</p>	<p>K.S.A. 38-2346; K.S.A. 75-7023; KDOCJS - JIAS-04-115; KDOCJS-JIAS-009</p>	
<p>Revision Dates: 3/20/17, 7/17/18, 7/26/19, 6/30/20, 6/8/21</p>		
<p>Review Dates: 3/17/17, 7/17/18, 7/24/19, 6/24/20, 5/12/21</p>		



Deputy Director of Juvenile Services

POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) shall, in collaboration with the district attorney, have a process in place to refer eligible youth to an immediate intervention program (IIP).

APPLICATION:

Department of Corrections, Juvenile Intake and Assessment Center

PURPOSE:

To establish guidelines for an immediate intervention process by which a youth may avoid prosecution.

PROCEDURE:

- I. Collaboration
 - A. The JIAC program manager shall collaborate with the district attorney to adopt a policy and establish guidelines for an immediate intervention process by which a juvenile may avoid prosecution.
 - B. The JIAC program manager shall collaborate with the court, the district attorney, and other relevant individuals or organizations to develop a written agreement to establish a local Immediate Intervention Program (IIP). The JIAC program manager shall make a copy of the resulting written agreement readily available to the Kansas Department of Corrections – Juvenile Services (KDOC-JS).
- II. Referral Criteria
 - A. Youth appearing at JIAC for intake and assessment shall be recommended by JIAC for referral to an immediate intervention program if the youth meets the following criteria:
 - 1. Is accused of a misdemeanor or unlawful sexual relations (pursuant to K.S.A. 38-2346(b)); has no prior adjudications; and, has not previously participated in the local immediate intervention program (Level 1).

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Subject:	Immediate Intervention Program		Page 2 of 2

2. Is accused of a misdemeanor or unlawful sexual relations; has no prior adjudications; and, has one prior successful discharge from the local immediate intervention program (Level 2).
3. Does not meet the criteria for Level 1 or Level 2, but meets written eligibility requirements set forth per local agreement (Level 3).

III. Making a Recommendation

Upon determining a youth meets the eligibility criteria set forth above, JIAC staff shall complete JIAC Form 8.829.1, Notice of Recommendation for Immediate Intervention (KDOC-JS-JIAS-009), and send it to the District Attorney's Office for a probable cause finding and to the Immediate Intervention Program for their records.

IV. Documentation

- A. JIAC staff shall enter all IIP recommendations into eCorrections.
- B. JIAC staff shall document all correspondence regarding a youth's IIP recommendation for referral.
- C. JIAC staff shall enter all IIP services into the KDOC-JS data system.

