

IN THE SUPREME COURT OF THE STATE OF KANSAS

FILED

ADMINISTRATIVE ORDER NO. 292

JUN 29 2017

DOUGLAS T. SHIMA  
CLERK OF APPELLATE COURTS

Re: Response Grid, Incentive Grid, and Violation Levels Report for use with juveniles on supervision

The attached Kansas Judicial Branch (1) Response Grid, (2) Violation Levels Report, and (3) Incentives Grid are hereby adopted and are to be used by all court services officers who supervise juveniles as follows:

- The Response Grid must be used to determine the appropriate graduated response when a technical violation is committed by a juvenile pursuant to K.S.A. 38-2392.
- The Violation Levels Report must be used to determine whether that technical violation is a minor, moderate, or serious violation.
- The Incentives Grid must be used to determine the appropriate graduated response to the positive or prosocial behavior of a juvenile.

BY THE ORDER OF THE COURT this 29<sup>th</sup> day of June, 2017.



Lawton R. Nuss  
Chief Justice

Attachments

**Kansas Judicial Branch  
Response Grid**

		Risk Assessment Risk Level		
		Low Risk	Moderate Risk	High/Very High Risk
Offender Infraction Level (determined by form Violation Levels Report)	Minor Violation (CBI and up to 1 response)	*Cognitive Based Intervention Adjusted Curfew Apology Letter Formal Meeting with Offender/Officer/School/Family Increased UA's Loss of Privileges Verbal Apology Verbal Warning Offender Proposed Response	*Cognitive Based Intervention Adjusted Curfew Apology Letter Increased UA's Loss of Privileges Verbal Apology Verbal Warning Offender Proposed Response	*Cognitive Based Intervention Adjusted Curfew Apology Letter Increased UA's Loss of Privileges Verbal Apology Verbal Warning Offender Proposed Response
	Moderate Violation (CBI and up to 2 responses)	*Cognitive Based Intervention Adjusted Curfew Apology Letter Formal Meeting with Offender/Officer/School/Family Increased UA's Loss of Privileges Up to 1 day House Restriction Up to 1 hour of CSW Verbal Apology Verbal Warning Offender Proposed Response	*Cognitive Based Intervention Adjusted Curfew Apology Letter Day/Evening Reporting Center Increased Reporting Increased UA's Loss of Privileges Up to 2 days House Restriction Up to 2 hours of CSW Verbal Apology Verbal Warning Offender Proposed Response	*Cognitive Based Intervention Adjusted Curfew Apology Letter Day/Evening Reporting Center Increased Reporting Increased UA's Loss of Privileges Up to 3 days House Restriction Up to 3 hours of CSW Verbal Apology Verbal Warning Offender Proposed Response
	Serious Violation (CBI and up to 3 responses)	*Cognitive Based Intervention Adjusted Curfew Apology Letter Formal Meeting with Offender/Officer/School/Family Increased UA's Loss of Privileges Up to 2 days House Restriction Up to 4 hours of CSW Verbal Apology Offender Proposed Response	*Cognitive Based Intervention Adjusted Curfew Apology Letter Day/Evening Reporting Center **EMD Increased Reporting Increased UA's Loss of Privileges Up to 4 days House Restriction Up to 5 hours of CSW Verbal Apology Offender Proposed Response	*Cognitive Based Intervention Adjusted Curfew Apology Letter Day/Evening Reporting Center **EMD Increased Reporting Increased UA's Loss of Privileges Up to 5 days House Restriction Up to 6 hours of CSW Verbal Apology Offender Proposed Response
* Indicates a Mandatory Response				
** Indicates counting as 2 responses				

Cognitive Behavioral Intervention: A cognitive behavioral intervention is problem focused and action oriented. These interventions provide an opportunity for the youth to "think" about his/her behavior and the consequences received for a specific behavior (positive vs negative). This is typically done using a cognitive tool (e.g., Thinking Report, RACE, Cost/Benefit Analysis etc.) In addition, these interventions must include action, i.e., the opportunity for the youth to observe the new appropriate behavior (modeling). The opportunity for the youth to practice the new behavior with feedback from an adult (role-playing). The opportunity for the youth the "try out" the new behavior with others (practice).
Apology Letter: A written document demonstrating remorse that is reviewed and approved by the youth's supervision officer.
Adjusted Curfew: The youth's curfew should be adjusted accordingly to the infraction severity level.
Formal Meeting with Youth/Officer/School/Family: The meeting shall include a review of youth's behavior and proposed alternatives to address the behavior. The meeting shall include all appropriate parties.
Increased UA's: The increasing of UA's shall be done proportionately based on substance abuse patterns.
Loss of Privileges: May include but not be limited to: driving (should not affect travel to/from treatment, school, work), electronic devices, attending events, etc....
Verbal Apology: A verbal conversation taking responsibility to the act.
Verbal Warning: A verbal conversation with the youth that redirects the negative behavior and replaces it with a positive alternative. The verbal warning shall include the next possible response if the behavior is repeated.
Youth Proposed Response: A youth's proposed response that is proportionate to the unwanted behavior.
Up to X Hour(s) of CSW: When assigning CSW the following shall be considered: skill development, positive behavior change, restorative to the victim or community.
Up to X Day(s) House Restriction: House restrictions shall not apply to treatment, programming, school, work or other pro-social approved activities. The intention of house restriction is to limit the youth's time available to engage in negative activities.
Increased Reporting: This shall include increased face to face contact with the officer focusing on behavior change, skill building and cognitive restructuring focused on the unwanted behavior(s).
Day/Evening Reporting Center: (If available) The intention of DRC/ERC is to limit the youth's time available to engage in negative activities. The DRC/ERC shall focus on behavior change, skill building and cognitive restructuring focused on the unwanted behavior(s).
EMD: (Electronic Monitoring Device) Is a device used to increase the effectiveness of supervising youth who are required to abide by curfew or remain in their home. When this is selected as a response only one additional response can be chosen.

## Judicial Branch Violation Levels Report

Offender Name:

Underlying Offense(s):

Violation #:

Brief Description of Violation:

	RISK FACTORS	MINOR VIOLATION	MODERATE VIOLATION	SERIOUS VIOLATION
<b>1</b>	RELATIONSHIP TO UNDERLYING OFFENSE	Behavior addressed is unrelated to underlying offense <input type="checkbox"/>	Behavior addressed supports behaviors that are similar to underlying offense <input type="checkbox"/>	Behavior addressed is the exact same as behavior reflected in underlying offense <input type="checkbox"/>
<b>2</b>	VICTIM IMPACT	No contact No intentional contact Explainable contact w/victim <input type="checkbox"/>	Nonaggressive attempt to engage victim <input type="checkbox"/>	Intentional contact Verbal Threat Intimidation of Victim <input type="checkbox"/>
<b>3</b>	FREQUENCY OF VIOLATION	Behavior addressed occurred 1-2 times within a 2-week period <input type="checkbox"/>	Behavior addressed occurred 3-4 times within a 2 week period <input type="checkbox"/>	Behavior addressed occurred more than 5 times in a 2 week period, suggesting pattern <input type="checkbox"/>
<b>4</b>	COMPLIANCE WITH CONDITIONS	Behavior addressed violates at least one community supervision condition <input type="checkbox"/>	Behavior addressed violates more than one, but not majority, of community supervision conditions <input type="checkbox"/>	Behavior addressed violates all or the majority of community supervision conditions <input type="checkbox"/>
<b>5</b>	COMMUNITY SAFETY	Behavior addressed poses no direct risk to the community  Has no involvement with person(s) with whom he or she must not have any contact <input type="checkbox"/>	Behavior addressed may lead to additional actions that pose a risk to the community  Has periodic or explainable involvement with person(s) with whom he or she must not have any contact <input type="checkbox"/>	Behavior addressed poses a direct risk to community  Consistently has involvement with person(s) with whom he or she must not have any contact <input type="checkbox"/>
<b>SCORING INSTRUCTIONS</b>		Total number that apply:	Total number that apply:	Total number that apply:
		The column with the highest number of total factors that "apply" suggest the severity level of the non-compliant behavior and should guide choice of sanction. If two columns have the same number the default should be for the highest violation level.		
		If an offender has a third or subsequent violation in moderate (within a 60 day timeframe), they automatically move up to serious violation. Documentation must be attached to this form.		

Please list what Cognitive Behavioral Tool was used and the sanction(s) imposed (documentation must be attached to this form):

Officer Signature:

Officer Supervisor Signature:

Kansas Judicial Branch  
Incentives Grid

		Duration		
		0-30 Days	31-90 Days	91+ Days
Achievement	Minor Achievements	*Verbal Praise Certificate of Achievement **Gift Card Grab Bag Positive Letter Home from Involved Adult Publicly Display Work **Redemption Tickets Offender/Parent Proposed Incentive	*Verbal Praise Certificate of Achievement **Gift Card Grab Bag Positive Letter Home from Involved Adult Publicly Display Work **Redemption Tickets Offender/Parent Proposed Incentive **Special Outing	*Verbal Praise Certificate of Achievement **Gift Card Grab Bag Positive Letter Home from Involved Adult Publicly Display Work **Redemption Tickets Offender/Parent Proposed Incentive **Special Outing UA Modification Recognition at Ceremony
	Modest Achievement	*Verbal Praise Certificate of Achievement **Gift Card Grab Bag Positive Letter Home from Involved Adult Publicly Display Work **Redemption Tickets Offender/Parent Proposed Incentive	*Verbal Praise Certificate of Achievement **Gift Card Grab Bag Positive Letter Home from Involved Adult Publicly Display Work **Redemption Tickets Offender/Parent Proposed Incentive **Special Outing **Community Activity Pass CSW Modification Extended Curfew	*Verbal Praise Certificate of Achievement **Gift Card Grab Bag Positive Letter Home from Involved Adult Publicly Display Work **Redemption Tickets Offender/Parent Proposed Incentive **Special Outing **Community Activity Pass CSW Modification Extended Curfew Recognition at Ceremony Reduced Level of Supervision Removal from EMD Removal of Supervision Condition UA Modification
	Major Achievement	*Verbal Praise Certificate of Achievement CSW Modification Extended Curfew **Gift Card Grab Bag Positive Letter Home from Involved Adult Publicly Display Work **Redemption Tickets Offender/Parent Proposed Incentive	*Verbal Praise Certificate of Achievement CSW Modification Extended Curfew **Gift Card Grab Bag Positive Letter Home from Involved Adult Publicly Display Work **Redemption Tickets Offender/Parent Proposed Incentive Removal from EMD **Special Outing **Community Activity Pass	*Verbal Praise Certificate of Achievement CSW Modification Extended Curfew **Gift Card Grab Bag Positive Letter Home from Involved Adult Publicly Display Work **Redemption Tickets Offender/Parent Proposed Incentive Removal from EMD **Special Outing **Community Activity Pass Recognition at Ceremony Reduced Level of Supervision Petition for Termination of Case Removal of Supervision Condition Community Leader Acknowledgement UA Modification Invitation for Offender to Serve in Leadership Role
		<p>* Verbal praise should be given for each achievement</p> <p>**Incentive may be used after training on appropriate use of rewards has been completed</p>		

*Verbal Praise: verbal acknowledgement of offender's positive behavior
Certificate of Achievement: written document acknowledging offender's specific behavior and/or accomplishment
Community Activity Pass: providing the offender with a pre-paid pass to a community activity; activities may include but not be limited to: zoo, swimming pool, gym, school sports pass, museum, etc.
Community Leader Acknowledgement: written or verbal acknowledgement from a community leader including but not limited to judge, pastor, elected official, school personnel, etc.
CSW Modification: reduction of required CSW hours which may include subtracting required CSW hours, granting double credit for CSW hours completed, etc.
Extended Curfew: extension of time offender is allowed to be in the community (i.e. away from their residence)
Gift Card: providing the offender with a pre-paid gift card which is geared toward the offender's interests or needs (examples include: barber/beauty/gas card/shopping/school/etc.). The value of the gift card shall be proportionate to the positive behavior and duration of time.
Grab Bag: a variety of items from which Offender may select - food/candy/treat, hygiene items, school supplies, books/magazines, toys, etc.
Invitation for Offender to Serve in Leadership Role: leadership roles may include: mentoring a offender, help facilitate a group, give feedback to community representatives
Petition for Termination of Case: seek case termination from the court
Positive Letter to Parents from Involved Adult: letter sent to parent/guardian acknowledging offender's positive achievement(s)
Publicly Display Work: displaying offender's achievements in a public setting (certificates of completion, grade cards, art work, etc.
Redemption Ticket: offender is awarded a ticket which can be redeemed for items, for example, community activity passes, grab bag, agency sponsored items. KDOC refers to these as "raffle tickets".
Recognition at Ceremony: public acknowledgement of Offender's positive achievement
Reduced Level of Supervision: reducing the amount of face-to-face contacts required for the offender (i.e. level drop)
Removal from EMD: removal of an electronic monitoring device
Removal of Supervision Condition: petition to the court for removal of an assigned supervision condition
Special Outing: pre-paid passes/tickets provided to the offender based on his/her interests (this could also include passes for family/friend) such as: tour of college, meal with CSO, movie, meal/meal coupon, sporting event, job shadow, etc.
UA Modification: reduction of required number of UA s
Offender/Parent Proposed Incentive: an incentive proposed by offender/parent which is approved by the community supervision agency