

**IN THE DISTRICT COURT OF  
SEDGWICK COUNTY, KANSAS**

**IN THE MATTER OF**

Name: \_\_\_\_\_, Juvenile  
M/YOB: \_\_\_\_\_ A  male  female

Case No(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*ORDER AUTHORIZING REMOVAL OF JUVENILE**

Pursuant to Supreme Court Administrative Order 155

*Separate Journal Entry or Order must be attached.*

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, this matter comes before the Court, Judge \_\_\_\_\_ presiding.

**THE COURT HEREBY FINDS THAT:** *(Check all that apply)*

Reasonable efforts  **have been made and have failed**  **have not been made** to maintain the family and prevent the removal of the juvenile from the juvenile's home as follows: *(Specify basis for finding.)*  
\_\_\_\_\_.

**and/or**

Reasonable efforts are not required to maintain the juvenile in the home because an emergency exists which threatens the safety of the juvenile. *(Specify basis for finding.)*

**and/or**

Reasonable efforts are not required due to the risk to public safety, specifically: *(Specify basis for finding.)*  
\_\_\_\_\_.

**and/or**

Reasonable efforts  **have been made**  **have not been made** to facilitate the permanency plan. *(Specify basis for finding.)*  
\_\_\_\_\_.

**THE COURT FURTHER FINDS THAT**  **remaining in the home or returning home is contrary to the welfare of the juvenile** and/or  **immediate placement is in the best interest of the juvenile.** *(Specify basis for finding.)*

\_\_\_\_\_.

**or**

The Court has determined that the juvenile’s removal from the home is due to the risk the juvenile presents to the safety of the community and a contrary to the welfare finding is not necessary. *(Specify basis for finding.)*

\_\_\_\_\_.

**THE COURT THEREFORE ORDERS THAT** the following order for removal shall issue: *(Attach the following order for removal to this Order Authorizing Removal.)*

- Warrant
- Order for Detention
- Order Committing Incompetent Juvenile
- Sentencing order
- Probation Violation Order
- Modification of Sentence Order
- Order Rescinding Conditional Release/Aftercare
- Adjudication with Temporary Custody Order

**THE COURT THEREFORE ORDERS THAT** the above named juvenile  **shall be**  **shall continue to be** placed in the custody of:

- The Commissioner, or
- \_\_\_\_\_

**and**

- A Child Support Order shall be issued.
- Each parent shall submit information to the Child Support Office for a child support order to be prepared or present documentation of a current child support order within \_\_\_\_\_ days.

**THE COURT FURTHER ORDERS** all providers of services, treatment or care of the juvenile and family, even if not specifically referred to herein, to provide information to the Commissioner, any entity providing services, counsel for the parties including the County or District Attorney, appointed CASA, Citizen Review Board members, the Court, and each other to the extent needed to ensure the safety of the juvenile prevent abuse or neglect, and to provide appropriate treatment and rehabilitation. This Order encompasses the provisions of the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 45 C.F.R. 164.512(e)(1).

**THE COURT FURTHER ORDERS** this matter be set for \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_  a.m.  p.m. hearing before the Court on the

**IT IS SO ORDERED THIS** \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_  a.m.  p.m.

\_\_\_\_\_  
Judge of the District Court

**\*COMMENT**

This form has been approved by the Judicial Administrator pursuant to Supreme Court Administrative Order No. 155, first entered September 22, 2000.

### SERVICES / SANCTIONS / GROUPS

Juvenile Name: \_\_\_\_\_

Risk Assessment Score: -Low -Moderate -High -YLS/CMI -Brief Screen -None

#### Services/Referrals:


- |  |   |
|--|---|
| <input type="checkbox"/> - Mentoring                             | <input type="checkbox"/> - Positive Youth Development Activities  |
| <input type="checkbox"/> - Substance Abuse Evaluation            | <input type="checkbox"/> - Substance Abuse Treatment              |
| <input type="checkbox"/> - Mental Health Evaluation              | <input type="checkbox"/> - Mental Health Community-Based Services |
| <input type="checkbox"/> - Individual Counseling                 | <input type="checkbox"/> - Family Counseling                      |
| <input type="checkbox"/> - Sexual Offender Evaluations           | <input type="checkbox"/> - Sexual Offender Treatment              |
| <input type="checkbox"/> - Employment Services                   | <input type="checkbox"/> - Summer School                          |
| <input type="checkbox"/> - Alternative School (GED)              | <input type="checkbox"/> - Communities in Schools (CIS)           |
| <input type="checkbox"/> - Parenting Education                   | <input type="checkbox"/> - Dual Adjudication/CINC Services        |
| <input type="checkbox"/> - Aggression Replacement Training (ART) | <input type="checkbox"/> - Functional Family Therapy (FFT)        |
| <input type="checkbox"/> - Breakthrough Club                     | <input type="checkbox"/> - Girls Circle (MHA)                     |
| <input type="checkbox"/> - Other (specify) _____                 |   |

#### Supervision/Sanctions:

- |  |   |
|--|---|
| <input type="checkbox"/> - Warnings: # Verbal _____; # Written _____   |   |
| <input type="checkbox"/> - Increased Stricter Reporting <input type="checkbox"/> - Office <input type="checkbox"/> - Home <input type="checkbox"/> - School <input type="checkbox"/> - Field |   |
| <input type="checkbox"/> - Tighter Curfew  | <input type="checkbox"/> - Additional Community Service Hours |
| <input type="checkbox"/> - Written Assignments   | <input type="checkbox"/> - Travel Restrictions                |
| <input type="checkbox"/> - Electronic Monitoring/House Arrest  | <input type="checkbox"/> - Increased Support Group Meetings   |
| <input type="checkbox"/> - Increased Chemical Testing  | <input type="checkbox"/> - Weekend Detention Alternative      |
| <input type="checkbox"/> - Temporary Seizure of Property   | <input type="checkbox"/> - Sanction House                     |
| <input type="checkbox"/> - Individual Justice Plan (IJP)   |   |
| <input type="checkbox"/> - Other (specify) _____   |   |

#### Groups (Juvenile Field Services)

- |   |  |
|---|--|
| <input type="checkbox"/> - Thinking for a Change                                  | <input type="checkbox"/> - Courage to Change                     |
| <input type="checkbox"/> - Job Search/JFS Work Program                            | <input type="checkbox"/> - Aggression Replacement Training (ART) |
| <input type="checkbox"/> - Substance Abuse: Pathways to Self Discovery and Change |  |
| <input type="checkbox"/> - Other (specify) _____                                  |  |

	<b>SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS</b>	<b>CHAPTER:</b>	Supervision
		<b>SUBJECT:</b>	Warrants & Commitments
<b>PROGRAM:</b>	<b>Juvenile Field Services</b>	<b>POLICY #:</b>	7.10.86
<b>REFERENCES:</b>	JFS/JIAC/JDF Interagency Agreement, CSS-03-115, KSA 38-2331, 38-2342, CSS-01-128, CSS-02-129	<b>DATE:</b>	3/23/2007
<b>REVISION DATES:</b>	4/20/2007, 4/2/2008, 5/13/2008	<b>PAGES:</b>	3

**POLICY:**

Juvenile Field Services will utilize either a Commitment or a Warrant when it is necessary to arrest clients who have violated program conditions (JISP) or gone AWOL and in the judgment of the Department requires being brought before the court.

**APPLICATIONS:**

Juvenile Field Services Division

**PROCEDURE:**

**I. OBTAINING A COMMITMENT FOR JISP CLIENTS**

- A. There are two types of situations in which a Commitment order should be sought:
  - 1. The ISO has determined that a client has violated the conditions of their probation.
    - a. The ISO will need to complete the Request for Commitment (7.10.86.1).
    - b. The ISO will obtain supervisory approval as to the accuracy of the form prior to processing it further.
  - 2. If the parent / guardian(s) of the client requests removal of the client from their home.
    - a. The ISO will request the parent complete, swear and sign a Parent Affidavit (7.10.86.2) before the Clerk of the District Court Juvenile Department.
    - b. The ISO will file a probation violation report to either support the parent or provide the court with additional information.
- B. The ISO will then complete the Commitment (7.10.86.3) and Order Authorizing Removal of a Juvenile (7.10.86.4).

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1. The ISO will take the Request for Commitment, Commitment, and / or the Parent Affidavit with the probation violation report and the Order Authorizing Removal of a Juvenile, and will acquire a Judge's signature for validation.
2. The signed Commitment will be filed with the Clerk of the District Court Juvenile Department, where the document will be clocked in. The ISO will obtain copies for the case file.
  - i. If the client is under eighteen (18) years of age, a copy of the time stamped Commitment, including the Request for Commitment will be provided to the Juvenile Intake & Assessment Center (JIAC) by the ISO.
  - ii. If the client is eighteen (18) years of age or older, JIAC does not need the Commitment, but the ISO needs to notify the JDF Population Unit that the client has been detained at the Sedgwick County Adult Detention Facility (SCADF). The ISO will request that the court clerk fax a copy of the Commitment to SCADF.
3. The ISO III or designee will document the Commitment on the public drive CORRECTIONS / JFS-Detention folder and scan the Commitment into the Warrants / Commitments folder.

## II. Obtaining a Warrant

- A. Before completing paperwork to obtain a warrant, the ISO will seek approval from their supervisor or designee, who will ensure that the client meets detention criteria as listed in KSA 38-2331.
- B. When it has been determined that a client has absconded or cannot be located and supervisory permission has been given, the ISO will complete the following forms, as applicable:
  1. Probation Violation report (7.10.82.2) – JISP
  2. Motion for Modification / Revocation of Conditional Release (7.10.16.1) - CR
  3. Affidavit for Warrant (7.10.86.5) - JJA Custody or CR
  4. Warrant – Probation Absconder (7.10.86.6) - JISP
  5. Warrant – Escapee (7.10.86.7) - JJA Custody or CR
  6. Order Authorizing Removal of a Juvenile (7.10.86.4 - for all clients who have been in the family home for 6 months or more and who are aged 10-17.)
- C. The sworn and signed Probation Violation report or Affidavit for Warrant will be filed with the Clerk of the District Court Juvenile Department by the ISO requesting the warrant within one working day of the determination that a client has absconded or cannot be located.
- D. The ISO will prepare the Order Authorizing Removal of a Juvenile (7.10.86.4 - for all clients who have been in the family home for 6 months or more and who are aged

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10-17.) and the Warrant – Probation Absconder or Warrant – Escapee, and acquire a Judge’s signature.

- E. The signed Order Authorizing Removal of a Juvenile (7.10.86.4 - for all clients who have been in the family home for 6 months or more and who are aged 10-17.) and the Warrant – Probation Absconder or Warrant – Escapee will be filed with the Clerk of the District Court Juvenile Department by the ISO requesting the warrant.
- F. The ISO III or designee will document the Warrant on the public drive CORRECTIONS/JFS-Detention folder and scan the Warrant into the Warrants / Commitments folder.

### III. WARRANT WITHDRAWAL OR CANCELLATION

- A. For CM clients returning from AWOL who will not be detained, the ISO will file a sworn and signed Affidavit for Warrant Withdrawal (7.10.86.8) with the Clerk of the Juvenile District Court.
  1. The ISO will also complete an Order for Warrant Withdrawal (7.10.86.9) and obtain a Judge’s signature.
  2. The ISO will then file both documents with the Clerk of the District Court Juvenile Department.
  3. The ISO will request that the ISO III or designee document the Warrant Withdrawal on the public drive CORRECTIONS/JFS-Detention folder and move the Warrant from the Warrant / Commitments folder to the Cleared / Expired folder.
- B. For CM clients returning from AWOL who will be detained, the ISO will immediately determine whether or not a detention hearing is needed, whether or not continued detention is needed, and take further action as indicated in JFS Policy 7.8.20 Detention Centers.
  1. JIAC will cancel the Warrant if the client remains detained.
  2. The ISO will request that the ISO III or designee document the Warrant cancellation on the public drive CORRECTIONS/JFS-Detention folder and move the Warrant from the Warrant / Commitments folder to the Cleared / Expired folder.