



INTERNAL MANAGEMENT POLICY & PROCEDURE	SECTION NUMBER 01-102	PAGE NUMBER 1 of 3
	CHAPTER & SUBJECT: ADMINISTRATION: Policy and Procedure Oversight, Operational Audits, and Quality Assurance Compliance Monitoring	
Approved By:  Commissioner of Juvenile Justice Authority		Original Date Issued: 05/29/07
		Current Amendment Effective: 09/16/08
		Replaces Amendment Issued: 05/29/07

POLICY

Internal Management Policies and Procedures (IMPPs) issued by the Commissioner shall be applicable to all juvenile correctional facilities, units, divisions, and offices of the Juvenile Justice Authority. Each employee shall be knowledgeable of the IMPPs, particularly those directly related to the performance of their duties. Appointing authorities shall be responsible for ensuring compliance at their respective juvenile correctional facility, unit, or division of operation and shall be accountable to the Commissioner for compliance with IMPPs.

DEFINITIONS

Appointing Authority: As defined in IMPP 02-109, Designation of Appointing Authorities, any person or group of persons empowered by the constitution, statute, or by lawfully delegated authority to make appointments to positions in the State service pursuant to K.A.R. 1-2-9, Appointing Authority. Any time this term is used in this IMPP, it shall be read as referring to the appointing authority or designee.

PROCEDURES

I. Policy and Procedure Oversight

A. Audits by the Commissioner.

1. Upon authorization of the Commissioner, IMPP oversight audits may be conducted at any juvenile correctional facility or office to ascertain the level of compliance with any IMPP or group of IMPPs, as well as corresponding facility orders, post orders, and/or other practices or procedures designed to implement any IMPP.
2. Oversight audits may be conducted by individuals or by teams designated by the Commissioner or designee.
3. Audits conducted at the direction of the Commissioner may or may not be announced in advance.
4. Appointing authorities and all staff shall fully cooperate with any auditor or audit team conducting an audit on behalf of the Commissioner.
5. The results of IMPP oversight audits shall be reported in writing to the Commissioner and appointing authority. The report shall:

- a. Indicate the general level with which practice conforms to written policy and procedure;
- b. Note specific practices which deviate from written policy and procedure; and,
- c. Include recommendations, if any, for policy and procedural change.

II. Agency Operations Audits

- A. All agency operations shall be annually audited in a manner and scope prescribed by the responsible appointing authority. Methods used may range from compliance audits and inspections, to performance reviews. (2-CO-1A-22, 2-CO-1B-07)
 1. Each area of operation within central office shall, at least annually, be audited by their respective appointing authority and report the findings to the Commissioner.
 2. Each superintendent shall, at least annually, audit all facility operations and programs and report the findings of the same to the Commissioner.
- B. Appointing authorities shall be given a high degree of flexibility in determining the methods by which compliance is ensured. Methods used may range from the establishment of specific performance expectations, within the context of employee position descriptions and performance reviews, to the establishment of formal audit, inspection, and/or review processes.
- C. The Commissioner may establish the format, manner, and scope of any annual audit required by this section.

III. Quality Assurance Compliance Monitoring

- A. Quality assurance compliance monitoring may be conducted at any time at a juvenile correctional facility or office by designated staff to ascertain the quality, availability, compliance with or level of service of any program or function.
- B. Such monitoring may be conducted by individuals or by teams designated by the Commissioner or designee.
- C. Quality assurance compliance monitoring may or may not be announced in advance.
- D. Appointing authorities and all staff shall fully cooperate with any designated compliance monitoring staff in the performance of their assigned duties and tasks.
- E. The Commissioner, Deputy Commissioner, Assistant Commissioners, General Counsel, Integrated System Programs Unit staff or designees shall have unrestricted access to any employee, youth, contract personnel, volunteer, intern, area or record, excluding personnel records except as otherwise authorized by IMPP 02-119 or K.A.R. 1-13-1b, of the juvenile correctional facility as necessary for the performance of their assigned duties and tasks.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and juvenile and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or juveniles, or an independent duty owed by the Juvenile Justice Authority to employees, juveniles, or third parties. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

K.A.R. 1-2-9, 1-13-1b
ACA: 2-CO-1A-22, 2-CO-1B-07
IMPP: 02-109, 02-119

ATTACHMENTS

None.