



# INTERNAL MANAGEMENT POLICY & PROCEDURE

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

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**ADMINISTRATION: Mission, Vision, and Beliefs**

Original Date Issued: 12-21-21

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**CURRENT EFFECTIVE DATE: 12-21-21**

Approved By:

, Secretary Next Scheduled Review: 09/2024

**I. Our Mission: Partnering to Promote Safety and Responsibility through Best Practices**

**II. Our Vision: Transforming Lives for the Safety of All**

- A. Investing in individuals by providing opportunities to acquire new experiences and skills to support personal and professional advancement and future success.
- B. Creating an environment for change and well-being by designing systems that encourage positive behaviors, healthy choices, and self-improvement.
- C. Enhancing and maximizing communication by improving interpersonal communication skills and expanding effective communication practices at all levels of the department.
- D. Fostering dignity and safety by establishing practices and policies that honor individual differences with mutual dignity and respect, and all feel safe and supported.
- E. Engaging and strengthening our partnerships by expanding partnerships with individuals and organizations within our communities to support our mission.

**III. Our Beliefs:**

- A. Our staff is our most influential resource.
- B. Everyone has worth and will be treated with dignity and respect through our words and actions.
- C. Everyone deserves compassion, empathy and support.
- D. Everyone has the potential for future success through effective development and support.
- E. Transformative change is accomplished through teamwork and collaboration.
- F. Trust, honesty and transparency are essential to our success.
- G. Inclusive practices, acceptance and diversity are the foundation of our mission.

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

### **REPORTS**

None.

### **REFERENCES**

None.

### **HISTORY**

12-21-21 Original

### **ATTACHMENTS**

None.