



# INTERNAL MANAGEMENT POLICY & PROCEDURE


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

IMPP #: 01-103D

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## ADMINISTRATION: Inmate Rule Book Distribution and Translation

Original Date Issued: 08-31-22 Replaces IMPP Issued: N/A **CURRENT EFFECTIVE DATE: 08-31-22**

Approved By: , Secretary Next Scheduled Review: 07/2025

### POLICY

Upon admission to the facility, each resident shall be given a copy of the Department of Corrections' Inmate Rule Book. A copy shall be made available to each staff member in either paper or electronic version.

### DEFINITIONS

None.

### PROCEDURES

#### I. Translation

- A. When a literacy or language problem prevents a resident from understanding the rule book, a staff member or translator shall assist the resident in understanding the rules.
  - 1. To the extent practical, a translation may be made for anyone whose language is other than English.
  - 2. A translation shall be made for any language spoken by significant numbers of residents.
    - a. An oral or written translation may be made available at the discretion of the warden/superintendent.
- B. The explanation or translation of the rules to the resident upon admission shall be such as to reasonably result in adequate comprehension within the capability of the resident.
- C. An audio version of the Department of Corrections' Inmate Rule Book (adult facilities) and the Juvenile Offender Rule Book (juvenile facilities) shall be available in each library or branch library for reference use by residents.

#### II. Content and Distribution of Rule Book

- A. **ADULT:** The inmate rule book shall be a reprint of the regulations of the Secretary of Corrections articles 44-12, 44-13, 44-15 and 44-16.
- B. **JUVENILE:** The inmate rule book shall be a reprint of the regulations of the Secretary of Corrections articles 123-12-101 through 123-16-105.

- C. At least two complete sets of the regulations of the Secretary of Corrections in either paper or electronic version shall be available in each library or branch library for reference use by residents.
1. For adult services this shall include K.A.R. 44-1-101 et. seq. through K.A.R. 44-16-108 et. seq.
  2. For juvenile services this shall include K.A.R 123-1-101 et. seq. through K.A.R 123-17-101 et. seq.

**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**

08-31-22 Original

#### **ATTACHMENTS**

None.