

KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 01-123D	PAGE NUMBER 1 of 2
		SUBJECT: ADMINISTRATION: Authorization for Construction, Renovation or Demolition of Physical Structures	
Approved By:  Secretary of Corrections		Original Date Issued: 11-06-14	Replaces Version Issued: N/A
		CURRENT VERSION EFFECTIVE: 11-06-14	

APPLICABILITY:	<input type="checkbox"/> ADULT Operations Only	<input type="checkbox"/> JUVENILE Operations Only	<input checked="" type="checkbox"/> DEPARTMENT-WIDE
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POLICY STATEMENT

No project which involves the erection, construction, renovation, razing or demolition of any structure at a departmental facility shall commence without the prior written approval of the Secretary of Corrections or his/her designee. All construction and renovation projects shall require a written project description which shall include the scope of the project, the schedule for the completion of the project, and, the estimated cost of the project. All construction projects over \$15,000 and all projects for the demolition/razing of buildings must have prior approval of the Building Committee.

DEFINITIONS

Renovation: Remodeling projects which exceed the in-kind replacement of existing equipment, fixtures and/or materials which require modification to the physical plant and/or integrity of any facility structures.

PROCEDURES

- I. Proposals to Erect, Construct, Renovate, Raze or Demolish Facility Structures**
 - A. Wardens/superintendents shall submit to the Secretary of Corrections or designee, in writing, all proposals which require the erection, construction, renovation, razing or demolition of any facility structure.
 - 1. Proposals to construct, erect, renovate, or demolish any facility structure shall be submitted in advance of any direct action with regard to the structure.
 - a. Code footprint plans meeting the requirements of the Department of Administration are required on all construction and renovation projects.
 - b. No project involving the renovation, razing, or demolition of a building shall be initiated until there has been an assessment made regarding the presence of asbestos or other hazardous materials and any necessary abatement or remediation procedures completed.
 - 2. The written proposal or project description shall include detailed information regarding:
 - a. The scope of the project;
 - b. The schedule to complete the project; and,

- c. The estimated cost of the project.
 3. No preparatory work shall be initiated and no funds shall be expended on such projects until written approval/acceptance of the proposal is provided by the Secretary or designee.
 4. New construction, renovation, or expansion of a facility shall comply with recognized professional correctional standards and applicable to federal and state statutes, rules and regulations. This shall include the Prison Rape Elimination Act (PREA) standards and consideration of the effect of such changes to protect offenders from sexual abuse.
- B. If the proposal or project description is approved by the Secretary or designee, the Secretary shall then seek the necessary approval, if required, from the Joint Committee on State Building Construction for such construction or demolition.
- C. If Building Committee approval is obtained, the Secretary or designee shall advise the warden/superintendent of such approval and provide written authorization to proceed with the action as outlined in the project description.

II. Implementation of Approved Projects

- A. Copies of the approved project description shall be distributed to all pertinent parties.
- B. Once written authorization to proceed has been issued by the Secretary or his/her designee, no modifications or changes shall be made to the approved project without the prior written approval of the Secretary or designee.
1. Requests or proposals to revise the project scope, schedule or cost, as originally approved, shall be submitted in writing to the Secretary or his/her designee.
 2. If written approval is granted for specific changes in the project, copies of the amended project description shall be distributed to all pertinent parties.
- C. In no event shall any verbal discussion of the scope, schedule or costs of any construction or renovation projects be construed as authorization to revise or modify the written approval issued by the Secretary or designee.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff 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 or offenders, or an independent duty owed by the Department of Corrections to employees, 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 REQUIRED

None.

REFERENCES

None.

ATTACHMENTS

None.