



# INTERNAL MANAGEMENT POLICY & PROCEDURE

**Applicability:**  ADULT Operations Only  JUVENILE Operations Only  DEPARTMENT-WIDE

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IMPP #: 01-127D

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**ADMINISTRATIVE: Development and Review of General Orders**

Original Date Issued: 04-29-15 Replaces IMPP Issued: 04-29-15 **CURRENT EFFECTIVE DATE: 12-21-21**

Approved By: , Secretary

Next Scheduled Review: 04/2024

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## POLICY

All General Orders are to be consistent with applicable federal and State statutes, departmental regulations (KARs), policies and procedures (IMPP), and any other official manifestation of agency policy, such as the classification manual, affirmative action plan, and similar documents of a regulatory nature. Facilities are to be operated and maintained as specified in applicable statutes, regulations, IMPPs and General Orders.

## DEFINITIONS

Facility: An institution under the authority of the Secretary of the Kansas Department of Corrections which houses either adult or juvenile residents committed by the courts to serve a sentence.

General Order: Written manifestations of local procedures and practice for an adult or juvenile facility. For purposes of this IMPP, General Order is the term used when referring collectively to General Orders, deletions of General Orders via the placement of their numbers on reserve status, and/or any facility policy memoranda that may be issued as supplemental to certain General Orders.

Resident: For purpose of this IMPP, a person remanded to the custody of the Secretary of the Kansas Department of Corrections and housed in either an adult or juvenile facility.

Redline Format: Text marked for modification or deletion. Language proposed for addition is to be in a bright red and underlined (e.g., **new**) and language proposed for deletion is to be in a bright red and strikethrough (e.g., ~~delete~~). For purposes of this policy redline format does not include the use of the markup changes tools available in word processing software.

Policy Analyst: The Management Team member that has been appointed by the Secretary to oversee central office review of new, revised, and deleted General Orders. The Policy Analyst is to use whatever staff resources that are available in his/her division/unit to accomplish the reviews required by the provisions of this IMPP, including delegation of the completion and discharge (signatory approval) of General Order reviews.

Policy Compliance Manager (PCM): The facility staff member appointed by the Warden to oversee the facility review of new, revised, and revoked General Orders.

## PROCEDURES

### I. General Provisions

- A. Unless an IMPP specifically prohibits the issuance of a General Order on a particular subject, wardens/superintendents may issue General Orders on any subject for purposes of establishing local procedure and practice as follows:

1. **ADULT:** Only on IMPP's designated as "ADULT Operations Only" or "DEPARTMENT-WIDE".
  2. **JUVENILE:** Only on IMPP's designated as "JUVENILE Operations Only" or "DEPARTMENT-WIDE".
- B. References are to be made to any agency policy meant to be implemented by the General Order.
1. General Orders are not to be developed solely to:
    - a. Restate or interpret such departmental policy; or
    - b. To re-enforce or re-emphasize language already contained in Departmental IMPPs, KARs, or KSAs.
- C. No General Orders are to be issued that either establish disciplinary offenses or related sanctions duplicative of those currently existing with appropriate KDOC Administrative Regulations that increase the sanctions already provided within those regulations or that seek to re-establish the substance of any regulation previously revoked.
- D. General Orders are to be reviewed and approved/disapproved by a designee of the Secretary.
1. The Policy Analyst is to act as the Secretary's designee.
  2. The Secretary's designee may request assistance from other staff in order to conduct a more in-depth review of the General Order's content and operational feasibility.
  3. All General Orders are to be subject to Central Office review to ensure consistency with revisions to statutes, regulations, and/or departmental policy.
- E. General Orders are to be reviewed for:
1. Compliance with statutes and regulations;
  2. The Department's vision and mission statements and principles and values;
  3. Policy guidelines;
  4. Policies and procedures; and
  5. Sound correctional practice.
- F. General Orders are to be maintained and accessible to employees electronically on Power DMS.
- G. Both new and revised General Orders are to be disseminated to designated staff and, as appropriate for security and control, to contract personnel, volunteers, and when appropriate, to residents prior to the implementation of such orders or revisions.

## II. General Orders

- A. General Orders are to be written according to the procedures and standard format outlined in Attachment A.
- B. Any facility employee may initiate a proposal for a new order or to revise or revoke an existing General Order.
  1. Such a proposal is to be created in digital format according to the procedures outlined in Attachment A and is to be advanced through established chain of command within the

employee's facility.

- a. If the proposal is a revision of an existing Order, the draft is to contain the full text of the currently effective document presented in redline format as defined herein.
    - (1) When modifications and revisions are so extensive that redline formatting would be entirely too burdensome for the reader, a draft revision, as defined herein, may be submitted.
  - b. If the proposal is for a new General Order, the draft is to be created using the General Order template (Attachment A).
  - c. If the proposal is for revocation of an existing General Order, a face sheet is to be generated that is to include a first-page header, followed by a brief history of the General Order prior to deletion (Attachment A; page 5).
2. The proposal is to be submitted to the facility PCM for review.
  3. The facility PCM is to utilize Power DMS for the storage, creation, revision and approval process of facility General Orders.
    - a. Once a drafted document is ready for approval, the PCM is to create a work flow in Power DMS to begin the circulation of the General Order to the Facility Legal Counsel, the Warden/Superintendent, the PCM, and the Policy Analyst.
    - b. The facility Legal Counsel, Warden/Superintendent, PCM, and Policy Analyst are to acknowledge their approval of the revisions by approving the document in the Power DMS work flow; indicating that they have each reviewed the General Order and attests to the following:
      - (1) The Policy Compliance Officer's acknowledges that the General Order is not to be written for the purpose to re-enforce or re-emphasize language already contained in any departmental policies nor does it duplicate, restate or interpret departmental policies, nor does it conflict with any current Departmental policies or General Orders of the facility.
      - (2) The facility Legal Counsel's acknowledges that he/she does not perceive any conflicts with any current laws or regulations.
      - (3) The Warden/Superintendent acknowledges that the General Order is consistent with the operational needs of his/her respective facility and meets the objectives of the KDOC.
    - c. The Policy Analyst is to review the order following procedures set forth in section III below.
  4. New General Orders to be placed in effect on a temporary basis pending Central Office review are to be forwarded to the Policy Analyst within five (5) calendar days of their issuance using the Power DMS work flow.
    - a. All new temporary Orders are to be in force and effect for only 60 calendar days from the date of issue, pending final Central Office review and approval.
  5. General Orders revoked due to their contents being deleted or merged into another General Order are to be reflected on a General Order header page, including a brief history of the General Order prior and up to deletion, including prior titles and effective dates.
    - a. As required elsewhere in this document, such header pages for deleted Orders are to be submitted to the Policy Analyst prior to their revocation and/or subsequent

placement on reserve status.

### III. Central Office Review

- A. Within 30 calendar days of the Warden's approval of a proposed new, revised or revocation of a General Order, the Policy Analyst is to perform a review of the General Order for compliance with the policy requirements of this IMPP.
  - 1. Upon the completion of this review, and following any additional assessment of operational feasibility deemed necessary by the Policy Analyst, the Policy Analyst is to advise the facility PCM of the approval status of the General Order.
  - 2. The order may be:
    - a. Approved as is;
    - b. Pending approval following additional revisions needed (to be notated in the "discuss tab"); or,
    - c. Disapproved for issuance with comments provided in the "discuss" tab in Power DMS.
  - 3. Upon receipt, the PCM in consultation with the warden/superintendent, is to take whatever action is indicated in the General Order comments on Power DMS.
- B. If a General Order cannot be reviewed and a response prepared within 30 calendar days, the Policy Analyst is to, prior to the expiration of the 30 calendar days, advise the PCM in writing that an extension is to be required.
  - 1. Extension requests are to be limited to one (1) request, not to exceed 30 calendar days.
  - 2. Requests for extensions are not to be allowed on new General Orders issued on a temporary basis prior to their being submitted for review.
- C. Individual facilities are to be limited to the submission of a maximum of 20 General Orders per month, unless other arrangements have been approved by the Policy Analyst.

### IV. Distribution and Implementation of General Orders

- A. The warden/superintendent is to determine the effective date once the Order receives approval. The order is to be published on Power DMS with the current effective date, and notifications are to be made to staff advising of the published General Order(s).
- B. The warden/superintendent, or designee, is to be responsible for distribution of the approved General Order within the facility.
  - 1. When paper copies are printed, they are to be printed as follows:
    - a. General Orders which may be read by staff, volunteers, and residents are to be produced on white paper.
    - b. General Orders which are for staff information only are to be produced on light yellow paper and are to include a header on each page that indicates that they are for "Staff Read Only".
      - (1) General Orders indicating they are for "Staff Read Only" are to be accessible by staff and others approved by KDOC legal counsel.
    - c. General Orders issued on a temporary basis and/or facility policy memorandums

are to be produced on pink paper.

- C. All General Orders, except security related Orders designated as “Staff Read Only” are to be public documents and subject to review by anyone.

**V. Annual Review**

- A. All General Orders are to be reviewed at least annually by the issuing authority.
- B. Each warden/superintendent is to establish a General Order review committee.
  - 1. General Order Review committees are to meet at least annually for the purpose of:
    - a. Evaluating current General Orders and their compliance with the policy requirements of this IMPP.
    - b. Considering proposals for revisions, deletions and/or additions to current General Orders.
    - c. Making recommendations regarding the organization or content of General Orders.
- C. Each warden/superintendent is to ensure that the annual review of each General Order is documented.
  - 1. The “discuss” tab within each published General Order in Power DMS is to reflect the date each order was reviewed.
  - 2. The facility's General Order Table of Contents is to reflect the Month and Year that each General Order is reviewed.
- D. When revisions are made to any General Order during the annual review process, the General Order is to be processed in accordance with all applicable provisions of Sections I., II., and III. of this IMPP.
- E. Whenever a revised, revoked, or new General Order is issued, a copy is to be provided electronically to the Policy Analyst.

**VI. This IMPP is to serve as final policy in all departmental facilities and no General Orders are to be allowed on this subject.**

**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**

Attachment	Title of Attachment	Page Total
A	General Order Development Instruction Sheet	5 pages

## GENERAL ORDER DEVELOPMENT INSTRUCTION SHEET

### GENERAL GUIDELINES

Do not allow General Orders to become too long and unwieldy. As a general rule, consider subdividing any General Order over 10 pages (exclusive of attachments) into multiple, shorter ones.

#### General Formatting

General Orders are to be drafted for a standard page size of 8.5" x 11" using a left margin of .75" and a right margin of .7" and a top margin of .5" and a bottom margin of .6"; right-justified. Text is to be black Arial 10 pt.

Every General Order is to including the following sections:

- First Page Header
- Policy Statement
- Definitions
- Procedures
- Closing Note
- Reports Required
- References
- Attachments

When a required section is not applicable, include the section heading and indicate "None".

If a General Order requires the completion of forms, such form is to be listed and included as attachments to the General Order.

#### Common Terms

To indicate that a provision is mandatory, use the terms "is to" and "is not to". To indicate that a provision is permissive and allows for discretion, use the term "may". Avoid use of the terms "will" and "should".

Use the term "facility", not "institution" or "office".

Use the term "corrections" or "correctional", not "penal" or "prison".

Use the term "resident", not "inmate", "youth" or "offender".

#### Paper Color

Printed copies of General Orders are to conform to the following requirements:


- General Orders Standard white paper, except for "Staff Read Only" General Orders
- "Staff Read Only" General Orders Light yellow paper
- Temporary General Orders Light pink paper
- General Order Memoranda Light pink Paper

### PAGE HEADERS

#### First Page Header SUBJECT

The first page of all General Orders is to include the following header:

## KANSAS DEPARTMENT OF CORRECTIONS

	(Facility Name)  <b>GENERAL</b>  <b>ORDERS</b>	SECTION NUMBER  <b>##-###</b>	PAGE NUMBER  1 of #
	CHAPTER TITLE: <b>General Order Title</b>		
Approved By:    <div style="text-align: right;">Warden/Superintendent</div>		Original Date Issued:  Replaces Version Issued:  <b>CURRENT VERSION EFFECTIVE:</b>	

Staff read only General Orders are to be identified as “**STAFF READ ONLY**” on the first page. It is to be indicated in bold capital letters, highlighted in “yellow”, centered between the header box and before the “Policy” section:

**STAFF READ ONLY**

### Subsequent Page Headers

All subsequent pages are to include a page header in the upper right hand corner indicating the page number, total number of pages in the General Order (exclusive of attachments), the General Order number, and the effective date of the current revision:

	Page 1 of #, WCF ##-### Effective ##-##-##
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On subsequent pages of staff read only General Orders, this is to be indicated in bold capital letters, highlighted in “yellow”, at the left margin of each subsequent page header:

<b>STAFF READ ONLY</b>	Page 1 of 3, WCF 01- 127 Effective ##-##-##
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### POLICY

Every General Order is to contain an introductory statement of philosophy and purpose. The policy statement is to explain in simple and direct complete sentences, the purpose(s) of the General Order. Policy statements are to be limited to a few sentences and are not to include procedures.

### DEFINITIONS

Definitions are to be provided for key words or phrases used within the General Order that are not commonly understood, need further explanation, or have a specific meaning within the policy. If no definitions are necessary, state “None”.

The word or phrase being defined is to be entered in Title Case/Initial Caps, followed by a colon (which is not to be underlined) and two (2) spaces, followed by the definition. The definition may include complete sentence, if applicable, but is not to include procedures.



## PROCEDURES

Procedures are to be written in an “active voice”, using terms such as “is to” and “may”. The terms “is to” and “is not to” communicate that requirements are mandatory; the term “may” is permissive and allows for discretion. Avoid use of the terms “will” and “should”. In order to avoid creating legal rights, include provisions for exceptional circumstances.

Procedures are to be presented as direct, simple, complete sentences stating the specific actions to be taken (how) and by whom. Using descriptive titles (e.g., “Chief of Security”, not “Corrections Supervisor II”) indicate the individual or unit responsible for the action, and state the extent to which discretion is allowed.

Procedural steps are to be presented in the order in which they are to occur. Indicate the time(s) and location(s) relevant to the procedure, and the form of communication involved (telephone, written notice, etc.) in completing procedures.

### **Outlining**

The topics and subtopics may be organized with Roman numerals (I), capital letters (A), Arabic numerals (1), and small letters (a) in that order.

- I.
  - A.
    - 1.
    - 2.
      - a.
      - b.
        - (1)
        - (2)
          - (a)
          - (b)
            - i.
            - ii.
- B.

Use margin and tab settings to indent, not the space bar. Do not use periods after or within parentheses when numbering outline levels. Capitalize the first letter of the first word of each topic and subtopic. Use periods after complete sentences. Use commas or semicolons between continuing subtopics with the conjunctions "and", "or", or "and/or" before the last of the subtopics.

### NOTE

This note is to follow the Procedures section of all General Orders:

**NOTE: The General Orders set forth herein are intended to establish directives and guidelines for staff, offenders and those entities who 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 the facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this General Order are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This General Order is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.**

## REPORTS

Any reports that are required on a regular basis as a result of the procedures are to be listed in this section of the General Order.

Specify who is responsible for preparation of the report, to whom the report is submitted, and the time schedule for the required report.

*Example:*

<u>Name/Type of Report</u>	<u>By Whom/To Whom</u>	<u>Due</u>
Maintenance Inspection Sheet	Chief of Security to Warden/Superintendent	Monthly

If no reports are necessary, state "None".

## REFERENCES

Citations are to be made to any official documents, laws, regulations, policies, and accreditation standards that serve as foundations of the policy or are referenced in the policy. References are to be listed in descending order of authority; numbers with each group are to be listed in ascending order.

K.S.A. . . .  
K.A.R. . . .  
IMPP . . .  
General Order  
Executive Order . . .

## ATTACHMENTS

All attachments are to be identified by capital letters and listed in this section, including the titles of the attachments and the total number of pages in each attachment.

Attachment(s)	Title of Attachment(s)	Page Total
A	Title	# page(s)
B	Title	# page(s)
C	Title	# page(s)

All attachments are to include a page header in the upper right hand corner indicating page number, total number of pages in the attachment, the identifying letter of the attachment, the associated General Order number, and the effective date of the current revision.

*Example:*

<b>Page 1 of #, Attachment A, WCF ##-### Effective ##-##-##</b>
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If no attachments are necessary, state "None".

## **GENERAL ORDER REVOCATION**

General Orders revoked due to their contents being deleted or merged into another General Order are to have such status reflected on a General Order face page that is to include a first-page header, followed by a brief history of the General Order prior to revocation.

### ***Example 1:***

#### **NOTICE OF REVOCATION**

(Title of Revoked General Order) – This General Order was originally issued on (date). Because (reason for revocation), this General Order was revoked on (date) and incorporated into General Order ##-###. To avoid redundancy, General Order ##-### is deleted and General Order manual users seeking policy and procedures related to this subject are referred to General Order ##-###: CHAPTER TITLE: Policy Title.

### **Example 2**

#### **NOTICE OF REVOCATION**

(Title of Revoked General Order) – This General Order was originally issued on (date). Because (reason for revocation), this General Order was revoked on (date). Portions of this General Order pertaining to (topic) were incorporated into General Order ##-###, while portions pertaining to (topic) were incorporated into General Order ##-###. To avoid redundancy, General Order ##-### is deleted, and General Order manual users seeking policy and procedures related to this subject are referred to General Order ##-###: CHAPTER TITLE: Policy Title or General Order ##-###: CHAPTER TITLE: Policy Title, as applicable.