



Department of Corrections

INTERNAL MANAGEMENT POLICY & PROCEDURE

Applicability: Adult Operation Only JUVENILE Operations Only DEPARTMENT-WIDE

IMPP #: 01-101D

PAGE #: 1 of 8

ADMINISTRATION: Development, Review and Dissemination of Departmental Policies and Procedures and Administrative Regulations

Original Date Issued: 03-05-14 Replaces IMPP Issued: 03-05-14 CURRENT EFFECTIVE DATE: 05-09-19

Approved By: , Secretary

Next Scheduled Review: May 2020

POLICY

The Department of Corrections (DOC) must be operated and maintained as specified in applicable statutes, Kansas Administrative Regulations (KARs) and Internal Management Policies and Procedures (IMPPs). Regulations and IMPPs must be developed and maintained to meet statutory obligations, promote professionalism, and ensure consistency and operational compliance in fulfilling the purpose and mission of the agency.

DEFINITIONS

Appointing Authority: As defined in IMPP 02-109D, any person or group of persons empowered by the constitution, by statute, or by lawfully delegated authority to make appointments to positions in the State service pursuant to KAR 1-2-9. Where this term is used in this IMPP, it must be read as referring to the "appointing authority or his/her designee."

Draft Revision: A document in which proposed modifications are presented in normal font, with the caption "**DRAFT REVISION**" in underlined bright red font between the first page header and the Policy Statement.

General Order: Written procedures and practices 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.

Management Team (MT): A panel of Central Office management staff designated by the Secretary. Currently this panel is comprised of the Secretary; Deputy Secretaries; Counsel to the Secretary; Chief Legal Counsel; Executive Director; Enforcement, Apprehension and Investigations Director; Victim Services Director, Reentry Director; Chief Information Officer; Prisoner Review Board Chairman; Director of Finance; Human Resources Director, and Public Affairs Director.

Policy Analyst: Person designated by the Secretary as directly responsible for the administration of the department's policies and procedures.

Policy Memorandum: A document attached to the front of an existing IMPP which, under the authority of the Secretary, modifies the effect of existing provisions of the IMPP, adds new provisions, or deletes existing provisions regarding the subsequent effect of the IMPP relative to the effective date of the Policy Memorandum.

Policy Review Team: Employees designated by a Management Team Member with the responsibility to periodically review departmental policies and procedures for conformity with statutes, regulations, appropriate standards and the current needs, philosophy and practices of KDOC.

Post Order: A detailed listing of tasks and functions of a given post. This must include, where necessary, a general overview and specific task assignments.

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

Staff Read Only (SRO) Policy: A security-related IMPP that is available to staff only; offender access to SRO Policies is strictly prohibited.

Substantive Change: Any change that represents a major shift in philosophy or mode of operation for the department.

PROCEDURES

I. Related Policies

- A. The development and review of facility General Orders must be in accordance with IMPP 01-127D.
- B. The development and review of facility Post Orders must be in accordance with IMPP 12-102D.

II. General Provisions

- A. The Secretary must be ultimately responsible for:
 - 1. Formulating agency goals, establishing policies and priorities related to them; (ACO 2-1A-06, ACI 3-4003, APPFS 3-3005)
 - 2. Translating agency goals into measurable objectives; (ACO 2-1A-06, ACI 3-4003, APPFS 3-3005)
 - 3. Informing other components of the correctional system, through dissemination of IMPPs and relevant administrative regulations, of the extent and availability of services and programs for the agency population; (ACO 2-1A-14) and,
 - 4. Consulting with other agencies within the criminal and juvenile justice system and community services agencies in the formulation of agency policies and procedures. (ACO 2-1A-15)
- B. Employees must, as much as possible, participate in the formulation and review of policies, procedures, and programs for operating and maintaining the department, adult and juvenile correctional facilities and operations. (ACO 2-1A-07, ACI 3-4004, APPFS 3-3006)
- C. Except for security-related IMPPs designated as "**Staff Read Only**," all IMPPs must be public documents and subject to review by anyone prior to and during implementation (ACO 2-1A-17, 2-1A-16, 2-1A-20, ACI 3-4013, 3-4015, APPFS 3-3019).
- D. All staff, including contract personnel and volunteers, must be responsible for the proper implementation of department regulations, policy, and procedures, and must review the same on an ongoing basis as additions and revisions are issued.
 - 1. Staff who become aware of breaches of department regulations, policy, or procedures must make their concern(s) known to the appropriate appointing authority as soon as possible without fear of retaliation and with confidence that their concerns will be adequately addressed.
- E. All staff and offenders must be afforded timely and unhindered access to all department regulations, IMPPs, and General Orders, except that "**Staff Read Only**" documents must be available only to staff and not to offenders.
- F. In both the development and review of KARs, policies, and procedures, consideration must be given to ensure that they address, and are responsive to, inherent gender-based differences of offenders.

III. Internal Management Policies and Procedures (IMPPs)

- A. To provide consistency, prevent misinterpretation and ensure effective and efficient achievement of department goals, IMPPs governing departmental operations and activities must be developed in a standardized written format, maintained and disseminated to all DOC employees, contract staff, and volunteers.
1. IMPPs must be written according to the procedures and standard formats outlined in the IMPP Development Guide (Attachment A).
- B. Any DOC employee or organizational group may initiate a proposal for a new IMPP or to revise or revoke an existing one. (ACI 3-4004; 4-JCF-6A-15)
1. At the discretion of the Management Team, review and discussion of new, revised or revocation of a policy may take place via memo, conference call, at System Management Team meetings or any other appropriate method.
 2. Proposals for a new policy must be created according to the procedures outlined in Attachment A and must be advanced through established lines of authority within the employee's/group's work facility/office.
 - a. Proposal for a new IMPP must be created using the IMPP Template (Attachment B).
 3. If the proposal is a revision of an existing IMPP, the draft must contain the full text of the currently effective document, presented in redline format, as defined herein.
 - a. Current effective versions of IMPPs are available for download from the IMPP page of the department's intranet.
 - b. When modifications and revisions are so extensive that redline formatting would be entirely too burdensome for the reader, a Draft Revision may be submitted, as defined herein.
 4. If the proposal is for revocation of an existing IMPP, a Notice of Revocation (Attachment C) must be generated which must include a first-page header, followed by a brief history of the IMPP prior to revocation, as described in the "Policy Revocation" section of Attachment A.
 5. All proposals for new, revised, or revocation of KDOC IMPPs must be accompanied by a completed Policy Review Worksheet and Policy Revision Cover Sheet (Attachment D).
 - a. Proposals received by the Policy Analyst without a Policy Review Worksheet and Policy Revision Cover Sheet must be returned to the endorsing Management Team Member (MTM) and/or designated Policy Review Team (PRT) Chairperson.
 6. Submitted proposals may only be modified or rejected by the appointing authority or designee, who may consider any employee/group recommendation.
 7. The appointing authority or designee must submit approved proposals to the appropriate endorsing MTM and/or designated PRT Chairperson for consideration, review, and approval.
 - a. Each MTM must establish a process for ensuring that endorsed proposals are forwarded in the proper format, and in a timely manner, according to the procedures outlined herein.
 - b. Unless the endorsing MTM perceives an immediate need to review the same, proposals for revisions to existing policies must be reviewed by the appropriate PRT in the month that the affected policy is scheduled for annual review.

8. The endorsing MTM or PRT Chairperson must submit endorsed IMPP proposals to the Policy Analyst.
9. The Policy Analyst must review the endorsed proposal for completeness and accuracy in preparation for posting the policy for five (5)-day review.
10. The Policy Analyst must circulate the proposed draft revision by posting it on the 5-Day Review page of the department's intranet with the "Comment" feature enabled.
 - a. The Policy Analyst must notify designated staff via email, when new, revised, and/or revoked policies have been posted for review and comment.
 - b. Reviewers must submit their revisions and/or comments within five (5) working days, using the "Comment" feature on the intranet.
11. Once the review period has ended and commenting has been disabled, the Policy Analyst must:
 - a. Review all revisions and/or comments;
 - b. Provide the revisions and/or comments to the endorsing MTM and/or PRT Chairperson; and
 - c. Assist staff appointed by the endorsing MTM in preparing a final draft proposal.
12. The Policy Analyst must submit the final draft proposal to the Secretary, who may:
 - a. Approve the proposal with or without modification;
 - b. Reject the proposal;
 - c. Refer the proposal to KDOC staff of the Secretary's choosing for further study and/or consultation with the Secretary.
 - (1) Upon referral of the proposal for further study, the Secretary or designee must notify the Policy Analyst of the referral so that the policy may be accurately tracked as to its progress, status, and location of the proposal.
 - d. Direct that additional re-drafting be done.
 - (1) If re-drafting is directed, the Secretary must specify those areas needing revision.
 - (2) If re-drafting is directed, the Secretary must specify the extent to which the re-drafted proposal must be distributed for review and comment before finalization.
13. The Policy Analyst must distribute via email all new, revised or revoked policies to all staff and, as appropriate, volunteers and designated agencies and must make such policies available as follows: (ACO 2-1A-05; ACI 3-4015; APPFS 3-3020; 4-JCF-6A-15)
 - a. All current IMPPs must be available on the IMPP page of the department's Intranet.
 - b. Except for security-related IMPPs designated as "**Staff Read Only**", all current IMPPs must be available on the Policies and Procedures page of the department's Internet site.
 - c. Each facility must establish General Orders that provide staff and offenders with a minimum of three (3) means of accessing new or revised policies.

- d. Offender access to "**Staff Read Only**" policies must be strictly prohibited.
- C. When so authorized by the Secretary to respond to emergencies or other special circumstances, the Policy Analyst may use different procedures from those prescribed herein for the review of new or revised IMPPs by issuing an emergency IMPP or a Policy Memorandum.
1. The Policy Memorandum must only be considered for issuance under the following circumstances:
 - a. There is a need to draw immediate and special attention to the revisions, and such could not reasonably be ensured within the context of simply revising the existing document; or,
 - b. The issue of the memorandum is to have only very temporary effect, and the full force and effect of the original IMPP is to return at some relatively near point in time.
 2. The Policy Memorandum Template (Attachment E) must be used and written in a standardized format.
- D. The Policy Analyst must maintain the IMPP History Files for all KDOC IMPPs.
1. Staff must be permitted to review IMPP History Files upon request, but physical copies of IMPP History Files must not be removed from the Policy Unit without express permission of the Policy Analyst.

IV. Annual Review of IMPPs

- A. The Policy Analyst must ensure that all IMPPs are reviewed at least once per year.
1. All other departmental written procedures and practices (e.g., General Orders, etc.) must be reviewed annually by the appropriate System Management Team Member and revised as needed. (ACO 2-1A-17, 2-2A-29)
- B. The last effective date of each IMPP must be used in developing the IMPP Annual Review Schedule(s).
1. Each policy listed on the IMPP Annual Review Schedule(s) must list an endorsing Management Team Member (MTM) for each policy.
 - a. The MTM must be the point of contact for the Policy Analyst and for any inquiries related to the policies assigned to him/her.
 - b. The endorsing MTM may designate up to three (3) employees to serve on a Policy Review Team (PRT).
 - (1) One (1) of the three (3) PRT members may be designated as the chairperson.
 - (2) If the endorsing MTM does not designate a chairperson, all inquiries regarding the policy must be directed to him/her.
 - c. Any policy revisions submitted to the Policy Analyst by staff who is not the endorsing MTM, or the PRT chairperson must be forwarded to the endorsing MTM and/or PRT chairperson to decide whether the revisions need to be made immediately or the revisions will be taken up at the time of the IMPPs annual review.
 2. The IMPP Annual Review Schedule(s) must be posted on the KDOC intranet IMPP site.
- C. The Policy Analyst must notify via email all endorsing MTM and PRT members of policies scheduled for annual review at least 60 days prior to their anniversary month.

1. Once notification is received, the endorsing MTM and PRT members must be responsible for reviewing each of the IMPPs listed.
 - a. The Policy Review Worksheet and Policy Revision Cover Sheet (Attachment D) must be completed for each policy being reviewed.

D. Endorsing MTM and PRT review decision.

1. If the reviewed policy requires revisions, the endorsing MTM or the PRT Chairperson must submit via email, at least 30 days prior to the policy's anniversary month the following to the Policy Analyst:
 - a. The completed Policy Review Worksheet and Policy Revision Cover Sheet (Attachment D); and
 - b. The revised policy in redline and strike-through format.
2. If the reviewed policy is to be revoked, the endorsing MTM or the PRT Chairperson must submit the following to the Policy Analyst via email, at least 30 days prior to the anniversary month of the policy:
 - a. The completed Policy Review Worksheet and Policy Revision Cover Sheet (Attachment D); and
 - b. The completed Notice of Revocation (Attachment C).
3. If the reviewed policy requires no revisions at this time, the endorsing MTM or the PRT Chairperson must submit via email, the following to the Policy Analyst via email, at least 30 days prior to the anniversary month of the policy:
 - a. The completed Annual Policy Review Worksheet and Revision Cover Sheet (Attachment D); and
 - b. The completed Statement of Annual Review (Attachment F) indicating the annual review has been completed and no changes are proposed.

V. **Kansas Administrative Regulations (KARs)**

- A. The Chief Legal Counsel, as the Secretary's designee, must be the responsible for drafting and disseminating KARs.
- B. The Chief Legal Counsel or designee must ensure that all employees, contract staff, volunteers, and when appropriate, offenders, must have access to or are the recipients of relevant new or amended Kansas Administrative Regulations, prior to their implementation. (ACO 2-1A-17, 2-1A-16, 2-1A-20, ACI 3-4013, 3-4015, APPFS 3-3019, 3-3020)
- C. Any DOC employee or organizational group may initiate a proposal for a new regulation, or to revise or revoke an existing one. (ACI 3-4004)
 1. Such a proposal must be created in digital format and must be advanced through established lines of authority within the employee's or group's work facility/office.
 - a. If the proposal is a revision of an existing regulation, the draft must 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 may be submitted, as defined herein.

2. The proposal may be modified or rejected only by the appointing authority or designated staff member, who may consider any employee/group recommendation.
 3. If approved, the appointing authority or designee must:
 - a. Submit proposals for new regulations from facilities and parole regional directors to the appropriate Management Team Member (MTM) or designee for consideration, review, and approval; or
 - b. Submit proposals for new regulations governing administration of community corrections programs submitted by directors of programs to the Deputy Secretary for Community and Field Services for consideration, review, and approval.
 - c. Each MTM must establish a process for ensuring that endorsed proposals are forwarded in the proper format, and in a timely manner, according to the procedures outlined herein.
 4. The MTM must submit endorsed KAR proposals to the Chief Legal Counsel or designee for consideration, review, and approval.
 5. Once a new or revised administrative regulation is approved by the Secretary, the Chief Legal Counsel or designee must submit the proposed regulation for approval through established procedures for executive and legislative review and approval.
 - a. The Chief Legal Counsel or designee may make such technical changes in the regulation during this review and approval process as are necessary to respond to concerns raised by the Department of Administration or Attorney General.
 - (1) If the changes are technical and not substantive in nature, the Chief Legal Counsel or designee need not notify the Secretary and other staff.
 - (2) If the changes are substantive in nature, the Chief Legal Counsel or designee must notify the Secretary.
- C. Annual Review of Kansas Administrative Regulations (KARs).
1. All regulations in Chapters 44, 45, and 123 of the KARs must be reviewed on an annual basis by the Chief Legal Counsel and/or designee.
 - a. The annual review of Chapters 44, 45, and 123 of the KARs must occur throughout the calendar year by the Chief Legal Counsel or designee based upon the anniversary of their last date of issue.

VI. General Order and Post Order Development and Review

- A. As provided in IMPPs 01-127D and 12-102D, the Wardens and Superintendent may issue General Orders and Post Orders for purposes of establishing local procedures and practices consistent with departmental policies and regulations. (4-JCF-6A-15)

VII. This IMPP serves as final policy in all departmental facilities, and no General Orders must 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

K.S.A. 75-5251, 75-5256

K.A.R. 1-2-9

Executive Order 00-03

IMPP 01-127D, 12-102D

ACO 2-1A-04, 2-1A-05, 2-1A-06, 2-1A-07, 2-1A-14, 2-1A-15, 2-1A-16, 2-1A-17, 2-1A-20, 2-2A-29

ACI 3-4003, 3-4004, 3-4013, 3-4015

APPFS 3-3005, 3-3006, 3-3019, 3-3020

4-JCF-6A-08; 4-JCF-6A-15

HISTORY

03/05/2014 Original (Consolidation of KDOC 01-101 and JJA 01-106)

ATTACHMENTS

| Attachments | Title of Attachment | Page Total |
|--------------------|---|-------------------|
| A | IMPP Development Guide | 6 pages |
| B | IMPP Template | 1 page |
| C | Notice of Revocation | 1 page |
| D | Policy Review Worksheet and Policy Revision Cover Sheet | 2 pages |
| E | Policy Memorandum Template | 1 page |
| F | Statement of Annual Review | 1 page |



IMPP DEVELOPMENT GUIDE

All KDOC IMPPs must be written according to the procedures and standard formats outlined in this guide.

Policy Formatting Requirements

I. Margins

- A. Policies must be drafted for a standard 8.5" x 11" page using .75" for the left margin, .7" for the right margin, and top margin of .4" and bottom margins of .6". Except for section hearings, captions and page headers, text must be black Arial 10 pt., right-justified.

II. First Page Header

¹  ² **INTERNAL MANAGEMENT POLICY & PROCEDURE**

Department of Corrections

³**Applicability:** Adult Operation Only JUVENILE Operations Only DEPARTMENT-WIDE

⁴**IMPP #:**

⁵**PAGE #:**

⁶**[CHAPTER and SUBJECT]**

^{7a}**Original Date Issued:** _____ ^{7b}**Replaces IMPP Issued:** _____ ^{7c}**CURRENT EFFECTIVE DATE:** _____

⁸**Approved By:** _____, Secretary ⁹**Next Scheduled Review:** mm/yyyy

A. The header must include:

1. The Kansas Department of Corrections (KDOC) Logo;
2. Title – Internal Management Policy & Procedure
3. Applicability: The applicability of the policy must be indicated by a capital letter "X" in bright red font
4. IMPP #: The first two (2) digits identify the policy chapter number, followed by the sequential number of the policy within the chapter. Every IMPP number must be followed by a letter as follows:
 - a. **XX-XXXX** – policy applies to **ADULT** Operations Only
 - b. **XX-XXXJ** – policy applies only to **JUVENILE** Operations Only
 - c. **XX-XXXD** – policy applies to **DEPARTMENT-WIDE** operations
5. Page #: The number of pages, excluding attachments, in the policy.

6. Chapter and Subject: The policy chapter title must be entered in all capital letters, following by the policy title. Policy titles must be presented using the Title Case. Policy titles are to be concise. Do not include the words "CHAPTER and SUBJECT".
7. Issued Dates:
 - a. Original Date Issued
 - b. Replaces IMPP Issued date, and
 - c. Current Effective Date.
8. Signature line for the Secretary.
9. Next scheduled review.

III. POLICY STATEMENT

- A. The "POLICY STATEMENT" must state what action is to be taken and the rationale for the policy by using several short and complete sentences instead of long, complex ones.
 1. Policy Statements must be limited to two (2) or four (4) sentences and must not include procedures.

IV. DEFINITION(S)

- A. The "DEFINITION" section contains only those key words or phrases used within the IMPP to be defined that:
 1. Are not commonly understood;
 2. Need further explanation; or
 3. Have a specific meaning.
- B. The Online IMPP Glossary provides guidance for terms to be used in policies and is available on the department's intranet under the IMPP page.
 1. Where an acceptable definition is already in use in existing policies, that definition must be used in a new or revised policy.
- C. Words or phrases being defined must be written in Title Case, underlined, and followed by a colon which is not underlined, and two (2) spaces, followed by the definition.
 1. Definitions are to be in complete sentences, if applicable, but must not include procedures.
 2. Examples:
 - a. Bona Fide Occupational Qualification (BFOQ): For purposes of this policy, any prerequisite that has been demonstrated valid as a minimum qualification for assignment to a specific post and is reasonably necessary to the normal operation of the facility or office in compliance with the provisions of Title VII.
 - b. Manager of Equal Employment Opportunity (EEO) and Affirmative Action (AA): The staff member assigned to the Central Office Human Resources Division who is responsible for the administration of the Department's EEO and AA Programs.
- D. If no definitions are necessary, state "None."

V. PROCEDURES

- A. The “PROCEDURES” section must outline in detail the procedures to be followed.
 - 1. Procedures must be presented in outline style to provide clear and concise standards of communication in the following outline format:

I. Major topic (Upper case Roman numerals) in bold print.

- A. (Upper case letters)
 - 1. (Arabic numerals)
 - a. (Lowercase letters)
 - (1) (Arabic numerals inside parentheses)
 - (a) (Lowercase letters inside parentheses)
 - i. (Lowercase Roman numerals)
- B. Each outline level must be single-spaced, with double spacing between outline levels.
 - 1. Each outline level must be indented five (5) spaces, and text must begin five (5) spaces after the outline number.
 - a. Use margin and tab settings to indent, not the space bar.
 - b. Do not use periods after or within parentheses when numbering outline levels.
- C. Procedures must be in direct, simple, complete sentences stating the specific actions to be taken (how) and by whom.
 - 1. Indicate the individual or unit responsible for the action and state the extent to which discretion is allowed.
 - a. Use descriptive titles (e.g. “chief of security”)
 - 2. Procedures must be written in an “active voice”, using the terms “must” and “must not” to indicate what is mandatory.
 - a. To indicate that a procedure is permissive and allows for discretion, use the term “may”.
 - b. Avoid the use of the terms “will” and “should”.
 - c. To avoid creating legal rights, include provisions for exceptional circumstances.
 - 3. Use the terms like:
 - a. “Facility”; not “institution”, “institutional”, or “prison”.
 - b. “Corrections” or “correctional”; not “penal”.
 - c. “Offender”; not “inmate”, “juvenile”, “youth”, or “resident”.
- D. Applicability Exceptions
 - 1. In some instances, a policy will generally be applicable to all operations of the Department, but a specific provision will require different treatment for adult and juvenile operations.

- a. In such cases, the procedures relating to adult operations must be set forth first, preceded by the word “ADULT” in bold capital letters.
- b. The procedures relating to juvenile operations must be set forth in the subsection after the adult provision, preceded by the word “JUVENILE” in bold capital letters.
- c. Example:
 - 1. Text of general policy provision.
 - a. **ADULT:** text of the adult-specific version of the policy provision.
 - (1) Include any subsections applicable to adult procedures.
 - b. **JUVENILE:** Text of the juvenile-specific version of the policy provision.
 - (1) Include any subsections applicable to juvenile operations.

E. “Exclusive Policy” Provision

- 1, If the policy can serve as policy for all KDOC facilities without allowances for facility differences, the following statement must be included, in bold print, as the final Roman numeral topic at the end of the “PROCEDURES” section:
 - a. **“VII. This IMPP must serve as final policy in all departmental facilities, and no General Orders must be allowed on this subject.”**

VI. NOTE section

- A. The following “NOTE” must follow the “PROCEDURES” section of all policies:

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and 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 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.”

VII. REPORT(S)

- A. Any report(s) that are required on a regular basis must be listed in this section.
- 1, Specify the report, who is responsible for preparation of the report, to whom the report is submitted to, and the time schedule for the required report.
 - a. Example:

| <u>Name/Type of Report</u> | <u>By Whom/To Whom</u> | <u>Due</u> |
|------------------------------|---|------------|
| Maintenance Inspection Sheet | Chief of Security to Appointing Authority | Monthly |

- B. If no reports are required, state “None”.

VIII. REFERENCE(S)

A. The "Reference(s)" section must list all citations to any official documents, statutes, regulations, policies and accreditation standards that serve as foundations of the policy or are referenced within the policy.

1. The reference(s) must be listed in descending order of rank.

a. Example:

K.S.A.
K.A.R.
Executive Order
IMPPs
ACO
ACI
APPFS
JCF

B. If no references are used within the policy, state "None".

IX. HISTORY

A. The "History" section must list the dates when the policy is first implemented and each time it is revised.

1. Example: MM/DD/YEAR Original (New)
MM/DD/YEAR Revised-1

2. Example: MM/DD/YEAR Original (Consolidation of KDOC IMPP XX-XXX and JJA IMPP XX-XXX)
MM/DD/YEAR Revised-1

IX. ATTACHMENT(S)

A. Each attachment must be listed by:

1. Capital letters;
2. Title of Attachment; and
3. The number of pages of each attachment.

B. Example

| Attachments | Title of Attachment | Page Total |
|--------------------|----------------------------|-------------------|
| A | Title | 1 page |
| B | Title | 2 pages |
| C | Title | 3 pages |

C. If no attachments are necessary, state "None".

XI. Other General Policy Guidelines

A. Paper Color

1. Printed copies of policies must conform to the following requirements:

a. IMPPs – standard white paper, except for "Staff Read Only" policies.

- b. Staff Read Only – light yellow paper.
- c. Policy Memorandum – light pink paper.

B. Subsequent Page Headers

- 1. Each subsequent page of a policy must contain a page header.

- a. Example:

Page # of #, IMPP ##-###_
Effective ##-##-##

- 2. All attachments must have a header in the upper righthand corner indicating the number of pages in the attachment, the identifying letter of the attachment, the policy number and the current effective date.

- a. Example:

Page # of #, Attachment __, IMPP ##-###_
Effective ##-##-##

C. **STAFF READ ONLY** Policies

- 1. On Staff Read Only policies, **STAFF READ ONLY** must be centered on the first page underneath the header in bold capital letters, highlighted in “yellow” and before the “POLICY STATEMENT” SECTION.

- a. Example:

STAFF READ ONLY

- 2. Staff Read Only headers must have on every subsequent page **STAFF READ ONLY** in bold capital letters, highlighted in “yellow” in the upper left-hand corner along with the number of pages, IMPP number and effective date in the right-hand corner.

- a. Example:

STAFF READ ONLY

Page # of #, IMPP ##-###_
Effective ##-##-##

- 3. Staff Read Only attachment headers

- a. Example:

STAFF READ ONLY

Page # of #, Attachment __, IMPP ##-###_
Effective ##-##-##



INTERNAL MANAGEMENT POLICY & PROCEDURE

Applicability: Adult Operation Only JUVENILE Operations Only DEPARTMENT-WIDE

IMPP #: __-__

PAGE #: 1 of __

(CHAPTER and TITLE)

Original Date Issued: __-__-__ Replaces IMPP Issued: __-__-__ **CURRENT EFFECTIVE DATE:** __-__-__

Approved By: _____, Secretary Next Scheduled Review: mm/yyyy

POLICY

DEFINITIONS

PROCEDURES

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

REFERENCES

HISTORY

ATTACHMENTS

| Attachments | Title of Attachments | Page Total |
|-------------|----------------------|------------|
| A | Title | 1 page |



INTERNAL MANAGEMENT POLICY & PROCEDURE

Applicability: Adult Operation Only JUVENILE Operations Only DEPARTMENT-WIDE

IMPP #:

PAGE #:

(CHAPTER & SUBJECT)

Original Date Issued: _____ Replaces IMPP Issued: _____ **CURRENT EFFECTIVE DATE:** _____

Approved By: _____, Secretary

NOTICE OF REVOCATION

Example 1:

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

Example 2:

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

POLICY REVIEW WORKSHEET and POLICY REVISION COVER SHEET

Please complete and submit this document. Use additional pages if needed. The information provided will assist in the annual review and processing of the policy; it will be shared with the System Management Team members who review the proposal for a new policy, revision of the current policy or the revocation of the policy; it will be presented to the Secretary when the final version of the policy is submitted for signature; and it will be added to the IMPP history file.

IMPP #: **STAFF READ ONLY:** **Yes** **No** **Date Reviewed:**

Chapter and Subject:

PART A. POLICY REVIEW WORKSHEET: **New Policy** **Annual Review**

Name(s) of Person(s) Conducting the Review:

SECTION I. POLICY REVIEW QUESTIONS

| A. NEED | N/A | Yes | No |
|---|------------|------------|-----------|
| Is the policy necessary to comply with statues, regulations, rules, standards? | | | |
| Is the policy obsolete, duplicative, or ambiguous to a degree that warrants repeal or revision? | | | |
| Is the policy broader than necessary to accomplish its purpose or objective? | | | |
| Is the policy suitable for placement in a new or existing IMPP? | | | |
| COMMENTS: | | | |
| B. CLARITY | N/A | Yes | No |
| Is the policy written and organized in a clear and concise manner, so it can be readily understood by those to whom it applies? | | | |
| Is the policy too long (exceeds eight [8] pages excluding attachments)? | | | |
| COMMENTS: | | | |
| C. COSTS | N/A | Yes | No |
| Have the benefits of the policy been considered in relation to its costs? | | | |
| Do the benefits of the policy exceed the costs of the policy? | | | |
| COMMENTS: | | | |
| D. FAIRNESS | N/A | Yes | No |
| Does the policy result in equitable treatment of those required to comply with it and those affected by the policy in other ways? | | | |
| Has the policy been effective in achieving the purpose for which it was established? | | | |
| COMMENTS: | | | |
| E. EFFECTIVENESS | N/A | Yes | No |
| Has the policy been effective in achieving the purpose for which it was established? | | | |
| COMMENTS: | | | |

SECTION II. POLICY REVIEW TEAM DECISION

| | | | |
|---------------------|----------------------------------|----------------------------------|---|
| Policy needs to be: | <input type="checkbox"/> Revised | <input type="checkbox"/> Revoked | <input type="checkbox"/> No Revisions Needed at This Time |
|---------------------|----------------------------------|----------------------------------|---|

PART B. POLICY REVISION COVER SHEET: **New Policy** **Policy Revision** **Revocation**

| | | | |
|--|--|--|--|
| Endorsing Management Team Member: | | Endorsing Management Team Member's Signature: | |
|--|--|--|--|

| | | | |
|---------------------------------------|--|-----------------------|--|
| Policy Review Team Chairperson | | Telephone No.: | |
|---------------------------------------|--|-----------------------|--|

SECTION III. POLICY REVISION QUESTIONS

| | | | |
|--|------------|------------|-----------|
| A. RELATED POLICES | N/A | Yes | No |
| Are there any related policies that will be impacted by the revisions being proposed to this policy? | | | |
| If "Yes", list all related policies and how the proposed revision(s) will impact them. | | | |

| |
|---|
| B. SUMMARY. Provide a summary describing the nature of the proposed revision(s) and the reason(s) for revising the policy. |
|---|

| | | | |
|---|------------|------------|-----------|
| C. RATIONALE FOR PROPOSED REVISION(S). For each section of the policy, provide details about proposed revisions. | | | |
| 1. POLICY STATEMENT. | N/A | Yes | No |
| Has the mission of the Department changed such that the current POLICY is either inadequate or inaccurate? | | | |
| Is the current IMPP inadequate as to performing the required functions indicated within the POLICY ? | | | |
| If "Yes" to either of the above questions, explain why the POLICY STATEMENT needs to be revised, the desired result and the consequence(s) of not making the proposed revisions. | | | |

| | | | |
|--|------------|------------|-----------|
| 2. DEFINITIONS | N/A | Yes | No |
| Do the DEFINITIONS within the IMPP require revision? | | | |
| Are new DEFINITIONS required? | | | |
| Was the Department's Online IMPP Glossary searched for existing DEFINITIONS ? | | | |
| Explain why new or revised DEFINITIONS are needed. | | | |

| | | | |
|--|------------|------------|-----------|
| 3. PROCEDURES | N/A | Yes | No |
| Do existing PROCEDURES need revising? | | | |
| Are new PROCEDURES required? | | | |
| If "Yes" to either of the above questions, describe what would be achieved by implementing the proposed changes. | | | |

| | | | |
|---|------------|------------|-----------|
| 4. REPORTS | N/A | Yes | No |
| Do existing REPORTS need to be modified? | | | |
| Are additional REPORTS required? | | | |
| If "Yes" to either of the above questions, described what would be achieved by implementing the proposed revisions and the consequence(s) for not doing so. | | | |

| | | | |
|---|------------|------------|-----------|
| 5. ATTACHMENTS | N/A | Yes | No |
| Do ATTACHMENTS need to be revised? | | | |
| Are new ATTACHMENTS required? | | | |
| If "Yes" to either of the above questions, describe what would be achieved by implementing the proposed revision(s) and the consequence(s) of not doing so. | | | |



INTERNAL MANAGEMENT POLICY & PROCEDURE

Policy Memorandum¹

Policy Issuance #:

Is **STAFF READ ONLY**

Is for Both Staff and Offenders

Effective Date:

Expiration Date² (required):

Addresses subject matter for which an IMPP will be forthcoming and assigned to Chapter ___ of the IMPP manual.

Amends or modifies existing IMPP #

Elaborates on the contents of IMPP #

Secretary of Corrections

Date

¹Note: To keep your IMPP Manual current, please place this Policy Memorandum in your manual at the appropriate location. If the memorandum addresses subject matter for which an IMPP will be forthcoming, place this issuance before the first IMPP in the Chapter indicated. If the memorandum addresses an existing IMPP, the issuance should be placed in front of the existing policy. If this memorandum is for both staff and offenders, it shall be immediately posted.

²Unless another Policy Memorandum or IMPP on this subject is issued, the requirements contained herein have no force and effect after the indicated expiration date.



INTERNAL MANAGEMENT POLICY & PROCEDURE

Applicability: Adult Operation Only JUVENILE Operations Only DEPARTMENT-WIDE

IMPP #:

PAGE #:

(CHAPTER & SUBJECT)

STATEMENT OF ANNUAL REVIEW

The above-referenced IMPP issued effective __ - __ - __ was reviewed during the month of MM/YYYY in accordance with IMPP 01-101D. At the time of this annual review, the Policy Review Team determined:

No change and/or modification to this IMPP are necessary at this time and the IMPP shall remain in effect as issued on the above stated date.

The next scheduled review of this IMPP is MM/YYYY.

This Statement of Annual Review Shall be placed in front of the referenced IMPP in all policy manuals.

Policy Review Team Chairperson

Date

Endorsing Management Team Member

Date

Secretary of Corrections

Date