

# KANSAS DEPARTMENT OF CORRECTIONS

	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	SECTION NUMBER	PAGE NUMBER
		01-120	1 of 3
		SUBJECT:	
		ADMINISTRATION: Establishment, Maintenance, Disposition, Inventory, and Audit of Facility Real Estate Records	
Approved By:    <b>ISI</b>  Secretary of Corrections		Original Date Issued:	03-01-01
		Current Amendment Effective:	03-01-01
		Replaces Amendment Issued:	N/A
Reissued By:		The substantive content of this IMPP has been reissued as per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature.	
 Policy & Procedure Coordinator		Date Reissued:	05-20-11

## POLICY

The warden of each facility shall ensure that all real estate held by the facility, whether owned or leased, is accurately documented, recorded, and inventoried in accordance with the policy and procedures set forth in this document, and that such documentation is maintained in concert with the pertinent provisions of both the Kansas State Records Board's Schedule for Public Records Retention and Disposition and K.S.A. 75-3515 and 75-3516. Additionally, such inventory requirements as are established by the Director of Accounts and Reports pursuant to K.S.A. 75-3516(c) shall be met by each warden or designee. Wardens shall designate a specific staff member to develop, coordinate, and maintain this information, and to meet any reporting or auditing requirements related to land.

## DEFINITIONS

None.

## PROCEDURES

### I. Establishment and Maintenance

- A. The warden of each facility shall be responsible for any and all real estate, whether the land is owned or leased, held by that particular facility, and shall ensure that appropriate real estate records are established and maintained as required by statute, Kansas Department of Administration regulations, this document, and local ordinance.

### II. Disposition

- A. The warden of each facility shall ensure that all real estate records secured under their purview are properly retained and correctly disposed of in accordance with Kansas State Records Board's Schedule for Public Records Retention and Disposition, K.S.A. 75-3515 and 75-3516, and all applicable provisions of this document.
- B. For land, which is owned by the Department (or which is owned by the state and under the Department's direct control), the affected warden or his/her designee shall ensure that the following state agency requirements contained in K.S.A. 75-3516 are met.

1. Maintain custody of real estate deeds, abstracts of title, title insurance policies, and all other original instruments (such as easements, covenants, severed mineral rights, etc.) relating to real estate transactions.
  2. Ensure that all real estate deeds are recorded with the register of deeds of the county where the real estate is located, as well as other instruments required by law to be recorded.
- C. For each lot, tract, or parcel which is owned, controlled or leased/subleased by the Department, wardens or their designees shall maintain basic inventory information, including: acreage, legal description, maps/drawings, use and purpose, statutory citations that are specific to individual parcels (For land owned by the Department, also maintain any other information required by Accounts and Reports for meeting its land inventory responsibilities under 75-3516.)
- D. Wardens or their designees shall maintain other documentation which has a bearing on KDOC land use or land management practices, including, but not limited to:
1. Known environmental problem areas;
  2. Flood plain management requirements;
  3. Any applicable zoning requirements/restrictions;
  4. Permits issued by local, state or federal agencies that impact land use (such as water use rights);
  5. Any studies or reports which assess KDOC land-related resources and that have land use implications; and,
  6. The real property tax status, including tax payments or exemptions from taxes.
- E. The warden or designee shall maintain all land-related lease or interagency agreements to which the Department is a party.
1. Lease/use agreements should include acreages involved and, wherever possible, include descriptions that can be correlated in whole or in part with legal descriptions of land parcels.
  2. In those cases where the department leases land to a private entity, documentation shall also be maintained on the RFP and bid award process, taxes owed and paid by the lessee, lease proceeds, etc.
  3. Examples of agreements to be maintained include: KDFA lease/sublease agreements; agreements with other local, state or federal agencies that specifically involve use of land; lease agreements with farmers; and lease agreements with private industries for use of buildings on state-owned property.

### **III. Inventory and Audit**

- A. The warden of each facility or designee shall ensure that all real estate under their charge is properly inventoried in accordance with any existing directives, regulations and/or policies issued by the Secretary of Administration, and/or the Director of Accounts and Reports.
- B. Audits of real estate shall occur in compliance with appropriate schedules established by the Secretary of Administration and the Director of Accounts and Reports.

### **IV. General Orders**

- A. As required, the warden of each facility shall issue General Orders to carry out the provisions of this IMPP.
- B. At a minimum, such orders shall, consistent with the requirements of this document, set forth procedures specifying the types of documents to be established and maintained, the staff person or persons assigned the responsibility for the establishment and maintenance of those documents, and any other specifics required to fulfill the requirements of this IMPP.

**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. 75-3515 and 75-3516

**ATTACHMENTS**

None.