



INTERNAL MANAGEMENT POLICY & PROCEDURE


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

IMPP #: 11-102A

PAGE #: 1 of 8

DECISION MAKING: Resident Admissions, Scheduling, Processing, and Orientation

Original Date Issued: 04-04-23 Replaces IMPP Issued: N/A **CURRENT EFFECTIVE DATE: 04-04-23**

Approved By: , Secretary Next Scheduled Review: 10/2025

POLICY

Admissions to departmental custody shall be scheduled by the Admission and Transportation Coordinator and handled in accordance with the procedures established herein.

All residents shall be received and processed in a way that ensures the legality of their commitment, the appropriateness of the facility to which they are assigned, and the maintenance of facility security. All admissions and/or inter-facility transfers shall receive orientation.

Coordination between KDOC and the Contract medical personnel is essential to ensure that medical issues are considered and needed services/facilities are available before specific facility placements are authorized.

DEFINITIONS

Admission: Any resident or post-incarceration supervision conditions violator received at a KDOC facility from another jurisdiction. Residents being returned to custody in pre-revocation status are considered admissions.

Admission and Transportation Coordinator: An employee designated by the Secretary to serve as the coordinator of all admissions to departmental custody.

Condition violator: Any resident released on post-incarceration supervision who has violated conditions of release without committing a new offense and who is being returned to a KDOC facility for violation of the conditions of the release.

Holdover: Temporary placement of a resident in a correctional facility until transfer arrangements are completed.

In absentia admission: A resident who had been serving a Kansas sentence and another jurisdiction's sentence concurrently in the other jurisdiction, who, having completed the other sentence, is admitted into the custody of the Secretary of Corrections.

Local authorities: The clerk of the district court, sheriff, or sheriff's designee assigned the responsibility for coordinating the movement of felony residents from county custody to the custody of the Secretary of Corrections.

Post-incarceration supervision: The supervision of residents for any type of release from a KDOC facility, to include release to parole, conditional release, and post-release supervision.

Pre-revocation status: The status of a resident on post-incarceration supervision who has signed a diversionary agreement with the parole officer to enter into and successfully complete a specific program at a designated correctional facility in lieu of revocation.

Re-admissions: Residents committed to the custody of the Secretary of Corrections who have previously been admitted to a Department facility and for whom a KDOC resident number has previously been assigned.

PROCEDURES

I. Admissions Scheduling

- A. Except for interstate compact transfers and residents returned from court hearings, as provided in III.E. of this IMPP, all admissions to KDOC custody shall be arranged through and by the Admission and Transportation Coordinator.
 - 1. For new court commitments and probation violators remanded to the KDOC, commitment packets shall be submitted to the Sentence Computation Unit for review, approval, and certification.
 - a. Journal entries and sentence computation shall be reviewed for accuracy by the Sentence Computation Unit, and journal entries and commitment packets shall be imaged by the Unit.
 - 2. Once approved, the transport shall be coordinated between the holding jurisdiction and the Admission and Transportation Coordinator.
- B. Residents committed to the custody of the Secretary of Corrections shall be admitted to a Department facility within four (4) days of receipt of notice from local authorities, unless requested by the jurisdiction to extend the four (4) day requirement.
 - 1. Notice received by telephone shall be considered sufficient for the purpose of scheduling an admission.
 - 2. Weekends and holidays shall not be included as part of the four (4) day limitation.
 - 3. 7:30 a.m. to 3:00 p.m. Monday through Friday shall be designated as the only acceptable time for scheduling admissions.
- C. All male residents committed to the Secretary shall be admitted to El Dorado Correctional Facility, Reception and Diagnostic Unit (EDCF-RDU).
 - 1. In rare cases causing safety and/or security risks by processing through El Dorado Correctional Facility, a male resident may process through another facility designated by the Secretary of Corrections to complete the RDU process, at the approval of the Secretary of Corrections.
- D. All female residents committed to the Secretary shall be admitted to the Topeka Correctional Facility, Reception and Diagnostic Unit (TCF-RDU).

II. In absentia Admissions Procedure

- A. When an in absentia resident is ready to be returned or admitted to a KDOC facility after serving a sentence in another jurisdiction the following admission procedure shall apply:
 - 1. When contacted by personnel from the holding facility of the other jurisdiction, the Central Office Facility Management Division shall request the following information:
 - a. The name, number, and status of the in absentia resident;
 - b. The anticipated release date from the holding jurisdiction and/or the date the resident must be taken into KDOC custody;

- c. Any known medical or behavior problems the resident may have; and,
 - (1) If medical or behavioral problems are known to exist, the name and telephone number of the other jurisdiction's medical contact person.
 - d. The name and phone number of the contact person at the holding facility.
2. The Admission and Transportation Coordinator shall:
- a. Contact the local authorities in the holding jurisdiction to make arrangements for the return of the resident to Kansas;
 - b. Notify the appropriate RDU Records Office of the following:
 - (1) The resident's name, number and status;
 - (2) The date the resident will be admitted to the appropriate RDU; and,
 - (3) Any known medical or behavior problems the resident may have and the name and telephone number of the other jurisdiction's medical contact person.
 - c. Notify the Health Services Administrator of any known medical and/or behavioral problems and the information regarding a medical contact person in the other jurisdiction, if available; and,
 - d. Assign transportation personnel to transport the resident to appropriate RDU.

III. Re-admissions

- A. Post-incarceration supervision residents on pre-revocation status shall be placed in designated pre-revocation minimum-security facilities.
- B. Condition violators shall be admitted according to the following procedures:
 - 1. Parole Directors or designated staff shall be responsible for notifying the Admission and Transportation Coordinator within one (1) working day after determining that a condition violator is available for return to department custody. Notification may be made via a transportation memo.
 - a. The Admission and Transportation Coordinator shall ensure, provided bed space is available, that the condition violator is transferred to a KDOC facility within five (5) days of notification from the Parole Director or designee.
 - 2. The Admission and Transportation Coordinator shall be responsible to:
 - a. Contact local authorities in the jurisdiction holding the condition violator to make arrangements for the condition violator's return.
 - b. Assign Transportation Unit staff to transport the condition violator to an appropriate facility, or to a holdover facility until transfer to an appropriate facility can be arranged.
 - c. Notify the appropriate RDU Records Office of the following:
 - (1) The condition violator's name, number, date of birth, and post-incarceration supervision status;
 - (2) The date the condition violator must be taken into custody;

- (3) The reason(s) for the return of the condition violator to KDOC custody, if known; and,
 - (4) Any known medical, behavioral problems and/or gang affiliations of the condition violator.
 - d. Notify the Health Services Administrator of any known medical and/or behavioral problems and the information regarding a medical contact person in the other jurisdiction, if available.
- 3. The affected RDU shall forward the above information to the appropriate facility's Records Office.
- 4. The Admission and Transportation Coordinator shall schedule the pick-up of condition violators at the earliest possible date, utilizing either facility transportation staff/vehicles or the Department Transportation Unit.
- C. Violators of post-incarceration supervision conditions with new sentences shall be processed as is any new admission, per provisions of Section I. of this IMPP.
- D. Probation violators who have not previously been in the custody of the Secretary of Corrections, or who have been released to probation status by court order shall be admitted/readmitted per the provisions of Section I. of this IMPP.
- E. Returns from Court Hearings
 - 1. Residents who are released to local authorities for a court hearing shall ordinarily be re-admitted to the facility from which they were released.
 - a. Arrangements for such admissions shall be made directly between local authorities and the facility staff responsible for coordinating transfers.
 - 2. When notified by local authorities that a resident who was released for a court hearing is ready for return to KDOC custody, facility Records Office personnel shall ascertain from local authorities whether;
 - a. The resident presented any management problems while in local custody, and
 - b. Additional sentences were imposed.
 - (1) If additional KDOC sentences were imposed, facility staff shall notify the KDOC Sentence Computation Unit so that follow up can be made with the sentencing county.
 - 3. If it is determined that the re-admission of the resident to a minimum security facility is inappropriate for security reasons, the warden of the minimum security facility involved, or his/her designee, shall present the matter to the Admission and Transportation Coordinator who shall arrange for the resident's re-admission to a high custody level facility.

IV. Admission Processing

- A. Upon a resident's admission the following actions shall be completed:
 - 1. The resident's status regarding active detainers shall be determined from available information.

2. Determination of resident's country of citizenship: During the admission process at the Reception Center, an inquiry shall be made of each resident to determine the resident's country of citizenship.
 - a. If a resident claims not to be a citizen of the United States and claims to hold citizenship of a country other than the United States of America, such information shall be immediately provided to the warden or designee.
 - b. The warden or designee shall be responsible to ensure that the appropriate notifications, per provisions of IMPP 11-105A, are implemented in a timely manner.
3. KDOC Resident Number: Before a KDOC number is assigned to the resident, a review shall be made of any inactive records to determine any previous record of admission. If the resident has previously been committed, the original KDOC Resident number shall be used; otherwise, the next unassigned sequential number shall be assigned to the new admission according to the KDOC numbering sequence.
4. Central File: Facility records personnel shall establish a new file or revive an old file for each admitted or readmitted resident in accordance with the provisions of IMPPs 05-103D and 05-104D.
5. Fingerprinting and Photographing: All admitted or readmitted residents shall be fingerprinted and notation made of any identifying marks or other unusual physical characteristics, and photographed in accordance with the provisions of IMPP 12-131A.
6. Identification Badges: Identification badges shall be issued by Admissions and Discharge personnel in accordance with IMPP 12-131A.
7. Medical/Dental/Behavioral Health Intake Screening and evaluation/Assessment: Medical/Dental/ Behavioral health screening and evaluation/assessment shall be completed, in accordance with IMPP 16-102D, 16-107D, and 16-109D.
8. Search and Property Inventory: Admissions and Discharge personnel shall search the resident and the resident's possessions, as well as inventory the property being admitted and request that local law enforcement personnel transport unauthorized property back to the county of commitment for disposal in accordance with IMPP 12-120A.
9. Showering, hair care and delousing: To ensure that residents are clean and devoid of vermin, they shall shower and, when required per physician's orders, be deloused. Haircuts and implements for shaving may be made available subject to security concerns and behavioral health considerations.
10. Provision of State issue clothing and hygiene products: Each resident shall be provided with clean, durable and presentable clothing of the proper size that is suitable to climatic conditions, and such items necessary for maintaining proper personal hygiene in accordance with the provisions of IMPP 12-127D.
11. Orientation: The reception and orientation process shall be fully documented. Facility personnel shall provide each resident with written departmental and facility orientation materials, and document such using the Orientation Checklist (Attachment A).
 - a. The resident shall sign the Orientation Checklist (Attachment A) to acknowledge the topics addressed by the orientation.

- b. When a resident is admitted to a facility or returns to a facility (except for residents returning from court hearings per section III.E. above), the resident shall be provided with updated information on KDOC policies and information on the general orders of the receiving facility and shall sign an orientation checklist at the receiving facility.
 - (1) The orientation for routine admissions shall be completed within one (1) week of admission.
 - (2) Orientation checklists, signed and dated by the resident and staff, shall be placed in the resident's central file.
 - c. Translation services including but not limited to translated versions of the Inmate Rule Book and/or translators/interpreters shall be provided, if necessary, in accordance with IMPP 01-103D to assist the resident in understanding the Rule Book or orientation materials.
12. Assignment to a Housing Unit.
13. Linen and bedding: Housing unit staff shall issue suitable, clean linen and bedding in accordance with provisions of IMPP 12-127D.
14. Evaluation, Testing and Needs Assessment:
- a. To determine the resident's:
 - (1) Educational status and interest;
 - (2) Vocational programming needs;
 - (3) Recreational needs and preferences;
 - (4) Special needs, if any;
 - (5) Custody classification and,
 - (6) Criminogenic risk and needs.
 - b. To recommend programming, housing, and work assignment.
15. If appropriate for the resident, an orientation to the Sex Offender Program (SOP), which includes an explanation of both the treatment and the resident's refusal option, if needed.
16. Summary Admission Report: Reception and Diagnostic Unit staff shall prepare a summary of admission report for all new admissions. The report shall include, at a minimum, the following information:
- a. Account of the legal aspects of the resident's case;
 - b. Summary of the resident's criminal history, if any;
 - c. Resident's social history;
 - d. Resident's medical, dental and behavioral health history;
 - e. Resident's occupational experience and interests;
 - f. Resident's educational status and interests;

- g. Resident's vocational programming;
- h. Resident's recreational preference and needs assessment;
- i. Results of the resident's psychological evaluation;
- j. Staff recommendations regarding the resident;
- k. Pre-institutional assessment information and,
- l. Risk and needs assessment pursuant to IMPP 11-113A.

(1) Residents transferring to HCF or LCF may receive their RDU LSCMI by RDU assessors located at these facilities following transfer.

17. Emergency Information Form: Reception and Diagnostic Unit staff shall collect emergency information for the notification of next-of-kin upon a resident's death, or when a resident is hospitalized for a serious injury or illness.

a. The Emergency Information form, found in the attachments of IMPP 01-114D, shall be completed by the resident as part of the intake process.

18. Disposition of Deceased Resident Body Form: The resident shall be requested to complete this form as per procedure of IMPP 01-114D.

B. A resident may direct the withholding or withdrawal of life-sustaining procedures in a terminal condition by executing a declaration which substantially complies with K.S.A. 65-28,103(c), per provisions of IMPP 16-104D.

- 1. All other provisions of the Natural Death Act, K.S.A. 65-28,102 et seq. shall be complied with by the resident and medical personnel.
- 2. Information regarding this declaration shall be provided during the period when a resident is undergoing evaluation.
- 3. The Health Services Administrator at each facility and the unit teams shall also have the forms available to provide to residents when requested by a resident.
- 4. A copy of any form executed by the resident shall be placed in the resident's file, and the medical record.

V. Medical Clearances

- A. Medical Clearances for admissions/transfers from outside KDOC jurisdiction shall be in accordance with IMPP 16-114D Medical Transfer Screening.

VI. This IMPP must serve as final policy in all departmental facilities, and no General Orders shall be developed or implemented on this subject.

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

KSA 65-28, 102; 65-28-103 (c)
IMPP 01-103D, 01-114D, 05-103D, 05-104D, 11-105A, 11-113A, 12-120A, 12-127D, 12-131A, 16-102D,
16-104D, 16-107D, 16-109D, 16-114D

HISTORY

04-04-23 Original

ATTACHMENTS

Attachment	Title of Attachment	PageTotal
A	Orientation Checklist	1 page

Orientation Checklist

I, _____ have received orientation and/or reading materials
(print resident name and number)

regarding all of the information below and I understand the material.

1. A copy of the current Inmate Rule Book, or an audio version of the book if I am unable to read.
2. The location and accessibility of departmental Internal Management Policy and Procedures (IMPPs) and facility general orders (GOs).
3. The general content of the mission, policies, and procedures of the Department and the facility, and of essential statutes and regulations, including those relating to:
 - a. The admission and testing/evaluation process (RDU only);
 - b. Sentencing computation and good time credits (RDU only);
 - c. Uniform Mandatory Disposition of Detainers Act;
 - d. Program and work assignments;
 - e. Custody classification;
 - f. Review process;
 - g. Transfer procedures;
 - h. State issue clothing, linen and hygiene items;
 - i. Laundry procedures;
 - j. Counts;
 - k. Emergency procedures consistent with security/confinement considerations;
 - l. Food service;
 - m. Service Fees, to include procedures regarding nonpayment of fees;
 - n. Services, privileges, and incentives including, at a minimum:
 - (1) Medical/Dental/Behavioral Health Services: Information about access to health care services, including sick call, shall be communicated orally and in writing to residents in a form and language that they understand upon their arrival;
 - (2) Mail;
 - (3) Telephone usage;
 - (4) Visiting, to include relevant visitation information and assistance in notifying next-of-kin of the resident's admission and current location;
 - (5) Recreation;
 - (6) Canteen;
 - (7) Resident Trust Fund accounts;
 - (8) Religious activities;
 - (9) Library;

Orientation Checklist Continued

- (10) Diplomatic assistance for foreign nationals; and
 - (11) Adjustment counseling.
 - o. Allowable personal property;
 - p. Authorized/Restricted areas;
 - q. Communication with staff and Resident Request Form (Form 9);
 - r. Resident Grievance Process;
 - s. Property/personal injury claims;
 - t. Access to Legal Services for Prisoners;
 - u. PREA orientation materials; and
 - u. Role of the Kansas Prisoner Review Board (KPRB).
4. No Contact With Victims Acknowledgment as follows:
- I acknowledge that I have been told that contacting any victim of my crime of conviction is not allowed. This means no emails, letters or other mail, phone calls, and/or having someone else contact my victim for me ("third-party contact"). If the victim of my crime of conviction wants to have contact with me, the victim must first follow the rules in IMPP 21-106A and contact the Office of Victim Services to request contact. If I contact my victim without first getting permission, I may receive a disciplinary report that includes a Class 1 offense or, in some cases, criminal prosecution. I also may not have contact with any person who has a no-contact order prohibiting me from contact. No contact orders include:
- No contact in a divorce decree
 - Protection from Abuse that names the resident as the defendant
 - Protection from Stalking that names the resident as the defendant
 - Cease Correspondence issued by a KDOC facility
- a. Refusal to sign the checklist will be considered an acknowledgment of IMPP 21-106A.

Resident Signature and Number

Date

Orientation Staff Signature