



INTERNAL MANAGEMENT POLICY & PROCEDURE

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

IMPP #: 02-109D

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HUMAN RESOURCES: Designation of Appointing Authorities

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Approved By: , Secretary Next Scheduled Review: 07/2027

POLICY

To ensure each employee's right to access supervisory authority in matters affecting personnel transactions and to further efficiencies throughout the Department with regard to administration of the Human Resources program, appointing authorities for various agencies, departments and units throughout the Department of Corrections shall be clearly identified. Employees of public or private organizations providing services to the Department of Corrections shall be accountable to the administrative officers of the program in which they work, consistent with provisions of applicable contractual agreements.

DEFINITIONS

Appointing Authority: 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 K.A.R. 1-2-9. Anytime this term is used in this IMPP, it can be read as referring to the "appointing authority or designee".

PROCEDURES

I. Appointing Authorities

- A. The Secretary is the appointing authority for the Deputy Secretaries; Chief Legal Counsel; Human Resources Director; Chief Information Officer; Executive Director of Contracts and Finance, Executive Director of Public Affairs, Executive Director of Programs and Risk Reduction, Director of Enforcement, Apprehension, and Investigation; Director of Victim Services; and support staff under his or her direct supervision.
- B. The Deputy Secretary of Facility Management shall be the appointing authority for all Central Office positions within the Facility Management Division, all warden positions, all non-contract medical staff assigned to the KDOC (Agency 521), and the Kansas Correctional Industry (KCI) Director positions. The Directors of Kansas Correctional Industries shall be the appointing authority(ies) for all KCI positions.
- C. The Deputy Secretary of Juvenile and Adult Community-Based Services shall be the appointing authority for all Central Office positions within the Juvenile and Adult Community-Based Services Division, all superintendent positions and parole directors.
- D. The Chief Legal Counsel shall be the appointing authority for all Central Office positions within the legal and policy section, and all facility attorney positions.
- E. The Chief Information Officer shall be the appointing authority for all Central Office positions within

the IT Division, all facility IT positions, and all IT positions in Parole Services.

- F. The Human Resources Director; the Executive Director of Contracts and Finance; the Director of Victim Services; the Executive Director of Programs and Risk Reduction; the Staff Assistant to the Secretary, and the Director of Public Affairs shall be the appointing authorities for all positions within their respective divisions, offices, sections or units.
- G. With the exception of positions discussed in Section I.B., D., E., and I., and the Human Resources Manager positions, each warden/superintendent shall be the appointing authority for all positions at his or her facility. The warden/superintendent shall share appointing authority responsibility for the Human Resources Manager positions with the Director of Human Resources.
- H. With the exception of positions discussed in Section I.I. parole directors shall be the appointing authorities for all positions under their direct or indirect supervision.
- I. The Director of Enforcement, Apprehension, and Investigation shall be the appointing authority for all positions assigned to the Central Office investigations unit and for all parole special agents and parole special agent supervisors.

II. Oversight of Non-KDOC Programs and Services

- A. Provisions shall be contained in contractual agreements between the Department and contractors and/or other service providers that ensure clear lines of communication and accountability to a designated authority in the Department.

III. 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 offenders 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 offenders, or an independent duty owed by the Department of Corrections to employees, residents, 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.A.R. 1-2-9

HISTORY

03-12-15 Original
01-20-24 Revision 1

ATTACHMENTS

None.