

INTERNAL MANAGEMENT POLICY & PROCEDURE

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

IMPP #: 21-102A

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VICTIM SERVICES: Facility Tours for Victims of Violent Crime

Original Date Issued: 03-14-23 Replaces IMPP Issued: N/A **CURRENT EFFECTIVE DATE: 03-14-23**

Approved By: , Secretary Next Scheduled Review: 04/2026

POLICY

Victims of violence, who so request, shall have the opportunity to tour the Kansas correctional facility of their choice. This policy, utilizing a victim-centered approach, directs how victim tours are set up, conducted, and then evaluated with feedback from the victim post tour.

DEFINITIONS

Victim: A person who suffers direct or threatened physical, emotional, psychological, or financial harm as a result of the commission or attempted commission of a crime.

- a. Primary victim: the person(s) directly impacted by the crime.
- b. Secondary victim: the person(s) indirectly impacted by the crime.

Victim Services Staff: For the purposes for this IMPP is defined as the assigned Facility Victim Services Liaison (VSL) or Restorative Justice staff, to include VOD facilitators, assigned to work with the victim.

PROCEDURES

I. Initial Criteria

- A. The warden of each facility must work in collaboration with Victim Services Staff to allow for touring of the facility by victims of violent crime, when a tour is requested by the victim.
- B. Tour groups (including victim(s)/survivor(s), any victim's family or support person, and Victim Services staff must not exceed ten (10) people.
 1. Information about facility visiting and rules of conduct must be provided to all tour participants by Victim Services staff at least two (2) weeks prior to the tour date.
 - a. Information about the facility and the rules of conduct to be used are located within each facility's visiting information on the KDOC webpage.
 2. A background check must be conducted on all tour participants by designated Central Office staff or designated facility staff.
 - a. The Victim Services staff conducting the tour must contact the victim(s)/survivor(s) at least one week prior to the tour to confirm receipt of the information, and to assist the victim in preparation by answering questions or referring the victim to appropriate staff.

3. For a tour with Victim Services, the victim(s) must be 18 years of age or older, unless approved by the Victim Services Director and Warden, or Warden's designee.
- C. If the victim(s) has chosen to tour a facility in which a resident who perpetrated an offense against the victim/survivor is housed, the Victim Services staff conducting the tour must identify the resident and immediately notify the Warden, or warden's designee, of the request for a tour.

II. Tour

- A. The victim(s) and other tour participants must meet with Victim Services staff and the Warden, or warden's designee, prior to beginning the tour.
- B. The victim(s), and all other tour participants are subject to search upon entering facility grounds.
- C. The tour may include, but is not limited to, the following:
 1. A cellhouse (including an individual cell) and/or a dormitory (including bunk areas).
 - a. Tours shall not include the cell/bunk area of the resident of conviction but may show a similar cell or bunk area.
 2. A recreation area;
 3. A dining area;
 4. An education area;
 5. A private industry or other work area; and
 6. The clinic/behavioral health services.
- D. The tour must be limited to four hours.

III. Follow-up

- A. The Victim Services staff must contact the victim(s) within four days after the tour to answer any follow-up questions and to make appropriate referrals.

IV. 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

None.

REFERENCES

None.

HISTORY

03-14-23 Original

ATTACHMENTS

None.