




KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 21-102	PAGE NUMBER 1 of 2
		SUBJECT: VICTIM SERVICES: Facility Tours for Victims of Violent Crime	
Approved By:  Secretary of Corrections		Original Date Issued: N/A	
		Current Amendment Effective: 10-07-03	
		Replaces Amendment Issued: N/A	
Reissued By:  Policy & Procedure Coordinator		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. Date Reissued: 11-09-10	

POLICY

Survivors of violence who so request shall have the opportunity to tour the Kansas correctional facility of their choice.

DEFINITIONS

None

PROCEDURES

I. Initial Criteria

- A. The warden of each facility shall establish up to a maximum of two (2) dates per year that shall be set aside for touring of the facility by victims/survivors of violent crime.
- B. Tour groups (including victim(s)/survivor(s), any victim's/survivor's family or support person, Victim Services staff, and volunteer advocate) should not exceed ten (10) people.
 - 1. Volunteer advocates shall be trained by the Victim Services Coordinator re: facility tour procedure and victim sensitivity to enable them to assist crime victim/survivors before, during and after each tour given by the Warden or designee.
 - 2. Information about the facility and rules of conduct shall be mailed to all tour participants by the Office of Victim Services at least two (2) weeks prior to the tour date.
 - 3. A background check shall be conducted on all tour participants by designated Central Office Staff.
 - a. The volunteer advocates will 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.
- C. If the victim(s)/survivor(s) has chosen to tour a facility in which an offender who perpetrated an offense against the victim/survivor is housed, the Victim Services Coordinator shall identify the offender and immediately notify the Warden of the pertinent facts.

II. Tour

- A. The victim(s)/survivor(s) and other tour participants shall meet with the volunteer advocate, designated staff from the Office of Victim Services and the Warden prior to beginning the tour.
- B. The victim(s)/survivor(s), the volunteer advocate, and all other tour participants are subject to search upon entering facility grounds.
- C. The tour shall include, but is not limited to, the following:
 - 1. A cellhouse ([including an individual cell) and/or a dormitory (including bunk areas);
 - 2. A recreation area;
 - 3. A dining area;
 - 4. An education area; and,
 - 5. A private industry or other work area.
 - 6. Clinic/mental health
- D. The tour should be limited to four hours.

III. Follow-up

- A. The volunteer advocate or victim services staff shall contact the victim[s]/survivor(s) within four days after the tour to answer any follow-up questions and to make appropriate referrals as concerns affording the victim[s] access to appropriate and timely information.
 - 1. The volunteer advocate or victim services staff shall send a satisfaction survey to all participants within one week after the tour.
 - 2. Individual survey responses shall be relayed to the facility warden.

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 either 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

None.

ATTACHMENTS

None.