



Department of Corrections

# INTERNAL MANAGEMENT POLICY & PROCEDURE

**Applicability:**  Adult Operation Only  JUVENILE Operations Only  DEPARTMENT-WIDE

IMPP #: 03-114A

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**STAFF SKILL DEVELOPMENT: Basic Safety and Security Training for KDADS Staff**

Original Date Issued: 11-07-19 Replaces IMPP Issued: N/A **CURRENT EFFECTIVE DATE: 11-07-19**

Approved By:  Acting Secretary Next Scheduled Review: November 2020

## POLICY

Kansas Department of Corrections (KDOC) facilities located near Kansas Department of Aging and Disability Services (KDADS) property at Larned are to provide Basic Safety and Security Training to KDADS Safety and Security Officers in conformance with a joint memorandum of agreement entered into by the Secretaries of KDOC and KDADS, and in accordance with the provisions of K.S.A. 76-12a17.

## DEFINITIONS

None.

## PROCEDURES

### I. Basic Safety and Security Training Course Content

- A. In accordance with the Basic Safety and Security Training course contents established under a joint agreement between the Secretaries of KDOC and KDADS, training on the following topic areas must be delivered by KDOC facility training staff:
1. Contraband and Search Procedures;
  2. Security Threat Groups;
  3. Chemical Agents;
  4. Transportation Procedures;
  5. Restraint Applications; and
  6. Additional training agreed upon by KDOC facility staff development and KDADS staff development.

### II. Program Administration

- A. KDOC facility staff development officers/coordinators must:
1. Provide the training required by applicable procedures of this policy to designated KDADS Safety and Security Officers.

- a. This training must be provided at KDOC facilities as part of regularly scheduled Basic Corrections Officer Training courses rather than as a separate course of instruction.
  2. Issue a certificate of completion for the Basic Safety and Security Courses from the KDOC to KDADS Safety and Security Officers upon completion of agreed KDOC training.
  3. Transfer individual training records pertaining to KDADS Safety and Security Officers to designated KDADS officials upon completion of the Basic Safety and Security Course provided by KDOC and the issue of the certificate of completion.
- B. As part of the joint memorandum of understanding, KDOC facility staff skill development officers/coordinators expect appropriate KDADS staff to:
1. Identify KDADS Safety and Security Officers requiring attendance at the Basic Safety and Security Course;
  2. Coordinate with KDOC staff skill development officers/coordinators to schedule the attendance of trainees;
  3. Provide, or coordinate for, delivery of training in the topic areas for which the joint memorandum of understanding requires KDADS staff to attend; and
  4. Maintain the individual training records for KDADS Safety and Security Officers based upon receipt of these records from KDOC facility training staff.

**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**

None.

### **REFERENCES**

K.S.A. 76-12a17  
DOC-SRS Memorandum of Understanding  
IMPP 03-104D

### **HISTORY**

None.

### **ATTACHMENTS**

None.