



Department of Corrections

INTERNAL MANAGEMENT POLICY & PROCEDURE


Applicability: Adult Operation Only JUVENILE Operations Only DEPARTMENT-WIDE

IMPP #: 05-108J

PAGE #: 1 of 2

INFORMATION TECHNOLOGY AND RECORDS: Hold Notifications

Original Date Issued: 07-01-22 Replaces IMPP Issued: N/A **CURRENT EFFECTIVE DATE: 07-01-22**

Approved By:  , Secretary Next Scheduled Review: 11/2024

POLICY

To maintain public safety, each juvenile correctional facility shall initiate hold notifications on residents committed to the custody of the Secretary of Corrections who are being transported from the facility by law enforcement officials in an action other than discharge, conditional release, medical pass or reintegration pass. Entities or agencies receiving physical custody of a resident from a juvenile correctional facility for reasons other than previously noted shall return the resident to the juvenile correctional facility.

DEFINITIONS

Hold Notification: The document with which the juvenile correctional facility formally notifies other entities or agencies that have assumed physical custody that the resident shall not to be released but be returned to the juvenile correctional facility to serve the remainder of his/her court imposed sentence.

PROCEDURES

I. Hold Notification

- A. When a resident is being transported from a juvenile correctional facility by law enforcement officials, a Hold Notification form (Attachment A) shall be completed.
- B. The Hold Notification shall contain the name of the entity or agency receiving physical custody of the resident, the name of the officer taking physical custody of the resident on behalf of the receiving entity or agency, and the date and time physical custody is transferred.
- C. The Hold Notification shall be given to the officer(s) receiving physical custody of the resident at the time the resident leaves the facility.
 1. A copy of the hold notification shall also be faxed to the receiving facility and any other known custodians.
- D. A copy of the hold notification, fax(es), and any other documentation pertaining to the resident leaving the juvenile correctional facility shall be maintained by the facility in the resident's master file, as well as any other appropriate place.

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

07-01-22 Original

ATTACHMENTS

Attachments	Title of Attachment	Page Total
A	Hold Notification	1 page

Kansas Juvenile Correctional Complex
1430 NW 25h Street
Topeka, KS 66618



Phone: (785) 354-9800
Fax: (785) 354-9786
www.doc.ks.gov

HOLD NOTIFICATION

URGENT: PLEASE DELIVER IMMEDIATELY

To: _____
Print Name of Receiving Agency

Receiving Officer's Signature

Print Receiving Officer's Name Badge No.

Fax NO: _____

Date: _____

Time: _____

FROM: _____

RE: _____
Resident's Name and Number

cc: _____

FAX NO.: _____

Please consider this your notification of a hold on the above- named resident by this Juvenile Correctional Facility. Please contact the facility Superintendent regarding the return of this resident.