



# INTERNAL MANAGEMENT POLICY & PROCEDURE

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

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IMPP #: 07-101D

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## PLANNING: System-Wide Triennial Planning

Original Date Issued: 02-15-16 Replaces IMPP Issued: 02-15-16 **CURRENT EFFECTIVE DATE: 07-01-22**

Approved By:  , Secretary Next Scheduled Review: 06/2025

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### POLICY

Priorities of the Kansas Department of Corrections shall be established at regularly scheduled review periods. While certain functions may be delegated by the Secretary of Corrections, each member of the System Management Team is responsible for implementing this policy for his or her department. The department's priorities shall be reviewed on a triennial basis or as requested by the Secretary of Corrections.

### DEFINITIONS

Core Leadership: The executive leadership of the agency, consisting of the Secretary, two Deputy Secretaries, three Executive Directors, and the Human Resources Manager.

Management Team (MT): A panel of Central Office management staff designated by the Secretary. Currently this panel is comprised of the Secretary; Deputy Secretaries; Chief Legal Counsel; Executive Director of Contracts and Finance; Executive Director of Programs and Risk Reduction; Executive Director of Public Affairs; Enforcement, Apprehension and Investigation Director; Human Resources Director; Information Technology Director; Victim Services Director; Prisoner Review Board Chair; and the Fiscal Director.

Strategic Implementation Team (SIT): A group of multi-discipline staff/partners which the Secretary or designee may establish to address specific goals or projects that carry out the strategic plan of the agency.

System Management Team (SMT): A management panel designated by the Secretary which is comprised of the Management Team, wardens, superintendents, parole directors, and Kansas Correctional Industries director.

### PROCEDURES

#### I. Planning Authority

- A. The Department shall engage in a triennial system-wide review of the agency's strategic plan which reviews and updates a guiding framework, with a mission, vision, statement of beliefs, goals, and an implementation plan.
  1. The planning process shall be initiated by the Core Leadership team.
  2. The System Management Team shall serve as the steering committee for implementation.
  3. Strategic Implementation Teams (SITs) may be established to carry out specific goals.

4. Stakeholders including staff at all levels, residents, persons on supervision, family members, community members, vendors, and others shall be consulted in the development of the plan.
- B. The Secretary may delegate certain activities and functions involved in the planning process, the formulation of departmental goals, the establishment of departmental policies, and priorities related to such goals, and the translation of goals into measurable objectives.
- C. Each member of the System Management Team is responsible for implementing this IMPP as it pertains to their respective division, facility, region, unit, or section.

## **II. Implementation and Use of the Guiding Framework**

- A. The guiding framework shall be published throughout the agency, using every possible modality.
- B. Each member of the System Management Team shall make it a priority to cascade the guiding framework throughout the agency, through various means of communication, policy making and decision making.
- C. Policies, procedures, and practices shall be consistent with the guiding framework.
- D. Core Leadership, in consultation with the System Management Team, shall periodically assess the progress of implementation, and determine strategies to continue to emphasize and make progress on implementation.
- E. The guiding document shall be used to support budget requests, deployment of resources, and strategies to obtain resources beyond the state budget, such as grants.
- F. System Management Team shall identify metrics to track to determine outcomes on goals, and overall implementation of the guiding framework.

**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**

02-15-16 Original  
07-01-22 Revision 1

### **ATTACHMENTS**

None.