

**TABLE OF CONTENTS****POLICY  
NUMBER****EFFECTIVE  
DATE****DEPARTMENT-WIDE IMPPS****ADMINISTRATION**

|         |  |           |
|---------|--|-----------|
| 01-000D | Vision, Mission, and Values .....  | 09-16-14  |
| 01-101D | Development and Review of Departmental Policies and Procedures and<br>Administrative Regulations ..... | 03-05-14  |
| 01-102D | Policy and Procedure Compliance and Operational Audits.....  | 01-18-17  |
| 01-104D | Power of Attorney .....  | 11-03-15  |
| 01-105D | Contracts for Programs and Services.....   | 03-12-15  |
| 01-106D | Denial of Entry for Contract Personnel .....   | 09-20-16  |
| 01-107D | Availability and Access to Legal Counsel and Litigation Management .....                               | 11-24-15* |
| 01-110D | Notarization of Offender Documents .....   | 11-03-15  |
| 01-113D | Incident Reports and Immediately Reportable Incidents.....   | 12-18-17  |
| 01-114D | Deceased Inmates: Notifications and Required Procedures .....  | 12-10-15  |
| 01-117D | Claims Procedure for Department Employees and the General Public .....                                 | 03-02-18  |
| 01-118D | Offender Claims Procedure for Property Damage/Loss or Personal Injury.....                             | 03-30-16  |
| 01-123D | Authorization for Construction, Renovation or Demolition of Physical Structures .....                  | 11-06-14  |
| 01-127D | Development and Review of General Orders.....  | 04-29-15  |

**HUMAN RESOURCES**

|         |   |           |
|---------|---|-----------|
| 02-101D | EEO Discrimination Complaint Resolution .....   | 09-15-15* |
| 02-102D | Security Post Rotation and Shift Assignment.....  | 06-30-15  |
| 02-104D | Separation of Employment and Exit Interviews .....  | 04-29-15  |
| 02-105D | Establishment and Review of Positions Descriptions.....   | 04-29-15  |
| 02-106D | Temporary Limited Duty Assignments.....   | 03-12-15  |
| 02-107D | Probationary Periods and Performance Management Process.....  | 06-30-15  |
| 02-108D | Return to Work.....   | 03-12-15  |
| 02-109D | Designation of Appointing Authorities.....  | 03-12-15  |
| 02-110D | Substance Abuse – Employees, Contract Employees and Volunteers .....  | 12-22-15  |
| 02-112D | Telecommuting.....  | 11-22-16  |
| 02-113D | Employee Work Schedules and Compensation .....  | 05-27-15  |
| 02-114D | Employee Leave and Absences .....   | 11-22-16  |
| 02-115D | Employee Grievances.....  | 06-30-15  |
| 02-116D | Conflict of Interest: Relationships on the Job and Outside Employment .....   | 03-18-15  |
| 02-117D | Use and Review of Flex Time and Adjusted Work Schedules .....   | 04-29-15  |
| 02-118D | Employee and Volunteer Rules of Conduct and Undue Familiarity.....  | 07-01-15# |
| 02-119D | Personnel Records.....  | 06-30-15  |
| 02-120D | Employee Disciplinary Procedures and Informal/Formal Actions .....  | 05-07-15  |
| 02-121D | All Employee and Staff Meetings.....  | 03-12-15  |
| 02-122D | Workplace Violence Prevention, Intervention, and Resolution.....  | 05-07-15  |
| 02-123D | Equal Employment Opportunity Representatives.....   | 04-29-15  |
| 02-124D | Sexual Harassment .....   | 09-15-15  |
| 02-125D | Conditions of Employment/Fitness for Duty .....   | 03-28-18  |
| 02-126D | Recruitment and Selection Process.....  | 01-30-18  |
| 02-127D | Possession and Abuse of Intoxicants and/or Drugs by Employees in Positions<br>Requiring a Commercial Driver’s License ..... | 12-22-15  |
| 02-128D | Employee Award, Recognition, Length of Service and Suggestion Program.....  | 05-27-15  |
| 02-129D | ADA, Accommodation Requests and Disability Complaint Resolution.....  | 09-15-15  |

**STAFF DEVELOPMENT**

|         |  |          |
|---------|--|----------|
| 03-101D | Staff Development and Professionalism.....       | 08-12-14 |
| 03-102D | Staff Skill Development Advisory Committees..... | 08-12-14 |
| 03-104D | Minimum Departmental Training Standards .....    | 12-01-17 |

## TABLE OF CONTENTS

| <b><u>POLICY<br/>NUMBER</u></b>               |   | <b><u>EFFECTIVE<br/>DATE</u></b> |
|---|---|----------------------------------|
| 03-110D                                       | Reports and Administration of Staff Skill Development Records .....   | 08-12-14                         |
| 03-118D                                       | Training Requirements for Designated Fire Safety Officers, Health and<br>Sanitation Officers, Industrial Safety Officers, and Weekly Inspectors ..... | 09-15-15                         |
| <br><b>FISCAL</b>                             |   |                                  |
| 04-101D                                       | Budget Preparation, Presentation, Implementation, Revision, and Execution.....  | 02-03-15                         |
| 04-103D                                       | Inmate Trust Fund .....   | 02-12-15                         |
| 04-104D                                       | Offender Benefit Funds .....  | 02-03-15                         |
| 04-108D                                       | Canteens/Package Program, Canteen/Package Program Items and<br>Canteen/Package Program Funds .....  | 12-30-14                         |
| 04-114D                                       | Inventory .....   | 12-30-14                         |
| 04-116D                                       | Purchasing.....   | 12-30-14                         |
| 04-117D                                       | Fiscal Control.....   | 05-30-14                         |
| 04-118D                                       | Employee Travel .....   | 11-06-14                         |
| 04-119D                                       | Federal Grant Management and Oversight.....   | 07-30-15                         |
| <br><b>INFORMATION TECHNOLOGY AND RECORDS</b> |   |                                  |
| 05-101D                                       | Utilization, Confidentiality, Privacy, Security and Dissemination of Information<br>Contained within Offender Records .....                           | 12-10-15                         |
| 05-106D                                       | Electronic Records Management and Preservation .....  | 06-16-16                         |
| 05-110D                                       | Secure Purchasing and Acquisitions.....   | 03-18-15                         |
| 05-111D                                       | IT Personnel Security.....  | 03-18-15                         |
| 05-112D                                       | IT Physical Security and Protection .....   | 04-25-17                         |
| 05-113D                                       | System Audit and Accountability.....  | 03-18-15                         |
| 05-114D                                       | Risk Management & Security Planning.....  | 03-18-15                         |
| 05-115D                                       | Incident Response and Handling .....  | 03-18-15                         |
| 05-116D                                       | Security Awareness and Training.....  | 03-18-15                         |
| 05-117D                                       | Systems Operation & Security.....   | 11-29-17                         |
| 05-118D                                       | IT Access Control .....   | 03-18-15#                        |
| 05-119D                                       | Systems Configuration .....   | 03-18-15                         |
| 05-120D                                       | Microsoft Office 365 .....  | 03-02-18                         |
| 05-121D                                       | Mobile Devices and Wireless Technologies .....  | 04-21-17                         |
| 05-122D                                       | External Media Devices .....  | 04-21-17                         |
| 05-129D                                       | Internet/Intranet Usage & Management .....  | 03-18-15                         |
| 05-145D                                       | Customer Service Center.....  | 07-13-16                         |
| 05-147D                                       | Change and Configuration Management .....   | 04-06-15                         |
| 05-151D                                       | Application Development and Management .....  | 04-06-15                         |
| 05-153D                                       | Application Structure Management.....   | 04-06-15                         |
| 05-172D                                       | KCJIS Security Policy.....  | 06-16-16                         |
| <br><b>EVALUATION AND RESEARCH</b>            |   |                                  |
| 06-101D                                       | Research and Evaluation Activities.....   | 03-30-16                         |
| <br><b>PLANNING</b>                           |   |                                  |
| 07-101D                                       | System-wide Triennial Planning.....   | 02-15-16                         |
| <br><b>COMMUNICATION</b>                      |   |                                  |
| 08-101D                                       | Public Information Program.....   | 04-27-16                         |
| 08-104D                                       | Media and Public Access to Correctional Facilities, Parole Offices and Offenders.....   | 04-27-16                         |

## TABLE OF CONTENTS

| <b><u>POLICY NUMBER</u></b>                   | <b><u>EFFECTIVE DATE</u></b>  |
|---|---|
| <br><b>SAFETY, SANITATION AND INSPECTIONS</b> |   |
| 09-101D                                       | Fire Safety and Inspection Procedures; Schedules for Emergency Equipment Testing..... 08-19-15  |
| 09-102D                                       | Housekeeping Plans and Health and Sanitation Inspections ..... 02-01-16   |
| 09-103D                                       | Industrial Safety Inspections and Preventive Maintenance Plans ..... 02-01-16   |
| 09-104D                                       | Security Inspection Program ..... 08-19-15  |
| 09-107D                                       | Tobacco-Free Environment..... 02-21-18  |
| <br><b>PROGRAMS AND SERVICES</b>              |   |
| 10-102D                                       | Facility Academic and Vocational Education Programs ..... 08-19-15  |
| 10-103D                                       | Coordinated Response to Sexual Abuse and Harassment..... 12-20-16   |
| 10-104D                                       | Facility Substance Abuse Treatment and Programs ..... 06-16-16  |
| 10-105D                                       | Suicide Prevention Programs ..... 02-23-16  |
| 10-106D                                       | Standardized Menu, Ensuring Nutritional Adequacy of Diets; Meal Service Schedules ..... 09-29-15  |
| 10-110D                                       | Religious Programs ..... 01-30-18   |
| 10-112D                                       | Gender Based Variations in Programs, Services and Activities ..... 11-24-15   |
| 10-113D                                       | Offender Visitation..... 11-29-17   |
| 10-114D                                       | Availability of Emergency Medical, Dental & Mental Health Services..... 10-06-15  |
| 10-115D                                       | Non-Essential Medical Services and Procedures for Offenders ..... 09-29-15  |
| 10-116D                                       | Dental Services..... 10-06-15   |
| 10-117D                                       | Health Care Screenings, Assessments, Physical Examinations and Evaluations ..... 10-06-15   |
| 10-119D                                       | Medical and Religious Diets and Vegetarian Menus..... 12-12-17  |
| 10-121D                                       | Health Care Personnel; Qualifications, Roles, and Responsibilities..... 10-15-15  |
| 10-122D                                       | Access to and Availability of Health Care Services ..... 10-15-15   |
| 10-123D                                       | Notification Procedures in the Event of the Death or Hospitalization<br>of Injured/Ill Inmate ..... 01-12-16  |
| 10-124D                                       | Medical Clearance Examinations, Sanitation, and Hygiene Requirements<br>for Food Service Workers ..... 03-08-16                                     |
| 10-126D                                       | Infection Control and Management Response to Offender Refusal of Medical<br>Intervention for Infectious and/or Communicable Diseases ..... 10-15-15 |
| 10-127D                                       | Consent to or Refusal of Medical Treatment..... 10-15-15  |
| 10-128D                                       | Development and Implementation of Private Prison-Based and Private<br>Non-Prison-Based Industry Employment Programs..... 10-13-16                   |
| 10-131D                                       | Management of Inmates with Infectious/Communicable Diseases ..... 02-01-16  |
| 10-138D                                       | Assistance for Offenders and/or Victims with Limited English Proficiency ..... 02-01-16   |
| 10-139D                                       | Screening for Sexual Victimization and Abusiveness ..... 12-20-16   |
| <br><b>DECISION MAKING</b>                    |   |
| 11-118D                                       | Kansas Offender Registration Process ..... 11-06-15   |
| <br><b>SECURITY AND CONTROL</b>               |   |
| 12-102D                                       | Facility Post Orders ..... 11-03-15   |
| 12-103D                                       | Offender and Facility Searches..... 12-12-17  |
| 12-104D                                       | Special Operations and Response Team (SORT) Organization and Member Qualifications .. 04-21-17  |
| 12-105D                                       | Security Threat Groups Identification and Management ..... 04-16-15   |
| 12-108D                                       | Key Control ..... 08-19-15  |
| 12-109D                                       | Tool Control..... 08-19-15#   |
| 12-112D                                       | Control and Use of Hazardous Materials ..... 02-16-17   |
| 12-115D                                       | Search of Visitors ..... 12-12-17   |
| 12-116D                                       | Polygraph Examinations of Offenders..... 11-03-15   |
| 12-118D                                       | Serious Incident Review Board Actions Pending and Subsequent to<br>Incident Reviews, Sexual Incident Review ..... 03-28-18                          |
| 12-119D                                       | Offender Hunger Strikes..... 11-03-15   |

## TABLE OF CONTENTS

| <b><u>POLICY NUMBER</u></b> |   | <b><u>EFFECTIVE DATE</u></b> |
|-----------------------------|---|------------------------------|
| 12-121D                     | Search of Employees, Contract Personnel and Volunteers.....         | 12-12-17                     |
| 12-123D                     | Officer Uniforms and General Appearance .....                       | 11-21-17                     |
| 12-124D                     | Inmate Drug Abuse and Intoxicants Testing .....                     | 03-08-16                     |
| 12-125D                     | Central Monitoring of Offenders .....                               | 11-16-17                     |
| 12-129D                     | Clothing and Linen Issue; Offender Hygiene and Appearance.....      | 11-22-16                     |
| 12-135D                     | Vulnerability Test Program .....                                    | 11-24-15                     |
| 12-137D                     | Staffing Analysis, Operational Staffing and Roster Management ..... | 07-01-14                     |

### COMMUNITY PARTICIPATION

|         |                    |          |
|---------|--------------------|----------|
| 13-101D | Volunteering ..... | 10-22-14 |
| 13-107D | Mentoring .....    | 07-01-14 |

### PAROLE SERVICES

### WORK RELEASE AND PRISON/NONPRISON BASED PRIVATE INDUSTRY PROGRAMS

### COMMUNITY CORRECTIONS

### JAIL INSPECTION

### CASE MANAGEMENT

### MAJOR EMERGENCY RESPONSE PLANS

|         |   |          |
|---------|---|----------|
| 19-101D | Development, Content, Training, Review, and Distribution of Facility Emergency Plans..... | 05-01-15 |
| 19-102D | Emergency Staff Services.....   | 05-01-15 |
| 19-120D | Emergency Weather Plans.....  | 05-01-15 |
| 19-121D | Evacuation of Correctional Facilities .....   | 05-01-15 |
| 19-130D | Participation in the State Emergency Operations Plan .....                                | 05-01-15 |

### SEGREGATION

### VICTIM SERVICES

### OFFICE OF ENFORCEMENT, APPREHENSIONS & INVESTIGATIONS

|         |  |          |
|---------|--|----------|
| 22-101D | Duties & Responsibilities of the Director..... | 12-28-17 |
|---------|--|----------|

## TABLE OF CONTENTS

**POLICY  
NUMBER**

**EFFECTIVE  
DATE**

### ADULT-ONLY IMPPS

#### ADMINISTRATION

|        |   |            |
|--------|---|------------|
| 01-103 | Inmate Rule Book Distribution and Translation.....  | 07-28-06   |
| 01-111 | Extradition of Escaped and Absconded KDOC Offenders from Other States.....                  | 04-01-13   |
| 01-115 | Payment of Inmate Funeral Expenses to an Inmate's Next of Kin.....                          | 12-07-02*  |
| 01-120 | Establishment, Maintenance, Disposition, Inventory, and Audit of Facility Real Estate ..... | 03-01-01*  |
| 01-122 | Donations to the Department of Corrections.....   | 04-21-95*  |
| 01-124 | Inmate and Contract Personnel Operation of State Vehicles.....                              | 09-07-04*# |
| 01-126 | Common-law Marriage and Marriage Ceremonies for Inmates .....                               | 04-28-08*  |
| 01-128 | Discrimination Complaints by Non-Offender Program Beneficiaries .....                       | 09-27-13   |

#### HUMAN RESOURCES

##### STAFF DEVELOPMENT

|         |   |           |
|---------|---|-----------|
| 03-106A | Weapons Qualification .....                           | 10-13-16  |
| 03-114  | Basic Safety and Security Training for SRS Staff..... | 08-29-08* |
| 03-117  | Correctional Internship Program.....                  | 08-29-08* |

##### FISCAL

|         |   |          |
|---------|---|----------|
| 04-102A | Use of Voucher Funds for Case Management .....  | 12-30-14 |
| 04-105A | Determination of Cash Gratuity Payments, Clothing and Transportation Upon Release ..... | 11-29-17 |
| 04-106A | Offender Fees .....   | 11-16-17 |
| 04-109A | Earnings Disbursements for Offenders Engaged in Work Release Employment .....           | 04-20-18 |
| 04-110A | Processing Offender Garnishments .....  | 12-12-17 |
| 04-111A | Processing of Offender Income Withholding Orders .....                                  | 12-30-14 |
| 04-115A | Use of Reimbursements to Support Risk Reduction and Reentry Work .....                  | 12-30-14 |

#### INFORMATION TECHNOLOGY AND RECORDS

|         |  |            |
|---------|--|------------|
| 05-102  | Expungement of Offender Records; Reversed/Vacated/Dismissed Convictions..... | 06-26-06*  |
| 05-103  | Establishment, Maintenance, Disposition, and Audit of Offender Records ..... | 06-26-06*  |
| 05-104  | Organization of Offender Files.....  | 06-26-06*  |
| 05-105  | Health Record.....   | 06-26-06*  |
| 05-107  | Confidentiality/Release of Medical & Mental Health Information .....         | 11-13-09*# |
| 05-108A | Detainer Processing for all Offenders .....                                  | 11-29-17   |

#### EVALUATION AND RESEARCH

##### PLANNING

|        |  |           |
|--------|--|-----------|
| 07-102 | Proposals for the Development, Implementation, Modification, or Termination<br>of Programs, Services or Projects ..... | 03-21-03* |
|--------|--|-----------|

#### COMMUNICATION

##### SAFETY, SANITATION AND INSPECTIONS

|        |  |           |
|--------|--|-----------|
| 09-106 | Prevention & Control of Communicable, Environmental, and Infectious Diseases ..... | 01-18-10* |
|--------|--|-----------|

## TABLE OF CONTENTS

| <b><u>POLICY<br/>NUMBER</u></b>  | <b><u>EFFECTIVE<br/>DATE</u></b>  |
|----------------------------------|---|
| <br><b>PROGRAMS AND SERVICES</b> |   |
| 10-101A                          | Offender Programs and Services ..... 08-12-16   |
| 10-107                           | Library Facilities, Holdings, and Services..... 11-07-02*   |
| 10-108                           | Inmate Activities and Recreation Programs ..... 07-02-10  |
| 10-109A                          | Offender Work Assignments ..... 10-13-16  |
| 10-111                           | Inmate Access to Facility and Coinless Telephones..... 10-15-10   |
| 10-118A                          | Administration of Psychotropic Medication..... 09-29-15   |
| 10-120A                          | Utilization of Offenders in the Health Services Area ..... 10-06-15   |
| 10-125                           | Provisions for Use of Offender Labor for Community Service Work..... 04-02-10*                                      |
| 10-129                           | Inmate and Parolee Responsibility for Payment for Certain Programs and Services ..... 01-07-01*                     |
| 10-130A                          | Contract Jail Work Program..... 08-22-16  |
| 10-132                           | Unit Team Responsibilities for Inmates at Larned State Security Hospital..... 04-21-06*                             |
| 10-133                           | Inmate Handicraft Programs..... 11-21-03*   |
| 10-135A                          | Medication Administration Keep-on-Person Medication Program ..... 10-06-15  |
| 10-136                           | Selection and Completion Criteria and Placement Procedures for Pre-release Program..... 12-31-10                    |
| 10-137                           | Developing Risk Reduction and Reentry Interventions, Services or Programs..... 11-05-07*                            |
| <br><b>DECISION MAKING</b>       |   |
| 11-101                           | Offender Privileges and Incentives..... 12-10-10  |
| 11-102                           | Offender Admissions: Scheduling, Processing, and Orientation ..... 04-21-06*  |
| 11-103                           | Inter-Facility Transfers..... 01-21-03*   |
| 11-104                           | Interstate Corrections Compact - Facility Transfer ..... 12-07-02*  |
| 11-105                           | Notifications and Transfers of International Offenders ..... 04-21-06*  |
| 11-106                           | Case Management ..... 01-20-14*   |
| 11-107                           | Offender Program Plans ..... 08-26-14   |
| 11-108                           | Job and Emergency Furloughs ..... 12-05-05*#  |
| 11-109                           | Transfer of Inmates to the LCMHF and LSSH..... 05-25-07   |
| 11-110                           | Application for Release of Functionally Incapacitated Inmates ..... 08-06-10  |
| 11-111                           | Programmatic Furloughs for Work Release Participants..... 12-05-05*   |
| 11-113                           | Level of Service Inventory-Revised Risk and Needs Assessment..... 02-09-12  |
| 11-114                           | Recommendation for Sentence Modification Pursuant to KSA 21-4603 ..... 02-21-97*                                    |
| 11-115A                          | Sex Offender Treatment, Management and Supervision ..... 09-15-16#  |
| 11-116A                          | Administration of the Sex Predator Commitment Act..... 04-27-16   |
| 11-117                           | Risk-Reduction-Based Reentry and Release Planning ..... 12-11-13*   |
| 11-119                           | Documentation of the Disciplinary Process..... 12-11-13*  |
| 11-120                           | Offender Community Identification ..... 06-01-07  |
| 11-121                           | Release Checklist ..... 02-06-06*   |
| 11-123A                          | Application of Program Credit Pursuant to K.S.A. 21-6821 ..... 04-27-16   |
| 11-124                           | Job Performance Information for Offenders..... 07-24-09   |
| 11-125A                          | Offenders Eligible for Discharge from the Prison Portion of a Sentence Pursuant<br>to K.S.A. 75-5220 ..... 08-19-15 |
| 11-126A                          | House Arrest Program ..... 02-15-16   |
| 11-127                           | Restoration of Withheld Good Time & Forfeited Good Time and Program Credits ..... 07-24-13                          |
| 11-128                           | Application of Sanction Credit Pursuant to K.S.A. 22-3716..... 07-12-13   |
| <br><b>SECURITY AND CONTROL</b>  |   |
| 12-101                           | Standards of Supervision for Custody Level ..... 04-21-06*  |
| 12-106                           | Standards for Inmate Counts ..... 08-15-08*   |
| 12-107                           | Storage and Control of Weapons and Related Security Equipment ..... 02-23-09*                                       |
| 12-110A                          | Transportation of Offenders ..... 10-12-17  |
| 12-111A                          | Use of Force ..... 02-21-18   |
| 12-113                           | Use of Physical, Electronic, and Therapeutic Restraints ..... 08-26-14  |
| 12-114                           | K-9 Programs ..... 08-07-01*  |

## TABLE OF CONTENTS

| <b><u>POLICY<br/>NUMBER</u></b> |  | <b><u>EFFECTIVE<br/>DATE</u></b> |
|---------------------------------|--|----------------------------------|
| 12-120                          | Control of Offender Personal Property.....   | 07-08-14                         |
| 12-122                          | Departmental Communication System .....  | 04-13-09*                        |
| 12-126                          | Firing Ranges .....  | 09-07-04*                        |
| 12-127                          | Issue of Inmate Hygiene Items, Writing Supplies, and Postage and Copying Services..... | 05-25-07                         |
| 12-128                          | Provision and Use of State Issue and Inmate Owned Fans.....                            | 09-01-04*                        |
| 12-131                          | Inmate Identification Processing .....   | 01-19-07*                        |
| 12-132                          | Identification Cards and Badges (Non-Inmate).....                                      | 01-19-07*                        |
| 12-133                          | Intensive Management Units (IMU's).....  | 06-21-02*                        |
| 12-134A                         | Uniform Review of Publications .....   | 04-20-16                         |
| 12-136                          | Special Management Transition Programs.....  | 04-08-13                         |

### COMMUNITY PARTICIPATION

|        |                                       |           |
|--------|---------------------------------------|-----------|
| 13-102 | Community Interaction Committees..... | 06-10-01* |
|--------|---------------------------------------|-----------|

### PAROLE SERVICES

|         |   |           |
|---------|---|-----------|
| 14-103A | Release Investigation Process.....  | 05-14-15  |
| 14-104A | Initial Reporting and Case Management Procedures.....                       | 05-14-15  |
| 14-105A | Interstate Compact for Adult Offender Supervision.....                      | 05-14-15  |
| 14-107A | Offender Fees Payment Procedures.....                                       | 05-27-15  |
| 14-108A | Processing of Direct Placement to Parole Release Supervision .....          | 05-14-15  |
| 14-109A | Availability of Supervision Services .....                                  | 03-28-18  |
| 14-110A | Conditions of Supervision .....   | 03-28-18  |
| 14-111A | Offender Risk Management-Classification Levels .....                        | 03-28-18  |
| 14-112A | Substance Abuse Testing of Offenders on Post-Incarceration Supervision..... | 06-03-15  |
| 14-113A | Case Plans .....  | 06-03-15  |
| 14-114A | Global Positioning Tracking System.....                                     | 05-27-15  |
| 14-115A | Supervision of DUI Offenders.....   | 06-03-15  |
| 14-116A | Development and Utilization of Community Resources .....                    | 09-20-17  |
| 14-117A | Supervision Standards .....   | 09-16-14  |
| 14-118A | Offender Report Form and Offender Sign-In Log.....                          | 07-25-17  |
| 14-120A | Good Time During Post-Release Supervision.....                              | 09-20-17# |
| 14-121A | Notification to Third Parties.....  | 12-10-15  |
| 14-122A | KDOC Pre-Revocation Program.....  | 12-20-16  |
| 14-123A | Intrastate Transfer of Offenders .....                                      | 08-19-15  |
| 14-124A | Sex Offender Supervision and Case Management.....                           | 01-31-17  |
| 14-125A | Management of Offender Money and Property.....                              | 05-05-16  |
| 14-126A | Offender Financial Obligations .....  | 10-22-14  |
| 14-127A | Management of Donations and Financial Incentives.....                       | 02-23-16  |
| 14-128A | Offender Travel Permission and Permits.....                                 | 06-03-15  |
| 14-129A | Parole Officer Authority Regarding Detention and Arrest.....                | 09-20-17  |
| 14-130A | Delinquent Time Assessments on Community Supervision .....                  | 07-13-16  |
| 14-131A | Failure to Report and Absconder Procedures.....                             | 04-29-15  |
| 14-132A | Law Enforcement Role and Responsibilities.....                              | 08-19-15  |
| 14-133A | Discharge from Supervision .....  | 07-25-17  |
| 14-134A | Transportation Memo.....  | 05-05-16  |
| 14-135A | Management of Domestic Violence Cases .....                                 | 03-12-15  |
| 14-136A | Payment of Transportation Costs as a Condition of Release.....              | 01-27-16  |
| 14-137A | Encouraging Pro-Social Behavior and Responding to Violations .....          | 07-10-18  |
| 14-138A | Violation Report.....   | 09-20-16  |
| 14-139A | Condition Violation Warrants .....  | 07-10-18  |
| 14-140A | Mandated Reporting of Suspected Abuse .....                                 | 03-28-18  |
| 14-141A | Revocation Packet .....   | 09-16-14  |
| 14-142A | Condition Violation Preliminary Hearings.....                               | 07-10-18  |
| 14-143  | Termination of Supervision Closing Summary .....                            | 11-01-00* |

## TABLE OF CONTENTS

| <b><u>POLICY NUMBER</u></b>  | <b><u>EFFECTIVE DATE</u></b> |
|--|------------------------------|
| 14-144A Waiver of Final Revocation Hearings .....                            | 04-23-18                     |
| 14-145A Order to Arrest and Detain .....                                     | 04-29-15                     |
| 14-146A Case Management and Caseload Review Processes .....                  | 01-30-18                     |
| 14-147A Parole Duty Officer .....  | 04-23-18                     |
| 14-148A Citizen Complaints .....   | 02-23-16                     |
| 14-160A Certificate of Identification .....                                  | 01-27-16                     |
| 14-161A Cooperation with Colleges and Universities .....                     | 08-17-17                     |
| 14-164A Searches, Seizure, Chain of Custody, and Disposal of Contraband..... | 02-21-18                     |
| 14-167A Community Service .....  | 01-27-16                     |
| 14-168A Grievance Process for Release Offenders .....                        | 02-01-16                     |

### **WORK RELEASE AND PRISON/NONPRISON BASED PRIVATE INDUSTRY PROGRAMS**

|   |          |
|---|----------|
| 15-101A Selection Criteria and Placement Procedures ..... | 07-10-18 |
|---|----------|

### **COMMUNITY CORRECTIONS**

|   |           |
|---|-----------|
| 16-101 Community Corrections Regulations..... | 10-21-93* |
|---|-----------|

### **JAIL INSPECTION**

### **CASE MANAGEMENT**

### **MAJOR EMERGENCY RESPONSE PLANS**

|   |          |
|---|----------|
| 19-103A Development, Emergency Preparedness for Field Service Offices ..... | 01-12-16 |
| 19-104A Hostage Situations in Field Service Offices .....                   | 01-12-16 |
| 19-105A Fire/Smoke/Explosion in Field Service Offices .....                 | 01-12-16 |
| 19-106A Evacuation Procedures .....   | 01-12-16 |
| 19-107A Bomb Threats in Field Service Offices .....                         | 01-12-16 |
| 19-108A Severe Weather and Natural Disasters .....                          | 01-12-16 |
| 19-109A Hazardous Material and Occupational Exposures .....                 | 01-12-16 |
| 19-111A Building Damage, Safety Hazards and Civil Disturbances .....        | 01-12-16 |
| 19-113A Medical Emergencies in Field Service Offices.....                   | 05-09-18 |

### **SEGREGATION**

|   |           |
|---|-----------|
| 20-101 Minimum Standards for the Operation of Segregation Units .....   | 10-03-08* |
| 20-102 Establishment and Division of Segregation Units, Staff Selection and Rotation,<br>and Psychological Review Criteria for Long Term Segregation Inmates..... | 02-15-02* |
| 20-103 Disciplinary Segregation .....   | 08-21-04* |
| 20-104 Purpose of Administrative Segregation and Appropriate Placements .....   | 07-21-04* |
| 20-105 Basic Operations of Administrative Segregation.....  | 07-08-14  |
| 20-106 Administrative Segregation Review Board .....  | 07-21-04* |
| 20-107 Inmate Complaints and Compliance Monitoring.....   | 02-15-02* |
| 20-108 Protective Custody .....   | 02-15-02* |
| 20-109 General Lockdown, Waiver of Rights, and Transfer of Inmates in Administrative<br>Segregation.....  | 07-21-04* |



## TABLE OF CONTENTS

| <b><u>POLICY<br/>NUMBER</u></b> | <b><u>EFFECTIVE<br/>DATE</u></b> |
|---------------------------------|----------------------------------|
|---------------------------------|----------------------------------|

### VICTIM SERVICES

|        |   |           |
|--------|---|-----------|
| 21-101 | Victim Notification.....  | 02-07-11  |
| 21-102 | Facility Tours for Victims of Violent Crime .....   | 10-07-03* |
| 21-103 | Victim/Offender Dialogue Program .....  | 05-10-13  |
| 21-104 | Apology Repository/Offender Preparation of Apologies .....                                      | 10-01-07* |
| 21-105 | Processing Requests by Victims and Others for Cessation of Communications<br>from Inmates ..... | 01-13-12  |
| 21-106 | Facilities - Contact with Victims .....   | 12-05-11  |

### OFFICE OF ENFORCEMENT, APPREHENSIONS & INVESTIGATIONS

|         |  |           |
|---------|--|-----------|
| 22-102  | Operation of Emergency Vehicles .....                                  | 02-23-09* |
| 22-103  | Investigation Procedures .....   | 04-01-14  |
| 22-105A | Arrest and Transportation of Offenders.....                            | 12-28-17  |
| 22-106  | Use of Offenders as Informants .....                                   | 02-23-09  |
| 22-107  | Use of Firearms .....  | 09-17-12  |
| 22-108  | Searches, Seizure, Chain of Evidence, and Disposal of Contraband ..... | 12-11-13  |

### PRISONER REVIEW BOARD

|         |  |          |
|---------|--|----------|
| 23-101A | Applying for Clemency Consideration and Payment of Publication Notice..... | 04-29-15 |
|---------|--|----------|

# TABLE OF CONTENTS

**POLICY  
NUMBER**

**EFFECTIVE  
DATE**

## JUVENILE-ONLY IMPPS

### ADMINISTRATION

|         |  |          |
|---------|--|----------|
| 01-131J | Office of Inspector General .....                            | 01-18-17 |
| 01-180J | Community Critical Incident Reporting and Notification ..... | 07-25-17 |
| 01-181  | Investigations and Inquiries .....                           | 09-14-12 |

### HUMAN RESOURCES

### STAFF DEVELOPMENT

### FISCAL

### INFORMATION TECHNOLOGY AND RECORDS

|        |                               |          |
|--------|-------------------------------|----------|
| 05-110 | Case Records Management ..... | 11-29-06 |
|--------|-------------------------------|----------|

### EVALUATION AND RESEARCH

### FACILITY OPERATIONS

### HEALTH CARE SERVICES

### SAFETY, SANITATION AND INSPECTIONS

### PROGRAMS AND SERVICES

|         |   |          |
|---------|---|----------|
| 10-101  | Juvenile Rights .....                               | 11-20-06 |
| 10-102  | Room Restriction .....                              | 10-08-12 |
| 10-105  | Good Time Program.....                              | 11-10-06 |
| 10-107  | Hold Notifications .....                            | 11-20-06 |
| 10-109J | Offender Work Assignments .....                     | 10-13-16 |
| 10-140J | Reporting Abuse and/or Neglect of an Offender ..... | 07-01-14 |

### DECISION MAKING

|         |   |          |
|---------|---|----------|
| 04-205  | Classification.....   | 01-15-02 |
| 11-101J | Privileges and Incentives Program .....                               | 02-16-17 |
| 11-102J | Juvenile Correctional Facility Preadmission and Release Process ..... | 05-11-17 |
| 11-106J | Case Management .....   | 08-17-16 |
| 11-113J | Youthful Level of Service/Case Management Inventory.....              | 07-01-15 |
| 11-119  | Documentation of the Disciplinary Process.....                        | 03-08-13 |
| 11-122J | Documentation of Juvenile Offender Grievance Procedures.....          | 08-28-17 |

### SECURITY AND CONTROL

|         |   |          |
|---------|---|----------|
| 12-110J | Transportation of Offenders .....   | 10-12-17 |
| 12-111  | Use of Force ( <b>STAFF READ ONLY</b> ) .....   | 03-27-13 |
| 12-113  | Use of Restraints ( <b>STAFF READ ONLY</b> ).....   | 10-15-04 |
| 12-114  | Crime Scene, Contraband, and Physical Evidence Preservation ( <b>STAFF READ ONLY</b> ) .... | 08-16-12 |

## TABLE OF CONTENTS

**POLICY  
NUMBER**

**EFFECTIVE  
DATE**

### SEGREGATION

|        |  |          |
|--------|--|----------|
| 14-101 | Minimum Standards for Operation of Segregation Units or Status ..... | 02-22-10 |
| 14-102 | Disciplinary Segregation .....                                       | 02-22-10 |
| 14-103 | Protective Custody .....   | 02-22-10 |
| 14-104 | Criteria for Placement on Administrative Segregation Status .....    | 02-22-10 |
| 14-105 | Administrative Segregation Review Board .....                        | 02-22-10 |

### RESTRICTIVE HOUSING

|         |   |          |
|---------|---|----------|
| 20-110J | Treatment Units for Behavioral Health Offenders ..... | 08-17-16 |
|---------|---|----------|

### ENFORCEMENT, APPREHENSIONS AND INVESTIGATIONS

|         |   |          |
|---------|---|----------|
| 22-109J | Racial and Biased-Based Policing – Special Investigator ..... | 04-16-15 |
|---------|---|----------|

**\* Indicates either a Statement of Annual Review has been issued, or the substantive content of the IMPP has been reissued under the provisions of IMPP 01-101, effective July 02, 2010**

**# Indicates one or more Policy Memoranda issued subsequent to 06/06/06, and that such documents have yet to be subsumed into the main body of the IMPP.**