



INTERNAL MANAGEMENT POLICY & PROCEDURE

Applicability: ☐ Adult Operation Only ☒ JUVENILE Operations Only ☐ DEPARTMENT-WIDE

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SECURITY AND CONTROL: Resident Identification Processing

Original Date Issued: 08-08-24 Replaces IMPP Issued: N/A **CURRENT EFFECTIVE DATE: 08-08-24**

Approved By: , Secretary Next Scheduled Review: 11/2027

POLICY

Residents at the Kansas Juvenile Correctional Complex (KJCC) shall be issued an identification clip-on badge.

DEFINITIONS

Resident Identification (ID) Badge: A laminated card containing a resident's digital image, the resident's name and identification number which is to be affixed to the resident's clothing.

PROCEDURES

I. Intake Officer/Admission

- A. Reception and Diagnostic Unit (RDU) staff shall take the resident's photograph(s) upon admission and download the photograph(s) into the designated folder.
 - 1. The photograph shall be taken as outlined in the KDOC Picture Link manual, while the resident is in RDU, and prior to the resident's transfer to the intake housing unit.
- B. The RDU staff shall create a resident identification badge that contains the following information:
 - 1. Name of the facility;
 - 2. Resident's name and Juvenile Justice Information System (JJIS) ID number or Athena number; and
 - 3. Resident's face photograph.

II. Issuance and Maintenance of Resident Identification Badge

- A. Upon issuing the badge to the resident, the RDU staff shall:
 - 1. Instruct the resident on the proper display of the badge; and
 - 2. Explain the consequences for refusal to wear the badge as directed, lost or destroyed badges.

- B. A new photograph shall be taken when there are significant changes in appearance and no less than annually for the duration of the resident's stay.
- C. Staff may take badges at any time, in order to verify a resident's name or to assist in giving discipline to residents. Badges shall be returned by staff to the residents once verification is completed.

III. Display of Resident Identification Badge

- A. All residents shall display their identification badge anytime they are out of his/her cell, except when proceeding to or returning from showers.
 - 1. Badges are considered part of the resident uniform; not wearing them may result in denial of non-mandatory services such as groups, assemblies, etc.
- B. Resident badges shall always be worn with the color-sided photograph and other identifying markings facing out and visible.
 - 1. Residents shall wear their badge on the left breast pocket or pocket area.
 - 2. If the outer most garment has no pocket, the badge shall be worn in the pocket area.
- C. Residents assigned to the Restrictive Housing unit shall surrender their badge to the officer(s) assigned to this unit.
 - 1. Identification badges shall be kept in a secure area in the control station and returned to the resident upon release from Restrictive Housing.
- D. When a resident is housed in the infirmary, his/her identification badge shall be maintained in the Nurse's Station at the Clinic.
 - 1. When a resident is transported outside the facility (i.e. doctor's visit, hospital, etc.) his/her identification badge shall accompany the Transporting Officer.
- E. Medication shall be administered to the resident with the resident identification badge visible to the person administering the medication. Failure to provide identification may result in refusal of medication.

IV. Lost, Damaged or Stolen Resident Identification Badge

- A. If a resident reports a lost or stolen identification badge or is discovered to not have his/her identification badge, the discovering officer shall inform the resident they have 24 hours to locate the badge.
 - 1. The resident shall be issued a temporary identification badge and the discovering officer shall send an e-mail to KJCC OPERATIONS, indicating the resident has misplaced or lost his/her badge, the date and time of the notification and a statement surround the incident.
 - a. For example: On 11-19-2018 at 0815 hours, Resident Doe, John #XXXXXX reported to me (reporting officer's name) that he/she has misplaced his/her identification badge. Resident Doe has been issued a temporary badge and has been given 24 hours to locate his/her badge.
 - 2. After 24 hours, if the badge has not been located the discovering officer shall order a replacement badge for the resident from the RDU Supervisor and issue a summary judgment as described in section V, paragraph A of this policy.

V. Disciplinary Process

- A. Any resident who damages, destroys, alters or loses his/her identification badge shall be subject to a summary judgment and restitution in the amount of \$5.00 for misuse of state property in accordance with K.A.R. 123-12-208.
 - 1. The resident may refuse the summary judgment process in favor of formal disciplinary hearing process.

VI. This IMPP must serve as final policy in all departmental facilities, and no General Orders shall be developed or implemented on this subject.

NOTE: The General Orders set forth herein are intended to establish directives and guidelines for staff, residents and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or residents, or an independent duty owed by the Department of Corrections to employees, residents, 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 the facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this General Order are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This General Order 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.A.R. 123-12-208
DOC Picture Link manual

HISTORY

08-08-24 Original

ATTACHMENTS

None.