

INTERNAL MANAGEMENT POLICY & PROCEDURE

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

IMPP #: 01-130D

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ADMINISTRATION: Email Signature Blocks and Photos

Original Date Issued: 08-06-25 Replaces IMPP Issued: 08-06-25 **CURRENT EFFECTIVE DATE: 09-01-2026**

Approved By: , Secretary Next Scheduled Review: 08/2028

POLICY

The Kansas Department of Corrections shall follow the guidance issued by the Kansas Department of Administration regarding the format and content of email signature blocks. This guidance is intended to maintain consistency across all state agencies.

DEFINITIONS

Contract Personnel: Any person employed by an entity under contract to provide services to the Kansas Department of Corrections.

Email Signature Block: An email signature block is an automatically appended text block at the end of an email, containing information about the sender. It typically includes the sender's name, job title, organization, and contact information. It serves to provide contact details and branding consistency.

Volunteer: Any person (including an intern) who, through his/her own initiative, provides a service to a facility or field services and has completed the minimum required volunteer training program.

PROCEDURES

I. Personalized content is prohibited.

- A. No KDOC employee, contractor, or volunteer utilizing a state-issued email account shall include personalized messages, statements, images, logos, or any other personalized content that is not explicitly authorized in this policy in any portion of a business-related email, including the signature block.

II. Use of the signature block.

- A. All KDOC employees, contractors, and volunteers shall include an email signature block in outgoing email messages (including replies).

III. Email signature block standards.

- A. Email signature blocks shall comply with the State of Kansas Graphics standards (rev. 2019).
- B. Arial is the preferred font. Verdana may be utilized in situations where Arial is not appropriate.
- C. The email signature shall be in 10 point font.
- D. Agency logos.

1. KDOC has obtained an exception to the logo requirements in the State of Kansas standards.
2. Email signature blocks shall include the "Pathways for Success" logo. An example can be found in Attachment A.
3. Enforcement, Apprehension, and Investigations (EAI) agents may incorporate the EAI badge into the signature block. Use of the badge is in addition to the "Pathways for Success" logo. An example can be found in Attachment A.

E. Staff Photos/Images

1. Photos or images of employees that appear in their individual email (outlook) account must be the agency generated photo that appears on the employee's ID card.
2. Photos or images of the employee generated by the employee or a source other than KDOC are prohibited.
3. Images generated or modified by an artificial intelligence tool are prohibited.

IV. Staff Exceptions

- A. Staff serving as stewards or an elected official of a union that has a Memorandum of Agreement with the agency may identify their union role below their KDOC title.
1. Example: Jane Smith | Correctional Officer I LCF
KOSE Steward LCF

V. Contract Staff Exceptions

- A. Contract staff utilizing an email issued by their employer are not required to utilize the KDOC signature block. Contract staff shall follow the signature block policy issued by their employer, if applicable.

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 policy and procedures set forth herein are intended to establish directives and guidelines for staff, residents, and residents 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 residents, or an independent duty owed by the Department of Corrections to employees, residents, 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 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

Department of Administration Standardizing Email Signature Memo 7-1-25
Department of Administration Email Signature Policy
State of Kansas Graphic Standards (rev. 2019)

HISTORY

08-06-2025 Original
09-01-26 Revision 1

ATTACHMENTS

Attachment	Title of Attachment	Page Total
A	Authorized Email Signature Block Logos	1 page

Authorized Email Signature Block Emails

Pathways for Success Logo



EAI Badge with Pathways for Success Logo

