



INTERNAL MANAGEMENT POLICY & PROCEDURE

Department of Corrections

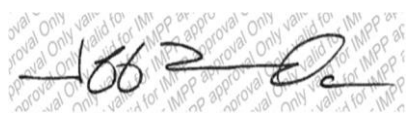
Applicability: Adult Operation Only JUVENILE Operations Only DEPARTMENT-WIDE

IMPP #: 10-132A

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PROGRAMS AND SERVICES: Unit Team Responsibilities for Residents at Larned State Security Hospital

Original Date Issued: 08-31-22 Replaces IMPP Issued: N/A CURRENT EFFECTIVE DATE: 08-31-22

Approved By:  , Secretary Next Scheduled Review: 10/2025

POLICY

Unit team personnel at the Larned Correctional Mental Health Facility (LCMHF) shall be responsible for monitoring the progress of residents housed at the Larned State Security Hospital (LSSH) and shall maintain the official facility record for such residents.

DEFINITIONS

Case materials: Includes, but is not limited to, the facility central file, medical file, and behavioral health file.

Larned State Security Hospital (LSSH): A psychiatric hospital for the treatment of residents with acute psychosis and other mental illnesses.

PROCEDURES

I. Disposition of Records for Residents Transferring to LSSH

- A. Upon transfer of a resident to the LSSH, the sending facility should forward all case material to LCMHF, Records Department.
- B. The computer file should be keyed for access by the sending institution.

II. Case Monitoring

- A. The classification administrator at LCMHF shall designate a Unit Team Counselor to perform routine resident program classification reviews on those residents housed at LSSH in accordance with IMPP 11-106.
- B. The designated Unit Team Counselor at LCMHF shall request written progress/status reports on those residents housed at LSSH as needed.

III. Parole Related Services

- A. Parole hearings for residents housed at LSSH shall be scheduled at LCMHF.
- B. LSSH shall be provided with a list of names of residents in need of a parole hearing and a scheduled date of the parole hearing.
- C. LCMHF shall be responsible for transporting residents to and from parole hearings.

IV. Discharge from LSSH

- A. Upon discharge from LSSH, male residents and all case related materials should be returned to LCMHF.
- B. Upon discharge from LSSH, female residents and all case related materials should be scheduled for transfer back to the appropriate KDOC facility.
 - 1. These arrangements shall be coordinated by the LCMHF staff member designated to coordinate with LSSH.

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

IMPP 11-106

HISTORY

08-31-22 Original

ATTACHMENTS

None.