



SHAWNEE COUNTY DEPARTMENT OF CORRECTIONS

POLICIES AND PROCEDURES

Administration and Management  
Section A: General Administration

Approved By:   
Brian Cole, Director

Policy No.: AM-A-01 Title: Agency Vision, Mission, and Goals

Current Effective Date: 03/11/16 Replaces Policy Issued: 05/23/14 Original Issue Date: 10/13/98; 12/01/97

Reference: 4-ALDF-7D-01-03; 3-JDF-1A-03-05, 07, 10, 28-29

General Use  Employees Read Only  Forms/Appendices

**POLICY:**

The Shawnee County Department of Corrections (DOC) shall maintain a department vision statement and mission statement. The vision and mission statement shall promote the philosophy and basic purpose of the Department of Corrections.

**DEFINITIONS:**

**DOC:** For the purpose of this policy, this term shall be used to identify the Shawnee County Adult Detention Center (ADC), the Shawnee County Corrections Annex (Annex), and the Shawnee County Juvenile Detention Center (JDC).

**Inmate:** For the purpose of this policy, this term is used to define any person housed in the ADC, the Annex or the JDC.

**PROCEDURES:**

**I. DOC Vision**

- A. The Shawnee County Department of Corrections shall maintain a vision statement (AM-A-01 Appendix 1).
- B. The Director or his/her designee(s) shall review the vision statement annually and update as necessary.

**II. DOC Mission**

- A. The Shawnee County Department of Corrections is acting under the authority of the Board of Shawnee County Commissioners and is governed by local, state, and federal laws and regulations.
  - 1. The JDC is licensed by the Kansas Department of Health and Environment (KDHE) and shall comply with KDHE regulations.
- B. The DOC shall have a written mission statement (AM-A-01 Appendix 1) that provides an overall description of the department's purpose.
  - 1. The Director or his/her designee(s) shall review the DOC mission statement annually and update as necessary.

**III. DOC Goals**

- A. The Director and the Administrative Team shall annually develop goals for the department.
- B. The primary goals of the department shall include but not be limited to:

1. Maintain safety and security of the employees, inmates, and the public;
  2. Ensure the inmate's basic legal rights are being fulfilled by providing a safe and secure environment that includes appropriate housing, medical care, food services, classification, sanitation and programs;
  3. Strive to achieve standards that demonstrate the highest level of professional correctional facility management and operation;
    - a. State standards/regulations required for JDC operation as set forth by the Kansas Department of Health and Environment;
    - b. Standards of those agencies with which the department contracts for housing inmates;
    - c. Standards as set forth by the National Commission on Correctional Health Care; and
    - d. Standards as set forth by the American Correctional Association.
  4. Provide a correctional environment that demonstrates professionalism among all employees, recognizes employees for their professional performance, and strives to maintain the necessary resources to support the highest level of professional services;
  5. When possible, provide inmates with services that support reintegration back into the community;
  6. Maintain the facility in a manner that demonstrates a commitment to safety, sanitation, and organization; and
  7. To build and maintain a positive image within the community we serve through collaborative partnerships.
- C. Measurable objectives shall be used to review, monitor, and evaluate the efficiency of the programs and services provided for the inmates, including the efficiency of space requirements, to ensure the department is progressing towards reaching the goals.
1. The Standards and Compliance Division Manager shall conduct timely and periodic audits of the department's programs and services no less than once a year.
  2. The Standards and Compliance Division Manager shall document his/her audit findings and corrective actions shall be taken when necessary.
- D. The Director and/or the Administrative Team shall review the goals at least annually and update as necessary.
1. The Director or his/her designee shall prepare a written report of the department's goals and activities at least quarterly.
    - a. The report shall include, but not be limited to:
      - 1) Major developments in each division;
      - 2) Major incidents;
      - 3) Population data;
      - 4) Assessment of employee and inmate morale; and
      - 5) Major problems and plans for solving them.
    - b. The Director shall provide the report to the Board of County Commissioners as requested.
- E. Employees shall be informed of the department's goals on a yearly basis.
1. The Director or his/her designee(s) shall notify employees of the department's goals in at least one of the following ways:
    - a. Staff briefing;
    - b. Annual in-service training;
    - c. Basic corrections officer academy; and/or
    - d. Electronic mail.
  2. Employees shall be allowed the opportunity to ask questions if there are questions or concerns regarding the department's goals.

**IV. Standards for a Combined Agency**

- A. The department shall comply with standards set for agencies that provide services for both adult inmates and juveniles.
  - 1. A single agency that provides services to both adult inmates and juveniles shall have separate policy, procedures, and practices for juveniles based upon respective statutes and criminal codes.

**V. Use of Statements**

- A. The Director shall have the authority to display the vision and/or mission statement in the following ways, including but not limited to:
  - 1. Career fairs;
  - 2. Pamphlets;
  - 3. Billboards;
  - 4. Radio advertisements;
  - 5. Newspaper advertisements;
  - 6. Television commercials;
  - 7. Recruitment cards;
  - 8. Department posters;
  - 9. Department post orders;
  - 10. Department letterhead; and
  - 11. Department reports.

**REPORTS REQUIRED**

None

**APPENDICES**

AM-A-01 Appendix 1

**NOTE:** The procedures set forth herein are intended to establish directives and guidelines for employees, inmates and those entities who are contractually bound to adhere to them. They are not intended to establish state-created liberty interests for employees, inmates, or an independent duty owed by the Shawnee County Department of Corrections to employees, inmates, or third parties. This policy is not intended to establish or create new constitutional rights or enlarge or expand existing constitutional rights or duties.

# Shawnee County Department of Corrections

## Department Vision Statement

Achieving Excellence Through Integrity, Dedication, and Teamwork

## Shawnee County Department of Corrections Mission Statement

The Shawnee County Department of Corrections shall operate as a model correctional facility while providing the highest level of safety and security for the employees, inmates, and the community.