

# MEMO



Department of Corrections

*Central Office*

**DATE:** May 27, 2015  
**TO:** IMPP Manual Users  
**FROM:** Libby Snider, Staff Attorney/Policy Analyst  
**RE:** Summary of Changes to IMPPs – Distribution #628

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In accordance with IMPP 01-101D, any attached IMPPs summarized below have had their revision/introduction advanced through appropriate procedures set forth within the context of that IMPP. Additionally, policy memoranda are sometimes issued on a very limited basis, and, if included in this distribution, are similarly summarized below. The following are summaries of the revisions to policy and/or procedures resulting from these processes, and have been reviewed in an attempt to ensure consistency with statutes, regulations, and the current needs and philosophy of the Department.

Per IMPP 01-101D, new and revised policies shall be distributed, prior to their implementation, to designated staff, contract personnel, volunteers, and when appropriate to offenders and designated agencies. The yellow highlighted IMPPs listed in this document are considered “**STAFF READ ONLY**” and shall not be included in the distributions to agencies or organizations not authorized such access.

- 02-103 HUMAN RESOURCES: Announcement of Vacant Positions and Recruitment Activity – Revoked 05-27-15.** This policy was incorporated into the consolidated KDOC IMPP 02-126D.
- 02-113D HUMAN RESOURCES: Employee Work Schedules and Compensation.** This is a consolidation of KDOC IMPP 02-113 and JJA IMPP 02-113. Revisions to this policy included adding the definition of “work schedules”, clarification of work schedules, overtime, compensatory time and call-back status, and the inclusion of “agency travel compensation”. KDOC IMPP 02-113 and JJA IMPP 02-113 are revoked effective 05-27-15.
- 02-126D HUMAN RESOURCES: Recruitment and Selection Process.** This is a consolidation of KDOC IMPPs 02-103 and 02-126 and JJA IMPP 02-126. Revisions to this policy include updating sections to include juvenile services references, incorporated guidelines for formal disciplinary actions, and added a section outlining formal disciplinary actions for unclassified employees. KDOC IMPP 02-126 and JJA IMPP 02-126 are revoked effective 05-27-15.
- 02-128D HUMAN RESOURCES: Employee Award, Recognition, Length of Service and Suggestion Programs.** This is a consolidation of KDOC IMPP 02-128 and JJA IMPP 02-128. Revisions to this policy include the addition of “length of service” recognition guidelines, updated the definition of management team members and updated the attachments, KDOC IMPP 02-128 and JJA IMPP 02-128 are revoked effective 05-27-15.
- 14-107A PAROLE SERVICES: Offender Fees Payment Procedures.** This policy was revised to bring it in line with current policy procedures. KDOC 14-107 is revoked effective 05-27-15.
- 14-110A PAROLE SERVICES: Conditions of Supervision.** This policy was revised to update several of the definitions, correction of numbers used in the procedures, and updated Attachment B. KDOC IMPP 14-110 is revoked effective 05-27-15.
- 14-114A PAROLE SERVICES: Global Positioning Tracking System.** This policy was revised to bring it in line with current policy procedures. KDOC IMPP 14-114 is revoked effective 05-27-15.

**NOTE:** Yellow highlighting indicates that the particular IMPP is “**Staff Read Only.**”