

MEMO



Central Office

DATE: March 12, 2015
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #620

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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 inmates/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.

- 01-105D ADMINISTRATION: Contracts for Programs and Services.** This policy was revised to add the term “superintendent” wherever “warden” or “wardens” are used to ensure inclusion of the two (2) juvenile correctional facilities and to remove outdated language. KDOC IMPP 01-105 and JJA IMPP 04-104 are revoked effective March 12, 2015.

- 02-106D HUMAN RESOURCES: Temporary Limited Duty Assignments.** This policy was revised to reflect the coordinating of temporary limited duty assignments is coordinated at the facility level, update the reporting practice, clarification of definitions, and the addition of Attachment C. KDOC IMPP 02-106 and JJA IMPP 02-106 are revoked effective March 12, 2015.

- 02-108D HUMAN RESOURCES: Return to Work.** This policy was revised to update the current practice of transitional employment timeframes, clarification of wording, and the addition of Attachment B. KDOC IMPP 02-108 and JJA IMPP 02-108 are revoked effective March 12, 2015.

- 02-109D HUMAN RESOURCES: Designation of Appointing Authorities.** This policy was revised to update the current titles and organizational structure of the Department. KDOC IMPP 02-109 and JJA IMPP 02-109 are revoked effective March 12, 2015.

- 02-121D HUMAN RESOURCES: All Employee and Staff Meetings.** This policy was revised to reflect current practice and clarification of titles. KDOC IMPP 02-121 and JJA IMPP 02-121 are revoked effective March 12, 2015.

- 14-135A PAROLE SERVICES: Management of Domestic Violence Cases.** This policy was significantly revised to streamline procedures, provide clarification, and add information as to the definition and supervision of “domestic violence” offenders. KDOC IMPP 14-135 is revoked effective March 12, 2015.

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