

MEMO



Department of Corrections

Central Office

DATE: December 10, 2015
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #644

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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.

- 01-114D** **ADMINISTRATION: Deceased Offenders: Notifications and Required Procedures.** KDOC IMPPs 01-114, 14-130 and JJA IMPP 07-102 were consolidated into a Department-Wide policy to include offenders at juvenile correctional facilities and in the community. KDOC IMPPs 01-107 and JJA IMPP 01-107 are revoked effective 12/10/15.
- 05-101D** **RECORDS: Utilization, Confidentiality, Privacy, Security and Dissemination of Information Contained within Agency Records.** This policy was revised with the additional of a few new definitions to reflect juvenile records and electronic information systems and the inclusion of juvenile records and corresponding statutory citations. KDOC IMPP 05-101 is revoked effective 12/10/15.
- 14-121A** **PAROLE SERVICES: Notification to Third Parties.** This policy was revised to expand the definition of “Third Party” to include agencies and businesses; updated definition of “Third Party Risk Potential”, clarified the situations in which parole staff should consider the need for third party notification and the documentation requirements, added information about the manner in which notification are made to third parties, made adjustments to the “Disclosure of Information” form so that those who receive it can better understand why it was provided to them and updated the ACA Standard references. KDOC IMPP 14-121 is revoked effective 12/10/15.
- 14-130** **PAROLE SERVICES: Procedures for Notification and Documentation of Offender Death.** This policy is revoked effective 12/10/15 as it was incorporated into 01-114D ADMINISTRATION: Deceased Offenders: Notifications and Required Procedures.

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