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DATE: March 11, 2013
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #585

In accordance with IMPP 01-101, 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 01-101, 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.

- 02-117 HUMAN RESOURCES: Use And Review Of Flex Time And Adjusted Work Schedules**
The exclusion of exempt positions from adjusted work schedules is removed, consistent with IMPP 02-113, KAR 1-4-3 and KAR 1-9-1.
- 11-123 DECISION MAKING: Application of Program Credit Pursuant to K.S.A. 21-6821**
Policy is revised to clarify what programs are approved for SB14 credit; that sex offenders receive program credit for a program only after completing SOTP; and on which population the three-pack can be used.
- 15-101 WORK RELEASE AND PRISON/NONPRISON BASED PRIVATE INDUSTRY PROGRAMS: Selection Criteria and Placement Procedures**
Admission criteria are changed; screening is required to ensure that unit team are anticipating whether offenders on their caseloads are good fits for work release referrals in order to assist them in preparing; requires a detailed referral to ensure that sufficient information is available to the work release facility/unit to make effective placements for best success; sex offenders are screened for work release only after successful completion of treatment.

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