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Central Office

Landon State Office Building
900 S.W. Jackson St., 4th Floor
Topeka, KS 66612-1284
(785) 296-4508
Fax: (785) 296-0014
Email: libbysn@doc.ks.gov
www.doc.ks.gov

DATE: May 17, 2013
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #593

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.

04-116 FISCAL: Purchasing
This new IMPP sets forth the criteria under which the agency may acquire goods and services without seeking competitive bids and the process for seeking prior authorization to make such purchases. It also establishes the process for the submission, review, and approval/denial of purchase requisitions. Definitions are added, as well as attachments, including a Prior Authorization Request Form that is required by the Department of Administration when an agency desires to acquire goods and services without seeking competitive bids.

12-125 SECURITY AND CONTROL: Central Monitoring of Inmates
Policy revision includes the addition of two subgroups to provide for accuracy in Central Monitor File listings, and to enhance identification of Security Threat Group members and communication with outside law enforcement.

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