

# MEMO



*Central Office*

**DATE:** September 27, 2013  
**TO:** IMPP Manual Users  
**FROM:** Libby Snider, Staff Attorney/Policy Analyst  
**RE:** Summary of Changes to IMPPs – Distribution #598

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

---

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.

**01-128            ADMINISTRATION: Discrimination Complaints by Non-Offender Program Beneficiaries**  
As required by the Kansas Governor’s Grants Program, this new policy was created to provide for the resolution of discrimination complaints by non-offender beneficiaries of KDOC programs and services.

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