

# MEMO



*Central Office*

**DATE:** December 12, 2013  
**TO:** IMPP Manual Users  
**FROM:** Libby Snider, Staff Attorney/Policy Analyst  
**RE:** Summary of Changes to IMPPs – Distribution #599

**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**

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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.

- 11-117**      **DECISION MAKING: Risk-Reduction-Based Reentry and Release Planning.** This policy was revised to remove the case planning functions that will be included in IMPP 11-106 Case Management. Further, language pertaining to 120/180 day sanction offenders has been added along with general clean up as to terminology and acronyms.
- 11-119**      **DECISION MAKING: Documentation of the Disciplinary Process.** This policy was revised to update the language in the attached forms.
- 14-129**      **PAROLE SERVICES: Parole Officer Authority Regarding Detention and Arrest.** This is a new policy outlining the procedures in which a Parole Officer may detain and arrest a conditional violator.
- 22-108**      **ENFORCEMENT, APPREHENSION & INVESTIGATIONS: Searches, Seizure, Chain of Evidence, and Disposal of Contraband.** This is a new policy wherein search procedures for EAI/Special Agents were removed from IMPP 14-164 Searches, Seizure, Chain of Evidence, and Disposal of Contraband. **(NOTE: The revision and review of IMPP 14-164 is currently underway.)**

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