

# MEMO



*Central Office*

**DATE:** December 31, 2013  
**TO:** IMPP Manual Users  
**FROM:** Libby Snider, Staff Attorney/Policy Analyst  
**RE:** Summary of Changes to IMPPs – Distribution #600

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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.

- 14-107**      **PAROLE SERVICES: Offender Fees Payment Procedures.** This policy was revised to correct outdated language and information added to reflect the current practice of requiring offenders to pay co-pays for treatment programs and service fees for GPS. Further, language was added to reflect that all positive substance abuse tests result in a fee and not just those which are sent to the lab for testing. The Financial Statement Form has been also been revised.
- 14-149**      **PAROLE SERVICES: Concealed Carry of Firearms.** This is a new policy created to address the criteria under which Parole Officers who possess a valid license to carry a concealed handgun under the Family and Personal Protection Act may carry a concealed handgun while on duty.
- 19-101**      **MAJOR EMERGENCY RESPONSE PLANS: Development, Content, Training, Review, and Distribution of Facility Emergency Plans.** This policy was revised to reflected needed changes in the area of command responsibility.

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