

# MEMO



*Central Office*

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**DATE:** August 7, 2013  
**TO:** IMPP Manual Users  
**FROM:** Libby Snider, Staff Attorney/Policy Analyst  
**RE:** Summary of Changes to IMPPs – Distribution #597

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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.

**10-109            PROGRAMS AND SERVICES: Inmate Work Assignments**  
Policy is revised to allow KCI flexibility in the inmate pay system. Inmate wage fund/group incentive program is added, whereby pay is associated with productivity to encourage individuals to work together as a team to accomplish a common goal, increasing production and quality, and enabling KCI to keep up with increasing demands without paying overtime and expanding operations.

**12-111            SECURITY AND CONTROL: Use of Force**  
Policy was revised to streamline the process by allowing use of force reports to be imaged and eliminating the need for hard copies to be manually mailed to and maintained in Central Office.

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