

# MEMO



*Central Office*

**DATE:** July 1, 2014  
**TO:** IMPP Manual Users  
**FROM:** Libby Snider, Staff Attorney/Policy Analyst  
**RE:** Summary of Changes to IMPPs – Distribution #607

Jayhawk Walk  
714 SW Jackson, Suite 300  
Topeka, KS 66603-3722  
(785) 296-4508  
Fax: (785) 296-0014  
Email: libbysn@doc.ks.gov  
www.doc.ks.gov

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In accordance with IMPP 01-101D, 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 01-101D, 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.

- 10-140J**      **PROGRAMS AND SERVICES: Reporting Abuse and/or Neglect of an Offender.** This policy was revised wherein the process and procedures on the reporting of abuse and/or neglect of an offender contained in JJA IMPP 07-101 have been placed in a separate stand-alone policy. JJA IMPP 07-101 has been revoked effective July 1, 2014.
- 12-137D**      **SECURITY AND CONTROL: Staffing Analysis, Operational Staffing and Roster Management.** This policy was revised to include both adult and juvenile facilities, to add in required language under PREA, some dates have been changed so that the process starts earlier, and some titles have been updated. This policy was also removed from the Chapter 2 Human Resources series and moved to the Chapter 12 Security and Control Series and thus, IMPP 02-111 and JJA IMPP 02-111 have been revoked effective July 1, 2014.
- 13-107D**      **COMMUNITY PARTICIPATION: Mentoring.** This policy was revised to include PREA language and three (3) new forms added. IMPP 13-107 has been revoked effective July 1, 2014.

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