

# MEMO



*Central Office*

**DATE:** November 6, 2014  
**TO:** IMPP Manual Users  
**FROM:** Libby Snider, Staff Attorney/Policy Analyst  
**RE:** Summary of Changes to IMPPs – Distribution #615

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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.

**01-123D**      **ADMINISTRATION: Authorization for Construction, Renovation or Demolition of Physical Structures.** This department-wide policy consolidated KDOC IMPP 01-123 and JJA IMPPs 04-111 and 09-115. The consolidation of these policies will reflect recommended PREA language regarding the designing, acquiring or planning substantial modifications to facilities. KDOC IMPP 01-123 and JJA IMPPs 04-111 and 09-115 are revoked effective November 6, 2014

**04-118D**      **FISCAL: Employee Travel.** This department-wide policy consolidated KDOC IMPP 01-108 and JJA IMPPs 02-132 and 04-110. The consolidation of these policies removes this policy from the Chapter 1 series, ADMINISTRATION and moves it to the Chapter 4 series, FISCAL. The consolidation also revises the procedures to streamline the travel request, payment process and reduces paperwork; clarifies responsibilities; revises Attachment A by adding a signature line for the Secretary if out-of-state travel is requested and eliminates Attachments B and C. KDOC IMPP 01-108 and JJA IMPPs 02-132 and 04-110 are revoked effective November 6, 2014

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