

MEMO



Central Office

DATE: March 5, 2014
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #603

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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.

01-101D ADMINISTRATION: Development, Review and Dissemination of Departmental Policies and Procedures and Administrative Regulations.

New IMPP 01-101D applies to all operations (adult and juvenile) of the Department, and replaces former KDOC IMPP 01-101 and former JJA IMPP 01-106. This policy introduces new formatting requirements for consolidated policies, including:

- a new header;
- new applicability section;
- new IMPP numbering system;
- new IMPP Development Guide; and
- new Policy Revision Cover Sheet.

The policy was revised to reflect current practices, incorporate Juvenile Services titles and documents, and improve the flow of procedures. Procedures are removed from the Policy Statement, definitions are added, and attachments are revised.

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