

MEMO



DATE: March 30, 2016
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #654

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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 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.

- 01-117D** **ADMINISTRATION: Claims Procedure for Department Employees and the General Public.** This policy was revised to establish a department-wide policy and update attached forms. KDOC IMPP 01-117 and JJA IMPP 01-117 are revoked effective 03-30-16.
- 01-118D** **ADMINISTRATION: Offender Claims Procedure for Property Damage/Loss or Personal Injury.** This policy was revised to establish a department-wide policy and update attached forms. Timeframes for various procedures are changed, and provisions regarding valuation of claims are clarified. KDOC IMPP 01-118 and JJA IMPP 01-118 are revoked effective 03-30-16.
- 11-112** **DECISION MAKING: Funeral or Serious Illness of Relatives, Attendance by Inmates.** Because the subject matter of the policy is no longer relevant, and in order to accurately reflect current practice, KDOC IMPP 11-112 is revoked effective 03-30-16.
- 06-101D** **EVALUATION AND RESEARCH: Research and Evaluation Activities.** This policy was revised to establish a department-wide policy, and definitions were updated to reflect current practice. KDOC IMPP 06-101 and JJA IMPP 06-101 are revoked effective 03-30-16.
- 12-112D** **SECURITY AND CONTROL: Control and Use of Hazardous Materials within Facilities.** This policy was revised to establish a department-wide policy wherein a new definition was added and procedures were updated to include the juvenile side and OSHA relevant changes. KDOC IMPP 12-112 is revoked effective 03-30-16.
- 16-03-005** **Policy Memorandum – DOC IMPP 01-124 ADMINISTRATION: Inmate and Contract Personnel Operation of State Vehicles.** Attachments A and B were amended to remove former Secretary of Corrections Roger Werholtz’s name from both of these documents.

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