

MEMO



DATE: July 13, 2016
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #659

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

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.

- 05-145D** **INFORMATION TECHNOLOGY AND RECORDS: Customer Service Center.** This IMPP has been modified to reflect current policy, procedures, and definitions. Outdated procedures and attachments were removed. KDOC IMPP 05-145 is revoked effective 07-13-16.

- 14-130A** **PAROLE SERVICES: Delinquent Time Assessments on Community Supervision.** This new policy allows delinquent time to be assessed for offenders who abscond supervision, if they meet criteria and are returned to supervision rather than revoked and sent to a facility. Parole Officers and Supervisors have the option of using the delinquent time as a case management tool for offenders who have been in absconder status for over seven (7) days. The Delinquent Time Agreement and Waiver form will be used to inform the offender of the procedure and to notify the Sentence Computation Unit that delinquent time needs to be added to the sentence.

- 16-07-007** **Policy Memorandum – IMPP 05-117D INFORMATION TECHNOLOGY AND RECORDS: Systems Operation & Security.** This policy is amended to require review by the CIO or designee prior to server deployments or replacements.

- 16-07-008** **Policy Memorandum – IMPP 05-118D INFORMATION TECHNOLOGY AND RECORDS: IT Access Control.** This policy is amended to require a minimum of twelve (12) characters for passwords and to correct a numbering error in Section V.

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