

MEMO



DATE: May 11, 2017
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #675

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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.

02-125D HUMAN RESOURCES: Conditions of Employment/Fitness for Duty. Revisions to this policy include the addition of a new “c.” in Section II.C.3. whereby the Department may elect to conduct a second mental health examination prior to the employee returning to work even though the employee has been released by his/her own personal licensed mental health provider. Other minor revisions were made throughout the policy.

11-102J DECISION MAKING: Juvenile Correctional Facility Preadmission and Release Process. Revisions to this policy include moving it into the new format and to bring it in line with current practices. JJA IMPP 04-703 is hereby revoked effective 05-11-17.

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