

MEMO



DATE: July 31, 2017
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #679

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

04-109A **FISCAL: Disbursement for Offenders Engaged in Work Release Employment.** The notarization block is removed from the Work Release Loan Agreement, Attachment C, in order to streamline the application process.

05-120D **INFORMATION TECHNOLOGY & RECORDS: Microsoft Office 365.** This new policy introduces new processes, terms, and policy to assist users with KDOC’s migration to a cloud-based application for MS Office 365 that is managed primarily outside the agency.

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