

MEMO



DATE: December 12, 2017
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #688

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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.

- 01-113D** **ADMINISTRATION: Incident Reports and Immediately Reportable Incidents.** This policy was revised to combine the adult and juvenile policies into a DEPARTMENT-WIDE policy. Revisions include updating notification procedures and the listing of central office duty officers. DOC IMPP 01-113 and JJA IMPP 12-120 are hereby revoked.

- 04-110A** **FISCAL: Processing Offender Garnishments.** This policy was revised to change the word “inmate” to “offender” and to correct the headers for Attachments C and D.

- 10-119D** **PROGRAMS AND SERVICES: Medical and Religious Diets and Vegetarian Alternative Diet.** This policy was revised to remove the juvenile side’s use of “Request to Staff Member” form to use of the Form 9, update the diet codes in Section IV.E. and Attachment B.

- 12-103D** **SECURITY AND CONTROL: Offender and Facility Searches.** This policy was revised to combine the adult and juvenile policies into a DEPARTMENT-WIDE policy. Revisions include the requirement for specific searches, address the frequency of required area searches, documentation of all strip searches and added the Shakedown/Search form as an attachment. DOC 12-103 and JJA 12-103 are hereby revoked.

- 12-115D** **SECURITY AND CONTROL: Search of Visitors.** This policy was revised to combine the adult and juvenile policies into a DEPARTMENT-WIDE policy. Revisions include removal or wording banning firearms in visitor’s vehicle due to law change, inclusion of the word “superintendent” wherever “warden was listed, changed the term “inmate” to “offender”, added K.A.R references pertaining to the juvenile side. DOC IMPP 12-115 is hereby revoked.

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12-121D SECURITY AND CONTROL: Search of Employees, Contract Personnel and Volunteers.

This policy was revised to combine the adult and juvenile policies into a DEPARTMENT-WIDE policy. Revisions include the inclusion of the word “superintendent” wherever “warden” was listed; changed the term “inmate” to “offender”, added K.S.A. and K.A.R. references pertaining to the juvenile side; and revised attachments. KDOC IMPP 12-121 is hereby revoked.

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