

MEMO



DATE: January 30, 2018
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #691

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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.

- 02-126D HUMAN RESOURCES: Recruitment and Selection Process.** Revisions to this policy included updating references to policy numbers, deleting references to Larned Juvenile Correctional Facility (LJCF), updating questions on Attachment C, and deleting language from Attachment D.
- 09-107D SAFETY, SANITATION AND INSPECTIONS: Tobacco-Free Environment.** This policy was revised to update definitions and procedures to align the discipline for non-KDOC staff with KDOC staff and remove the language religious usage from this policy and into IMPP 10-110D.
- 10-110D PROGRAMS AND SERVICES: Religious Programs.** This policy was revised to incorporate the procedures for religious usage removed from IMP 09-107D into this policy.
- 14-146A PAROLE SERVICES: Case Management and Caseload Review Processes.** This policy was revised to update it and bring it in line with current practices including but not limited to adding a definition for case review process, removing references to the mini audit process and replacing it with the case review process, adding language regarding the completion and documentation of fidelity review, updating the process regarding caseload audits and feedback to staff and adding a Case Review form and Observation form as new attachments.

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