

# MEMO



*Central Office*

**DATE:** November 13, 2018  
**TO:** IMPP Manual Users  
**FROM:** Maxine Bermudez, Policy Analyst  
**RE:** Summary of Changes to IMPPs – Distribution #706

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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 as 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 “**STAFF READ ONLY**” and shall not be included in the distributions to agencies or organizations not authorized such access.

- 05-101D**      **INFORMATION TECHNOLOGY AND RECORDS: Utilization, Confidentiality, Privacy, Security and Dissemination of Information Contained with Agency Records.** This policy was revised to incorporate parole office procedures into the file and records management processes; significant changes have been made to the procedures related to sharing RDU reports and how the agency manages the Agreements that are required of agencies who wish to review RDU reports; and Attachment D has been deleted as it is no longer necessary and to avoid duplication.
- 11-101A**      **DECISION MAKING: Offender Privileges and Incentives.** This policy was revised to bring it in line with current procedures, to meet the standards for re-entry and recidivism reduction goal and to put the policy into the new format. KDOC IMPP 11-101 is hereby revoked effective 11-13-18.

**NOTE:** Yellow highlighting specifies that IMPP is “**STAFF READ ONLY**”.