

# MEMO



**DATE:** May 5, 2016  
**TO:** IMPP Manual Users  
**FROM:** Libby Snider, Staff Attorney/Policy Analyst  
**RE:** Summary of Changes to IMPPs – Distribution #657

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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.

**14-125A**      **PAROLE SERVICES: Management of Offender Money and Property.** Language is added to clarify the procedural and discretionary factors involved in retaining offender property when an offender is arrested or becomes otherwise unavailable to manage his/her belongings from KDOC-managed housing. The maximum timeframe for retaining property before donating to a charitable organization is extended, and the attached inventory form is revised for ease of use. KDOC IMPP 14-125 is revoked effective 05-05-16.

**14-134A**      **PAROLE SERVICES: Transportation Memo.** Policy is revised to reflect current practice, comments are added to clarify that a transportation memo for immediate transfer/administrative hold cases is at the discretion of the transportation coordinator, and two versions of the memo are included. Language is removed requiring notification to RDU and EDCF for violators with a new sentence. KDOC IMPP 14-134 is revoked effective 05-05-16.

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