

MEMO



DATE: November 22, 2016
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #666

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

- 02-112D HUMAN RESOURCES: Telecommuting.** This policy is revised to add new language regarding temporary telecommuting being considered and approved during a medical convalescence period and revisions to Attachment A, Telecommuting Agreement.
- 02-114D HUMAN RESOURCES: Employee Leave and Absences.** This policy is revised to add new language requiring an employee to provide a doctor’s release if absent from work three (3) or more days from work after having a surgical procedure and other minor changes throughout.
- 12-129D SECURITY AND CONTROL: Clothing and Linen Issue; Offender Hygiene and Appearance.** This is a DEPARTMENT-WIDE policy to include elements of both the current adult and juvenile procedures and new attachments. KDOC IMPP 12-129 is revoked effective 11/22/16.
- 14-120A PAROLE SERVICES: Good Time During Post-Release Supervision.** This policy was revised streamlining the title, adding clarification regarding the taking of good time during an award period or when the offender is declared an absconder, new language to provide guidelines for behavior that constitutes a refusal to work or participate in programs, and other minor changes or language added throughout to add clarity and enhance consistency in the application of good time withholdings across the state. KDOC IMPP 14-120 is revoked effective 11/22/16.
- 16-11-011 Policy Memorandum – IMPP 05-107 INFORMATION AND TECHNOLOGY AND RECORDS: Confidentiality/Release of Medical and Mental Health Information.** New Attachment A, Corizon Health - Authorization for Release of Protected Health Information replaces the former CCS – Authorization for Release of Health Information. The new Attachment A form is in both English and Spanish.

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