

MEMO



DATE: November 29, 2017
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #686

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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.

04-105A FISCAL: Determination of Cash Gratuity Payments, Clothing, and Transportation Upon Release. Policy is revised to specify that offenders incarcerated on a parole revocation that is not upheld by the Prisoner Review Board are not eligible to receive a cash gratuity upon release.

05-108A INFORMATION TECHNOLOGY & RECORDS: Detainer Processing for All Offenders. Policy is revised to reflect current practice and statutory language regarding disposition of probation violations and provision of Mandatory Disposition of Detainers Act to offenders; procedures are added to enhance tracking of offenders, including notification of the Interstate Compact Office when releasing an offender on post release supervision to an out-of-state detainer; provisions are added regarding the agreement between KDOC and the Department of Homeland Security, Immigration and Customs Enforcement agencies, eliminating the need for separate IMPP 05-109; and attachments and references are updated accordingly. **IMPP 05-109 is revoked.**

05-117D INFORMATION TECHNOLOGY & RECORDS: Systems Operation & Security. Policy is revised to add requirements for vulnerability checks and IT involvement in the COOP plan, which are auditable issues by Legislative Post Audit.

10-113 D PROGRAMS AND SERVICES: Offender Visitation. Notary block on Affidavit at Attachment C is updated consistent with the Kansas Notary Public Handbook, and a line is added to the Application for Visiting Privileges at Attachment A to indicate the state of issue for the applicant ID.

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