

MEMO



DATE: March 29, 2018
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #695

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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.

18-03-001 02-118D HUMAN RESOURCES: Employee and Volunteer Rules of Conduct and Undue Familiarity. Policy Memo revising the disciplinary action for possession of personal cell phones and possession of tobacco were made to Section IV.W.3.a.(1) through (4) and adding a new (5) and to Section.X.1.a. through f. of this policy.

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