

MEMO



Central Office

DATE: February 19, 2020
TO: IMPP Manual Users
FROM: Maxine Bermudez, Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #731

Jayhawk Walk
714 SW Jackson, Suite 300
Topeka, KS 66603-3722
(785) 368-7194
Fax: (785) 296-0014
Email: Maxine.Bermudez@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 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 who are not authorized such access.

- 02-107D HUMAN RESOURCES: Probationary Periods and Performance Management Process.** This policy was revised to set apart the probationary period of six (6) months for all newly hired and rehired Juvenile Corrections Officer I (A) from the probationary period of one (1) year for all newly hired and rehired Corrections Officer I (A) and Corrections Counselors.
- 10-144A PROGRAMS AND SERVICES: Offender Companion Program.** This is a new policy wherein selected offenders will receive specialized training to perform suicide observation of other offenders.
- 11-106A DECISION MAKING: Case Management.** This policy was revised to shorten the length of the report and requiring it monthly instead of quarterly; added language of whom to turn the report in to, and removed two (2) definitions.
- 20-02-002 IMPP 01-128 ADMINISTRATION: Discrimination Complaints by Non-Offender Program Beneficiaries.** Policy Memorandum is being issued to revise the applicable non-discrimination requirements set out in the “Policy” statement.

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