

# MEMO



*Central Office*

**DATE:** May 14, 2020  
**TO:** IMPP Manual Users  
**FROM:** Maxine Bermudez, Policy Analyst  
**RE:** Summary of Changes to IMPPs – Distribution #734

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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 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.

**20-05-001 03-104D STAFF DEVELOPMENT: Minimum Departmental Training Standards.** Policy Memorandum is being issued to temporarily modify this policy from March 12, 2020 through the COVID-19 pandemic period whereby the performance testing portions of designated classes may be waived as approved by the Deputy Secretary of Community and Field Services, or designee.

**20-05-002 03-106A STAFF DEVELOPMENT: Weapons Qualification.** Policy Memorandum is being issued to temporarily modify this policy from March 12, 2020 through the COVID-19 pandemic period whereby firearms qualification for new corrections officer is extended 90 days after the end of the pandemic period; the time may be extended for chemical agents exposure to 90 days after the end of the pandemic period; and that the testing portion of OC and Taser Recertification is waived for parole staff for annual training and certification shall be retained upon successful completion of course material and a written examination.

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