

# MEMO



*Central Office*

**DATE:** May 7, 2014  
**TO:** IMPP Manual Users  
**FROM:** Libby Snider, Staff Attorney/Policy Analyst  
**RE:** Summary of Changes to IMPPs – Distribution #605

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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 inmates/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.

- 04-104**      **FISCAL: Inmate Benefit Fund.** This policy was revised to only the facility inmate benefit fund definition to include commissions, not profit, designated from the sale of canteen items to offenders.
- 12-118**      **SECURITY AND CONTROL: Serious Incident Review Board Actions Pending and Subsequent to Incident Reviews, Sexual Incident Review.** This policy was revised for minor language change to omit language regarding sexual abuse incident reviews for sexual harassment cases and minor modification to the Sexual Abuse Incident Review Format form (Attachment B) to omit the “Staff Sexual harassment” option.

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