

# MEMO



*Central Office*

**DATE:** May 30, 2014  
**TO:** IMPP Manual Users  
**FROM:** Libby Snider, Staff Attorney/Policy Analyst  
**RE:** Summary of Changes to IMPPs – Distribution #606

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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.

**04-103**      **FISCAL: Inmate Trust Fund.** This policy was revised to remove outdated language; clarifies the definition of “forced savings”, the documentation required when submitting an account withdrawal, and how the accounts are managed for those offenders on interstate compact and community work; and modifies reviewing and monitoring requirements to reflect current business practices.

**04-117D**    **FISCAL: Fiscal Control.** This is a new department-wide policy that identifies staff who are authorized to approve payment vouchers and receipt deposits, specifies the information required on all invoices, specifies that grants may not be awarded without the Secretary’s approval, and identifies staff responsible for the management of the Juvenile Justice Trust Fund. With the implementation of this policy, JJA IMPP 04-101 is revoked as the language contained within this policy is the basis for this new policy.

**12-103**      **SECURITY AND CONTROL: Offender and Facility Searches.** This policy was revised to reflect common practice in the facilities and to add one (1) documentation requirement.

**19-103**      **MAJOR EMERGENCY RESPONSE PLANS: Development, Content, Format, Training, Review, and Distribution of Field Service Emergency Plans.** This policy was revised to remove outdated language.

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