

MEMO



Department of Corrections

Central Office

DATE: December 30, 2014
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #616

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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.

- 04-102A** **FISCAL: Use of Voucher Funds for Case Management.** There were minor revisions made to this policy. KDOC IMPP 04-102 is revoked effective December 30, 2014.
- 04-106A** **FISCAL: Offender Fees.** There were minor revisions made to this policy. KDOC IMPP 04-106 is revoked effective December 30, 2014.
- 04-108D** **FISCAL: Canteens/Package Program, Canteen/Package Program Items and Canteen/Package Program Funds.** This department-wide policy consolidated IMPP 04-108 and JJA IMPP 04-109 wherein significant revisions were made to reflect current practices and allowing the juvenile correctional facility to establish General Orders outlining the procedures on the operation of their respective canteen programs so long as they meet the minimum standards set forth in this consolidated policy. KDOC IMPP 04-108 and JJA IMPP 04-109 are revoked effective December 30, 2014.
- 04-110A** **FISCAL: Processing Offender Garnishments.** There were minor revisions made to this policy. KDOC IMPP 04-110 is revoked effective December 30, 2014.
- 04-111A** **FISCAL: Processing of Offender Income Withholding Orders.** There were minor revisions made to this policy. KDOC IMPP 04-111 is revoked effective December 30, 2014.
- 04-112** **FISCAL: Product Evaluation Committee.** This KDOC policy is revoked effective December 30, 2014 as the policy is outdated and the procedures to be followed can be found in IMPP 04-116D FISCAL: Purchasing.
- 04-114D** **FISCAL: Inventory.** This department-wide policy consolidated IMPP 04-114 and JJA IMPP 04-107 wherein procedures were removed from the “Policy Statement”, removal of a definition no longer necessary, and allowing the juvenile correction facilities to develop general orders to address inventory management at their respective facilities. KDOC IMPP 04-114 and JJA IMPP 04-107 are revoked effective December 30, 2014.

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- 04-115A** **FISCAL: Use of Reimbursements to Support Risk Reduction and Reentry Work.** This policy has undergone significant revisions to reflect current practices by removing procedures from the “Policy Statement”, updating definitions, removing a definition no longer necessary, and removing outdated language in the “Procedure” section. KDOC IMPP 04-115 is revoked effective December 30, 2014.
- 04-116D** **FISCAL: Purchasing.** This department-wide policy consolidated KDOC IMPP 04-116 and JJA IMPP 04-106 wherein minor revisions were made.. KDOC IMPP 04-116 and JJA IMPP 04-108 are revoked effective December 30, 2014.

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