

# MEMO



Department of Corrections

*Central Office*

**DATE:** March 20, 2015  
**TO:** IMPP Manual Users  
**FROM:** Libby Snider, Staff Attorney/Policy Analyst  
**RE:** Summary of Changes to IMPPs – Distribution #621

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In accordance with IMPP 01-101D, any 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.

**02-116D HUMAN RESOURCES: Conflict of Interest: Relationships on the Job and Outside Employment.** This new department-wide policy is a consolidation of related adult and juvenile policies. Provisions concerning outside employment were revised. KDOC IMPP 02-116 and JJA IMPP 02-116 are revoked.

**JJA 05-104 INFORMATION TECHNOLOGY AND RECORDS: JJA Master Index.** This policy is being revoked, and users are referred to KDOC IMPP 05-103.

**05-129D INFORMATION TECHNOLOGY AND RECORDS: Internet/Intranet Usage & Management.** This new department-wide policy is a consolidation of JJA IMPP 05-103 and KDOC IMPP 05-129. KDOC IMPP 05-129 and JJA IMPP 05-103 are revoked.

**05-131 INFORMATION TECHNOLOGY AND RECORDS: Platform Usage, Maintenance and Standards.** Because of the creation of new Information Technology security IMPPs based on ITEC and KCJIS requirements, this IMPP was revoked, and portions of this IMPP pertaining to procurement were incorporated into IMPP 05-110D; portions related to physical security and software use were incorporated into IMPP 05-112D; portions related to user awareness were incorporated into 05-116D; portions related to hardware care and maintenance were incorporated into 05-117A; and portions related to user access were incorporated into IMPP 05-118D.

**05-135 INFORMATION TECHNOLOGY AND RECORDS: Storage Architecture & Management.** Because of the creation of new Information Technology security IMPPs based on ITEC and KCJIS requirements, this IMPP was revoked, and portions of this IMPP pertaining to risk management were incorporated into IMPP 05-114D; portions related to storage were incorporated into IMPP 05-117D.

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- 05-141 INFORMATION TECHNOLOGY AND RECORDS: Asset Management.** Because of the creation of new Information Technology security IMPPs based on ITEC and KCJIS requirements, this IMPP was revoked, and portions of this IMPP pertaining to procurement were incorporated into IMPP 05-110D; portions related to record keeping were incorporated into IMPP 05-119D.
- 05-143 INFORMATION TECHNOLOGY AND RECORDS: Systems Management.** Because of the creation of new Information Technology security IMPPs based on ITEC and KCJIS requirements, this IMPP was revoked and incorporated into IMPP 05-117D.
- 05-157 INFORMATION TECHNOLOGY AND RECORDS: Asset Management.** Because of the creation of new Information Technology security IMPPs based on ITEC and KCJIS requirements, this IMPP was revoked, and portions of this IMPP pertaining to personnel were incorporated into IMPP 05-111D; portions pertaining to e-mail were incorporated into IMPP 05-117D; and portions pertaining to user access were incorporated into IMPP 05-118D.
- 05-171 INFORMATION TECHNOLOGY AND RECORDS: Information Systems Security.** Because of the creation of new Information Technology security IMPPs based on ITEC and KCJIS requirements, this IMPP was revoked, and portions of this IMPP pertaining to physical security were incorporated into IMPP 05-112D IT Physical Security and Protection; portions pertaining to auditing were incorporated into IMPP 05-113D System Audit and Accountability; portions pertaining to incidents were incorporated into IMPP 05-115D Incident Response and Auditing; portions pertaining to security awareness were incorporated into IMPP 05-116D Security Awareness and Training; and portions pertaining to user access were incorporated into IMPP 05-118D IT Access Control.
- 05-110D INFORMATION TECHNOLOGY AND RECORDS: Secure Purchasing and Acquisitions.** This new department-wide policy specifically addresses the security requirements of CJIS and ITEC regarding the purchase and/or acquisition of information systems, components, and/or elements. From this, equipment will be considered only after extensive research has been completed that documents the security capabilities and requirements of the system/component/elements under consideration. It also requires that prior to any procurement, pre-defined baselines must be specified and documented. This should result in systems/component/elements meeting KDOC needs for standardization, compatibility and security. JJA IMPP 05-106 is revoked.
- 05-111D INFORMATION TECHNOLOGY AND RECORDS: IT Personnel Security.** This new department-wide policy specifically addresses the security requirements of ITEC regarding acceptable use of agency assets. Agency assets include equipment, software, and data/information. In order to maximize our ability to safeguard all KDOC assets, especially confidential offender information, the agency must rely on users to a greater extent as we strengthen our security posture.
- 05-112D INFORMATION TECHNOLOGY AND RECORDS: IT Physical Security and Protection.** This new department-wide policy specifically addresses the security requirements of ITEC, CJIS, and NIST regarding the protection and physical security of IT assets and areas that house IT assets. JJA IMPP 05-101 is revoked.
- 05-113D INFORMATION TECHNOLOGY AND RECORDS: System Audit & Accountability.** This new department-wide policy specifically addresses the security requirements of ITEC, CJIS, and NIST regarding the auditing of information systems, all system access events, and all system administration events.

- 05-114D INFORMATION TECHNOLOGY AND RECORDS: Risk Management & Security Planning.** This new department-wide policy specifically addresses the security requirements of ITEC and NIST regarding the framing, assessment and management of risk to information systems and both the adult and juvenile information that is processed, stored, transmitted. It also creates a framework for the establishment of the required enterprise wide security plan and the individual information system security plans.
- 05-115D INFORMATION TECHNOLOGY AND RECORDS: Incident Response and Handling.** This new department-wide policy specifically addresses the security requirements of ITEC, CJIS and NIST regarding the incident response and handling capability for all information systems that process, store, or transmit KDOC controlled information.
- 05-116D INFORMATION TECHNOLOGY AND RECORDS: Security Awareness and Training.** This new department-wide policy specifically addresses the security requirements of ITEC, CJIS, and SANS regarding the documentation of all security awareness and training for all systems that process, store, or transmit KDOC controlled information.
- 05-117D INFORMATION TECHNOLOGY AND RECORDS: Systems Operation & Security.** This new department-wide policy specifically addresses the security requirements of ITEC, CJIS, NIST, and SANS regarding the documentation of all system operations processes, security self-assessments, monitoring, and maintenance for all systems that process, store, or transmit KDOC controlled Information. JJA IMPP 05-107 is revoked.
- 05-118D INFORMATION TECHNOLOGY AND RECORDS: IT Access Control.** This new department-wide policy specifically addresses the security requirements of ITEC, CJIS, SANS, and NIST regarding the documentation of network identification and authentication, account management, access enforcement, least privilege, and session management, data/media protection, and application protection for all systems that process, store, or transmit KDOC controlled Information.
- 05-119D INFORMATION TECHNOLOGY AND RECORDS: Systems Configuration.** This new department-wide policy specifically addresses the security requirements of ITEC, CJIS, and NIST regarding the documentation of all system configuration management, system protection, Data/media protection, and application protection for all systems that process, store, or transmit KDOC controlled Information. JJA IMPP 05-109 is revoked.

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