

MEMO



Department of Corrections

Central Office

DATE: April 29, 2015
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #624

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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 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.

- 01-127D ADMINISTRATION: Development and Review of General Orders.** This policy was revised to establish a department-wide policy and to remove procedures from the Policy Statement, improve the flow of procedures and update attachments. KDOC 01-127 is revoked effective 04-29-15.
- 02-104D HUMAN RESOURCES: Separation of Employment and Exit Interviews.** KDOC IMPP 02-104 and JJA IMPP 02-104 were consolidated and incorporate new language pertaining to separation from employment. KDOC IMPP 02-104 and JJA IMPP 02-104 are revoked effective 04-29-15.
- 02-105D HUMAN RESOURCES: Establishment and Review of Position Descriptions.** KDOC IMPP 02-105 and JJA IMPP 02-105 were consolidated and language was clarified. KDOC IMPP 02-105 and JJA IMPP 04-105 are revoked effective 04-29-15.
- 02-117D HUMAN RESOURCES: Use and Review of Flex Time and Adjusted Work Schedules.** This policy was revised to establish a department-wide policy and to incorporate a new section within the policy. KDOC IMPP 02-117 and JJA IMPP 02-117 are revoked effective 04-29-15.
- 02-123D HUMAN RESOURCES: Equal Employment Opportunity Representatives.** KDOC IMPP 02-123 and JJA IMPP 02-123 were consolidated and several clarifications as to current practices were made. KDOC IMPP 02-123 and JJA IMPP 02-123 are revoked effective 04-29-15.
- 14-131A PAROLE SERVICES: Failure to Report and Absconder Procedures.** This policy was revised to update and enhance the policy including; but not limited to a change in title, change in time frame for responding to a failure to report, enhanced and clarified the actions to be taken in an attempt to re-engage offenders in supervision prior to declaring them an absconder and warrant issuance. KDOC IMPP 14-131 is revoked effective 04-29-15.

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14-139A **PAROLE SERVICES: Condition Violation Warrants.** This policy was revised to include, but not limited to updating the title of the policy, removed all details related to Arrest and Detain orders and placed in new IMPP 14-145A, clarified OMIS movement entries and the use of codes for the two (2) warrant types, updated distribution procedures for the warrant, and clarified procedures for warrant issuance in interstate compact cases. KDOC IMPP 14-139 is revoked effective 04-29-15.

14-145A **PAROLE SERVICES: Order to Arrest and Detain.** This is a new policy incorporating language removed from IMPP 14-139 and updating and enhancing the arrest and detain procedures including, but not limited to clarifying the information necessary before issuing an arrest and detain, added the parole officer II as an allowed designee for the parole supervisor, added information about the entry of OMIS movements and an exception for safety purposes.

23-101A **PRISONER REVIEW BOARD: Applying for Clemency Consideration and Payment of Publication Notice.** This policy was revised to include the movement from the Chapter 4, Fiscal Section to a new Chapter 23, Prisoner Review Board, added Attachment D and incorporated new language as to Attachment E. KDOC IMPP 04-107 is revoked effective 04-29-15

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