

MEMO



Department of Corrections

Central Office

DATE: May 7, 2015
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #626

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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.

- 02-112D HUMAN RESOURCES: Telecommuting.** This policy was revised to establish a department-wide policy by removing a definition, clarifying procedures and/or outdated procedures. KDOC IMPP 02-112 is revoked effective 05-07-15.
- 02-120D HUMAN RESOURCES: Employee Disciplinary Procedures and Informal/Formal Actions.** KDOC IMPP 02-120 and JJA IMPP 02-120 were consolidated to establish a department-wide policy to update sections to include juvenile services references, clarifying formal disciplinary action for classified positions and adding a section to outline formal disciplinary actions for unclassified employees. KDOC IMPP 02-120 and JJA IMPP 02-120 are revoked effective 05-07-15.
- 02-122D HUMAN RESOURCES: Workplace Violence Prevention, Intervention, and Resolution.** KDOC IMPP 02-122 and JJA IMPP 02-122 were consolidated to establish a department-wide policy to remove procedures from the Policy Statement and outdated language within the Procedures section and adding new sections on reporting, investigation, and confidentiality of investigative information. KDOC IMPP 02-122 and JJA IMPP 02-122 are revoked effective 05-07-15.

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