

# MEMO



Department of Corrections

Central Office

**DATE:** June 30, 2015  
**TO:** IMPP Manual Users  
**FROM:** Libby Snider, Staff Attorney/Policy Analyst  
**RE:** Summary of Changes to IMPPs – Distribution #631

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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.

**02-102D HUMAN RESOURCES: Security Post Rotation and Shift Assignment.** This is a consolidation of KDOC IMPP 02-102 and JJA IMPP 02-102. Revisions to this policy include the addition of Juvenile Services, updating the current reporting practice, clarification of definitions and addition of new Attachment B. KDOC IMPP 02-102 and JJA IMPP 02-102 are revoked effective 06/30/15.

**02-107D HUMAN RESOURCES: Probationary Periods and Performance Management Process.** This is a consolidation of KDOC IMPP 02-107 and JJA IMPP 02-107. Revisions to this policy include adding the definition for “essential requirements”, clarifying other definitions, and clarification of procedures. KDOC IMPP 02-107 and JJA IMPP 02-107 are revoked effective 06/30/15.

**02-114D HUMAN RESOURCES: Employee Leave and Absences.** This is a consolidation of KDOC IMPP 02-114 and JJA IMPP 02-107. Revisions to this policy include adding the definitions for “administrative leave”, “Fair Labor Standard Act”, “inclement weather leave”, and consolidating the definitions of “family leave”; inclusion of disciplinary procedures for leave abuse and inclement weather leave; and updated attachments. KDOC IMPP 02-114 and JJA IMPP 02-114 are revoked effective 06/30/15.

**02-115D HUMAN RESOURCES: Employee Grievances.** This is a consolidation of KDOC IMPP 02-115 and JJA IMPP 02-115. Revisions to this policy include inserting the current titles in the definition of “management team”, clarified language within the “Procedures” section, and changed response from Secretary from 10 days to 20 days. KDOC IMPP 02-115 and JJA IMPP 02-115 are revoked effective 06/30/15.

**02-118D HUMAN RESOURCES: Employee and Volunteer Rules of Conduct and Undue Familiarity.** This is a consolidation of KDOC IMPP 02-118 and JJA IMPP 02-118. Revisions to this policy include, but not limited to removal of definitions; incorporating new Sections (“Use of State Vehicles” and “Credits for Airline Ticket Purchases”); change the suspension periods for cell phones and tobacco contraband; updated language as to the possession of concealed firearms; and a new Attachment E was added.

**NOTE:** This IMPP’s **EFFECTIVE DATE** is **JULY 1, 2015**. KDOC IMPP 02-118 and JJA IMPP 02-118 are **REVOKED EFFECTIVE 07/01/15**.

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**02-119D**      **HUMAN RESOURCES: Personnel Records.** This is a consolidation of KDOC IMPP 02-119 and JJA IMPP 02-119. Revisions to this policy include the incorporation of language for “Safe at Home” program and agency titles updated. KDOC IMPP 02-119 and JJA IMPP 02-119 are revoked effective 06/30/15.

**14-124A**      **PAROLE SERVICES: Sex Offender Supervision and Case Management.** This is a new policy separating out the parole functions of sex offender supervision and case management in order to clarify roles and focus on the principles of treatment. Specified criteria for contact with minors in order for case managers to make sound decisions based on facts and circumstances of a specific case.

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