

MEMO



Central Office

DATE: August 19, 2015
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #634

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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.

- 09-101D SAFETY, SANITATION AND INSPECTIONS: Fire Safety and Inspection Procedures; Schedules for Emergency Equipment Testing.** Revisions to this policy include, but are not limited to the removal of procedures from the “Policy Statement” and placing it in the “Procedures” section; revised definitions, and added “superintendent” wherever “warden” was listed. KDOC IMPP 09-101 is revoked effective 08/19/15.
- 09-104D SAFETY, SANITATION AND INSPECTIONS: Security Inspection Program.** Revisions to this policy include, but are not limited to removal of procedures from the “Policy Statement” and placing it into the “Procedures” section; revised and deleted definitions; and added “superintendent” wherever “warden” was listed. KDOC IMPP 09-104 is revoked effective 08/19/15.
- 10-102D PROGRAMS AND SERVICES: Facility Academic and Vocational Education Programs.** This policy was revised to incorporate new definitions and procedures as to juvenile education services and the removal of Section II as it is redundant throughout the policy. KDOC IMPP 10-102 is revoked effective 08/19/15.
- 11-123A DECISION MAKING: Application of Program Credit Pursuant to K.S.A. 2014 Supp. 21-6821.** This policy was revised to change the program credit from 60 days to 90 days, clarified procedures in Section I.C.1. that allows the facilities some discretion in deciding if they can provide the right dose of programming if the offender has a short sentence, and added language to Attachment A to indicate a high school diploma may also qualify for program credit; not just a GED and the KDOC Batterer’s Intervention Program was added to Attachment A. KDOC IMPP 11-123 is revoked effective 08/19/15.
- 11-125A DECISION MAKING: Offenders Eligible for Discharge from the Prison Portion of a Sentence Pursuant to K.S.A. 75-5220.** This policy was revised to reflect an increase from 10 to 20 days the length of the period remaining on an offender’s prison sentence for which the offender is eligible for discharge directly from jail by the Secretary of Corrections and clarifies the release involved is actually a relinquishment of custody to the sheriff detaining the offender who then releases the offender thereby making the sheriff responsible for performing the wants-and-warrants check required by K.S.A. 22-4605. KDOC IMPP 11-125 is revoked effective 08/19/15.

- 12-108D** **SECURITY AND CONTROL: Key Control.** This is a consolidation of KDOC IMPP 12-108 and JJA IMPP 12-108. The revisions to this policy include the use of “offender” instead of “inmate”, addition of “superintendent” with “warden”, and a title change (Chief of Security) on Attachment D to maintain uniformity within this policy. KDOC IMPP 12-108 and JJA IMPP 12-108 are revoked effective 08/19/15.
- 12-109D** **SECURITY AND CONTROL: Tool Control.** This is a consolidation of KDOC IMPP 12-109 and JJA IMPP 12-109. The revisions to this policy include the use of “offender” instead of “inmate”, addition of “superintendent” with “warden”, and incorporated practices and procedures of both the adult and juvenile correctional facilities. KDOC IMPP 12-109 and JJA IMPP 12-109 are revoked effective 08/19/15.
- 14-119** **PAROLE SERVICES: Day Reporting Centers.** A review of this policy showed that the KDOC has not had Day Reporting Centers available as a resource for many years. The policy is no longer relevant or necessary. KDOC IMPP 14-119 is revoked effective 08/19/15.
- 14-123A** **PAROLE SERVICES: Intrastate Transfer of Offenders.** Revision of this policy includes adding a section as to the expectations for determining which parole office will supervise an offender based on current practice of county of resident that includes an allowance for an exception in certain cases if agreed upon by the parole supervisors involved; added a time frame for submission of transfer requests to another parole district; updated procedures for notification to the sending state, if an interstate compact case relocates within Kansas, clarifies that parole supervisors or designee is to review the Transfer Review Checklists, and adding the authorization for Parole Directors to waive the completion of the Transfer Review Checklist if needed for good cause. KDOC IMPP14-123 is revoked effective 08/19/15.
- 14-132A** **PAROLE SERVICES: Law Enforcement Role and Responsibilities.** This policy was revised by deleting outdated language that was developed based on an ACA standard that is no longer in place and is no longer necessary. New language has been added as to law enforcement role and responsibilities of parole officers. KDOC IMPP 14-132 is revoked effective 08/19/15.

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