

MEMO



Department of Corrections

Central Office

DATE: September 15, 2015
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #635

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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.

- 02-101D HUMAN RESOURCES: EEO Discrimination Complaint Resolution.** This is a consolidation of KDOC IMPP 02-101 and JJA IMPP 02-101. Extensive revisions to this policy include, but are not limited to addition of the definitions of “Discriminatory Hostile Working Environment” and “Human Resources Director”, clarification of the EEO representative’s role, the complaint process revised and clarified, the confidentiality of investigative information procedure revised, and revisions to attachments to bring them up-to-date with current practice. KDOC IMPP 02-101 and JJA IMPP 02-101 are revoked effective 09/15/15.
- 02-124D HUMAN RESOURCES: Sexual Harassment.** This is a consolidation of KDOC IMPP 02-124 and JJA IMPP 02-124. Extensive revisions to this policy include, but are not limited to the removal of procedures from the “Policy Statement”, addition of the definition of “Discriminatory Hostile Working Environment”, expectations revised to reflect current practice, informal process added, timeline changes in formal process, report review clarification, revised informal resolution detailed and attachment revised. KDOC IMPP 02-124 and JJA IMPP 02-124 are revoked effective 09/15/15.
- 02-129D HUMAN RESOURCES: ADA, Accommodation Requests and Disability Compliant Resolution.** This is a new policy that establishes procedures pertaining to the Americans with Disability Act (ADA), handling of ADA accommodation requests, and the resolution of disability complaints.
- 03-118D STAFF SKILL DEVELOPMENT: Training Requirements for Designated Fire Safety Officers, health and Sanitation Officers, Industrial Safety Officers, and Weekly Inspectors.** This policy was revised to cover both adult and juvenile facilities, minor revisions to definitions, and minor revisions to clarify training requirements including terminology applicable to juvenile services. KDOC IMPP 03-118 is revoked effective 09/15/15.

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