

MEMO



Department of Corrections

Central Office

DATE: January 12, 2016
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #647

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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.

- 10-123D PROGRAMS AND SERVICES: Notification Procedures in the Event of the Death or Hospitalization of an Injured/Ill Offender.** This policy was revised to include offenders at the juvenile correctional facilities, allows for the use of emails instead of telegrams as a means of notification, and the revision of the attachments to include an email address for secondary notification. KDOC IMPP 10-123 is revoked effective 01-12-16.
- 19-103A MAJOR EMERGENCY RESPONSE PLANS: Emergency Preparedness for Field Service Offices.** This policy has been completely re-written including a title change. This policy serves as the basis for emergency plans and preparedness in parole offices. KDOC IMPP 19-103 is revoked effective 01-12-16.
- 19-104A MAJOR EMERGENCY RESPONSE PLANS: Hostage Situations in Field Service Offices.** This policy has been re-written and this policy will now serve as the parole offices’ emergency plan for hostage situations. KDOC IMPP 19-104 is revoked effective 01-12-16.
- 19-105A MAJOR EMERGENCY RESPONSE PLANS: Fire/Smoke/Explosion in Field Service Offices.** This policy has been re-written and this policy will now serve as the parole offices’ emergency plan for fire, smoke, and/or explosions. KDOC 19-105 is revoked effective 01-12-16.
- 19-106A MAJOR EMERGENCY RESPONSE PLANS: Evacuation Procedures.** This policy has been re-written with a slight title change. This policy will now serve as the parole offices’ emergency plan for evacuations. KDOC IMPP 19-106 is revoked effective 01-12-16.
- 19-107A MAJOR EMERGENCY RESPONSE PLANS: Bomb Threats in Field Service Offices.** This policy has been re-written and will now serve as the parole offices’ emergency plan for bomb threats. KDOC IMPP 19-107 is revoked effective 01-12-16.
- 19-108A MAJOR EMERGENCY RESPONSE PLANS: Severe Weather and Natural Disasters.** This policy has been re-written and will now serve as the parole offices’ emergency plan for severe weather and natural disasters. KDOC IMPP 19-107 is revoked effective 01-12-16.

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19-109A MAJOR EMERGENCY RESPONSE PLANS: Hazardous Materials and Occupational Exposures. This policy has been rewritten and will now serve as the parole office's emergency plan for hazardous materials and occupational exposures. KDOC IMPP 19-109 is revoked effective 01-12-16.

19-110 MAJOR EMERGENCY RESPONSE PLANS: Employee Job Actions at Field Service Offices. This policy is being revoked as much of its content is either unnecessary or related to correctional facilities. Relevant content regarding the Parole Directors' ability to direct staff to either come to work or stay at work during the course of an emergency has been incorporated into KDOC IMPP 19-103A. KDOC 19-110 is revoked effective 01-12-16.

19-111A MAJOR EMERGENCY RESPONSE PLANS: Building Damage, Safety Hazards and Civil Disturbances. This policy has been re-written including a title change. This policy will now serve as the parole offices' emergency plan for building damage, safety hazards, and civil disturbances. KDOC IMPP 19-111 is revoked effective 01-12-16.

19-113A MAJOR EMERGENCY RESPONSE PLANS: Medical Emergencies in Field Service Offices. This policy has been rewritten and will now serve as the parole offices' emergency plan for medical emergencies. KDOC IMPP 19-113 is revoked effective 01-12-16.

NOTE: Yellow highlighting indicates that the particular IMPP is "Staff Read Only."