

MEMO



DATE: January 20, 2016
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #648

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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.

05-121D **INFORMATION TECHNOLOGY AND RECORDS: Mobile Devices and Wireless Technologies.** This policy was revised to eliminate redundancy with other policies and to create a structure commensurate with the expanding mobility of workers and devices. Definitions are added, new procedures are added to strengthen security, and a new attachment is provided for requesting access to mobile technology. KDOC IMPP 05-121 is revoked effective 01/20/16.

11-123A **DECISION MAKING: Application of Program Credit Pursuant to K.S.A. 2014 Supp. 21-6821,** was distributed on 08/19/15, with corrections made on 08/20/15. When Policy Memorandum 15-11-001 was issued on 11/24/15 revising Attachment A, the uncorrected version of the policy was erroneously attached. The policy is hereby revised to accurately reflect offense severity levels listed in K.S.A. 2014 Supp. 21-6821, and the corrections posted on 08/19/15 are incorporated herein, as is the change reported in Policy Memorandum 15-11-001.

16-01-002 **Policy Memorandum – IMPP 14-164 PAROLE SERVICES: Searches, Seizure, Chain of Custody, and Disposal of Contraband.** Sections V, VI, and VII are renumbered as Sections III, IV, and V, respectively.

16-01-003 **Policy Memorandum – IMPP 01-107D ADMINISTRATION: Access to Legal Counsel and Litigation Management.** Attachment A is revised to accurately reflect the current geographic location of legal counsel assignments.

16-01-004 **Policy Memorandum – IMPP 02-101D HUMAN RESOURCES: EEO Discrimination Complaint Resolution.** Section III.C.1.a. is amended to include the correct toll free hotline number of 1-844-522-1956.

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