

MEMO



DATE: February 23, 2016
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #652

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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.

- 10-105D** **PROGRAMS AND SERVICES: Suicide Prevention Programs.** This policy was revised to include the juvenile correctional facilities, revised definitions to appropriately delineate the lines of clinical and administrative authority in the KDOC Healthcare system, and procedural changes were made to meet standards for suicide observation to ensure that observation is staggered. KDOC IMPP 10-105 is revoked effective 02-23-16.
- 12-123A** **SECURITY AND CONTROL: Corrections Officer Uniforms and General Appearance.** This policy was revised to clarify the general appearance of uniform officers as to hair (male and female) and facial hair (male) standards. Attachment B was also revised.
- 14-127A** **PAROLE SERVICES: Management of Donations and Financial Incentives.** This is a new policy outlining procedures for parole offices to store donations of property and financial resources and provide them to offenders in specified circumstances. The policy requires documentation of any financial resources or incentives given to offenders and provides that donations procedures are to be in accordance with IMPP 01-122.
- 14-148A** **PAROLE SERVICES: Citizen Complaints.** This policy was revised to add language to separate and clarify differing procedures for citizen complaints received regarding staff or offenders; removed references to complaints regarding state owned vehicles; and added language regarding the need to follow confidentiality rules when disclosing information to citizens who make complaints. KDOC IMPP 14-148 is revoked effective 02-23-16.

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