

MEMO



DATE: July 25, 2017
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #678

Jayhawk Walk
714 SW Jackson, Suite 300
Topeka, KS 66603-3722
(785) 296-4508
Fax: (785) 296-0014
Email: Libby.Snider@ks.gov
www.doc.ks.gov

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.

- 01-180J** **ADMINISTRATION: Community Critical Incident Reporting and Notification.** This policy was revised to update the cell phone number for the director of community-based services in Section II.A.4. and on Attachment A.
- 14-118A** **PAROLE SERVICES: Offender Report Form and Offender Sign-In Log.** This policy was revised to update Attachment A – Offender Report Form – deleting the address and employment section that offenders were required to fill out; adding text to the bottom of the first page to remind users to complete the second page of the form; adjusting the transportation section and adding more space to the PO Notes section.
- 14-133A** **PAROLE SERVICES: Discharge from Supervision.** This policy was revised to bring it in line with current practice and in the new format. Revisions included but were not limited to updating the process for Early Discharge Requests; updated the discharge date verification process, how discharge certificates are generated and provide to offenders; updating definitions; updated comments to include the use of ICOTS for sending information in Interstate Compact cases. DOC IMPP 14-133 is hereby revoked.

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