

# MEMO



**DATE:** December 18, 2017  
**TO:** IMPP Manual Users  
**FROM:** Libby Snider, Staff Attorney/Policy Analyst  
**RE:** Summary of Changes to IMPPs – Distribution #689

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.

**01-113D**      **ADMINISTRATION: Incident Reports and Immediately Reportable Incidents.** This policy is being revised to remove the procedures in Section IV.C. and Attachment C as the "Suspected Child Abuse and Neglect in State Institutions (SISI) form no longer needs to be completed and faxed/email to the Office of the Attorney General to report abuse or neglect or sexual abuse to a child under 18 years of age.

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