

MEMO



DATE: March 2, 2018
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #693

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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.

01-117D **ADMINISTRATION: Claims Procedure for Department Employees and the General Public.** This policy was revised to incorporate the most current claim form from the Joint Committee on Special Claims Against the state.

05-120D **INFORMATION TECHNOLOGY AND RECORDS: Microsoft Office 365.** Policy is revised to include the IT Director role in authorizing various procedures.

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