

MEMO



Central Office

DATE: April 4, 2019
TO: IMPP Manual Users
FROM: Maxine Bermudez, Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #715

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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 as 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 “**STAFF READ ONLY**” and shall not be included in the distributions to agencies or organizations not authorized such access.

- 10-123A** **PROGRAMS AND SERVICES: Notification Procedures in the Event of the Death or Hospitalization of an Injured/Ill Offender.** Revisions made reflect the need to adjust hospital notifications being made to just those where the offender has a life-threatening condition and to change the term “designated individual” to “emergency contact” for clarity.
- 11-124D** **DECISION MAKING: Letter of Recommendation for Offenders.** The revisions made to this policy will update Attachment A and add a new Attachment B that is more in line with transitional job readiness work and what employers in the community find valuable during the application/screening/hiring process. KDOC IMPP 11-124 is revoked effective 04-04-19.

NOTE: Yellow highlighting specifies that IMPP is “**STAFF READ ONLY**”.