

# MEMO



*Central Office*

**DATE:** April 10, 2019  
**TO:** IMPP Manual Users  
**FROM:** Maxine Bermudez, Policy Analyst  
**RE:** Summary of Changes to IMPPs – Distribution #716

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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.

**10-142D PROGRAMS AND SERVICES: Offender Tablets.** This new policy sets out a new initiative of tablets being offered to the offender population to increase access to educational, vocation, and reentry resources. Offender tablets may also be utilized for submission of inmate telephone service calling lists, grievances, Form 9 requests, sick call requests, account withdrawal requests, to make commissary purchases, to view banking information, to receive offender notices/bulletins, purchase phone minutes, to submit and receive electronic messages, and complete RDU forms, as such functionality becomes available.

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