

# MEMO



*Central Office*

**DATE:** June 5, 2019  
**TO:** IMPP Manual Users  
**FROM:** Maxine Bermudez, Policy Analyst  
**RE:** Summary of Changes to IMPPs – Distribution #721

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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.

**19-06-001**      **Policy Memorandum – 09-107D SAFETY, SANITATION AND INSPECTIONS: Tobacco-Free Environment.** Revises language in Section II.A.1.a. through e.

**14-107A**      **PAROLE SERVICES: Offender Fees and Payment Procedures.** This policy was revised to bring it in line for the use of a contract provider to notify offenders about their supervision and UA fees and to process payments from offenders for those fees. Language was changed or added throughout to reflect the new role of the vendor and to adjust internal procedures to accommodate the changes.

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