

MEMO



Central Office

DATE: September 12, 2019
TO: IMPP Manual Users
FROM: Maxine Bermudez, Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #726

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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 who are not authorized such access.

05-120D INFORMATION TECHNOLOGY AND RECORDS: Microsoft Office 365. This policy was revised to add sections enforcing the standardization of KDOC email signatures and Office 365 profile pictures thereby allowing supervisors to enforce the standards implemented by IT Management Team.

11-120A DECISION MAKING: Offender Community Identification. Procedures in this policy were revised to include the work of the Central Office ID Specialist in assisting offenders obtaining necessary identification documents while incarcerated. The revisions also remove the indigent status designation required for Inmate Banking Funds use, but also limits the number of “free” bank credits each offender can obtain; and includes the option of offenders obtaining points on offender tablets by successfully obtaining their ID documents while incarcerated.

19-09-001 IMPP 11-123A DECISION MAKING: Application for Program Credit Pursuant to K.S.A. 21-6821. Policy Memorandum is being issued to revise Section II.C.

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