 <p>LUTHER LUCKETT CORRECTIONAL COMPLEX</p> <p>Policies and Procedures</p>	<p>Policy Number</p> <p>LLCC 02-05-03</p>	<p>Total Pages</p> <p>2</p>
	<p>Date Filed</p> <p>SEP 14 2022</p>	<p>Effective Date</p>
<p>References/Authority</p> <p>ACA 5-ACI-1A-16 KRS 196.035; 197.020</p>	<p>Subject</p> <p>Inmate Canteen Committee</p>	

POLICY and PROCEDURE:

A. Inmate Canteen Committee


1. The Inmate Canteen Committee shall include five (5) inmate committee members, the Inmate Canteen Manager, and Major or assigned designee.
2. The five (5) inmate committee members shall consist of inmates representing each living unit. Each Unit Administrator II shall choose a Canteen Committee member to represent the living unit. The term for an inmate Canteen Committee member shall be for one (1) year. However, an inmate may serve additional terms as an Inmate Canteen member.
3. An inmate shall submit a letter of interest to the Unit Administrator II to apply for selection as a committee member.
4. The Major or assigned designee, Canteen Manager, and Unit Administrator II shall select an inmate committee member having interest in this area and the ability to offer constructive input.

The committee shall:

- a. Represent different age groups;
 - b. Have racial representation according to the percentage in the prison population; and
 - c. Represent all units.
5. The Inmate Canteen Committee shall meet one (1) time per quarter. The Deputy Warden or Warden may request an additional meeting.
 6. The Inmate Canteen Committee may offer constructive ideas from the general population on areas of concern, including:

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- a. An item in the canteen;
 - b. Canteen pricing;
 - c. An idea for new or an additional product; or
 - d. A suggestion.
7. The Major shall forward a recommendation and meeting minutes from the committee to the Warden or designee for consideration.
 8. The Unit Administrator II shall post a copy of the meeting minutes on the inmate unit bulletin boards.
- B. This policy shall be reviewed annually and updated as necessary.

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ACA 5-ACI-1B-18 KRS 196.035; 196.270; 197.020 CPP 2.1; 16.4; 17.1	Inmate Canteen	

POLICY and PROCEDURE:

An inmate may purchase an item through the inmate canteen and approved vendors if allowed by Corrections Policy and Procedure (CPP) 17.1 Inmate Personal Property and not otherwise prohibited.

A. Inmate Canteen Operations

1. The Unit Administrator shall post a canteen schedule in the unit. The Major or designee shall post a canteen schedule on the H: drive. Each living unit shall be scheduled a specific canteen day each week on a rotating schedule.
2. If an inmate's picture identification card does not match his physical appearance, a canteen employee may refuse to serve an inmate. The change may include a beard, mustache, shaved head, weight gain, or weight loss. Staff may request removal of a hat and non-prescription glasses for positive identification.
3. An item sold in the canteen shall conform to the authorized inmate property list in accordance with CPP 17.1.
4. Canteen staff shall provide a receipt for the item sold. Canteen staff shall not provide a duplicate receipt.

B. Inmate Canteen Purchases

1. An inmate may place an order at a kiosk and pick up the order on his scheduled canteen day.
2. A canteen employee shall process a purchase through the Kentucky Offender Management System (KOMS) and provide the inmate with a receipt.

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3. An inmate's spending limit is described in CPP 2.1 Inmate Canteen.
4. An inmate may purchase non-prescription (over-the-counter) medications in the inmate canteen.

C. Inmate Purchase Responsibility

1. The inmate shall keep the receipt, warranty card, and pertinent information in reference to the warranty.
2. If the item is the proper size (clothing) or product, the inmate shall inspect and accept the item. The inmate shall sign the property inventory addendum form on acceptance of the item.

D. Vendor Package Orders

1. An inmate may place one (1) vendor order to a single vendor per quarter.
2. If an inmate does not have sufficient money on his account, the canteen shall cancel the order.
3. Prior to processing a vendor order, a canteen employee shall require the package order to include the Property Room approval stamp, signature, and date approved.

E. Vendor Package Order Property Room Processing

1. A Property Room employee shall verify the following:
 - a. An authorized vendor is used;
 - b. The item and color are in accordance with CPP 17.1 Inmate Personal Property and CPP 16.4 Inmate Packages;
 - c. The inmate does not exceed his one (1) vendor package per quarter limit; and
 - d. An inmate's personal property does not exceed the established limit in accordance with CPP 17.1 Inmate Personal Property.
2. A Property Room employee and the inmate shall adjust an order not in compliance with policy or the employee shall reject the entire order.


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3. If the order is in compliance with policy, a Property Room employee shall retain one (1) copy of the package order. The employee shall place the copy in the inmate's personal property inventory file.
4. A Property Room employee shall match the contents of a package with the original order slip.
5. A Property Room employee shall inventory the contents of a delivered package and fill out a new property form. The employee shall place a copy in the inmate's property file.
6. Upon delivery of an authorized item, a Property Room employee shall engrave the item for proper identification.
7. If an item arrives to fill an inmate purchase request, a Property Room employee shall notify the inmate to report to the Property Room to receive the item.

F. Return Policy

1. The inmate shall check a purchase made at the canteen counter before leaving the immediate area of the canteen. If a manufacturer's defect is found within thirty (30) days, a canteen employee may allow a refund or exchange.
2. The inmate shall be responsible for sending in the warranty card and the receipt documentation to show date of purchase.

- G. This policy shall be reviewed annually and updated as necessary.**

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Reference/Authority ACA 5-ACI-1B-21; 5-ACI-1B-22; 5-ACI-1B-23 KRS 196.035; 197.020 CPP 16.1; 15.7	Subject Inmate Control of Personal Funds	

POLICY and PROCEDURE:

An inmate shall have control over his finances within the limits of safety, security, rules, and regulations of the institution.

A. An inmate with an inquiry about his account shall make the request through the inmate's Classification and Treatment Officer (CTO). Other staff shall not contact inmate accounts on behalf of the inmate.

B. Disbursement of Funds

1. Money Transfer Procedures

a. The transfer of funds shall be in accordance with Corrections Policy and Procedure (CPP) 15.7 Inmate Accounts.

b. An Inmate Money Transfer Authorization shall be used to accomplish the transfer and require approval from the inmate's CTO.

2. An inmate account may have a maximum balance of one thousand dollars (\$1000.00).

3. An inmate may request in writing to the Warden or designee an exception to the one thousand dollar (\$1000.00) limit for extenuating circumstances.

4. An inmate may withdraw funds from his account to order an item through the United States Mail from an approved vendor. The purchase shall be in accordance with CPP 17.1 Inmate Personal Property and CPP 16.4 Inmate Packages.

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5. Any and all religious vendor orders shall be reviewed and approved by the LLCC Chaplain.
6. Funds from an inmate's account shall be deducted for the following:
 - a. A copy of a record for an open records request;
 - b. Legal mail postage, payable to the Kentucky State Treasurer;
 - c. A donation to a charitable organization processed through an approved LLCC Club/Organization.
- C. An inmate shall not use personal funds from his inmate account to conduct unauthorized business.
- D. Review Process

If an inmate requests to mail a withdrawal of funds outside LLCC, the following process shall take place:

1. The inmate shall speak to his Classification and Treatment Officer (CTO) and request a withdrawal of funds from his personal account.
2. If the inmate receives approval from the CTO, the inmate shall complete an Inmate Money Transfer Authorization slip, and give it to the CTO with an addressed, stamped envelope.
3. The CTO shall attach the transfer slip to the envelope and forward them to the Inmate Accounts Office.
4. The Inmate Accounts Office shall check the balance on the inmate's account to verify sufficient funds to cover the request.
5. If the inmate account contains sufficient funds, a designated Inmate Accounts Office employee shall prepare a check for signature. The employee shall retain the transfer slip for filing.
6. If the account does not contain sufficient funds, the Inmate Accounts Office shall stamp the transfer slip insufficient funds and return the transfer slip and the addressed stamped envelope to the CTO.

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7. The CTO shall return the approved or disapproved transfer slip and envelope to the inmate.
- E. If an inmate requests funds for an in-house institutional purpose, including postage for a package or a club donation, the request shall not require a self-addressed envelope.
 - F. This policy shall be reviewed annually and updated as necessary.

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References/Authority ACA 5-ACI-1B-09; 5-ACI-5A-06 KRS 196.035; 197.020	Subject Storage and Disposition of Monies Received on Weekends, Holidays and Between 4:00 p.m. and 8:00 a.m. Weekdays	

POLICY and PROCEDURES:

- A. If an inmate returning to LLCC from a court trip or medical or other authorized trip has in his possession money, a check, a money order or if an inmate receives money, a check, or a money order in the mail that was not found during inspection, Luther Lockett Correctional Complex (LLCC) staff shall follow this procedure.
1. The employee finding the money, check, or money order shall take it from the inmate and count it in the inmate's presence.
 2. The employee shall fill out the Receipt for Property and/or Monies form. Both the inmate and staff member shall sign the form to verify correct information is listed. If the inmate is not available to sign, the form shall be signed by two (2) staff members.
 3. The employee shall place the item in the appropriate container and mark it with the inmate's name, number, and contents.
 4. The employee shall place the item in the blue steel lock box located in the security vault by dropping it through the slot in the top.
 5. Logbook
 - a. The employee shall fill out the logbook in the vault (book with box). The employee shall indicate the following information:
 - (1) Inmate's name and number;
 - (2) Contents;
 - (3) Date; and

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(4) Name of officer and supervisor.

b. The supervisor shall countersign the logbook.

6. The employee shall prepare a memo relaying the information regarding the items and forward it to the Inmate Accounts Office with a copy to other concerned staff and the inmate.

7. If the Captain's Office advises of a deposit, the Inmate Accounts Clerk shall remove the money. The clerk shall place the money on the proper inmate's account.

B. This policy shall be reviewed annually and updated as necessary.


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<p>References/ Authority</p> <p>ACA 5-ACI-1F-08; 5-ACI-1F-13 through 5-ACI-1F-18; 5-ACI-6C-09KRS 196.035, KRS 197.020 CPP 1.7; CPP 5.1</p>	<p>Subject</p> <p style="text-align: center;">Outside Consultation and Research</p>	

POLICY AND PROCEDURE:

A. General Procedures Regarding Outside Consultation and Research

1. Luther Lockett Correctional Complex welcomes and supports collaboration with criminal justice and service agencies and institutional research by an outside criminal justice professional, service agencies, or an academic study in accordance with Corrections Policy and Procedure (CPP) 1.7 Cooperation with Community Agencies and Educational Institutions and CPP 5.1 Research, Surveys, and Data Requests relevant to its programs, services, and operations.
2. The Warden may encourage the use of research by an outside professional. Monitoring and evaluation of the research and related procedures shall be the responsibility of the Warden or assigned designee in conjunction with Department of Corrections personnel.
3. Research shall comply with professional and scientific ethics.
4. Research results shall be made available to the Warden and the Department of Corrections Executive Staff prior to publication or dissemination.
5. The institutional Volunteer Coordinator shall inform research personnel of the Corrections Policy and Procedure, and the Institutional Policy and Procedure regarding confidentiality, code of ethics, contraband, and necessary information relating to the research.
6. An employee shall cooperate with research personnel and assist, if necessary, in carrying out departmental approved research and evaluation.

B. This policy shall be reviewed annually and updated as necessary.

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ACA 5-ACI-1E-01; 5-ACI-1E-02; 5-ACI-1E-03; 5-ACI-1E-04; 5-ACI-1E-05; 5-ACI-1F-09 KRS 61.871; 61.876(1); 61.878; 61.880; 196.035; 197.020; 439.510	Offender Information	

POLICY and PROCEDURE:

The Luther Lockett Correctional Complex (LLCC) shall control the establishment, use, content, privacy, security, and preservation of an offender record. It shall follow the retention schedule for destruction of a hard copy file for an inactive offender record. The institution shall keep an offender record confidential to the extent allowed by law and shall maintain the offender file in a secured area.

A. Custodian

The Warden shall be the custodian of the official offender record of Luther Lockett Correctional Complex (LLCC). The authority for the offender information office shall be the Offender Information Supervisor.

B. Database for a LLCC Offender

1. The Offender Information Supervisor shall maintain a database. The database shall contain:
 - a. Institutional number;
 - b. Name;
 - c. Race;
 - d. Education level;
 - e. Date of admission to LLCC; and
 - f. Date of Transfer to LLCC.
2. The Offender Information Supervisor shall generate a report from the Kentucky Offender Management System (KOMS) to cross reference with a database on admissions and discharges.

C. Transfer of Records

If transferring an offender from LLCC to another, the offender's case file

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shall be scanned into KOMS, if a paper file exists.

1. The Deputy Warden of Programs shall send a transfer memo to the Offender Information Office.
2. The Captain's Office shall update the LLCC database with the transfer date.

D. Inmate Access to Information

1. An inmate may request access to his offender information pursuant to CPP 6.1 Open Records Law or through the inmate's Unit Classification and Treatment Officer.
2. A Request to Inspect Public Records may be obtained through an inmate's Unit Classification and Treatment Officer. An offender shall pay ten cents per page for any record obtained.
3. A denial of a request shall be based on Corrections Policy and Procedure, Institutional Policy and Procedure, safety and security of the institution, or state or federal law.

E. Daily Offender Population Movement

1. A daily movement sheet shall detail the number and type of admissions or releases.
2. A count sheet shall detail:
 - a. The count at the close of each day; and
 - b. A count by race.

F. Audit of a Record

1. If an offender record requires a correction, the correction shall be made immediately to the record and the computer.
2. A copy shall be sent to the offender of the change in the record.

G. Storing of a Case Record

An inactive case record shall be maintained according to the records retention schedule.

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H. Access to a Record

1. An employee may access an offender record during regular working hours through KOMS.
2. The general public may view an offender record to the extent allowed by security issues and state and federal law. See CPP 6.1.
3. The following staff shall be authorized to access offender records:
 - a. Offender Information Supervisor and Offender Information Services staff;
 - b. Warden;
 - c. Deputy Wardens;
 - d. Procedures Development Specialist II;
 - e. Internal Affairs Officer;
 - f. Captains;
 - g. Lieutenants;
 - h. Unit Administrators and Assistant Unit Administrators;
 - i. Physician;
 - j. Dentist;
 - k. Chaplain;
 - l. School Principal;
 - m. Psychiatrist;
 - n. Classification and Treatment Officers;
 - o. Psychologist;
 - p. Out-patient staff;
 - q. Sex Offender Treatment Program staff;
 - r. Substance Abuse Treatment Program staff; and
 - s. The Warden, Deputy Warden or a Captain may authorize access to an offender record for staff not on the list.
4. Access to an offender record shall be based on a legitimate need and right to know in order to carry out a duty. Each Deputy Warden shall assume responsibility for his staff in maintaining proper security and control of an offender record.

I. Confidentiality of a record and the Kentucky Open Records Act pursuant to KRS 61.878(1), 197.025(1) and 439.510.

1. An employee shall maintain confidentiality of an offender record to the extent allowed by law. A staff member shall not disclose personal information about an offender unless:
 - a. The disclosure is for the safety and security of the institution;

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- b. The failure to disclose may endanger another offender or the offender himself; or
 - c. The disclosure is otherwise authorized by policy and procedure or law.
2. For the safety and security of the institution or others, the Warden may authorize release of offender information or an offender record.
3. An employee shall not give information to the general public concerning an offender without authority from the Warden, unless in response to an open records request for records that may be released by law.
4. The Offender Information Supervisor shall guard an offender record from improper disclosure in accordance with state and federal law. A release of information request shall be available from the Classification and Treatment Officer and shall be signed by the inmate before the record may be released, unless authorized by policy and procedure or by law. The Offender Information Office shall complete and place a copy of the request in the offender's record.

J. Court Order

1. If the Offender Information Supervisor receives a court order, the supervisor shall verify the legitimacy of the document. The supervisor shall coordinate processing of the court order and complete paperwork for the appearance of an offender in local, state, or federal court. The Offender Information Office shall scan the documents into KOMS and the information shall be placed in the inmate's case notes.
2. The necessary documentation shall be given to the Captain's Office Supervisor. The Captain's office shall notify the Transportation Unit of the date and time of the court appearance.
3. The documentation shall be given to the transporting officer.
4. The transportation, admission and discharge (TAD) officer shall return an "out to court" receipt or other document from the court to the Offender Information Supervisor. If warranted, a detainer shall be put in the offender's record by an Offender Information Office employee.

K. Population Movement

The Captain's Office shall maintain a daily count of movement for an offender,

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including admission, discharge, and a temporary hold.


L. Parole Eligibility List

1. The Reentry Office shall generate a parole eligibility list monthly from KOMS.
2. The Offender Information Office shall communicate to the staff an addition or deletion to the list.

M. Parole Board Hearing

1. The Offender Information Office shall ensure all necessary records for inmates scheduled to meet the Parole Board have been scanned into KOMS prior to the hearing date.
2. The Offender Information Office shall verify the offender record for accuracy prior to the hearing.
3. The Offender Information Office shall process a release from the Parole Board in accordance with the Board's recommendation. Offender Information staff shall report a deviation to the Reentry Coordinator.

N. This policy shall be reviewed annually and updated as necessary.

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<p>Reference/Authority</p> <p>ACA 5-ACI-1E-01; 5-ACI-1E-05[KRS 61.878, 196.035, 197.020, 197.025, 61.870-884 CPP 6.1</p>	<p>Subject</p> <p>Open Records</p>	


POLICY and PROCEDURE:

Luther Lockett Correctional Complex (LLCC) shall protect an inmate record and ensure his right to privacy to the extent allowed by law.

- A. The Health Services Administrator, and the Offender Information Supervisor shall maintain an open records log of a request and the disposition.
- B. The Offender Information Supervisor shall log and respond to an open records request for the Offender Information Office and other departments. The Health Services Administrator or designee shall log and respond to an open records request for the medical department.
- C. Refer to CPP 6.1 for handling of open records requests.
- D. The Offender Information Supervisor, and Health Services Administrator shall require an authorization from the inmate for medical records, grievance information, or other confidential records that specifically refer to release of an inmate.
- E. The open records request shall be denied if the inmate does not provide the information required by CPP 6.1 or follow its procedures.
- F. The Offender Information Supervisor, or Health Services Administrator shall review a specific record request for release. A records request not specific in nature may be returned for more information.
- G. An inmate shall pay a fee of ten (10) cents per page for a copy for the record being requested. A copy of Inmate Money Transfer Authorization shall be forwarded to Inmate Accounts.

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- H. An inmate shall not receive free copies.
- I. The Offender Information Office Supervisor and Offender Information Office staff members shall scan the original request for records into KOMS. The inmate shall be sent a written response to the request for records.
- J. The Health Services Administrator shall scan the request and written response into the electronic medical records.
- K. This policy shall be reviewed annually and updated as necessary.

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POLICY and PROCEDURE:

Luther Lockett Correctional Complex (LLCC) shall provide an adequate fire protection service, a system of fire inspection and testing quarterly, an annual inspection by the local fire official, or State Fire Marshall and fire protection equipment at appropriate locations throughout the institution.


- A. The Safety Administrator shall post a fire bill at prominent locations throughout the institution. The exit signs and exit route shall be clearly marked. The location of the publicly posted plan shall be the LaGrange Fire Department.
- B. The Safety Administrator shall instruct personnel on actions to be taken during a fire emergency, including:
 - a. Caller's name and location;
 - b. The location of the incident;
 - c. Type of emergency;
 - d. If life threatening; and
 - e. The phone number you are calling from.
- C. The Luther Lockett Correctional Complex (LLCC) Fire Safety Plan and Critical Incident Plan shall detail the information and instructions for an emergency situation. At a minimum, the plan shall contain:
 1. Ignition control;
 2. Fuel control;

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3. Occupant protection;
 4. Safety Administrator's duties and responsibilities;
 5. Weekly and monthly fire and safety inspections;
 6. Fire detection and suppression;
 7. Planning and training;
 8. Plan review;
 9. Quarterly drills and evacuation;
 10. Isolation; and
 11. Extinguishment.
- D. LLCC shall follow the procedures stated by the State Fire Marshal's Office for variances, exceptions, or equivalencies, testing of equipment at least quarterly, or at intervals approved by the Fire Marshall.
- E. Prior to permanent work assignment, an employee shall receive training in the Critical Incident Manual, Incident Action Plan, and Fire Safety Plan; thereafter, he shall receive training annually.
- F. The local fire official's or State Fire Marshal's Office shall inspect the institution annually.
- G. The Safety Administrator shall position fire extinguishers and other fire protection equipment at appropriate locations throughout the institution.
- H. Refer to LLCC Fire and Safety Plan for weekly and monthly inspections of the institution by the Fire and Safety Officer to ensure compliance with safety and fire prevention standards.
- I. A container for refuse shall be located in appropriate locations throughout the housing units.
- J. The Safety Administrator shall issue a special container for a flammable liquid and a special receptacle for cloth, if, used in conjunction with a flammable liquid. The receptacle and container shall be emptied and cleaned daily.

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- K. LLCC Fire and Safety Plan shall list the procedure for the immediate release of an inmate from a locked area in an emergency and shall provide a backup system for evacuation of the inmate.
- L. This policy shall be reviewed annually and updated as necessary.

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References/ Authority ACA 5-ACI-2G-02 KRS 196.035; 197.020; 197.025 LLCC 09-09-02	Subject Procedures for Contractors	

POLICY and PROCEDURE:

This policy shall provide the procedures for contractors.

A. Definition

Contractor means an outside business or individual providing services within the institution and shall include an employee or other type of worker hired by the contractor.

B. Identification

1. The Personnel Office shall receive a complete background check for an employee or worker of a contractor before approval is given to enter the LLCC compound.
2. A contractor shall not enter LLCC without a valid picture identification card.
3. The Personnel Office shall issue a temporary Luther Lockett Correctional Complex (LLCC) picture I.D. card to an outside contractor working at the institution for an extended period of time (one (1) month or longer). The Warden or Deputy Warden for Security may waive or modify this requirement. The card shall be worn on the outside of the clothing and shall be visible while on state property.

C. Vehicles

1. Contractor vehicles shall enter and exit through the Service Gate. The Service Gate Officer shall use the current procedure for a vehicular search in accordance with LLCC 09-09-02 Entry and Exit Control. If necessary, the Warden or his designee may approve erecting a temporary gate to accommodate construction work.

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2. A contractor shall secure and lock a vehicle, if unoccupied.
3. A contractor shall not leave a vehicle key in the vehicle. A contractor shall not leave a vehicle running while unoccupied.

D. Clothing

A contractor shall not wear khaki or orange clothing.

E. Contraband

1. A person on the grounds of Luther Lockett Correctional Complex (LLCC) shall not possess or promote contraband in accordance with KRS 432.495.
2. A contractor under the influence of a drug or alcohol shall not enter LLCC. The correctional employee denying entrance to the contractor shall report the incident to the Shift Supervisor.
3. The Personnel Office shall require a contractor who will be at LLCC for one (1) month or longer to sign a Trafficking with Prison Inmates form in the Personnel Office.

F. Contact with Inmates

1. The contractor shall avoid a conversation with an inmate without a supervising LLCC employee present.
2. A contractor shall advise, the Deputy Warden of Security, Major, or his designee, if he is a relative or friend of an inmate at LLCC.
3. A contractor shall not relay a message, give or loan an item, or carry an item onto or off institutional grounds for an inmate.
4. A contractor who is a former inmate shall notify the Deputy Warden of Security, Major, or his designee prior to entry.

G. Tools

1. Strict security precautions shall be in place while using tools to prevent an inmate from using a tool as a weapon or escape device.
2. A contractor shall maintain a daily, accurate inventory of tools brought onto institutional grounds.

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3. A contractor discovering that a tool has been lost or stolen shall immediately report to the Shift Supervisor, Major, or Deputy Warden of Security.
4. A contractor shall secure a tool taken inside the compound when the tool is not in use.
5. A contractor shall remove or securely store tools taken inside the compound daily.

H. Explosives

1. A contractor shall obtain approval from the Warden or Deputy Warden of Security at least one (1) day prior to using explosives.
2. Prior to entry and exit of the compound, a contractor shall count and document explosives in the presence of a correctional employee.
3. If the Warden or designee approves the use of an explosive, the manufacturer-approved method shall be the rule of use.

I. Medication


1. If it is necessary to take a prescription drug while on the institutional grounds, a contractor shall notify the Shift Supervisor.
2. Upon approval, a contractor may bring one (1) day's supply of his prescription medication. The medication shall be kept in the labeled prescription bottle, indicating the name and dosage of medication.

J. General Procedures

A contractor shall:

1. Have approval to work in an area and shall not wander from the area.
2. Not offer a ride in a vehicle or on equipment to an inmate.

K. This policy shall be reviewed annually and updated as necessary.

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References/Authority	Subject	
ACA 5-ACI-3A-20; 5-ACI-3A-21; 5-ACI-3D-17; 5-ACI-7D-08 KRS 196.035, 197.020 CPP 9.6; 9.8, 14.8, 17.1 LLCC 16-02-01	Search Plan	

I. DEFINITIONS:

“Body cavity search” is defined by Corrections Policy and Procedure (CPP) 9.8 Search Policy.

“Contraband” is defined by KRS 520.010 and Corrections Policy and Procedures (CPP) 9.6 Contraband.

“Excess personal property” means an excess amount of an inmate’s personal items that is more than the amount allowed per CPP 17.1 Inmate Personal Property or institutional policy.

“Frisk search” is defined by CPP 9.8 Search Policy.

“Physical evidence” means an item that may be used in the institutional adjustment process or court of law found in conjunction with a suspected violation of law or institutional rule.

“Strip search” is defined by CPP 9.8 Search Policy.

II. POLICY and PROCEDURE:

Staff shall use this policy and CPP 9.8 Search Policy for a search of Luther Lockett Correctional Complex (LLCC), inmates, visitors, employees, or vehicles to control contraband and provide for its disposition.

A. Searches

1. A trained employee shall conduct a search of an inmate in accordance with CPP 9.8 Search Policy.
2. The Warden, Deputy Wardens, Major, or Shift Supervisor may

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direct an employee to perform random or target searches.

3. An officer shall inspect a vehicle and supplies coming into the institution in accordance with CPP 9.8 Search Policy, LLCC 09-09-02 Entry and Exit Control and the service gate procedure.
4. An employee shall conduct unannounced and irregular searches of cells, inmates, inmate work areas, recreation areas, and common areas.
5. An officer or unit staff member shall complete a search and inspection of each cell prior to occupancy by an inmate.

B. Cell Searches – Cells shall be subject to search

1. If possible, the inmate shall be present during the search. The inmate shall be out of his cell during the search. An employee shall search the inmate prior to conducting the cell search. The inmate shall be placed in wrist restraints behind his back. The search of the cell shall commence after restraint. The inmate shall remain seated at the entrance of the cell during the search. One staff member shall be assigned to watch the inmate while he is restrained, and the other staff member shall conduct the cell search.
2. If the inmate is not present for the search, two (2) staff members shall conduct the cell search.
3. An employee shall search the cell door for damage or concealment of contraband.
4. An employee shall search the fixtures for damage or concealment of contraband, to include air vents.
5. An employee shall search the windows for missing screws, glass cuts, breaks, or scratches and document unusual findings.
6. If the employee finds dangerous contraband, he shall immediately secure the cell with the inmate outside the cell. An employee shall contact a supervisor. The supervisor shall come to the cell and assist in photographing, securing, and transporting the evidence.
7. An employee shall remove and search the bed linens one (1) at a time.
8. An employee shall neatly place the linens on the mattress.

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9. An employee shall search the mattress looking for damage or contraband.
10. An employee shall start at the front of the cell at one (1) side searching every item or article and proceed within the cell continuing one (1) way around the wall until he returns to the starting point at the door.
11. An employee shall search the cell in its entirety. An employee shall return to the center of the cell. He shall carefully take a second look to ensure he has not missed an area.
12. The Department of Corrections Training and institutional Training Coordinator shall train each employee in the proper technique and procedures to use when searching an inmate's cell, work area, recreation area, or body search.
13. An employee shall attempt to respect the inmate and his possessions. Under normal circumstances, an attempt shall be made to leave the cell in the order it was prior to the search.
14. If contraband or excess property is found during the search, the employee shall prepare a property inventory form and confiscate the excess property. The excess property shall be taken to the property room for disposal in accordance with CPP 17.1 Inmate Personal Property. Any contraband shall be taken to the Shift Supervisor to be secured in the shift contraband or evidence locker. The employee discovering the contraband shall file a disciplinary report.
15. The dorm Control Center Officer shall log the cell search.

C. Search of Clothing or Articles

1. An employee shall search each piece of clothing, paying attention to the linings, pockets, zipper area, waistbands, cuffs, seams, and collars.
2. An employee shall search an inmate's shoes for contraband, paying attention to the sole, beneath the sole, and heels that may be hollow and contain contraband.
3. An employee shall have the inmate remove a prosthetic device. The employee shall search the prosthetic device for any hollowed-out section that may be concealing contraband. If an inmate wears dentures, a hearing aid, or glasses, the officer shall instruct the inmate to remove the item and visually check the item while they

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are held by the inmate. If an inmate wears a cast, the employee shall search it carefully for contraband. An employee may refer a person with a cast to the Medical Department for examination, verification, or x-rays.

D. Frisk Searches

1. If conducting a frisk search, it is recommended that an employee wear latex gloves. The frisk search shall be conducted in accordance with CPP 9.8 Search Policy and CPP 14.8 Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI). Either a male or female employee may conduct a frisk search.
 - a. The employee shall instruct the inmate to open his mouth and raise his tongue. The employee shall then visually check the inmate's mouth for a foreign object. The employee shall ask the inmate to pull his ears forward and visually check in and behind the ears. The employee shall have the inmate run his fingers around his collar and lift the collar of his shirt for a visual inspection.
 - b. The employee shall have the inmate run his hands swiftly back and forth through his hair.
 - c. The employee shall ask the inmate to remove the contents from his pockets, place any items on a table or shelf, and leave his pockets inside out. The employee shall search the contents of the inmate's pockets.
 - d. The employee shall stand behind the inmate and the employee shall instruct the inmate to stand with his arms straight out from his sides and feet apart shoulder length.
 - e. The employee shall begin the search by asking the inmate if he has on his person an object that may stick or harm the employee. The employee shall observe the inmate's body, ensuring nothing is in his hands and there are no bulges that might possibly be contraband. The employee shall run the inmate's collar between his fingers, feeling for any hidden item of contraband.
 - f. The staff member shall then proceed downward, running the hands over the shoulders and down the arms to the shirt cuffs, up under the arms, under the arm pits, and down the

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front of the inmate checking around buttons and doubled cloth material to the belt line.

- g. The employee shall request the inmate to loosen the belt. The employee shall check the belt buckle, belt, belt loops and the waistband.
 - h. The employee shall search the inmate's back area.
 - i. The employee shall proceed down the buttocks to one (1) leg. The employee shall use both hands to check each leg, and particular attention shall be paid to the cuffs of the pants. After searching one (1) leg, the staff member shall then proceed to the other leg and the abdomen. The employee shall search the crotch area while searching the upper legs. The employee shall hold his hand in vertical position with the thumb locked down on the top of the hand. He shall run his hand up the inner thigh into the crotch area to check for contraband. He shall repeat this motion on the other thigh, using the back of the hand to complete the check of the crotch area.
 - j. If possible, the employee shall ask the inmate to remove his footwear, including socks.
 - k. The employee shall search headwear worn by the inmate and the inmate's clothing.
2. If an employee conducts a frisk search on an inmate exiting Buildings One (1) and Two (2), the employee shall use a portable metal detector. If an inmate carries a rolled up newspaper or magazine, staff shall search these articles for a weapon or contraband.
3. An employee shall use the following for an inmate search:
- a. Be systematic, begin in one place and proceed in an orderly manner;
 - b. Make a thorough search; and
 - c. If possible, conduct the search so an audience does not observe it. Take the inmate to a private area but remember safety and security shall be maintained.

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- E. Strip Search of an inmate – An inmate shall be subject to a search:**
- 1. An employee shall conduct a strip search in accordance with CPP 9.8, Search Plan and CPP 14.8 Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI).**
 - 2. If an employee requests a non-routine strip search, authorization from the Shift Supervisor or higher authority shall be required. The Shift Supervisor shall maintain a strip search log. The Shift Supervisor shall document information for all non-routine strip searches in accordance with CPP 9.8 Search Plan.**
 - 3. The search shall be conducted as follows:**
 - a. The employee shall conduct a thorough shakedown of the search area. If conducting strip searches, a clean and sanitary area shall be used. The inmate shall remove his clothing, and the employee shall search the clothing.**
 - b. The employee shall search the inmate's head by having the inmate run his own fingers through his hair.**
 - c. The employee shall search the ears, the mouth, and the nose. If necessary, the inmate shall remove hearing aid, glasses, and dentures.**
 - d. The employee shall request the inmate lift his arms and search his armpits. The employee shall search the inmate's hands and fingers.**
 - e. Before proceeding to the pubic area, the employee shall search the trunk for tape or a bandage that may conceal contraband. The employee shall ask the inmate to remove the bandage. If necessary, the employee shall have the inmate replace the bandage.**
 - f. The employee shall search the pubic area under the scrotum.**
 - g. The employee shall order the inmate to turn around, bend over and spread the buttocks so the employee may visually check the rectum.**
 - h. The employee shall order the inmate to lift his feet one (1) at a time, to search the bottom of the feet and between the toes.**

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i. At the completion of the strip search, the employee shall order the inmate to put on his clothes. The employee shall search the area one last time to ensure the inmate did not drop contraband.

4. A male employee shall strip search a male inmate unless operating under an extreme emergency.

5. An employee shall not make a lewd or suggestive remark while performing the search. The employee shall remain professional.

F. Body Cavity Searches

1. A body cavity search shall be conducted in accordance with CPP 9.8 Search Plan.

2. Authorization from the Warden or his designee and the Central Office Duty Officer shall be required for a body cavity search. An employee of the medical department shall complete the search in private in accordance with CPP 9.8 Search Plan.

3. An employee trained in body search techniques shall perform a visual body cavity search and visually search body cavities in private in accordance with A 1 and B 12 listed above.

G. Visitor Searches

1. A visitor shall be subject to a pat down and frisk search.

2. Prior to entering the visiting room, an employee shall require a visitor to submit to a search in accordance with IPP 16-02-01 Inmate Visiting.

3. The employee shall conduct the search in accordance with CPP 9.8 Search Plan.


H. Employee Search

1. The search of an employee shall be in accordance with CPP 9.8 Search Plan.

2. The strip search of an employee shall be in accordance with CPP 9.8 Search Plan.

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- I. **Vehicle Search Policy – A vehicle on institutional property shall be subject to search.**
 1. A vehicle search shall be in accordance with CPP 9.8 Search Plan.
 2. For the procedures for a vehicle search, refer to the Service Gate section of LLCC 09-09-02 Entry and Exit Control.
- J. This policy shall be reviewed annually and updated as necessary.

 <p>LUTHER LUCKETT CORRECTIONAL COMPLEX</p> <p>Policies and Procedures</p>	Policy Number	Total Pages
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References/ Authority	Subject	
ACA 5-ACI-3A-19; 5-ACI-3A-42; 5-ACI-3C-06;5-ACI-5A-08; KRS 196.035, 197.020; 520.010; 520.050; 520.060 CPP 9.8; CPP 9.19; CPP 17.1	<p>LLCC 09-18-03</p> <p>6</p> <p>SEP 14 2022</p> <p>Contraband Control: Collection, Preservation, Disposition of Contraband, and Identification of Physical Evidence</p>	

I. DEFINITION:

“Chain of custody” means a written document indicating each person who had possession of a piece of particular evidence.

“Contraband” is defined by KRS 520.010 and Corrections Policy and Procedure (CPP) 9.6 Contraband.

“Dangerous contraband” is defined by KRS 520.010 and Corrections Policy and Procedure (CPP) 9.6 Contraband.

“Excess personal property” means an excess amount of an inmate’s personal items that is more than the amount allowed in accordance with CPP 17.1 Inmate Personal Property or institutional policy.

“Physical evidence” means an item that may be used by the institutional Adjustment Committee or court of law found in conjunction with a suspected violation of law or institutional rule.

II. POLICY and PROCEDURE:

Staff shall preserve, control, and dispose of physical evidence obtained in connection with a violation of law or institutional regulation in compliance with this policy and procedure.

A. Seizure of Property

1. Property taken from an inmate shall be seized and disposed of in compliance with CPP 9.8 Search Policy.

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2. The Shift Supervisor shall ensure that contraband is handled in accordance with Department of Corrections Policies and Procedures (CPP's) and Institutional Policies and Procedures (IPP's).
 3. Contraband or dangerous contraband shall be collected, preserved, identified, and disposed of in accordance with CPP 9.8 Search Policy.
- B.** The Shift Supervisor shall ensure an inmate receives a receipt from an employee legally seizing inmate property. The item shall be taken to the institution's property room for storage until its outcome has been determined.
- C.** Contraband not suspected of being in violation of a law or institutional rule.
1. The employee shall tag the contraband with identifying information. The employee shall store the contraband in the appropriate Shift's Contraband Locker in the building one security vault.
 2. The Shift Supervisor shall document in the General Contraband Evidence Log the contraband information.
 3. The Shift Supervisor shall maintain the General Contraband Log. The Adjustment Hearing Officer or Shift Supervisor shall complete the disposition of the contraband in a timely manner.
 4. The Shift Supervisor shall have access to his Shift's Contraband Locker.
 5. Upon completion, the Shift Supervisor shall forward the General Contraband Log to the Deputy Warden of Security.
- D.** Seizure of Contraband or Dangerous Contraband that may be a violation of a law or a major institutional rule.
1. The employee who discovers the contraband or dangerous contraband shall contact the Shift Supervisor. The Shift Supervisor shall determine if the contraband is a violation of law or institutional rule. The employee shall be cautious to ensure the safety, security, and integrity of the evidence and scene.

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2. The employee shall initiate the chain of custody and evidence handling using the following procedure:
 - a. The Shift Supervisor shall direct a supervisor to the scene with a video or still camera, evidence bag, gloves, and sufficient staff to isolate and contain the scene. The Supervisor shall videotape or take photographs of the contraband and immediate area. If possible, the photographs shall be complete and in detail before handling the contraband.
 - b. The employee discovering the contraband shall have the authority to handle the contraband to preserve the chain of evidence. The employee and Shift Supervisor shall place the contraband in the shift evidence locker. Precautions shall be taken to preserve the integrity of the evidence and to prevent the destruction of possible fingerprints.
 - c. The Internal Affairs Officer (IAO) and Shift Supervisor shall determine the appropriate method to test dangerous contraband. A result of a test by an outside authority or hospital shall be evidence and shall require proper handling, storage, control, and preservation.
 - d. An employee finding evidence with bodily fluid or blood shall place the evidence in a bio-hazard paper bag for storage and preservation.
 - e. The employee finding the evidence shall place and seal the dangerous contraband in an evidence bag and document necessary information, including the chain of custody.
 - f. Dangerous contraband shall be taken to the security vault.
 - 1) The Shift Supervisor or Operations Lieutenant shall inspect and verify the evidence bag is completed properly.
 - 2) The employee finding the contraband and the Shift Supervisor or Internal Affairs Officer shall place dangerous contraband in the dangerous contraband evidence locker.
 - g. Two staff members shall log the contraband on the appropriate log providing all of the following information:

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- 1) The inmate's name and number;
 - 2) A description of the evidence;
 - 3) The signature of discovering staff, Shift Supervisor; and
 - 4) The date and time contraband is put in the locker.
- h. The Shift Supervisor or Internal Affairs Officer shall log the dangerous contraband in the Dangerous Contraband Log and place the contraband in the evidence locker. If necessary, the Internal Affairs Officer shall assign the dangerous contraband a case number and transport evidence to the Kentucky State Police Crime Lab.
- 1) The case number (assigned by Internal Affairs Officer);
 - 2) The inmate's name and number;
 - 3) The description of the evidence;
 - 4) The signature of discovering employee, Shift Supervisor; and
 - 5) The date and time the contraband is put in locker.
- E. Location, Storage, Access and Removal of Contraband or Dangerous Contraband.
1. Keys to the dangerous contraband evidence lockers shall not leave the possession of the following staff:
 - a. The four (4) Shift Captain's;
 - b. The six (6) Shift Operations Lieutenant's; and
 - c. The Internal Affairs Officer.
 2. An employee who loses a key to the evidence locker shall immediately report it to the Deputy Warden of Security. The employee shall fill out an Occurrence Report to document the loss.


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The loss of a key shall necessitate immediate replacement of the shift evidence locker's lock and key.

3. An employee with a key to the evidence locker shall maintain possession of the key to preserve chain of custody issue for court proceedings.
 4. If the Adjustment Committee or another staff member requests to inspect the evidence, the inspection shall take place under the supervision of the Internal Affairs Officer.
 5. The Internal Affairs Officer shall maintain control of the movement of contraband. If the Internal Affairs Officer is not present, the Warden or his designee may authorize movement of the dangerous contraband.
 6. An employee removing dangerous contraband from the evidence locker shall record the movement on the Dangerous Contraband Evidence Log as follows:
 - a. The signature of Internal Affairs Officer or approved staff member removing contraband from the evidence locker;
 - b. The date and time of removal; and
 - c. The reason for removal.
 7. The Internal Affairs Officer (IAO) shall maintain dangerous contraband cases and evidence logs until disposal approval by the Warden or his designee. The IAO shall document a disposal on the Dangerous Contraband Log.
- F. The Warden or his designee shall direct the IAO to investigate an alleged criminal action. The IAO shall coordinate the investigation with the Kentucky State Police or local law enforcement officials.
1. If the evidence requires lab analysis, the Internal Affairs Officer shall be responsible for removal of the evidence from the locker.
 2. The Internal Affairs Officer shall transport the evidence, along with State Police Form 26 to the State Police Lab.
 3. Upon completion of lab analysis, the State Police Lab shall return the evidence and results. The Internal Affairs Officer shall place the evidence in the evidence locker.

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4. **After a trial, the evidence shall remain in the Internal Affairs Evidence Locker for further disposition or disposal.**
- G. Contraband of unknown ownership.**
1. **Contraband that cannot be identified with an owner shall become the property of the institution as determined by the Warden or Deputy Warden of Security.**
 2. **Disposal of this type of contraband shall be made in accordance with CPP 17.1 Inmate Personal Property.**
- H. This policy shall be reviewed annually and updated as necessary.**

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	Date Filed SEP 14 2022	Effective Date
Reference/Authority ACA 5-ACI-3D-18 KRS 196.035; KRS 197.020 CPP 15.3	Subject Procedure for Maintaining Current Inmate Photographs	

Policy and Procedure:

Luther Lockett Correctional Complex shall maintain a current photograph of an inmate for safety and security of the institution. If the inmate's appearance does not conflict with the institution's requirements for safety, security, identification and hygiene, an inmate shall have freedom in personal grooming.

A. Inmate ID

1. Each inmate shall have an Identification Card (ID) in his possession. If an inmate does not possess an ID card upon reception at LLCC, the Transportation, Admissions and Discharge Department (TAD) shall photograph and issue an ID card to the inmate. An inmate without an ID card shall be subject to a disciplinary report. An inmate shall wear his ID on his chest area in clear view outside his respective living unit.
2. The ID card shall have the inmate's photograph, name, number, and bar code.
3. A digital picture shall be taken upon receipt of the inmate at LLCC. A Unit Supervisor and Property Supervisor shall maintain a copy of the ID card in the living area and Property Room. The Deputy Warden of Programs or designee shall maintain the original photograph and information in the Kentucky Offender Management System.
4. If an inmate loses or destroys his ID card, he shall immediately report it to LLCC staff. The staff member shall make arrangements for a replacement ID. The inmate shall pay for replacement of his ID card from his inmate account. The Business Manager shall determine the cost of the replacement ID.


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5. TAD shall upload a current digital photograph into the Kentucky Offender Management System (KOMS) for maintenance use by the Kentucky Offender Online Lookup (KOOL) system.

B. Current Photographs

1. If there has been a substantial change in the inmate's appearance, a TAD employee shall photograph the inmate and update the photograph in the Kentucky Offender Management System. A deliberate appearance change made by the inmate shall require a new ID picture at the inmate's expense.
2. An employee shall check an inmate's appearance against ID cards at designated ID counts. If a discrepancy in his current appearance and the photo on the ID card exist, the employee shall submit in writing to the TAD the inmate's name, number and housing unit for a new ID.

- C. This policy shall be reviewed annually and updated as necessary.**

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	Date Filed SEP 14 2022	Effective Date
References/Authority ACA 5-ACI-6C-16 KRS 72.020; 72.025(5); 196.035; 197.020	Subject Inmate Death	

POLICY and PROCEDURE:

- A.** An employee shall not move an inmate unable to respond. The employee shall radio or phone the shift supervisor and the medical department. If a medical employee feels he may save the life of the inmate, the medical employee may move the inmate. If the medical authority pronounces the inmate dead, the body shall not be moved without the authorization of the county coroner.
- B. Inmate Death Notification**
1. If an inmate death occurs, the shift supervisor shall refer to the Staff or Inmate Death Action Plan in the Critical Incident Manual for details to manage the incident.
 2. The shift supervisor shall immediately notify the following personnel and agencies:
 - a. Medical Department;
 - b. Institutional Health Authority;
 - c. Warden;
 - d. Oldham County Central Dispatch (911) to request a County Coroner is dispatched to the institution or hospital containing the body of the deceased;
 - e. Law enforcement agency, defined in KRS 72.020 (1). (Kentucky State Police);
 - f. Duty Officer;

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- g. Deputy Wardens (Security, Programs);
 - h. Institutional Chaplain;
 - i. Public Information Officer; and
 - j. Other staff or agencies designated by the Warden, Deputy Wardens, or Duty Officer.
- 3. The Warden shall notify the designated Department of Corrections Central Office employees.
 - 4. The institutional Chaplain, Warden or designee shall notify the inmate's family as follows:
 - a. The inmate's institutional file located in KOMS, or the inmate's visiting list shall be reviewed for a list of the inmate's next of kin.
 - b. If these records do not contain a family member who may be contacted, a friend or other recent visitor may be able to locate a relative.
 - c. The relative shall be told the time, the cause of death (if known), and the location of the inmate.
- C. Operational Procedures for the Death of an Inmate in the Institution
- 1. In an inmate death situation, the shift supervisor shall dispatch a supervisor to the scene to take charge.
 - a. The supervisor shall secure and isolate the scene.
 - b. Prior to moving the inmate or disturbing the area, the Supervisor shall photograph the scene extensively. The body shall not be moved until the coroner's investigation.
 - c. The Supervisor shall remain in charge of the scene and maintain security throughout the investigation. He shall cooperate with other authorities and agencies.
 - d. The Supervisor shall allow the minimum amount of staff necessary to contain the situation and law enforcement officials into the area of the death scene.

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- e. The shift supervisor shall request an autopsy on the inmate from the County Coroner. The shift supervisor shall obtain a copy of the documentation from the Coroner's office, once it is complete.
- f. Prior to completing the shift, the supervisor shall complete the Inmate Death Information Form and it shall require a signature from the Coroner or hospital personnel receiving the inmate's body.
- g. An employee witness or who is part of the investigation of the death shall submit a complete written incident report to the shift supervisor prior to the end of duty. The supervisor on the death scene shall complete a comprehensive incident report and attach the other incident reports. The shift supervisor shall ensure an incident report is completed in accordance with Corrections Policy and Procedure (CPP) 8.6 Incident Reporting.
- h. Following the autopsy, the family may pick up the inmate's body for funeral arrangements. If no family is available to accept the inmate's body or the family refuses to accept the deceased, funeral arrangements shall be made by the state.
- i. The institution shall maintain a copy of the death certificate and coroner's report for the inmate's record.
- j. The Warden or his designee shall file the death notification in the county of death.

D. Suspicious or Felonious Activity Surrounding the Death is suspected:

- 1. The shift supervisor shall place a suspect, an inmate witness or complainant in appropriate custody and shall maintain security of the death scene.
- 2. The shift supervisor shall place the institution on lockdown and begin the notification process.
- 3. An employee shall not interrogate an inmate in relation to the alleged offense. If the suspect begins to volunteer information, the employee shall immediately read the inmate the "Miranda Rights". The employee shall contact Internal Affairs or the shift supervisor to take the statement.
- 4. If the inmate death was due to a weapon injury, the scene supervisor or designee shall conduct a search in the building or area of the incident. If the Supervisor or designee cannot locate a weapon, the scene supervisor shall request a search of the entire complex and surrounding area.

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5. An employee discovering a weapon or evidence, or an employee given a weapon or evidence by an inmate shall immediately take the item to the Supervisor on the scene.
6. The scene supervisor shall take precautions to secure the death scene, integrity of the evidence, and maintain the chain of custody.
7. The scene supervisor shall maintain a complete list of witnesses, employees, inmates, or visitors in the area.

E. Death Occurs Outside the Facility

1. The institutional shift supervisor or designee shall:
2. Report to the hospital with a camera, Inmate Death Information Form, and a copy of LLCC 09-29-01 Inmate Death.
 - a. The supervisor shall remain at the hospital until an authorized person assumes custody of the inmate's body.
 - b. The supervisor shall complete the Inmate Death Information Form and obtain a signature from personnel receiving the corpse.
 - c. The supervisor shall request an autopsy from the County Coroner and obtain documentation from the Coroner's office.
 - d. The supervisor and employee at the hospital shall submit a complete written report to the shift supervisor prior to the end of the work day. The shift supervisor shall ensure an incident report is completed in accordance with CPP 8.6 Incident Reporting.
3. If the death of an inmate occurs outside the institution, but the inmate is in the custody of the institution (for example, an inmate on outside work detail or in transport), the institution shall handle in accordance with Section C "Operational Guidelines for the Death of an Inmate in the Institution" of this procedure.

F. The shift supervisor shall direct an inquiry from a non-family member or news media to the Warden or Public Information Officer.


G. Disposition of Personal Property

1. The unit supervisor shall designate two employees to inventory the property of the inmate and the property shall be taken to the Property Room. The Warden or his

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designee shall approve the release or disposal of the property not claimed by the inmate's family.

2. If the inmate has funds remaining on his account, the funds and personal property shall be released to administrator or executor through the appropriate probate process or to the next of kin by a court order.
 3. If family or a personal friend does not claim the body or if they do not want to receive the body, the Warden shall direct that the deceased inmate be buried in a designated state cemetery at state expense.
 4. If funds remain unclaimed on a deceased inmate's account for a period of one (1) year, the Fiscal Office shall submit the funds to the Kentucky State Treasurer. The State may not use these funds for burial expenses.
- H. This policy shall be reviewed annually and updated as necessary.

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References/Authority ACA 5-ACI-4A-04 through 5-ACI-4A-27 and 5-ACI-4B-01 through 5-ACI-4B-34 KRS 196.035; 197.020 CPP 10.2; 14.6 LLCC 16-01-01; 16-02-01	Subject	
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	December 14, 2022	
	Special Management Housing	

I. DEFINITIONS:

“Behavior watch” means the monitoring of a controlled environment that is based on the need of the inmate and the safety and security of the inmate and institution.

II. POLICY and PROCEDURE:

- A. The Warden, Deputy Warden, Duty Officer, or Shift Supervisor shall have the authority to order an inmate be sent to special management housing following the appropriate procedures for safety and security of the institution.
- B. Refer to Corrections Policy and Procedure (CPP) 10.2 Special Management Housing and Restrictive Housing for criteria, definitions, or assignment information.
- C. Staffing
1. Refer to CPP 10.2 for general unit staffing.
 2. Each supervisor in the Special Management Unit (SMU) shall have correctional experience and be familiar with the governing policies of SMU.
- D. Behavior Control Report
- A SMU Supervisor shall prepare a behavior control report on an inmate becoming disruptive on a watch.
- E. Inmate Behavior Watch
1. Behavior watches may be affected for the following reasons:
 - a. Mental health risk;
 - b. Suicide or self-harm;

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- c. Unsafe or violent behavior; and
 - d. Medical issues.
2. The Medical Department, Shift Supervisor, Duty Officer, psychologist, psychiatrist, Deputy Warden, Warden, or designee may place an inmate in Special Management Housing on a behavior watch. If an inmate has been placed on a watch, the Shift Supervisor shall notify the on-call psychologist or psychiatrist and the Duty Officer.
 3. Upon authorization from the Shift Supervisor, a SMU employee shall strip an inmate and his cell of property to prevent the inmate from harming himself while on behavior watch. An inmate on watch shall be provided a safety gown, and, if the psychologist or psychiatrist authorizes it, the inmate may have a mattress or additional property.
 4. A SMU employee shall observe an inmate irregularly on a minimum of a thirty (30) minute schedule. They shall record the patrol in a unit log.
 - a. A SMU employee shall observe an inmate who has been placed on a behavior watch for a mental disorder or who demonstrates unusual or bizarre behavior at fifteen (15) minute intervals and record in a watch log.
 - b. An inmate making a serious attempt at self-harm shall require direct one-on-one staff or inmate observation.
 5. Only the Warden and the Institutional Health Authority may approve an alternative meal service. The provision of an alternative meal service shall be based on health or safety considerations. The appropriate form shall be issued for approval.
 6. The release of an inmate from watch status and the return of clothing or property shall require the approval of psychologist or psychiatrist.
- F. Maximum Assault Status
1. Refer to CPP 10.2 for assignment and movement of an inmate assigned to Maximum Assault Status.
 2. Approval from the Warden, Deputy Warden, Senior Captain, Shift Supervisor, or Duty Officer shall be required to place an inmate on Maximum Assault Status. The decision shall be made on an individual basis for an inmate.

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- G. An inmate in special management housing on Maximum Assault Status may have clothing and basic personal items for use in his cell, except if he destroys the item, there is imminent danger, or there is a risk of self-injury.
1. An SMU employee shall confiscate an item from an inmate, if the inmate is using the item to harm himself, others, or state property. The SMU employee shall issue a disciplinary report.
 2. An inmate or staff shall not pass an item from cell to cell.
- H. Special Management Housing Orientation, Cell Inspection, and Inmate Inspection:
1. All inmates housed in SMU shall receive written orientation materials in their own language. If a literacy problem exists, a SMU staff member shall assist the inmate in understanding the material. Completion of orientation shall be documented by a statement signed and dated by the inmate.
 2. An SMU employee shall conduct and document a cell inspection upon cell assignment and reassignment. The employee shall document cell damage during the inmate's assignment to the cell and issue a disciplinary report, if necessary.
 3. The employee shall perform an inspection of cells and inmates once per week. The inmate shall leave the cell for the inspection and the employee shall enter the cell to perform the inspection. If necessary, SMU employees shall search the cell and inmate more than once weekly.
- I. Storage and Disinfecting of Inmate Clothing packed for placement in Special Management Unit.
1. A staff member shall inventory an inmate's property if it is initially packed in the living unit (initial pack up). If the inmate is absent, two staff members shall pack the inmate's property. The staff member shall separate and place washable dirty personal property in an orange mesh bag. The staff member shall seal and tag the orange mesh bag with the inmate's name and number. The staff member shall not place shoes and blankets in the washable bag.
 2. The staff member shall inventory and place the remainder of the inmate's property in a green duffel bag labeled with the inmate's name and ID number.
 3. Once the inventory and pack up has been completed, a staff member shall escort an inmate in handcuffs from the living unit to SMU. This shall not

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apply to an inmate that has become combative; the inmate shall be escorted in handcuffs immediately following the incident.

4. The SMU inmate janitors shall wash the inmate's dirty washable laundry including the clothes the inmate was wearing upon his arrival. A staff member shall tag with the inmate's ID name and number. He shall place the inmate's clean property in a green duffel bag. The staff member shall place the green duffel bag in the SMU property room for storage.
5. An SMU staff member shall give the inmate a copy of the inventory property form. He shall place the rest of the property forms in the expandable file in the property room.

J. Food

1. If an inmate's religious belief requires adherence to a specific diet, the inmate shall advise a staff member. An alternative diet menu shall be offered to the inmate.
2. An employee shall inspect and deliver the food tray, utensil, and drink by placing it on the food tray slot of the cell door.
3. After delivery of a tray to the last inmate, the officer shall wait twenty (20) minutes and then collect trash including cups. No uneaten food or drink shall remain in the cell.
4. An inmate in special management housing who uses food or food service equipment in a manner that may be hazardous to self, staff, or another inmate shall have an alternative meal service. An alternative meal shall be in accordance with CPP 10.2.

K. Grievance

1. A grievance aide is available two (2) days per week and may be available upon request, outside of the scheduled days. An inmate shall make a request for a grievance aide to the Classification and Treatment Officer (CTO).
2. An inmate wanting to pursue a grievance appeal shall schedule a meeting with the assigned grievance aide through the CTO.
3. An employee shall strip search the grievance aide prior to entry into the SMU. Upon exiting the SMU, the grievance aide shall be subject to a frisk search.

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4. The grievance aide shall obtain permission to enter the SMU from the Unit Supervisor through the Grievance Coordinator. The grievance aide shall not bring anything into the unit, except for grievance related paperwork. The grievance aide may leave with the grievance-related paperwork.
5. The Grievance Committee shall meet with the inmate in SMU, unless there is a security risk for staff or another inmate.

L. Legal Services and Materials

1. An inmate may have access to his assigned legal aide by requesting an appointment through the Classification and Treatment Officer (CTO). The legal aide is scheduled two (2) days a week and may be available, upon request, outside of the scheduled days.
2. The legal aide shall assist an SMU inmate by handling legal research, disciplinary report representation, administrative control representation, and an appeal for the inmate, if requested.
3. The legal aide shall conduct business with the inmate in the Special Management Unit Core. An employee shall escort an inmate to the legal aide in mechanical restraints. The Legal Aide shall not enter the wings.
4. An employee shall strip search the legal aide before he enters SMU. An employee shall conduct a frisk search as the Legal Aide exits the unit. The legal aide shall not bring anything in or take anything out of the unit other than legal paperwork.
5. The assigned legal aide shall obtain permission to enter the Special Management Unit from the Unit Supervisor through the Legal Aide Officer.
6. An inmate shall request legal material in writing from the CTO. The CTO shall forward the request to the Correctional Officer in the Academic School and Legal Services. A copy of the legal material may be given to the inmate for review. A book shall not be removed from the Law Library for an inmate.

M. Library and Educational Services

1. SMU shall offer an inmate library books (excluding law library books) on a weekly basis.
2. Two (2) books, magazines, and newspapers may be in an inmate's cell.

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3. Educational and programming services are available on a case-by-case basis and shall be requested through the CTO.

N. Mail

1. An inmate housed in the Special Management Unit may write letters and receive mail.
2. The mailroom staff shall collect outgoing mail during the morning collection time.
3. The 7:00 p.m. to 7:00 a.m. shift officer shall deliver the mail to the inmate.
4. Mail shall be delivered daily, Monday through Friday, excluding holidays according to LLCC 16-01-01 Inmate Correspondence.
5. An inmate on a hold ticket may request and receive from the unit staff envelopes, paper, and a pen. The inmate may mail three letters a month. The mail shall be given to the CTO and shall go out for processing. Once the hold ticket changes to disciplinary segregation, the inmate may purchase these items from the inmate canteen.

O. Religious

1. The Chaplain shall visit the unit weekly.
2. An inmate may request to see the Chaplain through the appropriate staff or in writing.

P. Medical and Sick Call

1. An inmate shall request a sick call slip from any SMU staff member.
2. The sick call slip collection shall be conducted during the 7:00 p.m. to 7:00 a.m. shift. Upon completion of the collection, a representative from Medical shall compile and triage the sick call slips for treatment.
3. If it is necessary to take a SMU inmate to the medical area for treatment, the inmate shall be in restraints and escorted by a staff member. This shall require one staff member per inmate.
4. If the inmate's medical condition prevents the use of metal restraints, an officer shall use flexi-cuffs and escort him to Medical. The officer shall remain in Medical with the inmate.
5. Medical treatment may be completed in the unit.

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6. Healthcare staff will administer prescribed medications.

Q. Psychiatry and Psychology

Psychiatric or psychological evaluations and counseling sessions held in person shall be conducted in a Special Management Unit office, as the inmate's behavior allows.

R. Temporary Single Occupancy Cells

1. Temporary single occupancy cells shall be available in the SMU if necessary for the following:

- a. An inmate with a severe medical disability while awaiting approval from Population Management for a transfer to an approved institution.
- b. An inmate suffering from serious mental illness, if necessary, will be assigned to SMU based upon his current behavior. Inmates requiring SMU for mental health reasons shall be referred to the Division of Mental Health liaison for transfer to an approved institution.
- c. A sexual predator while awaiting approval from Population Management for a transfer to an approved institution.

2. Unless the housing is necessary for the inmate's safety or at the inmate's request for protective custody, an inmate at risk for exploitation or victimization, shall not be housed in SMU.

3. An inmate who has other special needs for single cell housing shall be transferred to an institution or facility with single bed special needs housing.

S. Canteen

1. An inmate in SMU shall not spend more than twenty dollars (\$20) per week.

2. An inmate may order a personal hygiene item, if the item is authorized as medically necessary, and correspondence materials from the Special Management Unit canteen list.

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T. Clothing and Linen Exchange

1. An inmate in the Special Management Unit shall be issued state clothing, bedding, wash cloths, and towels.
2. An inmate in the Special Management Unit shall exchange state clothing during shower times. An inmate shall exchange underwear and socks at shower time. An employee shall collect dirty clothing and issue clean clothing.
3. An inmate shall exchange bedding and towels weekly.

U. Barber and Hair Care Services

1. Barbering services and clipper shaves shall be offered three times per week.
2. A disposable razor shall be available for inmate use unless a security issue prevents it. Razors shall be turned in and placed in a sharps container and logged on the individual log sheet.
3. The inmate barbers shall adhere to sanitation practices that comply with applicable health requirements.

V. Visitation – Refer to CPP 10.2

An inmate in special management housing shall have the opportunity for visitation privileges, unless there are substantial reasons for withholding the privilege:

1. An inmate shall submit a written request to the Deputy Warden of Security for approval.
2. An inmate shall request to schedule visits seven (7) to fourteen (14) days in advance.
3. The dress code and visiting rules shall be in accordance with LLCC 16-02-01 Inmate Visiting.

W. Telephone Privileges

1. Upon admittance to SMU, an inmate shall have one (1) telephone call to advise his family of his change in status and visiting schedule. If an inmate cannot reach his party, he may call another number at that time.
2. An inmate in Administrative Segregation and Protective Custody may have one (1) telephone call per week.

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3. An inmate may place a telephone call on the 7:00 a.m. to 7:00 p.m. shift. Calls at other times shall require authorization from the Unit Administrator.
4. An inmate in disciplinary segregation shall not have telephone privileges until he has served thirty (30) days of disciplinary segregation. At thirty (30) days of disciplinary segregation, an inmate shall be allowed one call per week.

X. Recreation

1. A two (2) hour exercise period in a climate-controlled recreation area shall be offered seven (7) days a week to each inmate housed in Special Management Housing.
2. An inmate in disciplinary segregation may have additional recreation restrictions.
3. A staff member shall document, justify, and record the deprivation of recreation. A staff member shall place a copy in the unit file. A report shall be sent to the Deputy Warden of Programs.

Y. Deprivation or Denial of Privileges

1. SMU may restrict privileges and services with approval. If necessary, the Unit Supervisor may authorize a restriction. The Unit Supervisor shall record the privilege deprivation on a restriction log.
2. A denial shall be according to CPP 10.2. If an item is denied to an inmate, the staff person shall place a report in the inmate's unit file and forward a copy to the Special Management Unit Supervisor and the Deputy Warden of Programs.


Z. Restraint Use

Before an inmate exits a cell, he shall be placed in an escort restraint belt. Restraints shall be placed on the inmate who is exiting the cell through the cell door food tray slot while the inmate remaining in the double bunked cell assumes the compliance position of facing the back wall on his knees with his hands behind his head. Exceptions to this rule may be exiting the cell for:

1. Scheduled recreation time;
2. Scheduled shower time;

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3. Scheduled visitation time; or
 4. Being released from special management housing.
- AA. This policy shall be reviewed annually and updated as necessary. The review shall consider whether the living conditions, programs and services offered are similar to those available to the general population to the extent that the security and control of the SMU allows.

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Reference/ Authority	Subject	
ACA 5-ACI-5C-08 KRS 196.035; KRS 197.020 CPP 17.1	Dining Room Rules	

POLICY and PROCEDURE:


- A. Contract Food Service staff shall be responsible for the operation and sanitation of the dining room. All staff working in the dining room shall maintain general order and control inappropriate inmate behavior.
- B. Space shall be provided for group dining at Luther Lockett Correctional Complex (LLCC) unless security or safety considerations justify otherwise.
- C. Rules of the Dining Room
 1. An inmate in the dining room shall wear a state issued uniform in accordance with Corrections Policy and Procedure (CPP) 17.1 Inmate Personal Property.
 2. If behind the serving line, Food Service staff shall wear a hairnet or approved hat, beard guard, and gloves. Food Service staff shall follow applicable health and sanitation rules. If supervising the serving of food behind the serving line, correctional staff with a beard or mustache shall wear a beard guard, gloves, and a hat or hair net.
 3. An inmate shall wait in the Dining Room Pavilion until called to enter the dining room. Entry shall be in a single file line. An inmate shall have his ID scanned or counted by contract Food Service staff and walk along the wall to the serving area.
 4. Serving shall be on a first-come, first-served basis. An inmate shall not get in line ahead of those who were already in line.
 5. The following eating utensils shall be provided if needed for each inmate:

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- a. One (1) or two (2) cups as needed and as determined by Food Service staff;
 - b. One (1) spork; and
 - c. One (1) tray with bowl attached.
6. The Food Service Department shall supply the food, utensils, and other items in the dining room. Inmates may bring one condiment item.
 7. An inmate shall go through the line only one (1) time at each meal. Violation of this rule shall result in a disciplinary report.
 8. An inmate may sit at an available empty seat.
 9. In order to provide a pleasant and safe atmosphere, loud talking and disruptive behavior shall not be permitted in the dining room.
 10. In order to allow places for others in the dining room, each inmate shall leave after finishing his meal. Each inmate shall have twenty (20) minutes after being seated to eat the meal. Loitering in the area shall be prohibited.
 11. An inmate shall place paper in the trash container. He shall place excess food in the food container.
 12. An inmate may take one (1) piece of fruit or two (2) cookies from his food tray out of the dining room.
 13. Food shall not be withheld, or the standard menu varied as a disciplinary measure. With the Warden's approval and if behavior dictates, the Food Service Department may serve a modified meal service.
 14. An inmate shall not give his food to another inmate.
- D. Duties of the security staff assigned to the dining room shall include:
1. Enforce institutional policies and procedures.
 2. Prevent theft.
 3. Visually check each inmate's identification upon entering the dining room to verify inmate's identity and control the number of inmates entering based on the number of available seats.

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4. **Maintain general order and control in the dining room and serving line.**
 5. **Adhere to post order to control the loss or theft of utensils.**
 6. **Remain at post except in an extreme emergency.**
 7. **If an inmate does not follow an order given by a contract Food Service employee, he shall be removed from the serving line and a security supervisor shall be contacted.**
 8. **Security staff shall deal immediately and firmly with arguments between inmates.**
 9. **If an inmate does not adhere to an order to stop arguing or quiet down or he is disrespectful, then security shall remove and escort him from the dining room.**
 10. **If a fight or other disturbance seems imminent, the security officer shall request assistance from the Shift Supervisor.**
 11. **The officer shall report an incident to the Shift Supervisor and prepare an appropriate written occurrence and disciplinary report.**
 12. **If an inmate leaves the dining room, the security officer shall observe him placing his tray in proper containers, returning a utensil, and prohibit unauthorized food leaving the area.**
 13. **The officer shall complete the "line stoppage" form anytime the serving line runs out of food and forward it to the Deputy Warden of Security.**
 14. **The officer shall report issues concerning meal quality immediately to the Shift Supervisor who shall forward the information to the Deputy Warden of Security.**
- E. **This policy shall be reviewed annually and updated as necessary.**

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	Date Filed SEP 14 2022	Effective Date
Reference/Authority ACA 5-ACI-3A-23 CPP 11.2	Subject Food Services: Security	

POLICY and PROCEDURE:

- A. The contract Food Service manager and the Luther Lockett Correctional Complex (LLCC) security staff assigned to the kitchen and dining room shall be responsible for the management and security of the food service operation.**
1. LLCC security staff and contract Food Service employees shall enforce security and institutional rules and policies and procedures.
 2. The LLCC security staff and contract Food Service employees shall inspect and monitor food service areas in order to prevent escape, confiscate contraband, protect people and property, enforce sanitation requirements, and prevent theft of food products.
 3. If security assistance is necessary, contract Food Service employees shall contact the Captain's Office or assigned kitchen officer.
 4. A contract Food Service employee or security officer shall observe proper disposal of kitchen utensils and food from each inmate leaving the kitchen to control theft and enforce security. The contract Food Service employee shall prepare an occurrence report in accordance with policy and disciplinary report if a violation of Corrections Policy and Procedure (CPP) 15.2 occurs.
- B. Receiving and Inventory Control**
1. The contract Food Service manager or designee shall receive and confirm food products and supplies delivered from vendors for the Food Service department use.
 2. The contract Food Service manager or designee shall be responsible for the proper storage and inventory of goods and products. The manager shall ensure that the quantity is correct and the quality meets standards and specifications.

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3. A contract Food Service employee shall secure each food storage area after each use.
4. The contract Food Service manager or designee shall assign an inmate kitchen worker to the storage detail. He shall load and unload incoming and outgoing supplies and materials under the supervision of a contract Food Service employee. An inmate shall arrange stock by date of receipt. The stock shall be on a first in, first out use rotation.

C. Toxic Substance Control

1. The contract Food Service manager or designee shall keep toxic materials under lock and key.
2. If an inmate uses a toxic material or cleaning supply, a contract Food Service employee shall supervise the inmate with direct visual observation to assure the product is used safely and economically. An inmate shall not handle cleaning products in a concentrated form. A contract Food Service employee shall personally dispense and mix the concentrated cleaning materials. An inmate shall not handle or possess liquid bleach. The contract Food Service manager or designee shall handle or possess liquid bleach.
3. The contract Food Service manager or designee shall inventory cleaning supplies in the storage room upon issue of each product and keep accurate records of the inventory.
4. A contract Food Service employee shall immediately report a loss or misuse of a toxic item to the contract Food Service manager, Shift Supervisor, and the fire and safety officer.
5. The contract Food Service manager or designee shall ensure cleaning supplies have a proper label and keep the supplies in the correct container.
6. The contract Food Service manager or designee shall maintain a running inventory log on all toxic, caustic, and hazardous materials.

D. Key, Radio and Equipment Control

1. The institutional keys and radios shall remain in the possession of a

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contract Food Service employee at all times. An inmate shall not have access or handle institutional keys or radios.

2. The Food Service manager or designee shall check out keys and required personal safety equipment each morning from the Central Control Center. Afternoon shift employees shall check out the required personal safety equipment prior to reporting to the Food Service Department. The morning contract Food Service employees shall pass the keys to the afternoon shift. The employee passing the keys shall notify the Central Control Center employee. The Central Control Center employee shall log the passing of the keys. The contract Food Service employees shall return the keys and required personal safety equipment to the Central Control Center employee at the end of each workday.
3. The contract Food Service manager or designee shall lock and secure equipment that may be used as a weapon in the filing cabinet of Room 4-B 453 in the LLCC kitchen office. When issuing this equipment, it shall be logged out to the inmate according to LLCC policy requirements.
4. The contract Food Service manager or designee shall inventory kitchen utensils or culinary items daily. He shall maintain the documentation on the utensil inventory as follows for issuance and receiving of utensils or culinary items:
 - a. The name of Food Service staff member;
 - b. The time and date of issuance;
 - c. The kind of utensil and inventory number;
 - d. The name and number of inmate;
 - e. The time and date of return; and
 - f. The inmate shall provide his ID to the contract Food Service Supervisor upon issuance of a dough cutter.
 - g. A contract Food Service supervisor shall be responsible for control of kitchen utensils and culinary items.
 - h. The officer assigned to the Kitchen shall inventory utensils at the end of shift or when the kitchen closes.
5. If a utensil is lost or misplaced, the following actions shall be taken:

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- a. The contract Food Service manager, officer, or designee shall immediately notify the Shift Supervisor and Central Control Center employee of the utensil, its number, and the name of person(s) receiving it.
- b. The Shift Supervisor shall send additional officers to the Food Service Department to assist with the search.
- c. The contract Food Service manager or designee and officers shall conduct a complete search of each inmate and the kitchen.
- d. All Food Service inmates shall remain in the kitchen. Each inmate shall be strip-searched. The Shift Supervisor may grant authorization for an employee or inmate to leave the area.

E. Count Procedures

1. The contract Food Service manager, a designee, or a security officer shall conduct a head count in accordance with LLCC 09-07-01 Count Procedures and Documentation and shall immediately report the count to the Captain's Office.
2. An inmate shall not conduct a count.
3. The employee or security officer shall see the ID card and face of each inmate as he counts and records the data.
4. During first shift, an inmate shall go to his job in Food Service on his own because the yard is open.
5. On second shift, a dorm officer shall wake up an inmate scheduled to work in the Food Service Department. The inmate shall prepare himself to go to the Food Service Department. The Compound Supervisor shall announce that the Food Service workers may report to work and visually observe the movement to the kitchen.
6. The contract Food Service manager or designee shall confirm an arrival or departure from the Food Service Department with the Compound Supervisor by radio.
7. Once a count begins, an inmate shall remain in the designated area until the count is cleared. The Captain's Office shall announce the count cleared and inmate movement may resume.
8. If conducting the count, these procedures shall be followed:

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- a. The Food Service manager or designee shall notify the inmates when it is count time.
 - b. The Food Service manager or designee shall order the inmates to one area until the count clears.
 - c. The Food Service manager or designee shall count each inmate by comparing the inmate's identification with his face.
9. At count time, the contract Food Service manager or designee shall immediately report the count to the Captain's Office as follows:
- a. The kitchen or dining room (location);
 - b. The name of the contract Food Service employee reporting;
 - c. The number of inmates in the location; and
 - d. The identification of each inmate by number, name, and living unit.
- F. An inmate working in the Food Service Department shall be frisk-searched before leaving the kitchen or dining rooms.
- G. This policy shall be reviewed annually and revised as necessary.

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	LLCC 11-03-01	3
	Date Filed	Effective Date
	SEP 14 2022	
Reference Authority	Subject	
ACA 5-ACI-5C-01; 5-ACI-5C-03	Food Services: General Requirements	

POLICY and PROCEDURE:

- A. The full-time, contract Food Service manager shall have experience in food service management. He shall conduct the food service program for LLCC and Kentucky Correctional Psychiatric Center (KCPC). The contract Food Service manager shall report to the Deputy Warden of Security or designee.
1. The contract Food Service manager shall purchase necessary supplies and food products.
 2. The contract Food Service manager shall document a deviation from the Master Menu and forward it to the Deputy Warden of Security or designee and Food Service Branch Manager.
 3. The contract Food Service manager shall maintain proper health and sanitation throughout the food service areas and activities in compliance with state health regulations, contractual obligations, Corrections Policy and Procedures (CPP) and Institutional Policies and Procedures.
 4. The contract Food Service manager shall operate food service in a cost-effective fashion without compromising standards.
- B. The Food Service manager shall keep accurate records, including reports of meals prepared and served at LLCC.
1. The contract Food Service manager shall prepare and forward to the LLCC Deputy Warden of Security or designee a monthly report.
 2. The following records and reports shall be filed and maintained in the LLCC Food Service Department for a minimum period of three (3) years in conjunction with each ACA accreditation period:
 - a. Cycle menu sheets;

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- b. Worksheets;
- c. Culinary orders;
- d. Special diets, medical or dental only;
- e. Equipment inspection reports;
- f. Sanitation inspection reports;
- g. Monthly reports;
- h. Menu changes and substitutions;
- i. Purchase requisitions and receipts of food products, equipment, and supplies;
- j. Waste reports;
- k. Minutes of monthly meetings; and
- l. Quarterly documentation for ACA accreditation in working files.

C. Training

- 1. LLCC contract Food Service staff shall participate in the Department of Corrections annual in-service training and workshops in compliance with departmental policies in addition to basic training requirements.
- 2. The contract Food Service manager shall conduct the on-the-job Training (OJT) with contract employees.
- 3. The contract Food Service manager shall maintain an ongoing inmate OJT Program.


D. Space and equipment that a Food Service employee uses shall meet safety and production standards and requirements.

- 1. The Food Service Department shall maintain an automatic fire extinguisher in the cooking area with automatic heat detectors in other areas. Wet-chem and CO2 type fire extinguishers shall be provided throughout the Food Service area.
- 2. If the Food Service Department purchases equipment, the equipment shall be certified by the National Sanitation Foundation. The Food Service manager or

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designee shall ensure proper equipment usage with all shields, protection, and other safety devices provided by the manufacturer.

3. The contract Food Service manager or designee shall train employees in the proper and safe use of Food Service equipment, first aid, fire extinguishing, and other safety equipment. The Food Service staff shall train an inmate worker in the safe and sanitary use of Food Service equipment.
 4. The contract Food Service employees shall attend training in the areas of security and accident prevention.
- E. This policy shall be reviewed annually and updated as necessary.


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ACA 5-ACI-5B-07; 5-ACI-5C-05; 5-ACI-5C-08; 5-ACI-5C-15; 5-ACI-5C-16 KRS 196.035; 197.020 902 KAR 45:005 LLCC 11-01-01	Food Services: Meals	

POLICY and PROCEDURE:

- A. Under the direction of the contract Food Service managers, the Food Service coordinators shall be responsible for dining room operations in accordance with Luther Lockett Correctional Complex (LLCC) 11-01-01 Dining Room Rules.
- B. Normal dining hours shall be:
1. Breakfast 5:45 a.m. – 6:45 a.m.;
 2. Lunch 10:30 a.m. – 11:45 a.m.; and
 3. Dinner 4:00 p.m. – 5:00 p.m.
- Dining hours may vary due to security or operational needs and changes may be posted in the dining rooms and living units.
- C. Three (3) meals, including two (2) hot meals, shall be provided at regular meal times during each 24-hour period. The time between the evening and breakfast meals shall not exceed fourteen (14) hours. Variations may be allowed based on weekend and holiday food service demands provided that basic nutritional requirements are met.
- D. The meals served to staff or visitors shall be the same as those served to the inmate population.
- E. The contract Food Service manager or designee shall plan menus in advance. Meals shall be served on a regular schedule.

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- F. Meals shall be served under direct supervision of employees. This includes meals for SMU, KCPC, and all other remote serving areas.
- G. Food shall not be used as a disciplinary measure.
- H. This policy shall be reviewed annually and updated, as necessary.

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	<p>Date Filed</p> <p>SEP 14 2022</p>	<p>Effective Date</p>
<p>Reference/Authority</p> <p>ACA 5-ACI-5C-04; 5-ACI-5C-06; 5-ACI-5C-07</p> <p>KRS 196.035; KRS 197.020</p>	<p>Subject</p> <p>Food Services: Menu, Purchasing, Storage, Nutrition, Special Diets and Farm Products</p>	

POLICY and PROCEDURE:

A. Menu

1. A six (6) month cycle menu that complies with the requirements of CPP 11.2 and providing the current recommended dietary allowances shall be established in advance.
2. The Department of Corrections Food Service Branch Manager of Food Service Menus shall plan a rotating menu on a four (4) week cycle.
3. The Luther Lockett Correctional Complex's contract Food Service manager shall review, revise, and finalize the menu.
4. The contract Food Service manager shall consider availability of farm products and USDA commodity products during menu planning.
5. The Food Service manager or designee may make a menu change. All changes shall be justified in writing and reported in the monthly report. The change and justification shall be documented in the daily log.
6. The menu substitution item shall contain at least the same nutritional value as the item being replaced.
7. The Food Service manager or designee shall post the menu in the kitchen, dining room, and each living unit.
8. Institutional dietary allowances shall be reviewed according to CPP 11.2.
9. The Food Service manager or designee shall conduct a menu evaluation at least quarterly by the institution food service

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supervisory staff to verify adherence and to establish basic daily servings.

B. Special Diets

1. The contract Food Service manager shall be responsible for providing prescribed special diets.
2. Special diets may be prescribed by a healthcare provider. The medical department shall record the diet in the inmate's medical records and review it monthly.
3. Special diets shall comply with the six (6) month therapeutic cycle menu developed by the Department of Corrections Branch Manager of Food Service.
4. A list of inmates on special diets and special requirement shall be on file in the kitchen. The Food Service staff shall serve inmates on the list a special diet. Contract Food Service staff shall supervise the preparation of the food in the kitchen.
5. The Chaplain, Warden or his designee shall approve a special diet for an inmate whose religious beliefs require adherence to religious dietary laws. It shall be the responsibility of the inmate to notify the Chaplain by written request for consideration of a religious preference diet.

C. Storage


1. A food delivery to Luther Luckett Correctional Complex (LLCC) shall be made to a designated storage location, except for perishable items.
2. The vendor shall deliver a perishable item, including milk, bread, produce, and poultry products directly to the kitchen.
3. The Food Service manager or designee may request an emergency delivery as necessary.
4. The Food Service manager or designee shall store food products in the kitchen storage areas in a manner to prevent spoilage, breakage, and other loss.

D. Temperatures

1. Shelf goods shall be maintained at 45° to 80° Fahrenheit.

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2. Refrigerated foods shall be maintained at 35 to 40° Fahrenheit or lower.
 3. Frozen foods shall be maintained at zero (0) degrees Fahrenheit or below.
 4. If the temperature of a food storage area is not acceptable, or equipment does not operate properly, an employee shall notify the Maintenance Department with a maintenance request order.
- E. The Food Service manager or designee shall observe and document excessive waste and other factors affecting the economical operation of Food Service.
- F. This policy shall be reviewed annually and updated as necessary.

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	Date Filed SEP 14 2022	Effective Date
Reference/Authority ACA 5-ACI-5C-11 KRS 196.035; KRS 197.020 902 KAR 45:005	Subject Health Requirements of Food Handlers	


POLICY and PROCEDURE:

- A. If an inmate prepares food, the inmate shall receive a pre-assignment medical examination prior to beginning work. The inmate worker shall receive a periodic re-examination to ensure freedom from diarrhea, skin infection, and other illnesses transmissible by food or utensils.**
- 1. A medical examination shall be in accordance with laws and regulations regarding food service.**
 - 2. The Medical Department shall document the results of:**
 - a. The examination on a medical screening form for an inmate.**
 - b. The TB test for contract Food Service staff.**
 - 3. For an inmate:**
 - a. The screening shall include a check of the inmate's medical file to ensure there are no medical conditions present to preclude the work assignment.**
 - b. The contract Food Service manager or designee shall receive a complete medical screening form on an inmate prior to the inmate's assignment to the Food Service Department.**
- B. The contract Food Service manager or designee shall monitor inmates and contract staff working in Food Service each day for health and cleanliness:**
- 1. If Food Service staff suspects an inmate working for the Food Service Department has a possible disease or health condition**

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concern, the staff person shall temporarily suspend the inmate and refer the inmate to the LLCC Medical Department.

2. The Medical Department shall examine an inmate working in Food Service referred by Food Service staff. The inmate may return to work after clearance by medical staff.
- C. Food Service staff and inmates shall maintain the standards of personal cleanliness and hygienic food handling techniques set forth in 902 KAR 45:005 to the extent required by law. Those standards shall include the following:
1. Clean clothing (state issued uniforms for food handlers);
 2. Hat or hairnet;
 3. Moustache and beard guards;
 4. Clean, trimmed fingernails; and
 5. Clean hands and exposed portions of arms; food handlers shall wash thoroughly with soap and warm water before starting work, during work as necessary, and after eating, drinking, using the toilet facilities, and going from one (1) job task or duty to another.
- D. Food Service staff and inmates shall practice hygienic food handling techniques to prevent the contamination of food, equipment, and utensils.
- E. An inmate working in Food Service shall not wear hair length below his ears. If length of hair is below the ears, the hair shall be bound, if possible, and covered while working in Food Service areas.
- F. This policy shall be reviewed annually and updated as necessary.

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ACA 5-ACI-5C-09; 5-ACI-5C-11; 5-ACI-5C-13 KRS 196.035; KRS 197.020; KRS Chapter 217	Food Services: Inspections and Sanitation	

POLICY and PROCEDURE:

- A. The Food Service Department and equipment shall meet health and safety codes to the extent required by law.
- B. Inspections
 1. Contracted Food Service Manager or Designee
 - a. The contracted Food Service manager or designee shall check the temperatures daily for the refrigerators, freezers, and water. The manager shall maintain a daily logbook of the temperatures.
 - b. The contracted Food Service manager or his designee shall conduct food temperature checks and taste samples of food during his inspection.
 2. Duty Officer and Deputy Warden of Security or Designee
 - a. Each week, the Duty Officer shall inspect the Food Service Department including the dining rooms, food preparation area and equipment. The Duty Officer shall complete inspection forms during the inspection.
 - b. The Duty Officer shall give an inspection form to the Food Service manager for any corrective actions. The Food Service manager shall forward the form reflecting any corrective actions to the Deputy Warden of Security's office.
 - c. A second inspection shall be conducted by the Deputy Warden of Security or designee.

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3. **Oldham County Health Department**

The Luther Lockett Correctional Complex (LLCC) shall request that the Oldham County Health Department inspect the Food Service Department on an annual basis. A copy of the inspection report shall go to the contracted Food Service manager and the Deputy Warden of Security or designee.

4. **Central Office**

The Food Service Department may be inspected or reviewed by Department of Corrections Central Office staff. If a deficiency is found, a written report shall be provided to the Deputy Warden of Security and the contracted Food Service manager.

5. **Corrective Action for Inspection Deficiency**

The contracted Food Service manager shall take corrective action immediately on a deficiency noted in an inspection. The manager shall send a written corrective action plan to correct a deficiency to the Deputy Warden of Security or designee.

C. **Personal Hygiene**

1. **The Food Service Department staff and inmate workers shall comply with the Kentucky Food, Drug and Cosmetic Act to the extent required by law.**
2. **Contracted Food Service staff and inmate workers shall report for duty in clean uniforms with clean hands and fingernails and proper hair restraints.**
3. **Contracted Food Service staff and inmate workers shall wash their hands upon reporting to work, after using toilet facilities, eating, drinking, and going from one job or task to another. There shall be no exception to this rule.**
4. **Contracted Food Service staff and inmate workers shall wear gloves if handling a food item. The exception shall be cooks and bakers who may be working around grills, ovens, or hot utensils during the preparation of meals.**
5. **After an inmate reports to work and washes his hands, the contracted Food Service manager or designee shall inspect the inmate to ensure:**


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- a. Clean hands and fingernails;
- b. Absence of any open sores, boils, cuts, or other open wounds;
- c. Use of proper hair restraint or beard guard, if necessary; and
- d. Cleanliness of clothes.

D. Sanitation

- 1. The Food Service staff, inmate workers, and special detail work crew shall clean the kitchen areas.
- 2. The kitchen shall be cleaned every night before inmates are released.

E. This policy shall be reviewed annually and updated as necessary.

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ACA 5-ACI-2C-09; 5-ACI-5D-01; 5-ACI-5D-03; 5-ACI-5D-05 through 5-ACI-5D-12; 5-ACI-5D-13; 5-ACI-5D-15 KRS 196.035; 197.020 CPP 14.2; 15.1; 16.4; 17.1 LLCC 15-01-04; 12-03-01	Sanitation, Living Condition Standards and Clothing Issues	

POLICY and PROCEDURE:

Luther Lockett Correctional Complex (LLCC) shall maintain adequate sanitation.

A. Sanitation

1. The housekeeping plan shall be reviewed for proper cleaning and care of the institution.
2. A qualified sanitation employee shall conduct a weekly sanitation inspection of the institution. A qualified sanitation or safety specialist employee shall conduct a monthly sanitation inspection of the entire institution. A copy of all written reports shall be sent to the Deputy Warden of Security.
3. The institution's Fire and Safety Officer shall be responsible for the institution's pest and vermin control program in accordance with LLCC 12-03-01 Vermin and Insect Control.
4. An inmate may apply for a janitorial position. The Unit Director shall review the applications to hire a janitor. Janitors shall be supervised by LLCC staff and their areas of responsibility shall be inspected before they are released.
5. The outside maintenance crew shall maintain the trash disposal area. The area shall be kept clean and sanitary and shall be in accordance with state and county health department requirements.
 - a. The living units shall have light, ventilation, and climate control.
 - b. The Fire and Safety Officer shall post the emergency evacuation plan and shall mark fire exits.

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c. The Fire and Safety Officer shall conduct periodic inspections of the living units. He shall identify and eliminate possible fire hazards.

6. A supervisor shall assign daily housekeeping and regular maintenance duties to a specific inmate.

7. An inmate shall be responsible for the sanitation of his living and work areas.

B. General Living Conditions

1. An inmate shall shower at least three (3) times a week to ensure proper levels of health and hygiene. An inmate in a special job; food service, sanitation, or mechanical services, shall be encouraged to bathe daily. The Maintenance Department shall control water temperature to ensure safety.

2. Clothing

a. An inmate may leave soiled clothing at the laundry during the posted hours for the inmate.

b. An inmate may pick up clean clothing during the posted hours for the inmate.

c. An inmate shall wear clothing issued by the institution, with the exception of approved inmate personal clothing.

d. An inmate working outside may be issued other appropriate clothing depending upon weather conditions during the detail. If necessary, a jacket may be issued prior to work call.

e. The Sanitation Supervisor or designee may issue appropriate clothing to an inmate, who works in Food Service, Maintenance, Correctional Industries, and similar jobs.

f. The clothing shall fit properly and be climatically suitable, durable, and presentable.

3. The institution shall offer facilities and inmate barbers so that each inmate may obtain hair care services on a regular basis. An inmate shall maintain his hair in accordance with Corrections Policy and Procedure (CPP) 15.1 and LLCC 15-01-04 Rules of the Unit and the personal hygiene health and grooming code.

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C. Accountability of Clothing and Linen

1. The Sanitation Supervisor or his designee shall maintain an institutional record of clothing and linen. The inmate shall be held accountable for usage.
2. Linen issued shall include two sheets, one pillowcase, one pillow, one mattress, two towels, one washcloth, and one blanket.
3. The Sanitation Supervisor or his designee shall advise the Business Manager and appropriate Deputy Warden of current inventory. The inventory shall meet the needs of the inmate population.
4. An inmate shall be charged for loss or damage to state clothing and linen.
5. The Sanitation Supervisor or his designee shall post a clothing and linen exchange schedule. An inmate may make an exchange during the times posted on the schedule.
6. LLCC shall allow linen and towels to be exchanged in accordance with CPP 14.2.

D. Personal Clothing


An inmate may possess personal clothing in accordance with the authorized property list in CPP 17.1 and mail requirements in CPP 16.4 Inmate Packages.

E. Clothing Issue

1. Upon admission to the institution, an inmate shall be given four (4) complete sets of state issued uniforms in accordance with CPP17.1. The Sanitation Supervisor or his designee shall issue an inmate a two-week allowance of the personal hygiene items.
 - a. State clothing shall fit an inmate in a reasonable manner. Oversize shirts or pants shall not be permitted.
 - b. Pant lengths shall be hemmed to a proper length without a cuff or being rolled.
 - c. Pants shall sit properly at the waist and shall not be allowed to sag.
2. The Sanitation Supervisor or his designee shall maintain a file for each inmate on computer.

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3. If an inmate needs clothing or a hygiene item to replace a stolen or lost item, he shall contact a unit employee. The employee shall determine whether the inmate may receive a replacement. If there is a theft, the employee and inmate shall complete a theft report. The report shall be forwarded for investigation. A copy of the theft report shall be sent to the Laundry Supervisor before a replacement item may be issued.
 4. If an inmate needs a hygiene item or clothing replacement or repair, the inmate shall report to the laundry during posted schedules for inspection or issuance.
 5. The Sanitation Supervisor or his designee shall check the inmate Clothing Issue File to ensure the inmate has the appropriate amount of property allowed by policy. The inmate's computer file shall indicate state issued property in his possession.
 6. The inmate may pick up his clothing upon completion of repairs in the Tailor Shop according to the posted schedule.
- F. This policy shall be reviewed annually and updated as necessary.

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References/Authority	Subject	
ACA 5-ACI-4A-17; 5-ACI-5D-10; 5-ACI-5D-11KRS 196.035, 197.020	Laundry Services	

POLICY and PROCEDURE:

The Luther Lockett Correctional Complex (LLCC) laundry shall provide laundry services for cleaning and disinfecting of state issued linens or clothing or personal clothing before storage or before an inmate wears or uses state issued items. The laundry shall be operated in a sanitary and efficient manner and provide services for the entire LLCC inmate population.

A. Issuance of Clothing and Linen:

1. The Sanitation Supervisor or his designee shall maintain an accurate record of clothing and linen issued to each inmate in accordance with LLCC 12-01-01 Sanitation, Living Condition Standards and Clothing Issues.
2. The Sanitation Supervisor or his designee shall issue an inmate a laundry bag marked with the inmate's identification number.
3. An inmate shall be responsible for the maintenance and care of state clothing and linens on his inventory list.

B. Daily Schedule

1. An inmate shall take his soiled clothing to the Laundry on his scheduled laundry day. The Laundry shall accept one (1) inmate laundry bag, weighing ten (10) pounds or less, Monday through Friday beginning after the call for breakfast.
2. An inmate shall pick up his clothing on the same day that he drops off his laundry after 2:30p.m.
3. If an unusual or unanticipated occurrence (institutional emergency, delay in count) prevents an inmate from picking up laundry on the same day, an alternate schedule shall be made available.

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4. In the Special Management Unit and Kitchen, soiled clothing and linens shall go to the Laundry, as necessary.

C. Laundry Marking

An inmate entering the institution shall be issued clothing according to LLCC 12-01-01. The issued clothing shall be marked with the inmate's institutional number by the Sanitation Supervisor or his designee before the clothing is sent to the laundry.

D. Storage and Disinfecting of Inmate Clothing packed for outside trips.

1. An officer shall inventory the clothing. The inmate shall place washable clothing, sheets, and similar items into net wash bags. The officer shall tag the net wash bags with the inmate's name and number. The officer shall zip tie the bag, secure it, and place it in an army duffel bag.
2. The officer shall inventory the inmate's clean personal, and state issued washable and non-washable property. The officer or designee shall place the items into a second army duffel bag. The officer shall zip tie and secure the second duffel bag.
3. The inmate shall be given the gold copy of the property form.
4. The officer shall place the pink copy with soiled clothing and take the clothes to the laundry. The officer shall escort the inmate to Transportation, Admission, and Discharge (TAD).
5. The officer shall take the inmate's remaining property to TAD and place it on the "court trip" shelves.
6. The officer shall place the remaining property forms on the clipboard in TAD.
7. The Laundry shall wash the property, and it shall be sent to TAD. The TAD officer shall place the items in the duffel bag with the inmate's name and number. The officer shall zip tie and secure the bag.
8. If an officer or employee places an inmate in the Special Management Unit, he shall use the above procedure, except the officer shall send the washable clothing to SMU for cleaning. An

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officer or employee shall store the clean clothing, linens, and non-washable items in SMU. The SMU officer or designee shall wash the soiled items and the clothing the inmate is wearing. The officer shall place the clean items in the green duffle bag storing the inmate's property.

E. Exchange of blankets shall be made according to the posted schedule.

1. The Sanitation Supervisor or designee shall issue blankets in the following manner:
 - a. 1 blanket per inmate April-October; and
 - b. 2 blankets per inmate November-March.
2. If an inmate is paroled or serves out, the inmate shall return the linens, blankets, and state issued property. The Property Room Supervisor or designee shall send the washable items to the laundry (4D) for cleaning and storage.


F. Provisions for Service

The Sanitation Supervisor or designee may wash a laundry bag containing white clothing and color clothing with color safe bleach. The institution shall not be held liable if fading occurs or a white clothing article has dye marks from being in the wash bag together with dark colors.

G. Identification

1. When an inmate turns in clothing belonging to him, the Sanitation Supervisor or his designee shall ensure the inmate's number on the I.D. matches the number on the laundry bag and the contents. The Sanitation Supervisor or designee shall record in the log with the inmate present the receipt of the laundry.
2. If picking up clean laundry, the inmate shall present his identification card and the Sanitation Supervisor or designee shall match the number on the I.D. with the number on the laundry bag. Once identified, the laundry shall be given to the inmate.
3. Prior to his departure from the laundry, the inmate shall inspect his laundry and sign his name on the log indicating receipt of his laundry.

H. This policy shall be reviewed annually and revised as necessary.


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ACA 5-ACI-5D-14 KRS 196.035, 197.020	Vermin and Insect Control	
	LLCC 12-03-01	2
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POLICY and PROCEDURE:

- A. The Luther Lockett Correctional Complex (LLCC) shall make arrangements for vermin and pest control through contracting with a professional pest control company or other reasonable means.**
1. The Safety Administrator or designee shall serve as coordinator for the vermin and pest control at LLCC.
 2. The sanitation officer shall inspect the institution monthly for signs of vermin or an insect problem. This information shall be logged and forwarded it to the Safety Administrator or designee to advise the pest control representative.
 3. Pest control treatment shall be applied monthly in a food storage area.
 4. Pest control treatment may be applied in the kitchen and dining areas as often as necessary.
 5. Pest control treatment may be applied for insects in an area on the Sanitation Officer's report or as necessary.
 6. The pest control arrangements shall include providing the institution with Safety Data Sheets for chemicals used at LLCC.
- B. Rodent Bait Boxes**
1. The Sanitation Officer or his designee shall not place a bait box or rodent trap in an unsupervised inmate area.
 2. The bait boxes and traps shall be checked daily.
- C. Inmate Cells**
1. Inmate cells may be sprayed for insects on a periodic basis.

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2. An inmate cell shall not be sprayed if there is medical documentation that indicates spraying would be harmful to a particular occupant of the cell.
- D. This policy shall be reviewed annually and updated as necessary.

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	Date Filed January 10, 2023	Effective Date
References/Authority ACA 5-ACI-5D-14 KRS 196.035, 197.020 CPP 14.2; 17.1	Subject Personal Hygiene Items: Issuance and Replacement Schedule	

POLICY and PROCEDURE:

A. Initial Issue

Upon arrival each inmate shall receive:

1. Toothbrush - One (1)
2. Toothpaste - One (1)
3. Soap – Two (2) Bars
4. Disposable Razor - Two (2)
5. Towel – Two (2)
6. Toilet Paper - Two (2)
7. Shaving Cream - One (1)

B. Replacement of Personal Hygiene Items

The maximum amount of time for replacement of personal hygiene items shall be:

1. Toothbrush - (1) per month
2. Toothpaste - (1) tube per month
3. Soap – Two (2) bars per month
4. Disposable razor – Two (2) razors bi-weekly (shall turn in old razor to receive new razor)

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5. Toilet paper – Two (2) rolls bi-weekly
6. Shaving Cream– One (1) can per month

C. Issuing Hygiene Supplies

1. The Sanitation Supervisor or designee shall issue replacement personal hygiene items to an inmate. The issue window shall be open for hygiene supplies Monday through Friday from the time that the yard opens until 10:00 am and from the time the yard opens after the clearance of the noon count until 2:00 p.m. in accordance with the unit laundry schedule. An inmate may obtain replacement hygiene supplies according to the following schedule:
 - a. Monday – 7 Adam
 - b. Tuesday - 7 Baker
 - c. Wednesday - 7 Charlie
 - d. Thursday – 7 David
 - e. Friday – 7 Edward
2. If any inmate needs to speak with the Laundry Officer or Supervisor regarding anything other than what is scheduled for the week, they shall report to the Laundry at either 10:00 am or 3:00 pm.
3. The Sanitation Officer shall check the ID card and give the inmate his monthly hygiene items. The log shall be stored on computer. An inmate shall not pick up another inmate's hygiene items at any time unless authorized by a Medical staff member.

D. A medical or other health problems may necessitate issuance of additional or alternative supplies. The exception shall require documentation from the appropriate staff.

E. This policy shall be reviewed annually and updated as necessary.

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POLICY and PROCEDURE:

This policy governs inmate access to health care for Luther Lockett Correctional Complex (LLCC), which houses male inmates.

A. Health Care Services

1. Standing orders shall be written by the Health Authority, physician, or advanced practice registered nurse (APRN) who provide services at LLCC. Health care staff shall follow the written standing orders.
2. An inmate shall not be used to provide health care services or familial duties for another.

B. Access to Health Care

1. Upon arrival at the institution, the medical department shall inform an inmate how to access health services and the grievance system orally and in writing. The medical department staff shall speak in a language that may be easily understood by an inmate or use a translator.
2. **Process to Request Health Care Services**

A health care professional or health-trained employee shall triage inmate requests daily. A priority system shall be used to schedule clinical services.

 - a. LLCC health care staff shall be available (7) days per week.

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- b. An inmate requesting routine medical and dental care shall report to medical after clearance of the 7:30 a.m. count and opening of the yard.
 - c. Inmates shall be given a blank sick call slip upon reporting to medical. The slip shall be filled out at that time and handed to medical staff.
 - d. Inmates requesting routine medical care shall remain in the waiting area until called by medical staff.
 - e. After proper identification of the inmate, the nurse shall interview and evaluate the complaint of each inmate and indicate if the problem may need to be addressed by the provider.
 - f. For minor cases, the nursing staff may administer appropriate treatment in accordance with the medical treatment protocols. For an inmate requiring further care beyond the scope of the treatment protocols, the nurse shall refer to the institution clinic supervisor for triage and possible referral to the primary care provider.
 - g. An inmate who develops a medical problem after regular sick call hours may be seen according to the urgency of the case. If necessary, the nurse may refer the inmate to the provider or the local hospital emergency room.
3. An employee shall not interfere with an inmate request for health care services. However, an inmate faking illness shall receive disciplinary action. If an inmate cannot read, the health care staff shall explain the procedures to an inmate.
 4. The medical department shall ensure continuity of care from admission to transfer or discharge from the institution, including referral to community-based providers, if necessary.
 5. Inmates in the Special Management Unit (SMU) shall sign up for sick call during nighttime pill call by completing the SMU sick call process and be evaluated by day shift.
- C. Refer to CPP 14.6 for an inmate grievance relating to health care.
 - D. If an inmate transfers to the Special Management Unit (SMU), the SMU control room officer shall inform the medical department. The medical department shall provide assessment and review by the protocols established from the Health

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Authority or designee. Unless the Health Authority or designee determines that an inmate needs medical attention more frequently, SMU shall receive a daily visit from a health care provider. The visit shall ensure that an inmate has access to the health care system. The floor officer shall announce and record the presence of health care staff in SMU.

E. Pill Call

The medical department shall conduct a pill call during posted schedule times at the pill call window.

1. An announcement shall be made for pill call. An inmate shall report to pill call to receive his dose of prescribed medication.
2. It shall be the inmate's responsibility to report to the pill call area at the posted schedule times to receive his medication.
3. A Correctional Officer shall be assigned to supervise the swallowing of medication with strict observance of the following:
 - a. The officer shall instruct the inmate to place the medication in his mouth;
 - b. The officer shall ask the inmate to show that he has the pill in his mouth;
 - c. The officer shall allow the inmate to swallow the pill as directed; and;
 - d. After swallowing, the officer shall have the inmate open his mouth and observe closely to assure the medication has been swallowed instead of being retained in his mouth.
4. Medical personnel shall record the medication given to each inmate by initialing on the Medication Administration Record.


F. Physical Plant

1. The Warden or designee shall provide adequate space for administration, direct care staff or clerical staff. The space may include a conference area, a storage room for records, and toilet facilities.
2. The Health Authority or designee shall provide and maintain equipment, supplies, and materials for health services.

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3. The medical department shall control and inventory medical and dental instruments and supplies.

G. This policy shall be reviewed annually and updated as necessary.

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ACA 5-ACI-6A-05; 5-ACI-6A-06; 5-ACI-6A-18; 5-ACI-6C-05; 5-ACI-6D-06 KRS 196.035; KRS 197.020	Specialized Health Services	
	LLCC 13-02-02	4
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POLICY and PROCEDURE:

- A. Luther Lockett Correctional Complex shall use local hospitals for an emergency or major surgical or hospitalization services.
- B. The decision to transport an inmate to an outside medical facility shall be the responsibility of the medical services staff in the following order:
1. Medical provider on duty in the institution;
 2. Nurse on duty in the institution;
 3. Medical provider or nursing supervisor available by telephone or pager;
 4. Shift Captain; or
 5. Duty Officer, Warden, or Warden's designee.
- C. Luther Lockett Correctional Complex may use the transportation system operated by the Kentucky State Reformatory for scheduled medical services outside the correctional institution. The safe and timely transportation of an inmate for medical, mental health, and dental clinic appointment shall be the responsibility of the Warden and the Health Authority or designee. Medical personnel shall determine the following issues on an individual basis:
1. Prioritization of medical need;
 2. Urgency;
 3. Use of a medical escort to accompany security staff; and

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4. **Transfer of medical information.**
- D. **If using an unscheduled outside health service, the Captain's office shall notify the Duty Officer and Warden or designee.**
 - E. **There shall be a plan for the treatment of an inmate with a chronic condition that includes: hypertension, diabetes, and other diseases that require periodic care and treatment that shall include the following procedures:**
 1. **Monitoring of medication;**
 2. **Laboratory testing;**
 3. **The use of chronic care clinic;**
 4. **Health record information; and**
 5. **Frequency of specialist consultation and review.**
 - F. **Medical Services Outside of the Institution**
 1. **The responsible provider or designee shall determine if an inmate needs health care beyond the resources available in the institution. If necessary, under appropriate security provision, the medical provider or designee may transfer an inmate to a facility that can provide further care. The Medical Department shall maintain a written list of referral sources including emergency and routine care. Medical shall review and update the list annually.**
 2. **A non-emergency inmate transfer shall require the following:**
 - a) **The confidentiality of the health record shall be maintained;**
 - b) **A summary, original, or copy of the health record shall accompany the inmate to the receiving facility;**
 - c) **The record shall include health conditions, treatments, and allergies;**
 - d) **The medical evaluation shall determine the suitability for travel with particular attention given to communicable disease clearance.**


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- e) If an inmate requires en-route medication or a health intervention, the transporting officer shall be given written instructions separate from the medical record.
 - f) The transporting officer shall take the necessary precautions and use a mask or gloves if needed for the safety of staff or inmate.
- G. The provision of continuity of care shall require a medical summary sheet for intersystem and intra system transfers. The information included shall not require a release of information form.
- H. An inmate in need of physical therapy may receive treatment at the Kentucky State Reformatory (KSR) and the Little Sandy Correctional Complex (LSCC). Physical therapy is also available on site for evaluations and education on home exercise programs.
- I. The Medical Department may contract with the local hospital services for specialized service.
- J. A prior arrangement shall be made with a health care specialist by making a scheduled appointment to include the following services:
- 1. Hematology Clinic;
 - 2. Dermatology Clinic;
 - 3. Cardiology Clinic;
 - 4. Surgery Clinic (trauma and elective);
 - 5. Orthopedic Clinic;
 - 6. Ear, Nose & Throat (ENT) Clinic;
 - 7. Ophthalmology Clinic;
 - 8. Oral Surgery or Dental Clinic;
 - 9. Neurology Clinic;
 - 10. Psychiatry Clinic; or

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11. Infectious Disease Clinic.

- K. If an inmate needs chronic, convalescent, or infirmary care beyond LLCC's capability, the inmate shall be transferred to an outside hospital or the Kentucky State Reformatory.**
- L. An officer shall transport an inmate in accordance with established security transportation procedure.**
- M. This policy shall be reviewed annually and updated as necessary.**

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	LLCC 13-02-03	3
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Reference Authority	Subject	
ACA 5-ACI-6A-40 KRS 196.035, 197.020	Vision Care, Prostheses and Orthodontic Devices	

POLICY and PROCEDURE:

- A. If the health of the inmate may be adversely affected, the responsible provider or dentist may provide medical or dental adaptive devices including eyeglasses, hearing aids, dentures, wheelchairs, or other prosthetic devices.
- B. Vision Care
1. Optometrist
 - a. Luther Lockett Correctional Complex (LLCC) shall send an inmate who requires vision care services to a licensed optometrist at the Kentucky State Reformatory.
 - b. If an inmate requires eye care, the LLCC Medical Department may arrange an appointment for an examination through sick call.
 2. Services
 - a. If an abnormality of visual condition is present, the Medical Department may review and refer to an outside consultant.
 - b. An inmate shall be charged the co-pay currently approved by the Department of Corrections per pair of state issued eyeglasses, unless indigent in accordance with Corrections Policy and Procedure (CPP) 15. 7 Inmate Accounts.
 - c. The provision of eyeglasses shall comply with the requirements set in CPP 13.2. The lens shall be clear, single vision or bifocal lens.
 - d. To replace an inmate's state issued prescription glasses, an inmate shall have a change in his prescription or a report

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from staff verifying the accidental destruction of the frame or lens beyond repair.

- e. An inmate shall return his state issued broken glasses to the Medical Department for assessment.
- f. An inmate shall take care of state issued glasses and not destroy them. If lost or destroyed, an inmate may receive a disciplinary action for destruction of state property.
- g. If it is medically necessary, an inmate may receive a prescription for tinted lenses.
- h. If medically necessary and approved by the Health Authority or designee, an inmate may have contact lenses according to the requirements set in CPP 13.2. The contacts shall not be for cosmetic purposes.

C. Dentures

- 1. An inmate shall pay the expense of dentures, unless the dentures are approved as necessary to address a serious medical need pursuant to CPP 13.9.
- 2. The cost shall be paid before issuance of dentures.

D. Hearing Aids

Refer to CPP 13.2 for the requirements for hearing aids.

E. Wheelchairs


- 1. A health care professional may issue a wheelchair to an inmate if it is determined to be medically necessary based on the inmate's condition.
- 2. A wheelchair may be housed at various locations within the institution for emergencies.
- 3. An inmate shall pay restitution for damages to a wheelchair.

F. Prosthetic Devices

Refer to CPP 13.2 for requirements for prosthetic devices.

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G. This policy shall be reviewed annually and updated as necessary.

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References/Authority	Subject	
ACA 5-ACI-6A-02KRS 196.035; 197.020 CPP 13.1; 13.2; 13.9; 15.7	Medical Services Co-Pay	

I. Definitions:

“Chargeable service” means an encounter with medical personnel that is offered for an inmate either through sick call or on an emergency basis.

“Non-chargeable service” means an encounter with medical personnel for follow up care indicated by medical personnel or treatment for a work - related injury.

II. POLICY and PROCEDURE:

A. Medical Co-payment

Upon admission, an inmate shall receive a written copy of the requirements of the co-payment procedure.

1. An inmate shall not have necessary health care denied due to a lack of ability to pay.
2. If medical staff initiates an appointment, the co-payment fee may be waived.

B. Chargeable Service

A chargeable service shall include:

1. Regular sick call regardless of outcome or treatment given;
2. Medical visit after sick call hour, if not a scheduled appointment;
3. Sick call in Special Management Unit;
4. Emergency care;
5. Self-inflicted injury or illness. Medical may charge for the cost of the complete treatment. An inmate may receive a disciplinary report;

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6. A recurring problem, after initial treatment, if medical staff did not request a follow up;
7. Medical response to seizure, if an inmate has not followed directions with anti-seizure medication;
8. Follow up visit generated by an inmate's non-compliance.

C. Non-Chargeable Service

Medical shall not charge an inmate the co-pay on staff initiated follow-up care or for the following services:

1. Intake physical examination and health classification
2. TB testing and screening
3. DNA testing
4. Periodic health review
5. Health education
6. Screening prior to an inmate transfer
7. Health screening
8. Chronic care clinic
9. Flu shot
10. Medical response to a seizure, if the inmate has followed directions with anti-seizure medication
11. Mental health and substance abuse services, including:
 - a. Self-referral
 - b. Psychiatric or psychological services
 - c. Group therapy

D. Dental

1. At treatment time, the inmate shall pay the \$3.00 co-pay for a dental

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service.


2. Dental staff shall initiate and set a dental care plan after the first consultation. The inmate shall follow the instructions given by the dentist for the plan.

E. Money Authorization Transfer

The health care staff conducting sick call shall complete an inmate money transfer authorization for each self initiated sick call encounter.

1. Prior to assessment or treatment, the health care staff shall complete the inmate money authorization form and ask the inmate to sign.
 - a. If the inmate declines to be seen, the health care staff shall document this in the inmate's medical record.
 - b. If the inmate requests treatment, but refuses to sign the form, the health care staff shall advise the inmate that he will be charged for the encounter regardless of whether he signs.
 - c. If the inmate still requests treatment, he shall be given the appropriate treatment or referral for his problem and the inmate money authorization form shall be signed by the health care staff and a witness.
2. If an inmate believes he was improperly charged for a health service encounter, he shall send the Health Service Administrator a written request that the charge be reviewed.
 - a. The Health Service Administrator shall review the request concerning the charge. The original authorization receipt shall be reviewed by the Health Service Administrator.
 - b. If the inmate was improperly charged for a health service, Inmate Accounts shall be notified by the Health Service Administrator in writing to refund a co-pay charge.
3. If an inmate believes his health care to be inadequate or has a health care concern, he may file a grievance in accordance with Corrections Policy and Procedure 14.6 Inmate Grievance Procedure.

- F. This policy shall be reviewed annually and updated as necessary.**

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ACA 5-ACI-6A-28; 5-ACI-6A-31; 5-ACI-6A-33; 5-ACI-6A-35; 5-ACI-6A-37; 5-ACI-6C-06; 5-ACI-6C-12 KRS 196.035; KRS 197.020 CPP 13.2; CPP 18.11	Mental Health Services	

POLICY and PROCEDURE:

- A. Luther Lockett Correctional Complex shall provide a comprehensive mental health services program that meets the needs of the inmate population.
- B. An intersystem and intrasystem transfer inmate shall receive a mental health screening during the admission to the facility by mental health trained medical or qualified mental health care staff.
 1. The medical department shall make an inquiry to determine if an inmate:
 - a. Presently has any suicide ideation;
 - b. Has a history of suicidal, self-harming (e.g. cutting), or violent behavior;
 - c. Has a current prescription for psychotropic medication;
 - d. Has a current mental health complaint;
 - e. Is currently receiving treatment for a mental health problem;
 - f. Has a history of inpatient and outpatient psychiatric treatment;
 - g. Has a history of treatment for substance abuse; and
 - h. Has a history of sexual abuse victimization or sexually predatory behavior.
 2. The medical department shall observe the inmate for:
 - a. His general appearance and behavior;

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- b. Any evidence of abuse or trauma; and
 - c. Current symptoms of psychosis, depression, anxiety, or aggression.
 3. The medical department may recommend a disposition of an inmate:
 - a. To the general population;
 - b. To the general population with appropriate referral to mental health care service; or
 - c. A referral to appropriate mental health care service for emergency treatment prior to placement in the general population.
- C. The mental health program shall be approved by the appropriate Mental Health Authority or designee and provide for activities carried out by mental health services personnel. The mental health program shall include at a minimum:
 1. An initial Screening of Intra-Transfer Inmate:
 - a. Luther Lockett Correctional Complex (LLCC) medical staff and program staff shall review an inmate and his record file entering the assessment phase for a mental health problem and identification of special need.
 - b. An assessment for a program service shall be based on an inmate interview, an observation of behavior, review of pertinent case material, psychological screening and testing, educational and vocational assessment, or consultation with the psychiatric service or other mental health staff, if appropriate.
 2. An inmate identified as needing a particular treatment program may be recommended to:
 - a. The Academic School;
 - b. On-the-job training (OJT) or Prison Industries;
 - c. A Living Skills program;
 - d. A pre-release service;
 - e. A psychological service;
 - f. The Sex Offender Treatment Program (SOTP);

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- g. The Vocational School;
 - h. An inmate club;
 - i. An organization; or
 - j. The Substance Abuse Program (SAP).
3. An inmate may participate in a program and service. A disability shall not prohibit an inmate from participation.
4. Inmates receiving treatment for a diagnosed mental disorder shall at the time of release from the institution receive:
- a. An arrangement for continuity of care, if receiving psychotropic medication;
 - b. A list of available community resources;
 - c. An arrangement, in accordance with available resources for continuity of care, for inmates determined by the mental health or health care staff that require inpatient commitment.
 - d. As needed, for inmates with a serious mental illness, to make every effort to coordinate a link with a community provider and promote an exchange of clinically relevant information.
- D. Referral for Evaluation or Intervention
1. Except in an emergency, there shall be joint consultation between the facility and program administrator or designee and the responsible clinician or designee prior to taking action regarding a chronically ill, physically disabled, geriatric, seriously mentally ill, or developmentally disabled inmate in the following areas:
- a. Housing assignment;
 - b. Program assignment;
 - c. Disciplinary measure; or
 - d. Transfer to another institution.

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2. If an emergency action is necessary, joint consultation to review the appropriateness of the action shall occur as soon as possible, but not later than the next work day.
3. Institutional staff including the institutional Classification or Adjustment Committee, Parole Board, or the inmate himself may refer for psychological services.
4. An employee shall document a referral for a psychological service in the mental health information and send it to the mental health staff.
 - a. Appropriate staff shall document the referral in the Kentucky Offender Management System (KOMS).
 - b. An immediate need for a service shall require a telephone referral.
5. If a psychiatric inpatient or outpatient service appears to be necessary, the psychologist shall coordinate with staff. The psychologist may send the inmate to the psychiatric staff for further evaluation and treatment using the referral form.
6. A medical employee or provider may send an inmate by a referral form to the consulting outpatient psychiatrist based on a medical examination.
7. The psychologist or psychiatrist shall document an evaluation and service given to an inmate in an inmate's medical record.
8. Licensed mental health staff shall perform a comprehensive evaluation on the referred inmate. The evaluation shall be complete within fourteen (14) days of the referral request date and include at least the following:
 - a. A review of mental health screening and appraisal data;
 - b. A direct observation of behavior;
 - c. A determination if suicidal, homicidal or harmful behavior to self or others exists at present or in the future;
 - d. The collection and review of additional data from an individual diagnostic interview and tests assessing personality, intellect, and coping abilities, as needed;
 - e. The compilation of the individual's mental health history;
 - f. The development an overall treatment plan; and

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- g. If necessary, development of an individual suicide treatment plan with appropriate referral. This may include a transfer to mental health facility for an inmate whose psychiatric need exceeds the treatment capability of the facility.**

E. Division of Mental Health Psychiatric Service

- 1. The psychologist and medical department shall coordinate outpatient treatment at Luther Lockett Correctional Complex. The medical department shall schedule an appointment with the psychiatrist as necessary.**
- 2. An inmate on LLCC outpatient status shall have a psychiatrist assigned to him as well as psychological service, if appropriate.**
- 3. The psychiatrist shall conduct an examination, review medication suitability, medication compliance, and evaluate an inmate's overall adjustment. If necessary, the psychiatrist may schedule regular visits with the inmate.**
- 4. An inmate with severe mental illness or who is severely developmentally disabled shall receive a mental health evaluation and, if appropriate, the medical provider may refer him for placement in the Kentucky State Reformatory (KSR) Corrections Psychiatric Treatment Unit (CPTU) for treatment and care of the inmate with special needs.**
- 5. If psychiatric treatment becomes unnecessary, the psychiatrist may recommend an alternative plan for an inmate to return to the psychologist, institutional provider, or the Classification and Treatment Officer for referral.**
- 6. A transfer that results in an inmate's placement at the Kentucky State Reformatory CPTU or in a special unit within the facility, specifically designated for the care and treatment of the severely mentally ill or developmentally disabled, shall follow the due process procedure as specified by federal, state, and local law prior to the move being effected. In an emergency situation, a hearing shall be held after the transfer.**

F. Emergency Psychiatric Incident

- 1. If a Correctional Officer or other staff observes an inmate exhibiting a symptom of mental illness or suicidal behavior, he shall immediately notify the psychologist, the Unit Director, Assistant Unit Director, Classification and Treatment Officer, or Captain's Office.**
- 2. An officer shall control the inmate exhibiting the signs or symptoms before a medical employee shall offer medical attention.**

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3. A psychologist or other qualified a staff member, case manager, unit staff, or supervisory personnel, shall interview an inmate to assess the need for psychological or psychiatric referral.
4. Medical staff shall check the medication administration record in order to assess recent medication compliance.
5. If an inmate's behavior becomes aggressive, violent, or actively psychotic, the staff in charge shall segregate an inmate in his cell and request assistance to transport him to the Special Management Unit for close observation and evaluation. If the behavior continues or worsens, the inmate may warrant a transfer to the KSR CPTU.
6. The staff shall strip the cell of articles that an inmate may use to harm himself or another.
7. If standard issued clothing presents a security or medical risk, a security garment shall be provided.
8. An involved party shall file an occurrence report, and document in the unit log to include placement on a suicide watch with constant observation or on a behavior watch with observation being every fifteen (15) minutes.

G. Medication Compliance

1. Medical staff shall review and report on medication non-compliance when a request is made by staff.
2. The unit staff shall watch for any signs of adverse reaction and report the observation to the Unit Director or Assistant Unit Director or, in his absence, to the Captain's Office.
3. If indicated, the psychiatrist or the Luther Lockett Correctional Complex medical provider shall review medication compliance and suitability. A change in behavior may result in an adjustment in the level of medication or a change to a different medication.
4. The LLCC Psychology Department staff and unit staff shall encourage medication compliance as part of a best practice approach for management of mental health issues.

- H.** There shall be a written suicide prevention plan with approval of the Health Authority. The facility or program administrator shall review the plan. The plan shall include employees and an inmate critical incident debriefing that covers the management of a

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suicidal incident, suicide watch, an assault, a prolonged threat, and death of an inmate or staff member. It shall ensure a review of a critical incident by the administration, security, and health services. An employee with responsibility for inmate supervision shall train on an annual basis in the implementation of the program. Training shall include

1. The identification of the warning signs and symptoms of impending suicidal or self-harming behavior;
2. How to understand the demographic and cultural parameter of suicidal and self-harming behavior, including incidence and a variation in a precipitating factor;
3. How to respond to suicidal or depressed inmate;
4. The importance of communication between all correctional staff and the health care personnel;
5. A referral procedure;
6. The procedure for housing observation of and use of suicide watch level; and
7. The follow-up monitoring of an inmate who makes a suicide or self-harming attempt.

I. Staff Development

1. All mental health staff shall receive twelve (12) hours of continuing professional education or staff development annually in clinical skills.
2. The continuing professional development may be obtained on site during in-service trainings, online, or self-study programs.

J. This policy shall be reviewed annually and updated as necessary.

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References/Authority: ACA 5-ACI-6A-19; 5-ACI-6A-21; 5-ACI-6A-22; 5-ACI-6A-23; 5-ACI-6A-24; 5-ACI-6A-25; 5-ACI-6A-27; 5-ACI-6C-10; 5-ACI-6C-14 KRS 196.035; 197.020 CPP 13.2	Subject Inmate Medical Screenings and Health Evaluations	

I. DEFINITIONS

“Intra-system transfer” means a transfer within the Kentucky Department of Corrections System.

“Intersystem transfer” means a transfer outside of the Kentucky Department of Corrections System.

II. POLICY and PROCEDURE:

- A. A male inmate shall enter Luther Lockett Correctional Complex (LLCC) through the intra-system transfer.
- B. An inmate shall have a health care encounter, including a medical and mental health interview, an examination and procedure, in an office setting respecting privacy.
- C. Intra-System Transfer and Intake

An inmate, who is an intra-system transfer, shall receive a health screening by health-trained or qualified health care personnel upon his arrival at the institution. The staff shall record the information on a screening form approved by the Health Authority or designee. At a minimum, the screening shall include the following:

1. An inquiry into:
 - a. The current treatment for a medical, dental or mental health problem;
 - b. The medication the inmate is currently taking; and
 - c. Any current medical, dental, or mental health complaint.

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2. Observe the:
 - a. ^{3505 11 9-16} General appearance and behavior of the inmate; and
 - b. Any physical deformities or evidence of abuse or trauma.
3. The screening staff shall recommend disposition of the inmate to:
 - a. The general population;
 - b. The general population with appropriate referral to health care service; or
 - c. A referral to appropriate health care service for emergency treatment.

D. Early identification and treatment of inmates with alcohol and drug abuse problems:

There shall be a standardized battery assessment which shall include:

1. A screening and sorting;
2. A clinical assessment and reassessment;
3. A medical assessment for appropriate drug and alcohol program assignment to the needs of the individual inmate; and
4. A referral, if appropriate.

E. Periodic Health Examination

1. An inmate shall have a physical examination according to the schedule set by CPP 13.2, unless the Health Authority or designee orders an examination on a more frequent basis.
2. If, as a result of the examination, further medical care is needed, the attending medical provider shall take appropriate action.
3. The health evaluation may include certain laboratory tests and procedures at the discretion of the physician or advanced practice registered nurse.
4. The objectives of the periodic examination shall be:

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- a. To detect incipient chronic disease processes;
- b. To look for correctable deviations from the norm;
- c. To identify and advise on poor health habits and practices;
- d. To establish baseline data for future reference;
- e. To increase health consciousness;
- f. To give reassurance regarding known disease; and
- g. To establish good medical provider relationship.

F. Dental Care

Routine and emergency dental care shall be provided under the direction and supervision of a licensed dentist. See CPP 13.9 for dental treatment classifications.

1. Upon arrival to the institution, during screening each inmate shall be asked if he has any dental problems. This screening information shall be forwarded to the dental department. Each inmate shall be provided information on how to request routine and emergency dental care.
2. If a dental emergency is reported, the inmate shall be seen by a nurse for assessment. The nurse shall refer the inmate to dental staff if they are at the institution. If dental staff are not at the institution, then the nurse shall assess the inmate, follow standing orders, and call the dentist who is on call. If the nurse's assessment determines that immediate attention is needed that cannot wait to reach the on-call dentist, then the nurse shall send the inmate to a facility that can provide emergency treatment.
3. Consultation and referral to a dental specialist, including oral surgery, if necessary, shall follow the requirements of CPP 13.9 and may require approval of the dental director.

G. Treatment for Sexual Assault/Abuse

Emergency treatment for sexual assault, sexual abuse, or other sexual offenses requiring care, recommendations, evaluations, and follow-up shall follow the requirements of CPP 14.7 Sexual Abuse Prevention and Intervention Programs and be referred to an appropriate facility for treatment, gathering of evidence, and referral to suitable community agencies.

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H. Intra-System Transfer and Discharge

1. Upon recommendation for a transfer to another correctional institution, medical personnel shall screen and evaluate an inmate's medical record to determine suitability of transfer. Medical staff shall complete and forward a medical profile to Central Office with the transfer.
2. A medical screening shall be given to an inmate who is returning to the institution from an overnight or longer absence (for example - a furlough or court hearing).
 - a. Upon return, an inmate shall be strip searched for contraband. The Property Room Officer shall inventory his clothes, seal the clothes in a bag with his name and ID number and send the clothes to the laundry for cleaning and sanitizing. The officer shall document and verify an inmate's shower, delousing, and sanitizing of clothing.
 - b. An officer shall escort the inmate to the Medical Department for a medical screening to ensure that an inmate is medically sound and not under the influence of a drug or intoxicant.
 - c. If a returning inmate indicates unusual behavior or an indication of a medical problem, further evaluation shall be scheduled or, if necessary, emergent treatment provided.
3. A parole or serve-out shall require a medical screening before discharge.
 - a. The Offender Information Office shall notify the Medical Department of an inmate being discharged or paroled on the first of the month.
 - b. The Medical Department shall perform a medical screening prior to the discharge date.


I. Intersystem Transfer

1. If LLCC receives an intersystem transfer, the inmate shall receive a health screening by a health trained or qualified health care personnel upon entry into the institution.
2. The findings shall be recorded in the electronic medical record (EMR) and record shall be accessible to all institutions through the EMR for continuity of care.

J. Escort and Transportation

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1. Health care personnel shall evaluate an inmate or the inmate health record to determine suitability of travel prior to transfer to another facility or other substantial travel.
 2. A transportation employee or designee who accompanies an inmate during travel and reception at the receiving institution shall be provided the documents in a manner readily accessible and easily understood. The documents shall state any pertinent data or special requirement for observation and care during travel. Medical shall furnish the transportation officer medication or other special treatment necessary, along with specific written instructions for administration.
 3. Prior to the date of departure for a transfer to another institution, the medical staff shall review the health record of an inmate.
- K. This policy shall be reviewed annually and updated as necessary.

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ACA 5-ACI-6A-07; 5-ACI-6A-20; 5-ACI-6E-05KRS 196.035; KRS 197.020	Health Education and Special Health Programs	

POLICY and PROCEDURE:

- A. Luther Lockett Correctional Complex (LLCC) medical department shall offer health education in the following areas:**
1. Personal hygiene, nutrition and physical fitness;
 2. Venereal disease, tuberculosis, and other communicable diseases;
 3. Hepatitis B and C;
 4. Human Immunodeficiency Virus;
 5. Dental hygiene;
 6. Substance abuse;
 7. Dangers of self-medication;
 8. Chronic diseases;
 9. Effects of Smoking; and
 10. Other areas as necessary or deemed appropriate.
- B. Varied literature and audio-visual aids shall be made available for the dissemination of information. An inmate may view health-related information on television channel 4.**
- C. Special Health Program**
1. The medical staff shall have a written treatment plan for an inmate requiring close medical supervision, including chronic and

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convalescent care. This plan shall include directions to health care and other employees regarding his role in the care and supervision of the patient, and shall have approval of the appropriate provider, dentist, or mental health practitioner for each inmate requiring a treatment plan.

2. Luther Luckett shall transfer inmates with serious chronic and convalescent cases to the Kentucky State Reformatory for duration of the illness.

D. Injury Prevention

The medical supervisory staff and the Safety Administrator shall distribute injury prevention information. Prevention precautions shall be based on an analysis of the facility's injury experience and include methods for identification of problems and corrective measures.

- E. This policy shall be reviewed annually and updated as necessary.

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References/Authority KRS 196.035; KRS 197.020 CPP 13.1	Subject Self-Administration of Medication (Inmate)	

POLICY and PROCEDURE:

A. Self-Administration of Medication

1. Medical staff shall determine if an inmate may participate in the self-administration of medication program. Medication given to an inmate to carry with him shall be oral medications that are considered non-abusable and not exceed a 30 day supply.
2. Upon admission to the institution if medical staff determines that an inmate may participate in the program, the inmate shall sign the Self-Administration of Medication agreement to comply with program requirements. Medical staff shall cover the following areas with the inmate:
 - a. The inmate shall store SAM medication in his locker under lock and key, except for nitroglycerin and rescue inhalers. Nitroglycerin and rescue inhalers may be carried by the inmate. Medication shall not be given to another inmate.
 - b. Seven (7) days prior to a medication expiration date, the inmate shall submit a sick call request for a review of a renewal by the appropriate medical staff. An inmate failing to notify the pill call staff shall result in denial of prescription refill and possible inmate removal from the Self-Administration of Medication Program.
 - c. Prior to leaving the institution for a trip to court, a planned hospital stay, or transfer to another institution, the inmate shall turn medication over to the medical staff.
 - d. The individual issuing the medication package shall document the issuance in the medication administration record of the inmate, including the amount of medication given.

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- e. Medical staff shall review prescription expiration dates regularly and make a notation if the medication package or blister pack has been returned. If the medication is not returned two (2) days after the expiration date on the prescription, medical staff shall notify the inmate to report with the medication. The failure to follow program direction shall be considered non-compliance.
 - f. Medical staff shall review on a quarterly basis or as needed, an inmate participating in the Self-Administered Medication Program.
 - h. A medication shall be labeled in accordance with pharmacy regulations.
- B. This policy shall be reviewed annually and updated as necessary.

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13. An electronic signature and title of provider;
 14. Consent and refusal forms, if indicated; and
 15. A release of information form if indicated.
- B. The Health Authority or designee shall approve the method of recording an entry in the record, the form and format of the record, and the procedure for the maintenance and safekeeping. The health record shall be made available for documentation by health care practitioners and medical staff.
- C. The LLCC Medical Department shall uphold the principle of confidentiality of an inmate's health record and information about an inmate's health.
1. The active health record shall be separate from the confinement case record.
 2. The offender's health record may be accessed by a secure web based program controlled by administrator and individual passwords.
 3. The Health Authority or designee shall share with the Warden or designee information regarding an inmate's medical management to protect and preserve the integrity of the institution.
 4. Specific circumstances may require a corrections employee to be given information on an inmate's health status. Medical staff shall release the information necessary to preserve the health and safety of an inmate, another inmate, volunteer, visitor, or a correctional employee.
 5. Corrections or institutional policy shall determine how information may be given to a corrections employee, classification employee, a volunteer, and a visitor to address the medical need of the inmate as it relates to housing, program placement, security, and transportation.
- D. Psychological and Psychiatric Records
1. An inmate's record may be released to him through an Open Record's request following a review and approval of the record by Mental Health

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staff. If the psychologist or psychiatrist deems a document may be damaging to the mental well-being of an inmate, the document may be withheld from the inmate pursuant to KRS 197.025(1).

2. A request for psychological or psychiatric records made by someone other than the inmate who is the subject of the records shall be denied unless there is an authorization or other valid legal process that allows release.


E. Transfer of a Health Record Shall Need the Following:

1. Health record information may be transmitted to specific and designated medical providers or medical facilities in the community upon the written authorization of the inmate or for continuity of care.
2. Medical personnel shall not release a medical record without written authorization from the inmate, unless authorized by the health authority or designee or authorized by statute.

F. Inactive Health Record

1. An inactive health record file shall be kept in compliance with the Corrections record retention schedule. Health record information may be given to specific medical providers or medical facilities in the community upon the written request and authorization of the inmate.
2. The medical department shall send the hard copy health record file of an inmate released on parole or an inmate serving the maximum sentence to the Roederer Correctional Complex for storage.

G. This policy shall be reviewed annually and updated as necessary.

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	Date Filed SEP 14 2022	Effective Date
References/Authority ACA 5-ACI-6C-02; 5-ACI-6C-16 KRS 196.035; 197.020 CPP 1.6 LLCC 09-29-01	Subject Notification of Inmate Family of Serious Illness, Surgery, or Inmate Death	

I. POLICY and PROCEDURE:

A. Serious Inmate Illness or Major Surgery


1. If an inmate has a serious illness or injury, he may give permission for notifications of family members or other individuals. The LLCC Medical Screening form shall require this information in advance of need.
2. Medical staff, who are dealing with the inmate, may offer to inform the inmate's family of his condition. If the inmate requests notification, the staff member shall obtain the necessary information and inform the designated individual by telephone. If the inmate rejects the offer, the medical staff shall document the rejection in the inmate's medical record.
3. If an inmate's medical condition prevents the inmate's ability to authorize the notification of the designated individual, medical staff shall:
 - a. Advise the Warden or designee, Duty Officer, or Chaplain of the inmate's medical status; and
 - b. Telephone the inmate's designated individual.

B. Actions to be taken for an inmate death shall be as follows:

1. The Shift Supervisor or his designee shall review the Kentucky Offender Management System (KOMS) immediately to determine the deceased inmate's designated next of kin or contact person.

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2. The Shift Supervisor shall immediately notify the Warden, his designee, or Duty Officer of the above information.
 3. The Chaplain shall notify the deceased's inmate's designated individual; if unavailable, the Warden or Duty Officer shall make the notification.
 4. The Shift Supervisor shall prepare an incident report to go to the Warden prior to submission to Central Office.
 5. The electronic medical record of the deceased inmate shall be deactivated with the designation "Discharged-Death" by medical staff upon notification of death.
- C. This policy shall be reviewed annually and updated as necessary.

 <p style="text-align: center;">LUTHER LUCKETT CORRECTIONAL COMPLEX</p> <p style="text-align: center;">Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">LLCC 13-07-01</p>	<p>Total Pages</p> <p style="text-align: center;">4</p>
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<p>References/Authority</p> <p>ACA 5-ACI-6A-12; 5-ACI-6A-14; 5-ACI-6A-15; 5-ACI-6A-16; 5-ACI-6B-05; 5-ACI-6B-06 KRS 197.055, 438.250 29 CFR § 1910.1000 -1450 as adopted in 803 KAR 2:320 CPP 8.1; 13.10</p>	<p>Subject</p> <p style="text-align: center;">Serious and Infectious Diseases</p>	

POLICY and PROCEDURE:

A. Exposure Control Plan

1. Luther Lockett Correctional Complex (LLCC) shall have a written blood-borne pathogens control plan from the Kentucky Department of Corrections.
2. The Exposure Control Manual shall include a written plan to address the management of infectious and communicable diseases. The plan shall include management of tuberculosis, Hepatitis A, B, and C and HIV infection. The plan shall include the procedure for prevention, education, initial and on-going testing, identification, surveillance, immunization (if applicable), follow-up treatment (including treatment for latent tuberculosis), isolation if indicated, and reporting requirements to applicable local, state, and federal agencies.
3. The plan shall be available for review from the Staff Library and the Medical Department.
4. A check out copy shall be available in Building 1, in the Captain's Office.
5. A multi-disciplinary team that includes clinical, security, and an administrative representative shall meet quarterly to review and discuss communicable disease and infection control activities.

B. Training

1. Employee training shall be in accordance with CPP 13.10 Serious Infectious Disease.

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2. LLCC staff shall receive yearly training in blood-borne and airborne pathogens.

C. Employee Testing and Vaccination

1. A new direct care employee shall receive a test for tuberculosis prior to job assignment and yearly testing thereafter.
2. A direct care employee shall be offered the Hepatitis B vaccine series.

D. Safeguards

1. Personal protective equipment shall be available to an employee per Corrections Policy and Procedure (CPP) 13.10 Serious Infectious Diseases. The equipment shall be in program areas, the support building, and living areas.
2. An emergency response kit shall be available in living units and support buildings.
3. The emergency response kit shall be properly labeled and sealed.
4. The emergency response kit shall include:
 - a. Disposable Gloves;
 - b. Microshield;
 - c. Triangular bandage;
 - d. ACO Pad.
5. Medical staff or the Institutional Training Coordinator shall issue disposable gloves and a CPR shield to an applicable employee and the employee shall carry it while on duty.

E. Employee Exposure

If an exposure to blood occurs, the employee shall:

1. Go immediately to the medical department and fill out exposure paperwork. If the source of the blood can be identified, the nurse on duty shall look up the inmate's medical record to see if there are known

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diseases present. The staff member shall take the paperwork and make arrangements to see the Health Service Administrator.

2. The Captain's Office shall fill out the worker's compensation paperwork with the employee. The Captain's Office shall forward the paperwork to the Fire and Safety Officer for his review. The Fire and Safety Officer shall forward the worker's compensation paperwork to Personnel.
3. The staff member shall go to Baptist Works (1023 Sanibel Way, Suite C, LaGrange, KY) or the hospital to have labs drawn and an evaluation. If the exposure has the potential to transmit Hepatitis or HIV, prophylactic medication shall be started within a two (2) hour window frame from the time of exposure
4. The staff member shall obtain a copy of the lab report. The lab report shall be given to the Medical Manager. It shall be kept as part of a permanent record. Follow-up care, including the follow-up labs shall be obtained at an outside facility.
5. **Inmate Testing**
 - a. On an individual basis, as medically necessary, the medical provider or designee shall order laboratory work for hepatitis, HIV and other serious and infectious diseases.
 - b. The appropriate laboratory test shall be ordered if required pursuant to KRS 197.055 or 438.250.

F. Inmate Exposure

1. If exposed to blood or other potentially infectious body fluid, medical staff shall advise an inmate concerning treatment for the exposure.
2. Medical staff shall document an incident of exposure to blood-borne pathogens according to the Exposure Control Plan.
3. Medical staff shall document post exposure and follow-up treatment according to the Exposure Control Plan.
4. Designated laboratory staff shall conduct the testing.
5. The Medical Department shall request housing for an inmate with a serious infectious disease in accordance with CPP 13.10 Serious Infectious Disease.


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6. A medical referral shall be made to an infectious disease specialist, if it is medically indicated.
7. An inmate may view information about HIV on Channel 4. An informational pamphlet shall be available in the Medical Department.
8. Refer to CPP 13.10 Serious Infectious Diseases for instructions concerning the release of information concerning infectious diseases of inmates. Except in compliance with CPP 13.10, the medical department shall not release this information without the written consent of the inmate or other valid court or legal process, for example, a subpoena or statute that requires disclosure.

G. Clean Up

1. The "Haz-mat" team shall follow the Mess Kit Procedure given in the Emergency Response Kit.
2. The "Haz-mat" team shall clean a spill of blood or other body fluid with an appropriate cleaning agent. The solution shall be available from the Medical Department or Sanitation Department.
3. If using a mop and mop bucket for cleanup, the team shall wear disposable gloves. A team member shall remove the mop head and place it in a water-soluble plastic bag. The water-soluble bag shall be put in a biohazard bag and taken to the laundry to be washed.
4. A trained employee shall supervise an inmate providing clean-up services. If handling potentially infectious material, personal protective equipment shall be provided.

H. This policy shall be reviewed annually and updated as necessary to meet compliance with statutes and OSHA standards.

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References/Authority	Subject	
<p>ACA 5-ACI-6A-17 EPA Guide for Infectious Waste Management, Recommendations on Infective Waste from Centers for Disease Control</p>	<p>LLCC 13-07-02</p> <p>SEP 14 2022</p> <p>Medical Waste Management</p>	

I. DEFINITION:

“Medically contaminated materials” means used needles, syringes, bandages, scalpels, lances, human blood, human blood products, human body tissue, and may include other items that contain human blood residue.

II. POLICY and PROCEDURE:

Luther Lockett Correctional Complex (LLCC) shall formulate and follow a procedure for the management of medically contaminated materials and the decontamination of medical and dental equipment.

A. Location of Waste-4A Medical Building

1. The Medical Department shall properly store medically contaminated materials until its removal for disposal.
2. The Medical Department shall place medically contaminated materials in a medically approved red plastic bags or rigid containers.
3. LLCC shall arrange for a contract vendor to remove medically contaminated materials from the medical department on a weekly or as needed basis.

B. Staff Training

1. Staff who has direct contact with medically contaminated materials shall be familiar with proper procedures for handling of medical waste.


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2. The LLCC Medical Department shall offer training on an as needed basis.

C. Decontamination of Medical and Dental Equipment


The medical department shall send live spores weekly for testing to ensure proper functioning of sterilizer machines.

D. This policy shall be reviewed annually and updated as necessary.

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References/Authority	Subject	
ACA 5-ACI-3A-18; 5-ACI-6C-13 KRS 196.035; 197.020 CPP 9.1	Restraint Approval	

POLICY and PROCEDURE:

- A. If needed for medical or psychiatric purposes, an employee may use restraints on an inmate. An employee shall not use a restraint as a punishment or for the convenience of the employee.
- B. The Special Management Unit may use a restraint chair on an inmate. Other areas shall not use a restraint chair.
- C. The type of restraints, authorizing personnel, time limits, and monitoring procedures shall be in accordance with Correction Policy and Procedure (CPP) 9.1 Use of Force and Mechanical Restraints.
- D. If needed for medical or psychiatric purposes, the medical provider or mental health provider shall authorize a restraint with justification to show the immediate potential of self-injury or violence towards others.
- E. Medical, mental health and Warden designated staff shall conduct an incident review. After the incident review, if the inmate's behavior dictates, the medical or mental health staff shall explore, document, and implement less restrictive treatment alternatives.
- F. A restraint procedure shall be in accordance with the guidelines endorsed by the designated Health Authority.
- G. This policy shall be reviewed annually and updated as necessary.

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References/Authority ACA 5-ACI-3D-01; 5-ACI-D-02; 5-ACI-3D-03; 5-ACI-3D-07; 5-ACI-7D-06 KRS 196.035; KRS 197.020 CPP 14.4; CPP 16.2 LLCC16-01-02	Subject Inmate Legal Services	

POLICY and PROCEDURE:

A. Legal Aide Office

The Legal Aide Office and the Law Library shall be in the Academic School. The Academic School Officer shall have general oversight of the daily activities of this operation. The Academic School Officer shall not allow an inmate to use the computer located in his office for any purpose including viewing the internet, typing on the keyboard, and printing papers from the computer for an inmate or by an inmate.

1. Legal Aides

- a. The Legal Aide Office shall be staffed with trained inmate legal aides, copy clerks, and law library clerks.
- b. An inmate not assigned to the Legal Aide Office shall comply with Corrections Policy and Procedure (CPP) 14.4 Legal Services Program to assist another inmate with legal work.
- c. During the operating hours of 8:30 a.m. to 3:30 p.m., a legal aide, copy clerk, or law library clerk shall not work on his own personal legal work. Personal legal work shall be done during evening hours. This shall include research, preparation of court documents, and typing.
- d. Legal aides shall be assigned on a rotating basis based upon institutional need.
- e. In an emergency situation, another legal aide may be required to cover Adjustment Office hearings.

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- f. A legal aide working on a personal case shall make copies at his own expense.
 - g. If it is necessary to suspend an inmate legal aide from his job, he shall have the same access to the inmate Law Library as an inmate not assigned to the Legal Office.
- 2. Facilities**
- a. The Legal Office shall be equipped with a Law Library, worktables for general use, work areas and typewriters for legal aides, and access to a copy machine.
 - b. A typewriter shall not be removed from the Legal Office except for maintenance and repair or if it will no longer operate.
 - c. Law books shall not be removed from the Law Library. The legal aides may use the provided computer research program for up-to-date information.
 - d. The Law Library shall include the legal materials stated in CPP 14.4 II.G.

3. Hours of Operation

The Law Library and Legal Office shall be open for the hours posted on the schedule established by the Academic School Officer. Kentucky Correctional Psychiatric Center may visit the Law Library on a day and hour established by the Legal Aide Coordinator in consultation with the KCPC Unit Director.

B. Inmate Access to the Legal Office and Library

An inmate may have access to the Legal Office by the following procedure:

- 1. An appointment shall be made in the appointment log on a weekday at a scheduled time to see the legal aide to research one's own legal work or to view a video trial transcript.
- 2. A legal aide appointment shall be limited to thirty (30) minutes. A request for extra time may be granted by supervisory staff after consideration of scheduled appointments and library accessibility.

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3. An inmate's own research and trial video appointment shall be a maximum of two and one-half (2.5) hours.
 4. An appointment shall be made on a first come, first served basis.
 5. An inmate using the Legal Office or library shall wear a special ID badge obtained from the Academic School Officer.
 6. Access to the law library without an appointment shall follow the posted schedule.
 7. The Academic School Officer shall log in and out a video trial transcript. The officer shall maintain the video trial transcript under lock and key.
 8. The Legal Office shall maintain a notary service. The service shall be available Monday through Friday excluding holidays. A schedule shall be posted.
 9. An inmate shall have a designated time in the Legal Office or Law Library and shall remain in that area until his scheduled time has elapsed or he is requested to leave due to a need for the area.
 10. There shall be no waiting in the hallway at the Academic School until space becomes available in the Legal Office or Law Library.
 11. The supervising officer shall ensure that proper decorum, good order, and compliance with institutional rules prevail in the Legal Office or Law Library.
 12. An inmate shall not loiter or visit socially in the Academic School Law Library area. The inmate shall observe research library decorum. There shall be no loud talking or long discussions.
 13. An inmate shall not take a book from the Law Library.
- C. Attorney, Department of Public Advocacy and Diplomatic Representative Access
1. A telephone call to a private attorney shall be made from a designated living unit phone on an approved basis.
 2. An arrangement for a telephone call from an attorney with the Department of Public Advocacy (DPA) shall be made by the Academic School Officer, after authorization from the Legal Aide Coordinator.
 3. The Academic School Officer shall not monitor a legal phone call.

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4. An inmate may see a DPA legal and paralegal representative for assistance with a legal issue and concern.
5. The DPA employee shall meet with an inmate by appointment.
6. An inmate shall complete a DPA information sheet and return it to the Academic School Officer, who shall forward this information to the DPA.
7. The DPA shall contact the inmate by written notice of the date and time of the appointment.
8. Staff shall provide, upon request, assistance in contacting diplomatic representatives of an inmate's country of citizenship.

D. Photocopying - Law Library

1. An inmate shall pay for copying and the cost shall be posted.
2. All legal copies shall have a money transfer authorization form completed. A copy lien shall be placed until funds are available.
3. An inmate may receive same day copying and postage service only to meet a verified immediate legal deadline. This exception shall not include copies from a book, copies of institutional policies and procedures, and copies of corrections policies and procedures.
4. An inmate may copy, as necessary, papers for the Inmate Grievance Committee.
5. If time allows, an inmate club, an organization, or an approved inmate group may use the copy service as approved by the Special Services Coordinator.
6. The Academic School Officer shall not allow an inmate to copy material that has no relation to a court pleading, regardless of the inmate's ability to pay including cartoons, magazine or newspaper articles, posters, pinups, pictures, and school records.

E. Photocopying - Canteen

A copy service shall be available at the Inmate Canteen for ten (10) cents per page copied. The following procedures shall be followed:

1. Copy costs shall be automatically deducted from the inmate's account. A two (2) sided copy shall be available upon request and the inmate shall

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pay for both the front and back copies (20 cents).

2. The officer supervising the canteen line shall review and approve each page to assure a document does not contain gambling or pornographic material.
3. An inmate shall not use the express line for copying. If copying over twenty (20) pages, the material may be left and a time scheduled for pick up.

F. Legal Supplies

1. The Academic School Officer shall issue the following monthly supplies to Legal Aide on first shift.
 - a. Lined paper pads - exchange basis;
 - b. Typing paper - as needed;
 - c. Ink pens - exchange basis;
 - d. Pencils - exchange basis;
 - e. Envelopes - 15 white envelopes and 5 manila envelopes – as needed;
 - f. Typewriter ribbons - exchange basis; and
 - g. Highlighters – exchange basis.
2. The Academic School Officer shall sign out equipment, including a typewriter element, a headphone, a television, VCR or DVD player, to an inmate using the equipment. If damage or misuse occurs, the inmate shall be financially responsible.
3. The Academic School Officer or his designee shall issue a supply in a small amount to an inmate who has been certified as indigent. If requesting more supplies, the Academic School Officer shall require the inmate or legal aide to show he uses the supplies for legal work and sign the log showing the receipt of the supply.
4. A legal aide shall not give or sell a legal supply or unauthorized legal service to an inmate. A legal aide found guilty of this violation shall result in disciplinary action and job dismissal.
5. The Inmate Canteen shall have legal supplies, envelopes, pens, pencils, typing paper, and other common office supplies available for purchase.

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G. Computer Usage in the Law Library

1. The computers, computer research program and word processor computers in the Law Library shall be assigned to a legal aide.
2. Each computer shall have a password. That password shall then be given to the legal aide using the computer.
3. Only a legal aide, legal clerk, or a legal librarian may use the computers in the Law Library.
4. The inmate shall not give the password to another inmate. A violation shall result in disciplinary action and possible termination from the Legal Office.
5. The Academic School Officer shall maintain the password.
6. An inmate shall use legal aides, the law library, and legal supplies honestly and responsibly.

H. Postage

1. An envelope from the Legal Office shall only be used for privileged mail and shall be stamped "Legal Mail." An inmate shall not use the envelope except for outgoing mail to individuals who meet the definition of privileged mail in CPP 16.2.
2. If an inmate does not have the funds to pay for postage for privileged mail, then refer to CPP 14.4, 15.7, and 16.2 for postage requirements.
3. All legal mail items shall have a money transfer authorization form completed. A postage lien shall be placed on the inmate's account until funds are available.
4. Outgoing mail in an envelope marked "Legal Mail" that does not meet the criteria for indigent postage for privileged mail shall be returned to the inmate.
5. An inmate requesting postage as indigent shall make his request to the Academic School Officer. The Academic School Officer shall contact Inmate Accounts to certify indigent status. Refer to Institutional Policy and Procedure (IPP) 16-01-02 Inmate Privileged or Legal Mail.

I. Timely Process of Outgoing Privileged Mail

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1. An inmate and legal aide shall have a necessary filing complete in time to allow for normal processing.
2. Privileged mail shall require an authorization to deduct funds from the inmate account. The inmate shall submit the authorization to the Academic School Officer or his designee during the posted time.
3. The Academic School Officer shall weigh the mail, complete the authorization, and stamp the authorization as "Legal Mail". The Mailroom Staff shall log, postmark, and mail privileged mail on a daily basis Monday through Friday except for holidays.
4. The Academic School Officer shall deliver the authorization to deduct funds to the business office. The funds shall be taken from the inmate's account to cover the cost of postage pursuant to CPP 15.7.

J. Inmate Having Work or Program Assignments


1. An inmate with a work or program assignment, that makes it difficult for him to do the necessary research and writing to adequately represent himself, may request additional time off from his work or program assignment.
 - a. The work or program supervisor may require reasonable proof of active, pending litigation or an immediate legal problem before granting permission.
 - b. If deciding whether to grant or deny permission, the work or program supervisor shall consider the Legal Office's schedule.
 - c. An inmate shall not be given work for time credit for pay purposes during the time off.
2. An inmate who wishes to take time off to do legal research in the Legal Office shall obtain permission to do so at least one (1) day in advance.

K. Special Management Unit (SMU)

1. An inmate housed in SMU shall be assigned a legal aide to represent him. The inmate in SMU shall use the legal aide on rotation.
2. A legal aide shall not bring anything to SMU. The Academic School Officer shall place supplies for the legal aide in the SMU Central Center.

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3. A legal aide may take a disciplinary report of an inmate he represents at court out of the SMU.
 4. On the court call day, the legal aide shall bring the necessary paperwork for the hearing to the Academic School Officer to be checked for contraband. The Academic School Officer shall place the paperwork in an envelope, then tape and initial it. The envelope shall be given to the legal aide to take to SMU.
 5. An inmate housed in SMU shall correspond with the legal aide via institutional mail.
 6. A legal aide shall not relay a message from an inmate in SMU to another inmate on the yard.
 7. Court Deadline
 - a. An inmate in SMU may request through the Classification and Treatment Officer (CTO) to see a legal aide working on his legal work.
 - b. The CTO shall obtain special permission from the SMU Administrator for the legal aide to meet with the inmate in SMU.
 - c. If approved, the CTO shall then contact the Academic School Officer to make an arrangement for the requested legal aide to visit the inmate in SMU.
- L. This policy shall be reviewed annually and updated as necessary.

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ACA Expected Practice 5-ACI-2C-11; 5-ACI-2C-12; 5-ACI-2C-13; 5-ACI-3D-04; 5-ACI-5E-02 KRS 196.035; 197.020	Americans with Disabilities Act and Inmate Access	

I. DEFINITIONS:

“Disability” means a physical or mental impairment that substantially limits one or more major life activities such as major bodily functions, walking, seeing, sitting, hearing, speaking, breathing, learning, lifting, performing manual tasks or taking care of oneself, has a record of such impairment, or is regarded as having such an impairment.

II. POLICY and PROCEDURE:

A. Staff Awareness and Appointment of Institutional ADA Coordinator

1. An institutional ADA Coordinator shall be appointed by the Warden. The Institutional ADA Coordinator shall provide assistance to inmates requesting help with a disability.
2. The institutional ADA Coordinator shall complete training related to the Americans with Disability Act and any additional training, as required.
3. Training associated with ADA shall be provided to staff, as needed.

B. Program and Housing Accessibility

The Luther Lockett Correctional Complex (LLCC) prohibits discrimination on the basis of race, religion, national origin, sex, political views, or disability in the provision of housing, services, programs, and activities administered for program beneficiaries and participants.

1. Reasonable accommodations shall be made to admit disabled inmates to all programs, services, and activities unless it creates a threat to the inmate or others.
2. Reasonable accommodation shall be made to employ disabled inmates unless the activity creates an unnecessary threat to the inmate or others.

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3. Inmates with disabilities shall be housed in a manner that provides for their safety and security.
4. Disabled inmates who cannot otherwise perform basic life functions shall be assigned an appropriately trained individual to assist them.
5. Disabled inmates shall be provided education, equipment, facilities, and the support necessary to perform self-care and personal hygiene in a reasonably private environment.

C. ADA Requests for Adaptive Equipment

1. ADA requests for adaptive and auxiliary equipment shall be submitted to the Institutional ADA Coordinator in writing. If an inmate is unable to submit a written request, he may complete a request for a meeting with the institutional ADA Coordinator through his assigned Classification and Treatment Officer (CTO).
2. The Warden or designee shall give final approval or denial on any ADA purchase request that is not available through approved vendors.
3. Outside resources may be explored in an attempt to find a reasonable accommodation.

D. Interpreters and Auxiliary Aids for a Deaf or Hearing-Impaired Inmate

1. The institutional ADA Coordinator shall ensure a deaf or hearing-impaired inmate is provided access to auxiliary aides and services for effective communication in accessing and participating in departmental programs, services, and activities.
2. The institutional ADA Coordinator shall be responsible for facilitating effective interpretation or arranging for a qualified interpreter for a deaf or hearing-impaired inmate.
3. If a staff member schedules a meeting with an inmate that is deaf or hearing-impaired, the staff member shall ensure that the inmate completes a "Request for a Qualified Interpreter Form" or "Waiver Form". The completed Request for a Qualified Interpreter Form shall then be submitted to the ADA institutional Coordinator at least four (4) working days prior to the meeting taking place. The institutional ADA Coordinator shall schedule the qualified interpreter for the inmate or ensure that a video relay monitor is available for use. All forms shall be scanned into the inmate's file.


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4. Programs, services and activities where an interpreter, whether in person or through video relay, may be used include the following:

- a. Institutional orientation;
- b. Classification matters;
- c. Religious services;
- d. Medical (on site and off site)
- e. Mental health services;
- f. Sex offender or other treatment programming;
- g. Inmate work programs;
- h. Education programs;
- i. Disciplinary hearings;
- j. Grievances;
- k. Parole hearing; or
- l. Prison Rape Elimination Act (PREA) reporting or follow-up.

E. ADA Complaints

1. Any ADA complaints shall be directed to the institutional ADA Coordinator.
2. The institutional ADA Coordinator shall direct requests to the appropriate staff and provide a written response to the inmate within thirty (30) days.
3. Only the Warden or designee shall deny a reasonable accommodation.

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References/Authority	Subject	
ACA 5-ACI-2C-02	Inmate Housing Assignment	

POLICY AND PROCEDURE

- A. A new arrival shall normally be assigned to the Orientation Unit for Reception and Orientation.
- B. Initial Bed Placement
 1. Current bed vacancies shall be reviewed for the initial placement of an inmate.
 2. The criteria for assignment may include the following areas: age, race, criminal sophistication, assaultive behavior, program assignments, mental health needs, sexual predatory inmate or victim, and medical needs.
- C. An inmate shall be given an opportunity to sign a double bunk housing request form based on the availability of bed space.
 1. If two inmates choose to house together in the same cell, both inmates shall sign the double bunk housing request in the presence of a Unit Administrator, Classification and Treatment Officer (CTO), or Unit Supervisor.
 2. An inmate shall be in his current bed assignment for ninety (90) days before requesting a bed change.
 3. Upon availability of a bed, an inmate may make a move request in writing to the Unit Administrator.
 4. The Unit Administrator or designee may consider a move request on a case-by-case basis. The Unit Administrator shall review and approve or deny the request.
 5. Before approving a move, the Unit Administrator shall consider the safety and security of the inmate and the unit.


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6. If an inmate refuses a bed assignment, he may be subject to disciplinary action and placement in the Special Management Unit.
- D. The Unit Administrator or designee may assign an inmate to a cell with or without an inmate's request. Established criteria shall be used to assign two inmates to the same cell. The criteria shall take into account the degree of compatibility.
- E. Day Bed Assignments
1. The Unit Move Coordinator who shall be a Unit Administrator shall assign a new general population inmate to a day bed.
 2. The Unit Move Coordinator shall maintain an inmate cell waiting list.
 3. The Unit Move Coordinator shall determine placement on the day bed list by the date of entry into the Unit.
 4. An inmate returning from an outside trip or released from SMU with no action taken, shall be given priority on the daybed list.
- F. Temporary single occupancy cells shall be available in the Special Management Unit (SMU) only, if necessary for the following:
1. An inmate with severe medical disabilities while waiting for approval from Central Office for a transfer to the Kentucky State Reformatory (KSR).
 2. An inmate suffering from serious mental illness shall be housed in SMU, if necessary, given his current behavior. An inmate who requires housing in SMU for mental health reasons shall be referred to the Department of Mental Health liaison for transfer to KSR.
 3. An inmate, who may be exploited or is vulnerable to abuse by another inmate, shall not be housed in the SMU unless necessary for the inmate's safety or at the inmate's request for protective custody.
 4. An inmate who has other special needs for single cell housing shall be transferred to a facility with single bed special needs housing.

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- G. If an inmate requires a move due to an emergency or need for security, the Unit Administrator, with the approval of the Deputy Warden or designee, may make the move. The Unit Administrator shall notify the Captain's Office and Central Control of the move.

- H. This policy shall be reviewed annually and updated as necessary.

 <p style="text-align: center;">LUTHER LUCKETT CORRECTIONAL COMPLEX</p> <p style="text-align: center;">Policies and Procedures</p>	Policy Number	Total Pages
	LLCC 15-01-03	7
	Date Filed	Effective Date
	January 10, 2023	
References/Authority CPP 2.1; 16.2; 17.1 LLCC 02-05-03; 02-05-05; 08-02-01; 09-07-01; 09-18-01; 12-01-01; 16-01-01	Subject Operational Procedures of the Units	

POLICY and PROCEDURE:**A. Count Times**

1. An inmate shall remain in his unit, work, program assignment, or activity until the ten (10) minute count warning. An inmate shall then return to his housing unit until the count clears. An inmate shall not remain in his work area during count unless approved by the Warden, Deputy Warden, or the Shift Supervisor.
2. Counts shall be conducted in accordance with LLCC 09-07-01. During counts inmates shall remain quiet and shall comply with directions of staff. There shall be no unauthorized movement during count. The unit intercom system shall be left on during the count for safety and security. Communication between an inmate and Unit Control Room Officer shall cease during the count.

B. Schedule of Lockdown Hours

1. An officer shall conduct an inmate lockdown according to the schedule.
2. Prior to lockdown time, the unit officer shall ensure that the inmates stop playing games or participating in activities. The inmates shall clean and organize the unit area.
3. An inmate shall be in his bed or cell by lockdown time.
4. Inmate use of the lavatory and shower after lockdown shall be as follows:
 - a. The dormitory control center officer shall not activate the override system in order to prevent an inmate from opening his cell door.

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- b. After lockdown no more than two inmates per floor shall exit their cells for bathroom or shower usage. If an inmate finds the bathroom or shower occupied, he shall return to his cell and stand by the cell door until one of the inmates exits the bathroom area.
 - c. An inmate shall use the restroom facility on his floor. If the restroom facility does not function, the inmate shall notify the Control Center Officer and request approval to use another floor facility.
 - d. An inmate shall not loiter or converse in the wing area. The unit officer shall enforce the no loitering rule. An inmate shall move directly to the restroom, use the facility, and immediately return to his cell.
5. An inmate in a dayroom bed may sit quietly at the dayroom table and write a letter or read after lockdown.
- C. Sick Call and Medication Line**
1. The medical department shall conduct sick call according to the posted schedule and the schedule shall be made available to inmates.
 2. The pill call nurse shall conduct pill call according to the posted schedule and the schedule shall be made available to inmates.
- D. Clothing, Bedding Issue and Replacement**
1. Upon entering the Luther Luckett Correctional Complex (LLCC), an inmate shall receive the authorized amounts of institutional clothing, if he does not arrive with the authorized amounts of institutional clothing. A written clothing request shall not be necessary for an inmate to receive an initial issue.
 2. An inmate shall be responsible for keeping his clothes neat and clean. An inmate shall not have more than the authorized amount of clothing in accordance with Corrections Policy and Procedure (CPP) 17.1 Inmate Personal Property. An inmate shall store personal property neatly in his cell storage area.
 3. If institutional clothing wears out or is lost, due to no fault of the inmate, a written clothing request shall be necessary. The request shall state the reason or need for replacement. The inmate may receive a replacement in

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accordance with LLCC 12-01-01 Sanitation, Living Condition Standards and Clothing Issues.

4. If clothing becomes tattered due to wear or torn on a job, an inmate shall return it to the laundry to request a replacement. An inmate shall return the item to receive a replacement.
5. An inmate destroying or mutilating institutional clothing shall be subject to a disciplinary action and shall pay restitution for the clothing. This shall include marking or writing on the clothing.

E. Unit Wake-Up Orders

1. The 7:00 p.m. to 7:00 a.m. shift unit staff shall wake-up an inmate for an early work assignment.
2. The unit staff may awaken an inmate according to the early wake-up sheet that lists an inmate name and work assignment.
3. The regular wake-up hour shall be 5:30 a.m. on a workday. The wake-up hour may be varied based on institutional need. A unit staff employee may accomplish wake-up by turning on the wing lights.
4. If an inmate does not have to work, after the 7:15 a.m. count on weekends and holidays, an officer may allow an inmate to return to his cell and sleep until 10:30 a.m. on top of his bedding.

F. Work Hours

1. A general institutional work assignment and work hours shall be from 8:00 a.m. - 3:30 p.m. daily.
2. Some institutional work assignments may require irregular or staggered working hours.
3. An employee supervisor shall inform the inmate of a change in work hours.
4. An inmate, who is late or absent from work or a program assignment, shall be responsible for submitting a verifiable written excuse to his work or program supervisor. If an inmate does not have a written excuse, he may be subject to disciplinary action, up to and including removal from his job.

G. Canteen

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1. The LLCC canteen shall be in accordance with CPP 2.1 Inmate Canteen, LLCC 02-05-03 Inmate Canteen Committee, and LLCC 02-05-05 Inmate Canteen. An inmate may purchase from an approved list of canteen items. Canteen access shall be based on an established schedule.
2. An inmate may purchase a maximum of \$125.00 (one hundred twenty-five dollars of canteen items weekly).

H. Mail

1. Daily incoming mail shall be distributed by the 7:00 a.m. to 7:00 p.m. shift immediately after the 5:30 p.m. count. If the inmate is on an out count and is not in the dorm, he shall receive his mail later in the same shift in accordance with CPP 16.2 Inmate Correspondence and LLCC 16-01-01 Inmate Correspondence.
2. A unit employee shall distribute the sorted inmate mail by wings.
3. A unit employee shall not distribute inmate mail in the core.
4. An inmate shall not distribute, hold or deliver another inmate's mail.
5. An inmate shall place outgoing mail in the institutional mailbox. An inmate shall not give outgoing mail to staff for placement in the institutional mailbox.
6. If an officer cannot deliver the mail due to the inmate being moved, transferred, out to court, or on a medical trip, the officer shall mark the envelope with the information and return it to the mailroom at the end of shift. An inmate's mail shall not be left in the floor office of the unit.
7. To ensure prompt and accurate mail delivery service, correspondence going to an inmate shall have the inmate's full name, institutional identification number, and the complete institutional address: Luther Lockett Correctional Complex, Post Office Box 6, LaGrange, Kentucky 40031. A nickname or alias shall not be used in the address for mail sent to an inmate.
8. An officer distributing mail shall check the inmate's ID card for proper identification.
9. An authorized electronic funds transfer vendor shall be used to deposit money into an inmate's account.

I. Shakedowns and Searches

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1. An inmate and his living quarters shall be subject to searches.
2. A shakedown or search of an inmate, his cell, and other areas shall be performed in accordance with LLCC 09-18-01 Search Plan.

J. Unit Maintenance Orders

1. A unit employee and officer shall be responsible for the supervision of unit sanitation and cleanliness. This shall apply equally to each shift.
2. A wing shall have a minimum of one (1) inmate janitor to maintain cleanliness in the living area. The officer shall supervise the janitor in the daily cleaning of floors, windows, handrails, toilet and shower facilities, unassigned cells, and other tasks as necessary.

K. Fire Prevention

1. An employee and inmate shall not have an unauthorized chemical in the living unit.
2. The unit shall be maintained in accordance with institutional fire safety procedures in LLCC 08-02-01 Control of Caustic, Toxic, Flammable, Hazardous and Other Chemicals.

L. Fire Safety

1. Fire bills shall be posted in each unit and shall instruct institutional staff how to respond to a fire, including:
 - a. Sound alarm;
 - b. Notify Captain's Office at Ext. 4514 or Central Control Center at Ext. 0, or 4535; and
 - c. Provide the following information:
 - (1) Name;
 - (2) Location;
 - (3) Type of emergency;
 - (4) If life threatening; and

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(5) the phone number calling from.

2. On the order of the Shift Supervisor or, if necessary, at the discretion of the employee at the scene, evacuation of the area shall commence.
3. The Safety Administrator shall conduct fire drills at least quarterly to educate inmates and employees for response to a fire.
4. The Safety Administrator shall check the fire doors quarterly.

M. Programs

1. Upon being received at LLCC, an inmate shall meet with the institutional Classification Committee for recommendation to a work or program assignment.
2. Inmates shall be encouraged to participate in recommended programs. Programs may include self-help groups, the Sex Offender Treatment Program, recreation, work training assignments, education and religious programs, vocational evaluation, and vocational trades. Exceptions to this may be made for an inmate assigned to the Special Management Unit.
3. The inmate may request to change a program or work assignment by submitting a work request assignment document to the Unit Administrator.

N. Unit Visitation

1. An inmate shall not enter a unit, living area, or wing, other than his own, without permission of the Unit Staff, Compound Supervisor, or the Captain's Office.
2. An inmate grievance aide may have access to a unit, other than his own, by reporting to the particular Unit Control Center Officer upon entry to the unit. The officer shall assist the aide in calling for the inmate that the aide needs to see. The grievance aide shall work in the unit core area with the inmate. If the grievance requires the aide to enter the wing, he shall request specific permission from the Control Center Officer before entering the wing. An inmate grievance aide shall check in with the Unit Floor Officer to make his presence known.

O. Procedure for opening or closing unit wing or entrance doors.

1. The Control Center Officer shall open and close the unit wing doors and entrance doors to control inmate movement.

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2. If it becomes necessary for an employee to enter or exit the unit control center, the Control Center Officer shall clear the core and secure the area.


P. Unit ID cards

1. The living unit shall have a unit ID card for each inmate assigned to that unit.
2. The Unit Administrator or designee shall store the unit ID cards in the unit control center room.
3. Upon inmate reassignment, a Unit Officer shall forward the unit ID card to the other unit. The color coded ID clip shall remain in the unit.
4. If a unit ID card is lost or damaged, a unit employee shall be responsible for ensuring the replacement of the card.

Q. Cell Keys

1. An inmate in general population shall have a key to his cell.
2. An inmate shall report a lost, misplaced, or stolen key immediately to the unit staff locksmith. The inmate shall complete and file a theft report, if the key is believed to be stolen.
3. If the key cannot be found, the inmate shall pay the cost of replacing the two (2) cell keys and the core to the locking device.
4. It shall be the inmate's responsibility to turn in cell keys to the unit control center officer or the employee supervising the move upon his reassignment or departure from the unit.

- R. This policy shall be reviewed annually and revised as necessary.**

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References/Authority ACA 5-ACI-1A-16; 5-ACI-3D-18; 5-ACI-5A-06; 5-ACI-5B-05; 5-ACI-5D-15 KRS 196.035; 197.020 CPP 14.2; 16.3, 17.1 LLCC 12-04-01; 17-04-01	LLCC 15-01-04 SEP 14 2022	11
	Subject Rules of the Unit	

POLICY and PROCEDURE:

A. Unit Staff Availability

An inmate may have access to the Unit Administrators II (UAI), Unit Administrator I (UAI), and Classification and Treatment Officers (CTO) during the UAI, UAI, and CTO's scheduled workdays. CTOs and UAIs may work one "late night" per week consisting of 12:00 p.m. to 8:00 p.m. schedule, if necessary. If the need for counseling occurs after 4:00 p.m. Monday through Friday, or on Saturdays, Sundays, or holidays, the Shift Supervisor shall contact the Duty Officer and, if necessary, the employees in the order listed below:

1. Institutional psychologist;
2. Chaplain;
3. Designated Unit Director;
4. Designated Assistant Unit Director; or
5. Designated Classification and Treatment Officer.

B. Unit Committee

A unit shall have a Unit Reclassification Committee that is responsible for the classification of each inmate.

C. Unit Bulletin Boards

1. A unit shall have one (1) bulletin board for the posting of inmate information including:

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- a. An event;
- b. A program schedule;
- c. An inmate organization activity;
- d. A menu;
- e. The out count;
- f. A change in a program;
- g. Court call;
- h. The visiting schedule;
- i. The inmate handbook;
- j. Policy and procedure change or reference; or
- k. Other pertinent information as determined by the Unit Administrator or designee.

2. The Unit Administrator shall be responsible for approving the information and ensuring the information is correct before posting.

- a. Information may vary from unit to unit depending on unit needs and at the discretion of the Unit Administrator or his designee.
- b. It shall be the inmate's responsibility to check the bulletin boards for information.

D. Clothing

1. Authorized inmate property shall be in accordance with Corrections Policy and Procedure (CPP) 17.1 Inmate Personal Property.
2. The inmate shall not possess more state or personal clothing than allowed by CPP 17.1. Inmate clothing shall fit neatly in the locker or in the storage area under the desk. An inmate shall not store clothing on top of the locker or on windowsill.

E. Unit Laundry

The unit laundry shall be operated in accordance with LLCC 15-01-09 Laundry Unit Services.

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F. Electrical Appliances

1. An inmate may use a radio, television, and other appliance in accordance with the inmate's current status. The inmate shall use earphones for a radio, television, and other electrical appliance to control the noise level in the unit. The earphones shall be properly worn by the owner.
2. An inmate may wear headphones or earphones with an extension. Multiple listening attachments shall be prohibited.
3. An inmate shall operate an appliance in a safe and responsible manner.
4. If leaving his wing, an inmate shall turn off his electrical appliance.
5. An inmate shall not take a television out of his cell.
6. An inmate shall turn in an unsafe and non-functional appliance to the Property Room for disposal. An inmate shall not dispose of a non-functional appliance by discarding it in the trash, selling, or giving it away. Upon return of the broken appliance, the Property Room shall remove the item from the inmate's property inventory. If the inmate follows this procedure, he may purchase a replacement.
7. An inmate shall not possess a recording device.
8. An inmate may possess one (1) extension cord, according to CPP 17.1, to be used in his cell.
9. An inmate shall not attempt to repair his or another inmate's appliance.
10. An inmate may use an audio music player such as a Walkman type radio, or a tape, CD, or MP3 player[in his cell, dayroom area, or on the recreation field. The inmate shall use headphones with these devices.
11. If using an audio music player such as a Walkman type player, the inmate shall listen and respond to announcements made on the yard and the recreation field.
12. An inmate shall not possess a homemade speaker for an appliance.
13. An inmate shall not donate his appliance to another inmate.

G. Courtesy

1. An inmate shall respect the privacy of another inmate. This shall include the right to sleep without interruption due to loud talking, loud noises from

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a radio, an appliance, television, or activity in the unit.

2. An inmate shall address others with courtesy. An inmate shall address another inmate by name and shall not use derogatory nicknames or name-calling.
3. An employee shall be addressed by his full name or job title.

H. Dress Code

1. An inmate visiting staff in the unit office shall be appropriately dressed in uniform and wear an identification card.
2. If an inmate leaves the wing area of his dorm, the inmate shall:
 - a. Dress in:
 - (1) Uniform pants, sweatpants, or gym shorts;
 - (2) Shirt; and
 - (3) Shoes; and
 - b. Have his identification card.
3. An inmate shall dress appropriately going to and coming from the shower to assure the privacy and respect of other inmates and employees in the unit. An inmate shall not walk to the shower in his underwear or towel.
4. An inmate shall wear his identification card. The exception shall be in the assigned unit wing. The picture on the identification card shall face outward and be worn on the chest area. An inmate shall report a lost identification card immediately. An inmate shall pay a fee for replacement of the card.
5. An inmate shall not wear a head covering in the dorm except in his assigned cell unless it is approved religious headwear.
6. An inmate may go without a shirt if participating in a recreation sporting event.

I. Opening and Closing Doors

1. An inmate shall enter and exit staff offices in a quiet, orderly manner. The inmate shall knock first and ask for permission to enter.

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2 An inmate shall close doors properly without slamming.

J. Unit Furniture

1. An inmate shall not have furniture, other than that issued by the institution, in the living area.
2. A furniture item from the dayrooms shall not be permitted in the cells.
3. A Unit Administrator may approve the removal of a locker. An inmate shall not remove a locker from his cell without approval.
4. An inmate shall not:
 - a. Possess more than one (1) state issued pillow and mattress, two (2) sets of sheets (twin size only), two (2) pillowcases, and two (2) blankets without authorization of the Medical Department;
 - b. Use the unit office telephone unless authorized by the Unit Administrator in accordance with CPP 16.3 Inmate Access to Telephones;
 - c. Prop his feet on furniture;
 - d. Wear shoes in bed; or
 - e. Sit on a table.
5. An inmate shall not have a cardboard or wooden table, night stool, prop, television stand, or similar makeshift furniture.

K. Restrooms and Showers

1. An inmate shall:
 - a. Flush the toilet or urinal, after each use;
 - b. Clean sink area after use; and
 - c. Dispose of his toiletries.
2. An item left in the shower or restroom area may be thrown away.
3. An inmate shall permit water to drain in the sink and shall not hold water in the basin.

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4. An inmate shall not have food in the restroom or shower. He shall not put inappropriate items in the toilet, basin, or urinal.
5. An inmate may flush toilet paper down the toilet. He shall not put property, contraband, or food items in the toilet and flush them.
6. An inmate shall not put beverages or food in the wash basin for cooling or heating of the item.
7. An inmate shall have ten (10) minutes to shower.
8. One (1) inmate shall use the shower at a time.
9. An inmate shall not be in the shower area ten (10) minutes before a scheduled standing count.
10. An inmate shall do his laundry in an approved area.

L. Unit Ice Machine

1. An inmate may obtain ice from the unit ice machine during normal inmate movement.
2. An inmate shall not cool items in the ice machine.
3. An inmate shall use the ice scoop provided with the ice machine. There shall be no homemade ice scoops (including cups and glasses) and the inmate shall not use his hand for obtaining ice.

M. Rooms

1. An inmate shall clean his living area daily, including cell window and metal door tracks.
2. A unit living area shall be kept neat and clean. This shall include cleaning glass areas, desktops, appliances, sweeping, dusting of bed areas and windowsills, mopping of floors, and cleaning of baseboards weekly or more often, if necessary.
3. An inmate shall make his bed with a sheet and blanket. He shall tuck in the four corners by 8:00 a.m. every day. If an inmate has additional blankets and sheets, he shall fold them and place them at the end of the bed. After making the bed, the inmate may lie back down, but shall remain uncovered. The schedule may be varied at the direction of staff in a Meritorious Dorm.

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4. An inmate's personal items, newspapers, magazines, photographs, and letters shall be kept in a neat order in accordance with CPP 17.1. The Fire Marshal or assigned Safety Administrator may order the disposal of excessive, combustible items in a cell or living area.
5. An inmate shall not attach an item or decoration to the room walls, doors, vents, or painted surfaces, unless authorized.
6. An inmate shall not attach an item to or place an item in the glass areas, windows, or on the metal window frame.
7. An inmate shall store canteen items properly to avoid pest control problems.
8. An inmate shall not be in another inmate's cell. If part of an inmate's body crosses the threshold of the cell door, he shall be considered to be in another inmate's cell.
9. An inmate shall not tamper with the electrical outlets or antenna outlets; this may result in removal of appliances from the cell.
10. An inmate shall not cover the small compartment under the desk. He shall place property neatly on the desk.
11. An inmate shall store an item of authorized personal property in the designated storage areas in accordance with Institution Policy and Procedure (IPP) 17-04-01 Personal Property Control.
12. An inmate shall not hang an item from the ceiling or light fixture. He shall not cover the ceiling light with paper or an object.
13. An inmate shall not have a clothesline.
14. The unit, including the cells, may be monitored audibly. An inmate shall not cover or tamper with the cell intercom.
15. An inmate shall not hang or place a towel to block the view of an employee through the windows.
16. An inmate shall not use a towel or other material to cover furniture or items.
17. An inmate shall not cover or alter an air vent.
18. An inmate shall not cover or tamper with fire detection equipment.

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N. General Use Areas - Dayroom

1. An inmate shall dispose of wastepaper, wrappers, gum, sticks, and other trash in a trash container.
2. An inmate shall not place an item over the rail in the wing.
3. An inmate may play games during the hours of 4:00 p.m. to 9:00 p.m. in the dayroom area, unless disruptive behavior occurs. An inmate in a Meritorious unit may play cards until lights out. A failure to abide by the institutional rules may result in the removal of games from the wing.
4. An inmate shall not use electrical outlets in the day room and common area for personal use, unless authorized.

O. Smoking

Smoking shall be prohibited.

P. Maintenance

1. An inmate shall report a plumbing or electrical problem within the unit immediately to unit staff.
2. An inmate shall not attempt to make a maintenance repair.

Q. Personal Hygiene - Health and Grooming

1. An inmate shall practice appropriate personal hygiene and grooming. Staff may intervene in an inmate's grooming practices, if necessary to enforce good health practices or maintain order in the unit in accordance with CPP 14.2 Personal Hygiene Items and LLCC 12-04-01 Personal Hygiene Items.
2. An inmate shall not cut hair, except for inmate barbers in the inmate barbershop. If an inmate wants his hair cut, he shall go to the inmate barbershop. Haircuts for an inmate housed in the Special Management Unit shall be completed according to the posted schedule.
3. **Hair Braiding and Shaving**
 - a. Hair braiding shall only be conducted in the designated areas of:
 - 1) Unit bullpens;
 - 2) Recreation yard, and;
 - 3) Gymnasium - only during inclement weather.

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- b. Failure to abide by the institutional braiding policy shall result in disciplinary action.
 - c. Facial shaving by an inmate barber shall not be permitted unless medically necessary and approved.
4. An inmate shall report an illness or medical emergency to an employee immediately.

5. Medication and Special Diet

- a. An inmate shall report to pill call to receive prescribed medication according to the posted schedule. Evening pill call shall be for inmates receiving prescribed evening medication.
- b. An inmate shall be responsible for maintaining a special diet, as prescribed by the Medical Department.

R. Central Core, Lobby Rules, and Buildings

- 1. An inmate shall not yell, talk loudly, sing loudly, go from wing to wing door, or loiter.
- 2. An inmate shall have appropriate dress, state uniform, recreational clothing, including a shirt, pants, and shoes, if in the core and lobby area.
- 3. An inmate shall not wear a hat or head gear in an operation or program building, unless allowed by the supervisor of the department. An inmate in Food Service shall wear a hat, if required by the job.
- 4. If an employee enters or exits the control center, the control center officer shall clear and secure the core by having the inmates exit the core area and securing all wing doors and main doors.

S. Clothes Irons and Ironing Boards

- 1. An inmate may check out with his ID card, a unit clothes iron and ironing board. He shall not allow another inmate to use the iron or ironing board.
- 2. An inmate shall use an iron for ironing clothes and not to cook or heat water.
- 3. An inmate shall immediately report an iron malfunction to the unit staff.
- 4. Prior to issuance and upon return, an employee shall inspect the iron and ironing board.

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T. Telephone Usage

An inmate may use unit wing pay phones from 5:30 a.m. until scheduled unit lock down time, unless restricted from this privilege and as directed by staff.

U. Count – Living Units

1. An inmate shall cease movement during a count.
2. An inmate shall report to his unit cell or daybed at least ten (10) minutes prior to a scheduled count unless he will be counted on an approved out count.
3. The count schedule shall be posted in the unit and the inmate handbook.
4. The Shift Supervisor or higher authority may require an additional count.

V. Emergency Evacuation

1. The Safety Administrator shall post fire bills in each building. The fire bills shall indicate the appropriate emergency exits for that building. An inmate shall be responsible for reviewing the fire bill in conjunction with his location in the building and his appropriate exits.
2. If an emergency occurs, the staff shall facilitate the orderly exiting of inmates for evacuation of the building. An inmate shall cooperate with the evacuation, remain in an unaffected area, and wait for further instructions.

W. Unauthorized Areas


If an inmate is found in a living unit, wing, cell, or other area that is not authorized, the following steps shall be taken:

1. The area in which the inmate is discovered shall be locked down. All movement to and from shall cease.
2. The area that the inmate is assigned to shall also cease all movement to and from.
3. Each area shall undergo a complete security check at the direction of the Shift Supervisor or Captain's Office. This verification shall include a check that all inmates are in the correct, assigned place.
4. A second occurrence shall lead to the yard being locked down and a complete count to be taken. Any inmates at assigned jobs outside of the living units, shall remain in place and be counted.

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- 5. If there is a third occurrence, the yard shall be locked down for the remainder of the shift, at a minimum.

- X. This policy shall be reviewed annually and revised as necessary.


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ACA 5-ACI-3A-19; 5-ACI-3D-17 KRS 196.035; 197.020 CPP 17.1 LLCC 17-04-01, LLCC 09-18-01	Searches and Control of Excess Property	

POLICY and PROCEDURE:

- A. An employee may search a living unit individually or collectively to:
1. Confiscate dangerous contraband; and
 2. Control the collection of excessive or unauthorized personal property.
- B. Refer to Corrections Policy and Procedure (CPP) 17.1 Inmate Personal Property for property limits. Additional guidelines to control excess property shall be as follows:
1. Fire safety;
 2. Institutional security;
 3. Housekeeping;
 4. Sanitation; and
 5. Personal safety.
- C. If an employee conducts a search to control excess or unauthorized property, the following procedures shall be used:
1. Two employees shall conduct a search unless exigent circumstances prevent.
 2. An employee shall prepare property forms, property bags, and other sufficient supplies, prior to conducting the shakedown.
 3. Employees shall wear issued personal protective equipment, including puncture resistant gloves.

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4. Prior to the search, an employee shall monitor the area to ensure last minute disposal of contraband does not occur.
 5. Inmates shall be restrained in accordance with CPP 9.8 Search Policy.
 6. An employee participating in the search shall review a copy of CPP 9.8 and CPP 17.1.
 7. An inmate may witness the search of his respective cell in accordance with LLCC 09-18-01 Search Plan.
 8. If an employee confiscates an item, the employee shall tag and place it in a property bag. The employee shall fill out a property form and a copy shall be given to the inmate, unless the item is contraband and the inmate is receiving a disciplinary report.
 9. An employee shall confiscate dangerous contraband and immediately notify the Unit Administrator and Shift Supervisor. The employee shall complete a disciplinary report on the inmate.
 - a. The employee shall secure the scene, document the occurrence, and maintain the chain of custody; and
 - b. The employee shall carefully handle the dangerous contraband to avoid loss of fingerprints.
 10. An inmate may receive a disciplinary report for possession of excessive property or non-dangerous contraband.
 11. An employee shall transport excess confiscated property to the Property Room. The Property Room shall deal with the property in accordance with LLCC 17-04-01 Personal Property Control.
 12. An employee shall conduct a unit cell search to control dangerous contraband or excess property in a timely and professional manner.
- D. This policy shall be reviewed annually and revised as necessary.


 <p>LUTHER LUCKETT CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number LLCC 15-01-09	Total Pages 2
	Date Filed SEP 14 2022	Effective Date
References/Authority KRS 196.035; 197.020	Subject Laundry Unit Services	

POLICY and PROCEDURE

- A. A laundry in the inmate's assigned unit may be available to an inmate. Luther Lockett Correctional Complex shall not be responsible for damage or loss of personal clothing or optional item.
1. The unit laundry room shall operate Monday through Friday, opening at 5:30 a.m. and closing no later than 10:45 p.m. Weekend usage shall be at the discretion of unit staff.
 2. Approval shall be obtained from the unit administrator, if the laundry needs to be operated outside of the normal schedule.
- B. Unless otherwise noted, an inmate in the A and B wing shall use the same laundry room. An inmate in the C and D wing shall use the same laundry room.
- C. An inmate shall supply his own laundry powder purchased from the Inmate Canteen.
- D. The assigned unit laundry worker shall be the only inmate allowed in the unit laundry.
- E. The laundry workers shall wash the laundry throughout the day.
- F. The inmate laundry worker shall maintain the sanitation of the laundry area daily.
- G. The unit laundry worker shall not leave a load of laundry in the washer or dryer, if the laundry room is unlocked.
- H. The doors to the laundry room may be propped open due to the heat.
- I. Inmates assigned to a living unit may use a laundry worker of their choice assigned to the particular living unit.

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- J. The inmate laundry worker may pick up and deliver laundry. The inmate laundry worker shall advise the unit's Control Center if picking up or dropping off laundry.
- K. Inmates assigned to living units may also take their laundry to the doorway of the wing and drop the laundry off to the laundry worker. Inmates shall notify the unit's Central Control of their intent to drop off laundry.
- L. An inmate working hours that conflict with the pick-up and delivery of laundry shall make an arrangement for his laundry with unit staff.
- M. An inmate may continue to use the central laundry facility to wash his clothing and authorized items according to the posted schedule.
- N. A staff member in the unit shall record the inmate laundry worker's time on the monthly pay sheet.
- O. This policy shall be reviewed annually and updated as necessary.

 <p style="text-align: center;">LUTHER LUCKETT CORRECTIONAL COMPLEX</p> <p style="text-align: center;">Policies and Procedures</p>	Policy Number	Total Pages
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References Authority ACA 5-ACI-4A-20; 5-ACI-7D-01 through 5-ACI-7D-10 KRS 196.035; 197.020 CPP 16.2 LLCC 16-01-02; 16-01-03	Subject	
	LLCC 16-01-01	6
	January 10, 2023	
	Inmate Correspondence	

I. DEFINITION:

"Literary Review Committee" means an assigned employee or employees to review incoming publications for pornographic or sexually explicit materials.

II. POLICY and PROCEDURE

A. Mailroom Procedures

1. The Luther Lockett Correctional Complex (LLCC) mail room shall operate and deliver institutional mail Monday through Friday.
2. An inquiry regarding the status of inmate mail shall be made in writing to the Supervisor of the mail room.
3. An employee on first shift shall deliver the outgoing inmate mail to the mail room Monday through Friday, holidays excluded, by 8:00 a.m. The mail room employees shall process the mail and deliver it to the LaGrange, Kentucky Post Office by approximately 10:00 a.m.
4. The mailroom employees shall sort incoming mail as follows:
 - a. Institutional mail;
 - b. Legal mail;
 - c. Inmate mail; and
 - d. Newspapers and magazines.
5. The mail room employees shall process mail in accordance with Corrections Policy and Procedure (CPP) 16.2 Inmate Correspondence. The employees shall take the incoming mail to the Shift Supervisor by 3:00 p.m.

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6. The 7:00 a.m. to 7:00 p.m. walkway officer or designee shall pick up the mail (prior to shift change) from the Captain's Office for delivery to the housing units. The Unit Officer shall distribute the mail upon the clearance of the 5:30 p.m. count.
 7. The mail room clerk shall file mail receipts, forms, and undeliverable letters daily.
 8. An inmate shall not be employed in the process of mail delivery or distribution. An employee of LLCC shall deliver and distribute the mail, newspapers, and magazines.
 9. An employee shall not hand deliver inmate mail to the mail room or outside the institution.
 10. All stamps shall be removed from incoming mail and disposed of by mail room staff.
- B. For clarification of legal mail, refer to LLCC 16-01-02 Inmate Privileged or Legal Mail.
- C. For clarification of packages, refer to LLCC 16-01-03 Inmate Packages.
- D. For clarification of mail rejections, refer to CPP 16.2 Inmate Correspondence.
- E. Mail Rules

An inmate shall have unrestricted correspondence privileges in compliance with rules listed below:

1. **Outgoing General Mail**
 - a. An inmate shall seal outgoing mail and place a complete return address on the upper left of the envelope that includes the inmate name and number on outgoing mail. An inmate shall place daily outgoing mail in the mailboxes located inside the compound.
 - b. An employee shall pick up the mail daily according to the schedule. An employee may open the mail in accordance with CPP 16.2.
2. **Incoming General Mail**
 - a. Incoming general mail shall include the inmate's name and

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identification number in the address.

- b. Incoming general mail shall have a complete return address on the envelope, including the name and address of the sender. If a general mail envelope does not have a complete return address, it may be rejected.
- c. A mail room employee or designee shall open and check incoming general mail for contraband, prior to copying it for distribution to the inmate addressee. The employee or designee may read or copy incoming general in accordance with CPP 16.2.
- d. The following items shall not be sent to inmates by mail:
 - (1) Cash
 - (2) Checks/Money Orders
 - (3) Stamps
 - (4) Laminated or glued items, including address labels
 - (5) Stickers or paint
 - (6) Cards or letters with cologne or perfume on them
 - (7) Polaroid pictures
 - (8) Cards with recordings, musical or homemade cards
 - (9) Over size cards: limit twelve (12) square inches
 - (10) Lip stick on envelopes and letters
 - (11) White out
 - (12) Blank or colored paper/stationary
 - (13) Blank or colored envelopes
 - (14) CDs/ DVDs
 - (15) Gang related material
 - (16) Legal information on other individuals, including Social Security numbers
 - (17) Sexually explicit material
 - (18) Pages from coloring books
 - (19) Drawings in colored ink, marker, crayon, or glitter
 - (20) Raised decorations

3. Incoming Privileged Mail.

Staff shall open privileged mail in the presence of the inmate, examine the contents of the mail to ensure that it does not contain contraband and copy it for the inmate. The inmate shall be given the option to destroy the contents of the privileged mail or to mail out at the inmate's cost. An employee shall record incoming privileged mail in the Legal Mail Log. The mail room employee shall maintain the Legal Mail Log in accordance with LLCC 16-01-02.

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F. General Mail: Inmate Correspondence

1. The sender may be referred to law enforcement for obscene, harassing, threatening, or conspiratorial contents of a letter or package. An employee finding a contraband item in mail shall follow the requirements in CPP 16.2.
2. An inmate shall not direct business operations or engage in business correspondence. The exception shall be business necessary to protect his property.
3. An inmate shall not obtain money or goods under false pretenses to include ordering merchandise with no intent of remitting payment.
4. An inmate shall obtain approval before ordering a book, magazine, religious material, music or other reading materials. An inmate shall not order these materials except pre-paid from a publisher or distributor on the LLCC Authorized Publication, Book, and Music Vendor List. A publication or book containing offensive or inappropriate information shall be denied. All publications shall be checked upon arrival and allowed or denied on an individual basis.
5. An inmate shall receive funds in accordance with CPP 15.7 and LLCC 02-01-02. The inmate shall follow these rules:
 - a. The inmate shall notify the sender of the rules.
 - b. An envelope shall be addressed as follows:

John Doe, #000000 (inmate name, inmate ID number)
Inmate Accounts
Luther Lockett Correctional Complex
Post Office Box 6
LaGrange, KY 40031
 - c. An envelope received without "Inmate Accounts" on the address, with other contents in the envelope, or another form of currency or type of money order shall be returned to the sender with a rejection letter. A copy of the rejection letter shall be sent to the inmate.
6. The inmate may review the credit on the account balance by using the kiosk machine provided in each living unit.


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- G. An inmate shall purchase stamps through the inmate canteen. Inmates shall not receive stamps through the mail.
- H. Letters
1. An inmate may send an unlimited number of letters. His outgoing mail shall include his full name, institutional number, full institutional address, and adequate postage:

John Doe, #000000 (inmate name and inmate ID number)
Luther Lockett Correctional Complex
Post Office Box 6
LaGrange, KY 40031
 2. An inmate shall not send an article of value out of the institution in a letter.
 3. An indigent inmate may send free letters in accordance with CPP 16.2. A letter requesting free postage shall have the word "free" printed in the upper right corner of the envelope. The employee in the mail room shall verify the indigent status. If the mail does not qualify for free postage, the employee shall return it to the inmate. If an inmate is on a "hold status", he shall receive three (3) free letters per week.
 4. An inmate in segregation status shall have the same correspondence privileges as a general population inmate.
- I. A mailroom employee shall forward first-class inmate mail in accordance with CPP 16.2.
- J. Publications
1. Inmates shall not be permitted to receive publications or book orders directly from family members, friends, third party provider, etc. in accordance with CPP 16.2. All books and publications shall come from a mail order distributor of published materials.
 2. The Warden shall designate an employee to review publications in accordance with CPP 16.2 Inmate Correspondence upon receipt. The employee may restrict access to a publication for institutional order and security.
 - a. The Warden or designee shall review the publication and approve or deny the materials.
 - b. The denial appeal process shall be in accordance with CPP 16.2.

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3. Upon transfer or re-assignment, the inmate shall advise the publisher of a change of address or status. The LLCC mail room may forward mail for a period of thirty (30) days.
 4. A book shall not be counted as a vendor package.
- K. The mail room employees shall control incoming and outgoing mail.**
1. The employees shall receive and process mail in accordance with this policy and procedure and CPP 16.2. Use of the mail to commit fraud shall result in disciplinary action by the institution or may lead to prosecution by outside law enforcement agencies.
 2. If a mail room employee determines that a publication has content that should be restricted, it shall be sent to the Warden or his designee for review and decision.
- L. All rejected mail shall be logged and included in the monthly report. A record of rejected mail shall be maintained in the mail room.**
- M. This policy shall be reviewed annually and updated as necessary.**

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	LLCC 16-01-02	3
	Date Filed	Effective Date
	SEP 14 2022	
References/Authority	Subject	
ACA 5-ACI-7D-06 KRS 196.035; KRS 197.020 CPP 16.2 LLCC 16-01-01; LLCC 16-01-03	Inmate Privileged or Legal Mail	

POLICY and PROCEDURE:

A. Incoming Privileged or Legal Mail

1. A mailroom employee shall prepare incoming inmate privileged or legal mail for delivery to the inmate.
 - a. Privileged mail is defined in CPP 16.2.
 - b. The employee shall identify and sort incoming privileged mail by the respective inmate's name, number, and living assignment;
 - c. Privileged mail shall be scanned to check for unauthorized items. If unauthorized contents are found in the privileged mail, Internal Affairs shall be notified prior to opening the mail for inspection.
 - d. The employee shall log incoming privileged mail in the legal mail log book;
 - e. The employee shall place incoming privileged mail in a secured transport bag; and
 - f. A staff member designated by Internal Affairs shall account for, transport, and issue privileged mail. The staff member shall also maintain the issuance log ensuring the inmate has signed acknowledgement of receipt of the privilege mail.
2. Privileged mail shall be distributed by a staff member, designated by Internal Affairs, as follows:
 - a. The staff shall distribute privileged mail after the clearance of the noon count.
 - b. The distributing staff shall:


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- 1) Identify the receiving inmate by picture identification card;
 - 2) Have the inmate sign for each piece of privileged mail;
 - 3) Open the privileged mail in the presence of the inmate;
 - 4) Examine the privileged mail to ensure no contraband is enclosed;
 - 5) Copy the contents and provide the copy to the receiving inmate;
 - 6) The receiving inmate shall be given the option to destroy the original contents of the privileged mail or at the inmate's cost, mail the original contents out.
- c. The distributing staff shall make a reasonable attempt to deliver privileged mail;
- d. The distributing staff shall return privileged mail which is undeliverable to the mail room and note the specific reason for non-delivery on the legal mail log;
- e. If an inmate refuses to accept his privileged mail, the following steps shall be taken:
- 1) The distributing staff shall document it in the legal mail log; and
 - 2) The inmate shall sign log refusing mail.
- f. Privileged mail shall be opened in the presence of the inmate and inspected for contraband. If distributing staff finds contraband, the inmate shall be detained and notification made to the Captain's Office
- g. All stamps shall be removed from incoming privileged mail and disposed of.
- h. A check or money order enclosed in privileged mail shall be taken and secured in the vault by the Internal Affairs Officer or Shift Supervisor after 7:00 p.m. and on weekends and holidays. The employee shall complete a letter of explanation regarding this action and forward it to Inmate Accounts and the Warden. The

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Warden shall make a decision regarding the disposition of the money in accordance with CPP 16.2;

- i. A mail room employee shall secure any privileged video or audio recording from the privileged mail and advise the Legal Office. He shall forward documentation regarding this action to the first Shift Supervisor and the Internal Affairs Department; and
 - j. Prior to returning the legal mail log to the mailroom, the distributing staff shall sign the log as the issuing employee and note the delivery or return of privileged mail.
3. An inmate found abusing the privileged mail system shall be subject to a disciplinary action.
- B. This policy shall be reviewed annually and updated as necessary.

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	LLCC 16-01-03	3
	Date Filed	Effective Date
	SEP 14 2022	
References/Authority ACA 5-ACI-7D-05 through 5-ACI-7D-10 KRS 196.035; 197.020 CPP 16.2; 16.4; 17.1 LLCC 16-01-01; 16-01-02	Subject Inmate Packages	

POLICY and PROCEDURE:

A. Incoming Packages

1. RPS, UPS or Federal Express shall take a ground shipped package directly to the warehouse for receipt and documentation. A LLCC employee shall take the inmate package to Transfer Admission and Discharge (TAD) for secondary receipt and an inspection of contents for contraband.
2. An inmate shall take all package orders to TAD. The employee shall review the package order to ensure the order complies with Corrections Policy and Procedure (CPP) 17.1 Inmate Personal Property and CPP 16.4 Inmate Packages. If the employee approves the order, the inmate shall take the Package Order Form to the canteen on his assigned canteen day during state pay week for further processing.
3. On Monday through Friday, a mail room employee shall deliver packages received from the U.S. Postal Service to TAD Room for receipt and documentation. A TAD employee shall inspect the contents for contraband.
4. TAD shall deliver the package to the inmate within seventy-two (72) hours of receipt excluding weekends and holidays.

B. Inmate Canteen and Outside Vendor Package Procedures

1. An inmate may order a package from an authorized outside vendor, at the Inmate Canteen on his scheduled canteen day.
2. A canteen employee shall take a vendor order from an inmate and deduct the purchase price from the inmate's account. The order shall be forwarded to the vendor within seven (7) calendar days

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and a copy of the order sent to TAD within three (3) days. Packages from vendors normally take at least four to six (4-6) weeks for delivery.


3. An inmate may purchase a personal property item from the Canteen stock items. The Canteen employee shall place an item requiring placement on an inmate's master personal property inventory in a bag. The Canteen employee shall write the inmate's name, number; items purchased, and date of purchase on the bag.
4. The Canteen employee shall attempt to deliver the Canteen personal property item to TAD on the same day as purchase, but no later than the next day for processing. An employee shall place the item, in order of receipt, in the package processing room.
5. An employee shall open and check vendor packages for damage. An employee shall conduct an appliance check on an appliance. The check shall be done in the presence of the inmate who ordered the item to ensure it works properly.
6. An employee shall check the package contents against the packing slip. The employee shall note a missing item on the packing slip. The employee shall call the inmate to TAD to sign for the package and update the personal property inventory form.
7. An employee shall route a vendor packing slip to the Canteen. A Canteen employee shall check it against the purchase invoice.
8. The Canteen and TAD shall not allow a back order due to the time consuming process to check an item on order from an outside vendor against an item on back order. The Canteen staff shall compile a list of merchandise not sent with the orders and issue a refund twice a month. The inmate shall wait until the following quarter to reorder an item that was on back order.

C. Outgoing Packages

1. A TAD employee shall process outgoing inmate packages daily, Monday through Friday, on a housing unit rotating schedule.
 - a. Monday - 7A
 - b. Tuesday - 7B
 - c. Wednesday - 7C
 - d. Thursday - 7D
 - e. Friday - 7E

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2. The time for the daily mail out shall be approximately 9:30 a.m. or by a specific TAD announcement.
 3. Package mail out shall be handled on a first come, first served basis.
 4. An employee shall complete an inspection for contraband and an inventory on an outgoing inmate package.
 5. The inmate shall wrap and seal the package under direct supervision of an employee. An employee shall weigh the package and calculate the postage using a U.S. Postal Service chart or flat rate postage box. The inmate shall apply postage or complete a CPO, if the postage amount is over twenty (20) dollars.
 6. An employee shall log an outgoing inmate package for shipment and turn it over to a mail room employee for delivery to the U.S. Post Office.
- D. Disposition of Contraband
1. If an employee discovers an item of contraband during an inspection of an inmate package in accordance with CPP 16.2 Inmate Correspondence and 17.1 Inmate Personal Property, the employee shall confiscate the item for review by the Shift Supervisor and Internal Affairs in accordance with CPP 17.1.
 2. An employee shall complete a disciplinary report or incident report documenting the contraband.
- E. The mailing address shall be on an incoming and outgoing package in accordance with CPP 16.2 and LLCC 16-01-01 Inmate Correspondence. An employee shall reject a package and return to the sender if not in accordance with CPP 16.2 and LLCC 16-01-01.
- F. An employee shall forward a first class package in accordance with CPP 16.4 Inmate Packages.
- G. This policy shall be reviewed annually and updated as necessary.

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<p>ACA 5-ACI-7D-14 through 5-ACI-7D-14; 5-ACI-7D-21; 5-ACI-7D-22 KRS 196.035; KRS 197.020; KRS 520.050; KRS 520.060 CPP 9.6; 9.8; 15.2; 16.1; 17.1 LLCC 09-18-01; LLCC 16-02-01; LLCC 18-01-01</p>	<p>Inmate Visiting</p>	
	LLCC 16-02-01	13
	January 10, 2023	

POLICY and PROCEDURE:

A. Inmate Notification

Written information regarding procedures governing visitation shall be made available to the inmate within 24 hours after arrival at the institution. At a minimum, the information shall include the following:

1. Institution address, phone number, directions to the institution, and information about local transportation;
2. Days and hours of visitation;
3. Approved dress code and identification requirements for visitors;
4. Items authorized in visitation room;
5. Special rules for children;
6. Authorized items that visitors may bring ; and
7. Special visit rules.

B. Visitor Eligibility

1. Visitor eligibility shall be in accordance with Corrections Policy and Procedure (CPP) 16.1 Inmate Visiting.
2. If an inmate has no immediate family or the immediate family does not

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visit, the inmate may request special permission through his Classification and Treatment Officer for a designated friend, or other appropriate person to be permitted a visit with approval of the Deputy Warden of Security.

3. Visitors banned from the institution for the following reasons shall not be eligible for review for reinstatement:
 - a. Smuggling or attempting to smuggle dangerous contraband into the institution.
 - b. Assisting or aiding in the planning of an escape or escape attempt.
 - c. An employee or volunteer who developed a relationship with an inmate that was unrelated to correctional activities. This shall include those under personal service contracts, food service workers, and medical and canteen workers.

C. Visiting Hours

1. Visits may be allowed on Saturday, Sunday and holidays (recognized by the state) from 8:30 a.m. until 3:00 p.m. as posted in the unit and based upon an inmate's institutional number (odd or even). Visitors may begin signing in at 8:00 a.m.
2. A visitor shall not be allowed entry after 2:30 p.m., unless an exception is approved by the Shift Supervisor or Visiting Supervisor.
3. Visiting may be ended early due to an institutional emergency. This action shall be taken by the order of the Shift Supervisor.

D. Controlled Visiting

1. Controlled visitation may be imposed as a penalty for a violation found in a disciplinary action or as ordered by the Warden or his designee for security reasons in accordance with LLCC 16-02-03 Restricted Visitation Privileges.
2. An inmate housed in administrative or disciplinary segregation status shall receive scheduled restricted visits only.
3. An inmate assigned to controlled status shall be required to visit in the clothing appropriate to his assigned status.
4. A controlled visit shall be scheduled by appointment seven (7) business days in advance of the visit. The Deputy Warden of Security shall schedule all restricted visits.

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5. An inmate assigned controlled visiting may be allowed to receive visits on Saturday, Sunday, and holidays in a security booth behind glass, during regular visiting hours. There shall be a limit of two (2) designated visitors on the approved inmate visiting list and visits shall not exceed one (1) hour in length per visit.
6. The number of controlled visits allowed shall be one (1) per week, per inmate. A week shall begin on Sunday and end on Saturday.
7. An inmate escorted from the Restrictive Housing Unit (RHU) to the Visiting Room shall be placed in handcuffs and leg irons. Leg irons shall remain on the inmate during visitation. The removal of the handcuffs shall be reviewed on an individual basis and a determination made by the Shift Supervisor as to whether the handcuffs need to remain on during visitation for security reasons. The inmate shall be secured in the secure visiting booth. The inmate shall not be permitted to leave the booth until the conclusion of the visit.
8. An inmate assigned to controlled visiting status shall be responsible for notifying his family and friends of the institutional rules governing these visits.
9. The inmate shall write the Deputy Warden of Security upon expiration of the restriction date for review of his status and consideration for reinstatement of regular visits.

E. Meritorious Visitation

1. An inmate living in Meritorious Housing shall be eligible to participate in the Meritorious Visiting Program as a special incentive program designed to promote and reward positive behavior.
2. An inmate shall meet and maintain all requirements in accordance with LLCC 18-01-01 Meritorious Housing.
3. Meritorious visits shall take place as open visits and be in accordance with visitation rules.
4. Lawn visits may be a visitation privilege and permitted during regular visits for meritorious status inmates.

F. Special/Extended Visits

1. For information on approval of special visits refer to CPP 16.1.

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2. An inmate shall send a request for a special/extended visit to the Deputy Warden of Security seven (7) business days or more prior to the requested visit date.
3. A visitor who has travelled 150 miles or more may be given special consideration per LLCC 16-02-02 Extended and Special Visits.

G. Attorney Visits

1. Attorney visits shall require prior approval from the Warden or his designee. Visits shall be approved twenty-four (24) hours in advance and shall be scheduled between 8:30 a.m. to 11:00 a.m. and 1:00 to 3:00p.m., Monday through Friday, excluding holidays.
2. The normal registration procedures shall be followed.
3. Papers or other items shall not be allowed unless approved by the Warden or his designee.
4. The inmate shall be allowed to sign legal documents; however, an exchange of documents may be sent through the U.S. Postal Service.

H. Visitor Dress Code Standards

1. A visitor shall not be admitted, if the visitor is dressed in a manner that may generally be considered as inappropriate, lewd, sexually suggestive, or that may disrupt the positive family atmosphere provided by Luther Lockett Correctional Complex (LLCC).
2. Appropriate Dress Code
 - a. Undergarments shall be worn.
 - b. Midriff, cleavage, and bosom shall be covered.
 - c. Shirts or blouses shall have sleeves and be buttoned.
 - d. Shorts shall not be more than two (2) inches above the knee.
 - e. Dresses and skirts, including the slit, shall not be more than two (2) inches above the knee.
 - f. Footwear shall be worn.

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3. **Visitors shall not wear:**
 - a. **Tank tops**
 - b. **Cut-offs**
 - c. **See-through clothing**
 - d. **Halter tops**
 - e. **Leggings**
 - f. **Spandex pants**
 - g. **Flip flops**
 - h. **Open toed or open heeled shoes**
 - i. **Head apparel, unless of a religious nature**
 - j. **Outer wear (coats and hats shall be left in the mall area on provided coat racks.)**
4. **A visitor shall not wear clothing, hats, or emblems that may be considered derogatory or obscene.**
5. **A visitor shall not wear any jewelry except one (1) ring and one (1) necklace with one (1) medallion. A visitor with more jewelry shall return the jewelry to the visitor's locked vehicle.**
6. **The Shift Supervisor or Visiting Room Supervisor shall make the final determination concerning whether a visitor complies with the dress code. The visit may be denied, if the visitor does not appear in appropriate attire as outlined in this policy.**
- I. **Dangerous contraband and visitor searches shall be in accordance with CPP 9.8 Search Policy and LLCC 09-18-01 Search Plan.**
 1. **A visitor shall be subject to a search, asked to show the contents of his pockets, head gear, or religious head apparel and cleared through the metal detector before entry is allowed.**
 2. **If there is a reason to believe a visitor is bringing contraband into the institution, the Shift Supervisor shall inform the Duty Officer and Internal Affairs Office of the information used to make this determination.**

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- a. If there is reasonable suspicion to believe a visitor may be bringing contraband into the institution, the Duty Officer and Internal Affairs Officer may determine whether to deny the visitor entry into the institution and if the Kentucky State Police are to be notified.
 - b. An employee of the same sex as the visitor shall conduct a pat down or frisk search.
 - c. If an officer or employee finds dangerous contraband, the Warden, Deputy Warden of Security, Duty Officer, and Internal Affairs shall be notified and may give instructions including contacting the Kentucky State Police.
 - d. The officer or employee shall prepare an incident report.
3. An inmate whose visitor attempts to introduce contraband into the institution may be charged with Category VI, Item 3 (possession or promoting of dangerous contraband), inchoate offense, in accordance with CPP 15.2 Offenses and Penalties.
 4. It shall be the policy of LLCC to pursue prosecution of a person in violation of KRS 520.050 or KRS 520.060.
- J. Number of Visitors**
1. Visitors shall be pre-approved on the inmate's visitation list in accordance with CPP 16.1 Inmate Visits or an Officer shall deny entrance for a visit.
 2. Each inmate shall be allowed a maximum of three (3) adult visitors and his minor children at each visit.
 3. Exceptions to subsections one (1) and two (2) above shall require approval from the Deputy Warden of Security or Shift Supervisor.
- K. Length of Regular Visits**
1. The maximum length for a visit shall be two (2) hours.
 2. A two (2) hour visit shall depend upon space available. If the visiting area reaches capacity and other visitors are waiting for available space to visit an inmate, visits may be terminated on a first-in, first-out basis to allow more inmates an opportunity to visit.

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3. A visitor who has traveled 150 miles or more may be given special consideration, prior to visit termination, in accordance with LLCC 16-02-02.

L. Registration for Visits

1. A visitor shall stop at Box One before entering LLCC. The assigned officer shall inquire if the visitor is in possession of a weapon, alcohol, contraband, or drugs. Upon clearance, the officer shall direct the visitor to the institutional parking area.
2. A visitor shall enter and exit at Building One.
3. A visitor shall report directly to the Front Desk Officer for processing and provide the information in accordance with CPP 16.1 Inmate Visits. The officer shall obtain the visitor's identification and verify that the visitor is on the approved visitation list. The officer shall enter the data in the Kentucky Offender Management System (KOMS).
4. If a visitor gives false information to gain entry, with approval from the Shift Supervisor, an officer or employee shall refuse or terminate a visit and document the incident for further action.
5. An adult visitor may bring a maximum of forty dollars (\$40) in bills no larger than five dollars to use in the vending machines. An adult visitor may bring two (2) keys on one (1) unadorned key ring, prescription glasses or prescription sunglasses, and essential baby supplies in a clear plastic container.
 - a. A visitor entering the institution that requires immediate life sustaining medication shall be reviewed by an officer on a case-by-case basis. All medication shall be in an original, marked container.
 - b. Scheduled medication, other than immediate life sustaining medication, shall be arranged around the visit, in a properly marked original container, and secured in the visitor's vehicle for the duration of the visit.
 - c. Essential baby supplies shall consist of three (3) diapers, three (3) plastic bottles with formula powder with no liquid, one (1) pacifier, and a reasonable number of baby wipes and one (1) sipper cup.
6. A minor shall not bring in or handle money in the visiting area.

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7. A visitor shall return unauthorized items to his vehicle and lock the vehicle for the safety and security of the institution. The visitor shall start the security screening process over upon his return.
8. A visitor requesting accommodation due to a disability shall inform the front desk staff and be referred to the Shift Supervisors for addressing the issue.
9. A visitor shall proceed through the metal detector. If the metal detector activates, the visitor shall remove metal objects and go through the metal detector again. The officer shall use a hand-held metal detector, as necessary.
10. The visitor shall be processed through a pat search and footwear search.
11. Upon completion of the searches, the Front Desk Officer or designated employee shall stamp a visitor for clearance prior to the visitor entering the visiting area.
12. The Front Desk Officer or designated employee shall notify Central Control of the number of visitors entering the visiting area.
13. The Visiting Front Desk Officer shall contact the inmate's dormitory to advise of the visit. A Visiting Room Officer or designated employee shall process the visitor into the visiting room.
14. After the visit ends, a visitor shall not return that day.
15. A copy of this inmate visiting policy shall be made available to a visitor upon request.
16. While in the institution, a visitor shall comply with all rules and regulations of the institution.

M. Prohibited Visitors

1. In accordance with CPP 16.1 Inmate Visits, an officer may exclude a visitor from visiting for the following circumstances:
 - a. The visitor may be detrimental to the inmate's rehabilitation.
 - b. The visitor is a current Department of Corrections employee, or former Department of Corrections employee without prior written permission from the Warden or his designee to visit. This shall include those under personal service contract, a volunteer, or canteen worker.

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- c. The visitor is improperly dressed.
- d. The visitor uses profanity, becomes disruptive, or causes a disruptive situation with his behavior.
- e. The visitor is restricted from visiting an institution within the Department of Corrections. LLCC shall retain a record of prohibited visitors.
- f. The Shift Supervisor may prohibit a visitor.
 - 1) If the visitor is on terminated visit status, the visitor shall submit a written request to the Deputy Warden of Security or designee to seek approval for visiting reinstatement.
 - 2) A convicted felon prohibited from visitation shall include in his written request, full legal name, social security number, race, and date of birth.

N. Outside Visiting Area

- 1. If weather permits, the Visiting Supervisor may allow outside visiting for a meritorious status inmate.
- 2. If inclement weather occurs during a visit, an outside visit shall end. The Visiting Supervisor shall make the final determination regarding use of the outside visiting area.
 - a. If it is necessary to close the outside visiting area, a visit may continue in the Visiting Room, if adequate space is available.
 - b. If the officer or employee sees that a few tables are vacant in the Visiting Room, those tables shall be filled prior to any terminations. A visit shall end on a first-in, first-out basis.
 - c. An inmate shall not have the option of remaining on an outside visit during inclement weather.
- 3. A unit officer shall notify a meritorious status inmate to report for a visit in Building #2. The inmate shall report to the Visiting Room Officer's desk and wait for the assignment of a table in the visiting room.
 - a. If the inmate chooses to have his visit outside, he shall sign a waiting list. He shall receive his initial table assignment.

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- b. An inmate on the waiting list shall be given the option of visiting outside, as space becomes available.
- c. One (1) table move may take place during the entire visit, space permitting.
- 4. A visitor, an inmate, or a child shall not hang, lean, or climb on the fence around the outside visiting area.
- 5. An inmate visitor shall not communicate with another inmate on the yard.
- 6. Inappropriate physical contact in the visiting area shall be grounds for termination of the visit.
- 7. An inmate shall remain in the designated chair, facing the Kentucky Correctional Psychiatric Center (KCPC) while on an outside visit.
- 8. An inmate or visitor shall not sit, stand, or lie on the picnic tables. A bench shall not be straddled.
- 9. A violation of a visiting rule outlined in this policy may result in the termination of the visit, disciplinary action against the inmate, and restriction of a future visiting privilege.
- O. No smoking shall be permitted on the grounds of the institution.
- P. General Rules for an Inmate Receiving Visits
 - 1. An inmate may receive visits on his designated day. An inmate housed at LLCC may request a visit on the same visiting day as an immediate family member housed in LLCC.
 - a. The request shall be in writing and shall be sent to the Deputy Warden of Security or his designee.
 - b. The Deputy Warden of Security or his designee may approve or deny the request.
 - 2. An inmate shall present his identification card as he reports to the visiting area for a visit.
 - 3. The inmate shall be dressed in a state issued uniform in accordance with CPP 17.1 Inmate Personal Property and shall follow the dress code.

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4. An officer shall frisk search the inmate in the shakedown area prior to admittance to the visiting area.
5. An inmate may have the following items upon entering the visiting area:
 - a. A wedding band or ring with religious significance;
 - b. One (1) religious medallion on a chain;
 - c. His room key, locker key;
 - d. An identification card (required);
 - e. A pocket size plastic comb or brush;
 - f. A handkerchief;
 - g. One pair of prescription eyeglasses or sunglasses – sunglasses to be worn during outside visits only;
 - h. A Medical Alert card.
6. The inmate shall request permission and approval from the Visiting Room Supervisor or the designated employee, before a child may sit on his lap.
7. The inmate shall remain sitting in the designated chair, facing the Visiting Room Control Center lawn area, throughout the entire visit.
8. An inmate shall not handle money or operate the vending machines.
9. An inmate shall not receive or exchange an item from a visitor, other than the food consumed from the vending items purchased on institutional grounds. Food and drinks from the vending machines shall be consumed in the visiting area. If an early termination of the visit occurs, food or drink in an unopened container may be taken from the Visiting Room by the visitor.
10. An inmate shall not converse with another inmate or another inmate's visitors.
11. An inmate may refuse or terminate a visit upon notifying the Visiting Room Supervisor.
12. The inmate shall cooperate fully with the visiting staff and comply with institutional rules and regulations.

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13. An officer or employee shall strip search an inmate in the shakedown area before an inmate may return to the yard.
14. An inmate shall not carry an item from the visiting room at the conclusion of a visit.
15. The inmate shall notify his family and friends of the institutional rules and regulations governing visiting.

Q. General Rules

1. Visitors and inmates may use the restrooms prior to or after any visit. A bathroom break shall not be permitted during the visit unless a documented medical condition exists, or a diaper change is necessary.
2. Loud, disruptive, or argumentative behavior or an incident that is of a serious nature shall be cause for termination of a visit at the discretion of the Visiting Room Supervisor.
3. Profanity shall not be tolerated.
4. A visitor shall remain in his seat and shall not leave and re-enter the visiting area except to:
 - a. Monitor children in the playground area, if during a meritorious lawn visit.
 - b. Use vending machines.
5. A child shall be seated at the assigned table and supervised by the accompanying adult during the visit.

R. Inmate Counts During Visits

1. An inmate shall leave his institutional identification card with the Visiting Officer at the sign-in table at the beginning of the visit.
2. An inmate shall remain at his assigned table in the visiting area to facilitate the count.
3. If there is an emergency count, the Shift Supervisor shall terminate visiting. Inmates shall be returned to their living units and all visitors shall remain seated until the count clears. Before leaving the visiting area, an


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officer or employee shall positively identify a visitor. All visitors who remain in the main lobby shall be asked to leave the grounds.

S. Transportation Information

1. The information pertaining to ride sharing and available public transportation shall be in the Visiting Room.
2. Directions to LLCC shall be in the Visitors Brochure and posted on the Department of Corrections web site:
<https://corrections.ky.gov/Facilities/Al/lcc/Pages/default.aspx>. An inmate may refer his family and friends to this information.
3. LLCC staff may provide further directions or information as necessary.

T. This policy shall be reviewed annually and updated as required.

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	LLCC 16-02-02	2
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References/Authority	Subject	
ACA 5-ACI-7D-117; 5-ACI-7D-19CPP 16.1 KRS 196.035, 197.020	Extended and Special Visits	

I. DEFINITIONS:

“Extended visit” means a visit for an individual traveling 150 miles or more one way or an individual with approval for multiple inmate visits in accordance with Corrections Policy and Procedure (CPP) 16.1 Inmate Visiting.

“Special visit” means a visit for an immediate family member, as defined by CPP 16.1, not on the inmate visiting list or a visit from an attorney or member of the clergy.


II. POLICY and PROCEDURE:

An inmate shall use the regular visit program for most visits. The Luther Lockett Correctional Complex (LLCC) may allow special and extended visits if a regular visit is not possible. Extended or special visits shall require approval and may include immediate family members, attorney, clergy, and other appropriate individuals.

- A. An attorney, government official, member of the clergy or other individual desiring a special visit shall submit a request for approval, 24-hours in advance, to the Deputy Warden of Security. An approved visit shall be between the hours of 8:30 a.m. and 2:30 p.m., Monday through Friday, excluding holidays. The visit shall be scheduled through the Deputy Warden of Security or designee.
- B. An extended visit may be requested for a visitor traveling 150 miles or more each way. The inmate shall request in advance through the Classification and Treatment Officer an approval for the visit by the Deputy Warden of Security. The Deputy Warden may provide the inmate with an extended visit that may last up to 4 hours. The inmate may submit in advance a request for approval for three (3) or more visitors to be present. An extended visit shall be for regular weekend visiting periods. The Deputy Warden of Security or designee shall review an extended visit on a case-by-case basis.

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- C. There may be one (1) special and one (1) extended visit each calendar quarter.
- D. If denying a request for an additional visit in the same quarter, the Deputy Warden of Security or designee shall document the denial of the prior special or extended visit request.
- E. The Deputy Warden of Security shall give consideration to immediate family members wishing to visit multiple immediate inmate family members during the same visitation session. (i.e. a mother and father wishing to visit two inmate sons; mother to visit inmate husband and son; grandmother to visit her inmate son and grandson; sister to visit her two inmate brothers.) The inmate or his relative shall request approval for this type of visitation arrangement from the Deputy Warden of Security at least seven (7) calendar days in advance of the visit. The visit shall be on a regular weekend visiting day or holiday.
- F. If the Deputy Warden of Security approves a special or extended visit, he shall record it on the computerized visiting record.
- G. A holiday which falls on a weekend shall be a regular visiting day.
- H. This policy shall be reviewed annually and updated as necessary.

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<p>ACA 5-ACI-4A-21; 5-ACI-7D-14; 5-ACI-7D-15; 5-ACI-7D-17; 5-ACI-7D-21 KRS 196.035; 197.020; 520.010 CPP 9.6; 25.4 LLCC16-02-01</p>	<p>Restricted Visitation Privileges</p>	
	LLCC 16-02-03	3
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I. DEFINITIONS:

"Restriction of visitation privileges" means an administrative action taken for a security reason to protect the safety and security of the institution, the staff, the community at large, the general inmate population, an inmate or a visitor engaging in conduct detrimental to these interests.

"Security visitation booth" means a visiting site to prevent physical contact between an inmate, with a visitation restriction for a security reason, and his visitor.

II. POLICY and PROCEDURE:

- A. An administrative action requiring the restriction of a visitation privilege shall not require a finding of guilt by a court of law or the Adjustment Committee.
- B. The Warden or his designee may:
 1. Restrict visitation for an inmate in the Special Management Unit.
 2. Restrict visitation for an inmate found in possession of dangerous contraband in accordance with Corrections Policy and Procedure (CPP) 9.6 Contraband and KRS 520.010.
 3. Restrict or terminate indefinitely a visitor attempting to smuggle, or conspiring to smuggle contraband into a correctional facility.
 4. Restrict or terminate indefinitely an inmate's visitor found in possession of contraband.
 5. Restrict or terminate indefinitely visitation for an inmate's visitor

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with a history or a conviction for possession of contraband or trafficking in a controlled substance.

6. Restrict visitation for an inmate found guilty of unauthorized use of a drug or intoxicant by the Adjustment Committee.
7. Restrict visitation for an inmate refusing to submit to a urinalysis or a breathalyzer.
8. Prohibit visitation for an inmate or visitor creating a disturbance, or involved in disruptive behavior during visitation that leads to the termination of the visit for a period of time.
9. Restrict visitation for conduct that is detrimental to the safe, secure and orderly operation of the institution for the inmate, visitor, or both.

C. Length of a restricted visit and reinstatement of a visitation privilege.

1. An inmate found guilty of being in possession of dangerous contraband, unauthorized use of a drug or intoxicant by the Adjustment Committee or an inmate refusing to submit to a urinalysis or a breathalyzer shall result in a suspension of visitation status.
2. For any other reasons, the Warden or his designee shall determine on a case-by-case basis restriction of visitation.
3. Upon expiration of restricted visitation, the inmate may request reinstatement of full visitation privileges.
4. The inmate and visitor shall initiate the reinstatement process by a written request to the Warden or his designee.
5. The approval or denial of reinstatement of visitation privileges shall be sent to the inmate in writing. It shall be the inmate's responsibility to notify his visitor of the decision.
6. The following reasons shall not be eligible for review for reinstatement of a visitor:
 - a. Smuggling or attempting to smuggle dangerous contraband into the institution.

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b. Assisting or aiding in the planning of an escape or escape attempt.


D. Restricted Visitation Program Procedures.

1. An inmate with a restriction on his visiting privileges shall send a written request for a visit to his assigned Classification and Treatment Officer. The request shall be made a minimum of seven (7) business days in advance of the requested visit. The Classification and Treatment Officer shall submit the written request to the Deputy Warden of Security for approval.
2. A restricted, non-contact visit shall be in accordance with Institution Policy and Procedure (IPP) 16-02-01 Inmate Visits.
3. An inmate shall be responsible for notifying a visitor of a change and requirement in his restricted visitation or visitation program privilege.
4. The visitor and inmate shall comply with all rules of visitation in IPP 16-02-01 Inmate Visits.

E. Special Management Unit (SMU) Inmate

1. SMU may prohibit a visit for an inmate in the Special Management Unit if:
 - a. An authorized authority restricts visitation privileges for an inmate.
 - b. The inmate behaves in a disruptive way or presents a threat to the safe, secure and orderly operation of the institution.
2. If an inmate has visitation privileges in the Special Management Unit, he shall visit under controlled visitation status, non-contact, in the security visitation booth.
3. An inmate in the Special Management Unit shall:
 - a. Comply with procedures and requirements in this policy;
 - b. Wear mechanical restraints while outside the Special Management Unit; and
 - c. Be strip searched at the conclusion of the visit by Special Management Unit staff prior to returning to his assigned cell.

F. This policy shall be reviewed annually and updated as necessary.

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	January 10, 2023	May 2, 2023
References/Authority	Subject	
KRS 196.035; 197.020; 439.330; 439.340 LLCC 16-02-01	Parole Hearings: Media and Visitors	

POLICY and PROCEDURE:

A. Authorization

1. An individual shall notify the Warden or designee in writing of his intent to attend a Parole Hearing at least seven (7) calendar days prior to the hearing date. The following information shall be included in the notice:
 - a. Name;
 - b. Social Security Number;
 - c. Address;
 - d. Relationship to inmate; and
 - e. Telephone number, if available.
2. The Warden or his designee shall review the notice and forward a response in writing to the individual in sufficient time to attend the hearing. The Warden may deny access to the individual. If an individual does not provide notification at least seven (7) calendar days prior to the Parole Board hearing, the Warden or his designee shall deny the request.
3. The Warden shall limit the number of visitors allowed to attend a Parole Board hearing to four per inmate.
4. The news media shall request to attend Parole Hearings at least five (5) calendar days in advance. Media attendance may be limited in the viewing room based on the capacity of the room.

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B. Entry to Institution

1. Each visitor shall follow procedures outlined in LLCC 16-02-01 Inmate Visiting.
 - a. The visitor shall present a picture identification card, and process through all security measures, including the metal detector, pat search, and footwear search.
 - b. The visitor may bring writing materials into the institution.
 - c. The visitor shall request approval for an item before bringing it into the institution.
2. After identification of the visitor has taken place, the officer shall issue the visitor an institutional I.D. card to be worn while in the Administration Building.
3. The visitor shall be given instructions regarding the procedures and rules concerning the hearing.
4. Inmate Media Interviews
 - a. An inmate may refuse a request for an interview.
 - b. A media request for an interview shall follow requirements outlined in CPP 1.2 News Media. The institution's Public Information Officer shall be the contact person for an interview. The Warden or his designee shall have final approval.

C. Hearing


1. A visitor for the Parole Board hearing shall only observe the hearing by closed circuit television.
2. If circumstances warrant, a security officer may be with the visitor in the viewing room.
3. A disruptive visitor in the viewing room may be escorted from the room and instructed to leave the building and the institutional grounds.
4. A media representative shall not conduct an interview in the viewing room with a visitor.

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D. Departure of Visitors

1. The visitor shall return to the reception desk to return the visitor's badge and receive his picture I.D.
2. The visitor shall not leave the hearing room and the Administration Building and attempt to return to the hearing.
3. An interview of the visitor may be conducted in the outer foyer area or in front of the Administration Building.

E. This policy shall be reviewed annually and updated as required.

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References/Authority ACA 5-ACI-3C-03; 5-ACI-5A-02; 5-ACI-5A-07; 5-ACI-5A-08 CPP 16.4; 17.1	Subject Inmate Transportation, Reception, and Discharge Process	

POLICY and PROCEDURE:

- A. The Transportation, Admission, Discharge (TAD) Supervisor and TAD staff shall:**
1. Control inmate reception into the institution to prevent escape, eliminate contraband, to protect an inmate, staff, and state property.
 2. Notify the Captain's Office, medical employees, the institutional Offender Information Office upon receiving a new inmate for count and records.
 3. Inventory, process, and maintain inmate property in accordance with Corrections Policy and Procedure (CPP) 17.1 Inmate Personal Property.
 4. Conduct a thorough search of inmate clothing and personal articles and strip search of an inmate as he processes through the TAD Department.
 5. Supervise and control inmate movement within the area.
- B. A TAD employee shall receive a transfer memorandum of an inmate entering or exiting the institution from the Transfer Coordinator office. On arrival or discharge of an inmate, the employee shall verify by matching the inmate and inmate ID with the name and number on the transfer memorandum. An inmate shall be processed through the Identification Department of the TAD Department.**
- C. The admission process shall be completed as follows:**
1. The 7:00 am to 7:00 pm TAD staff shall enter inmate movement in and out of the institution into the Kentucky Offender Management


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System (KOMS). After business hours, the Captain's office shall enter inmate movement into KOMS

2. A TAD employee shall thoroughly search and verify clothing and match the inmate's current property to the property inventory sheet from the previous institution or detention facility before it is brought into the institution. The employee shall verify the inmate number on property that has been inscribed or engraved.
3. A TAD employee shall complete a property inventory form in accordance with CPP 17.1 and record the information on an inmate property form.
4. A TAD employee may allow the inmate 45 days to mail out or dispose of an unauthorized clothing or personal property in accordance with CPP 17.1 and CPP 16.4 Inmate Packages.
5. The TAD staff shall ensure the inmate showers and washes his hair thoroughly with Quell or other de-lousing soap. This shall include all inmates received by transfer or those who stay overnight at a jail upon arrival back at LLCC.
6. If necessary, a TAD employee shall notify Offender Information to assign a registered inmate number to the inmate.
7. An employee shall photograph the inmate and make an ID on the 7:00 a.m. to 7:00 p.m. shift.
8. A TAD employee shall enter into the Kentucky Offender Management System (KOMS) identifying scars, tattoos, identifying marks, or other unusual physical characteristics.
9. A TAD employee shall forward a note listing the name and ID number of the inmate with obvious gang tattoos to the Internal Affairs Office.
10. A TAD employee shall contact the institutional laundry for clothing or clothing issue, as necessary.
11. A TAD employee shall provide an inmate with an inmate handbook in a language that the inmate understands. The TAD employee shall notify the Orientation team of the issuance of the handbook in a language other than English.

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12. A TAD employee shall escort or request an escort for an inmate to the Medical, Dental, and Mental Health Department for a screening. If the inmate cannot be seen in medical, a report shall be made with a request for the inmate to be seen.
- D. An Offender Information employee shall review the file with primary attention to meritorious good time, parole eligibility, an upcoming court trip, a reason for transfer, and minimum and maximum release dates.
- E. The Offender Information Supervisor shall ensure an update of inmate information in the KOMS system.
- F. On the date of the inmate's reception, the TAD employee shall maintain in a secure location the inmate medical record, prescriptions, and medications, which arrive with the inmate. A TAD employee shall deliver the record and medicine immediately to the Medical Department.
- G. The Health Authority shall determine the medical needs of a new inmate.
- H. After completion of the above steps, the inmate shall then be assigned living quarters in coordination with the Captain's Office.
- I. This policy shall be reviewed annually and updated as necessary.

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	<p>Date Filed</p> <p style="text-align: center;">SEP 14 2022</p>	<p>Effective Date</p>
<p>References/Authority</p> <p>ACA 5-ACI-5A-05; 5-ACI-5A-07; 5-ACI-5B-05</p> <p>KRS 196.035; 197.020</p> <p>CPP 15.2</p> <p>LLCC 17-01-01</p>	<p>Subject</p> <p style="text-align: center;">Assessment and Orientation</p>	

POLICY and PROCEDURE:

- A. Luther Lockett Correctional Complex (LLCC) may receive an inmate through the Central Assessment and Classification Center, institutional transfers, home incarceration program returns, escape returns, and inmate returns from the Class C and Class D jail programs.
- B. The Transportation, Admission, Discharge (TAD) Supervisor and receiving Officer shall complete the procedure in accordance with LLCC 17-01-01 Inmate Transportation, Reception and Discharge Process. The TAD Supervisor or officer shall issue an inmate handbook in a language understood by the inmate or provide a translation of the handbook. The inmate shall sign a receipt for the handbook or a receipt acknowledging that a translation of the handbook has occurred.
- C. An inmate arriving at LLCC, undergoing initial orientation, assessment, and classification at LLCC shall be placed in the orientation living unit, if space is available.
 1. Initial placement of a new inmate shall be made by a current wing or a daybed vacancy. The Captain's office clerk or Unit Move Coordinator shall make the initial bed assignment.
 2. While housed as an inmate awaiting orientation, or if bed assignment is a daybed in 7A, 7B 7C, an inmate shall not have a television, an appliance, any musical equipment, or Play Station II and accessories. Inmates assigned to day beds may maintain possession of a Nintendo DS Lite gaming system.
- D. During orientation, a Programs employee assigned to orientation shall prepare a summary admission report for a new admission. The report shall include the following information:

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1. The legal aspect of the case;
2. A summary of criminal history;
3. A social history;
4. A medical, dental and mental health history;
5. An occupational experience and history;
6. An educational status and interests;
7. Vocational programming;
8. Recreational preferences & needs assessment;
9. A staff recommendation; and
10. Pre-institutional assessment information.

E. A new arrival shall have an assessment and orientation period within one week in order to:


1. Assist an inmate in the transition to LLCC.
2. Explain institutional rules and programs.
3. Assess an inmate's needs and interests relative to classification recommendations and placement within the institution.
4. Provide written, video, or verbal orientation material in a clear, concise manner. If necessary, an interpreter shall be available. The information to be covered shall be:
 - a. An explanation of mail and visiting procedure;
 - b. Information on how to notify family members of admission;
 - c. The policy pertaining to inmate personal property, inmate account, and inmate uniform;
 - d. Information on AIDS, infectious disease, sexual assault, and PREA;
 - e. Fire safety equipment and evacuation plans;

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- f. **Violations and penalty codes for the Department of Corrections in accordance with Corrections Policy and Procedure (CPP) 15.2 Rule Violations and Penalties; and**
 - g. **Information on legal aide assistance and the inmate grievance procedure.**
 - 5. **Refer an inmate for appropriate medical testing relative to bunking, psychiatric problems, or another medical need.**
 - 6. **Assist an inmate in the assignment of an institutional job. Inmates shall be permitted to participate in a program ordered by the sentencing court or mandated by statute. An inmate shall work an assigned job or attempt to successfully complete an assigned educational program or other program that is assigned by the sentencing court or mandated by statute.**
 - 7. **Ensure an institutional record is in order with an accurate classification document.**
 - 8. **Classify the inmate making appropriate program recommendations and institutional assignments.**
- F. The Classification and Treatment Officer (CTO) shall facilitate the orientation and initial classification process by performing the following functions:**
- 1. **Monitor the daily transfer notification and daily institutional move sheet to identify a new arrival.**
 - 2. **Prior to the inmate's arrival, use the daily transfer notification of the next day's arrivals to check for a potential conflict. Immediately notify the Deputy Warden of Programs and the Captain's Office of an active conflict.**
 - 3. **Review the inmate's institutional record during the first week of arrival and document in the Kentucky Offender Management System (KOMS) case notes.**
 - 4. **Schedule an orientation session with an inmate within seven days of his arrival except in an unusual circumstance. A new inmate list advising of orientation shall be posted forty-eight (48) hours in advance and include the time and location of the orientation session.**
 - 5. **Prepare a new classification document:**
 - a. **If a transfer creates a significant change in custody score or level;**

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- b. If a significant change occurs since the inmate's previous reclassification;
 - c. If the inmate's classification time and the initial classification document is 120 days old or older.
 - d. If the Pre-Sentence Investigation (PSI) arrives after the initial classification at the Assessment Center.
6. Complete a Prison Rape Elimination Act (PREA) risk assessment within three (3) days of an inmate's arrival in Orientation, if an assessment has not been completed in the last thirty (30) days. All reviews and actions regarding PREA risk assessments shall be documented in the KOMS case notes.
 7. Provide a comprehensive orientation of programs, rules, and review the inmate handbook. An inmate shall sign an orientation checklist indicating the review of topics and acknowledging attendance at orientation.
 8. Forward a referral, a program application and other documentation generated during the orientation process to the appropriate authorities.
- G. Duties of the Unit Administrator II (UAI) or designee:
1. The Unit Administrator II (UAI) or designee shall supervise the orientation, the CTO, and chair the orientation committee. The CTO shall present the pre-classification assessment orientation information for review, including program recommendations, conflicts, visiting restrictions, escape history, security alerts, or an escape risk alert and information of relevance.
 2. The UAI or designee shall interview an inmate with particular attention to his initial adjustment, understanding of rules, and verify he has received an institutional inmate handbook.
 3. The committee shall document relevant orientation information in the appropriate KOMS section.
- H. Adjudicated delinquent offenders and youths charged with offenses that would not be crimes if committed by adults do not reside in the institution.
- I. This policy shall be reviewed annually and updated as necessary.

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	<p>Date Filed</p> <p>SEP 14 2022</p>	<p>Effective Date</p>
<p>References/Authority</p> <p>ACA 5-ACI-5A-06; 5-ACI-3D-08 KRS 196.035; 197.020 CPP 17.1</p>	<p>Subject</p> <p>Personal Property Control</p>	

POLICY and PROCEDURE:

A. Authorized Personal Property

1. Upon transfer, an inmate's personal property may be brought into the institution in accordance with Corrections Policy and Procedure (CPP) 17.1 Inmate Personal Property.
2. An inmate shall secure, and store all permitted personal property neatly in the approved space provided.

B. New Admissions to Luther Lockett Correctional Complex

1. An inmate shall be processed through the Transportation, Admission, and Discharge (TAD) department in the Property Room. A TAD employee shall record clothing, personal items, and property on the inventory form.
 - a. A TAD employee shall complete the appropriate property inventory form.
 - b. A TAD employee shall verify that the clothing matches the property inventory from the sending institution.
 - c. A copy of the property inventory form shall be placed in the Property Room office inmate file, given to the inmate, and put in with confiscated property.
 - d. If there is a discrepancy between the property and the accompanying form, the TAD employee shall contact the sending institution. The TAD employee shall report his findings to the initial contact in the employee's chain of command.

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e. A TAD employee shall inventory and record clothing, personal items, and property in accordance with CPP 17.1.

2. Unauthorized clothing or personal items shall be disposed of in accordance with CPP 17.1 and CPP 16.4 Inmate Packages after forty-five (45) days. If the inmate wishes to mail the package, he shall report to the Property Room for package mail out on the designated day for his Living Unit. A TAD employee shall package the unauthorized item and the inmate shall address it. The TAD employee shall weigh the package and advise the inmate of the number of stamps necessary for mailing. The inmate shall place the stamps on the package and sign the inventory of the package.
3. An inmate shall not have a visitor pick up a personal package unless authorized by the Warden or his designee.

C. Personal Property Inventory Form and Inventory

1. A TAD employee shall record the clothing, personal items, and property that he processes through the institutional Property Room. If an inmate is put in the Special Management Unit (SMU), the TAD employee shall use the Personal Property Inventory Form.
2. A property item in storage shall be on a property form, documented on the inmate property form, and attached to the corresponding property being stored. A property item in storage shall have the inmate's name, number and the date it went to storage. The maximum period of time the Property Room shall keep an item in storage shall be forty-five (45) days for an inmate housed in the general population.
3. If an inmate leaving the institution is discharged or transferred, a TAD employee shall use the inventory form to record the inmate's property.
4. An inmate housed in the Special Management Unit shall have forty-five (45) days upon his release from the Special Management Unit to dispose of or mail out unauthorized property in the Property Room.

D. Inmate Transfer to another Institution

1. If an inmate transfers, the inmate and his property shall return to the Property Room. A property inventory form shall list all of his property including any property held in the Property Room. Upon receiving his property, he shall sign the property inventory form for transfer.

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2. The TAD employee shall remove unauthorized state clothing from the inmate's property. The TAD employee shall send the state property to the Laundry for cleaning, storage and reissue.
3. A TAD employee shall place the property in a bag, tag it, and seal it.
4. A TAD employee shall place the inmate property in the transfer vehicle and give a copy of the form to the transporting officer and the inmate.
5. The transporting officer shall deliver the property and the property form to the receiving institution.

E. Appliances Received from other Institutions

1. A TAD employee shall inspect an appliance from another institution for contraband. If a person other than corrections personnel has possession of the appliance, it shall not be allowed in the institution.
2. The appliance shall meet the requirements stated in CPP 17.1.
3. A TAD employee shall ensure the inmate's institutional number is on the appliances, including TV, radio, headphones, AC adapter, PlayStation, hot pot, and other allowed appliances.

F. An Inmate Temporarily Housed Outside the Luther Luckett Correctional Complex

An inmate temporarily housed outside the complex for a specific or undetermined period on furlough, outside court, or outside hospital trip shall place his property in a duffle bag to be retrieved upon his return. If an inmate has dirty clothing, a TAD employee shall send the dirty clothing to the general laundry for cleaning. Upon return of the clean clothing, the TAD employee shall place it in the duffle bag stored in the Property Room. The procedure governing an inmate going to the Special Management Unit shall be in accordance with LLCC 10-01-01 Special Management Inmates.

G. Personal Property Confiscated from Luther Luckett Correctional Complex


1. If an employee confiscates an unauthorized item of personal property in the complex, the officer shall give the inmate a receipt, a copy of a disciplinary report, or the personal property form.
2. The confiscated item shall go to the Property Room or institutional vault for storage until final determination is made by the appropriate authority.

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H. An Inmate Released from Luther Lockett Correctional Complex on Parole or Expiration

1. The inmate shall go to the Property Room while being processed out of the institution and sign a release form. He shall receive his property on release.
2. The Property Room shall not allow personal property, including appliances, to transfer to another inmate. Upon release, an inmate shall remove his property from the institution.

I. This policy shall be reviewed annually and updated as necessary.


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KRS 196.035; KRS 197.020 CPP 14.1; CPP 17.1	Missing or Stolen Inmate Personal Property	

POLICY and PROCEDURE:

- A. If an inmate alleges property has been stolen from him, he shall request a theft report in accordance with Corrections Policy and Procedure (CPP) 14.1 Investigation of Missing Inmate Property.**
1. Notification to staff of missing or stolen inmate property shall be completed by the inmate within five (5) days of discovering the loss.
 2. The inmate shall provide a receipt, property form, or other documentation in order to substantiate the claim.
 3. An employee shall complete the theft report describing the missing or stolen item using the Department of Corrections Theft Report Form required in CPP 14.1.
- B. Investigation of Theft Report**
1. The report shall be sent to a supervisor of Sergeant's rank or above. He shall investigate the alleged missing or stolen item. The investigation shall be conducted within time limits described in CPP 14.1.
 2. The investigation conducted shall determine if there is sufficient evidence to pursue the matter.
 3. The investigating supervisor may confiscate personal property from another inmate during the investigation that fits the description of the missing or stolen item. The supervisor shall give the inmate a Personal Property Form for the item. He shall review the Personal Property Forms for verification of ownership.
 4. Upon completion of the investigation, a copy of the investigation and all related documentation shall be provided to Deputy Warden of Security for processing and distribution to appropriate departments and areas.

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- C. If an inmate files a Department of Corrections Theft Report Form found in CPP 14.1, and the item was lost, destroyed or stolen due to the filing inmate's negligence, or the filing inmate filed the theft report after the five (5) day period in accordance with CPP, the inmate shall wait for six (6) months before he may be authorized to order a replacement for the item.
- D. This policy shall be reviewed annually and updated as necessary.

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KRS 196.035; 197.020	Appliances to Outside Dealers for Repair	

POLICY and PROCEDURE:

A. Repair of Appliances

1. An appliance needing repair shall be sent between Luther Lockett Correctional Complex (LLCC) and an approved dealer by United States mail.
2. A Transportation, Admission and Discharge (TAD) employee shall mail an electronic device or appliance to an approved dealer for repair on the day designated for the inmate's living unit's package mail out. If the electronic device or appliance warranty covers the repair, the electronic device shall be sent back to the canteen.

B. Procedure for Initiating Repair of Inmate Appliances

1. The inmate shall contact the Classification and Treatment Officer (CTO) in his respective unit to request appliance repair.
 - a. The CTO shall verify that the inmate has a minimum of thirty dollars (\$30.00) on his account to allow for a twenty-dollar charge for an inspection fee and ten-dollar charge for return shipping.
 - b. The inmate shall sign a money authorization for the thirty dollar (\$30.00) inspection and shipping fee on his account.
 - c. The authorization to freeze the thirty dollars (\$30.00) on his account shall be forwarded by the CTO to inmate accounts. A copy of the authorization shall be forwarded to the inmate, and the CTO.
2. Upon completion of the thirty dollars (\$30.00) money authorization and transaction by Inmate Accounts, the CTO shall instruct the inmate to take his appliance to the property room on

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the day designated for package mail out for the inmate's living unit.

- a. The inmate shall present his identification card along with his appliance to a TAD employee.
- b. The TAD employee shall check the numbers on the appliance with the inmate's inventory to verify that the appliance belongs to the inmate.
- c. Upon approval of repair, the Business Office shall send a check in the amount of \$30.00 drawn from the inmate's account to the CTO. The CTO shall deliver the check to the property room.
- d. The inmate shall then package the appliance and address it for mailing.
- e. The TAD employee shall watch the inmate insert the \$30.00 check in the package. The TAD employee shall weigh the package to obtain the proper amount of postage. The inmate shall apply the correct number of stamps to cover the postage. The inmate may insure the contents of the package at his own expense. LLCC shall not be responsible for damage or loss to appliances or televisions sent out for repair.

C. Method of Securing Estimate and Repair Costs

1. The inmate shall request that upon completion of inspection of the appliance, the approved dealer supply the inmate with an itemized list of repairs and cost of the repairs. The charge for the return of the appliance shall be included in the approved dealer's repair fee.
2. Upon receipt of estimate if the inmate wants to have the appliance repaired, the inmate shall see his CTO and sign a money authorization for the amount to be taken from his account to cover the repair cost. The Business Office shall prepare a check made out to the approved dealer in the amount of the estimated cost of repair.

D. Return of Repaired Appliance to Luther Lockett Correctional Complex

Upon completion of repairs, the appliance shall be returned to LLCC by U.S. Mail or UPS delivery.

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E. Control of Contraband and Inquiries Concerning Repairs

1. A question concerning appliance repair by an inmate, inmate family member, or another person, shall be sent to the assigned TAD Supervisor or the approved dealer.
2. An attempt to repair or touching of the item by another person not employed by the approved dealer may result in automatic forfeiture of repair privileges.

F. Documentation of Service

The TAD employee shall maintain a log containing the dates each appliance went to an approved dealer and the date it returned from the approved dealer.

- G. This policy shall be reviewed annually and updated as necessary.**

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CPP 18.3 LLCC 16-02-01	Meritorious Housing	

POLICY and PROCEDURE:

- A. Meritorious housing may be assigned to an inmate who demonstrates responsibility, a positive attitude, and has proven himself to be of exemplary behavior while at the Luther Lockett Correctional Complex (LLCC).
- B. An inmate may apply for meritorious housing, if he meets the following eligibility requirements for meritorious placement:
1. Has been housed at LLCC for at least 90 days. An inmate from another institutional meritorious program is eligible to apply for meritorious housing immediately and be placed at the beginning of the waiting list.
 2. Shall be enrolled in a paid work or paid program assignment.
 3. Has not been found guilty of a Category 3 or above offense within the last six (6) months. A conviction of a Category II offense may also result in loss of meritorious housing and shall be reviewed on a case-by-case basis.
 4. An inmate who loses his job position due to assignment to merit housing, shall obtain a job within thirty (30) days of residing in a merit housing unit.
 5. Has not been removed from meritorious housing within the last thirty (30) days . This shall include a refusal to move into an assigned meritorious housing placement or withdrawal of name from honor list.
 6. Demonstrates positive behavior as indicated by the unit records, case records, awards of Meritorious Good Time, letters of commendation, program job assignments and treatment program involvement, and work or program involvement.
- C. Placement on meritorious status shall be by waiting list.

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1. An inmate who meets eligibility requirements shall request an application from his Classification and Treatment Officer (CTO), complete the form, and return to the CTO to request meritorious housing.
 2. Upon receipt of the completed application, the CTO shall date the application and review the inmate institutional record for eligibility.
 3. If the inmate is not eligible, the CTO shall document this information in his institutional record and notify the inmate.
 4. If the inmate is eligible, the application shall be given to the Merit Housing Unit Director or designee, appointed by the Deputy Warden of Programs. The Merit Housing Unit Director or designee shall document, by date, the receipt of the application and place it in the waiting list file.
 5. If a vacancy in meritorious housing occurs, the appropriate unit staff shall re-examine the record for eligibility and place the next eligible inmate on the waiting list into meritorious housing.
 6. If merit status is lost, the inmate shall be required to reapply for merit housing.
- D. An inmate in meritorious housing shall receive the following privileges, unless events affecting the order and security of the institution prevent them:
1. Visitation privileges on both Saturday and Sunday.
 2. Lock down (in cells) at midnight (12:00 a.m.) Sunday through Thursday and at 2:00 a.m. on Friday and Saturday and on nights prior to holidays.
 3. Phone privileges extended until midnight (12:00 a.m.) every night. A Meritorious inmate may use the inmate phones up to 2:00 a.m. on weekends and holidays.
 4. The meritorious housing wings shall have additional furnishings as available, for example, ironing boards and chairs.
 5. The microwave ovens may be used during non-lock down times.
 6. A meritorious inmate may enter the dining room before the general population.
 7. In the merit housing unit, card playing and other board games shall be allowed.

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8. An inmate may be counted in his bed during weekend and holiday A.M. count. If there is a re-count, the inmate shall exit the wing.
9. If no beds are available in a merit unit and the inmate is housed in general population awaiting placement, a meritorious inmate sent out to court or to a hospital for extended periods of time may be placed at the top of the merit list when he returns to the institution.
10. The Merit Housing Unit Director may place an inmate on the merit waiting list in a vacant merit bed to meet institutional needs.
11. If an inmate refuses an institutional needs movement, he may be subject to disciplinary action.


E. Meritorious Housing Expectations and Appeal of Removal

1. An inmate in meritorious status shall:
 - a. Continue involvement in work or program assignment. Termination from a work or program assignment shall result in termination from meritorious housing.
 - b. Follow the unit rules as well as the direction given by the unit staff.
 - c. Not be found in violation of a Category III or above offense. A violation shall result in automatic loss of meritorious housing. Two (2) or more violations of a Category I or II offense within a one (1) year period may result in loss of meritorious housing.
 - d. Not receive adjustment write ups on a continuing basis. This type of documentation shall be grounds for an administrative removal from Meritorious Housing.
2. An employee may provide an inmate with a written explanation as to the reason for removal from merit housing upon receipt of a written request, or upon an approved open records request.
3. If an inmate seeks to appeal his removal from merit housing, he shall send his appeal to the Deputy Warden of Programs within 5 days of being removed from the honor housing.

- F. A meritorious housing inmate, transferred to another institution and returned (within 90 days) to LLCC through no fault of his own, may make immediate application for meritorious housing.**

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- G. An inmate on the waiting list or residing in the meritorious unit may voluntarily ask to be removed.
- H. This policy shall be reviewed annually and updated as necessary.

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I. DEFINITIONS:

“Emergency” means a major equipment breakdown preventing the immediate delivery of power or sanitation facilities.

“Unassigned status” means refusal to work or participate in an approved program.

II. POLICY and PROCEDURE:

Luther Lockett Correctional Complex’s (LLCC) institutional work, industry, and vocational education programs shall comply with minimum applicable federal, state, or local work, health, and safety standards. The programs shall be inspected weekly by qualified departmental staff and monthly by the Safety Administrator.

A. Administration

1. The institution shall maintain a written plan for full time work and program assignments for an inmate in the general, and meritorious, program population. A designated Unit Administrator II (UA II), the Special Services Coordinator or designee, and an inmate payroll staff member shall conduct an annual review.
 - a. All able-bodied inmates shall work unless assigned to an approved education, training program, or rehabilitation program.
 - b. Inmates may refuse to participate in rehabilitation or treatment programs, unless required by statute or the sentencing court.
2. An employee operating an inmate work program may use the advice and assistance of labor, business, and industrial organizations to assist in providing skills relevant to the job market.

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3. The appropriate unit administrator or area work supervisor shall inform an employee assigned to inmate payroll of changes in work, programs, or assignments.
4. A workday interruption shall be minimal.
5. An inmate shall not be discriminated against in program access, work assignment and administrative decisions, based on race, religion, national origin, disability, sex or political views.
 - a. A disabled inmate shall be allowed access to an ADA or EEO Coordinator to assist with problems and challenges because of physical or mental impairments.
 - b. An inmate shall not discriminate against another inmate or staff based on race, religion, national origin, disability, sex, or political views.
 - c. Reasonable accommodations may be made for an inmate in various institutional positions and programs.

B. Job Openings

Job assignments shall be made in accordance with Corrections Policy and Procedure (CPP) 19.3 Inmate Wage/Time Credit Program. A Unit Administrator shall assign a vacant job to an inmate as a job opening occurs. If no jobs are available in a job position, the supervisor shall maintain a waiting list. If the waiting list has no names, the supervisor shall post the position. The posting shall include:

1. Location of the job;
2. The job title;
3. Security requirements;
4. Supervisor's comments related to job, if needed; and
5. The pay scale.

C. Application Procedure

1. The work supervisor shall complete the work assignment form and forward it to the appropriate Unit Administrator for Classification Review.

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3. If the supervisor approves a job application, he shall complete the appropriate section, sign and forward the application to the appropriate Unit Administrator's mailbox.
4. The Unit Administrator shall review the application.
5. The reclassification committee shall review the work assignment form in the presence of the offender.
6. The reclassification committee shall inform the inmate and appropriate supervisors of the approval or disapproval of the work assignment form. The committee shall document the decision in the inmate's file.
7. After accepting a job, an inmate shall not request reassignment for ninety (90) days unless approved by the Unit Administrator.
 - a. If an inmate requests reassignment to vocational or academic school, the ninety (90) day limitation shall not apply. The Unit Administrator may waive the 90-day limitation and approve the reassignment for a job at a higher rate of pay, because it is considered a promotional reassignment.
 - b. The work supervisor may recommend dismissal of an inmate without regard to the ninety (90) day requirement.
 - c. A work supervisor recommending dismissal of an offender from a work assignment shall submit in writing the reason for dismissal to the appropriate Unit Administrator.
 - d. The Unit Administrator shall review the paperwork during committee either to dismiss or reassign the offender or consult with the offender's supervisor.
 - e. The committee shall inform the supervisor of the action taken.
 - f. If the offender does not agree with the committee's decision, he may appeal the dismissal to the Deputy Warden of Programs.
8. The Deputy Warden of Programs or designee may assign an inmate to a specific job, if necessary, due to an emergency.
 - a. The Deputy Warden of Programs or designee shall note the emergency job assignment in the inmate's electronic folder with the abbreviation "EMERG". This shall be documented in the Job Assignment/Program Recommendation section of the inmate's electronic folder.

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- b. The Deputy Warden of Programs shall send a copy of the job assignment form to the appropriate work supervisor.
- c. In the absence of the Deputy Warden of Programs, a request for an emergency job assignment shall go to the following:
 - 1) Warden or designee;
 - 2) Duty Officer;
 - 3) Unit Administrator; and
 - 4) Shift Supervisor.
- d. An inmate refusing to work under emergency conditions shall be subject to disciplinary action.

D. Inmate Pay Scale


- 1. The inmate workday may approximate the work day in the community. Pay scale and attendance shall be in accordance with CPP 19.3.
- 2. An inmate shall receive pay for work performed. An inmate may receive work for time credit based on the scale established in CPP 19.2 Sentence Credit for Work.
- 3. Work supervisors shall enter the monthly state pay into the system during the first week of the month.
- 4. An inmate may request leave from a job assignment to attend a committee, specific program, or to receive medical attention. For an excused absence, an inmate shall obtain a medical knock-off from the doctor or medical provider for a continued absence from a job or program assignment.

E. Dismissal Procedure

- 1. A supervisor recommending dismissal of an inmate from a work assignment shall submit in writing the reason for dismissal to the inmate's assigned Unit Administrator.
- 2. The Unit Administrator shall forward the appropriate paperwork to the Reclassification Committee.
- 3. The Reclassification Committee shall review the situation with an inmate, and either dismiss an inmate from the assignment, reassign him to another position or consult with the inmate's supervisor.

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4. The committee shall inform the supervisor of the action taken.
 5. A supervisor shall dismiss an inmate from a job assignment due to absence from his job under the following conditions:
 - a. An inmate missing work fifteen (15) days or more due to disciplinary action from the Adjustment Committee; or
 - b. An inmate missing work thirty (30) days or more due to other factors, excluding medical or court trips.
- F. Assignment Release and Dismissal
1. An inmate with a good work history may request to be released from a job assignment. He shall have thirty (30) days to find another job assignment.
 2. The Unit Administrator shall forward the appropriate paperwork to the Reclassification Committee.
- G. Staff shall encourage an inmate to develop his personal work habits, attitudes, and capabilities through institutional work, education, or program involvement. An inmate may refuse to participate in a rehabilitation or treatment program, except for adult basic education, a program required by statute, or ordered by the court or Parole Board.
- H. If making a decision to employ an inmate at KCI, the program needs and the safety and security of the institution shall be taken into consideration. An inmate shall have a unit employee's recommendation and the approval of the unit administrator to be eligible for employment at KCI.
- I. This policy shall be reviewed annually and updated as required.

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References/Authority ACA 5-ACI-7B-01 through 5-ACI-7B-12; 5-ACI-7B-14; 5-ACI-7B-15 KRS 196.035; KRS 197.020 CPP 20.1	Subject Education	

POLICY and PROCEDURE:**A. Development and Support**

1. General Educational Development (GED) and career and technical education shall be provided at no cost to the inmate with the exception of re-test fees associated with providing industry-recognized credentials and payments required for college courses. Re-test fees may be applicable based on the individual course and its respective certifications.
2. An advisory committee, with membership from local business, industry, community resources, and trade groups, shall provide assessment and development of the adult education and career and technical education courses in relation to employment opportunities.
3. The academic and career and technical courses shall use a standardized, competency-based curriculum, supported by appropriate material and classroom resources.
4. The educational courses shall include the following:
 - a. Educational philosophy and goals;
 - b. Communication skills;
 - c. General education;
 - d. Basic academic skills;
 - e. GED preparation;
 - f. Special Education;
 - g. Technical Education;

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- h. Post-secondary Education; and
 - i. Other educational courses, if required by the needs of the institutional population.
5. The academic and vocational education courses shall be recognized, certified, or licensed by the state department of education, other recognized agency having jurisdiction, or the Department of Corrections Education and Vocational Training Division. Academic and vocational education courses shall be assessed by qualified individuals, professional groups, or a trade association at least every three years.

B. Educational Opportunities

1. Enrollment for an educational course shall be through the office of the education center. A provision shall be made to meet the educational and technical needs of an inmate who requires special placement because of physical, mental, emotional, or learning disabilities.
- a. Enrollment shall be on the basis of:
 - 1) Interest;
 - 2) Need; and
 - 3) Capacity
 - b. School personnel shall maintain waiting lists for academic and technical classes.
 - c. Luther Luckett Correctional Complex shall consider basic adult educational and career and technical courses as an institutional job assignment. The courses shall be available at a time the majority of inmates can take advantage of the educational opportunities. A class may be offered in the evening, if a work schedule prohibits an inmate from attending classes during the day.
 - d. Flexible scheduling in an academic program shall permit an inmate to enter and proceed at his own pace. The career and technical courses shall permit an inmate to enter quarterly or as required to maximize efficiency.
 - e. Upon enrollment, each inmate student shall sign an agreement to abide by the school rules.
2. Academic Courses

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- a. Academic courses shall extend from basic literacy through the GED diploma.
- b. Academic night classes shall be for an inmate unable to attend the day program because of his work or program assignment.
- c. A student who passes the pre-GED test may be given the opportunity to take the GED test.

3. College

- a. An accredited college or university may offer general education courses leading to a post-secondary degree. An inmate who enrolls in a course shall pay the required fee or apply for a scholarship.
 - 1) Interested inmates shall meet the entry requirements of Luther Luckett Correctional Complex and the accredited university or college.
 - 2) An inmate may apply for available scholarships from the Inmate Canteen Fund as coordinated by the Deputy Warden of Programs.
 - 3) Inmates shall have 90 days clear conduct in order to apply for college classes.
 - 4) Inmates who are not participating in other recommended programs including OJT shall not be allowed to take college courses.
- b. Correspondence Courses
 - 1) An inmate may request to participate in a college correspondence course through the Corrections Education Administrator.
 - 2) An inmate shall not participate without a recommendation from the Corrections Education Administrator (Principal) and approval from the Deputy Warden of Programs and Education Division Manager.

4. Career and Technical Programs

- a. Career and technical training courses shall integrate with the academic courses and shall be relevant to the vocational need of an inmate and to employment opportunity in the community.
- b. A career and technical education class shall be available first to an inmate who has no vocational or technical diploma in the particular field of study and wishes to pursue a trade. An inmate who wishes to pursue an

additional trade may do so if there is no other eligible applicant for the program.

- c. An inmate applicant for the technical programs shall meet the following requirements prior to admission:
- 1) Be a high school graduate or have a GED.
 - 2) Be able to read and work mathematics problems at the grade level required for the program he wishes to enter.
 - 3) Have sufficient time before meeting the Parole Board or serving out to complete the course.
 - 4) Has maintained 6 months clear conduct prior to applying.
 - 5) Pass controlled jobs work assignment security clearance.
- d. To complete a technical course, an inmate student shall:
- 1) Meet entry and exit requirements for the course. An inmate who fails to meet the academic requirements shall use the academic courses to meet this requirement;
 - 2) Complete the required career and technical and related courses in the curriculum as determined by the Department of Corrections, Education and Vocational Training Division;
 - 3) Have a high school diploma or GED; and
 - 4) Pass the corresponding trade specific posttest. The school shall administer a posttest to an inmate student after verification by the instructor that he has successfully completed the course requirement and demonstrated performance and technical knowledge.

C. Educational Staff

1. The academic and technical instructional personnel shall be certified by the Kentucky Department of Education or other comparable authority. Academic and technical instructional personnel shall meet the requirement for professional education as specified by Department of Corrections Education and Vocational Training Division in partnership with corresponding state agencies, to include KDE and KYAE.

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2. Academic and technical education personnel policies and practices shall be under the jurisdiction of the Department of Corrections Education and Vocational Training Division.
3. Accredited university and college personnel shall meet the requirements of the Kentucky Department of Corrections.

D. Educational Counseling

1. Using appropriate standardized testing, the Education Center shall provide the following for a new student prior to his placement in a course and class:
 - a. Initial screening and counseling;
 - b. Assessment; and
 - c. Evaluation to determine each inmate's educational needs.
2. An academic student shall receive educational counseling and encouragement from his instructor during a periodic review of his progress.
3. A technical student shall receive counseling from his instructor.

E. Educational Records

1. LLCC shall have a system of record keeping and departmental communication that maintains privacy and confidentiality of educational records.
 - a. The instructor shall maintain a student information folder for each student assigned in class.
 - b. If a student exits a course, an instructor shall place his educational record in an inactive file for a period of five (5) years.
 - c. If a student transfers to another institution, a copy of his educational record shall go to the school in his new institution upon written request.
2. An instructor shall provide vital educational information to the appropriate offices for inclusion in the inmate's electronic record.

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3. A student's educational record shall be confidential. Information shall be supplied to the appropriate personnel on a need-to-know basis.


F. Recognition of Educational Achievements

1. Educational good time shall be awarded according to Corrections Policy and Procedure (CPP) 20.1 Educational Courses and Educational Sentence Credits.
2. Educational achievement may be recognized through an award ceremony, the newsletter, and a monetary incentive reward.

G. Release from School

1. Upon notification to his instructor and completion of proper paperwork, a student may voluntarily withdraw from an educational course.
2. A student who voluntarily withdraws shall not apply for re-entry to the educational course for a period of ninety (90) days without the approval of the Correctional Education Administrator.
3. If the school releases a student involuntarily, the student may apply for re-entry to the school following a period of ninety (90) days.
4. An instructor may release a student from an educational course, if his behavior demonstrates that he is not capable or is reluctant to cooperate with the rules of the school, or if he poses a security, safety, or control problem.
5. A student withdrawn from a career and technical class for the second time may not apply for re-entry in that class.
6. A student assigned to the Special Management Unit may be withdrawn from school after five (5) days. He may apply for re-enrollment upon release

- H. This policy shall be revised annually and updated as necessary.**

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ACA 5-ACI-4A-23; 5-ACI-4A-23; 5-ACI-4A-27; 5-ACI-7A-05; 5-ACI-7E-01; 5-ACI-7E-04; 5-ACI-7E-07; KRS 196.035; KRS 197.020	Library Services	

POLICY and PROCEDURES:

A. Organization and Responsibility

1. The institutional library shall have a full-time qualified Librarian who shall be responsible for maintenance and supervision of the library operations. The Librarian shall:
 - a. Plan, direct, and coordinate library services and operations;
 - b. Provide for access to staff and inmate library services;
 - c. Develop goals and objectives for the library program that shall include well-articulated principles, purposes, and criteria used in selection and maintenance of library materials;
 - d. Select materials to serve the educational, informational, and recreational needs of the inmate;
 - e. Prepare an annual budget outlining annual goals and objectives for the library program;
 - f. Provide for the selection, training, and use of inmates as library assistants;
 - g. Provide assistance to inmates on use of resources; and
 - h. Develop book programs and reading lists for inmates.
2. The Librarian may seek assistance and staff training from the Kentucky Department of Libraries and Archives.

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B. Library Services

1. Library services shall be available to the general population seven (7) days per week, including evenings and weekends, according to the posted schedule. In addition, the Special Management Unit (SMU) shall have a library service.
2. A schedule of information and special announcements regarding the library facility shall be posted to the inmate population. The inmate shall be responsible for reading and complying with library announcements.
3. Reader and reference services shall be available to the inmate population.
4. An inmate may request an individual orientation to the library.
5. The library shall offer services to advise the reader on availability of materials.
 - a. The librarian or designee shall classify and catalog the collection of books for ease of use by the inmate.
 - b. The librarian or designee may include new books and restricted access materials in special lists for preview.
6. The library shall provide a range of reference and reading materials and services for educational and recreational purposes relevant to the needs and interests of the inmate population including:
 - a. Newspapers;
 - b. Periodicals;
 - c. Reference materials;
 - d. Inter-Library Loan Service;
 - e. Fiction and non-fiction books;
 - f. Audio visual aids;
 - g. Low to moderate and vocabulary readers; and
 - h. Specialized collections including jobs and life skills, African American, and Kentucky.

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7. The Librarian or designee shall deny a request for library materials if:

- a. It presents a substantial threat to the security, order, or rehabilitative objectives of the correctional system, the safety of any person, breaks any federal, state, or county law, departmental policy, or institutional rule; or
- b. The material has obscene or graphic presentation of sexual behavior.

C. Principles, Purposes, and Criteria used for Selection, Acquisition, and Maintenance of Library Materials

1. Principles for selection, acquisition, and maintenance of library material shall be:

- a. To select, order, prepare, and disseminate library materials specifically for the inmate population; and
- b. To maintain a system of access and control by regular inventories, classification, and circulation procedures.

2. The purpose for the selection and maintenance of library materials shall be:

- a. To serve as the public and research library for an inmate during his incarceration; and
- b. To meet the educational, informational, and recreational needs of an inmate on a continual basis.

3. Criteria used for selection and maintenance of library materials shall be:

- a. To use input from an inmate interest survey, staff, teachers, standard selection aides, and the Kentucky Department of Libraries and Archives for assistance in assuring that the needs of the inmate may be met; and
- b. The Librarian shall be responsible for the final selection and ordering of library materials, subject to approval of the Deputy Warden for Programs.

D. Check-Out Procedures from Luther Lockett Correctional Complex (LLCC) Library

1. An inmate shall read and sign the Library User Agreement before using any library facilities.

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2. The Library shall loan books for a period of fourteen (14) calendar days. An inmate may renew a book for additional days at the Librarian's discretion.
3. An inmate shall not check out more than three (3) books at one time.
4. The inmate may check out special collection or reserve books as follows:
 - a. The inmate may check out special collection and reserve items from the librarian. The check-out period may vary depending upon the item; and
 - b. The inmate shall have been instructed by a teacher to check out the reserve item.
5. An inmate may use a newspaper, periodical, or reference material in the library, upon presenting the inmate I.D. Card, and completing a user agreement form.
6. An inmate not returning or renewing a book on time shall be overdue and a fine of ten (10) cents per day may be taken from the inmate's account.
 - a. Failure to return a borrowed book or library material shall result in the inmate being charged for the replacement cost of the item, which shall be taken from the inmate's account.
 - b. If an inmate loses or damages library material, the inmate shall be charged for the replacement cost of the item, which shall be taken from the inmate's account.
 - c. The inmate may receive a disciplinary report for theft or destruction of state property for subsections a. and b. above.
7. Prior to release, an inmate shall be reviewed for library clearance in order to ensure the library books have been returned in good order and replacement fees paid.

E. Returns

1. An inmate may return books and materials to the Circulation Desk.
2. A book drop box shall be available at the Library Door and between buildings 5B and 5C. An inmate shall not return overdue books and materials in the Book Drop box.

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F. Inter-Library Loans

1. The LLCC library shall participate in the Inter-Library Loan Program provided through the Kentucky Department of Libraries and Archives or the online computer library center.
 - a. An inmate may request an item by obtaining a form from the Librarian and completing the form.
 - b. An inmate who borrows an item through the Inter-Library Loan Service shall abide by the following:
 - 1) The inmate shall complete an Inter-Library Loan Service Borrower's Agreement before being allowed possession of the requested item.
 - 2) If allowed by the lending library, the inmate may check the book out for a period of fourteen (14) days. The book may be subject to renewal depending upon the rules of the lending library and at the discretion of the Librarian.
 - 3) An inmate shall:
 - a) Be responsible for the materials; and
 - b) Abide by restrictions and conditions imposed by the lending library.
 - 4) An inmate shall agree to return his Inter-Library Loan items:
 - a) On the specified due date;
 - b) By hand to the Librarian only; and
 - c) In the same condition in which it was loaned.
 - 5) Failure to follow these guidelines shall result in the immediate recall of the Inter-Library Loan item.
 - a) If the inmate does not return the item immediately, the replacement cost of the book, postage, and fees from the lending library shall be taken from the inmate's account.

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- b) In addition, the inmate shall receive a disciplinary report for theft of state property.

G. Special Management Unit

1. The librarian shall house and rotate on a scheduled basis, a collection of books in the Special Management Unit.
2. On a weekly basis, each inmate may select two (2) books. The inmate shall return the books to the Special Management Unit Collection.
3. A request for books from the main library or related printed materials, which meet Special Management Housing Unit requirements, may be requested through the Librarian during the Librarian's weekly tour.

H. Library Rules

The following behaviors shall be prohibited in the library and may result in disciplinary action being taken:

1. Loud talking and disruptive behavior;
2. Refusing to obey orders given by the staff;
3. Smoking, eating, or drinking in the library facilities;
4. Abusive language;
5. Gambling;
6. Loitering or horseplay;
7. Carrying canteen supplies or other property into the library;
8. Sitting on tables or putting feet on tables or chairs;
9. Stealing;
10. Confusing check-out procedures, tampering with library records, or marking a book;
11. Destruction of books, magazines, newspapers, or any other materials;
12. Having possession of library materials that have not been checked out by the inmate possessing the book; or

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13. Violations of Dress Code as stated in Corrections Policy and Procedure (CPP) 17.1 and Institution Policy and Procedure (IPP) 15-01-04 which includes a violation for wearing headgear in the Library.


I. Inmate Library Aides

1. The Librarian shall select, train, and supervise inmates to work as a library aide. The aide shall assist in technical processing, circulation, cataloging, and reference.
2. The Librarian shall select an inmate library aide on demonstrated ability, educational background, experience, and other criteria as appropriate.

J. Staff Use of Library Services – IPP 21-02-01 Staff Library and Information Services:

1. Staff shall have access to staff library services and facilities. Staff shall abide by the rules as outlined in this procedure.
2. Staff shall not use inmate library facilities.

K. This policy shall be reviewed annually and updated as required.

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References/Authority ACA 5-ACI-7C-01; 5-ACI-7C-06 KRS 196.035; 197.020 CPP 22.1 LLCC18-01-01; 21-01-01; 22-05-02; 23-01-01	Subject Recreation and Inmate Activities	

POLICY and PROCEDURE:

- A. The Recreation and Activity Program is a comprehensive recreational program that includes leisure time activities comparable with those available in the community.
1. Luther Lockett Correctional Complex (LLCC) shall employ a full-time, qualified Recreation Director and staff who supervise the recreation programs.
 2. LLCC shall maintain facilities and equipment in good condition and suitable for leisure activities in proportion to the inmate population. A regular inspection of equipment shall be done on a monthly basis to ensure that equipment does not need repair or replacement.
 3. LLCC shall encourage interaction with the community through recreational activities, such as:
 - a. Bringing in outside teams to compete with varsity inmate teams;
 - b. Bringing in outside speakers and bands for entertainment, cultural, and special interest activities;
 - c. Permitting an inmate with approval of the Warden or designee to participate in community activities at the institution:
 - 1) A request may be submitted by recreation staff, an inmate, or a community representative for written approval by the warden;

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- 2) If appropriate community events arise outside the facility, the Recreation Director shall conduct an initial screening to ensure eligibility; and
 - 3) Priority shall be given to an inmate achieving meritorious status and an inmate in an organization participating in an organization activity or club.
4. The Recreation Director shall assess the recreational need and interest of inmates on a continuing basis.
 - a. A periodic survey shall be given to inmates to assess their recreational interest.
 - b. A recreation employee shall consider daily inmate feedback and requests concerning recreational needs and interests in making changes to the recreation program.
5. The Recreation Department shall maintain an Inmate Recreation Committee. This volunteer committee shall consist of three (3) inmate recreation workers, inmate organization representatives, a grievance committee representative, and inmate volunteers, if necessary.
 - a. The Recreation Director shall insure that inmates participating on the committee have different recreational interests, represent different age groups, and racially represent the percentages in the inmate population.
 - b. The Inmate Recreation Committee shall offer constructive ideas for the Recreation Department and relay the feeling of the general population to the Recreation Department.
 - c. The committee shall meet quarterly with the Recreation Director or designee.
6. The Recreation Department shall train and use inmates as recreation program assistants.
 - a. An inmate program assistant shall officiate at competitions and contests.
 - b. Selection consideration for a program assistant shall be as follows:

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- 1) Inmate interest;
- 2) Institutional record; and
- 3) Knowledge of the competition's rules and guidelines.

c. The Recreation Staff shall provide a training program to qualify a program assistant to officiate.


B. The Recreation Program shall include both athletic and cultural activities, including:

1. Gymnasium: daily posted schedule of structured athletic events that may include volleyball, basketball, pool, television viewing, ping pong, and board games.
2. Outside Recreation: may include structured and individual athletic events like softball, horseshoes, volleyball, basketball, weight lifting, and use of the walking track depending on weather and security events. If the yard is open, outside recreation may be open.
3. Inmate Cable News: Broadcasting may be available through the television cable system and may include topics like club news, sports news, general sports information and general policy information pertinent to the entire population.
4. Holiday Activities: The Recreation Department may schedule an event appropriate to the holiday season.
5. Inmate Organizations: A group may sponsor an event or an inmate may initiate an activity, including workshops, special interest seminars open to the population, or athletic events like intramural tournaments, which shall be under staff supervision.
6. Arts and Crafts Program: the population may perform specific arts and crafts projects including wood materials and art; An inmate may perform the project in the craft area of the gymnasium or within the individual's dormitory housing. An inmate may initiate participation in this activity.
7. Interaction with the community through recreational activities like basketball or softball. The Recreation Director or designees may coordinate and invite a minimum security institution to participate in a recreational event.
8. An inmate may initiate and request involvement in an inmate organization or activity like Shakespeare Behind Bars, which may involve volunteers

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from the community.

9. **Music Program:** The program may provide an opportunity to play music in a group setting or provide for indoor or outdoor concerts, weather permitting. Inmates may make a request to a recreation employee to participate in this program.
 - a. An inmate shall request permission to play a musical instrument in a group setting. If institutional policies will not be broken, the Recreation Director or designee may approve the opportunity to play a musical instrument.
 - b. An inmate may purchase an instrument through the Inmate Canteen via approved vendor catalogs per Corrections Policy and Procedure (CPP) 17.1 Inmate Personal Property.
 - c. There shall be a limit to a music program or practice time for musical groups and the group shall schedule the time.
 - d. The number of musical groups shall be limited to the number of band slots available. A group shall be limited to eight (8) inmates.
- D. Participation in a recreational activity or program shall be voluntary. The Recreation Director or designee shall post the rules of the recreation areas. An inmate shall become familiar with the rules of the recreation areas specifically within the gymnasium and recreation field.
- E. The recreation program and area shall be accessible to an inmate regardless of race, religion, national origin, disability or political views.
- F. An inmate shall not participate in an activity outside the institution, if he has received a major category write up in the past twelve months.
- G. This policy shall be reviewed annually and updated as necessary.

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References/Authority ACA 5-ACI-1B-20; 5-ACI-7C-05; 5-ACI-7C-06; 5-ACI-7F-03 KRS 196.035; 197.020	Subject Inmate Clubs and Organizations	

POLICY and PROCEDURE:

A. Approval for Inmate Organizations

1. A club or organization shall have administrative approval to operate within the general population. To form a new club or organization, a proposal containing the goals and objectives shall be sent to the Deputy Warden of Programs for review.
 - a. The Deputy Warden of Programs may make necessary adjustments and forward to the Warden.
 - b. The Warden or designee shall approve or deny the request for a new club or organization.
2. The Warden or his designee may terminate an inmate club or organization for:
 - a. Safety, security or order of the institution;
 - b. Lack of interest;
 - c. Illegal activities;
 - d. Demand for other organizations that may surpass the need for a current operating club or organization; or
 - e. Non-compliance with policy.
3. A club or organization shall have a written statement of purpose and operating procedure (constitution, bylaws, charter, or amendments); they shall be reviewed at least annually. Changes in the club or organization's charter or bylaws shall be submitted to the Deputy Warden of Programs for review, recommendations, and approval.

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4. The institution may provide a room to a club or organization to use as meeting space.
5. A club or organization shall have a minimum of twenty (20) active members and a maximum of forty (40) active members. It may maintain a waiting list for an inmate who would like to join.
6. If a vacancy occurs, the Staff Advisor may admit an inmate from the waiting list, if the inmate has 90 days clear conduct.
7. An inmate may be admitted to a therapeutic organization like Alcoholics Anonymous (AA) or Narcotics Anonymous (NA) based on proximity to parole eligibility or serve-out date.
8. An inmate shall be permitted two (2) absences from AA, NA or any therapeutic organization within a rotating year. Upon any third absence, the inmate may be terminated from the organization.
9. An inmate shall not hold office or chair a committee for two (2) clubs or organizations at the same time.

B. Rules

A club or organization shall:

1. Abide by its constitution and bylaws, Corrections Policies and Procedures, institutional policies and procedures, and fire safety rules. Failure to abide by these may result in probation, forced disbandment, or restrictions being placed upon activities.
2. Submit to the Deputy Warden of Programs, a monthly report to include a proposal for activities for the following month, activities completed during the report month, account information, current number of members, number of members added and removed during the month, and a list of executive officers.
3. Have two (2) service projects per year.
4. Hold at least one (1) monthly general membership meeting. If necessary, special executive board meetings or sub-committee meetings may be held as approved by the Staff Advisor. A club or organization shall not have more than five (5) sub-committees, unless the Deputy Warden of Programs or designee approves more sub-committees.
5. Be responsible for cleanliness and order of the furniture within the meeting space upon completion of the meeting of function.

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C. Staff Supervision of Inmate Clubs and Organizations

1. **The Staff Advisor shall oversee assigned inmate club and organization. The Staff Advisor shall:**
 - a. **Report directly to the Deputy Warden of Programs.**
 - b. **Meet with the assigned club or organization president on an as needed basis.**
 - c. **Approve or reject project proposals. In the absence of the Staff Advisor, the Deputy Warden of Programs shall approve or reject project proposals.**
 - d. **Coordinate inmate organization activities with other departments.**
 - e. **Be responsible for reviewing the club and organization's procedures and by-laws and requests for revision, prior to submitting to the Deputy Warden of Programs for final review and approval.**
 - f. **Evaluate a club or an organization.**
 - g. **Submit a monthly report regarding the status and activities of a club or organization to the Deputy Warden of Programs.**
 - h. **Approve outside correspondence. Correspondence shall be in the best interest of Luther Luckett Correctional Complex (LLCC) and the organization or club. In the absence of the Staff Advisor, the Deputy Warden of Programs shall approve or reject outside correspondence.**
 - i. **Remove an inmate member of a club or organization based upon participation, conduct, or administrative factors.**
2. **The Deputy Warden of Programs or designee shall be responsible for recruitment, selection, and training of club or organization Staff Advisors, as necessary. The appointed Staff Advisor shall:**
 - a. **Meet regularly with a club or an organization to determine the needs of the group.**
 - b. **Attend general membership meetings to monitor that the meetings are conducted in an orderly manner and in compliance with organizational bylaws, institutional policies, and rules, the**

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meetings conclude at the appropriated time, and the meeting area has been cleaned and left in an orderly fashion.

- c. Act as a liaison between a club or an organization and the Administration.
- d. Coordinate and facilitate contacting an outside individual, organization, or business to assist development of a club's or an organization's programs.
- e. Forward a request for an outside guest at least ten (10) working days in advance to the Deputy Warden of Programs or designee.
- f. Submit any activity involving the participation of a non-inmate or non-staff to the Deputy Warden of Programs thirty (30) days prior to the event for review.
- g. Obtain approval from the Staff Advisor or in the absence of the Advisor, the Deputy Warden of Programs to cancel a meeting in an emergency.
- h. Review and approve or reject special projects. A Staff Advisor may reject projects not in the best interest of the club or organization or institution.
- i. Remove an inmate member of a club or organization based upon participation, conduct, or administrative factors.
- j. Maintain a waiting list.

D. Membership Dues

- 1. A club may collect membership dues on a monthly or annual basis. Therapeutic organizations like AA and NA shall not collect membership dues.
- 2. The rates of dues and schedule for payment shall be part of the club's charter, constitution, or bylaws.
- 3. Dues shall be transacted on a money transfer sheet and processed through the Business Office once a month.
- 4. A club shall keep a record of dues paid by a member. A money transfer sheet may suffice for this documentation.
- 5. A money transfer sheet shall have the signature of the Staff Advisor.

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E. Out Counts

A Staff Advisor shall:

1. Be responsible for roll call and verifying attendance. Have an accurate out count or meeting memo.
2. Distribute an out count memo to the Captain's Office, Central Control, and Unit Bulletin Board; no later than 4:00 p.m. two (2) days before the meeting. The memo shall state the date, time, purpose of a meeting and include the name and inmate identification number of those who shall attend the meeting, sorted by dorm or housing location.
3. Post non-out-count meeting memos at least three (3) working days prior to a meeting. These memos shall not require approval of the Deputy Warden of Programs.

F. Fund Raising and Service Projects

1. In order to generate funds for a club to operate, an income producing project may be permitted.
2. A club may participate in a maximum of one (1) fund raising project at a time. The Deputy Warden of Programs may approve or reject the project and a change of the project.
3. A sale project may not have a markup price greater than 20% of the cost from the vendor.
4. A Staff Advisor shall not solicit discounts or barter prices with a vendor. If a vendor offers a discount, it may be accepted. The discount shall be reflected in the final price.
5. The following requirements shall be observed in approving a sale project:
 - a. An inmate shall be advised as he orders an item that if he is placed into the Special Management Housing Unit (SMU), transfers to another institution, or is released by expiration of sentence or parole prior to the delivery of the order, he forfeits the order and money paid. This shall be a condition of participation and an individual not agreeing to this condition shall not participate in an order. This notice shall appear on the money transfer sheet and order form at signups.

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- b. Surplus shall not be ordered. The Staff Advisor shall destroy an item not delivered to an inmate.
- c. Inmates shall submit orders via the kiosk system.
- d. If an inmate's account has insufficient funds for the order, the Business Office shall cancel the money transfer.
- e. Staff shall not pick up an order. The vendor shall deliver the order and be paid prior to delivery. A delivery shall be brought through the front door and the front desk officer and club advisor staff shall check it for contraband.
- f. An inmate shall pick up his order during the pick-up time period. If an inmate does not pick up his order by the time deadline, the Staff Advisor shall destroy the order.

- 6. No inmate shall be paid or given an incentive to promote a sale.
- 7. A service project within LLCC shall be for the enrichment of the entire general population like educational scholarships, donated recreational equipment, literacy programs, or financial donations to institutional indigent medical funds.
- 8. A service project does not have to be limited to fund raising functions and may include an educational drive or a special seminar or program.
- 9. Service projects outside LLCC such as Habitat for Humanity, Toys for Tots, etc. may be selected.
- 10. The Staff Advisor and Deputy Warden of Programs shall approve service projects.

G. Organizational Accounts

- 1. Location and type of account.
 - a. The Deputy Warden of Programs and the Business Office may designate a local bank to maintain institutional organizational checking accounts.
 - b. The total funds in the account constitute the available club funds.
- 2. The business office shall maintain on the computer system one (1) subsidiary account for a club.

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- a. A subsidiary account shall show complete data regarding deposits and disbursements.
 - b. A monthly financial statement shall be sent to a club or an organization at the end of the month.
3. If a club requests to make a purchase:
- a. The withdrawal shall be made for a business purpose.
 - b. The purchase order shall be prepared and submitted at least two (2) days in advance of needing the goods.
 - c. The purchase order shall require the approval and signatures of the Staff Advisor and the Deputy Warden of Programs.
 - d. After approval, the purchase order shall be sent to the Business Office through the Staff Advisor.
 - e. The Business Office shall verify that the respective club or organization has sufficient funds in its subsidiary account to cover the purchase, obtain appropriate signatures, withdraw the funds, and issue a purchase order.
 - f. A deposit shall be made directly into the club fund and credit shall be to the respective subsidiary account.
 - g. An inmate treasurer shall keep a list of expenditure and funds. A copy of all account activity shall be given to the inmate treasurer.
 - h. A club account shall be non-profit making; therefore, the money shall be spent. An account balance shall not exceed \$3,000. Various service projects may temporarily increase a club's account balance as a result of the project. If so, the Staff Advisor shall notify the Fiscal Manager, Deputy Warden of Programs, and the Warden.
 - i. The Deputy Warden of Programs or his designee shall review an organizational account once per year.

H. Organizational Supplies and Equipment

A club or an organization shall:

1. Have a cabinet with a lock to secure and store supplies or equipment. The cabinet shall be in a central location to ensure accessibility.

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2. **Make use of the supplies and equipment owned by them. The secretary of a club or an organization shall keep an up-to-date inventory of club supplies and equipment both state and club owned. All supplies and equipment shall be for the purpose of conducting business only. Any excess of supplies shall be discarded.**
3. **A club or an organization shall not loan, borrow, or give supplies to another organization or individual without the approval of the Staff Advisor or in the absence of the Staff Advisor, the Deputy Warden of Programs.**
4. **The Staff Advisor and the Deputy Warden of Programs may approve an inmate to use property or supplies in his cell including typewriters, files, and club or an organization's equipment.**

I. Outside Guests and Guest Speakers


1. **A club or an organization may submit a request to invite a speaker or guest to the Staff Advisor for approval or denial. If approved, the Staff Advisor shall contact the individual to obtain the name, date of birth, race, sex, and social security number of the speaker or guest. The Staff Advisor shall supply the Internal Affairs Department with the information thirty (30) days prior to the activity date.**
2. **A memorandum shall be given to necessary staff and checkpoints providing the meeting, date, time, and guest name for entrance.**
3. **A family member or visitor shall not attend inmate activities other than the club banquet in the visiting room.**

J. Special Events

1. **Each club may be permitted two (2) special events per calendar year. These events may include a social, Christmas party, or other approved event. The Staff Advisor shall submit a proposal for a special event at least three (3) weeks in advance of the proposed date. The Deputy Warden of Programs shall review and approve or reject the proposal.**
2. **Any expenses shall be paid from club funds.**
3. **Special events shall be no more than two (2) hours in length.**
4. **With the exception of outside sponsors or volunteers who normally attend club meetings, guests shall not be permitted.**

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5. Refreshments served at a special event shall be geared to the event. For example, a social shall be a social in the traditional sense, and consist of ice cream and cake. A Holiday party might include soft drinks and chips. A special event shall not include entrée food.
- L. This policy shall be reviewed annually and updated as necessary.

 <p style="text-align: center;">LUTHER LUCKETT CORRECTIONAL COMPLEX</p> <p style="text-align: center;">Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">LLCC 22-05-02</p>	<p>Total Pages</p> <p style="text-align: center;">7</p>
	<p>Date Filed</p> <p style="text-align: center;">SEP 14 2022</p>	<p>Effective Date</p>
<p>References/Authority</p> <p>ACA 5-ACI-7C-01; 5-ACI-7C-06CPP 17.1 KRS 196.035; 197.020</p>	<p>Subject</p> <p style="text-align: center;">Arts and Crafts Program</p>	

POLICY and PROCEDURE:

A. Arts and Crafts Projects

1. An arts and craft project, regardless of type, shall require prior written approval from the Recreation Leader placed in charge of the arts and crafts program.
2. Each inmate participating in the arts and crafts program shall first place his name on a waiting list. The Recreation Department employee who has been assigned responsibility for the arts and crafts program shall maintain the list. A copy of the arts and crafts participants shall be on the H: drive.
3. Due to staff and space limitations, two (2) specific arts and crafts programs shall be in operation. An inmate may participate in a program with the consideration of space and staff.
 - a. An inmate may participate in a project involving wood materials like matchsticks and craft sticks, with a maximum of 120 inmates participating;
 - b. An inmate may participate in art (painting, drawing, sketching, water colors and other items) with a maximum of 120 inmates participating;
 - c. An inmate may participate in the arts and craft sale program.
4. An inmate shall not participate in more than one arts and crafts area at a time without the specific approval of the program director.
5. If security questions arise or if the number of persons requesting program participation drops to a low level, the Deputy Warden of

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Programs may discontinue or suspend an individual program by written memorandum.

6. Upon acceptance of the inmate into the program, the Recreation Director shall complete an Arts and Crafts Supplies Authorization for the inmate to retain. The Recreation Director or designee shall log the authorization in the Recreation Department.
7. Arts and Crafts Supplies Authorizations shall be valid for ninety (90) days from the date of receipt of the project materials.
8. Within thirty (30) days after completion, a project shall leave the institution. No completed projects may stay unless approved through the Deputy Warden of Programs. An inmate shall have a project mailed home at the inmate's expense or sold.

B. Arts and Crafts Projects

1. Wood crafts – the inmate may maintain one project in the dormitory and participate on one project at a time.
 - a. An inmate shall not store excess materials in the dormitory.
 - b. The inmate may have the materials to complete one project.
 - c. An inmate shall not store materials without the approved Arts and Crafts Supplies Authorization.
 - d. There shall be no sand, rocks, mortar, other similar loose materials, or sandpaper in the dormitory.
 - e. An inmate shall complete an individual project within ninety (90) days from the date the materials arrive at the institution.
 - f. An inmate shall not complete more than two projects in a ninety (90) day period.
 - g. A completed project shall not be larger in size than 18" x 18" x 18".
 - h. A hollow area in a project shall be accessible. There shall not be any hidden drawers or secret compartments.
 - i. Project materials:

- 1) 1500 matchsticks without heads;
- 2) 1,500 craft sticks;
- 3) Felt – less than one (1) square yard, no dark blue, black, gray or brown;
- 4) Two (2) wood project toy kits;
- 5) Six (6) hinges – no longer than 1”;
- 6) Cloth, no more than one yard, no blue, black, dark gray or brown;
- 7) Plastic sheet protectors, limit 25; and
- 8) Non-toxic, non-wood glue.

2. Oil Painting Projects, Water Color Projects, and Drawing Projects

a. The paint and other materials shall be clearly labeled non-toxic, water and soap washable.

b. An inmate may have two paintings in the dormitory.

c. The maximum permissible painting size shall be 18" x 24".

d. An inmate shall not have an easel in the dormitory.

e. An inmate shall store brushes, paints, drawing supplies, and materials in a neat and orderly manner in the inmate's locker or in other assigned storage space designated by the Arts and Crafts Supervisor.

f. There shall not be a limit on single sheet drawings as long as they do not exceed 18" x 24" in size and are properly stored and do not exceed the authorized two (2) cubic feet of space for personal paper materials as outlined in Corrections Policy and Procedure (CPP) 17.1 Inmate Personal Property.

g. The Recreation Director or designee shall count drawing paper, art paper, card stock and other items. It shall not be wire bound or take up more than the amount of two (2) cubic feet.

h. Project materials:

- 1) Twenty-four (24), two (2) ounce bottles or tubes of non-toxic paints;
- 2) Ten (10) paint brushes no longer than 10" and no wider than 1". If longer than 10" the handle shall be cut down;
- 3) One (1) plastic palette tray no longer than 12" x 9";
- 4) Non-toxic, non-flammable, and non-combustible water based brush cleaner;
- 5) Two (2) soft plastic painting knives;
- 6) Pastel chalk or colored pencils not to exceed a total of 36;
- 7) Two (2) canvasses over wood frames no larger than 18" x 24" each;
- 8) Twenty (20) sheets of canvas pads;
- 9) Non-toxic mod podge or similar sealant;
- 10) Colored markers – 36 non-toxic;
- 11) Colored pencils – 36 each, graphite or graphite pencils shall be prohibited;
- 12) Crayons – 36 non-toxic;
- 13) Pencil sharpener – blade shall be riveted into case;
- 14) Erasers – 2 large;
- 15) Scissors – plastic kindergarten size;
- 16) Plastic Drawing Devices;
- 17) Rulers – 2 each;
- 18) Triangles – 4 no larger than 6" on any side;
- 19) T-square – 1 no longer than 13 inches;
- 20) Safety compass – 1 each;

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21) Retractor – 1 each; or

22) Templates – 5 no larger than 6" x 10";

C.

Purchase of Project Materials

1. Once an inmate has received approval on the Arts and Crafts Supplies Authorization, he may participate in the arts and craft program. He may purchase and request supplies through the mail from approved vendors using approved payment options available through inmate accounts to pay for his purchase.
2. The inmate shall review the approved vendor catalogs with recreation staff and complete an order form with the approval of the Recreation Department.
3. The Recreation staff shall, by signature, verify approval of the requested items on the order form. Recreation staff may deny an item on the order form.
4. On the inmate's mail out day, the order form shall be taken to the Property Room to obtain the approval and signature of the TAD Officer.
5. The inmate shall then take the order form to the Inmate Canteen and have (2) two copies made at the inmate's expense.
6. The inmate shall then take the original form, a stamp, and an envelope to his Classification and Treatment Officer and complete a money authorization.
7. One copy of the order form shall go to the TAD Officer.
8. The inmate may have one art and craft package in a ninety (90) day period. The package shall not be counted as a vendor package.
9. An inmate shall not be allowed to retain more than the supplies necessary to complete two projects, but shall work on one project at a time.
10. Upon receiving the package, the Property Room staff shall inspect it in the property room. If TAD approves the package for release, TAD shall contact the inmate and he shall report to the Property Room to pick-up his supplies.
11. TAD shall inform the Recreation Department by E-mail of the arrival of the package.

D. Completion and Disposal of Arts and Crafts Projects

1. Within thirty (30) days after the completion of a project, the completed project shall leave the institution by mail or be put up for sale as in section E of this policy.

2. An inmate shall not have a visitor pick up a project. If the inmate does not mail or sell the project within 30 days of completion, TAD shall destroy or donate the project to an appropriate charity.

3. TAD shall e-mail the Recreation Director, if an inmate mails out a finished project.

E. Arts and Crafts Sales Methods

1. An inmate shall purchase and order arts and crafts material through the Recreation Department. An employee shall not purchase, supply, bring into the institution, or order materials for an inmate's arts and crafts project.

2. Within 30 days of completion, an arts and craft project shall be removed from the institution by one of two methods noted in paragraph three below.

3. Methods of removal from the institution shall be by one of the two following methods:

a. Offered for sale and sold; or

b. An inmate shall mail it home at his expense.

4. An item for sale shall be given to recreation staff by the inmate who made the item. A recreation employee shall place the item in the display case in the mall area of Building #2 with the item's price visible on the sales form.

5. The name and number of the inmate builder selling the project shall be on the bottom of the project for sale purposes.

6. A person requesting to purchase an item may fill out an order form request with the project. The order form shall go to the recreation department for processing. An employee making a purchase of an arts and crafts project may obtain an order form from the recreation department staff.

7. A purchaser shall return the order form request along with a U.S. Postal money order for the amount of purchase to the shift supervisor or visiting

room supervisor. A postal money order shall be made payable to Luther Lockett Correctional Complex's (LLCC) Organizations Account. After payment, the purchaser shall remove the item from the institution at the conclusion of the purchaser's visit. An item shall be picked up on a regular visiting day. The Shift Supervisor shall ensure that the money order and sales form are in the Business Office locked box located in Building #1 vault.


8. The purchaser shall not have an item sent through the mail.
 9. Eighty (80%) percent of the sale price of an arts and crafts item shall go to the inmate seller's account. Twenty (20%) percent of the sale price of the item shall go to the Inmate Indigency Fund.

10. An Inmate may offer two (2) projects per ninety (90)-day period for sale.
 11. The Recreation Arts and Crafts employee and the inmate shall determine a price for the project to be sold.

12. An item may remain on display for sale until sold, or 30 days, whichever shall come first. After 30 days, the unsold project shall be taken to the property room by Recreation Arts and Crafts staff and held there for 45 days. If the inmate does not mail it out within 45 days at his expense, TAD shall destroy or donate the project to an appropriate charity.

F. The Recreational Director and Property Room Supervisor may consider a special order for approval. Final approval for a special order shall require authorization of the Deputy Warden of Programs. The approval shall be based on the quality of past projects, proof of project need, and inmate institutional record. An order shall be limited to one (1) per quarter and in a quantity sufficient to complete two (2) projects in a ninety (90) day period.

G. This policy shall be reviewed annually and updated as necessary.

<p>Total Pages 5</p>	<p>Policy Number LLCC 23-01-01</p>	<p>Effective Date SEP 14 2022</p>	<p>Subject Religious Program</p>
<p>LUTHER LUCKETT CORRECTIONAL COMPLEX</p>  <p>Policies and Procedures</p>		<p>References/Authority ACA 5-ACI-5C-07; 5-ACI-7F-01 through 5-ACI-7F-08 KRS 196.035; KRS 197.020 CPP 14.3; CPP 17.1; CPP 23.1 IPF 08-02-01</p>	

POLICY and PROCEDURE:

- A. **Chaplain Position and Religious Facility Equipment and Practice**
1. Luther Luckett Correctional Complex (LLCC) shall maintain a full-time Chaplain position.
 2. The institution shall offer space and equipment adequate for conducting and the administration of religious programs. The institution shall offer non-inmate clerical staff through the supervising Deputy Warden's office.
- B. **Chaplain Responsibilities**
1. The Chaplain shall have primary responsibility for planning, coordinating, and scheduling religious services and programs.
 2. The Chaplain may expand the Chaplaincy program by approving and training both laymen and clergy volunteers from faith requirements within the inmate population.
 3. The Chaplain shall have access to the entire institution and shall make pastoral visits to the housing units, Special Management Unit, and outside hospitals.
 4. The Chaplain shall be responsible for the security and sanitation of the Chapel area. The Chaplain shall ensure that supplies and equipment are available for cleaning. The Chaplain shall store and issue the supplies according to IPF 08-02-01 Control of Caustic, Toxic, Flammable, Hazardous and Other Chemicals. An accurate inventory and account for cleaning supplies shall be maintained.

5. The Chaplain shall develop and maintain a close relationship with community religious leaders.

6. If a religious leader of an inmate's faith is not represented by the Chaplaincy staff or volunteers, the Chaplain shall assist the inmate in contacting a person who has the appropriate credentials. The contacted person may minister to the inmate under supervision of the Chaplain.

7. If available, the Chaplain shall report an emergency or tragedy, including critical illness or death of an inmate's relative, to the inmate and complete the Family Emergency Notification Document. If the Chaplain is unavailable, the Shift Supervisor shall complete the notification and inform the inmate.

C. Determining Inmate Religious Needs

1. The Chaplain shall carry out a needs assessment for religious services and staffing. The Chaplain shall systematically and regularly review:

a. Inmate requests; and

b. Inmate participation in religious programs.

2. An inmate desiring to affiliate with a religious tradition or sect, or to change his affiliation shall be free to do so in accordance with Department of Corrections policy. He shall notify the Chaplain in writing of these changes.

3. Religious services shall be open to all inmates.

D. Scheduling of Services

1. The Chaplain with the approval of the appropriate Deputy Warden shall plan, schedule, and coordinate the religious programs at the LLC.

2. The Chaplain shall offer and post throughout the institution a monthly schedule of religious activities. The schedule shall contain the time of a service and the name or organization of the person conducting the service. The signature of the Warden or supervising Deputy Warden shall serve as authorization for the service to be held and entry of the person listed as conducting the services.

E.

Access to Religious Resources

3. Individual prayer shall normally be permitted throughout the entire institution. A work or program area supervisor may designate an area that an inmate may offer prayers in an appropriate manner ensuring safety and security in the area. If a disruption of regular and necessary services would result, a supervisor may delay or disallow prayer activity in a work or program area. Refer to CPP 23.1 Religious Programs for mandatory or authorized prayer times.
4. If possible, the Chaplain shall arrange the schedule to allow for worship and meditation by the inmate's faith.
1. If a requirement of faith, an inmate may receive and use a variety of religious paraphernalia to practice his faith in accordance with CPP 23.1. This may include books, magazines, pamphlets, or other resources including audio tapes and CDs.
2. An inmate shall be given the opportunity to receive visits from clergy or spiritual advisors of his faith in accordance with CPP 16.1. A religious item shall not be given to an inmate during a visit without proper authorization from the Warden or Deputy Warden. A religious item may be given to the Chaplain for approval to distribute.
3. The Chaplain shall approve and coordinate special religious programming with the final approval completed by the supervising Deputy Warden. Prior to the event, a list of people entering the institution to attend the special service shall be provided by the Chaplain for review and approval by the Deputy Warden.
4. A group conducting religious services at LLCC shall be under the supervision of the Chaplain, an employee, or certified volunteer.
5. The Volunteer Coordinator, with input from the Chaplain, shall maintain a list of certified volunteers or visiting ministers in charge of a group conducting services. The visiting minister or certified volunteer shall be responsible for the conduct of the group. A rule infraction, disorderly conduct, or actions that may be a threat to the security of the institution, shall result in loss of privileges for the visiting minister, certified volunteer, and the group.
6. The Warden or designee may discontinue a religious meeting that results in disorder, a demonstration or threat to institutional security until a review of the specific incident is completed.

7. Volunteers, guests, and programs may be terminated or discontinued with the Warden's approval.

F. Religious Dietary Needs

1. A request for a special religious diet that cannot be met by the regular food service methods shall be made in writing to the Chaplain. Based upon established religious doctrines and teachings of the faith involved, the Chaplain shall make a recommendation regarding the request to the appropriate Deputy Warden.

2. An inmate may observe fasting days and special holy days consistent with the teachings of his faith. If this necessitates special arrangements with food service, the Chaplain shall coordinate with the Food Service Manager upon approval of the appropriate Deputy Warden.

G. Rules governing the use and distribution of religious equipment and literature:

1. Cassette player or CD player without recording capabilities

a. An inmate may request a tape player or CD player and religious tapes or CDs from the chaplain for use in the Chapel. As time and space permit, a reasonable request may be taken into consideration on a first come first serve basis.

b. An inmate shall use the equipment in the chapel under the supervision of the Chaplain or designee.

c. An inmate may check out of the chapel library a maximum of one (1) tape or CD and take it to the living unit.

2. Religious Literature

a. An inmate may receive and possess religious literature and publications allowed in Corrections Policy and Procedure (CPP) 17.1 Inmate Personal Property and LLCC17-04-01 Personal Property.

b. Religious material shall be made available to each inmate without discrimination.

H. Additional Duties and Responsibilities of the Chaplain

1. The Chaplain shall counsel with inmates concerning religious problems and institutional adjustment. If time and space permit, the Chaplain may

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include the relatives and family of the inmate as a supportive ministry in time of crisis.

2. The Chaplain shall furnish information on available religious services. If an inmate requests, the Chaplain may consult with an inmate on an individual basis to determine personal needs.

3. The Chaplain shall ensure that institutional departmental interaction is ongoing by communicating with the appropriate persons, providing pastoral care to employees, participating in staff training and committees, and attending meetings, as necessary.

4. The Chaplain shall submit monthly and annual reports to the supervising Deputy Warden Operations and Support Services concerning the activity of each faith group. The report shall include:

a. The names of special services or events;

b. The total number of activities or services;

c. The total in attendance;

d. The number of bedside visits and funeral trips;

e. The volunteer activities and services;

f. Any incidents reports; and

g. Any inmate marriages.

5. The Chaplain, in cooperation with the supervising Deputy Warden, shall develop and maintain communication with faith communities and approve donations of equipment or materials for use in religious programs.

1. Inmate Marriage
An inmate requesting to be married while incarcerated at LLCC shall follow the procedure in CPP 14.3 Marriage of Inmates.

J. This policy shall be reviewed annually and updated as necessary.

POLICY and PROCEDURE:

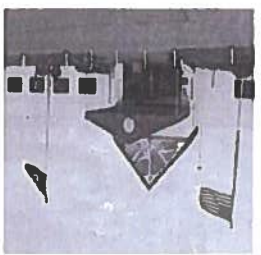
Luther Luckett Correctional Complex (LLCC) shall provide notification to an inmate regarding a death or hospitalization in his immediate family. For a critical illness, an inmate may request to visit an immediate family member in the hospital.

A. Chaplain Responsibilities

1. During the Chaplain's working hours, the Shift Supervisor shall forward the emergency notification call to the Chaplain.
2. The Chaplain shall attempt to verify the information and then notify the inmate. The Chaplain may request assistance with verification and inmate notification by using the unit program staff.

B. Security Responsibilities

1. If the Chaplain is not present on institutional grounds, the Shift Supervisor shall be responsible for verification of the information and notification of the inmate. The Shift Supervisor shall contact and advise the Duty Officer and the Chaplain of the information.
2. Primary verification shall not be the incoming telephone call. Verifying information shall be from the funeral home, coroner's office, hospital, police, or verified family members.
3. Verification of the information shall be complete before contacting the inmate.
4. After the notification, the Shift Supervisor shall have staff check the status of the inmate. If necessary, the Shift Supervisor shall place the inmate in administrative segregation for a period of observation.

References/Authority KRS 196.035; KRS 197.020 CPP 9.4		Subject Inmate Family Emergency Notification	
Policies and Procedures LUTHER LUCKETT CORRECTIONAL COMPLEX		Date Filed SEP 14 2022	Effective Date
Policy Number LLCC 23-01-03	Total Pages 2		

C. Follow-up Documentation

1. The Chaplain or Shift Supervisor shall complete the appropriate notification information.

2. Upon completion of the notification process, a final approved copy of the Family Emergency Notification Form shall be sent to the appropriate Unit Director, Caseworker, Deputy Warden and placed in the Kentucky Offender Management System (KOMS).

D. Verification of Inmate Family Emergencies

1. In order for an inmate to be eligible for a funeral trip or bedside visit, the relation of the inmate to the family member shall meet the definition of "Immediate Family" in Corrections Policy and Procedure (CPP) 9.4 "Transportation of Inmates to Funerals or Bedside Visits."

2. The staff member processing the notification shall be responsible for ensuring the verification of the inmate family relationship as directed in CPP 9.4 Transportation of Inmates to Funerals or Bedside Visits. The inmate institutional file in KOMS shall be a primary source for verification.

3. Upon verification of information, the Deputy Warden of Security shall complete final processing for a bedside visit or a funeral trip. A unit program employee shall make the arrangements and confirm the family's willingness to cover the cost of transport as outlined in CPP 9.4. If a unit program employee is unavailable, a Shift Supervisor shall make the arrangements.


4. The Deputy Warden or his designee shall ensure that the Shift Supervisor receives a copy of the approval to ensure timely coordination of the transportation arrangement.

5. A copy of the complete notification shall go to the Business Office for trip cost and receipt of expenditures from the inmate's family.

E. This policy shall be reviewed annually and updated as necessary.

- A. Provision of Services**
1. All Social Services programming shall be administered and supervised by trained, qualified individuals with a minimum of a bachelor's degree in a social or behavioral field. The programming shall be under the authority of the Deputy Warden of Operations and Support Services and the Deputy Warden of Programs. The programming shall provide a range of resources appropriate to the needs of inmates, including individual and family counseling, family planning, parental education, and community services. Programming shall utilize a team approach to include staff members, paraprofessionals, volunteers, and students.
 2. The Deputy Warden of Programs and the Deputy Warden of Operations and Support Services shall designate staff to act as coordinators. Staff shall be available to counsel an inmate upon request. Provision shall be made for counseling and crisis intervention in the following areas:
 - a. Needs Assessment of an incoming inmate.
- The unit staff shall complete the pre-classification assessment and consult with each inmate prior to the initial classification appearance to ensure that the inmate is given the opportunity to participate meaningfully in the formulation of his institutional program. Unit staff responsible for orientation shall perform the following functions:
- 1) Notify the inmate of the date, time, and location to report for orientation;

POLICY and PROCEDURE:

<p style="text-align: center;">Counseling and Social Services</p> <p style="text-align: right;">Subject</p>		<p style="text-align: right;">References/Authority</p> <p>ACA 5-ACI-5A-05; 5-ACI-5E-01; 5-ACI-5E-04; 5-ACI-5E-05; 5-ACI-5E-06; 5-ACI-5E-07; 5-ACI-5E-08; 5-ACI-5E-09; 5-ACI-5E-10KRS 196.035; 197.020 LLC 10-01-01</p>	
<p style="text-align: right;">Effective Date</p>	<p style="text-align: center;">SEP 14 2022</p>	<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p style="text-align: center;">LUTHER LUCKETT CORRECTIONAL COMPLEX</p> <p style="text-align: center;">Policies and Procedures</p> </div> </div>	
<p style="text-align: right;">Total Pages</p>	<p style="text-align: center;">3</p>	<p style="text-align: right;">Policy Number</p>	<p style="text-align: center;">LLCC 24-01-01</p>

2) Inform new arrivals of program options available at the institution;

3) Offer individual counseling and group consultation consistent with the incoming inmate; and

4) If an inmate needs immediate mental health services or psychiatric referral, contact the institutional psychologist.

b. Pastoral Counseling

Under the authority of the assigned Deputy Warden, the institutional Chaplain and pastoral volunteers shall offer services in the following areas:

1) Hospitalization or death of family members and informal supportive counseling;

2) Scheduled individual counseling, family and group counseling as needed and time permits; or

3) Spiritual guidance and counseling for religious denominations.

c. Individual Case Management

The Unit Management Programs Team shall provide counseling to inmates in the unit. Classification and Treatment Officers shall be the primary persons who monitor the progress and adjustment of an inmate residing in the units. The Unit Management Programs Team includes Classification and Treatment Officers, Unit Administrators I and II. These staff members shall assist an inmate with routine institutional management issues, conduct semi-annual needs assessments, and act as crisis intervention and referral personnel.

d. Individual Counseling

After an assessment, the Medical and Mental Health Department, Chaplain, and volunteers may offer individual counseling to an inmate who may potentially benefit from the counseling. Other inmates may be included depending on staff availability and security issues. The inmate's need and staff availability shall determine the provision of these services.

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e. Crisis Counseling Services

The Medical and Mental Health Department shall offer resources for crisis counseling during the work week. During evening and weekend hours, the Shift Supervisor and Duty Officer may use the Chaplain or on-call mental health staff.

f. Mental Health Assessment and Intervention

Medical and mental health staff shall work with other security and programs staff to consult with an inmate suspected of suffering from emotional difficulties or in need of psychiatric referral. A referral may be made by counseling and social services staff or other Luther Lockett Correctional Complex (LLCC) staff with the completion of a Psychological Services Referral or verbally by telephone under emergency or unusual situations.

3. Special Programs

The program shall be under the authority of the Deputy Warden of Programs and Volunteer Coordinator. Special programs or a variety of counseling groups may be available on a rotating basis. The institution shall maintain a list of available programs.

4. Sex Offender Treatment Program

This program shall be under the authority of the Deputy Warden of Programs. Provisions shall be made for group counseling for an inmate incarcerated for sex-related offenses. To be eligible for participation in this program the inmate shall meet the requirements of CPP 13.6.

5. Vocational Counseling

If available, a certified counselor assigned to the institutional vocational school shall assist the inmate in vocational planning and offer counseling to an inmate during his training at the institution.

6. Inmate Review

The institutional staff shall identify the needs of the inmate population to ensure necessary programs and services are available for an inmate with specific types of problems.

B. This policy shall be reviewed annually and revised as necessary.

SOCIAL SERVICE PROGRAMS

The programs listed below are available to inmates at LLCC. Participation shall be voluntary, though a referral may be received from various sources, including the institutional Classification Committee.


- (1) Sex Offender Treatment Program
This program involving group counseling for an inmate incarcerated for sex-related offenses is managed by the Division of Mental Health. To be eligible for participation in this program the inmate shall meet the requirements of CPP 13.6. This program shall be under the supervision of the Deputy Warden of Programs.
- (2) Moral Recognition Therapy (MRT)
This program is a systematic, cognitive behavioral step by step treatment strategy designed to enhance self-image, promote growth of positive productive identity and facilitate the development of higher stages of moral reasoning. The program shall be under the supervision of the Deputy Warden of Programs
- (3) Alcoholics and Narcotics Anonymous
The Deputy Warden of Programs shall designate an employee to be an Alcoholics or Narcotics Anonymous sponsor. The employee shall coordinate the activities of the inmate self-help group. An inmate with an alcohol or narcotics history or substance abuse related charges may be able to participate. An inmate or employee may initiate a voluntary referral.
- (4) Parenting
Parenting programs offered are the Boundaries Series and MRT- Parenting program. The programs are under the supervision of the Deputy Warden of Programs.
- (5) Psychology
The Medical and Mental Health Department provides individual and group counseling opportunities. This program shall be under the supervision of the Deputy Warden of Support Services.

POLICY and PROCEDURE:

A.

An Offender Information employee shall process an inmate's release papers and maintain an up-to-date sentence expiration list that records the inmate's minimum and maximum release dates. An Offender Information employee shall review and verify a court document or court order, a parole certificate, and pertinent release papers prior to releasing an inmate from the Luther Lockett Correctional Complex (LLCC). An Offender Information employee shall:

1. Complete a review of the institutional file for holds, detainers, notifications, parole recommendations, and other pertinent information.
 2. Contact Central Office to obtain a Central Office review and approval for discharge.
 3. Obtain a forwarding address from the inmate thirty (30) days prior to release either through the inmate, Reentry Coordinator, or Classification and Treatment Officer (CTO). For an immediate release, the forwarding address shall be obtained from the inmate during the notification of the release.
 4. Send a notice of discharge to the inmate.
 5. Complete and process a Kentucky Criminal Inmate Registry Form on each inmate serving a sex offense.
 6. Provide written notification to a victim and other persons requesting to be notified ten (10) days prior to the release of the inmate.
 7. Complete and distribute, as listed below, a discharge memorandum, at least one (1) day prior to release, except for immediate releases:
- a. Captain's Office;

<p>ACA 5-ACI-5F-05 References/Authority</p>		<p>Subject Final Release</p>	
<p>LUTHER LOCKETT CORRECTIONAL COMPLEX</p> 	<p>Policies and Procedures</p>		<p>Date Filed SEP 14 2022</p>
	<p>Policy Number LLCC 25-01-01</p>	<p>Total Pages 5</p>	

- b. Central Control Center – First Shift;
5:00 A.M. 4:12
Front Desk;
 - c. Box 1;
 - d. Offender Information Office Supervisor;
 - e. Deputy Warden of Programs;
 - f. Secretary of Programs;
 - g. Inmate Accounts Office;
 - h. Medical Department;
 - i. Pharmacy Department;
 - j. Property Room;
 - k. SMU Administrator;
 - l. Reentry Department.
- B. An Inmate Accounts employee shall verify if the inmate has state pay due to him. An Inmate Accounts employee shall prepare a check or debit card for outstanding state pay and the balance on his account. The check or debit card and money release form shall be given to the Offender Information Office for issuance to the inmate during discharge.
- C. Pre-Release
1. The Reentry Coordinator or an employee in the Offender Information Office shall provide the inmate a yard clearance sheet one (1) day prior to scheduled release and instruct the inmate on the necessary steps to clear the yard. The following shall be accomplished prior to release from LLC:
- a. A Unit officer shall ensure the inmate removes personal property from his cell and resolves any unit issues. The inmate shall report to the institutional laundry to return any state issued property.
 - b. A medical employee shall conduct an exit interview with the inmate that includes a general assessment of the inmate. An

inmate taking a prescribed medication may receive a designated supply from the medical department upon release. If necessary, HIV and AIDS counseling shall be given to include medical counseling, care, and follow-up treatment.

c. The inmate shall report to the areas named on the yard clearance sheet and obtain a signature of staff verifying processing and clearance in that area.

2. The inmate shall report to Transportation, Admission, and Discharge (TAD). A TAD Officer shall process the inmate for final discharge from the institutional yard on the day of discharge.

a. The TAD officer shall compare the dormitory identification card with the Inmate's ID for proper identification before release.

b. The TAD officer shall review the yard clearance form and ensure that a signature appears on each area for clearance.

c. The TAD officer shall conduct a final inventory of personal property with the inmate.

D. When the inmate's transportation arrives at the institution, the Front Desk Officer shall notify the Offender Information Office, Central Control Center and TAD. At that time, the inmate shall return to Building II. The Offender Information employee and the Shift Supervisor shall meet the inmate at Building II. The inmate shall give the yard clearance and his two (2) IDs to the Shift Supervisor for verification. An officer and supervisor shall escort the inmate to the Central Control Center window. An employee in the Offender Information Office or the supervisor shall verify that the Central Control ID and the inmate ID match by signing the yard clearance form. The Shift Supervisor shall then sign the yard clearance sheet and witness the inmate's signature, attach the inmate's dormitory identification card to the yard clearance and forward to the Offender Information employee to be scanned into KOMS. The Offender Information employee shall identify the inmate by matching the photograph in KOMS and the inmate ID prior to release:

1. An Offender Information employee shall have the inmate sign a money receipt for his check or debit card. The inmate shall sign the receipt, even if there are no funds available on his account.

2. If applicable, an Offender Information employee shall provide a bus voucher.

3. An Offender Information employee shall process final discharge by signing the yard clearance sheet, ensure that the inmate's dormitory ID is attached to the yard clearance sheet. The inmate shall be in possession of his inmate ID for identification purposes upon release.

4. An Offender Information employee or Reentry Coordinator shall explain, review, and read the following:

- a. Notice of Discharge (NOD)
- b. Parole Certificate, if applicable
- c. Court order, if applicable
- d. Sex Offender Registration, if necessary
- e. Conditions of supervision reporting instructions, if applicable.

5. An Offender Information employee shall provide a copy of the release memo to be another form of identification for the inmate.

6. An Offender Information employee shall provide any other information pertinent to his release.

7. An Offender Information employee or the Shift Supervisor shall escort the inmate to the front entrance.

E. If an inmate is released on a detainer, the Front Desk employee shall identify the transporting authority. The Front Desk employee shall notify the Transportation Admission and Discharge (TAD) employee and direct the transporting authority to TAD. The transporting authority shall sign the Custody Receipt Form. An Offender Information employee shall scan the original into KOMS and a copy shall be given to the transporting authority along with checks and discharge papers.

F. If releasing a Department of Corrections inmate from the Kentucky Correctional Psychiatric Center (KCPC), the Central Control Center employee shall notify the Captain's Office and the Offender Information Office. A KCPC employee shall escort the inmate to the Central Control Center. The Luther Luckett Correctional Complex shall receive custody of the KCPC inmate by the Offender Information employee or Shift Supervisor signing a Custody Receipt Form. The Central Control Officer and the Offender Information employee shall verify the inmate by his picture ID and photograph in KOMS. The Offender Information employee shall process the necessary paperwork from LLC, DOC, and KCPC and the inmate shall sign it. The Offender Information employee shall explain pertinent

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information for release and process checks and discharge paperwork as noted above.

G. An Offender Information employee shall notify the appropriate authority and officials of a discharge in accordance with Corrections Policy and Procedure (CPP) 25.2 Public Official Notification of Release of an Inmate.

H. Discharge after regular working hours, on the weekend, or on a holiday.

1. If a discharge for an inmate is after regular working hours, on the weekend, or on a holiday, an Offender Information employee shall:


a. Prepare documentation prior to the weekend or holiday.

b. Review documentation with the Shift Supervisor to include a review of institutional documents.

c. Prepare a discharge packet and place the discharge packet in the institutional vault until discharge of the inmate. The discharge packet shall consist of the inmate account check or debit card and money release form, inmate mail, bus ticket (if applicable), Notice of Discharge, and any other pertinent documentation.

2. Upon discharge, the appropriate personnel shall process the discharge of the inmate as outlined above. The employee shall return the appropriate paperwork to the Offender Information Office.

I. This policy shall be reviewed annually and updated as necessary.

Total Pages 5	Policy Number LLCC 26-01-01	Date Filed SEP 14 2022 Effective Date	Subject Citizen Involvement and Volunteer Services Program
LUTHER LUCKETT CORRECTIONAL COMPLEX Policies and Procedures			
References/Authority ACA 5-ACI-1G-01 through 5-ACI-1G-07 CPP 26.1 KRS 196.035; 197.020; 520.050			

POLICY and PROCEDURE:

Luther Lockett Correctional Complex (LLCC) shall provide services to the inmate population and to facilitate the involvement of concerned citizens with an inmate.

A. The Citizen Involvement and Volunteer Services Program at LLCC shall comply with CPP 26.1.

B. The Warden or designee shall appoint an employee to coordinate the Citizen Involvement and Volunteer Services Program.

1. An employee, Volunteer Coordinator, or the Institutional Training Coordinator shall work with each volunteer. After completion of orientation training, a volunteer shall receive an institutional identification badge and shall work, with other volunteers, or an employee of LLCC.

2. The volunteer's "Chain of Command" shall be as follows:

a. If available, an employee of LLCC

b. A Volunteer, Department Head, or Volunteer Coordinator

c. The Deputy Warden of Programs

d. Warden.

C. The Citizen Involvement and Volunteer Services Program shall strive to offer a broad array of supplemental inmate services with an emphasis on inmate self-development and self-improvement. Specific services shall depend on the individual qualifications and skills of the volunteers who participate in the program.

D. LLCC shall seek to recruit volunteers from multicultural and various socioeconomic segments of the community.

1. An individual performing regular, specific, voluntary service on a continuous and regular basis shall receive training and orientation through the LLC Volunteer Services Program.

2. Regular visits at the institution during visiting hours by family and personal friends shall not be a volunteer service. A volunteer shall not be on an inmate approved visitation list unless approved by the Warden on a case-by-case basis.

3. A person visiting the institution occasionally, like a church group or sport team, or for the purpose of performing for or interacting with inmates shall not be a certified volunteer.

4. A licensed or certified person who renders a professional service on a volunteer basis shall render the service in accordance with his license, certification, or training. He shall provide a copy of his license, certificate, or verification for LLC's volunteer file.

5. A volunteer shall not visit an inmate in the regular or lawn visiting area unless the Warden or designee gives special permission.

E.

An individual recruited or those requesting to perform volunteer services at LLC shall be referred to the Volunteer Coordinator and to the applicable Department Head.

1. The prospective volunteer shall submit a written application to become an approved volunteer at LLC. The application shall include contact information, references, and purpose for volunteering and volunteer interest areas. The Department Head or Volunteer Coordinator shall interview the prospective volunteer.

2. Pertinent information, as listed below, shall be forwarded to the Internal Affairs Department for an NCIC background check. Confirmation of a background check shall be kept on file in the Internal Affairs Department.

- a. Name;
- b. Date of Birth;
- c. Gender;
- d. Race;
- e. Social Security Number; and
- f. Drivers License Number and State in which issued.

3. The Department Head or Volunteer Coordinator shall check references on the application and review the application for initial acceptance into the volunteer program.

4. The Deputy Warden of Programs may request an interview with the volunteer.
 5. The Volunteer Coordinator shall notify the prospective volunteer of acceptance or non-acceptance into the volunteer program.
- F. Once approved, the Institution Training Coordinator (ITC) or Volunteer Coordinator shall provide the prospective volunteer orientation training. The volunteer shall complete orientation prior to rendering service.
1. The orientation shall include the following for volunteers:
 - a. Basic information on the Criminal Justice System;
 - b. Basic information regarding Luther Lucket Correctional Complex;
 - c. Importance of time schedules in the operation of an institution;
 - d. Fire safety guidelines;
 - e. Key control and radio use procedure and security of issued keys and radios;
 - f. Role and function of a volunteer in the workings of a correctional institution;
 - g. Volunteer rules, particularly those relating to the security and confidentiality of information;
 - h. Tour of the institution;
 - i. Training on responsibilities in regards to sexual abuse, sexual harassment prevention, detection, and response; and
 - j. Review of Corrections Policies and Procedures and institutional policies and procedures relevant to the volunteer position.
 2. During the orientation and training, the volunteer shall be given an orientation package that includes at a minimum, the following documents:
 - a. A Student or Volunteer Handbook;
 - b. An orientation checklist;
 - c. A Code of Ethics policy statement in Corrections Policy Procedure (CPP) 3.1;

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d. A copy of KRS 520.050 Promoting Contraband Sheet;

e. An institutional organizational chart;

f. A Release of Claims and Volunteer Program Agreement;

g. An Inmate Handbook, if available; and

h. A Staff Handbook.

3. Any additional items that pertain to the specific area of volunteer service may be included in the orientation package.

4. Upon completion of the orientation and training program, a volunteer shall receive an institutional volunteer identification card. The institution's Personnel Department shall retain a duplicate of the card. A volunteer with another Kentucky institutional identification card shall have a picture on file with the Personnel Department. A volunteer shall comply with security log in and log out procedures at the front desk and shall present his identification card, if entering or exiting the institution. Volunteers with state IDs shall also scan their IDs at the Control Center if entering or exiting the main compound.

G. Upon completion of the orientation and training program, the volunteer shall meet with the Department Head or Volunteer Coordinator to determine a particular assignment and schedule.

1. If a potential problem arises that indicates a failure to provide appropriate volunteer services, the volunteer coordinator shall conduct an evaluation of a volunteer.

2. A volunteer shall have an opportunity for feedback in relation to his program. A volunteer may make a suggestion about the policy and procedure for the volunteer program.

H. For just cause, the volunteer may be terminated from providing services to the institution. Being disruptive or argumentative with staff or an inmate or violations of Kentucky Revised Statutes, Department of Corrections Policies and Procedures, or Luther Luckettt Correctional Complex Policies and Procedures shall be reasons for termination from LLC's Volunteer Services Program.

1. A recommendation to terminate a volunteer to the Deputy Warden of Programs shall be made by the Department Head or Volunteer Coordinator. The Warden shall make the final decision on termination.

2. The Volunteer Coordinator shall notify the various points of institutional entry that the volunteer shall not enter the institution.

3. The volunteer shall return the identification card to the Volunteer Coordinator, Shift Supervisor, or the institution's Personnel Department.
- I. The Volunteer Coordinator shall create and maintain a file on each volunteer. The volunteer file shall contain information pertinent to the volunteer's services to the Luther Luckettt Correctional Complex. This file shall contain, at a minimum, the following items:
 1. The Volunteer's application;
 2. Completed orientation checklist;
 3. Completed Reference to KRS 520.050 sheet; and
 4. Completed Release of Claims Form and Volunteer Program Agreement Form.
- J. The orientation program shall offer information on the Citizen Involvement and Volunteer Service Program to an inmate as a part of the inmate orientation process. This information shall be in the Inmate Handbook. A schedule of volunteer services shall be posted on the inmate living area bulletin boards.
- K. If there are substantial reasons (primarily those threatening the order and security of the institution), the Warden may limit, postpone, or discontinue the services of a volunteer or volunteer organization.
 1. The Department Head with whom the volunteer works shall notify the Volunteer Coordinator of a change in status of the volunteer.
 2. If the volunteer leaves service at the institution, an attempt shall be made to secure the volunteer ID.
- L. This policy shall be reviewed annually and revised as necessary.

Policy Number LLC 26-02-01		Date Filed SEP 14 2022	Total Pages 1	Subject Use of Students	References/Authority ACA 5-ACI-6B-11 KRS 196.035, 197.020
Effective Date					

POLICY and PROCEDURE:

A. Luther Luckett Correctional Complex (LLCC) shall offer work experience for a student under direct staff supervision. Non-physician health care staff shall be subject to professional supervision.

1. A student participating in the program shall be considered non-paid staff. A student shall adhere to the Department of Corrections Code of Ethics, institutional and departmental policies.

2. A student delivering health care at the Luther Luckett Correctional Complex (LLCC) shall work under direct supervision commensurate with his level of training.

3. A student participating in a practicum program shall do so voluntarily and assume the risk of working within a correctional institution. LLCC and its employees shall exercise ordinary and reasonable care to avoid involvement in a harmful situation for a student.

4. The practicum may be terminated at any time.

5. The Volunteer Coordinator shall maintain a record on a student working at LLCC and include the student's name, work location, hours of work, college or university affiliation, and contact person at the college or university sponsoring the internship program. Internal Affairs shall initiate a criminal history check on a new student in order to maintain the safety and security of the institution.

6. A student shall attend student volunteer training at LLCC. At that time, the student shall review relevant departmental and institutional policy and procedure including personnel, security, medical, crisis intervention and emergency plan.

B. This policy shall be reviewed annually and updated as necessary.

POLICY and PROCEDURE:

A. Issuance

1. A student or volunteer shall meet the following criteria to receive an identification badge:
 - a. Visiting the institution on a regular basis and the term of the visitation for a student shall be at a minimum, one semester.
 - b. Provide pertinent information to the Volunteer Coordinator. The Internal Affairs Office shall complete a criminal history check on each student or volunteer.
 - c. The potential volunteer shall complete all volunteer training and orientation forms.

2. The Volunteer Coordinator shall be responsible for arranging with the Personnel Department for an ID to be generated. The Volunteer Coordinator shall provide the Personnel Department with the student or volunteer's full name and confirmation that all training and orientation requirements have been met.
3. Upon receiving approval from the Warden or designee, a personnel employee shall issue an ID card to the student or volunteer.

B. Departure

1. The Volunteer Coordinator shall inform the Offices of the Deputy Warden of Programs and the Personnel Department of the departure of a student or volunteer.
2. A departing student or volunteer shall turn in his identification to the Volunteer Coordinator during the exit interview. The Volunteer

References/Authority KRS 196.035, 197.020 LLC 26-01-01		Subject Student and Volunteer Identification Badges	
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C. This policy shall be reviewed annually and updated as necessary.
Coordinator shall then surrender the I.D. to the Personnel Office
for destruction. If the Volunteer Coordinator is not available, the
Offices of the Deputy Warden of Programs shall collect the I.D.

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Policy Number LLC 26-03-01		Date Filed SEP 14 2022		Effective Date	
Total Pages 2		Subject Confidentiality of Information, Roles & Services of Consultants, Contract Personnel, Students, and Volunteers			

I. DEFINITIONS:

"Agencies" means public or private agencies providing services.

"Confidential information" means information not authorized for public inspection by KRS 61.870 – 61.884 commonly called the "Open Records" law.

"Consultant" means an individual providing consultant services to Luther Luckettt Correctional Complex for fee or gratis.

"Contract personnel" means an individual providing pre-agreed-upon services to the institution by contractual agreement.

"Student" or "Intern" means an individual who wants to gain on-site experience and training.

"Volunteer" means an individual providing volunteer service to the institution.

II. POLICY and PROCEDURE:

A. An agency, consultant, contract personnel, student, intern, and volunteer shall maintain confidentiality of information.

B. The following shall be areas of primary concern for the maintenance of confidentiality:

1. Inmate records;
2. Inmate medical and dental records;
3. Inmate psychological and psychiatric records;
4. Physical plant design materials, including blueprints and

information on emergency plans and equipment;

5. Employee records; and
6. Secured Corrections Policy and Procedures (CPPs) and institutional policy and procedures.
- C. Confidential information shall not be released without the written consent of the inmate, employee, or administrator of Luther Lucket Correctional Complex (LLCC), unless allowed by court process or other legally authorized means.
- D. A consultant, contract personnel, student, or a volunteer shall not discuss confidential information with unauthorized staff or an inmate including investigations into illegal activities.
- E. A consultant, contract personnel, student, or a volunteer shall not engage in illegal activity including a physical, emotional, or sexual relationship with an inmate.
- F. A consultant, contract personnel, student, or volunteer shall remain in the areas to which he has authorization to provide service.
- G. A consultant, contract personnel, student, and volunteer shall receive information on the institution's policies relating to the confidentiality of information upon the initiation of services by providing person(s) with a copy of this policy and procedure.
- H. A consultant, contract personnel, student, and volunteer shall report to the Warden or to the Warden's designee.
- I. A personal service contract shall follow Finance and Administrative Cabinet policies.
- J. This policy shall be reviewed annually and updated as necessary.