 <p><b>EASTERN KENTUCKY CORRECTIONAL COMPLEX</b></p> <p>Policies and Procedures</p>	Policy Number	Total Pages
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References/ Authority	Subject	
CPP 1.7 KRS 196.035, 197.020	Institutional Tours and Group Visits of EKCC	

## POLICY and PROCEDURE

Tours and group visits of the Eastern Kentucky Correctional Complex (EKCC) may be conducted upon request and with approval. The following rules shall be established to insure that tours or group visits are conducted in a safe and secure manner.

- A. All tour or group visit requests shall be forwarded and arranged by the Procedures Development Specialist II and require approval from the Warden prior to the proposed tour.
- B. Before the tour or group visit request may be approved, the Procedures Development Specialist II or designee shall act as EKCC's point of contact for the requesting group and shall record the pertinent information on an EKCC Tour/Visit Request Form (Attachment I) and submit the form to the Warden for final approval.
- C. Approved tours or group visits shall be instructed by the Procedures Development Specialist II or designee to submit a complete list of attendee names and birthdays prior to the scheduled tour or visit date.
- D. Group visits shall be conducted in the Visitation Room and may have scheduled guest staff or inmate speakers. If the Visitation Room is unavailable, then the Roll Call Room shall be used as an alternate meeting area.
- E. If a touring group is more than fifteen (15) persons, the group shall be split into multiple smaller groups, not to exceed fifteen (15) in each group, and each group shall be led by a separate designated staff member.
- F. Any person touring the institution past Central Control gate 3 shall be twenty-one (21) years of age or older.
- G. Any group or individual that is a potential threat to the safety and security of the institution shall not be allowed to tour or participate in a group visit at the institution.
- H. All group members shall abide by the rules of the institution. Failure to do so may result in the termination of the scheduled tour or visit. Searches shall be conducted in accordance with Corrections Policy and Procedure 9.8.

## EKCC TOUR/VISIT REQUEST

**This request is for a:** \_\_\_\_\_ **TOUR** \_\_\_\_\_ **VISIT**

*TOUR = Must be over age of 21, walk on the complex past gate 3 (on the yard).*

*VISIT = May be under age of 21, meet in Visitation Room with staff/inmate guest speakers.*

Form completed by/Group Organizer: \_\_\_\_\_

Name of person making request: \_\_\_\_\_

Telephone number / E-mail: \_\_\_\_\_

Facility or Organization: \_\_\_\_\_

Type of Group or Organization: \_\_\_\_\_

Number in group: \_\_\_\_\_

*\*If more than 15 in group, must split tour into multiple groups*

Date Scheduled: \_\_\_\_\_

Time Scheduled to Arrive: \_\_\_\_\_

Guide(s)/Speaker(s): \_\_\_\_\_

\_\_\_\_\_

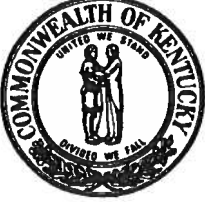
\_\_\_\_\_

*--Instructed on proper attire, ID's and Personal Property allowed \_\_\_\_\_*

*--Instructed on submitting list prior to scheduled date w/ names and birthdays \_\_\_\_\_*

**Warden's Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_


*- PLEASE RETURN THIS SHEET TO THE PROCEDURES OFFICE FOR PROCESSING -*

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References/ Authority ACA 5-ACI-1A-06, 5-ACI-1F-01, 5-ACI-1F-13, 5-ACI-1F-14, 5-ACI-1F-15, 5-ACI-1F-16, 5-ACI-1F-17 CPP 1.7, 5.1 EKCC 01-13-04 KRS 196.035, 197.020	Subject Outside Consultation and Research	

## POLICY and PROCEDURE

To facilitate the exchange of information and coordinate planning with criminal justice professionals both academic and in the field; and to provide for research conducted by outside professionals and to enable college and university students pursuing employment in the field of criminal justice the opportunity to gain valuable on-site experience, the following procedures shall be used.

- A. Colleges, universities and outside agencies may be consulted regarding institutional policy and procedure and to coordinate planning using the following procedures.
1. All consultation, research projects, and correspondence concerning them shall require the prior approval of the Warden.
  2. For oral communication, a written report shall be submitted to the Warden noting:
    - a. Person, institution, or agency consulted;
    - b. The nature of the consultation; and
    - c. Any suggestion, opinion, recommendation or result of the communication.
  3. A copy of any correspondence sent and received shall be submitted to the Warden.
  4. The results of the consultation shall be considered by the Warden and Warden's Advisory Committee (see EKCC 01-13-04) for possible implementation through institutional policy and procedure or planning.
- B. Refer to CPP 1.7 for institutional research conducted by outside criminal justice professionals and academics.
- C. General points
1. Inmate involvement in research programs shall be voluntary.

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References/Authority ACA 5-ACI-2E-12 CPP 2.1 KRS 196.035, 196.270, 197.020	Subject <p style="text-align: center;">Inmate Canteen</p>	

## POLICY and PROCEDURE

An inmate commissary known as the Eastern Kentucky Correctional Complex (EKCC) Inmate Canteen shall be operated for the benefit of inmates to purchase approved items and to provide money for inmate benefits.

### A. Organization

Refer to KRS 196.270 and CPP 2.1 for the authority for the establishment and operation of an inmate canteen.


B. The fiscal management of the inmate canteen shall be controlled using generally accepted principals of accounting. An annual financial status report shall be posted in the Inmate Library.

C. The EKCC Inmate Canteen shall be open according to posted schedule.

### D. Inmate Canteen Purchases

1. An inmate may purchase an item at a designated time on a weekly basis in accordance with the canteen schedule.
2. Dorms 1, 5 and 9 shall be managed differently since they are Restrictive Housing Units. Each inmate shall be given an order form to complete. Completed forms shall be sent to the canteen. Filled orders shall be taken to the units by the canteen staff.
3. EKCC's Minimum Security Unit shall have its canteen orders delivered by Inmate Canteen staff weekly or as necessary, unless otherwise posted.

This policy shall be reviewed annually and updates as needed.

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<p>ACA: 5-ACI-1B-03, 5-ACI-1B-10, 5-ACI-1B-18, 5-ACI-1B-19, 5-ACI-1B-21, 5-ACI-1B-22  CPP 2.1, 2.2, 15.7  KRS 197.180, 196.035, 196.270, 197.020  FAP 111-58-00</p>	<p>Fiscal Management: Agency Funds</p>	
<p>Policy Number</p> <p>EKCC 02-02-01</p>		<p>Total Pages</p> <p>2</p>
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## POLICY and PROCEDURE


The fiscal management of the institution shall ensure that all Agency Funds are handled in accordance to all related State and Federal laws and regulations and Department of Corrections policies.

### A. Inmate Accounts

1. All inmate monies shall be maintained in an account for inmate use and administered by the Inmate Accounts accountant.
2. An inmate may authorize the expenditure of his personal money in accordance with CPP 15.7.
3. The total balance of an inmate's funds shall be given to him when he leaves the institution.
4. When an inmate is transferred to another institution, his total balance shall be transferred in a check to that institution.
5. Checks written on the inmate accounts bank account shall require two (2) signatures.
6. Inmate account funds shall be maintained at the main office of a local bank.
7. An inmate shall only be permitted to transfer funds to another inmate's account with prior approval and as set forth in CPP 15.7.8. The inmate may be permitted to open a savings account at the discretion of the Warden and retain any interest accrued by the account.

### B. Inmate Canteen

1. The Eastern Kentucky Correctional Complex (EKCC) Inmate Canteen is separated from state government and operates independently by authority of KRS 196.270 and CPP 2.1.
2. EKCC shall prepare and recommend an annual budget for approval by the Board.
3. A separate checking account shall be maintained for canteen funds.

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References/ Authority ACA: 5-ACI-1B-21, 5-ACI-1B-22, 5-ACI-1B-23, 5-ACI-5A-06 CPP 15.7, CPP 16.1 KRS 196.035, 197.020	Subject SCREENING DISBURSEMENTS FROM INMATE PERSONAL ACCOUNTS	

## POLICY and PROCEDURE


An inmate shall be allowed as much control as possible over his own financial affairs within the limits of security and rules of the institution. To assure that an inmate is not engaging in prohibited activity, all requests for withdrawals from an inmate account shall be screened.

### A. Money Transfer Rules

1. An inmate shall not sell personal property to another inmate or to transfer money from his account to another inmate's account. With prior approval, an inmate may transfer money to the account of an immediate family member (as defined in CPP 16.1) incarcerated at a Kentucky Department of Corrections institution.
2. An inmate may withdraw funds from his account to:
  - a. Order personal property through the inmate canteen from an approved vendor;
  - b. Pay for copies of open records from the inmate's file (made payable to the Kentucky State Treasurer);
  - c. Insurance payments; or
  - e. Payment of attorney fees.

### B. Review Process - A request for withdrawal of funds from inmate accounts mailed outside Eastern Kentucky Correctional Complex, approved as per CPP 15.7, shall be processed using the following steps:

1. An inmate shall make the request to his caseworker to withdraw funds from his personal account;
2. If the request is approved, the inmate shall complete the transfer slip, in duplicate, and give it to the caseworker with an addressed, stamped envelope;
3. The caseworker shall attach both copies of the transfer slip to the envelope and forward them to the Inmate Accounts Office;

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References/Authority ACA: 5-ACI-1D-21, 5-ACI-1D-22, 5-ACI-13-01, 5-ACI-1E-02, 5-ACI-1F-01, 5-ACI-1F-07; KRS 61.870, 61.872, 61.873, 61.876, 61.880, 196.035, 197.020, 197.025, 197.170; CPP 6.1, 6.2, 25.2, 25.11	Subject Case Record Management	

## POLICY and PROCEDURE

The Eastern Kentucky Correctional Complex (EKCC) shall maintain a management information system and conduct an offender information operation providing the necessary information for programs, evaluation, custody functions, and legal documentation.

- A. Case records shall include any of the following documents: judgment of conviction, court order received, all progress reports, necessary correspondence from Department of Corrections offices, and academic achievements. Every inmate record shall be confidential to the extent allowed by law and shall be maintained accordingly.
- B. See CPP 6.1 for official custodians. The responsibility and authority for the Offender Information section is assigned to the Offender Information supervisor through the Warden.
- C. Release of an Inmate

If an inmate is released from the institution by parole, court ordered shock probation, court order, minimum expiration, or maximum expiration, a new resident record card shall be produced from the Kentucky Offender Management System (KOMS).

1. A discharge notice and any required documentation shall be produced, containing information according to the method of discharge.
2. Refer to CPP 25.2 for notifications of officials. Refer to CPP 25.11 for notification of a victim who has requested notification.
3. If an inmate is released by escape, the file shall be retained for follow-up procedures when the inmate is apprehended.
4. Staff shall activate VINE, if required. Refer to CPP 25.11 and KRS 197.170.

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J. Access to Records

1. Access to the EKCC Records Room shall be through the Offender Information Supervisor during regular working hours.
2. Only authorized staff shall be granted electronic access to KOMS by the designated institutional KOMS representative.
3. Each individual's security permission for specific levels of access shall be predetermined based upon the job position held.


K. Confidentiality

1. To maintain security and confidentiality of offender records, information shall be released if:
  - a. Requested by law enforcement agencies through proper channels;
  - b. Requested by human resources, or other health agencies if a proper release has been signed or authorized by law; or
  - c. Court Order
2. Confidentiality shall be maintained by staff and other individuals who have access to offender records. Personal information told by an inmate to staff shall remain confidential, unless the information:
  - a. Endangers the physical plant;
  - b. Endangers other inmates or the inmate himself;
  - c. Endangers staff and operations;
  - d. The Warden authorized the release in writing; or
  - e. Court Order.
3. Staff shall not give information to the general public concerning an inmate without authorization.

L. Removal of Records from Offender Information Services Office

1. Offender records that are not scanned into KOMS shall remain in the Administration building.
2. After hours access to the Offender Information Services Office shall be limited to authorized personnel. Any file used after hours shall be properly secured by the staff member prior to leaving the institution.



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References/ Authority	Subject	
<p>ACA: 5-ACI-4A-01 thru 5-ACI-4A-27 and 5-ACI-4B-01 thru 5-ACI-4B-34 CPP 10.2, 15.2, 15.6, 15.7, 16.2 KRS 196.035, 197.020</p>	<p>Restrictive Housing Unit And Special Management Unit: Operating Procedures and Living Conditions</p>	

## POLICY and PROCEDURE

This policy establishes operational procedures and living conditions consistent with the high security nature of the Restrictive Housing Unit (RHU) and any inmate assigned to Administrative Segregation Status, Disciplinary Segregation Status, and Administrative Control Status. For purposes of this policy, inmates assigned to Phase 4 of the Eastern Kentucky Correctional Complex's step-down program "Transition Unit" are considered to be under Special Management Housing (SMU) as defined by CPP 10.2 due to increased out-of-cell time.

### A. Unit Management

Because of the numerous activities, services, and burdens associated with this unit, a special force of security, program, and supervisory staff shall be selected to coordinate, supervise, and document the controlled delivery of any service:

#### 1. Unit Organization

A strict chain of command shall be observed to facilitate staff supervision, communication, and coordination of any activity.

#### 2. Staff Responsibilities

- a. The Unit Administrator shall maintain frequent communication with the Shift Supervisor, unit staff, and any appropriate department head.
- b. The Unit Shift Supervisor shall be a security supervisor and have on-site supervisory responsibility of each shift.
- c. Each shift shall staff the RHU with an appropriate number of officers to maintain security and to ensure smooth operation of the unit. The patrol officer in the unit shall personally observe each inmate every 30 minutes on an irregular schedule. An inmate who is violent or mentally disordered or who demonstrates unusual or bizarre behavior shall receive more frequent observation. A suicidal inmate shall be under continuing observation. Each shift shall have a pool of

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6. Designated Staff Visit

To ensure the health and well-being of an inmate assigned to this unit, each of the designated staff in CPP 10.2 shall make an inspection visit and document his tour in the Unit Visit Log.

7. Documentation

Unit documentation may frequently be reviewed by administrative staff, Department personnel, a court official, or other outside sources. Unit staff shall maintain detailed, concise, and professional documentation. Thorough documentation shall be required to ensure efficient unit operation as well as to demonstrate compliance with institutional and department policies, ACA Expected Practices, and litigation or other requirements. Unit supervisory staff shall be responsible for ensuring any permanent log, roster, file, or report is completed according to Unit Post Orders.

8. Maintenance

Unit staff shall be observant and prepare a maintenance request on each deficiency. A maintenance request shall be turned in to the Administrative Secretary for the Deputy Warden of Operations.

9. Sanitation

A high level of sanitation shall be expected to facilitate security and ensure sanitary living and working conditions. Correctional Officers shall be responsible for the sanitation of their assigned areas. The Unit Supervisor shall be responsible for the overall sanitation level.

B. Inmate Programs, Activities, or Living Conditions

1. Living Conditions

This unit requires highly controlled and restricted living conditions due to the nature of the inmates assigned. General living conditions shall include:

- a. Housing that permits some conversation with other inmates and to converse with staff;
- b. Visual observation by staff;
- c. Possession of basic personal hygiene items consistent with the high security and safety factors associated with the unit; and

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- (2) Flame retardant mattress and pillow;
    - (3) Toilet and lavatory with running water;
    - (4) Light fixture; and
    - (5) Wall table, near the bed area to allow for writing surface.
  - b. An inmate shall be responsible for the care and sanitation of cell furnishings. Upon assignment, discharge, or cell exchange, the assigned walk officer shall complete appropriate documentation to note any deficiency. Deliberate abuse or destruction shall result in a disciplinary report. An inmate who continuously abuses, destroys, or uses an item in a dangerous manner may be temporarily restricted or have a special precaution arranged.
4. Clothing and Linen Exchange
- a. An inmate shall be provided with state issued clothing, linens, hygiene items, and towels. The initial issue shall be logged by the unit officer listing each item issued and all state clothing worn to the unit. The item shall then be exchanged on a one-for-one basis and documented appropriately.
  - b. Clothing and any towels shall be exchanged according to the shower schedule. Linens shall be exchanged weekly. A blanket shall be exchanged every six months or as instructed by the Unit Administrator.
  - c. The unit officer shall examine each individual article before and after the exchange ensuring the item is issued and returned in good condition. Any abuse or destruction shall result in a disciplinary report and Incident Report to the Unit Administrator.
  - d. The Unit Administrator may authorize a more frequent exchange if justified by medical, work assignment, or other unusual conditions.
5. Educational Material
- An inmate shall be provided educational material from the Academic School upon request and via the assigned Unit Case Manager. An inmate shall be responsible for the care and the return of the item. Any educational material to be given an inmate shall be limited to photocopies by academic staff. Additional materials may be provided from the Academic School upon return of the material.

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8. Hair Care

An inmate shall be provided regular barbering services in accordance with unit grooming standards.

9. Hygiene Issue

a. An inmate shall receive an initial hygiene issue of one roll of toilet paper, one bar of soap, one tube toothpaste, and one toothbrush. Hygiene issue shall then be provided on the following basis:

- (1) Toilet paper exchanged at request upon return of empty cardboard tube, one (1) roll per week;
- (2) One (1) bar of soap upon request;
- (3) Toothpaste upon request and exchange of empty container; and
- (4) Toothbrush every three (3) months following initial issue.

b. Any other hygiene item shall be issued and returned following each use. Any issue of a hygiene item shall be logged in the Unit Inmate Activity Log.

10. Indigence

An inmate certified as indigent, as defined in CPP 15.7 and 16.2, shall be provided the following upon request:

- a. Two (2) personal letters mailed each week; and
- b. Any legal copies from the institutional Library.

11. Laundry

The designated Unit Shift Supervisor shall be accountable for the proper laundering, storage, and handling of all state clothing and linen.

12. Legal Services

a. Legal Supplies

Request forms for legal supplies shall be available from the assigned case manager who shall document the request and delivery of the item.

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delivered to the inmate in RHU by the librarian or designee weekly.

14. Mail

An inmate assigned to RHU shall be afforded the same mail privileges as other institutional units. An inmate shall not handle another inmate's mail.

- a. Incoming mail shall be delivered by the 6:00 p.m. – 6:00 a.m. shift who shall ensure the mail is given directly to the addressed inmate.
- b. Outgoing mail shall be picked up by a 6:00 p.m. – 6:00 a.m. shift officer and placed in the outgoing mailbox.
- c. Legal mail shall be delivered by the Internal Affairs Officer. The inmate shall sign the Legal Mail Log and the supervisor shall open the mail in the inmate's presence and inspect the mail for contraband prior to giving the mail to the inmate. The supervisor shall complete an Occurrence Report of any discrepancy in the processing or delivering of legal mail.

15. Medical Services

- a. An inmate assigned to RHU shall be accompanied to the Medical Department for a medical assessment prior to being moved to the Restrictive Housing Unit. The assessment shall consist of a full set of vital signs with weight as well as ascertaining if the inmate has any medical or psychiatric complaints or concerns. Any information shall be documented in the inmate's medical record in the progress notes with a notation that identifies the note as a restrictive housing assessment. An appropriate referral shall be made as necessary.
- b. Distribution of medication
  - (1) As required by the provider, medical staff shall distribute medication two (2) times daily, unless prescribed more frequently. (APRN, dentist)
  - (2) Medical personnel shall possess a daily walk roster and be escorted by security staff when dispensing medication. During distribution of medication by medical staff, every activity shall cease and all inmates shall be secured in their cells.
  - (3) Medical personnel shall clearly identify an inmate prior to administering medication. The inmate shall be asked to state his name and institutional number. The information shall be

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Housing Unit and Transition Unit Program:

- (1) State issued clothing
  - i. Shirt (1);
  - ii. Pants (1);
  - iii. Undershorts (1);
  - iv. Socks (1 pair); and
  - v. Shower shoes (1 pair)
  
- (2) Hygiene items (non-metal containers)
  - i. State issued toothbrush (1);
  - ii. State issued soap or clear soap only (1);
  - iii. Plastic soap dish (1);
  - iv. Single use packet shampoo (3);
  - v. State issued toothpaste or clear toothpaste only (1);
  - vi. Deodorant - high security deodorant only (1);
  - vii. Single use lotion (3); and
  - ix. Denture cleanser (1)
  
- (3) Correspondence materials
  - i. Ink pens - flexible only (3);
  - ii. Envelopes (50);
  - iii. Greeting cards (3);
  - iv. Paper (5" limit on legal and paper products, white or yellow paper permitted);
  - v. Address book (1) no hardback; and
  - vi. Stamps (20)
  
- (4) Miscellaneous
  - i. Wedding band (1) - if married;
  - ii. Religious medallion (1);
  - iii. Photographs (no larger than 8 ½ x 11") (3);
  - iv. Prescription glasses (1);
  - v. Paperback books provided by the Library; magazines received through the mail; Bible; Koran; newspaper, paperback dictionary but not more than six (6) in any combination; and
  - vi. Medications approved by Warden (reviewed on a case-by-case basis)

c. The following additional items may be permitted for inmates assigned

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available and shall be permitted as authorized by the Chaplain. The Chaplain shall coordinate any activity with the Unit Administrator.

21. Shaves and Showers

Unless a health, security, or safety consideration prevents otherwise, an inmate shall have the opportunity to have a beard trim and shower a minimum of three (3) times a week according to the designated schedule. An inmate shall shower at least once a week. An inmate shall be allowed ten (10) to fifteen (15) minutes to shower. The Unit Administrator may authorize an exception to the shower schedule for a warranted situation. The following unit-supplied items shall be permitted in the shower room:


- a. One (1) towel, which shall be returned to staff upon completion of the shower;
- b. One (1) washcloth;
- c. One (1) container of hair and body wash;
- d. One (1) pair of boxers;
- e. One (1) pair of shower shoes; and
- f. One (1) RHU shirt and pants.

22. Social Services

Additional counseling and social services shall be provided by an Offender Rehabilitation Specialist, medical and mental health staff, program staff, and assigned Classification and Treatment Officer. An inmate in need of more comprehensive treatment shall be promptly identified and recommended for transfer to psychiatric or behavior control program when appropriate.

23. Telephone Services

An inmate assigned to Administrative Segregation or Protective Custody Request shall be provided a fifteen (15) minute phone call during a recreation period and according to the designated weekly schedule. A telephone call shall be limited to fifteen (15) minutes except for an urgent legal need. Any exception to the telephone schedule shall require authorization from the Unit Administrator or higher authority. The Chaplain shall verify a call concerning an emergency inmate family problem (death, serious illness). A personal inmate telephone call may be monitored to ensure the security of the institution. An inmate assigned to Disciplinary Segregation for less than sixty (60) days shall not be granted telephone privileges, with the exception of an initial call within the first forty-eight (48) hours of assignment. After sixty (60) days, a Disciplinary Segregation inmate shall be afforded the same privileges as an Administrative Segregation inmate. An inmate assigned to the Transition Unit Program may be permitted up to two (2) additional phone calls

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References/Authority ACA: 5-ACI-5C-05, 5-ACI-5C-08, 5-ACI-5C-15, 5-ACI-5C-16 KRS 196.035, 197.020	Subject  <b>MEAL PLANNING</b>	

## POLICY and PROCEDURE

### A. Menus and Meal Planning

1. A menu shall be planned and written by the contract management company and approved by the State Dietician.
2. The Food Service Director of the contract management company shall ensure a minimum of three (3) meals, including two (2) hot meals, are provided at regular mealtimes during each 24-hour period, with no more than 14 hours between the evening meal and breakfast. A variation may be allowed based on weekend and holiday food service demands, provided basic nutritional goals are met.
3. A copy of a menu shall be distributed to each dormitory, recreation area and department at the beginning of each meal cycle.
4. A menu substitution may be made if absolutely necessary, if products specified on the Master Menu are not available, or if there is an equipment malfunction. A substitution shall be brought to the attention of the Warden and Deputy Warden of Operations as quickly as possible. Included with the notification shall be a justification for the substitution.

### B. Meals

1. The following schedule shall be adhered to:

#### BREAKFAST

##### Satellite Delivery

(restrictive housing, medical) 5:00 a.m. – 5:30 a.m.

General Population 6:30 a.m. – 7:30 a.m.

#### LUNCH

##### Satellite Delivery

(restrictive housing, medical) 10:00 a.m. – 10:30 a.m.




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9. An adequate supply of trays, cups, and flatware shall be available to assist in a consistent flow of any serving line.
10. Food service staff shall monitor portion sizes and ensure a sufficient amount of food is available on any serving line.
11. An accurate record shall be maintained of all meals served by the contract management company.

C. Inclement Weather or Emergency Circumstances

1. The breakfast meal shall be served if the institution is returned to normal operation prior to 9:00 a.m.
2. If the institution does not return to normal operation until after 9:00 a.m., a decision shall be made by administrative staff whether a combination lunch and breakfast be served.
  - a. The determination shall be based upon the type of inclement weather or emergency that exists as well as the type of meal that is being offered for breakfast and lunch.
  - b. If it is necessary to combine the two meals, adjustments in the menu may be made to accommodate this change.
3. Every effort shall be made to insure that all items on the master menu for that particular day are served at the combined meal or the dinner meal. If there are only two meals served in the day due to inclement weather or emergency circumstances, then those two meals shall be supplemented over and above what is required.

This policy shall be reviewed annually and updated as needed.

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ACA: 5-ACI-5C-11, 5-ACI-5C-13, 5-ACI-5D-09 KRS 196.035, 197.020	Food Service: Inspections and Sanitation	


## POLICY and PROCEDURE

The Eastern Kentucky Correctional Complex (EKCC) food service department shall be inspected on a regular basis to insure safe sanitation practices.

### A. Inspection

1. EKCC's Food Service Director shall request the Morgan County Health Services Department to inspect the Food Service Department on a semi-annual basis. A copy of the report shall be provided to the Food Service Director. A Plan of Action to correct any food service deficiency shall be prepared in writing by the Food Service Director and forwarded to the Deputy Warden of Operations.
2. The Duty Officer shall make a weekly inspection of the Food Service Department and equipment and shall complete the appropriate inspection form. The original inspection form shall be forwarded to the Deputy Warden of Operations and copies shall be forwarded to the Food Service Director and the Warden.
3. Monitoring and evaluation shall be the responsibility of the Deputy Warden of Operations.
4. Refrigerators and dishwasher water temperatures shall be checked two (2) times per day by the Food Service Director or his designee and documented in the logbook.
5. The Major shall designate an officer to sample each meal for both general population and Restrictive Housing. After sampling has been completed, the designated staff shall record the general population results on the Daily Food Evaluation Form (Attachment I) and the Restrictive Housing results on the RHU Daily Food Evaluation Form (Attachment II).
6. A copy of the completed meal report shall be sent to the Deputy Warden of Operations on a daily basis.



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References/Authority ACA: 5-ACI-5C-11, 5-ACI-6A-14 KRS Chapter 217 KRS 196.035, 197.020 902 KAR 45:005	Subject  Medical Screening of Food Handlers	

## POLICY and PROCEDURE

To ensure that food service personnel meet the local community standards regarding the health laws and ordinances, the Eastern Kentucky Correctional Complex, (EKCC) shall require that standards of personal cleanliness, disease prevention and hygienic food handling techniques be established and enforced.

### A. Disease Prevention


1. The Food Service Director shall ensure that no person works in in the Food Service Department while infected with a disease in a communicable form that can be transmitted by food or who is a carrier of organisms that cause a disease or while afflicted with a boil, an infected wound or an acute respiratory infection.
2. Prior to beginning work in the food service department, an inmate shall be screened by the Medical Department for good health and freedom from communicable disease or any infected wound.

### B. Personal Cleanliness Standards

All Food Service employees shall maintain the standards of personal cleanliness and hygienic food handling techniques as set forth in KRS Chapter 217 and 902 KAR 45:005 to the extent required by these laws. Those standards shall include the following:

1. Clean clothing (white and gray state issue for food handlers);
2. Hats;
3. Clean, trimmed fingernails; and
4. 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 smoking, eating, drinking or using the toilet.

This policy shall be reviewed annually and updated as needed.

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References/ Authority ACA: 5-ACI-3A-10, 5-ACI-3A-13, 5-ACI-3A-22, 5-ACI-3A-23 KRS 196.035, 197.020	Subject Food Service: Security	


## POLICY and PROCEDURE

Security within the Eastern Kentucky Correctional Complex Food Service Program shall be maintained in order to prevent danger to staff and inmates while maintaining supplies, food products, keys, tools, and knives in the proper manner.

- A. Security within the Food Service program shall be the responsibility of the Security Supervisor assigned to the food service department.
  1. Duties of the Correctional Officer assigned to the Dining Room.
    - a. Inspect the food service area in order to prevent escape, eliminate contraband, and protect staff, inmate and state property;
    - b. Maintain general order and control;
    - c. Maintain order in the serving line;
    - d. Maintain the post except in an extreme emergency;
    - e. Remove an inmate who fails to follow an order;
    - f. Handle any argument between inmates. The inmates shall be separated and if the argument does not cease, they shall be escorted from the dining room. The Shift Supervisor shall be notified if assistance is needed;
    - g. Report an incident to the Captain's Office and submit a written report; and
    - h. Observe inmates as they exit to ensure no utensil, food item, or other item is taken out of the dining room.
  2. Food Service staff shall assist security staff by:

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5. An inmate shall remain in the designated area until the count is cleared. Once the count clears, movement may begin.
  6. A complete outcount sheet shall be turned in to the Captain's Office at least 15 minutes prior to a count with the following information:
    - a. Kitchen or dining room (be specific);
    - b. Name and signature of staff member reporting count;
    - c. Number of inmates counted; and
    - d. Each inmate by number, name, and living area.
  7. If conducting a count, the following procedure shall be followed:
    - a. Notify any inmate that it is count time;
    - b. Order any inmate to one area until count clears; and
    - c. Count any inmate, seeing flesh and movement of each inmate.
- D. An inmate shall be frisk-searched before leaving the kitchen.
- E. The movement of an inmate to and from the kitchen during hours of darkness shall require escort by staff and the Captain's Office shall be notified.
- F. Utensil Control
1. A log shall be maintained and audited two (2) times daily by the Food Service Director or designee. The Deputy Warden of Operations shall designate correctional staff to conduct random audits.
  2. A utensil shall be logged out and in by date, time, and signature. An inmate shall surrender his identification card to the staff issuing the item.
  3. A utensil shall never be left unguarded. A utensil shall remain in the possession of the person to whom it was checked out.
  4. A utensil shall be secured under a lock system from 7:00 p.m. to 3:00 a.m. with access being limited to the following personnel:
    - a. Food Service Director;
    - b. Contract food staff;
    - c. Food Service security officer; and
    - d. Deputy Warden of Operations or designee.
  5. If a utensil is lost:


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References/ Authority ACA: 5-ACI-5C-08 CPP 23.1 KRS 196.035, 197.020	Subject Dining Room Rules	

## POLICY and PROCEDURE

It is the responsibility of all staff to see that an inmate conducts himself in the proper manner while in the dining room.

### Dining Room Rules

1. An inmate assigned to a specific living unit shall be assigned to eat in a designated dining room.
2. A hat shall not be worn while in the dining room except as set forth in CPP 23.1.
3. A food server or worker shall wear a hairnet and beard guard (as appropriate) and shall follow applicable health and sanitation rules.
4. Additional items shall not be brought into the dining room.
5. An inmate shall enter the dining room and walk around the railed wall to the serving area.
6. Serving shall be done on a first-come, first-served basis.
7. The following eating utensils shall be provided (if needed) for each inmate:
  - a. One (1) cup;
  - b. One (1) spork;
  - c. One (1) tray; and
  - d. One (1) bowl
8. An inmate shall only go through the line one time at each meal.
9. Inmates may sit at any available table.
10. Loud talking shall not be permitted in the dining room.
11. An inmate shall leave after finishing his meal. Loitering shall be prohibited.

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References/Authority ACA: 5-ACI-5D-04 KRS 196.035, 197.020	Subject Vermin and Insect Control	

## POLICY and PROCEDURE

### A. Rodent Bait Boxes

1. Bait boxes shall not be placed in areas that are accessible to unsupervised inmates.
2. Bait boxes shall be maintained only in locked areas. These areas shall include:
  - a. Inmate Canteen; and
  - b. Property Storage
3. Bait boxes shall be checked monthly.
  - a. Bait shall be added as needed.
  - b. Outdated bait shall be disposed of properly.

### B. Traps

1. Traps shall be baited with non-poisonous bait only.
2. Traps shall be checked, at a minimum, weekly by assigned staff.


### C. Proper Disposal of Poisonous Baits

Bait shall be disposed of personally by the Pest Control Officer.

### D. Insect Control

1. Spraying for insects shall be conducted under the supervision of the Safety Coordinator.
2. The Warehouse, Kitchen, Dining Rooms, and Inmate Canteen shall be sprayed at least monthly.



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References/ Authority ACA: 5-ACI-3D-18 CPP 17.1 KRS 196.035, 197.020	Subject	
	EKCC 12-02-01	3
	FEB 09 2023	
	INMATE DRESS AND USE OF ACCESS AREAS	

## I. DEFINITIONS

“Yard” means the open area between the living units and the dining and recreation area.

“Walkway” means all concrete walk areas within the institution.

“Recreation Field” means a designated field area outside the gymnasium.

## II. POLICY and PROCEDURE

In the interest of security and responsible inmate behavior, the following procedure on inmate dress and inmate use of access areas shall be established.


- A. An inmate shall adhere to the following dress code unless he is required to wear specially styled, marked, or colored clothing to denote his status.
  1. The state issued uniform shall be worn at all times except:
    - a. To, while at, and returning from the recreation field or gym;
    - b. To, while at, and returning from the bullpen;
    - c. To and from pill call that is conducted during dinner mealtime; and
    - d. In the inmate’s immediate living area.
  2. A uniform shall be worn in the dormitory core except for the following:
    - a. Going to and from recreation areas;
    - b. Scheduled core recreation; and
    - c. Scheduled ice calls.
  3. If required to be in uniform, any religious medallion shall be worn inside the clothing, not visible.
  4. An inmate may wear do-rags or white handkerchief in a do-rag style only when in his assigned wing.

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4. Reports to the medical department for purposes other than an appointment, sick call, or pill call;
5. Reports to the administration building without being told to do so by a staff member;
6. Enters any storage area without permission;
7. Is in an area without a pass authorizing him to be there;
8. Enters any walkway or stairway leading directly to an unassigned unit without staff permission;
9. Enters into the hall of the academic school without permission of academic school staff;
10. Enters a staff only restroom or an already occupied inmate restroom without staff permission; or
11. Enters into any unassigned work or program assignment without staff permission.

D. Inmates shall use designated living unit telephones. There shall be no exceptions without direct permission from staff.

This policy shall be reviewed annually and updated if needed.

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Authority//References ACA: 5-ACI-6A-04, 5-ACI-6A-43, 5-ACI-6C-04, 5-ACI-6C-08, 5-ACI-6C-09 CPP 5.1 KRS 196.035, 197.020	Subject  <p style="text-align: center;">Pharmacy Policy</p>	

## POLICY and PROCEDURE

The Eastern Kentucky Correctional Complex pharmacy shall be organized and controlled in accordance with State and Federal laws and regulations.

### A. Drug Formulary

1. The pharmacy shall be stocked according to the Department of Corrections Drug Formulary, which was specifically developed for the corrections institutions in Kentucky.
2. A prescription shall be routinely filled. If a non-formulary drug is desired, the practitioner shall submit an electronic order to the contract pharmacy. An order shall be filled after the contract pharmacy has received approval from the Medical Director or designee.

### B. Provider Orders

1. Each order shall include inmate name and number, date, name of medication, strength, number of times to be given per day, and length of time to be given.
2. Stop dates shall be as follows unless otherwise stated in the order.
  - a. Schedule II Drugs– seventy-two (72) hours
  - b. Other Scheduled Drugs– five (5) days
  - c. Antibiotics– seven (7) days
  - d. Antihistamines and Decongestants– ten (10) days
  - e. All others– thirty (30) days
3. A phone order, an order written per the provider's protocol, and standing order shall be co-signed within 24 hours if possible.

### C. Psychotropic Drugs

1. Psychotropic drugs shall be prescribed by the psychiatric provider only if

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- b. The officer shall check the inmate's mouth and hands to ensure that the inmate has swallowed the medication.
- c. Any dose refused or not given shall be documented.

3. Psychotropic Drugs

Documentation of refusal to take psychotropic medication shall be brought to the attention of the primary care provider. If in the provider's opinion, the patient's condition is threatening to his own well-being or others or is potentially dangerous to the institution, the warden shall be notified. The warden may institute proper legal proceedings to medicate over patient refusal.

E. Medication Refills and Reorders

1. An empty punch card shall be placed in the specified location. A second card of a refillable prescription may be in the unit. If not, it shall be refilled as soon as possible.
2. An inmate shall be informed before an order expires and this notification shall be properly documented. The inmate shall report to sick call for an appointment for reevaluation by the appropriate provider before the expiration date.
3. A label shall be checked daily for the expiration date and the cards shall be checked for refills.
4. Any medication returned to the pharmacy shall be logged on the appropriate form.

F. Medication Storage

1. Any medication with the exception of scheduled medication shall be stored in a pill call cage that shall be secured with a lock. Refill medication and Night Drug Box medication shall be stored in a medication cart equipped with a locking device. A pill call cage and medication cart shall remain locked at all times except during pill call or if being restocked.
2. Any scheduled medication shall be stored behind two (2) locks in the medication cart that shall remain locked and behind a locked door of the medication room or stock room.
3. A Night Drug Box medication refill shall be stored in the medical stock room behind a locked door.

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discontinued. Proper documentation of the incident shall be recorded in the medical record.

I. Dispensing Medication if Inmates Leave the Institution

1. Court Trips, Parole, Expiration of Term

- a. The first dose shall be given before the inmate leaves the institution.
- b. Any necessary documentation shall accompany thirty (30) days of medication packaged and sent with the inmate.
- c. If needed, assistance for community follow-up shall be made.

2. Inter-Institutional Transfer

- a. The first dose shall be given before the inmate leaves the institution.
- b. The foil pack shall be sent in a sealed envelope to the receiving institution.
- c. The receiving institution shall be notified if a controlled substance has been sent.

J. Outside Prescriptions


1. Prescriptions from outside physician consultants shall be reviewed by the institutional primary care provider.
2. The orders shall be approved or a disregard or alternative order shall be written by the institutional primary care provider.
3. The orders may be filled temporarily if the institutional primary care provider is unavailable and cannot review it.

K. Medications Not Needing a Prescription

1. A medication shall not be administered by nursing staff without a doctor's order.
2. Pill call times shall be 6:00 a.m. and 6:30 p.m.

L. Medication, Procedural or Dispensing Errors

A medication error shall be reported immediately. A copy shall be sent to the pharmacy and to the Health Service Administrator. A copy shall be given to the

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ACA: 5-ACI-6A-43 CPP 13.1; KRS 196.035,197.020	Self-Administration of Medication (SAM) Program	
	EKCC 13-01-02	2
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## POLICY and PROCEDURE

This policy shall establish a procedure to provide written criteria for participation in a Program that promotes safe and responsible self-administration of prescribed medication. The Eastern Kentucky Correctional Complex (EKCC) shall ensure that medication is properly managed. This program shall be available to specific inmates in the inmate population.

- A. Medication issued to an inmate shall be stored in the inmate's living area under lock and key to prevent access by another.
- B. Medication issued is intended for a specific inmate and shall not be shared, sold, or given to another. An inmate shall not attempt to treat another inmate with a medication issued from the Medical Department.
- C. A tranquilizer, scheduled or controlled narcotic, mood altering medication, muscle relaxer, sedating antihistamine, or other medication identified by the medical director, physician, or Nurse Practitioner, including some non-narcotic pain medications, shall not be issued as carry medication.
- D. Within seven (7) days prior to the expiration date of the medication the inmate may sign up on sick call to have the medication prescription refilled.
- E. If requesting a refill, the reorder slip shall be submitted at the appropriate pill call window.
- F. An inmate may return to Medical on assigned days between 1 p.m. and 2 p.m. or other time designated by the Health Service Administrator, and request a refill. The inmate shall return to Medical with the empty blister pack or empty bottle of liquid medication when he comes to pick up the new blister pack or bottle containing the medication prescribed to him.
- G. Failure to comply with these directions may leave the inmate without medication and may result in the requirement of the inmate to attend pill call.

**SELF ADMINISTRATION OF MEDICATION (SAM) PROGRAM  
AGREEMENT FORM**

I am aware of and have been oriented to the SAM Program. I understand my prescribed medicine shall be kept in my living area under lock and key to prevent access by others.

I understand and agree that my prescription is intended solely for me and I shall not attempt to treat nor shall I share my medication with another.

I understand that it is my responsibility to submit a refill request form to the pill call window to ensure that my medication is available in a timely manner. A blister pack or container with a prescription label shall be returned to Medical by the expiration date of the prescription, including any medication not taken. If I am scheduled for an outside trip, (court or for a scheduled hospital stay), I shall return any blister pack or container to Medical before leaving. Medical staff shall issue the medication required for the trip.

The prescription drug, purpose of treatment, dosage schedule and refill procedure have been explained and I agree to comply with these rules. It shall be my responsibility to sign up for sick call at least five (5) days prior to my prescription expiring to get a renewed provider's order.

It is also my responsibility to submit a reorder slip for refill of non-expired medication five (5) days prior to using any medication in the blister pack or bottle.

I understand that failure to comply with these directions as explained and given to me may result in my medication not being available.

I understand it is my responsibility to report any adverse reactions to medication to medical staff immediately.

**LIST OF CURRENT MEDICATIONS:**


- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

\_\_\_\_\_ I accept the above conditions in accordance with EKCC 13-01-02 and desire to participate in the SAM program.

**SAM pickup times 1 PM – 2PM on assigned days**

Inmate Name \_\_\_\_\_ Number \_\_\_\_\_ Date \_\_\_\_\_

Inmate Signature \_\_\_\_\_ Staff Signature \_\_\_\_\_

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References/Authority ACA: 5-ACI-6A-04, 5-ACI-6A-05, 5-ACI-6A-06, 5-ACI-6B-02, 5-ACI-6B-03, 5-ACI6D-05-CPP 9.9, 13.2 KRS 196.035, 197.020	Subject Consultations	

## POLICY and PROCEDURE

- A. An appointment with a physician consultant shall require an order from the primary care provider.
1. The medical secretary or designee shall make the appointment and shall coordinate with and type a memorandum to the Day Shift Captain who shall provide the necessary transportation and security.
  2. An inmate shall not be told the date and time of his appointment prior to the day he will be transported.
  3. If an enema, any medication, or medical preparation is necessary before the appointment, the medical secretary shall notify the nursing staff to arrange for the admission of the inmate to the Medical Department for an overnight stay to carry out the necessary procedure.
  4. The Transportation Officer shall notify the Medical Department Officer when he is ready to leave.
  5. An inmate who has a scheduled appointment with an outside consultant shall be escorted by a Correctional Officer to the sally port. A sealed and confidential packet of the inmate's related medical information shall be carried by the Correctional Officer to the outside consultant. If the inmate is unable to walk, a wheelchair or stretcher from the medical unit shall be used to transport him to a vehicle at the sally port. Security procedures shall be followed during transportation according to CPP 9.9.
  6. Prior to the return of an inmate who has been a patient at an outside hospital, the transporting officer shall obtain specific instructions from the discharging medical authority concerning any limitations or considerations during transport to the Eastern Kentucky Correctional Complex (EKCC) Medical Department. The decision of admission to the Medical Department or




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- c. U. K. Medical Center  
Lexington, Kentucky
- d. Cave Run Clinic  
Morehead, Kentucky
- e. Morehead Clinic  
Morehead, Kentucky
- f. Dr. Ken Smith & Associates, D.D.S.

2. A log shall be maintained on any outside referral and consultation.

Monitoring and evaluation of this policy shall be the responsibility of the Health Service Administrator.

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Authority/References ACA: 5-ACI-6A-08, 5-ACI-6A-09, 5-ACI-6A-14, 5-ACI-6A-18, 5-ACI-6A-19, 5-ACI-6A-20, 5-ACI-6A-28, 5-ACI-6A-40, 5-ACI-6B-01, 5-ACI-6B-02, 5-ACI-6B-03, 5-ACI-6B-07, 5-ACI-6B-08, 5-ACI-6B-12, 5-ACI-6C-09, 5-ACI-6E-02, 5-ACI-6E-03, 5-ACI-6E-04, 5-ACI-2A-03 CPP 13.2 KRS 195.035, 197.020	Subject  <p style="text-align: center;">Medical Services</p>	

#### POLICY and PROCEDURE

The Eastern Kentucky Correctional Complex (EKCC) shall provide medical care and treatment within the institution and shall use outside facilities to supplement services to maintain sound standards of medicine.

- A. Medical policies and procedures shall be reviewed by the Health Authority.
- B. The Health Authority shall be responsible for:
  1. Establishment of a mission statement that defines the scope of health care services;
  2. Development of mechanisms, including written agreements if necessary, to assure that the scope of services is provided and properly monitored;
  3. Identification of the type of health care providers needed to provide the determined scope of services;
  4. Development of the facility's operational health policies and procedures;
  5. Establishment of systems for the coordination of care among multidisciplinary health care providers;
  6. Development of quality management program;
  7. Approval of health care personnel job descriptions; and

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E. X-Ray

EKCC shall arrange for x-ray services through a vendor. X-rays shall be obtained on an as needed basis.

F. Minor Surgery Treatment Room

1. An emergency room and minor surgical room shall be maintained.
2. Nursing personnel shall assist the physician in treatments and minor surgery.
3. Sterile supply shall be maintained by the nursing staff under the supervision of the Director of Nursing. Unused sterile packs shall be re-autoclaved monthly.

G. Nursing Services

1. Nursing services shall be assigned twenty-four (24) hours a day, seven (7) days a week by the Director of Nursing.
2. A Nursing Care Manual shall be maintained and updated by the Director of Nursing.

H. Emergency

Health care personnel shall be trained to respond to health-related situations within a four-minute response time. Training shall be conducted on an annual basis and be established by the responsible health authority in cooperation with the Warden or program administrator and include instruction on the following:

1. Recognition of signs and symptoms, and knowledge of action that is required in potential emergency situations;
2. Administration of first aid;
3. Certification in cardiopulmonary resuscitation (CPR) in accordance with the recommendations of the certifying health organization;
4. Methods of obtaining assistance;
5. Signs and symptoms of mental illness, violent behavior, and acute chemical intoxication and withdrawal;
6. Procedures for patient transfers to appropriate medical facilities or health care providers; and

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conference areas, a storage room for medical records, a public lobby, and toilet facilities.

N. Privacy of Health Care Encounters

All health care encounters, including medical and mental health interviews, examinations, and procedures shall be conducted in a setting that respects the inmate's privacy.

O. Exercise Facilities


Exercise equipment and facilities shall be available for inmate use to meet exercise requirements for certain medical conditions. Inmates needing physical therapy shall be transferred to the Kentucky State Reformatory (KSR) as determined by the primary care provider.

P. Employee Health

1. The Medical Department shall offer the Hepatitis B vaccination series to all new employees. The vaccination with appropriate instruction on when to return to the Medical Department for further vaccinations shall be offered during the employee's initial orientation.
2. The Medical Department shall test all new employees for Tuberculosis. The initial PPD test shall be a two (2) step test initially and a one (1) step test shall be completed annually thereafter. All staff shall receive the testing with the exception of employees who have documentation of a positive skin test in the past or documentation of a current PPD test.
3. A Tuberculosis Management Plan shall be maintained in the Medical Department for reference.

Q. Monitoring and evaluation of this policy shall be the responsibility of the Health Authority.

This policy shall be reviewed annually and updated as needed.

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References/Authority ACA: 5-ACI-2C-11, 5-ACI-3D-08, 5-ACI-6A-01, 5-ACI-6A-07, 5-ACI-6A-19M 5-ACI-6A-21, 5-ACI-6A-22, 5-ACI-6A-24, 5-ACI-6A-25, 5-ACI-6A-27 CPP 13.2 KRS 196.035, 197.020	Subject  Health Evaluations	

## POLICY and PROCEDURE

The Eastern Kentucky Correctional Complex (EKCC) medical staff shall provide a system for periodic health evaluations of all inmates to better maintain overall health standards and ensure that each resident has had preliminary evaluation prior to cell placement.


### A. Incoming Inmates

1. An inmate shall receive a health screening by qualified health care personnel upon the inmate's arrival at the institution. At a minimum, the screening shall include:
  - a. Inquiry into whether the inmate:
    - 1) Is being treated for a medical or dental problem;
    - 2) Is presently on medication; and
    - 3) Has a current medical or dental complaint.
  - b. Observation of:
    - 1) General appearance and behavior;
    - 2) Physical deformities; and
    - 3) Evidence of abuse or trauma.
  - c. Medical disposition of inmate:
    - 1) To general population;
    - 2) To general population with appropriate referral to health care service; or
    - 3) Referral to appropriate health care service for emergency treatment.

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4. Health history and vital signs shall be obtained during scheduled physicals.
  5. Upon completion of history and physical, the information shall be entered into the electronic medical record.
  6. An inmate shall have the right to refuse a history and physical by signing a Medical Treatment Refusal Form. This shall be added to his medical record.
  7. Special examinations and reviews shall be conducted as ordered by the primary care provider.
    - a. Annual assessments shall be conducted for symptoms of TB on positive PPD reactors. Chest x-rays shall be ordered for symptomatic inmates.
    - b. Patients on maintenance medications, meaning long term prescriptions for chronic conditions, such as epilepsy, hypertension, diabetes, asthma, and psychological or psychiatric problems, shall be reviewed on a schedule individualized for the inmate by the primary care provider or the psychiatrist. This schedule shall include a record review and personal appointments on a schedule set by the primary care provider or the psychiatrist.
  8. Health appraisal data collection and recording shall include the following:
    - a. A uniform process as determined by the primary care provider;
    - b. Health history, vital signs and any other health appraisal data collected by any qualified health care personnel;
    - c. Review of the results of the medical examination or tests; and
    - d. Identification of problems by qualified health care personnel.
- C. Monitoring and evaluation of this policy shall be the responsibility of the Health Service Administrator.

This policy shall be reviewed annually and updated as needed.

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References/Authority ACA: 5-ACI-6A-01, 5-ACI-6A-02, 5-ACI-6A-19, 5-ACI-6A-03 CPP 13.2, 13.9 KRS 196.035, 197.020	Subject  <b>SICK CALL</b>	

## POLICY and PROCEDURE


The Eastern Kentucky Correctional Complex (EKCC) provides all inmates a process to request health care services on a daily basis.

### A. Co-Payment Fees

1. All inmates shall be advised, in writing, at the time of admission to the institution of the rules of co-payment program.
2. Necessary inmate health care shall not be denied due to a lack of available funds.
3. Co-payment fees shall be waived if appointments or services, including follow-up appointments, are initiated by medical staff.

### B. General Population

1. Sick call sign ups shall be conducted daily in the Medical Department. An inmate shall obtain a sick call sign up form from the Medical Office. The completed form shall be given to the nurse assessing the patient. Inmates shall be present by 5:00 a.m. and remain seated until called in by nursing staff.
2. Sick call shall be held in the Medical Department at a scheduled time. These services shall be performed by a physician or qualified health care professional.
3. Sick call clinical services shall be provided seven (7) days per week for the general population and segregation units.
4. Screening shall be conducted by nursing staff, who shall schedule an appointment with the primary care provider, dentist, or optometrist for any inmate requiring their services.

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References/ Authority ACA: 5-ACI-6A-12, 5-ACI-6A-14, 5-ACI-6A-15, 5-ACI-6A-16, 5-ACI-6A-17, 5-ACI-6A-18 CPP 13.5 KRS 196.035, 196.171, 197.020 197.055	Subject HIV and Hepatitis B: Precautions Against Infection	

## I. HIV (AIDS) INFORMATION

- A. Medical evidence shows that HIV infection is caused by a transmissible infectious agent and it is transmitted by exposure to infected blood or a blood products or other body fluid through methods as anal sex, oral sex, reuse of a hypodermic needle, an accidental needle stick, and splashing of a body fluid into an open wound.
- B. There has been no evidence of transmission by casual contact or airborne spread.
- C. Exposure to a potentially infective material may occur during direct patient care while working with a clinical or laboratory specimen and from inadvertent or unknown exposure to equipment or any needle contaminated with a potentially infectious material.
- D. Although there is at present no evidence of HIV infection or AIDS transmission to Correctional staff from casual contact with HIV Infection or an AIDS patient, the Center for Disease Control recommends that a worker who might have contact with blood or tissue of HIV Positive or an AIDS patient take the following precautions (These are the same precautions to be taken with Hepatitis B patients). These steps shall be utilized in every case and all situations universally considered potentially hazardous.

## II. POLICY and PROCEDURE

The Eastern Kentucky Correctional Complex Medical Department shall inform and instruct staff and inmates of the Eastern Kentucky Correctional Complex of precautions required if working around or with (HIV) Human Immune Deficiency Virus (AIDS) and Hepatitis B infections and universally with the institution.

- A. Take extra care to avoid a needle stick or accidental wound from a sharp instrument that has been in contact with a potentially infectious material as blood or any body fluid. Never recap a needle.



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- i. A full report of the incident shall be reported to the Medical Department with copies to Deputy Warden of Operations, Deputy Warden of Security and Major.
- j. For general disinfecting, a 10% solution of sodium hypochlorite (household bleach) shall be used.
- k. If you are stuck by a potentially infectious needle or cut by a contaminated sharp object, report to your supervisor and make sure a medical report is completed. Do this whether the source is confirmed to be HIV positive or have AIDS or not. The latest Centers for Disease Control guidelines and OSHA Standards for exposed workers shall be followed.
- l. Written protocol approved by the Medical Director and written per state and federal law and Centers for Disease Control shall be followed if an inmate exhibits high-risk behavior as defined by KRS 197.055.

G. Education Program

1. HIV and AIDS education as mandated by KRS 196.171 shall be available for staff and inmates. Counseling and educational materials shall be available.
2. Infection control measures shall be a prime focus of the Education Program.

H. Monitoring and evaluation of this policy shall be the responsibility of the Health Service Administrator.

This policy shall be reviewed annually and updated as needed.

 <p><b>EASTERN KENTUCKY CORRECTIONAL COMPLEX</b></p> <p>Policies and Procedures</p>	Policy Number EKCC 13-07-01	Total Pages 3
	Date Filed <b>FEB 09 2023</b>	Effective Date
References/Authority ACA: 5-ACI-6C-16 KRS Chapter 72, 196.035, 197.020	Subject Serious Illness, Major Injuries, Death	

**POLICY and PROCEDURE**

The Eastern Kentucky Correctional Complex Medical Department shall use a system of documentation and notification of essential personnel and agencies for a serious illness, major injury, the need for major surgery, or the death of an inmate.

**A. Major Surgery -**

If the primary care physician deems it necessary to schedule a resident for a major surgical procedure, the Health Service Administrator or designee shall notify the Warden or his designee at least two (2) working days prior to the scheduled admission for the procedure. In an emergency, notification shall be as soon as possible. All elective surgery requires preauthorization by the Medical Director of the Department of Corrections.

**B. Serious Illness -**

The primary care physician or his designee shall notify the Warden, his designee, or the Duty Officer immediately of any illness considered life threatening or critical in nature and follow with an informational memorandum.

**C. Major Injury -**

If an inmate is seriously injured, Medical Department personnel shall provide treatment and ensure follow-up with an outside receiving facility. The Duty Officer or Warden shall be informed of the transportation to an outside facility and the disposition.

**D. Death of an Inmate -**

1. Immediately following the death of an inmate, the charge medical person shall notify the Health Service Administrator, Shift Captain, Duty Officer and Warden or his designee.


a. Immediately after notifying the Warden, the charge medical person shall call the Coroner, the Local and State Police, and, if the Coroner requires it, the Funeral Home designated to transport the body for

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by the Chaplain and transmitted immediately upon accomplishment of notification.

2. In a case involving serious injury or death, the institution shall prepare a concise report of the occurrence for notification of Central Office Duty staff and news media upon approval by the Warden.
  - a. If the injury or death occurred as the result of foul play, it shall be the policy of the institution to release that information to the news media through the Public Information Officer as approved by the Warden.
    - (1) If the death or injury was not the result of foul play, it shall be the policy of the institution to release the information only upon inquiry by the media through the Warden's Office.
    - (2) The name of the injured or deceased inmate shall not be released to the news media prior to notification of next of kin.
  - b. It shall be the responsibility of the Warden or designee or the Duty Officer to prepare the report and reduce it to writing within four (4) hours of his notification of the occurrence.
  - c. The report shall be transmitted to Central Office Duty staff immediately if it is to be released to the news media or at the beginning of the next business day if it is to be released only upon inquiry.
- F. Monitoring and evaluation of this policy shall be the responsibility of the Health Service Administrator.

This policy shall be reviewed annually and updated as needed.

 <p><b>EASTERN KENTUCKY CORRECTIONAL COMPLEX</b> Policies and Procedures</p>	Policy Number <b>EKCC 13-08-01</b>	Total Pages <b>3</b>
	Date Filed <b>FEB 09 2023</b>	Effective Date
References/Authority ACA: 5-ACI-6A-07, 5-ACI-6A-28, 5-ACI-6A-31, 5-ACI-6A-33, 5-ACI-6A-35, 5-ACI-6A-37, 5-ACI-6B-08, 5-ACI-6C-12 CPP 10.2, 13.7, 18.7, 18.11 KRS 196.035, 197.020	Subject  <b>Psychiatric and Psychological Services</b>	

## POLICY and PROCEDURE

The Eastern Kentucky Correctional Complex (EKCC) Medical Department shall make available to the inmates access to psychiatric and psychological services and suicide prevention, and shall identify quickly an individual who requires either a wider range of services or more intensive care than can be provided at the institution. Policy and procedures shall be developed through the appropriate mental health authority. Under ordinary circumstances EKCC shall not accept a severely mentally ill inmate.

### A. Psychological and Psychiatric Services

Psychological and psychiatric services shall be provided through a psychiatrist and a mental health provider who is licensed to practice in the Commonwealth of Kentucky.

### B. Request for Services

1. A request for services may be initiated by the inmate at Sick Call or by request from a Classification and Treatment Officer or any other staff member.
2. A request or referral shall be directed to the mental health provider or psychiatrist, as appropriate.

### C. Referral Process

1. On receipt of a request or referral for services, Psychiatry or Psychology as appropriate, shall check the referred inmate's record for previous history.
2. Based on current condition and past history, Psychiatry or Psychology shall:
  - a. Recommend medical services or other institutional services as appropriate;

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4. Based on the inmate's history and current evaluation, the mental health provider or psychiatrist shall make any required recommendation with regard to housing assignment, transfer to another institution, or program participation.

F. Restrictive Housing Unit

Refer to CPP 10.2 for psychiatric or psychological procedures for Restrictive Housing.

- G. Monitoring and evaluation of this policy shall be the responsibility of the Health Authority.


This policy shall be reviewed annually and updated as needed.

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ACA: 5-ACI-6A-31, 5-ACI-6A-33, 5-ACI-6A-37, 5-ACI-6C-06, 5-ACI-6C-12 KRS 196.035, 197.020	Psychiatric and Psychological Services Team	

## POLICY AND PROCEDURE

Recognition and initial treatment of an inmate requiring psychiatric or psychological service as well as continuity of care for an inmate diagnosed and requiring on-going treatment shall be a team approach.

- A. The Psychiatric and Psychological Services Team shall include:
1. Health Service Administrator or designee;
  2. Mental health provider;
  3. Liaison: Classification & Treatment Officers, Deputy Warden of Operations and security personnel;
  4. Psychiatrist; and
  5. Primary care provider.
- B. A comprehensive individual evaluation for a specially referred inmate shall be completed by the Psychiatric and Psychological Services Team. The evaluation shall be completed within 14 days after the date of referral and shall include at least the following:
1. Review of mental health screening and appraisal data;
  2. Direct observation of behavior;
  3. Collection and review of additional data from individual diagnostic interviews and tests assessing personality, intellect, and coping abilities;
  4. Compilation of the individual's mental health history; and
  5. Development of an overall treatment or management plan with appropriate referral.
- C. Centralization of psychiatric and psychological records shall be within the Medical Department. Data shall be organized in two (2) principle areas:
1. Current active diagnosis requiring treatment, programs, or medication.

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References/Authority ACA: 5-ACI-6A-07, 5-ACI-6A-35, 5-ACI-6B-08 CPP 13.2, 13.12, 13.13, 18.11 KRS 196.035, 197.020	Subject  Suicide Prevention and Intervention Program	

## POLICY and PROCEDURE

A suicide prevention and intervention program that emphasizes the screening, identification, and supervision of an at-risk inmate shall be used at the Eastern Kentucky Correctional Complex (EKCC). Any staff with responsibility for inmate supervision shall be trained in this program.


### A. Signs and Symptoms of Potential Suicide Cases

Signs and symptoms that may identify an at-risk inmate are:

1. Loss of interest in activities or relationships in which the inmate had previously engaged (serious reduction in recreation or exercise activities, visit refusals).
2. Extreme anxiety or exaggerated levels of fear or panic in the absence of any real or present danger.
3. Extreme depression, withdrawal, neglect of hygiene or appearance, slow down, refusal to eat or leave cell for long periods of time, periods of uncontrollable crying.
4. Exaggerated mood swings, from elation or over-activity to depression or under-activity or a combination or alternation of these.
5. Active discussion of suicide plans.
6. Past history of a suicide attempt or a suicide of immediate family member.

### B. Intervention

Screening, identification, and supervision procedures shall be used to identify a high-risk inmate with a potential suicidal ideation.

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	Date Filed FEB 09 2023	Effective Date
References/Authority ACA: 5-ACI-6A-41, 5-ACI-6A-42, 5-ACI-6C-10 KRS 195.035, 197.020	Subject Detoxification	

## POLICY and PROCEDURE

Rapid medical intervention is vital in treating an inmate who has an addiction to a substance or drug. Under ordinary circumstances, the Eastern Kentucky Correctional Complex (EKCC) shall not receive or house a chemically dependent inmate prior to detoxification.

### A. Detoxification

Detoxification is the restoration to health of chemically dependent or overdosed patient and the removal, through prescribed regimen, of dependency on a chemical substance.

1. Detoxification shall be managed by the primary care provider after diagnosis is made and the type of supportive care is determined.
2. The detoxification regimen or program shall take place by order of the primary care provider at the EKCC Medical Department or local receiving hospital and use in-house and outside resources as needed. An individualized treatment plan shall be developed and implemented by a multi-disciplinary team. The multi-disciplinary team shall include the Health Service Administrator, primary care provider, psychiatrist, mental health provider, and Deputy Warden of Operations.


### B. Documentation

Full and complete detoxification documentation shall be maintained in the medical record until the patient is released from the regimen by the primary care provider.

### C. Monitoring and evaluation of this policy shall be the responsibility of the Health Service Administrator.

This policy shall be reviewed annually and updated as needed.



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	Date Filed FEB 09 2023	Effective Date
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## POLICY and PROCEDURE

Mental health services include those provided by qualified mental health professionals who meet the educational and license or certification criteria specified by their respective professional discipline. An inmate may request mental health services or may be referred by institutional staff.

### A. Mental Health Program

The mental health program is approved by the appropriate mental health authority and provides for all activities carried out by mental health services personnel. The mental health program includes at a minimum:

1. Screening for mental health problems on intake as approved by the mental health professional;
2. Outpatient services for the detection, diagnosis, and treatment of mental illness;
3. Crisis intervention and the management of acute psychiatric episodes;
4. Stabilization of the mentally ill and the prevention of psychological deterioration in the correctional setting;
5. Elective therapy services and preventive treatment where resources permit;
6. Provision for referral and admission to the acute stabilization unit at Kentucky State Reformatory (KSR) Correctional Psychiatric Treatment Unit (CPTU) for inmates whose psychiatric needs exceed the treatment capability of the institution;
7. Procedures for obtaining and documenting informed consent; and
8. Follow up with offenders who return from an inpatient psychiatric facility.

### B. Department of Corrections (DOC) Division of Mental Health General Psychological Services, Eastern Kentucky Correctional Complex (EKCC)

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- d. Provide counseling and crisis intervention as needed;
- e. File all documents pertaining to inmates;
- f. Complete intake assessments and design treatment plans; and
- g. Insure the implementation of the treatment plan under the clinical supervision of the licensed psychologist.

C. Mental Health Appraisal

Inmates who are referred as a result of the mental health screening or by staff referral shall receive a mental health appraisal by a qualified mental health person within 14 days of admission to EKCC or the referral. If there is documented evidence of a mental health appraisal within the previous 90 days, a new mental health appraisal is not required, except as determined by the designated mental health authority. Mental health examinations shall include:

1. Review of the mental health screening;
2. Historical review of the following:
  - a. Available historical records of inpatient and outpatient psychiatric treatment;
  - b. Treatment with psychotropic medication;
  - c. Psychotherapy, psycho-educational groups, and classes or support groups;
  - d. Educational status;
  - e. Drug and alcohol use or abuse, treatment; and
  - f. Sexual abuse-victimization and predatory behavior.
3. Assessment of current mental status and condition, including:
  - a. Current suicidal potential and person-specific circumstances that may increase suicide potential;
  - b. Violence potential and person-specific circumstances that may increase violence potential; and
  - c. Drug and alcohol abuse or addiction.
4. Use of additional assessment tools, as indicated;
5. Development and implementation of a treatment plan, as indicated, including recommendations concerning housing, job assignment, and program participation; and
6. Referral to treatment, as indicated.

D. Mental Health Screen

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3. Any institutional staff, or the inmate himself by contacting institutional staff, may refer an inmate to psychological services.
  - a. Structured referrals
    - 1) Provide mental health staff with information of how the inmate presents to you. That may differ from how they present to the mental health staff.
    - 2) Allow mental health staff to identify changes from the time of the referral to the time of the interview.
    - 3) Save time in letting mental health staff know what's going on with the inmate and help them focus the evaluation and intervention.
    - 4) Enable mental health staff to prioritize cases so they can address the most critical first.
    - 5) Decrease legal liability by insuring clear communication across staff and insure that the actual problems are addressed.
  - b. Referrals shall address specific symptoms of mental and emotional problems, especially if there is a change in behavior or if there is a known history of a mental disorder. It is essential to provide mental health staff with as much information as possible about the history and the context of the problem so that mental health staff can see its pattern. Descriptions and details in list or narrative form are useful.
  - c. Referrals shall not specify a type of treatment requested. It is the responsibility of mental health staff to diagnose and develop treatment strategies.
  - d. Any referral, other than an emergency, to Psychological Services shall be documented on the Mental Health Referral Form and forwarded to the psychologist at the institution. Appropriate staff shall document the referral in the inmate's institutional health record. A telephone referral shall be used in case of immediate need for services. Inmates may also request mental health services through sick call.
  - e. If the referral reflects an emergency situation, immediate assessment and intervention are necessary. If the situation is not an emergency, an evaluation addressing the referral issue shall be completed within 14 days.
  - f. If necessary, the psychologist may refer the inmate to the psychiatric staff for further evaluation and treatment.

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#### H. Emergency Mental Health Services

1. The psychologist, psychiatrist, or the medical staff shall make a determination as to whether the mental health emergency is life-threatening, non-life threatening, or requires further evaluation.
2. In any life-threatening mental health situation, including a suicide attempt or threat of harm to another person, the inmate may be confined for his or others' protection until mental health staff may be contacted. The psychologist, psychiatrist, or in their absence, medical staff shall determine if the individual shall be placed on a suicide watch or a behavior watch. Only the mental health provider may take an inmate off watch.
3. Mental health staff in consultation with the Warden shall determine if a transfer to another facility is needed. Mental health staff shall contact the appropriate staff at the institution to inform them of the status of the inmate and the care needed.

#### I. Division of Mental Health Psychiatric Services

1. The psychologists and medical department shall coordinate psychiatric outpatient treatment at EKCC. The medical department shall schedule an appointment with a psychiatrist as necessary.
2. Each inmate on institutional outpatient status shall have a psychiatrist assigned to him as well as a licensed mental health professional from Psychological Services, if appropriate.
3. Each outpatient inmate shall be seen regularly by the psychiatrist. The psychiatrist shall conduct an examination, review medication suitability, medication compliance, and evaluate the inmate's overall adjustment.
4. The psychiatrist may place an inmate on outpatient status or may initiate proceedings to transfer the inmate to the CPTU. Transfer procedures are covered in CPP 18.11, Placement for Mental Health Treatment in CPTU.
5. If psychiatric treatment becomes unnecessary, the psychiatrist may recommend an alternative plan for the inmate to return to the psychologist, institutional physician, or the Classification and Treatment Officer (CTO) for referral.
6. An inmate who is severely disturbed, intellectually impaired, or both, is referred for placement to KSR CPTU or alternative KSR unit in accordance with CPP 18.1, Classification of the Inmate. These facilities are specifically designed for handling this type of individual.

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appropriate Deputy Warden shall make decisions concerning appropriate housing within EKCC, disciplinary proceeding, program assignment, or transfer to another facility.

L. Suicide Prevention and Intervention

1. There is a written suicide prevention plan that is reviewed and approved by the mental health provider and Health Service Administrator. The plan includes staff and offender critical incident debriefing that covers the management of suicidal incidents, suicide watch, assaults, prolonged threats, and death of an offender or staff member. It ensures a review of critical incidents by administration, security, and health services. All staff with responsibility for offender supervision shall be trained on an annual basis in the implementation of the program. Mental health staff shall be involved in the development of the plan and the training shall include:

- a. Identifying the warning signs and symptoms of impending suicidal behavior;
- b. Understanding the demographic and cultural parameters of suicidal behavior, including incidence and variations in precipitating factors;
- c. Responding to suicidal and depressed inmates;
- d. Communication between correctional and health care personnel;
- e. Referral procedures;
- f. Housing observation and suicide watch level procedures;
- g. Follow-up monitoring of inmates who make a suicide attempt; and
- h. Population specific factors, pertaining to suicide risk in the institution.

2. Intervention

Screening, identification and supervision procedures to identify high-risk inmates with a potential suicidal ideation shall be developed in various areas of the institution.

- a. Initial Assessment

- 1) The CTO's refer an incoming inmate with psychiatric or suicidal history to the EKCC psychologist for assessment.
- 2) An inmate considered high risk by the psychologist shall then be referred to the psychiatrist.
- 3) An inmate considered high risk by the psychiatrist may receive psychiatric medication or counseling, be placed in Administrative Protective Custody, or be transferred to CPTU or other institutions deemed more appropriate.
- 4) If the services of the psychiatrist or psychologist are not immediately available, an inmate considered a potential

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inmate placed on Suicide watch.

M. Mental Illness and Developmental Disability

An inmate with severe mental illness or who is severely developmentally disabled shall receive a mental health evaluation and, where appropriate, shall be referred for placement in a unit specifically designed for handling this type of individual.

N. Transfer of an inmate to KSR's CPTU

1. An inmate may be referred to CPTU if he meets the following criteria:
  - a. He has a serious mental illness, diagnosed by a qualified mental health professional, that significantly impairs judgment, behavior, and capacity to recognize reality or cope with the ordinary demands of life within the prison environment and is manifested by substantial pain or disability.
  - b. The mental illness causes impairments in behavior and function that may have been manifested as a history of recurrent decompensation when housed in the general population.
  - c. An inmate that is unable to be stabilized in a less restrictive setting may also be considered.
2. Referrals to CPTU shall be coordinated through the Health Services Administrator.

O. Transfer of an Inmate to Another Institution based on Mental Health Issues

1. An inmate may be transferred to another institution for mental health reasons if his needs cannot be met at EKCC.
2. A referral for transfer based on mental health reasons to another institution shall be coordinated through the Health Service Administrator.
3. A referral for transfer shall include:
  - a. A description of the inmate's current functioning;
  - b. A description of the trajectory of the mental health problem;
  - c. Statements by other mental health professionals;
  - d. Reasons the inmate cannot be treated where he is;
  - e. A recommendation for a specific receiving institution; and
  - f. Reasons for recommending that institution.

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releasing psychological and psychiatric reports.

2. Requests for open records shall be processed through the Open Records Coordinator.
  - a. If the inmate signs a release, the records shall be delivered to the authorized party.
  - b. A written statement of confidentiality for the records needed shall be forwarded to the Health Services Administrator with any request.
3. Only the information requested shall be provided.
4. Copies of any request or release shall be placed in the inmate's medical record.
5. When the request is received, the mental health staff shall indicate whether disclosure to the inmate would be detrimental to the inmate's health.

R. Other Issues

1. Psychological records shall be maintained within the medical department and in accordance with any applicable regulation.
2. The institutional psychologist shall coordinate and schedule the seven (7), 30- and 90-day Restrictive Housing Unit Reviews.
3. The institutional psychological provider shall keep the Major and the Health Service Administrator informed of any acute or potential problem or special attention required by patients, for example:
  - a. Suicide risks;
  - b. Medication problems;
  - c. Regression;
  - d. Hostility potential; and
  - e. Other symptoms pathognomonic of mental health risks.
4. A monthly statistical report shall be prepared by the psychologist and filed with the DOC Division of Mental Health and the Deputy Warden of Operations.

- S. Monitoring and evaluation of this policy shall be the responsibility of the Health Service Administrator.

This policy shall be reviewed annually and updated as needed.



**EASTERN KENTUCKY  
CORRECTIONAL  
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CPP 13.2, 13.9  
EKCC 13-02-03  
KRS 196.035, 197.020

Subject

Dental Services

## POLICY and PROCEDURE

The Eastern Kentucky Correctional Complex Medical Department shall provide timely and efficient dental services to the inmates in General Population and those assigned to Restrictive Housing Units. Emergency care is available on a 24-hour basis.

### A. Dental Service

1. A fully equipped Dental Clinic shall be provided.
2. The clinic shall have facilities to repair plates and partials as needed. Full dentures and partials shall be manufactured at a dental laboratory by agreement.
3. Only an authorized person shall be permitted to enter the clinic. The entrance door to the Dental Clinic shall be kept closed and locked when not in use.
4. A licensed dentist shall provide dental services at the clinic, and a full-time dental assistant shall be on staff.
5. Dental supplies and medicines shall be kept locked in the Medical Control Center to be issued to the dentist as needed.
6. Security of dental supplies and medicines shall be the responsibility of the dental staff.
7. Routine and emergency dental care shall be provided to each inmate.

### B. Restrictive Housing Units

1. An inmate assigned to Restrictive Housing shall make a request for dental service through the medical sick call procedure.



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or request that an inmate be transported outside the institution for treatment. If the dentist is not available, the primary care provider shall take over the management of the case. If a decision by the nurse in charge is made to transport the inmate outside the institution, the Shift Captain shall be notified and shall provide transportation and security. When possible, a consultation sheet shall accompany the inmate.

6. If the inmate is transported to a local dentist or hospital, the Medical Department representative shall notify them, giving all pertinent information about the case including the expected time of arrival.
7. A written summary of the incident, noting time of first report and times and places where services were rendered, shall be prepared by the Medical Department representative in charge and appropriate notes shall be made in the inmate's dental record.


D. Consultation

If additional information or treatment is needed through consultation with a specialist, EKCC 13-02-03 shall be followed.

E. Responsibility of dental treatment shall rest with the dentist.

F. Monitoring and evaluation of this policy shall be the responsibility of the Health Service Administrator.

This policy shall be reviewed annually and updated as needed.


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	Date Issued FEB 09 2023	Effective Date
References/Authority CPP 6.1, 13.2 KRS 196.035, 197.020	Subject Optometric Services	

## POLICY and PROCEDURE

Optometric services shall be provided to the inmates housed at the Eastern Kentucky Correctional Complex (EKCC).

- A. An optometrist licensed by the Commonwealth of Kentucky shall be contracted to provide service at the EKCC.
- B. Appointments with the optometrist shall be made through daily sick call. Inmates shall be seen in the order of their request unless the Medical Department judges their optometric problems severe enough to be placed at the top of the schedule.
- C. Only basic glasses, in limited style, and functional frames shall be provided.
- D. Special tints, photo-gray, special frames and contact lens shall not be normally provided. Any aberration from basic glasses shall be clinically justified by the optometrist and approved by the primary care provider or designee.
- E. Inmates desiring copies of their eye glass prescription shall file an appropriate Record Request Form and a CPO for the cost of each page with the Medical Department. Refer to CPP 6.1 for costs.
- F. When deemed necessary by the Health Authority, a waiting list shall be maintained.

This policy shall be reviewed annually and updated as needed.


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References/Authority ACA: 5-ACI-6C-06 KRS 196.035, 197.020	Subject Resident Transfer/Medical Profiles	

## POLICY and PROCEDURE

The Eastern Kentucky Correctional Complex Medical Department shall facilitate the inter-institutional transfer of inmates and shall ensure continuity of medical care upon transfer.

- A. If a request for transfer is made, the designated primary, first backup or second backup Transfer Coordinator shall request a medical profile from the Medical Department. The transfer request shall not be processed until the profile has been completed and attached.
- B. The Health Service Administrator or designee shall submit, upon request by the primary, first backup, or second backup Transfer Coordinator, physical profiles on inmates being considered by the Classification Committee for transfer or for removal from the institution for any reason except release or parole. The profile shall be checked for the following:
  1. The inmate meets the physical standards required for the assignment; and
  2. He has no scheduled medical appointments.
- C. The Warden or his designee shall review the information along with the other information submitted by the primary, first backup, or second backup Transfer Coordinator and evaluate prior to approval or disapproval.
- D. The Deputy Warden of Programs shall ensure that an updated profile is prepared no more than twenty-four hours prior to transfer to ensure that no changes have occurred in the inmate's medical condition since his approval for transfer.
- E. A copy of the completed profile form shall be kept with the medical record.
- F. If there is an emergency medical or psychiatric transfer, there shall be joint consultation between the Warden or his designee and the responsible physician prior to action being taken.
- G. Monitoring and evaluation of this policy shall be the responsibility of the Health Service Administrator.

This policy shall be reviewed annually and updated as needed.

 <p><b>EASTERN KENTUCKY CORRECTIONAL COMPLEX</b> Policies and Procedures</p>	Policy Number <b>EKCC 13-13-01</b>	Total Pages <b>2</b>
	Date Filed <b>FEB 09 2023</b>	Effective Date
References/Authority ACA: 5-ACI-6A-43, 5-ACI-6A-44 KRS 196.025, 197.020 29 CFR 1910.1030(d)(4)(iii)(a); 803 KAR 2:320	Subject <b>Syringes, Needles and Sharps Control</b>	

## POLICY and PROCEDURE

The Eastern Kentucky Correctional Complex Medical Department shall have an established, secure, and documented method for control of inventory, use, and destruction of any medical needle, syringe, or scalpel blade to provide for security and infection control needs.

Any needle, syringe, scalpel, tubex or other material shall be considered dangerous contraband in an inmate population. A sure and cross-checkable method of control shall be required.

### A. Institutional Supply


The specific size, type and monthly usage estimate for each of these type items shall be established by the Health Service Administrator or designee. This list and amounts shall be reviewed at least annually by the Health Service Administrator and adjusted sufficiently to keep sufficient but minimum stock levels constant.

### B. Medical Stock

1. The Health Service Administrator or designee shall establish a "working level" on each item. No more than this amount shall be kept within the Medical Department.
2. A "check book" type running inventory document shall be established within a log for each item. This data sheet shall include spaces for date received to stock, returned to stock, used destroyed total on hand and initials of person making the entry.

### C. Usage and Control

1. When an item is needed for use, the nurse shall enter on the item's log page the date, number to be "used," new total (subtraction), and initials.

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	Date Filed <b>FEB 09 2023</b>	Effective Date
References/Authority ACA: 5-ACI-6A-17 KRS 196.035, 197.020	Subject Medical Department - General Housekeeping Decontamination Procedures and Biohazard Waste Procedures	

## POLICY and PROCEDURE

The Eastern Kentucky Correctional Complex Medical Department shall ensure that the proper methods, techniques, and standards of housekeeping and sanitation meet any state or federal requirements. Proper decontamination and biohazard waste procedures shall be followed.

### A. General Housekeeping

1. The Medical Department areas shall be cleaned thoroughly after completion of medical procedures. This shall include beds, nightstands, over the bed tables and floors.
2. Maintain all general bath and shower areas, clean and disinfect daily, and keep towels (bath and paper), toilet tissue and soap available.
3. Maintain inmate's rooms, equipment and fixtures, break-down and clean beds, re-make beds, clean tables, furniture, baths, dust floors and mop, wax and spray buff, and strip floors monthly or as needed.
4. Take dirty linen to the laundry room at least daily. Clean linen shall be delivered from the laundry, folded and put away daily. Blankets shall be laundered as needed. The linen cabinets and racks shall be cleaned on an as needed basis.
5. An inmate janitor, under medical staff supervision, shall be employed to do general housekeeping. He shall not clean or sterilize instruments.
6. Periodic cleaning of all hospital walls, vents, and fixtures shall be done on an as needed basis or a minimum of biannually.

### B. Pest Control Procedures

The medical area shall be sprayed on a monthly basis.

### C. Specific Housekeeping Areas and Duties

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10. Janitorial Room - Keep clean and orderly. Sweep, dust, and mop twice weekly.

11. Restrictive Housing Observation Cells

Observation cells shall be completely cleaned immediately after discharge of inmate.

- a. Walls washed;
- b. Beds stripped and cleaned with disinfectant solution;
- c. Mattress cleaned with disinfectant solution;
- d. Nightstands and over the bed tables cleaned with disinfectant solution;
- e. Windows and doors cleaned;
- f. Sink and toilet cleaned and sanitized; and
- g. Observation cell prepared to receive another inmate.


D. Biohazard Waste and Decontamination Procedures

Biohazard Waste

1. Any non-sharp, disposable material that has the potential to have been exposed to infectious pathogens shall be disposed of in a biohazard container or bag.
2. Biohazard containers and bags are marked with a biohazard symbol and are red in color. The bags are located in trash receptacles throughout the Medical Department. When the containers or bags are three-fourths (3/4) full, they shall be removed and placed in the biohazard closet, which is located in the Medical Department.
3. Any disposable sharp object that is considered contaminated shall be placed in a red biohazard, puncture-resistant container that is located in the stockroom of the Medical Department behind a combination lock door. The containers shall remain there until Stericycle arrives to obtain the material.
4. Stericycle Regulated Medical Waste Incorporated shall obtain the biohazard waste from the institution every other week.

E. Decontamination of Medical and Dental Equipment

1. Any reusable medical or dental instrument shall be sterilized after each use.

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	Date Filed FEB 09 2023	Effective Date
References/Authority ACA: 5-ACI-6C-03, 5-ACI-6C-04, 5-ACI-6D-05 KRS 196.035, 197.020	Subject Medical Records	

### POLICY and PROCEDURE

A complete medical and dental record for each inmate shall be kept to provide continuity of care and give a sequential overview of the inmate's health status.


- A. The electronic medical record shall be separate from the offender record.
- B. Each medical record shall be identified with the inmate's name and identification number.
- C. Security and confidentiality of the medical record shall be maintained by the medical staff.
  1. Access to health records shall be in accordance with state and federal law.
  2. Only the information necessary to preserve the health and safety of an offender, other offenders, volunteers, visitors, correctional staff or has an impact on the safety and security of the institution shall be provided to non-medical institutional staff on a need-to-know basis.
  3. Only information that is located on the Medical Assessment for Transfer form (MAT) shall be given to classification staff.
  4. No confidential health information shall be released over the telephone to a visitor or volunteer without the appropriate authorization.
  5. An inmate may request to inspect his medical records. This shall be done in writing through the caseworker.
  6. Inmate medical records generated by the Eastern Kentucky Correctional Complex (EKCC) except psychiatric and psychological reports may be released upon receipt of written authorization from the inmate. Psychiatric and psychological reports may be released after review and approval of the psychiatrist.

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- F. Monitoring and evaluation of this policy shall be the responsibility of the Health Service Administrator.

This policy shall be reviewed annually and updated as needed.



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	Date Filed <b>FEB 09 2023</b>	Effective Date
References/Authority ACA: 5-ACI-5C-04, 5-ACI-5C-05, 5-ACI-5C-06, 5-ACI-5C-09, 5-ACI-5C-13 CPP 14.2 KRS 196.035, 197.020	Subject  Clothing, Bedding and Personal Hygiene Supplies	

**POLICY and PROCEDURE:**


**A. Initial Issue**

Upon arrival, each inmate shall receive:

1. Toothbrush (1)
2. Toothpaste (1) Tube
3. Soap (2) Bars
4. Disposable Razor (4)
5. Towels (2)
6. Toilet Tissue (4) Rolls
7. Shaving Cream (1) Tube
8. Washcloths (2)
9. Blanket (1)
10. Sheets (2)
11. Pillowcase (1)

**B. Replacement Schedule - Hygiene Supplies**

1. The maximum replacement schedule for personal hygiene items shall be:
  - a. Toothbrush- (1) per six months (turn in used brush)
  - b. Toothpaste- (1) tube per month (turn in empty tube)
  - c. Soap- (2) bars per month
  - d. Disposable razors- (4) per month (turn in used razors)
  - e. Toilet Tissue- (4) rolls per month
  - f. Shave Cream- (1) per month
2. Replacement supplies shall be issued the first full week of each month according to the posted schedule. Supplies shall be issued as follows:
  - a. Inmate with number ending in 0 or 1 - Mondays;
  - b. Inmate with number ending in 2 or 3 - Tuesdays;
  - c. Inmate with number ending in 4 or 5 - Wednesdays;

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References/ Authority	Subject	
ACA Standards: 5-ACI-3D-08 CPP 14.5 KRS Chapter 49, 196.035, 197.020 802 KAR 2:010	Board of Claims	

## POLICY and PROCEDURE

This policy establishes procedures for an inmate to receive compensation for damages sustained to person or property as a result of negligence on the part of Eastern Kentucky Correctional Complex.

### A. Claim Form


A claim form may be obtained by an inmate from the institutional Library. Once the form has been completed, it shall be sent to:

Board of Claims  
500 Mero St., 2SC1  
Frankfort, KY 40601

### B. Payment of Claim

If compensation is ordered by the Board of Claims, the inmate's account shall be credited with the stated amount upon receipt of payment from the appropriate financial department.

This policy shall be reviewed annually and updated as needed.

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References/Authority ACA: 5-ACI-3D-01, 5-ACI-3D-02, 5-ACI-3D-03 CPP 14.4, 15.7; EKCC 10-02-04 KRS 196.035, 197.020, KRS Chapters 196, 416 and 439 RCr 11.42, CR 60.02, RCr 10.06, 23 USC 2254	Subject	
	EKCC 14-04-01	6
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	Inmate Legal Services	

## POLICY and PROCEDURE

The Legal Services Program shall provide access to the courts, legal representatives, and materials adequate to pursue legal recourse and remedies for conditions of confinement or appeal of sentence.

### A. Law Library

#### 1. Hours of Operation

The Law Library shall be open according to the general library schedule.

#### 2. Library Access

An inmate who is not a Legal Aide or assigned to the Law Library shall obtain access by the following procedure:

- a. Research shall not be allowed after the Law Library closes;
- b. Access to research tables and seats shall be on a first come, first served basis;
- c. There shall be no waiting in the hallways at the Academic School until space becomes available in the Law Library;
- d. The supervising officer shall ensure that proper decorum and good order prevail in the Law Library;
- e. Loitering and social visiting shall not be permitted. Prolonged discussions or excessive or loud talking shall not be permitted; and
- f. Books shall not be taken from the Law Library by any inmate; however, a Legal Aide may check out up to three (3) books for use in the Legal Aide Office only. These books shall NOT be taken to

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5. Policy Copy Service shall be available at the inmate's expense through the EKCC Library Program. An inmate shall request, in writing, the specific volumes and pages to be copied to the librarian. The librarian shall follow copy procedure and inform the inmate of the date and time he may pick up his copies. This service shall not be available to indigent inmates or if funds are not immediately available from the inmate's account.
6. Any club or organization shall pay for any copy made for club use. The cost of any copy shall be deducted from organizational funds. In special circumstances, this requirement may be waived by the club coordinator.
  - a. The club advisor shall prepare a memorandum approving any club document to be copied. The memorandum shall be approved by the Deputy Warden for Programs or designee prior to the supervisor making any copy.
  - b. The staff person copying shall indicate on the memorandum the cost of copying any document and forward the memorandum to the Business Office so that the funds shall be deducted from the organization's account.
7. After copies and postage have been determined, it shall be the inmate's responsibility to take the material to the institutional mailbox for mailing.
8. Procedure for Obtaining Copies and Legal Postage
  - a. The inmate shall present the material to be copied and a pay voucher. Based on the total number of copies, cost of mailing envelope, and required postage; the person copying shall debit all charges to the inmate's account.
  - b. An inmate may check the indigent list daily in the inmate library to determine if his name is on the list.

**C. Inmate Legal Aides**

1. Legal Aides shall be available to the general population. For procedures assisting inmates assigned to a Restrictive Housing Unit, refer to EKCC 10-02-04.
2. The Inmate Legal Aide Service shall exist to provide assistance to the inmate population on basic legal matters.
3. An inmate may sign up on the posted list to schedule to meet with a Legal Aide in the institutional Library. An inmate may refuse the services of a

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14. While Legal Aides are provided to assist and provide advice, it shall be the responsibility of the inmate to choose whether to carry out his own legal work or to turn that work over to a Legal Aide. The institution shall assume no responsibility for missed deadlines or improperly completed work. An inmate who chooses to permit another inmate to conduct his legal work, does so at his own risk.

D. Notarization, Legal Mail and Supplies

1. Notarization of a document shall be available at scheduled posted intervals, Monday through Friday, by a staff member.
2. Supplies for the Legal Aide Office and Law Library shall be authorized by an assigned staff monitor.
  - a. The individual inmate shall be responsible for obtaining any needed copies, postage, or an envelope for mailing legal work, as set forth in this policy.
  - b. Paper and pencils shall be available to indigent inmates through the Legal Services Supervisor as needed, provided that the inmate's name is on the daily indigent list.
3. Legal Aides shall sign a dated and itemized log for all material obtained.
4. A Legal Aide shall not give or sell any legal supply or unauthorized legal service to any inmate. Violation of this procedure shall result in disciplinary action or job dismissal in accordance with due process provisions.

E. Attorney Phone Calls

A phone call to a private attorney shall be made from the designated living unit phones and shall not be monitored. Staff shall verify that an attorney is being called. However, once it is established that an attorney is on the line, the conversation shall not be monitored.

F. Work or Program Assignments

1. An inmate with a work or program assignment that makes it difficult for him to do the research and writing to adequately represent himself may request additional time off from his work or program assignment.
  - a. A work or program supervisor shall require reasonable proof of active, pending litigation or an immediate legal problem of some type before granting permission.

INMATE LEGAL AIDE  
TERMS OF EMPLOYMENT AND COMPUTER AGREEMENT

1. Legal aides shall only use their computers in a responsible way. Legal aides shall only use their computers for legal aid business only. Failure to follow the computer rules will result in being terminated from the position.
2. Legal Aides shall not give login information to any other inmate. If legal aides give their login or password to another inmate, it will result in immediate termination.
3. Legal Aides shall report any breach of their computer to the Programs Director's office immediately, so passwords can be changed.
4. There shall be no printing unless the program director or the program director assistant is in the office. No one else is authorized to print. If caught asking another staff member to print materials from the legal aid computers the legal aid will be terminated. No printing after 3:00 pm unless it is by the supervisory individuals listed above.
5. All legal aides shall keep a client log. If printed material is not associated with that log, the legal aid will not receive the material. Excess violations of this will result in termination.
6. No religious or non-legal materials are to be printed at any time. This may also result in disciplinary action.
7. No videos, music, or any other files are to be downloaded to the computer at any time. If caught doing this a disciplinary action will be issued.
8. Copies of materials will have a CPO accompanied with it. (originals are free)
9. All legal aids shall sign in daily. Failure to sign in, will result in no pay for that date.
10. Signing in someone else's name on the roster sheet will result in an immediate termination.
11. Legal aides shall not show legal videos to other inmates, and maintain confidentiality of legal matters at all time.
12. Legal aides shall report any physical tampering of the computer to the program director's office immediately.

I understand that the position of Legal Aide is critical to the institution and that there shall be a continuous delivery of services to include legal representation for adjustment hearings as well as assisting inmates with basic legal matters. Legal aides are not required by policy to complete the legal work of other inmates. They are only required to provide legal assistance. I also agree that if the need arises, I will function as a temporary Legal Aide on an emergency basis until a permanent Legal Aide is assigned. I furthermore agree that I will give 30 days notice before I apply for another position outside of the Legal Aide Office.


I understand that any information I receive from inmates during my legal duties are confidential and shall not be shared with other inmates or staff at any time. I agree to follow these rules and understand that failure to follow these rules can result in legal ramifications and dismissal from the job.

\_\_\_\_\_  
Inmate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

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	Date Filed <p style="text-align: center; color: blue;">FEB 09 2023</p>	Effective Date
References/Authority ACA: 5-ACI-2C-11, 5-ACI-5B-11, 5-ACI-6A-33, 5-ACI-6A-37, 5-ACI-5E-03 CPP 17.2, 18.1, 18.11 KRS 196.035, 197.020 42 U.S.C. § 12102	Subject <p style="text-align: center;">Americans with Disabilities Act and Inmate Programs Access</p>	

## I. DEFINITIONS

“Disability” means, with respect to an individual - a physical or mental impairment that substantially limits one or more major life activities of such individual (42 U.S.C. § 12102).

## II. POLICY and PROCEDURE

### A. Appointment of Americans with Disabilities Act (ADA) Coordinator

1. An ADA Coordinator shall be appointed by the Warden. The ADA Coordinator shall provide direction to staff and inmates regarding compliance with the Americans with Disability Act.
2. The ADA Coordinator shall complete initial training related to the Americans with Disability Act and any additional training as required.

### B. Program Access

The Eastern Kentucky Correctional Complex (EKCC) prohibits discrimination on the basis of disability in the provision of services, programs, and activities administered for inmates.

### C. ADA Requests

1. ADA requests shall be submitted to the ADA Coordinator in writing. If an inmate is unable to submit a written request, he may submit his request orally or through his assigned Classification and Treatment Officer (CTO).
2. The Warden or designee shall give final approval or denial on any ADA request.

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


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- f. Adjustment committee;
  - g. All meetings related to discipline;
  - h. Parole hearings;
  - i. Rehabilitative and educational programming, including clubs;
  - j. Transitional programs;
  - k. Conversations with post-release supervisors;
  - l. PREA reporting or follow-up with any PREA concerns;
  - m. Inmate work and education programs;
  - n. Other significant communications, on request; and
  - o. Interpreter services may be available if needed and requested for religious programming.
3. An inmate shall request an interpreter each time an interpreter is needed by filling out a Request for a Qualified Interpreter Form (Attachment I), if possible 48 hours in advance and submitting it to the ADA Coordinator. The ADA Coordinator shall arrange for the qualified interpreter.

F. ADA Complaints

1. ADA complaints shall be directed to the ADA Coordinator in writing.
2. The ADA Coordinator shall direct requests to appropriate staff and provide a written response within thirty (30) days.




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	Date Filed <b>FEB 09 2023</b>	Effective Date
References/ Authority ACA: 5-ACI-3D-18, 5-ACI-5D-15 CPP 15.1 KRS 196.035, 197.020	Subject Hair and Grooming Standards, Inmate Barber Shop	

## POLICY and PROCEDURE

### A. Inmate Barber Shop

1. A sign-up list shall be provided in each dormitory walk office. The list shall contain the inmate's name, number, cell, date, and dorm number. An inmate shall sign up a day in advance of a haircut. An inmate may sign up from 8:15 a.m. to 11:30 a.m.
2. A haircut shall be administered at no charge. Under no circumstances shall there be any giving or receiving of gratuities.
3. When an inmate is called out of the dorm for a haircut, he shall report to the walk office for a pass. The pass shall be given to the Basement Control Officer, and the inmate shall then wait for his haircut in the basement area.
4. An inmate shall be called out from the dormitory only. Once he is called, he shall report within 10 minutes or his name shall be removed from the list.
5. Only the inmates on that day's list shall receive a haircut. No add-ons or walk-ins shall be allowed.
6. Contemporary hairstyles shall be allowed and an inmate may select the hairstyle of his choice, provided that sanitation and security practices shall be maintained in accordance with EKCC policies and CPP 15.1.
7. An inmate shall not pick or choose barbers. He shall use the available barber.
8. There shall be a twenty minute time limit on all haircuts. Beard trimming may occur at this time but shall be completed during the twenty minute time limit, with no exceptions.
9. No inmate shall be in the Barber Shop unless he is called in for a haircut.

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ACA 5-ACI-2E-03, 5-ACI-7D-14, 5-ACI-7D-15, 5-ACI-7D-17, 5-ACI-7D-19, 5-ACI-7D-21, 5-ACI-7D-22 CPP 9.8, CPP 16.1 KRS 430.600, 520.050, 520.060 KRS 196.035, 197.020	EKCC 16-01-01 FEB 09 2023 5 Inmate Visiting	

### POLICY and PROCEDURE

In the interest of maintaining inmate family and community relationships, the following visiting procedure is established. Any staff member, visitor, or civilian personnel who introduces contraband or dangerous contraband into an institution operated by Department of Corrections shall be referred for prosecution as provided in KRS 520.050, and KRS 520.060.

- A. Inmate visiting shall be conducted according to the posted schedule. An inmate, regardless of status, shall be eligible to receive a visit.
1. Denial may be made by the Warden, Deputy Warden of Security, or Duty Officer for any security reason and shall be documented, stating the reasons for denial of the visit.
  2. The type of visit (contact or controlled) shall be dependent upon the status of inmate.
  3. Due to the seating capacity and physical structure of the visiting facility, no more than three (3) adult visitors shall visit an individual inmate in the contact visiting area. A maximum of two (2) adult visitors shall be allowed during a controlled visit. This total shall not include any child.
  4. The length of a visit shall be two (2) hours on Saturday, Sunday, and a holiday. The length of a visit on Monday shall be dependent on the number of visitors. If the visiting area is full and another visitor is waiting to visit, the visitor who has spent the longest time visiting shall be required to leave. This shall ensure that all inmates have the opportunity to visit.
- B. Special Extended Visits
- A special extended visit may be authorized by the Deputy Warden of Security or

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E. Visitor check-in procedure:


A visitor shall not be allowed to enter the institution until the count has cleared and Post One has been notified.

1. A visitor shall stop at Post One to be identified. The Post One officer shall ask the visitor if the visitor has any weapons, drugs, or alcohol. A visitor vehicle tag shall be issued at Post One and shall be placed on the vehicle's rearview mirror. Post One shall log all vehicle information.
2. A visitor shall enter at the designated area of the parking lot. Upon entry into the Administration Building, the visitor shall give the officer the name and number of the inmate the visitor wishes to visit. The officer shall verify that the visitor is on the approved visitor list. A visitor shall be on the approved visitor list with the following exceptions:
  - a. An infant under six (6) months old may visit one time only; and
  - b. A special visit form has been completed and approved by the Deputy Warden of Security or designee one week in advance of the visit.
3. The officer shall obtain a picture identification card from the visitor. If the visitor has no picture identification but is on the approved visitor list, the visitor shall be informed that:
  - a. The visitor may visit in the controlled visit area, one time only; and
  - b. Future visits shall not be allowed without picture identification.
4. The officer shall ask the visitor to read the list of rules, dress code, and unallowable items.
5. Space shall be provided in a coin operated locker located in the front lobby for storage of a visitor's coat, handbag, or other personal item that are not allowed in the visiting area. The following items may be brought into the visiting area by a visitor:
  - a. Cash - up to thirty (30) dollars, one (1) dollar bills and silver change only. Only a small clear bag or clear change purse permitted;
  - b. Vehicle key (no key chains or keyless remotes);

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3. Provision of directions to the Eastern Kentucky Correctional Complex on a separate sheet of the inmate handbook that may be pulled by the inmate and mailed to family and friends.
4. A staff member assigned to the sign-in desk located in the lobby shall provide a visitor with any further direction as needed.

This policy shall be reviewed annually and updated as needed.

 <p><b>EASTERN KENTUCKY CORRECTIONAL COMPLEX</b></p> <p>Policies and Procedures</p>	Policy Number	Total Pages
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ACA 5-ACI-7D-01 through 5-ACI-7D-057D-10 CPP 16.2 KRS 196.035, 197.020	EKCC 16-02-01  FEB 09 2023  Inmate Correspondence	

## POLICY and PROCEDURE

Inmate mail privileges shall be recognized as important items in successful inmate adjustment to institution life. Procedures shall be established to assist in adjustment while protecting institutional order and security.

- A. All incoming and outgoing mail institution shall be controlled by the institutional mailroom. Mail shall be received and processed in accordance with CPP 16.2 and the following procedures. Use of the mail to commit fraud shall result in disciplinary action and referral for prosecution to outside law enforcement agencies.
- B. Mailroom Procedures
  1. Mailroom operating hours shall be Monday through Friday (excluding state holidays) as posted.
  2. Mail shall be delivered every weekday morning and processed each evening, unless an incident affects institutional operations resulting in delay of this procedure.
  3. Mail shall be sorted as follows:
    - a. Institutional mail;
    - b. Legal or privileged mail;
    - c. Inmate mail, and
    - d. Newspapers and magazines.
  4. All inmate mail shall be ready to be picked up by the Unit Officer or designee at 5:50 p.m. for the 6:00 p.m. to 6:00 a.m. shift.
  5. Mailroom staff shall process mail with all possible dispatch to allow daily delivery (except Saturdays, Sundays, and holidays).

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- b. If the inmate does not have postage: fill out a CPO with his Caseworker for the postage cost, then attach a pre-addressed envelope and a copy of the original envelope to be mailed out, to the mailroom.

E. Postal Money Orders

See CPP 15.7 for allowed deposits.<sup>2</sup> Mail containing cash, checks, or money orders shall be returned to sender at the inmate's expense, if necessary. A notice shall be forwarded to the inmate and sender explaining why the mail was returned.

F. Forwarding Mail

1. All mail shall be forwarded for thirty (30) days to inmates who are:
  - a. Transferred to another institution; or
  - b. Released, provided a forwarding address is available.
2. Undeliverable mail shall be returned to the sender and so marked. Undeliverable mail without a return address shall be returned to the post office.

G. Mail Procedures

Each inmate shall be allowed the unrestricted correspondence privilege in accordance with the following:

1. **Outgoing general mail:** All outgoing mail sent by an inmate shall be sealed by the inmate and may be opened in accordance with CPP 16.2. Outgoing mail shall be placed in the mailboxes located inside the compound and shall be picked up daily, Monday through Friday after 7:30 a.m. During any period of inclement weather when inmates are locked down, mail shall be picked up by an officer on the 6:00 a.m. – 6:00 p.m. shift after inmates are released from their units.
2. **Incoming general mail:** All incoming general mail shall be opened by the institutional staff and checked for contraband. Incoming mail (excluding magazines and newspapers) shall be photocopied under rules established by CPP 16.2 and section D of this policy. Daily incoming mail shall be picked up outside the institutional mailroom by the oncoming 6:00 p.m. – 6:00 a.m. shift.
3. **Incoming Privileged Mail:** When it is evident that the incoming mail is of a legal or privileged nature, the mail shall be opened by a staff member in the presence of the inmate to ensure it contains no contraband according to section C of this policy. A record of all incoming privileged mail shall be kept.

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envelopes in the Inmate Library or if in Restrictive Housing they may receive items through the Legal Material Request Form.

2. An inmate in a Restrictive Housing Unit shall be allowed the same correspondence privilege as any other inmate.

J. Unauthorized Mail

1. Incoming mail shall be searched and inspected for prohibited items as outlined in CPP 16.2. Items may be rejected if the item establishes probable cause to believe that the information contained within constitutes a threat to institutional discipline or security.
2. If an item is deemed unauthorized, the entire envelope or package along with all contents shall be rejected. The inmate and, if possible, the sender shall receive a notice of unauthorized mail if items are rejected or destroyed.
3. Once mail has been deemed unauthorized, the inmate has seven (7) calendar days to contact mailroom or caseworker to learn postage amounts for returning the unauthorized mail. The inmate shall complete a CPO for the amount through his caseworker who shall take the CPO to Inmate Accounts.
4. Any item may be rejected at the discretion of the Warden, designee, or Postal Technician due to reasons for insuring safety and security of the institution.


K. Posters and Maps

1. Posters of any size shall be prohibited. This does not include fold outs stapled inside of magazines.
2. Any United States map that depicts roadways shall not be allowed, including a map inside of a magazine.

L. Outgoing Packages

An inmate may mail, at his expense, a package containing his personal property. However, once an item has been mailed out of the institution, the item shall not be returned to the inmate by mail. The only exception to this rule shall be sending out personal property for repair to an authorized service dealer.


1. An inmate shall report to the property room with an article to be mailed out and an appropriate container.
2. An article to be mailed out shall be inspected by the property room supervisor and be placed in the container purchased by the inmate from the Inmate Canteen.

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References/ Authority ACA: 5-ACI-4A-05, 5-ACI-7F-05 CPP 16.3 KRS 196.035, 197.020	Subject <b>Inmate Telephone Procedure</b>	

### POLICY and PROCEDURE

- A. Telephones shall be placed in the wings and the core for inmate use. Inmate telephone calls may be monitored and recorded for security reasons.
- B. Office telephones shall be restricted from inmate use unless given direct permission from the Unit Director, Assistant Unit Director or Shift Supervisor and the call is directly supervised by a unit staff member. If a confidential phone call (such as an attorney or legal related matter) is approved for office telephone use, the inmate shall be monitored by a unit staff member through the office window.
- C. Telephones shall be turned on daily according to the posted schedule.
- D. Telephones shall be turned off fifteen (15) minutes prior to a count. The telephones shall remain off until count clears.
- E. If an argument or behavior problem develops over the use of the telephone, the telephone shall be turned off.
- F. Telephone calls shall be limited to fifteen (15) minutes.
- G. All calls shall be collect. No third party calls shall be allowed.
- H. International Calling Procedures
  1. An inmate desiring to make an international call shall complete a Cash Pay Out (CPO). The CPO shall authorize freezing ten (\$10.00) dollars on the inmate's account for a call to Mexico, and twenty (\$20.00) dollars frozen for all other international calls.




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References/Authority ACA: 5-ACI-1A-16, 5-ACI-3A-06, 5-ACI-3A-11 KRS 196.035, 197.020	Subject Inmate Access to and Communication with EKCC Staff	

### POLICY and PROCEDURE

The following operating procedure is established to foster a system of communication between staff and inmates and to provide inmates access to key institutional staff.

- A. Eastern Kentucky Correctional Complex (EKCC) staff shall make efforts to be accessible to inmates in the course of their regular job duties
- B. The following personnel shall visit the institutional living and activity areas at least weekly.
  1. Warden or designee;
  2. Deputy Warden of Security;
  3. Deputy Warden of Programs;
  4. Deputy Warden of Operations;
  5. Major; and
  6. Designated department heads.
- C. The above visits shall be conducted at random time periods to provide accessibility to key staff for all inmates.
- D. The above-listed staff in Section A shall be available during the visit to meet with inmates and discuss any questions concerning institutional policy or individual problems and direct to appropriate staff.
- E. Staff shall also monitor operations and programs and shall note any irregularities or violations of institutional policy and procedure for corrective action.
- F. Inmates may correspond with staff using institutional mail on matters concerning official business or to request interviews with designated key staff.

This policy shall be reviewed annually and updated if needed.

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References/Authority ACA Standards 5-ACI-1A-16 KRS 196.035, 197.020	Subject Unit Bulletin Boards & Inmate TV Channel	

## POLICY and PROCEDURE


Unit bulletin boards and the inmate TV channel are installed and maintained at the Eastern Kentucky Correctional Complex (EKCC) to provide inmates with relevant institutional information.

### A. Unit Bulletin Boards

1. One bulletin board shall be posted in the core area of each unit. This shall be designated for the posting of EKCC operating procedures relating to inmate rights, responsibilities, and services. The Unit Director shall be responsible for ensuring the posted operating procedures are uniform in all living units and are updated as needed.
2. One bulletin board shall be posted in each wing of the unit. This shall be designated for posting of information relating to notice of programs, events, schedules, or other relative information.
  - a. The Unit Director shall be responsible for approving information and materials for posting and for insuring that all information is kept up to date.
  - b. Information posted may vary from unit to unit at the discretion of the Unit Director.
3. Personal information shall not be posted on unit bulletin boards.

### B. Inmate TV Channel

1. The inmate TV channel shall be assigned as institutional channel #50. This channel shall be designated for the posting of procedural reminders, events, updates, or any other information necessary to the general inmate population.
2. The following areas have designated TVs for all general population inmates to view that shall be kept on the inmate TV channel at all times:

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References/Authority ACA 5-ACI-2E-10, 5-ACI-5A-08, 5-ACI-5D-11 CPP 17.1 KRS 196.035, 197.020	Subject Personal Property Control	

## POLICY and PROCEDURE

To maintain the security, sanitation, and fire safety of the institution, this policy is established to manage the quantity and volume of inmate personal property in living and other areas of the institution.

### A. Authorized Personal Property

1. Inmate property shall be limited to the items listed in Inmate Personal Property CPP 17.1. Possession of items in excess of the limits shall be a disciplinary violation.
2. An inmate assigned to General Population shall store his authorized personal property neatly in no more than two (2) grey storage totes, to be kept underneath the bottom bed in his cell.

### B. New Admissions

1. All clothing and personal items brought into the institution shall be inventoried and recorded on the appropriate form by the Property Room receiving officer on the shift during which the inmate is received. The inmate shall receive a copy of the property form and a copy of the list detailing the maximum amount of clothing and personal property an inmate may possess.
2. All unauthorized clothing or personal items shall be confiscated, inventoried, and held for 45 days, after which the items shall be disposed of at the expense of the inmate. The disposition shall be conducted according to the instructions in CPP 17.1.
3. A property form shall accompany the inmate transferring to EKCC from another institution. If the completed property form is not with the inmate's property, the receiving officer and the transferring officer shall conduct an inventory of the inmate's property in the presence of the inmate. The receiving officer shall then sign the receipt accepting the inmate.

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state issued clothing shall be removed from the inmate's property. The inmate shall sign the property form stating that he has received his property and the items of property shall be placed in a plastic bag and tagged. If the inmate is being transferred, the property shall be placed in the transfer vehicle with a copy of the form given to the transporting officer and a copy given to the inmate.

2. The transporting officer shall deliver the property and the property form to the receiving institution.

E. Inmates on Leave from EKCC

The personal property of an inmate transported out of the institution for outside court, outside hospital, or for a specified or undetermined period shall be inventoried in the Property Room.

F. Confiscated Inmate Property

1. When unauthorized items of personal property are confiscated on the complex, the designated staff in the Property Room shall give the inmate a receipt.
2. The inmate shall receive a disciplinary report for Possession of Contraband (Category II, Item I) or Possession of Dangerous Contraband, (Category VI, Item III).
3. State items shall be returned to Receiving and Discharge.
4. Personal items shall be taken to the Property Room for disposal.

G. Inmates Released from EKCC on Parole or Expiration

The inmate shall go to the Property Room while being processed out of the institution and sign a release that he has received all of his property.

H. Inmate Placed in Restrictive Housing Unit

1. If an inmate is able to pack his personal property:
  - a. The inmate shall be secured by being placed in mechanical restraints with his hands behind his back;
  - b. The inmate's cell key and ID card shall be immediately found and confiscated;

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Housing are packed. An inmate may be utilized for the packing, but shall be under the direct supervision of the staff members during the process;

- b. If necessary, the lock(s) shall be cut off of the grey storage tote(s) and reimbursement shall not be issued for the cut locks;
  - c. The two (2) staff members shall have the property carried to the Property Room for inventory. Refer to steps (1)(g-i) of this section for inventorying procedures; and
  - d. The reason why the inmate was physically unable to pack his own property shall be noted on the inventory sheet by the Property Room staff.
3. If an inmate is unable to be physically present in the Property Room for the inventorying of his personal property (i.e. placed in the restraint chair, on watch, sent out to hospital, or in isolation for medical observation):
    - a. The property shall be inventoried in the Property Room on the appropriate property form by a Property Room staff member. One (1) copy shall be mailed to the inmate, one (1) copy shall remain with the stored property, and the original form shall be filed with the inmate's record in the Property Room; and
    - b. To receive his RHU allowable items, the inmate shall submit a "Property Request While In RHU" form (Attachment I) to his UA. See section (7) (b-d) listed below for property request procedures.
  4. Personal clothing shall be laundered and disinfected before storage. The clothing shall then be stored with the remaining property.
  5. Any Self-Administration Medications (SAMs) shall be sent to the Medical Department and shall not be stored with the personal property.
  6. Inventoried property shall be stored with the Property Room, with the exception of inmates assigned to RHU Dorm 1 wings B-Upper and B-Lower (Transition Program), which shall be stored in the Dorm 1 C-Lower Storage Room, until that inmate is released from RHU.
  7. An inmate shall be given only one (1) initial opportunity to retrieve his RHU allowable items. Only through approved special circumstances using the "Property Request While in RHU" form, such as upcoming pending lawsuits, transition program privileges, or medical necessity, may an inmate be allowed

# PROPERTY REQUEST WHILE IN RHU

**\*Completed request shall be kept in Property Room with inmate file and copy sent to U.A.\***

It will be during the inventory process while entering RHU that an inmate is issued his allowable property. Only special circumstances shall be approved by the UA and Property Supervisor. Property allowance shall be justified due to open court case, health, safety or any security reason.

I would like to request the following items from my stored property (list in detail):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inmate Name/Number \_\_\_\_\_ Request Date: \_\_\_\_\_

Housing Area \_\_\_\_\_ Date placed in RHU/SMU: \_\_\_\_\_

**\*\*\*\*\*This section must be completed by Caseworker/Unit Administrator\*\*\*\*\***

Please check reason for property request.

Legal/Court

Upon entry, inmate was in Restraint Chair / Watch / Dry Cell

Other, please explain: \_\_\_\_\_

Pending court case was verified by CTO/UA: \_\_\_\_\_ Date: \_\_\_\_\_

Property Request Approved:

Property Request Denied:

Approved by Unit Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*\*\*This section must be completed by Property Room Supervisor\*\*\*\*\***

Property request form must be itemized with current RHU allowable property receipt/property form.


Date Property Room received form: \_\_\_\_\_

Property Request Approved:

Property Request Denied:

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Room Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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References/Authority ACA: 5-ACI-3C-03, 5-ACI-5A-05, 5-ACI-5A-06 KRS 196.035, 197.020	Subject Assessment and Orientation	

## POLICY and PROCEDURE

To ensure the proper assessment, orientation, classification, and housing of any inmate transferred to Eastern Kentucky Correctional Complex (EKCC), the following procedures shall be followed.


- A. Any new arrival shall be provided an assessment and orientation period to be completed within one (1) week of his arrival to:
  1. Assist an inmate in the transition to EKCC;
  2. Explain any institutional rule or program;
  3. Assess any need or interest relative to any classification recommendation and placement within the institution;
  4. Provide written and verbal orientation material in a clear, concise manner providing interpretation if necessary;
    - a. Information provided shall include an explanation of mail and visiting procedures, grievance mechanism, offenses and penalties, fire safety, and institutional schedules.
    - b. When an inmate arrives at EKCC, he shall be provided with written orientation materials or recorded translation in his own language. Any inmate with a literacy problem shall be issued an audio copy of the handbook. Staff shall assist them with understanding the material. An inmate shall sign and date a document indicating the completion of orientation.
    - c. Upon request, unit staff shall provide assistance to enable a foreign national to have access to the diplomatic representative of his country of citizenship. This contact shall be documented in the inmate's institutional file.
  5. Refer as appropriate for testing relative to school or any psychiatric problem;

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2. Schedule an orientation session with any inmate newly received at EKCC. Any new inmate shall be advised of when and where orientation shall be conducted;
3. Review the inmate handbook and obtain the signed and dated slip indicating completion of orientation;
4. Compile a list for initial classification ensuring that the inmate is notified forty-eight (48) hours in advance and schedule the initial classification within two (2) weeks of reception;
5. The initial classification form prepared by the unit's Classification and Treatment Officer shall be reviewed and presented at classification;
6. Present any recommendation and be part of the decision-making process of the Classification Committee; and
7. Document any committee decision and forward appropriately.


This policy shall be reviewed annually and updated as needed.



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Authority/References ACA: 5-ACI-5A-06 KRS 196.035, 197.020	Subject Inmate Reception Process	

## POLICY and PROCEDURE

- A. Upon arrival at the Eastern Kentucky Correctional Complex (EKCC), an inmate shall be escorted to the Property Room. The property room officer shall:
1. Conduct a strip search of the inmate and complete the appropriate form to indicate identifying marks and any piercing;
  2. Conduct a urinalysis test on an inmate received from a jail, halfway house, or regional detention center;
  3. Ensure that an inmate who has been outside the institution overnight, with the exception of a hospital, shall shower and that the inmate's clothing is sent to Laundry;
  4. Initiate a personal property inventory and assist with disposition of all unauthorized items and an inventory form shall be signed by the property room office and the inmate;
    - a. A property inventory form shall accompany the inmate transferring to EKCC from another institution. If the completed property form is not with the inmate's property, the property room staff and the transferring officer shall conduct an inventory of the inmate's property in the presence of the inmate. The property room officer shall then sign the receipt accepting the inmate.
    - b. Any item missing from the inmate's property shall be requested from the sending institution on the day of arrival.
  5. Provide the inmate with a copy of the property inventory and a copy of the allowable inmate personal property list.

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<p>ACA: 5-ACI-5A-03, 5-ACI-6A-19, 5-ACI-6A-21, 5-ACI-6A-25, 5-ACI-6A-31, 5-ACI-6A-32</p> <p>CPP 16.3, 17.2, 18.1</p> <p>KRS 196.035, 197.020</p>	<p>Provisional Assessment Center Operations And Reception Program</p>	

## POLICY and PROCEDURE

### A. General Functions and Responsibilities of the Provisional Assessment Center

Provisional Assessment Center operations conducted at the Eastern Kentucky Correctional Complex (EKCC) shall be in accordance with Corrections Policy and Procedure (CPP) 17.2 and CPP 18.1.

### B. General Operational Procedures


1. The admission and discharge of an inmate from the Provisional Assessment Center shall be in accordance with applicable departmental and institutional policies and procedures.
2. Except in unusual circumstances, which shall be documented, initial reception and orientation of an inmate shall be completed within thirty (30) calendar days after admission.
3. The Reception and Orientation Program shall be completed prior to initial classification of the inmate. This program is designed to:
  - a. Assist the inmate in transition to this institution;
  - b. Explain institutional rules and regulations;
  - c. Gauge the inmate needs and interests pertaining to programming;
  - d. Describe the programs available;
  - e. Acquaint the inmate with institutional activities and goals; and
  - f. Ensure each new inmate receives written and electronic orientation materials or translations in his or her own language. If a literacy problem exists, a staff member shall assist the inmate in understanding the materials. Completion of

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- ii. General population with prompt referral to appropriate health care service; and
    - iii. Referral to appropriate health care service for emergency treatment.
  - d. Inmates who are unconscious, semiconscious, bleeding or otherwise obviously in need of immediate medical attention, shall be referred. When referred to an emergency department, an inmate's admission or return to the institution shall be predicated on written medical clearance. When screening is conducted by trained custody staff, procedures shall require a subsequent review of positive findings by the licensed health care staff.
2. A comprehensive health appraisal for each inmate, excluding intrasystem transfers, shall be completed by qualified health care personnel within fourteen (14) days after arrival at the institution. If there is documented evidence of a health appraisal and evidence of review by qualified staff within the previous 90 days, a new health appraisal shall not be required except as determined by the designated health authority. Health appraisal data collection and recording shall include the following:
- a. A uniform process as determined by the health authority;
  - b. Documentation of review of the earlier receiving screening;
  - c. Recording of height, weight, pulse, blood pressure, and temperature by health-trained or qualified health personnel;
  - d. Collection of additional data to complete the medical, dental, mental health, and immunization histories by health-trained or qualified health personnel;
  - e. Medical examination, including review of mental and dental status by qualified health personnel;
  - f. Laboratory or diagnostic tests to detect communicable disease, including venereal disease and tuberculosis;
  - g. Other tests and examinations as appropriate;
  - h. Development and implementation of a treatment plan, including recommendations concerning housing, job assignment, and program participation;
  - i. Initiation of therapy, when appropriate; and
  - j. Review of the results of the medical examination, tests, and identification of problems by the physician.

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- iii. Evidence of abuse or trauma; and
    - iv. Current symptoms of psychosis, depression, anxiety, or aggression.
  - c. Disposition of inmate:
    - i. To the general population;
    - ii. To the general population with appropriate referral to mental health care service; and
    - iii. Referral to appropriate mental health care service for emergency treatment.
- 5. Inmates who are referred as a result of the mental health screening or by staff referral shall receive a mental health appraisal by a qualified mental health person within 14 days of admission to the institution or the referral. If there is documented evidence of a mental health appraisal within the previous 90 days, a new mental health appraisal shall not be required, except as determined by the designated mental health authority. Mental health examinations shall include the following:
  - a. Review of the mental health screening.
  - b. Historical review of the following:
    - i. Available historical records of inpatient and outpatient psychiatric treatment;
    - ii. Treatment with psychotropic medication;
    - iii. Psychotherapy, psycho-educational groups, and classes or support groups;
    - iv. Educational status;
    - v. Drug and alcohol use/abuse; treatment; and
    - vi. Sexual abuse-victimization and predatory behavior.
  - c. Assessment of current mental status and condition, including:
    - i. Current suicidal potential and person-specific circumstances that may increase suicide potential;
    - ii. Violence potential and person-specific circumstances that may

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## POLICY and PROCEDURE

The Eastern Kentucky Correctional Complex (EKCC) shall provide a comprehensive classification process for all inmates, while ensuring maximum inmate involvement in the process.

### A. Goals and Objectives of the Classification Committee


1. Inmates shall be assigned duties and programming best suited to their qualifications whenever possible. This shall be accomplished without discrimination based on race, religion, national origin, sex, disability, or political views.
2. To utilize inmates in maintaining the operation and daily function of EKCC.
3. To allow an inmate to initiate a review through his Classification and Treatment Officer (CTO) by the Classification Committee of the inmate's status, progress, and programming thus allowing inmate input.
4. To document all program and security decisions affecting the inmate's custody level, program participation and completion, housing, work assignment, and transfer recommendations.

### B. Institutional Classification Committee Structures and Functions

1. The institutional Classification Committee shall consist of a minimum of two (2) members. A chairperson of a supervisory level and trained in the classification process shall be required, as well as a CTO prepared to present the case.

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- F. Criteria for determining and changing an inmate's status shall include:
1. Inmate's request for transfer;
  2. Restoration of Statutory Good Time loss;
  3. Detainers or pending charges resolved or placed on inmate;
  4. Inmate is within forty-eight (48) months to parole eligibility or serve-out date;
  5. Ensuring that each inmate is assigned to the lowest appropriate custody level;  
and
  6. Work or program changes.
- G. The following sources may be used to gather information to ensure an appropriate classification:
1. Statements or requests made by inmate;
  2. Pre-sentence Investigation Reports;
  3. Test results;
  4. Staff observation;
  5. Records of previous incarcerations, where available;
  6. Psychological and medical tests or evaluations;
  7. Special reports or information from other professional agencies or individuals;  
and
  8. Any pertinent information received from a reliable source.
- H. Although not normally transferred to EKCC, should a chronically ill, physically disabled, geriatric, seriously mentally ill, or developmentally disabled inmate be transferred to EKCC, or should an EKCC inmate become chronically ill, physically disabled, geriatric, seriously mentally ill, or developmentally disabled, the following shall apply;
1. There shall be a consultation between the Deputy Warden of Programs or designee and the responsible clinician or designee, to determine the following;
    - a. Housing assignment (temporary);
    - b. Program assignment;
    - c. Disciplinary action; or
    - d. Transfer to the Kentucky State Reformatory; and
  2. If immediate action is required, consultation to review the appropriateness of the action shall occur as soon as possible, but no later than seventy-two (72) hours.
- I. A single occupancy cell shall be available for an inmate:

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References/ Authority EKCC 09-08-02; CPP 9.8, 14.7, 14.8; KRS 196.035, 197.020; 28 CFR 115.15, 115.42	Subject Lesbian, Gay, Bisexual, Transgender, and Intersex (LGBTI)	

## I. DEFINITIONS

“Bisexual” means a person that is sexually and emotionally attracted to both genders.

“Gay” means a man who is sexually and emotionally attracted to men.

“Intersex” is defined in CPP 14.8.

“Lesbian” means a woman who is sexually and emotionally attracted to women.

“LGBTI” is defined in CPP 14.8.

“Staff member” is defined in CPP 14.8.

“Transgender” is defined in CPP 14.8.

## II. POLICY AND PROCEDURE

### A. Employee Conduct

1. The Eastern Kentucky Correctional Complex shall have zero tolerance towards any staff sexual misconduct or sexual harassment directed towards LGBTI inmates.
2. Staff shall address LGBTI inmates by their institutional name as “Inmate” with the inmate’s last name.
3. The Eastern Kentucky Correctional Complex shall have a zero tolerance for derogatory terms used towards members of the LGBTI community, including LGBTI inmates.
4. Questions relating to an inmate’s anatomy or surgical status shall only be asked by authorized medical staff as necessary for proper medical treatment.

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4. Placement and programming assignments for each transgender or intersex inmate shall be reassessed at least twice each year to review any threats to safety experienced by the inmate.
5. An LGBTI inmate shall not be placed in segregation housing solely due to his or her status as a LGBTI inmate. This does not preclude Protective Custody from being offered to an LGBTI inmate who is fearful for his or her own safety.
6. An LGBTI inmate's own views with respect to his or her own safety shall be given significant consideration and recorded in the inmate's record.
7. Classification shall not strive to place LGBTI inmates in dedicated units or wings solely on the basis of such identification or status.

E. Showers

Transgender and intersex inmates shall be given the opportunity to shower separately from other inmates.

This policy shall be reviewed annually and revised as needed.



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References/ Authority CPP 18.13 KRS 196.035, 197.020	Subject Meritorious Housing	


## POLICY and PROCEDURE

- A. Meritorious housing shall be reserved for inmates who have demonstrated a responsible attitude and have proven themselves to be of exemplary behavior.
- B. An inmate meeting the following eligibility requirements shall be considered for meritorious placement:
  1. An inmate who believes he meets the established eligibility requirements shall make application through his assigned Classification Treatment and Officer (CTO);
  2. The inmate shall fill out the first part of the application. He shall then turn in the application to his work supervisor. Once the second part of the application has been completed by the work supervisor, the inmate shall then return the application to his CTO;
  3. When the completed application is received, the CTO shall date the application and review the inmate's record for eligibility;
  4. If ineligible, the CTO shall document ineligibility in the file and notify the inmate. Approval of the application shall also be documented; and
  5. If eligible, the application shall be placed in the approved waiting file. The order of placement shall be according to the documented CTO's date of application received. If more than one application is dated the same day, the order of placement shall be according to inmate number.
- C. An inmate meeting the following eligibility requirements shall be considered for meritorious placement upon making application:
  1. He shall have been an inmate at the Eastern Kentucky Correctional Complex (EKCC) for at least 6 months. An inmate transferred from another institutional meritorious program may apply for meritorious housing upon reception at EKCC.

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- a. If an inmate is terminated from his job, he shall be removed from meritorious housing.
  - b. If an inmate is released from his job, he has thirty (30) days to find another job or he shall be removed from meritorious housing.
2. He shall adhere to any unit rules as well the directions given by the unit staff.
  3. Conviction of a Category III or above offenses shall result in automatic loss of meritorious housing. Conviction of a Category I or a Category II offense may result in loss of meritorious housing by use of Penalty Code 2 or 5.
- F. An inmate transferred to another institution and returned to the Eastern Kentucky Correctional Complex through no fault of his own, shall be allowed to make immediate application for meritorious housing.
- G. An inmate who refuses to move into meritorious housing, or who voluntarily asks to move out of meritorious housing for any reason shall wait 6 months before being eligible for resubmission to the meritorious housing waiting list.

This policy shall be reviewed annually and updated as needed.

 <p><b>EASTERN KENTUCKY CORRECTIONAL COMPLEX</b></p> <p>Policies and Procedures</p>	Policy Number	Total Pages
	<p>EKCC 18-13-04</p>	<p>13</p>
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References/Authority	Subject	
<p>ACA: 5-ACI-3A-06 CPP 18.5 KRS 196.035, 197.020</p>	<p>Minimum Security Unit: Operating Procedures and Living Conditions</p>	

## POLICY and PROCEDURE

Living conditions shall be consistent with the security level of the inmate assigned to the Minimum Security Unit at the Eastern Kentucky Correctional Complex (EKCC).

- A. Unit Management - Because of the numerous activities, services, and work details associated with this unit, a special group of security, program, and supervisory staff shall be selected to coordinate, supervise, and document the delivery of any service to this unit.
1. Unit Organization - A strict chain of command shall be observed to facilitate staff supervision, communication, and coordination of activities.
  2. Staff Responsibilities
    - a. The Unit Administrator shall be responsible for any administrative and operational activity. He shall report directly to the Unit Coordinator and maintain frequent communication with the Shift Supervisor, unit staff, and each appropriate department head.
    - b. The unit Lieutenant or unit Shift Supervisor shall have supervisory responsibility of the unit on 6:00 a.m. – 6:00 p.m. shift.
    - c. Normally, there shall be an officer and Lieutenant assigned during the work week, Monday through Friday, 6:00 a.m. to 6:00 p.m. shift. Enough officers will be assigned during the shift to supervise every assigned work detail. The assigned unit officer shall report to roll call while any Work Detail Officer reports directly to the unit supervisor. Unit supervisory coverage for a weekend or holiday shall be arranged by the Shift Supervisor. The unit supervisor shall notify the Shift Supervisor of attendance by 8:15 AM.

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- 6) Lockdown activity;
  - 7) Any other activity including any count, patrol, security inspection, extra duty performed, and any visitors;
  - 8) Any other pertinent information or need of the unit.
- e. Any major incident shall be logged and supported by a separate detailed report by the officer. The report shall include: Who, what, when, where, why, and how and action taken.
  - f. Any staff member shall review the unit logbook when beginning the shift. Any log note from the previous 24 hours shall be reviewed at this time. Staff shall initial the log documenting review. Staff shall be responsible for knowing the information contained in the log.
  - g. Any other log such as the work sign out log shall be completed by the unit officer. Any log shall be filled out completely and concisely.
7. General Procedures
- a. The unit officer shall monitor every area of the unit and be alert for any unusual activity or possible trouble of any nature.
  - b. At the first indication of any disturbance or rule violation in the unit, the officer shall be prepared to take control of the situation. If in the Officer's judgment it requires disciplinary action, the officer shall complete a disciplinary report. When there is a potentially dangerous situation which may affect the safety and security of the unit, the unit officer shall notify the Captain's Office. Any inmate shall then be locked down.
  - c. The officer assigned to a specific area or unit shall not leave his post without permission of the unit or shift supervisor.
  - d. Staff supervising an inmate work detail shall keep close supervision on any inmate and maintain a constant visual when possible. In any situation where a work detail is not under constant supervision, approval shall be obtained from the Unit Administrator or Unit Lieutenant. Once approval is granted, the approving authority shall ensure the detail is physically monitored not less than hourly. Should an inmate walk off, the officer shall notify a supervisor immediately and shall bring his work detail back to the complex.

B. Operational Procedures

- b. An inmate assigned for that day's work shall be up and dressed in an orange jumpsuit or orange top and bottom with white underwear and white t-shirt by 7:00 a.m. An inmate shall be checked daily by staff to insure that only white undergarments are worn. An inmate shall not change a job assignment or work in place of another inmate without the permission of the Unit Administrator or unit Lieutenant. An inmate assigned to an outside detail that leaves institutional grounds shall be issued and wear orange undergarments.
- c. Work details -
  - i. Downtown Detail - Grass cutting detail shall primarily be assigned to an area located off the complex and approved by the Warden or his designee.
  - ii. Outside Landscaping Detail - This detail shall primarily be assigned to cut grass on and around the complex as well as each staff housing lawn.
  - iii. Front Office Janitors - This detail shall clean the Administration Building offices under the supervision of the Work Detail Officer.
  - iv. Motor Pool Detail - This detail shall be assigned to institutional vehicle maintenance and upkeep. This detail shall also work on small engine repair such as lawnmower and weed eater repair.
  - v. Warehouse Detail - This detail shall be assigned to the institutional warehouse responsible for receiving any institutional or warehousing supplies.
  - vi. Special Projects - This detail shall require approval from the Warden and may include a community project, a painting detail, or any other detail assigned.
- d. For a work detail assigned to work on the complex, the Work Crew Officer shall file the inmate's Work ID under the assigned detail for that day, i.e., Outside Landscape, Warehouse, Front Office Janitors, Downtown Detail, and Motor Pool.
- e. For a work detail assigned to work off the complex, the Work Crew Officer shall take each inmate's Work ID with him. The officer shall

- ii. Visual observation by staff;
    - iii. Possession of any personal hygiene item and personal property not to exceed the institutional property limit; and
    - iv. An opportunity to participate in institutional programs, to include: education, canteen, library, case work, recreation, counseling, religion, and social services.
  - b. Canteen - An inmate shall spend no more than \$125.00 weekly at the Inmate Canteen by ordering items from the unit kiosk or by submitting an order using an approved KYDOC Access form.
    - i. Canteen orders shall be placed in accordance with the posted schedule.
    - ii. Orders placed via the unit kiosk are electronically submitted to the Canteen. When the orders are ready, the Canteen items shall be delivered to the Unit.
    - iii. Whenever an inmate is ordering from an approved KYDOC Access order form, the form may be submitted either directly to Canteen staff when visiting the Unit or by utilizing the institutional mail. Once the order is received, the canteen shall notify the Minimum Unit for pick up.
    - iv. Any canteen purchase that may have an error, i.e., overcharged, wrong item, the inmate shall immediately notify the Canteen staff upon receiving their order.
6. Clothing and Linen -
- a. Every inmate assigned to the Minimum Security Unit shall be provided with state issued clothing, to include orange top and bottoms, boots, socks, orange t-shirts, white boxer shorts (if needed), and orange coveralls for inclement weather. The initial issue shall include two (2) sets of orange clothing and one (1) pair of boots. As these uniforms become worn out, they shall be exchanged on a one-for-one basis.
  - b. An inmate shall be provided linens when he processes through Orientation in Dorm 7.
  - c. State and personal clothing shall be laundered by the wing laundry

completed, the inmate shall be advised of the committee's recommendation and his additional appeal rights.


- e. An inmate shall be encouraged to resolve any problem by working with unit staff prior to filing a grievance.
10. Hair Care - An inmate shall be provided regular barbering services in accordance with the unit barber schedule.
  11. Hygiene Items - An inmate shall receive an initial hygiene issue while going through Orientation in Dorm 7. Hygiene item exchange such as shaving cream, razors, toilet paper, toothpaste and toothbrush shall be done on a one-to-one basis.
  12. Legal Services -
    - a. Any legal form such as Civil Action, Board of Claims forms, etc., shall be available upon request from the case manager.
    - b. Any legal copy may be requested through the case manager. An Inmate Account Authorization Form shall be completed for any requested copy. Once the account authorization form has been processed through inmate accounts, the case manager shall make any copy and deliver it to the inmate.
    - c. A legal telephone call that involves a pending court hearing or legal deadline may be scheduled through the case manager.
    - d. An inmate that requests to do legal research or require time in the Legal Library shall be returned to the EKCC Main Compound temporarily, in order to complete his legal work. Should a Legal Aide be needed for assistance, it shall be done during this time period.
    - e. An inmate may request to see a DPA attorney by obtaining the required form from his case manager. The requesting inmate shall complete the form and place it into the institutional mail. Any appointment with the DPA attorney shall be conducted at the Minimum Unit.
  13. Library - An inmate shall be provided the opportunity for reading material. Books and magazines are on file in the wing. The Librarian shall periodically swap these books and magazines with new titles and new editions. A special request may be made to the Librarian in writing and

- i. Medical and dental sick call is held daily each morning, unless posted otherwise. An inmate wishing to be seen shall have a sick call slip completed and ready to present to the visiting medical staff that morning.
  - ii. Sick call fees shall be charged as authorized in CPP 13.2, VI,B.,3.
  - iii. An inmate with a medical referral or that has requested provider services that cannot be completed in the unit shall be escorted to the institutional Medical Department at the appointed time. The treatment room located in the unit shall be used by providers when appropriate to aid in completing their scheduled rounds.
  - iv. Any inmate that requires additional medical attention per the primary care provider, shall be temporarily returned to EKCC for this medical service. Once the primary care provider has medically released the inmate, he may be returned to the Minimum Security Unit.
  - v. An inmate with a dental referral or that has signed up for dental sick call shall be escorted to the institutional Medical Department at the appointed time. Any inmate who requires dental work shall be escorted to the dental office for his dental appointment. Upon completion of dental work the inmate shall be escorted back to the Minimum Security Unit.
  - vi. Unit security staff or program staff shall notify the Medical Department of any medical emergency by telephone or radio, depending upon the most readily available communication device.
16. Orientation - Any inmate received at the Minimum Security Unit shall be processed through the EKCC Orientation Program conducted in Dorm 7. Once an inmate is transferred to the Minimum Security Unit, he shall be processed through the Minimum Unit's Orientation.
  - a. During the Minimum Unit Orientation, an inmate shall be issued two (2) sets of orange tops and bottoms and boots.
  - b. An out count ID shall be made with all pertinent information.
  - c. An inmate shall be classified to General Detail.



21. Religious Services – An institutional chaplain or volunteer shall be available for counseling, religious guidance, and emergency family contact. The Chaplain shall make rounds once a week and as needed. Literature, religious material, and any service shall be readily available and shall be permitted as authorized by the Chaplain. The Chaplain shall schedule regular and special religious services as needed.
22. Social Services - Additional counseling and social service shall be provided by medical and mental health staff, program staff, and the assigned Classification and Treatment Officer (CTO). Any inmate recommended for V.O.P. or S.A.P. shall go through his CTO for referral.
23. Telephone Services - An inmate assigned to the Minimum Security Unit shall be afforded the same phone privilege as an inmate in any other institutional unit.
  - a. Any telephone shall be turned on and off according to the posted schedule.
  - b. Any telephone shall be turned off 15 minutes prior to count time and turned back on when the count clears.
24. Visitation - A unit inmate shall be afforded the same visitation privilege as any other institutional unit.
  - a. Every visit will take place in the A wing dining area with the curtain closed.
  - b. Visitations shall occur on weekends and legal holidays, beginning at 8:30 a.m. and finishing at 3:30 p.m.
  - c. Dress code for a visitor shall be according to the visitation rules.
  - d. A visitor shall bring in only one (1) dollar bills for the vending machines with a limit of thirty (30) dollars.

This policy shall be reviewed annually and updated as needed.

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References/ Authority ACA: 5-ACI-7A-01 through 5-ACI-7A-13 CPP 19.3 KRS 196.035, 197.020	Subject <b>Inmate Work Program</b>	

## POLICY and PROCEDURE

Any work program shall provide a means to supplement work performed by institutional personnel and the program shall expose an inmate to various jobs and skills that are conducive to rehabilitation experience. This procedure shall insure any inmate worker is treated fairly and afforded the proper rate of pay, and to establish controls critical for the smooth day-to-day administration of the program.

### A. Initial Job Assignment

1. During the time prior to initial classification, the inmate shall have the opportunity to search for a job or academic or vocational program. If the inmate has been approved for the job or program, the Classification Committee shall normally assign him to it.
2. If the inmate has not found a job or program appropriate to his custody level, the Classification Committee may assign him to either a job or vocational program.
3. All job assignments shall normally be for a minimum of ninety (90) days.

### B. Work Program

1. All inmates shall be assigned a job, unless assigned to an approved education or training program. An inmate shall have the option of refusing to participate in a rehabilitation or treatment program, except adult basic education and programs required by statute or ordered by the sentencing court or paroling authority.
2. An inmate shall normally be at his work or program assignment during the workday except for lunch. A full time position shall normally be limited to five (5) days per week unless otherwise approved by the Division of Adult Institutions. Off days shall be assigned by the work supervisor and may be changed at any time based upon institutional need. Workdays shall normally be Monday through Friday, approximating the workday in the community.

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2. The following behaviors shall be considered when screening inmates for controlled job positions:
  - a. Hostage taking offense;
  - b. Violence against staff;
  - c. Possession of contraband or weapons report;
  - d. Use of weapons against staff or inmate;
  - e. Escape from secure facility; and
  - f. Maximum Assault Status within the past three (3) years.
3. An updated listing of controlled jobs shall be maintained by the Inmate Jobs Coordinator.
4. Application Process
  - a. An inmate shall obtain a Controlled Work Assignment Form from his CTO.
  - b. The inmate shall present the form to the work supervisor of the position applied for and (with that supervisor's signature approval) return it to the case manager. The CTO shall fill out the appropriate section and then send the form on to the Inmate Jobs Coordinator.
  - c. The Inmate Jobs Coordinator shall review the application and approve or deny the application.
  - d. If denied, the application shall be returned to the inmate's work supervisor with a reason for the denial. A copy shall be forwarded to the inmate. An inmate denied a controlled job may appeal the decision in writing directly to the Warden within five (5) days.

D. Compensation

The pay scale shall be in accordance with CPP 19.3.

E. Dismissals

1. An inmate may be dismissed from his job for cause.
2. Procedure for Dismissal
  - a. If seeking to dismiss an inmate from a job, the work supervisor shall recommend in writing to the department head of the inmate's work area that the inmate be dismissed. The reasons for dismissal shall be clearly stated. If the department head approves the dismissal, the work


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4. An inmate who has worked ninety (90) days on any job may quit after a two week notice of intention to quit and suffer no penalty.

G. General Points

1. Correctional Industries shall use its own job classification system and pay scale and shall be responsible for keeping time and calculating payroll.
2. Inmates may participate in academic or vocational school programs in lieu of work assignment.
3. An inmate shall not have internet access as part of his work assignment. Computers, copiers, or similar networking capable devices shall be secured in areas that do not permit inmate access. The exemptions to this rule shall be the Lexis Nexus devices in the legal library. These devices shall be only accessible to inmates currently serving the institution as Legal Aides and shall be monitored by the Program Administrator.
4. Computers used in work areas as part of an inmate work assignment shall be inspected quarterly by the work area supervisor to prevent unauthorized use of the systems. Only those programs approved by the work area supervisor shall be installed and accessible on the device. Any exemptions shall require approval of the Warden or designee.
5. An inmate shall not be discriminated against in program access, work assignment, or administrative decisions, based on race, religion, national origin, disability, sex, or political views.
  - a. A disabled inmate shall be allowed access to an Americans with Disabilities Act (ADA) or Equal Employment Opportunity (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.

This policy shall be reviewed annually and updated if needed.

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References/ Authority ACA: 5-ACI-7B-01 through 5-ACI-7B-15 CPP 20.1 KRS 151B.035, 196.035, 197.020	Subject Educational Courses	

### POLICY and PROCEDURE


Educational courses at the Eastern Kentucky Correctional Complex (EKCC) shall be operated by the Department of Corrections. Technical programs shall lead to diploma or certification in a variety of trades. The Adult Basic Education program shall extend from literacy through the General Educational Development (GED) certificate. College programs leading to an associate's degree shall be available to inmates who have completed high school or have a GED, meet enrollment criteria, and contingent upon the availability of funding.

- A. Educational courses shall be available to each eligible inmate at a time when the majority can take advantage of the programs at EKCC. Education courses shall include:
1. Educational philosophy and goals;
  2. Communication skills;
  3. General education;
  4. Basic academic skills;
  5. GED preparation;
  6. Special education;
  7. Vocational education;
  8. Post-secondary education;
  9. Other education courses as indicated by the needs of the institutional population;
  10. Written standardized competency based curriculum, supported by appropriate materials and classroom resources;
  11. Personnel certified or licensed by the state department of education or other agency having jurisdiction;
  12. Courses up to the completion of high school and GED at no cost to the inmate;
  13. Formal recognition of specific educational accomplishments;
  14. Flexible scheduling that permits an inmate to enter at any time and to proceed at his own learning pace; and
  15. Taking into account the inmate's interests, needs, and capabilities.

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3. Upon receiving a GED, college degree, or technical diploma, educational good time shall be awarded according to CPP 20.1.
- E. Contingent upon the availability of funding, a college program shall be available for an eligible General Population inmate. An inmate shall apply for admission through the Corrections Regional Education Administrator or his designee. Any eligibility requirement or condition shall be defined by CPP 20.1.
- F. The educational courses shall be supported by a system of record keeping, departmental communication, and professional evaluation and assessment.
1. Each instructor shall maintain attendance records, test scores, progress notes, and other pertinent information on each student. This data shall be made available to qualified personnel on a need-to-know basis.
  2. A copy of GED or college transcripts, certificates, or diplomas, career and technical certificates, including National Career and Readiness certificates shall become a part of an inmate's permanent record

This policy shall be reviewed annually and updated as needed.

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	Date Filed FEB 09 2023	Effective Date
References/ Authority ACA: 5-ACI-7E-01 through 5-ACI-7E-07 CPP 14.4 KRS 196.035, 197.020	Subject Library Services	

## POLICY and PROCEDURE

The Eastern Kentucky Correctional Complex (EKCC) shall provide comprehensive library services to the inmate population by maintaining a full array of reference, reading, and audiovisual materials for education and recreational purposes.

- A. EKCC shall maintain an Administrative Specialist III position assigned to the library, who coordinates and supervises library services.
- B. There is available to the institution a person with a masters of library science, information resources, media services, or related degree who assists with coordinating and supervising library services and is responsible for training of all library staff. The Library Administrative Specialist III shall ensure this person visits EKCC at least once (1) annually for library staff training.
- C. The library shall maintain a book collection of current book titles and duplicates of the most popular titles, reference materials, and a variety of current periodicals and representative newspapers.
- D. Library Services Evaluation
  1. Semi-annually any inmate using the library shall be given a library interest survey to complete before exiting the library.
  2. The Library Administrative Specialist III shall evaluate the use of materials and need for new materials on an on-going basis by means of the survey and other patron-based statistics.
- E. Principals of Operation:
  1. Select, organize, prepare and disseminate library materials specifically for the inmates.
  2. Maximize the use of the library collection by the greatest number of inmates.

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serious threat to the security, order or rehabilitative objectives of the institution;

4. Contains information that might be used to manufacture or devise any weapons, drugs, intoxicants, facilitate escape or disrupt the institution, and
5. Presents a clear and substantial threat to the security, order, or rehabilitative objectives of the correctional system, or to the safety of any person.

I. Library Schedule

The Library shall open on a daily basis, including scheduled evenings and weekend days. Library services shall be available to inmates in the special management units by mobile cart and the minimum unit by stocked shelves in both wings.

J. The EKCC library shall provide the following services to the inmate population:


1. An acquisition program to meet the needs of users;
2. A convenient organization of library materials for inmate use;
3. A circulation program that provides suitable materials to inmate users:
  - a. A book shall be loaned for ten (10) calendar days;
  - b. A book may be renewed twice;
  - c. The list price of any lost or damaged book shall be deducted from the responsible inmate's account and a disciplinary report may also be issued; and
  - d. A fine of five (5) cents per day shall be assessed for any overdue book. Any fine shall be deducted from the inmate's account. Fine money collected shall be turned over to the Business Office and contributed to the library.
4. Information and reference service shall be available to each inmate.
5. The Library Administrative Specialist III shall devote necessary time to reader guidance for those inmates who request it individually.



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9. Sitting on library tables or putting feet on library tables or chairs;
10. Stealing or confusing library records, book markings, or check-out procedures;
11. Destruction of books, magazines, newspapers;
12. Failure to respond to overdue book notice;
13. Lying about status of overdue books;
14. Having in possession more than three (3) library books;
15. Possessing any book that has been defaced in any way (pockets ripped out, no current due date stamped in book, identifying marks or due dates changed or obscured, pages missing, other damage);
16. Possessing library books that were not checked out by the individual possessing them; and
17. Using the library copier or computer to aid in manufacturing of material to promote gambling, obtain money, goods, services or privileges under false pretenses. This includes any activities related to a security threat group.

This policy shall be reviewed annually and updated as needed.

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References/ Authority ACA: 5-ACI-7C-01 through 5-ACI-7C-06 KRS 196.035, 197.020	Subject <b>Recreation and Inmate Activities</b>	

## POLICY and PROCEDURE


The Eastern Kentucky Correctional Complex (EKCC) shall have a comprehensive program of inmate recreation activities designed to promote physical and mental wellbeing.

- A. The EKCC shall employ a full-time, qualified Recreation Director and staff.
1. Recreation staff shall maintain facilities and equipment in good condition and suitable for the planned leisure activities in proportion to the inmate population.
  2. In addition to daily routine recreational equipment inspections, a thorough inspection of all equipment shall be conducted and recorded on a quarterly basis to insure that equipment is repaired or replaced as needed.
  3. Community interaction shall be provided through recreational activities and by coordinating with organizational sponsors to provide and schedule club sponsored events and activities, primarily by:
    - a. Bringing in outside teams to compete with inmate teams;
    - b. Bringing in outside speakers and bands for entertainment, cultural and special interest activities;
    - c. Permitting inmates to participate in community activities, provided their custodial status allows them to leave the institution;
      - (1) As appropriate community events arise, inmates shall be screened to ensure eligibility
      - (2) Priorities shall be those inmates who are in organization going to organizational activities; and
      - (3) Requests for the above actions shall be submitted to the Recreation Director

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7. Gymnasium-open daily according to posted schedule;
  8. Outside recreation; and
  9. Recreation dorm activities, including television viewing and scheduled movies.
- C. Inmate participation in recreational activities and programs shall be strictly voluntary.
- D. All recreation programs shall be accessible to all inmates regardless of race, religion, national origin, disability, or political views.
- E. Arts and Crafts
1. An inmate shall find the list of allowable items in the Recreation Department. This list shall be maintained by the Recreation Department Supervisor and approved by the Deputy Warden of Security and Warden. All arts and crafts items shall be purchased from an approved vendor through the Inmate Canteen or ordered through the Recreation Department.
  2. Requirements for participating in the arts and crafts program at EKCC shall include:
    - a. Obtain an Arts and Crafts Project Form from the Recreation Department;
    - b. The form shall require the signature of the Recreation Supervisor;
    - c. State the desired project to be completed;
    - d. List of materials needed to complete project;
    - e. Inmate may work only on one project at a time; and
    - f. Project shall be mailed out or disposed of when completed
  3. Special Projects - An inmate may be allowed to order certain items, other than normally allowed arts and crafts, if working on an approved one-time special project.

This policy shall be reviewed annually and updates as needed.

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References/ Authority ACA: 5-ACI-7F-01 through 5-ACI-7F-08 CPP 14.3, 26.1 KRS 196.035, 197.020	Subject  <b>Religious Services</b>	

## POLICY and PROCEDURE

An Institutional Religious Center (IRC) and space for IRC services shall be provided by the Eastern Kentucky Correctional Complex (EKCC) to ensure an inmate may practice the religion of his choice, subject to the limitations necessary to maintain institutional order and security.

### A. Chaplaincy Services

1. Chaplaincy services at the EKCC shall be provided on a routine basis by a qualified Chaplain.
2. Services shall be provided for religious groups.
3. Comprehensive pastoral, individual, and group counseling shall be provided.
4. An outside religious organization may provide services after proper screening by the institutional Volunteer Coordinator, Chaplain, and Deputy Warden of Programs or the Program Administrator. Non-inmate clerical staff shall be available to the Chaplain for preparation of confidential material.

### B. Determining Inmate Religious Needs

1. During orientation an inmate shall fill out a form indicating his religious preference. The form shall be scanned into the electronic offender management system. The information shall, in part, be used to determine the need for services and staffing.
2. Reassessment of needs for religious services and staffing shall be done systematically on a continual basis by:
  - a. Review of religious preference forms;

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E. Access to Religious Resources

1. An inmate shall be given the opportunity to receive visits from clergy persons or a spiritual advisor of his faith.
2. A visiting volunteer shall:
  - a. Provide a certificate of ordination or equivalent certificate, and
  - b. Serve as a pastor of a congregation or be a church staff member designated to visit for the congregation in lieu of the pastor.
3. A volunteer's visit shall be approved and coordinated through the Chaplain's office with the final approval of the Deputy Warden of Programs or the Program Administrator.
4. Outside volunteers and groups shall be used to ensure the religious needs of any inmate are met. Any group conducting a religious service shall be under the supervision of an ordained minister or equivalent. The group shall not exceed a reasonable number unless authorized by the Chaplain, if a significant need is established.
5. A group seeking to provide religious services at EKCC shall be screened by the Chaplain. If approved by the Chaplain, he shall then submit his recommendation for final approval to the Deputy Warden of Programs or designee.
6. A volunteer in charge of a group conducting a service shall be on the approved volunteer list maintained by the Chaplain. The volunteer shall be responsible for the conduct of the group. Any rule infraction or disorderly conduct may result in loss of privileges for the volunteer and the group.
7. The volunteer in charge of a group conducting a service at EKCC shall be responsible for submitting the names of the group to the Chaplain's office at least ten (10) days before any event.
8. Any religious meeting that results in disorder, demonstrations, or threats to the institutional security may be discontinued until reinstated by the Warden.


F. Religious Dietary Needs

1. Any special religious dietary needs not already met by the existing food service method shall be reviewed by the Chaplain. The Chaplain shall then

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3. The Chaplain shall report a critical illness or death of an inmate's immediate family to an inmate and shall notify an inmate's immediate family in the event of an inmate's critical illness or death. In the Chaplain's absence, designated EKCC staff shall make the appropriate notifications.
4. The Chaplain shall ensure that institutional departmental interaction is ongoing by communicating program needs and goals to the appropriate persons, providing pastoral care to staff participating in staff training and committees, and attending meetings as necessary.
5. The Chaplain shall be responsible for keeping the IRC clean and for maintaining cleaning supplies and equipment.
6. The Chaplain shall submit monthly and annual reports to the Program Administrator or the Deputy Warden of Programs concerning each planned activity. The reports shall include:
  - a. Name of faith or group;
  - b. Total number of activities;
  - c. Total in attendance;
  - d. Total worshippers registered by faith; and
  - e. Incident reports.
7. The Chaplain shall be responsible for:
  - a. Development of the IRC Program;
  - b. Supervision and evaluation of volunteers in cooperation with the Institutional Volunteer Coordinator;
  - c. Security in the IRC;
  - d. Serve as resource person for developing staff training; and
  - e. Supervision and development of chaplain services:
    1. Scheduling of religious services;
    2. Screening of outside religious groups;
    3. Pastoral counseling; and
    4. Pre-marital counseling.
8. The Chaplain, with approval of the Program Administrator or the Deputy Warden of Programs, shall develop and maintain communication with the various faith communities and shall approve any donation of equipment or materials for use in religious programs.

This policy shall be reviewed annually and updated as needed.

 <p><b>EASTERN KENTUCKY CORRECTIONAL COMPLEX</b></p> <p>Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
References/ Authority	Subject	
ACA: 5-ACI-5E-01 through 5-ACI-5E-11 KRS 196.035, 197.020	Social Services and Counseling Program	

**POLICY and PROCEDURE**

Eastern Kentucky Correctional Complex (EKCC) shall provide a comprehensive Social Services and Counseling Program. The program shall address a wide range of inmate needs, including counseling and crisis intervention, substance abuse programs, pastoral care and counseling, self-help programs, psychiatric services, and community services.

**A. Staffing**

1. The social services program shall be administered and supervised by a qualified, trained person with a minimum of a Bachelor's Degree in the social or behavioral sciences or a related field. The Program Administrator shall designate staff to act as social services staff.
2. The institution shall employ enough staff to ensure that a ratio of one (1) social services staff per one hundred (100) inmates is maintained.

**B. The Deputy Warden of Programs, Deputy Warden of Operations, and the appropriate department heads shall evaluate and determine the level of social services staffing each year during the preparation and review of the annual planning document. The evaluation of staffing levels may include:**

1. Type of population served;
2. Type of facility;
3. Legal requirements; and
4. Goals to be accomplished.

**C. Identification**

1. Upon arrival at EKCC, each inmate shall be assigned a Classification and Treatment Officer (CTO). The staff member shall assist the inmate in adjusting to the institution by providing assistance, guidance, and counseling upon request.
2. The CTO shall review the institutional file on each newly assigned inmate and complete a review form.

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progress and adjustment of any inmate housed in his unit. He shall assist any inmate with any routine institutional matter, as well as act as crisis intervention and referral personnel.

3. Crisis Counseling Services

The Psychology Department shall offer resources for crisis counseling during the workweek. During evening and weekend hours, the Shift Supervisor and Duty Officer may use the Chaplain or on-call psychologists.

4. Individual and Group Counseling

The psychologist shall provide individual and group counseling. A referral may be inmate or staff initiated.

5. Special Programs

Special programs or a variety of counseling groups may be available on a rotating basis. The Program Administrator shall maintain a list of available programs.

6. Educational

Staff in the Education Department shall provide educational counseling to any inmate upon request.

7. Recreation

Recreation staff shall assist inmates in constructive use of their leisure time. Additionally, staff shall counsel an inmate interested in physical conditioning.

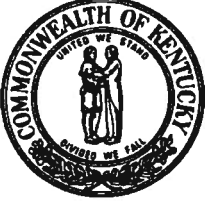
F. Notification of Program Availability

The inmate population shall be informed of available social services and programs by:

1. Posted announcements on bulletin boards;
2. Orientation; and
3. EKCC procedures.

This policy shall be reviewed annually and updated as needed.



 <p><b>EASTERN KENTUCKY CORRECTIONAL COMPLEX</b> Policies and Procedures</p>	Policy Number EKCC 25-02-01	Total Pages 4
	Date Filed <b>FEB 09 2023</b>	Effective Date
References/Authority ACA: 5-ACI-5F-05; CPP 25.2, 25.3 KRS 196.035, 197.020	Subject Inmate Discharge Procedure	

## POLICY and PROCEDURE

Inmates shall be released from the Eastern Kentucky Correctional Complex in an orderly manner so that all institutional matters are completed and pertinent release information is gathered.

- A. Upon notification that an inmate is to be released from custody, the following steps shall be implemented.
1. Offender Information Services shall initiate the discharge process:
    - a. Verify the release papers;
    - b. Make necessary entries into the electronic monitoring system in order to notify appropriate parole, criminal justice, law enforcement, and other offices as required by CPP 25.2;
    - c. If necessary, arrange transportation and bus ticket;
    - d. Complete any pertinent section of the EKCC Release Form (Attachment I), and;
    - e. Forward the EKCC Release Form to the Property Room.
  2. Business Office
 

The Business Office shall ensure that any necessary financial arrangements have been made and that the inmate's account has been cleared.
  3. Property Room
 

The Property Room staff shall:

    - a. Verify the identity of the inmate being released;
    - b. Return any personal effects and ensure proper disposal of contraband;

EASTERN KENTUCKY CORRECTIONAL COMPLEX  
RELEASE FORM

EKCC 25-0:  
Attachm

YARD CLEARANCE

Releasee's Name:	Number:
Release Date:	
Release Time: Before 2:00 P.M.	

Release Method:	<input type="checkbox"/> Parole
	<input type="checkbox"/> Administrative Release
	<input type="checkbox"/> Minimum Expiration
	<input type="checkbox"/> Maximum Expiration
	<input type="checkbox"/> Other

Other Comments:

OFFENDER INFORMATION OFFICE

Detainers:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Detaining Authority:	
	<input type="checkbox"/> Bus Ticket	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Pick-up	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Other Comments:

Signature of Offender Information Office Staff  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Date:

*The Following to be Completed By Inmate and Staff*

ACADEMIC SCHOOL

Cleared by Academic School: \_\_\_ Yes \_\_\_ No

Other Comments:

Signature of Principal/Designee  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Date:

LIBRARY

All Books/Materials Returned: \_\_\_ Yes \_\_\_ No

Other Comments:

Signature of Principal/Designee  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Date:

LAUNDRY

State-Issued Items Checked In: \_\_\_ Yes \_\_\_ No

Items Unaccounted for OR Altered Without Authorization: \_\_\_ Yes \_\_\_ No

If Yes, Estimated Cost: \_\_\_\_\_

Signature of Business Office Staff

Date:

\_\_\_\_/\_\_\_\_/\_\_\_\_

**PROPERTY**

- A.    \_\_\_ ID Card Turned In:                    \_\_\_ Yes        \_\_\_ No
- B.    \_\_\_ Cell Keys Turned In:                \_\_\_ Yes        \_\_\_ No
- C.    \_\_\_ Personal Property Statement Signed:   \_\_\_ Yes        \_\_\_ No
- D.    \_\_\_ Confiscated Property:                \_\_\_ Yes        \_\_\_ No
- E.    \_\_\_ Parole Certificates
- F.    \_\_\_ Discharge Papers
- G.    \_\_\_ Other:

Signature of Shift Supervisor/Designee

Date:

\_\_\_\_/\_\_\_\_/\_\_\_\_

**Be advised, I, the above names Releasee, have resolved all institutional matters and I have cleared all areas or departments listed above as shown by the appropriate signatures and debts.**

Signature of Shift Supervisor/Designee

Date:

\_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Shift Supervisor/Designee

Date:

\_\_\_\_/\_\_\_\_/\_\_\_\_


**Forwarding address for all mail purposes (including Zip Code):**

**(Please realize, if you do not supply a forwarding address you mail will automatically be returned to sender, if the sender's address is known.)**

\_\_\_\_\_  
**Name** **Address**

\_\_\_\_\_  
**City** **State** **Zip Code**

\_\_\_\_\_ **I have received my Response Packet**  
**Signature**


 <p><b>EASTERN KENTUCKY CORRECTIONAL COMPLEX</b></p> <p>Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
References/Authority	Subject	
ACA: 5-ACI-5F-01 through 5-ACI-5F-08 CPP 25.3 KRS 196.035, 197.020	Reentry Preparation	

### POLICY and PROCEDURE

Eligible inmates are provided the opportunity to participate in a Reentry program prior to release from the institution.

- A. The Institutional Reentry Coordinator shall be responsible for implementation of the Reentry Program called "New Directions".
  1. Selected inmates who are between 12 and 24 months of release or meeting the Parole Board shall be given the opportunity to participate in the program.
  2. The program shall consist of 16 modules. Each week, modules shall be presented totaling a minimum of 21 class hours. Upon completion of the program, the offender may earn 60 days sentence credit.
  3. Notification via institutional mail shall be given to inmates selected to participate in the reentry program. This notification shall include the time and location where the program will be held.
- B. Inmates may refer to the Orientation Packet for a complete list of Reentry Programs available.

This policy shall be reviewed annually and updated as needed.

 <p><b>EASTERN KENTUCKY CORRECTIONAL COMPLEX</b></p> <p>Policies and Procedures</p>	Policy Number <p style="text-align: center;">EKCC 25-03-01</p>	Total Pages <p style="text-align: center;">1</p>
	Date Filed <p style="text-align: center; color: blue; font-weight: bold;">FEB 09 2023</p>	Effective Date
References/Authority <p>ACA: 5-ACI-5F-01 through 5-ACI-5F-08          CPP 25.3          KRS 196.035, 197.020</p>	Subject <p style="text-align: center;">Reentry Preparation</p>	

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