

## SUMMARY OF MATERIAL INCORPORATED BY REFERENCE

The total number of pages incorporated by reference in the amendment is 144.

### REVISIONS:

- WKCC 01-02-01 Public Information and Media Communication - ACA references are updated to 5<sup>th</sup> edition. In Section II.A.1., the Public Information Officer is changed to the Procedures Development Coordinator or the Warden's designee. Interview approval shall be obtained in advance. Central Office is changed to Department of Corrections. A list of media restricted areas is deleted.
- WKCC 02-01-01 Inmate Funds- ACA references are updated to 5<sup>th</sup> edition. WKCC 16-02-01 is added to the reference box. References to the female gender of inmates are made neutral or refer to both genders. A possessive typographical error is corrected in II.A. Language in II.C.1. & 2. is revised to clarify requirements. In attachment I, active account payable is changed to inmate account and the revision date changed.
- WKCC 02-01-02 Inmate Canteen - In section II.G., after "the kiosk in", "the inmate's assigned" is inserted. "her" is deleted.
- WKCC 03-00-06 Confidentiality of Information by Consultants, Contract Personnel and Volunteers- ACA references are updated to 5<sup>th</sup> edition. WKCC 06-00-01, 13-02-01, & 03-00-07 are added to the reference box. In section II, A, 3, the layout of institutional grounds was added as an area of concern for confidentiality.
- WKCC 06-00-01 Offender Records and Information Access - ACA references are updated to 5<sup>th</sup> edition. The Inmate Master File definition is replaced by the inmate record definition from CPP. "Offender" is changed to "Inmate" throughout. Section II.C. The inmate record being in KOMS is added and sections II.B.2.-4. are deleted. Sections II.C.-F. except for a signed confidentiality agreement in F.2. are deleted. Sections II.H.-J. except for J.3. are deleted. Section K.3. is deleted. Section numbering and lettering is revised throughout.
- WKCC 06-00-02 Administrative Process for Inmate Court Orders - "He" is changed to "the inmate" and "his" is changed to "the inmate's" in II.A.3. "The medium compound" is changed to "a more secure location" in II.A.4. "Inmate Master File" is changed to "Kentucky Offender Management System (KOMS)" in II.B.1. Section II.B.2. is deleted. Section II.B.3. is renumbered and "A copy of...order of appearance" is changed to "An email notification."

- WKCC 08-02-01 Fire Safety Plan- ACA references are updated to 5<sup>th</sup> edition. Commas are inserted throughout. MSU is changed to Ross-Cash in II.A.3.b. Safety Specialist is changed to Safety Coordinator in the Fire Safety Officer definition. Facility is changed to institution in II.B.5.
- WKCC 09-11-01 Tool Control - ACA references are updated to 5<sup>th</sup> edition. “Senior Captain” is changed to “Major” throughout. The list in II.D.1. is numbered. Punctuation is corrected throughout.
- WKCC 10-02-02 Special Management Unit (SMU) Operating Procedures, Living Conditions and Classification- ACA references are updated to 5<sup>th</sup> edition. References to female gender and items are removed throughout the policy. In section II.A., “Chapter 18”, is changed to “18.1”. In section II.B.3.e., language about refusing to eat and claiming to be on a hunger strike is changed to “participates in a hunger strike as described in CPP 13.14” and “refusing six consecutive meals or a hunger strike” is changed to “an inmate participating in a hunger strike”. Section II.B.4.d. is deleted and sections are renumbered. In section II.B.4.e., “a razor, shaving cream, and towel” is replaced with “a towel and an inmate may use barber clippers to shave” and “inspect the razor to insure the blade is still intact. “Guidelines” is change to “rules”. In section II.E., “Chapter 13” is replaced with “13-02-01 and 13-02-02”.
- WKCC 11-00-01 Food Service General Requirements - ACA references are updated to 5<sup>th</sup> edition. “Guidelines” is changed to “Requirements” in the title and throughout. In section II.A.5., “shall minimize” is deleted and “in a manner” and “minimizes” are inserted. References to female gender and items are removed throughout the policy. Section II.A.12. is deleted and A.15. is added. Section II.E. is added concerning meal delivery cart loading and unloading. In section III, the Deputy Warden of Programs and Support Services is changed to the Deputy Warden of Security.
- WKCC 11-03-01 Food Service Meals and Special Diets – The title is changed to Food Service Meals and Special Diets. ACA references are updated to 5<sup>th</sup> edition. Section II.B.1 is deleted. The Deputy Warden of Programs and Support Services is changed to the Deputy Warden of Security. In section II.C.1., “by the institutional Chaplain and Deputy Warden of Programs and Support” is deleted. In section II.C.2., “and shall be rewritten monthly” is deleted. Section II.E. is added. In section III, the Deputy Warden of Programs and Support Services is changed to the Deputy Warden of Security.
- WKCC 12-00-02 Housekeeping, Sanitation, and Waste Removal - ACA references are updated to 5<sup>th</sup> edition. Language is updated to include masculine and feminine pronouns. “Guidelines” is replaced by “Requirements”. Section II.C.3.f. is rewritten and C.3.j.-m. are added. “A bed area shall remain in

inspection order from 7:00 a.m. to 3:00 p.m. Monday through Friday.” is deleted from section II.C.5.

WKCC 13-01-01 Use of Pharmaceutical Products - The definition for “Health Authority” is totally rewritten. “Physician” and “institutional physician” are changed to “primary care provider.” “Contractual” is changed to “contracted”. In II.C.1.b., “Doctor” is changed to “certified medication technician”. In II.C.1.f., the location for the MAR is changed to the electronic medical record. Language concerning handling changed regarding to the deadline for returning refill cards for self-administered medication is changed. Gender language is neutralized. “Guidelines” is changed to “rules”. Sections are renumbered. Small wording changes are made to provide clarification. “Medical Department supply room” is changed to “Pharmacy” and restricted to authorized personnel in II.F.2.

WKCC 13-02-01 Health Care Services - ACA references are updated to 5<sup>th</sup> edition. In section I, “, seizures and hyperlipidemia” is added to the “Chronic care” definition. The “Health Authority” definition is completely rewritten. “Nurse Service Administrator” is changed to “Health Service Administrator” throughout. In section II.A.1.d., “licensed nurse” is inserted after “A” and “or LPN” is inserted after “RN”. In section II.A.5., “For first aid kits located in institutional vehicles, the Safety Officer shall conduct monthly checks and notify medical when seals are broken.” Is added after “original location.” In section II.B.1.a., subsections are added to address offender notification of co-payment, waiver of co-payment, and charges for non-emergency visits. Feminine pronouns are added throughout section II. In section II.B.1.d., “(3) A written list of emergency and routine care referral sources shall be maintained and updated annually” is added after “furnished to transportation staff.” In section II.B.1.e.(1), language is added regarding information on how to access health care services and the grievance system as well as listing out what information health care personnel shall review in an inmate’s medical file. Section II.B.1.f.(5) is deleted. Section II.B.2.b. is substantially rewritten to remove dental care information and insert information regarding pregnancy. In section II.B.3.a., “three years” is changed to “two years”. Section II.B.3.b.(1) is changed to update procedures for sick call forms. In section II.B.3.b.(2), “The inmate...available” is deleted. “The inmate will receive an appointment card through the institutional mail or by medical staff to inform the inmate when to be at medical.” is inserted. “Reschedule with the nurse” is deleted and “place another sick call to be rescheduled” is inserted. “He” is changed to “the inmate.” After section II.D., a “Chemical Dependency and Detoxification” section is added to detail the procedure for suspected substance abuse or chemical dependency. In section II.F., “annually” is inserted after “trained”. A “medical autonomy” section is added. Renumbering and reformatting is done throughout.

- WKCC 13-02-02 Mental Health Services - ACA references are updated to 5<sup>th</sup> edition. Sections are renumbered throughout. Definitions and Policy and Procedure sections are inserted. “Policy” heading is deleted. Under “Policy”, “to ensure the needs of each inmate are met by providing a Mental Health Program at the institution” is deleted. “Procedure” section is deleted. In section B, “be in” is deleted. After “need”, “of” is deleted.
- WKCC 14-02-01 Inmate Clothing and Personal Hygiene Provisions - ACA references are updated to 5<sup>th</sup> edition. In section II, B, 4, “Corrections Policy” is changed to “CPP”. Section II.C.5. is deleted and numbering is corrected. In section II.D.1., the list is changed to be a mattress with a pillow and the separate pillow and pillow is deleted. In section II.D.2., the pillowcase is deleted. In section II.E.1., the reference to “self-service laundry machines” is deleted and replaced by the laundry service according to the posted schedule.
- WKCC 14-04-01 Legal Services Program – In section II.C.1., “MSU” is changed to “Ross-Cash”. Inmate Copy Services for Legal Matters is updated to add that materials not related to the inmate’s current incarceration shall not be copied. Section II.E.1d. is deleted and remaining sections renumbered. In section II.E.3.f, “indigence” is changed to “indigent”. In sections II.F. & G., references to “tape” are removed. Pronouns are changed to both male and female.
- WKCC 15-01-01 Hair and Grooming Standards - ACA references are updated to 5<sup>th</sup> edition. The citation for 197.020 is corrected in the Authority/References box. Pronouns are changed to both male and female. Shower schedule is updated. References to mustaches, beards, and barber shop are inserted. The policy is changed to cover both the barber shop and the beauty shop.
- WKCC 16-01-01 Visiting Policy and Procedures - ACA references are updated to 5<sup>th</sup> edition. Private attorney visits are changed to be requested in writing. The visitor schedule is removed, and references are made to the DOC website, memos posted within the institution, and the WKCC inmate handbook. In section II.K.2., an additional parking lot is added for visitor parking. Screening and frisk locations are updated. MSU is changed to Ross Cash. Contact visit language is updated. Pronouns are generally changed to both male and female and gender is neutralized throughout. An exchange of items is prohibited between visitor and inmate. Language for clear count of inmate population is updated. “Guidelines” is changed to “rules” in section II.Q.3. A number of small wording changes are made for clarification.
- WKCC 16-02-01 Inmate Correspondence - ACA references are updated to 5<sup>th</sup> edition. In the section II opening paragraph, “her” is replaced with “the inmate’s bed area or”. Money orders by mail are deleted. “Facility” is changed to “institution” in several places. “Mailroom Officer” is updated to “Postal Technician” throughout. “MSU” is changed to “Ross Cash” throughout.

- WKCC 16-03-01 Inmate Access to Telephones - ACA references are updated to 5<sup>th</sup> edition. “MSU” is changed to “Ross Cash” throughout. References to WKCC 10-02-01 are inserted. “Regulations” is changed to “Rules” in II.B. Small clarifications are made.
- WKCC 16-04-01 Inmate Packages - ACA references are updated to 5<sup>th</sup> edition. “Inmate” is added to “Support Building Officer”. Gender language is neutralized.
- WKCC 17-01-01 Inmate Personal Property - ACA references are updated to 5<sup>th</sup> edition. Donations receipts are required for donated items. “Security safe or evidence locker” is replaced by “evidence closet”.
- WKCC 17-02-01 Inmate Reception and Orientation - ACA references are updated to 5<sup>th</sup> edition. In section II. opening paragraph, “up arrival” is deleted. “Sexual Assault and Assault Prevention” is changed to “Prison Rape Elimination Act (PREA)” throughout. “Classification and Treatment Officer II”, is changed to “Ross Cash Unit Administrator I” in the last section.
- WKCC 19-04-01 Assignments to and Safety Inspections of Inmate Work Program Areas - ACA references are updated to 5<sup>th</sup> edition. “Temporary Unassigned” is changed to “Unassigned” in definitions. The policy is renumbered throughout. Gender language is neutralized. “PREA” is added to classifying factors. Attachment I is added to policy.
- WKCC 19-04-02 Farm Management and Production - ACA references are updated to 5<sup>th</sup> edition. “Guidelines” is removed from the policy title. “Department of” is added to Corrections in II.E.
- WKCC 20-01-01 Education - ACA references are updated to 5<sup>th</sup> edition. “Program” is removed from the policy title. References to “Education Programs” or “Programs” are updated to reference “Educational Courses” or “Courses” throughout. In section II.D.3.a., Correctional School Director is changed to Education Administrator. Gender language is neutralized. In section II.E.1., “the necessary academic skills” replaces “her academic skill”. Section II.G. is replaced with a reference to CPP 20.1. Correctional Education Regional Administrator is changed to Education Administrator in III.
- WKCC 21-00-01 Library Services - ACA references are updated to 5<sup>th</sup> edition. The “Qualified Librarian” definition is replaced by a definition for “Librarian”. “Lyon County Public Library” is changed to “local libraries” in section II.C.2. Gender language is neutralized. A reference to “regulations” is deleted in II.C.5.f.

- WKCC 22-00-01 Inmate Recreation and Leisure Time Activities - ACA references are updated to 5<sup>th</sup> edition. In II.B.2.a. & F.3., shall is changed to may. Gender language is neutralized. “Gender identity” is added to accessibility language in section II.D. Pronouns are updated to indicate coed institution. “Guidelines” is changed to “rules” in section II.G.2.c. Language restricting work on arts and crafts to the arts and crafts room and references to the room are deleted in II.G. The limitation to two projects is deleted in II.G.3.e. Section II.G.3.f. is deleted. “Recreation Department” is changed to “the Inmate Support Building (ISB)” in section II.G.5.c. and language is added regarding distribution of orders to inmates. The allowable items list is substantially updated and renumbered in section II.G.5.f. “Mailroom Officer” is updated to “Postal Technician” in section II.G.6.b. Section II.H. is deleted. Game room section title is changed to Video Game Room and is updated. “These activities may include individual and group competitions, band concerts, outside speakers, outside sports teams, etc.” is deleted from the Holiday or Special Events section near the end. Attachment I (Allowable Arts/Crafts Supplies) is added to the policy.
- WKCC 23-00-01 Religious Services - ACA references are updated to 5<sup>th</sup> edition. Definition for “Chaplain” is rewritten to match CPP. Examples are deleted in II.D.1. In section II.D.3., approval language is rewritten for clarification and D.4. is deleted. “Guidelines” is changed to “rules” in II.G. Bringing in a CD player may be authorized in II.G.2. Reference to WKCC 16-01-01 is added in II.G.7. Gender language is neutralized. “Tape recorders” is updated to “recording devices” in II.G.11.
- WKCC 24-00-01 Social Services - ACA references are updated to 5<sup>th</sup> edition. Specific institutional self-help programs are updated to refer inmates to compound, Ross-Cash, and SMU program matrix. Gender language is neutralized. Section II.G.3. is deleted. Small wording changes are made for clarification. The time frame for the pre-release program is updated from 60 days to 24 months.
- WKCC 25-02-01 Inmate Release Process - ACA references are updated to 5<sup>th</sup> edition. “Facility” is replaced by “institution” throughout. In section II.B.4.a., the locations that an inmate must take his release document is updated. “MSU” is replaced with “Ross-Cash” throughout. “His” is replaced with “her” in II.C. The Records Office is changed to the Offender Information Office in section II.D.3. In section III, the Deputy Warden of Security is changed to the Deputy Warden of Programs and Support Services.
- WKCC 26-01-01 Volunteer Services Program - ACA references are updated to 5<sup>th</sup> edition. CPP 26.1 is added to References section. In section II.K., “25<sup>th</sup>” is changed to “30<sup>th</sup>”.

DELETIONS:

WKCC 11-02-00	Food Service Budgeting and Purchasing
WKCC 25-03-01	Pre-Release Programs