

SUMMARY OF MATERIAL INCORPORATED BY REFERENCE

The total number of pages incorporated by reference in the amendment is 281.

ADDITIONS:

LLCC 14-04-01 ADA and Inmate Access

DELETIONS:

LLCC 11-07-01 Food Service: Purchasing, Storage, and Farm Products
LLCC 13-03-02 Use of Psychotropic Medications
LLCC 13-04-06 Psychological and Psychiatric Reports
LLCC 13-09-01 Substance Abuse and Chemical Dependency Program
LLCC 18-02-01 Minimum Security Unit Operations
LLCC 18-02-02 Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI)
LLCC 22-02-02 Inmate Photographs Project

REVISIONS:

LLCC 02-05-03 Inmate Canteen Committee: ACA references are updated to 5th edition in reference box. The committee structure is revised to reflect a change in number of inmate committee members, the year term requirement, and that subsequent terms as a committee member are permitted. Senior Captain is changed to Major throughout. The Major or assigned designee and the Canteen Manager replace the Senior Captain in selecting inmate committee members. Gender references are neutralized.

LLCC 02-05-05 Inmate Canteen: ACA references are updated to 5th edition in reference box. Senior Captain is changed to Major. The six (6) item or less window for general population is deleted in section A.

LLCC 02-06-01 Inmate Control of Personal Funds: ACA references are updated to 5th edition in reference box. Revisions are made to comply with CPP 15.7 and CPP 16.1 money and fund requirements. The \$1000.00 balance limit on an inmate account is added. A provision for the Chaplain to review & approve all religious vendor orders is added. Section D.6. is totally rewritten and section F.is deleted.

LLCC 02-06-02 Storage and Disposition of Monies Received on Weekends, Holidays, and Between 4:00 p.m. and 8:00 a.m. Weekdays: ACA references are updated to 5th edition in reference box. Section A.2. is added concerning a receipt for money.

LLCC 05-02-02 Outside Consultation and Research: ACA references are updated to 5th edition in reference box. The policy is almost totally rewritten to comply with instructions regarding outside consultation and research in CPP 1.7 and CPP 5.1.

- LLCC 06-01-01 Offender Information: ACA references are updated to 5th edition in reference box. Procedures Officer is changed to Procedures Development Specialist II in section H.3. In section L, a parole eligibility list is generated monthly and section L.2. is deleted.
- LLCC 06-02-01 Open Records: ACA references are updated to 5th edition in reference box. Nurse Administrator is changed to Health Services Administrator throughout. The Offender Records Supervisor and Health Services Administrator shall maintain the log instead of Open Records Coordinator in section A. Section D is deleted and the remaining sections are renumbered.
- LLCC 09-14-02 Guidelines for Contractors: The title is changed to Procedures for Contractors. ACA references are updated to 5th edition in reference box. Orange clothing is prohibited in section D. The Major is added to notifications in multiple sections.
- LLCC 09-18-01 Search Plan: ACA references are updated to 5th edition in reference box. The Major is added to direct searches in section A.1. In section A, new sections 1 & 8 are added, the old section 2 is deleted, & the rest are renumbered. A reference to CPP 14.8 is added to section D.1. & E.1. Additional small language changes are made throughout.
- LLCC 09-18-03 Contraband Control: Collection, Preservation, Disposition of Contraband, and Identification of Physical Evidence: ACA references are updated to 5th edition in reference box. The second sentence in D.2.f. is deleted & 1) & 2) are rewritten. Two staff shall log evidence instead of the Shift supervisor or Internal Affairs Officer in D.2.g.
- LLCC 09-25-01 Procedure for Maintaining Current Inmate Photographs: ACA references are updated to 5th edition in reference box. Section A.5. is rewritten.
- LLCC 09-29-01 Inmate Death: ACA references are updated to 5th edition in reference box. Occurrence reports are changed to incident reports throughout. The title to CPP 8.6 is corrected.
- LLCC 10-01-01 Special Management Inmates: The title is changed to Special Management Housing. ACA references are updated to 5th edition in reference box. Segregation is changed to special management housing throughout. The title to CPP 10.2 is corrected. A new section E.4.c. is added. The title to section H. is revised. A new section H.1.is added & the remaining sections are renumbered. Section J.1. concerning religious diet is rewritten. Grievance aide availability is added to section K.1. Legal aide availability is revised in section L.1. & administrative control representation is added. In section M., the number of books permitted is changed from 8 to 2. A new section M.3. concerning library materials is added. The mail schedule is changed in section N.3. Section P.1. is changed to allow an

inmate to request a sick call slip from and SMU staff. The use of flexi-cuffs if metal restraints cannot be used is added to section P.3. A new section P.6. is added. The amount of money authorized to be spent in the canteen in section R. is changed from \$25 to \$20 & a provision for medically necessary hygiene items is added. Bed linens is changed to bedding in section S. Barber services are increased to three times a week in section T. The telephone call schedule is changed in section V. & the waiting period is reduced to thirty days. Section W.2. is deleted, & the rest are renumbered. Section Y concerning restraints is rewritten.

- LLCC 11-01-01 Dining Room Guidelines: The title is changed to Dining Room Rules. ACA references are updated to 5th edition in reference box. Section A. is rewritten. References to staff are revised throughout. Section C.5.d. is deleted since the bowl is not part of the tray in c. Seg loaf is changed to modified meal service in section C.13. References to Senior Captain are removed throughout.
- LLCC 11-02-01 Food Services: Security: ACA references are updated to 5th edition in reference box. Aramark is changed to contract throughout. Provisions concerning the issuance of personal safety equipment to both morning and afternoon contract food service employees is added to D.2. The last sentence of section D.5.d is deleted. Shift references in section E are corrected to reflect two 12 hour shifts.
- LLCC 11-03-01 Food Services: General Guidelines: The title is changed to Food Services: General Procedures. ACA references are updated to 5th edition in reference box. Aramark is changed to contract throughout.
- LLCC 11-04-01 Food Service Meals: The title is changed to Food Services: Meals. ACA references are updated to 5th edition in reference box. Aramark is changed to contract throughout. Guidelines is changed to rules or requirements.
- LLCC 11-04-02 Food Service: Menu, Nutrition and Special Diets: The title is changed to Food Services: Menu, Purchasing, Storage, Nutrition, Special Diets and Farm Products. ACA references are updated to 5th edition in reference box. The menu cycle is changed from three months to six months in section A.1. the title of the manager is changed in section A.2. In section 5, all changes to a menu must be justified in writing in the daily log and reported in the monthly report. New sections C, D, & E concerning storage are added.
- LLCC 11-05-02 Health Requirements of Food Handlers: ACA references are updated to 5th edition in reference box. In section A, a contract food service worker is not required to receive a pre-assignment medical exam. The legal references are revised in section C. In section C. 1. inmate food service uniforms no longer have to be white. The requirement for a hairnet and moustache and beard guards is added in C. References to smoking and

tobacco products are deleted. Section D is deleted. Having hair bound and covered if the length is below ears is added to old section F.

- LLCC 11-06-01 Food Service: Inspections and Sanitation: The title is changed to Food Services: Inspections and Sanitation. ACA references are updated to 5th edition in reference box. Gender language is neutralized. Inspection of only hands is removed from section C.4.
- LLCC 12-01-01 Sanitation, Living Condition Standards and Clothing Issues: ACA references are updated to 5th edition in reference box. The first paragraph is rewritten. Gender language is neutralized. The number of linens issued in section C.2. are revised. Section D.2. is deleted. Theft reporting language is added to E.3.
- LLCC 12-02-01 Laundry Services: ACA references are updated to 5th edition in reference box. Section B. is rewritten to clarify drop off and pick up times and procedures for laundry; Section F.1. is deleted. Section H is deleted.
- LLCC 12-03-01 Vermin and Insect Control: ACA references are updated to 5th edition in reference box. The scheduled bait and trap box checks are increased from monthly to daily. The Safety Administrator is the coordinator for vermin and pest control and clarify that the Safety Administrator shall receive any reports of pests or vermin. The reference to Safety Data Sheets is revised.
- LLCC 12-04-01 Personal Hygiene Items: Issuance and Replacement Schedule: ACA references are updated to 5th edition in reference box. In A.1., the number of bars of soap issued is increased by 1. The schedule for issuance of hygiene supplies is updated in C.1. including a makeup day for inmates that missed regularly scheduled day. A new section C.2. is added and the remaining section is renumbered.
- LLCC 13-02-01 Access to Healthcare: ACA references are updated to 5th edition in reference box. Section A.2. is deleted. A reference to the specific count is added to B.2.b. The procedure for SMU inmates to sign up for sick call is clarified in B.5. The reference to “electronic” is removed in C.4.
- LLCC 13-02-02 Specialized Health Services: ACA references are updated to 5th edition in reference box. The Warden’s designee is added to B.5. for transport of an inmate to an unscheduled outside health facility. Another institution is listed for physical therapy and the last sentence is added in H. The area responsible for contracting with local hospital services for specialized medical services is changed in I.
- LLCC 13-02-03 Vision Care, Prostheses and Orthodontic Devices: ACA references are updated to 5th edition in reference box. References to short term use of a wheelchair and transfer are removed in E.1.

- LLCC 13-02-05 Medical Services Co-pay: ACA references are updated to 5th edition in reference box. Nurse Service Administrator is changed to Health Service Administrator throughout. A revision to who may sign a money authorization slip is made in E.1.c.
- LLCC 13-03-01 Mental Health Services: ACA references are updated to 5th edition in reference box. Section A. is totally rewritten and largely deleted. Violent behavior is added to B.1.b. Pathfinders is removed from C.2.c. C.4. is added concerning continuity of care. F.4., G.1., & G.4. are rewritten. G.2. is deleted. Section I. is added.
- LLCC 13-04-01 Inmate Medical Screenings and Health Evaluations: ACA references are updated to 5th edition in reference box. Facility is changed to institution in C. Section G is totally rewritten.
- LLCC 13-04-02 Health Education and Special Health Programs: ACA references are updated to 5th edition in reference box. The Fire and Safety Coordinator is changed to the Safety Administrator. Section E concerning a Substance Abuse Program is deleted.
- LLCC 13-05-02 Self-Administration of Medication (Inmate): is amended to reflect that the individual issuing a medication packet shall document the issuance in the medication administration record of the inmate in A.2.d.
- LLCC 13-06-01 Health Records: ACA references are updated to 5th edition in reference box. Section A.10. is deleted and the remaining subsections are renumbered. Facility is changed to institution. A new section D is added and the old section D.1. is deleted. Section D. is changed to reflect the deletion of a physical health file accompanying an inmate on transfer if an electronic record is unavailable and the hard copy inmate health record being sent to RCC for storage.
- LLCC 13-06-03 Notification of Inmate Family of Serious Illness, Surgery, or Inmate Death: ACA references are updated to 5th edition in reference box. A.3. is changed to clarify the medical staff's response if an inmate medical condition prevents the inmate's ability to authorize the notification of the designated individual. Small clarifications are made throughout. The warden's designee is added to the list of people notified of the inmate's medical status and people notified about an inmate's death.
- LLCC 13-07-01 Serious and Infectious Diseases: ACA references are updated to 5th edition in reference box. The list in D.4. is totally rewritten concerning items in the emergency response kit. Nurse Service Administrator is changed to Health Service Administrator.
- LLCC 13-07-02 Medical Waste Management: ACA references are updated to 5th edition in reference box. A definition heading is added.

- LLCC 13-08-01 Restraint Approval: ACA references are updated to 5th edition in reference box. Psychiatrist is changed to mental health provider in section D. Section E is deleted and the remaining sections are renumbered. The warden's designee is added for incident reviews in section F.
- LLCC 14-03-01 Inmate Legal Services: ACA references are updated to 5th edition in reference box. D.1. is rewritten that all legal copies shall have money transfer authorization forms completed and a copy lien placed until funds are available. The specific number of computers is deleted from G.1. Approval for use of the computers in the Law library by the legal clerk and legal librarian is added to G.3. H.3. is rewritten so that all legal mail items shall have a money transfer authorization form completed and a postage lien placed on the inmate's account until funds are available. Section L is deleted.
- LLCC 15-01-02 Inmate Housing Assignment: ACA references are updated to 5th edition in reference box. A unit name is changed in section A. A double bunk housing request is added to section C. Section F.3. is rewritten so that an inmate who may be exploited or is vulnerable to abuse shall not be housed in the Special Management Unit unless necessary for the inmate's safety or at the inmate's request for protective custody.
- LLCC 15-01-03 Operational Procedures of the Units: Requiring the pill call schedule to be made available to inmates is added to section C.2. Section E.1. designates the 7pm to 7am shift wake an inmate for an early work assignment. The regular wakeup hour is changed to 5:30 a.m. in section E.3. The canteen purchase limit is increased from \$100.00 to \$125.00 in section G.2. Daily mail shall be handed out on the 7am to 7pm shift after the 5:30p.m. count in section H.1. H.9. is changed to require that the deposit of money to an inmate's account must be through the vendor for electronic fund transfers. In section L the secondary extension for the Central Control Center is deleted and Fire and Safety Officer is changed to Safety Administrator. In section Q.2., a theft report is required if the key is believed to be stolen.
- LLCC 15-01-04 Rules of the Unit: ACA references are updated to 5th edition in reference box. Contacting the Duty Officer is added, employees to be contacted if an inmate requires counseling after normal business hours is revised, and numbering corrected in section A. The types of audio players is revised in F. 11 & 11. An inmate displaying nude pictures inside of his locker is deleted from section M.7. In section Q.3., areas where hair braiding is permitted are designated and facial shaving by an inmate barber is not permitted unless medically necessary and approved. Fire Safety Officer is changed to Safety Administrator in V. Section W concerning unauthorized areas is added.
- LLCC 15-01-08 Searches and Control of Excess property: ACA references are updated to 5th edition in reference box. New subsections 1, 3, & 5 are added to section C, including increasing the number of employees needed to

conduct a search, requiring the use personal protective equipment for staff completing searches, and inmates being restrained during searches in accordance with CPP 9.8.

- LLCC 15-01-09 Laundry Unit Services: ACA references are updated to 5th edition in reference box. The operation schedule is changed in section A.1. In section N, a unit staff person shall record the unit laundry worker's inmate pay on the monthly pay sheet.
- LLCC 16-01-01 Inmate Correspondence: ACA references are updated to 5th edition in reference box. A definition heading is added. In section A.3 & 6, first shift staff shall deliver outgoing mail to the mailroom for processing and pick up and distribute mail after clearance of the 5:30 p.m. count. Prohibited items are added to the list in accordance with CPP 16.2 in section E.2.d. The handling of privileged mail is revised to reduce contraband in E.3., including opening legal mail in front of the inmate addressee and copying privileged mail contents as well as permitting destroying or mail out of contents. In section F.5., the process for receipt of funds through the mail is clarified to match CPP.
- LLCC 16-01-02 Inmate Privileged or Legal Mail: ACA references are updated to 5th edition in reference box. Section A is rewritten including a staff member designated by the Internal Affairs Department being responsible for the collection from the mailroom, transport and issuance of legal mail, maintaining the issuance log, distribution time for legal mail to occur after the clearance of the noon count.
- LLCC 16-01-03 Inmate Packages: ACA references are updated to 5th edition in reference box. "TAD" is removed in section A in reference to an employee handling and dispersing package. The option to use a CPO or a flat rate postage box, if postage amount over \$20.00 is added to section C.5.
- LLCC 16-02-01 Inmate Visiting: ACA references are updated to 5th edition in reference box. Facility is changed to institution in several places. New sections B.2. & B.3.c. are added addressing if an inmate has no immediate family or if immediate family does not visit, that he may request through the Deputy Warden of Security that a designated friend or appropriate person be permitted to visit and banned visitors include staff that developed an unprofessional relationship. Section D concerning controlled visiting is totally rewritten. Section E. allows lawn visits for meritorious visits and subsection 5 is deleted. Section F involving special or extended visits is totally rewritten and a heading for attorney visits is added above the old language with a change to the schedule times to 8:30-11:00 a.m. and 1:00-3:00 p.m. Flip flops and open toed or open heeled shoes are not permitted in subsection 3 of the dress code. A watch may not be worn into the institution in subsection 5 of the dress code. Former sections H.2.b. & H.5. are deleted. Former section K.5. is rewritten concerning authorized medication and its handling. New subsections L.8 & 10 are added

concerning the process to request accommodations if disabled inclusion of a visitor pat search and footwear search. Former sections K.15 & 16 are deleted. Former section M.7. is deleted. The subsections in former section O.7. are deleted. New section Q.1. is adding prohibiting restroom trips after a visit has started unless a documented medical condition exists or a diaper change is necessary. Children shall be supervised at all times during their visit by the accompanying adult.

- LLCC 16-02-02 Extended and Special Visits: ACA references are updated to 5th edition in reference box. A definitions heading is added. A government official is added to section A for special visits. The 7 days for submission of a special/extended visit request are clarified as calendar days in section E.
- LLCC 16-02-03 Restricted Visitation Privileges: ACA references are updated to 5th edition in reference box. A definitions heading is added. An inmate being found in possession of dangerous contraband, unauthorized use of a drug or intoxicant by the Adjustment Committee or an inmate refusing to submit to a urinalysis or a breathalyzer shall result in a suspension of visitation status in section C.1.
- LLCC 16-03-04 Parole Hearings: Visitors and Media: In section A, days are clarified as calendar days in several places including 7 calendar days prior to event for submission of intent to attend a Parole Hearing and media wishing to attend shall have 5 calendar days. In section B, a visitor attending shall process through the same security measures as a regular visit including the pat search and footwear search and verbal instructions being given to visitors regarding the hearing. Section C.5. is deleted. In section D.2., a visitor cannot leave and return to the hearing.
- LLCC 17-01-01 Inmate Transportation, Reception, and Discharge Process: ACA references are updated to 5th edition in reference box. Section A.6. is deleted. The shift time is changed in section C.1 & 7 concerning recording of inmate movement and making inmate ID cards. The last sentence of section C.8. is deleted. Section C.11. is rewritten for the inmate handbook to be in a language understood by the inmate and how to provide notice of the need. Section C.12. is deleted. The first sentence of section D is deleted. Sections E & F are deleted.
- LLCC 17-03-01 Assessment and Orientation: ACA references are updated to 5th edition in reference box. Section B is deleted & the remaining sections are renumbered. Language for handbooks in a language understood by the inmate is added in new section B/former section C. Unit 7A is changed to the orientation unit throughout and clarify that living unit 7A is the orientation unit devoted to incoming inmates requiring assessment and orientation to LLCC. A new section H is added concerning adjudicated delinquent offenders and youths charged with offenses that would not be crimes if committed as adults do not reside in the institution.

- LLCC 17-04-01 Personal Property Control: TAD Officer is changed to TAD employee throughout. The TAD Supervisor is the initial chain of command contact for any discrepancy between property and form in section B.1.e. State clothing shall be sent to the laundry for cleaning, storage, and reissue in section D.2. Facility is changed to institution in H.2.
- LLCC 17-04-02 Missing or Stolen Inmate Personal Property is amended to reflect inclusion of reference to CPP 14.1 procedures when filing theft report.
- LLCC 17-05-01 Appliances to Outside Dealers for Repair: TAD Officer is changed to TAD employee throughout. References to the Classification and Treatment Officer are standardized throughout. The first sentence of section E.2. is deleted.
- LLCC 18-01-01 Meritorious Housing: Sections B.2 & 4 are rewritten. The second section B.3. is deleted. Sections C.6 & 7 are deleted. Section D is deleted and the remaining sections are renumbered. Former section E.1. is rewritten for visitation on Saturdays and Sundays. In former F.1.a., termination from a job or program causes a loss of meritorious housing. The last sentence in former section H is deleted.
- LLCC 19-01-02 Job Assignments and Dismissals: ACA references are updated to 5th edition in reference box. Fire and Safety Officer is changed to Safety Administrator. A new subsection A.5.c is added. Subsections C.2 & 7 are deleted. A new subsection C.8.b is added. A new subsection F.2 is added. The first sentence in section H is deleted.
- LLCC 20-01-01 Educational Programs: The title is changed to Education. ACA references are updated to 5th edition in reference box. Program is deleted or changed to course throughout. The first sentence in section A.1. is deleted. References to Jefferson Community and Technical College are deleted. Technical is changed to career and technical throughout. Branch is changed to Division in several locations. Clear conduct is changed from 90 days to 6 months in section B.4.c.4.
- LLCC 21-01-01 Library Services: ACA references are updated to 5th edition in reference box. A user agreement is added to D.5. Guidelines is deleted in section F.1.b. Seven day is changed to 14 days in section F.1.b.2) for inter-library loans and regulations is changed to rules.
- LLCC 22-01-01 Recreation and Inmate Activities: ACA references are updated to 5th edition in reference box. Facilities and equipment inspections are changed from quarterly to monthly in section A.2. Subsection A.3.c.1) is added and A.3.d is deleted.
- LLCC 22-02-01 Inmate Clubs and Organizations: ACA references are updated to 5th edition in reference box. New club requests may be sent to the Deputy Warden of Programs in section A.1 and the Club Coordinator position is

deleted throughout. Bylaws and monthly reports shall be sent to the Deputy Warden of Programs in A.3 and B.2. The Staff Advisor is assigned to supervise a club and subsection C.1.b is deleted. The Internal Affairs Department shall complete checks of outside guests and speakers 30 days prior to an activity date in section I.1. Small wording changes are made throughout.

- LLCC 22-05-02 Arts and Crafts Program: ACA references are updated to 5th edition in reference box. The limit on the number of matchsticks is changed from 2000 to 1500 and wood glue is prohibited in subsection B.1.i. A new subsection B.2.g is added and the old subsections B.2.g(10) & 13) are deleted with the remainder renumbered. Graphite and graphite pencils are prohibited. Purchase of project materials shall be through an authorized vendor using an approved payment method through inmate accounts in section C.1. The first sentence of section E.9 is deleted.
- LLCC 23-01-01 Religious Program: ACA references are updated to 5th edition in reference box. The Deputy Warden of Programs is changed to the supervising deputy warden throughout. Located is changed to represented in section B.6. If the chaplain is unavailable, the Shift Supervisor shall provide notice in B.7. The Warden is added as an authorizing agent for approval of a service to be held in D.2. CDs are added as a religious resource in section E.1. Small wording changes are made throughout.
- LLCC 23-01-03 Inmate Family Emergency Notification: Record of interviews sections is deleted at the end of section C.2. Duty Officer is changed to staff member processing the notification in section D.2.
- LLCC 24-01-01 Counseling and Social Services: ACA references are updated to 5th edition in reference box. Section A.1 is totally rewritten. A second deputy warden is added to section A.2. Semiannual needs assessments are added to the list of duties in A.2.c. Psychologist and psychiatrist is changed to medical and mental health throughout. Section A.6 concerning the Substance Abuse Program is deleted.
- LLCC 25-01-01 Final Release: ACA references are updated to 5th edition in reference box. The Reentry Coordinator is added to section A.3. the old subsection A.7.b is deleted and remainder renumbered. Pre-Release is changed to Re-Entry in old subsection A.7.n.
- LLCC 26-01-01 Citizen Involvement and Volunteer Services Program: ACA references are updated to 5th edition in reference box. In section B. The Deputy Warden of Programs is changed to the Warden or designee to appoint a Volunteer Coordinator in section B. The Volunteer Coordinator is added in B.1. for working with volunteers. In D.2, the Warden or designee must approve whether a volunteer may be on an inmate visitation list. In D.5, the warden's approval is necessary for a volunteer to visit an inmate in the regular visiting area or the lawn visiting area. In E.2, the Internal Affairs

Department shall complete background checks and maintain the information. Guidelines is changes to rules in F.1.g. In H.2, the Volunteer Coordinator shall notify entry points of the denial of entry for a volunteer. Regional Personnel is changed to institutional Personnel accepting a volunteer id if the volunteer is terminated in H.3.

- LLCC 26-02-01 Use of Students: ACA references are updated to 5th edition in reference box. The Personnel Department is changed to the Volunteer Coordinator for maintaining a record of a student working at LLCC in A.5. Internal Affairs shall handle the background check on a new student.
- LLCC 26-02-02 Student and Volunteer Identification Badges: Internal Affairs shall handle the background check in A.1.b. The Deputy Warden of Programs is changed to the Volunteer Coordinator in A.2. The deputy warden is changed to the warden's designee in A.3. Personnel staff is substituted for several of the responsibilities for those leaving and badges in B.
- LLCC 26-03-01 Confidentiality of Information, Roles & Services of Consultants, Contract Personnel, Students, and Volunteers: ACA references are updated to 5th edition in reference box. Small wording changes are made.