

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	1.1	2
	Date Filed	Effective Date
	*	February 25, 2022
	Supersedes Effective Date May 20, 2020	
References KRS 12.210,12.211, 12.212, 12.213, 12.220 ACA 5-ACI-1A-23, 2-CO-1A-28, P & P ACA 3-3031	Subject LEGAL ASSISTANCE FOR CORRECTIONS STAFF	

I. DEFINITIONS

"Counsel" means a legal advisor, lawyer, or attorney.

"Legal performance" means actions conforming to the positive rules of law or permitted by law and conforming to Corrections Policy and Procedure.

II. POLICY and PROCEDURE

Corrections employees shall be provided with legal advice and assistance in the performance of their duties and with legal representation in civil actions arising from the legitimate performance of their duties.

A. Counsel Availability

1. Legal advice and representation for Corrections employees may be obtained through the Office of Legal Services for the following:
 - a. Defense of legal actions against the department or institution;
 - b. Court decisions and case law interpretation;
 - c. Offender rights;
 - d. Civil legal actions against Corrections employees for actions taken during the legal performance of their duties;
 - e. Defense of personnel actions against the department;
 - f. Administrative hearings against the department;
 - g. Policy formulation.

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2. The Office of Legal Services shall not be available for advice, consultation or representation of Corrections employees or former employee if the defense of the employee or former employee creates a conflict of interest between the Department of Corrections and the employee or former employee, for civil actions outside the scope of their employment, or for criminal investigation or prosecution.

B. Requests for Legal Assistance

Requests for legal assistance or advice shall be directed to the Office of Legal Services upon approval by the employee's supervisor. Adequate background information and the reason for the request shall also be provided.

C. Evaluation of Requests for Legal Assistance

1. Legal representation may be denied if the Office of Legal Services determines any of the circumstances set out in KRS 12.212(1)(a) – (d) exist.
2. Upon the denial of legal representation, the Office of Legal Services shall provide the employee a denial in writing stating the circumstances in KRS 12.212(1)(a) – (d) that form the basis of the denial.

D. Routing of Summons or Law Suits

Upon receipt of a summons or lawsuit, Corrections employees shall adhere to the following procedure:

1. The staff member against whom the summons or law suit is directed shall immediately scan and email or mail the original complaint, summons, and any other documents received with them to the Office of Legal Services and retain a copy. At an institution, notice of the suit shall be given to the Warden or his designee.
2. The staff member shall send to the Office of Legal Services a statement with the summons that includes the date that the summons was received and how the summons was received or served on the employee.