	Policy Number	Total Pages
KENTUCKY CORRECTIONS Policies and Procedures	1.8	2
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		March 23, 2006
References/Authority KRS 196.035 and 197.020; ACA 4-4018	Subject REPORTS ON INSTITUTIONAL OPERATIONS	

I.   DEFINITIONS

   None

II.   POLICY and PROCEDURES

   Progress and program effectiveness shall be monitored regularly and reported in the warden's monthly reports.

   A.   Program Report

   The supervisor of each program area shall submit a monthly report. The report shall include information about current programs, activities, accomplishments and major problem areas. These reports shall be circulated as directed by the Warden.

   B.   Warden's Report

   The warden's narrative report shall be prepared monthly and posted to the DOC institutional monthly report database by the 10th day of each month. This report shall be a clear and concise description of the status of institutional operations. The following topics shall be addressed in the report:

   1.   Population Data: Includes the total population count, characteristics (racial breakdown) and movement of the population to include inmates transferred in and out of the institution, number paroled and number released.

   2.   Major Developments in Departments: Includes major occurrences or developments that impact positively or negatively normal operations in the department or the institution as a whole.

   3.   Personnel, Space and Equipment Needs: Includes personnel data concerning total positions, positions filled, positions vacant, racial characteristics of staff and a breakdown of staff by sex. Additional space and equipment needs shall also be outlined.

4.   Major Problems and Planned Solutions: Includes major developments that impact departments, programs or the institution as a whole in an adverse manner. Problem solving plans of action to address the situations shall also be stated.

5.   Extraordinary Occurrences: Lists major incidents of an extraordinary nature, including discovery of dangerous contraband, assaults, escapes and violations of statutory law, and staff actions concerning each.

6.   Expenditure of Budgeted Funds: Includes up-to-date line item budgetary expenditures designed to provide ongoing monitoring of the institution's fiscal activities.

7.   Staff and Inmate Morale: Provides an objective assessment of the morale of both staff and inmates.

8.   Inmate Program Data: Includes figures on inmate participation and enrollment in academic and vocational school, work assignments, inmate organizations, and religious services. Also, it shall list the number of grievances filed during the month.

9.   Inmate Medical Data: Includes a breakdown by category, of medical services provided to inmates.

10.   Construction Projects: Provides information on any initiated, ongoing or newly completed construction or renovation projects.

11.   Summary: Restates and correlates together major occurrences and issues and provides a subjective analysis of the month's events.

The format of the warden's monthly report shall be prescribed by the Deputy Commissioner of Institutions.