

 <p>KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
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	May 14, 2007	August 31, 2007
Authority/References KRS 31.100, 197.022	Subject Transport to Court – Civil Action	

POLICY and PROCEDURES

An inmate shall be transported to court for a civil action in compliance with KRS 197.022.

- A. The transport shall be limited to the confines of the Commonwealth of Kentucky.
- B. If the inmate's custody and other considerations permit, a furlough may be used for the transport.
- C. A community center inmate who qualifies for a furlough under CPP 25.6 may be issued an emergency twenty-four (24) hour furlough without a staff escort. A community center inmate who is not eligible for a furlough shall be transported in accordance with the provisions of this procedure.
- D. Transporting Staff
 1. In accordance with this policy, an inmate shall be transported by a staff member.
 2. In the case of an inmate with medium, close, or maximum custody, the staff member shall be a correctional officer. In a minimum security institution, other staff may provide transport. A community center inmate approved for a civil court action trip and who does not qualify for an emergency furlough shall be transported by a local probation and parole officer.
- E. Security Procedures
 1. An inmate shall travel and remain in restraints appropriate to his custody level. The Warden, Deputy Warden or senior security officer may specify a higher level of restraint.
 2. The trip shall be planned and made in accordance with CPP 9.9.

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3. Law enforcement officials in the area of the court appearance may be contacted for notification purposes or to solicit information pertinent to the security of the requested trip.
4. The trip shall be made in a state vehicle.
5. The accompanying staff member shall keep the inmate in sight at all times.
6. An inmate shall be dressed in a transportation jumpsuit.

F. Expenses

1. The institution shall calculate the cost of the transporting staff members' time, vehicle costs, and incidental expenses like toll charges, parking, and meals. Calculation of costs shall be made by the Fiscal Department.
 - a. Staff time shall be computed by using the midpoint hourly rate plus benefits for a correctional officer. If the trip requires the institution to hire a correctional officer for overtime, staff time shall be computed by using the overtime rate for a correctional officer.
 - b. Vehicle usage shall be the daily rate charged by Fleet Management including the overage charge. Vehicle mileage shall be computed at the standard state mileage rate contained in the regulation on travel expenses, 200 KAR 2:006.
 - c. Meals shall be charged at the standard rate given in the regulation on travel expenses, 200 KAR 2:006.
 - d. Incidental expenses shall be charged at actual cost.
2. Money received shall be payable to the Kentucky State Treasurer and deposited in the institutional Trust and Agency account.
3. If the party making the request is indigent in accordance with KRS 31.100, the Warden or his designee may authorize the transportation costs to be paid from the institution's inmate canteen fund.