

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
	Supersedes Effective Date	
Authority/References	Subject	
ACA 5-ACI-1A-17, 2-CO-1A-20, 2-CO-1A-21, 2-CO-1A-22 and 2-CO-3A-01 28 C.F.R. pt. 115	DEPARTMENTAL, PROGRAM AND SECURITY REVIEWS	

I. DEFINITIONS

None.

II. POLICY and PROCEDURES

- A. Annual program and security reviews shall be conducted to ensure that the practices and procedures of the Department of Corrections' divisions are adequate and in compliance with the Department's policies and procedures.

The review process shall be conducted at each adult correctional institution, Probation and Parole, the Division of Corrections Training, Correctional Industries and Central Office. The review shall consist of three distinct parts:

- a. A review of departmental and institutional or division policies and procedures, post orders and written documentation to ensure that all policies and procedures are being followed and documentation is kept up-to-date.
 - b. An audit of all American Correctional Association (ACA) accreditation files, including all mandatory standards, to ensure that the file documentation is accurate and up-to-date.
 - c. A physical inspection of all institutional and division areas to ensure that: institutional and division personnel are following policies, procedures and post orders; to review logs and other documentation on-site; and to review the general conditions of the institution or division.
- B. Annual reviews for compliance with the Prison Rape Elimination Act (PREA) of 2003 shall be conducted at each adult correctional institution. The review shall include policies and the documentation the institution maintains to demonstrate compliance, a physical inspection of the institution, and interviews of a random

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sampling of staff and inmates with the interview questions established by the U.S. Department of Justice (DOJ) for PREA audits.

C. Scheduling of Institutional Reviews

1. Institutional and departmental reviews shall be scheduled by the Commissioner of the Department of Corrections or designee.
2. In an ACA accreditation audit year, a mock audit shall take the place of this review and shall be scheduled approximately 120 days or less prior to the ACA audit date.
3. In a DOJ PREA audit year, a mock audit shall take the place of the review and shall be scheduled approximately 120 days or less prior to the DOJ PREA audit date.

D. Composition of Inspection Review Teams

1. The team conducting the administrative, security and program reviews shall consist of a chairperson and additional members selected by the Commissioner or designee.
 - a. The team members conducting the review shall have knowledge of institutional or division operations and experience in the ACA accreditation process.
 - b. Additional members may be selected to monitor the audit process as a means of providing training for future review team members.
2. The team conducting the PREA compliance review shall consist of a chairperson and additional members selected by the Commissioner or designee.
 - a. The chairperson shall be a staff member from the PREA Division, a PREA Compliance Manager or an employee who is a certified PREA auditor. Other team members shall have a knowledge of institutional operations and experience in the PREA process.
 - b. Additional members may be selected to monitor the audit process as a means of providing training for future review team members.
 - c. The PREA review teams and process shall be managed through the KDOC PREA Coordinator and follow the final standards of the Prison Rape Elimination Act promulgated in 28 C.F.R. pt. 115.

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E. Areas to be covered by the institutional review are listed on Attachment 1.

F. Administrative Instructions

1. The review team is expected to find each area of inspection in compliance or noncompliance resulting from their observations and findings. Generally, two to three full days shall be allocated for the program and security review or the PREA review.
2. The review team shall conduct an exit interview with staff designated by the Commissioner, Warden or Division Director.
3. The chairperson of the inspection review team shall be responsible for writing the report and submitting it to the Warden or Division Director within fifteen working days after completion of the review. A copy of the report shall be forwarded to the Commissioner, and appropriate Deputy Commissioner. A copy of all PREA review reports shall also be forwarded to the PREA Coordinator.
4. Upon receiving the completed report, the Warden or Division Director shall prepare a response within fifteen (15) working days and forward that response to the Commissioner. The response shall address each noncompliance finding including a plan of corrective action for each deficiency.

AREAS OF REVIEW

1. Security Inspections
2. Count Procedures
3. Firearms Control
4. Issuance and Use of Chemical Agents
5. Contraband Control
6. Key Control
7. Post Orders
8. Exit and Entry Procedures
9. Armory
10. Perimeter Lighting
11. Perimeter Security
12. Internal Lighting
13. Emergency Plans
14. Fire Safety
15. Tool Control
16. Hazardous Materials
17. Cleanliness of Institution
18. Institutional Physical Condition
19. Food Services
20. Health Services
21. Psychological Services
22. Social Services
23. Visiting Procedures
24. Religious Programs
25. Recreation Program
26. Volunteer Program
27. Library Services
28. Work Programs
29. Correctional Industries
30. Inmate Grievance
31. Mail Procedures
32. Classification
33. Adjustment Committee Procedures
34. Unit Management
35. Special Management Unit
36. Mental Health Programming
37. Protective Custody Unit
38. Administrative and Disciplinary Segregation
39. Academic and Vocational Programs
40. Staffing Levels
41. Institutional Property Control
42. Inmate Property Control
43. Canteen Operations
44. Staff Training
45. Personnel Management
46. Fiscal Management
47. Offender Records
48. Inmate Morale
49. Staff Morale