

 <p><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	16.4	4
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	August 12, 2016	January 6, 2017
References/Authority ACA Standard 4-4493, 4-4494, 4-4495, 4-4496 KRS 196.035, 197.020	Subject  <b>INMATE PACKAGES</b>	

## I. DEFINITIONS

“Family and Friends order” means a package purchased and ordered for an inmate through a secure vendor website.

"Special packages" means packages that contain items necessary to meet the needs of a specific medical condition.

"Vendor order" means an order purchased through the institution with appropriate percentage markup as directed by KCICI.

## II. POLICY and PROCEDURES

An inmate may receive separate packages containing food only and personal property items only as allowed per CPP 17.1.

### A. Vendor Order

1. An inmate may receive a vendor order in accordance with the following procedures:
  - a. Within sixty (60) days of departure from the Assessment and Classification Center;
  - b. Three (3) vendor property orders per calendar quarter with no maximum dollar limit;
  - c. Unlimited vendor food order with a \$125 maximum dollar limit per calendar quarter;
  - d. Vendor property and vendor food orders may be submitted by an inmate or through a Family and Friends order; and
  - e. The Warden or a designee may authorize additional vendor orders.
2. An inmate shall not purchase personal clothing through a vendor order if receipt of the order will exceed the number or type of items authorized by

Policy Number	Effective Date	Page
16.4	January 6, 2017	2

CPP 17.1. An inmate may only use vendors approved by the institution. Each institution shall maintain a current list of:

- a. authorized vendors; and
  - b. items approved for purchase from these vendors that shall include description, price and size.
3. The only items authorized for purchase shall be those listed in CPP 17.1, Attachment 1. These items shall only be ordered from an approved vendor through the institution.
  4. To order items from an approved vendor, an inmate shall submit the appropriate form to the Warden or designee for approval. The form shall contain pictures or descriptions of items and include price and size.
  5. If the item is approved, the form shall be forwarded to the appropriate personnel for processing of the order.
    - a. Institutional or canteen staff shall have five (5) working days to order the item(s).
    - b. The Warden or designee may withdraw approval upon receipt of the requested item(s).
  6. A denial of an inmate request by the Warden or designee shall be in writing and include the reasons for the denial.
  7. Property received without prior approval of the Warden or designee shall be returned at the expense of the inmate.
  8. Upon receipt of the property at the institution, designated staff shall inspect, register, and deliver the property to the inmate in accordance with established procedure.
  9. The institution shall be authorized to place a mark-up, not to exceed that approved by the canteen board, on any purchase made from an approved outside vendor.
  10. A package shall not be held for more than seventy-two (72) hours, excluding weekends and holidays.

Policy Number	Effective Date	Page
16.4	January 6, 2017	3

11. First Class packages shall be forwarded for thirty (30) days following the release or transfer of an inmate; however, packages received after thirty (30) days shall be returned to the sender.

B. Special Packages

In addition to the number of authorized packages outlined above, the Warden may authorize inmates to receive additional packages that contain items necessary to meet the needs of a specific medical condition such as pregnancy, amputation of a limb, or other documented reasons.

C. Disposition of Unauthorized Items or Contraband

1. A package may be immediately returned to the sender or postal service for proper disposition if it:
  - a. is in excess of the authorized limit;
  - b. contains "collect on delivery" or payment invoices; or
  - c. does not contain a verifiable return address (full name, street address or P. O. Box, City, State and Zip Code);

A notice of rejection shall be sent to the inmate for a package returned under these circumstances.

2. If contraband is found in a package that is not otherwise illegal, notice shall be sent to the inmate (intended recipient). The notice shall indicate:
  - a. the nature of the contraband;
  - b. that the inmate may appeal to the Warden within forty-eight (48) hours the decision not to deliver the contraband; and
  - c. the method of disposition if the appeal is denied or no appeal is requested.
3. It shall be the responsibility of the inmate to dispose of unauthorized items or contraband found in packages.
4. Disposition may be made by:
  - a. returning the item to the sender at the inmate's expense;

Policy Number	Effective Date	Page
16.4	January 6, 2017	4

- b. donating it to a charitable cause of the institution's choice if deemed appropriate for donation, or
  - c. destruction.
5. Items not disposed of by the inmate or items not deemed suitable for donation may be destroyed by the institution.