	Policy Number	Total Pages
KENTUCKY CORRECTIONS Policies and Procedures	22.1 Date Filed	2 Effective Date
	October 14, 2005	February 3, 2006
References/Authority	Subject	
KRS 196.035, 197.020, 439.600, 439.610 ACA 4-4485	PRIVILE	GE TRIPS

## I. DEFINITIONS

"Privilege trip" means a trip that may be authorized at minimum security institutions for small groups of inmates to go into the community for recreational purposes; to conduct seminars or programs or attend other gatherings; to shop or for other purposes determined by the warden to meet the guidelines of KRS 439.600.

## II. POLICY and PROCEDURE

Privilege trips may be authorized by the Warden to serve the legitimate purposes of Corrections, the institution and the inmate subject to the limitations set out below. Trips shall not become routine for the inmate population. Wardens may use privilege trips as part of an institutional incentive program.

- A. Privilege trips shall be authorized only by the Warden or in his absence, the Deputy Warden. This authorization shall be in writing.
- B. Inmates authorized to make privilege trips shall be required to read and sign the release.
- C. All trips shall be supervised by on-duty staff members only.
- D. There shall be one staff member for each five inmates unless the Warden or his designee authorizes an exception. A staff member may escort up to ten inmates if the inmates can be adequately supervised.
- E. Inmates shall be under direct supervision at all times. They shall not be released unsupervised in a large area as an arena, shopping center, mall, large store, in the streets or in public gatherings with instructions to report back at a stated time or interval.
- F. Inmates shall be appropriately attired.
- G. Staff supervisors shall be cautioned that Kentucky law provides that any staff member who aids or permits an inmate to leave his limits of confinement may be subject to criminal prosecution.

Policy Number	Effective Date	Page
22.1	February 3, 2006	2

H. Inmates shall be informed that leaving the limits of confinement as established by the group supervisor shall be considered an escape.

## RELEASE FORM

I,	No	, having been committed
from the	County	y Circuit Court to serve a term of
years for the crim	ne of	
do hereby certify that		
an Officer or Official of the		
is transporting me to		, Kentucky at my request for
the Supervisor and be supervise	ed to make the aforesaid trip, I unded by the accompanying Officer at	t all times while away from the
and I understand that conjugal allowed to leave the State of Ke	visits are not permitted and that entucky.	t under no circumstances am I
hold harmless from any resp Department of Corrections. I claims to be presented on my b	that if I am allowed to make the onsibility whatsoever, the Ward specifically agree not to press a sehalf against the Department of Cury, physical or mental that may extrip.	den or any employees of the any cause of action, nor allow Corrections or against any of its
	ATEMENT HAS BEEN READ TO JND BY THE LEGAL LIMITATI	
	ame and Number	DATE:
STAFF WITNESS:		

MEMORA	A N D U M	
TO:	All Concerned	
FROM:		, Warden
SUBJECT:	Authorization for Reside	nt Trips
following inm	nates from the	may take the institution.
Destination(s)	)	
Date and Time	e Depart	Approx. Date and Time Return
Mode of Tran	sportation	
		Approved by:
		Warden
		Deputy Warden
Accompanyin	g Officer's Certification:	
named reside understand the every effort t unforeseen d	ent(s) to the approved de at I am to personally super to return at the time special lelay, I will immediately,institutio	, understand that I have been given permission to take the above stination(s) and that side trips are not authorized. I further vise the resident(s) at "all times" while on the trip and to make fied above. If unable to return on time, or in the event of any call the Officer in charge or the Duty Officer at the m,
Telephone Nu	ımber	
Date:		Accompanying Officer's Signature