

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
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Authority/References 101 KAR 2:034	Subject	
	3.12	4
	*	October 25, 2019
	<b>INSTITUTIONAL STAFF HOUSING</b>	

## I. DEFINITIONS

“Guest” for the purpose of this policy, means a person or persons, welcomed by a tenant for the purpose of visiting the tenant’s home without the intent of remaining over the specified amount of time of ten (10) days.

## II. POLICY and PROCEDURE

- A. Corrections may offer institutional housing to any staff position that is critical to the function and operation of the institution.
- B. The written approval of the Deputy Commissioner of Adult Institutions shall be required before a housing assignment is made.
- C. The staff approved for institutional housing shall receive written approval from the Warden, and final approval of the Deputy Commissioner of Adult Institutions, for any guest who may remain in institutional housing over ten (10) days.
- D. Written approval from the Warden, and final approval of the Deputy Commissioner of Adult Institutions, shall be required for any individuals who request to reside with the staff approved for institutional housing.
- E. The following staff positions, listed in rank order of priority, shall be eligible for institutional housing. If any housing remains available after these priority assignments, each house shall be filled as recommended by the Warden and approved by the Deputy Commissioner of Adult Institutions.
  1. Warden
  2. Deputy Wardens
  3. Chief Engineer or Maintenance Superintendent, Major, or Duty Officer
  4. Farm Manager

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5. Other staff as approved

F. A warden or deputy warden who does not reside in institutional housing shall be required to reside within a sixty (60) minute response time of his employing institution. An exception may be granted by specific written authorization of the Deputy Commissioner of Adult Institutions.

G. Housing shall be assigned to a specific institution. The Deputy Commissioner of Adult Institutions written approval shall be required before reassignment from one (1) institution to another occurs.

### III. PROCEDURES

A. Staff Criteria for Institutional Housing Assignment

1. Kentucky State Reformatory

The Kentucky State Reformatory may provide three (3) staff houses for essential staff using the order of priority.

2. Kentucky State Penitentiary

The Kentucky State Penitentiary may provide three (3) staff houses for essential staff using the order of priority.

3. Luther Luckett Correctional Complex

The Luther Luckett Correctional Complex may provide two (2) staff houses for essential staff using the order of priority.

4. Kentucky Correctional Institution for Women

The Kentucky Correctional Institution for Women may provide one (1) staff house for essential staff using the order of priority.

5. Northpoint Training Center

Northpoint Training Center may provide one (1) staff house, and three (3) mobile homes for essential staff using the order of priority.

6. Roederer Correctional Complex

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The Roederer Correctional Complex may provide three (3) staff houses for essential staff using the order of priority.

7. Western Kentucky Correctional Complex

The Western Kentucky Correctional Complex may provide two (2) staff houses and one (1) mobile home for essential staff using the order of priority.

8. Eastern Kentucky Correctional Complex

The Eastern Kentucky Correctional Complex may provide four (4) staff houses for essential staff using the order of priority.

9. Green River Correctional Complex

The Green River Correctional Complex may provide three (3) staff houses for essential staff using the order of priority.

10. Little Sandy Correctional Complex

The Little Sandy Correctional Complex may provide five (5) staff houses for essential staff using the order of priority.

11. Blackburn Correctional Complex

The Blackburn Correctional Complex may provide one (1) staff house for essential staff using the order of priority.

12. Bell County Forestry Camp

The Bell County Forestry Camp may provide two (2) staff houses for essential staff using the order of priority.

B. Rental Agreement and Maintenance Fees for Institutional Housing

1. Staff approved to reside in an institutional house shall sign the DOC Rental Agreement Form prior to occupancy.

2. The maintenance fees form shall be forwarded to Personnel to initiate the maintenance charge deducted as required by 101 KAR 2:034(8). An active copy of the form shall be maintained by the institution and the Deputy Commissioner of Adult Institutions.

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3. Purchases, maintenance, and repairs in excess of \$1,000 shall require written approval from the Deputy Commissioner of Adult Institutions.

C. Entry and Exit Procedures

1. An employee who does not maintain the housing in an acceptable and sanitary condition shall be asked to vacate the premises.
2. Any employee who resides in institutional housing who is required to leave because of priority schedule shall be granted sixty (60) days to vacate the premises.
3. Present housing occupants not in conformance with policy shall be required to leave within sixty (60) days from receiving written request to vacate.