KENTUCKY CORRECTIONS Policies and Procedures	Policy Number 1.10	Total Pages 2
	Date Filed *	Effective Date February 1, 2013
References ACA 4-4003, 4-4004, 4-4028, 4-4029; 2-CO-1A-04, 2-CO-1A-07; 2-CO-1A-08, 2-CO-1A-09 and 2-CO-1A-21 P & P ACA 3A-10, 3D-04, 3D-05, 3D-07 and 3D-08 KRS 196.035 and 197.020	Subject **ANNUAL PLANNING DOCUMENT**	

I. DEFINITIONS

"None"

II. POLICY and PROCEDURES

All institutions and Probation and Parole shall prepare and maintain an Annual Planning Document. The document shall establish goals and objectives and the priority cost for obtaining these goals.

This document shall be prepared and updated annually to reflect approved budgets.

A. The Annual Planning Document shall be updated each year to reflect changes and keep the document up-to-date, and to add another year to the planning cycle.

B. The Annual Planning Document shall consist of the following:

1. Mission statement of Corrections

2. Philosophy statement of Corrections

3. Goals of Corrections

4. Mission statement of the institution or probation and parole

5. Philosophy statement of the institution or probation and parole

6. General goals of the institution or probation and parole

7. Personnel listings and appropriate organizational charts

8. The institutional and probation and parole line item budget for the current year

9. Current year goals and objectives by cost center and separate line item budgets for each. Cost centers for institutions shall include: administration, security, food service, plant maintenance, medical, education, recreation, religion, and treatment programs. Cost centers for probation and parole are each district.

10. Goals and objectives by cost center for the subsequent four years and proposed line item budgets designed to attain these goals and objectives. The goals and objectives shall reflect only major equipment, renovation, construction requirements or significant changes in staffing or program levels.

C. Each goal shall include the overall anticipated cost of attaining the goal.

D. Each objective shall show:

1. A measurable result or product;

2. A method of reporting and attaining the objectives;

3. The estimated cost of attaining the objectives; and

4. Whether the objective is continuation, expansion, or a new service.

E. Institutions shall forward annual planning documents to the Deputy Commissioner of Adult Institutions. Probation and parole districts shall forward annual planning documents to the Deputy Commissioner of Support Services. Required changes shall be submitted as they occur.

F. An Annual Planning Document for DOC Central Office will also be created and maintained by the Research Office. Central Office staff will participate in the development and review of goals and objectives for the Department. This document will be reviewed annually for any needed updates and changes.