

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
References/Authority	Subject	
ACA 4-4017, 2-CO-1A-20, 2-CO-1A-21, 2-CO-1A-22 and 2-CO-3A-01	DEPARTMENTAL, PROGRAM AND SECURITY REVIEWS	

I. DEFINITIONS

None.

II. POLICY and PROCEDURES

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

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

1. 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.
2. An audit of all ACA accreditation files, including all mandatory standards, to ensure that the file documentation is accurate and up-to-date.
3. 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. 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 American Correctional Association (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.

Policy Number	Effective Date	Page
9.2	February 1, 2013	2

C. 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.
2. The team members conducting the review shall have knowledge of institutional or division operations and experience in the ACA accreditation process.
3. Additional members may be selected to monitor the audit process as a means of providing training for future review team members.

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

E. 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.
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.
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