

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
/References/Authority ACA Standards 4-4004, 4-4012, 4-4015, 2-CO-1A-05, 2- CO-1A-15, 2-CO-1A-16 and 2-CO-1A-17 and 2-CO-1A-25 P&P ACA 3D-07 and 3E-02	CORRECTIONS POLICIES AND PROCEDURES MANUAL	

I. DEFINITIONS

"CPP" is an abbreviation of Corrections policy and procedure.

"Manual" means a handbook or collection of materials designed and organized for use as a reference guide that explain the operating procedures for Corrections.

II. POLICY and PROCEDURE

- A. Manuals of Corrections Policies and Procedures shall be: (1) accessible to all employees and (2) maintained in each Procedures Officer's office and in designated department heads' offices in central office. Secured policies and procedures shall not be accessible to the public or an inmate.
- B. Staff shall handle a request from a member of the public to view or obtain copies of non-secure policies by following the procedures outlined in CPP 6.1.
- C. Policy and Procedure Development

An employee shall be encouraged to participate actively in policy and procedure development. During this development process, new and revised policies and procedures proposals shall be distributed to department heads of the areas most affected by the policy and procedure. The returned comments and concerns shall be considered and evaluated prior to preparation of a final draft. Policies shall be divided into chapters as related to Corrections policy and procedure issues:

1. Administration, Organization and Management;
2. Fiscal Management;
3. Personnel;
4. Training and Staff Development;
5. Management Information and Research;
6. Records;

Policy Number	Effective Date	Page
0.1		2

7. Physical Plant;
8. Safety and Emergency Procedures;
9. Security and Control;
10. Special Management Inmates;
11. Food Services;
12. Sanitation and Inspection;
13. Medical and Health Care Services;
14. Inmate Rights;
15. Inmate Rules and Discipline;
16. Communication, Mail and Visiting;
17. Reception and Orientation;
18. Classification;
19. Inmate Work Programs;
20. Academic and Vocational Education;
21. Recreation and Inmate Activities;
22. Recreation;
23. Religious Service;
24. Social Services (None);
25. Release;
26. Citizen Involvement and Volunteers;
27. Investigations and Reports - Probation and Parole;
28. Probation and Parole; and
29. ReEntry Initiatives

D. Policy and Procedure Approval

The final draft of a new or revised CPP shall be forwarded to the Commissioner or designee for consideration. The Commissioner or designee may approve, disapprove or defer action on the proposal. If approved, the final draft shall be returned to the Procedures Coordinator for forwarding to the Office of Legal Services. The Office of Legal Services shall be responsible for filing any CPPs that are required to be part of a regulation. Upon completion of the review or regulatory process, the document shall be prepared for publication and distribution.

E. Distribution

A copy shall be distributed to each department, office, unit and individual as designated by the Commissioner or designee. A copy shall be distributed to the IT department to be placed in the appropriate location on the website.

F. Master File

Policy Number	Effective Date	Page
0.1		3

A master file of CPPs and regulations shall be maintained by the Office of Legal Services. A master file of CPPs shall also be maintained by the Procedures Office located in Central Office. The master file shall include the following:

1. A complete set of all Corrections policies and procedures; and
2. A complete set of all policy revisions, addendum's and supplements.

G. Review of Policies and Procedures

Correction's policies shall be reviewed on an annual basis. The Commissioner or designee with the assistance of the Procedures Coordinator shall assign each CPP to an appropriate Corrections staff for review. Central Office shall maintain a current manual and ensure policies are available electronically.