
KENTUCKY CORRECTIONS POLICIES AND PROCEDURES

July 2016

Chapter 0 INTRODUCTION

#	Title	Date	Pages
0.1	Corrections Policies and Procedures Manual	5/13/13	3

Chapter 1 ADMINISTRATION, ORGANIZATION AND MANAGEMENT

#	Title	Date	Pages
1.1	Legal Assistance for Corrections Staff	4/29/16	3
1.2*	News Media	8/1/14	7
1 Att.			2
1.3	Corrections Publications	9/20/05	1
1.4*	The Monitoring and Operation of Private Prisons	9/5/08	2
1.5	Staff Meetings	12/16/13	2
1.6	Central Office Areas of Responsibility	4/29/16	2
1.7	Cooperation with Community Agencies and Educational Institutions	8/31/12	3
1.8	Reports on Institutional Operations	3/23/06	2
1.9	Institutional Duty Officer	4/29/16	3
1.10	Annual Planning Document for Adult Institutions	12/16/13	2
1.11	Population Counts and Reporting Procedures	6/2/06	4
1.12	Operation of Motor Vehicles by Department of Corrections Employees	6/2/06	3

Chapter 2 FISCAL MANAGEMENT

#	Title	Date	Pages
2.1*	Inmate Canteen	2/1/13	2
2.2*	Warden's Fund	2/3/06	1
2.3	Emergency Purchases	5/7/06	2
2.4*	Space Management Program	10/17/13	2
2.5	Budget Administration	5/14/13	3
2.6	Budget Revisions	5/14/13	4
2.7	Controlling Cash Items	12/16/13	3
2.8*	Inventory Control of Non-Expendable Personal Property	10/17/13	6
2.9	Employee Travel	4/29/16	2
2.10	Surplus Property	5/14/13	2
1 Att.			1
2.11*	Procurement	7/11/14	3
2.12	Abandoned Inmate Funds	8/1/14	2
2.13	Internal Controls	7/11/14	5

* denotes LRC policies

Chapter 3 PERSONNEL

#	Title	Date	Pages
3.1*	Code of Ethics	2/3/14	4
1 Att.			1
3.2*	Emergency Conditions and Inclement Weather	10/17/13	2
3.3*	Holding of Second Jobs by Corrections' Employees	8/31/07	2
1 Att.			1
3.4	Equal Employment Opportunity Complaint Procedure	4/28/14	3
1 Att.			1
3.5*	Sexual Harassment and Anti-Harassment	2/3/14	4
3.6	Background Investigations of Employees and Applicants for Promotion and the Employment of Ex-Offenders	12/16/13	3
3 Atts.			3
3.7	Shift, Post and Days Off Assignment	8/31/12	2
3.8	Replacement of Damaged or Destroyed Personal Property	9/20/05	3
3.9	Student Intern Placement and Procedure	1/3/11	3
3.10*	Appearance and Dress for Non-Uniformed Staff	1/3/11	3
3.11*	Drug Free Workplace - Employee Drug Testing	2/3/14	10
3.12	Institutional Staff Housing	10/15/10	3
3.13	Establishment of Warden as Chief Executive Officer	1/15/13	2
3.14	Employee Time and Attendance Requirements	7/31/15	6
3.15*	Annual Performance Review of Employee	10/17/13	7
3.16	Employee Health Issues	4/28/14	5
3.17*	Uniformed Employee Dress Code	2/3/14	6
3.18	Employee Insurance Coverage	3/4/08	2
3.19	Reasonable Accommodation	3/1/13	3
3.20*	Communication and Recording Devices	9/11/09	1
3.21	Personnel Management	4/28/14	6
3.22	Staff Sexual Offenses	2/3/14	6
3.23	Internal Affairs Investigations	9/11/09	5

Chapter 4 TRAINING AND STAFF DEVELOPMENT

#	Title	Date	Pages
4.1	Attendance at Professional Meetings	4/29/16	2
4.2	Deleted=====		
4.3	Firearms, Chemical Agents, Less Lethal Weapons and Munitions Training	4/28/14	6
4.4	Educational Assistance Program	4/28/14	7
4.5	Deleted=====		
4.6	Operation and Safety of Corrections Firing Ranges	4/29/16	5
4.7	Staff Training and Development-Adult Institutions	6/17/13	8
4.8	Staff Training and Development-Probation & Parole	4/29/16	8
4.9	Staff Training and Development-Central Office	6/17/13	7

Chapter 5 MANAGEMENT INFORMATION AND RESEARCH

#	Title	Date	Pages
5.1* 2 Atts.	Research and Survey Projects	2/3/14	8 3
5.2 1 Att.	Management Information Systems	9/20/05	4 1
5.3	Programs Evaluation and Measurement	7/31/15	3

Chapter 6 RECORDS

#	Title	Date	Pages
6.1* 1 Att.	Open Records Law	8/31/07	5 3
6.2	Deleted =====		
6.3	Deleted =====		
6.4	Deleted =====		
6.5	E-Mail and Internet Use	3/4/08	4
6.6	Confidentiality of Information by Consultants, Contract Personnel and Volunteers	3/1/13	2

Chapter 7 PHYSICAL PLANT

#	Title	Date	Pages
7.1	Construction, Renovation and Expansion Guidelines	4/29/16	2
7.2 1 Att.	Asbestos Abatement	4/29/16	2 2
7.3 5 Atts.	Hazardous Waste Management	5/7/06	18 15

Chapter 8 SAFETY AND EMERGENCY PROCEDURES

#	Title	Date	Pages
8.1	Occupational Exposure to Bloodborne Pathogens	3/23/06	2
8.2*	Fire Safety	8/1/14	6
8.3	Critical Incident Management SECURED POLICY	98/1/14	11
8.4	Deleted =====		
8.5	Corrections Emergency Response Team SECURED POLICY	7/1/16	10
8.6	Extraordinary Occurrence Report	5/9/08	3
8.7*	Notification of Extraordinary Occurrence	8/1/14	3
8.8	Critical Incident Stress Debriefing	4/29/16	3

Chapter 9 SECURITY AND CONTROL

#	Title	Date	Pages
9.1	Use of Force and Mechanical Restraints SECURED POLICY Effect by memo	7/1/16	14
9.2 1 Att.	Programs and Security Reviews	4/29/16	2 1

#	Title	Date	Pages
9.3	Security Threat Groups SECURED POLICY	7/1/16	6
9.4*	Transportation of Inmates to Funerals or Bedside Visits	7/31/15	4
9.5*	Execution	9/20/05	2
9.6*	Contraband	8/1/14	2
9.7	Storage, Issue, and Use of Weapons, Including Chemical Agents SECURED POLICY	7/1/16	14
9.8*	Search Policy	8/1/14	8
3 Atts.*			3
9.9	Transportation of Inmates SECURED POLICY	7/1/16	14
9.10	Security Inspections SECURED POLICY	11/1/13	4
9.11	Tool Control SECURED POLICY	11/1/13	7
9.12	Allowable Property and Staff Entry to Correctional Institutions	5/14/13	3
9.13	Transport to Court SECURED POLICY	8/31/07	2
9.14	Hospital Security Protocol	7/1/16	7
9.15	Control Center Operations NON LRC SECURED POLICY	4/29/16	2
9.16	Key Control (New) SECURED POLICY		
9.17	Cell Entry (New) SECURED POLICY		
9.18*	Informants	1/3/11	5
9.19*	Found, Lost or Abandoned Property	2/3/06	2
9.20*	Electronic Detection Equipment DELETED-----	2/3/06	3
9.22	Control and Use of Caustic/Toxic Materials	8/1/14	2

Chapter 10 SPECIAL MANAGEMENT INMATES

#	Title	Date	Pages
10.1	Deleted =====		
10.2*	Special Management Inmates	7/31/15	17
1 Att.*			1
10.3*	Safekeepers and Contract Inmates	1/4/05	2
10.4	Deleted =====	8/15/01	

Chapter 11 FOOD SERVICES

#	Title	Date	Pages
11.1	Staff and Visitor Meals and Special Functions	9/20/05	2
11.2*	Dietary Procedures and Compliance	8/1/14	3
11.3	Deleted =====	8/15/01	
11.4*	Alternative Dietary Patterns	8/1/14	3
1 Att.			1

Chapter 12 SANITATION AND HYGIENE

#	Title	Date	Pages
12.1	Deleted =====		



Chapter 13 MEDICAL AND HEALTH CARE SERVICES

#	Title	Date	Pages
13.1*	Pharmacy Policy and Formulary	7/31/15	2
13.2*	Health Maintenance Services	7/31/15	11
1 Att.*			3
13.3*	Medical Alert System	8/1/14	2
1 Att.			1
13.4	Health Program Audits	3/23/06	1
13.5*	Advance Healthcare Directives	5/26/05	4
1 Att			3
13.6*	Sex Offender Treatment Program	9/5/08	20
13.7*	Involuntary Psychotropic Medication	2/3/06	6
13.8*	Substance Abuse Treatment Program	2/1/13	10
13.9*	Dental Services	2/3/06	3
13.10*	Serious Infectious Disease	8/1/14	8
13.11*	Do Not Resuscitate Order	9/20/05	4
13.12*	Suicide Intervention and Prevention Program	9/11/09	9
13.13	Mental Health Services	7/31/15	8
13.14	Hunger Strike	SECURED	3/6/15
			4

Chapter 14 INMATE RIGHTS

#	Title	Date	Pages
14.1*	Investigation of Missing Inmate Property	2/3/06	1
1 Att.			1
14.2*	Personal Hygiene Items	2/3/14	2
14.3*	Marriage of Inmates	2/3/06	4
14.4*	Legal Services Program	8/1/14	5
14.5*	Board of Claims	2/3/06	2
14.6*	Inmate Grievance Procedure	7/31/15	20
5 Atts.*			5
14.7*	Sexual Abuse Prevention and Intervention Program	2/3/14	12
14.8	Transgender/LGBTI (NEW)	Draft	3

Chapter 15 INMATE RULES AND DISCIPLINE

#	Title	Date	Pages
15.1*	Hair, Grooming and ID Card Standards	7/31/15	2
15.2*	Rule Violations and Penalties	7/8/16	12
15.3*	Meritorious Good Time	2/3/06	7
15.4*	Program Credit	8/6/12	2
15.5*	Restoration of Forfeited Good Time	8/31/07	2
15.6*	Adjustment Procedures and Programs	7/8/16	14

#	Title	Date	Pages
1 Att.			1
15.7*	Inmate Accounts	7/31/15	4
1 Att.*			1
15.8*	Unauthorized Substance Abuse Testing	2/3/06	5

Chapter 16 COMMUNICATION, MAIL AND VISITING

#	Title	Date	Pages
16.1*	Inmate Visits	2/1/13	8
Att.1			1
16.2*	Inmate Correspondence	Effective by Memo... 6/2/16	7
16.3*	Inmate Access to Telephones	2/1/13	2
16.4*	Inmate Packages	Effective by Memo... 6/16/16	3

Chapter 17 RECEPTION AND ORIENTATION

#	Title	Date	Pages
17.1*	Inmate Personal Property	7/31/15	8
1 Att.*			6
17.2*	Assessment Center Operations	7/31/15	6
17.3*	Controlled Intake of Inmates	8/1/14	7
17.4*	Administrative Remedies: Sentence Calculations	6/2/06	2
2 Atts.			3

Chapter 18 CLASSIFICATION

#	Title	Date	Pages
18.1*	Classification of the Inmate	7/31/15	10
18.2*	Central Office Classification Committee	2/3/14	2
18.3	Confinement of Youthful Offenders	7/31/15	1
18.4	Deleted =====		
18.5*	Custody and Security Guidelines	8/1/14	4
18.6	Deleted =====		
18.7*	Transfers	8/31/07	8
18.8	Deleted =====	1994	
18.9*	Out-of-State Transfers	6/2/06	4
18.11*	Placement for Mental Health Treatment in CPTU or PCU "Challenges"	3/9/07	6
2 Atts.*			2
18.12*	Referral Procedure for Inmates Adjudicated Guilty but Mentally Ill	6/2/06	1
2 Atts.			2
18.13*	Population Categories	8/31/07	3
18.14	Special Recommendations for Parole or Release	4/29/16	1
18.15*	Protective Custody	3/9/07	3
18.16*	Information to the Parole Board	8/1/14	2
18.17*	Interstate Agreement on Detainers	8/31/07	5
18.18*	International Transfer of Inmates	8/31/07	2



Chapter 19 INMATE WORK PROGRAMS

#	Title	Date	Pages
19.1* 6 Atts.*	Governmental Services Program	2/1/13	6 10
19.2*	Sentence Credit for Work	5/24/04	3
19.3* 1 Att.	Inmate Wage/Time Credit Program	7/31/15	3 1

Chapter 20 ACADEMIC AND VOCATIONAL EDUCATION

#	Title	Date	Pages
20.1*	Educational Programs and Educational Good Time	9/11/09	6

Chapter 21 LIBRARY SERVICES

#	Title	Date	Pages
21.1*	Library Services	8/1/14	1

Chapter 22 RECREATION AND INMATE ACTIVITIES

#	Title	Date	Pages
22.1* 2 Atts.	Privilege Trips	2/3/06	2 2
22.2	Recreation and Inmate Activities	8/1/14	2

Chapter 23 RELIGIOUS SERVICES

#	Title	Date	Pages
23.1*	Religious Programs	2/3/14	8

Chapter 24 SOCIAL SERVICES (None)

Chapter 25 RELEASE PREPARATION AND TEMPORARY RELEASE

#	Title	Date	Pages
25.1*	Deleted=====	8/31/07	
25.2* 1 Att.	Public Official Notification of Release of an Inmate	2/3/06	2 3
25.3*	Pre-Release Program	3/9/07	2
25.4*	Institutional Inmate Furloughs	8/31/07	9
25.5	Deleted	2/3/06	
25.6*	Community Center Program	8/31/07	17
25.7	Deleted =====	8/15/01	
25.8*	Extended Furlough DELETED-----	5/26/05	6
25.9	Deleted =====	4/15/97	
25.10*	Administrative Release of Inmates	1/3/11	1

25.11*	Victim Services		2/5/10	3
25.12*	Home Incarceration and Monitoring of Inmates	SECURED	8/6/12	8

Chapter 26 CITIZEN INVOLVEMENT AND VOLUNTEERS

#	Title	Date	Pages
26.1* 1 Att.	Citizen Involvement and Volunteer Services Program	2/1/13	6 1

Chapter 29 ReEntry Initiatives

#	Title	Date	Pages
29.1	Risk Needs Assessment	8/31/12	9
29.2	Case Planning	8/31/12	6
29.3	Risk and Needs Assessment Administration, Training and Quality Assurance	8/31/12	2