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References/Authority ACA 5-ACI-1A-14, 5-ACI-1A-15, 5-ACI-1A-16, 5-ACI-3A-06, 5-ACI-3A-11; KRS 196.035, 197.020	Subject COMMUNICATION AMONG THE WARDEN, MANAGEMENT STAFF, DEPARTMENT HEADS AND INMATES	

POLICY AND PROCEDURE

I. Communication Standards

- A. It shall be the policy of the Kentucky State Reformatory (KSR) to ensure that open channels of communication exist between all persons within the institution.
- B. The Executive Staff shall encourage and promote effective verbal and written communication between staff and the inmate population. The Warden and Executive Staff shall be responsible for setting, maintaining and enforcing professional communication standards within the institution.
- C. The Executive Staff shall encourage and promote open written and verbal communication up and down the chain of command.

II. KSR Staff Communication

A. Executive Management Team Meetings

The Executive Management Team shall meet at least one (1) time a week. Additional meetings may be scheduled if deemed necessary by the Warden.

B. Management Team Meetings

1. The Warden's Management Team shall meet every month or as necessary. If a Management Team meeting is cancelled, it shall be rescheduled for another date and time.
2. Routine attendance shall be required of the Warden, Deputy Wardens, and Department Heads, and shall be open to all staff.
3. The Warden shall discuss policy and program changes, directives, and problems within the institution. The participants may bring up any problems, incidents, suggestions, or other items of interest.

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4. Minutes of this meeting shall be widely distributed.

C. Department or Unit Meetings

1. A department or unit meeting shall be held at least once a month. The manager or supervisor of the department or unit shall chair the meeting and notify department or unit staff of the meeting in advance.
2. The chairperson shall discuss policy and program changes, directives, and other items of interest to the unit or department.
3. Department or unit staff may bring up problems, incidents, suggestions, or other items of interest. Minutes of these meetings shall be signed by the chairperson and sent to the Warden.

III. Inmate Access to Staff

A. Specific Procedures to Facilitate Inmate and Staff Relations

1. Staff assignments and tours of duty shall be scheduled so staff shall be available during an inmate's off-duty hours.
2. Unit program staff shall be located within the unit for close proximity to an inmate.
3. Unit staff shall have posted office hours.
4. An inmate may use the institutional mail service to communicate in writing to staff. Sealed written communication may be directed to any staff member or official.
5. Any change in a program or procedure that impacts the general inmate population shall be communicated through memorandum for wide distribution, posted on housing area bulletin boards, and shown on Educational TV.

B. Weekly Visits

1. During the weekly visits to housing and activity areas, designated staff shall make themselves available for informal discussions with an inmate.
2. The Warden and Deputy Wardens shall visit the Correctional Psychiatric Treatment Unit (CPTU) and RHU at least weekly and sign the Unit log.

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3. If a problem exists or deficiencies are noted in any area of the institution during a visit, it shall be reported in writing to the appropriate supervisor.



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POLICY AND PROCEDURE

I. Inmate Canteen Operations

- A. The Kentucky State Reformatory (KSR) shall operate an Inmate Canteen in accordance with CPP 2.1.
- B. Inmate Canteen Funds shall be accounted for separately. The Business Office shall maintain an interest bearing checking account for the Inmate Canteen at a local bank.
- C. The Inmate Canteen shall be open for business Monday through Friday. Orders may be placed seven days a week using the Kiosk System. An inmate may be limited to how much he can spend in the Inmate Canteen due to inmate authorization, Adjustment Committee action, or Court Order.
- D. The Inmate Canteen Contractor shall maintain the vending machines in the visiting area. Proceeds from these machines shall go to the Inmate Canteen Fund.
- E. The Fiscal Manager shall prepare an Annual Budget for the Inmate Canteen. The outside contractor shall prepare a Monthly Financial Report. The Monthly Financial Report shall include an Income Statement, Balance Sheet, and other details, as required by Kentucky Centralized Inmate Commissary Incorporated or the Warden.
- F. If the Inmate Canteen is not audited on an annual basis by Kentucky Centralized Inmate Commissary Incorporated, then the Warden shall order an audit on an annual basis. This audit shall be made available to the inmate population.
- G. Inmate Canteen personnel shall transact business with an inmate by positively matching the inmate's identification card with the physical features of the inmate standing at the window.

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- H. The canteen spending limit for an inmate housed in disciplinary or administrative segregation shall comply with CPP 10.2.
- I. An inmate receiving canteen restriction from an adjustment hearing shall be allowed to spend twenty-five dollars \$25.00 per week. This purchase shall be limited to hygiene items, correspondence materials, postage stamps (maximum twenty), and over-the-counter medications.
- J. The Inmate Canteen Contractor shall not raise prices without prior approval from Kentucky Centralized Inmate Commissary Incorporated.
- K. The Inmate Canteen Contractor shall not sell tobacco products, matches or lighters.

II. Vendor and Inmate Canteen Orders

- A. An inmate may be allowed to place three (3) vendor orders per quarter.
- B. Vendor package orders shall be taken to the Inmate Canteen when received for review and authorization. The Inmate Canteen staff shall verify the following:
 - 1. An authorized vendor;
 - 2. Items and color are allowed in accordance with CPP 17.1 and CPP 16.4; and
 - 3. Three (3) vendor packages per quarter.
- C. Any vendor package not in compliance with CPP 17.1 and 16.4 shall be rejected. The Inmate Canteen staff, along with the inmate, shall adjust orders not in compliance with policy or staff may reject the entire order. The Property Room staff shall inventory the contents of the received package and make an addendum to the inmate's master property inventory. Staff shall engrave any appropriate item received for proper identification.
- D. An inmate may purchase items on his regular canteen day as marked on the posted canteen schedule. Staff assigned to the Inmate Canteen shall process approved purchases through the electronic computer system and provide the inmate with a receipt.
- E. Inmate Responsibility

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1. The inmate shall keep the receipt, warranty card, and any other pertinent information in reference to the warranty.
2. An inmate shall keep receipts for consumables, for example, food, until the item is used by the inmate.
3. The staff at the Inmate Canteen shall provide a receipt for merchandise purchased. The inmate shall keep each receipt as staff at the Inmate Canteen shall not be required to provide another receipt at any other time.
4. The inmate shall inspect and verify the purchase at the Inmate Canteen. Once the inmate leaves the window, the transaction shall be deemed correct.



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References/Authority ACA 5-ACI-1B-21, 5-ACI-1B-23 ; KRS 196.035, 197.020; CPP 15.7; 16.1; KSR 02-00-01, 02-00-12	Subject SCREENING DISBURSEMENTS FROM INMATE ACCOUNTS	

POLICY AND PROCEDURE

I. Money Transfer Procedures

- A. Money transfers shall be made in accordance with CPP 15.7.
- B. An inmate may also withdraw funds from his inmate account for the following purposes:
 1. Payment for an art project, through the Recreation Department, payable to the Inmate Canteen Fund;
 2. Request for copies of open records, payable to the Kentucky State Treasurer;
 3. Insurance payment;
 4. Donation to a charitable organization;
 5. Payment of fees to an attorney;
 6. Payment to the Inmate Canteen;
 7. Payment of postage through the institutional mailroom, payable to the Kentucky State Treasurer.
 8. Legal filing fees; and
 9. Payment to Aramark for special food sales.

II. Review Process

A request to have funds withdrawn from an inmate account shall be processed as follows:

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- A. An inmate shall make a request to his CTO to withdraw funds from his inmate account;
- B. If the CTO approves the request, the inmate shall complete the Inmate Money Transfer Authorization Form and give it to the CTO with an addressed, stamped envelope;
- C. The CTO shall attach the Inmate Money Transfer Authorization Form to the envelope and forward it to the Inmate Accounts Office;
- D. The Inmate Accounts Office shall check the balance on the inmate's account to verify sufficient funds to cover the request;
- E. If funds are sufficient to meet the request, the Inmate Accounts Office shall prepare the check in accordance with KSR 02-00-12. The Inmate Accounts Office shall have five (5) working days from the receipt of the Inmate Money Transfer Authorization Form to prepare the check for mailing. The Inmate Accounts Office shall retain a copy of the Inmate Money Transfer Authorization Form for filing;
- F. If the funds are insufficient to cover the requested withdrawal, the Inmate Accounts Office shall stamp the Inmate Money Transfer Authorization Form "INSUFFICIENT FUNDS" and return the transfer form and the addressed, stamped envelope to the CTO; and
- G. The CTO shall return the Inmate Money Transfer Authorization Form and envelope to the inmate.

III. Legal Filing Fees

- A. An inmate may request a legal filing fee to be withdrawn from his inmate account.
- B. If the inmate has a legal filing fee and does not want to send the legal material in an unsealed envelope for processing to the Inmate Accounts Office, the following option shall be available:
 - 1. The inmate shall provide a self-addressed stamped envelope and an Inmate Money Transfer Authorization Form from the CTO. The CTO shall take the completed form and envelope to the Inmate Accounts Office to write the check;
 - 2. The inmate shall mark legal filing fee under the section "Reason for Payment;"

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3. The Inmate Accounts Office shall process the request as required by Section II.B.5. If postage and legal materials are with the request, the authorization shall be processed as outlined in Section II;
4. If postage and legal materials are not present, the authorizing CTO shall be contacted to report to the Inmate Accounts Office and sign for the issued check; and
5. The CTO shall issue the check to the inmate and receive the inmate's signature for the check. The inmate shall, in the presence of the CTO, place the check into an envelope with postage, addressed to the designated legal address and seal it. This action shall be documented by the CTO and the inmate on the "Inmate Legal Fee Log." The inmate shall be instructed to deposit the envelope in the mail within twenty-four (24) hours.



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POLICY AND PROCEDURE

The Kentucky State Reformatory (KSR) shall ensure inmate funds are governed by generally accepted accounting methods. An inmate shall have the opportunity to earn money and receive personal funds from outside sources.

I. Maintenance of Inmate Accounts

- A. The Inmate Accounts Office shall handle funds received for and sent from an inmate's account.
- B. A separate account shall be established for each inmate upon his admission.
- C. The following procedures shall apply to an inmate's account:
 1. With the exception of Keefe electronic fund transfers, state and federal government checks, and checks from other institutions within the Department of Corrections, all other checks, regardless of origin, shall be held on a fourteen (14) day delay before crediting the amount of the check to an inmate's account;
 2. Cash and personal checks shall be returned to the sender. Only DOC approved vendor electronic fund transfers shall be processed for deposit to inmate accounts; and
 3. Money designated for an inmate shall be sent directly to the Inmate Accounts Office.
 - a. Money shall be sent in accordance with CPP 15.7 and KSR 16-00-02.

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- b. The Inmate Accounts Office shall use the electronic accounting system for identification and sorting of monies received.
- c. The Inmate Accounts Office shall exercise caution to guard against funds being deposited into the wrong account.
- D. DOC approved vendor electronic fund transactions, received in accordance with CPP 15.7 and CPP 16.2, shall be posted to the respective inmate's account and the sender of the money shall be recorded.

II. Charges to Account

- A. All outstanding checks more than one-hundred twenty (120) days old shall have a "Stop Payment" issued. If the inmate against whose account the check is drawn on is still incarcerated, the money shall be credited to his account. If the inmate has been discharged, and there is no forwarding information available, the money shall be forwarded to the Kentucky State Treasurer to be maintained in an account for abandoned and unclaimed monies.
- B. An inmate shall be charged for non-legal postage in accordance with CPP 16.2.
- C. An inmate who fails to return a library book may be written up and ordered to pay restitution.

III. Sending Money Outside KSR

Money sent outside KSR shall be done in accordance with KSR 02-00-03.

IV. Discharge of Inmates

- A. If an inmate is transferred to another institution, his personal account shall be closed and a check shall be drawn against the Prisoner's Fund payable to the inmate for the free balance of his account and forwarded to the respective institution.
- B. If a transfer is made to another institution involving several inmates, one (1) check shall be issued to the respective institution representing the total amount owed to the departing inmates.
- C. If an inmate is owed state pay through the state pay system, this balance shall be forwarded to the respective institution once state pay is posted into the computer system.
- D. If an inmate is released, paroled or serves out, his personal account shall be closed and a debit card shall be issued, providing the inmate has a minimum account balance of five dollars (\$5.00).

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1. If an inmate is owed state pay, a check shall not be issued until the completion of state pay and then one (1) check shall be issued for both balances.
2. An inmate released on a detainer or to home incarceration shall be issued a check for his free balance.

E. The inmate shall leave a valid forwarding address with the Inmate Accounts Office upon release. This shall ensure that any monies owed may be mailed to the inmate at a later date.

V. Death of an inmate

- A. Any funds remaining on an inmate's account shall be released only by court order or by appointment of an executor or administrator.
- B. If there is no next of kin, executor, or administrator, KRS 393.030 directs that any funds remaining in the deceased inmate's account shall be held by the Inmate Accounts office for a period of one year and then submitted to the Kentucky State Treasurer. These funds shall not be used for burial expenses.

VI. Inmate Payroll

- A. Each work detail supervisor shall maintain records indicating the days worked by each inmate in his detail. Each work detail supervisor shall be responsible for entering the days into the KOMS system.
- B. The Inmate Accounts Office shall prompt the system to electronically post the appropriate amount of pay to each inmate account each month on the 15th.
- C. Upon posting state pay through KOMS, a check shall be issued from the General Fund to the Prisoner's Fund for the amount of the payroll. The Business Office shall charge Correctional Industries for its portion of the payroll.

VII. Audits

- A. The Fiscal Manager and the Inmate Accounts Supervisor shall arrange an annual audit of the Prisoner's Fund.
- B. The results of the audit shall be given to the Warden.
- C. The Fiscal Manager shall be responsible for correcting any deficiencies as a result of the audit.

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VIII. Inmate Club Activities

- A. The Fiscal Manager shall be the custodian of an umbrella account, known as the Club Fund. The Club Fund shall contain subsidiary accounts on the computer system for each inmate organization.
- B. Kiosk transactions for institutional club activities shall be posted once per month by the Inmate Accounts Office.
 - 1. The Inmate Accounts Office shall maintain monthly club donations for inmates using the KIOSK system to track and report these.
 - 2. Upon completion of the club posting operation, a check shall be prepared from the Prisoner's Fund to the Club Fund, and the subsidiary accounts within the Club Fund shall be credited appropriately.
- C. Financial transactions by an inmate organization, as well as any limitation on the number of club transactions per month, shall be in accordance with KSR 22-00-03, and shall be enforced by the Fiscal Manager and Inmate Accounts Supervisor.

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References/Authority ACA 5-ACI-1A-16; KRS 196.035, 197.020	Subject INMATE CANTEEN COMMITTEE	

POLICY AND PROCEDURE

It shall be the policy of the Kentucky State Reformatory (KSR) to provide for a two-way system of communication between all levels of staff and inmates to enhance efficient operation of the institution. In order to open the lines of communication on matters regarding the Inmate Canteen at KSR, an Inmate Canteen Committee shall be established.

PROCEDURE

I. Inmate Canteen Committee

- A. The Inmate Canteen Committee shall be composed of one (1) inmate from Unit A, B, C, CPTU, the Fiscal Manager, and the Inmate Canteen Manager.
- B. Each inmate selected shall be on a volunteer basis with the understanding that he shall represent the best interest of all inmates living in his area.
- C. The Inmate Canteen Committee shall be coordinated and chaired by the Fiscal Manager and co-chaired by the Canteen Manager.

II. Quarterly Canteen Meetings

- A. The Inmate Canteen Committee shall meet once per quarter.
- B. The Inmate Canteen Committee shall not form policies or regulations for the Inmate Canteen.
- C. The Inmate Canteen Committee shall offer constructive ideas for the Inmate Canteen and convey the suggestions and concerns of the general population regarding:
 1. Items stocked in the Canteen;
 2. Canteen pricing;
 3. Ideas for new or additional products; and

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4. Service.

- D. Minutes of the meetings shall be submitted to the Warden and a copy shall be posted on each dormitory bulletin board.

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References/Authority ACA 5-ACI-1E-04, 5-ACI-1E-05; KRS 61.870 through 61.884, 196.035, 197.020, 197.025, 422.317, 439.510; CPP 6.1	Subject KENTUCKY OPEN RECORDS LAW AND RELEASE OF INSTITUTIONAL AND MEDICAL RECORDS	

POLICY AND PROCEDURE

The Kentucky State Reformatory (KSR) shall comply with the provisions of the Kentucky Open Records Act for requests to inspect or obtain copies of records maintained at KSR.

I. Institutional Records

A. Open Records Coordinator for Institutional Records

1. The Open Records Coordinator for KSR Institutional Records shall be the Offender Information Supervisor.
2. The Offender Information Supervisor shall be responsible for processing all records requests, excluding mental health and medical records, and for maintaining the appropriate documentation on each request, following the provisions in KRS Chapter 61.872 – 61.884, Open Records Act, and CPP 6.1.

B. Inmate Requests for Institutional Records

1. Inmate requests under the Open Records Act, to inspect or receive copies, shall be made in writing.
2. The request shall be made in writing by the inmate or with the assistance of his Classification and Treatment Officer (CTO). The CTO shall have the inmate sign a Money Transfer Authorization Form for any requested copies. This form shall be attached to the request and forwarded by the inmate to the Offender Information Supervisor.
3. Requests for medical or psychological records shall be forwarded by the inmate to the Medical Records Office.
4. The Offender Information Supervisor shall provide guidance and assistance as needed to departments answering an open records request. The department filling the request shall determine how many copies are required

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and then process the Money Transfer Authorization Form through the Business Office. After determining if the inmate has sufficient funds for the requested copies, the department shall bring the copies to the Offender Information Supervisor for review and to ensure the disposition of the request is logged in. Upon completion, the department shall forward the requested copies to the inmate.

5. A department shall indicate the intended disposition within five (5) working days of the coordinator receiving the request. If the request cannot be filled within five (5) working days, the department shall advise the inmate, in writing, of the date a response can be expected.

C. Outside Requests for Institutional Records

1. These requests shall be processed in accordance with CPP 6.1.
2. Confidential documents protected by statute regarding inmates shall not be released to others without the consent of the affected inmate or other appropriate court process. An inmate may use the Release of Information Form provided by the institution.

D. Denial of Requests for Institutional Records

1. Denials of requests to inspect public records shall be processed in accordance with CPP 6.1.
2. Requests shall be considered on an individual basis to determine if the request may be granted.

II. Medical Records

A. Open Records Coordinator for Medical Records

1. The Open Records Coordinator for the request of medical records at KSR shall be the Medical Records Supervisor.
2. The Medical Records Supervisor shall be responsible for processing all requests for medical records and for maintaining the appropriate documentation on each request, adhering to the provisions in KRS Chapter 61.872, et seq. (Open Records Act) and CPP 6.1.

B. Inmate Requests for Medical Records

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1. Inmate requests, under the Open Records Act, to view or obtain copies of medical records shall be made in writing by the inmate or with the assistance of the CTO.
2. If the request is to view medical records, the inmate shall forward the request, by institutional mail, to the Medical Records Supervisor.
3. A mental health record shall be reviewed by a mental health professional before release to an inmate.
4. Upon receiving the request to view, the Medical Records Supervisor shall log the request and schedule a thirty (30) minute appointment. The Medical Records Supervisor shall send the inmate notification of the appointment by institutional mail. If the inmate is unable to keep the scheduled appointment, he shall notify the Medical Records Office in writing. If the inmate does not show for the appointment and the Medical Records Office was not notified, the inmate shall receive a Category 4 Item 3 Disciplinary Report.
5. If an inmate is requesting to obtain his records, the CTO shall have the inmate complete a Money Transfer Authorization Form. The inmate shall attach the Money Transfer Authorization Form to the Open Records Request and forward it to the Medical Records Supervisor.
6. Upon receipt, the Medical Records Supervisor shall log the request and begin processing. After review of the record, the Medical Records Supervisor shall determine the cost for the copies and complete the Money Transfer Authorization Form. The Medical Records Supervisor shall then forward the Money Transfer Authorization Form to the Inmate Accounts Office.
7. Upon notification of posted payment, the Medical Records Supervisor shall forward the requested copies to the inmate by institutional mail.
8. If the inmate has insufficient funds, the request shall be denied.
9. Upon receipt of an Open Records Request, the Medical Records Supervisor shall indicate the intended disposition within five (5) working days.

C. Outside Requests for Medical Records

1. Requests to inspect or obtain copies of an inmate's medical records shall be submitted with an appropriate authorization by the inmate.

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2. Upon receipt of an outside request for records, the Medical Records Supervisor shall log and verify that the authorization form received complies with privacy considerations.
3. If a request is missing any of the core elements, the request shall be returned to the requestor, along with an Invalid Authorization Form Letter with the appropriate missing elements marked.
4. If the authorization is appropriate for the request, the Medical Records Supervisor shall proceed with processing the request.
5. The Medical Records Supervisor shall review the medical record and determine the cost of copies and postage. The Medical Records Supervisor shall provide written notification to the requestor as to the cost for the copies. Payment shall be received prior to the release of the requested records. There shall be no charge to Health Care Providers for the purposes of continuing care.
6. The Medical Records Supervisor shall respond to Open Records requests, in writing within five (5) working days from the date the request was received.
7. All requests for psychological records shall require approval by a psychologist, in accordance with KRS 197.025(1), prior to the release of these records.

D. Denial of Requests for Medical Records

1. Denials of requests to inspect public records shall be processed in accordance with CPP 6.1.
2. Requests shall be considered on an individual basis, to determine if the request may be granted.

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POLICY AND PROCEDURE

The Kentucky State Reformatory (KSR) shall have designated restricted areas. An inmate shall not be permitted in a restricted area without appropriate authority and supervision.

I. Restricted Areas

A. Restricted areas shall be divided into three (3) classes defining the authority and degree of supervision required.

1. Class I: Areas not accessible to an inmate under any circumstances:

- a. Control Center;
- b. Perimeter Towers;
- c. Armories;
- d. Pharmacy or medical storage areas;
- e. Nurses stations;
- f. Key Shop; and
- g. Command Center.

2. Class II: Areas an inmate may enter but shall be supervised directly by a staff member:

- a. Roofs;
- b. Areas within fifty (50) feet of the perimeter fence. In a double fenced area, the inside fence shall be considered the perimeter fence;
- c. Areas designated by signs that state "Inmate shall be accompanied by a staff member";

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- d. Elevator;
 - e. Inmate Canteen, unless inmate is approved to work in the area;
 - f. Inmate records storage areas;
 - g. Medical laboratories; and
 - h. Administration building tower above the third floor.
3. Class III: Areas not accessible to an inmate without permission of staff or areas posted by restricted signs, including:
- a. An area that requires the issuance of a pass;
 - b. A unit the inmate does not reside in;
 - c. A dormitory the inmate is not assigned to;
 - d. Any dormitory room to which the inmate is not assigned; and
 - e. Inmate Canteen, only on authorized days.
- B. An inmate shall be advised during orientation of the restricted areas and the actions that may be taken if he is in a restricted area without proper authorization.
- C. Any exception to this policy shall be approved by the Warden or the Deputy Warden for Security.

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References/Authority KRS 196.035, 197.020	Subject PAROLE BOARD	

POLICY AND PROCEDURE

The Kentucky State Reformatory shall provide security and protection to the Parole Board members, staff, inmates, and state property during Parole Board hearings.

I. Parole Board Hearings

- A. A Parole Board hearing shall be conducted in the Parole Board Room located between the Rotunda and Control Center.
- B. A general population inmate meeting the Parole Board shall be seated in the hallway adjacent to the Captain's Office and shall remain quiet and orderly.
- C. An inmate housed in the Correctional Psychiatric Treatment Unit (CPTU) who is scheduled to meet the Parole Board shall be escorted by security staff in restraints as called.
- D. The Parole Board shall convene via videoconference.
- E. An inmate shall enter the Parole Board Room through the entrance adjacent to the Captain's Office.
- F. The Re-Entry Coordinator shall be responsible for scheduling an inmate on Parole Board days.
- G. The inmate shall not have access to the deliberation stage of the hearing and the videoconference shall be muted.
- H. An inmate meeting the Parole Board shall be escorted by staff to the Parole Board Room.
- I. An inmate may refuse to meet with the Parole Board. If an inmate refuses, he shall fill out and sign a refusal form through the Re-Entry Coordinator.
- J. The door to the inmate hallway and to the Parole Board lobby shall not be opened simultaneously.

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- K. The door to the Parole Board lobby shall not be opened if an inmate is present in the Parole Board Room.

II. Open Hearing Procedures

- A. A member of the public may request to attend a specific inmate's Parole Board Hearing to be viewed through closed circuit TV or videoconference.
- B. A request to view a hearing shall be made in writing to the Warden, a minimum of seven (7) days prior to the hearing. The request shall contain the name, address, date of birth, Social Security number, and relationship to the inmate for each person wanting to attend the hearing.
- C. A request may be denied for security reasons by the Warden.
- D. If approved, a letter detailing procedures to attend the hearing shall be sent to the requesting party by the Warden.
- E. A person viewing the hearing shall be placed in the Parole Board Room lobby adjacent to Gate 2.
- F. A member of the public shall not be allowed contact with an inmate meeting the Parole Board.
- G. At the conclusion of the hearing, the members of the public shall be processed out of the Administration Building.

III. Media

- A. A request from the media to attend a Parole Board hearing shall be referred to the Central Office Public Information Officer.
- B. If approved to attend a hearing, the Institutional Public Information Officer shall coordinate the media entry and set-up in the Parole Board Room.
- C. The media may be permitted to video tape in the Parole Board Room during the hearing.

IV. Deferments

- A. An inmate who received a deferment or serve-out of more than forty-eight (48) months shall meet with the Re-Entry Coordinator.

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- B. The Re-Entry Coordinator shall discuss the deferment with the inmate. If there appears no need for detention, the inmate shall be released to the general population.
- C. The inmate may be referred to appropriate program staff if further intervention is deemed necessary.



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References/Authority ACA 5-ACI-3D-03, 5-ACI-4B-01 thru 4B-04, 5-ACI-4B-08, 5-ACI-4B- 10 thru 4B-12, 5-ACI-4B-15 thru 4B- 19, 5-ACI-4B-21 thru 4B-26, 5-ACI- 4B-28, 5-ACI-4B-29; KRS 196.030, 196.035, 197.020; CPP 10.2, 13.12, 16.1, 17.1; KSR 10-01-11, 13-00-01, 13-00-04, 16-01-01, 17-00-05, 21-00-02	Subject RESTRICTIVE HOUSING UNIT GENERAL OPERATIONAL PROCEDURES –UNIT E/UPPER A WING	

POLICY AND PROCEDURE

The Restrictive Housing Unit (RHU) is a high security living area that houses inmates who, for disciplinary, security, or health reasons, need to be housed in an area separate from and more secure than the general living areas of the institution.

I. Admission into RHU

- A. Medical staff shall be notified of an admission to RHU in accordance with CPP 10.2.
- B. At a minimum, medical staff shall review the inmate's medications, treatments, and if the inmate has any medical complaints.
- C. Inmate File
 1. The inmate KOMS file shall be updated by the Classification Treatment Officer (CTO). Orientation and PREA Risk Assessment shall be conducted in accordance with KSR 17-00-05.
 2. A Detention Order shall be reviewed for approval or disapproval by the Warden or designee within twenty-four (24) hours from the time detention is ordered.
 3. The assigned CTO shall notify the unit administrator if Detention Orders are not completed correctly with the required time frames.
 4. All reviews, psychological evaluation requests, classifications, and other related actions shall be recorded in the electronic inmate file by the CTO.

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II. Control of Inmate Movement

A. Inmate Movement

1. If an inmate on RHU status is escorted from the unit to an area within the institution, he shall be placed in full restraints before leaving the unit.
2. If an inmate on RHU status is transported out of the institution, he shall be placed in full restraints before leaving the unit or institution.
3. An inmate assigned to maximum assaultive status shall be supervised in accordance with CPP 10.2 and KSR 10-01-11.
4. If a staff member in RHU opens the door to an inmate's cell, he shall become responsible for supervising the inmate and knowing his location at all times.
5. An RHU inmate, regardless of status, shall not be permitted to leave his cell unsupervised.
6. If an inmate exits his assigned cell, his cell door shall be locked.
7. Approval shall be obtained on an individual basis for inmates to enter RHU, primarily to include the Legal Aides, Grievance Aides, and inmate janitors.
8. An inmate transferred to KSR for special programing that may also be on Protective Custody Status, may be housed in RHU to allow secure access to the special programing required. Any inmate housed in RHU on Protective Custody Status for special programing shall be treated as a Special Management Unit inmate in accordance with KSR 13-03-01.

B. Security

1. All RHU inmates shall be personally observed by a correctional officer at least every thirty (30) minutes on an irregular schedule. Any inmate who is violent or who demonstrates unusual or bizarre behavior shall receive more frequent observation consistent with CPP 13.12.
2. The RHU Supervisor shall tour the unit daily. The Unit Supervisor shall announce their presence and document their visit in the Officer's daily log.
3. If an inmate becomes violent or demonstrates unusual or bizarre behavior that would require an observational watch, the first two cells shall be used

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with video monitoring, in accordance with CPP 13.12.

4. If an inmate is assigned to or moved out of a cell, the responsible officer shall thoroughly inspect the cell immediately prior to the inmate's placement or departure from the cell. The cell inspection shall be documented on the cell inspection form and signed by the inspecting officer, an additional staff member, and the inmate.
5. If the exit inspection reveals that a rule violation has taken place, the inspecting officer shall file a disciplinary report.

C. Entry and Exit Searches

1. An inmate entering RHU shall be strip searched. An inmate returning from outside the institution, as well as a new admission, shall be thoroughly strip searched by the assigned officer.
2. An inmate exiting RHU shall be searched by a body pat, including emptying all pockets and may be subject to a strip search. The assigned officer shall determine if a strip search is necessary.

III. RHU Services

A. Medical Services

1. Sick Call and Dental Call shall be conducted in accordance with CPP 10.2 and KSR 13-00-04.
2. An inmate residing in RHU shall have the same right to sick call as an inmate in general population.
3. Each inmate shall receive a daily visit from medical to ensure they have access to the health care system. Medical staff shall announce their presence and document their visit in the Officer's daily log.
4. Medication provided as prescribed.

B. Psychological Services

1. A psychological assessment by a psychologist, including a personal interview, shall be conducted within seven (7) days of admission.
2. If confinement continues beyond 30 days, a psychological assessment shall be made at least every thirty (30) days for inmates with a diagnosed behavioral health disorder and more frequently if clinically indicated. For

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inmates without a behavioral health disorder, an assessment shall be completed every 90 days and more frequently if clinically indicated. All assessments shall be conducted in a manner that ensures confidentiality.

3. Each inmate shall receive a weekly visit from mental health staff to ensure the inmate has access to the psychological service system. Mental Health staff shall announce their presence and document their visit in the Officer's daily log.

C. Hygiene

1. RHU inmates shall have the opportunity to shave and shower at least three (3) times per week.
2. RHU inmates shall be allowed a haircut upon request. However, the number of haircuts an inmate in RHU may receive shall not exceed two (2) per calendar month and shall be a minimum of fourteen (14) days apart.
3. The assigned RHU Officer shall document in the daily log, acceptance and refusal of all opportunities to shave and shower.
4. Laundry shall be collected and exchanged for new linens once a week and logged in the Officer's daily log.
5. Clothing shall be exchanged at every shower or offered for exchange at least three (3) times per week and logged in the Officer's daily log.

D. Meals

1. Meals shall be provided in the unit and consist of food supplied by the Food Service Department in accordance with the regular institutional menu. Quality and quantity of food shall be the same as that served the general inmate population.
2. Alternative meal service may be provided in accordance with CPP 10.2.
3. The Unit Supervisor shall taste all food served and complete the Food Quality Report to be submitted to the Warden.
4. An RHU inmate shall receive all meals in his cell.

E. Canteen

1. RHU inmates may purchase canteen items once per week and shall be

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limited to twenty-five (\$25.00) dollars.

2. RHU inmates shall not purchase an item that causes him to be in excess of the approved property for his assigned area.

F. Telephone Access

1. A new admission to RHU shall be permitted one (1) phone call on the inmate phone. Additional phone calls may be allowed to access the judicial process or for verified family emergencies.
2. Telephone privileges shall be in accordance with CPP 10.2.
3. Emergency telephone privileges shall be handled by the unit staff as deemed appropriate.

G. Library and Education Programs

1. Library materials shall be made available from the RHU Library or the institutional Library in accordance with KSR 21-00-02.
2. Educational testing, tutoring, and living skills programs shall be provided.

H. Religious Services

The chaplain shall respond to referrals made through the Unit CTO's and provide religious counseling and appropriate religious materials upon request. A chaplain shall tour RHU a minimum of one (1) time per week.

I. Recreation

Recreation shall take place in the unit recreation cells. Each inmate shall receive one (1) hour of recreation a day, five (5) days per week. The Unit E Recreation Department shall be responsible for providing recreation items to the unit.

J. Visitation

An inmate assigned to RHU shall be granted visitation in accordance with CPP 16.1 and KSR 16-01-01.

IV. RHU Operating Procedures

A. General Living Conditions

Each cell or sleeping area shall be furnished with a specific amount of state

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property. The items shall be for the use of the inmate assigned to the area. Each inmate shall be responsible for the cleanliness and care of these items. Each cell shall have at a minimum the following furnishings:

1. Bed 12" off the floor;
2. Flame retardant pillow, provided flame retardant mattress does not have a built in pillow;
3. Flame retardant mattress;
4. Bed linen and blanket;
5. Lavatory and commode unit;
6. Writing surface; and
7. Wash basin.

B. RHU Property

1. Cell furnishings as listed above;
2. Any items on the RHU Property List;
3. An Allowable Property Form shall be completed and signed by a unit staff member and the inmate; and
4. Any items on the RHU Canteen Order Forms.

C. RHU Jewelry Control

If an inmate is taken directly from the general population to RHU, the RHU supervisor shall be responsible for the confiscation, inventory, and placement of unauthorized jewelry in the Property Room Annex drop box.

D. Regular Mail, Privileged Mail, and Packages

1. Incoming mail shall be picked up and delivered by an officer assigned in the unit;
2. Outgoing mail shall be delivered to the officer assigned to the unit to be placed in the mailbox at the unit gate;
3. An inmate shall not handle, hold, or deliver another inmate's mail;

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4. Privileged mail for all inmates shall be picked up and delivered by a unit staff member;
5. A staff member shall personally deliver each item to the inmate and have the mail inspected in the inmate's presence for contraband or any restricted items; and
6. A signature log shall be kept on all legal mail received in the unit.

E. Legal Materials

RHU inmates may request to sign up for legal and grievance aide services with the officer or CTO assigned to the unit.

F. Fire Prevention and Evacuation

1. All staff shall be familiar with the KSR Fire Safety Plan, including provisions for fire drills and the alternative manual release system.
2. Staff shall conduct daily inspections of emergency exit doors and locking devices and ensure areas adjacent to emergency exits are unobstructed.



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POLICY AND PROCEDURE

I. Menus and Meal Planning

- A. Menus shall be written or approved by the Food Services Branch Manager, in Central Office, for a rotating four (4) week cycle, three (3) months prior to implementation. During the beginning of each quarter, the institution's Nutritionist and Food Service Manager shall meet with the Food Services Branch Manager and Food Service staff from other institutions, to review and finalize the Master Cycle Menu for the upcoming quarter.
- B. The three (3) month Master Cycle Menu shall provide the current Recommended Dietary Allowances and be based upon the availability of all farm products and United States Department of Agriculture (USDA) commodity products.
- C. After the quarterly review meeting and upon receipt of the finalized cycle menu, the Food Service Manager shall:
 1. Prepare a weekly institutional menu at least one (1) week in advance; and
 2. Review the menu to ensure;
 - a. meals meet or exceed dietary allowances; and
 - b. meals comply with cycle menus.
- D. The Nutritionist and Food Service Manager and Food Center Coordinator shall ensure the following:
 1. A minimum of two (2) hot meals shall be served within each twenty-four (24) hour period; and

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2. The evening meal and breakfast shall be no more than fourteen (14) hours apart.
- E. Copies of menus shall be distributed to all dormitories, recreation areas and departments, no later than Saturday of each week.
- F. Work sheets shall be prepared by Wednesday of each week and shall show the following information:
 1. Menu items;
 2. Alternative diet items;
 3. Day and date;
 4. Size of each portion to be served; and
 5. Special instructions for the preparation, cooking or serving of a particular item.
- G. Menu substitutions may be made if absolutely necessary, if any product specified on the Master Menu is not available, or if there is an equipment malfunction.
 1. A substitution shall be made only by the Food Service Manager or designee. The menu equivalent list shall be adhered to if making a menu substitution.
 2. A menu change form shall be submitted to the Food Services Branch Manager by the 10th of the following month.

II. Meals

- A. Meals shall be served according to a posted schedule. This schedule shall be posted in the following areas:
 1. Housing units
 2. Dining areas
 3. Inmate Handbook
- B. All inmates, except those on special medical or religious diets, shall be served the same meals.
- C. Food shall not be used as a disciplinary sanction for inmates.

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- D. Food shall be prepared so that the maximum amount of vitamins and minerals found in the raw product are retained. In addition, the food shall be palatable and substantial efforts shall be made to make the food attractive and appealing.
- E. A hot meal shall be served hot and any cold item shall be served cold.
1. Only small quantities of food shall be placed on the serving line at one (1) time. The food shall be replenished as required;
 2. During display and service, hot food shall be maintained at a temperature of 140 degrees Fahrenheit or higher;
 3. During display and service, cold food items shall be kept at the temperature of 40 degrees Fahrenheit or lower.
 4. During display and service, the Food Service Manager or designee shall monitor and record food temperatures to ensure compliance.
- F. The Kitchen, Dining Hall, and Food Service Department shall be toured and inspected weekly, by the following non-food service staff. Any issues discovered during the weekly inspection shall be brought to the attention of the Food Service Manager or designee for correction:
1. Warden;
 2. Deputy Wardens;
 3. Duty Officer;
- The Duty Officer shall complete the weekly Food Service Department Inspection Form and shall note the following temperatures are within normal limits:
- a. Hot and cold food;
 - b. Refrigerators and freezers; and
 - c. Dishwasher final rinse.
- G. The serving line in the main Dining Facility shall move as rapidly as possible, to reduce the amount of time spent in line. In order for this to happen, trays, cups, and flatware shall be on hand at all times. Condiments, salad dressings and similar items shall be served off the line with the meal. Sufficient servers shall be assigned to the line to provide quick service.

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- H. The serving line in the main Dining Facility shall be monitored by the Food Service Manager or Primary Food Service Staff and by security staff, to ensure a pleasant and peaceful atmosphere is maintained during each meal and equal portions are given to each inmate.
- I. Monitoring and evaluation shall be the responsibility of the Food Service Manager, Deputy Warden of Programs and Operations, and the Duty Officer.
- J. All food trays, including diabetic and Kosher, shall be served from the same line.
- K. Satellite Food Service
 - 1. Food carts for satellite areas shall contain the same food items as offered in the Dining Facility, with the exception of special diet trays.
 - a. A weekly menu, showing portion sizes to serve, shall be delivered to the satellite areas.
 - b. Staff supervising the satellite area meals shall serve the same portions as in the Dining Facility.
 - c. The Food Service Manager, Nutritionist, or Primary Food Service Staff shall inspect the satellite areas on a weekly basis to ensure compliance with portion control and maintenance of food temperatures. This information shall be forwarded to the Deputy Warden of Programs and Operations.
 - 2. Food carts for satellite areas shall not be prepared until fifteen (15) minutes before the scheduled delivery time and all food items shall be covered to prevent contamination and to maintain adequate temperature.

III. Inclement Weather or Fog

- A. A full breakfast meal shall be served if the institution is returned to normal operation prior to 9:00 A.M.
- B. If the institution does not return to normal operation until after 9:00 A.M., a decision shall be made by administrative staff whether a combination lunch and breakfast shall be served.
 - 1. The determination shall be based upon the type of inclement weather that exists, as well as the type of meal that is being offered for breakfast and lunch.
 - 2. If it is necessary to combine the two (2) meals, adjustments in the menu may need to be made in order to accommodate this change.

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- C. Every effort shall be made to ensure that all items on the master menu for that particular day shall be served at the combined meal or the dinner meal. For example, if there are only two (2) meals served in the day due to inclement weather, then those two (2) meals shall be supplemented over and above what is required.

IV. Meals for Staff

- A. Staff shall be allowed meals during their shift from the Food Service Department. Staff shall be required to sign the log indicating they received a meal, and they shall receive the same portions of food as served to inmates.
- B. If carryout meals are required, the following procedures shall be followed:
1. Security staff shall request carry out meals at the beginning of shift from their shift supervisor.
 2. Maintenance staff that have a valid reason to keep a work detail out during mealtime shall contact the Chief Engineer or designee and request the appropriate number of meals for the work detail. The Chief Engineer or designee shall contact the Shift Captain to request the required meals and assign someone to pick up and deliver the meals.



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References/Authority ACA 5-ACI-5D-07, 5-ACI-5D-09, 50ACI-5D-10; KRS 196.035, 197.020; KSR 08-01-01	Subject FOOD SERVICE DEPARTMENT CLOTHING ISSUANCE, LAUNDRY AND SANITATION	

POLICY AND PROCEDURE

The Kentucky State Reformatory (KSR) shall issue specialized clothing to inmates employed in the Food Service Department. Clothing issue, laundering, and accountability shall be the responsibility of the Food Service Department or the private company to whom the food service contract is awarded and the inmate to whom clothing is issued. In addition, the issuance of cleaning supplies and equipment for the maintenance of food service sanitation shall be the responsibility of the Food Service Department.

I. Food Service Uniforms - Issuance and Laundering

- A. An inmate assigned to work in the Food Service Department shall be issued special gray clothing and protective wear.
- B. Food Service clothing shall be laundered by the Food Service Department. The main institutional laundry shall serve as backup in case of equipment breakdown or emergency.
- C. No other state issued clothing or personal clothing shall be laundered in the Food Service Department.

II. Repairs

Clothing in need of repairs shall be replaced by the Food Service Department.

III. Sanitation Supplies

- A. The Food Service Manager shall be responsible for ensuring that all cleaning supplies and equipment shall be issued to Food Service area supervisors, so that proper cleanliness procedures are followed.
- B. A weekly order of sanitation supplies shall be issued to a locked cabinet on the main floor.

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- C. Food Service area supervisors shall be responsible for issuing needed supplies to an inmate.
- D. Food Service Supervisors needing sanitation supplies, other than what is stocked in the cabinet, shall request the items and amounts needed from the Food Service Manager who shall order the items needed.
- E. The Food Service Manager shall log any items issued in the Master Control Log in accordance with KSR 08-01-01.
- F. The Food Service supervisors shall maintain a daily inventory of sanitation supplies and hazardous materials.
- G. The Food Service Manager shall instruct food service workers and Food Service staff in the proper usage of sanitation materials issued.

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References/Authority ACA 5-ACI-5C-11; KRS 196.035, 197.020; KRS Chapter 217; 902 KAR 45:005	Subject HEALTH STANDARDS FOR FOOD SERVICE EMPLOYEES	

POLICY AND PROCEDURE

In order to ensure that Food Service personnel meet the local community standards regarding the health laws and ordinances, the Kentucky State Reformatory (KSR) shall require that standards of personal cleanliness, disease prevention, and hygienic food handling techniques be established and enforced.

I. Disease Prevention

- A. It shall be the responsibility of Food Service Manager to ensure that NO person works in the Food Service Department while infected with a disease in a communicable form that can be transmitted by food, or who is a carrier of organisms that cause a disease, or while afflicted with a boil, an infected wound, or an acute respiratory infection. All inmate food service workers shall receive a pre-assignment medical examination and periodic re-examination, to ensure they are suitable for work in the Food Service Department.
- B. If an inmate worker is suspected of possible disease transmission, the inmate worker shall be examined by the KSR Medical Department and a medical history of the inmate worker, or other investigation may be required. Appropriate action shall be taken that may include the exclusion of the inmate worker from all food service preparation and serving areas.

II. Personal Cleanliness Standards

- A. Both Food Service staff and inmate Food Service workers shall maintain the standards of personal cleanliness and hygienic food handling techniques as set forth in KRS Chapter 217 and 902 KAR 45:005 to the extent required by these laws. Those standards shall include the following:
 - 1. Clean gray clothing and protective wear provided by the Food Service Department for food handlers;
 - 2. Hats, hairnets, or beard guards (issued by the Food Service Department);

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3. Clean, trimmed fingernails;
 4. Clean hands and exposed portions of arms; and
 5. Food handlers shall wash thoroughly with soap and warm water before starting work, during work as necessary, and after eating, drinking, or using the toilet.
- B. Food Service Department employees shall practice hygienic food handling techniques to prevent the contamination of food, equipment, and utensils.
- C. The Food Service Director or designee shall monitor all employees daily to ensure these standards are met.

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References/Authority ACA 5-ACI-5D-07 – 5D-12, 5-ACI-5D-14; KRS 196.035, 197.020; CPP 17.1; KSR 11-00-05, 17-00-07	Subject STATE AND PERSONAL HYGIENE ITEMS ISSUED TO INMATES	

POLICY AND PROCEDURE

The Kentucky State Reformatory (KSR) shall issue suitable clothing, bedding and linen, special clothing if required for jobs, and personal hygiene items on a regular basis to inmates residing at the institution.

I. Clothing House Schedule

The schedule for the Clothing House shall be included in the Inmate Handbook.

II. Laundering of Clothing and Linen

- A. Washers and dryers are located in each dormitory for use by inmates to clean personal clothing and bed linens.
- B. Dormitory laundry facilities are available seven (7) days a week.
- C. Each dorm laundry room shall have an inmate assigned to operate the machines and assist with cleaning inmate clothing.

III. Issuance of Items to New Admissions

A. Clothing

- 1. Upon transfer to KSR an inmate shall be issued clothing at the Clothing House as needed in accordance with CPP 17.1.
- 2. State issued clothing shall be properly fitted, climatically suitable, durable, presentable, and sufficient in number to permit personal hygiene.
- 3. The inmate may be required to produce a copy of his Personal Property Form to determine his need for state clothing.

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4. At the Clothing House, the officer shall maintain a record of state clothing issued to the inmate, noting the inmate's name, number, and dormitory.

B. Bedding and Linens

1. Upon transfer to KSR, an inmate shall be issued a mattress and linens at the Clothing House as needed in accordance with CPP 17.1. If there is not a mattress available in the dormitory and the Clothing House is closed; the dormitory officer shall contact the Shift Supervisor to make arrangements to obtain a mattress for the inmate.
2. Pillows and mattresses from outside the institution or homemade pillows and mattresses shall not be allowed.

IV. Maintenance of State Issued Items for Bed Moves

If the inmate moves from his assigned bed he shall be responsible for moving his property.

V. Work Assignment and Special Issued Clothing

- A. An inmate classified to a Food Service job shall be issued special gray clothing by the Food Service Department in accordance with KSR 11-00-05.
- B. An inmate assigned to Correctional Industries or the Maintenance Department shall be issued shoes or boots subject to availability. The inmate shall be responsible for returning the footwear to the Clothing House upon release from his work assignment.
- C. The supervisor of an inmate, who is classified to a job that requires additional clothing or exposed to outside weather conditions, shall fill out a purchase order and turn it in to the Warden's Office for approval.
- D. The purchase order shall specify the amount and type of clothing to be issued.

VI. Issuance of Personal Hygiene Items

- A. Personal hygiene items shall be issued from the Clothing House according to the following schedule:
 1. Hand soap-two (2) bars per month;
 2. Disposable razors-four (4) per month maximum (one for one exchange);
 3. Shaving cream-two (2) every other month;

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4. Toilet paper-four (4) rolls per month;
5. Toothbrush-two (2) every three (3) months;
6. Toothpaste-two (2) tubes every three (3) months.

B. Issue schedule:

Notification of the days and times of supply issue shall be posted in the living units.

VII. Exchange of Linen and Undergarments

An inmate shall be allowed the following items for exchange in the frequency indicated:

- A. Blanket exchange available daily during regular Clothing House hours (one for one exchange).
- B. Towel exchange available daily during regular Clothing House hours (one for one exchange).
- C. Underwear-two (2) pair per three (3) months (one for one exchange).
- D. Socks-two (2) pair per three (3) months (one for one exchange).

VIII. Replacement or Repair of Mattresses, Clothing, Coats, and Shoes

- A. If an item issued to an inmate becomes worn, the following procedure shall be used to have the item replaced:
 1. The inmate shall show the item to the dormitory officer, who shall verify the need for replacement;
 2. The officer shall complete a requisition form documenting the reason for replacement and give it to the inmate; and
 3. The inmate shall take the completed form along with the item to the Clothing House for replacement.
- B. The Clothing House staff shall determine if an item can be repaired or needs replacement.
- C. The Clothing House shall not repair or exchange soiled or dirty clothing. The items shall be laundered first.

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- D. Clothing items issued from the Clothing House shall be tried on for size when issued.
- E. Replacement of any item shall be made at the discretion of the Clothing House Supervisor or designee.

IX. Storage of Inmate Clothing

- A. Clothing belonging to an inmate assigned to the Restrictive Housing Unit (RHU) or Correctional Psychiatric Treatment Unit (CPTU) C Wing shall be washed prior to storage. Clothes shall be washed in the Administration Building, basement laundry area, CPTU laundry, Sanitation Building Laundry or Correctional Industries laundry.
- B. The Property Room Supervisor shall be responsible for ensuring inmate clothing is thoroughly cleaned, and if necessary disinfected, prior to being placed in storage.

X. Return of State Issued Items at Time of Parole or Expiration of Sentence

- A. An inmate shall return all state issued items, including clothing, linens, bedding, and any unused personal hygiene items, to the Clothing House before being discharged from the institution.
- B. An inmate shall be required to reimburse the institution for state items not returned to the Clothing House upon parole or expiration of sentence.
- C. In order to receive clearance for discharge:
 1. The inmate shall go to Re-Entry in the Gym to receive his clearance slip;
 2. The inmate shall take all state issued items in his possession to the Clothing House with the clearance slip;
 3. If all items issued to the inmate are accounted for, the Clothing House Officer shall sign the inmate's clearance slip; and
 4. If an inmate does not meet the requirements for clearance at the Clothing House, the officer shall check "no" on the clearance slip, list property not cleared and may request an immediate investigation to locate the missing property.

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References/Authority ACA 5-ACI-5D-15; KRS 196.035, 197.020	Subject INMATE BARBER AND BEAUTY SHOP	

POLICY AND PROCEDURE

I. Inmate Barber Shop Schedule

- A. The Inmate Barber Shop shall operate in accordance with a schedule posted on the door of the Clothing House and on the dormitory bulletin boards.
- B. The Inmate Barber Shop shall provide a minimum of forty (40) man hours of service per week for the inmate population, unless there are extenuating circumstances, such as an institutional lock down during a week.

II. Inmate Barber Shop Sanitation

- A. Inmate hair care services shall comply with applicable health requirements.
- B. Each barber shall be responsible for cleaning his cutting area. This shall consist of all barber tools, the cabinet, barber chair, and floor. This shall be done as needed and at the end of each day.
- C. All barber tools shall be sanitized after each use.

III. Inmate Barbers

- A. Scissors shall be issued to each barber by the Stores Operations Supervisor at the beginning of the shift.
 - 1. If a barber leaves the Clothing House, scissors shall be turned back in to the Stores Operations Supervisor.
 - 2. A barber shall not hold another barber's scissors.
- B. A barber shall not leave the Clothing House without the permission of the Stores Operations Supervisor.
- C. A barber shall not give full shaves and shall not wash hair.

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- D. A barber shall not turn an inmate away without a haircut until the Stores Operations Supervisor is consulted.
- E. Reasons for refusal of a haircut may include:
 - 1. Unclean hair;
 - 2. Scalp or body infections. Hair may be cut if KSR medical staff indicate the condition no longer exists; or
 - 3. Harassment of barbers.

IV. Inmate Use of Hair Care Services

- A. An inmate assigned to the general population may be allowed to receive a haircut every two (2) weeks during normal operations. The schedule shall be based on the last digits of the inmate's institutional number and each week shall be designated for odd or even numbers.
- B. Beard and mustache trims shall be considered as part of the haircut.
- C. An inmate shall not be charged for a haircut.
- D. Only the barber shall be allowed behind the barber chairs.
- E. An unauthorized inmate shall not be allowed to have scissors or clippers for any reason.
- F. An inmate receiving hair care services at the Inmate Barber Shop shall be required to report to the Stores Operations Supervisor and record his name, number, and time in on the Barber Shop Log. Inmates shall receive haircuts in the order signed in on the Barber Shop Log.
- G. There shall be no loitering in the Inmate Barber Shop.
- H. Disciplinary action shall be taken if an inmate fails to abide by the Clothing House and Inmate Barber Shop rules.
- I. Staff shall not use the Inmate Barber Shop.
- J. Clippers shall be available for inmates with medical issues. The doctor's order shall be placed in the Kentucky Offender Management System (KOMS) for verification. Clippers shall be cleaned after each use.

V. Inmate Beauty Shop Schedule

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The Inmate Beauty Shop shall operate in accordance with a schedule posted on the door of the Clothing House and on the dormitory bulletin boards.

VI. Inmate Beauty Shop Sanitation

- A. Inmate hair care services shall comply with applicable health requirements.
- B. Each stylist shall be responsible for cleaning the styling area after use. This shall consist of all beauty tools, the cabinet, and floor.
- C. All beauty tools shall be sanitized after each use.

VII. Inmate Use of the Beauty Shop Hair Care Services

- A. An inmate assigned to the general population may be allowed to use the Inmate Beauty Shop every two (2) weeks during normal operations. The schedule shall be based on the last digits of the inmate's institutional number and each week shall be designated for odd or even numbers.
- B. The Inmate Beauty Shop shall be self-service only. An inmate shall not style another inmate's hair or provide any other beauty services.
- C. An inmate using the Inmate Beauty Shop shall be required to report to the Stores Operations Supervisor and record name, number, and time in on the Inmate Beauty Shop Log.
- D. There shall be no loitering in the Inmate Beauty Shop.
- E. Disciplinary action shall be taken if an inmate fails to abide by the Clothing House and Inmate Beauty Shop rules.
- F. Staff shall not use the Inmate Beauty Shop.



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References/Authority KRS 196.035, 197.020	Subject TREATMENT OF INMATES WITH BODY LICE	

POLICY AND PROCEDURE

I. Detection

- A. If there is reason to believe an inmate has body lice, the inmate shall be escorted to the Medical Department and be examined by medical staff.
- B. If the affected inmate has a roommate, the roommate and his property shall also be treated as if infested.
- C. If the affected inmate was in an open wing, the KSR Medical Department shall make the determination if inmates in that wing and their property shall also be treated as if infested.

II. Precautions

- A. If the Medical Department confirms the inmate has body lice, the inmate shall be escorted to his living area.
 1. The inmate's clothing, along with the clothing the inmate is wearing, shall be placed in a laundry bag and the bag placed inside a plastic bag.
 2. The bed linen, pillow and mattress shall also be placed in plastic bags.
 3. All clothing and bedding shall be taken to the Correctional Industries (CI) Laundry for cleaning.
 4. If the CI Laundry is closed, the bedding shall be securely packaged in plastic bags and stored in a secured area until the CI Laundry is open.
- B. The inmate shall be escorted to a designated area to take a shower using the appropriate product to kill the body lice.

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- C. After his shower, the inmate shall be issued one (1) set of clean clothing from the Clothing House.
- D. The inmate shall be issued one (1) set of new bedding supplies from the Clothing House.

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References/Authority ACA 5-ACI-2C-12, 5-ACI-4A-01 5-ACI-6A-03, 5-ACI-6A-07, 5-ACI-6A-19, 5-ACI-6A-40, 5-ACI-6B-01, 5-ACI-6B-02, 5-ACI-6B-12; CPP 13.9 KRS 196.035, 197.020	Subject MEDICAL AND DENTAL CARE	

POLICY AND PROCEDURE

It shall be the policy of the Kentucky State Reformatory (KSR) to provide medical and dental care, including emergency care, to inmates confined at KSR. Appearance at sick call and for emergency care is an inmate's right. To ensure that all inmates have an adequate, unimpeded opportunity to request health care and receive appropriate treatment, KSR shall have a sick call procedure. Each inmate shall be given the opportunity to request care at any time. The Health Care Authority shall have responsibility for ongoing health care services. Clinical decisions shall be the sole province of the responsible Corrections health care provider and shall not be countermanded by nonclinicians. This procedure shall govern the provision of care.

I. Routine Health Services - Sick Call

Sick Call shall be announced when the yard opens and conducted seven (7) days a week, including holidays. On weekends and holidays, sick call shall be reserved for inmates that require immediate medical services.

- A. Inmates shall have thirty (30) minutes to report to medical and get signed in for sick call. Inmates missing the thirty (30) minute deadline shall not be permitted to sign in for sick call that day.
- B. After sign in is completed, inmates shall be given a sick call slip to complete.
- C. The completed sick call slip shall be given to the nurse and the medical issue shall be addressed in the order the sick call slips were received.
- D. This process shall be the same for all sick call requests, (i.e....Eye Clinic, Sick Call, Mental Health, Dental, etc.)

II. Dental Care

- A. Inmates transferred from other institutions shall be screened upon arrival by medical staff for dental complaints. Referral shall be made to the Dental Clinic

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for disposition.

- B. Dental prostheses shall be provided upon recommendation of the institutional Dentists in accordance with the provisions of CPP 13.9.
- C. If an inmate is a direct admission he shall:
 - 1. Receive an initial dental screen within seven (7) days of admission, unless completed within the last six months;
 - 2. Receive a full dental examination by a dentist and instruction on oral hygiene within 30 days;
 - 3. Receive preventative care by dental trained personnel within three (3) months of admission, diagnostic x-rays shall be taken if necessary;
 - 4. Have a defined charting system completed that identifies the oral health condition and specifies the priorities for treatment by category; and
 - 5. Receive a consultation and referral to dental specialists, including oral surgery, if necessary.

III. Medical Care

- A. Requests for health services shall be tracked daily by a health professional or health trained personnel.
- B. After a preliminary screening, the medical staff shall make appropriate referrals.
- C. A Knock-Off or Limited Activity Excuse for longer than three (3) days shall be authorized by a primary care provider or dentist. Failure to comply with medical staff orders shall lead to disciplinary action.
- D. A written treatment plan shall be required for inmates requiring close medical supervision, including chronic and convalescent care. This plan shall include directions to health care and other personnel regarding their roles in the care and supervision of the patient, and shall be approved by the appropriate licensed primary care provider, dentist, or mental health practitioner for each inmate requiring a treatment plan.
- E. An inmate, under staff supervision, shall perform duties commensurate with his level of training.
 - 1. Peer support and education;
 - 2. Hospice activities;

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3. Serving as a suicide companion or buddy if qualified and trained through a formal program that is part of a suicide prevention plan.

IV. Hearing Enhancement Devices

Devices to assist the hearing impaired shall be issued by the appropriate health care authority.

V. Motorized Wheelchairs and Scooters

An inmate shall not be authorized to request a motorized wheelchair or scooter unless recommended by the Medical Authority. Funds for purchase of a motorized wheelchair or scooter shall be provided by the inmate or his designee. Any repairs or services needed shall be the financial responsibility of the inmate or his designee. All requests shall be coordinated through the Deputy Warden of Programs and Operations Office.

VI. Wheelchairs and Rollators

Any repairs needed for personal wheelchairs or rollators, purchased by the inmate or designee, shall be the financial responsibility of the inmate or his designee.



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References/Authority ACA 5-ACI-6A-04, 5-ACI-6C-03, 5-ACI-6D-05 through 6D-07; KRS 196.035, 197.020, 197.025, Chapters 213, 214; 42 CFR and 45 CFR	Subject MEDICAL RECORDS	

POLICY AND PROCEDURE

It shall be the policy of the Kentucky State Reformatory (KSR) to maintain medical records on each inmate within the institution according to local, state, and federal regulations under the supervision of the health authority.

I. Medical Records – Electronic or Paper

- A. The medical records maintained at KSR shall be the property of the Department of Corrections and shall be kept confidential.
- B. Information shall not be released without the written consent of the person to whom the record pertains, unless information is released by court process or law .
- C. The medical record shall consist of medical, dental, optometry, and mental health records and shall be kept separate from the institutional record in the Kentucky Offender Management System (KOMS).
- D. Each medical record shall include:
 1. Inmate first and last name and inmate ID number on each sheet.
 2. Completed receiving screening form.
 3. Health appraisal data forms.
 4. Problem summary list.
 5. Record of immunizations.
 6. All findings, diagnosis, treatments, and dispositions.

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7. Record of prescribed medications and their administration records, if applicable.
8. Laboratory, x-ray, and diagnostic studies.
9. Place, date, and time of health encounters.
10. Health service reports.
11. Individualized treatment plan, if applicable.
12. Progress reports.
13. Discharge summary of hospitalization and other termination summaries.
14. Legible signature (includes electronic) and the title of the provider.
15. Consent and refusal forms.
16. Release of information forms.

E. Medical records shall be made available to inmates under the Kentucky Open Records Act upon receipt of a signed request.

F. Psychiatric and psychological reports may be released only by written consent of the person to whom the record pertains or the person's guardian, specific court order directing the release of these records, subpoena, or other applicable state or federal law permitted release. The mental health records shall be reviewed by a designated psychologist prior to the release or viewing.

II. Security and Confidentiality of Medical Records

- A. To protect and preserve the integrity of the institution, the medical authority shall share information regarding an inmate's medical management with the warden.
- B. Only the information necessary to preserve the health and safety of an inmate, other inmates, volunteers, visitors, correctional staff, or has an impact of the safety and security of the institution shall be provided to non-medical institutional staff on a "need to know" basis.
- C. Only information that is located on the medical assessment for transfer form (MAT) shall be given to classification staff.
- D. Open Records Law – Refer to CPP 6.1 and KSR 06-00-03 for release of medical records.

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E. The paper medical record shall be kept safe from physical harm and unauthorized access.

1. The medical records shall be locked behind two (2) doors.
2. There shall be fire extinguishers within the department or the department shall have a sprinkler system installed.
3. Medical records staff shall report any leaks or electrical shorts to the maintenance department.
4. Only authorized personnel shall have access to medical records.

F. Medical records shall not be removed from this institution except in the following instances:

1. Subpoena duces tecum – Every attempt shall be made to honor a valid subpoena duces tecum under KSR 422.300 – 330, which allows for certified copies of the medical records to be entered in lieu of a personal appearance by the custodian or in lieu of producing any original documents.
2. Court order – A certified copy shall be sent to the Clerk of the Court.
3. Coroner – The coroner may request a certified copy.
4. Upon an inmate's discharge, any paper medical records shall be housed for a period no less than ninety (90) days and then sent to Roederer Correctional Complex for archiving for no less than five (5) years. Paper medical records for deceased inmates shall be sent to Frankfort archives within ninety (90) days.

G. Medical records shall be retrieved and re-filed by medical record personnel. If medical records personnel are not available, other healthcare personnel shall retrieve records.

H. No medical record shall be housed outside of the medical facility.

III. Corrections Psychiatric Treatment Unit (CPTU) Inpatient Record

A. The medical staff shall maintain the CPTU inpatient record.

B. Upon patient discharge, the medical staff shall review the medical record to check for deficiencies and to ensure all entries are completed correctly, signed, and dated.

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- C. The psychologist's discharge summary shall be completed within fourteen (14) working days of discharge.

IV. Registers, Indexes, and Logs

- A. All indexes, registers, and logs concerning inmate health information shall be protected from misuse or loss. This information shall be kept in a locked and secure area. Only authorized personnel shall have access to these records.
- B. The Medical Records Office shall formulate and maintain the necessary registers, indexes, and logs to meet the standards set forth by the federal, state, local, and institutional requirements.
- C. Logs shall be maintained electronically with limited accessibility.

V. Outline of the Medical Record

- A. A unit system shall be maintained so that all medical records of each incarceration of the inmate shall be filed in one medical record. Any retained paper medical records shall be filed using the inmate's assigned institutional number.
- B. The electronic medical record shall be the method to record current medical treatment.

VI. Continuity of Care

- A. The Medical Record Office shall obtain pertinent medical records on inmates from community providers as it relates to past, present, and future health care to ensure a proper treatment plan.
- B. KSR shall provide records to other health care providers for continuing care purposes as permitted by state and federal laws. The minimum necessary shall be provided without a written authorization.
- C. Medical information released to a healthcare provider may be faxed to the healthcare provider or facility. However, if the records are needed in a life-threatening situation, the records may be verbally discussed via telephone with the healthcare provider only.

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References/Authority ACA 5-ACI-6A-43, 5-ACI-6A-44; KRS Chapters 214, 217, 218A, 315; KRS 196.035, 197.020; KSR 13-00-03; 201 KAR Chapter 2, 902 KAR Chapter 55	Subject INSTITUTIONAL PHARMACY PROCEDURES	

POLICY AND PROCEDURE

The Kentucky State Reformatory (KSR) procures and uses pharmaceutical services from a vendor pharmacy, as indicated by contractual agreement. The contract pharmacy vendor shall comply with all federal and state law and institutional policies and procedures regarding procurement, distribution, handling, and dispensing.

I. General Policies

- A. Pharmaceutical services for KSR shall be procured and used through a contract pharmacy vendor that is under the direction of a registered pharmacist.
- B. Adequate records that comply with hospital and legal requirements shall be maintained.
- C. The welfare, health, and safety of the inmate patient shall come first. In order to protect the health and safety of the inmate, the following procedures shall be observed:
 1. An inmate shall not be denied medication that is legally prescribed by a KSR prescriber.
 2. Only medication that is legally prescribed shall be administered.
 3. All medications that are legally prescribed shall be administered at the designated pill call times or when specified by the provider.
 4. Antidotes and other emergency drugs approved by the Corrections Medical Director shall be maintained in the medication administration areas or other areas as directed. Antidote information or phone numbers of Poison Control Center and Drug Information Center shall be readily available.

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5. A contract vendor shall review the drug regimen for potential interactions, interferences, and incompatibilities, prior to dispensing drugs for an inmate. Irregularities shall be resolved promptly with the prescriber and notification forwarded to the KSR medical department staff, if appropriate.

- D. Prescriptions shall only be written when clinically indicated in the opinion of a licensed prescriber and shall be part of a treatment program.

II. Administration of Medications

- A. Pharmaceutical services shall be provided under the direction of a registered pharmacist qualified under state law.

1. Administration of medication shall be by persons properly trained, licensed to administer medication, and under the supervision of the Health Authority or designee.
2. Persons administering medications shall be accountable for administering or dispensing medications in a timely manner according to the institutional prescribing provider's orders.

- B. Pharmaceutical services, including administering over the counter (OTC) and prescription medications, shall be provided daily through scheduled pill calls. Pill call times shall be clearly made known to staff and inmates.

1. Medication prescribed once (1) a day shall be given at morning pill call, unless otherwise indicated on the prescription.
2. Medication prescribed for two (2) times a day shall be given at morning and evening pill calls, unless otherwise indicated on the prescription.
3. Medication prescribed for three (3) times a day shall be given at morning, afternoon, and evening pill calls, unless otherwise indicated on the prescription.

- C. Pill call during lockdown because of inclement weather or security reasons.

1. For the morning pill call, if the yard opens up prior to 10:30 a.m., pill call shall start one-half hour after the yard opens and remain open for one (1) hour.
2. If lockdown lasts past 10:30 a.m., arrangements for administration of medication shall be made between security and medical departments.

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3. Insulin dependent diabetics shall be escorted to the Dorm 12 treatment room during lockdown, by 8:00 a.m., to receive their insulin. After their injections, the diabetics shall be escorted to the dining room for their meal.
 4. If lockdown extends past 4:15 p.m., insulin dependent diabetics shall be escorted to the Dorm 12 treatment room by 4:30 p.m. After the injection, inmates shall be escorted to the dining room for their meal.
- D. Over the counter medications shall be purchased from the inmate canteen, unless the inmate is indigent or living in a special housing unit.
1. Administration of OTC drugs to indigent inmates or inmates in special housing units shall be provided daily at Med Central through scheduled pill calls as ordered by the prescriber.
 2. OTC orders shall be written by a prescriber for indigent inmates or inmates in special housing units inmates. OTC drugs shall be administered to these inmates when received from the contract pharmacy vendor in patient specific packs.
 3. All OTC medications available for purchase in the inmate canteen shall be approved jointly by the Warden or designee and the Health Authority.
- E. Legend Drug Administration
1. All medications shall be administered by designated authorized personnel.
 2. The Medication Administration Report (MAR) shall be the official record of drug administration to the inmate. It shall contain:
 - a. Name and number of inmate;
 - b. Name of drug;
 - c. Strength of drug;
 - d. Dosage regimen;
 - e. Order date and expiration date;
 - f. Prescription number;
 - g. Initials of person administering drug, under the proper date and time of administration;

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- h. Initials of person generating or updating information on MAR; and
 - i. Allergy information for patient.
3. A correctional officer shall be present during the administration of drugs at pill call. The officer shall see that the inmate takes and swallows the medication. During times and places other than pill call, the staff administering the drug shall see that the inmate takes and swallows the medication.
 4. At regularly scheduled pill calls, the person administering medication shall:
 - a. Identify the inmate by name, number, and identification card (I.D.). The inmate I.D. card shall be visually checked;
 - b. Reconcile the drug with the drug record;
 - c. Open single dose at the moment of administration; and
 - d. Offer appropriate directions on how to take the medication.
 5. Any medication errors shall be reported on an incident report and submitted to the Nursing Supervisor or Health Authority.
 - a. The Nursing Supervisor of the area or Health Authority shall determine whether the appropriate prescriber is to be notified of the error; and
 - b. Dispensing errors shall be reported to the contract vendor pharmacy.
 6. If an adverse drug reaction is suspected, all drugs shall be held and the prescriber notified immediately.
 - a. The adverse reaction shall be documented in the electronic medical record (EMR); and
 - b. Reporting staff shall prepare an incident report.

III. Facilities, Storage, Disposal, and Safe Environment for Drugs

- A. All medications shall be received, stored, and disposed of in compliance with federal and state laws.
 1. Controlled substances shall be stored in a locked cabinet in a secure area. Access to the area shall be limited to medical staff or others as approved by

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the institutional Health Authority.

2. Needles and syringes shall be stored in a secure area.
 3. Narcotics shall be inventoried every shift change by two (2) approved medical personnel.
 4. Needles and syringes shall be inventoried every shift change by two (2) approved medical personnel.
- B. All medications requiring refrigeration shall be stored in the refrigerators located in the medication administration areas.
- C. The emergency drug stock, containing both legend and controlled legend drugs, shall be maintained for urgently needed medication.
1. Any order for an urgently needed medication that is not available in the emergency drug stock shall be handled as follows:
 - a. If medication is on the emergency stock list, it may be signed out by designated nursing personnel; or
 - b. If medication is not available, the prescriber shall be advised and asked if the backup pharmacy is to be called. If yes, the designated retail backup pharmacy shall be called and only the amount of medication needed to last until the prescription can be filled by the pharmacy shall be ordered.
 2. A section of the emergency drug stock shall be maintained for controlled drug administration, as required. The contents of the emergency drug shall be determined by the pharmacist, in conjunction with the Medical Director. Prescribers shall provide appropriate instructions for use of medications, as required. The emergency drug stock shall be accessible to authorized staff. An inventory count of all emergency stock shall be done during each shift by two (2) staff members. Refills shall be ordered as needed. All medications administered from the emergency drug stock shall require a written and signed prescription.
 3. Administration records for medication administered from the emergency drug stock shall include:
 - a. Name of drug and amount taken;
 - b. Name and number of inmate;

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- c. Date and time of administration;
- d. Name of prescriber;
- e. Full signature of two (2) staff members; and
- f. Written and signed prescription order shall be kept in drug inventory book.

IV. Prescriptions

- A. All medication orders shall be written, by the prescriber, in the inmate's medical record.
- B. Prescription orders shall include the following:
 - 1. Inmate's first and last name, institutional number, and location.
 - 2. Date prescription written.
 - 3. Name of drug, dosage form and strength.
 - 4. Dosage direction.
 - 5. Frequency and times of administration.
 - 6. Duration or expiration date of drug.
 - 7. Signature of prescriber.
- C. The inmate shall be notified of the expiration of a prescription. The inmate shall report to sick call for renewal, in a timely manner, to avoid a lapse of medication therapy. Prior to renewal, a licensed prescriber shall review the order.
- D. Prescriptions from outside sources shall be reviewed and approved by an institutional prescriber and properly documented in the inmate's medical record before they are filled. If the drugs prescribed do not conform to the formulary, it shall be at the discretion of the institutional prescriber to order a similar medication or to complete a non-formulary request form.
- E. Medication prescribed for inmates leaving the institution on temporary release or permanent discharge shall be dispensed in accordance with KSR 13-00-03.

V. Medication for Employees

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KSR shall not provide medication for employees.

VI. Self-Administration of Medication (SAM) Program

A. Procedures

1. All medications may be issued as carry medications except:
 - a. Tranquilizers;
 - b. Scheduled drugs;
 - c. Mood altering medications;
 - d. Tuberculosis medications; and
 - e. Any drug determined by the Medical Director.
2. Inmates who fail to comply with the SAM Program requirements may be terminated from the program.
3. SAM Program inmates shall be reviewed on a monthly basis, by unit medical staff, to check for compliance.
4. Inmates housed in special housing units shall be excluded from the SAM program.
5. Inmates housed in the Restrictive Housing Unit (RHU) shall be excluded from the SAM Program.
6. If an inmate participating in the SAM Program leaves the institution, all medications shall be returned to the institutional medical staff of his living area prior to leaving. Medical staff shall appropriately package and label the package as outlined in policy.
7. All medications that the inmate has been issued and is currently taking (with the exception of sublingual nitroglycerin) shall be stored in the inmate's living area under lock and key. The medication shall not be used to treat other inmates or shared with other inmates. Medications shall not be removed from the blister packs to be stored in other containers.

B. Refills

If a seven (7) day supply of medication is left in the current blister pack, the inmate shall request a refill by filling out a SAM refill slip. Failure to appropriately notify

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staff in a timely manner may result in an interruption of medication therapy and shall result in removal from the program.

1. SAM refill request forms shall be completed by the inmate and turned in to Medication Central staff.
2. If a blister pack is empty, the inmate shall return it to pick up a new pack.
3. The staff member issuing the new blister packs shall note on the inmates MAR the date, drug, and amount given to the inmate and refill date. Staff signature shall also be required.

VII. Continuation of Medication Orders

If a current medication order is extended by the prescriber, with no change regarding patient, medication, strength, directions, or route of administration, the medication administrator shall:

- A. Obtain the order that extended the date and verify the new date on the blister pack received from the pharmacy.
- B. Update packs with the old expiration date by the following procedure:
 1. Obtain an expiration date extension auxiliary label;
 2. Fill in the label with the new expiration date;
 3. Apply the label to the blister pack that needs to be updated to alert anyone administering the medication that the date has been extended; and
 4. Replace the updated blister pack in the proper storage area to be available for pill call.
- C. The new blister pack received from the pharmacy with the new expiration date shall be placed in the refill storage area to be used when the current, updated pack has been emptied.

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References/Authority ACA 5-ACI-6B-01, 5-ACI-6B-03, 5-ACI-6B-11; CPP 13.2; KRS 311.560, 313.030	Subject REQUIREMENTS FOR MEDICAL PERSONNEL	

POLICY AND PROCEDURE

Medical and dental care at the Kentucky State Reformatory (KSR) shall be provided only by qualified personnel who comply with applicable state and federal licensure, certification, or registration requirements. KSR has a designated Health Authority with authorization and responsibility for making decisions about the deployment of health resources and the day-to-day operations of the health services program. Non-physician health care staff shall be subject to professional supervision. Any student or intern delivering health care at KSR shall work under direct staff supervision, commensurate with their level of training.

I. Primary Care Provider Requirements

Primary care providers shall:

- A. Be licensed to practice in the Commonwealth of Kentucky.
- B. Have thorough knowledge of principles and practice of modern medicine and health techniques.
- C. Have demonstrated ability to understand and solve complex administrative problems.
- D. Have knowledge of federal, state, and local laws and regulations affecting health services.

II. Dentist Requirements

- A. The dentist shall be licensed as a dentist in the Commonwealth of Kentucky.
- B. Special knowledge, skills, and abilities shall include:
 - 1. Knowledge of current theories, techniques, and the practice of dentistry.

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2. Successfully plan and carry out routine details connected to the operation of activities of a dental program.
3. Ability to secure the cooperation of professional and lay groups.
4. Knowledge of departmental, federal, state, and local law and regulations affecting dental services.

III. Nursing Staff

- A. A nurse shall be licensed as a Registered Nurse or Licensed Practical Nurse and possess a valid license issued by the Kentucky Board of Nursing.
- B. A nurse's aide shall possess a current registration with the Kentucky Nurse Aide Registry.

IV. Radiographer Senior

- A. Minimum requirement for training and experience shall be to hold a general certificate to perform radiographic procedures as issued by the Kentucky Board of Medical Imaging and Radiation Therapy.
- B. Special knowledge, skills, and abilities shall include:
 1. The ability to perform unlimited types of radiographic examinations, position patients under the machinery and protect them from unnecessary radiation.
 2. Being able to make minor adjustments to equipment.
 3. Knowledge of processing x-ray film and developing equipment.
 4. Being skilled in the practices and techniques of radiology.

V. Health Information Manager

Special knowledge, skills, and abilities shall include:

- A. Able to maintain medical records, medical records policies and procedures in compliance with state laws and regulations;
- B. Monitor compliance with governmental and organizational regulations and accreditation standards;

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- C. Skills in the practice of maintaining quality assurance of medical records;
 - D. Ability to plan, organize, assign, teach, and supervise the work of subordinates; and
 - E. Interpret and apply laws and accreditation, licensure and certification standards, monitor change, and communicate information-related changes to other people in the institution.
- VI. Any student, intern, or resident delivering health care in the institution as part of a formal training program shall work under staff supervision commensurate with his level of training. There shall be a written agreement between the Department of Corrections or institution and training or educational facility that covers the scope of work, length of agreement, and any legal or liability issues. Students or interns shall agree in writing to abide by all institutional policies including those relating to the security and confidentiality of information.



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References/Authority ACA 5-ACI-6A-20; KRS 196.035, 197.020;	Subject SPECIAL CARE	

POLICY AND PROCEDURE

It is the policy of the Kentucky State Reformatory (KSR) to provide an optimum and therapeutic environment for inmates housed at this institution. KSR shall help inmates achieve and maintain good health by their own actions and efforts, beginning with the inmate's interest in developing a sense of responsibility for his own health.

I. Chronic and Convalescent Care

- A. KSR shall make every effort to adequately meet the needs of inmates requiring chronic and convalescent care.
- B. A primary care provider shall recommend the housing placement for chronic and convalescent care inmates.
- C. Chronic and convalescent care inmates shall be seen by a primary care provider at least quarterly for update of treatment plan, which may be extended to 180 days at the discretion of the primary care provider.

II. Health Education

The Medical Department shall provide the following health educational services:

1. Venereal disease, tuberculosis, HIV, and other communicable disease;
2. Dental hygiene;
3. Nutrition; and
4. Drug and alcohol substance abuse.

III. Detoxification and Management of Chemical Dependency

- A. If the detoxification of an inmate poses special risks or requires special attention, the Deputy Warden of Operations or designee and the Medical Director shall consult

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with the Warden to determine the feasible treatment plan and placement.

- B. The detoxification shall be conducted in a hospital, community detoxification center, or at the Kentucky State Reformatory, as determined by the Health Authority.

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References/Authority ACA 5-ACI-6C-02, 5-ACI-6C-16; CPP 17.1; KRS 72.020, 72.025, 196.035, 197.020; KSR 08-00-09	Subject DEATH OF AN INMATE AND NOTIFICATION OF INMATE FAMILY ABOUT A CRITICAL MEDICAL EMERGENCY	

POLICY AND PROCEDURE

The Kentucky State Reformatory (KSR) shall report the death of an inmate to all appropriate individuals. An inmate death, whether expected, sudden, or at an outside facility, shall be considered a Coroner's Case in accordance with KRS 72.025.

I. Death of an Inmate in an Outside Facility or Hospital

- A. If the death of an inmate occurs in an outside facility or hospital, the reporting of the death to the County Coroner shall be the responsibility of that facility and Kentucky State Reformatory staff shall verify the report.
- B. If the death of an inmate occurs inside the institution, the reporting duty shall be with the institution.

II. Death of an Inmate at KSR

If the death of an inmate occurs in the institution, prior to moving the body:

- A. Staff shall notify the Captain's Office and Medical Department;
 - 1. The Captain's Office shall then notify the following:
 - a. Kentucky State Police;
 - b. Warden or acting Warden;
 - c. Deputy Wardens;
 - d. Duty Officer;
 - e. Internal Affairs;

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f. Chaplain; and

g. Designated Central Office staff.

2. The Captain's Office shall notify the Oldham County Coroner by calling the Oldham County Dispatcher and informing the dispatcher there has been a death at KSR and the Coroner is needed.

B. The Captain's Office shall secure the area and the body. If the death is a result of trauma, the scene of the trauma shall also be secured. The body and anything from the body or scene shall not be removed until directed to do so by the Coroner; and

C. KSR shall not participate in an organ donation procurement program.

III. Notification of Family

A. Once the death of an inmate has been confirmed by a competent medical authority, a Chaplain, or in his absence the Shift Supervisor, shall notify the next of kin.

1. Records in the Kentucky Offender Management System (KOMS) or the electronic medical record (EMR) shall be checked to identify the next of kin.

2. If the records do not yield a family member who may be contacted, a friend or other recent visitor may be utilized to locate a relative.

3. State or local police and Probation and Parole in the inmate's county of origin may be of assistance if the previous efforts have failed.

4. Once located, the responsible person shall be told the time and cause of death, if known, and the location of the body.

5. It shall be the responsibility of the family to make arrangements to pick up the body.

6. Inquiries from non-family members or news media shall be directed to the Warden or designee.

B. If no family or personal friend can be located to claim the body or if persons contacted refuse to receive the body, the Warden may direct that the deceased inmate be buried in accordance with KSR 08-00-09 Burial Procedures for Indigent Inmates.

IV. Serious Physical Injury, Major Surgery, or Critical Medical Emergency

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If notified of a serious physical injury, major surgery, or critical medical emergency, the following procedure shall be followed:

- A. The staff member dealing directly with the inmate shall ask if there is a family member to be notified:
 - 1. If the answer is "No," this shall be documented in the incident report;
 - 2. If the answer is "Yes," staff shall secure the name, address and telephone number of the person to be notified; then notify the Medical Supervisor who shall assume the responsibility of proper notification; or
 - 3. If the inmate is unable to respond to questions, the Medical Supervisor shall be notified and given the available information. The Medical Supervisor shall then notify the family.
- B. If family cannot be located, the Medical Supervisor shall inform the inmate and obtain information on other persons the inmate desires to have notified.



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POLICY AND PROCEDURE

It is the policy of the Kentucky State Reformatory to offer a comprehensive program of mental health services, staffed by qualified personnel, to meet the needs of the inmate population. The program shall include various levels of treatment and inmates shall be evaluated and referred to specific program components based on need. An inmate may seek psychological or psychiatric services or may be referred by institutional staff.

I Mental Health Services Supervision

- A. All decisions involving medical judgment relative to mental health issues, including detection, diagnosis, treatment, and referral; shall be made by qualified mental health or medical personnel, under the overall direction and supervision of the Mental Health Authority.
- B. The institution shall provide a variety of mental health services, including:
 1. Initial diagnostic screening and appraisals
 2. Testing
 3. Psychological evaluation
 4. Psychiatric evaluation
 5. Outpatient Psychiatric Services (OPS)
 6. Group counseling
 7. Individual counseling
 8. Special housing

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9. Sex Offender Treatment Program

10. The Substance Abuse Program (SAP)

11. Correctional Psychiatric Treatment Unit (CPTU) programs provided by the Division of Mental Health

C. Mental health services shall be provided by, or under the supervision of, qualified mental health professionals, who meet the educational, licensing or certification criteria of their professional discipline.

D. Institutional level policies, procedures, and schedules of activities, that relate to mental health activities, shall be reviewed and approved by the Mental Health Authority, prior to implementation. Department level policies and procedures, controlling the Sex Offender Treatment Program (SOTP) and CPTU Programs, shall be approved at the Central Office level.

E. Any student or intern providing mental health services shall work under the direct supervision of qualified mental health or medical staff, commensurate with their level of training.

II. Mental Health Services Referral Process

A. Within three (3) working days of the inmate's entry into the institution, the assigned Classification and Treatment Officer shall interview the inmate and review the inmate's institutional records. An inmate who possesses a history of mental illness (including any conviction of Guilty But Mentally Ill), who requests help, who is currently receiving medication for a mental health problem, or who exhibits bizarre behavior shall be referred to the institutional psychologist for further evaluation.

B. Non-emergency Referrals by Non-Mental Health Staff

1. Except in emergencies, all referrals shall be made to the Psychological Services Office on the standard referral form, listing identifying information and giving the reason for referral.

2. Upon receipt of the written referral, the psychologist shall schedule an appointment for the psychological evaluation and interview, directed toward determining the basis for the behavior and its remediation.

3. Future appointments for individual counseling may be set up, provided the inmate agrees to further counseling.

4. If deemed appropriate, the inmate may be referred to the consulting psychiatrist for further evaluation or possible medication.

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5. The person making the referral shall be informed after psychological and psychiatric evaluations have been completed.

C. Emergency Referrals by Non-Mental Health Staff

1. During regular business hours or during an emergency, an inmate may be brought to Psychological Services by the referring person or a phone call may be made informing the psychologist of the need for evaluation.
2. Section B. 2. – 5. under Non-Emergency Referrals shall be followed thereafter, except that under certain emergency circumstances inmates may be required to be seen by the psychologist or psychiatrist.

D. The institutional psychologist shall conduct an initial case review, to include an interview of the inmate, any testing required, and a review of medical or other documentation relating to the individual's mental health status.

E. Upon completion of the initial case review, the institutional psychologist may:

1. Find that no further action is needed. This finding shall be documented in the inmate's electronic medical record.
2. Refer the inmate to the appropriate self-help group or treatment program.
3. Conduct a full psychological evaluation, to further assess the inmate's mental status and determine diagnosis and treatment recommendations.
4. Refer the inmate for a psychiatric evaluation through the OPS.
5. Refer the inmate for entry into one of the available mental health programs.

F. If no mental health problems are apparent upon entry into the institution, but possible problems are observed at a later date, the inmate shall be brought to the attention of an institutional psychologist and the referral process outlined above shall be followed.

G. If a full psychological evaluation is prepared by the institutional psychologist:

1. The evaluation shall include a review of mental health screening and appraisal data.
2. The evaluation shall include direct observation of the inmate's behavior by the psychologist and other staff.

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3. The psychologist shall collect and review additional data from individual diagnostic interviews and tests assessing personality, intellect, and coping abilities.
4. The evaluation shall include a compilation of the individual's mental health history.
5. The evaluation shall include the development of an overall treatment management plan with appropriate referrals.
6. The evaluation shall be completed within fourteen (14) days of the date of referral.

III. Mental Health Services - Emergency Care

- A. Mental health emergencies requiring on-site crisis intervention shall be handled in accordance with KSR 13-00-16 Emergency Medical Care.
- B. In mental health emergencies requiring emergency transportation of the inmate from the institution, the transportation procedure in accordance with KSR 08-01-03 shall be followed.

IV. Assignment of Inmates Who Have a Severe Mental Illness or Who Suffer From Severe Intellectual Impairments

- A. If possible, an inmate with an intellectual impairment or mental illness shall be housed in the general institutional population, provided they are functioning at a level which permits this level of autonomy and supervision.
- B. An inmate who is intellectually impaired to a degree that does not permit successful general population living shall be referred for placement in CPTU or alternate housing on the KSR yard.
- C. A mentally ill inmate whose current condition does not permit successful general population assignment shall be placed in CPTU for treatment. Once his mental illness has been stabilized he may become eligible for placement in one of the treatment wings of CPTU or mental health housing on the KSR yard.
- D. Except in emergencies, a representative of the warden and a representative of the Mental Health Authority shall consult prior to making housing and program assignments, transfer recommendations, and prior to the imposition of disciplinary action for identified mentally ill or intellectually impaired patients.

V. Continuity of Care for Intellectually Impaired or Mentally Ill Inmates

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- A. At each regularly scheduled reclassification, an inmate identified as mentally ill or intellectually impaired shall be reviewed by the classification committee to insure that care is being provided.
- B. If the individual's condition has changed, the classification committee shall notify the institutional psychologist so that an appropriate case review or reevaluation may be scheduled.

VI. Transfer of Mentally Ill or Intellectually Impaired Inmates

- A. The transfer of an inmate who is intellectually impaired or who is mentally ill, between institutions, shall meet all requirements outlined in CPP18.11 Placement for Mental Health Treatment in KSR CPTU, KCIW PCU or KCPC.
- B. The transfer of an inmate who is mentally ill to KCPC shall meet the requirements of CPP 18.11.



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References/Authority ACA 5-ACI-6A-35; KRS 196.035, 197.020; KSR 13-00-16, 13-02-01, 13-02-08, 15-00-10	Subject SUICIDE PREVENTION AND INTERVENTION PROGRAM	

POLICY AND PROCEDURE

In an effort to provide maximum health care delivery services to the inmate population, a suicide prevention and intervention program which emphasizes the screening, identification, and supervision of at risk inmates has been developed and implemented by the Kentucky State Reformatory (KSR). All staff with responsibility for inmate supervision, including correctional officers, mental health professionals and medical department personnel shall be trained in the implementation of this program.

I. Training

A. Pre-Service

1. Special training in the implementation of a prevention program for a suicide prone inmate shall be incorporated into basic pre-service training for all staff with responsibility for inmate supervision. This training shall be an integral part of a workshop, which shall focus on inmates with mental illness and intellectual disabilities.
2. In general, this lesson plan shall present a basic overview of the inmate with mental illness and intellectual disabilities and emphasis shall be placed on identification of at risk individuals, and the types of behaviors which are indicative of a mental health deficiency or deterioration in functioning. The lesson plan shall also:
 - a. Identify the warning signs and symptoms of impending suicidal behavior;
 - b. Identify demographic and cultural parameters of suicidal behavior, including incidence and variations in precipitating factors;
 - c. Include methods for responding to suicidal and depressed inmates;

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- d. Include methods for effective communication between correctional and health care personnel;
- e. Include referral procedures;
- f. Include housing observation and suicide watch level procedures; and
- g. Include instructions for follow-up monitoring of inmates who make a suicide attempt.

B. In Service Training

- 1. A segment on suicide intervention shall be offered as a component of the mental health workshop provided.
- 2. In general, the purpose of the training shall be to introduce a new knowledge base and set of skills, designed to enable correctional professionals to perform the work of handling inmate crises with a greater degree of confidence and efficiency. This course shall cover basic intervention skills for suicide prevention.
- 3. The portion of the training which focuses on helping the inmate in a suicide crisis shall include the following areas:
 - a. During the in-service training, the trainee shall review the major characteristics of behavior that indicate suicide symptomology;
 - b. The trainee shall be advised to document and report any threats, changes in behavior, or warning signals that indicate an inmate is contemplating suicide;
 - c. A review of appropriate therapeutic techniques which may be utilized with the suicide prone inmate shall accompany this lesson plan (for example: specific methods of communicating with the inmate);
 - d. An emphasis on documenting, making referrals, and report writing shall be included in this workshop;
 - e. An open forum shall be included in order to allow in-service trainees to ask questions which pertain to suicide related issues.
- 4. All psychologists assigned to KSR shall receive training on how to implement and document the Suicide Assessment Screen used at KSR.

II. Prevention

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- A. A Screening, Identification and Supervision procedure to identify high risk inmates with potential suicidal ideation shall be developed in the areas of the institution which receive new inmates.
 1. The nurse, Classification and Treatment Officer (CTO) or Social Services Clinician I (SSCI) assigned to these units shall refer incoming inmates with a psychiatric or suicidal history to a psychologist for assessment.
 2. If a CTO, SSCI, or other staff member considers an inmate to be at high risk, the staff member shall arrange for the inmate to be moved to a secure location, pending evaluation by a psychologist or psychiatrist. The inmate shall not be left alone until after the evaluation has been conducted and an appropriate watch and housing specified. If after 4:00 p.m., or on a weekend or holiday, the on-call psychologist shall be notified.
 3. An inmate housed in the Correctional Psychiatric Treatment Unit (CPTU) for stabilization may be prescribed psychotropic medication, may be given counseling, and may be considered for special housing.
- B. As the frequency of suicides and incidents of self-harm is increased in CPTU, higher levels of treatment staff shall be assigned there, to focus on suicide prevention. Staff responsibility shall include routine monitoring for onset of depression and suicidal ideation among inmates assigned to CPTU.
 1. A CTO shall tour an assigned walk or wing each work day, interacting with inmates. An inmate suspected of decompensation shall be immediately referred to the psychologist assigned to the unit for evaluation;
 - a. The psychologist's evaluation may include both subjective and objective methods of gathering information regarding the inmate's psychological state and intent to do self-harm;
 - b. Based on the evaluation, the psychologist shall make recommendations to the Unit Administrator, regarding the appropriate level of monitoring required by the inmate's presentation;
 - c. Directions shall be communicated to the Correctional Officer responsible for implementing the level of monitoring required;
 2. The Post Order shall require that the officer tour the walk or wing every thirty (30) minutes and randomly, to interact with inmates and to assess their behavior;
 3. An officer shall complete a continuous watch or fifteen (15) minute watch as assigned. Inmate observers may be used in place of staff according to KSR 13-02-08;

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4. The unit staff shall complete classification reviews for each inmate assigned to the unit in accordance with CPP 10.2; and
 5. In CPTU, a psychiatrist shall meet weekly with the unit Treatment Team, to monitor the stabilization of psychiatrically disturbed inmates.
- C. An inmate with suspected suicidal ideation who is housed in the General Population shall be reported by staff members to the assigned psychologist, as defined in KSR 13-02-01.
 - D. If a CTO or other staff member considers an inmate to be at high risk, the staff member shall arrange for the inmate to be moved to CPTU and placed in a secure cell under appropriate watch and monitoring and treatment services shall be initiated. A psychologist shall be informed of the emergency and psychiatric services shall be initiated.

III. Intervention

- A. An inmate housed in CPTU, due to a threat to himself or an expression of suicidal ideation, shall be placed in a secure cell on a continuous watch until evaluated by a psychologist or a psychiatrist and recommended for a lower level of monitoring by a mental health professional.
- B. An inmate exhibiting self-injurious behavior shall be placed in CPTU under continuous watch by at least one (1) Correctional Officer or inmate observer. This one-on-one watch shall be continuous, until an evaluation is performed by a psychologist or a psychiatrist and a recommendation for a lower level of monitoring is made by a mental health professional.
 1. If an inmate is causing self-harm, Level Four (4) restraints may be applied with proper authorization to ensure that the inmate inflicts no additional self-harm.
 2. Treatment services shall be initiated in accordance with KSR 13-00-16.
- C. An inmate stabilized in CPTU may be prescribed psychotropic medication, may be given counseling, and may be considered for special housing in accordance with KSR 15-00-10.

IV. Signs and Symptoms of Potential Suicide Cases

Correctional staff shall take appropriate actions if they are faced with a suicide prone inmate. Some of the signs and symptoms which may identify an at risk inmate are:

- A. Loss of interest in activities or relationships in which the inmate had previously

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engaged (for example, serious reduction in recreation or exercise activities, visit refusal),

- B. Extreme anxiety or exaggerated levels of fear or panic in the absence of any real or present danger,
- C. Extreme depression, withdrawal, neglect of hygiene or appearance, slow down, refusal to eat or leave cell for long periods of time, periods of uncontrollable crying,
- D. Exaggerated mood swings, from elation or overactivity to depression or under activity or a combination or alteration of these,
- E. Active discussion of suicide plans,
- F. Past history of suicide attempts or suicides of immediate family members.

V. Documentation

- A. Correctional staff shall document the behavior of the suicide prone inmate appropriately.
- B. Documentation shall be maintained on the following reports:
 - 1. Officer's Daily Log
 - 2. Incident Report
 - 3. Disciplinary Report
 - 4. Medical Record
 - 5. Incident Report Tracking System



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References/Authority ACA5-ACI-6B-12; KRS: 196.035, 197.020	Subject INMATE OBSERVER PROGRAM	

POLICY and PROCEDURE

The intent of the Inmate Observer Program at the Kentucky State Reformatory (KSR) is to utilize trained, specially selected inmates to monitor other inmates that have been placed on watch status.

I. Selection

- A. Because of the sensitive nature of observation assignments, the selection of Inmate Observers shall be done with great care. Inmates wishing to be trained and work as Inmate Observers shall be considered on an individual basis and shall be approved by the mental health, medical, and administrative staff. The assignment shall be posted as required. An inmate shall not be considered for selection without a completed, signed Controlled Work Assignment.
- B. Criteria that may be used in the selection process:
 1. Disciplinary history;
 2. Nature of crime;
 3. Mental and medical health status;
 4. Educational achievement;
 5. Interaction skills; and
 6. Other criteria as deemed appropriate by mental health, medical, and administrative staff.

II. Training

- A. Selected Inmate Observers shall also complete a training program.
- B. The training program shall include the following topics:

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1. Confidentiality and privacy considerations;
2. Signs and symptoms of mental illness and self injurious behavior;
3. How to summon staff during any shift;
4. Appropriate recording of behavior; and
5. Appropriate interaction with inmate being observed.

C. Additional training may be offered or required for Inmate Observers.

III. Monitoring of Inmate Observers

Inmate Observers shall be supervised by staff. This supervision shall be provided by staff in the immediate area and shall consist of checks, at least every fifteen (15) minutes. An inmate shall not be assigned to a watch without adequate provisions for staff supervision and the ability to obtain rapid assistance.

IV. Removal

An Inmate Observer may be removed from his position as an observer, upon the recommendation of any two (2) staff members. Removal may be a result of:

1. Inattentiveness;
2. Failure to notify staff in emergency situation;
3. Failure to observe inmate as required;
4. Violations of the methods in the areas of training listed in II.B.;
5. Other problems with the observer's work performance; or
6. Loss of Controlled Work Assignment approval status.

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POLICY AND PROCEDURE

It shall be the policy of the Kentucky State Reformatory (KSR) to provide evaluation and treatment opportunities to those inmates demonstrating a need for behavioral health treatment and stabilization. The Correctional Psychiatric Treatment Unit (CPTU) houses inmates who, for disciplinary, security, behavioral, or health reasons, need to be housed in a special management unit or residential treatment program wings.

I. Unit Staffing and Staff Responsibilities

A. The Wing Psychologist shall:

1. Be responsible for the development and delivery of programming and treatment in this unit;
2. Coordinate with the Deputy Warden of Programs and Operations, Unit Administrators, Social Service Clinicians (SSC), Recreation Supervisor, Classification and Treatment Officer, and security staff to ensure a smooth operation of programs and services; and
3. Complete an initial psychological assessment or other formal intake procedure for the inmate upon admission to the unit.
 - a. A yearly psychological evaluation in preparation for the annual Vitek Hearing or anniversary of the voluntary intake date shall be completed for each inmate in the CPTU Treatment Program.
 - b. A record of counseling contacts with each inmate shall be maintained in the Electronic Medical Record.

II. Program Description

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- A. The CPTU Treatment Program shall offer residential treatment to inmates at KSR as assigned by mental health staff.
- B. CPTU shall ensure:
 - 1. The Treatment Program provides a safe and secure environment to assigned inmates and staff
 - 2. The Treatment Program provides a therapeutic benefit to the participating inmate.
- C. The Treatment Program may provide treatment via the following components:
 - 1. Psychiatric treatment.
 - 2. Psychological treatment.
 - 3. Behavior modification and incentives.
 - 4. Psycho-educational activities
 - 5. Recreational activities.
 - 6. Case management.
 - 7. Medical and nursing services.
- D. The Treatment Program shall provide treatment in the least restrictive correctional environment. Therefore, an inmate accepted for program participation may be assigned to the program via a Vitek procedure or a voluntary admission and shall be reviewed annually for continued program placement. The annual review shall consist of a psychological evaluation by a licensed psychologist to determine the inmate's current mental condition and if continued program placement is needed. If continued placement is warranted, the inmate shall be reassigned to the program via a Vitek procedure or a voluntary admission.
- E. The Residential Treatment Program shall be administered to inmates assigned to A Wing Lower and B Wing of CPTU.
 - 1. An inmate housed in C-wing shall be eligible for participation in the Treatment Program if it is decided by the Treatment Team that participation would be beneficial for the inmate and not create a safety and security problem.

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2. An inmate housed in CPTU with Disciplinary Segregation time may be permitted in the Treatment Program (A Wing Lower and B Wing) with a reduction in Disciplinary Segregation time in accordance with CPP 10.2 and CPP 15.2.
3. An inmate in the CPTU Treatment Program who is moved to another housing location for Administrative or Disciplinary Segregation purposes may return to the treatment wing and program participation upon resolution of his segregation status.
4. An inmate temporarily housed in CPTU for Protective Custody, Hold Ticket Status, Pre-Trial Hold, or Safekeeper Status may be considered by the Treatment Team for program status.
5. An inmate housed in CPTU and not in the CPTU Treatment Program shall receive mental health services through the direction of a psychiatrist and psychologist that is appropriate for the individual needs of the inmate and given security recommendations.

F. Staff shall perform their duties in accordance with CPP 10.2 Special Management Inmates.

III. Treatment Team

A. Treatment Plan

The Treatment Team for A Wing Lower and B Wing, comprised of a psychiatrist, psychologist, Social Service Clinician (SSC), and Unit Nurse, shall implement daily treatment. This team shall create a Treatment Plan for an inmate participating in the Treatment Program. The team shall meet weekly to review the Treatment Plan and an inmate's progress in the program. Additional members required to attend the weekly treatment meetings for A Wing Lower and B Wing shall be as follows: Deputy Warden of Programs and Operations, Unit Administrator II (UA II), Unit Administrator I (UA I), Unit Captain, Classification and Treatment Officer (CTO), Recreation Supervisor or Leader, Unit Educator and Unit Administrative Assistant. Any team member unavailable for the weekly meeting shall notify the Deputy Warden, CUA II, or CUA I as soon as possible.

B. Treatment Plan and Wing Assignment

The C Wing Treatment Team shall make recommendations for inmates housed in C Wing and make referrals to A Wing Lower or B Wing programs if the team deems that the treatment offered in those wings would be appropriate and needed. The C-Wing Treatment Team shall meet once a week and shall be comprised of

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the following members: Deputy Warden of Programs and Operations, Wing Psychiatrist, Wing Psychologist, Wing Social Service Clinician (SSC), Unit Administrator II (UA II) or Unit Administrator I (UA I), Unit Captain, Classification and Treatment Officer (CTO), a Unit Nurse, a Recreation Supervisor or Leader and Unit Administrative Assistant. Any member unavailable for a weekly meeting shall notify the Deputy Warden, CUA II, or CUA I as soon as possible.

C. Treatment Team Duties (A Wing Lower, B and C Wings)

1. Deputy Warden of Programs and Operations – The Deputy Warden of Programs and Operations shall oversee the overall function of the Treatment Team to include directing the team to the appropriate chain of command for decision making; provide feedback and follow-up regarding specific issues raised during the meeting that cannot be addressed by other appropriate staff and review all Treatment Team activity with the Warden.
2. Unit Psychiatrist – The Unit Psychiatrist shall provide information regarding medication compliance, clinical diagnoses, recommendations for treatment, clinical progression or regression, and any other information deemed necessary regarding the treatment of each individual housed in A Wing Lower or B or C Wing.
3. Wing Psychologist – The Wing Psychologist shall direct the weekly meeting by providing information regarding clinical diagnoses, recommendations for treatment, clinical progression or regression, and any other information deemed necessary regarding the treatment of each individual housed in A Wing Lower or B or C Wing; to request assistance from specific team members as deemed necessary and appropriate.
4. Wing SSC – The Wing SSC shall provide clinical information as observed or verbalized during daily rounds in regard to individuals housed in A Wing Lower or B or C Wing; to provide feedback and follow-up as requested by team members.
5. UA II or UA I – The UA II or UA I shall document unit issues raised during the meeting such as sanitation, hygiene, supplies, conflicts, disciplinary, etc. and to provide feedback and follow-up as requested by team members.
6. Unit Captain – The Unit Captain shall document security issues raised during the meeting such as logs, restraint use, adherence to schedules, etc. and to provide feedback and follow-up as requested by team members.

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7. CTO – The CTO shall provide information regarding questions or concerns raised by individuals housed in A Lower or B or C Wing during daily rounds; to document classification and unit issues raised during the meeting such as PED/SOT dates, re-entry, inmate accounts, etc. and to provide feedback and follow-up as requested by team members.
8. Unit Nurse – The Unit Nurse shall provide medical information as requested by team members; to document medical issues raised during the meeting such as appointments, medication compliance, sick call slips, etc. and to provide feedback and follow-up as requested by team members.
9. Recreation Supervisor or Leader – The Recreation Supervisor or Leader shall provide recreation information as requested by team members; to document recreation issues raised during the meeting such as participation, security logs, refusals, schedules, etc. and to provide feedback and follow-up as requested by team members.
10. Unit Educator – (A Wing Lower & B Wing meetings only) The Unit Educator shall provide education information as requested by team members; to document education issues raised during the meeting and to provide feedback and follow-up as requested by team members.
11. Unit Administrative Assistant – The Unit Administrative Assistant shall document minutes of weekly meeting for A Lower, B & C Wings, to include members in attendance and detailed discussions; to disseminate the minutes within twenty-four (24) hours.

If the Treatment Team is unable to reach an agreement regarding treatment of any A Lower or B or C Wing individual, the matter shall be submitted to the Therapeutic Level of Care Committee (TLOC) for a determination to be made. The Deputy Warden of Programs and Operations, the Unit Psychiatrist, and the Wing Psychologist shall attend the TLOC meeting and any subsequent hearings, that are conducted by the Department of Corrections (DOC) Mental Health Director and the DOC Health Services Administrator.

IV. CPTU Mental Health Documentation

- A. The CPTU A Wing Lower, B Wing, and C Wing psychologist shall be responsible for the following documentation in the Electronic Medical Record: admission notes, watch initiations, watch reviews, watch terminations, 30-day reviews, treatment plans, annual review of treatment plans, discharge summaries and mental health appraisals (if necessary). The documentation shall be entered into the Electronic Medical Record within 72 hours.
- B. The CPTU A Lower, B, and C Wing SSC shall be responsible for the following documentation in the Electronic Medical Record: voluntary consent to treatment,

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weekly notes, and quarterly reviews of treatment plans. The documentation shall be entered into the Electronic Medical Record within 72 hours.

V. CPTU C-Wing

A. Designated Staff Visits to CPTU

Designated staff shall visit CPTU C-Wing as outlined in CPP 10.2. A separate log shall be maintained to record the frequency of the designated visits.

B. Population Description and Operating Procedures

Special Management Unit (SMU) – An inmate housed in CPTU for Disciplinary Segregation, Safety and Security Watch, Psychological Evaluation, Protective Custody, Hold Ticket, Administrative Control Status, Maximum Assault Status, and Administrative Segregation inmates not actively involved in the CPTU Treatment Program shall be housed in this status.

C. Control of Inmate Movement – CPTU C Wing

1. Admission – Inmate Unit File

- a. The inmate KOMS file shall be maintained and updated by the assigned CTO.
- b. Detention Orders shall be reviewed for approval or disapproval by the Warden or designee within twenty (24) hours from the time detention is ordered.
- c. The assigned CTO shall notify the unit administrator if Detention Orders or Disciplinary Reports are not completed correctly with the required time frames.
- d. All reviews, psychological evaluation requests, classifications, and other related actions shall be recorded in the electronic inmate file.

2. If an inmate on CPTU-SMU status is escorted from the unit to an area within the institution, he shall be placed in full restraints before leaving the unit.

3. If an inmate on CPTU-SMU status is transported out of the institution, he shall be placed in full restraints before leaving the unit, with the exception of an inmate being transferred to a minimum security institution.

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4. An inmate assigned to maximum assaultive status shall be supervised in accordance with CPP 10.2 and KSR 10-01-11. Restriction of recreation to one (1) hour shall be documented in the Behavior Control Report (BCR).
5. If a staff member in CPTU C Wing opens the door to an inmate's cell, he shall become responsible for supervising the inmate and knowing his location at all times.
 - a. A CPTU C Wing inmate, regardless of status, shall not be permitted to leave his cell unsupervised.
 - b. The staff member allowing the inmate out of his cell shall be responsible for that inmate's safety and security until direct supervisory responsibility is transferred to another staff member.
 - c. If an inmate exits his assigned cell, his cell door shall be locked.
6. A general population inmate from the yard shall be strip searched if he enters through Gate 5, unless under direct staff escort.
 - a. If a general population inmate is visiting CPTU, the staff member shall directly supervise him throughout his visit.
 - b. Approval shall be obtained on an individual basis to enter CPTU, primarily to include the CPTU Legal Aides, CPTU Grievance Aides, Inmate Janitors, and CPTU Inmate Observers.

D. Medical Services

1. Sick Call and Dental Call shall comply with CPP 10.2 and KSR 13-00-04.
2. An inmate residing in CPTU shall have the same right to sick call as an inmate in general population.
3. Medical and mental health staff shall be notified of an admission to CPTU C Wing in accordance with CPP 10.2. At a minimum, medical staff shall review the inmate's medications, treatments, and if the inmate has any medical complaints.
4. Each inmate shall receive a daily visit from a qualified health care professional. The health care professional shall announce their presence and document the visit in the Officer's daily log.
5. Prescription medication shall be administered twice (2) daily.

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E. Psychological Services

1. A psychological assessment by a psychologist, including a personal interview, shall be conducted if an inmate remains in CPTU beyond thirty (30) days.
2. If confinement continues for an extended period of time, a psychological assessment shall be made every thirty (30) days after the initial thirty (30) day evaluation.

F. Hygiene

1. Mental health and correctional staff shall assist inmates in maintaining appropriate personal hygiene for mental well-being.
2. An inmate in CPTU shall have the opportunity to shave and shower at least three (3) times per week.
3. An inmate shall be expected to bathe at least one (1) time per week. Forced bathing or showers shall be considered on an individual basis.
 - a. Recommendations shall be made by the wing psychologist, primary care provider, Corrections Unit Administrator II, or Corrections Unit Administrator I.
 - b. Approval shall then be obtained from the warden or designee and the medical department.
 - c. An inmate shall be encouraged to shower or bathe and be given every reasonable opportunity to comply.
 - d. If the inmate still refuses to comply, staff shall use the least amount of force necessary to avoid injury while showering the inmate.
 - e. Any use of force shall be in compliance with CPP 9.1. As with any planned use of force within the unit, the action shall be video recorded.

G. Meals

1. Meals shall be provided in the unit and consist of food supplied by the Food Service Department in accordance with the regular institutional menu. Quality and quantity of food shall be the same as that served to the general inmate population.

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2. Alternative meal service may be provided in accordance with CPP 10.2.
3. Approval from the Treatment Team shall be required for inmates who may eat in the Dining Room in CPTU. All other inmates shall eat in the cell.
4. Special diets shall require approval by the primary care provider.
5. The Unit Supervisor shall taste all food served and complete the Food Quality Report to be submitted to the Warden.

H. Canteen

1. An inmate assigned to CPTU A Wing Lower or B Wing may purchase canteen items once per week using the KIOSK System.
2. A canteen purchase for an inmate residing in CPTU-SMU status shall be limited to twenty-five (\$25.00) dollars per week. An inmate active in the CPTU Treatment Programs and housed in A Lower and B Wings shall be limited to one hundred twenty five (\$125.00) dollars per week.
3. An inmate shall not purchase an item that causes him to be in excess of the approved property for his assigned area.

I. Legal Materials

RHU inmates may request to sign up for legal and grievance aide services with the officer or CTO assigned to the unit.

VI. Eligibility, Admission, and Discharge Criteria

A. The CPTU Treatment Program may accept:

1. A chronically mentally ill inmate regardless of intellectual functioning
2. An inmate with significant functional impairment with or without a chronic mental illness whose behavior warrants a restrictive environment.
3. Personality disordered inmates presenting symptomatology whose behavior warrants a restrictive environment.

B. Discharge of an inmate assigned to the Treatment Program

The CPTU Treatment Program may discharge an inmate from the program, if:

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1. Parole or sentence completion is reached;
2. The Multi-Disciplinary Treatment Team determines that the inmate has reached maximum therapeutic benefits and can reasonably function in a less restrictive environment;
3. The behavior of the inmate poses a threat to the integrity of the program that outweighs his potential benefit;
4. The Multi-Disciplinary Treatment Team determines that the inmate is not amenable to the treatment offered through the program; or
5. The inmate requests a discharge from the program and does not meet the criteria for involuntary placement via a Vitek procedure.

VII. Accessibility- Referrals to CPTU

- A. Any institutional psychologist within the Division of Mental Health (DMH) shall communicate a non-emergent referral to the A Lower or B Wing from another institution to the A Wing Lower or B Wing psychologists in CPTU.
- B. The A Wing Lower, B Wing, Behavioral Unit psychologist or psychiatrist or the Shift Supervisor may communicate a non-emergent referral from KSR during normal business hours to the appropriate A Wing Lower, B Wing, or Behavioral Unit psychologist.
- C. The Shift Supervisor shall communicate a referral from KSR made at a time other than normal business hours to the on-call psychologist or designee.

VIII. Withdrawals

- A. An inmate may not withdraw from the Treatment Program participation during the effective period of the Vitek proceeding.
- B. An inmate voluntarily assigned to the Treatment Program shall be bound by the conditions of his voluntary agreement.

IX. The Treatment Program Progression, Regression, and Discharge

- A. The Treatment Program shall be individualized to the needs of each participating inmate and implemented by the Multi-Disciplinary Treatment Team.

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1. The Treatment Team may assign to the participant sanctions or restrictions based upon their failure to adjust to program expectations and for violations of their treatment plan.
 2. The Treatment Team may assign to the participant increased privileges if the participant has satisfied program expectations.
 3. A decision of the Treatment Team shall be based on professional judgment and practice in accordance with the standards of care for the practice of correctional psychiatry or psychology.
 4. The Treatment Team shall act neither for, nor replace the institutional Adjustment or Classification Committees.
- B. Each program participant shall cooperate in the development of an individualized treatment plan based on the intake evaluation and the assessment of the participant's treatment needs, program goals, and the participant's individual interests and concerns.
- C. Each program participant shall be reviewed a minimum of one (1) time per week in order to assess the individual's progress, the effectiveness of treatment strategies, and to adjust strategies to meet the needs of the inmate.
1. Information shall be gathered from both program and security staff by the inmate's assigned SSC.
 2. The information shall be summarized and documented, at least weekly, in the inmate's medical and program file by the SSC.
- D. The treatment plan shall be reviewed quarterly prior to a scheduled annual evaluation.
1. The date of annual evaluation shall be based on the calendar year following the inmate's initial program assignment.
 2. The treatment plan shall be written annually by the Wing psychologist.
- E. All program progression or regression shall be the result of action by the Treatment Team as a component of the treatment process or disciplinary action.
- F. An incentives program based on program participation shall provide both immediate and delayed reinforcement to program participants.
- G. Commission of major disciplinary offenses, (Category 3 or above), may be grounds for immediate dismissal.

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H. A discharge summary shall be prepared that contains a summary of the inmate's program history and medication and a recommendation for placement and treatment upon leaving the program.

I. If an inmate is discharged from the DOC, but remains dangerous to himself or society, a Wing psychologist shall contact the county attorney to pursue a Mental Inquest Warrant per KRS 202A.026.

X. Bridge to the Yard Program In Unit C (Supportive Living Unit)

The CPTU Treatment Program may establish a component of the program in Unit C for an inmate who has graduated out of the program in CPTU and is placed in Unit C. The name of this component shall be Bridge to the Yard.

A. The establishment of this program component shall be based on the needs of the individual inmate released to Unit C.

B. The referral of an inmate to this program component shall be made by a Treatment Team recommendation and consensus.

XI. General Living Conditions

A. Each cell or sleeping area shall be furnished with a specific amount of state property. The items shall be for the use of the inmate assigned to the area. Each inmate shall be responsible for the cleanliness and care of these items. Each cell shall have at a minimum the following furnishings:

1. Bed 12" off the floor;
2. Flame retardant pillow, provided flame retardant mattress does not have a built in pillow;
3. Flame retardant mattress;
4. Bed linen and blanket;
5. Lavatory and commode unit;
6. Writing surface;
7. Wash basin; and
8. Adequate storage for personal items.

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- B. Any item of state property may be removed if an inmate destroys or attempts to destroy the item, or if an inmate attempts to use the item in a self-destructive manner. The occurrence shall be documented in the Unit Log and the Unit Administrator shall be notified. A report shall be made to the Deputy Warden or designee.

XII. CPTU Operating Procedures

- A. An Allowable Property Form shall be completed and signed by the unit staff and the inmate.

- B. Allowable property in CPTU shall be as follows:

1. Cell furnishings as listed above;
2. Any items on the CPTU Property List, and
3. Any items on the CPTU Canteen Order Forms.
4. An increase in allowable property for an inmate in the CPTU Treatment Program shall be governed by each individual's progress in the program and dictated by the Treatment Team decisions.

- C. CPTU Jewelry Control

If an inmate is taken directly from the general population to CPTU, the CPTU Supervisor shall be responsible for the confiscation, inventory, and storage of unauthorized jewelry.

- D. Regular Mail, Privileged Mail, and Packages

1. Regular mail shall be picked up and delivered by a Correctional Officer assigned to the unit.
 - a. An inmate who has movement in the unit may deposit outgoing mail in the mailbox at the unit gate.
 - b. Incoming mail shall be sorted and delivered by the officer.
 - c. An inmate shall not handle, hold, or deliver another inmate's mail.
2. Privileged mail for all inmates shall be picked up and delivered by a unit staff member.

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a. A staff member shall personally deliver each item to the inmate and have the mail inspected in the inmate's presence for contraband or any restricted items.

b. A signature log shall be kept on all legal mail received in the unit.

E. Telephone Access

A new admission to CPTU shall be permitted one (1) phone call on the inmate phone. Additional phone calls may be allowed by the CPTU Treatment Team in accordance with CPP 10.2.

F. Library and Education Programs

1. Library materials shall be made available from the SMU Library or the institutional Library in accordance with KSR 21-00-02.

2. Educational testing, tutoring, and living skills programs shall be provided.

G. Religious Services

The chaplain shall respond to referrals made through the Unit CTO's and provide religious counseling and appropriate religious materials upon request. A chaplain shall tour CPTU a minimum of one (1) time per week.

H. Recreation

All recreation programs shall be coordinated and organized by the recreation supervisor assigned to the unit. A complete schedule of activities shall be posted weekly indicating each scheduled event.

I. Inmate Work Assignments and Sanitation

1. An inmate assigned to CPTU shall be responsible for keeping his living area clean.

2. Inmate work assignments shall be approved by unit management.

3. The unit janitor shall clean CPTU common areas in the SMU while all the inmates in the wing are secured.

4. An inmate assigned to on-the-job-training residing in A and B Wings may be searched each time he enters the wing areas.

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5. An inmate who has been approved for placement in general population by the KSR Treatment Team may have the opportunity to participate in a job, or educational program, while housed in CPTU awaiting placement in general population.

J. Visitation

An inmate assigned to CPTU shall be granted visitation in accordance with CPP 16.1 and KSR 16-01-01.

K. Cell Inspections and Security

1. If an inmate is assigned to or moved out of a cell, the responsible officer shall thoroughly inspect the cell immediately prior to the inmate's placement or departure in the cell. The cell inspection shall be documented on the cell inspection form and signed by the inspecting officer, an additional staff member and the inmate.
2. If the exit inspection reveals that vandalism has taken place, the inspecting officer shall file a disciplinary report.
3. A disciplinary report shall also be filed by the officer performing the search if contraband or unauthorized property is discovered in the inmate's possession.

XIII. Fire Prevention and Evacuation

- A. All staff shall be familiar with KSR Fire Safety Plan, including provisions for fire drills and the alternative manual release system.
- B. Staff shall conduct daily inspections of emergency exit doors and locking devices.
- C. Staff shall ensure areas adjacent to emergency exits are unobstructed.



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References/Authority ACA 5-ACI-3A-18, 5-ACI-6C-08; KRS 196.035, 197.020; CPP 9.1, 9.17, 13.7	Subject VOLUNTARY AND INVOLUNTARY PSYCHOTROPIC MEDICATION ORDERS	

POLICY AND PROCEDURE

Voluntary, involuntary, and emergency involuntary psychotropic medication shall be administered in accordance with CPP 13.7.

I. Voluntary Psychotropic Medication

- A. For an inmate with a documented history of volatile activity, a psychiatrist may offer the inmate voluntary psychotropic medication in order to avert an imminent likelihood of harm to self or others.
- B. Voluntary psychotropic medication shall be administered only upon the order of a physician and dispensed as soon as possible to the inmate.
- C. Psychotropic medication may be dispensed in oral or injectable form.
 1. Medication dispensed in oral form shall be administered at the inmate's cell door or at the pill call window by appropriate nursing staff.
 - a. Nursing staff shall document that the medication was administered and ingested by the inmate.
 - b. Any suspected cheeking of the medication shall be immediately communicated to the unit security supervisor.
 - c. Vomiting within fifteen (15) minutes of the inmate receiving the medication shall be immediately communicated to the unit security supervisor.
 2. Medication dispensed in injectable form shall be administered in the medical area.
 - a. An inmate receiving a voluntary psychotropic medication injection shall be escorted by security staff to the CPTU Medical office.

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- b. The injection shall be properly administered by appropriate nursing staff.
- c. Nursing staff shall document the administration of the medication.

II. Involuntary and Emergency Involuntary Psychotropic Medication Injection

- A. If the inmate is compliant with the involuntary psychotropic medication injection, then he shall be escorted by security staff to medical.
- B. If the inmate has refused oral psychotropic medication or involuntary psychotropic medication injection or the injection is an emergency involuntary psychotropic medication injection, then the following steps shall be taken:
 - 1. To facilitate the administration of refused involuntary or emergency involuntary psychotropic medication, the inmate shall be placed in the restraint chair in accordance with CPP 9.1 and CPP 9.17.
 - 2. Once the inmate is secured in the restraint chair, the restraint chair shall be secured to the bed in the inmate's cell.
 - a. Medical staff shall conduct a check of the inmate's vital signs prior to administering the injection.
 - b. Medical staff shall assess the inmate's vital signs every fifteen (15) minutes the entire time the inmate is in the restraint chair.
 - c. The door of the inmate's cell shall remain open the entire time the inmate is in the restraint chair.
 - d. A security staff member shall maintain continuous watch of the inmate the entire time the inmate is in the restraint chair. If the inmate shows signs of distress, difficulty breathing, or continued self-injurious behavior, the staff member shall immediately call for assistance.
 - e. Once medical staff deem the inmate to be stable, he may be released from the restraint chair.
 - f. Medical staff shall assess the inmate's vital signs one (1) hour after the inmate is released from the restraint chair.

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References/Authority ACA 5-ACI-2C-11, 5-ACI-2C-13, 5-ACI-3D-04; 42 U.S.C. § 12131, et seq.; KRS 196.035, 197.020	Subject AMERICANS WITH DISABILITIES ACT AND INMATE PROGRAM ACCESS	

DEFINITIONS

“Disability” means a physical or mental impairment that substantially limits a major life activity like seeing, hearing, walking, bathing, breathing, sitting, standing, or leaning. A temporary condition like a broken leg shall not be considered a disability.

POLICY AND PROCEDURE

The Kentucky State Reformatory (KSR) shall comply with the requirements of the Americans with Disabilities Act (ADA) as it applies to disabled inmates.

I. Staff Awareness of ADA

- A. An ADA Coordinator shall be appointed by the Warden for inmate access to programs. The ADA Coordinator shall be charged with understanding and advising staff on compliance with the Americans with Disability Act.
- B. The ADA Coordinator shall be assigned as an accessibility advisor. The ADA Coordinator shall be well versed on accessibility requirements and the current status of the physical plant of KSR as it relates to these standards.
- C. The supervisors at KSR shall be able to advise staff and inmates on the location of information on ADA accessibility requirements.

II. Location of Information and Training

- A. ADA handbooks shall be maintained in the following locations:
 - 1. ADA Coordinator’s Office;
 - 2. Safety Administrator’s Office; and
 - 3. Inmate Legal Library.
- B. Training shall be provided to staff as needed.

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- C. KSR shall provide educational opportunities and facilities to assist inmates with disabilities in performing self-care and hygiene through the use of the Physical Therapy Program, Nursing Care, and Dialysis Program.

III. Program Access

- A. Reasonable accommodations shall be made to admit disabled inmates to all programs, services, and activities unless this creates a threat to the inmate or others.
- B. Reasonable accommodations shall be made to employ disabled inmates unless this creates an unnecessary threat to the inmate or others.
- C. KSR shall provide reasonable accommodations that may include effective auxiliary aids.

IV. ADA Requests for Adaptive Equipment

- A. Requests for adaptive equipment or auxiliary aids shall be directed to the ADA Coordinator in writing. The ADA Coordinator shall review the request and forward it to the appropriate staff for review.
- B. If a request is received for adaptive equipment or an accommodation not available through normal institutional channels, outside resources shall be explored in an attempt to find a reasonable accommodation.
- C. An inmate unable to submit a written request for adaptive equipment may submit his request orally, or through an interpreter, to his assigned Classification and Treatment Officer (CTO) who shall document and forward the request to the ADA Coordinator.

V. ADA Complaints

- A. ADA complaints shall be directed to the ADA Coordinator.
- B. The ADA Coordinator shall direct requests to the appropriate staff and provide a written response to the inmate within thirty (30) days.
- C. Denial of a reasonable accommodation shall only be made by the Warden or designee.
- D. An inmate unable to submit a written complaint may file his complaint orally, or through an interpreter, to his assigned CTO who shall document the complaint and forward it to the ADA Coordinator.

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References/Authority ACA 5-ACI-3A-14, 5-ACI-5A-01, 5-ACI-5F-05; CPP 15.1, 17.1; KRS 196.035, 197.020	Subject INMATE IDENTIFICATION CARDS	

POLICY AND PROCEDURE

It is the policy of the Kentucky State Reformatory (KSR) that every inmate admitted to the institution shall be photographed and issued an identification card to facilitate the identification, movement, and financial transactions of each inmate. This procedure governs the issuance, wearing, replacement, and penalties regarding inmate identification cards.

PROCEDURE

I. Issuance and Description of Inmate Identification Cards

- A. Each inmate received at KSR shall be in possession of an identification card approved by the Department of Corrections.
- B. An inmate housed at KSR shall not possess personal identification cards or devices other than a KSR identification card. Examples of prohibited identification cards include social security cards, credit cards, birth certificates, or club membership cards. The ID card shall be used to positively identify the inmate for all occasions necessary, including canteen, visiting, and passes.
- C. New ID cards shall be issued if an inmate's appearance changes significantly. All inmate ID cards shall be updated annually. If an inmate intentionally changes his appearance he shall be charged \$3.50, the cost of replacing the ID card.

II. Unit Color Code Designation for Inmate Identification Cards

- A. The color coding system for inmate identification cards that designates the inmate's assigned living unit shall be as follows:
 1. Unit A – Dorms 1, 3 and Dorm 10 C-Wing (Yellow)
 2. Unit B – Dorm 10 A and B-Wing and NCF (White)
 3. Unit C – Dorms 7, 9, 12 and DAL (White)

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4. CPTU – White

- B. If an inmate moves to a unit requiring a different color ID card label, he shall report to the Major's Office to obtain the appropriate ID card label for the new unit.

III. Wearing Identification Cards

- A. Each inmate shall wear his identification card clipped to his clothing, above the waist, and in a manner that it is clearly visible at all times while he is outside his assigned living area.
- B. An inmate actively engaged in strenuous physical or athletic activities shall have his identification card in his possession, but shall not be required to wear his card during this period of activity.
- C. Each inmate shall present his identification card to eat at the Dining Room. An inmate not presenting his identification card as required shall be directed to leave the line and obtain his identification card.

IV. Temporary Identification for Dining Room Access

- A. An inmate who has returned from a court trip, another institution, hospital trip, or has lost his identification card may obtain a temporary identification for access to the Dining Room for meals. The Shift Supervisor shall cross check the inmate with the Kentucky Offender Management System (KOMS) in the Captain's Office, before issuing a temporary Identification.
- B. The Captain's Office shall issue the temporary Identification for one (1) to seven (7) days duration, depending on the number of days needed for issuance of a permanent identification card by the Identification Department.
- C. The temporary identification shall note the inmate's name, institutional number, living unit, reason for issue, date issued, date of expiration, and authorized signature of the issuing staff person. The temporary identification shall not be valid beyond the expiration date. If another temporary identification is required, the Captain's Office shall initiate another reissue.
- D. If an inmate finds his lost identification card, he shall immediately report this information to a staff member.

V. Replacement of Identification Cards

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- A. If an inmate loses, defaces, or damages his identification card he may be issued a replacement identification card. The inmate shall immediately notify his Classification and Treatment Officer (CTO), the Inmate Accounts Office, and the Shift Supervisor to "Freeze" his inmate account until a new identification card is issued. A replacement fee of \$3.50 shall be charged for the new identification card.
- B. If the bar code wears out and needs replacement, the inmate shall receive a replacement from the Identification Department. Replacements needed due to bar code wear or the annually issued identification cards shall be replaced free of charge to the inmate.



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References/Authority ACA 5-ACI-3C-01; KRS 196.035, 196.245, 197.020, 520.010, 520.050, 520.060 CPP 9.6	Subject TOBACCO FREE ENVIRONMENT	

DEFINITIONS

"Tobacco products" means cigarettes, loose tobacco, cigars, pipe tobacco and smokeless tobacco products consisting of snuff, dip, chewing tobacco, matches, lighters and electronic smoking devices.

"Contraband" is defined by KSR 520.010.

POLICY AND PROCEDURE

It shall be the policy of the Kentucky State Reformatory (KSR) to prohibit the use of all tobacco products at KSR. This policy shall be established to provide a healthy environment for staff, visitors and inmates.

I. Tobacco Products

- A. All areas of KSR shall be free from tobacco product usage.
- B. Tobacco products shall be strictly prohibited on institutional grounds and in state vehicles.
- C. The Box 1 Officer shall instruct inmate visitors to leave all tobacco products inside their vehicle.

II. Criminal and Disciplinary Action

- A. Anyone who knowingly possesses or introduces tobacco products into KSR may be found guilty of promoting contraband in the Second Degree, a Class A misdemeanor as defined in KRS 520.060.
- B. Inmate visitors who violate this policy or who are found to be attempting to smuggle tobacco products to an inmate shall have their visit cancelled, tobacco

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products confiscated, and shall leave the institution. Violators shall also be subject to restriction of their visiting privileges.

- C. Inmates who are found to possess tobacco products shall be subject to institutional disciplinary actions.
- D. All KSR staff shall be responsible for the enforcement of this policy. Failure to abide by this policy shall result in disciplinary action.

III. Reports

- A. Violations of this policy by visitors shall be immediately reported to the Shift Supervisor.
- B. The Shift Supervisor shall instruct the reporting employee to prepare a written report documenting all details of the violation by the visitor. A copy of the report shall be sent to the Warden, Deputy Warden of Security, and Major.
- C. Any employee who finds an inmate in possession of a tobacco product shall confiscate the tobacco product and prepare a disciplinary report for that inmate.

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References/Authority ACA 5-ACI-5B-11, 5-ACI-6A-28, 5-ACI-6C-06, 5-ACI-6C-12; CPP 15.10, 18.11; KRS 196.035, 197.020; KSR 18-00-07	Subject PROGRAM SERVICES FOR SPECIAL HOUSING PLACEMENT	

POLICY AND PROCEDURE

It is the policy of the Kentucky State Reformatory (KSR) to provide designated housing with a general population environment for those inmates that have been identified as in need of separate housing.

I. Program Description

KSR has been designated to house referred inmates who evidence a medical, psychological, or psychiatric need for special housing. These inmates may be received from other institutions or from KSR's general population via Mental Health Services psychiatrists or psychologists. Special housing environments available at KSR include the Correctional Psychiatric Treatment Unit (CPTU), a Supported Living Unit in KSR's general population, a Nursing Care Facility, a medical dormitory, and single-cell general population housing. Inmates are assigned to special housing by medical staff (Nursing Care Facility and medical dormitory) or Placement Review based on a diagnosed need. The principal of assignment to the least restrictive correctional environment, which meets the inmate's current need for support and skill development, shall guide the decision of the Placement Review.

II. Initial Screening for Special Housing Placement by the Placement Review

- A. The decision to assign an inmate to special housing shall be based on inmate interviews, observation of behavior, review of case material, psychological screening and testing, educational assessment, OJT skills, or psychiatric screening.
- B. The initial referral shall be accompanied by the psychological evaluation documenting the need for specialized housing. Inmates evaluated as appropriate for special housing and currently assigned to any component of CPTU shall be required to have a psychological review before being recommended for release. Upon recommendation of a multi-disciplinary team consisting of more than one mental health staff member and at least one non-mental health staff member, the inmate shall be released to recommended placement if a bed becomes available.

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- C. Inmates with documented medical difficulties may be assigned special housing. Written justification requesting housing placement shall be coordinated through the Medical Department and the Move Coordinator.
- D. Inmates identified as special needs, medical, or administrative may be classified to special housing and assigned regular or special program services.
- E. Single celled housing shall be available to an inmate based upon the following criteria:
 - 1. Has a severe medical disability;
 - 2. Suffers from mental illness to a degree that single celled housing is necessitated by his condition as recommended by the KSR psychologist to whom the inmate is assigned; or
 - 3. Has a special need which appears to require special housing or special monitoring as indicated by psychological or correctional judgment.

III. Referrals for Evaluations and Intervention

- A. An inmate may be referred for psychological evaluation or treatment by the appropriate unit, program, custody or medical services staff, the institutional Classification or Adjustment Committee, Parole Board, or by the inmate himself to the staff psychologist.
- B. Referrals, other than emergencies as defined in CPP 18.11, to the psychologist by unit, program, custody, or medical staff shall be conducted in the inmate's electronic medical record. The psychological referral form shall be used for any psychological referral.
- C. Copies of psychological evaluations and services provided to inmates shall be reflected in the medical file when appropriate.

IV. Division of Mental Health

- A. The Division of Mental Health shall have primary responsibility for providing and coordinating mental health treatment services.
- B. A continuum of services is provided through CPTU and outpatient treatment.

V. Special Housing in the Supported Living Unit (Unit C)

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- A. The Special Housing dormitories of the Supported Living Unit shall support inmates with special needs who are able to function appropriately in a less restrictive environment.
- B. Correctional officers assigned to special housing dormitories shall make several unscheduled tours through the wings during each hour. They shall be encouraged to interact and promote conversation to detect personality deterioration.
 - 1. Program staff shall conduct tours throughout the dormitories as needed.
 - 2. Regular contact and communication shall be maintained between unit staff and the Division of Mental Health staff to discuss and develop interventions, strategies for each outpatient, and to review other inmates assigned to the dormitories.
 - 3. A "Special Needs" inmate may be recommended to another unit as his behavior and adjustment may warrant.

VI. Psychiatric Incidents (non-emergency)

- A. If an officer or other staff on any shift observes an inmate exhibiting mental illness symptoms or behavior that is unusual for that individual's normal behavior, the Unit Director, Assistant Director, Unit Lieutenant, or Captain's Office shall be notified.
- B. If, after close observation and assessment by supervisory personnel, the situation and the inmate are controllable, the inmate may remain in the Unit.
- C. Abnormal behavior observed by any shift (non-emergencies) shall be documented in the Daily Housing Security and Safety Log.
- D. If it is determined that the inmate's continued presence in the unit would constitute a risk to institutional security or to the health and well-being of the inmate, the inmate may be assigned to the Evaluation Service in a special management unit for further assessment and treatment recommendations.
 - 1. Staff shall be cautious in making placement decisions. Pre-planned use of force or pre-planned discretion shall be used when approaching a disturbed inmate;
 - 2. Placing the inmate in Administrative Segregation shall only be used as a last resort; and
 - 3. Thorough documentation shall be made in either case.

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- E. If necessary, a mental health professional or other qualified staff member may interview the inmate to assess the need for a higher level of protection and observation.

VII. Medical Compliance

- A. Psychiatric outpatients shall be counseled and encouraged by unit staff and Division of Mental Health staff to take their prescribed medication.
- B. Inmates with a history of assaultive, self-harming behavior, or uncontrollable behavior that is associated with non-compliance with prescribed psychotropic medication shall be placed on the compliance list, which is forwarded to unit staff. A psychologist may make a written recommendation that the inmate be placed in an environment that ensures the inmate's safety, the safety of others, and the security of the institution.

VIII. Reassignment

- A. An inmate assigned to a Special Needs Unit may request placement in a unit with a less restrictive environment. Upon review by a mental health professional, a recommendation shall be forwarded to a Unit Administrator for appropriate action.
- B. Documentation shall be submitted to the Move Coordinator's office requesting placement of a special management inmate into a general population housing unit.

Psychological Services Referral**Referred By:** _____**Date of Referral:** _____**Date Need to be Seen By:** _____

Name _____ # _____ Age _____ Race _____

Offense _____

Parole Eligibility Date _____ Sentence _____ Edu. _____

Is inmate currently taking psychiatric medicine and, if so, what is it? _____

Has inmate ever been treated (talk therapy, testing or medication) for a psychological problem, explain? _____

Has inmate ever attempted suicide and, if so, when and how? _____

Is inmate having thoughts of self or other harm? _____

Why is inmate being referred to Psychological Services (**BE SPECIFIC**)? _____

How long has this problem gone on? _____

Does inmate have a history of being manipulative? _____

(Explain) _____

Has inmate been reclassified for a transfer recently and, if so, to where? _____

Check things below you believe treatment staff should know about this inmate:

___ Confused, Jumbled Thoughts ___ Sad, Depressed

___ Has Strange, Weird Thoughts ___ Excitable, Talks Too Much

___ Thinks People Are Out to Harm Him ___ Withdrawn, Says Little

___ Dirty & Slovenly, Won't Bathe ___ Sits and Does Nothing

___ Explodes With Anger ___ Very Anxious, Worried, Fearful

___ Other: _____

Psychology Staff Only**Interview:** _____

Recommendations: _____

Interviewer: _____ **Date:** _____



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POLICY AND PROCEDURE

I. Control of Inmate Movement

- A. All inmates outside of their assigned dormitory shall wear an institutional identification card.
- B. Inmates moving into, out of, or to another dormitory within a unit shall be accounted for on the institutional move sheet.
- C. An inmate shall not be permitted in a unit or dormitory other than the one in which he resides. Exceptions shall be:
 1. Official institutional out count or call-out sheet
 2. Accompanied by staff member
 3. Pass System – Passes shall be staff coordinated
- D. Inmates shall not visit between wings in the dormitory in which they reside at any time. An inmate found in a dormitory wing other than the wing to which he is assigned may be disciplined for being in a restricted or unauthorized area. There shall be no visiting in bed areas after lights out. Visitation in rooms at any time shall be strictly forbidden.
- E. Bed or dormitory moves shall be requested by the Unit Administrator II (UAI) or Unit Administrator I (UAI), and the request shall be submitted in writing or electronically to the Move Coordinator. In the absence of the UAI and UAI, emergency moves shall be directed to the Shift Supervisor.
- F. Inmates shall not go behind the dormitories or areas designated restricted or unauthorized, including lawn areas within thirty (30) feet of the fence.

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G. The dormitory officer shall follow these steps in controlling inmate movement after the signal for lock down:

1. The officer shall step outside of the dormitory and give inmates ten (10) minutes to enter the dormitory.
2. The dormitory officer shall lock the dormitory main crash gates at evening lockdown, and they shall remain locked until a.m. release is ordered by the Shift Supervisor except for letting inmates in and out for work, medical reasons, or any other approved movement.
3. Inmates shall be in their assigned wing after lock down in general population dormitories. This shall include periods of restricted movement. Exceptions shall be:
 - a. The dormitory television room may be used during scheduled hours and the posted television-viewing schedule shall require approval by Unit Staff. The practice of reserving a seat in the TV Room shall not be permitted;
 - b. Out counts;
 - c. Work Assignments;
 - d. Emergency Medical Treatment;
 - e. The day room may be used during the scheduled hours approved by Unit Staff. The practice of reserving a seat in the day room shall not be permitted;
 - f. Bed and dormitory changes between and within units shall be kept to a minimum. Inmates wishing to request a move shall notify the UAI or UAI providing reasons for the requested change; and
 - g. Inmates may be required to participate in a paid assignment for ninety (90) days and have a minimum of six (6) months without a major disciplinary conviction prior to requesting a bed change.

H. During an emergency, the below listed procedures shall be followed to lock down a dormitory:

1. The dormitory officer shall blow his whistle within the dormitory.

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2. All inmates shall immediately return to their assigned cells and secure the door to the cell.
3. If the emergency is in an inmate's assigned wing and the inmate is not currently in his assigned wing, he shall report to the Game Room or Television Room, whichever is on the floor of his assigned wing, and remain there until given further directions from staff.
4. As soon as possible, the dormitory officer shall secure the doors to each of the wings and secure the Game Room and Television Room.

II. Ice Machines

- A. Inmates shall have free access to ice machines unless ice levels are insufficient.
- B. Inmates shall not use their hands to obtain ice from the machines. The ice scoop shall be used to get ice out of the machines.
- C. Dormitory officers shall monitor inmate use of ice machines.
- D. A limit of two scoops of ice at a time for each inmate shall be permitted. Mechanical breakdown may impose reduction of the two (2) scoop limit.

III. Phone Calls

- A. Inmates may use the inmate telephones and JPAY located inside the dormitories/wings from 6:30 a.m. until 12:00 a.m., Sunday through Thursday; and until 1:30 a.m. on Friday, Saturday and holidays, except during the following times:
 1. Unscheduled lockdowns (i.e., emergencies, escape, etc.)
 2. Institutional counts
- B. The number of phone calls permitted and time limits shall be enforced in accordance with KSR 16-00-03.
- C. Inmates shall only use phones in their assigned wings. Exceptions shall be made by the UAII or UAI if either phone is out of order.

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- D. Telephone restrictions may be imposed as the result of a disciplinary conviction.
- E. Hearing impaired telephone equipment available consists of the Video Relay Service (VRS) and Text Telephone (TTY). An inmate may request to use these services through his Unit Staff during regular release times the same as available for regular telephone use.
 - 1. A TTY call shall be limited to sixty (60) minutes.
 - 2. A VRS call shall be limited to forty (40) minutes.
 - 3. All rules regarding use of telephone equipment shall apply to the VRS and TTY.

IV. MP3 Players, Televisions and Media Tablets

- A. All inmates residing within the general compound shall be permitted to have their own MP3 player, television, and media tablet. Each inmate in possession of these items shall abide by the following rules:
- B. Headphones shall always be used if using any of these appliances.
- C. MP3 players, televisions, and media tablets shall not be altered except to accommodate earplug jacks. MP3 players and media tablets shall not have the capability to record or possess a record button.
- D. Televisions shall only be permitted in individual living areas and shall not be used or carried outside the living area.
- E. MP3 players and media tablets shall not be allowed for use in the Administration Building, workstations, dining hall, school, library, Chapel or program areas. Headphones shall always be used.

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POLICY AND PROCEDURE

The primary housing areas of the Kentucky State Reformatory (KSR) consist of three (3) units designated as Units A, B and C.

I. General Rules for All Dormitories

A. Each inmate shall be responsible for ensuring his bed is made in military tuck fashion at all corners.

1. Blankets or sheets shall not be draped over the bed in a manner that restricts an officer's view.
2. An inmate's bed area shall be clean.
3. An inmate not working at night shall be required to have his bed area clean and bed made at 8:00 A.M.
4. Any inmate who is not required to be at an assigned job, program, or appointment may lie on his bed after 8:00 a.m. However, the inmate shall not be covered by a blanket, he may be covered by a sheet but the bed shall be made. Inmates shall be permitted to remain in bed until 9:00 a.m. on weekends and holidays.

B. Approved and authorized furnishings shall be maintained in a uniform manner in the dormitories. Exceptions shall be made by the Unit Administrator II or his designee.

1. Institutional furnishings shall not be dismantled and shall remain intact as issued.
2. Homemade furniture of any type shall not be permitted.

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- C. All trash cans, cabinets, and other furniture shall be used for the purpose for which they were designed. They shall not be used for nightstands, shelves, or cots.
- D. All clothing shall fit neatly into the locker and the storage area provided.
- E. All clothing, towels, and washcloths shall be hung at the head of the bed or placed on available shelving and shall not be used as a covering or liner or in any manner that may cause a fire hazard.
- F. Items allowed on top of cabinets or shelves shall be limited to one (1) television and headphones, one (1) MP3 player and headphones, two (2) 8 x 10 picture frames, one (1) clock, one (1) typewriter, one (1) fan and food while being prepared. Trophies shall be limited to three (3) for display purposes.
- G. Windowpanes in the inmate's living area shall be kept clean.
- H. Items shall not be permitted on windowsills at any time.
- I. Plant life or pets of any kind shall not be permitted.
- J. Inmates shall not be permitted to paste, nail, or tape any articles to the walls, doors, or furnishings.
- K. Towels, curtains, or fabric of any type shall not be allowed on the windows, over the door or hanging on cabinets within the room.
- L. Nothing shall be hung from the ceiling or light fixtures. Ceiling lights or vents shall not be covered with paper or any object.
- M. All personal items including magazines, newspapers, and letters shall be kept in neat order.
- N. Rugs shall not be allowed within the rooms except for prayer rugs, which shall be properly stored when not in use.
- O. All urinals and commodes shall be flushed after use.
- P. Showers and water faucets shall be turned off after use.
- Q. Washing or soaking of clothes and the heating or cooling of canned items in wash basins, water fountains, or mop basins shall not be permitted.
- R. An inmate shall not reserve a seat in the television room for another inmate or himself.

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- S. Reading material including legal material shall be limited to two (2) cubic feet and shall be stored in a neat, orderly fashion. These materials shall not be stored in a cardboard box.
- T. Horseplay or loud and unruly conduct shall not be permitted at any time.
- U. Shower - An inmate shall not shower during count time or until count clears. Communal Toilet Facilities - After the count has been conducted by the assigned officer and the wing has been re-secured, only one (1) inmate at a time may use the toilet facilities until the count has officially cleared.
- V. No food, other than canteen items, shall be kept in living areas. All food items shall be kept in tight fitting containers or closed packages and stored in the cabinet.
- W. Items purchased from the canteen shall be stored in the original container. Storage in other containers shall not be permitted.
- X. Clotheslines shall not be allowed at any time in the dormitory.
- Y. An inmate moving to another bed, wing, dormitory or unit shall take with him only clothing and personal property.
- Z. Headphones shall be utilized at all times and audible only to the individual using the appliances.
- AA. Appliances shall be allowed only in designated living areas and shall not be used or carried outside of living areas, unless being taken to or from the Property Room. MP3 players shall be the exception and shall be permitted for use outside living areas.
- BB. Ice chests with a non-detachable lid shall have maximum capacity of no more than ten (10) quarts.
- CC. Arts and Crafts material shall be allowed as permitted in KSR 22-00-06. Wood materials shall be limited in size not to exceed one (1) inch square in width and fourteen (14) inches in length for approved projects.
- DD. There shall be no loitering in the hallways of any dormitory.
- EE. An inmate shall not be allowed to sleep in the nude.
- FF. Nudity shall not be permitted in the bathroom area except for behind a shower curtain. Boxers briefs shall not be removed until the inmate is behind the shower curtain. Boxers briefs shall be placed back on before exiting from behind the shower curtain.

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GG. If an inmate is required to place his property in the Property Room, perishable items shall be disposed of.

II. General Rules for the Yard

A. Inmates shall not congregate or loiter on the walking/running track, around any building, under the dining pavilion, or anywhere on the yard that is not a recreation area.

1. The walking/running track is adjacent to the softball field.
2. An inmate on the walking/running track shall be actively engaged in walking or running.

B. Inmates shall not congregate or loiter on any sidewalk.

1. An inmate on a sidewalk shall be actively moving to or from the inmate's assigned living unit or an authorized area.
2. An inmate shall stay on the sidewalk while traveling to or from the inmate's assigned living unit or an authorized area.
3. An inmate shall not be on grassy areas, except in the inmate's assigned unit yard or in designated recreation areas.

C. There shall be no loitering permitted at any Unit Gate.

1. An inmate shall not enter any living unit he does not reside in.
2. An inmate shall not open, close or manipulate any gate.
3. An inmate shall not touch, hang on, lean against, or climb a fence on the yard.

D. The outside bleachers, next to the softball field, shall not be a recreation area.

1. An inmate shall not congregate or sit on the bleachers unless watching an official sporting event.
2. An inmate shall not be on the softball field, except during authorized recreation activities.

III. Dress Code

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- A. An inmate shall wear a complete khaki uniform at all times between 7:00 a.m. and 4:00 p.m. Monday through Friday, excluding State holidays, unless he is actively participating in recreation, moving to and from a recreation activity, or in his assigned dormitory, cell, or wing.
1. Khaki uniform dress shall consist of:
 - a. Khaki shirt and pants; and
 - b. State issued belt.
 2. Khaki uniform shirts shall be tucked in at all times with a state issued belt worn at all times.
 3. Inmate identification shall be attached to the shirt and displayed above the waist.
 4. An inmate who has medical documentation permitting a deviation from the dress code shall be required to have the medical documentation with him at all times.
- B. After 4:00 p.m. Monday through Friday, weekends, and holidays, an inmate may wear acceptable recreation clothing unless he enters the following areas:
1. Administration Building;
 2. Medical Building;
 3. Chow Hall;
 4. Chapel;
 5. Library;
 6. Visiting Room; or
 7. Staff offices.
- C. Recreation clothing shall consist of:
1. Khaki shirt and pants;
 2. T-shirts;
 3. Sweats; or

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4. Shorts.

D. An inmate may wear recreation clothing in the following designated recreation areas:

1. Softball field;
2. Horseshoe pit;
3. Volleyball court;
4. Running track;
5. Basketball court; or
6. Gymnasium.

G. Inmate identification shall be attached to the front of the waistband if an inmate is shirtless.

H. Any clothing or apparel altered to be sexually revealing or suggestive in its design shall be confiscated and the inmate wearing this type of clothing shall be charged with a Category III-23 violation of the Inmate Dress Code.

I. Deviations from this policy shall require authorization from the appropriate Deputy Warden.

IV. Laundry

A. State and personal clothing of Unit A, B, and C inmates may be laundered at the institutional laundry located in Correctional Industries or at the facilities located in each dormitory.

B. Special items, including sheets, pillowcases, towels and washcloths, may be washed on Friday. Sheets may be included with clothing on any day to make a full load only.

1. Laundry equipment shall only be used during normal operations Monday through Friday. On weekends and holidays an inmate may wash his own clothes according to the posted schedule.

2. During normal operations Monday through Friday, the laundry equipment shall be operated by a laundry worker for those who do not wish to or cannot

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wash their own clothes. Laundry to be washed shall be turned in during normal operations hours.

3. An inmate may wash his own clothes according to the posted schedule.
4. Laundry equipment shall not be operated at the following times:
 - a. During controlled movement;
 - b. During lock down; and
 - c. During emergencies.
5. Any laundromat worker found washing unauthorized clothing or charging inmates for his services shall receive appropriate disciplinary action and loss of his job assignment.
6. An inmate washing clothes during counts shall leave the laundry room but may leave clothing in the washer or dryer.

C. Unit Supervisors shall curtail or extend laundry operations at their discretion if extenuating circumstances arise. Any deviation from the regular schedule shall be coordinated through the proper chain of command with each shift and a written report made and submitted to the appropriate Unit Administrator.

V. Inmate Accounts

- A. If an inmate discovers a discrepancy on his account, he shall review his account activity on the kiosk. If the issue is not resolved, he shall contact his Classification and Treatment Officer (CTO) if there is a discrepancy in his account.
- B. Staff shall contact the Inmate Account's Office concerning inmate account problems.
- C. A written request may be made through the CTO to the Fiscal Manager's Office requesting that the discrepancy be investigated.

VI. Dormitory Furnishings

- A. The following furnishing shall be provided to each inmate assigned to a dormitory in the general population:
 1. One (1) bed 12" off the floor
 2. One (1) mattress

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3. One (1) pillow, provided mattress does not have a built in pillow
4. One (1) wall cabinet
5. One (1) chair
6. Writing surface

B. Furnishings shall be maintained in a standardized and uniform format.

C. Each inmate may provide for himself the following permitted items:

1. A maximum of four (4) electrical appliances
2. Two (2) pictures (8" x 10") and picture frames
3. One (1) clothes bag and one (1) canteen bag made of nylon net material

D. A locator card containing the inmate's name, number, race, and job assignment (if applicable) shall be affixed in the lower section of the door window.

VII. Inmate Keys

A. If an inmate moves into a dormitory, the officer shall issue him a key to his assigned room.

B. The inmate shall sign for the key on the back of the dormitory key card.

1. The key card shall read, "I have received key # _____ to room # _____." The inmate's signature, officer's signature, date the key was issued, and the date the key was returned shall be indicated on the key card.
2. The back of the key card shall read, "I hereby sign that I have received the following items: bed; cabinet; chair; mattress; pillow; television cable, if applicable; and trash can." This side shall also have the inmate's signature and institutional number.

C. If an inmate moves from a dormitory, including assignment to the Restrictive Housing Unit (RHU), furloughs, or medical and court trips, he shall return the key to the dormitory officer before leaving the dormitory.

D. The officer shall record all key transactions in the Daily Housing Security and Safety Log.

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- E. If an inmate has been assigned to RHU or any outside trip resulting in an overnight stay, the Unit Supervisor of the shift the inmate left on shall ensure the inmate's room key is returned and secured in the dormitory officer's station.
- F. If an inmate loses his key, he shall immediately report the lost key to the dormitory officer and shall be charged the current cost of replacing locks and keys as determined by the Fiscal Manager's Office. No disciplinary action shall be taken.
 - 1. The loss of the keys shall be reported to the Unit Supervisor by the dormitory officer and recorded in the Daily Housing Security and Safety Log.
 - 2. The inmate shall then report to the Unit Supervisor who shall designate a money transfer slip to the Warden's Fund-Replacement Lock.
- G. A Unit Supervisor shall oversee all key transactions to ensure efficient operations.

VIII. Dormitory Privileges

- A. An inmate shall not enter a wing to which he is not assigned.
- B. An inmate shall not enter another inmate's room.
- C. An inmate shall be determined to be in another room if his body breaks the plane of the doorway. The plane of the doorway shall be considered the outer door facing.
- D. An inmate found in another inmate's room shall receive disciplinary action for being in a restricted or unauthorized area.
- E. An inmate who allows another inmate to enter his room shall receive disciplinary action.
- F. One (1) inmate may sit outside the doorway of another inmate's room and visit with that inmate. The inmate shall sit in a chair and may not sit on the floor, lean against the wall, or sit on a garbage can.

IX. Inmate Rights and Responsibilities

- A. An inmate shall have the right to be free from discrimination in program access, work assignment, and administrative decisions based on race, religion, national origin, sex, disability, or political views. An inmate shall not discriminate against another inmate or staff for the same reasons.
- B. An inmate or group of inmates shall not be given control or authority over another inmate.

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X. Television Rooms and Day Rooms

- A. Television rooms and the day room shall be for entertainment and recreation during inmate free time in the dormitories. Use of these rooms for group television viewing, card games, and board games shall minimize the noise in the wings allowing the individual living area to be a quiet place for inmate leisure time.
- B. An inmate shall abide by the following rules for use of the Television Room:
 1. The dormitory television room may be used during scheduled hours and the posted television-viewing schedule shall require approval by Unit Staff. The practice of reserving a seat in the TV Room shall not be permitted .
 2. If television privileges are abused, they may be restricted by the Unit Administrators or designee.
 3. If inmates in the television room become loud or unruly, the room shall be shut down by the Unit Supervisor in conjunction with the Unit Administrator, or on the second and third shift, with the Shift Supervisor. The reasons shall be documented in the Daily Housing Security and Safety Log.
 4. Television rooms shall be kept neat and clean.
 5. Any request for extended television viewing in the television room shall be made to the Unit Administrator who shall approve or deny the request.
 6. Inmates shall abide by the following rules for use of the Day Room:
 - a. Day Rooms be shall open according to posted schedules;
 - b. If any room privileges are abused, they may be restricted by the Unit Administrator or his designee.
 - c. If inmates in the Day Room become loud or unruly, the room shall be shut down by the Unit Supervisor in conjunction with the Unit Administrator, or on the second and third shift, with the Shift Supervisor, and documented in the Daily Housing Security and Safety Log.
 - d. Day Rooms shall be kept neat and clean.
 - e. Card or board games shall not be played in the wings or individual living areas but shall only be played in the Day Rooms.

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XI. Dormitory Lights Out

- A. Dormitory lights out shall be 11:30 p.m. Sunday through Thursday and 2:00 a.m. on Friday, Saturday, and holidays.
- B. Lights out for open wing dormitories (Daily Assisted Living Unit and Dorm 12) shall be 9:30 p.m. Sunday through Thursday and 12:00 a.m. on Friday, Saturday, and holidays.
- C. Bathroom use shall be monitored with no loitering allowed.



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POLICY AND PROCEDURE

It shall be the policy of Kentucky State Reformatory (KSR) to provide a Nursing Care Facility (NCF) for inpatient care and emergency services for inmates. The Medical Authority shall be responsible for the medical practice within the NCF.

I. Responsibilities

A. The Unit Administrator shall:

1. Be responsible for the unit operation within the NCF. The NCF shall be manned on a twenty-four (24) hour, seven (7) day per week basis.
2. Ensure that the NCF policies are in accordance with Kentucky Revised Statutes, Department of Corrections Policies and Procedures, and KSR Policies and Procedures.
3. Review post assignments and monitor staff work performance.
4. Ensure that an inmate assigned to the NCF is reviewed, classified, and receives orientation as required by policies and procedures.
5. Ensure that all casework services are provided in the NCF.

B. The Nursing Care Facility Security Supervisor shall:

1. Be responsible for unit security and unit sanitation.
2. Be directly responsible to the Unit Management Team for unit operations during their absence.

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3. Function under the guidance of the Shift Supervisor during an emergency or a situation requiring immediate attention.
4. Be responsible for the supervision of any Correctional Officer assigned to work in the NCF.
5. Be responsible for investigation of Unit Incident Reports, Unit Disciplinary Log, and Unit Court Call.
6. Inspect the perimeter fence area of the Unit as least one (1) time per shift and document time checked in the designated Officer's Daily Housing Security and Safety Log within the NCF.

C. Restrictive Housing Unit (RHU) – NCF

1. RHU inmates housed in NCF shall not have exercise outside the cell due to requiring inpatient care or emergency services.
2. RHU inmates housed in NCF may be permitted one (1) ten-minute telephone call per week or as authorized by the Warden or designee. He also may be afforded an opportunity to use the telephone for calls relating specifically to access to the judicial process, family emergencies, or as authorized by the Warden or designee.

D. The Classification and Treatment Officer (CTO) shall:

1. Conduct orientation in accordance with KSR 17-00-05 for any non-KSR intake.
2. Review and prepare all case material for hearings by the Unit Classification Committee.
3. Provide every inmate with access to routine casework services, general institutional guidance, and emergency counseling.
4. Be a member of the Classification Committee for all inmates assigned to his caseload.
5. Prepare and process Case Management Plans (CMP), LSCMI's, and any other required documents for all inmates currently assigned to his caseload, to include PREA risk assessments within 72 hours of intake of all non-KSR inmates.
6. Make a daily round through all living areas of the NCF to ensure contact with each inmate and sign the appropriate log.
7. Participate in weekly care plan meetings.

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E. Correctional Officers

Each NCF officer shall be responsible for the direct security supervision within the NCF and shall enforce all institutional policies and rules. An officer's general duties shall include:

1. Control and inspection of locking devices;
2. Control and count of the inmate population;
3. Security and distribution of mail;
4. Supervision and inspection of the cleanliness of the NCF;
5. Daily maintenance inspections of the NCF with written reports of discrepancies;
6. Routine and emergency security shakedowns of all inmates and property in the NCF;
 - a. A complete search of each room shall be conducted prior to assignment of a new inmate to ensure the room does not contain any contraband, property damage, or other unauthorized items.
 - b. This search shall be recorded in the Officer's Daily Housing Security and Safety Log.
7. Preparing disciplinary reports as needed;
8. Daily inspection of emergency exits and inspections for clearance of areas adjacent to emergency exits;
9. Informing all incoming staff of any unusual occurrences or problems that develop during his tour of duty. Major incidents shall be recorded in the Daily Housing Security and Safety Log;
10. Conducting irregular rounds throughout the living areas to assure adequate supervision in the NCF;
11. Signing in and out of the Officer's Daily Housing Security and Safety Log at the beginning and end of the shift; and
12. Supervision and control of the inmate pay telephones.

II. Control of Inmate Movement

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- A. Each inmate outside of his assigned room shall wear an institutional identification card.
- B. All NCF admissions and discharges shall be authorized by a medical provider.
- C. All inmate movement shall be accounted for on the institutional move sheet.
- D. Each inmate entering and leaving the NCF shall sign in and out. He shall be pat searched by the officer.
- E. An inmate shall not enter another inmate's room.
- F. If it is necessary for medical staff or any supervisory staff member to change a bed assignment in the NCF at a time when the Unit Management Team is not present, it shall be the staff member's responsibility to report this move and the justification for the move to the Captain's Office Clerk.
- G. An inmate shall not go behind the NCF or into an area designated as restricted or unauthorized, including an area within thirty (30) feet of the fence.

III. Food and Meals

- A. All meals shall be provided to the NCF by the Food Service Department according to prescribed diets.
- B. It shall be the responsibility of the Food Service Director to set up meal trays.
- C. A limited quantity of food items shall be maintained for diabetic emergency use.

IV. Inmate Accounts

- A. Any discrepancy on an inmate's account shall be handled by the inmate's CTO upon the inmate's request.
- B. The CTO may telephone the Inmate Account's Office concerning the inmate's account problem.
- C. An inmate may submit a written request through the CTO to the Fiscal Manager's Office requesting a discrepancy be investigated.

V. Laundry

State and personal clothing of an NCF inmate including bed linens may be laundered at the institutional laundry located in Correctional Industries.

VI. Special Services for Grievances

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- A. The Legal Aide and Grievance Aide shall make daily rounds, Monday through Friday, in the NCF. The NCF officer shall maintain a log for an inmate to sign up for these services.
- B. The CTO shall provide access to a representative from the Office of Public Advocacy.

VII. Library

The Activities Director shall provide access to library services and materials in accordance with KSR 21-00-02.

VIII. Mail - Refer to KSR 16-00-02

- A. Outgoing mail shall be placed by the inmate in the institutional mailbox located in the NCF.
- B. Outgoing mail shall be picked up on a daily basis by the mailroom staff.
- C. The CTO shall deliver legal mail to an NCF inmate. Each inmate shall be required to sign acknowledging receipt of his legal mail.

IX. Personal Hygiene

- A. Each inmate shall be responsible for the cleanliness of his bed area. All personal items shall be kept in the bedside cabinet.
- B. A haircut shall be scheduled in the NCF upon request.

X. Telephone Calls

- A. An inmate may use the inmate telephones located inside the NCF from 6:30 a.m. until lock down, except during the following times:
 - 1. Counts
 - 2. Emergency Situations
- B. The NCF Officer shall monitor the telephone usage at all times to ensure proper order.
 - 1. The number of phone calls permitted, and time limits, shall be enforced in accordance with KSR Policy and Procedure 16-00-03.
 - 2. Three (3)-way telephone calls shall be prohibited.

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- C. The misuse of telephone privileges shall result in the restriction of telephone usage by the Unit Management Team.

XI. Property Room

- A. An inmate may request to go to the Property Room to obtain needed and allowable property.
 - 1. An arrangement shall be made to escort an able inmate to the Property Room.
 - 2. If an inmate is unable to go to the Property Room, the NCF Officer shall obtain a list of the items requested and notify the Property Room.
 - 3. The Property Room staff shall deliver the allowable property to the NCF and the inmate shall sign a receipt for the property.

XII. Religious Services

- A. The Chaplain shall be available in the Chapel daily. He shall respond to referrals made through the CTO and provide religious counseling and appropriate religious materials upon request.
- B. The Chaplain shall schedule non-denominational religious services which shall be held in the NCF. This service shall be conducted by a Certified Volunteer Chaplain or a Chaplain.

XIII. Room Furnishings

- A. Each assigned living area shall be furnished as follows:
 - 1. One (1) bed 12" off the floor
 - 2. One (1) mattress
 - 3. One (1) pillow, provided mattress does not have a built in pillow
 - 4. One (1) wall locker
 - 5. One (1) beside table
 - 6. One (1) nightstand
 - 7. Writing surface
 - 8. Bulletin board

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- B. Room furnishings shall be maintained in a standardized and uniform format.
- C. Each inmate may provide for himself the following permitted items:
 - 1. A maximum of four (4) electrical appliances
 - 2. Two (2) pictures and picture frames, no larger than 8" x 10"
 - 3. One (1) clothes bag.



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References/Authority CPP 19.1 KRS 196.035, 197.020	Subject OUTSIDE DETAIL	

POLICY AND PROCEDURE

The Kentucky State Reformatory (KSR) utilizes reduced custody inmates from nearby Roederer Correctional Complex (RCC) to fill crucial outside detail or specialized work assignments, i.e. Administration Building, and Health Services Division (HSD) janitors, warehouse, maintenance, outside landscape, fuel station, and the EMT service and program. The outside detail inmate workers shall be housed at RCC Unit 4, Wings R, S, and T. KSR and RCC shall communicate and work together to ensure that the needs of both institutions, the inmate workers, and the community are met.

I. Functions of Assigned Personnel

A. Outside Detail Supervisor

1. Shall supervise all administrative and operational aspects of the outside work details.
2. Shall be responsible for coordinating the transportation of inmate workers between RCC and KSR.
3. Shall assist the Gate 1 Officer and RCC Captain's Office with RCC counts of outside detail inmate workers.
4. Shall review job assignments, monitor the work performance of staff and inmates, and coordinate with RCC staff regarding outside detail inmate pay.
5. Shall collect information for and complete appropriate reports, including an Incident Report (IRT) if needed. Completed IRTs shall be submitted to the Deputy Warden of Security at KSR and a copy sent to RCC's Deputy Warden of Security.
6. Shall keep staff informed of policy changes and other useful information through regular staff meetings.

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7. Shall ensure the enforcement of all policies and procedures. Inmate disciplinary issues shall be forwarded to the RCC Unit 4 Corrections Unit Administrator.

B. Outside Detail Officer

1. Shall directly supervise outside detail inmate workers and manage their safety and security.
2. Shall ensure inmate compliance with CPP 19.1 if working in the community.
3. Shall ensure all inmates are wearing protective equipment appropriate to the assignment.

C. Gate 1 Officer and Counts

1. RCC inmates shall be on appropriate RCC out counts while working at KSR. KSR shall call in these counts to the RCC Captain's Office per RCC's count schedule. The RCC count schedule shall be posted at Gate 1.
2. KSR staff supervising RCC inmate workers shall call in their counts, broken down by wing (RCC Unit 4, R, S, and T Wings), to the Gate 1 Officer fifteen (15) minutes prior to RCC's count times (e.g. 11:45 AM for a 12:00 PM count).
3. The Gate 1 Officer shall then call in a total count, broken down by wing (RCC Unit 4, R, S, and T Wings), to the RCC Captain's Office at the established time.

- D. The KSR Outside Patrol or MSU Officer shall call in EMT ambulance crew counts and transport inmate workers between RCC and KSR during the 7 PM - 7 AM shift.

- E. KSR staff supervising RCC inmate workers shall report the inmate's work time to the RCC Unit 4 Corrections Unit Administrator for the purpose of state pay. RCC shall pay the inmate workers each month; KSR's Business Office shall then reimburse RCC.

- F. All inmate services – e.g. food, medical, dental, psychology, inmate accounts, canteen, mail, visitation, classification, programming, casework, laundry, hygiene, etc. – for the RCC inmates working at KSR shall be provided by RCC.

II. KSR Job Assignments

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A. Application and Assignment Process

1. An RCC Unit 4 inmate may apply for a vacant KSR job assignment through his RCC unit staff provided he:
 - a. Has reduced custody, minimum or community;
 - b. Has forty-eight 48 months or less to parole hearing or serve out;
 - c. Has no disciplinary actions, of any kind, for the past twelve (12) months;
 - d. Is in good health, physically fit, able to lift at least fifty (50) pounds, tolerates outdoor allergens, and willing to work in all climates; and
 - e. Is not serving on an escape charge.
2. Certain KSR jobs have additional application requirements that shall be detailed in RCC's Inmate OJT Manual.
3. The RCC Unit 4 Corrections Unit Administrator and KSR Administrative Section Supervisor shall consider the applicants, make a selection, and assign the job via RCC Classification Committee.

B. Releases, Terminations, and Withdrawals

If it is necessary to release or terminate an inmate worker, or if an inmate worker wishes to withdraw from his position, the inmate's KSR staff supervisor shall contact the Deputy Warden of Programs and Operations, who shall in turn communicate with the RCC Unit 4 Corrections Unit Administrator. All job actions shall be conducted via RCC Classification Committee.

III. KSR EMT Program

The KSR EMT Program consists of both trained, certified inmate EMTs and program participants who are working to become EMTs. As the program and its staff, vehicles, and equipment are physically located at KSR, KSR shall review inmates for acceptance into the program and monitor progress, completions, withdrawals, and terminations.

A. Application and Assignment Process

1. An inmate at KSR, RCC, or any of the department's institutions may apply for the EMT Program on the appropriate form via their

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Classification and Treatment Officer (CTO) or other designated staff member. This form shall be sent by mail or electronically to the Deputy Warden of Programs and Operations. An inmate applying for the EMT Program shall:

- a. Have reduced custody, minimum or community;
 - b. Have no more than forty-eight (48) months and no less than eighteen (18) months to parole hearing or serve out;
 - c. Have no disciplinary actions of any kind the past twelve (12) months;
 - d. Be in good health, physically fit, able to lift at least fifty (50) pounds, tolerate outdoor allergens, and willing to work in all climates;
 - e. Have high school diploma or GED;
 - f. Not be serving on an escape charge; and
 - g. Have good personal hygiene and appearance.
2. The Deputy Warden of Programs and Operations shall review all applications. The names and information of accepted applicants shall be forwarded to the RCC Unit 4 Corrections Unit Administrator, who shall work to get the inmates moved to RCC. The Deputy Warden of Programs and Operations shall also advise the EMT Program Director and Outside Detail Lieutenant about accepted applicants.
 3. The EMT Program Director, Deputy Warden of Programs and Operations, and RCC Unit 4 Corrections Unit Administrator shall work in concert to assign accepted inmates into the program as vacancies permit. Assignments shall be conducted by RCC Classification Committee.

B. Program Completion and Other Actions

If a participant completes, withdraws, or is terminated from the EMT Program, the EMT Program Director shall contact the Deputy Warden of Programs and Operations, who shall communicate with the RCC Unit 4 Corrections Unit Administrator. All program assignment actions shall be conducted via RCC Classification Committee.

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References/Authority ACA: 5-ACI-4A-20, 5-ACI-7D-01 through 5-ACI-7D-10; CPP 9.6, 16.2; KRS 196.035, 197.020; KSR 21-00-01, 21-00-02	Subject INMATE CORRESPONDENCE AND MAILROOM OPERATIONS	

POLICY AND PROCEDURE

The Kentucky State Reformatory (KSR) shall encourage open communication between an inmate and the outside community through an efficient mail system. This procedure shall govern inmate correspondence and operations of the institutional mail room.

I. Outgoing Mail

- A. Inspection and processing of outgoing mail shall be in accordance with CPP 16.2.
- B. A limit shall not be placed on the amount of mail sent by an inmate.
- C. 7:00 p.m. – 7:00 a.m. shift staff shall pick up outgoing mail and turn it into the mailroom.
- D. Designated staff from the 7:00 p.m. – 7:00 a.m. shift shall obtain the mailbox key from the key box and collect outgoing mail from the general population mailbox, Dorm 12, Correctional Psychiatric Treatment Unit (CPTU), and the Nursing Care Facility (NCF). After mail has been collected, staff shall secure the mail in the mail room and return the key to the key box.
- E. Only designated staff shall sort through the mail. Staff shall not allow an inmate to assist in bagging the mail or carrying the mailbag to the Administration Building.
- F. Mailroom staff shall prepare mail for delivery to the Post Office by stamping each outgoing letter with the designated wording for inmate mail.
- G. An inmate wishing to mail correspondence that is not privileged, which requires special handling, including registered, certified or insured mail, shall bring the item to the mail room service window during his designated mail out time as outlined below:
 1. Monday – privileged mail only;

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2. Tuesday – CPTU ;
3. Wednesday – Unit B (Dorm 10 and NCF);
4. Thursday – Unit C (Dorms 7, 9, 12 and DAL); and
5. Friday – Unit A (Dorms 1 and 3) and Correctional Industries.

II. Outgoing Privileged Mail

- A. Privileged mail may be mailed out on Tuesday through Friday from 10:00 a.m. to 11:00 a.m. at the mail room service window.
- B. Postage for privileged mail shall be paid for in accordance with KSR 21-00-01.
- C. Outgoing privileged mail that needs to be weighed or that qualifies for indigent status postage shall be processed in the mail room.
- D. If an inmate seeks to send mail after signing a written money authorization for payment from his inmate account or has signed authorization on the envelope from his CTO showing he is indigent, the outgoing privileged mail shall be presented to mail room staff in an unsealed envelope. In the presence of the inmate, mail room staff shall scan or read only those sections of the mail that are necessary to determine if it meets the definition of privileged mail. Privileged mail shall not be removed from the inmate's presence before being sealed.
- E. If the Copy Office is closed and the inmate has a court-imposed deadline that requires an immediate filing or response, the inmate shall have his privileged mail processed at the institutional mail room from 10:00 a.m. to 11:00 a.m. The documentation of the deadline shall be provided by the inmate.

III. Outgoing Packages

- A. If mailing a parcel, an inmate shall take the item to be mailed to the Package Room on his assigned mail out day for sending. After inspecting and approving the parcel, mail room staff shall supervise the sealing of the package.
- B. Mail room staff shall weigh the parcel and determine the amount of postage required.
- C. A Money Transfer Authorization form shall be made in duplicate indicating the inmate's name, institutional number, date, and the amount of the transaction. The inmate and mail room staff shall both sign the Inmate Money Transfer Authorization Form.
 1. The original and a copy of the Inmate Money Transfer Authorization Form shall be forwarded to the Inmate Accounts Office.

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2. Upon receipt of the Inmate Money Transfer Authorization Form, the Inmate Accounts Office shall debit the inmate's account for the amount indicated.
3. The copy shall be given to the inmate after the money has cleared his account.
- D. A log shall be maintained indicating the inmate's name, institutional number, date, and the amount of the transaction. The person authorizing the transaction shall initial the log.
- E. After the authorization has been approved, logged, and receipt issued, the parcel shall be forwarded to the U.S. Postal Service for delivery.

IV. Incoming Mail

- A. A limit shall not be placed on the amount of general correspondence an inmate may receive.
- B. The mail room staff shall sort, open, inspect, and date stamp incoming mail for proper distribution.
- C. Money for an inmate shall be sent via JPay. Other forms of funds shall not be accepted. Money received not in accordance with this procedure shall be returned to the sender, all contents included, with a Rejection Notice explaining the reason for rejection. A copy of the Rejection Notice shall be sent to the inmate and a copy shall be maintained in the mail room.
- D. The Captain's Office on the 7:00 a.m. – 7:00 p.m. shift shall assign a staff member to deliver the mail to the dormitories.
 1. The Dormitory Officer shall ensure mail is delivered to each inmate as designated.
 2. An inmate shall not be allowed to deliver or distribute inmate mail.
 3. Undeliverable mail shall be returned to the mail room at the end of the shift for reprocessing.
 4. Incoming and outgoing letters shall be held for no more than forty-eight (48) hours excluding weekends, holidays, or emergency situations.

V. Incoming Privileged Mail

- A. The privileged mail window for pick-up shall be open Monday through Friday immediately following the 12:30 p.m. count until 4:00 p.m.

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- B. A log maintained by mail room staff shall note the inmate's name, institutional number, and date of inmate's receipt of privilege mail and the inmate's signature of receipt.
- C. Incoming privileged mail shall be opened in the presence of the inmate and inspected for contraband.
- D. Privileged mail shall not be given to an inmate without positive identification of the inmate by observing the inmate's identification card.
- E. An inmate assigned to RHU, CPTU, NCF, or Dorm 10 A and B Wing shall sign a log indicating that he has received privileged mail. This log shall be returned to the mail room on a daily basis.
- F. Although a video court transcript shall be considered privileged mail, it shall be processed and stored in accordance with KSR 21-00-02.
- G. An inmate shall not be allowed to receive a video court transcript that a family member has taken possession of from the court. All video court transcripts shall be mailed directly from the court, or other correctional facility, to this institution.

VI. Indigent Inmate Postage and Mail

- A. An inmate shall make a request to his Classification and Treatment Officer (CTO) to receive indigent inmate mailing assistance.
- B. The CTO shall contact the Inmate Accounts Office to verify indigent status.
- C. The CTO shall notify the mail room if the inmate is verified as being indigent by initialing the upper right hand corner of the envelope. Mail room staff shall record the inmate's name, number and the CTO who confirmed the indigent status in the Indigent Mail Log.
 - 1. Upon request, an indigent inmate shall be provided two (2) sheets of paper and one (1) envelope for each letter up to a total of two (2) letters per week from the Copy Office. The inmate's name and number shall be written on the upper left corner of each envelope.
 - 2. Upon completion, the inmate shall return the letter to the mail room for the postage seal to be affixed and the letter forwarded. The institution shall comply with CPP 16.2 and Section II. D. of this policy concerning indigent privileged mail.

VII. Rejection of Mail

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- A. Incoming mail shall not be rejected except as outlined in CPP 16.2. If mail is rejected, mail room staff shall send the inmate a Rejection Notice through the institutional mail advising of his options to dispose of the mail.
- B. All publications, newspapers and books shall conform to CPP 16.2. A newspaper clipping, folded brochure or newsletter, church bulletin, or page torn from a magazine may be accepted. The item shall be within a reasonable amount, not bound and easily searched by mail room staff. All incoming items shall have the inmate's name, number and Kentucky State Reformatory included in the address. Any of the above listed items sent in any other manner shall be rejected and returned to the sender.
- C. A publication or item received that has not been prepaid shall immediately be returned to the sender.

VIII. Contraband in the Mail

- A. If an employee finds contraband or dangerous contraband in incoming or outgoing mail, as outlined in CPP 9.6 or CPP 16.2, the mail shall be held and Internal Affairs staff shall be notified.
- B. Contraband of a dangerous or chemical nature shall be turned over to Internal Affairs staff for investigation and for use as evidence in any subsequent action.
- C. Contraband not of a dangerous or chemical nature shall be disposed of by Internal Affairs staff in accordance with established procedures for disposal of contraband.
- D. The chain of evidence shall be maintained as established by existing procedures.

IX. Forwarding of Mail

- A. An inmate shall inform his correspondents of a change of address.
- B. Staff shall forward all first class mail of a transferred or released inmate to the address provided by the inmate.
- C. If an inmate is on an outside court or hospital trip that is anticipated to last less than seven (7) days, the mail, except privileged mail, shall be held until the inmate returns.
- D. Mail forwarded to an inmate who is transferred or released shall continue for thirty (30) days, after that time his mail shall be returned to the sender, including privileged mail.
- E. Every effort shall be made to promptly forward privileged mail by the U.S. Postal Service, but if the inmate is expected to return within forty-eight (48) hours the mail shall be held for the inmate's return.

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- F. All privileged mail returned to the sender shall have noted on the face of the envelope the reason for returning it or the last known address of the inmate.

X. Mailroom Operations

The Mail room shall operate:

- A. Monday through Friday from 8:00 a.m. to 4:00 p.m., except in the case of an emergency or if different hours are posted.
- B. On a state holiday falling on a weekday if the U.S. Post Office is open for regular business.

XI. Mailroom Personnel

- A. The Mail Room Supervisor shall be responsible for the direct supervision of all mail room staff and ensure adherence to all applicable procedures regarding mail room operations.
- B. The Mail Room Supervisor shall maintain all records and logs outlined in this policy and associated with the mail room operations.
- C. The Mail Room Supervisor shall ensure overall security of the mail room, mail room annex and the mail.

XII. Mailroom Security

- A. An inmate shall not be allowed in the mail room except under the direct supervision of a staff member. This shall include the mail room janitor.
- B. At least one (1) member of the mail room staff shall remain present at all times while the room is unsecured.
- C. The outer door to the mail room shall remain closed except when staff enter and exit or if processing packages through the package room door.
- D. The Dutch door may remain open at the top.

XIII. Staff Mail

- A. The mail room staff shall process staff mail and place the mail in the appropriate mailboxes.
- B. Outgoing mail shall be delivered to the U.S. Post Office once daily.

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References/Authority ACA 5-ACI-4A-25, 5-ACI-4A-26, 5-ACI-7D-11; KRS 196.035, 197.020; 439.346 CPP 25.3	Subject INMATE ACCESS TO TELEPHONES	

POLICY AND PROCEDURE

The Kentucky State Reformatory (KSR) shall provide an inmate with reasonable and equitable access to telephones. This procedure shall set forth rules for inmate access to and use of telephones.

I. Inmate Access to Telephones

- A. Telephones shall be located inside each dormitory for use by an inmate assigned to that dormitory during regular release times. These telephones are operator-assisted and may be used for collect calls only.
- B. An inmate may use an institutional telephone for a phone call to a staff member, but shall receive prior permission from a staff member and be under the supervision of a staff member when making the call.
- C. In an emergency situation, an inmate may make an emergency phone call from an institutional office telephone with prior permission of the Chaplain, Unit Management staff, Duty Officer, or Administrative staff.
 1. If an inmate receives an incoming emergency telephone call, the telephone number and name of the calling party shall be obtained by the receiving staff and forwarded to a supervisor or Chaplain. Once the supervisor or Chaplain confirms an emergency exists, the inmate shall be allowed to make the call regarding the emergency.
 2. An emergency telephone call shall consist of those pertaining to a serious family illness, death, or impending disaster relating to the inmate's personal property or family.
- D. A telephone call on an institutional telephone to an attorney or other legal representative may be permitted in an emergency situation upon request and documentation of the emergency shall be provided by the inmate.

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1. The call shall be made with prior approval of the inmate's Classification and Treatment Officer (CTO) or other administrative staff.
2. An emergency phone call to an attorney shall be one that cannot be deferred until regular mail delivery is available or possible.

II. Use of Telephone Equipment

A. An inmate found in violation of any law or policy regarding telephone use may have their account suspended or telephone access blocked. For example:

1. Third party telephone calls;
2. Use or possession of a calling card or calling card number; or
3. Any violation detrimental to the security of the institution.

B. Hearing impaired telephone equipment available consists of the Video Relay Service (VRS) and Text Telephone (TTY).

1. A TTY call shall be limited to sixty (60) minutes.
2. A VRS call shall be limited to forty (40) minutes.
3. All rules regarding use of telephone equipment shall apply to the VRS and TTY.

III. Monitoring Inmate Telephone Calls

A. All inmate telephone calls shall be recorded and may be monitored periodically on a random basis.

B. A telephone call shall be monitored if there is sufficient cause to believe:

1. The telephone privilege is being abused in a manner that is in violation of policy or law; and
2. The action is detrimental to the security of the institution, staff, or inmates.

C. The purpose for monitoring an inmate telephone call shall be for determining violations of policy or law and security.

D. An inmate telephone call to an attorney shall not be monitored.

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- E. A sign clearly stating that telephone conversations may be monitored shall be visibly posted at the operator-assisted telephones in each unit.
- F. A monitored call shall be logged and may be recorded, including the date and time the call was monitored, staff member monitoring the call, and any violation of law or security noted. G. The Internal Affairs Officer shall complete a written report of all inmate telephone calls monitored.
- H. If felonious activity is suspected and requires investigation and surveillance, the following administrative staff shall be notified:
 - 1. Warden;
 - 2. Deputy Warden of Security or Duty Officer; and
 - 3. Internal Affairs Officer.



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POLICY AND PROCEDURE

Although administrative staff reserves the right to allow or prohibit a visit, it shall be the policy of the Kentucky State Reformatory (KSR) to respect the right of an inmate to have a visit while insuring the safety and security of the institution.

I. Visiting Building Visits – Refer to CPP 16.1

- A. Visits shall be conducted on Saturday, Sunday and holidays. Each visitor shall be allowed to enter the institution beginning at 8:00 a.m. Visitors shall continue to be admitted into the institution until 2:20 p.m. Visitors shall not enter after 11:15 a.m. a.m. until the 12 Noon count clears. All visits shall be concluded by 3:00 p.m. By 3:15 p.m., all visitors shall be off institutional grounds.
- B. An inmate housed in the Special Management Unit (SMU) or Restrictive Housing Unit (RHU) shall only be allowed a non-contact visit in the Security Booth.
- C. A list of approved visitors shall be maintained in accordance with CPP 16.1. The visitor may visit in accordance with CPP 16.1.
- D. An inmate shall be allowed two (2) visits weekly. A holiday visit shall count as one (1) of the two (2) weekly visits.
- E. An inmate shall be allowed to have three (3) adult visitors (adult being defined as 18 years of age and older) per visit.
- F. An inmate shall be allowed to have three (3) child visitors per visit. Children shall remain under the supervision of an adult visitor who shall prevent any disturbances by children in the Visiting Building. If disruption persists, the visit shall be terminated at the discretion of the Visiting Supervisor with the approval of the Shift Supervisor.

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- G. The length of each visit shall be limited to two (2) hours, with a one (1) hour minimum if there is no space available and visitors are waiting to arrive. The visit time shall begin when both inmate and visitor are at their assigned table.
- H. Any person who travels 150 miles or more may receive an extended visit. These extended visits shall be requested one (1) week in advance through the Classification and Treatment Officer (CTO) of the inmate and require approval by the Deputy Warden of Security.
- I. A visitor, including a child, may be subject to a personal search, including a search of anything brought in with him or any vehicle brought on institutional grounds in accordance with CPP 9.8 and CPP 16.1.
- J. A list of persons restricted from the institution shall be posted at the Visiting Desk. Individual visiting records shall specify any person restricted from visiting an individual inmate.
- K. Each visitor shall follow the steps listed below to visit an inmate in the Visiting Building.
 - 1. After parking in the visitor's parking lot, the visitor shall proceed to Box 1. Purses or briefcases shall not be allowed unless it is an attorney visit.
 - a. A sign shall be posted listing items which are by statute and policy and procedure considered to be dangerous contraband or contraband; and
 - b. The visitor shall be prohibited from entering the institution with the item and may be subject to prosecution as defined in CPP 9.6.
 - c. If a visitor appears to be under the influence of drugs or alcohol, the Shift Supervisor shall notify Kentucky State Police Post 5.
 - 2. The following items shall be approved for a visitor to bring into the Visiting Building during the visit:
 - a. Jewelry the visitor is wearing;
 - b. Forty dollars (\$40.00) or less in currency, nothing larger than a five dollar (\$5.00) bill;
 - c. A small, clear change purse or clear plastic baggie;

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- d. Two (2) car keys (One (1) ignition key and one (1) door key) or a remote locking-unlocking device;
 - e. Comb or hairbrush – the hairbrush shall not have the capability of concealing liquid inside the hairbrush;
 - f. Diapers, limit of three (3), and baby bottle, (plastic only and limit of two (2));
 - g. Sunglasses;
 - h. Picture identification card;
 - i. Umbrella or weather gear for inclement weather; and
 - j. Any necessary medication shall be in an authorized container and contain only the amount necessary for the length of the visit.
3. Each visitor shall follow the designated walkway to the Visiting Gate.
 4. When a visitor arrives at Gate 17, the visitor shall empty his pockets and be pat-searched by a staff member of the same gender. Infant children shall be searched by a female staff member. The visitor shall then walk through the metal detector. The handheld metal detector shall be used after the walk through metal detector to ensure the visitor is not carrying any contraband. The visitor shall be asked to take a seat and remove his shoes. Staff shall inspect the bottom of the visitor's feet and inside the shoes. If no contraband is found, staff shall direct them to the visiting room. If contraband is found, staff shall immediately notify the Shift Supervisor.
 5. Each visitor shall proceed to Visiting Building and register at the desk showing picture identification.
 6. The Visiting Desk Officer shall document the visit in the Notification Log of Inmate Visits, entering the inmate's name, number, dormitory, date, time the visit was registered, the time the dormitory is notified, and the name of the officer contacted. Appropriate entries shall be made to the inmate's record in KOMS.
 - a. Visiting Room staff shall notify the Dorm Officer of the inmate's visit.
 - b. Only the Dorm Officer shall take a call for an inmate visit. The request shall be logged, and the inmate shall be notified as soon as possible.

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- c. If the inmate is not in the dorm, the Box 4 Officer shall be notified to page the inmate for the visit.
 - d. If, after a reasonable lapse of time, approximately thirty (30) minutes, it becomes necessary to recall the dormitory about the visit, the time of that call shall also be logged by the Visiting Desk Officer and the Dorm Officer.
 - e. Cancellation of a visit for any reason by the visitor or inmate shall be noted in the Visiting Desk log.
- 7. When the visit is announced, the Visiting Desk Officer shall electronically unlock the entry and exit doors, opening only one (1) door at a time and admitting only an authorized visitor. The Visiting Room Officer shall assign a specific table for each visit and collect the visitor's picture ID.
- L. An inmate shall enter the Visiting Building through the gate and fenced walkway located at the end of the Daily Assisted Living Unit (DAL).
 - 1. An inmate shall not attempt entry unless paged for a visit. Inmate identification shall be checked by the Visiting Room Officer and the inmate shall possess a signed yard pass from a Dormitory Officer or work supervisor.
 - a. An inmate shall only be allowed the following items in his possession in the Visiting Building:
 - (1) Comb;
 - (2) I.D. card;
 - (3) Room key;
 - (4) Pass;
 - (5) Wedding ring – one (1);
 - (6) Necklace with religious medallion – one (1); and
 - (7) Locker keys
 - b. The following items shall not be permitted in the Visiting Room:
 - (1) Jewelry other than wedding ring or necklace with a religious medallion (no more than 24" in length and ¼" wide); and

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- (2) Prohibited clothing including a coat, walking shorts, sweat suit, hat, or clothing with elastic waist or elastic around pants legs or cuffs.
 - c. Ripped or torn clothing shall not be worn in the Visiting Building. An inmate shall wear clean and presentable clothing, including:
 - (1) Shirt with sleeves;
 - (2) Full length trousers;
 - (3) Socks;
 - (4) Shoes; and
 - (5) Brief or boxer type underwear.
2. Following a pat search, the inmate shall be seated at a table and the officer shall go to the lobby and announce the visit.
3. When the visit is announced, the Visiting Desk Officer shall electronically unlock the entry and exit doors, opening only one (1) door at a time and admitting only an authorized visitor. The Visiting Room Officer shall assign a specific table for each visit.
 - a. The visitor's picture ID shall be collected at this time;
 - b. The inmate shall be seated at the same table as his visitor; and
 - c. An inmate shall not leave the table without the approval of the Visiting Room Officer.
4. Only a visitor shall be allowed to make a purchase from the vending machines in the Visiting Room.
5. The inmate shall clean his table at the conclusion of the visit.
6. At the conclusion of the visit, the Visiting Room Officer shall return the picture ID to the visitor as the visitor exits the Visiting Room.
- M. The inmate and his visitor shall be expected to adhere to the following rules:
 1. Physical contact shall be limited to contact outlined in CPP 16.1.
 2. The inmate and visitor shall sit facing each other and not be sitting sideways in their chairs. Their legs or knees shall not be touching.

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3. An adult shall remain at the table of the inmate he registered to visit. The only allowable exception shall be for a brief trip to the vending area or restroom facilities.
- N. The visitor shall not give anything to the inmate, with the exception of food and drinks purchased from the vending machines.
1. Food and beverages from the vending machines shall be consumed in the visiting area.
 2. The visitor shall remove all food items from the original packaging and empty the contents onto a paper plate before presenting to the inmate.
 3. Food and beverage items shall not be shared between the inmate and visitor.
 4. Food and beverage items shall not be shared with other inmates or their families.
- O. A visitor shall be allowed access to the restroom facilities located in the lobby only, but shall be encouraged to use the restroom prior to entering the Visiting Room.
1. Each visitor shall pick up the visitor's picture ID before leaving the Visiting Room to use the restroom and shall give it back to the Visiting Room Officer as the visitor reenters.
 2. Children under the age of eighteen (18) shall be accompanied by an adult visitor when leaving the Visiting Room to use the restroom or going to the vending area. Children shall not be allowed to remain in the Visiting Room without an adult visitor to supervise them.
 3. A visitor shall not reenter the Visiting Room for any other purpose than stated above.
 4. An inmate shall be allowed to use the restroom in the Visiting Room, but shall do so before the completion of his visit. An inmate and a visitor shall not be allowed to use the same restroom.
- P. A visitor shall not be permitted to re-register to visit the same inmate on the same day.
- Q. Upon completion of the visit, the inmate shall be taken directly to the strip search area and not permitted to go back into the main visiting area. The strip search shall be thorough in order to reduce the potential of contraband being brought into the institution. There shall not be any contact with visitors or inmates in the Visiting Room at the completion of the strip search.

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II. Legal and Clergy Visits

- A. Attorney or clergy visitors shall not be permitted to visit with anyone except the inmate they have registered to visit. They shall stay seated at the table designated for the visit.
- B. Regular Visiting Room procedures shall be followed during an attorney or clergy visit on a weekend or holiday in the Visiting Room.
 - 1. Prayer shall be welcome if the inmate visited wishes it; however, it shall be at a conversational level so as to not interrupt conversations at surrounding tables.
 - 2. A religious service or ceremony shall not be permitted in the Visiting Room.
- C. A recognized leader of a religious group or church may, by prior arrangement, use the private room for counseling and any other situation which may require privacy, like revealing a death or critical illness to an inmate. Authenticated credentials and clearance by a Deputy Warden or Visiting Desk staff shall be required before clergy or other certified religious practitioners obtain this privilege.

III. Legal Papers Brought in on Non-Attorney Visits

- A. Legal papers or tax forms may be brought in on a visit if they meet the following criteria:
 - 1. A legal paper or tax form requires a signature or review by the inmate being visited.
 - 2. The legal paper or tax form shall not be permitted to remain with the inmate at the completion of the visit. A visitor shall take the document with him when he leaves the institution.
 - 3. The volume of legal papers or tax forms shall be of an amount which may easily be searched and shall not interfere with or distract from any other visit that is taking place.
- B. Any question on any legal paper or tax form shall be directed to the Shift Supervisor to make a determination if it may be allowed in on a visit.

IV. Non-Contact Visits, Scheduled Visiting Program, and Visiting Privilege Termination

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- A. An inmate receiving disciplinary action for the following rule violations shall be required to receive all visits in the non-contact visiting area for the time period indicated.
 1. Category IV, Item 2 (Unauthorized use of drugs or intoxicants): six (6) month minimum;
 2. An inmate receiving disciplinary action for subsequent violations of Category IV, Item 2, shall be required to receive all visits in the non-contact visiting for a minimum of one (1) year;
 3. Category VI, Item 14 (Unauthorized use of drugs or intoxicants after testing positive a third time or more, after July 13, 1998): one (1) year minimum; and
 4. Category VI, Item 15 (Refusing or failing to submit to a drug urinalysis test within three (3) hours): one (1) year minimum; and
 5. Category VI, Item 3 (Possession or promoting of dangerous contraband): one (1) year minimum.
- B. An inmate whose visiting program has been modified shall notify his visitors of the changes.
- C. At the end of the minimum visitation modification period, the inmate shall initiate any change in his visitation program by contacting his assigned caseworker and requesting the restrictions be removed. This request shall be forwarded to the Deputy Warden of Security or designee for action.
- D. An inmate whose visit is restricted shall abide by the following rules at a minimum:
 1. All visits shall be restricted to immediate family and a girlfriend or fiancé.
 2. All visits shall be in the KSR Visiting Room.
 3. Lawn visits shall not be permitted.
- E. All non-contact visit requests shall be submitted within ten (10) days of anticipated visit.
- F. All non-contact visits shall be limited to two (2) visitors at a time.
- G. All non-contact visits shall be limited to a maximum of one (1) hour in length, two (2) visits per week.

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H. The Deputy Warden of Security may alter the visitation schedule of an inmate. Modifications shall be appropriately documented.

V. Visitor Refused Admittance

A. A master log shall be kept at the Visiting Desk of all visitors who have been denied a visit.

1. A visitor who has been denied a visit shall be restricted from visiting the inmate for up to six (6) months following the incident.
2. At the conclusion of the restricted period, the situation shall be reviewed for either further restriction or permission to visit. The affected inmate shall be responsible for requesting, through his Classification Treatment Officer (CTO), for the visitor restriction to be lifted. This request shall be forwarded to the Deputy Warden of Security or designee for action.
3. The Deputy Warden of Security or designee shall have the responsibility of denying a visit.
4. The master log shall be furnished to all institutions and updated as required.

B. If the Visiting Room Supervisor has reason to deny a visitor admittance, the Shift Supervisor shall be contacted and a determination made. All decisions shall be documented.

1. If a visitor is deemed to present a serious threat of danger to himself or others, the Shift Supervisor shall be notified.
2. If a visitor is refused admittance, he shall return to the visitor's parking lot and leave KSR grounds. He shall not be permitted to remain in the lobby of the Visiting Building.

VI. Nursing Care Facility (NCF), Dorm 10 A and B Wing and Outside Hospital Patient Visits

A. All visits shall be in the Visiting Room. A visit shall not be allowed in the Nursing Care Facility unless prior approval has been given by the Warden.

B. An ambulatory patient shall go to the Visiting Room by way of the yard.

1. The Visiting Room Officer shall notify the NCF if an inmate has a visit.
2. A NCF Officer shall escort the inmate to the Visiting Room.
3. At the end of the visit the Visiting Room Officer shall notify NCF to escort the inmate back to NCF.

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- C. An inmate housed at an outside hospital shall not be granted visitation privileges unless approved by the Warden. Approval shall be based upon the patient's medical condition and prognosis.
- D. The Chaplain's Office shall coordinate all special visits with the inmate's immediate family, the outside facility's Security Department and the Deputy Warden of Security or designee. The Chaplain's Office shall notify the Captain's Office, Shift Supervisor, and outside hospital prior to the visit. Information included shall be the name of the institutional medical provider and KSR staff member approving the special visit.
- E. The special visit shall be limited to immediate family as verified through documentation contained in the pre-sentence investigation.
 - 1. One (1) or two (2) visitors may visit up to one (1) hour per visit or in keeping with hospital requirements.
 - 2. Two (2) visits per day between 8:00 a.m. and 8:00 p.m. may be permitted.
 - 3. Any exception to this policy shall be approved by the Warden.
 - 4. The hospital medical staff shall have the authority to reduce or restrict visitation if, in their professional judgment, the patient's medical condition warrants.
- F. The Correctional Officer assigned to the outside hospital shall immediately report any safety or security problem to the Nursing Station Supervisor and KSR Captain's Office. The Security Department of the outside hospital shall be notified for assistance, if needed.
- G. Due to staff safety and security needs during a special visit, it shall be imperative that all parties involved do not advise the patient or family member of:
 - 1. The patient's admission date;
 - 2. Transfer date;
 - 3. Date of release from the hospital.
- H. If an inmate is housed in an outside hospital, a written copy of the KSR outside hospital visiting procedures shall be given to the appropriate outside hospital administrative staff.

VII. Rules for Visitor Dress and Behavior

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- A. Any visitor, child or adult, shall not be admitted if barefooted.
- B. Visitor Dress Code
 - 1. Clothing which does not completely cover the midriff, cleavage, or chest shall not be permitted.
 - 2. Halter tops, hot pants, short skirts, mini skirts, and wrap-around skirts shall not be permitted.
 - 3. Dresses and skirts shall be allowed to have a two (2) inch split in the back only and the skirt or dress shall be no shorter than knee length.
 - 4. Sleeveless shirts shall not be permitted.
 - 5. Shirts with offensive language, depictions (image or written) of drugs, alcohol, or weapons shall not be permitted.
 - 6. Bare skin shall not be showing through holes in clothing.
 - 7. A visitor shall wear underclothes.
 - 8. See through clothing of any type shall not be worn.
 - 9. A visitor shall not wear form fitting clothes (i.e., tight fitting pants, fishnet clothing, spandex clothing, clothing with holes cut out, leggings, or jeggings).
 - 10. Gloves and hats, with the exception of religious headwear, shall not be permitted.
 - 11. Visitors shall wear shoes with a closed toe and heel that are fully enclosed on all sides. Neither flip flops nor sandals shall be permitted.
- C. The Visiting Room Supervisor or Shift Supervisor shall make the final determination on the dress code. The visit may be denied if the visitor does not appear in appropriate attire as outlined in this policy.
 - 1. If a visit is denied due to the visitor being inappropriately dressed, the visitor may leave and change clothing.
 - 2. If on a scheduled visit the visitor's visit time shall not be extended.
- D. Each visitor shall use waste containers.

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E. Loud, profane, vulgar or sexually suggestive talk shall not be allowed during a visit.

F. Failure to act in a dignified, responsible manner while on a visit shall result in the termination of the visit by the Visiting Room Supervisor or the Shift Supervisor.

VIII. Special Requests

A. An inmate who has a unique problem in complying with the Visiting Policy may contact his CTO and request consideration be given to aid him with his problem.

1. If the CTO believes the request is reasonable, he shall complete a visit program request form to the Deputy Warden of Security or designee, detailing the request and the reasons for it.
2. The Deputy Warden of Security or his designee shall either deny or approve the request. The CTO shall notify the inmate of this decision.

B. All special requests shall be submitted at least seven (7) days in advance.

1. A copy of the visit program request form, either approved or denied, shall be forwarded to the CTO, inmate, visiting desk, and inmate file.
2. Notification shall be forwarded no later than three (3) days prior to the scheduled request.

IX. Transportation for Visitors

A. Visiting Room staff shall maintain a bulletin board in the Visitation Building lobby to facilitate visitor transportation to and from KSR.

1. Visiting Room staff shall post on the bulletin board:
 - a. Up-to-date information regarding transportation routes;
 - b. Scheduling; and
 - c. Local taxi service.
2. An area map shall be posted with marked transportation routes in proximity to the institution.
3. Visitors shall not be allowed to sit in the parking lot.

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- B. The Visiting Room Supervisor shall be responsible for maintaining this bulletin board.

X. Visiting Policy Notification

- A. Written information regarding visits shall be made available to a new admission at KSR within twenty-four (24) hours after arrival.

- B. The information shall include:

1. KSR address and telephone number
2. Directions to KSR and information about local transportation
3. Days and hours of visitation
4. Approved dress code and identification requirement for visitors
5. Items authorized in Visiting Building
6. Special rules for children
7. Information on special visits
8. Rules regarding visitors bringing items in to an inmate



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References/Authority ACA 5-ACI-2C-01, 5-ACI-3C-03, 5-ACI-3D-04, 5-ACI-5A-04, 5-ACI-5A-05, 5-ACI-5A-06, 5-ACI-6A-01; KRS196.035, 197.020	Subject INMATE RECEPTION AND ORIENTATION	

DEFINITIONS

“Video Relay Service” (VRS) is a video telecommunication service that allows deaf, hard-of-hearing and speech-impaired individuals to communicate over video telephones and similar technologies with hearing people in real-time, via a sign language interpreter.

POLICY AND PROCEDURE

In order to ensure the smoothest possible integration and assessment of each inmate assigned to the Kentucky State Reformatory (KSR), it shall be necessary that he understand the rules of the institutions, as well as the programs and avenues open to him at KSR. This policy shall set the procedure by which an inmate receives assessment and orientation.

I. Reception and Orientation – Kentucky State Reformatory

An inmate received at KSR shall be provided an assessment and orientation program within seven (7) days of his arrival.

II. Reception and Orientation - Received from Transfer

- A. An assessment and orientation for an inmate transferred to KSR shall be completed within seven (7) days after admission with a formal classification hearing and documented in the Kentucky Offender Management System.
- B. At the classification hearing, each inmate shall have his custody reviewed, be given program and job recommendations, and be made aware of his next scheduled review date. The most recent classification document on file may be used.

III. Classification and Treatment Officer

- A. An inmate received at KSR shall be assigned a Classification and Treatment Officer (CTO) to ensure supervision and personal contact.

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B. The assigned CTO shall review the inmate's electronic record within three (3) working days of arrival to KSR. The following areas shall be reviewed:

1. Age;
2. Mental health referrals;
3. Medical status and referrals;
4. Classification review;
5. Program review;
6. Custody review;
7. Escape history;
8. History of assaultive behavior;
9. Inmate conflicts;
10. Educational needs assessment;
11. Housing assignment; and
12. Job assignment.

C. All reviews and interviews shall be documented in the appropriate section of the inmate's record.

D. An inmate shall be administered a PREA Risk Assessment within 72 hours of arrival at the institution.

IV. Orientation

A. The Orientation Program shall be designed to:

1. Assist an inmate in the transition to KSR;
2. Explain the institutional rules;
3. Assess the needs and interests of the inmate;
4. Discuss the education programs and treatment plans available;

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5. Gauge the needs and interests of the inmate with available programming;
6. Provide written and verbal orientation;
7. If necessary, provide an interpreter for other languages as needed; and
8. If necessary, provide an interpreter for the deaf, hard-of-hearing, and speech-impaired by means of the Video Relay Service (VRS).
9. If an inmate is identified as a foreign national, the assigned CTO shall assist the inmate in contacting the diplomatic representative of his country of citizenship.

B. The Orientation program shall cover the following areas:

1. Within twenty-four (24) hours of arrival, the inmate shall receive written information on:
 - a. Visitation and mail procedures; and
 - b. Prison Rape Elimination Act (PREA).
2. Within seven (7) working days of arrival, the inmate shall receive information on:
 - a. Institutional operations and rules;
 - b. Classification process and appeals;
 - c. Grievance procedures;
 - d. Discipline procedures;
 - e. Education programs;
 - f. Recreation programs;
 - g. Religious programs;
 - h. Medical and dental services;
 - i. Library and legal services;
 - j. Personal property;

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- k. Inmate groups and organizations;
 - l. Visitation and mail procedures;
 - m. Job assignments;
 - n. Disasters and fire evacuation procedures;
 - o. Food service operations;
 - p. Inmate accounts and funds;
 - q. Health education - AIDS awareness program;
 - r. Cultural diversity; and
 - s. Prison Rape Elimination Act (PREA).
- C. An inmate shall be notified that the Inmate Handbook is available on the kiosk as a part of the orientation process while housed at KSR. The Inmate Handbook shall be available in the Inmate Library and Law Library. An inmate shall be provided a copy of the Inmate Handbook upon request.
- D. Upon completion of the orientation, each inmate shall sign and date a statement indicating completion of the Orientation Program. The signed statement shall be scanned into the inmate's electronic record.
- E. If a language or literacy problem exists, the inmate shall be provided assistance by a qualified staff member or interpreter under the direction of a staff member. This shall also apply to a hearing or visually impaired inmate. Hearing impaired individuals shall be provided assistance with the VRS.
- F. Discrimination based on an inmate's race, religion, national origin, sex, disability or political views shall be prohibited.
- G. KSR is a special programs institution, consequently bed space shall be available and privileges modified to meet the treatment needs of an inmate incarcerated at KSR.

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References/Authority ACA 5-ACI-5A-06, 5-ACI-5A-07, 5-ACI-5A-08; KRS: 196.035, 197.020 CPP 15.2, 16.4, 17.1	Subject INMATE PERSONAL PROPERTY	

POLICY AND PROCEDURE

The Kentucky State Reformatory (KSR) shall allow an inmate to possess a reasonable amount of personal and legal property. In order to maintain security, sanitation, and fire safety of the institution, the following procedures shall be established to govern the quantity, volume, and storage of inmate personal property.

I. Authorized Personal Property – Refer to CPP 17.1

- A. Inmate personal property may be brought into the institution once an inmate is received at the institution or purchased through the Inmate Canteen from authorized vendors.
 - 1. The quantity and contents of packages allowed per inmate shall be in accordance with CPP 16.4 and CPP 17.1.
 - 2. Authorized appliances and clothing may be purchased through the Inmate Canteen.
 - 3. The Inmate Canteen shall not order any item that is not on the approved property list or not approved by the Property Room.
 - 4. An inmate shall pick up his vendor order as directed by the Property Room.
- B. Possession of personal property in excess of the required limits shall be a violation of CPP 15.2. Any denial or allowance of personal property on the approved list or absent from the list shall be justified in accordance with CPP 17.1.

II. New Admission to KSR

- A. If an inmate is transferred to KSR, he shall be processed through the Identification Department and an Inmate Property Form shall accompany him from the sending institution.

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1. The Property Officer shall check the inmate's personal property with the sending institution's Inmate Property Form to determine if there are any discrepancies. Any discrepancy shall be immediately noted and reported to the Property Room Supervisor.
2. Watches, rings, or other jewelry the inmate is wearing shall be inventoried, value declared, and a description of the item recorded on the Inmate Property Form.
3. The Property Room Officer and the inmate shall sign the completed Inmate Property Form to indicate that the listing of the inmate's personal property is accurate. A copy shall be given to the inmate.
4. Any unauthorized property shall be itemized on a new Inmate Property Form and the inmate shall have forty-five (45) days to mail the property out of the institution or consent to have the property disposed of.
5. If an inmate is received after regular business hours, the same procedure shall be followed, except the property shall be left in the Property Room Annex until the Property Room Officer can place it in the storage room. No personal property, including cosmetics, shall be given to the inmate until authorized by the Property Room Officer.

B. Appliances may be inspected, including possible removal of the back of the appliance if deemed necessary, prior to allowing the appliance on the main compound.

1. After the appliance has been inspected for contraband, it shall be engraved with the inmate's identification number.
2. If an inmate's appliance is stolen, it shall be the inmate's responsibility to ensure a copy of the theft report is made available to the Property Room.

III. Placement of an inmate in the } Correctional Psychiatric Treatment Unit (CPTU)

A. An inmate assigned to CPTU shall have his property inventoried by staff and the property shall then be brought to the Property Room. An inmate's property shall not be allowed to be left on the main compound.

1. During the inventory of the inmate's property, any items over the quantity limits shall be confiscated in accordance with CPP 17.1. The items shall be packed separately and labeled as confiscated. State-issued items over the allowable limit shall be bagged separately for return to the Inmate Clothing House.
2. An inmate's television shall be plugged in to determine if it is in working order and results documented on Property Form.

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3. Upon arrival in the Property Room, the inmate shall be dressed out in appropriate clothing and his personal property shall be secured. A copy of the Inmate Property Form shall be given to the inmate. All perishable and opened items shall be disposed of and documented on the form.
 4. The inmate shall be allowed to take items that are admissible in the assigned unit. A list of these items shall be posted in the Property Room by the Property Room Officer.
 5. The inmate and the Property Room Officer shall sign the Inmate Property Form to verify the accuracy of the inventory.
 6. The Property Room Officer shall then log the property in the Personal Property Log and place the property in the storage room.
 7. The Inmate Property Form shall be filed in the active file while the inmate remains housed in one of these designated units.
- B. Every effort shall be made to allow an inmate to pack his own property. However, if an individual is physically unable to be present while his personal property is inventoried and packed or his behavior would create a breach in security if allowed to return to his living area, the following shall apply:
1. Two (2) officers shall proceed to the inmate's living area and collect any items that can be identified as belonging to the inmate. The inmate's room key shall be obtained and given to the dorm officer.
 2. If the inmate's footlocker and cabinet are locked in the dormitory, the lock shall be removed in the dormitory in the presence of a supervisor.
 3. The officers shall deliver the inmate's property to the Property Room.
 4. The personal property shall be itemized, in detail, on the Inmate Property Form by the two (2) officers delivering the property to the Property Room. The two (2) officers shall sign the Inmate Property Form to verify the accuracy of the inventory. The two (2) officers shall note on the Inmate Property Form the reason the inmate was not present during the inventory. A copy of the Inmate Property Form shall be given to the inmate.
 5. The Property Room Officer shall log the property in the Personal Property Log and store the property in the storage room.
- C. After an inmate has been reviewed and assigned to a specific living area, certain items of personal property may be allowed.

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1. If an inmate was given the opportunity to pack his own property prior to being taken to the specific living area, he shall not be allowed to revisit the property room for thirty (30) days unless approved by Unit Management.
2. An inmate that was not given the opportunity to pack his own property shall submit a written request to unit staff to be escorted to the Property Room to retrieve allowable items. If approved, the Property Room Officer shall retrieve the items from the inmate's property in the storage room.
3. Any item removed from the inmate's property and given to the inmate shall be recorded on the Inmate Property Form. The Property Room Officer and the inmate shall sign the form verifying the property changes. A copy of the Inmate Property Form shall be retained in the Property Room and a copy shall be given to the inmate.

D. Release of an inmate from CPTU

1. The released inmate shall report to the Property Room to reclaim his personal property.
2. The Property Room Officer and the inmate shall check his personal property with the Inmate Property Form to verify that all the property is present.
3. An inmate's television shall be plugged in to determine if it is in working order and results documented on Property Form.
4. The Property Room Officer shall have the inmate sign and date the Inmate Property Form verifying that he has received all his property from the Property Room.
5. If there is a discrepancy in the property, it shall be reported to the Property Room Supervisor for appropriate action.
6. The Inmate Property Form of a released inmate shall be placed in the inactive file. The Inmate Property Form in the inactive file shall be maintained for five (5) years.

IV. Inmates Assigned Outside Kentucky State Reformatory

- A. If an inmate is notified of an assignment outside the institution for a specified or undetermined period (furlough, court trip, scheduled hospital admission), it shall be mandatory that all his personal property be inventoried and placed in the Property Room.
 1. The Captain's office shall notify the respective unit if an inmate is to be absent from the institution overnight.

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2. An inmate assigned to scheduled outside clinical consultation shall be exempt from this requirement since routine clinical appointments rarely require an extended stay assignment and the inmate normally returns the same day.

B. If an inmate is absent from the institution overnight, upon returning the inmate shall be required to surrender the clothing he is wearing to the Property Room Officer to be placed in an appropriate container to be searched and laundered.

C. An inmate returning from outside shall not enter the institution with any articles other than the clothing he is wearing and legal materials.

V. Personal Property Confiscated from KSR Main Compound

A. If unauthorized items of personal property, which are of a non-threatening nature, are confiscated on the main compound, the officer confiscating the property shall give the inmate a receipt. If a disciplinary report is issued, the disciplinary report may serve as a receipt.

B. If an inmate is found with excess property, state items shall be confiscated before personal items and turned back into the Clothing House.

C. If personal items are confiscated, the items shall be turned into the Property Room for disposal and the reason for confiscation shall be documented on the Inmate Property Form.

VI. Transfer out of KSR

A. If an inmate is transferred to another institution, he shall report to the Property Room with all his personal property.

1. The Property Room Officer and the inmate shall inventory all the property and remove any state issued items.

2. An inmate shall be authorized to wear his wedding band upon transferring to another institution. The Property Room Officer shall indicate on the Inmate Property Form if the inmate is in possession of his wedding band and that it is not being stored in his personal property.

3. The Property Room Officer shall itemize the remaining personal property in detail on the Inmate Property Form. The form shall be filled out in triplicate with one copy going to the inmate, one copy to the transporting officer to be delivered with the inmate's personal property, and one copy to be uploaded into the inmate's electronic record on the Kentucky Offender Management System (KOMS).

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4. The personal property shall be placed in plastic bags, sealed and a tape label attached for identification.

5. The transporting officer shall be responsible for delivering the property and the Inmate Property Form to the receiving institution.

B. An inmate being transferred or released from the institution shall not give or transfer his registered appliances to another inmate. Appliances, including televisions, radios, musical instruments, CD players, Playstations, video games, and typewriters shall be taken with the inmate, mailed home, or left for disposal by KSR. Disposition of property shall be in accordance with CPP 17.1.

VII. Inmates Released from KSR on Parole, Expiration of Sentence, or Court Order after Regular Business Hours and on Weekends and Holidays

A. If it is necessary to place an inmate's personal property in the Property Room after 4:00 p.m. or on weekends or holidays, it shall be stored in the Property Room Annex.

B. The officer delivering the inmate property shall document the entry in the Property Room Annex log completely.

1. If there is a discrepancy noted in the property or paperwork, the discrepancy shall be put in writing and forwarded to the Captain's Office.

2. It shall be the responsibility of the Captain or designee to correct the deficiency and report the corrective action to the Property Room in writing by the next working shift of the Correctional Officer responsible for packing the property.

C. The Property Room staff shall not allow any property to be logged into the Property Room from the Property Room Annex until the paperwork on the inmate property is correct and complete.

VIII. Death of an Inmate

A. An inmate's personal property shall be released to the next of kin only under court order.

B. If there is no valid claim on the property within ninety (90) days, it shall be disposed of in accordance with CPP 17.1.

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References/Authority	Subject	
KRS 196.035, 197.020; ACA 5-ACI-6A-22, 5-ACI-5F-05; CPP 9.8, 13.2, 17.1, 17.2, 18.7; KSR 15-00-06, 16-00-02, 17-00-07	INMATE TRANSFERS, ADMISSION, AND DISCHARGE PROCEDURES	

POLICY AND PROCEDURE

The Kentucky State Reformatory (KSR) shall provide efficient operations with regard to the transfer of an inmate into or out of the institution.

I. Responsibility

- A. The Identification Department shall supervise the admission and discharge of an inmate as he enters and departs the institution during its normal working hours.
- B. In conjunction with the Offender Information Office, Reentry Office, Captain's Office, Inmate Accounts Office, and outside criminal justice agencies, the Identification Department shall ensure that all necessary documentation for an inmate admission or discharge is properly accounted for and complete.

II. Incoming Transfers

- A. The Transfer Coordinator or designee, as assigned by the Deputy Warden of Programs and Operations shall be notified of an incoming inmate transfer Monday through Friday from 8:00 a.m. to 4:00 p.m.
- B. The Transfer Coordinator or designee shall complete the transfer memorandum and distribute to the following areas:
 1. Captain's Office;
 2. Identification Department;
 3. Property Room;
 4. Major's Office;
 5. Offender Information Office;

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6. Medical Department; and
 7. Unit Directors.
- C. The Identification Department, Property Room, and Medical Department shall be notified immediately by phone, as well as by memorandum, if time allows.
- D. Identification Department Regular Admissions
1. The following materials shall accompany an inmate transferring to KSR from another facility:
 - a. Inmate medical records, if not electronically available;
 - b. All inmate property and money; and
 - c. Incident Report or Transfer Form indicating reason for transfer.
 2. An inmate transferred to KSR between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, shall be processed through the Property Room. The Property Room staff shall:
 - a. Inventory and store property according to KSR 17-00-07;
 - b. Receive, record, and transport all inmate money to the Inmate Accounts Office;
 - c. Deliver any Transfer Forms, incident reports, medical records, inmate records, or related documents to the appropriate department; and
 - d. Obtain a receipt for the materials listed in D. 1. above and file in the inmate's record. A duplicate copy may be issued to the Transporting Officer, if requested.
- E. Initial Health Screening
1. An incoming inmate shall receive an Initial Health Screening to be performed immediately upon arrival at KSR. The Initial Health Screening shall be part of the admission procedure.
 2. The Transfer Screening Form shall be completed by health-trained or qualified health care personnel in accordance with CPP 13.2. During regular business hours, a medical staff member shall be assigned to conduct this screening. From 3:00 p.m. to 7:00 a.m. Monday through Friday, and on weekends and

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holidays, the Medical Department shall designate a staff member to conduct this screening.

3. The completed Transfer Screening Form shall be forwarded to the Medical Department no later than the following working day.
4. If a medical referral is required, the staff member conducting the incoming screening shall notify the Medical Department to allow for proper disposition.

F. Fingerprinting and Photographing

1. If necessary, fingerprints and photographs shall be prepared for an inmate received by transfer from another institution during normal working hours by the KSR Identification Department.
2. Authorized criminal justice agencies may request fingerprints of an inmate currently incarcerated at KSR by contacting the Kentucky State Police in Frankfort, Kentucky.

G. An incoming inmate transfer shall be given written information on PREA within twenty-four (24) hours of arrival.

H. Visitation information shall be posted in each dormitory.

III. Outgoing Transfers

A. The Transfer Coordinator or designee shall be notified of an outgoing transfer from KSR to another facility.

1. Designated institutional staff, Central Office staff, and Roederer Correctional Complex (RCC) Assessment and Classification Center staff shall notify the Transfer Coordinator or designee of any transfer that needs to be arranged; and
2. The Transfer Coordinator or designee shall make the necessary arrangements for a transfer upon clearance from Central Office.

B. Prior to scheduling, the approved transfer shall be reviewed by the Transfer Coordinator or designee for parole eligibility date, conflict status, medical needs, and other eligibility requirements.

C. An inmate on "Hold Ticket Status" from RCC Assessment and Classification Center shall be scheduled for transfer by RCC staff. The RCC Assessment and Classification Center staff shall issue any memorandum regarding this type of transfer.

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- D. The time of the transfer shall be determined by the Transportation Department Supervisor at KSR.
- E. After transportation arrangements have been made, the Transfer Coordinator or designee shall complete the transfer memorandum and distribute to the following areas:
 - 1. Captain's Office;
 - 2. Identification Department;
 - 3. Property Room;
 - 4. Major's Office;
 - 5. Offender Information Office;
 - 6. Medical Department;
 - 7. Pharmacy;
 - 8. Inmate Accounts Office;
 - 9. RCC Assessment and Classification Center Staff; and
 - 10. Appropriate Unit Directors.
- F. Any changes to the date or time of a transfer shall be rescheduled through the Transfer Coordinator or designee.

IV. Emergency Transfers

- A. If an emergency transfer occurs outside of normal business hours, the Captain's Office shall be notified by the sending institution of the transfer, the reason for the transfer, and the estimated time of arrival.
- B. If an inmate is transferred for emergency reasons, the following shall accompany the inmate, or if not possible shall be forwarded by the next business day:
 - 1. Inmate medical records, if not electronically available;
 - 2. Inmate property and money; and
 - 3. Incident Report or Transfer Form indicating the reason for transfer.

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- C. An inmate transferred to KSR between the hours of 4:00 p.m. and 8:00 a.m. or on weekends or holidays shall be processed through the Captain's Office. The officer designated to perform any property room duties for the shift shall:
 - 1. Inventory and store property according to KSR 17-00-07;
 - 2. Inventory any money, then label and place in the mail slot in the Inmate Account's Office as directed by the Shift Supervisor; and
 - 3. Place any inmate records, Transfer Forms, or incident reports in the Captain's Office.
- D. Offender Information Office staff shall:
 - 1. Check the Captain's Office each morning to pick up any materials temporarily maintained there;
 - 2. Transport any inmate records to the Offender Information Office for processing; and
 - 3. Transport any incident reports or Transfer Forms to the appropriate staff as indicated by the transfer.
- E. Inmate medical records shall be taken to the Medical Department regardless of the date or time.
- F. The Captain's Office shall issue the Transporting Officer a receipt for all materials received. A copy shall be retained for the inmate's record.
- V. Transfers Lacking Required Documentation
 - A. Transfers, other than emergency, that are not accompanied by the proper documentation may not be accepted.
 - B. The Transfer Coordinator or designee shall be contacted to determine whether the inmate may be accepted if questions arise about proper documentation.
- VI. Hold Ticket Status Inmate
 - A. An inmate received at KSR on Hold Ticket Status from any facility shall be housed in the Correctional Psychiatric Treatment Unit (CPTU) C-Wing or A-Wing Upper, or if medical, in Nursing Care Facility (NCF) or Dorm 10 B or A Wing. In special circumstances, the Warden may authorize a Hold Ticket Status inmate to live in general population.

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- B. If records are not available for a Hold Ticket Status inmate, placement in General Population status shall not be warranted due to potential conflicts.
- C. A Hold Ticket Status inmate shall be returned to his original institution as soon as possible.
- D. RCC Assessment and Classification Center staff shall schedule the transportation of any RCC Hold Ticket Status inmate to the appropriate facility. RCC shall also notify the appropriate staff at KSR through the office of the Transfer Coordinator or designee.

VII. Release Criteria

- A. Prior to the final release, staff shall ensure the following:
 - 1. Verification of identity;
 - 2. Verification of release papers;
 - 3. Verification inmate account is closed;
 - 4. Verification release medication is ordered, if applicable;
 - 5. Completion of release arrangements, including notification of the parole authorities in the jurisdiction of release, if required;
 - 6. Return of personal property or contraband, if applicable;
 - 7. Ensure institutional property does not leave the institution;
 - 8. Arrangements for completion of any pending actions, including grievances or claims for damage or lost possessions, which shall rest with the inmate to make;
 - 9. Transportation arrangements are complete;
 - 10. Medical screening and arrangements for community follow up if needed; and
 - 11. Instructions on forwarding of mail in accordance with current policy.
- B. Release of an Inmate from KSR

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1. If an inmate is released from the institution, the Offender Information Office shall notify the Property Room by memorandum, indicating the inmate's name, institutional number, the date of release, and method of release.
2. The Captain's Office shall:
 - a. Ensure the inmate is dressed in appropriate clothing. If necessary, the officer shall provide the inmate with clothing obtained from the Clothing House;
 - b. Escort the inmate, along with his property, to Gate #1 and document the release in the Identification Department Log, recording the date, inmate's name, institutional number, and reason for release; and
 - c. Notify Gate 1 and Box 1 that the inmate is leaving the institution, if the inmate being released has his own transportation.



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POLICY AND PROCEDURE

The Kentucky State Reformatory (KSR) shall classify an inmate according to a statewide system that best provides for the safety of the public, the needs of the inmate, and the needs of the institution.

I. Reclassification Committee

- A. The Unit Administrator II (UAI) or Unit Administrator I (UAI) shall serve as the Chairperson of the Reclassification Committee.
- B. The Classification and Treatment Officer (CTO) shall give a case analysis of the inmate's incarceration, along with program, housing, and custody recommendations. These recommendations shall be subject to review by the Unit Reclassification Committee.
- C. Appeals
 1. An inmate may appeal a decision of the Reclassification Committee in accordance with CPP 18.1.
 2. The decision of the Reclassification Committee shall stand pending the results of the appeal.

II. Classification Documents

- A. The classification forms shall be prepared by the CTO prior to the Reclassification Hearing. The final override and custody notations shall be completed during the hearing.
- B. The CTO assigned to the inmate shall be responsible for the following:

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1. Establishing the needs of the inmate and projected timetables to meet those needs;
 2. Using input from the inmate to aid in establishing needs and programming to meet those needs; and
 3. Completing the recommendations of the Reclassification Committee including transfers, referrals for programs, psychological reviews, and scheduling the inmate for another hearing.
- C. An able bodied inmate shall be expected to participate in work assignments and may refuse to participate in a program assignment; however, Meritorious Good Time may be withheld.

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References/Authority ACA 5-ACI-5B-13, 5-ACI-5B-15; KRS 196.035, 600.020, 635.025, 640.040, 640.070 28 CFR § 115.14	Subject YOUTHFUL OFFENDERS	

DEFINITION

“Direct staff supervision” means that security staff are in the same room with, and within reasonable hearing distance of, the resident or inmate.

“Youthful offender” is defined in KRS 600.020(71) and for purposes of this policy means only those youthful offenders who are under the age of eighteen (18).

POLICY AND PROCEDURE

The Kentucky State Reformatory (KSR) is designated by the Kentucky Department of Corrections as an adult correctional facility for males over the age of eighteen (18) who have been convicted of a felony offense. However, KRS 640.070 specifies that under certain conditions a Circuit Court judge may commit a youthful offender to an adult facility designated by the Department of Corrections. The Department of Corrections has designated that any male youthful offender committed to an adult facility be housed at KSR.

I. Commitment of a Youthful Offender

A youthful offender shall only be accepted at KSR in accordance with KRS 635.025 and KRS 640.070.

II. Housing and Classification for a Youthful Offender

A. A youthful offender shall not be placed in a housing unit in which the youthful offender will be within sight or sound of or have physical contact with any adult inmate through use of a shared dayroom or other common space, shower area, or sleeping quarters.

B. A youthful offender committed to KSR shall be housed in the Nursing Care Facility Isolation Wing.

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- C. Any adult inmates housed in the isolation wing shall be relocated prior to the youthful offender's arrival.
- D. A youthful offender outside of his housing area for any reason shall be under direct staff supervision.

III. Classification and Program Needs

- A. The classification plan for a youthful offender shall determine the level of risk and program needs developmentally appropriate for adolescents. The classification plan shall include consideration of physical, mental, social, and educational maturity of the youthful offender.
- B. If behavior warrants, a youthful offender shall be permitted to attend any programming recommended by the Unit Management Team.
- C. A youthful offender shall not be denied any legally required special education services.
- D. A youthful offender shall have access to work opportunities to the extent possible.

IV. Recreation

- A. A youthful offender shall be permitted to go to the designated Recreation Area for one (1) hour daily as scheduled by Recreation Staff. During this recreation period, adult inmates shall not be allowed to recreate or communicate with the youthful offender.
- B. Recreation may be denied due to exigent circumstances or if the behavior of the youthful offender does not warrant.

V. Telephone Use

- A. Telephone calls shall require approval from the Unit Management Team.
- B. Telephone use may be denied due to exigent circumstances or if the behavior of the youthful offender does not warrant.

VI. Visitation

A youthful offender shall be allowed visitation privileges, unless they have been limited or revoked due to rule violations or security issues. Visitation shall be scheduled through the Unit Management Team. Approval shall be obtained from the Unit Management Team prior to scheduling a visit.

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References/Authority ACA 5-ACI-7A-01, 5-ACI-7A-02, 5-ACI-7A-03, 5-ACI-7A-04, 5-ACI-7A-06, 5-ACI-7A-09, 5-ACI-7B-03; CPP 19.3; KRS 196.035, 197.020;	Subject INMATE WORK PROGRAMS	

POLICY AND PROCEDURE

All institutional work and industry programs shall comply with minimum applicable federal, state, or local work health and safety standards. There shall be documentation of any inspection performed by federal, state, or local health and safety officials. The programs shall be inspected weekly by qualified departmental staff and monthly by a safety officer.

PROCEDURE

I. Administration

- A. The institution shall maintain a written plan for full-time work and program assignments for all inmates in the general population.
- B. Staff operating an inmate work program may use the advice and assistance of labor, business, and industrial organizations to assist in providing skills relevant to the job market.
- C. An inmate shall be informed during orientation how to find and apply for jobs.
- D. The staff assigned to inmate payroll shall be informed by the appropriate Unit Administrator (UA) or area work supervisor of all work and program assignments or changes of assignments.
- E. Workday interruptions shall be minimized.

II. Job Openings

Each vacant job position shall normally be advertised to the inmate population as soon as possible after a job opening occurs. The notice shall include:

- A. Location
- B. Job title

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- C. Security requirements
- D. Supervisor's comments, if any
- E. Pay scale
- F. Instruction on how to apply

III. Application Procedure

- A. An inmate wanting to be considered for a position shall obtain a Work Assignment Form and take the form to the current and proposed supervisors for approval or disapproval of the assignment.
- B. Appropriate accommodations may be made to employ an inmate with disabilities in various institutional positions and programs.
- C. The current and proposed work supervisors shall complete and sign the appropriate section.
- D. The inmate shall take the Work Assignment Form signed by the supervisors to the inmate's Classification and Treatment Officer (CTO).
- E. The reclassification committee shall perform a classification and PREA compliance review of the job application. The inmate may not need to be present; however, the committee may require his presence.
- F. The reclassification committee shall inform the inmate and the supervisors involved of the approval or disapproval of the job application. The committee shall also document the decision in the inmate's electronic file. The reclassification committee may directly assign an inmate to a job without complying with the aforementioned process.
- G. Once assigned to a job, an inmate shall not request reassignment for ninety (90) days unless approved by the UA.
 - 1. If an inmate requests reassignment to a higher paying job or the academic school, the ninety (90) day limitation shall not apply.
 - 2. All dismissals shall be in agreement with section V. of this policy.
 - 3. Work supervisors shall not have the authority to dismiss an inmate. Supervisors may recommend dismissal to the inmate's UAI or UAI, who shall make the final decision.

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H. A Deputy Warden may assign an inmate to a specific job, if necessary, due to an emergency.

1. In the absence of the Deputy Warden of Programs and Operations, a request for an emergency job assignment shall be directed to the following:

- a. Warden;
- b. Deputy Warden of Security
- c. Duty Officer;
- d. Unit Administrator; or
- e. Shift Supervisor.

2. An inmate who refuses to work under emergency conditions shall be subject to disciplinary action.

IV. Inmate Pay Scale

A. The inmate workday may approximate the workday in the community. Pay scale and attendance are outlined in CPP 19.3.

B. An inmate shall be compensated for work performed to the extent allowed by law. An incentive shall be developed according to written regulations.

C. Area work supervisors shall submit a monthly time sheet to the staff assigned to inmate payroll on the last workday of each month, or enter the information into the electronic system. The time sheet shall be prepared and maintained by a staff member. An inmate shall not keep time for other inmates.

D. An inmate may be excused from an assignment to attend a committee, specific program, or to receive medical attention. A medical knock-off from the primary care provider shall be required for a continued absence from a job or program assignment.

E. An inmate without a program or job assignment may have his movement restricted.

V. Dismissal Procedure

A. Any supervisor observing an inmate's failure to complete job duties as assigned may complete a Work Assignment Counseling Form. This form shall be forwarded to the UA and entered into the inmate's file.

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- B. Subsequent work assignment counseling forms received on the same inmate for the same assigned job may receive a supervisor recommendation for dismissal. Any Supervisor recommending dismissal of an inmate from a work or non-therapeutic community program assignment shall submit a Recommendation for Dismissal from inmate Job/Program Assignment..
- C. The classification committee shall inform the supervisor of the action taken.
- D. Therapeutic Community Program dismissal shall be determined by mental health staff. Mental health staff shall use the Recommendation for Dismissal from Inmate Job/Program Assignment to notify the inmate's assigned UA of the dismissal.
- E. An inmate shall be dismissed from a job assignment due to absence from his job, if the inmate is:
 - 1. Placed in Disciplinary Segregation status due to disciplinary action from the Adjustment Committee or Officer; or
 - 2. Off work thirty (30) days or more due to other factors, excluding medical or court trips.

VI. Assignment Release and Dismissal

- A. An inmate with over ninety (90) days on the job who requests to be released from an assignment shall have thirty (30) days to find another assignment.
- B. An inmate shall be encouraged to develop his personal work habits, attitudes, and capabilities through institutional work and program involvement. Work and training assignments may provide relevant work experience enabling an inmate to better compete for jobs upon release to the community.
- C. Kentucky Correctional Industries policies shall be maintained in their own policy manual. Security and program determinations necessary for any individual to be eligible for industries work shall be recommended by the unit staff and approved by designated administrative staff.

VII. Controlled Jobs

- A. A controlled job shall consist of any job considered sensitive due to its location within the institution and the need for administrative screening prior to assignment.
- B. The following job assignments shall be designated as controlled jobs:

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1. Administrative Building assignment;
2. Correctional Industries;
3. Laundry (Stockade);
4. Maintenance;
5. CPTU Watcher;
6. Inmate Canteen; or
7. Any other job as designated for administrative purposes.

C. An inmate applying for a controlled job shall follow these procedures:

1. An inmate wanting to be considered for a position shall obtain a Controlled Work Assignment Form and take the form to the current and proposed supervisors for approval or disapproval of the assignment.
2. Appropriate accommodations may be made to employ an inmate with disabilities in various institutional positions and programs.
3. The current and proposed work supervisors shall complete and sign the appropriate section.
4. The inmate shall take the Controlled Work Assignment Form signed by the supervisors to the inmate's CTO.
5. The reclassification committee shall perform a classification and PREA compliance review of the job application. The inmate may not need to be present; however, the committee may require his presence.
6. The application shall then be forwarded to the offices of the Deputy Warden of Programs and Operations and Deputy Warden of Security for approval or disapproval of the job assignment.
7. The reclassification committee shall inform the inmate and the supervisors involved of the approval or disapproval of the job application. The committee shall also document the decision in the inmate's electronic file.

D. The following criteria shall be considered in the approval or denial process for a controlled job and may be grounds to deny an inmate's application to a controlled job area:

1. Possession of any weapon.

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2. Smuggling of drugs or contraband.
3. Escape history from a secure institution.
4. Inmate shows involvement in the taking of a hostage or kidnapping activities.
5. Length of time to meet the Parole Board or serve out.
6. Information received that the inmate is involved in drug trafficking, an escape attempt or other security factor identified by administrative staff.
7. PREA compliance.
8. Other reasons deemed appropriate by the Classification Committee, Deputy Wardens, or Warden.

**RECOMMENDATION FOR DISMISSAL FROM
INMATE JOB/PROGRAM ASSIGNMENT**

TO: _____

ATTN: _____

FROM: _____
Supervisor's Name Department

DATE: _____

Inmate's Name Number Dorm Room

was suspended from his assignment of _____

for the following reason(s) _____

The above inmate has been notified that he will be on suspended status and is scheduled to meet the next Classification Committee.

Signature

Title

CC: Inmate file
Inmate

Inmate Work Assignment
Counseling Form

On _____, I _____, Badge # _____
(Date) (Supervisor name and title) (If applicable)

counseled Inmate _____ # _____

concerning his work performance in the following area(s):

- ☐ Inmate failed to complete job assignment entirely
- ☐ Inmate only completed part of their assigned job
 - ☐ Included but not limited to the receiving and return of all items and materials for job assignment to their designated area.
- ☐ Inmate failed to arrive at job assignment on time
- ☐ Inmate left job assignment without advising Supervisor
- ☐ Inmate is disrespectful with staff
- ☐ Inmate is disrespectful with other inmates
- ☐ Inmate signed into the payroll book without completing job first
- ☐ Inmate signed into the payroll book on a day that they did not work
- ☐ Failed to show up at job assignment entirely
- ☐ Inmate completed job assignment, but job assignment was not completed to standard

Staff Signature _____

Date _____

Inmate Signature _____

Date _____

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POLICY AND PROCEDURE

It shall be the policy of the Kentucky State Reformatory (KSR) to offer educational advising, assessment, individualized instruction and educational courses to all inmates. These educational activities shall be designed to ensure placement in the area most suitable for the needs and abilities of the individual inmate. The Education Center shall be responsible to ensure a conducive atmosphere for learning and the inmate shall be expected to be interested in the objectives of the class and to abide by institutional and school rules.

The Education Center shall not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or marital status in training or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Title VIII of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990.

I. Organization and Staffing

- A. All education courses at KSR shall be coordinated by the Corrections Education Administrator (CEA).
- B. All education instructors shall be certified by the Kentucky Department of Education or other appropriate authority.

II. Educational Courses and Curriculum

- A. Educational courses available to all eligible inmates shall minimally include the following:
 - 1. Educational philosophy and goals
 - 2. Communication skills
 - 3. General education

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4. Basic academic skills
5. General Educational Development (GED) preparation
6. Special education
7. Post-secondary education
8. Other education courses dictated by the needs of the institutional population

B. As required by CPP 20.1, the education course shall include a written standardized and competency based curriculum. Additionally, courses shall be supported by appropriate materials and classroom resources.

III. Course Certification and Assessment

- A. In accordance with CPP 20.1, education courses shall be certified by the appropriate authority.
- B. Certification of educational courses at KSR shall be assessed against stated objectives as determined by the certifying authority.

IV. Course Accessibility, Application Process, and Assessment of Students

- A. An inmate interested in entering an Adult Basic Education (ABE) class may apply for entrance by contacting the Education Center Office.
- B. The Education Center Office shall offer school applications. Testing for an incoming education student who lacks TABE scores shall be conducted. The completed enrollment process shall consist of:
 1. Completion of the enrollment form;
 2. Assessment of performance, interest, ability, and other pertinent factors;
 3. Completion of the assignment form referring the student to the appropriate class; and
 4. An interview with the appropriate course instructor.
- C. After the enrollment process is completed, the inmate may be:
 1. Approved for attendance by appearing on the institutional job change sheet; or
 2. Placed on a waiting list if no immediate opening exists in the desired course.

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- D. Admission procedures for the Technical and ABE classes shall be determined by policies and procedures from the correctional institution and Corrections Education Branch.
- E. Basic adult education courses shall be considered an institutional job assignment; thus, these courses shall be offered at times the majority of inmates can take advantage of educational opportunities. Most educational assignments shall be one-half day assignments thus allowing students to participate in other job or course assignments. Classes may be offered in the evening for an inmate whose work schedule prohibits him from attending classes during the day.
- F. The education courses allow for flexible scheduling that permits inmates to enter at any time according to the following:
 - 1. An interested inmate shall apply to the LaGrange Education Center CEA or designee.
 - 2. Students assigned to an educational course shall sign a statement of agreement, which explains procedures that govern the operation of the course.
 - 3. Students assigned to an educational course shall be administered appropriate assessment tests and be given orientation in accordance with CPP 20.1 and Kentucky Adult Education (KYAE).
 - 4. Students who enter the adult Basic Education course shall be assigned to the appropriate level based on the assessment results.
 - 5. Specific individualized education plans shall be developed for each literacy, ABE, or GED student. Appropriate modules shall be assigned and assessments performed to allow the student to progress at his own learning pace.

V. Releases

Students participating in ABE or technical courses shall enter for a minimum period of sixty (60) days before exiting.

- A. A student may exit from the course upon his own request at any time after sixty (60) days from his entrance date; however, if released and the course has not been completed, the student may not be able to reenter until ninety (90) days after the exit.
- B. Students who frequently receive disciplinary reports, unusual incident reports, or unexcused absences may be subject to involuntary release if they are school related.

VI. Retention

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The general purpose of the LaGrange Education Center shall be to retain each student in the course and to allow flexibility if possible, for individual needs. The following plans encourage retention.

- A. All students shall plan and sign an individualized training agreement.
- B. Each student shall maintain satisfactory progress in order to remain in the course.
- C. A student may:
 - 1. Be given additional assistance if placed on academic probation.
 - 2. Request an interruption of schoolwork through his teacher and the Education Center CEA.
 - 3. Not be retained if unable or unwilling to follow the training agreement or pose a security or control problem.
- D. Educational and security staff may plan together in working with any special needs student.

VII. Educational Achievements

- A. Educational achievements for all students shall be emphasized.
- B. Instructors shall represent the first line of counseling and encouragement.
- C. If a student receives a GED, educational good time shall be awarded according to KRS 197.045 and CPP 20.1.
- D. Graduation ceremonies and educational awards may be used to recognize student's accomplishments. Group photographs of inmate participants shall be prohibited.
- E. As an incentive for educational participation, inmates shall receive pay for assignment to educational courses in accordance with the Corrections Inmate Wage Program outlined in CPP 19.3. Monetary incentives shall be awarded for academic achievement and obtaining GED, if funds permit.

VIII. Student Record File

- A. All students assigned to Education shall have a student record file maintained by the course instructor.
 - 1. The student record file shall have the status of active or inactive. Inactive files shall be kept in the School Office or in archives.

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2. The student record file may consist of the application packet, test records, progress, release or class transfers, scholastic achievements and other pertinent records.
3. The student record file may contain a special accommodation information form detailing personal and medical information on each student.
 - a. The information may provide assistance to instructors to allow classes more accommodating to the student; and
 - b. The form may be filled out by the student on a voluntary basis after he is assigned to a class.

- B. Maintenance and handling of the student record file shall protect the student rights to privacy and confidentiality in accordance with state and federal law.

IX. Testing and Assessment

- A. Periodic tests and assessments may be given at the request of the instructor. Students shall be expected to participate if requested.
- B. A student shall meet the school requirements and receive the written approval of their instructors before taking the GED test.
- C. Dishonesty in any form on any assessment may result in the student's release.



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References/Authority ACA 5-ACI-3D-01 through 5-ACI-3D-03; CPP 14.4, 15.6, 15.7 KRS 196.035, 197.020	Subject LEGAL AIDE OFFICE AND INMATE LAW LIBRARY SERVICES	

POLICY AND PROCEDURE

The Kentucky State Reformatory (KSR) shall provide a Legal Aide Office and Inmate Law Library. This shall afford each inmate the opportunity to access the courts and have access to a trained inmate legal aide to assist with legal services.

I. Supervision of the Legal Aide Office and Inmate Law Library

- A. The Legal Aide Office and Inmate Law Library shall be the responsibility of the Grievance Coordinator who shall report directly to the Deputy Warden of Programs and Operations.
- B. The Academic School Officer shall maintain control regarding security, fire safety, and entry and exit from the Academic School.
- C. The Academic School Officer shall follow all applicable Post Orders and policies regarding the Legal Aide Office and Inmate Law Library.

II. Legal Aide Office

- A. The inmate Legal Aide Office shall provide assistance to the inmate population on basic legal matters. Inmate Legal Aides shall have successfully completed Department of Corrections approved training regarding basic legal matters.
- B. The Grievance Coordinator shall establish the hours of operation for the Legal Aide Office based on the needs of the inmate population.
- C. The Grievance Coordinator shall establish work schedules for the Inmate Legal Librarians and Inmate Legal Aides.
- D. The Legal Aide Office shall be accessible to all inmates with disabilities.

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III. Inmate Legal Aides

- A. Inmate Legal Aides shall be selected and trained in accordance with CPP 14.4.
- B. An inmate may refuse the services of a specific Inmate Legal Aide, but shall not be guaranteed the services from an Inmate Legal Aide of choice.
- C. An inmate with an appointment to see an Inmate Legal Aide shall obtain a pass from the Dorm Officer before proceeding to the Legal Aide Office. An inmate without a pass shall not be permitted in the Legal Aide Office.
- D. A log of inmate contacts shall be maintained on a daily basis by each assigned Inmate Legal Aide. This log shall include date, time, purpose of contact, and name of the resident contacting the Inmate Legal Aide. The Grievance Coordinator shall monitor the contact log to ensure that the Inmate Legal Aides carry a balanced workload.
- E. There shall be no loitering in the Legal Aide Office or the Inmate Law Library.
- F. An assigned Legal Aide shall be required to sign a "Terms of Employment Agreement" form as a condition of employment. Failure to agree to the conditions outlined in the "Terms of Employment Agreement" shall result in termination.

IV. Inmate Law Library

- A. The Inmate Law Library shall contain access to legal reference materials regarding matters of law or procedure that may be accessed by the KSR inmate population.
- B. The Inmate Law Library shall be staffed by Inmate Law Librarians selected by the Grievance Coordinator.
- C. The Inmate Law Library shall be open for inmate use as designated by the Grievance Coordinator.
- D. The Academic School Officer shall only permit a maximum of ten (10) inmates, other than Inmate Law Librarians or Legal Aides, to enter the Inmate Law Library.
- E. There shall be no assistants allowed in the Inmate Law Library other than Inmate Law Librarians and Legal Aides.
- F. Each inmate shall sign in and out of the Inmate Law Library.
- G. An inmate shall not remove any books or reference material from the Inmate Law Library.

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V. Electronic Law Publication Database

- A. The institution shall furnish computer terminals in the Inmate Law Library to allow an inmate to access the designated electronic law publication database for legal research.
- B. Any documented attempt by an inmate to access a website other than the designated site shall result in a disciplinary report being issued.
- C. Staff may impose time limits on the use of the computer terminals depending on the number of inmates waiting to use the terminals.
- D. An inmate requesting to print information from the computer terminals shall consult with the assigned Law Librarian who shall obtain permission from the correctional staff. Unauthorized use of the printer shall result in disciplinary action.
- E. The Grievance Coordinator shall keep a record of all printed materials. An Inmate Money Transfer Authorization Form shall be completed for each inmate who requests printed material with approval by correctional staff. The completed Inmate Money Transfer Authorization Form shall be forwarded to the Inmate Accounts Office for the inmate account to be debited. This charge shall be waived if the inmate is indigent, as defined in CPP 15.7.
- F. An inmate shall sign in and out on the assigned log to use the electronic law publication database.
- G. The use of all computer equipment shall be monitored by Information and Technology (IT) staff.

VI. Duties and Responsibilities of Inmate Legal Aides and Inmate Law Librarians

- A. The first priority and responsibility of an Inmate Legal Aide shall be to provide assistance regarding legal matters to members of the institutional population who request aide or advice concerning legal matters.
- B. Designated Inmate Legal Aides shall serve as the inmate's representative during adjustment committee hearings, in accordance with CPP 15.6.
- C. The assigned Inmate Legal Aide shall be expected to render assistance on both criminal, civil, and administrative matters.
- D. While an Inmate Legal Aide may perform work related to a specific case if requested, the principal responsibility of an Inmate Legal Aide shall be to provide assistance, not to complete the work for the inmate requesting help.

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- E. At a minimum, the Inmate Legal Aide shall be expected to provide basic information on how the inmate may file a specific action, the proper format to follow, and the type of research to be pursued. The Inmate Legal Aide may also review pleadings prepared by an inmate.
- F. The Legal Librarian shall be expected to aide in basic legal research. This includes suggesting an area of reading, directing the individual to specific works or cases dealing with the inmate's area of concern, and other similar assistance.
- G. The Inmate Law Librarians shall be expected to maintain the Inmate Legal Library and conduct a periodic inventory of books as requested by the Grievance Coordinator.
- H. IT staff shall ensure terminals and printers are operational for the inmate population to be able to print legal research and materials. An inmate shall only be allowed to print authorized legal materials from the computer terminals in the Inmate Law Library.
- I. Inmate Legal Aides and Inmate Law Librarians shall be expected to perform assigned duties without any cost to the inmate requesting assistance.
- J. The institution shall assume no responsibility for missed deadlines or work completed improperly. An inmate who chooses to permit another inmate to conduct his legal work shall do so at his own risk.
- K. An inmate who chooses to not utilize the institutional Legal Aide Office's assigned Inmate Legal Aides for any assistance but permits another inmate to provide assistance shall register with the Academic School Officer.

VII. Legal Copies and Postage

- A. The institution shall provide a photocopy service for the inmate population for legal copies. A nominal fee shall be charged unless the inmate is indigent.
- B. Any legal document that is not prohibited may be photocopied if the inmate has sufficient funds to pay the copying charges.
 - 1. A supervisor may prohibit or limit copies as necessary; and
 - 2. A decision to prohibit or limit copies may be appealed to the Deputy Warden of Programs and Operations.
- C. An inmate shall not pay for copying or postage charges for another inmate.

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- D. Copy services shall be open on scheduled days and hours as posted.
- E. An inmate with adequate funds in his personal account shall pay the postage charges for mailing legal materials or documents outside the institution.
- F. A non-indigent inmate who does not have adequate funds shall be allowed to receive copies within limits by signing a Money Transfer Authorization and having the money deducted from his account according to CPP 15.7. The inmate shall be required to complete the Money Transfer Authorization to verify his funds prior to requesting copies

VIII. Procedures for Obtaining Legal Copies and Legal Postage

- A. The inmate shall present a Money Transfer Authorization to the Grievance Coordinator along with the materials to be copied. Based on the total number of copies, the copy room employee shall complete the portion of the voucher indicating total charges.
- B. The Grievance Coordinator shall forward the Money Transfer Authorization to the Inmate Accounts Office.
- C. The number of copies allowed may be limited to the number required by court rule or order and shall be obtained in the Inmate Law Library.

IX. Audio or Video Court Transcripts

- A. An inmate who obtains an audio or video court transcript shall have the item stored securely in the Legal Aide Office under the care of the Grievance Coordinator.
- B. The storage or maintenance of an audio or video transcript in any area other than the Legal Aide Office shall be strictly forbidden.
- C. Upon a transcript's arrival at KSR, the Deputy Warden of Security or designee shall review the media to verify it is a court transcript.
- D. After the incoming transcript is reviewed, it shall be forwarded to the Legal Aide Office for storage.
- E. The Grievance Coordinator shall notify the appropriate inmate in writing that his transcript has been received and is available for review.
 - 1. The inmate shall be granted access to review his audio or video transcript.
 - 2. The audio or video transcript shall be signed out to the inmate who requested and procured the transcript from the court.

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3. An inmate who signs out his transcript may view the transcript in the Inmate Legal Library or Legal Aide Office during standard operating hours.
 4. Any transcript signed out to an inmate shall be returned for storage before the Legal Aide Office closes that day.
- F. An inmate who does not have access to the yard shall contact his assigned Unit Administrator to request to review his court transcript.
1. The Unit Administrator shall arrange a place and time for the inmate to review his court transcript.
 2. The inmate may also have an assigned Legal Aide present to review the court transcript.
- G. The inmate whose transcript is stored in the Legal Aide Office shall notify the Grievance Coordinator if he is scheduled for parole, serve out, or discharge. The Grievance Coordinator shall forward the inmate's transcript to the Property Room prior to the inmate's date of discharge or parole. The transcript shall be placed with the inmate's property and given to the inmate upon his release.
- H. The Grievance Coordinator shall be responsible for checking the move sheet each day to monitor transfers. If an inmate is transferred to another institution, his transcript shall be forwarded to that institution by U.S. Postal Service mail within two (2) business days.
- X. Notary
- A notary shall be available in designated locations.
- XI. Supplies
- A. Supplies for the Legal Aide Office and Inmate Law Library shall require authorization from the Grievance Coordinator.
 - B. The Grievance Coordinator shall determine an adequate Legal Aide Office and Law Library supply inventory.
 - C. Paper and pencils shall be available to an indigent inmate as needed. The inmate shall demonstrate a need for legal supplies.

Terms of Employment Agreement

I am applying for the position of Legal Aide/Grievance Aide at Kentucky State Reformatory. I understand assignments within the Institution are rotated periodically and I may be required to work all assignments.

Read and initial each section to acknowledge your understanding and the importance of each.

I understand it is against Institutional and Departmental rules to charge inmates, or receive gifts from inmates or inmate families for work or services.	
I understand I may be required to take a polygraph to determine if I charged inmates for work or services. I understand if I fail this polygraph, my employment shall be terminated.	
I understand this position requires the strictest confidentiality. All grievances, legal cases, and other information, whether read or overheard, must be held in confidence. Failure to comply with confidentiality rules may result in termination and disciplinary action.	
I understand this position is critical to the institution, and there shall be a continuous delivery of services. I agree to provide 30 days notice before applying for a position outside of this position.	
I understand I am being hired on a 90-day probationary period. If at the end of this period, my work is not satisfactory, I may be released from my position.	

I have read and agreed to the terms outlined above.

Print Name and Institutional Number

Signature

Director, Legal Services

Date

Date



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POLICY and PROCEDURE

I. Library Services

- A. The Kentucky State Reformatory (KSR) shall provide comprehensive library services to the inmate population,
- B. The KSR Inmate Library shall contain a full array of reference, reading, and audio and visual materials for educational and recreational purposes relevant to the needs and interest of the inmate population to include:
 1. Magazines;
 2. Newspapers;
 3. Reference materials;
 4. Telephone books;
 5. On-loan films from the Kentucky Department of Libraries and Archives for any group, club, or Academic School;
 6. Interlibrary Loans;
 7. CDs, music, books on CD, self-help materials;
 8. Television set, only for use in the Library;
 9. Materials for inmates with physical disabilities;
 10. Materials in a foreign language;
 11. Videos and DVDs; and
 12. Information to assist an inmate in the pursuit of educational goals.

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C. Selected books and library materials shall not:

1. Contain explicit descriptions of how to make a poison, weapon, explosive or destructive device that may be used to threaten the security of the institution;
2. Contain explicit descriptions of how to make a drug or how to avoid detection of drug usage;
3. Contain information that advocates the commission of acts of violence to further the aims of any individual, religious sect, political group, or racist organization;
4. Contain explicit instructions on martial arts;
5. Contain local area geographical maps;
6. Contain pornographic materials;
7. Contain information that promotes the commission of acts forbidden by law, Department of Corrections, or KSR regulations; and
8. Contain gang-related material; or
9. Present a substantial threat to the security, order, or rehabilitative objectives of the correctional system or the safety of any person.

II. Availability of Services

- A. Every inmate shall have access to library services.
- B. The hours of operation for the Library shall be posted throughout the institution and on the Educational Television Channel. Any deviation from this schedule shall be posted.
- C. Library services shall be available seven (7) days a week. This may be subject to change based on institutional needs. On weekends and holidays, library services shall be available in the gym.
- D. Library Services for Correctional Psychiatric Treatment Unit (CPTU), and Nursing Care Facility (NCF)
 1. CPTU and NCF shall maintain a satellite library to provide library services for the inmates housed in these units.

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2. An inmate housed in CPTU and NCF may request additional materials from the KSR Library with approval from the appropriate Unit Administrator.
3. The KSR Librarian shall be responsible for ensuring the materials in the satellite library are rotated periodically.
4. All rules outlined in this policy shall be applicable to the inmates housed in CPTU and NCF.

III. Entrance to the Inmate Library

- A. An inmate shall be required to have a valid Identification Card (ID) in his possession to use the Library.
- B. An inmate shall dress in accordance with current policy and procedures.
- C. Eating or drinking shall not be allowed in the Library.

IV. Using Library Materials

A. Magazine and Newspaper Checkout

1. A magazine, newspaper, or catalog shall not be taken out of the Library without prior approval of the KSR Librarian.
2. An inmate who wishes to borrow a magazine, newspaper, or catalog shall submit his ID to the Inmate Library Aide.
3. The clerk shall scan the inmate ID to check out the borrowed material.
4. Upon return of the borrowed material, the clerk shall scan the inmate ID showing the material has been returned.

B. Book Checkout

1. To check out a book, an inmate shall fill out a loan agreement card.
2. An inmate may check out four (4) books at a time.
3. It may be necessary to limit "high interest" books and authors to one (1) title per inmate.
4. The KSR Librarian shall make the determination which items need to be identified as "high interest."

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5. An inmate may be held accountable for any torn or damaged library materials that are checked out to him.
6. The inmate shall bring any torn or damaged materials to the attention of the KSR Librarian before the material is checked out.
7. A book may be checked out for fourteen (14) days and may be renewed once. If the book is on reserve, it may not be renewed for a second time but shall be turned back in. The book may be checked out again once it comes off reserve.
8. If an inmate fails to return or renew a book, his name shall be placed on the overdue list and a notice shall be sent to him. The inmate shall not be eligible to check out another book until all books are cleared from his library record. Following the return of the overdue book, the inmate shall be suspended from checking out a book for fourteen (14) days.
 - a. A book not returned to the library may be considered stolen and the inmate who checked the book out shall be subject to a Category IV, Item 14 Disciplinary Report. Restitution may be ordered by the Adjustment Officer.
 - b. The replacement fee for a book shall be charged according to the current price of the book plus shipping charges.
9. Any book the KSR Inmate Library owns may be requested and placed on reserve by an inmate or staff member. If the book is not owned by the Inmate Library, efforts may be made to borrow the book through Interlibrary Loan.
10. If an inmate's property is packed for placement in the Restrictive Housing Unit (RHU), Nursing Care Facility (NCF), Correctional Psychiatric Treatment Unit CPTU or transfer, all library materials shall be taken by security staff as the property is being packed and placed in the "Library Drop Box" located at the Property Room.

C. CDs, DVDs and Video Tapes

1. A CD may be checked out for seven (7) days and books on CD may be checked out for fourteen (14) days.
2. CDs and books on CD shall be checked for damages upon return to the library.
3. An inmate may check out a DVD for use in the library. The DVD shall not be taken out of the library.

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4. Failure to return library materials on the due date shall be handled the same as a book as outlined in Section IV. B. 8. of this policy.

V. Interlibrary Loan Program

- A. KSR shall participate in the Interlibrary Program and is a member of the Online Computer Library Center (OCLC).
- B. Membership in the OCLC makes books and periodical articles available from other libraries.
- C. The Interlibrary Loan Program shall be available to the inmate population and staff at KSR and shall be administered solely by the KSR Librarian.
- D. An individual may request one (1) book or four (4) articles at one (1) time.
- E. An inmate wishing to participate in the Interlibrary Loan Program shall sign the Interlibrary Loan Agreement Form stating he agrees to return the book in the same condition it was received and in the allotted time period. Failure to comply shall result in payment as set by the lending library.
- F. All interlibrary loan requests shall be signed by the KSR Librarian.
- G. An inmate who loses or damages library materials may be permanently barred from the Interlibrary Loan Program and shall be responsible for the replacement costs.
- H. Interlibrary loan books shall only be checked out and returned to the KSR Librarian. If the KSR Librarian is not available, the book shall be held until the Librarian is available.
- I. An interlibrary loan book shall not be placed in a book drop or given to anyone else.
- J. Any material determined to be a threat to the security of the institution by the KSR Librarian shall be forwarded to the Warden or designee for review.

VI. KSR Inmate Library Personnel

A. KSR Staff Librarian

The institutional Librarian shall be responsible for the selection, acquisition, classification, organization, circulation of all library materials, supervision of all library operations, and the enforcement of all library policies and procedures.

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B. Inmate Personnel Requirements:

1. The KSR Librarian shall select, train, and utilize an inmate as a Library Aides; and
2. An inmate selected shall work as a circulation clerk, acquisition and technical processing clerk, or a janitorial aide.

C. Inmate Personnel Qualifications:

1. High school graduate or successful completion of G.E.D.; and
2. Possess minimal typing skills.

VII. Inmate Library Staffing Patterns and Programs

A. Annual review of library staffing patterns and programs shall be conducted by the Deputy Warden of Programs and Operations, Education Center Principal, and KSR Librarian.

B. The review shall cover the following areas:

1. Evaluation of inmate access to library staff;
2. Evaluation of staff available during peak hours;
3. Compare library procedures and staffing patterns to the ACA Expected Practices;
4. Compare the operation of the library programs to stated performance goals and objectives; and
5. Submission of the budget to the Warden and Fiscal Manager for review.

VIII. Discharge Clearance Procedures

A. An inmate shall have library clearance prior to being released from KSR to ensure Library materials have been returned or any replacement fees have been paid.

B. The Discharge Clearance Form currently used by the institution shall be signed by the KSR Librarian or staff designee, providing the inmate does not have any outstanding library fees or book loans.

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POLICY and PROCEDURE

I. Approval for Inmate Organizations

- A. All inmate clubs or organizations shall have administrative approval to operate within the general population.
- B. To formulate a new club or organization, a proposal containing goals and objectives shall be sent to the Club Coordinator for review and then forwarded to the Deputy Warden of Programs and Operations with recommendations.
 1. The Deputy Warden of Programs and Operations shall make necessary adjustments and forward recommendations to the Warden.
 2. Final approval shall be obtained from the Warden before a new club or organization begins.
 3. If the Warden approves the proposal, the Club Coordinator shall assign a Staff Sponsor for the club. This assignment shall be considered a job task and terminated only by permission of the Club Coordinator and the Deputy Warden of Programs and Operations.
 4. Each approved club or organization shall submit bylaws to the Club Coordinator within a thirty (30) day period after the proposal acceptance. The Staff Advisor, the Club Coordinator, and the Deputy Warden of Programs and Operations shall sign the bylaws before submitting them to the Warden for approval.
 - a. The final signed copy of the Club bylaws shall be returned to the Staff Advisor. The Club Coordinator shall also keep a signed copy of the Club bylaws on file.

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- b. Bylaws shall be reviewed and revised on an annual basis at the direction and under the supervision of the Club Coordinator in December.
- 5. The club bylaws shall include the following information:
 - a. Purpose and service to the institution;
 - b. Membership;
 - c. Officers and duties;
 - d. Procedure for election;
 - e. Membership responsibilities;
 - f. Suspension or removal from the club; and
 - g. Procedure to amend the bylaws.
- 6. Changes in the club bylaws shall require approval from the Warden, Deputy Warden of Programs and Operations, Club Coordinator, and Staff Advisor .

II. Suspension or Termination of Club Activities

- A. An inmate organization may be terminated or suspended by the Warden, Deputy Warden of Programs and Operations, Club Coordinator, or Staff Advisor for the following:
 - 1. Failure to operate within policies and procedures;
 - 2. Failure to operate for the benefit of the institution and inmate population;
 - 3. Lack of interest; or
 - 4. Failure to operate within the bylaws of the club.
- B. The length of suspension shall be decided by the Club Coordinator, Staff Advisor, and the Deputy Warden of Programs and Operations.
- C. If a club or organization disbands with money remaining in the club account, that money shall be transferred to the Re-Entry Donations Account of the institution to be used for the benefit of the inmate population at the discretion of the Warden.

III. Staff Supervision of Inmate Organizations

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A. Club Coordinator

1. The Warden shall appoint a Club Coordinator. The overall responsibility for inmate organizations shall rest with the Club Coordinator.
2. The Club Coordinator shall assign a Staff Advisor for each inmate organization. Staff Advisors shall be recommended by the Club Coordinator and approved by the Deputy Warden of Programs and Operations.
3. The Club Coordinator shall be responsible for approving and signing all out counts, purchase orders, gate passes, special project proposals, and any memo to be posted. In the Club Coordinator's absence, a Deputy Warden shall be the approving authority.
4. The Club Coordinator shall maintain a file on each organization, containing monthly reports, project information, and pertinent correspondence or memos pertaining to the individual organization.
5. The Club Coordinator shall meet periodically with Staff Advisors to discuss matters of importance.

B. Staff Advisor

1. Each organization shall have one (1) Staff Advisor to work directly with the group. This assignment shall be considered a job task and terminated only by permission of the Club Coordinator and the Deputy Warden of Programs and Operations.
2. Supervisory responsibility for each inmate organization shall rest with the appointed Staff Advisor.
3. Each Staff Advisor shall hold veto power over all club activities and shall be responsible for monitoring the overall function of the organization to assure compliance with organization bylaws, institutional policies, rules and regulations.
4. Staff Advisors shall be required to attend general membership meetings.
5. The Staff Advisor shall approve all out counts and special projects by a signature on appropriate documents.
6. The Staff Advisor shall ensure the out counts are submitted to the Club Coordinator in the necessary time frame, including approval for outside guests at least five (5) working days in advance.

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7. The Staff Advisor shall be responsible for processing purchase orders. The purchase orders shall be emailed to the Club Coordinator for review and approval. If approved, the Club Coordinator shall email the purchase order to the Warden for final review and approval.

IV. Rules

- A. All organizations shall abide by their bylaws.
- B. All inmate organizations shall submit a monthly report to the Club Coordinator by the 25th of every month. A copy of all monthly reports shall be forwarded to the Deputy Warden of Programs and Operations.
- C. All proposed fund-raisers and expenditures shall be reviewed for approval by the Warden, Deputy Warden of Programs and Operations, Club Coordinator, and Staff Advisor.
- D. Outside guests shall be reviewed for approval by the Staff Advisor, Club Coordinator, and institutional Volunteer Coordinator, at least five (5) working days prior to the function.
- E. All organizations shall be required to have a minimum of one (1) service projects per year, and may be required to fund projects as determined by the Warden.
 1. Service projects shall be to benefit the KSR inmate population or local charities outside of KSR.
 2. Self-help groups (AA and NA) shall not participate in any fund-raising and shall be exempt from this provision. Self-help groups may collect membership dues only.
- F. Emphasis for service projects shall be on supporting local charitable organizations.
- G. All organizations shall hold at least one (1) monthly general membership meeting.
- H. An inmate holding an office or chairing a committee of an organization who is convicted of a disciplinary report, Category III or above shall be removed from office. The inmate may remain a member of the organization if the bylaws permit.
- I. An inmate shall be a member of only one inmate fund-raising organization at a time.
- J. Group photographs shall not be taken unless approved by the Warden, Deputy Warden of Programs and Operations, or Club Coordinator.

V. Meetings or Use of Facilities

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- A. Regular meetings of the general membership, executive boards, and program committees shall be scheduled, subject to administrative approval.
- B. An out count shall contain the name, number, and present housing assignment of each inmate to be in attendance and the date, location, and reason for the meeting. Out counts shall be posted in all living areas.
- C. New names may not be added to the out count after its initial preparation. Exceptions to this shall require approval by the Deputy Warden of Programs and Operations or Club Coordinator.
- D. Meeting space shall be provided for approved inmate organizations upon equal basis according to the availability and capacity of the rooms to be used.

VI. Financial Accounts

- A. In order for clubs to transact financial business, the institutional Business Office under the supervision of the Fiscal Manager shall maintain an account known as the "Club Fund."
 - 1. This fund shall be established at a local bank.
 - 2. The total funds in this account shall constitute all available club funds.
- B. The Business Office shall also maintain subsidiary accounts on the computer, one (1) for each club.
 - 1. Each subsidiary account shall show complete data regarding deposits and disbursements.
 - 2. A financial statement shall be prepared and sent to each club at the request of the advisor.

VII. Membership Dues

- A. All organizations may collect regular membership dues.
- B. The rate of dues and schedule for payment shall be part of the organization's bylaws, which shall be on file with the Club Coordinator.

VIII. Fund-raising Projects

- A. All inmate organizations shall be operated toward the betterment of the institution and shall be organized with that goal. In order to increase an organization's operating budget, fund-raising projects shall be permitted through approved methods. All fund-raising projects shall require administrative approval.

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- B. Within a calendar year, each club shall expend its profit according to the following:
 - 1. Forty percent (40%) towards an institutional project or a local charitable organization;
 - 2. Forty percent (40%) donated to the institutional Re-Entry fund; and
 - 3. Up to twenty (20%) may be carried over to the next calendar year.
- C. Income producing projects shall be limited to three (3) per organization per year.
- D. If the Staff Advisor determines the club has sufficient funds to support charitable projects and other functions, the advisor shall not approve all three (3) sales without approval from the Club Coordinator.
- E. The Club Coordinator shall establish a schedule in December for all potential sales for the upcoming year.

IX. Sales

- A. An inmate organization may use the following to generate capital:
 - 1. Food orders (Aramark or Keefe only); and
 - 2. Donations.
- B. An inmate shall not sign up for or purchase items for another inmate.
- C. No credit shall be extended.
- D. Club sales to a staff member shall be prohibited.
- E. A donation from a staff member toward a club project or sale shall be prohibited.
- F. A "home cooked" food project shall not be allowed.
- G. The Staff Advisor shall be present for the delivery of an item for club sale and for the sale.
- H. The Staff Advisor shall be responsible for inventory before and after the sale.
- I. A club may mark up an item. Mark up shall not exceed twenty-five (25%).
- J. A club shall pay all applicable sales tax and shall not receive a discount from a vendor without authorization.

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- K. A club member shall not receive a special discount on a sale item. A club member shall follow standard procedure for purchasing an item. No special purchase shall be made for a club member.
- L. An inmate in Administrative Control, Protective Custody, CPTU C-Wing, or Administrative Segregation, shall not have a sale item delivered. If the inmate placed an order prior to detention, the order shall be forfeited and the money shall not be refunded. If an inmate is no longer housed at the institution due to transfer or release, the money shall not be refunded.
- M. Each vendor order shall have a spending limit of \$35.00 per inmate.
- N. Left over or unclaimed food shall be disposed of and not given to inmates or staff for consumption.
- X. Special Activities
 - A. Each fund-raising organization shall be permitted one (1) annual banquet after they have fulfilled all service project obligations.
 - B. Each organization shall submit a Request for Annual Club Banquet at least six (6) weeks before the date of the banquet.
 - C. Any outside guests shall be sponsors or speakers who have participated in the club activities.
- XI. Club Correspondence
 - A. No correspondence from an inmate club shall leave the institution without the approval and signature of the Staff Advisor and Club Coordinator.
 - B. A letter of solicitation shall require the approval and signature of the Warden.
 - C. All correspondence using the inmate organization's letterhead shall require approval by the Staff Advisor.
- XII. Other Activities
 - A. Special projects or activities not of a routine nature shall receive approval prior to implementation. These projects may include new ways and means projects, sporting events, major equipment purchases, and special outside visitors.
 - B. Proposals shall be submitted in writing to the Club Coordinator. A proposal approved by the Club Coordinator shall be reviewed by the Deputy Warden of

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Programs and Operations, and require approval by the Warden before implementation.

XIII. Organization Office Supply and Canteen Purchases

- A. Organizations may purchase office supply items through the Fiscal Manager. Supply purchases shall be charged at the current institutional rate.
- B. Supplies may be ordered once per month by completing an organizational purchase order and an institutional purchase requisition and sending them to the Fiscal Manager by the 30th of each month.

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POLICY AND PROCEDURE

- I. Operation Schedule of the Kentucky State Reformatory (KSR) Gymnasium and Outside Recreation Areas
 - A. The operation schedule for the gymnasium shall be posted in the gym.
 - B. Outside recreation areas shall be open to the general population only if the institutional yard is open.
 - C. The schedule for the band room shall be posted in the gym.
 - D. All schedules shall be subject to change in order to meet the needs of the institution and the Recreation Department.
- II. KSR Recreational Programs
 - A. The Recreational Program shall provide a wide range of cultural and athletic activities.
 - B. As programs and activities are developed, those affected shall be informed by posted memorandums.
- III. Recreational Facilities and Equipment
 - A. Recreation facilities and equipment shall be used in accordance with posted rules and regulations.
 - B. The Recreation Supervisor shall plan for the replacement and upgrading of equipment, programs and facilities through the preparation of the annual budget.
 - C. An inmate failing to act with good sportsmanship, improperly using recreation equipment or failing to abide by posted rules and regulations shall be removed from the appropriate event or area.

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- D. An inmate shall be held monetarily accountable for recreation equipment checked out from the equipment crib or otherwise used.

IV. Inmate Personnel Requirements

A. Recreation Aides

1. Selection of a Recreation Aide shall be made by Recreation Director;
2. An Inmate Recreation Aide shall participate in training appropriate to his assigned area.

B. Inmate Game Officials

1. An Inmate Game Official shall be selected by recreation staff.
 - a. The inmate shall have knowledge of the rules pertaining to the sport for which the inmate is officiating; and
 - b. An Inmate Game Official shall be trained for the position he is assigned.
2. Officials shall be paid on a per game basis through the inmate canteen.
3. The Recreation Director and Fiscal Manager shall determine the amount of pay appropriate to the assignment.

V. Inmate Recreation Committee

- A. The Recreation Committee shall provide inmates with a means for input into the recreation programming and help the Recreation Department staff improve services.

B. Selection of Inmate Recreation Committee

1. The Inmate Recreation Committee shall be composed of seven (7) inmates selected by the Recreation Supervisor.
2. Recreation Committee inmates shall represent different recreation interests, physical abilities or handicaps, age groups, and races representative of the percentages in the institutional population.

C. Inmate Recreation Committee Meetings

1. The committee shall meet with the Recreation Supervisor once every quarter.

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2. The committee shall not form policies for the Recreation Department.
3. The committee shall offer constructive ideas for the Recreation Department and relay the preferences of the general population to the Recreation Supervisor on the following topics:
 - a. Selection of films;
 - b. Use of the gym;
 - c. Ideas for new or additional activities;
 - d. Team sports; and
 - e. Leisure activities.
4. The minutes of each meeting shall be submitted to the Deputy Warden of Programs and Operations.

VI. Community Participation

- A. An inmate may be allowed to participate in recreational activities with visiting individuals if recommended by the Recreation Supervisor and approved by the Warden or designee.
- B. Adequate supervision of these events shall be provided in order to meet the security needs of the inmates and community participants.

VII. Gymnasium Television Viewing

The Recreation Director shall coordinate the movies to be viewed.

VIII. Institutional Movies

- A. The Recreation Supervisor shall coordinate the movies to be viewed.
- B. The Inmate Recreation Committee shall submit a list requesting movies to be viewed.
- C. The list shall be forwarded to the Deputy Warden of Programs and Operations for review and approval at least one (1) month prior to viewing.



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POLICY AND PROCEDURE

I. Inmate Magazine

- A. The name of the Kentucky State Reformatory (KSR) inmate magazine shall be the Skytower Magazine.
- B. The purpose of the Skytower Magazine shall be to:
 1. Encourage constructive inmate expression;
 2. Stimulate interest in institutional events and programs;
 3. Inform inmates and staff about upcoming events, programs, and other issues of general interest;
 4. Promote inmate-initiated activities under staff supervision; and
 5. Serve as a showcase for inmate talent and creativity.

II. Staffing and Responsibilities

- A. The Deputy Warden of Programs and Operations shall assign a staff member to serve as Staff Advisor and Coordinator.
- B. The Staff Advisor shall determine general procedure for the magazine.
- C. The Staff Advisor shall employ no more than two (2) inmates as magazine reporters.
- D. Inmates not employed by Skytower Magazine may submit articles, poetry, stories, features, photography, artwork, and other materials for publication, but shall not be paid, unless in connection with a special promotion sponsored by the magazine.

III. Screening Process

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- A. All material shall be submitted for screening sufficiently in advance of publication deadlines for the Staff Advisor to review.
 1. The Staff Advisor shall establish submission deadlines for each issue in accordance with the Deputy Warden of Programs and Operations on a quarterly basis.
 2. Requests for coverage of special events shall be submitted, in writing, to the Staff Advisor at least ten (10) days in advance of the event to allow adequate time for a decision regarding coverage and to make necessary arrangements.
- B. The Staff Advisor shall approve or disapprove each submission after input from inmate reporters. The Staff Advisor may ask that material be revised for publication or revise the material as long as it does not interfere with the material's basic content (grammatical or punctuation corrections).
- C. Criteria for Rejection or Revision Requests:
 1. Libelous or defamatory material shall be disapproved;
 2. Material injurious to or disrespectful to any specific ethnic, religious, or other identifiable group shall be rejected;
 3. Material that contains inducements, statements, or comments to incite riotous, violent, or disruptive behavior shall be rejected;
 4. Material that contains statements that would incite any action, which would constitute a clear and present danger of violence or disruption shall be rejected;
 5. Criticism of institution staff, the administration, or other departmental agencies shall be rejected;
 6. Allegations of criminal behavior or personal attacks on any named individual which cannot be supported in fact and stated within the body of the material shall be rejected;
 7. Unsigned material shall be rejected; and
 8. Material that contains poor grammar, punctuation or syntax as to render it unclear and not fit for publication shall be returned to the writer for revision.
- D. Skytower Magazine shall publish signed replies by anyone who legitimately feels they have been discussed in a previous article as long as the screening criteria are met.

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- E. All rejections may be appealed to the Deputy Warden of Programs and Operations within five (5) working days of the date of rejection. The Deputy Warden of Programs and Operations shall have final approval or veto responsibility for all submissions.

IV. Printing and Distribution

- A. The publication of Skytower Magazine shall be determined by administrative officials including the Staff Advisor and the Deputy Warden of Programs and Operations based upon circulation, population, and operational costs.
- B. Skytower Magazine shall be available to inmates of KSR on JPay and in the Inmate Library. A limited number of copies shall be made available to the Department of Corrections, outside agencies, and other institutions.
- C. All other subscribers shall pay a minimal charge to cover printing and postage expenses. The subscription cost shall be set by the Staff Advisor in consultation with the Warden and Fiscal Manager.
- D. All funds received in connection with outside subscriptions shall be processed through the Inmate Accounts Office.
- E. Skytower Magazine shall be published quarterly.



RELIGIOUS PROGRAMMING

1. The Chaplain shall plan, direct, and coordinate all aspects of the Religious Program, including both lay and clergy volunteers from faiths represented by the inmate population.

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2. The Chaplain shall discuss the selection, use, and supervision of volunteers with the Deputy Warden of Programs and Operations prior to implementation of new programs.
3. The Chaplain shall serve as a religious representative for the institution.
4. To develop a more effective program, the Chaplain and designated religious staff shall develop and maintain close relationships with the community religious resources to augment the delivery of appropriate religious services on special holidays or as needed to meet the requirements of the diversity of religious faiths among the inmate population.
5. Religious speakers and groups from the community may be invited periodically to the Chapel Worship Services.

B. Pastoral Role of the Chaplain

1. The Chaplains shall minister to every inmate regardless of the inmate's religious beliefs or affiliation.
2. A Chaplain, as a confidant, has a dual responsibility to the inmate and to the institution. He shall keep pastoral confidences intact and, concurrently, discharge responsibility for the protection of the institution, employees, and the inmate population. Institutional security and the safety of the inmate shall be a significant concern at all times.
3. A Chaplain shall notify the inmate's family of serious illness or death of an inmate in accordance with KSR 13-01-01.

C. Chaplain Visits to Various Areas of the Institution

1. The Chaplaincy staff shall have physical access to all areas of the institution to minister to the inmate population.
2. Supervisory staff shall be made aware of a Chaplain's visit to his area.
3. Entries of the visit shall be made in all unit logs as required.
4. Chaplaincy staff shall make frequent visits to the Nursing Care Facility to minister to the religious needs of inmate patients. If notified of serious illness of an inmate, the Chaplain shall visit the inmate and, if requested, notify a religious representative of the inmate's faith in accordance with policy and procedure.

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5. The Chaplains shall provide ministry to the Special Management Unit and the Corrections Psychiatric Treatment Unit at least once each week ensuring inmate access to religious guidance.

D. Chaplaincy Staff

1. State paid Chaplains shall include two (2) full-time Chaplains.
2. Volunteer Chaplains shall include those who are remunerated from private sources and who have concurrence from his primary employer to commit a designated amount of time to the institution. This may include former staff Chaplains who presently spend less than a day in the institution.
3. Volunteer Chaplains shall sign a contract stipulating the commitment of pastoral services to the institution.
4. Student Chaplains shall be those who have a dual commitment to a theological seminary and to KSR.

E. Staff Requirements

1. Chaplaincy Staff shall meet all requirements established for the position.
2. The holding of second jobs by full-time staff Chaplains, especially outside pastoral responsibilities, may be permissible in accordance with CPP 3.3.
3. Volunteer and Student Chaplains shall be designated through a screening process.
 - a. Referrals shall be received from the placement office of local seminaries;
 - b. After submitting a resume, the applicant shall meet with a selection committee consisting of staff Chaplains and at least one other professional staff member; and
 - c. The selection committee's recommendation shall be submitted to the Deputy Warden of Programs and Operations for review and approval.

II. Religious Programming

A. Pastoral Counseling

1. The Chaplain shall interview an inmate referred to the Chaplain by KSR staff. Staff making the request shall provide the Chaplain with sufficient

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information relative to the inmate in order for the Chaplain to proceed with counseling the inmate in an appropriate manner.

2. An inmate may request to see the Chaplain at any time. The Chaplain shall respond to a request from an inmate as directed by the urgency of the situation and as promptly as possible.
3. A Chaplain or, in his absence, the Shift Supervisor shall be immediately notified upon the receipt of information concerning the death or serious illness in an inmate's family.
 - a. The staff member receiving the call shall record the following:
 - (1) Name of inmate;
 - (2) Number of inmate;
 - (3) Name of person relaying information;
 - (4) Contact telephone number;
 - (5) City – location;
 - (6) Nature of emergency;
 - (7) Relationship of person ill or deceased;
 - (8) Name of Funeral Home;
 - (9) Location of Funeral Home;
 - (10) Funeral Home telephone number; and
 - (11) Date and time of funeral.
 - b. All information received shall be verified before notifying the inmate.
 - c. The Chaplain shall deliver the information to the inmate and offer help, comfort, and assistance and may direct staff members to assist the inmate as deemed appropriate. Notification shall be provided at the inmate's living area of a death or serious injury to his family member.
4. The counseling ministry of the Chaplaincy Staff shall include crisis ministry to aggrieved or anxious inmates. Chaplains shall be sensitive to the dynamics of the situation and respond to the concerns of the inmate while helping the

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family and inmate cope with the limitations that incarceration place upon the event.

5. Additional counseling done by a Chaplain may be long term in nature and deal with the dynamics of interpersonal relationships, giving the inmate time to respond appropriately to the choices available.
6. Whether the counseling is individual, group, family, or pre-marital, the Chaplain shall observe confidentiality and keep in mind the dual responsibility outlined above.

B. Religious Services

1. The Chaplain shall prepare and conduct a service that provides an atmosphere of worship and shall be inter-denominational in nature. The setting and needs of an inmate shall be considered by those conducting the service.
2. The Chaplain shall coordinate religious programs within the institutional activities schedule.
3. The Chaplain shall plan weekday services in cooperation with other departments avoiding possible conflict.
4. Attendance to religious services shall be voluntary.
5. The general inmate population shall be encouraged to attend religious services.

C. Religious Programs

1. The Chaplain shall develop and supervise various religious programs.
2. The religious programs may include the following activities:
 - a. Religious classes (lecture, instruction, and discussions);
 - b. Prayer groups;
 - c. Religious choirs, ensembles, and singing groups;
 - d. Self-taught courses;
 - e. Religious group counseling;
 - f. Bible or religious text study groups;

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- g. Spiritual growth groups; and
- h. Instruction in doctrines, rites, and ideals of various religious faiths by faith group representatives as requested (see section F. for clergy visits involving one (1) inmate).

D. Special Religious Needs

1. An inmate shall have access to religious publications of his faith.
 - a. An inmate may make arrangements through the Chaplain to obtain personal copies of certain approved religious books and periodicals.
 - b. All books and publications approved shall be in compliance with the rules and regulations regarding inmate personal property.
 - c. Costs of the books and publications shall be borne by the inmate unless other provisions are made in programming budgets.
2. KSR recognizes that certain religious faiths impose dietary restrictions upon the members including abstinence from pork or pork products. Therefore, it shall be the policy of KSR to provide each inmate with the opportunity to satisfy minimum dietary requirements of his religious faith.
3. Liturgical apparel and devices including head shields, prayer rugs, and prayer shawls may be used during a religious activity in accordance with established procedures for maintaining security, safety, and orderly conditions of KSR.
 - a. This equipment may be stored in the Chapel storage area or kept by the inmate, if in accordance with institutional procedures on inmate personal property.
 - b. An inmate may wear religious medallions or pendants if these do not interfere with the safe and orderly operation of KSR. Religious medallions or pendants shall comply with the requirements for these items in the Authorized Property List in CPP 17.1.
 - c. For security purposes these items shall be subject to inspection.
4. Obligatory individual prayer shall normally be permitted in all areas of the institution.
 - a. Area work and program supervisors may designate an area for prayers to be conducted that is most appropriate in ensuring maintenance of safety and security in the area.

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- b. Obligatory prayer activity may be postponed until the next scheduled break if a disruption of necessary services would result.

E. Specific Denominational Church or Sectarian Activities

1. The Chaplain shall schedule celebration of the sacramental rites necessary to meet minimal requirements of a given religious faith. These arrangements may require special times or environments.
2. If an inmate's religion requires abstinence from work on religious holy days, efforts shall be made to arrange work assignments and schedules to accommodate that belief. This shall be accomplished in keeping with the safe and orderly operation of the institution.
3. Chaplaincy staff shall conduct or supervise all worship services or religious activities. Services of worship, religious activities, and meetings of a religious nature shall be scheduled with reasonable frequency.

F. Inmate Visits by Outside Faith Representatives

1. If a religious leader wishes to visit inmates with a preference for his religious faith group, prior approval shall be requested. The request shall be forwarded to the Chaplain.
2. The Chaplain shall verify the credentials of the religious leader and make a recommendation to the Deputy Warden of Programs and Operations.
3. The Chaplain shall designate appropriate facilities and time for the pastoral visit and distribute a memorandum to all appropriate locations for notification.
4. Emergency visits by outside clergy shall follow the same procedure, except a verbal approval may be given by the Chaplain or Duty Officer.
5. It shall be the responsibility of the Chaplain to ensure all visiting religious representatives shall be acquainted with, and shall abide by, all published rules pertaining to visitors to the institution.

G. Funding for Religious Services and Programs

1. The Chaplain shall submit an annual budget request for funding for religious services and programs. The funding of the religious services budget shall be reviewed by the Deputy Warden of Programs and Operations and considered along with other departmental budgets.

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2. Specific religious group donations shall be maintained in the account specified for the religious group. The funds shall be used for worship materials, religious texts, music, social gatherings, and other religious needs not covered in the regular budget.

H. Religious Programs Facilities

1. The Chapel at KSR shall be designed for the use of various faiths for religious services and meetings.
2. Other areas of the institution may be used for religious programs, such as the dining room for special feasts or meals; however, prior arrangements and approval shall be made through the Chaplain.

III. Religious Volunteers

A. General Requirements

1. Religious Volunteers shall meet all requirements for institutional volunteers in CPP 26.1 prior to orientation as a religious volunteer. The Chaplain shall determine the number of volunteers needed to support the Religious Services Program.
2. Religious Volunteers shall be in good standing with a recognized faith group. Information furnished by the volunteer shall usually be sufficient; however, if there is cause for doubt, the Chaplain may contact recognized community representatives of the denomination.
3. Religious Volunteers shall maintain good rapport with institutional staff.
4. Religious Volunteers shall not criticize or speak in opposition to institutional rules, policies, or procedures while functioning as an approved volunteer.
5. Religious Volunteers shall agree not to ridicule or show disrespect for other religious beliefs.
6. Religious volunteers shall abide by institutional rules and time schedules.
7. If the volunteer represents a specific denomination or faith, there shall be a bonafide need, as verified by the Chaplain, in the institution.
 - a. Requests for a volunteer for a specific faith group shall originate with the inmate population.
 - b. The Chaplain shall make every attempt to ensure representatives of all faith groups are available to the inmate population.

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c. If a religious leader of an inmate's faith is not represented through the Chaplaincy Staff or volunteers, the Chaplain shall assist the inmate in contacting a person who has the appropriate credentials from the faith judicatory. That person may minister to the inmate under the supervision of the Chaplain.

8. There shall be a primary and an alternate contact person for each group for purposes of communication with institutional staff. All groups shall receive an orientation to the institution in accordance with CPP 26.1.

9. The primary contact person shall meet with the Chaplain as requested, but no less often than every six (6) months.

B. Visiting Choirs and Church Groups

1. Outside choirs and church groups who visit the Chapel to participate in various worship services shall be treated with courtesy and respect by all staff.

2. Choir members shall sit in the choir section at all times, unless prior approval has been given for special circumstances.

3. General requirements for scheduling choirs and church groups for worship services shall be in accordance with CPP 26.1.

a. The group shall be verified as representing a recognized religious organization. Ordinarily, information supplied by the group shall be sufficient; however, the Chaplain may contact recognized community representatives to verify any information received.

b. The visit shall be scheduled by the Chaplains' Office in accordance with schedules and availability. The Chaplain shall maintain a calendar, listing visit groups on the date scheduled.

c. A memorandum requesting approval for the group's visit shall be written by the Chaplain and distributed to the Captains Office, Box 1, West Gate and Deputy Warden of Programs and Operations. The memorandum shall identify the group, the time they shall arrive, and any other pertinent information about the visit, including special equipment to be used.

4. The general procedures for conducting worship services at KSR shall be as follows:

a. The size of the group may usually be limited to ten (10) people;

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- b. The group shall arrive 15 minutes before start of a service;
 - c. Services shall be scheduled with an exact start and end time that complies with the KSR Yard Schedule in the Inmate Handbook. Preparations for concluding the meeting shall leave time for last minute discussions with inmates prior to the end time.
 - d. Special arrangements shall be made to bring in sound equipment for music, cameras, or recording devices. Information regarding these items and request for approval shall be included in the Chaplain's memorandum to the Captain's Office and Deputy Warden of Programs and Operations;
 - (1) Purses shall not be allowed onto KSR's main compound.
 - (2) Contraband shall not be allowed in the institution.
 - (3) Necessary medication shall have prior approval before being allowed in the institution.
 - e. A Chaplain or certified volunteer shall be present and serve as host for the service. He shall introduce the group and turn the service over to the worship leader.
- 5. The Chaplain and the Second Shift Supervisor shall mutually decide upon any changes or exceptions to the procedures regarding groups visiting the institution for worship services.
 - a. The Chaplain shall make arrangements for changes or exceptions as far in advance as possible.
 - b. If there is a problem with the visiting group, the Captain shall contact the Chaplain as the person in charge of the visiting group. There shall be no direct confrontation with visitors without first involving the Chaplain.

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POLICY AND PROCEDURE

The substance abuse treatment program shall operate within a written treatment philosophy that conforms to the Department of Corrections system, goals, and measurable objectives. The program shall include monitoring and drug testing for an inmate with drug and alcohol addiction problems.

I. Identification and Selection

A. The Substance Abuse Program (SAP) shall provide for early identification and treatment of an inmate with an alcohol or drug abuse problem through a standardized assessment. The SAP staff shall document and include:

1. Screening and sorting;
2. Clinical assessment and reassessment;
3. Medical assessment for appropriate drug and alcohol program assignment to meet the needs of the inmate; and
4. Referrals.

B. Selection of a Participant

1. The following may refer an inmate for possible participation in a substance abuse program:
 - a. Parole Board;
 - b. Classification and Treatment Officer (CTO);
 - c. Mental health professional; or
 - d. Self-referral.

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2. Selection for actual participation in a substance abuse program shall be made by the Program Administrator.

II. Programs

- A. An inmate may have access to a chemical dependency treatment program as inmate need and program space allows. If an inmate is assigned to the SAP, the clinical management of the inmate shall include at a minimum:
 1. The Substance Abuse Director or designee shall administer a standardized diagnostic needs assessment to determine the extent of use, abuse, dependency, or codependency.
 2. The Substance Abuse Director or designee shall develop an individual treatment plan. A multidisciplinary clinical team including medical staff, mental health staff, and substance abuse professionals shall implement the plan.
 3. There shall be prerelease relapse-prevention education, including risk management.
 4. The inmate shall be an integral part of developing the aftercare discharge plans.
- B. A substance abuse service shall be a part of the activity of the following programs and vary in degree of intensity. The administrator for each individual program shall determine the capacity of the program and its content and shall account for the participation of each inmate with the proper notation or documentation in his institutional file.
 1. Substance Abuse Program (SAP);
 2. Co-Occurring Disorder (COD);
 3. Alcoholics Anonymous (AA);
 4. Narcotics Anonymous (NA);
 5. Group counseling conducted by a Social Service Clinician and psychologist; or
 6. Individual treatment and counseling by a psychologist or qualified staff.

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C. A treatment service for an alcohol or other drug abusing inmate shall include, at a minimum, the following:

1. Diagnosis;
2. Identified problem areas;
3. Individual treatment objectives;
4. Treatment goal;
5. Counseling need;
6. Drug education plan;
7. Relapse prevention and management;
8. Culturally sensitive treatment objectives, as appropriate;
9. The provision of self-help groups as an adjunct to treatment;
10. Prerelease and transitional service need; and
11. A coordination of effort with community supervision and treatment staff during the prerelease phase to ensure a continuum of supervision and treatment.

D. Substance Abuse Program (SAP) Inmate

1. After an inmate receives a referral, he may apply for admission to the SAP program by contacting his assigned CTO.
2. SAP shall maintain an admission criteria and program guideline in a SAP program manual set by the Department of Corrections, Division of Substance Abuse.
3. KSR shall offer security and case management for the program to include monitoring and drug testing.
4. Approval of the Department of Corrections Classification Branch Manager or his designee shall be required and the SAP Administrator shall coordinate movement of an inmate into and out of the program.

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- E. The Substance Abuse Program shall offer an incentive of 90 days program completion credit for successful completion of the substance abuse program to increase and maintain the inmate's motivation for treatment.
- F. Detoxification shall be done only under medical supervision in accordance with local, state, and federal laws. Medical staff shall supervise detoxification from alcohol, opiates, hypnotics, stimulants, and sedative hypnotic drugs at the institution or in a hospital or community detoxification center. Medical staff shall follow specific guidelines for the treatment and observation of an inmate manifesting mild or moderate symptoms of intoxication or withdrawal from alcohol or drugs set by the health authority. An inmate experiencing severe, life-threatening intoxication (an overdose), or withdrawal may transfer under appropriate security conditions to a facility for specialized care, if available. An inmate may be transferred to an outside hospital for an evaluation, if the inmate requires gradual detoxification.
- G. If possible prior to departure, the medical department shall submit a written medical referral to the transportation officer who accompanies the inmate to the hospital.
- H. Upon admittance of the inmate to the hospital, the escorting officer shall follow procedure for maintaining security of an inmate while in the hospital.

III. Training for Staff

Training for staff shall be conducted or arranged through the office of the Deputy Warden of Programs and Operations or the Division of Substance Abuse in conjunction with:

- A. A community based agency or educational facility as selected;
- B. A qualified employee of the Division of Corrections Training;
- C. A qualified KSR employee and representatives of adjacent correctional institutions;
- D. A seminar at an educational facility; or
- E. The Cabinet for Health and Family Services.

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POLICY AND PROCEDURE

The Kentucky State Reformatory (KSR) shall make available a comprehensive Social Services Program for the inmate population. The program shall be designed to meet the continuing needs of each inmate and to enhance relations with pertinent family members, other persons, agencies, and facilities outside the institution. Various matters and issues that have to do with each inmate's lifestyle may be addressed by a multi-disciplinary approach to bring specific resources, referrals, guidance and direction to bear upon individual problems and circumstances. The provision of these varied services shall reflect the ethical and professional standards of the provider.

I. Coordination

- A. The Deputy Warden of Programs and Operations shall coordinate the Social Services Program.
- B. Continuity shall be provided by conferences and agreement by the supervisors of the various services and functions not directly under the Deputy Warden of Programs and Operations. This shall include development and participation in training programs under the auspices and leadership of the Division of Corrections Training.

II. Social Services Staff

- A. Social Services staff may be a Unit manager, Classification and Treatment Officer (CTO), psychologist, psychiatrist, Social Service Clinician, Chaplain, or any employee who has a work assignment that enables him to assist a respective inmate or group.
- B. The assistance provided by Social Services staff shall be to help an inmate deal with the specific needs and facets of his circumstance, within the scope of the provider's professional and ethical responsibilities. This shall include specialized services in the Sex Offender Treatment Program and Substance Abuse Program.

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- C. The efforts of the Social Services staff shall be directed toward providing appropriate guidance and counseling to assist in the progress of each inmate appropriate to his need.

III. CTO Assignment and Programs

- A. An inmate shall be assigned to a qualified CTO.
- B. The number of CTOs assigned to each unit shall be based upon the number of inmates assigned to the unit.
- C. Once assigned to the general population, an inmate shall be assigned to a CTO on the basis of the inmate's housing assignment. If the inmate moves to another unit or housing assignment, he shall be reassigned to a CTO in that unit.
- D. Social Service provision by Classification and Treatment Officers (CTOs).
 - 1. The duties of each CTO shall be to oversee the activities of each inmate assigned to his caseload. The duties shall include:
 - a. Ensuring appropriate information regarding progress, behavior, and conduct are properly assembled and recorded for use at scheduled hearings like Classification, Reclassification, Parole Board Hearings, Transfers, and Disciplinary (Adjustment) Hearings;
 - b. Provide contact, counsel, guidance, and referral to other resources both within and outside the institution;
 - c. Directly provide the following services as assigned or in conjunction with the Unit Management Team or other institutional based service providers;
 - (1) Individual counseling;
 - (2) Group counseling;
 - (3) Crisis Intervention;
 - (4) Counseling in substance abuse;
 - (5) Community referrals; and
 - (6) Referrals to appropriate KSR programs and request consultation and assistance of special services.

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- d. Initiate contact with resources on behalf of an inmate as circumstances warrant;
 - e. Participate directly in the provision of specialized services as indicated and as time permits;
 - f. Confer with the immediate Supervisor and the Unit Manager at appropriate intervals; and
 - g. Participate in scheduled training programs designed to enhance the CTO's effectiveness.
- 2. CTO supervision shall be provided by the Unit Management Team who, in addition to required personnel supervision tasks, shall provide frequent contact and assistance in furthering the effectiveness of each assigned CTO.
 - 3. Individual case conferences shall be conducted periodically, at which time specific attention shall be given to the provision of various services and the interaction of the CTO with other service providers. These case conferences shall be documented.

E. Program Referrals

- 1. The CTO shall make appropriate referrals to meet the needs of each inmate.
- 2. A referral to various institutional services and external sources may include the following:
 - a. Academic;
 - b. Work programs or work release programs;
 - c. Recreation, exercise, and activities;
 - d. Mail, telephone, and visiting;
 - e. Library;
 - f. Religious programs;
 - g. Reception and orientation;
 - h. Transportation services;

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- i. Classification;
- j. Food Service;
- k. Sanitation and hygiene;
- l. Health care;
- m. Social services;
- n. Release;
- o. Grievance procedures;
- p. Safety and emergency procedures;
- q. Access to media, courts, counsel, and Law library;
- r. Commissary - canteen;
- s. Volunteer programs; and
- t. Psychological and psychiatric services.

- 3. Social Service staff shall evaluate the need of the referred inmate and provide guidance responsive to the particular need of each inmate. If needed, other institutional personnel and resources shall be used to provide the appropriate service and counseling.

III. Inmate and Staff Notification of Program Availability

- A. The inmate population shall be informed of available social service programs by:
 - 1. Posted announcements on bulletin boards;
 - 2. KSR Policy and Procedures;
 - 3. Initial orientation; and
 - 4. Direct communication with service providers.
- B. Each program or service provider shall be responsible for appropriate notification of the inmate population and the arrangement of scheduled activities.
- C. KSR staff shall be notified by:

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1. Warden;
 2. KSR Policy and Procedures;
 3. Direct memoranda from service providers; and
 4. Appropriate staff meetings.
- D. The information contained in the above communications shall be sufficient to describe the program activity and service, schedule dates and times of implementation, procedure for applying, and source of program management for further information.



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References/Authority ACA 5-ACI-6A-04; KRS 196.035, 197.020, Chapter 202A, 439.3405	Subject DISCHARGE OF AN INMATE TO HOSPITAL OR NURSING HOME	

POLICY AND PROCEDURE

In order to assure a uniform, consistent, and lawful release of an inmate by parole or discharge to a nursing home, Veterans Administration Medical Center, or home due to terminal illness, the following procedure shall be established by the Kentucky State Reformatory (KSR).

- I. Planning the Release of a Paroled Inmate to a Nursing Home or Veterans Administration Medical Center
 - A. The KSR Re-Entry Coordinator shall contact the receiving facility to determine if the inmate may be considered for admittance.
 - B. The Re-Entry Coordinator shall request the receiving facility to forward all information and policies concerning admittance procedures to include the following:
 1. Hours the inmate may be admitted; and
 2. Information and forms required by the receiving facility for admission.
 - C. The Re-Entry Coordinator shall forward a completed parole discharge plan to the appropriate Probation and Parole office, or the approving authority, for approval of the placement.
 - D. Once final approval is received from Central Office, the Re-Entry Coordinator shall schedule the inmate's departure from KSR allowing ample time to arrive at the receiving facility in time to admit the inmate.
 - E. The inmate shall be transported to the receiving facility on an escorted trip. The inmate's parole papers shall be carried by transporting staff.
- II. Planning the Release of a Discharged Inmate to a Nursing Home or Veterans Administration Medical Center
 - A. The Re-Entry Coordinator shall be responsible for coordinating the release of an inmate discharged due to expiration of sentence and in need of a nursing home or

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hospital placement.

1. If a nursing home or hospital placement is needed, the Re-Entry Coordinator shall follow the steps in Section I. prior to discharge.
 2. A place of residence shall be determined before the inmate is discharged.
- B. The Re-Entry Coordinator or social services director may request the assistance of other agencies in placing the discharged inmate.
 - C. An inmate shall not be returned to KSR after discharge from the institution due to expiration of his sentence.

III. Release by Involuntary Hospitalization

- A. Involuntary hospitalization shall be sought if an inmate is scheduled for discharge and has been determined by mental health staff to be either eminently dangerous or gravely disabled due to his mental state.
- B. Prior to the inmate's scheduled release date, mental health staff shall meet with the Oldham County Attorney and present the facts and supporting documentation if requested. This meeting shall occur within ample time to process the hospitalization.
- C. If the County Attorney concurs with the request, his office will complete the necessary paperwork and present the case to the District Court Judge for a decision. If the District Court Judge issues the order for involuntary hospitalization, the Transportation Department shall be notified to provide transportation for the inmate to the designated mental health facility.
- D. The mental health staff shall ensure that the receiving facility has all necessary information and paperwork required for admittance. The location of the inmate's placement and contact information shall be provided to the institution's Offender Information Office.
- E. The institution's Re-Entry Office shall coordinate transportation of the inmate with KSR Transportation Department and provide the contact information of the receiving facility.

IV. Criteria for Early Parole Recommendation for Terminally Ill Inmates

- A. A medical provider shall initiate a request for consideration of early parole due to terminal illness in accordance with KRS 439.3405(1). A comprehensive medical report shall be completed by the provider and submitted to the KSR Health Services Administrator. The following areas shall be addressed in the medical report:

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1. Current diagnosis;
 2. Treatment needs;
 3. Ability to perform daily living activities;
 4. Ambulatory or non-ambulatory;
 5. Mobility aid and walking aid requirements; and
 6. Approximate life expectancy.
- B. The Health Services Administrator shall verify all information in the medical report and forward the report to the Warden or designee.
- C. The Warden or designee shall initiate the following:
1. A home placement review conducted by Re-Entry; and
 2. A clearance check conducted by the Offender Records Department.
- D. The Warden or designee shall assemble a review packet that includes the following, in this order:
1. A memorandum to the Commissioner of the Department of Corrections that lists the appropriate statute or house bill under which the inmate is being recommended for early medical parole, details about the inmate's home placement plan, and the results of the records clearance check;
 2. Pre-parole progress report; and
 3. The medical provider's report.
- E. The Warden or designee shall then forward the packet to the Department of Corrections Medical Director of the Health Services Division.
- F. The Health Services Division, Commissioner's Office, and Parole Board will advise the Warden or designee of decisions regarding the request and if applicable, about any scheduled Parole Board hearings.



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References/Authority ACA 5-ACI-1G-01 through 5-ACI-1G-07; CPP 3.1, 3.5, 3.10, 3.11, 6.6, 9.6, 14.7, 26.1; KRS 196.035, 197. 020	Subject VOLUNTEER SERVICES PROGRAM	

POLICY AND PROCEDURE

The Volunteer Services Program at the Kentucky State Reformatory (KSR) shall be designed to enhance and expand the services and programs offered to the inmates of this institution. These programs shall be under the supervision of the Volunteer Coordinator, as designated by the Warden, and the department heads of areas assisted by the volunteer participants.

Volunteer participants shall be assigned to inmates and programs on the basis of inmate need and a volunteer participant's special abilities or interests. Inmates or staff needing the services of a volunteer or who have questions regarding volunteers shall contact the Volunteer Coordinator.

I. Volunteer Services

- A. Individuals performing regular, specific voluntary services on an ongoing, continuous, and regularly scheduled basis shall be certified through the KSR Volunteer Services Program.
- B. Persons visiting the institution, for example, church groups or sports teams, for the purpose of performing for or interacting with the inmates shall not be considered volunteers but shall be considered special visitors. Screening and approval of these type visitors is addressed in Section III of this policy.
- C. A licensed or certified person rendering personal services on a volunteer basis shall render services only in accordance with his license or training.
- D. Volunteers shall not be on an inmate's approved visitation list.

II. Volunteers

- A. Application

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1. All individuals recruited or those requesting to perform volunteer services at KSR shall be referred to the department head for which those services are applicable. If a prospective volunteer has no specific area of interest, this person shall be referred to the Volunteer Coordinator.
2. The prospective certified or non-certified volunteer shall submit a written application to the Volunteer Coordinator. Applications shall include background information.
3. The prospective volunteer shall be notified of his acceptance or non-acceptance into the volunteer program by his program sponsor.

B. Background Check

All certified and non-certified volunteers, to include mentors, shall have an:

1. Initial NCIC and Courtnet check; and
2. Annual Courtnet check.

C. Training

1. Prospective certified volunteers who have been approved to enter the volunteer services program shall attend a training program approved by the Division of Corrections Training.
2. During the training, the prospective volunteer shall be given a packet consisting of the following documents:
 - a. Code of Ethics - CPP 3.1;
 - b. Sexual Harassment and Anti-Harassment – CPP 3.5;
 - c. Appearance and Dress for Non-Uniformed Staff – CPP 3.10;
 - d. Drug Free Workplace – CPP 3.11;
 - e. Confidentiality of Information – CPP 6.6;
 - f. Contraband – CPP 9.6;
 - g. Citizen Volunteer Service Program – CPP 26.1;
 - h. Regulations for Entry into Institution Agreement Form;

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- i. Release of Claims Agreement Form;
 - j. DOC Employee Volunteer Data Form; and
 - k. Sexual Abuse Prevention and Intervention Programs – CPP 14.7.
3. Additional items may be included in the packet that pertains to the specific areas to which the volunteer is assigned.
4. The training program shall include the following information for all volunteers:
 - a. Inmate manipulation and sexual misconduct;
 - b. Understanding basic security and volunteer safety;
 - c. Emergency preparedness – what volunteers need to know; and
 - d. Prison Rape Elimination Act (PREA).
5. Ongoing training shall be provided annually for all certified volunteers. Failure to attend this follow up training shall result in the volunteer losing certified volunteer status.
6. Upon completion of the training program, the volunteer shall meet with his program sponsor to complete an orientation and determine an assignment that the volunteer will perform and the schedule of volunteer services. Certified volunteers shall not conduct orientation for another volunteer.
7. Evaluations
 - a. Evaluations of volunteers shall be conducted by the Volunteer Coordinator if any potential problems arise that indicate a failure to provide appropriate volunteer services.
 - b. Volunteers may submit suggestions on improving volunteer services verbally or in writing to the Volunteer Coordinator. The Volunteer Coordinator shall give these suggestions due consideration in determining whether or not to implement the suggested changes.
 - c. A volunteer may be terminated at the discretion of the Warden or Deputy Warden of Security.
8. Record Keeping

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- a. The Volunteer Coordinator's Office shall create and maintain an individual file on each certified and non-certified volunteer. The volunteer file shall contain all information pertinent to the volunteer's services to KSR. A file shall not be required to be kept on special event volunteers.
- b. This file shall contain, at a minimum, the following items:
 - (1) The completed volunteer application;
 - (2) Completed orientation checklist;
 - (3) Completed Volunteer Agreement and Security Agreement for Exchange of Confidential Data;
 - (4) Volunteer Policy; and
 - (5) Any other documentation pertinent to the volunteer.

D. Certified Volunteer Identification

1. All certified volunteer IDs shall be blue in color.
2. All certified volunteer IDs shall be kept at KSR and exchanged for a picture ID upon entry into the institution.
3. KSR Identification shall be required for all certified volunteers.

- E. If a volunteer has not volunteered for one (1) year, he shall be deleted from the volunteer list.

III. Special Event Volunteers and Special Visitors to the Institution

A. Screening and Approval Process

1. Requests for visits by groups or teams shall be processed through the appropriate department head.
2. Upon receipt of a request for a visit by a group, team, or special visitor, the department head shall forward the necessary information to the Volunteer Coordinator seven (7) days prior to the requested visit.
3. The department head shall be responsible for verifying that the persons listed are from a legitimate organization or acting out of legitimate reasons or concerns and have a good reputation in the community.

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4. Ex-offenders, inmate family members, inmate friends, parolees, or any person deemed a legitimate, possible threat to institutional security shall not be allowed to visit the institution except with approval of the Deputy Warden of Security.
5. The department head screening the request shall ensure that the visitors are informed of the general rules of the institution, especially in regard to conduct, weapons, and drugs.
6. The department head shall prepare a memorandum of notification for the visit, including the date and time of the visit, persons visiting and any other appropriate documentation pertaining to the visit.
7. The memorandum and documentation shall be forwarded to the Deputy Warden of Security who shall approve or disapprove the visit.
8. The department head shall then copy the memorandum and notify all appropriate entrance gates, Captain's Office, Control Center, and any other appropriate areas.
9. Once a group or team is approved for a visit, the leader of the group shall notify the department head of any changes in the composition of the group. Failure to notify the institution of changes may result in denial of entrance to those not approved in advance.

B. Entry Procedures for Groups or Team

1. Group or team members shall produce picture identification upon arrival for a visit.
 - a. The picture identification shall be retained by the entry point officer, verified against the written notification list of visitors and returned to the visitor only upon exit from the institution.
 - b. If a visitor does not appear on the written notification, a Deputy Warden, or Duty Officer, if after normal working hours, shall be contacted to decide whether or not the visitor will be allowed to enter the institution.
2. Group or teams shall remain in the area approved for the visit only and shall not move to other areas of the institution.
3. If an inmate or a staff member recognizes a group or team member as an inmate family member, an inmate friend, parolee, or ex-offender, he shall

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notify the staff person with the group of the situation. The person shall be removed from the group and the Shift Supervisor shall be notified.

4. Groups or teams shall exit through the same gate they entered and retrieve their picture identification.
5. If the group or team or the inmates to whom they are providing services do not abide by this procedure, the following steps shall be taken:
 - a. The staff member accompanying the visiting group shall notify the shift supervisor of the unacceptable activity. The shift supervisor shall then make the determination as to whether the visit shall be terminated;
 - b. If the visit is terminated, the visiting group shall be escorted from the institution;
 - c. The group or team leader shall be notified of the reason for the visit being terminated; and
 - d. The group or team may be suspended from future visits at the discretion of the Deputy Warden of Security.

IV. Termination of Volunteer Status

- A. Volunteers or organizations may be terminated from acting in a volunteer capacity.
- B. Any of the following reasons shall be cause for termination:
 1. Failure to follow institutional rules, policies, and procedures;
 2. Criticism of the administration and staff to an inmate or inability to cooperate with staff;
 3. Breach of confidentiality;
 4. Unlawful conduct;
 5. Any activity which threatens the order or security of the institution;
 6. Erratic, unreliable attendance; and
 7. Being in excess of number of volunteers approved to support the Religious Services Program.