

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020 ACA 5-ACI-1A-16, 5-ACI-1A-17, 5-ACI-3A-06, 5-ACI-3A-11</p>	<p>INMATE ACCESS TO AND COMMUNICATION WITH SSCC STAFF</p>	

I. DEFINITIONS

None

II. POLICY and PROCEDURES

The following operating procedure shall be established to encourage communication between staff and inmates and to provide inmate access to key institutional staff.

- A. To facilitate inmate access to key staff, the following personnel shall visit the institutional living and activity areas at least weekly:
1. Warden;
 2. Deputy Wardens;
 3. Major;
 4. Shift Supervisors;
 5. Health Services;
 6. Duty Officer; and
 7. Other Department Heads as directed by the Warden or Deputy Wardens.
- B. Staff visiting shall be conducted at random times in order to provide accessibility for an inmate.
- C. The staff shall be available during the visit to meet with an inmate and discuss any question concerning institutional policies or an individual problem.
- D. Staff shall also monitor operations and programs and shall note any irregularity or violation of institutional policy and procedure for corrective action.
- E. A staff member shall attempt to make himself accessible to an inmate in the course of his regular job duties.
- F. On matters concerning official business, an inmate may correspond with staff using the institutional mail service.

Policy Number	Effective Date	Page
SSCC 01-06-01		2

G. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.035, 197.020 CPP 1.7, 9.8	INSTITUTIONAL TOURS OF SSCC	

I. DEFINITIONS

None

II. POLICY and PROCEDURES

A tour of the Southeast State Correctional Complex may be conducted upon request. The following rules shall be established to ensure the tour is conducted in a safe and secure manner.

- A. A tour request shall be submitted and the approval by the Warden or designee obtained prior to the proposed tour. Unless an exception is made by the Warden or designee, all requests shall be submitted for approval at least two (2) weeks prior to the tour.
- B. Before the tour request may be approved, the group or organization shall explain the purpose of the visit and submit the name, date of birth, and social security number of each person requesting to tour the institution.
- C. Touring group size shall be the discretion of the Warden or designee.
- D. Any person visiting the institution shall be eighteen (18) years of age. In special circumstances, anyone under the age of eighteen (18) shall have written permission from his parent or guardian and approval from the Warden or designee.
- E. All tours shall be conducted Monday through Friday. Only the Warden may make an exception.
- F. A memorandum shall be forwarded to the tour areas and involved staff. This memorandum shall list the names of staff designated to conduct the tour.
- G. All tour groups shall check in at Post 1. The Post 1 Officer shall notify the designated staff scheduled to conduct the tour.
- H. Search of Tour Groups

Policy Number	Effective Date	Page
SSCC 01-07-01		2

1. All members of the tour group shall be frisk searched. Searches shall be conducted in accordance with Corrections Policy and Procedure 9.8.
 2. If a person refuses to be frisk searched, the group shall be denied entry.
 3. The Shift Supervisor shall be contacted immediately if there are any problems or contraband discovered.
- I. This institution shall refuse or cancel a tour request that may jeopardize the security and safety of the institution.
- J. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020 ACA 5-ACI-1A-06, 5-ACI-1A-21, 5-ACI-1F-08 CPP 1.7</p>	<p>SSCC COOPERATION WITH OUTSIDE AGENCIES INCLUDING COURTS, GOVERNMENTAL, LEGISLATIVE, EXECUTIVE, AND COMMUNITY AGENCIES</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

The Southeast State Correctional Complex shall encourage coordinated planning, information sharing, and cooperation with related agencies including the courts, parole authorities, and federal, state, and local legislative and executive bodies.

A. General

1. In accordance with CPP 1.7, this institution shall establish and maintain close relationships with the following organizations and agencies:
 - a. Federal, state, and local law enforcement agencies;
 - b. Federal, state, and local correctional agencies;
 - c. The Kentucky Crime Commission;
 - d. The Kentucky Council on Crime and Delinquency;
 - e. Respective local grand juries;
 - f. Task forces on jails, crime, and justice issues established by the legislature;
 - g. Related agencies and institutions including the Cabinet for Health and Family Services and Kentucky Correctional Psychiatric Center;
 - h. Federal, state, and local governmental, legislative, and executive bodies;

Policy Number	Effective Date	Page
SSCC 01-08-01		2

- i. American Correctional Association;
- j. Colleges and universities; and
- k. Federal, state, and local courts.

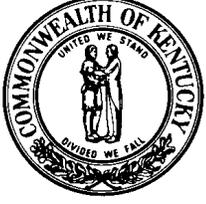
2. A request for information and consultation shall be directed to the Warden. A request directed to any other staff member shall be forwarded to the Warden for review. The Warden shall approve or deny the request.

- a. The Warden shall ensure the necessary information or assistance is provided if requested directly from a governmental body or requested from the Department of Corrections (DOC) to provide information or assistance to an outside agency.
- b. The Warden or designee shall contact the DOC Central Office for clarification if there is any question regarding a request.
- c. A request for staff appearance at any governmental hearing or commission shall be forwarded by the Warden to Central Office for approval or denial.

3. All outside agencies shall be encouraged to tour and visit SSCC.

B. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required by the institutional Public Information Officer.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 61.870 through 61.884, 196.035, 197.020 ACA 5-ACI-1A-22, 5-ACI-1E-05 CPP 1.2	<p align="center">PUBLIC INFORMATION AND MEDIA COMMUNICATION</p>	
	SSCC 01-10-01	2
	November 3, 2021	

I. DEFINITIONS

None

II. POLICY and PROCEDURES

A. Media Access

1. Media shall be staged in the Gymnasium, and
2. Under normal conditions, the institution shall be accessible to the media unless security concerns dictate otherwise.

B. Data and information protected by federal or state privacy laws, or federal and state freedom of information laws shall be identified.

C. News release for routine events, special events coverage, and emergency conditions

1. Emergency Condition Releases

- a. In accordance with CPP 1.2, a news release shall be provided by the Public Information Officer (PIO) following approval, and
- b. The PIO shall ensure the VINE maintenance line and the AlertXpress rapid alert system are notified upon confirmation of an escape.

2. Routine or Special Event Releases

- a. In accordance with CPP 1.2, a routine or special event release shall be released by the PIO following approval.

Policy Number	Effective Date	Page
SSCC 01-10-01		2

- b. Staff in any program area wishing to advise the public of any special program or accomplishment shall forward the information to the PIO for processing.

- D. The Warden shall designate an employee as PIO and an employee as Alternate PIO. All inquiries from the media and general public shall be directed to the PIO, or in the PIO's absence, the Alternate PIO.

- E. Release and Inspection of Public Records

Certain institutional records or information contained within file records are protected from disclosure in accordance with the Kentucky Open Records Act (KRS Chapter 61). A media request for information regarding an inmate shall be directed to the PIO.

- F. Consent Forms

Copies of an inmate consent form shall be disseminated to the:
 - 1. Inmate;
 - 2. Inmate's institutional file; and
 - 3. PIO.

- G. Maintenance of Media Contacts and Releases
 - 1. In addition to maintenance of the consent forms, the PIO shall maintain a listing and log of media contacts, releases, and supporting documentation.
 - 2. A copy of the listing and supporting documentation shall be forwarded to the Department of Corrections PIO.

- H. Monitoring and Evaluation

Annual monitoring and evaluation of this policy shall be the responsibility of the PIO and Warden.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.035, 196.245, 197.020, 500.080, 520.010, 520.060 Exec. Order 2014-747, 2014-930	<p align="center">TOBACCO PRODUCTS AND NICOTINE PROCEDURES</p>	
	SSCC 01-11-01	2
	November 3, 2021	

I. DEFINITIONS

“Possession” is defined by KRS 500.080.

“Tobacco products” means cigarettes, loose tobacco, cigars, pipe tobacco, and smokeless tobacco products consisting of snuff, dip, and chewing tobacco. This shall also include matches, lighters, rolling papers, rolling machines, and electronic tobacco products.

II. POLICY AND PROCEDURES

A. General Rules Regarding Tobacco Products

1. All areas of the institution shall be free from tobacco product usage.
2. Tobacco products and use of these products shall be strictly prohibited on institutional grounds and in state vehicles.
3. Staff and visitors may secure a tobacco product in a privately owned vehicle only. At no time shall staff or visitors use tobacco products in a privately owned vehicle while on institutional grounds. Possession of a tobacco product on institutional property outside of a privately owned vehicle shall be prohibited.
4. The following nicotine abatement or cessation products shall be permissible by staff and visitors: nicotine gum, nicotine prescriptions, and nicotine lozenges.
5. All staff shall be responsible for enforcement of this policy.

B. Reporting of Violations

1. A violation of this policy shall be immediately reported to the Shift Supervisor.

Policy Number	Effective Date	Page
SSCC 01-11-01		2

2. The Shift Supervisor shall instruct the reporting employee to prepare a written report documenting the details of the violation. The written report shall be completed prior to the end of the reporting employee's shift. A copy of the report shall be submitted to the Warden, Deputy Warden of Security, Major, and other supervisors as appropriate.
3. Violations of this policy shall result in corrective or disciplinary action.
 - a. An employee who violates this policy by possessing any tobacco products or by providing to an inmate any tobacco product shall be subject to disciplinary action up to and including dismissal and prosecution.
 - b. A visitor who violates this policy or who is found to be attempting to smuggle tobacco products to an inmate shall have the visit terminated and shall leave the institution. Violators shall also be subject to restriction of their visiting privileges.
 - c. An inmate found to possess tobacco products or uses or introduces tobacco products into the institution shall be subject to disciplinary actions.

C. Monitoring and Evaluation

Monitoring and evaluation of this policy shall be the responsibility of the Warden.

D. This policy shall be reviewed annually and revised as necessary.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020, 196.270 ACA 5-ACI-1B-18, 5-ACI-1B-19, 5-ACI-1B-20, 5-ACI-2E-12, 5-ACI-4A-19, 5-ACI-4A-27 CPP 2.1, 15.7</p>	<p>INMATE CANTEEN</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

A. Organization and Financing

1. Space shall be provided for an inmate canteen.
2. The inmate canteen shall be managed by an outside vendor approved by the Kentucky Centralized Inmate Commissary, Incorporated (KCICI) Board of Directors.
3. The prices of all items sold in the inmate canteen shall be posted monthly in the inmate canteen and in the library. The current markup on all items shall be approved by the KCICI Board of Directors in accordance with the signed contract.
4. Credit shall not be extended to inmates.
5. An annual budget shall be prepared and submitted for approval to the KCICI Board of Directors.
6. A separate checking account shall be maintained at a local bank.

B. Canteen Balances of Inmates

1. General Population

The amount an inmate may spend per week at the canteen shall be determined in compliance with CPP 2.1. The spending limit shall be posted. If the warden approves a temporary exception to the spending limit that

Policy Number	Effective Date	Page
SSCC 02-08-01		2

applies to the general population, it shall be posted. If an inmate has the funds available in his inmate account and is not otherwise restricted from inmate canteen purchases, he may make purchases at the inmate canteen up to the weekly spending limit.

2. Inmates Paying Restitution.

- a. An inmate who is responsible for making restitution may expend fifty percent (50 percent) of the money on his account, up to the weekly canteen spending limit.
- b. An eligible inmate may spend his money at the inmate canteen on the day that the inmate's dorm is scheduled; however, the inmate may also make a purchase through the authorized express window during its regular hours of operation.

C. Operation Schedule

1. The inmate canteen shall operate according to the posted schedule. Hours of operation may vary during the year due to seasonal changes. Any changes to canteen hours shall be set by memorandum.
2. A general population inmate shall use the kiosk or make a written request for items prior to entering the canteen line. A Restrictive Housing Unit inmate shall make a written request and submit it to his assigned Classification and Treatment Officer.
3. A Restrictive Housing Unit inmate shall be able to place a canteen order and receive a canteen order on a designated day each week. If an inmate in the Restrictive Housing Unit is deprived of any usually authorized item or activity, a report of the action shall be filed in the inmate's file in the Kentucky Offender Management System (KOMS) and forwarded to the Captain's Office.

D. Canteen Transactions

The inmate canteen staff shall follow these procedures for canteen sales:

1. The inmate identification card shall be received by inmate canteen staff and examined closely to make a positive and proper identification.
2. Inmate identification cards shall be in adequate condition for proper identification before a sale is made. Cards that do not allow a positive identification shall be rejected until a new card is obtained by the inmate.

Policy Number	Effective Date	Page
SSCC 02-08-01		3

3. After identification, the inmate may pick-up items up according to the spending limit.
 4. Purchases
 - a. The inmate shall pick-up his order with his inmate identification card. An inmate shall not pick-up an order for any other inmate.
 - b. Purchases may be made at the canteen window.
 5. A receipt shall be issued to the inmate after the purchase is completed and a signature is obtained from the inmate to verify receipt of goods. This computerized receipt shall list:
 - a. Date;
 - b. Time;
 - c. Items purchased;
 - d. Unit price;
 - e. Total cost;
 - f. Inmate name;
 - g. Inmate number; and
 - h. Invoice number.
 6. The inmate's account shall be automatically updated after each sale.
 7. At the end of each day, terminals shall be inspected and the appropriate reports shall be obtained from the system.
- E. Inmates may request additional items to be added to the canteen menu. Approval by the Warden shall be required prior to any change to the canteen menu.
- F. Transactions with Vendors
1. The Inmate Canteen Manager or designee shall check inventory stock daily to determine items in low supply.
 2. All employees shall be prohibited from purchasing any item from canteen vendors for personal use.

Policy Number	Effective Date	Page
SSCC 02-08-01		4

3. A check shall be issued for payment to the contracted canteen service provider from the inmate canteen account based upon specifications of the contract.

G. Monthly Bank Statement

The bank statement for the inmate canteen checking account shall be reconciled each month by the Business Office or designated accounting firm.

H. Monthly Report

The report, consisting of a balance sheet and profit and loss statement, shall be submitted to the Warden by the tenth day of the month following the month for which the information is being reported.

I. Audits

The annual audit report shall be available to an inmate on request at the Legal Library and institutional library.

J. This policy shall be reviewed annually and revised as necessary.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020 ACA 5-ACI-1B-21, 5-ACI-1B-22, 5-ACI-1B-23 CPP 15.7</p>	<p>INMATE ACCOUNTS</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

A. Inmate Account Clerk

1. The Inmate Account Clerk shall handle inmate account entries and questions concerning inmate accounts.
2. The Inmate Account Clerk shall be supervised and shall report directly to the Fiscal Manager or designee.

B. Description of Receipts and Disbursements

1. A deposit may be made to an inmate's account by the following methods:
 - a. Access Corrections services,
 - b. Transfer checks from a correctional institution,
 - c. Vendor refund checks,
 - d. Certified checks approved by the Warden or designee in accordance with CPP 15.7, and
 - e. A prison labor payment shall be posted to the individual inmate's account by the Friday before the third Monday of each month for work performed on any assigned detail.
2. A withdrawal may be deducted from an inmate's account by the following:

Policy Number	Effective Date	Page
SSCC 02-12-01		2

- a. Inmate canteen purchase or vendor package.
- b. Written authorization from the inmate. A form shall be signed by the inmate and approved by his Classification and Treatment Officer to forward the funds to someone outside the institution.
- c. Written authorization from the inmate and approved by his Classification and Treatment Officer for an expense incurred while incarcerated, including:
 - (1) Copies,
 - (2) Postage, or
 - (3) Identification card.
- d. Written authorization from the inmate using an authorization to use inmate account as approved by the Legal Aide Officer. The cost of supplies shall be deducted for completing legal work including:
 - (1) Paper,
 - (2) Copies,
 - (3) Envelopes,
 - (4) Postage, or
 - (5) Other approved supplies.
- e. Written authorization from the inmate at sick call. The Health Services Department shall forward the Healthcare Request to the Inmate Account Clerk's Office on a daily basis. The Inmate Account Clerk shall post the deduction for the medical co-payment to the inmate account in a timely manner. If an inmate does not have sufficient funds, a lien shall be placed on the inmate's account until funds are available.
- f. Written authorization from the inmate for an institutional club food project or charity donation. The amount noted shall be deducted from the inmate's account upon receipt.
- g. Official authorization for restitution to the institution for destruction of state property or other restitution ordered in an adjustment proceeding.

Policy Number	Effective Date	Page
SSCC 02-12-01		3

- h. Completion of an authorization to use inmate account requesting that payment be sent to the court by contacting the legal aide officer. The legal aide officer shall ensure that the form is properly completed. The form shall be forwarded to the Business Office to be handled on a priority basis.
 - i. Upon receipt of a court order, the Business Office shall process the payment of the inmate's litigation charges.
 - (1) Payment shall be made on the litigation charges according to the order entered by the court. Payment shall continue until the litigation charge is paid in full.
 - (2) An inmate may pay the litigation payment in full if he has the funds available. If an inmate is unable to pay in full, the account shall be flagged to indicate that he has a pending litigation payment.
 - j. Completion of an authorization for payment form requesting that funds be taken to mail out a package from the Receiving and Discharge Department.
 - k. Upon completion of the inmate account freeze authorization for sex offender conditional discharge by the inmate to secure funds for placement after discharge.
3. Upon release or parole of an inmate, a check or debit card shall be issued to him for the balance of his account after any deduction for an outstanding liability.
- C. An inmate may deposit his personal funds in an interest-bearing account at an outside financial institution.
- 1. The inmate may seek the advice of his Classification and Treatment Officer concerning these types of accounts.
 - 2. Interest earned from this account shall accrue to the inmate.
- D. Any policy relating to the control of inmate funds shall be reviewed annually and available to the inmate upon admission and if updated.
- E. Audits

An audit shall be performed by the Auditor of Public accounts, a Central Office designee, or an independent financial auditor for a time period not to exceed three

Policy Number	Effective Date	Page
SSCC 02-12-01		4

(3) years. The audit shall verify that the inmates' personal funds are controlled by accepted accounting procedures.

F. Account Procedures

1. Incoming mail for the Chief Clerk shall be received and appropriately inspected by Inmate Account Office staff.
2. The funds shall be entered into the computerized inmate accounting system.
3. A deposit shall be entered on the same day as it is received.
4. The deposit shall be reflected on the inmate's monthly statement.

G. Accounting Procedures

1. A computerized statement shall be available for an inmate to view via the kiosk.
2. Transactions shall be reflected on the inmate's monthly statement.

H. Inmate Account Disbursement to an Outside Individual or Vendor.

1. The inmate shall complete an authorization to use inmate account.
2. The authorization shall be reviewed by the Classification and Treatment Officer who shall sign the request after verifying the inmate's signature.
3. The Inmate Account's Office shall verify funds are available on the inmate's account and that the request for funds disbursement complies with the requirements outlined in CPP 15.7.
4. If approved, the Inmate Account's Office shall prepare a check for two (2) signatures to be mailed to the individual or vendor.
5. The check number and date shall be recorded on the authorization by the Inmate Account's office personnel.
6. The authorization shall be distributed as follows:
 - a. Inmate Accounts, and
 - b. Inmate.

I. Upon transfer to another institution, the balance of an inmate's account shall be mailed to the receiving institution as soon as possible.

Policy Number	Effective Date	Page
SSCC 02-12-01		5

- J. Upon release on parole or expiration of sentence, the inmate shall be issued a check or debit card for the balance of his individual account.
- K. If an inmate believes an error is made on his account, the inmate may request a review of his account through his Classification and Treatment Officer using an inmate account problem form.
- L. This policy shall be reviewed annually and revised as necessary.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020 ACA 5-ACI-1A-06, 5-ACI-1F-13, 5-ACI-1F-14, 5-ACI-1F-15, 5-ACI-1F-16, 5-ACI-1F-17, 5-ACI-1F-18; CPP 1.7, 5.1</p>	<p>OUTSIDE CONSULTATION AND RESEARCH</p>	
	<p>SSCC 05-02-01</p> <p>November 3, 2021</p>	<p>2</p>

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

This policy is established to facilitate the exchange of information and coordinate planning with criminal justice or other social science professionals both academic and in the field, and to provide for research conducted by outside professionals.

A. Outside Consultation and Research

1. Institutional research conducted by outside criminal justice professionals and academics shall be permitted as outlined in CPP 1.7 and CPP 5.1.
2. Colleges, universities, and outside agencies may be consulted regarding institutional policy, procedure, and program coordination by using the following process:
 - a. The Warden's approval shall be required for all consultation and correspondence;
 - b. Approval shall be obtained in advance before any survey or research begins;
 - c. The nature of the interview shall also receive prior approval;
 - d. If the research shall use an interview format, a written report shall be submitted to the Warden noting:
 - (1) Persons and institution or agency consulted;

Policy Number	Effective Date	Page
SSCC 05-02-01		2

(2) The nature of the consultation; and

(3) Any suggestion, opinion, recommendation, and results of the communication.

e. A copy of all written correspondence sent and received shall be submitted to the Warden; and

f. The results of a consultation may be considered by the Warden for possible implementation through institutional policy, procedure, and planning.

3. Any inmate's participation in a research program shall be strictly voluntary.

4. Staff shall cooperate with research personnel.

5. Research personnel shall be informed of the Department of Corrections and institutional policies and procedures regarding confidentiality, code of ethics, contraband, and any other information relating to their research.

6. Research results shall be made available to the Warden for review and comment before dissemination or publication.

7. A request for inmate participation in medical or pharmaceutical research shall be submitted to the Medical Services Administrator for approval as outlined in CPP 5.1.

B. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.035, 197.020 ACA 5-ACI-1F-09, 5-ACI-1F-10, 5-ACI-3A-13, 5-ACI-3A-14	INMATE COUNTS	
	SSCC 09-01-01	4
	November 3, 2021	

I. DEFINITIONS

"Cell count" means a count conducted in the living unit with the inmate standing in his assigned cell, the light on inside the cell, and the cell door locked and secured.

"Official identification count" means a cell count conducted in the living unit where an inmate is compared to his identification card and the official bed assignment roster.

"Open wing count" means a count that is conducted with the inmate standing at the foot of his bed.

"Out count" means a count that is conducted if the inmate is in a location other than his assigned room during a count.

"Skin count" means a count performed on the evening or midnight shift if the inmate is in his assigned bed where the officer is able to see the inmate's skin and signs of breathing.

II. POLICY AND PROCEDURES

A. Responsibilities during Inmate Counts

1. A staff member shall complete an accurate count. Each staff member assigned to conduct a count shall know the specific manner of counting inmates in different locations.
2. The Shift Supervisor shall ensure that an inmate count is conducted properly and shall be responsible for each count conducted during his tour of duty.
3. An inmate shall follow the count schedule and shall not disrupt the count process.

B. General Procedures for Inmate Counts

1. A count time shall be arranged to provide the least interference with the

Policy Number	Effective Date	Page
SSCC 09-01-01		2

daily work and activity schedule as possible and still provide accountability for the inmate population.

2. A non-routine count and check shall be made by supervising staff to verify that the inmates are present. This count shall be reported only if an inmate is found to be missing.
3. The official institutional count shall be maintained by the appropriate Deputy Warden.
4. A routine inmate move shall be recorded immediately in the Kentucky Offender Management System.
5. An inmate shall not change his bed assignment without prior approval.
6. There shall not be movement during a count. Staff shall not be distracted while counting. Each inmate shall remain in his cell until the yard or porch is opened. Staff shall not conduct a paper count and shall put eyes on each inmate counted.
7. An inmate in an area other than his assigned room shall be directed to gather at one (1) place to ensure an accurate out count.
8. The staff and the inmate shall remain in the area until the Shift Supervisor has cleared the count.
9. If conducting a skin count of inmates, staff shall see living skin and signs of breathing, not hair, shoes, or any item that may be artificial.
10. Any out count shall require the approval of the Shift Supervisor in advance and in writing. Out counts shall be kept to a minimum and shall be reviewed by the Deputy Warden of Security.
11. If conducting an out count, the staff member shall record each inmate's name, number, and bed assignment, and then forward this information to the Operations Office as soon as possible. Each inmate shall be gathered in one (1) area to record the necessary information. Movement shall not be allowed until the out count is completed. Staff shall make every effort to ensure the out count is correct by using the current Alpha Roster for accurate name, number, and cell room assignment. Once the out count is complete, an inmate may be allowed to resume his work duties but shall remain in the building.
12. Staff shall report the count to the Captain's Office immediately upon completion of a count in his area of responsibility, or if called by the Captain's Office.

Policy Number	Effective Date	Page
SSCC 09-01-01		3

- a. The count in the living area shall be counted and reported by each walk.
 - b. During normal sleeping time, each inmate shall be counted in his assigned bed.
 - c. At all other times, the inmate shall remain inside his assigned cell or on his assigned bed until the institutional count clears and operations are returned to normal.
 - d. An inmate assigned to the Restrictive Housing Unit shall be counted in his cell at each count.
 - f. An inmate may be counted by a skin count during the 7:15 a.m. count on weekends and holidays only.
13. An inmate shall not participate in the preparation, documentation, or reporting of any count, to include informing staff of his housing assignment on an out count.
 14. The count shall begin as soon as the yard is clear and each inmate is secured in his room. Each count shall be made accurately and reported promptly by telephone or institutional radio.
 15. Radio silence shall be maintained until the count clears, unless an emergency occurs.
 16. If the Shift Supervisor receives an incorrect count from any area, the counting staff member shall be advised to re-count the affected area while the count sheet is checked for clerical errors.
 - a. If the recount is incorrect and a clerical error is not found, the Shift Supervisor shall direct a supervisor to proceed to the affected area to assist in a recount.
 - b. If the count is still incorrect and every effort to obtain a correct count has failed, the Shift Supervisor shall call for an institutional lockdown, with each inmate returned to his assigned bed for an emergency official identification count to determine if any inmate is missing. An inmate visit shall be terminated for an emergency official identification count.
 - c. The Warden, institutional Duty Officer, and appropriate Deputy Warden shall be notified of an institutional lockdown and emergency official identification count.
 - d. If an inmate is missing, the institution's Incident Action Plan shall

Policy Number	Effective Date	Page
SSCC 09-01-01		4

be activated as it relates to escape.

17. An emergency may necessitate the movement of an inmate during a count. This movement shall be kept to a minimum, maintaining radio silence if possible.
18. A count shall not be cleared until all counting errors have been corrected or until the cause of error has been accurately determined and corrective action taken.
19. The Shift Supervisor shall be prepared to conduct an emergency count at any time.
20. The Shift Supervisor shall sign, date, and enter the time the count cleared on each count sheet to be forwarded to the appropriate Deputy Warden.
21. The institutional count shall be reported to the Department of Adult Institutions in Frankfort by 9:00 A.M. each weekday morning excluding holidays.

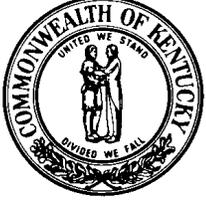
C. Institutional Count Schedule

Staff and inmates at the Southeast State Correctional Complex shall be notified of the institutional count schedule.

1. An inmate shall receive a copy of the institutional count schedule in his orientation packet upon receipt at the Southeast State Correctional Complex (SSCC).
2. Any change in the institutional count schedule shall be posted in all living areas at SSCC.

D. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.035, 197.020 CPP 15.8	INMATE SUBSTANCE ABUSE TESTING	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

The Southeast State Correctional Complex (SSCC) shall test inmates for unauthorized substances to deter unauthorized substance abuse.

A. Coordination of Inmate Substance Abuse Testing

The Internal Affairs Officer shall be assigned to coordinate and monitor the drug testing program.

B. Testing – Refer to CPP 15.8

1. Substance abuse testing dates shall be at irregular intervals, conducted both monthly and as necessary.
2. If an inmate is given a substance abuse test, the following procedure shall be used:
 - a. Inmate Testing List
 - (1) The Internal Affairs Officer shall prepare a list of randomly selected inmates to be tested.
 - (2) The Internal Affairs Officer may also select the names of inmates from staff referral that state objective facts or specific circumstances, which provide a reasonable basis to believe that the inmates are possibly involved in unauthorized substance abuse or an inmate as described in CPP 15.8 for the list.

Policy Number	Effective Date	Page
SSCC 09-02-01		2

- b. The Chain of Evidence Form and appropriate specimen containers shall be issued to security personnel.
 - c. Each inmate shall be contacted to report for the test in a designated area.
 - (1) The primary area of collection shall be the Property Room area which is the location of a locked security box.
 - (2) If the sample is collected in a different area than the primary area of collection, samples shall be taken and secured in the locked security box in a timely manner.
 - (3) No more than ten (10) inmates shall be assembled in a location for collecting urinalysis.
 - d. Security personnel performing the test shall positively identify each inmate to be tested by picture identification and shall issue the specimen container to the inmate.
 - e. The security personnel shall also complete, in detail, the required information on the Chain of Evidence Form. This form shall be completed appropriately on each urinalysis sample taken to establish the chain of custody of urinalysis evidence.
 - f. The security personnel shall ensure the sample container is labeled, sealed, and properly packaged in the presence of the inmate providing the specimen.
 - g. Security personnel shall place the designated specimen in the locked refrigerated security box pending transportation to the laboratory for processing. All samples shall be placed in a designated shipping container for transportation to the laboratory. The original Chain of Evidence Form shall be sent along with the sample to the lab.
 - h. The assigned Internal Affairs Officer shall routinely inspect the locked refrigerated security box to ensure the samples are mailed or transported to the designated lab in a timely manner.
3. Test results shall be submitted to the SSCC Internal Affairs Office.
- a. A copy of the results and page two (2) of the Chain of Evidence Form shall be retained and filed by the Internal Affairs Office for a period of one (1) year from the date of collection.
 - b. A copy shall be attached to a write-up, if one (1) is issued.

Policy Number	Effective Date	Page
SSCC 09-02-01		3

4. If a positive test result occurs, the Internal Affairs Officer shall confer with the medical staff to confirm unauthorized use.
 - a. If the positive test result appears to have occurred through the use of prescribed or approved use of medication, a copy of the Medical Staff response shall be retained and filed with the test results by the Internal Affairs Office.
 - b. If the positive result is confirmed by the Medical Staff as unauthorized use, the appropriate disciplinary report shall be issued. A copy of the Medical Staff response shall be retained and filed with the results by the Internal Affairs Office.
5. If an inmate refuses to participate in unauthorized substance abuse testing, an appropriate disciplinary report shall be filed.
6. The Internal Affairs Officer shall prepare a monthly report on the status of unauthorized substance abuse testing results. This report shall be submitted to the Warden.
7. A urinalysis result shall be treated as confidential in accordance with current privacy guidelines.

C. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 72.020, 72.025, 196.035, 197.020, 393.030 ACA 5-ACI-6C-02, 5-ACI-6C-16 CPP 8.6</p>	<p>INMATE DEATH</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

A. Staff Notification of an Inmate Death

If there is an inmate death, the following shall be immediately notified:

1. Warden,
2. Medical Department,
3. Institutional Primary Care Provider,
4. Duty Officer,
5. Deputy Wardens,
6. Major,
7. County Coroner,
8. Kentucky State Police,
9. Internal Affairs, and
10. Inmate family.

B. Operational Procedures for an Inmate Death within Southeast State Correctional Complex (SSCC)

Policy Number	Effective Date	Page
SSCC 09-03-01		2

1. The Shift Supervisor shall immediately dispatch a supervisor to take charge of the death scene. The death scene shall be handled as if it were a crime scene, until the preliminary investigation reveals no suspicious or felonious activity is involved.
 - a. The Supervisor shall take the necessary measures to secure and isolate the death scene until the appropriate personnel arrive.
 - b. A staff member shall be designated to photograph or videotape the death scene immediately.
 - c. The Supervisor shall cooperate fully with any other authorized investigative authority.
 - d. Only necessary authorized staff and law enforcement officials shall be admitted to the death scene.
 - e. The Warden or Duty Officer shall be responsible for notifying the appropriate Department of Corrections Central Office personnel.
 - f. The institutional chaplain shall notify the deceased inmate's family as directed by the Warden or his designee.
 - g. Any staff involved in the investigation of a death shall submit a written report to the Shift Supervisor prior to departure from his assigned shift. The Shift Supervisor shall ensure an Incident Report is completed in accordance with CPP 8.6.
 - h. The Shift Supervisor or designee shall interview any witnesses.
2. If suspicious or felonious activity surrounding the death is suspected, the following procedure shall also be conducted:
 - a. The Shift Supervisor shall:
 - (1) Ensure placement of any suspect and inmate witness in appropriate custody;
 - (2) Maintain the security of the death scene; and
 - (3) Contact the Internal Affairs Officer.
 - b. If questioning is necessary or if the suspect begins to volunteer information, the suspect shall immediately be read his "Miranda Rights." If the suspect waives his rights, the suspect shall sign a waiver.

Policy Number	Effective Date	Page
SSCC 09-03-01		3

- c. If it is obvious a weapon has been involved and the weapon cannot be immediately located, a search shall be conducted as soon as possible.
- d. Any weapon or other evidence discovered by staff or given to staff by an inmate shall remain in his possession until placed in the evidence vault. A Chain of Custody shall be completed.
- e. The Supervisor in charge of the scene shall ensure that a complete list of each witness, staff, inmate, or visitor is maintained.

3. If an inmate dies under any circumstances, the following shall apply:

- a. The body shall be moved after the County Coroner pronounces the inmate dead, and all investigative personnel have approved of the body relocation.
- b. A copy of the death certificate and coroner's report shall be maintained for institutional records.
- c. The deceased's property shall be inventoried and placed in the property room pending final disposition. A court order indicating the executor or administrator of the estate, or an affidavit concerning the next of kin if no estate will be filed, shall be required prior to releasing the property.

C. Operational Procedures for a Death of an Inmate Outside the Institution

- 1. If the death of an inmate occurs at an outside facility, such as a hospital, the reporting of the death to the County Coroner shall not be the responsibility of SSCC.
- 2. If the death of an inmate occurs outside the institution, but the inmate is still physically in the custody of the institution, for example, an inmate on outside work detail or on transport, the reporting duty shall be the responsibility of the institution and shall be handled in accordance with Section B of this policy.

D. Notification of Family Members and Disposition of Personal Property

- 1. If the death of an inmate has been confirmed by a competent medical authority or the Coroner, the institutional Chaplain shall be responsible for notifying the inmate's family.
 - a. If the Chaplain is not available, the Duty Officer, Warden or his designee shall perform this function.

Policy Number	Effective Date	Page
SSCC 09-03-01		4

b. This notification shall be accomplished by:

- (1) Checking the inmate's file in the Kentucky Offender Management System. If the record does not contain a family member who may be contacted, a friend or other recent visitor may be used to locate a relative. If contact is not possible, the reason shall be documented.
- (2) State or local police and probation and parole personnel in the inmate's county of origin may be of assistance if the previous efforts to locate a relative fail.
- (3) If located, the responsible authority shall be told the time and cause of death, if known, and the location of the body.

2. The family shall make arrangements to pick up the body.

3. Any inquiry from a non-family member or news media shall be directed to the Warden or his designee.

4. Funds remaining on an inmate's account and the inmate's personal property may be released by a court order or by affidavit of descent describing the next of kin if no estate will be filed.

5. If family or a personal friend is not located to claim the body or if the person contacted is not willing to receive the body, the Warden may direct that the deceased inmate be buried in a designated state cemetery at state expense.

E. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020, 197.025, 520.050, 520.060 ACA 5-ACI-2G-02 CPP 3.1, 9.6</p>	<p>CONSTRUCTION CREW ENTRY AND EXIT PROCEDURES</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

An outside contractor who temporarily works on physical plant development or maintenance projects at Southeast State Correctional Complex (SSCC) shall be familiar with the rules of the institution for his own protection as well as the security of the institution.

A. Identification

1. Prior to the beginning of a job, a company providing work shall submit a list of employees to be assigned to the job. Only an employee listed and approved shall be permitted access to the institution.
2. Each employee shall possess valid identification including at least one (1) picture identification card.
3. An employee under the age of twenty-one (21) shall not be allowed into the institution unless authorized by the Warden or a Deputy Warden.
4. An outside contractor and the contractor's employees working at the institution shall be processed by the appropriate Deputy Warden in the following manner:
 - a. The contractor and the contractor's employees shall be informed that a criminal history check will be completed. Information required to complete this criminal history check shall include:
 - (1) Full name;

Policy Number	Effective Date	Page
SSCC 09-04-01		2

- (2) Date of birth;
- (3) Social security number;
- (4) Race; and
- (5) Gender.

- a. The contractor and the contractor's employees shall complete a standard questionnaire (Have you ever been convicted of a crime? Do you know anyone presently incarcerated in the system?). They shall also read and sign a "Contraband Form" and shall be given a copy of the Department of Corrections Code of Ethics.
- b. The contractor and employees shall receive orientation pertaining to the various rules, regulations, and policies that shall be followed while working at SSCC.
- c. A photograph of the contractor and employees shall be taken. The photograph and a list of contractors and the contractor's employees shall be maintained in the Central Control. A contractor or the contractor's employee entering or exiting the institution shall be identified and compared to the photograph on file and logged in or out on the appropriate form.

- 5. A former inmate, probationer, or parolee shall have the prior approval of the Warden before entry into the institutional compound is permitted.
- 6. Any person entering the institution through the vehicle sally port shall have been issued an institutional identification card with a duplicate copy maintained at the Central Control or verified by a photograph.
 - a. If an institutional identification card has not been issued, then a temporary identification card for the day may be issued after surrendering a driver's license or picture identification.
 - b. The institutional identification card or temporary identification card shall be worn at all times.
 - c. Lost or stolen identification cards shall be reported to the Shift Supervisor immediately.

B. Vehicles

- 1. All vehicular traffic shall enter and exit the institution through the designated gate at the sally port. Only absolutely necessary vehicles shall be permitted inside the institution.

Policy Number	Effective Date	Page
SSCC 09-04-01		3

2. If the officer located at the vehicle sally port has any question as to the identity of any person, he shall obtain clearance through the Deputy Warden, Duty Officer, or Shift Supervisor before entry is allowed.
3. Each vehicle entering the institution shall be thoroughly searched before entry is allowed.
4. Each vehicle shall be:
 - a. Locked at all times, including toolboxes, if unoccupied and
 - b. Removed from the work site at the end of each working day.
5. Vehicle keys shall not be left in an unoccupied vehicle.
6. Each vehicle exiting the institution shall be inspected to ensure that an inmate or state property is not in the vehicle. The officer shall inspect each storage compartment, passenger compartment, and under and on top of the vehicle.

C. Clothing

Clothing appropriate to the particular task shall be worn.

D. Contraband

1. Possession of or promotion of contraband onto state property shall be strictly forbidden as outlined in KRS 520.050 and 520.060.
2. Any contractor or contractor's employee under the influence of drugs or alcohol shall be denied entry. Additional appropriate action may be taken.
3. Unauthorized weapons and ammunition of any kind on state property shall be strictly forbidden.
4. Each contractor and contractor's employee shall be stopped at the institutional Entry Station and asked if he is in possession of weapons, drugs, alcohol, or any other item that may be considered contraband or a threat to institutional security.
 - a. The Entry Station Officer shall notify the Shift Supervisor immediately if any contractor or employee is in possession of contraband of any kind.
 - b. The Shift Supervisor shall determine if entry is allowed to any contractor or employee who violates institutional policy. A report

Policy Number	Effective Date	Page
SSCC 09-04-01		4

shall be forwarded to the appropriate Deputy Warden concerning the matter.

E. Contact with Inmates

1. A contractor or contractor's employee may briefly speak with an inmate; however, a lengthy conversation shall be prohibited.
2. The contractor or the contractor's employee shall advise the Maintenance Manager or Deputy Warden if he is related to, has knowledge of, or is a close friend of any inmate at SSCC.
3. A contractor or employee shall not relay any message, give or loan any item or money, or carry any item into or off institutional grounds for an inmate.

F. Tools

1. As any tool may potentially be used as a weapon or escape device, all necessary precautions shall be taken while using a tool.
2. A complete and accurate inventory of all tools brought through the sally port shall be conducted by the sally port officer.
3. A complete list of all tools brought onto institutional grounds by a contractor or contractor's employee shall be provided regardless of location of entry. The list shall be provided to the Maintenance Manager and the Shift Supervisor. The Shift Supervisor shall ensure that the contractor or contractor's employee and the sally port officer have a copy of the inventory.
4. Upon discovering that a tool has been lost or stolen, a contractor or contractor's employee shall immediately report it to the Duty Officer, Operations Office, Shift Supervisor, Maintenance Manager, or Deputy Warden.
5. All tools taken inside the institution shall be:
 - a. Secured if not in use; and
 - b. Removed from the grounds at the end of each workday.
6. Every ladder shall be removed from the work site at the end of each workday unless otherwise directed by the Warden or his designee and these ladders shall be secured with a chain and lock.

Policy Number	Effective Date	Page
SSCC 09-04-01		5

7. SSCC staff may conduct an inspection or an inventory check of tools at any time.

G. Explosives

1. A contractor shall notify the Warden, Maintenance Manager, and Deputy Warden at least one (1) day prior to using explosives.
2. Any explosive shall be counted and documented in the presence of designated staff prior to entry into the institution and again before exit. Only the amount needed to complete the job shall be taken onto the compound.
3. An explosive shall only be used by the manufacturer's proven method.

H. Medication

1. A contractor or contractor's employee shall notify the Operations Office, Shift Supervisor, Maintenance Branch Manager, or Deputy Warden if he is required to take medication.
2. Upon arrival, a contractor or contractor's employee may bring a one (1) day supply of his prescription medication. The medication shall be kept in the prescribed bottle with the corresponding prescription label attached, indicating the name and dosage of the medication unless medication is nitroglycerin tablets or an asthma inhaler.

I. General Procedures

1. A contractor or contractor's employee shall not provide a ride for a hitchhiker on state property.
2. A contractor or contractor's employee shall be permitted access only to an approved area on state property.
3. The foreman or superintendent shall be responsible for notifying:
 - a. The institution as soon as possible if the crew will not be working due to inclement weather or for any other reason; and
 - b. The Shift Supervisor, Maintenance Manager, or Deputy Warden if a crew will be working other than a normal schedule.

J. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020, 197.025 ACA 5-ACI-2G-02 CPP 9.6, 9.8 SSCC 09-05-01, 16-01-01</p>	<p>ENTRY AND EXIT PROCEDURES</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

An entry and exit point of the institution shall be monitored to ensure that an inmate remains within the confines of the institution, and that staff and visitors have proper authorization to gain entry.

A. General Procedures

1. The Entry Station shall be the main entry and exit point for the institution.
2. The Entry Station entrance and exit gate shall be used twenty-four (24) hours a day. Each gate shall remain closed until identification is made of each vehicle occupant.
3. For a vehicle issued a SSCC parking permit:
 - a. A vehicle with a SSCC parking permit shall be stopped at the Entry Station before entering or exiting institutional grounds to verify the identity of the occupant.
 - b. A vehicle not displaying the official SSCC parking permit shall not be allowed entry or exit until the identity of the occupant is verified and the Shift Supervisor is contacted for approval allowing the vehicle to pass the Entry Station. A written report shall be submitted by the Entry Station staff and the individual not in possession of a parking permit to the appropriate Deputy Warden.
4. A vehicle shall not be allowed beyond the Entry Station unless it:

Policy Number	Effective Date	Page
SSCC 09-05-01		2

- a. Contains an authorized official visitor with prior written or e-mail approval from the Warden or appropriate Deputy Warden;
 - b. Contains an individual with authorized business with the institution and who has prior written or e-mail approval from the Warden or appropriate Deputy Warden;
 - c. Contains a visitor of an inmate during scheduled visiting hours;
 - d. Contains an individual who has prior written or e-mail approval from the Warden or appropriate Deputy Warden;
 - e. Is an authorized vehicle with items to be delivered inside the institutional grounds; or
 - f. Contains a Kentucky official with valid photo identification.
5. The Entry Station officer shall require Department of Corrections personnel and law enforcement officers possessing a weapon or contraband to surrender the item. The item shall be locked in the pistol cabinet while the individual is on SSCC grounds. The key to the cabinet shall be issued to the individual whose item is maintained by the Entry Station.
6. Before entry is allowed beyond the Entry Station, a visitor to the Institution shall be asked:
- a. Do you have valid photo identification;
 - b. What is your business and who are you here to visit;
 - c. Do you have any drugs or alcohol; and
 - d. Do you have any item that may be considered a weapon, ammunition, or contraband.
7. With the Shift Supervisor's or Duty Officer's permission, any vehicle may be searched prior to admission beyond the Entry Station. A visitor may refuse to be searched and leave the institution if no probable cause exists to believe that contraband is present. The Shift Supervisor shall provide sufficient personnel to conduct the search. The Entry Station officer shall maintain his post.
- a. The staff conducting the search shall:
 - (1) Inspect under the hood;
 - (2) Look under the vehicle;
 - (3) Inspect each storage area (trunk, van, and toolbox) and any container found; and

Policy Number	Effective Date	Page
SSCC 09-05-01		3

- (4) Inspect the passenger compartment.
 - b. The search shall be extensive, but not exhaustive, due to time limitations.
 - c. If a drug, weapon, or other item of contraband is found, the Shift Supervisor's office shall be notified and a supervisor shall be sent to the area.
 - d. If a vehicle enters institutional grounds for a delivery, the Entry Station officer shall notify the Perimeter Patrol, Control Center, Sally Port (if required), and delivery area.
8. With the Shift Supervisor's and visitor's approval, a vehicle may be searched as it exits institutional grounds. If there is probable cause to believe contraband is present or an inmate escape is possible, the visitor's approval shall not be necessary. The same procedure as that used, if a vehicle enters, shall be used to ensure that an inmate or unauthorized item is not concealed in the vehicle. A vehicle shall be processed in the order it arrives at the Entry Station.
9. Each visitor:
 - a. Shall stop at the Entry Station before being allowed to enter the institution;
 - b. Shall be logged on and off institutional grounds by the Entry Station officer; and
 - c. May be required to remove pocket contents for inspection by the Entry Station officer.
10. Each vendor:
 - a. Shall stop at the Entry Station before being allowed to enter the institution;
 - b. Shall be logged on and off institutional grounds by the Entry Station officer;
 - c. May be required to remove pocket contents for inspection by the Entry Station officer; and
 - d. May have his vehicle searched by the Entry Station officer.
11. After hours vendor deliveries:
 - a. A delivery after hours and on weekends shall be accepted. The Entry Station officer shall notify the Shift Supervisor of the delivery and destination. If the delivery is medically related, the nurse on duty

Policy Number	Effective Date	Page
SSCC 09-05-01		4

shall be notified and advised. Medication shall be delivered directly to the nurse on duty.

- b. The Entry Station officer shall sign for the delivery, if required, and log the delivery in the post logbook.
 - c. United Parcel Service, United States Mail, and other delivery services, shall be accepted after hours and signed for by staff. These items shall be forwarded to the Mailroom or appropriate area for distribution.
12. The Entry Station Officer:
- a. Shall direct all visitor traffic to the proper parking area and notify the appropriate personnel;
 - b. Shall direct all vendors to the proper area for delivery;
 - c. Shall notify Perimeter Patrol, Control Center, Sally Port (if necessary), and the delivery area of the vendor's destination; and
 - d. Shall notify the Shift Supervisor and Perimeter Patrol of any unruly or suspicious behavior by a visitor or vendor. Upon approval of the Shift Supervisor, local police may be notified if a visitor or vendor refuses to leave institutional grounds;
13. The Entry Station officer shall not allow a visitor, vendor, or inmate to enter the Entry Station building unless the official visitor is placing a weapon in the locked gun cabinet.
14. Failure of a vehicle to stop at the Entry Station shall be reported immediately to the Shift Supervisor. The Shift Supervisor shall send a supervisor to investigate.
- a. The Entry Station officer shall notify Perimeter Patrol to stop a vehicle that fails to stop at the Entry Station.
 - (1) If the vehicle is stopped, the Perimeter Patrol officer shall investigate and report the findings to the Shift Supervisor.
 - (2) Procedure for approval or disapproval of clearance as stated above shall be followed.
 - b. If a vehicle fails to stop upon exiting, the Entry Station officer shall notify the Shift Supervisor giving a description of the vehicle and license plate number. The Shift Supervisor shall notify State Police and the 911 dispatcher that a vehicle failed to stop upon exiting the institution and request that the vehicle be stopped and the occupants of the vehicle positively identified.

Policy Number	Effective Date	Page
SSCC 09-05-01		5

15. If the Entry Station officer needs to be relieved for any reason, the Shift Supervisor shall be notified.
16. A former employee in good standing shall have permission to enter the compound with prior written or e-mail approval from the Warden or appropriate Deputy Warden.

B. Vehicle Traffic Through the Sally Port

1. A vehicle entering or exiting the compound through the sally port shall not be allowed entry until the sally port officer is physically in the sally port.
 - a. The sally port officer shall advise the Control Center, by institutional radio, which gate to open.
 - b. The sally port officer shall ensure barrier arms are used in the sally port to control movement.
 - c. The sally port officer shall ensure that the gate is closed and secure.
 - d. Each vehicle entering and exiting the sally port shall be thoroughly searched by the sally port officer. The search shall be extensive, but not exhaustive, due to time limitations. The search shall focus on people, uniform or clothing, any tool or weapon, and other dangerous contraband.
2. Each occupant of a vehicle entering the sally port shall give the sally port officer a valid official photo identification. No vehicle shall be allowed beyond the vehicle sally port.
3. A vehicle shall not be allowed to exit the sally port until each occupant is positively identified and the vehicle thoroughly searched by the sally port officer.
4. An inmate transport vehicle shall be admitted into the inside sally port if authorized by the sally port officer.
 - a. Perimeter Patrol shall provide escort by following the transportation vehicle from the sally port to the Entry Station and from the Entry Station to the sally port.
 - b. Perimeter Patrol shall stay in front of the sally port until each transported inmate is secured in the Property Room.

C. Pedestrian Traffic into the Institution

1. Pedestrian traffic shall enter and leave the institution through Central Control. Non-Department of Corrections personnel shall have prior written or e-mail approval from the Warden or appropriate Deputy Warden.
 - a. The following information regarding each visitor shall be entered into the Kentucky Offender Management System (KOMS):

Policy Number	Effective Date	Page
SSCC 09-05-01		6

- (1) Name;
 - (2) Current address;
 - (3) Social security or driver's license number;
 - (4) Name of staff or area to be visited; and
 - (5) Organization affiliated with, if any.
- b. A person without an official visitor identification (ID) card shall leave a valid photo identification and wear an official SSCC Visitor ID in plain view while on institutional grounds.
 - c. A person shall be subject to search as outlined in CPP 9.8.
 - (1) An item carried into the institution shall be examined and searched. This shall include a bag, lunch box, and thermos bottle. Items carried out shall be searched on a random basis.
 - (2) The metal detector and x-ray machine may be used to search a visitor, staff, and their possessions.
 - d. The Shift Supervisor shall be notified immediately if contraband or an unauthorized item is found.
 - e. The Shift Supervisor shall be notified if a visitor is uncooperative or refuses to abide by the entry or exit procedures.
2. The area involved or appropriate staff shall be notified that a visitor has arrived. The visitor shall have written or verbal approval before entry is allowed.
 3. A large group or tour may be logged in by using the written visitors' log.
 - a. Each group or tour member shall have photo identification to be admitted.
 - b. Each person shall be required to wear an official SSCC Visitor ID.
 - c. Each person shall be dressed in appropriate attire in accordance with SSCC 16-01-01.
 4. The photo identification shall be returned to the visitor upon exiting the institution. The visitor shall provide his name and date of birth before the visitor's photo identification is returned. The official SSCC Visitor ID shall be returned and accounted for before the visitor is allowed to exit.
 5. Each visitor and staff shall be required to log into the institution at Control Center if Security Reception is unmanned.

Policy Number	Effective Date	Page
SSCC 09-05-01		7

6. The Control Center Officer shall not open a door without positively identifying the individual seeking entry or exit or if an inmate is present without staff.
7. Staff shall ensure a visitor leaving the institution is positively identified as a non-inmate by comparing the photo identification with the person.
8. During an emergency situation, the Control Center officer shall not allow movement through any door and gate with the exception of personnel responding to the emergency.
9. During any time the Security Reception post is not manned, the Central Control officer shall not open the front door in Central Control without positively identifying the individual seeking entry or exit.
 - a. This shall be accomplished by observation. The Entry Station Officer shall notify the Shift Supervisor, Perimeter Patrols, and Control Center of a visitor to the institution after normal business hours.
 - b. The Shift Supervisor shall be notified immediately if there is doubt as to the identity of the visitor or anyone is attempting unauthorized entry or exit. A supervisor shall respond to the entry or exit point to assist.
10. An inmate shall not enter or exit the compound through the Security Reception Area.
 - a. An inmate shall enter and exit the institution through the Property Room in order to be searched and processed. An inmate entering SSCC shall be strip-searched to include squat and cough.
 - b. Only an inmate assigned to the Outside Detail shall be allowed in Central Control.
11. An individual shall not be allowed to leave the secure perimeter without being positively identified and logged out.

D. Escape and Disturbance Procedures

1. If an escape attempt occurs, the Entry Station officer shall:
 - a. Attempt to stop the escape and, if discharging a weapon, shall use extreme caution; and
 - b. Notify the Shift Supervisor, giving all information about the observed escape.
2. If an escape or disturbance occurs, the Entry Station officer shall perform the following duties:

Policy Number	Effective Date	Page
SSCC 09-05-01		8

- a. Authorize entry of SSCC personnel;
- b. Allow no vehicle to depart unless cleared by the Shift Supervisor, Deputy Warden, Duty Officer, or Warden;
- c. Visually inspect each vehicle for any inmate attempting to escape;
- d. Notify the Shift Supervisor of any observed escape or disturbance; and
- e. Refer to SSCC Incident Action Plan.

E. Issuance of Weapons

1. The Entry Station officer shall be in charge of issuing any weapon stored in the Entry Station. If a weapon is issued, the following shall be observed:
 - a. The weapon shall be issued:
 - (1) Only to authorized SSCC personnel who have a valid weapons qualification card; and
 - (2) Only with the direct approval of the Shift Supervisor either verbally, by trip ticket, or court order indicating a required inmate transport.
 - b. Each weapon issued shall be logged out in a weapons log that contains:
 - (1) Weapon serial number;
 - (2) Name of staff member to whom the weapon is issued;
 - (3) Name of staff member issuing the weapon;
 - (4) Destination of staff member;
 - (5) Date;
 - (6) Time weapon is checked out;
 - (7) Time weapon is checked in;
 - (8) Name of staff member who returned the weapon; and
 - (9) Name of staff member to whom the weapon was returned.
 - c. In cases of extreme emergency, record the serial number and name of the person that the weapon is issued to. The remaining information shall be completed as the emergency allows or is resolved.

Policy Number	Effective Date	Page
SSCC 09-05-01		9

- d. The weapon shall be inspected upon issuance and return to determine:
 - (1) The number of rounds of ammunition;
 - (2) Cleanliness of weapon; and
 - (3) Signs of abuse.
- e. If a weapon is returned dirty or appears to have been abused, the Entry Station Officer shall notify the Shift Supervisor's office in writing.
- f. A weapon shall be issued with the following appropriate ammunition:
 - (1) 40 caliber
 - (2) 12 gauge shotgun
 - (3) Additional ammunition shall require approval by the Shift Supervisor.

F. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020 ACA 5-ACI-4A-02, 5-ACI-2E-02, 5-ACI-2E-09, 5-ACI-4A-04, 5-ACI-4A-09, 5-ACI-4A-11, 5-ACI-4A-15, 5-ACI-4A-16, 5-ACI-4A-17, 5-ACI-4A-20, 5-ACI-4A-22, 5-ACI-4A-23, 5-ACI-4A-25, 5-ACI-4A-26, 5-ACI-4A-27, 5-ACI-7D-11 CPP 2.1, 9.8, 10.2, Chapter 13, 14.2, 14.4, 14.6, Chapter 18 SSCC Chapter 13, 14-02-01, 16-01-01, 16-02-02, 17-01-01, 24-01-01</p>	<p>RESTRICTIVE HOUSING UNIT</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

This policy shall establish operational procedures and living conditions consistent with the high security nature of the Restrictive Housing Unit (RHU) and an inmate assigned or classified to Administrative Segregation, Disciplinary Segregation, Protective Custody, and Administrative Control Status.

A. Unit Management and Classification

Refer to CPP 10.2 and CPP Chapter 18 for unit management and classification procedures.

B. Unit Security

1. Staff Observation and Rounds

- a. Security staff shall conduct rounds personally observing all inmates on all walks of RHU. The rounds shall be irregular and non-routine and shall be no more than thirty minutes apart. Security staff shall document all rounds.
- b. Refer to SSCC 13-06-01 for procedures regarding an inmate requiring more frequent or constant observation.

Policy Number	Effective Date	Page
SSCC 10-01-01		2

2. An inmate released from his cell shall be placed in shackles, handcuffed behind the back, and placed under escort, unless otherwise directed by the Unit Supervisor.
3. Only RHU staff shall be allowed access to RHU Control unless authorized by the Unit Supervisor, Shift Supervisor, or a higher authority.
4. Each visitor to RHU shall sign the Visitors Log located at the entrance of RHU.
5. An inmate entering and exiting RHU shall be strip-searched, to include squatting and coughing. Any item brought into RHU shall also be searched.
6. General Population inmate traffic into RHU shall be kept to a minimum.
 - a. An adjustment hearing for an inmate assigned to RHU shall be held in RHU.
 - (1) An inmate witness shall testify by speakerphone.
 - (2) At least twenty-four (24) hours prior to his scheduled hearing, the inmate shall be given the opportunity to make contact with his legal aide.
 - b. The Grievance Committee shall meet with the inmate via speakerphone.
7. An inmate requesting Protective Custody or who is placed in Administrative Segregation for his protection shall be placed in a green uniform to allow staff to readily identify him.

C. Living Conditions

1. Refer to CPP 10.2 for requirements regarding living conditions.
2. Each cell shall be furnished with the following:
 - a. Bed, flame-retardant mattress, and flame-retardant pillow;
 - b. Toilet and lavatory with running water;
 - c. Light fixture;
 - d. Writing table and stool;
 - e. Vent which is used by the climate-control system and the emergency

Policy Number	Effective Date	Page
SSCC 10-01-01		3

smoke-evacuation system; and

- f. Speaker intercom.
3. The inmate shall be responsible for the care and sanitation of his cell's furnishings.
 - a. Upon assignment, discharge, or cell change, the assigned floor officer shall complete a Cell Entry-Exit Form noting any deficiency.
 - b. Deliberate abuse or destruction of an item shall result in a disciplinary report.
 4. Clothing and Linen Exchange
 - a. The inmate shall be provided with state issued clothing, linens, wash cloths, and towels.
 - (1) The initial issue of each item shall be logged.
 - (2) Each item shall then be exchanged on a one-for-one basis and documented appropriately.
 - b. The opportunity to exchange clothing, towels, and washcloths shall be provided according to the shower schedule, but not less than three (3) times a week.
 - c. The opportunity to exchange bed linens shall be provided at least weekly.
 - d. The Floor Officer shall examine each article before and after the exchange, ensuring the item is issued and returned in good condition. Any abuse or destruction shall result in a disciplinary report and an information report forwarded to the Unit Supervisor.
 - e. The Unit Supervisor may authorize more frequent exchanges if justified by medical, work assignment, or other unusual conditions.
 5. Meal Service
 - a. Refer to CPP 10.2 for meal service procedures.
 - b. Meal service shall be provided by cart from Food Service on an individual tray.
 - (1) Each tray shall be inspected by the staff for contraband and tampering, and to ensure that the meal is complete according

Policy Number	Effective Date	Page
SSCC 10-01-01		4

to the posted menu.

- (2) Staff serving the meal shall wear personal protective equipment and a hair net or hat.
 - (3) Staff shall deliver the tray, ensuring that each inmate receives a meal.
 - (4) Temperature of the meals shall be checked by staff and recorded in the Unit Log and the Meal Evaluation Form. This form shall be forwarded to the appropriate staff.
 - (5) If the temperature is not acceptable, staff shall immediately inform the Food Service Department to correct the problem. A food thermometer shall be kept in RHU Control.
 - (6) The food tray slot shall remain closed unless staff are delivering a meal or collecting an empty tray.
- c. Staff shall document the delivery of a meal on the individual inmate activity sheet and note any exception or problem.
- (1) An individual log shall be started on an inmate who has not consumed meals or liquids for a period of seventy-two (72) hours as observed by staff or more than one (1) meal per day for five (5) consecutive days.
 - (2) An information report shall be forwarded to the Medical Department and Unit Administrator for proper monitoring.
- d. Following the meal, staff shall collect all leftover food, tray, trash, and any related item. The tray and utensils shall be placed on the cart and moved into the hallway for pick up and return to Food Service.
- e. An inmate shall not be involved in any part of the feeding process.
- f. The institution menu shall be posted in the Unit.
- g. The Unit Supervisor shall designate one (1) staff member per shift to complete a meal evaluation form.
- h. An inmate requesting a pork-free meal or prescribed diet for religious reasons shall make this request through the institution's Chaplain. The inmate shall fill out the Request for Religious Dietary Accommodation form obtained from the institution's Chaplain and return it.

Policy Number	Effective Date	Page
SSCC 10-01-01		5

i. Only medical may approve a special diet for medical reasons.

6. Grooming and Hygiene Standards

a. Barber services shall be provided to the Unit by the Inmate Barber Shop.

(1) The schedule shall be coordinated with the Recreation Department Supervisor and posted in the Unit.

(2) RHU staff shall make rounds on each walk to sign any inmate up for barber service prior to the barber reporting to RHU.

(3) The barber shall be strip searched if entering or exiting RHU.

(4) He shall not be allowed to bring any personal item other than his institutional ID.

(5) The inmate barber shall clean his work area prior to leaving the unit. He shall bag all hair for disposal by Unit staff.

(6) The barber shall wear personal protective equipment.

b. An inmate may use his own hygiene items as specified in CPP 10.2, 14.2, and section D. 9. c. of this policy:

(1) He shall be limited to one of each item.

(2) He shall receive an initial issue of one (1) roll of toilet paper, one (1) bar of soap, one (1) toothbrush, and toothpaste as needed.

(3) Hygiene issue shall be provided on the following basis with the following limits:

(a) Toilet paper shall be exchanged upon request with return of the empty cardboard tube. A maximum of one (1) roll shall be issued per week.

(b) Soap upon request, up to four (4) bars per month.

(c) Toothpaste upon request with exchange of the empty container.

(d) Toothbrush following initial issue, once every three

Policy Number	Effective Date	Page
SSCC 10-01-01		6

(3) months upon request.

- (4) Staff shall record the issuance of each hygiene item on the inmate's activity sheet.

c. Showers and Shaves

- (1) Showers and shaves shall be scheduled on the evening shift in accordance with CPP 10.2 and the posted Unit schedule.

- (2) The RHU Control shall release one (1) inmate at a time for a shower.

(a) The inmate shall wear his state clothing and shower shoes.

(b) He shall take all necessary shower equipment with him.

(c) After the inmate closes his cell door, RHU Control shall open the shower door.

(d) He shall be issued a razor, shaving cream, and shampoo via the pass-through window.

(e) The inmate shall close the shower door behind him.

(f) A shower and shave shall be limited to fifteen (15) minutes.

(g) At the end of the shower, the inmate shall return the razor, shampoo, and shaving cream to the Officer and return to his cell.

- (3) The Shower Area shall be visually inspected by staff prior to and after each shower.

D. Inmate Programs

1. An inmate shall have an opportunity to participate in an institutional program within the restriction and security of the Unit. If possible, the service shall be brought to the inmate in his cell unless there is a demonstrated need for not doing so.

2. Canteen

- a. An inmate may spend \$20.00 weekly at the inmate canteen, ordering

Policy Number	Effective Date	Page
SSCC 10-01-01		7

an item from the authorized canteen list provided by Unit Staff.

- b. A canteen order form shall be forwarded to the Unit and delivered to the inmate by Unit staff.
 - (1) An inmate shall order an approved item in a priority ranking and mark "substitution" if he agrees to a similar item for a requested product not available.
 - (2) A substitution shall be similar in content and price and shall not be returnable.
 - (3) If the inmate fails to mark a "substitution," staff shall indicate if they are out of the requested item.
 - (4) Unit staff shall collect each order form and forward it to the Unit Supervisor or his designee, who shall review and forward each order to canteen staff.
- c. Upon receipt of the canteen orders, Unit staff shall deliver the order after:
 - (1) Searching the order for contraband;
 - (2) Ensuring the order is filled correctly; and
 - (3) Ensuring delivery does not exceed property limits.

3. Educational Material

- a. An inmate shall be provided educational materials from the academic school upon request and through the Classification and Treatment Officer (CTO).
- b. An inmate shall obtain written authorization from the Unit Administrator if receipt of school materials will exceed his authorized property limit.
- c. An inmate shall be responsible for the care and return of the item.

4. Grievance Process

- a. The inmate shall request a grievance form from the RHU CTO or by institutional mail from the Grievance Office.
- b. The inmate shall complete the grievance form and return via institutional mail to the Grievance Office.

Policy Number	Effective Date	Page
SSCC 10-01-01		8

- c. The Grievance Office shall be the point of contact for the inmate grievant.
- d. The inmate filing the grievance shall be given the opportunity to present his case to the Grievance Committee using a speakerphone.
- e. Refer to CPP 14.6 regarding additional information concerning the grievance system.

5. Legal Services

- a. Refer to CPP 14.4 and SSCC 14-02-01 regarding Inmate Legal Services.
- b. In order to receive legal services, the inmate shall coordinate his request for any form, supplies, copies, legal assistance, a legal telephone call, reviews of policies, and legal property in storage through his CTO.
- c. Refer to SSCC 17-01-01 for allowed amounts of legal material.

6. Library Services

- a. An inmate shall be provided the opportunity to obtain and exchange reading materials on a weekly basis.
- b. The Staff Librarian shall visit RHU weekly to provide a satellite library service for the Unit.

7. Mail

- a. Refer to CPP 10.2 and SSCC 16-02-02 regarding mail.
- b. Mail shall be distributed on the evening shift. Outgoing mail shall be collected by midnight shift officers, placed in the outgoing mailbag, and delivered by a designated officer to the mailroom.

8. Packages

- a. Any package shall be prohibited due to the high security nature of the Unit.
- b. If a package is mailed to an inmate while he is assigned to RHU, the Property Officer shall notify him that the package has arrived. The inmate shall report to the Property Room as soon as possible after release from RHU to either receive the package or to properly

Policy Number	Effective Date	Page
SSCC 10-01-01		9

dispose of it.

9. Property Allowances

a. The following items shall be provided to RHU inmates:

- (1) State issue clothing - one (1) each: shirt, pants, underwear, socks (pair), deck shoes (pair), and shower shoes (pair);
- (2) State issue bedding - one (1) mattress, one (1) pillow, one (1) pillowcase, one (1) blanket, two (2) sheets;
- (3) One (1) towel and one (1) washcloth; and
- (4) Toothbrush, soap, pocket comb, and one (1) RHU pen.

b. An inmate shall be allowed to bring the following items with him from his personal property.

- (1) Correspondence materials:
 - (a) Twenty (20) envelopes;
 - (b) Three (3) greeting cards;
 - (c) Twenty (20) stamps;
 - (d) One (1) address book; and
 - (e) Paper (including personal mail and legal material) shall be allowed in accordance with SSCC 17-01-01.
- (2) A total of six (6) soft covered books, which may include:
 - (a) Magazines;
 - (b) Religious holy books (ex: Bible or Koran);
 - (c) Newspapers;
 - (d) Paperback novels; or
 - (e) Educational material.
- (3) One (1) pair of prescription glasses.

Policy Number	Effective Date	Page
SSCC 10-01-01		10

(4) Consistent with CPP 10.2, jewelry, an appliance, a picture, or other personal property shall not be allowed.

(5) One religious medallion. However, he shall not be allowed to have it on a necklace or other similar item.

(6) One wedding band.

(7) Three (3) 3" X 5" photographs.

c. An inmate may purchase hygiene items consistent with CPP 10.2. An inmate shall be permitted to purchase one (1) deodorant.

10. Recreation

a. Each RHU recreation activity shall be planned and scheduled in coordination with the Recreation Department consistent with CPP 10.2.

b. RHU inmates shall be given the opportunity to exercise in an individual space for two (2) hours a day in the outdoor exercise area.

11. Social Services and Counseling Program - Refer to SSCC 24-01-01.

12. Religious Services

a. The Institutional Chaplain shall make weekly rounds in RHU.

b. The Institutional Chaplain and any volunteer shall be available for counseling, religious guidance, and an emergency family contact.

13. Telephone

Telephone usage shall be in accordance with CPP 10.2 and the Unit schedule. A special request or exception shall be approved by the Unit Administrator through the CTO.

14. Visitation - Refer to SSCC 16-01-01.

E. Medical and Psychological Services

1. Any medical and psychological service shall be provided according to CPP 10.2, CPP Chapter 13, and SSCC Chapter 13.

2. Pill call shall be conducted in RHU on a daily basis as required.

3. Sick call shall be in accordance with SSCC 13-02-01.

Policy Number	Effective Date	Page
SSCC 10-01-01		11

4. Sick call with a medical doctor shall be conducted as necessary or as scheduled.

5. An inmate with a prescribed inhaler may be allowed to keep the inhaler in his cell.

F. Maximum Assaultive Status - Refer to CPP 10.2.

G. Unit Sanitation

1. Unit sanitation shall be maintained according to the SSCC Sanitation Plan.

2. An inmate housed in RHU shall clean and maintain his cell. He shall be afforded regular opportunity to clean his cell.

3. An inmate assigned to RHU shall provide routine sanitation and laundry services in the Unit.

H. Special Needs

An inmate may be assigned to RHU pending transfer as directed by the Medical Department, Classification Committee, or other authority, if the inmate:

1. Has a severe medical disability;

2. Is suffering from serious mental illness;

3. Is a sexual predator;

4. Is likely to be exploited or victimized by others; or

5. Has other special needs for single housing.

I. Suicide Prevention and Intervention

Refer to CPP 13.12.

J. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

Meal Evaluation Form

DATE: _____ AREA: _____

TO: DEPUTY WARDEN

FROM: _____
BREAKFAST
LUNCH
DINNER

RE: FOOD EVALUATIONS

INSTRUCTIONS: Complete all areas.

* Temperatures of each hot item can be checked by asking the Food Service Manager or Coordinator on duty for assistance. Acceptable temperatures are: HOT-160 degrees, WARM-140 degrees, COLD-less than 40 degrees. Record actual temperatures—do not put H, W, or C.

* Rate food items on a scale of 1 to 5 as follows: (5)-Excellent, (4)-Good, (3)-Satisfactory, (2)-Poor, (1)-Unacceptable

BREAKFAST			LUNCH			DINNER		
ITEM	TEMP	RATE	ITEM	TEMP	RATE	ITEM	TEMP	RATE
QUALITY OF FOOD			QUALITY OF FOOD			QUALITY OF FOOD		
QUANTITY			QUANTITY			QUANTITY		
APPEARANCE			APPEARANCE			APPEARANCE		
FLAVOR			FLAVOR			FLAVOR		
TEXTURE			TEXTURE			TEXTURE		
TASTE			TASTE			TASTE		

COMMENTS: PLEASE MAKE COMMENTS BELOW AND BRIEFLY DESCRIBE ANY DEFICIENCY.

BREAKFAST: _____

LUNCH: _____

DINNER: _____

REQUEST FOR RELIGIOUS DIETARY ACCOMMODATION

Offender Name: _____ # _____ Institution: _____

1. What is the name of the religion or spiritual practice that you follow?

2. What specific dietary rules must you follow according to your religion or spiritual practice?

3. What particular foods, if any, are you required to avoid according to your religion/spiritual belief?

Offender Signature: _____ Date Submitted: _____

Chaplain Signature: _____ Date Received: _____

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020, 217.005 – 217.215; ACA 5-ACI-5C-01, 5-ACI-5C-03, 5-ACI-5C-09 (M), ACA 5-ACI-5C-11 (M); Kentucky Food Code, 902 KAR 45:005</p>	<p>FOOD SERVICE: GENERAL INFORMATION & STAFF HEALTH STANDARDS</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

A. Authority and Responsibility

The Food Service Department shall be under the direction of a Food Service Director who shall have authority and responsibility over the Food Service Program for Southeast State Correctional Complex (SSCC). The Food Service Director shall report to the Warden. The Food Service Director shall be a full-time position and shall require experience in food service management. The Food Service Director shall conduct the annual review of the SSCC Food Service Manual. The Food Service Director's responsibilities shall include the following:

1. Administration of the total Food Service Program;
2. Adhere to the master menu;
3. Purchase supplies and food products necessary for the Food Service Program;
4. Provide three (3) nutritionally adequate, palatable, and attractive meals per day;
5. Maintain health and sanitation throughout the Food Service Program;
6. Operate the Food Service Program as efficiently as possible while maintaining high standards; and
7. Conduct a continuing On-The-Job Training Program with staff and inmates.

Policy Number	Effective Date	Page
SSCC 11-01-01		2

B. Records and Reports

1. The Food Service Director shall prepare and forward a monthly report to the Warden. The monthly report shall include at a minimum:
 - a. Number of meals served for the month;
 - b. Total number of inmate workers employed, vacant positions, and any training conducted or needed;
 - c. Total number of staff employed, vacant positions, and any training conducted or needed;
 - d. Health checks conducted;
 - e. Concerns with menu substitutions, shortages, or line delays; and
 - f. Significant issues.
2. Accurate records shall be maintained of all meals served. The following records and reports shall be filed and maintained in the Food Service Department for a period of three (3) years:
 - a. Cycle menus;
 - b. Work sheets;
 - c. Culinary orders;
 - d. Special diets;
 - e. Equipment inspections;
 - f. Sanitation inspections;
 - g. Monthly reports;
 - h. Menu changes and substitutions;
 - i. Outages;
 - j. Purchases of food products, equipment, and supplies;
 - k. Waste reports;

Policy Number	Effective Date	Page
SSCC 11-01-01		3

- l. Minutes of Food Service staff meetings; and
- m. Health Department inspections and any corrective actions.

C. Personnel

The contracted food service provider shall ensure that there is sufficient staff in the Food Service Department to cover all essential positions. In addition, inmates shall be assigned to work in the kitchen and dining room.

D. Training

SSCC Food Service staff shall participate in annual training in compliance with Corrections Policy and Procedure. Food Service staff shall also receive training in accident prevention, first aid, fire extinguishers, and other safety devices. Other areas of training include floor care, sharps control, security, and key control.

E. Facilities and Equipment

Facilities and equipment used in Food Service shall meet established safety and production standards and requirements. An independent outside source shall complete an inspection of the food service facilities and equipment to ensure that governmental health and safety codes are met. The corrective action shall be taken on deficiencies, if any.

- 1. Facility: The Food Service areas were constructed in accordance with prevailing code requirements relating to structure, safety, and fire detection. An automatic fire extinguisher in the cooking area shall be provided (with automatic heat detectors in all other areas). Fire extinguishers (ABC type) shall be in all areas.
- 2. Equipment: All equipment purchased shall be certified by the National Sanitation Foundation. All equipment shall be used properly and with all shields, protection, and other safety devices as provided by the manufacturer.
- 3. Personnel: Food Service staff shall be trained in the proper and safe use of all food service equipment. Food Service staff shall train inmate workers in the safe and sanitary use of food service equipment and in the unloading and storage of deliveries.

F. Disease Prevention

- 1. The Food Service Director shall ensure that an inmate is screened prior to beginning work in the Food Service Department by the Health Services Department for the following:

Policy Number	Effective Date	Page
SSCC 11-01-01		4

- a. Has a communicable disease that may be transmitted by food or a carrier of an organism that causes disease, or
 - b. Has a boil, an infected wound, or an acute respiratory infection.
2. An inmate who has a communicable disease, illness, or tests positive for tuberculosis or COVID-19 shall be precluded from assignment to the Food Services Department.
 3. Food Service staff shall receive a pre-assignment medical examination and periodic examinations. If food services staff is suspected of possible disease transmission, the individual shall be examined by Southeast State Correctional Complex Health Services staff and a morbidity history of the suspected individual or other investigation as may be indicated, shall be acquired. Appropriate action shall include the exclusion of the individual from all food service preparation and serving areas.

G. Personal Cleanliness Standards

1. Contract and inmate food service staff shall comply with the standards of personal cleanliness and hygienic food handling techniques as set forth in the Kentucky Food, Drug and Cosmetic Act, KRS 217.005 – 217.215, and Kentucky Food Code, 902 KAR 45:005 to the extent required by these laws.
2. Food Service staff shall:
 - a. Wear clean clothing (gray state issue for an inmate);
 - b. Wear contractor issued hairnets, beard guards, or hats;
 - c. Have clean, trimmed fingernails;
 - d. Use plastic gloves if handling or serving food; and
 - e. Clean hands and exposed portions of arms. A food handler shall wash thoroughly with soap and warm water before starting to work, during work as necessary, and after eating, drinking, or using toilet facilities.
3. Food Service staff shall practice hygienic food handling techniques to prevent the contamination of food, equipment, and utensils.
4. The Food Service Director or designee shall monitor contract and inmate staff daily to ensure health, cleanliness, and compliance with this policy.

H. This policy shall be reviewed annually and revised as necessary.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.035, 197.020	INMATE DINING ROOM	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

A. Rules of the Dining Room

1. Shoes, masks, and shirts shall be worn and shall have sleeves.
2. Any open toe type footwear shall have a medical justification.
3. Hats, head coverings, or earplugs shall not be permitted unless authorized by the Warden or designee for religious purposes.
4. Contract and inmate Food Service workers shall wear hairnets, beard nets or approved hats and shall follow applicable health and sanitation rules.
5. Food, utensils, or other items not provided shall not be brought into the dining room. An inmate shall be permitted to bring one (1) condiment, purchased from the inmate canteen, to the dining room at each meal. The approved items shall be:
 - a. Ketchup (14-ounce container);
 - b. Hot Sauce (6-ounce container); or
 - c. Mustard (9-ounce container).
6. Inmates shall enter and exit the dining room through the designated areas.
7. Serving shall be done on a first-come, first-served basis. An inmate shall not get in line in front of another inmate who was in the serving line before him.

Policy Number	Effective Date	Page
SSCC 11-01-02		2

8. The following eating utensils shall be provided (if needed) for each inmate: 1 spork; 1 spoon; 1 tray; 1 cup; and 1 bowl.
9. Unless medically authorized, inmates shall only go through the line one time at each meal.
10. Inmates may sit at any available table but shall follow social distancing instructions posted or issued during the COVID-19 pandemic or a similar health risk situation.
11. There shall be no loud talking in the dining room.
12. In order to allow others a place in the dining room, an inmate shall leave after finishing his meal. Loitering in the area shall be prohibited.
13. Food, utensils, or other items shall not be taken from the dining room. The only exception shall be for medically approved inmates.
14. Contract Food Service staff shall be responsible for the operation and sanitation of the dining room.

B. Duties of Staff Assigned to the Dining Room

1. Contract and SSCC staff assigned to the Dining Room shall:
 - a. Maintain general order and control;
 - b. Control utensils;
 - c. Maintain order in the serving line; and
 - d. Maintain the post except in an extreme emergency.
2. If an inmate disobeys a direct order, the staff shall remove the inmate or inmates involved from the line. The staff shall counsel with the inmate and return him to the end of the line.
3. Arguments between inmates shall be dealt with immediately before the situation worsens. The staff shall determine if the situation demands assistance and additional staff shall be notified if necessary. The inmates shall be separated. If the argument does not cease, the inmates shall be escorted from the dining room.
4. The staff shall notify the A Response Team for assistance or a supervisor if warranted.

Policy Number	Effective Date	Page
SSCC 11-01-02		3

5. The staff shall report all incidents to the Captain's Office and complete a written report, with a copy to the Food Service Director.
 6. Inmates shall be observed leaving the dining room to ensure trays, utensils and food are not taken from the dining room. The only exception shall be for medically approved inmates.
- C. This policy shall be reviewed annually and revised as necessary.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020; ACA 5-ACI-3A-13, 5-ACI-3A-22 (M), 5-ACI-3A-23 (M), 5-ACI-3B-05 (M), 5-ACI-5C-01</p>	<p>FOOD SERVICE: SECURITY</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

A. Security within the Food Service Department shall be the responsibility of the Food Service staff under the direction of the Food Service Director and the security staff under the direction of the appropriate Shift Supervisor. The Food Service operations shall be supervised by a full-time Food Service Department staff member who is experienced in food service management. The following procedures shall be maintained:

1. All outside Food Service doors shall be secured.
2. Food Service staff and Correctional Officers shall be responsible for enforcing security procedures while maintaining general order and control.
3. Assigned security staff shall inspect the Food Service areas to prevent escape, eliminate contraband, protect staff, inmates, and state property.
4. Security staff assigned to the Food Service Department shall contact the Shift Supervisor if security assistance is needed.
5. All security staff in the Food Service Department shall ensure that all inmates conduct themselves in the proper manner while in the Dining Room.
6. Security staff assigned to the Food Service Department shall read and obey post orders.

Policy Number	Effective Date	Page
SSCC 11-02-01		2

B. Receiving and Inventory Control

1. The Food Service Director or designee shall be responsible for receiving, storing, and inventory of all goods.
2. Security Officer Responsibilities
 - a. The delivery vehicle shall be escorted from the Sally Port to the Food Service Department delivery area.
 - b. The delivery vehicle shall be monitored to prevent possible escape.
 - c. The food items delivered shall be monitored to prevent stealing.
 - d. Upon completion of delivery, the delivery vehicle shall be escorted from the Food Service Department to the Sally Port.
3. Inmates assigned to the storage detail shall load and unload all incoming and outgoing supplies and materials under the supervision of the security staff. Inmates leaving the storage areas shall be searched by staff.

C. Controlled Food Items

1. All items shall be maintained under lock and key.
2. Only Food Service staff and inmates under supervision shall be permitted to remove food items.

D. Caustic, Toxic, and Flammable Substance Control

1. A separate room shall be used to store all equipment and non-food supplies (cleaning supplies and floor care products).
2. All items entering the supply rooms shall be inventoried and secured by the Food Service Department staff.
3. Staff shall issue caustic, toxic, flammable, or other cleaning supplies.
4. A log shall be maintained for the use of supplies.
5. Any loss or misuse of caustic, toxic, flammable, or other items shall be reported to the Food Service Director.
6. Items shall be labeled and in the proper containers.

Policy Number	Effective Date	Page
SSCC 11-02-01		3

E. Key Control

1. All keys shall be controlled and remain only in the possession of staff.
2. On each shift, the Food Service staff shall check out a set of keys from the Control Center.

F. Control of Sharps Using Tool Inventory

1. Sharps shall be locked in a safe.
2. Sharps shall be signed out by the Food Service Director or designee. The inmate's identification card shall be collected at the time of issuance. Under normal operating conditions, sharps shall not be issued to or received from any inmate by security staff. Sharps may be secured by a locked cable in designated areas.
3. The Food Service Director shall ensure the cook knives are tethered by locked cables.
4. When the inmate finishes using the sharp, he shall notify the staff to ensure that it is washed and sanitized.
5. The Food Service Director or designee shall document the time returned, check in the sharp, place his initials on the sharp log, and return the identification card to the inmate.
6. Missing or Misplaced Sharp

If a sharp is missing or misplaced, contract or DOC staff shall:

- a. Secure Food Service areas and security offices, allowing no one to leave.
- b. Notify Captain's Office and report a sharp is missing.
- c. Search all inmate areas of the Food Service Department.
- d. Complete a written report with copies to the Captain's Office and Food Service Director with the description and inventory number of the tool or sharp.

G. Count Procedures

1. Physical head counts shall be conducted at the times specified and reported immediately by the security staff to the Captain's Office.

Policy Number	Effective Date	Page
SSCC 11-02-01		4

2. Counts shall be conducted by security staff only. Out counts shall be kept to a minimum.
3. Head counts shall be completed and recorded. The identification card of each inmate shall be checked.
4. During the process of a head count, all inmates shall remain in the Food Service Department until the count has cleared. Once the count clears, movement may begin.
5. While taking the count, security staff shall:
 - a. Announce to inmates that it is count time; and
 - b. Order all inmates to one area while conducting count.

NOTE: Some inmates may be required to stay in the area they are working (bakers and cooks). If this occurs, these inmates shall be counted first and told to stay in their respective work areas.

6. The count shall be telephoned to the Captain's Office with the following information:
 - a. Food Service count (be specific);
 - b. Staff member's name conducting count;
 - c. Number of inmates counted by dormitory; and
 - d. Total number of inmates counted.
7. Security staff shall maintain count procedure status until the Captain's Office reports the count has cleared.

H. Documentation

1. All personnel, both Food Service staff and security staff, shall complete a written report if necessary on all incidents.
2. The reports shall be submitted to the Food Service Director or designee and forwarded to the appropriate Shift Supervisor.
3. Food Service Department staff may issue disciplinary reports for violations pursuant to CPP 15.2.

Policy Number	Effective Date	Page
SSCC 11-02-01		5

I. Sanitation

1. Contract and inmate Food Service staff shall comply with the standards of personal cleanliness and hygienic food handling techniques as set forth in the Kentucky Food, Drug and Cosmetic Act, KRS 217.005 – 217.215, and Kentucky Food Code, 902 KAR 45:005 to the extent required by these laws.
2. Staff and inmate's health, cleanliness, clothing and practices shall be in compliance with the Kentucky Food Service Code.

J. This policy shall be reviewed annually and revised as necessary.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.035, 197.020	INMATE WORK SCHEDULE FOR FOOD SERVICE	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

- A. An inmate worker shall enter and exit through the designated door.
- B. Inmates shall work hours assigned on the master schedule. Inmate workers reporting at any other time shall not be admitted. Inmate workers shall not leave the Food Service area until the end of the shift except as stated in F. or for an emergency.
- C. All inmate workers shall be searched when reporting to and leaving the Food Service Department.
- D. An item shall not be permitted to leave the Food Service Department unless authorized by the Food Service Director or security supervisor.
- E. Inmate workers shall be assigned specific job duties. A log of duties shall be maintained by the designated supervisor. Additional duties shall be assigned or workers reassigned as required and noted in the log.
- F. Inmate workers may be excused during the shift for the following reasons:
 1. Visit;
 2. Religious Service;
 3. Sick Call;
 4. Doctor or dental appointment (with appointment slip); or
 5. Canteen (during designated hours).
- G. This policy shall be reviewed annually and revised as necessary.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.035, 197.020; ACA 5-ACI-5C-05, 5-ACI-5C-08, 5-ACI-5C-15, 5-ACI-5C-16	<p>MEAL PREPARATION AND SERVICE</p>	
	SSCC 11-04-01	1
	November 3, 2021	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

- A. The Food Service Director and the Food Service staff shall be responsible for the dining room operations.
- B. Dining hours shall be posted in the dining room and living units. There shall not be more than 14 hours between the evening meal and breakfast. At least three meals, with a minimum of two hot meals, shall be served every 24 hours. A variation on these requirements may be allowed based on weekend and holiday food service demands provided basic nutritional goals are met.
- C. All meals served to staff, inmates, or visitors shall be the same.
- D. Food shall not be used as a reward or disciplinary measure.
- E. Master menus shall be approved by the Department's Food Service Branch Manager and substantially followed. The planning, preparation and serving of meals shall be done in a manner to preserve nutritional value, food flavor, texture, temperature, appearance, and palatability. Menu substitutions shall be recorded.
- F. Meals shall be served under conditions that minimize regimentation, although there shall be direct supervision by staff members.
- G. There shall be adequate space in the dining room to allow for group dining for all inmates except if security, medical, or safety considerations justify otherwise. Meals shall be served in cells only for safety and security purposes.
- H. This policy shall be reviewed annually and revised as necessary.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020; ACA 5-ACI-5C-04 (M), 5-ACI-5C-05, 5-ACI-5C-05, 5-ACI-5C-07; CPP 11.2, 11.4</p>	<p>MENU, NUTRITION, SPECIAL, AND INDIVIDUAL DIETS</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

A. Menu

1. A master menu providing the current recommended dietary allowance shall be established. Food service staff shall plan menus in advance. The planning and preparing of all meals shall take into consideration food flavor, texture, temperature, appearance, and palatability.
2. Commodity products shall be used if available in the regular scheduled menus.
3. All four (4) menu weeks shall be posted in the kitchen, dining room, and each living unit.
4. An item substituted on the menu shall contain at least the same nutritional value as the item being replaced.

B. Special and Individual Diets

1. The Food Service Director shall be responsible for providing prescribed special and individual diets, under the direction of the central office dietitian and the contracted food service dietitian.
2. A special or individual diet shall be prescribed by appropriate clinicians. The diet shall be recorded in the inmate's electronic medical record and reviewed at least monthly.
3. Religious diets shall require approval from the Chaplain and be furnished in writing to the Food Service Director. These diets shall be kept as simple

Policy Number	Effective Date	Page
SSCC 11-04-02		2

as possible and conform as closely as possible to the foods served to the general inmate population.

4. A special and individual diet shall comply with the menu developed by the Department of Corrections Food Services Branch Manager.
 5. A therapeutic diet manual shall be available in the Health Services Department and the Food Service Department for reference and information.
- C. Education for an inmate on a special and individual diet shall be available by the Food Service Director, central office dietician, and Health Services Department as needed or on a quarterly basis.
1. An inmate prescribed a special or individual diet shall have the diet explained to him once he reports for the first meal.
 2. An inmate who refuses to accept and follow a special or individual diet shall sign a release to that effect. The Health Services Department shall be notified. Health Services Department staff shall counsel with the inmate.
- D. An institutional staff supervisor shall sample each meal daily to evaluate it based on appearance, temperature, and taste.
- E. This policy shall be reviewed annually and revised as necessary.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020 ACA 5-ACI-2E-09, 5-ACI-5D-07, 5-ACI-5D-08, 5-ACI-5D-09, 5-ACI-5D-10, 5-ACI-5D-11, 5-ACI-5D-12, 5-ACI-5D-13, 5-ACI-5D-14, 5-ACI-5D-15 CPP 17.1</p>	<p>CLOTHING, BEDDING, HYGIENE SUPPLIES, AND BARBER SHOP</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

Southeast State Correctional Complex shall provide suitable and clean clothing, bedding, and personal hygiene supplies for the health and well-being of each inmate.

A. Clothing, Bedding, and Hygiene Issuance

1. An inmate received at the institution shall be issued the following bedding:
 - a. Blanket: two (2);
 - b. Sheets: two (2);
 - c. Pillowcase: two (2);
 - d. Pillow: one (1); and
 - e. Mattress: one (1).
2. An inmate received after hours shall receive an initial issue of hygiene supplies consisting of:
 - a. Tooth Brush: one (1);
 - b. Toothpaste: one (1) tube;
 - c. Soap: one (1) bar;
 - d. Towel: two (2);
 - e. Washcloth: one (1);
 - f. Toilet Tissue: one (1) roll; and
 - g. Comb: one (1).
3. If an inmate received during the day shift does not have any of the hygiene supplies listed in A.2. above, he may request the missing hygiene item from

Policy Number	Effective Date	Page
SSCC 12-01-01		2

the property officer.

B. Replacement Schedule - Hygiene Supplies

1. The maximum replacement schedule for a personal hygiene item shall be:
 - a. Toothbrushes: one (1) per month;
 - b. Toothpaste: one (1) tube per month;
 - c. Soap: four (4) bars per month;
 - d. Disposable Razors: four (4) per month, with trade in of old razor;
 - e. Toilet Tissue: four (4) rolls per month, unless the month has five (5) weeks, then an inmate shall receive one (1) extra roll of toilet paper;
 - f. Shaving Cream one (1) per month; and
 - g. Combs: two (2) per year.
2. The replacement supply shall be issued during the first full week of each month at the main laundry. Supplies shall be issued according to the schedule posted in the living units.

C. Additional Procedures for Clothing, Bedding, Personal Hygiene, and Supplies

1. The institution shall provide for the thorough cleaning and disinfecting of inmate personal clothing before storage or before allowing the inmate to keep and wear personal clothing.
2. Linen exchange shall be provided on a weekly basis or washed in the Dorm Laundry.
3. Suitable replacement clothing shall be made available to an inmate. Replacement clothing shall be properly fitted, climatically suitable, durable, and presentable.
4. Inmate personal and state clothing may be washed in the dorm laundry or main laundry as outlined in the posted schedule.
5. Inmate personal and state clothing that requires disinfection shall be washed in the main laundry. A heavy item like a coat or a blanket shall also be washed in the main laundry.
6. If appropriate, protective clothing and equipment may be issued to an inmate assigned to a special work detail.
 - a. Kitchen - Kitchen whites (pants and shirts), white cap, hairnets.
 - b. Other details or work areas shall be provided special or protective clothing as needed.

Policy Number	Effective Date	Page
SSCC 12-01-01		3

7. A packet containing writing material shall also be available at the main laundry for an indigent inmate that is on the approved indigent list. This packet may contain the following items:
 - a. Paper: one (1) pad per month;
 - b. Ink Pen: one (1) per month;
 - c. Pencils: one (1) per month; and
 - d. Envelopes: ten (10) per month.
8. A record of any item issued to an inmate from the laundry shall be maintained and shall reflect the item, quantity, and date issued or replaced. The laundry window clerk and the inmate shall sign the issue log if supplies are issued. One (1) copy shall be sent to the Property Room to be placed in the inmate file and one (1) copy shall be placed in his Laundry File.
9. There shall be sufficient bathing facilities in the housing area to permit an inmate in the general population to shower. Every inmate shall be encouraged to use the facilities and bathe daily.
10. Each inmate shall be held accountable for all state issued clothing and bedding supply issued to him. Destruction or failure to turn in state issued clothing and bedding supply as required may result in disciplinary action being taken and possible restitution for the item.

D. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.035, 197.020; ACA 5-ACI-5D-04 (M)	VERMIN AND INSECT CONTROL	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

The Southeast State Correctional Complex (SSCC) shall contract with a professional pest control company to provide for vermin and pest control.

A. Pest Control

1. The Institutional Sanitation Officer shall serve as coordinator for the vermin and pest control activity at SSCC.
2. The Sanitation Officer shall inspect each area monthly for any sign of vermin or an insect problem.
3. The contract pest control company shall be required to spray monthly in areas used for the storage of food.
4. The contract pest control company shall also spray the kitchen and dining areas as often as the condition indicates.
5. The contract pest control company shall spray for insects in any other area as needed and indicated by the Sanitation Officer's report.
6. The contract pest control company shall provide the institution with a Safety Data Sheet for any chemical used at the SSCC.
7. The contract pest control company shall provide the institution with a monthly report of the company's activity at SSCC.

Policy Number	Effective Date	Page
SSCC 12-03-01		2

B. Rodent Bait Boxes

1. Bait boxes and rodent traps shall be prohibited in areas that are accessible to an unsupervised inmate.
2. Each bait box and trap shall be checked monthly by the Sanitation Officer or the contract pest control company.

C. Inmate Cells

1. The contract pest control company shall be required to spray each inmate cell for insects on a periodic basis.
2. Each cell shall be sprayed unless medical documentation indicates spraying may be harmful to a particular occupant.

D. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020, 202A.191, 202A.196 ACA 5-ACI-6B-02 (M), 5-ACI-6A-01 (M), 5-ACI-6A-02, 5-ACI-6A-08, 5-ACI-6A-03, 5-ACI-6C-04 (M) CPP 13.2, 15.7</p>	<p>MEDICAL SERVICES: INFORMED CONSENT, SICK CALL, PHYSICIAN'S CLINICS, PILL CALL, AND MEDICAL CO-PAYMENT</p>	
	<p>SSCC 13-02-01</p> <p>November 3, 2021</p>	<p>6</p>

I. DEFINITIONS

"Express consent" means patient's agreement in words, oral or written, to the proposed medical treatment or procedure.

"Implied consent" or "voluntary submission" means a patient's demonstration of understanding and agreement through that person's acts or through the circumstances surrounding medical treatment.

"Informed consent" means voluntary consent or agreement to treatment, examination, or procedure by the inmate-patient after receiving the facts regarding the nature, consequences, risk, and alternatives concerning the proposed treatment, examination, or procedure.

II. POLICY AND PROCEDURES

Southeast State Correctional Complex (SSCC) shall provide inmates unimpeded access to Health Care Services and a system for processing any complaint regarding health care by qualified medical staff. This process shall be communicated verbally and in writing to each inmate upon arrival in the institution and shall be available in a language understood by each inmate during the orientation process. SSCC shall provide an inmate-patient with the ability to obtain information regarding his medical procedures so that he may make an informed decision regarding recommended medical treatment.

A. Reception at SSCC

1. During the initial medical screening of any newly received inmate, each inmate shall be presented with a Consent Form. The inmate may refuse to sign this form.

Policy Number	Effective Date	Page
SSCC 13-02-01		2

2. In a non-emergency situation or if the inmate is capable of giving consent, he shall be given the opportunity to refuse any recommended treatment.

B. Explanation of Risk

1. Prior to the initiation of a medical procedure involving surgery or potentially life-threatening risk, the inmate shall be fully briefed concerning his health situation, the reasons for the recommended procedure, the chances of success, and any risk involved in having the procedure done and in refusing it.
2. The inmate shall be presented with the option of refusing the treatment and sign the appropriate form.
3. The inmate shall sign a Consent Form if he accepts the recommended treatment.

C. Refusal of Treatment or Examinations and Missed Appointments

1. An inmate may refuse any medical treatment.
 - a. An inmate refusing treatment or an examination shall have the possible consequences of his refusal explained in writing, if the possible consequences include physical injury or death.
 - b. If the inmate still wishes to refuse treatment or an examination after explanation of the risk, he shall sign the explanation and a “Refusal of Treatment” form.
 - c. A medical staff member shall witness the inmate’s signature.
 - d. The completed form shall become part of the inmate medical record.
2. If an inmate does not present himself for a scheduled appointment, a medical staff member shall make a notation on the inmate’s medical record that he did not attend the appointment. The “Refusal of Treatment” form shall not be used for this notation.

D. Exceptions

Health care personnel shall treat an inmate with a contagious illness or other communicable disease in accordance with State and Federal laws.

E. Sick Call

1. Qualified nursing staff shall conduct sick call a minimum of five (5) days per week.

Policy Number	Effective Date	Page
SSCC 13-02-01		3

2. Any inmate may request routine medical care by signing up for Sick Call. An inmate may sign up for Sick Call by placing the Sick Call form in the Sick Call box in front of the Medical Department at any time.
3. The nursing staff shall evaluate the complaint of each inmate.
 - a. For a minor case, appropriate treatment may be administered by the nursing staff in accordance with the Medical Treatment Protocol written by the institutional physician.
 - b. A case requiring physician, optometrist or dental care shall be scheduled accordingly by the nursing staff.
4. An inmate who develops a medical problem after regular sick call hours may be seen according to the urgency of the case.
 - a. Each minor problem shall be handled by the nursing staff on duty following the procedure outlined in the Medical Treatment Protocol and the case referred to the primary care provider, if needed.
 - b. Each emergency case shall be handled with dispatch to the emergency room or any other appropriate health facility at any hour.
5. An employee of the Southeast State Correctional Complex shall not deny, obstruct, or restrain an inmate from receiving any medical service. However, feigning illness may result in disciplinary action.

F. Primary Care Provider's Clinic

1. Any medical matter involving medical judgment, shall be the sole province of the responsible institutional physician, dentist, optometrist and other qualified medical professional.
2. The institutional physician shall conduct a clinic at the institution as needed.
3. Nursing staff shall evaluate all sick call requests and may consult with the appropriate medical profession regarding the need for an appointment. Nursing staff shall schedule any appointment for an inmate with the appropriate medical professional if necessary.

G. Pill Call

1. Pill call shall be conducted at the institutional pharmacy during posted scheduled times.
2. The inmate shall be advised by medical staff when to report to pill call to receive his initial dose of prescribed medication.
3. The inmate shall report to the pharmacy at the posted scheduled times to

Policy Number	Effective Date	Page
SSCC 13-02-01		4

receive medication.

4. Over-the-counter medication shall be issued during the first scheduled General Population pill call only to inmates who are indigent per CPP 15.7.
5. A correctional officer shall be assigned to ensure the inmate swallows his medication and not attempt to retain or hide the medication. The correctional officer shall:
 - a. Instruct the inmate to place the medication in his mouth.
 - b. Have the inmate show that he has the pill in his mouth.
 - c. Allow the inmate to swallow the pill as directed.
 - d. After swallowing, let the inmate open his mouth, lift his tongue and observe closely to see that the medication has been swallowed instead of being retained in his mouth.
6. Each medication dispensed to an inmate shall be recorded by medical personnel in the medical administration record immediately.

H. Medical Services for Restrictive Housing Unit (RHU)

1. Every inmate in RHU requesting sick call shall be screened by the nursing staff making the daily round in that area.
2. Sick call with a physician shall be conducted as necessary or as scheduled.
3. The pill call procedure shall be conducted in RHU on a daily basis as outlined by the posted schedule.

I. Medical Services Co-payment

1. For each non-emergency visit initiated by the inmate, the inmate shall be required to make a co-payment as required in CPP 13.2.
2. The co-payment shall apply to a visit with a nurse, a physician, a dentist, an optometrist, or other medical staff.

J. Determination of Co-Payment

1. When an inmate is seen by medical staff, staff shall determine if the inmate's initiated visit is an emergency medical problem. If a medical emergency problem is not found, the co-payment shall be charged.
2. Medical staff shall obtain a signed Cash Pay Out voucher (CPO) from the inmate. The CPO shall be forwarded to Inmate Accounts at the end of each day.

Policy Number	Effective Date	Page
SSCC 13-02-01		5

3. If an inmate refuses to sign the CPO, the medical staff member and one (1) additional staff member shall sign the form as a witness that the inmate in fact received medical treatment. The CPO, with the staff signature, shall be forwarded to Inmate Accounts.

K. Process for Payment of the Medical Services Co-Payment

1. The co-payment shall be deducted from the inmate's account.
2. If the inmate is not indigent and does not have sufficient money on his account, the debt shall be placed on the inmate's account and a notation entry made on his personal account that a medical fee is owed in accordance with CPP 15.7.
3. Health care shall not be denied due to a lack of funds.
4. When sufficient funds for the medical fee is received by the inmate, the funds shall be used to pay the medical fee in accordance with CPP 15.7.
5. If an inmate has any restitution charge, the restitution payment shall be applied to any incoming funds for the inmate prior to the collection of any outstanding medical charge.

L. Indigent Inmate and an Inmate Released from Custody

1. If the inmate is indigent and does not have sufficient money on his account, the debt shall be placed on the inmate's account and a notation entry made on his personal account that a medical fee is owed in accordance with CPP 15.7. Once sufficient funds for the medical fee is received by the inmate, the funds shall be used to pay the medical fee in accordance with CPP 15.7.
2. An inmate who has an outstanding debt for medical service and is released from custody, shall satisfy the debt with any incoming funds, like State Pay. If funds are not received, the debt shall not be collected on unless returned to state custody.

M. Exceptions to the Medical Services Co-Payment

Co-payments for medical services shall be charged unless the following circumstances are present:

1. Assessment on each incoming transfer;
2. Annual Physical;
3. Laboratory work or x-ray ordered by the physician;
4. Immunization, tuberculosis testing, and any other treatment initiated by the institution for public health reason;
5. Psychiatric or psychological service;

Policy Number	Effective Date	Page
SSCC 13-02-01		6

6. EKG, dressing change, and any other treatments ordered by the physician or nurse;
7. Physician referral to any outside medical service; and
8. Follow-up appointments directed by medical staff.

N. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>ACA Standards: 5-ACI-3A-32, 5-ACI-6A-06, 5-ACI-6A-08 CPP 13.2 KRS 196.035, 197.020</p>	<p>EMERGENCY MEDICAL CARE AND SPECIALIZED HEALTH SERVICES</p>	
	SSCC 13-02-02	3
	November 3, 2021	

POLICY AND PROCEDURE:

Southeast State Correctional Complex (SSCC) establishes the following procedures governing emergency medical care and transportation to outside facilities for services unavailable in the institution.

A. General Procedures

1. Personnel trained in emergency first aid shall be available on each shift and first aid kits shall be readily available in areas designated by the SSCC Health Authority and the Warden. All kits shall be inventoried on a monthly basis and supplies shall be added as needed.
2. An emergency case that cannot be handled by the medical staff or primary care provider shall be taken to the McDowell ARH Hospital Emergency Room located at 9879 KY-122, McDowell after clearance from the medical staff.
3. The Duty Officer shall be notified via phone whenever outside health services are used. The Warden, Deputy Warden, and other relevant staff shall be notified via phone or email.
4. Medical information shall be sent with the inmate and transportation officer if necessary.
5. Any form returned with the inmate from an outside provider shall be given to the medical staff on duty and any follow-up care shall be planned as needed.
6. Referral to a specialist shall be made by the institutional primary care provider. The original referral statement shall be forwarded to the specialist.
7. All inmates being transported to an outside provider shall be handled in accordance with established transportation procedures.

Policy Number	Effective Date	Page
SSCC 13-02-02		2

8. Medical staff shall respond to health related emergencies within a four (4) minute period.

B. Emergency Care Procedures

1. If emergency medical care is needed, immediate notification shall be made to medical staff on duty, who shall assess the medical situation.
2. If treatment is provided at the emergency site, this treatment shall be provided by the nurse. Follow-up care shall be provided at sick call and doctor call.
3. The decision to transport an inmate in an emergency situation to an outside medical facility shall be the responsibility of the medical services staff in the following order;
 - a. Physician;
 - b. Nurse Practitioner;
 - c. Health Services Administrator;
 - d. Nurse on duty.
4. If outside assistance is required, the nurse shall monitor the inmate's medical status until assistance arrives. If a transfer by correctional officers is needed, the nurse shall also monitor the inmate's medical status until the transfer takes place. If necessary, the nurse shall accompany the inmate to the outside medical facility.
5. A thorough summary of the emergency shall be prepared by the nurse and Control Center and shall be forwarded appropriately.
6. Emergency mental health services shall be provided at McDowell ARH.

C. Emergency Care Phone Numbers - See Healthcare Specialists List.

D. Disaster and Mass Casualty Plan

1. This plan shall be designed to manage a disaster involving more than one (1) victim.
2. Primary responsibility shall rest first with the nurse and security personnel. Area hospitals and ambulance services shall be used as needed.
3. The gymnasium shall be used for triage in the event of mass casualties.
4. Transportation to an outside hospital shall be provided according to institutional operating procedures. The most critically injured shall be transported first and

Policy Number	Effective Date	Page
SSCC 13-02-02		3

then anyone with a previous chronic medical problem.

- E. All SSCC staff shall be made aware of this procedure.
- F. This policy shall be reviewed annually by appropriate staff and revised.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020; ACA 5-ACI-6A-04, 5-ACI-6A-22 (M), 5-ACI-6A-27, 5-ACI-6A-07, 5-ACI-6A-20; CPP 13.2, 18.7</p>	<p>CONTINUITY OF CARE: HEALTH EVALUATIONS, INTRA-SYSTEM TRANSFER, INDIVIDUAL TREATMENT PLANS</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

Southeast State Correctional Complex (SSCC) shall ensure an inmate receives continuity of care from receipt on an Intra-system transfer until discharge from SSCC. SSCC shall ensure periodic health evaluations and referrals to outside medical facilities when directed by qualified Medical Personnel.

A. Intra-system Transfers

1. Each incoming Intra-system transfer shall have an initial assessment completed immediately upon arrival by medical staff.
2. The assessment shall be conducted by a private consultation between medical staff and the inmate and include a review of the inmate medical file. The following information shall be obtained:
 - a. Whether the inmate has a current medical, dental, or mental health complaint and is being treated;
 - b. Whether the inmate is currently on medication;
 - c. Observation of appearance, behavior, any physical deformities; or
 - d. Any evidence of abuse or trauma.
3. When the assessment is complete, medical staff shall determine the appropriate placement of the inmate. The inmate may be placed in General Population, placed in General Population with a referral to the appropriate contractual physician, dentist, or optometrist, referred immediately for

Policy Number	Effective Date	Page
SSCC 13-02-03		2

emergency treatment, or placed in the Medical Infirmary for observation.

4. All assessment information shall be documented on the screening form and placed in the medical file.
5. If an inmate is recommended for transfer to another correctional institution, the inmate's medical file shall be screened and evaluated by medical staff to determine suitability of transfer. A medical profile shall be completed and forwarded to Central Office when the inmate is transferred.

B. Continuity of Care

1. An inmate with a serious or chronic medical problem shall be closely monitored by medical staff during his incarceration at the institution.
2. An inmate with a symptomatic medical problem shall receive emergency and non-emergency care as deemed necessary by medical staff.
3. A referral outside the institution for any medical service by the Medical Department shall be scheduled after approval from Central Office, Medical Director. Information concerning the inmate's medical history and current complaint shall be provided to the outside medical consultant.
4. Upon release from the Department of Corrections, an inmate shall be provided with information regarding follow-up care within the community. Certain cases shall require a referral to an outside community medical facility or personnel. The outside community medical facility or personnel shall be contacted and information regarding any medical history and current problem shall be provided.

C. Individual Treatment Plan

1. An inmate with a serious or chronic medical or mental health problem requiring ongoing medical supervision, shall have a written individual treatment plan. This plan shall give medical staff direction regarding their responsibility for the care of the inmate. The plan shall be developed by the doctor, dentist, psychiatrist, or other qualified health staff.
2. Medical staff shall closely review the inmate's medical record and the inmate's complaint and bring the problem to the attention of the appropriate qualified health staff.
3. When the inmate is transferred, medical staff shall ensure the treatment plan is clearly marked so the receiving Institution's Medical Department may continue the treatment plan.
4. Treatment information and each prescribed order shall be clearly

Policy Number	Effective Date	Page
SSCC 13-02-03		3

documented in the inmate's medical file.

D. Periodic Health Examinations

1. Any inmate, fifty (50) years of age and over, shall receive a health examination annually. All other inmates shall have an opportunity to receive health examinations every two (2) years. An inmate shall be examined prior to release.
2. The Medical Department shall schedule the examination during the primary care provider's clinic and notify the inmate.
3. The results of the health examinations shall be documented in the inmate's medical file. If, as a result of the examination, further medical care is needed, the primary care provider shall take appropriate action.

E. Refusals and No-Shows

1. An inmate may refuse the initial assessment and the periodic health examination. A Medical Refusal Form shall be signed by the inmate and staff witness. The form shall be placed in the medical file. An inmate shall be scheduled for the next periodic health examination.
2. An effort shall be made by the Medical Department to determine why an inmate does not report to medical as scheduled.

F. COVID-19 Precautions

Any inmate being released from SSCC whether on minimum expiration of sentence, parole or any other means shall be quarantined for fourteen (14) days before release to ensure the inmate has not contracted COVID-19. The Offender Information Services Department shall notify the Medical Department, Warden, Deputy Wardens, and Major of any pending release dates.

G. Monitoring and Evaluation

This policy shall be reviewed annually and updated as necessary.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020 ACA 5-ACI-6A-43 (M) CPP 13.1</p>	<p>USE OF PHARMACEUTICAL PRODUCTS</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

The administration of medicine is an important aspect in the delivery of medical care. The pharmacy service shall be organized and integrated with the total health care delivery system. The following procedures shall ensure the safety of any inmate, the security of the medicine, and enable high quality medical care to be delivered at the Southeast State Correctional Complex.

A. Prescription Practices

1. A prescription shall be:
 - a. Signed by a qualified health professional who shall be licensed and authorized to do so by the appropriate jurisdiction; and
 - b. Filled by a licensed pharmacy.
2. Medication prescribed by the primary care provider shall be in accordance with the Drug Formulary Manual, which is specifically developed for Kentucky correctional institutions.
 - a. If a prescribed medication is not listed in the Drug Formulary Manual, the prescribing provider shall be required to justify its usage by completing the Non-Formulary Drug Request Form in writing or electronically. The request shall be submitted to the Office of the Medical Director or designee for review as outlined in CPP 13.1.

Policy Number	Effective Date	Page
SSCC 13-03-01		2

b. In emergency situations requiring non-formulary medication use, the Central Office Medical Duty Officer may be contacted for verbal approval.

3. The long-term use of a major or minor tranquilizer and analgesic, which may be subject to abuse, shall be discouraged, unless clinically indicated.
4. A “Stop Order” time period shall be specified for all medication. A long-term medication order shall be rewritten by the institutional primary care provider as needed but shall be no longer than six (6) months. A re-evaluation of each prescription shall be performed by the responsible physician prior to its renewal. A transfer to another institution may be requested, if clinically indicated, as one (1) facet of a program therapy.
5. Nursing staff may administer medication from a protocol order listing signed by the institutional physician. Verbal authorization for a prescription shall be signed by the institutional physician upon his arrival at the institution. Only a licensed nurse shall accept a verbal prescription.

B. Dispensing of Medication

1. Dispensing of medication shall be in conformance with appropriate federal and state law.
2. Medication shall be distributed and administered in a timely manner by a qualified trained staff member according to the physician’s order.
3. The medication log shall be completed with the appropriate inmate’s name, medication name, and dosage. The date and time of administration shall also be listed for medication given on a regular schedule. Medication ordered by a physician to be taken only when necessary (PRN) shall not list the date and time of administration unless the doctor orders a scheduled PRN. This information shall be completed at the time the medication is given. PRN medication shall be closely checked to see if:
 - a. The inmate had his last dose and
 - b. If he is eligible for another dose according to the dosage ordered by the physician. PRN medication shall be prescribed to be taken as needed with a specified limit on the amount of medication which may be taken and how often the medication may be taken.
4. Before medication is given, the nursing staff shall ensure the:
 - a. Identity of the inmate.

Policy Number	Effective Date	Page
SSCC 13-03-01		3

- b. Medication is prescribed for that inmate.
 - c. Amount specified for dosage.
 - d. Correct time to administer the medication.
 - e. Correct method by which the inmate is prescribed to receive the medication. Examples shall be mouth, eye drops, or injection.
 - f. The Medication Administration Record (MAR) is completed at the time the medication is administered.
5. Following identification of the inmate, the staff member shall place the appropriate medication dosage in a medicine cup and then pass the medication to the inmate through the medication drawer.
 6. The inmate shall receive water from the water fountain beside the medication drawer. If the water fountain is inoperable, the staff member shall supply a disposable cup filled with water to the inmate along with the medication.
 7. Medication shall be taken in the presence of a correctional officer, who shall do a visual mouth check to ensure that the medication is swallowed.
 8. The nursing staff administering the medication to the inmate shall enter into the MAR the correct date and time that the medication was administered.
 9. The inmate shall report to pill call at the scheduled time to receive his medication. An inmate shall not change his medication time schedule. If a dose is missed, he shall wait until the next scheduled dose.
 10. Medication not taken at the appropriate time shall be documented according to the MAR response codes. This documentation shall be done after the pill call line is closed.

C. Psychotropic Drugs

If psychotropic medication or a drug requiring parental administration are clinically indicated, the proscribing provider shall:

1. Conduct a physical examination and an assessment of need prior to prescribing medication; and
2. Evaluate the inmate's response to the drug prior to renewal of the order.

Policy Number	Effective Date	Page
SSCC 13-03-01		4

D. Medication Refills

1. The medication nurse shall check the medication blister packs for medications needing to be restocked. Prescribed medication shall not be reordered without a new physician's order extending the medication past its original stop date. Medication to be refilled if the supply diminishes to the last week of doses on the blister pack shall be specifically ordered by the physician for an inmate with a chronic health problem like asthma, diabetes, hypertension, coronary disease, tuberculosis, ulcers, or epilepsy. Each refill order shall be faxed or called in to the contract pharmacy by the assigned nurse.
2. Delivery of the sealed container of medication from the contract pharmacy may be accepted by the officer at the Central Control. The officer shall then notify the nurse assigned to the shift, who shall pick up the medication container in Central Control as soon as possible and deliver it to the Medical Department. The nurse shall verify that each medication listed by the contract pharmacy on the "Delivery Sheet and Check List" is received and then the medication shall be placed in the proper drawer or container. The contract pharmacy shall be notified immediately of any discrepancy; a note shall also be placed on the checklist and the Health Service Administrator shall be notified.
3. If the contract pharmacy delivers a controlled substance in the sealed container, the receiving nurse shall:
 - a. Immediately verify the name, dosage and number received;
 - b. Notify the contract pharmacy and Health Service Administrator of any discrepancy and note the discrepancy on the checklist; and
 - c. Immediately fill out a "Controlled Substance Count Sheet": noting the date and time received, the inmate's name and identification number; the dosage and the number of tablets received, and sign with name and title.
4. Each doctor's order shall include:
 - a. The date and time of the order;
 - b. Name of the medication;
 - c. Treatment;
 - d. Dosage;

Policy Number	Effective Date	Page
SSCC 13-03-01		5

- e. Number of times to be given daily, if appropriate, time of day to be given;
 - f. Length of time to be given; and
 - g. Any necessary instruction for administration of the medication and treatment shall be included.
5. If a medication order does not contain all the necessary information, a clarification order shall be obtained.
6. The nurse who receives the order shall complete a MAR immediately. The MAR shall include:
- a. The inmate's name;
 - b. His identification number;
 - c. The name of the drug;
 - d. The dosage;
 - e. The number of times per day the medication shall be given;
 - f. Specific times of administration;
 - g. Start and stop dates;
 - h. Allergies; and
 - i. Any necessary instructions for administration of the medication and treatment.

Start date shall be entered on the MAR to indicate dates the drug is started and stopped.

E. Security, Storage and Inventory of Medication, Syringes, and Needles

- 1. Stock supplies of medication shall be kept locked in the institutional pharmacy. Medication in current use shall be placed on the counter nearest the pill call window, in an appropriate container. The medication blister packs shall be filed alphabetically. Medication which is received from the contract pharmacy for use after the current supply runs out shall be stored in a designated drawer in the institutional pharmacy until needed to

Policy Number	Effective Date	Page
SSCC 13-03-01		6

replenish the current supply. The medication blister pack shall also be filed in numerical order.

2. Medication requiring refrigeration shall be kept in the institutional pharmacy refrigerator. No other items shall be stored in the refrigerator. Any injection shall be given by a licensed nurse only, in an area designated for injections outside the institutional pharmacy.
3. All needles and syringes shall be stored in the secured storage room located in the institutional pharmacy. A small supply of needles and syringes in current use shall be stored in a container in a locked drawer in the institutional pharmacy. The use of any needle or syringe shall be documented on a daily basis and a count shall be completed after each use by the nurse using the needle and syringe. A count shall also be completed of all needles and syringes by the oncoming and outgoing nurse at the change of each shift. Each person shall sign the log page as being correct or incorrect.
4. Used needles and syringes shall be placed in puncture-proof, infectious waste container kept locked in the institutional pharmacy. The container shall be disposed of in an approved manner through contract with a biohazard waste company. Disposal shall be appropriately documented.
5. Missing or Mislabeled Tools, Equipment, or Medication

If any tools, equipment, or medication is found to be missing, the finding staff shall immediately:

- a. Secure the Medical Department areas and security offices, allowing no one to leave;
 - b. Notify Captain's Office and report the missing item;
 - c. Search all inmate areas of the Medical Department; and
 - d. Complete a written report with copies to the Captain's Office and Health Service Administrator with the description and inventory number of the tool or sharp.
6. Any controlled substance shall be closely monitored. The medication shall be counted and verified by the oncoming and outgoing nurse at the beginning of each shift. Any discrepancy shall be reported to the Shift Supervisor and a report completed. If a controlled substance is no longer required, the remaining medication shall be counted by the licensed nurse and the number compared with the signed medication sheet. The remainder

Policy Number	Effective Date	Page
SSCC 13-03-01		7

of the DEA controlled substance shall be returned according to DOC policy and procedure. This information shall also be reflected on the appropriate inventory.

7. In addition to the inventory listed in this policy, a monthly inventory shall be conducted by the Health Service Administrator or his designee on each needle, syringe, and controlled substance in stock.

F. Prescribed medication for an Inmate on Court Trip, Parole, Expiration of Sentence, or Transfer to another Institution

Medication administered to an inmate while temporarily or permanently away from the institution shall be specifically prescribed by the physician for that inmate. The Medical Department shall be notified of the inmate's departure from the institution. The appropriate shift nurse shall prepare the proper medication and forward it to the Control Center the day prior to departure from the institution. If notification is not received in time to allow for this procedure, the envelope may be given to the receiving officer.

1. Court Trips

- a. The first dose of medication shall be given to the inmate prior to his departure from the institution, if so scheduled.
- b. Medication necessary for a three (3) day supply shall be placed in a sealed envelope by the licensed nurse, with the inmate's name, identification number, name of the doctor, name and dosage of the medication, and direction for use listed on the front of the envelope.
- c. The Shift Supervisor shall ensure the Transporting officer has checked with Medical before the inmate leaves the institution.

2. Parole and Expiration of Sentence

- a. The first dose of medication shall be given to the inmate prior to his departure from the institution.
- b. Medication necessary for a three (3) day supply shall be placed in a sealed envelope by the licensed nurse, with the inmate's name, identification number, the name of the doctor, the name and dosage of the medication, and directions for use listed on the front of the envelope.

3. Transfer to Another Institution

- a. The first dose of medication shall be given to the inmate prior to his departure from the institution, if so scheduled

Policy Number	Effective Date	Page
SSCC 13-03-01		8

- b. The inmate's medication blister pack, containing a minimum of a three (3) day supply shall be placed in a sealed manila envelope by the licensed nurse with the inmate's name, identification number, and the inscription "Medication" on the front of the envelope. This shall be delivered along with the medical records to the Medical Department of the receiving institution, where medication administration shall be performed by qualified personnel.

G. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>29 CFR 1910.1000-1500 KRS 196.035, 197.020, 197.055; 438.250 ACA 5-ACI-6A-20 CPP 8.1 & 13.10 SSCC 08-01-01</p>	<p>MANAGEMENT OF SERIOUS AND INFECTIOUS DISEASES</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

The Southeast State Correctional Complex shall provide a healthy work and living environment for staff and inmates. This policy addresses management of serious and infectious disease.

A. Universal Precautions

Universal precautions shall be used when the possibility exists that an individual may come into contact with blood, any other bodily fluid, or any airborne pathogen. SSCC Policy and Procedure 08-01-01, the Southeast State Correctional Complex Exposure Control Plan, and the Department of Corrections Blood-borne Pathogens Exposure Control Plan shall be followed in the event of possible exposure to a blood-borne or airborne pathogen.

B. Diagnosis, Assessment, and Treatment

1. Tuberculosis and Syphilis

- a. Each new commitment to Corrections shall be screened for Tuberculosis and Syphilis by qualified medical staff prior to transfer. Any inmate with a positive test result shall automatically receive further testing to determine the level of true positiveness. Each test result shall be appropriately documented in the inmate medical record.
- b. Case recognition and continuity of care in each positive case shall be insured through the use of intra-system transfer screening

Policy Number	Effective Date	Page
SSCC 13-05-01		2

interview and through the record review by medical staff.

2. Hepatitis, HIV, and Any Other Serious Infectious Disease

- a. Laboratory test orders for hepatitis, HIV, and other serious infectious disease shall be based upon an inmate's medical history, current clinical sign, and any symptom.
- b. HIV testing shall consider high risk behavior as outlined in KRS 197.055(2) & (7).
- c. If the primary care provider determines the evidence presented falls within the coverage of the statute, he shall order the testing. If the inmate refuses to be tested and refuses a direct order for testing, all efforts shall be made to explain the disciplinary consequences of his action as well as the medical reason to perform the test.
- d. The Office of Legal Services shall be notified when an inmate refuses to comply with an order for testing.

C. Housing. See CPP 13.10

An inmate with a serious or infectious disease shall not be arbitrarily isolated.

D. Training. See CPP 13.10

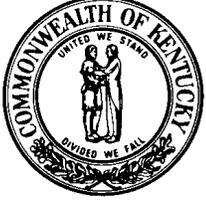
Information on control, treatment, and prevention shall be available in the Southeast State Correctional Complex and Department of Corrections Exposure Control Plan.

E. Confidentiality. See CPP 13.10

Staff shall be made aware of, and directed to use universal precautions on each individual. Medical staff shall inform and remind the staff to use universal precautions when assisting with the transporting of any medical patient.

F. Monitoring and Evaluation

This policy shall be reviewed annually and up dated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>42 USC 10801-10807 KRS 196.035, 197.020, 197.025, 61.878(1)(1) ACA 5-ACI-6A-28 (M), 5-ACI-6A-35 (M) CPP 13.2, 18.11 SSCC 13-04-01</p>	<p>MENTAL HEALTH SERVICES</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

Mental health services shall include various levels of treatment and each inmate shall be evaluated and referred to specialized treatment facilities based on need. An inmate may request mental health services or be referred by institutional staff.

A. Mental Health Staff

Mental health staff shall review and approve any mental health diagnosis, treatment plan, or referral plan of an inmate with mental health problems during the inmate's incarceration.

B. Mental Health Referrals

1. Medical staff shall evaluate the inmate and inmate record for any mental health problem during the initial assessment. Any problem detected during this assessment shall be referred to appropriate mental health staff.
2. An inmate may request the services of mental health staff by contacting his Classification and Treatment Officer or Medical Department staff.
3. All institutional staff may initiate a mental health referral on any inmate if the inmate's behavior warrants. All referrals shall be documented on the Mental Health Referral Form and forwarded to the Medical Department for scheduling.

C. Responsibilities of Multidisciplinary Mental Health Team

1. A Multidisciplinary Mental Health Team, for a specially referred inmate,

Policy Number	Effective Date	Page
SSCC 13-06-01		2

shall consist of a psychologist, psychiatrist, appropriate Deputy Warden, and the Health Service Administrator or primary care provider.

2. An evaluation on each special referral shall be completed as warranted or within fourteen (14) days of the date of the referral, and include at least the following:
 - a. A review of all mental health history and screening data;
 - b. Direct observation of behavior;
 - c. Provision for psychological and psychiatric testing if appropriate;
 - d. Development of a treatment plan with each referral to intra-system mental health facility or to non-correctional facility if needed.

D. Non-Emergency Mental Health Service

1. An inmate with a mental illness transferred to SSCC shall be asymptomatic and in compliance with all prescribed medication. If an inmate becomes non-compliant with medication or appears to be in need of mental health services, staff shall immediately contact the mental health staff, Medical Department or appropriate Deputy Warden.
2. If an inmate becomes non-compliant or appears to have a non-emergency mental illness, the mental health staff, or physician and appropriate Deputy Warden shall have a joint consultation to make decisions concerning appropriate housing within SSCC, counsel with the inmate on the importance of the medication, disciplinary proceeding, program assignment, or transfer to another facility.

E. Emergency Mental Health Services

1. The psychologist, psychiatrist, or the medical staff shall make a determination as to whether the mental health emergency is life-threatening, non-life threatening, or requires further evaluation.
2. In any life-threatening mental health situation, including a suicide attempt or threat of harm to another person, the inmate may be confined for his or others' protection until mental health staff may be contacted. The psychologist, psychiatrist, or in their absence, medical staff shall determine if the individual shall be placed on a suicide watch (constant observation) or a behavior watch (observation every fifteen (15) minutes). Only the psychologist or psychiatrist may take an inmate off watch.
3. Mental health staff in consultation with the Warden shall determine if a transfer to another facility is needed.

Policy Number	Effective Date	Page
SSCC 13-06-01		3

- a. Mental health staff shall recommend an emergency transfer to the Kentucky State Reformatory.
- b. Mental health staff shall contact the appropriate staff at the facility to inform them of the status of the inmate and the care needed.

F. Transfer to Non-Correctional Institutions

Refer to Corrections Policy and Procedure 18.11.

G. Release of Psychological and Psychiatric Reports

1. A psychological or psychiatric report may be released upon fulfilling the following conditions:
 - a. A written release from the inmate shall be obtained.
 - b. Release may be granted if it is determined that the release to the inmate of a requested psychological or psychiatric record does not violate KRS 197.025(1).
 - c. The determination of whether or not the release of the psychological or psychiatric record to the inmate constitutes a security threat shall be made jointly by the Warden, Deputy Wardens, and Psychological Services staff person.
 - d. Any denial of a request for records made under the Open Records Act shall conform to the requirements of CPP 6.1.
2. An inmate may request copies of his psychological or psychiatric reports by making a request in writing and completing the Cash Pay Order (CPO) (If applicable-Refer to SSCC 13-04-01, Section C. 1. and 2.)

H. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.035, 197.020; ACA 5-ACI-6A-35 (M), 5-ACI-6B-08 (M); CPP 13.2, 13.12, 13.13, 18.7	<p align="center">SUICIDE PREVENTION AND INTERVENTION PROGRAM</p>	
	SSCC 13-07-01	5
	November 3, 2021	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

A. Prevention

1. Basic Pre-Service Training

- a. The training shall be reviewed annually by the Division of Mental Health.
- b. The trainee shall become familiar with methods used by an inmate who attempts to commit suicide. Emphasis shall be placed on methods specific to incarcerated individuals.
- c. The training shall instruct the new employee on how to identify the warning signs and symptoms and some of the major symptoms of impending suicidal behavior and suicidal ideation.
- d. In addition, the trainee shall become familiar with other danger signals that place a suicide-prone inmate in a higher-risk group including previous suicide attempts, a specific plan of action by inmate, suicide note.
- e. Each correctional employee shall become familiar with appropriate actions he may take if faced with a suicidal or depressed inmate.
- f. A discussion of the contagious effect of an inmate suicide shall be presented to the new trainee.
- g. Each new employee shall be familiarized with procedures he may use to help an at-risk inmate, including:

Policy Number	Effective Date	Page
SSCC 13-07-01		2

- (1) Communication between correctional staff, supervisors, and treatment and health care staff;
 - (2) Documenting observations, and referral procedures; and
 - (3) Listening to and remaining supportive of the inmate in an objective manner.
- h. The trainee shall be advised about methods of intervening with a suicide-prone inmate in an emergency situation.
 - i. The employee shall be advised on the behavior of the inmate who may be considered for special housing to enable observation and include suicide watch level procedures.
 - j. The inmate shall have follow-up monitoring if making a suicide attempt.
2. In-Service Training
- a. Additional training may be offered in conjunction with crisis intervention training during annual in-service training provided by the Division of Corrections Training.
 - b. Correctional and other personnel shall be trained to respond to health-related situations within a four-minute response time.
 - c. The training program shall be established by the responsible health authority in cooperation with the Warden and shall include:
 - (1) Recognition of signs and symptoms, and knowledge of action required in potential emergency situations;
 - (2) Administration of first aid and cardiopulmonary resuscitation (CPR);
 - (3) Methods of obtaining assistance;
 - (4) Signs and symptoms of mental illness, intellectually or developmentally disabled, and chemical dependency; and
 - (5) Procedures for patient transfers to appropriate medical facilities or health care providers.

Policy Number	Effective Date	Page
SSCC 13-07-01		3

B. Intervention

Screening, Identification, and Supervision of High-risk Inmate

1. Initial Assessment

- a. The Classification and Treatment Officer or health services staff member may refer an incoming inmate with a psychiatric or suicidal history to the mental health professional for review. Staff shall refer an incoming inmate to the mental health professional if the inmate appears to be experiencing mental health issues.
- b. An inmate considered high-risk by the mental health professional shall be housed in the Restrictive Housing Unit and, if necessary, referred to the transfer coordinator to be reviewed for transfer to another institution that provides psychiatric care.

2. General Population and Restrictive Housing Unit

An inmate with a demonstrable suicidal ideation who is housed in the general population or Restrictive Housing Unit shall be reported by staff members to health services staff or the mental health professional.

3. Psychological Emergencies Involving a Suicidal Inmate

- a. A staff member may request a psychological assessment of an inmate whose behavior appears suicidal.
- b. An inmate exhibiting suicide-prone behavior shall be placed in Administrative Detention under continual observation by at least one (1) trained staff member or inmate observer.
 - (1) The designated cells equipped with observation windows shall be used.
 - (2) The cell shall be stripped of any items deemed useful to a suicide attempt, including belts and shoestrings. The inmate shall be placed in a safety smock.
 - (3) The watch shall be on a continual basis until an assessment is completed by the mental health professional. Log entries denoting the inmate's behavior shall be completed every ten (10) minutes for the duration of the period of observation.
 - (4) Inmates wishing to be trained and work as inmate observers shall be considered on an individual basis and shall require approval from the mental health, medical, and administrative

Policy Number	Effective Date	Page
SSCC 13-07-01		4

staff. The assignment shall be posted as required. An inmate shall not be considered for selection without a completed, signed work assignment.

- i. Criteria that may be used in the selection process include: disciplinary history, nature of crime, mental and medical health status, educational achievement, interaction skills, and other criteria as deemed appropriate by mental health, medical, and administrative staff.
 - ii. Selected inmate observers shall complete a training program.
 - iii. The training program shall include the following topics: confidentiality and privacy considerations, signs and symptoms of mental illness and self-injurious behavior, how to contact staff during any shift, appropriate recording of behavior, and appropriate interaction with the inmate being observed. Additional training may be offered or required for inmate observers.
 - iv. 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.
 - v. An inmate observer may be removed from his position as an inmate observer, upon the recommendation of any two (2) staff members. Removal may be a result of: inattentiveness, failure to notify staff in an emergency situation, failure to observe the inmate as required, violations of the methods in the areas of training, problems with the observer's work performance, or loss of work assignment approval status.
- c. A psychological assessment shall be performed as soon as possible. If on-site assessment is not possible within a reasonable amount of time, a transfer to the Corrections Psychiatric Treatment Unit (CPTU) at the Kentucky State Reformatory may be made.

Policy Number	Effective Date	Page
SSCC 13-07-01		5

4. A debriefing of critical incidents shall be completed that covers the management of suicidal incidents, suicide watch, and death of an offender or staff member.

C. Signs and Symptoms of Potential Suicide Cases

Staff shall take appropriate actions if faced with a suicide-prone inmate. Signs and symptoms that may identify an at-risk inmate include:

1. Loss of interest in activities or relationships the inmate had previously engaged in, such as serious reduction in recreation, exercise activities, or visit refusal;
2. Extreme anxiety or exaggerated levels of fear or panic in the absence of any real or present danger;
3. Extreme depression, withdrawal, neglect of hygiene or appearance, slow down, refusal to eat or leave the cell for long periods of time, periods of uncontrollable crying, giving personal property to other inmates;
4. Exaggerated mood swings, from elation, anger, or over activity to depression or under activity or a combination or alternation of these;
5. Active discussion of suicide plans;
6. Past history of suicide attempts or suicides of immediate family members; or;
7. History of psychiatric hospitalizations or treatment.

D. Documentation

Staff shall document the behavior of the suicide-prone inmate appropriately (Officer's Daily Log, Information Report, Disciplinary Report, Medical Record, Extraordinary Occurrence Report).

E. Policy Review

This policy shall be reviewed annually and revised as necessary.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.035, 197.020	EYE CARE	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

A licensed, qualified medical professional shall direct, supervise, and administer necessary routine and emergency eye care.

A. Eye Care

1. A licensed optometrist shall be available in the institution periodically to provide routine and emergency eye care service.
2. An examination shall be made by appointment and shall be arranged through Sick Call by the medical staff.
3. Any inmate transferred to SSCC shall have an initial review by medical staff.
 - a. The initial review shall include a review of past eye problems noted in the medical file and any eye complaint received during the initial consultation.
 - b. Any inmate with an eye complaint or a history of an eye problem who has not been examined during the past year shall be scheduled for an eye examination.
4. The optometrist shall prescribe glasses or refer to an outside specialist in eye care if necessary.
5. If glasses are needed, the state shall provide the glasses through a contract laboratory.

Policy Number	Effective Date	Page
SSCC 13-08-01		2

B. Emergency Eye Care

An emergency occurring in the absence of the optometrist shall be handled by on site medical staff.

1. The medical staff shall make an initial assessment of the case and notify the optometrist.
2. The optometrist shall either:
 - a. Respond to the institution;
 - b. Prescribe treatment to be carried out by on duty medical staff; or
 - c. Request the inmate to be transported outside the institution for treatment.
3. If the optometrist is not available, the primary care provider shall be notified by medical staff and the provider shall order the necessary treatment.
4. If the optometrist and primary care provider are not available, the medical staff shall request the inmate be transported outside the institution for treatment.

C. Corrective Lenses

1. An inmate shall not possess or purchase contact lens unless medically authorized. An inmate entering Southeast State Correctional Complex with contact lens that are medically authorized shall be responsible for his own personal cleaning agent and supply.
2. Any inmate receiving a prescription for glasses shall mail his contact lens out of the institution at his expense.
3. The optometrist shall examine the eyes, determine the prescription necessary, and inform the inmate of the prescription.
4. Corrective lens provided by the state shall not have tinted lens unless specifically prescribed by the optometrist.
5. A maximum of two (2) complete pairs of prescriptive glasses may be issued within a two (2) year period for the same prescription. This shall consist of two (2) frames or two (2) sets of lenses and shall be dependent upon the nature of breakage or loss of prescription.

Policy Number	Effective Date	Page
SSCC 13-08-01		3

D. Monitoring and Evaluation

This policy shall be reviewed and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020 ACA 5-ACI-6A-19, 5-ACI-6A-40 CPP 13.2, 13.9</p>	<p>DENTAL CARE</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURE:

Licensed, qualified health care professionals shall direct, supervise, and administer necessary routine and emergency dental care.

A. Dental Care

1. A licensed dentist shall be available periodically in the institution to provide any routine and emergency dental service.
2. An examination shall be made by appointment only and shall be arranged through Sick Call by the medical staff.
3. Any inmate transferred to this institution shall have an initial review by medical staff. This initial review shall include a review of any past dental problem noted in the medical file and any dental complaint received during the initial consultation. If deemed necessary, an inmate shall be scheduled for a dental examination within three (3) months.
4. Dental staff shall:
 - a. Take an x-ray if necessary;
 - b. Instruct on dental hygiene;
 - c. Chart identifiable oral health condition and specify treatment; or
 - d. Refer to outside specialist in dentistry if necessary.

Policy Number	Effective Date	Page
SSCC 13-09-01		2

B. Emergency Dental Care

1. Medical staff shall identify emergency dental care as:
 - a. Severe pain not relieved by routine treatment or medication.
 - b. Trauma to teeth or bones (jaws).
 - c. A post dental procedure complication.
2. Each dental emergency shall be handled by the dentist on the scheduled clinic day. Any emergency occurring in the absence of the dentist shall be handled by on-site medical staff.
 - a. Medical staff shall make an initial assessment of the case and notify the dentist.
 - b. The dentist shall:
 - (1) Respond to the institution;
 - (2) Prescribe treatment to be carried out by on duty medical staff; or
 - (3) Request the inmate be transported outside the institution for treatment.
 - c. If the dentist is not available, the institutional primary care provider shall be notified by medical staff and he shall order the necessary treatment.
 - d. If both the dentist and physician are not available the medical staff shall request the inmate be transported outside the institution for treatment.

C. Dentures - Partial or Full

1. Dentures shall be provided at state expense only if necessary to address a serious medical need.
2. An inmate may purchase dentures from an outside laboratory. An inmate shall not be allowed to place an order for dentures when he has less than six (6) months to his expiration of sentence or parole date.
3. The dentist shall determine the type of denture needed and inform the inmate of the cost provided on a list from the laboratory.

Policy Number	Effective Date	Page
SSCC 13-09-01		3

4. The inmate shall have the money on his account and sign an inmate money transfer authorization form for the cost prior to the dental impression being made.
 - a. This form shall be forwarded to Inmate Accounts who shall restrict only the amount authorized for the dentures.
 - b. If the money is not available, Inmate Accounts shall inform the Medical Department and return the money transfer authorization form to the inmate.
5. On receipt of the dentures, the dentist shall insure proper fit.
6. If the inmate is transferred, the dentures shall be forwarded to the appropriate facility.

D. Monitoring and Evaluation

This policy shall be reviewed and updated annually by the Health Services Administrator.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.035, 197.020 CPP 13.1	<p align="center">INMATE SELF-ADMINISTRATION OF MEDICATION</p>	
	SSCC 13-12-01	2
	November 3, 2021	

I. DEFINITIONS

None

II. POLICY AND PROCEDURE:

Southeast State Correctional Complex shall have a program which promotes safe and responsible self-administration of prescribed medication for specific inmates in the inmate population.

A. Self-Administration of Medication

1. Medication given to an inmate in greater than single dose quantities for self-administration shall be oral medication for a chronic condition (heart, respiratory, blood pressure, and diabetes) and for a short term illness, like antibiotics. A tranquilizer, scheduled drug, mood altering drug, or a drug that produces mood altering side effects shall not be dispensed under this program.
2. A general population inmate who has documented compliance with the current medication schedule may be selected by medical staff to participate in this program. An inmate in restrictive housing shall not be eligible.
3. Medical staff shall determine if an inmate is eligible for the self-administration program based on the criteria in Section A and review an eligible inmate's medication administration records for medication compliance. Nursing staff shall interview a selected inmate at a time scheduled by nursing staff. The inmate shall sign an agreement to comply with program requirements. An orientation shall be provided by the Medical Department for an inmate accepted into the program and shall include the following:

Policy Number	Effective Date	Page
SSCC 13-12-01		2

- a. All medication, except nitroglycerin and inhalers, shall be stored in the dorm under lock and key. Medication shall not be used to treat another inmate or to share on request.
- b. When the blister pack is empty, it shall be returned to the pill call window at any Pill Call. Self-administration medication may be picked up at the scheduled time posted in the pill call window.
- c. Prior to leaving the institution for a trip to court, a planned hospital stay, a transfer to another institution, or serve out, all medication shall be turned in to the Medical Department. The dorm officer shall be notified by medical staff to arrange for the self-administration medication to be returned to medical.
- d. The individual issuing the medication package shall note on the inmate's Medication Administration Record the date and amount given under the appropriate space. Staff's initials shall be noted with the above information.
- e. Each prescription expiration date shall be reviewed regularly and a notation made if the medication package or blister pack is returned. If the package is not returned two (2) days after the expiration date on the prescription, the inmate shall be called to report with the pack. Failure to follow program directions shall be taken as non-compliance.
- f. Medical staff shall review, on a quarterly basis, each inmate participating in the Self-Administration Medication Program. A group meeting of all the inmates in this program may be implemented.
- g. Not more than a one (1) month supply of medication shall be dispensed to an inmate. All medication shall be sealed in a blister pack and shall be labeled in accordance with pharmacy regulation.

B. Failure to Comply

Any inmate who agrees to participate then fails to comply with the requirements of the program shall not be allowed to participate during the balance of his assigned time at this institution.

C. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.035, 197.020	<p align="center">HEALTH EDUCATION PROGRAM AND DETOXIFICATION</p>	
	SSCC 13-13-01	3
	November 3, 2021	

I. DEFINITIONS

None

II. POLICY AND PROCEDURE:

The Southeast State Correctional Complex (SSCC) shall provide a comprehensive health education program for any inmate housed therein and shall provide health service for detoxification.

A. Health Education

1. The SSCC health education program shall include the following areas:

- a. Personal hygiene, nutrition and physical fitness;
- b. Venereal disease, tuberculosis, and other communicable disease;
- c. Hepatitis B;
- d. Human Immune Virus;
- e. Dental hygiene;
- f. Substance abuse;
- g. Dangers of self-medication;
- h. Chronic disease;
- i. COVID-19 pandemic; and
- j. Any other area deemed appropriate.

Policy Number	Effective Date	Page
SSCC 13-13-01		2

2. The SSCC Health Education Program shall also provide information regarding:

- a. General medical service and
- b. Sick-call sign-up procedure.

B. Chemical Dependency and Detoxification

1. Suspected substance abuse or suspected chemical dependency:

a. A staff member who observes an inmate whose appearance or actions raise suspicion of substance abuse shall consider the inmate potentially overdosed.

(1) The inmate shall be escorted or transported to the Medical Department by security staff.

(2) An information report shall be completed with a copy given to the Medical Department.

b. Medical staff shall:

(1) Conduct a physical assessment.

(2) Determine if the inmate needs to be kept in the Medical Department or placed in the Restrictive Housing Unit.

(3) In any case where symptomatology and evidence show potential toxicity, immediately notify the physician and Warden or designee.

(4) Monitor the collection of the appropriate urine or blood:

(a) If a specific drug or chemical is suspected, urine and blood samples may be obtained.

(b) If alcohol only is suspected or evidenced, urine or blood samples may be obtained.

(c) All samples shall be collected and processed in accordance with SSCC 09-02-01.

(d) The Medical Department shall arrange for any follow-up lab work ordered by the physician.

Policy Number	Effective Date	Page
SSCC 13-13-01		3

2. Detoxification

Clinical management of a chemically dependent inmate shall include the following:

- a. Detoxification shall only be initiated after diagnosis of chemical dependency by the Medical Department
- b. The Medical Department shall determine whether an individual requires non-pharmacological or pharmacological supported care.
- c. This detoxification regimen may take place by order of the primary care provider or local receiving hospital and shall use in-house and outside resources as necessary.
- d. An individualized treatment plan shall be developed and implemented by a multi-disciplinary team made up of medical and psychological or psychiatric personnel.
- e. A referral may be made to a specified community resource by the Medical Department, upon release, when appropriate.

C. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.035, 197.020	COVID-19 PRECAUTIONS	

I. DEFINITIONS

None

II. POLICY AND PROCEDURE:

The Southeast State Correctional Complex (SSCC) shall take precautions to protect against the spread of COVID-19.

A. Temperature Checks and Screening

Verbal screening and temperature checks shall be conducted for inmates, staff, or individuals entering SSCC, inmates who are transferred to or from another facility or released from custody.

1. Temperature Checks

- a. Anyone entering SSCC shall be screened for fever. A temperature reading of 100.4 shall not enter the institution.
- b. The staff conducting temperature checks shall:
 - (1) Perform hand hygiene.
 - (2) Put on a face mask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), gown or coveralls, and a single pair of disposable gloves.
 - (3) Check the individual's temperature.
 - (4) If performing a temperature check on multiple individuals, ensure that a clean pair of gloves is used for each individual and that the thermometer has been thoroughly cleaned in between each check. If disposable or non-contact

Policy Number	Effective Date	Page
SSCC 13-14-01		2

thermometers are used and the screener did not have physical contact with an individual, gloves do not need to be changed before the next check. If non-contact thermometers are used, they shall be cleaned routinely.

(5) Remove and discard personal protective equipment.

(6) Perform hand hygiene.

2. Screening Questions

Screening questions shall be asked. If the answers to any of the screening questions are affirmative, the individual shall not be allowed to enter the institution and may be subject to isolation. The screening questions shall include:

- a. Today or in the past twenty-four (24) hours, have you had any of the following symptoms? Fever, felt feverish, or had chills? Cough? Difficulty breathing?
- b. In the past fourteen (14) days, have you had contact with a person known to be infected with the novel coronavirus (COVID-19)?

B. Inmate Intake

All new inmate intakes shall be quarantined for fourteen (14) days before they enter into the institution's general population.

1. Each group of new intakes shall be quarantined separately, if possible.
2. IF separate quarantine is not possible, all the inmates quarantined together shall remain in quarantine until fourteen (14) days after the last individual joined the quarantine group.

C. Release

1. A screening for COVID-19 symptoms and a temperature check shall be conducted for an inmate to be released from the institution.
2. Inmates shall be quarantined 14 days before Parole Eligibility Date (PED) and/or Minimum / Maximum Expiration Release Date.
3. If an inmate does not clear the screening process, precautions for a suspected COVID-19 case shall be followed:
 - a. A face mask shall be placed on the inmate.

Policy Number	Effective Date	Page
SSCC 13-14-01		3

- b. The inmate shall be immediately placed under medical isolation.
 - c. Evaluate for possible COVID-19 testing.
4. If the inmate is released before the recommended medical isolation period is complete, discuss release of the inmate with the state and local health departments to ensure safe medical transport and continued shelter and medical care as part of the inmate's release planning. Staff shall make contact with community resources to ensure proper medical isolation and access to medical care.
 5. Prior to the release of an inmate with COVID-19 symptoms to a community-based facility, contact the facility's staff to ensure adequate time for them to prepare to continue medical isolation, or contact local public health officials to explore alternative housing options.

D. Medical Isolation

Medical isolation refers to confining a confirmed or suspected COVID-19 case (ideally to a single cell with solid walls and a solid door that closes), to prevent contact with others and to reduce the risk of transmission. Medical isolation ends when the individual meets pre-established clinical or testing criteria for release from isolation, in consultation with clinical providers and public health officials. Medical isolation shall not be punitive for behavioral infractions.

1. Medical isolation of confirmed or suspected COVID-19 cases
 - a. All individuals with confirmed or suspected COVID-19 shall wear masks when outside of the isolation space and shall be worn whenever another individual enters the isolation space.
 - b. Medical isolation shall be in an individual space, if possible. If not possible, only confirmed COVID-19 cases shall be placed into medical isolation together. Suspected cases shall not be placed in medical isolation with individuals with confirmed cases.
 - c. Movement out of medical isolation shall be restricted to a minimum. Medical care shall be provided inside the medical isolation space, if possible. Meals shall be served inside the medical isolation space. Individuals shall be excluded from all group activities. Medically isolated individuals shall be assigned to a dedicated bathroom if possible.
2. Medical isolation may be lifted under the following circumstances:
 - a. If tests are available to determine the individual is no longer contagious:

Policy Number	Effective Date	Page
SSCC 13-14-01		4

- (1) The individual has been free from fever for at least seventy-two (72) hours without the use of fever-reducing medications;
- (2) The individual's other symptoms have improved (e.g., cough, shortness of breath); and
- (3) The individual has tested negative in at least two consecutive respiratory specimens collected at least twenty-four (24) hours apart.

b. If tests are not available to determine the individual is no longer contagious:

- (1) The individual has been free from fever for at least seventy-two (72) hours without the use of fever-reducing medications;
- (2) The individual's other symptoms have improved (e.g., cough, shortness of breath); and
- (3) At least seven (7) days have passed since the first symptoms appeared.

c. If an individual tested positive, but never showed symptoms:

- (1) At least seven (7) days have passed since the date of the individual's first positive COVID-19 test and
- (2) The individual has had no subsequent illness.

E. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020; ACA 5-ACI-3D-03; CPP 14.4, 16.2; SSCC 16-02-02</p>	<p>LEGAL SERVICES PROGRAM</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

Each inmate shall be afforded access to the courts, legal representatives, and other resources adequate to enable the inmate to pursue necessary legal activity at the Southeast State Correctional Complex (SSCC).

A. Responsibility

The Warden shall designate a staff member who shall oversee the Legal Services Program.

B. Access to Law Library and Legal Office Facilities

1. The Law Library and Legal Office shall be open according to the posted Library Schedule. The schedule shall be posted at the Library and in each living unit.
2. The Law Library shall be equipped with legal research computers, research tables, chairs, and other essential materials to pursue necessary legal activities.
3. An assigned certified Legal Aide shall be available in the Legal Office, at posted times, to assist an inmate with his legal matter.
 - a. Each SSCC Legal Aide shall be provided with office supplies and access to typewriters.
 - b. Each Legal Aide shall properly handle and care for all office equipment assigned to him. Except for maintenance and repair, a typewriter shall not be removed from the Legal Office.

Policy Number	Effective Date	Page
SSCC 14-02-01		2

c. Each Legal Aide shall have access to the legal research computers.

C. Access to the Department of Public Advocacy

1. An inmate may request service from the Department of Public Advocacy (DPA) by the completion of a DPA questionnaire located in the Legal Office. This form shall be forwarded to the DPA via institutional mail.
2. A DPA representative shall be sent the DPA questionnaires at least bi-monthly.
3. A representative from the DPA's Office may schedule an appointment based upon the questionnaire. An inmate not scheduled for an appointment may receive a letter in the institutional mail answering his question or explaining why he did not receive an appointment.

D. Photocopy Services

1. Photocopy services shall be available in the Legal Office at inmate expense according to the posted Library schedule. The schedule and cost shall be posted in each living area.
2. Limited Photocopies in the Legal Office
 - a. An indigent inmate shall be entitled to two (2) copies of court "legal pleadings" at no cost. An indigent inmate shall not be allowed to have free copies made of case law.
 - b. An inmate may make copies of cases from the legal research computers. The copy shall be made at the inmate's expense.
 - c. Copies other than those allowed in this section shall not be made in the Legal Office.

E. Indigent Legal Access and Postage

1. Upon request, an indigent inmate may receive reasonable amounts of legal supplies, postage, and copies of legal pleadings upon signing a cash pay order (CPO) even if the inmate's account is inadequate to pay the expense. Depending upon the circumstance, designated staff (Unit Administrator II or designee, Classification and Treatment Officer, Librarian, or Mailroom staff) shall verify a court order, court rule, court deadlines, and indigent status. Upon verification, the staff shall fulfill the request.
2. An inmate shall be required to request and qualify for indigent status as outlined in CPP 16.2 and SSCC 16-02-02.

Policy Number	Effective Date	Page
SSCC 14-02-01		3

- a. Legal supplies shall be available in the Legal Office.
- b. Postage shall be available upon request to Legal Office staff.
- c. Copying services shall be available at the Legal Office.
- d. Writing supplies shall be available upon request to Legal Office staff or Unit staff.

F. Video and Audio Trial Transcripts

1. A video or audio trial transcript shall only be accepted from the court or attorney. The recording shall be subject to authenticity by calling the court or the attorney to verify the sender of the recording.
2. A video transcript or an audio recording shall not be issued to the inmate. It shall be maintained in a secured storage area in the Legal Office until needed by the inmate.
 - a. A video viewing session shall be scheduled in advance to ensure the availability of the necessary equipment.
 - b. The inmate may review his video or audio recording trial transcript in the Legal Office. When finished or at the end of the time allowed for viewing, the recording shall be returned to the issuing staff for placement back in storage.
 - c. A log shall be maintained of all video and audio trial transcripts, which shall include the name and number of the inmate, time and date of check out, title or date of the tape, and time of return. The Unit Administrator I or his designee shall maintain the log.
 - d. An inmate transferred from another institution shall be required to store his videotape or audio recording in the Legal Office. Upon transfer of an inmate, the tape shall be submitted to the Property Room and forwarded to the receiving institution. This information shall also be recorded on the log.
 - e. The inmate shall notify staff that he has property in the Legal Office if being transferred.

G. Non-Legal Aide Assistance

An inmate, not assigned as a legal aide, may possess another inmate's legal materials while assisting the other inmate with his case if the following applies:

Policy Number	Effective Date	Page
SSCC 14-02-01		4

1. The assisting inmate does not violate the two (2) cubic feet rule;
2. The assisting inmate has registered as assisting at the Legal Office. Both the name and number of the inmate assisting and the name and number of the inmate he is assisting shall be entered in the log. Each entry shall be reviewed every thirty (30) days to determine the status of assistance; and
3. The assisting inmate is housed in General Population at this institution.

H. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020, 520.050, 520.060; ACA 5-ACI-4A-21, 5-ACI-3D-02, 5-ACI-7D-14, 5-ACI-7D-15, 5-ACI-7D-16, 5-ACI-7D-17, 5-ACI-7D-21, 5-ACI-7D-22; CPP 9.6, 15.2, 16.1</p>	<p>INMATE VISITATION</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

Inmates and visitors shall follow the following procedure for visits.

A. Visiting Hours

1. A visit may be allowed on weekends from 8:30 a.m. until 2:30 p.m.
2. Each inmate may be allowed the opportunity to visit a minimum of eight (8) hours per month.
3. A visitor shall not be allowed entry after 11:30 a.m. Approval shall be obtained from the Shift Supervisor or Duty Officer for any exception to this. Approval may be waived if extenuating circumstances prevented the visitor from arriving before 11:30 a.m.
4. A visit may be terminated due to an emergency situation as determined by the Shift Supervisor or Duty Officer.

B. Type of Visits

1. An inmate, regardless of status, shall be eligible to receive a visit.
2. The type of visit, non-contact or contact shall depend upon the status of the inmate.
 - a. An inmate housed in administrative or disciplinary segregation status shall receive scheduled non-contact visits only.

Policy Number	Effective Date	Page
SSCC 16-01-01		2

- b. An inmate may be issued a non-contact visit as a penalty received from a disciplinary report, or as ordered by the Warden or designee for security reasons, or in accordance with CPP 16.1.
- c. Any other inmate shall be eligible to receive contact visits in the visiting area.

C. Length of Regular Visits

- 1. SSCC shall be committed to a positive visiting program and shall attempt to allow the maximum number of visits possible within sound operational security practices.
- 2. The length of each visit shall depend upon space available. If the visiting area reaches capacity and a visitor is waiting for available space to visit an inmate, the visitor who arrived first shall leave prior to the end of regular visiting hours to allow all inmates an opportunity to visit.
 - a. A visitor who has traveled more than 150 miles shall be given special consideration prior to visit termination. The distance traveled shall be proven to the Visitation or Shift Supervisor by a driver's license or license tag. It shall be the visitor's responsibility to request special consideration.
 - b. An additional exception may be made as outlined in CPP 16.1 or as determined by the Shift Supervisor or Duty Officer.

D. Number of Visitors

- 1. Each visitor shall be pre-approved on the inmate's visitation list as specified in CPP 16.1. An exception may be approved by the Shift Supervisor, Duty Officer, Deputy Warden, or Warden.
- 2. Each inmate shall be allowed a maximum of three (3) adult visitors and their minor children at each visit.
- 3. An inmate shall receive no more than one (1) registered visit daily.

E. Non-Contact Visiting

- 1. An inmate assigned non-contact visiting may receive visits on weekends in the non-contact visitation area during regular visiting hours.
- 2. A non-contact visit shall be scheduled by prior written appointment only, and at least seven (7) days in advance of the visit. The appropriate Deputy Warden shall schedule any non-contact visit.

Policy Number	Effective Date	Page
SSCC 16-01-01		3

3. An inmate shall be allowed one (1) non-contact visit per calendar week. The week shall begin on Sunday and end on Saturday.
4. A non-contact visit shall be two (2) hours in duration and shall be limited to two (2) adult visitors and their minor children at each visit.
5. An inmate assigned to non-contact status shall visit in the clothing required for his assigned status.
6. An inmate being escorted from the Restrictive Housing Unit (RHU) to the Visitation Room for non-contact visits shall be placed in handcuffs and leg shackles. The inmate shall be handcuffed in the front and the leg shackles shall remain on during the visit.
7. An inmate assigned to non-contact status shall notify his family and friends of the institutional rules governing the visit.
8. An inmate on non-contact status shall be strip-searched prior to leaving visitation.

F. Meritorious Visitation

Refer to SSCC 18-02-02.

G. Registration for Visits

1. A visitor shall enter and exit at the Entry Station.
2. A visitor shall report directly to the Central Control Officer for processing.
3. Upon arrival at the reception point, each visitor shall register with the Officer and provide the information required by CPP 16.1.
4. Any false information given by a visitor to gain entry shall be cause for the visit to be refused or terminated. The Shift Supervisor shall make the final decision.
5. A visitor shall empty his pockets and submit any item to the officer to be searched.
6. An adult visitor shall be allowed to bring a maximum of \$40.00 in one (1)-dollar bills or coins for the purchase of food and soft drinks from vending machines.
7. Each visitor shall leave any unauthorized item in his locked vehicle. A visitor shall bring no more than one (1) set of vehicle keys, which belong to the vehicle driven, into the visiting area. Any other key shall be left in a secure area in the locked vehicle.

Policy Number	Effective Date	Page
SSCC 16-01-01		4

8. Adult visitors shall have on their person a valid driver's license or other form of identification.
9. A visitor with an infant may bring three (3) diapers, two (2) clear plastic bottles, powdered formula in a clear container, one (1) pacifier, one (1) blanket, two (2) plastic jars or bottles of baby food, one (1) plastic spoon and a reasonable amount of baby wipes in a clear bag.
10. A visitor shall proceed through the metal detector. Staff shall also use the x-ray machine if necessary. If the metal detector is activated, the visitor shall remove any metal object and go through the metal detector again until the metal detector is not activated. The officer may choose to use a hand held metal detector.
11. Each visitor shall be frisk searched and required to remove his shoes for inspection.
12. A visitor shall be stamped on the hand for clearance prior to entering the visiting area.
13. The Visitation Supervisor shall notify the Central Control of the number of visitors being allowed entry. The Central Control shall allow visitors access through the doors to the holding area in visiting.
14. Upon entrance to the holding area, the visitor shall be processed into Visitation by Visiting Room staff.
 - a. The visiting staff shall notify the Dorm Officer that an inmate has a visitor.
 - b. The inmate, once notified, shall have fifteen minutes to report to the visiting room, unless there is an extenuating circumstance.
 - c. If the inmate has not responded in fifteen minutes from the time notified, the visitor shall be informed by the Visiting Supervisor that the inmate did not report for the visit; and the visitor shall be refused to visit.
15. A visitor may exit prior to 2:00 p.m., but shall not return that day.
16. A copy of the visiting policy shall be made available to a visitor, at the Security Reception Post, upon request.

H. Special Visits

1. Refer to CPP 16.1 for special visits. In addition, the following shall apply:
 - a. Attorney visits shall be allowed during regular visiting hours. Any attorney who requires other special arrangements shall receive prior

Policy Number	Effective Date	Page
SSCC 16-01-01		5

approval from the Warden or his designee twenty-four (24) hours in advance.

- b. The normal registration procedure shall be used.
 - c. Papers or other items shall not be allowed unless approved by the Shift Supervisor, Deputy Warden, or Warden.
 - d. The inmate shall be allowed to sign legal documents; however, any exchange of documents shall be done through the mail.
2. A special visit to an inmate admitted to an outside hospital shall require prior approval of the Warden or his designee and shall be subject to the hospital's visiting rules and SSCC and Departmental search policies.

I. Prohibited Visitors

Refer to CPP 16.1 for visitors excluded from visiting. In addition, a visitor may be excluded in the following circumstances:

- 1. The visitor is detrimental to the inmate's rehabilitation;
- 2. The visitor is improperly dressed - See Section J;
- 3. The visitor uses profanity or becomes disruptive at any time;
- 4. The visitor is presently restricted from visiting any institution within the Department of Corrections. A record of prohibited visitors shall be maintained at SSCC;
- 5. The visitor is a former staff member, unless approved by the Warden or designee; and
- 6. Any person may be prohibited from visiting as determined by the Shift Supervisor or Duty Officer.
 - a. A visitor prohibited from visiting shall submit a written request to the Warden or his designee, to seek approval for visiting to resume.
 - b. A visitor prohibited as a result of being a convicted felon shall include in the written request his full legal name, social security number, race, and date of birth.

J. Visitor Dress Code Standards

- 1. A visitor shall not dress in a lewd or sexually suggestive manner. See-through clothing shall not be worn. Clothing shall cover the midriff and

Policy Number	Effective Date	Page
SSCC 16-01-01		6

bosom or chest. Tank tops, cut-off shorts, halter-tops, leggings, spandex pants and stirrup pants shall not be worn.

2. A visitor shall wear closed toe and closed heel shoes. Sandals shall not be worn.
3. A male visitor shall wear underwear and a shirt with sleeves. A male visitor shall wear pants or shorts that are mid-thigh or longer.
4. A female visitor shall wear a bra and underwear. A dress or skirt shall not have a split higher than two (2) inches above the knee. A wrap around skirt shall not be worn. A female visitor shall wear one of the following clothing combinations:
 - a. A shirt with sleeves and pants or shorts that are mid-thigh or longer.
 - b. A dress with sleeves. The dress shall not be shorter than two (2) inches above the knee.
 - c. A shirt with sleeves and a skirt. The skirt shall not be shorter than two (2) inches above the knee.
5. A visitor shall not wear clothing, hat, or emblem, which may be considered inflammatory, obscene, or gang related.
6. A visitor shall not wear any jewelry except a wedding ring and a watch. A visitor with more jewelry shall return the jewelry to his locked vehicle.
7. A visitor shall hang up all outer garments, jackets, down-fill vests, coats, sweaters, pullover jackets, and hats before entering the visitation room.
8. The Shift Supervisor shall make the final determination on whether a visitor's dress meets the dress code. The visit shall be denied if the visitor does not appear in appropriate attire as outlined in this policy and shall not be allowed to return that day. The Shift Supervisor shall photograph visitors who are inappropriately dressed with the visitor's name and the name of the inmate they were to visit.
9. Staff shall ensure a refusal form is completed before the visitor exits.
10. The Visitation Supervisor shall ensure the refusal forms are distributed to the Warden and Deputy Warden.

K. General Procedures for an Inmate Receiving Visits

1. The inmate shall cooperate fully with the visiting staff.
2. The inmate shall be issued a numbered card corresponding to his assigned table by the visitation desk officer. The card shall be worn on the inmate's

Policy Number	Effective Date	Page
SSCC 16-01-01		7

upper chest area at all times while in the visitation area and returned to the visitation desk officer at the conclusion of the visit.

3. An inmate shall:
 - a. Not be allowed in the designated visiting area until he is notified by the Visiting Officer;
 - b. Only receive a visit on the designated days unless approved by the Warden or his designee;
 - c. Only receive a visit in the designated visiting area. Visiting in any other area shall be strictly prohibited; and
 - d. Present his identification card if reporting to the visiting area for a visit.
4. The visitation dress code for an inmate shall be the state issued uniform.
 - a. Pants shall not be worn in a “sagging” manner with the waistband low on the hips. They shall be worn at the waist with a belt.
 - b. Undergarments shall be worn.
 - c. Footwear and socks shall be worn at all times; open shoes like shower shoes or sandals shall not be worn.
 - c. Headwear shall not be worn except for religious purposes.
 - e. Sunglasses shall not be worn; prescription glasses may be worn.
 - f. A jacket or coat shall be left at the door and returned at the end of the visit.
5. The inmate shall be frisk searched prior to admittance to the visiting area.
6. An inmate may have the following items upon entering the visiting area:
 - a. Wedding band or ring with religious significance;
 - b. One (1) religious medallion on a chain;
 - c. Locker Key;
 - d. Identification Card; and
 - e. Pocket size plastic comb.

Policy Number	Effective Date	Page
SSCC 16-01-01		8

7. An inmate shall return any non-allowed item to his living unit before the visit begins.
8. An inmate shall be allowed brief physical contact like holding hands, kissing and embracing. The contact shall be permitted within the bounds of good taste and only at the beginning and end of the visit.
9. An inmate shall be seated as directed by staff.
10. The inmate shall remain seated throughout the entire visit. The only exception shall be if he is escorted by the officer to use the rest room. An inmate shall receive prior permission from staff before leaving his seat at a table.
11. An inmate shall not handle any money or operate any vending machine.
12. The inmate shall not receive or exchange any item from a visitor, other than an item from a vending machine in Visitation. Any food or drink from the vending machine shall be consumed in the visiting area.
13. An inmate and his visitor shall not drink from the same container.
14. An inmate shall not converse with another inmate or the inmate's visitor. Any exception shall be approved by the Visitation or Shift Supervisor.
15. An inmate may refuse or terminate any visit upon notifying the Visiting Officer.
16. Each inmate shall be strip searched in a private area before leaving the visiting area.
17. All good-byes shall be made at the inmate's assigned table. The inmate shall remain at the table until his visitor has cleared the visiting area. An inmate shall not walk his visitor to the exit gate.

L. General Rules

1. Loud, disruptive, or argumentative behavior shall be cause for termination of a visit.
2. Profanity from anyone shall not be tolerated.
3. A visitor shall not leave and re-enter the visiting area.
4. A child shall be under control and supervised by the accompanying adult.
5. A visitor shall remain seated throughout the visit. Exceptions shall include

Policy Number	Effective Date	Page
SSCC 16-01-01		9

rest room usage and vending machine usage. A minor child shall be accompanied by an adult visitor if using the restroom, playing in the outdoor playground, or using the vending machine.

6. An individual or animal shall not wait in a vehicle on institutional ground while anyone visits. If the person waiting in the vehicle cannot leave on his own, the visit shall be refused or terminated by the Visitation Supervisor.
7. The inmate shall notify his family and friends of the institutional rules governing visits.

M. Dangerous Contraband and Visitor Searches

1. If there is reason to believe a visitor is bringing contraband into the institution, the Shift Supervisor shall inform the Duty Officer of the information used to make this determination.
 - a. If there is reasonable suspicion to believe a visitor is bringing contraband into the institution, the Duty Officer shall determine whether to deny the visitor entry into the institution. In addition, the Kentucky State Police may be notified.
 - b. If contraband is found, the Kentucky State Police shall be notified immediately and the visitor shall be asked to wait.
2. An inmate whose visitor attempts to introduce contraband into the institution may be charged with possession or promoting of dangerous contraband (inchoate offense). Refer to CPP 15.2.
3. SSCC may pursue prosecution of any person in violation of KRS 520.050 or KRS 520.060.
4. SSCC staff shall act in a professional manner at all times.

N. Inmate Counts During Visits

1. An inmate shall leave his institutional identification card with the visiting officer at the beginning of the visit.
2. An inmate may be required to assemble in the visiting area to facilitate the count.
3. The Shift Supervisor may terminate visiting if there is an emergency count.
4. A visitor shall be positively identified before being allowed to leave the visiting area.

Policy Number	Effective Date	Page
SSCC 16-01-01		10

O. Transportation Information

1. Information pertaining to ride sharing shall be maintained in the Visiting Room.
2. Available public transportation information shall also be posted.
3. Directions to SSCC shall be listed in the inmate handbook and may be used by the inmate to notify family and friends.
4. SSCC staff shall provide any further directions or information required.

P. Special Requests

Any request not provided for in this policy shall receive prior approval of the Warden or his designee.

Q. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020 ACA 5-ACI-1B-21, 5-ACI-7D-01, 5-ACI-7D-02, 5-ACI-7D-03, 5-ACI-7D-04, 5-ACI-7D-05, 5-ACI-7D-06, 5-ACI-7D-07, 5-ACI-7D-08, 5-ACI-7D-09, 5-ACI-7D-10 CPP 16.2, 16.4</p>	<p>INMATE MAIL</p>	

I. DEFINITIONS:

“Privileged mail” means correspondence received or sent from or to a licensed attorney, a government official, state or federal courts, rape crisis centers, officials of Corrections, or the Department of Public Advocacy. Mail shall not be considered privileged mail if it does not concern a challenge to the legality of either the inmate’s criminal conviction or the conditions of his incarceration. Information, forms, and the like shall not be considered privileged mail.

II. POLICY and PROCEDURES:

- A. If an inmate bears the mailing cost, there shall be no limit to the number of letters (correspondence) an inmate may send or receive or on the length, language, content or source of mail or publications except if there is a reasonable belief that a limitation is necessary to protect public safety or institutional order and safety.
- B. Incoming Mail Procedures
1. General Operations
 - a. The mailroom shall be open according to the designated schedule. If a state holiday occurs during the workweek, the mailroom shall be closed. Normal operations shall resume on the first workday following the state holiday.
 - b. Mail shall be picked up at the designated post office after 1:00 p.m. each weekday excluding holidays.
 - c. Privileged mail and regular inmate mail shall be stamped with the date received and sorted. Administrative mail and publications shall be sorted only.

Policy Number	Effective Date	Page
SSCC 16-02-01		2

- d. Mail shall be ready for pickup by the assigned dorm officer according to the designated schedule.
- e. Packages shall be processed by Receiving and Discharge staff.
- f. Incoming staff mail, for distribution within the secure perimeter, shall be inspected by mailroom staff before distribution. For sensitive mail, items marked confidential may be inspected in the presence of a representative of the intended department.

2. Regular Inmate Mail

- a. Mail shall be sorted by dormitory and placed in the appropriate mailbag for pick up by staff on the designated shift.
- b. Mail containing cash, check, or money orders of any kind shall be returned to the sender with a Notice of Unauthorized Mail (CPP 16.2 Attachment A) with a copy to the inmate and a copy for the mailroom file.
- c. Regular mail received through the post office shall be addressed as follows:

John Doe, #000000, Housing Location
Southeast State Correctional Complex
P.O. Box 1600
Wheelwright, KY 41669

3. Privileged Mail

- a. Inmate privileged mail shall be separated from regular mail by the mailroom staff.
- b. The legal aide officer shall pick up the inmate privileged mail at the mailroom at a designated time each working day and take it to the legal library. A log shall be maintained by the legal aide officer and retained according to the retention schedule.
- c. The inmate shall complete the designated portion of the log indicating he has received the privileged mail.
- d. An inmate in segregation or medically unable to report to the legal aide office shall receive his privileged mail from the legal aide officer on the designated shift and sign a form acknowledging receipt.

Policy Number	Effective Date	Page
SSCC 16-02-01		3

- e. A video recording of a court trial shall be accepted if sent by the court or attorney. It shall be handled as privileged mail. The item may be inspected for security reasons. Refer to SSCC 14-02-01.

4. Publications

An inmate may receive newspapers, magazines, paperbacks, and hardbound books directly from the publisher or a legitimate bookstore only.

5. Mail Forwarding

Privileged mail returned to the sender shall be entered in a privileged mail log by mailroom staff.

C. JPay Email/Videogram

An inmate may use the JPay email/videogram service to send and receive electronic/video correspondence. Incoming and outgoing JPay email/videogram correspondence shall be reviewed by mailroom staff. Restrictive Housing Unit inmates shall not have access to JPay correspondence services.

D. Outgoing Mail Procedures

1. General Operations

- a. Mail shall be picked up from the designated mailboxes according to the posted schedule.
- b. All outgoing mail shall include the complete return address. The mail shall be checked for the proper return address:

John Doe, #00000, Housing Assignment
Southeast State Correctional Complex
P.O. Box 1600
Wheelwright, KY 41669

- c. All mail shall be delivered to the designated post office at the specified time daily except federal holidays, Saturdays, and Sundays.
- d. All mail shall be stamped as follows:

Southeast State Correctional Complex
STATE PRISON
P.O. Box 1600
Wheelwright, KY 41669

Policy Number	Effective Date	Page
SSCC 16-02-01		4

2. Regular Mail

- a. An inmate who is indigent shall receive, upon request, postage and stationery sufficient to send at least two (2) free letters per week. A letter intended for state postage shall have the word “FREE” printed on the upper right corner of the envelope. The mailroom staff shall check with Inmate Account staff to ensure the sender qualifies for free mailing. A record of free mailing shall be maintained by the mailroom staff to ensure the two (2) letter limit is not exceeded. Stationery for two (2) free letters per week shall be obtained, upon request, from the inmate’s Classification and Treatment Officer (CTO). Stationery shall include two (2) envelopes and twelve (12) sheets of paper. Each letter shall weigh one ounce or less.
- b. Outgoing mail found to be undeliverable and returned to the institution for any reason, shall be opened and inspected for contraband.

3. Privileged Mail

- a. Staff, in the presence of the inmate, shall inspect outgoing privileged mail for contraband before it is sealed. Outgoing privileged mail, except mail to courts or an attorney, shall be mailed and processed in the same manner as regular mail.
- b. If an inmate seeks to have postage paid by the institution as allowed by policy and procedure, he shall present the mail to the legal aide officer for verification that it meets the requirements to be privileged mail. The officer shall inspect the mail in the presence of the inmate and the inmate shall seal the mail in the presence of the officer in accordance with CPP 16.2.

4. Packages

- a. An inmate may mail, at his expense, a package containing his personal property. Once an item is mailed out of the institution, it cannot be returned to the inmate by mail subject to limited exceptions, including sending a watch out for repair to the original watch manufacturer or store from which the watch was purchased. Additional items may be mailed, if approved.
- b. All packages to be mailed out shall be inspected by the Receiving and Discharge Officer to ensure only an authorized item is being sent. The officer shall personally observe the wrapping and addressing of the package by the inmate.

Policy Number	Effective Date	Page
SSCC 16-02-01		5

- c. Outgoing packages shall be sent by United Parcel Service and United States Postal Service only.

E. General Procedures

1. An inmate shall not process, deliver, or hand out mail. Staff shall always hand out all mail, newspapers, and magazines.
2. A sender shall be accountable by law for obscene, harassing, threatening, or illegal contents of any letter or package and may be subject to disciplinary action as prescribed in CPP 15.2. Any contraband discovered in either incoming or outgoing mail shall be removed, and a Notice of Unauthorized Mail given to both the sender and the addressee.
3. Any illegal item, as defined by State or Federal law, shall be given to the appropriate law enforcement agency as evidence of a possible crime.
4. An inmate shall not direct business operations or engage in business correspondence except if necessary to protect his property.
5. An inmate shall not receive any compensation or anything of value for material submitted to the news media.
6. The inmate shall inform his friends and relatives of the proper mail procedures.
7. All incoming and outgoing mail shall be processed by the institutional mailroom in accordance with the policies. Inmate mail, both incoming and outgoing, may be opened and inspected for contraband. Mail shall be read, censored, or rejected if based on legitimate institutional interests of order and security. An inmate shall be notified if an incoming or outgoing letter is withheld in part or in full. Only personnel authorized by the Warden or designee shall handle and distribute the mail. All inmate letters and packages shall be inspected to intercept cash, checks, money orders, or contraband.
8. Outgoing sealed privileged mail shall comply with CPP 16.2.
9. Excluding weekends and holidays or emergency situations, all incoming and outgoing letters shall be held by the mailroom for no more than forty-eight (48) hours and packages held for no more than seventy-two (72) hours.
10. Mail may be rejected if the contents or outer packaging constitutes a threat to sanitation or health.

Policy Number	Effective Date	Page
SSCC 16-02-01		6

11. An inmate residing in the Restrictive Housing Unit (RHU) shall not correspond with an inmate in the general population or in the RHU of Southeast State Correctional Complex.

F. This policy shall be reviewed annually and revised as necessary.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020 ACA 5-ACI-7D-11 CPP 16.3</p>	<p>INMATE TELEPHONE COMMUNICATIONS</p>	

I. DEFINITIONS:

None

II. POLICY and PROCEDURES:

Southeast State Correctional Complex (SSCC) shall comply with CPP 16.3 regarding inmate telephone communications. SSCC shall require each inmate to follow the proper procedure if placing a telephone call and using telephone equipment.

A. Inmate Telephone Location and Telephone Usage at SSCC

1. Inmate telephones are located inside the dormitories.
2. An inmate residing in a General Population dormitory may make telephone calls daily from 5:15 a.m. until 10:45 p.m. excluding count times. No inmate shall be on the phone 5 minutes before a scheduled count until count clear is announced.
3. Use of a telephone shall be made on a first come, first served basis.
4. A telephone call by an inmate assigned to General Population shall be limited to fifteen (15) minutes.
5. A telephone call by an inmate assigned to the Meritorious Dormitory shall be limited to twenty (20) minutes.
6. The telephone time limit shall be enforced. An inmate shall keep track of his time.
7. Only one (1) inmate at a time may talk on a telephone. One (1) inmate shall not let another inmate take his turn to talk on the telephone.

Policy Number	Effective Date	Page
SSCC 16-03-01		2

8. An inmate shall be responsible for any damage done by him to the telephone equipment. Damage to telephone equipment shall result in disciplinary action.
9. A three (3) way telephone call shall be prohibited.
10. An inmate shall not use another inmate's I.D. number to place a telephone call.
11. Refer to SSCC 10-01-01 for inmate telephone usage in the Restrictive Housing Unit.
12. All telephone calls shall be monitored.

B. Penalty for Violation of Telephone Rules

Any act or effort to violate telephone rules may result in restrictions or disciplinary action against the inmate.

1. The action may include restriction of an inmate's telephone privilege for an extended period of time.
2. Any abuse of the telephone privilege may result in disciplinary action.

C. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020; ACA 5-ACI-7D-07, 5-ACI-7D-08, 5-ACI-7D-09, 5-ACI-7D-10; CPP 16.4, 17.1</p>	<p>INMATE PACKAGES</p>	

I. DEFINITIONS

“Commercial vendor package” means a package which is sent to an inmate directly from an authorized commercial vendor from which the inmate or other party has ordered.

II. POLICY AND PROCEDURES:

To establish regulations pertaining to inmate packages and ensure accurate receipt and control of incoming and outgoing inmate packages, the following procedure shall be established. Southeast State Correctional Complex shall comply with Corrections Policy and Procedure 16.4 regarding inmate packages.

A. Incoming Packages

1. A commercial vendor package shall be paid for prior to delivery and contain only items from that particular vendor with a sales receipt for the contents enclosed. Each item in a vendor package shall be new and received in the original package or container.
2. A ground-shipped package from UPS shall be delivered directly to the Warehouse for receipt and documented accountability.
3. A package mailed through the U.S. Postal Service shall be picked up by the Mailroom staff at the Post Office and documented for receipt.
4. Only authorized items, per Department of Corrections and institutional rules, shall be allowed in inmate packages.
5. An incoming package shall not contain tobacco products or other contraband.
6. An appliance shall be paid for prior to delivery.

Policy Number	Effective Date	Page
SSCC 16-04-01		2

7. Each unauthorized item received in an inmate package shall be confiscated and disposed of as outlined in CPP 16.4.
8. A person attempting to send contraband to an inmate in a package may face possible legal action. The inmate may also be subject to disciplinary action for attempting to receive contraband as prescribed by CPP 15.2.
9. If an inmate has been transferred or released, any first-class package shall be forwarded within thirty (30) days. Thereafter, any package shall be returned to the sender.
10. If an inmate has been transferred or released, and receives other than a first-class package, the package shall be returned to the sender.

B. Allowable Property Limits

1. Each item received in an inmate package shall be checked against the inmate's current inventory to ensure that the amount does not exceed the allowable property limits as outlined in CPP 17.1.
2. An inmate receiving property in excess of the allowable limit shall be responsible for determining the final disposition of the property as outlined in CPP 17.1.
3. If an inmate's personal property exceeds the allowable limit, refer to CPP 17.1 or CPP 16.4 for final disposition.

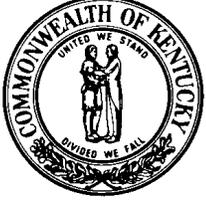
C. Outgoing Packages

1. An outgoing inmate package shall be processed and mailed in accordance with the posted schedule. The schedule shall be posted in all living areas.
2. Mailing out an inmate package shall be accomplished on a first come, first served basis.
3. An inventory of each outgoing inmate package shall be completed by Property Room staff.
4. The outgoing package shall be wrapped and sealed by the inmate while under direct supervision of Property Room staff. Adequate postage shall be applied by the inmate.
5. An outgoing inmate package shall be logged by Property Room staff for shipment.

Policy Number	Effective Date	Page
SSCC 16-04-01		3

D. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.035, 197.020, 218A.500; ACA 5-ACI-5A-06, 5-ACI-5A-08; CPP 9.6, 14.1, 16.2, 16.4, 17.1	<p style="text-align: center;">PERSONAL PROPERTY CONTROL</p>	
	SSCC 17-01-01	5
	November 3, 2021	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

A. New Admissions

1. At admission to Southeast State Correctional Complex (SSCC), an inmate shall be processed by the Property Room staff. All clothing and personal items shall be inventoried and recorded on an itemized written list on the Inmate Property Form and maintained in the Yard Office. The inmate shall receive a current copy of this list. The inmate shall ensure all property is declared during the inventory.
2. The Property Officer shall:
 - a. Inventory all unauthorized property.
 - b. Place the property in a container.
 - c. Seal the container.
 - d. Label the container with the name and number of the inmate.
 - e. Store the container in the holding area.
3. Copies of the Inmate Property Form shall be given to the inmate and placed with any confiscated property.
4. An Inmate Property Form shall normally accompany the inmate transferring to SSCC from another institution. If a completed property inventory form is not received from the sending institution, the Property Officer shall sign

Policy Number	Effective Date	Page
SSCC 17-01-01		2

the receipt accepting the inmate property after completing the Inmate Property Form in the inmate's presence.

5. If there is any discrepancy between the property and accompanying form, the Property Officer shall list any discrepancy on the property form. The Property Officer shall also immediately prepare a written report describing the discrepancy and distribute it to the Deputy Warden of Security and the inmate.
6. The Property Officer shall complete the Inmate Property Form and maintain a copy.
7. The officer shall engrave the inmate's institutional number onto the inmate's appliances.

B. Personal Property Inventory

1. All authorized personal and legal property entering the institution shall be inventoried by the designated Property staff. The inmate shall be given a choice of destroying unauthorized property or mailing it outside of SSCC. An inventory shall be conducted and signed by the inmate that he is voluntarily destroying or mailing the unauthorized property.
2. An item placed in storage shall be listed on a master card file. An item shall be identified by inmate name and number, a brief description of the item and the date of storage. The maximum storage time shall be forty-five (45) days.
3. An item leaving the institution with an inmate being discharged or transferred shall be recorded on an inventory form. The inmate shall be provided a Release of Responsibility for Personal Property Upon Discharge Form.

C. Package Control

1. Upon arrival of a package for an inmate, the officer shall:
 - a. Inventory the contents to ensure that a permitted item does not exceed the allowed limit.
 - b. Inspect the package and the contents for contraband or unauthorized items.
 - c. Ensure the package is within the inmate's property allotment.

Policy Number	Effective Date	Page
SSCC 17-01-01		3

2. An inventory of package contents shall be performed using the approved package list. Any questionable item shall be brought to the attention of the Property Officer's supervisor for a final determination.
3. Athletic shoes shall be delivered directly from the vendor prepaid through the inmate's personal account.
4. All items, including any appliances, shall be inspected for contraband. An item that cannot be easily disassembled for inspection may be rejected.
5. Recording capabilities shall be removed from any appliance. An appliance shall be taken to the Property Room and the inmate's number engraved on it. An appliance shall come directly from an approved vendor and electronic instrument vendor.

D. Inmate Transfer to Another Institution

1. The property shall be placed:
 - a. In a plastic bag and tagged and
 - b. In the transfer vehicle with a copy of the form given to the transporting officer and to the inmate.
2. All state property shall be removed from the inmate's property by the discharging officer, with the exception of authorized state clothing.
3. The transporting officer shall deliver the property and the property form to the receiving institution.

E. Inmates on Leave from SSCC

If an inmate is transported outside the institution for a specified or undetermined period on furlough, outside court, or outside hospital, his personal property shall be inventoried in the Property Room.

- F. Items purchased from the Inmate Canteen shall be consumed or used within ninety (90) days from the date of the receipt. Items that cannot be verified as being purchased within the ninety (90) day time frame shall be confiscated. Items confiscated past the ninety (90) day time limit may be considered as unauthorized property and shall be disposed of appropriately.

G. Confiscated Inmate Property

1. If an unauthorized item of personal property is confiscated in the institution, the confiscating officer shall give the inmate a receipt describing the property confiscated.

Policy Number	Effective Date	Page
SSCC 17-01-01		4

2. Any state item shall be returned to the Property Officer.
3. A personal item shall be turned in to the Property Officer for disposal.

H. If it is necessary to cut an inmate's lock, the inmate shall sign a written authorization if possible. The lock shall be taken to the Property Officer with the paperwork. Receiving and Discharge shall then be responsible for seeing that the damaged lock is properly disposed of outside the main compound.

I. Inmates Released from SSCC on Parole, Expiration of Sentence

The inmate shall go to the Property Officer while being processed out of the institution. The inmate shall be provided with a release that he has received all of his property. No inmate shall be released with khaki uniform items unless authorized by the Warden or designee.

J. Inmate Placed in Restrictive Housing Unit (RHU)

1. If an inmate is placed in the RHU, he shall be given a direct order to bring all of his personal property to the property room. Property shall not be left in the dormitory. An escort shall accompany the inmate with all property.
2. The inmate property shall be itemized completely, using the Inmate Property Form. The officer and inmate shall sign the form with one (1) copy given to the inmate and one (1) copy remaining with the property.
3. If an inmate is physically unable to bring his personal property to the property room or his behavior may create a security risk:
 - a. Two (2) officers shall proceed to the inmate living area to pack all items belonging to the inmate being placed in the RHU.
 - b. If necessary, the locker's lock shall be cut off.
 - c. The officers shall have this property carried to the property room. The property shall be maintained until the inmate is released from the RHU.
 - d. The property shall be inventoried by the two (2) officers who supervised the packing of the items belonging to the inmate. An information report shall be filed with the Captain's Office and the Property Officer. All soiled clothing items shall be removed and washed if possible.

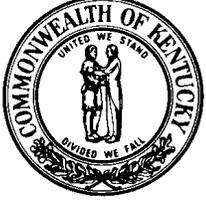
Policy Number	Effective Date	Page
SSCC 17-01-01		5

4. Any inmate assigned directly to the RHU shall have authorized property inventoried and stored in the property room. The property shall be maintained until the inmate is released from the RHU.

K. Investigation of Missing Inmate Property

A report of missing inmate property shall be investigated. Investigations of missing inmate property shall be completed within forty-five (45) days of receipt of the theft report. The inmate shall report the theft of property to the unit staff within twenty-four (24) hours of becoming aware of the theft. The inmate may purchase replacements for stolen items forty-five (45) days after the date the theft report is filed. If essential items, for example, clothing, have been stolen, the inmate may request that an emergency replacement be issued by the property staff.

- L. An inmate possessing a stringed musical instrument shall only have in his possession the strings on the instrument. An inmate shall purchase replacement strings from the Inmate Canteen. The replacement strings shall be kept in the Recreation Department. If a new string is needed, the inmate shall report to the Recreation Department, turn in the old strings and change out a complete set of strings on his instrument with new ones. Recreation Department staff shall dispose of the old strings.
- M. An inmate shall not have an extension cord, without a three-prong ground.
- N. This policy shall be addressed upon admission as a part of the Orientation Program, reviewed annually, and available to all inmates.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020 ACA 5-ACI-3C-03, 5-ACI-3D-07, 5-ACI-5A-03, 5-ACI-5A-04, 5-ACI-5A-05; CPP 13.2, 17.1, 17.2, 18.1, 18.13</p>	<p>SSCC INMATE RECEIVING AND ORIENTATION PROCESS</p>	
	<p>SSCC 17-02-01</p>	<p>4</p>
	<p>November 3, 2021</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

Each incoming inmate received through intra-system transfer shall be provided with the necessary information about this institution during the SSCC Inmate Receiving and Orientation Process.

A. Inmate Receiving Process

1. SSCC shall only receive an inmate through an intra-system transfer.
2. Prior to arrival at SSCC, the appropriate Unit Administrator or designee shall assign each inmate a bed.
3. Upon arrival at SSCC, designated uniform staff shall escort the inmate to the processing area to be strip-searched. Restraints shall be returned to the transporting officer at that time.
4. The Health Service Administrator or designee shall review each inmate's medical record to determine any medical needs of each inmate received.
5. Each inmate shall receive a medical screening by the Health Service Administrator or other health care personnel immediately upon arrival at the institution.
6. Each inmate shall be screened for mental health issues by assigned Mental Health staff.
7. Uniform staff in the processing area shall issue inmate IDs as needed.

Policy Number	Effective Date	Page
SSCC 17-02-01		2

- a. An inmate received at SSCC directly from the Assessment Center, whose appearance has changed considerably from his ID made at the Assessment Center, shall have one (1) new ID made within the first thirty (30) days of his arrival at SSCC with no cost to the inmate.
 - b. If the inmate's appearance changes, after this initial ID is made, the inmate shall pay the necessary fee to have a new ID made.
 - c. An inmate possessing a damaged or torn inmate ID, as determined by the Property Room staff, shall pay the necessary fee for a new inmate ID.
8. All incoming inmate property shall be inventoried, and the transporting jumpsuit shall be returned. Authorized inmate property shall be returned to each inmate depending upon housing assignment.
 9. Staff in the processing area shall ensure an inmate is provided with a meal, if necessary, depending upon time of arrival.
 10. The inmate shall receive, and sign for, a "SSCC Inmate Handbook" before leaving the Property Room. Information on how to access the handbook from the kiosk system shall be provided to the inmate.
 11. After property has been processed and returned, the inmate shall report to his assigned dorm and bed.
 12. An inmate shall be informed of the location of the clothing house in order to obtain any personal supply if requested.
 13. Written information regarding the procedure governing visitation shall be given to the inmate within twenty-four (24) hours after arrival.

B. Formal Orientation Process

1. Each inmate shall be assigned a Classification and Treatment Officer, to obtain assistance with proper housing and program assignment.
2. Except in an unusual circumstance, reception and orientation for each inmate transferred to SSCC shall be completed within seven (7) days after admission.
3. A formal orientation of each incoming inmate shall be conducted by the Unit Staff. Unit Staff shall:

Policy Number	Effective Date	Page
SSCC 17-02-01		3

- a. Notify the inmate in advance of the location and time orientation will be conducted.
 - b. Provide a comprehensive orientation, ensuring each inmate is advised of programs, rules, and regulations.
 - c. The inmate orientation packet shall be reviewed.
4. The SSCC Orientation packet shall include:
- a. Institutional Operations, Rules, Regulations, and Schedule;
 - b. Classification Process;
 - c. Grievance Procedure;
 - d. Disciplinary Procedure;
 - e. Educational Programs;
 - f. Recreational Programs;
 - g. Religious Programs;
 - h. Medical and Dental Services;
 - i. Personal Hygiene;
 - j. Library Services;
 - k. Legal Services;
 - l. Visiting Procedures and Policy;
 - m. Personal Property;
 - n. Fire Safety Procedures;
 - o. Institution Sanitation;
 - p. Jobs and Wage Programs/90 Day Unassigned;
 - q. Aids Material and Literature;
 - r. Correspondence Policy; and
 - s. Sexual Abuse/Assault Information.
5. Unit staff shall discuss each subject thoroughly, answer any questions, and refer the individual to the appropriate policy and procedure.
6. Each inmate shall sign and date the orientation checklist indicating completion of orientation. This checklist shall also be witnessed and signed by the designated Unit Staff conducting the orientation
7. If language or literacy problem exists and prohibits an inmate from understanding the institutional rules or any other written orientation material, the unit staff shall use a staff member or a qualified individual to assist the inmate in understanding the materials.

Policy Number	Effective Date	Page
SSCC 17-02-01		4

8. Upon request, Unit staff shall provide assistance to enable a foreign national to have access to the diplomatic representative of his country of citizenship. This contact shall be documented in the inmate's institutional file.

C. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.035, 197.020	TELEVISION REPAIR PROCESS	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

The following policy and procedures have been established as a means to repair an inmate-owned television and to prevent the necessity of purchasing a new appliance for an inmate at Southeast State Correctional Complex (SSCC).

A. Transportation of a Television between SSCC and Authorized Dealer

1. A television shall not be sent between SSCC and the local authorized dealer by institutional staff.
2. The television may be mailed to the authorized dealer on the day designated for the inmate's living unit package mail-out.

B. Securing Estimate and Repair Costs

1. The inmate shall bring the television, a copy of the sales receipt, a written explanation of what is wrong with the television, and an envelope with the authorized dealer's address to the Property Room.
2. The Property Room shall furnish a box and packing material for the mail out.
3. The Property Room officer shall check the identification number on the television with the inmate's inventory list to verify ownership of the television.
4. If verified, a Cash Paid Out (CPO) voucher for twenty-five (\$25.00) dollars shall be forwarded to Inmate Accounts for a check, payable to the dealer, to be completed.

Policy Number	Effective Date	Page
SSCC 17-03-01		2

5. The television shall be stored in the Property Room until receipt of the check from Inmate Accounts.
6. Upon receipt of the check from Inmate Accounts, the television shall be mailed to the authorized dealer at inmate expense.
7. The authorized dealer shall prepare an itemized list of any repair and the cost of the repair and mail to the inmate.
8. Upon receipt of estimate, the inmate shall have fifteen (15) days in which to authorize the repair.
9. If the inmate chooses to have the television repaired, he shall take the written estimate and a stamped envelope, addressed to the authorized dealer, to the Property Room.
 - a. The Property Room shall verify that the inmate has the funds on his account and shall prepare a CPO and forward the CPO, estimate, and the stamped envelope to Inmate Accounts.
 - b. Inmate Accounts shall prepare a check for the authorized dealer to cover the repairs and shipping. Inmate Accounts shall use the stamped envelope to mail out the check.

C. Return of Television to SSCC

1. Upon completion of the repair, the authorized dealer shall return the television to SSCC.
2. If an inmate chooses not to have the television repaired and wants it returned to the institution, he shall be responsible for the shipping and handling charges.
3. If the inmate does not want the television mailed back to the institution, he shall contact the Property Room and the television shall be destroyed or donated as per SSCC 17-01-01.

D. Control of Contraband and Inquiries Concerning Repairs

Any question concerning a television repair by an inmate, an inmate family member, or any other person, shall be directed to the Property Room officer and not to the authorized dealer.

Policy Number	Effective Date	Page
SSCC 17-03-01		3

E. Documentation of Service

1. The Property Room officer shall maintain a log containing the date a television is mailed to the dealer and the date returned by the dealer.
2. The Property Room officer shall retain any document relating to the television repair.

F. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020; Classification Manual, 501 KAR 6:080; ACA 5-ACI-5B-01, 5-ACI-5B-05, 5-ACI-5B-07, 5-ACI-5B-09; CPP 15.6, 18.1, 18.7</p>	<p>INMATE CLASSIFICATION</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

A. General

The Deputy Warden of Programs shall act as the Warden's designee in classification matters and shall oversee the classification process to ensure compliance with CPP 18.1 and applicable ACA standards.

B. Unit Classification Committee

1. Each living unit shall establish a Unit Classification Committee responsible for the classification of each inmate assigned to that particular unit. Committee membership shall include unit staff of that particular unit.
2. The Classification Committee of the receiving dormitory shall be responsible for the initial classification of each inmate received within ten (10) working days of his arrival at SSCC.
3. Each Classification and Treatment Officer (CTO) shall be assigned a caseload and shall schedule each inmate for classification. The assigned CTO shall review an inmate's records prior to classification and provide a summary to the Unit Classification Committee.
4. Classification schedules shall be posted in all living areas.

C. Special Requests for Re-Classification

1. Refer to CPP 18.1 regarding request for Special Classification Hearings.

Policy Number	Effective Date	Page
SSCC 18-01-01		2

2. A request shall be made on the appropriate form and submitted to the inmate's Classification and Treatment Officer who shall schedule the hearing upon final approval by the Classification Committee Chairperson.

D. Classification Appeals

An appeal of a Classification Committee decision shall be forwarded to the Deputy Warden of Programs by the inmate, in writing, on the appropriate form.

E. Orientation

1. An inmate transferred to SSCC shall receive orientation within seven (7) calendar days of reception.
2. The orientation schedule shall be posted in the receiving dormitory.
3. In addition to the requirements of CPP 18.1, orientation shall also include discussion of SSCC policies and double bunking.

F. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.035, 197.020; ACA 5-ACI-7A-13; CPP 15.2, 18.13	MERITORIOUS HOUSING	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

A. Meritorious Housing Placement Process

1. Meritorious housing shall be reserved for an inmate who has demonstrated a responsible attitude and has proven himself to be of exemplary behavior while at the Southeast State Correctional Complex (SSCC).
2. Placement in meritorious status shall be managed through a waiting list.
3. If the inmate is eligible, he shall be placed on the approved waiting list by date.
4. An inmate who meets the established eligibility requirements shall submit an application to his assigned Classification and Treatment Officer (CTO). The assigned CTO shall provide the application to the inmate upon request.
5. Upon receipt of the completed application, the CTO shall date the application, review the inmate's record for eligibility, document appropriately in the Kentucky Offender Management System (KOMS), and forward to the appropriate Unit Administrator for final review and approval.
6. As vacancies in meritorious housing occur, the unit staff shall review the record for continued eligibility and move the next eligible inmate on the waiting list into meritorious housing.

B. Meritorious Housing Eligibility Requirements

1. An inmate shall have been assigned to SSCC for at least ninety (90) days unless transferred from another institutional meritorious program. If

Policy Number	Effective Date	Page
SSCC 18-02-01		2

transferred from another meritorious program, the inmate may make immediate application for meritorious housing and be placed at the end of the list. The assigned CTO shall verify this information.

2. The inmate shall not have been found guilty of a Category 3 or above offense within the last six (6) months.
3. The inmate shall be enrolled in a work or paid program assignment, as recommended by the Classification Committee.
4. The inmate shall not have been fired from employment within the last ninety (90) days.
5. An inmate with outstanding Good Time Loss shall have one (1) year clear conduct. Clear conduct shall be defined as no conviction of a Category III or higher offense.
6. The inmate shall not have been removed from meritorious housing within the last eighteen (18) months. This shall include a refusal to move into an assigned meritorious housing placement or a request to leave meritorious housing and return to general population housing.
7. The inmate shall demonstrate positive behavior in all areas as indicated by the behavior, unit records, case records, awards of Meritorious Good Time, letters of commendation, and work or program involvement.

C. Meritorious Housing Privileges

1. An inmate in meritorious housing may have one (1) night visit in the visitation area each week.
2. Phone privileges shall include a twenty (20) minute time limit. An inmate abusing phone privileges may have those privileges restricted by the Unit Administrator or designee for a specific period of time.
3. An inmate in meritorious housing may have Playstation privileges in the dayroom for one (1) hour time blocks. An inmate abusing this privilege may have those privileges restricted by the Unit Administrator or designee for a specific period of time.

D. Inmates assigned to Meritorious Status shall:

1. Maintain continued involvement in work or paid program assignments.
2. Adhere to the unit rules as well as the directions given by the unit staff.
3. Maintain his living area in exemplary order and cleanliness.

Policy Number	Effective Date	Page
SSCC 18-02-01		3

4. Have continued clear conduct.
 - a. Conviction of a Category III or above offense shall result in automatic loss of meritorious housing.
 - b. Conviction of a Category II offense may result in loss of meritorious housing or privileged housing by use of Penalty Code 5 in CPP 15.2.
 - c. Continued adjustment problems shall be grounds for an administrative removal from meritorious housing.

E. Additional Meritorious Housing Procedures

1. An inmate transferred to another institution and returned to SSCC through no fault of his own shall be allowed to make immediate application for meritorious housing. However, for this to apply, the inmate shall have left from meritorious housing and been returned within ninety (90) days.
2. An inmate on the waiting list or residing in the meritorious wing may voluntarily ask to be removed. The inmate shall wait eighteen (18) months before being eligible for resubmission to the meritorious waiting list.
3. If an inmate assigned to a dorm specific job is moved into the Meritorious Housing Unit, he shall have up to thirty (30) days to find a job.

F. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020 CPP 9.6, 9.8, 16.1 SSCC 16-01-01, 18-01-01</p>	<p>MERITORIOUS VISITATION</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

The Meritorious Visitation Program shall be a special incentive program designed to promote and reward positive behavior and strengthen family ties.

A. Eligibility

1. Only an inmate living in Meritorious Housing or on the Meritorious Housing waiting list shall be eligible to participate in the Meritorious Visitation Program.
2. Each inmate shall meet and maintain all requirements outlined in SSCC 18-02-01, "Meritorious Housing."

B. Visitation Requirements

1. A meritorious visit may take place in the main visiting room each Friday from 5:30 p.m. to 8:30 p.m.
2. The meritorious visit shall be allowed in addition to regular visitation on weekends.
3. A visitor shall arrive at the institution during the sign-in time (5:00 p.m. to 5:25 p.m.). Each visitor shall be signed in and then escorted to the Visiting Room as a group. Each inmate shall inform his visitor of the sign-in time for meritorious visiting processing.
4. A visitor arriving after the sign-in time for processing shall not be allowed to visit. Approval shall be obtained from the Shift Supervisor or Duty Officer for any exception to this. Approval may be waived if extenuating circumstances prevented the visitor from arriving before 5:25 p.m.

Policy Number	Effective Date	Page
SSCC 18-02-02		2

5. If the amount of visitors exceeds the capacity of the available visiting space, the following shall apply:
 - a. The visitors shall be divided into two (2) groups.
 - b. The first group shall consist of the visitors that signed in first and proceed up to the number needed to fill the capacity of the available visiting space.
 - c. The second group shall consist of the remaining visitors exceeding the allowed capacity.
 - (1) These visitors shall be allowed to wait in Building B until space becomes available.
 - (2) Upon space becoming available, the visitor shall be escorted to the Visiting Room at a designated time.
 - d. A visitor in the first group shall be allowed to visit for a maximum of one and one half (1 1/2) hours before a visit may be terminated.
 - e. The visitor who has visited the one and one half (1 1/2) hour time limit shall be required to terminate his visit in accordance with the sign in sheet, first signed in - first out, to allow for each eligible inmate the opportunity to visit.
6. The visitor shall not be allowed to visit more than one (1) meritorious inmate unless with the approval of the Shift Supervisor and the inmates involved are father, son, or brothers.
7. Each adult visitor shall be required to have picture identification before visitation is allowed.
8. An inmate and his visitor shall be assigned a table and seat in the Visiting Room.
9. An inmate shall remain seated, with the exception of going to the restroom.
10. Each visitor shall remain seated except for going to the restroom or a vending machine.
11. All other policies and procedures (IPPs and CPPs) related to inmate visiting not specifically outlined in this policy shall be followed.

Policy Number	Effective Date	Page
SSCC 18-02-02		3

C. Cancellation of Meritorious Visitation

1. In an emergency situation which may compromise the security of the institution or a visitor, the Warden or Institutional Duty Officer may cancel meritorious visitation.
2. Documentation outlining a cancellation shall be forwarded to the appropriate Deputy Warden.
3. The inmate population shall be notified of visitation cancellation.
4. In a situation noted in Section C.1 above, efforts shall be made to allow an inmate to call his visitors to inform them, if time permits.

D. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020, 197.070; ACA 5-ACI-7A-01, 5-ACI-7A-02, 5-ACI-7A-03, 5-ACI-7A-04, 5-ACI-7A-05, 5-ACI-7A-06, 5-ACI-7A-07 (M), 5-ACI-7A-08, 5-ACI-7A-09, 5-ACI-7A-10, 5-ACI-7A-11, 5-ACI-7A-12, 5-ACI-7A-13; CPP 1.9, 19.3</p>	<p>INMATE WORK PROGRAM</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

The Inmate Work Program shall provide a variety of work assignments that afford an inmate an opportunity to learn job skills and develop a good work habit and attitude that may be applied to a job after release. Staff operating the Inmate Work Program shall use the advice and assistance of labor, business, and industrial organizations to assist in providing the skills relevant to the job market. This program shall also provide for periodic safety inspections of work assignment locations by the Institutional Safety Officer, Work Area Supervisors, and Outside Safety Officials.

A. Job Positions

1. All able-bodied inmates shall work or participate in an approved education or training program. Each inmate shall have the option of refusing to participate in a rehabilitation or treatment program, except if ordered by the sentencing court, paroling authority, or required by statute.
2. The Inmate Work Program shall be administered by the appropriate Deputy Warden or designee in conjunction with the Fiscal Office.
3. The Deputy Warden or designee shall compile and issue an annual allocation report, which shall state the number of inmate positions and job titles assigned to each department. A review of inmate positions and job titles shall be conducted at random.
4. Each work supervisor or designee shall assign job duties for each inmate position allocated in his assigned area.

Policy Number	Effective Date	Page
SSCC 19-01-01		2

5. A deduction or increase in the number of allocated positions shall be approved by the Deputy Warden. The request shall be submitted in writing from the department head or his designee.
6. The number of inmates assigned to a department shall not exceed the number of positions allotted to that particular department.
7. A supervisor shall be encouraged to fill all the positions allotted for the department.
8. Work assignment decisions shall be made without regard to inmate's race, religion, national origin, sex, disability, or political beliefs.
9. Every effort shall be made to provide accessibility to the Inmate Work Program for the disabled as dictated by ADA standards.
10. An inmate shall not be used to perform the following duties:
 - a. Performing direct patient care services as addressed in SSCC 13-01-01;
 - b. Scheduling health care appointments;
 - c. Determining access of any other inmates to health care services;
 - d. Handling or having access to any surgical instrument, syringes, needles, medication, or health records;
 - e. Operating diagnostic or therapeutic equipment; or
 - f. Working in the Inmate Canteen, except under the direct supervision of a Correctional Officer.

B. Application for Job Assignments

1. A job vacancy shall be posted throughout the institution.
 - a. The work supervisor shall contact the Fiscal Office weekly to report any job vacancy.
 - b. The Fiscal Office shall compile the list of job vacancies and submit it to each Unit Administrator or his designee to insure posting.
 - c. Each job not assigned by the Classification Committee shall be automatically posted on the next job vacancy list by the Fiscal Office.
2. An inmate wanting to apply for an advertised job vacancy shall obtain a job application from his assigned Classification and Treatment Officer (CTO), Dorm Officer, or the Library.

Policy Number	Effective Date	Page
SSCC 19-01-01		3

- a. If presently employed, the inmate shall give the job application to the present supervisor for release from that position.
- b. The application shall then be forwarded, by the inmate, to the prospective supervisor for approval.
- c. The Classification Committee shall screen an applicant for security requirements.
- d. The inmate or prospective supervisor shall return the job application to the inmate's assigned Unit Staff.
- e. Once classified to a position, the inmate shall be required to remain in that position for a minimum of ninety (90) days.

3. A prospective supervisor shall indicate on the application his approval to hire or not hire the applicant. A supervisor shall carefully screen each applicant and indicate a willingness to accept the inmate.

4. An applicant accepted for a food service position shall be screened by Medical Staff prior to assignment by the Classification Committee. A TB test shall be required as in SSCC 13-01-01.

5. The CTO shall make additional recommendations and comments on the application and schedule the applicant for the next scheduled Classification Committee. An inmate shall not be scheduled for the Classification Committee if his application has been denied by the supervisor. The CTO shall inform the inmate of this decision.

6. Each position shall be filled by the Unit Classification Committee. The Committee shall consider the custody requirements for the job assignment and the recommendations of Supervisors and Classification Treatment Officers.

7. An approved job change shall be posted throughout the institution.

C. Pay Scale

1. An inmate shall be compensated for work performed as outlined in CPP 19.3.

2. An inmate shall not be paid for the following reasons:

- a. Sick Leave or Medical Lay-In;
- b. Furlough;

Policy Number	Effective Date	Page
SSCC 19-01-01		4

- c. Court Trip;
- d. Inclement Weather;
- e. Institutional Lockdown (Emergency, Facility search);
- f. Time during which he refuses to work;
- g. Administrative and Disciplinary Segregation;
- h. Supervisor's Absence;
- i. Failure to work; and
- j. Suspension by Supervisor or Shift Supervisor, pending dismissal by the Classification Committee.

- 3. The work supervisor shall be responsible for completing inmate time rosters monthly and forwarding them to the Fiscal Office by the first working day of each month. The time rosters shall be accurate, indicating inmate name, number, and days worked.
- 4. An inmate may be classified to one (1) job and one (1) program assignment simultaneously. An inmate shall be compensated for a five (5) day work week. Compensation shall be received for the assignment in attendance for the higher pay rate on the individual workday.

D. Dismissals

- 1. Any inmate assigned to Disciplinary Segregation, Administrative Segregation, on a Medical Lay-In, Court Trip, or Hospital Trip for more than five (5) working days shall be removed from any job or program assignment.
- 2. An inmate may be suspended from his job without pay for a job-related rule infraction including stealing, fighting, or refusing to work.
 - a. A disciplinary report shall be prepared by the work supervisor or Shift Supervisor. The inmate shall be advised not to return to work until he appears before the Adjustment Officer.
 - b. The work supervisor, as well as the Adjustment Officer, may recommend job dismissal. The work supervisor shall issue the Job Dismissal Form to the inmate's assigned Unit Staff.
 - c. The Classification Committee shall make the final decision on job dismissals.

Policy Number	Effective Date	Page
SSCC 19-01-01		5

3. An inmate may also be suspended from his job without pay for unsatisfactory job performance, inappropriate behavior, or other unacceptable conditions.
 - a. The work supervisor shall complete a Job Dismissal Form and submit the form to the inmate's assigned Unit Staff.
 - b. The Classification Committee shall make the final decision on any job dismissal.
 - c. If the Classification Committee does not dismiss the inmate, the Classification Committee may recommend the inmate be reinstated to the job and back paid for the time he is suspended pending approval from the Warden or his designee.
 - d. An inmate dismissed by the classification committee shall be required to wait thirty (30) days prior to being eligible for another job assignment.
4. An inmate may be laid off for an indefinite period of time due to lack of work, completion of a special project, or any other reason deemed appropriate by staff. Pay shall not be given for the period of lay-off; however, the inmate may seek other employment.
5. An inmate dismissed from his work assignment as a result of Disciplinary Segregation, for five (5) working days or more, and reassigned to that position, shall be paid at the entrance level.
6. An inmate dismissed from his work assignment as a result of being off work for five (5) working days or more due to factors other than Adjustment Hearing Action, including Court Trip, Medical Lay-In, Hospital Trip, or Administrative Segregation status, may be reinstated to the same work area at the same rate of pay if a position is available and if reassignment occurs within ten (10) working days of becoming available for work.
7. An inmate requesting dismissal from a job assignment without an additional requested assignment may be required to wait thirty (30) days prior to being eligible for another job. The Classification Committee shall investigate the reason for the dismissal request and make a decision on a case-by-case basis regarding assignment prior to the thirty (30) days.

E. Attendance Policy

The assigned time for an inmate to report to work may vary for different positions. The work supervisor shall set the specific working times. The supervisor shall

Policy Number	Effective Date	Page
SSCC 19-01-01		6

make an effort to structure the workday to approximate the workday in the community if possible.

F. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020, 197.045 ACA 5-ACI-5F-01, 5-ACI-7B-01, 5-ACI-7B-02, 5-ACI-7B-03, 5-ACI-7B-04, 5-ACI-7B-05, 5-ACI-7B-06, 5-ACI-7B-07, 5-ACI-7B-08, 5-ACI-7B-09, 5-ACI-7B-10, 5-ACI-7B-11, 5-ACI-7B-12, 5-ACI-7B-14, 5-ACI-7B-15 CPP 19.3, 20.1</p>	<p>EDUCATIONAL COURSES</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

The Southeast State Correctional Complex (SSCC) shall provide comprehensive and certified education programs which shall be operated and managed by the Department of Corrections (DOC).

A. Organization and Staffing

1. The education program at SSCC shall be coordinated by the Corrections Education Regional Administrator or designee.
2. SSCC shall require that each academic and vocational instructor be certified.
3. Academic and technical personnel policies and practices for SSCC education personnel shall be in accordance with policies pertaining to other DOC employees throughout the state of Kentucky.

B. Educational Programming and Curriculum

1. Educational programs available to an eligible inmate shall include the following:
 - a. An educational philosophy and goal;

Policy Number	Effective Date	Page
SSCC 20-01-01		2

- b. Communication skill;
- c. General education;
- d. Basic academic skill;
- e. GED preparation;
- f. Special education;
- g. Technical education;
- h. Correspondence course; and
- i. Other education programs dictated by the needs of the institutional population.

2. The education program shall include a written standardized and competency based curriculum. A program shall be supported by appropriate material and classroom resources.

3. The institution shall use a community advisory committee in developing and updating educational programming. The Committee shall provide for the institution to use business, industry, and community resources in developing an academic or technical program for the inmate. The trade instructor of record shall be responsible for assembly of the community advisory committee.

C. Program Certification and Assessment

- 1. Refer to CPP 20.1 for certification.
- 2. During the certification of an educational program at SSCC, both academic and technical programs shall be assessed against stated objectives as determined by the certifying authority.

D. Program Accessibility and Assessment of Students

- 1. Educational opportunities shall be available to any inmate on the basis of interest, need, and capability.
- 2. Basic adult education and technical programs shall be considered an institutional job assignment. The program shall be offered at times that the majority of inmates may take advantage of educational opportunities. Most educational assignments shall be one-half day assignments allowing the student to participate in other job or program assignments. Classes may be

Policy Number	Effective Date	Page
SSCC 20-01-01		3

offered in the evening for the inmate whose work schedule prohibits him from attending classes during the day.

3. The education program shall allow for flexible scheduling that permits an inmate to enter at any time according to the following:
 - a. An interested inmate shall apply to the Corrections Education Regional Administrator or designee;
 - b. An application shall be submitted to the Classification Committee for official assignment into a program;
 - c. A student assigned to an educational program shall sign a statement of agreement, which explains procedures that govern the operation of the program;
 - d. A student assigned to an educational program shall be administered the appropriate assessment test and be given orientation according to CPP 20.1;
 - e. A student who enters the Adult Basic Education program shall be assigned to the appropriate level based on his assessment result;
 - f. A specific individualized education plan shall be developed for each student. Appropriate modules shall be assigned and assessments performed to allow the student to progress at his own learning pace; and
 - g. A student who enters the technical program shall follow the National Center for Construction Education and Research Curriculum (NCCER).
4. A student who voluntarily withdraws or is dismissed with cause from an educational program shall not be readmitted to any educational program for a minimum of sixty (60) days. A student shall be allowed to transfer from an educational program if approved by the Corrections Education Regional Administrator or designee.

E. Technical and Academic Integration

1. Technical programs shall be integrated as needed with academic programs that are relevant to the technical needs of the students and to employment opportunities in the community.
2. A student enrolled in a technical program shall demonstrate through the submission of scores on specified assessment instruments, that they possess the minimum academic skills essential for success. A student who does not

Policy Number	Effective Date	Page
SSCC 20-01-01		4

demonstrate these academic skills may use the academic program to remedy the identified skill deficiencies.

F. Educational Achievements

1. Educational achievements for all students shall be emphasized.
2. Each instructor shall represent the first line of counseling and encouragement.
3. Educational Good Time shall be awarded according to KRS 197.045 and CPP 20.1 to a student who receives a GED, college degree or industry specific certification.
4. Graduation ceremonies and educational awards may be used to recognize a student's accomplishments.
5. Refer to CPP 19.3 for incentives for educational participation.

G. Live Work Projects for Technical Programs

1. A Live Work Project may be used to provide work experience for the inmate enrolled in the technical program.
2. The procedure for accepting a live work project shall follow CPP 20.1.
3. Compensation shall not be paid directly or indirectly to any employee or inmate for any service.

H. Education Records

1. The educational program shall be supported by a system of record keeping, departmental communication, and professional evaluation and assessment.
2. Each instructor shall maintain attendance records, test scores, progress notes, and other pertinent information on each student. Data shall be made available to qualified personnel on a need to know basis.
3. A copy of GED and career and technical education completion shall be placed in the inmate's institutional file. An additional copy shall be maintained in the education center file.
4. Upon transfer of an inmate to another institution, the Corrections Education Regional Administrator or designee shall be responsible for forwarding the academic and technical records of each inmate if requested by the receiving institution.

Policy Number	Effective Date	Page
SSCC 20-01-01		5

5. Each student's right to privacy and confidentiality in accordance with state and federal law shall be maintained.

I. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020 ACA 5-ACI-7E-01, 5-ACI-7E-02, 5-ACI-7E-03, 5-ACI-7E-04, 5-ACI-7E-05, 5-ACI-7E-06, 5-ACI-7E-07 CPP 21.1, 15.2</p>	<p>LIBRARY SERVICES</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

A. The Southeast State Correctional Complex (SSCC) shall provide comprehensive library services and library materials to inmates and staff.

B. Organization and Responsibility

1. The institutional Library shall be staffed by a qualified staff person who coordinates and supervises library services. A qualified librarian shall be available to library staff in assisting with coordinating and supervising library services and shall be responsible for training all library staff. The library staff shall:

- a. Plan, direct, and coordinate all library services and operations.
- b. Enforce all library policies and procedures to prevent abuse of materials.
- c. Ensure inmate access to library staff and library services.
- d. Develop goals and objectives for the library program that includes well-articulated principles, purposes, and criteria used in selection and maintenance of any library material. Coordinate with the Education Department for any academic or vocational needs.
- e. Ensure any material selected serves the educational, informational, and recreational need of the inmates.

Policy Number	Effective Date	Page
SSCC 21-01-01		2

- f. Prepare an annual budget outlining annual goals and objectives for the library program.
 - g. Provide for the selection, training, and use of inmates as Library Aides.
 - h. Provide assistance to any inmate on use of resources.
 - i. Develop book programs and reading lists for inmates.
 - j. Supervise assigned legal aides and clerks.
2. SSCC may request assistance and staff training from the Kentucky Department for Libraries and Archives as required.

C. Library Services

- 1. A schedule shall be posted to inform inmates when the library will be open.
- 2. Satellite services shall be provided to the Restrictive Housing Unit (RHU) on a weekly basis.
 - a. RHU inmates may request a maximum of three (3) books per week.
 - b. The library staff shall pick up returned books.
 - c. The library shall maintain a special separate collection (of sufficient size) devoted solely to RHU inmates.
 - d. These books shall be listed and posted for RHU inmates' selection.
 - e. Books shall be soft cover and contain diverse subject matter.
 - f. All loaned books shall be subject to the same rules governing SSCC library users.
- 3. Schedule information and any special announcement regarding the library facilities shall be posted to the inmate population in each living area.
- 4. Each inmate shall read and comply with all library announcements.
- 5. Reader and reference services shall be available to the inmate population.
- 6. Individual orientation to the Library may be conducted as requested.
- 7. The Library shall offer services designed to advise the reader on availability of materials.

Policy Number	Effective Date	Page
SSCC 21-01-01		3

- a. A collection, including audio-visual material, shall be organized in a systematic manner, clearly labeled, classified, and cataloged for easy use by the patron.
 - b. Any newly added book or restricted access material may be included in the special list for preview.
 8. Government Consumer Publications may be used in the Library only. Removal of the documents from the Library may result in disciplinary action.
 9. The Library shall contain reference and reading materials for educational and recreational purposes including:
 - a. Newspapers;
 - b. Periodicals;
 - c. Reference materials;
 - d. Inter-library loans;
 - e. Fiction and non-fiction;
 - f. Current titles;
 - g. Classical literature;
 - h. Low to moderate and scholarly vocabulary; and
 - i. Specialized collections including Jobs and Life Skills, Black America, Kentucky, LGBTI, and Large Print.
 10. Access to Library material may be denied if the material presents any substantial threat to the security, order, or rehabilitative objectives of the correctional system, the safety of any person, or breaks any federal, state, or county law, or institutional rule.
- D. Selection, Acquisition, and Maintenance of Library Materials
1. Principles for selection, acquisition, and maintenance of library material shall be:
 - a. To select, order, prepare, and disseminate library materials specifically for the inmate population; and

Policy Number	Effective Date	Page
SSCC 21-01-01		4

b. To maintain a system of access and control by regular inventories, shelf lists, classifications, and a circulation procedure.

2. Purposes for the selection and maintenance of library materials shall be:

a. To serve as the public and research library for inmates during incarceration; and

b. To meet the educational, informational, and recreational needs of the inmate population.

3. Criteria used for selection and maintenance of library materials shall be:

a. To use input from inmate interest surveys, staff, teachers, standard selection aides, and the Kentucky Department of Libraries and Archives for assistance; and

b. The Librarian, through the above listed selection methods, shall be responsible for the final selection and ordering of Library materials.

4. The following system shall be used to regulate the abuse of library materials:

a. A computer circulation system shall be used to prevent media loss and monitor use of materials. SSCC shall have a backup method for circulation of media in the event of a power loss or an inoperable computer system;

b. The computer record of an inmate shall be checked before release to parole or serve out in order to verify all materials are returned; and

c. An inmate shall not remove materials from the library, unless it is an item correctly checked out to him.

E. Check-Out Procedures from SSCC Library

1. Each inmate shall read and sign the Library user agreement before using any library facility.

2. Each book shall be loaned for a period of one (1) week. A book may be renewed for additional days at the Librarian's discretion.

3. An inmate shall not have more than three (3) books checked-out at one time.

4. Special Collection and Reserve Books shall be checked-out as follows:

Policy Number	Effective Date	Page
SSCC 21-01-01		5

- a. A Special Collection or a Reserve Book may be checked out from the Librarian only. The check-out period may vary depending upon the item; and
 - b. A Reserve Book may be checked out based on teacher's instruction.
5. Newspapers, periodicals, and references shall remain in the Library and may be used when an inmate presents his inmate I.D. card, which shall be held until he returns the item.
6. If an inmate fails to return or renew a book by the due date, his name shall be placed on an overdue list and posted in the dormitory.
 - a. The inmate shall no longer be eligible for any library service, including periodicals and books.
 - b. All books shall be cleared from his library record before services may be resumed.
7. A final overdue notice shall be sent to an inmate who fails to return a book within fourteen (14) days after the due date.
 - a. Inmates shall return materials to the library forty-eight (48) hours after receipt of the final overdue notice in order to prevent further action.
 - b. Inmates who fail to return books after the final overdue notice shall have appropriate disciplinary action filed against them.
8. Library materials shall be confiscated if an inmate is being transferred or processed for an extended court trip.
9. The library shall receive advance notice of transfers and releases from the Offender Information Services Department or Transfer Coordinator's Office. If an inmate is being transferred or released, the Librarian shall check the library circulation records to determine if he has returned his books.
10. Failure to return a borrowed book or any library material shall result in the inmate being charged for the replacement cost of the item, which shall be deducted from the inmate's account, and may result in disciplinary action.
11. An inmate shall be charged for the replacement cost of a library book or material returned with damage and may receive disciplinary action.
12. An inmate shall be required to have library clearance prior to being released from SSCC to ensure that library books have been returned and any

Policy Number	Effective Date	Page
SSCC 21-01-01		6

replacement fees paid. The clearance slip shall be signed by the Librarian or a staff representative.

F. Inter-Library Loans

1. The SSCC Library shall participate in the Inter-Library Loan Program managed by the Kentucky Library Network.
 - a. An inmate may request an item by completing the proper form obtained from the library staff.
 - b. An inmate who borrows an item through the Inter-Library Loan Service shall be required to abide by the following procedures:
 - (1) He shall complete an Inter-Library Borrower's Agreement before being allowed possession of the requested item.
 - (2) The loaned book may be checked out for a period determined by the library staff and may be subject to renewal depending upon the rules of the lending library and at the discretion of the library staff.
 - (3) An inmate shall:
 - (a) Be responsible for the borrowed materials; and
 - (b) Abide by any restriction and condition imposed by the lending library.
 - (4) An inmate shall agree to return each Inter-Library Loan item:
 - (a) On the specified due date;
 - (b) By hand to the library staff; and
 - (c) In the same condition in which it is loaned.
 - (5) Failure to follow the rules shall result in the immediate recall of the Inter-Library Loan item.
 - (a) If the item is not returned immediately, the inmate borrower shall be charged for the face value replacement cost of the item, and any postage and fine imposed by the lending library; and

Policy Number	Effective Date	Page
SSCC 21-01-01		7

- (b) The inmate may be issued a disciplinary report for theft of state property.

G. Infractions

The library staff may complete a disciplinary report on an inmate for any of the following infractions:

1. Failure to return library materials on or before the due date.
2. A loan of library materials from one inmate to another inmate.
3. Destruction or loss of library materials.
4. Concealment or transportation of contraband in library materials.
5. Failure to comply with the institutional dress code.
6. Engaging in loud talking, horseplay, or other disruptive behavior.
7. Eating or drinking within the Library.
8. Carrying canteen supplies or other property into the Library.
9. Sitting on a table or putting feet on a table or a chair.
10. Confusing or tampering with Library records, book markings, or check-out procedure.
11. Possession of a Library book that is not checked-out by the individual possessing the book.
12. Playing a musical instrument or device without headphones that would be disruptive to others.
13. Any other violations as outlined in CPP 15.2.

H. Inmate Library Aides

1. The Librarian or library staff shall select and supervise an inmate to work as an assigned Library Aide. The aide shall assist as a clerk, a technical processing aide, and a shelver.
2. Each inmate library aide shall be selected, depending on demonstrated ability, educational background, experience, and other criteria as appropriate.

Policy Number	Effective Date	Page
SSCC 21-01-01		8

- a. At a minimum, an inmate shall have passed the General Educational Development (GED) equivalency exam or have received a high school diploma.
 - b. An inmate selected as a library aide by the Librarian or library staff shall serve a probationary hiring period of two (2) weeks. The Librarian shall train the inmate in the process of checking out books, helping inmates find and select books, and preparing books for the shelves.
- I. Staff Use of Library Services
1. Staff shall have access to the Institutional Library services and facility. Staff shall abide by the rules as outlined in this procedure.
 2. Staff may use the Library facility during break time or after work.
- J. This policy shall be reviewed annually and revised as necessary.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020 ACA 5-ACI-2E-01, 5-ACI-2E-02, 5-ACI-6C-15, 5-ACI-7C-01, 5-ACI-7C-02, 5-ACI-7C-03, 5-ACI-7C-05, 5-ACI-7C-06</p>	<p>RECREATION PROGRAMS</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

- A. The Southeast State Correctional Complex (SSCC) shall provide a comprehensive indoor and outdoor recreational program that includes leisure time activities. This policy sets forth specific operational procedures and rules for all recreational programs offered to an inmate at this institution. Participation in recreational programs is a privilege and may be restricted or denied to an inmate.
- B. Responsibility
1. The Recreation Program shall be staffed with a qualified recreation supervisor who shall be a full-time employee with a minimum of a bachelor's degree in recreation, physical education, or a related field or the equivalent combined education and experience.
 2. The Recreation Program Supervisor shall plan, direct, and coordinate all recreational activities. Files shall be maintained on all activities to include average inmate participation, attendance data, and budget matters.
 3. The Recreation Program Supervisor shall be responsible for the following:
 - a. Maintaining recreation facilities and equipment in good condition, suitable for the planned leisure activities, and in proportion to the inmate population;
 - b. Encouraging interaction with the community through various recreational activities;
 - c. Providing staff supervision for activities initiated by inmates;

Policy Number	Effective Date	Page
SSCC 22-01-01		2

- d. Selection, training, and supervision of inmates used as recreational program assistants;
- e. Oversight of recreation programs in the Restrictive Housing Unit;
- f. Preparing an annual budget of all anticipated expenditures; and
- g. Preparing annual goals and objectives for the Recreation Department.

4. The Recreation Program Supervisor shall submit monthly written reports concerning the Recreation Program to the appropriate Deputy Warden. At a minimum this report shall include the following information:

- a. Personnel information;
- b. Program and schedule updates;
- c. Special activities and accomplishments; and
- d. Problems and needs.

C. General

- 1. Recreational staff and correctional staff shall be assigned daily to supervise recreational areas and activities and determine recreation schedules.
- 2. Recreation equipment and supplies shall be checked out to an inmate with the inmate's ID card.

a. Missing or Misplaced Tools and Equipment

If tools or equipment are found to be missing, the finding institutional staff shall:

- (1) Secure the Recreation Department areas and security offices, allowing no one to leave.
- (2) Notify Captain's Office and report the missing item.
- (3) Search all inmate areas of the Recreation Department.
- (4) Complete a written report with copies to the Captain's Office and Recreation Supervisor and Deputy Wardens with the description and inventory number of the item.

Policy Number	Effective Date	Page
SSCC 22-01-01		3

3. Each inmate checking out equipment shall be held responsible for returning the equipment in the same condition as it was issued.
4. Recreational staff shall post schedules of all recreational activities in each living area and the gym.
5. Recreation staff shall assess the recreational needs and interests of the inmate population on a continuing basis.
 - a. Periodic surveys shall be given to the inmate population to assess their recreational needs and interests.
 - b. Recreational staff shall manage daily responses and requests concerning recreational needs and interests.
 - c. These surveys and evaluations of inmate recreational needs and interests may also be used to determine the personnel and financial requirements needed to ensure inmate access to staff and services, and to support inmate activities.

D. Inmate Personnel Requirements

1. Recreation Aides

- a. Selection for Recreation Aides shall be made by the Recreation Program Supervisor through the institution's Work Program procedures.
- b. The Recreation Program Supervisor or Recreation Leaders shall select and train an inmate as a Recreation Aide as needed.
- c. An inmate may handle duties like score keeping, refereeing, judging, and keeping the clock.

2. Inmate Game Officials

- a. Recreation Staff shall select any necessary inmate game officials.
- b. An inmate shall have knowledge of the rules pertaining to the sport he is officiating and shall be trained and instructed as appropriate to the position.
- c. An official shall be paid on a per game basis.

E. Inmate Recreation Committee

1. The Inmate Recreation Committee shall be composed of two (2) inmates

Policy Number	Effective Date	Page
SSCC 22-01-01		4

per dormitory, with the exception of the Restrictive Housing Unit, selected by the Recreation Supervisor.

2. The committee shall be composed of inmates with different recreational interests, representing different age groups, and representing inmate population percentages.
3. This committee shall meet with the Recreation Supervisor at least quarterly.
4. The committee shall not determine policies or rules for the Recreation Department but may make recommendations for future recreation activities.
5. The Inmate Recreation Committee shall offer constructive ideas for the Recreation Department and relay the feelings of the inmate population to the Recreation Supervisor on topics like:
 - a. Preview of rules and requirements of intramural activities;
 - b. Holiday activities;
 - c. Ideas for new or additional activities;
 - d. Team sports;
 - e. Leisure activities; and
 - f. Use of the gym.
6. Minutes of each meeting shall be submitted to the appropriate Deputy Warden for review.

F. Facilities

1. Gymnasium equipped with a barber shop;
2. Outside recreation areas;
3. Covered outside weight area; and
4. Dayrooms.

G. Haircuts and Hair Braiding

1. SSCC shall ensure that hair care service is provided to the inmate population that complies with applicable health requirements.

Policy Number	Effective Date	Page
SSCC 22-01-01		5

2. A sign-up sheet to receive a haircut and hair braiding shall be located in the gym. This list shall contain the inmate name, number, cell, and date.
3. An inmate shall sign up a day in advance of a haircut or hair braiding.
4. A haircut or hair braid shall be administered at no charge.
5. The inmate shall report to the gym at the designated time.
6. Haircuts or hair braids shall be allowed, and an inmate may select the haircut of his choice. Designs shall not be allowed in hair braids.
7. An inmate shall be allowed to request a barber on the sign in sheet. If the requested barber cannot get to the inmate, the inmate shall utilize the next available barber.
8. There shall be a twenty (20) minute time limit on each haircut. There shall be a thirty (30) minute time limit on hair braiding. There shall not be any exceptions.
9. An inmate shall not be in the Barbershop unless the Recreation Officer calls for him.
10. Staff Responsibilities:
 - a. The Recreation Officer shall observe and supervise the Barbershop operation to ensure it is maintained in a safe, secure, and sanitary manner.
 - b. The Recreation Officer shall ensure the barber tools, equipment, and supplies are securely stored if not in use.
 - c. The Recreation Officer shall inventory and certify as correct all applicable barber tools, equipment, and supplies at the beginning and end of each day. The inventory sheet shall be kept with the equipment in the metal cabinet.
 - d. A Barbershop schedule shall be posted in the living units.
 - e. Each inmate barber shall be frisk searched upon exiting the Barber Shop.
11. Barber Responsibilities:
 - a. The Barbershop, equipment, and tools shall be maintained in a safe, secure, and sanitary condition at all times.
 - b. An inmate barber shall inventory his equipment at the beginning and

Policy Number	Effective Date	Page
SSCC 22-01-01		6

end of each workday. An inmate barber shall be responsible for the security of the barber tools, equipment, and supplies throughout his assigned shift.

- c. Each barber shall be at work on time and remain on the job until the end of his workday.
- d. An inmate classified as a barber shall clean up his respective work area at the end of each workday.
- e. A barber shall not be in the Barbershop unless he is scheduled to work or on a clean-up detail.

H. Free Play and Leisure Activities

Free play activities shall be those activities in which an inmate may participate without organizational structure, usually done on a "pickup" basis or by checking out supplies, games, or equipment.

I. Intramural Sports

Intramural sports programs shall be organized sport programs with competition among the inmate population in a structured setting with recognized rules and inmate officials.

J. Varsity Sports

Varsity sports programs shall be organized programs with competition between varsity level teams representing the institution against teams from the community or against teams from other correctional institutions within the state. The Recreation Department shall hold tryouts for varsity teams.

- 1. If possible, outside persons, like high school coaches, may conduct the tryouts; if unavailable, the Recreation Program Supervisor or his designee shall conduct the tryouts.
- 2. At the discretion of the Recreation Program Supervisor, tryouts may be waived in favor of selecting players based upon performance during intramural play, provided intramural play has been underway a minimum of two (2) weeks prior to the selection being made.
- 3. An individual shall not be placed on a team without demonstrating an ability in the sport or activity.

K. Holiday Programs

Special programs may be offered during the holiday periods of Easter,

Policy Number	Effective Date	Page
SSCC 22-01-01		7

Independence Day, Labor Day, Thanksgiving, Christmas, and Memorial Day.

1. These programs shall usually be a combination of free play activities and activities planned by the Recreation Department specifically for the holidays.
2. Prizes may be awarded in these activities.
3. Holiday programs shall be funded by the Inmate Canteen through the Canteen Recreation Budget.

L. Community Interaction

1. The Recreation Program Supervisor shall involve the community as much as possible in the recreation programs.
2. Teams from the community may be contacted to participate in tournaments against the varsity teams or other appropriate activities.
 - a. A list of visitors and times of arrival shall be submitted for administrative approval a minimum of three (3) days before the scheduled event.
 - b. The list shall be approved by the Warden and Deputy Wardens.
 - c. Upon administrative approval, copies of the approval shall be distributed by the Recreation Staff to the Shift Supervisor, Entry Station, Central Control, and file.
3. On occasion, special guests like speakers, coaches, musicians, and university teams may be involved in the recreation programs. Administrative approval shall apply as outlined above.
4. All special activities shall be posted, in each living area and the gym, to encourage inmate participation.
5. At all times, adequate supervision of any event shall be provided in order to meet the security needs of the staff, community participants, and inmates.

M. Restrictive Housing Unit

1. The Recreation Department shall provide recreation equipment to be used in the Restrictive Housing Unit.
2. Use of equipment shall be monitored by the staff assigned to this unit.

Policy Number	Effective Date	Page
SSCC 22-01-01		8

3. Monitoring and repairing of the equipment shall be conducted by the Recreation Department.

N. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.035, 197.020 ACA 5-ACI-1B-20	INMATE CLUBS AND ORGANIZATIONS	

I. DEFINITIONS

"Advisor" means a staff member assigned and responsible for maintaining a liaison between the administration of the institution and his assigned club or organization.

"Bylaws" means a document, which defines the structure and goals of the club or organization and the responsibilities and duties of the membership, and establishes the procedures by which the club or organization conducts its business and activities.

"Club" means any recognized organization or group of inmates united for a common purpose with the intention of maintaining that unit over any period of time, whether as a chapter of a local, state, or national organization or as a separate group without any outside affiliation.

II. POLICY AND PROCEDURES

Participation in clubs or organizations shall be voluntary. The following procedure shall govern the operation and conduct of any inmate club or organization.

A. Oversight of all Inmate Clubs and Organizations

1. The designated Unit Administrator II (UA II) and Deputy Warden shall oversee all inmate clubs and organizations.
2. The UA II shall:
 - a. Recruit, select, and train any needed organizational staff advisor. An advisor may be recruited from either Program or Security ranks. Each advisor shall be subject to final approval by the appropriate Deputy Warden;
 - b. Monitor inmate club and organization activities and coordinate club and organization schedules through the office of the appropriate Deputy Warden;

Policy Number	Effective Date	Page
SSCC 22-02-01		2

- c. Submit a monthly report regarding the status and activities of inmate clubs and organizations to the appropriate Deputy Warden;
- d. Conduct a periodic review of each club or organization procedures and bylaws, any change in the procedures and bylaws and periodic evaluation of the effectiveness of the club or organization and the level of inmate participation in each club or organization. This periodic evaluation and review may be documented through a monthly report; and
- e. Meet with the inmate club and organization advisors as a group or individually at least semi-annually to evaluate the progress of the various clubs and organizations.

B. Inmate Club or Organization Advisors

- 1. The advisor shall attend and supervise the meetings of the club or organization that the staff member advises.
- 2. The advisor shall consult with and assist the inmate leadership of the club and organization in achieving the club or organization's goals.
- 3. The advisor shall secure necessary approval for any special activity or the activity shall not be held.
- 4. The advisor shall manage and control all funds maintained by the club or organization in conjunction with the institutional Business Office and maintain a log of all materials or equipment owned and controlled by the organization.
- 5. The advisor shall ensure that a monthly report is prepared by club officers and submitted to the UA II explaining the activities of the club or organization, providing attendance figures, and outlining any specific problem encountered and remedial action taken.
- 6. The advisor shall ensure that each meeting is run in an orderly manner, the meeting area is maintained and cleaned as necessary, and the meeting closes on schedule.
- 7. The advisor shall ensure that an annual inventory of all club or organizational property is conducted and the results of this inventory forwarded in writing to the UA II.

C. Inmate Clubs and Organizations

Policy Number	Effective Date	Page
SSCC 22-02-01		3

1. The number of inmate clubs or organizations and the maximum permissible membership of each individual club or organization shall be determined by the appropriate Deputy Warden upon availability of meeting space, staff resources, and other program demands.
2. Establishing a new Club or Organization
 - a. To establish a new club or organization, a proposal shall be sent to the UA II and shall contain the goals and objectives of the club or organization, anticipated functions, and other information relative to its operation.
 - b. The UA II shall review the proposal and make a recommendation to the Warden as to whether it is feasible to establish the new club or organization.
 - c. The warden shall determine whether the new club or organization may be established and notify the UAII of his decision.
3. Disbanding and Eliminating a Club or Organization
 - a. As indicated above, the UA II shall periodically evaluate the effectiveness of each club or organization.
 - b. A club or organization may be disbanded, placed on probation, or barred from specific activities by the Warden if:
 - (1) Inmate participation in a club or organization drops below acceptable levels;
 - (2) The club or organization fails to have regular meetings;
 - (3) The club or organization is involved in any activity detrimental to the welfare or security of the institution; or
 - (4) For any other reason as determined by the Warden.

D. Rules for Clubs and Organizations

1. Each club and organization shall abide by its constitution and bylaws, and all policies and procedures of the institution and the Department of Corrections under the direct supervision of a staff advisor.
2. Each club and organization shall file a copy of its current constitution and bylaws with the UA II.
3. Before a proposed activity is held, the approval of the staff advisor, the UA II, and the appropriate Deputy Warden shall be obtained.

Policy Number	Effective Date	Page
SSCC 22-02-01		4

4. Any proposed activity shall be submitted to the UA II fifteen (15) working days in advance of the activity.
5. The club or organization advisor shall approve all correspondence from an inmate club or organization prior to it being sent.
6. Each club or organization shall submit a monthly attendance roster to the UA II with a monthly report. This shall be done on or before the 25th of each calendar month.
7. Each club and organization member shall be expected to attend 75% of the meetings of his club or organization in order to be considered an active member.
8. Each club or organization may participate in a maximum of two (2) fund raising projects at any given time. Approval from the appropriate Deputy Warden shall be required for these projects.
9. The UA II shall create an annual food order schedule to rotate which clubs hold food orders in which month. This schedule shall be posted in December of the preceding year.
10. Each club and organization shall be restricted to one (1) banquet per year.
11. Participation in an inmate club or organization shall be voluntary.
12. An inmate shall not hold more than one elected office in any inmate club or organization.

E. Outside Guests

1. Before an individual outside the institution is invited to participate in an activity, approval shall be obtained from the staff advisor, the UA II, and the appropriate Deputy Warden.
2. Upon receiving all approvals, the staff advisor shall notify the necessary personnel and provide the information regarding the guest and his arrival.
3. The advisor shall meet and escort the guest to the meeting site.

F. Supplies and Equipment

1. Club and organization supplies and equipment shall only be used by the club or organization that owns the supplies or equipment.

Policy Number	Effective Date	Page
SSCC 22-02-01		5

2. Supplies and equipment shall be used only for the purpose of conducting club or organization business and an inmate shall not be allowed to conduct personal business with these supplies or equipment.
3. A club or organization shall not loan or give its supplies or equipment to another club, organization, or individual without the approval of the appropriate Deputy Warden.
4. A club or organization shall not borrow supplies or equipment from another club, organization, or individual without the approval of the appropriate Deputy Warden.
5. A club member shall obtain authorization from the staff advisor to use supplies or equipment.

G. Accounts

Location of account:

1. The institutional club or organization accounts shall be maintained by the institutional Business Office, Inmate Accounts.
2. Any proposed withdrawal or expenditure from an account shall have the approval of the staff advisor and the UA II before it is made.
3. A monthly statement of a club or organization's account received shall be maintained in the Business Office with a copy of any business transaction for that particular month being forwarded to the staff advisor and the UA II.
4. Any record of inmate clubs or organizations shall be open to the Warden, Deputy Wardens, Business Manager, UA II, and staff advisor at all times.
5. Each club and organization account shall be audited at least once per year.

H. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.035, 197.020	ARTS AND CRAFTS PROJECTS	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

This procedure outlines specific rules for authorized Arts and Crafts projects and the process for mailing completed projects out of the institution.

A. Arts and Crafts Selection and Approval

1. Each arts and crafts project shall have the prior approval of the assigned Recreation staff overseeing the arts and crafts projects.
2. An inmate shall not participate in more than two (2) projects simultaneously from one (1) of the following categories:
 - a. Any project involving wood materials including sticks and popsicle sticks;
 - b. Art including painting, drawing, sketching, and watercolors;
 - c. A plastic or wood model kit; and
3. Any exception shall receive prior approval from the Recreation Supervisor and the appropriate Deputy Warden.

B. Arts and Crafts Program General Rules

1. An inmate who wishes to participate in the Arts and Crafts Program shall obtain a project slip from the Recreation Department. The project slip shall list all materials needed to complete the project. The project slip shall be completed in duplicate. One (1) copy shall remain with the inmate and the other shall be logged with the Recreation Department. All project materials shall be listed on the project slip.

Policy Number	Effective Date	Page
SSCC 22-03-01		2

2. A project slip shall be valid for ninety (90) days from the date of receipt of the project materials.
3. To remain active in the program, the inmate shall seek renewal of the project slip from the Recreation staff before its expiration date.
 - a. A project slip may be denied for renewal if the Recreation staff has reason to believe the inmate is not fully active in the program.
 - b. An inmate whose project slip is withdrawn for a disciplinary reason related to the program may lose all future privileges or be temporarily suspended from the program depending on the seriousness of the offense. An inmate may appeal his dismissal or suspension to the Deputy Warden of Programs.
4. A clear plastic container may be provided through the Recreation Department. This container may be used to store arts and crafts materials in the designated arts and crafts area.
5. The appropriate Deputy Warden may discontinue or suspend any individual program by written memorandum.

C. Allowable Arts and Crafts Projects

1. Wood Craft Project
 - a. A wood craft project shall be maintained in the inmate's room and only two (2) projects per inmate shall be allowed at any given time.
 - b. Materials stored in the inmate's room shall not be in excess of the material listed required to complete a project. This means that if an individual has left-over supplies after completing an initial project, the supplies shall be disposed of appropriately before he may order supplies for another project.
 - c. Material shall not be stored in the dormitory without an approved project slip.
 - d. If completed, a project shall not be larger in size than 18" x 18" x 18".
 - e. A hollow area, hidden drawer, or secret compartment shall not be permitted.
2. Oil Painting, Watercolor, and Drawing Projects
 - a. Only two (2) paintings at a time per inmate shall be allowed in the dormitory.

Policy Number	Effective Date	Page
SSCC 22-03-01		3

- b. An approved project slip shall be obtained.
- c. The maximum permissible painting size shall be 18" x 24".
- d. An easel shall not be permitted in the dormitory.
- e. All paint and other material shall be non-toxic and clearly labeled. If the material does not state non-toxic and it has the label (AP), this material is non-toxic.
- f. Any brush, paint, drawing supplies, and material shall be stored in a neat and orderly manner.

3. Plastic Model Projects

- a. Only two (2) plastic models at a time per inmate shall be allowed in the inmate's room.
- b. An approved project slip shall be obtained.
- c. Any paint and other material shall be non-toxic and clearly labeled. If the material does not state non-toxic and it has the label (AP), this material is non-toxic.
- d. Detail items may be available for each project.
- e. All materials shall be stored in a neat and orderly manner.

D. Acquisition of Personal Materials

- 1. An inmate participating in the Arts and Crafts Program with an approved project slip may have supplies mailed to him in the following manner:
 - a. Permission for arts and crafts supplies to be received in the mail shall be obtained from the assigned Recreation staff. The Recreation staff shall approve items by properly completing the designated request form and Cash Pay Out voucher (CPO). A list of required items an inmate is allowed to have shall be provided by the Recreation staff.
 - b. Once the designated form is approved and completed by the Recreation staff, it shall be sent to the appropriate vendor. This form shall be returned with the package showing that prior approval has been granted for the inmate to receive the item. A copy of this request shall also be kept in the Gym.
- 2. An inmate shall be responsible for purchasing his own arts and crafts supplies with a CPO from his inmate account. An inmate shall not receive

Policy Number	Effective Date	Page
SSCC 22-03-01		4

any arts and crafts ordered by relatives or anyone outside the Recreation Department.

3. An inmate's CPO for arts and crafts projects shall be approved by the Recreation staff.
4. All materials shall come directly from the vendor chosen by the Recreation Department or the Inmate Canteen.
5. Only one (1) Art and Crafts supply package shall be approved in a ninety (90) day period. If an inmate is working on two (2) projects, he shall order enough supplies for the ninety (90) day period. The package shall not be counted as a vendor package.
6. An inmate shall not be allowed to retain more supplies than needed for his project.
7. An arts and crafts package shall be mailed to the institution to be searched by the Property Room staff.
 - a. The Recreation Department shall be informed of an arts and crafts supply package arrival and the name of the inmate who ordered the supplies.
 - b. Upon verification and approval of the supplies through the Property Room, the inmate shall be notified. The inmate shall go to the Gym to get his project slip. He shall proceed to the Property Room with the slip and obtain his supplies.
 - c. Any supply package that contains contraband or an item that has not been pre-approved shall result in the entire supply package being rejected and returned to the sender at the inmate's expense.

E. Completion and Disposal of Arts and Crafts Projects

1. Within thirty (30) days after the completion of a project, the completed project shall leave the institution. A completed project may not be retained by an inmate. The method of disposal may be one (1) of the following:
 - a. Mailed home at inmate's expense;
 - b. Used for special display as arranged by the Recreation staff; or
 - c. Placed in institutional trash.
2. An inmate shall not complete a project to sell or give to another inmate or staff member.

Policy Number	Effective Date	Page
SSCC 22-03-01		5

F. Security Searches

An inmate shall be required to comply with all procedures set forth for the completion of arts and crafts projects. All projects and materials shall be subject to search and seizure by SSCC staff.

G. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020 ACA 5-ACI-4A-27, 5-ACI-5E-01, 5-ACI-5E-02, 5-ACI-7F-01, 5-ACI-7F-05 CPP 9.4, 23.1, 26.1</p>	<p>RELIGIOUS SERVICES</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

- A. Comprehensive counseling shall be provided by the Chaplaincy staff or an approved volunteer. Individual, group, family, and marital counseling shall be provided after the determination of the need and upon request. Both pre-marital and post-marital counseling shall be provided. The sessions involving family members shall be conducted in the Visiting Room or an area designated by the appropriate Deputy Warden subject to security and facility considerations. Private sessions may be arranged if justifiable.
- B. An outside religious organization may conduct worship services following proper screening. Documentation, as prescribed by this policy, shall be maintained on file for a guest participating in the services.
- C. An inmate shall not conduct religious services except under the direct supervision of the Chaplain in charge of the service. An inmate shall not preach, act as minister of music, or perform any other function usually performed by the Chaplain unless prior approval has been granted by the Chaplain. A short spoken testimony may be given under the direction of the Chaplain in charge.
- D. An inmate shall not be discriminated against on the basis of disability in the provision of services, programs, and activities administered for program beneficiaries and participants.
- E. Scheduling of Religious Services and Programs
 1. Religious services and programs shall be available to an inmate and be provided according to a written posted schedule. If a service is scheduled during a time an inmate does not have access to the Institutional Religious Center, a written pass shall be issued to the inmate to attend. The written

Policy Number	Effective Date	Page
SSCC 23-01-01		2

pass shall only apply for the inmate to attend the scheduled services and not other activities normally provided within the Institutional Religious Center.

2. An inmate shall be required to give, at a minimum, 72-hour notice to his work supervisor of a religious service he wants to attend. An inmate shall be excused from his work assignment on the scheduled date and shall also not receive pay.
 - a. Obligatory individual prayer shall be permitted subject to the below provisions. Area work and program supervisors may designate an area where prayers may be conducted that is most appropriate in ensuring maintenance of safety and security in the area.
 - b. Obligatory prayer activity may be postponed until the next scheduled break in a work or program area if it will result in a disruption of necessary services.
3. The religious program shall be scheduled by or under the direct supervision of the Chaplain. Any outside guest shall be scheduled by the Chaplain. Final approval of the schedule shall be made by the Warden and appropriate Deputy Wardens. Only members of the Chaplaincy staff shall be involved in the development of the schedule.
4. A monthly schedule of religious activities and services shall be provided by the Chaplain and posted in the dorms and the Institutional Religious Center.
5. Special events shall be scheduled as "Special Events" with separate documentation as required. Posters, memoranda, or electronic message shall be used to announce these events.
6. The Chaplain shall schedule evenings and weekends to provide religious services and counseling to the population.
7. The Chaplain shall make pastoral visits to the housing units and the Restrictive Housing Unit (RHU) on a regular basis. Visits to those ill, hospitalized, or recovering "in-house" shall be a priority.

F. Meeting Inmate Religious Needs

1. An inmate may correspond with ministers, clergymen, priests, spiritual leaders, or others in an official capacity with recognized religious denominations or sects.
2. Religious programming shall be assessed on a regular basis to ensure the religious needs of the population are met.

Policy Number	Effective Date	Page
SSCC 23-01-01		3

3. An inmate may request religious services by following the procedure set forth in CPP 23.1 (II)(G)(8) if the inmate requires religious programming not currently represented at SSCC.

G. Staffing Religious Programs

1. The Chaplain and volunteer Chaplains with Certified Volunteer status shall have physical access to all areas of the institution to minister to inmates and staff. A volunteer may be designated as a Certified Volunteer in compliance with CPP 26.1.
2. The Religious Department may use additional volunteers to provide counseling, instruction, and team sponsors. The specific task shall be outlined and approved by the Deputy Warden prior to the volunteer undertaking the task.

H. Institutional Religious Center Non-Certified Volunteers

A visiting minister or layman shall comply with the following:

1. A visitor's information form, training provided by the Volunteer Coordinator or Chaplain, in conjunction with the SSCC Training Coordinator, as dictated by SSCC 26-01-01, and a waiver and release form shall be completed and returned to the Chaplain for screening. This process shall be completed prior to a non-certified volunteer being permitted entry into the institution.
2. A non-certified volunteer representing a particular faith or church to provide religious counseling for that faith group shall function as a pastor or staff member for a congregation of that faith. The non-certified volunteer shall be certified by that faith group by ordination or equivalent. The non-certified volunteer shall require approval from the Deputy Warden.
3. An outside non-certified volunteer, minister, or group shall be under the supervision of a Chaplain or designee. A group shall not exceed fifteen (15) in number without specific approval for a special event.
4. A non-certified volunteer or group shall be given a copy of the Institutional Religious Center visitor rules. An infraction of these rules may result in the visitor or group being restricted from the institution for a specific period or permanently. An infraction shall be noted and maintained in the file for that individual or group.
5. The non-certified volunteer or group leader shall submit the names and required documentation at least fourteen (14) days prior to any visit. If possible, standing lists for a group or an individual that visits the Institutional Religious Center on a regular basis shall be developed.

Policy Number	Effective Date	Page
SSCC 23-01-01		4

6. A religious meeting that results in disorder, demonstrations, or threats to the order and security of the institution shall be subject to discontinuation.

7. Requirements for the Prison Rape Elimination Act (PREA).

I. Screening for Outside Religious Groups

1. A religious organization requesting admittance shall be referred to the Chaplain for processing. The criteria for selection shall be:

- a. Institutional need for services;
- b. Review of safety and security issues; and
- c. Availability of institutional space and time.

2. Upon approval and receipt of the required documents, the individual or group shall be assigned a meeting time based on the availability of space. A memorandum shall be prepared and appropriate personnel notified.

J. Religious Dietary Provisions

An inmate may observe fasting days and special holy days according to the teachings of his faith. The Chaplain shall coordinate those needs with the Food Service Director.

K. Religious Material: Audio, Video, and Literature

1. Through the Chaplain's Office, the institution shall provide religious services for an inmate in the RHU who is not permitted to attend the Institutional Religious Center. This shall be completed through the Chaplaincy visit, the use of a portable compact disc (CD) player offered on a request basis, and literature distribution.

2. Rules Governing the Use and Distribution of Equipment and CDs

- a. An inmate may request the use of a non-recording CD player and CDs. Requests shall be filled on a first come, first served basis. The players shall be maintained in the Institutional Religious Center Office.
- b. An inmate in RHU may make a request to use equipment or CDs. A CD player and a selection of CDs shall be maintained in the Unit and be issued as designated by RHU staff. The use shall be recorded in accordance with RHU operating procedure. The Chaplain shall

Policy Number	Effective Date	Page
SSCC 23-01-01		5

maintain the audio library. The library shall be updated as new CDs are received in the Institutional Religious Center Audio Library.

3. Religious literature shall be available by direct receipt or in the Institutional Religious Center for the population without discrimination.
4. DVDs and viewing equipment may be used in the Institutional Religious Center under direct supervision.
5. Personal equipment shall not be stored in the Institutional Religious Center, except as specifically authorized by the Deputy Warden of Programs.
6. Approval shall be obtained from the Chaplain or designee for the rehearsal of music in the Institutional Religious Center.
7. An inmate shall not provide library services to another inmate except under the direct supervision of a Chaplain. The Chaplain or staff may distribute cards and envelopes. Other distributions shall be completed under the direction of the Chaplain or staff.

L. Special Religious Services and Events

Special religious events may include speakers, concerts, or other events not scheduled on a regular basis. These events shall require approval of the Deputy Warden since special arrangements for security and use of the facility may be needed.

M. Institutional Religious Center Fund

An inmate may contribute to the Institutional Religious Center Fund by established inmate account transfers. The transfer shall be approved by the Chaplain or the inmate's Classification and Treatment Officer.

N. Additional Duties and Responsibilities of the Chaplain

1. The Chaplain shall provide counseling for inmates concerning religious problems and institutional adjustment. The Chaplain shall also provide counseling with relatives and families of the inmate at the institution, if necessary.
2. The Chaplain shall inform the inmate of tragedies, for example, critical illness or death of an immediate family member. The Chaplain shall organize authorized funeral and bedside trips.
3. If possible, the Chaplain shall take the call from a family member concerning illness or death and complete an inmate family emergency form.

Policy Number	Effective Date	Page
SSCC 23-01-01		6

After the report is verified from medical or funeral home personnel, the Chaplain shall notify the inmate.

- a. In the absence of a Chaplain, the call shall be routed to the Social Services Department during regular business hours and to the Captain's Office after hours. The officer shall take the call, complete the inmate family emergency form, and notify a Chaplain as quickly as possible.
 - b. If a Chaplain is not available for an extended period of time, the officer taking the call shall forward the form and information to the inmate's Classification and Treatment Officer. The Classification and Treatment Officer shall verify the report and notify the inmate. A copy of the report shall be forwarded to the Chaplain for follow-up counseling.
4. After notification of the inmate of a verified family emergency, the Chaplain may arrange a telephone call to a family member for the inmate:
- a. Upon confirmation of the death or life threatening illness of a family member, a telephone call, not to exceed ten (10) minutes, may be made to the inmate's family.
 - b. Other emergencies shall be evaluated on a case-by-case basis and call approval obtained from the Deputy Warden of Programs or Duty Officer. The Chaplain or Classification and Treatment Officer shall make the requested telephone call.
 - c. In the case of a non-life threatening illness, the Chaplain may contact the family or hospital and determine the condition of the family member for the inmate. He may relay information that will permit the inmate to contact his family.
 - d. A call shall not be made from the Institutional Religious Center to a non-immediate family member.
 - e. The call shall be logged in the Institutional Religious Center log by the Chaplain on duty.
5. The Chaplain shall ensure:
- a. Regular departmental interaction;
 - b. Communication to the appropriate person of program needs and goals;
 - c. Provision of pastoral care to the staff;

Policy Number	Effective Date	Page
SSCC 23-01-01		7

- d. Participation in staff training and committees; and
 - e. Attendance at required meetings, both in and out of the institution.
6. Janitorial services in the Institutional Religious Center shall be under the supervision of the Chaplain. The Chaplain shall complete supply requisitions.
 7. The Chaplain shall submit monthly and other required reports to the Deputy Warden of Programs concerning planned activities for a faith group. The report shall include Institutional Religious Center activities of the group, total attending, and any incident reports. A Volunteer Chaplain shall submit a monthly report to the Chaplain no later than the twenty-fourth (24th) of the month. The report shall include services conducted, faith group represented, attendance, and requests for an outside guest or group for the coming months.
 8. The Chaplain shall supervise and evaluate a volunteer Chaplain or other volunteers utilized in the religious program.
 9. The Chaplain shall supervise any student intern involved in religious programs.
 10. If a religious leader of an inmate's faith is not located by the Chaplaincy staff or volunteers, the Chaplain shall assist the inmate in contacting a person who has the appropriate credentials. The contacted person may minister to the inmate under supervision of the Chaplain.
 11. Security shall be provided for the Institutional Religious Center.
 12. The Chaplain shall serve as a resource person for the development of staff training.
- O. Receipt of Religious Materials and Literature
1. The receipt of religious material not sent to a specific inmate shall be directed to the Chaplain.
 2. Donated material shall be examined and searched for security issues.
 3. A record of donated material shall be maintained by the Chaplain listing the items received, its disposition, if an item is not approved, and the name and address of the donor organization or individual.
 4. Materials shall be distributed to the general population consistent with the Institutional Religious Center Programs under the direction of the Chaplain.

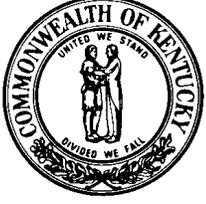
Policy Number	Effective Date	Page
SSCC 23-01-01		8

5. Staff or volunteers shall not take any materials to the yard without prior approval of the Warden or designee.

P. Inmate Marriage

An inmate request to be married while incarcerated shall follow the procedures in CPP 14.3.

Q. This policy shall be reviewed annually and revised as necessary.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020 ACA 5-ACI-5E-01, 5-ACI-5E-04, 5-ACI-5E-05, 5-ACI-5E-06, 5-ACI-5E-07, 5-ACI-5E-08, 5-ACI-5E-09 CPP 18.1</p>	<p>SOCIAL SERVICES AND COUNSELING PROGRAM</p>	
	<p>SSCC 24-01-01</p>	<p>3</p>
	<p>November 3, 2021</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

The Southeast State Correctional Complex (SSCC) shall provide a comprehensive Social Service and Counseling Program. The program shall address a wide range of inmate needs including: (1) counseling and crisis intervention, (2) medical services, (3) substance abuse programs, (4) pastoral care and counseling, and (5) community services.

A. Staffing Organization

A qualified staff member with a minimum of a Bachelor's Degree in Social or Behavior Science or a related field shall monitor the Social Services and Counseling Program at SSCC.

B. Identification

1. Upon arrival at SSCC each inmate shall be assigned a Classification and Treatment Officer (CTO). The CTO shall assist the inmate in adjusting to the institution by providing assistance, guidance, and counseling upon request.
2. The CTO shall review the institutional file on each newly assigned inmate within seven (7) days of arrival. The newly assigned inmate shall meet with the SSCC Classification Committee. Needs and program recommendations shall be identified by the CTO's for each newly assigned inmate.
3. An inmate scheduled for classification or reclassification shall have a classification document prepared as outlined in CPP 18.1.
4. The staff at SSCC shall identify at least annually the needs of the inmate population to ensure that the necessary programs and services are available,

Policy Number	Effective Date	Page
SSCC 24-01-01		2

including programs and services to meet the needs of inmates with a specific type of problem. This review shall include an evaluation of academic, vocational, library, religious, and leisure-time programs and services.

C. Programs Available

1. The Chaplain and other pastoral volunteers shall offer services in the following areas:
 - a. Informal supportive counseling due to the death or hospitalization of a family member;
 - b. Scheduled individual counseling, premarital, family, and group counseling as needed; and
 - c. Spiritual guidance and counseling for all religious denominations.

2. Substance Abuse

This inmate self-help group shall consist of members whose explicit purpose shall be to attain and maintain a drug and alcohol free life. Assistance shall be provided from outside speakers and community agencies. Involvement shall be voluntary. Referrals may be inmate or staff initiated.

3. Individual Case Management

The Unit Management team shall provide on-going counseling of the inmate. The CTO shall be designated as the primary staff to monitor the progress and adjustment of any inmate assigned to his caseload. He shall assist the inmate with routine institutional matters as well as act as crisis intervention and referral personnel. Each CTO shall be available to the inmate on his caseload during scheduled hours Monday through Friday as well as on a non-scheduled basis if visiting the dorms.

4. Crisis Counseling Services

Crisis counseling shall be provided by the social services staff at SSCC as needed.

5. Psychological Assessment and Intervention

The assigned institutional psychologist shall work closely with security and programs staff to consult with any inmate suspected of suffering from emotional difficulty or who may be in need of psychiatric referral. A referral may be made by any SSCC staff member or certified volunteer as the need exists.

Policy Number	Effective Date	Page
SSCC 24-01-01		3

6. Medical

Counseling in health matters shall be provided by the medical and nursing staff at SSCC. This shall include information like hygiene, health maintenance, disease prevention, and any particular treatment ordered by the physician.

7. Pre-Release Program

The Program staff shall conduct a pre-release class, which shall be designed to counsel and assist the inmate in the transition from incarceration to parole or serve out.

8. Educational

Staff assigned to the Education Department shall provide counseling to the inmate regarding educational planning, vocational planning, and day-to-day counseling regarding courses provided at the institution.

9. Recreation

Recreation staff shall assist the inmate in constructive use of his leisure time. Additionally, recreation staff shall counsel any inmate interested in physical conditioning.

D. Community Social Service Resources

Community social service resources shall be used to augment the Social Services Program at SSCC.

E. Notification of Program Availability

The inmate population shall be informed of any available social services and program by:

1. Posted announcements on bulletin boards;
2. Orientation; and
3. SSCC Policies and Procedures.

F. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.035, 197.020, 197.055 ACA 5-ACI-5F-01, 5-ACI-5F-03 CPP 25.3	PRE-RELEASE PROGRAM	
	SSCC 25-01-01	1
	November 3, 2021	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

A pre-release program is available to ensure each inmate is provided the opportunity to participate in a release preparation program prior to his release to the community either by parole or serving out his sentence.

A. A designated program staff member shall be responsible for the implementation of the Pre-Release Program.

1. An inmate scheduled to meet the Parole Board shall be given the opportunity to participate in an informational pre-release meeting.
2. The program staff shall notify each inmate scheduled to meet the upcoming Parole Board of the date and time of the meeting.
3. An inmate within 6-24 months of his scheduled release date shall be given an opportunity to participate in the Pre-Release Program, Portal New Directions. Designated staff shall notify the inmate of the date and time the program shall be conducted.
4. The Pre-Release Program shall be a voluntary program. An inmate choosing to participate shall be excused from his assigned work area to attend.

B. Program staff shall use the program entitled: Portal New Directions. All modules shall be completed by the inmate in order to receive a certificate of completion.

C. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.035, 197.020	PAROLE HEARINGS	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

Southeast State Correctional Complex (SSCC) shall provide for the orderly conduct of Parole Hearings on a monthly basis at SSCC. Upon receiving confirmation from the Parole Board office of the date and inmate listing for the monthly hearing, the following procedures shall be implemented.

- A. The Program staff shall initiate the notification process regarding the Parole Board Hearing.
 1. The program staff shall notify the appropriate staff and each dorm and Restrictive Housing Unit (RHU) of the date, time, and listing for the Parole Board Hearing.
 2. The unit management staff shall notify the dorm officer which inmates are scheduled for a Parole Board hearing.
 3. The Inmate Services Officer shall be notified of which inmates are scheduled for a Parole Board hearing. The Officer shall be provided a list with names, numbers, and dormitory.
 4. The inmates scheduled for a Parole Board hearing shall proceed to the Institutional Religious Center to wait for their hearing. The officer shall frisk search each inmate before he enters the Parole Board hearing room.
 5. Each inmate shall be called in the same order as they appear on the Parole Board list or Parole Board's request. An exception may include an open hearing or restrictive housing unit inmate.

Policy Number	Effective Date	Page
SSCC 25-02-01		2

7. The appropriate staff shall be notified of any inmate who is paroled and authorized to be released from SSCC on the following day.

B. Security staff shall be responsible for the following if the Parole Board arrives at SSCC:

1. If a Parole Board member arrives with a guest, the Warden shall be notified.

2. Frisk searches of any Parole Board member and his guest shall not be required. All personal property shall be searched. If a member or guest does not give permission to have his personal property searched, the member or guest shall return the items to his vehicle.

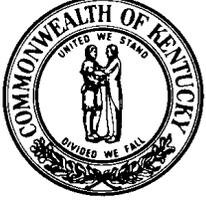
3. Parole Board members or transportation officers shall not have cuff keys in his possession if entering Security Reception.

4. Security staff shall assist with security needs during the Parole Board Hearings.

5. SSCC security staff shall conduct a pat down search of each SSCC inmate before allowing them to go into the Parole Board Room.

C. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 17.510, 196.035, 197.020, 197.170 ACA 5-ACI-5F-05 CPP 25.2, 25.11 SSCC 06-01-01</p>	<p>INMATE RELEASE PROCESS</p>	

I. DEFINITIONS

None

II. POLICY AND PROCEDURES

The inmate release process shall be implemented to ensure a complete and orderly release of an inmate from the Southeast State Correctional Complex (SSCC).

A. Release Process

1. Upon receipt of release papers Offender Information staff shall:
 - a. Review and verify the authenticity of the release papers. Upon verification, Offender Information staff shall prepare a Notice of Discharge for the inmate being released by whatever method to include: Minimum Expiration, Maximum Expiration, Court Ordered Release, Parole, Mandatory Reentry Supervision, Sex Offender Conditional Discharge or Death.
 - b. Notify institutional staff three (3) working days before an inmate's release, if possible. The Notice of Discharge shall serve as a notification for public officials.
 - c. Conduct notification according to KRS 197.170 and CPP 25.2. Offender Information staff shall be responsible for notifying victims or other individuals requesting notification of an inmate's release in accordance with KRS 197.170 and CPP 25.11, Victim Services.
 - d. Advise an inmate convicted of a sex-related offense of his duty to register with the Kentucky State Police in compliance with KRS 17.510.

Policy Number	Effective Date	Page
SSCC 25-01-02		2

- e. Determine which method of release the inmate requires, and inform the appropriate personnel immediately.
 - (1) If the inmate requires a bus ticket, Offender Information staff shall notify the Fiscal Officer, who shall prepare a check or voucher for a bus ticket.
 - (2) If the inmate is being picked up, the inmate shall be released from Central Control and out the pedestrian gate.
 - f. Check for detainers, holds, court dates, and other pertinent information.
 - g. Bring all pertinent paperwork to Central Control on the day of release:
 - (1) A paroling inmate shall be advised of his reporting instructions.
 - (2) An inmate being released by Minimum Expiration, Maximum Expiration, Mandatory Reentry Supervision, Sex Offender Conditional Discharge or Court Order, shall be advised of the pertinent facts on the Notice of Discharge.
 - (3) Each inmate shall be given the Notice of Discharge before release.
 - h. Send all release papers to the Shift Supervisor, if the release is on a weekend or a holiday. The Shift Supervisor shall ensure the inmate receives any necessary instructions or money before release.
2. The inmate's responsibilities shall include:
- a. Fulfilling the requirements of release at the institution, by completing the applicable section of "SSCC Inmate Release Form." The inmate shall obtain the Inmate Release Form from his assigned Classification and Treatment Officer or designated unit staff.
 - b. Conveying the release form to the following departments requesting completion from respective supervisors: Education, Library, Clothing Room, Property, Mail (to include instructions on forwarding of mail), Medical Department, Unit Staff, Recreation, and Chapel.
 - c. Making arrangements for completion of any pending actions like claims for damages or lost possessions.

Policy Number	Effective Date	Page
SSCC 25-01-02		3

- d. Deliver the completed release form to the Property or Processing officer. Review, sign, and date the completed form with the Property or Processing officer.

3. Disposition of Forms

Upon completion of the above steps, the original form shall be forwarded to the Offender Information Office. If an inmate is to be transported to the bus station, a copy of the form shall be forwarded to the Shift Supervisor for travel arrangements.

- B. Release Requirements

1. Weekend Releases

For release of an inmate on a weekend or holiday, advance notice shall be given by Offender Information staff to allow for the completion of release documents prior to the inmate's release date.

2. Body Receipt Forms

A Custody and Body Receipt form shall be completed on an inmate released to authorities for purposes of court proceedings or released due to a detainer.

3. Property Controls

- a. Security staff shall check the inmate's property to see that no state or institutional property leaves the institution. Security staff shall also ensure return of all personal effects or contraband. Appliances shall be inventoried to ensure that the inmate takes all appliances listed on his inventory sheet.

- b. Security staff shall have the inmate sign and date the Property Release Form verifying that he has received all his personal property and has returned all state or institutional property.

4. Medical Care Provisions

- a. To ensure continuity of medical care from admission to discharge, the medical staff, in completing the requirements of the Release Form, shall conduct medical screening and arrangements for community follow-up if needed.

- b. If travel is approved, pertinent data including medication, behavior management procedures, and other treatment or special requirements for observation and care during travel shall be documented on the Release Form; or if appropriate, other relevant forms. Medication for thirty (30) days or other special treatment

Policy Number	Effective Date	Page
SSCC 25-01-02		4

required in route, along with specific written instructions for administration, shall be included and furnished to transportation staff if appropriate.

C. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.

 <p>SOUTHEAST STATE CORRECTIONAL COMPLEX Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.035, 197.020 ACA 5-ACI-1G-01, 5-ACI-1G-03, 5-ACI-1G-05, 5-ACI-1G-06, 5-ACI-1G-07 CPP 3.1, 26.1</p>	<p>CITIZEN INVOLVEMENT AND VOLUNTEER SERVICE PROGRAM</p>	
	<p>SSCC 26-01-01</p> <p>November 3, 2021</p>	<p>3</p>

I. DEFINITIONS

“Certified volunteer” means an individual not employed by the Department of Corrections (DOC) who provides specified services to the inmate population on an on-going basis and has met the certification requirements.

“Non-certified volunteer” means an individual not employed by the Department of Corrections who provides specified services to the inmate population and has not met the certification requirements.

II. POLICY AND PROCEDURES

A. General

1. The Volunteer Coordinator shall report directly to the Warden or designee and oversee the Citizen Involvement and Volunteer Services Program.
2. Refer to CPP 26.1 for general requirements for the Citizen Involvement and Volunteer Services Program at SSCC.
3. A schedule of each volunteer service shall be available to the inmate population and posted in each dormitory.
4. Each certified volunteer shall be issued a volunteer institutional ID card.
5. The Volunteer Coordinator and Personnel Administrator shall maintain current information on each certified volunteer. Information on each certified volunteer shall include full name, address, telephone number, emergency information, and any other information deemed relevant by the Volunteer Coordinator, Warden, or appropriate Deputy Warden.
6. Rejection of a volunteer application may be appealed directly to the Deputy Warden of Programs. The Deputy Warden of Programs shall make the final decision.

Policy Number	Effective Date	Page
SSCC 26-01-01		2

B. Evaluation and Training

1. The Volunteer Coordinator or Chaplain, in conjunction with the SSCC Training Coordinator, shall conduct training for each volunteer. The records of training provided shall be maintained.
2. Training for each volunteer shall include the following:
 - a. Discussion and explanation of the Department of Corrections Code of Ethics (CPP 3.1), to include signing a statement of acknowledgment;
 - b. Institutional rules and policies and procedures;
 - c. Explanation and discussion of contraband, to include signing a statement of acknowledgement;
 - d. Discussion and training regarding rules of confidentiality, to include signing a statement of acknowledgement (Refer to CPP 26.1.);
 - e. The nature and purpose of the Volunteer Program, to include a discussion of volunteer's specific responsibilities, authority, and role; and
 - f. Other information or areas deemed appropriate by the Volunteer Coordinator, Warden, appropriate Deputy Warden, or the Department Head supervising the volunteer - Refer to CPP 26.1 for additional training requirements.
3. Initial Evaluation

Upon completion of training, the volunteer shall be evaluated in accordance with CPP 26.1. The Volunteer Coordinator or the Chaplain, the volunteer, and any staff member working with the volunteer shall be involved in this evaluation.
4. To become a certified volunteer capable of carrying keys and a radio, a volunteer shall complete annual volunteer training plus an additional four (4) hours of training on material relevant to key and radio operations and overall security awareness.
5. Continuing Evaluation
 - a. The volunteer shall be evaluated annually to determine whether the volunteer shall continue as a certified volunteer or be terminated from the volunteer program.

Policy Number	Effective Date	Page
SSCC 26-01-01		3

- b. The supervisor of the volunteer's area shall meet with each volunteer in his area at least annually to allow a volunteer the opportunity to contribute suggestions for the Volunteer Program and discuss how his service is progressing.
- c. The minutes from this volunteer meeting shall be turned into the Volunteer Coordinator.

C. Termination of a Volunteer

- 1. The Warden may limit, postpone, or terminate the services of a volunteer or any organization at any time for just cause as outlined in CPP 26.1.
- 2. The Warden or his designee shall notify the volunteer in writing if any action is being taken.
- 3. Upon termination, the volunteer shall return any institutional property.
- 4. Appropriate staff shall be notified of any volunteer being limited, postponed, or terminated and any restrictions as they apply.

D. Monitoring and Evaluation

This policy shall be reviewed annually and updated as required.