

SUMMARY OF MATERIAL INCORPORATED BY REFERENCE

The total number of pages incorporated by reference in the amendment is 161.

ADDITIONS:

KSP 17-01-06 Missing or Stolen Inmate Personal Property

REVISIONS:

KSP 01-02-01 Public Information and Media Communication – The ACA standard references are updated to the latest edition. The Public Information Officer is identified as the institutional officer in numerous locations. The Public Information Officer is removed from providing approval for inmate interviews in B(3). Punctuation and connectors are added in multiple sections. Small language clarifications are made throughout.

KSP 02-01-02 Inmate Canteen – The ACA standard references are updated to the latest edition. An item list must be posted instead of being made available in section I(B)(1). Section I(B)(2) is deleted and the remaining sections are renumbered. Punctuation and a connector is added in former section I(B)(4).

KSP 02-12-02 Inmate Funds – The ACA standard references are updated to the latest edition. Section I(C)(1) requires receipts be sent only to inmates in Restrictive Housing. “Acceptable funds” is changed to funds allowed by CPP 15.7 in section I(C)(3). In section I(D)(1), approval by “Internal Affairs personnel” is changed to the Warden or designee. In section I(D)(3) is deleted and all but the first sentence in former subsection 5 are deleted. The remaining subsections are renumbered. Section I(F) is revised to reflect that only inmates housed in Restrictive Housing are sent a monthly account statement.

KSP 06-01-02 Inmate File – The ACA standard references are updated to the latest edition. “Master Records” is changed to “File” in the title. Policy language from sections I(B)(2) through I(C)(4) is deleted and the remaining sections are renumbered. A reference to CPP 4.7 is added to former I(E)(1). “Records” is changed to “Offender Information Services” throughout. “Department of” is added to “Corrections” in former section I(F). The last sentences in former sections I(F)(2) & (3) are deleted. Small wording clarifications are made.

KSP 10-02-01 Restrictive Housing Unit Operating Procedures, Living Conditions and Classification – The title changes Special Management to Restrictive Housing. The ACA references are updated to the latest edition. In section I(B)(1)(b)(2), pillow is changed to built-in pillow. A new sentence is added to the end of section I(B)(1)(e)(5). In section I(B)(1)(f), subsections (2) - (4) & (7) are deleted with the remaining subsections renumbered. In

former section I(B)(1)(f)(5) barber services are changed to twice a month and a new sentence allowing clipper shaves is added. Sections I(B)(1)(f)(2)-(4) are deleted and the remaining sections are renumbered. In former section I(B)(1)(f)(8) soap is provided as needed and a new toothbrush is allowed every two (2) months. Former section I(B)(1)(f)(9) concerning shaves is totally rewritten. In section I(B)(2), sixty (60) days is reduced to thirty (30) days. In section I(B)(2)(a), assigned case manager is changed to academic school personnel. Library staff making weekly rounds is added to section I(B)(2)(c). The Chaplain making weekly rounds is added to section I(B)(2)(d). The paragraph in section I(B)(2)(e) is deleted. A new sentence is added to the end of section I(B)(2)(g)(2). Thirty days is changed to forty-five days in section I(B)(2)(i). Allowable property is substantially rewritten in section I(B)(2)(j). Sixty days is changed to thirty days in section I(B)(2)(k). Additional small wording changes are made throughout.

KSP 10-02-05

Special Security Unit – The ACA standard references are updated to the latest edition. The policy title is changed to “Special Security Unit”. The definition for death row is totally rewritten to match CPP 10.2. A new sentence is added at the end of section II(C). A new sentence is added at the end of section II(F)(1). The job assignments list in section II(G)(2) is revised to change three jobs. Ordering canteen items is changed to electronic kiosk in section II(I). Library books shall be provided in the unit in section II(M). Meals being supervised by staff is added in section II(S). Case management is changed to unit administration in section II(T). Rounds are changed to daily from two days per week in section II(T)(1). Contact with staff may be by institutional mail or face-to-face in section II(T)(2). General Population Unit Manager is changed to Special Security Unit Administrator in section III.

KSP 13-01-01

Pharmacy Procedures - The ACA standard references are updated to the latest edition. Medical facility is changed to medical unit throughout. Section I(B)(3) is deleted. Nurse Service Administrator is changed to Health Service Administrator throughout. Section I(D) is deleted and the remaining items were renumbered. “Infirmery” is changed to “Medical Unit” in the former section I(E). “Electronic” is added to “medical administration record” in section I(C). Physician is changed to primary care provider in several locations. In former section I(K)(1), the court trip shall be an extended trip to require seven (7) days medication. Additional small clarifications are made throughout.

KSP 13-02-01

Health Services - The ACA standard references are updated to the latest edition. “Infirmery” is amended to “medical unit” throughout the policy. “Nurse Service Administrator” is changed to “Health Service Administrator” throughout. Section I(A) 8) is amended to reflect that the medical unit is designed for “observation and short-term medical care”. “In-patient” is removed or amended to “observation patients” throughout the policy. “Physician assistant or nurse practitioner” is added in section

I(B). “Chart” is amended to reference the electronic health record in section I(D). Section I(F) concerning x-rays is totally rewritten. In section I(G)(1), “fully equipped” is removed. In section I(G)(2), “physician” is amended to “provider.” Additional small clarifications are made throughout.

- KSP 13-02-03 Continuity of Care – The ACA standard references are updated to the latest edition. “Physician” is amended to “provider” throughout. In section I(D), health exams for inmates under the age of 50 is changed from two (2) to three (3) years. “Nurse Service Administrator” is changed to “Health Service Administrator” in section II.
- KSP 13-02-04 Levels of Care and Staff Training – The ACA standard references are updated to the latest edition. “Physician” is amended to “primary care provider” throughout. “Nurse Service Administrator” is changed to “Health Service Administrator” throughout. “Segregation” is changed to “Restrictive Housing Unit” in section I(D).
- KSP 13-02-05 Consultations – “Nurse Service Administrator” is changed to “Health Service Administrator” throughout. “Medical Shift Supervisor” is changed to “Shift Supervisor”. Section 1(B)(2) is totally rewritten and subsection (3) is deleted. Additional small clarifications are made throughout.
- KSP 13-02-08 Health Records – The ACA standard references are updated to the latest edition. Medical is changed to health in numerous places. “Nurse Service Administrator” is changed to “Health Service Administrator” throughout. “Department” is changed to “unit” throughout. Electronically” was added to describe the form of active health records in section I(A)(2). “Offender” is changed to “inmate” in numerous places.
- KSP 13-02-09 Psychiatric and Psychological Services – The ACA standard references are updated to the latest edition. KSP 10-04-01 is deleted from reference box. “Nurse Service Administrator” is changed to “Health Service Administrator” in section I(B)(3). “Offender” is changed to “inmate” in section I(C)(4). Sections I(D)(2), (3) & (7) are deleted and the remainder are renumbered. Additional small clarifications are made throughout.
- KSP 13-02-13 Optometric Services – The ACA standard references are updated to the latest edition. “Facility” is changed to “unit” in section I(A). The copay is amended for glasses from \$3 to \$5 in section I(D). Only inmates with certain defined medical conditions may order tinted lens and the copay was amended from \$2 to \$5 in section I(D). “Nurse Service Administrator” is changed to “Health Service Administrator” in section II.
- KSP 13-06-02 Informed Consent – The ACA standard references are updated to the latest edition Sections II(A)(2) & (3) are deleted. “Guidelines” is changed to “Procedures” in section I(C). “Nurse Service Administrator” is changed to “Health Service Administrator” in section III.

- KSP 14-04-01 Legal Services – The ACA standard references are updated to the latest edition. “Death Row” is changed to “Special Security Unit” and “segregation” to “Restrictive Housing” throughout the policy. In section I(B)(2), the job list for Protective Custody is revised. Section I(B)(4)(e) is deleted. Section I(C)(4) is rewritten. Section I(F)(2)(b) and (e) are deleted removing carbon paper and pencils from legal supplies. The list of supplies for legal aides is revised in section I(F)(5)(a) removing carbon paper and paper clips. Section I(G) concerning photocopies is substantially rewritten. Section I(H) concerning postage is also substantially rewritten.
- KSP 14-06-01 Inmate Grievance Procedure – The ACA standard references are updated to the latest edition. “Death Row” is changed to “Special Security Unit” and “segregation” to “Restrictive Housing.”
- KSP 15-06-01 Adjustment Procedures – The ACA standard references are updated to the latest edition. “Segregation” is changed to “restrictive housing” and “death row” to “Special Security Unit.” “Accused” is changed to “inmate”.
- KSP 16-01-01 Visiting Program – The ACA standard references are updated to the latest edition. “Death row” is changed to “Special Security.” The policy is substantially rewritten.
- KSP 16-02-01 Inmate Correspondence – The ACA standard references are updated to the latest edition. Definitions for contraband, indigent, and privileged mail are added. The policy is almost totally rewritten. Former sections II(A), most of II(B), most of II(C), most of II(F), II(J)(1)(d) & (e), and II(J)(2) are deleted. Large sections of replacement language are added for many of these sections.
- KSP 16-03-02 Inmate Telephone Access – The ACA standard references are updated to the latest edition. New sections I(A)(4) & (6) are added. The title of section I(B) is changed from Three Cellhouse to Restrictive Housing Units.
- KSP 16-04-01 Inmate Packages – The ACA standard references are updated to the latest edition. “Book” is deleted from section I(B)(1) and “books” are added to I(B)(2). “Senior Captain” is changed to “Major” in section II.
- KSP 17-01-01 Inmate Personal Property – The ACA standard references are updated to the latest edition. Section I(B)(2)(b) is revised concerning the method of purchasing craft supplies. Section I(C)(1)(b)(5) is deleted. Photographs containing nudity are prohibited property. “Special management” is changed to Restrictive Housing” and ”Senior Captain” to “Major”.
- KSP 17-01-02 Disposition of Unauthorized Property – Section I(A)(2) is deleted and the remaining sections are renumbered. “Records Office” is changed to “Offender Information Department” and ”Senior Captain” to “Major”. Additional small clarifications are made throughout.

- KSP 17-01-03 Procedures for Providing Clothing, Linens, and Other Personal Items – The ACA standard references are updated to the latest edition. “mattress pillows” to “mattresses with built-in pillows” in section 1(a)(1). “State-issued for work purposes” is added to section I(B)(2)(c). In section I(B)(2), “facility” is changed to “institution” and the last sentence is deleted. Section I(D) is renumbered and additional small clarifications are made throughout.
- KSP 17-01-04 Property Room, Clothing Storage, and Property Inventory Control – The ACA standard references are updated to the latest edition. “Segregation” was amended to “Restrictive Housing Unit.” Section I(D)(3)(b) is deleted. “Senior Captain” is changed to “Major” in section III.
- KSP 17-02-01 Inmate Reception and Orientation – The ACA standard references are updated to the latest edition. “Segregation” is changed to “Restrictive Housing Unit.” The distribution list in section I(B)(1) is revised. Section I(B)(1) is substantially rewritten. A new section I(C)(6) is added. Seven days is changed to three days and death row to special security in section I(C)(7). Section I(D) is substantially rewritten. Additional small clarifications are made throughout.
- KSP 18-01-01 Classification Committee – The ACA standard references are updated to the latest edition. Sections I(A)(1) & (2) are rewritten. Former section I(D)(1)(b) is deleted. A new section I(E)(3) is added. A new section I(F) is added. Additional small clarifications are made throughout.
- KSP 18-01-05 Meritorious Housing Unit – The ACA standard references are updated to the latest edition. Section I(A) is renumbered. In former section I(A)(1), twelve months is changed to six months. Section I(D)(7) is added. Numerous pronouns are made gender neutral. Section I(F) In former section I(F)(1)(b), the time is changed to when the yard opens to General Population. Additional small clarifications are made throughout.
- KSP 18-06-01 Classification Document and Case Planning– The title was changed to add “and case planning” to the end. The ACA standard references are updated to the latest edition. Cites to CPPs 29.1 & 29.2 are added. A new section I(D) is added. Additional small clarifications are made throughout.
- KSP 18-15-01 Protective Custody Unit – The ACA standard references are updated to the latest edition. A definition is added to match CPP 10.2. Former section I(A)(1) is deleted. Former sections I(B)(1)(d) and I(B)(2) are deleted. Former sections I(C)(1) - (3) are deleted. A new section I(D) is added. Former section I(E) is deleted and the remaining sections are renumbered. Former section I(J)(2) is deleted. The policy is substantially rewritten.
- KSP 19-04-01 Inmate Work Programs and Safety Inspections of Inmate Work Locations – The ACA standard references are updated to the latest edition.

Additional small clarifications and punctuation changes are made throughout.

- KSP 19-04-02 Unit Classification Committee Inmate Work Assignments – The ACA standard references are updated to the latest edition. Section I(A)(1) is deleted. In section I(E)(2) involving Controlled Work Assignments, PC Inmate Canteen jobs are replaced with GP Prison Industries. Additional small clarifications and punctuation changes are made throughout.
- KSP 19-05-01 Correctional Industries – The ACA standard references are updated to the latest edition. In sections I(B)(1) & II, Deputy Warden of Programs is changed to Deputy Warden of Operations. “Central Office” is deleted from section I(B)(3). In sections I(C)(4), I(F)(5), I(G)(2), & I(H), references to Correctional Industries are clarified. Section I(D)(1)(f) concerning pay grade structure is totally rewritten. Section I(D)(2)(d) concerning promotions is totally rewritten. In section I(E)(2) & (3), Gun Tower is changed to Wall Stand. Additional small clarifications and punctuation changes are made throughout.
- KSP 20-04-01 Educational Courses – The title is changed to Educational Courses. The ACA standard references are updated to the latest edition. Program is changed to course throughout. Correctional School Director Regional is changed to Education Administrator in several places. Section II(A)(2) is totally rewritten Technical is changed to career and technical in several places. Additional small clarifications and punctuation changes are made throughout.
- KSP 22-04-01 Arts and Crafts Program – The ACA standard reference is updated to the latest edition. Section I(D)(2)(c) regarding arts and crafts being picked up at the front gate is deleted. A new sentence is added at the end of section I(D)(3) requiring that fifteen percent of proceeds from items sold in visitation shall be donated to the inmate recreation club. Section I(D)(5) is deleted. Additional small clarifications and punctuation changes are made throughout.
- KSP 23-01-03 Religious Services – The ACA standard references are updated to the latest edition. The legitimate religious practice definition is deleted. Section II(A)(3)(a) is deleted and the remaining sections are renumbered. A new section II(A)(3)(f) is added. A new sentence is added to the end of section II(B)(1). Section II(B)(4) is largely rewritten. Section II(D)(1)(b) is deleted and the remaining are renumbered. Additional small clarifications are made.
- KSP 25-01-01 Release Preparation Program – The ACA standard reference is updated to the latest edition. New Directions is changed to Portal/New Directions. 180 days is changed to 18 months in sections II(A)(1) & (2). Segregation is changed to Restrictive Housing Unit. Section II(A)(4) is totally rewritten. Additional small clarifications are made.

KSP 25-01-02 Inmate Release Procedure – The ACA standard reference is updated to the latest edition. In section I(B)(1)(b), Offender Information Services shall notify other agencies of release and Victim Services title is added to CPP 25.11. Reentry Coordinator is added to sections I(B)(1)(d)(2) & I(B)(2)(a). Mandatory Release Supervision following Parole is moved in sections I(B)(1)(d)(4). Control Center is changed to Captain’s Office in section I(B)(1)(d)(5). A new section I(B)(3)(b) is added. Supervision is added to I(C)(4)(b)(7). Sex Offender Post Incarceration Supervision is added as I(C)(4)(b)(9). Additional small clarifications are made.

KSP 25-10-01 Discharge of Inmates By Shock Probation – Records is changed to Offender Information Services. A new section I(A)(4) involving handling if a judge grants shock probation during a hearing is added. Additional small clarifications are made.

DELETIONS:

KSP 03-01-02 Tobacco Free
KSP 10-04-01 Special Needs Inmates
KSP 18-01-02 Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI)
KSP 18-10-01 Preparole Progress Report