

501 KAR 6:070
KENTUCKY CORRECTIONAL INSTITUTION FOR WOMEN.
POLICIES AND PROCEDURES

SUMMARY OF MATERIAL INCORPORATED BY REFERENCE

The total number of pages incorporated by reference in the amendment is 186.

REVISIONS:

- 01-03-01 Communication Between Staff and Inmates is revised to delete the exclusion of Assessment Center staff from the evening schedule and update ACA standards in the Authority/References box to reflect 5th edition Expected Practices.

- 02-04-01 Accounting Procedures is revised to delete reference to postal money orders, delete section allowing an inmate to forward money to persons outside the facility, delete section allowing an inmate to deposit money into an interest bearing account, add direction regarding electronic JPay deposits and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.

- 05-01-01 Outside Consultation, Research and Student Interns is revised to delete section denying medical research, add that an inmate may agree to participate in medical or pharmaceutical research, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.

- 06-01-01 Offender Information is revised to replace the issuance of an Inmate Handbook with Assessment Center personnel notifying the inmate how to access the handbook on the kiosk, correct grammar errors, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.

- 08-02-01 Fire Safety Practices is revised to change Fire Safety Specialist to Safety Coordinator, remove specific location of the automated external defibrillator (AED), update the number of required quarterly fire drills from one per shift to three per shift, change Special Management Unit to Restrictive Housing Unit, change Procedures Officer to Procedures Development Specialist II, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.

- 08-02-02 Fire Evacuation Routes is revised to change Fire Safety Specialist to Safety Coordinator, change AC1 to MB1, change AC2 to MB2, change AC3 to Annex, change Special Management Unit to Restrictive Housing Unit, change Procedures Officer to Procedures Development Specialist II, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.

- 09-01-02 Inmate Move Sheet is revised to add deadlines for inmate moves to be submitted, to add a deadline for afternoon moves to be completed, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 09-06-05 State Vehicles and Private Vehicles is revised to update smoking not allowed in state vehicles to use or possession of tobacco products in state vehicles shall not be allowed, change the 8am to 4pm shift to the 6am to 6pm shift, change the Landscape Supervisor to Landscape Officer, update the notification location for damaged Fleet cards to the Business Office, add that if a staff member requests approval to use his or her private vehicle for official purpose that it is the staff member's responsibility to maintain vehicle insurance, add requirement that windows be rolled up on parked private vehicles, add requirement that private vehicles not be left running unattended, clarify what a violation is regarding vehicle maintenance, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 09-10-02 Inmate Entry and Exit Procedure is revised to update that an inmate will have a colored card attached to the identification card to indicate housing instead of a colored dot, update the colors for each location, change the term Walkman to radio, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices .
- 09-13-01 Tobacco Free Environment is revised to change Senior Captain to Major, to add electronic cigarettes and vaping devices to the definition of tobacco products, and to remove ACA Standards and CPP's from the Authority/References box.
- 10-01-01 The Restrictive Housing Unit General Operations and Regulations title is changed to Restrictive Housing Unit and Lonnie Watson Center C-wing General Operations and Regulations; inmates with a maximum custody status shall be escorted at the normal security level and are removed from the list of those that are escorted at a heightened security level when leaving their cells; a requirement that a general population inmate entering the unit shall be frisk or pat searched when entering and exiting the unit is added; an inmate may request hair care services every four weeks instead of every six weeks; the shifts in the mail services section is revised to shifts designated by the RHU Post Order; instances where an inmate is not allowed to shave or shower must be documented and reviewed by the senior correctional supervisor in charge is added; recreation shall be offered to inmates in RHU for two hours and fifteen minutes seven days per week is added; nail clippers from items not given to inmates on Maximum Assaultive Status or on watch is deleted; and ACA Standards in Authority/References box are revised to 5th edition Expected Practices.
- 10-01-04 Death Row is revised to update exercise to correspond with CPP 10.2 and KCIW 10-01-01 and update ACA standards in the Authority/References box to reflect 5th edition Expected Practices.

- 11-02-01 Menu Preparation and Special Diets is revised to change Special Management Unit to Restrictive Housing Unit and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 12-01-01 Laundry, Clothing and Personal Hygiene is revised to add requirement for the Laundry Supervisor to maintain an adequate inventory of inmate uniforms to ensure that all inmate receive uniforms upon admission and may exchange as needed, delete that kitchen workers shall wash their kitchen uniforms and towels in the kitchen laundry, update that an inmate may request hair care services every four weeks instead of every six weeks, add that an inmate on recreation restriction shall be allowed to request hair care services if within the four week time frame, add process for an inmate in the Restrictive Housing Unit and Lonnie Watson Center C-wing to request hair care services, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 12-02-01 Pest Control is revised to change Material Safety Data Sheet (MSDS) to Safety Data Sheet (SDS) and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 12-04-04 Sanitation Plan is revised to delete the requirement for janitorial classes, change Material Safety Data Sheet (MSDS) to Safety Data Sheet (SDS), add the requirement for all inmates to watch a sanitation training video during orientation, update that janitorial job duties for Lonnie Watson Center A wing shall be determined by the Correctional Unit Administrator instead of nursing staff, update that cleaning supply orders may be weekly instead of twice per month, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 13-01-01 Provision of Medical and Dental Care is revised to change Special Management Unit to Restrictive Housing Unit, update that an inmate in RHU or C-wing may be escorted to Medical when treatment cannot be adequately provided in the unit, delete pill call from the required daily announcement, add requirement for pill call to be conducted in RHU and C-wing twice daily, update that an inmate may participate in medical or pharmaceutical research, add specification that full dental exam and oral hygiene education be completed with thirty days of admission, delete vision care is provided at the Kentucky State Reformatory, change Common Core to In-Service, change Nurse Service Administrator to Health Service Administrator, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 13-01-02 Health Appraisal and Periodic Exams is revised to add a section covering the frequency of visits and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 13-02-01 Family Notification is revised to update that the Chaplain or Shift Supervisor shall notify emergency contact instead of medical or a CTO and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices

- 13-03-01 Emergency Care is revised to add notification of Deputy Warden in a life threatening emergency, delete the American Red Cross and replace with a certified company chosen by the Department, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 13-04-02 Psychiatric and Psychological Services is revised to change mental retardation to intellectual disability, add requirement for Mental Health staff to visit the Restrictive Housing Unit and Lonnie Watson Center C wing weekly unless attention is needed more frequently, add requirement for security staff to announce Mental Health staff on the wing and record their visit on the log, add requirement for Mental Health to sign the appropriate log, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 13-07-01 Detoxification and Alcohol or Chemical Dependency is revised change codependency to comorbidity and update ACA standards in the Authority/References box to reflect 5th edition Expected Practices.
- 13-09-01 Suicide Prevention and Intervention is revised to change CPP 4.2 to CPP 4.7, change Administrative Custody to Administrative Segregation, delete the requirement for an occurrence report be sent to various staff by the Shift Supervisor, and update notification of line staff to appropriate staff, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 13-09-02 Inmate Observer Program is revised to update that the observers receive a ten-minute break every two hours instead of every one hour, that the observers receive a thirty-minute lunch break instead of a one-hour lunch break, and ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 13-14-01 Health Services is revised to update the requirement that the institutional physician shall serve as the Health Authority to the Health Authority shall be designated by the Health Services Division, change the Nurse Service Administrator to the Health Services Administrator, change Common Core to In-Service, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 13-14-04 Injury Prevention is revised to update Extraordinary Occurrence Report (EOR) to Incident Report, change Nurse Service Administrator to the Health Services Administrator, change Safety Specialist to Safety Coordinator, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 16-01-01 Inmate Correspondence is revised to add section on prohibited items to include duplicate photos that are of anything other than family and friends, add that violations may be referred to the County Attorney, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.

- 16-02-01 Access to Telephones is revised to change Senior Captain to Major, change Internal Affairs Officer to Internal Affairs Captain, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 16-03-01 Inmate Visiting is revised to require the Shift Supervisor to notify Internal Affairs and the Warden if a visitor appears under the influence; update that visitors will have access to restrooms in the front of the Administration Building; add that children shall not be allowed to run around the Visitation Room and the behavior may lead to termination of the visit; add that hats, leggings, hooded sweatshirts and pants or shorts with holes shall not be worn by visitors; delete earrings and necklace from items allowed to be worn by an inmate to visiting; add hair tie to items allowed to be worn by an inmate to visiting; revise number of hours weekly for bonding visits from eight to ten; update procedure for minister visits to require set up through the Chaplain; and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 17-01-01 The Assessment Center Operations and Programs title is changed to Assessment and Classification Center Operations and Programs; the Assessment and Classification Center CTO shall provide visitor information; the Assessment and Classification Center Supervisors shall verify next of kin for an inmate to be used during an emergency; the requirement to work in kitchen if medically cleared is added; the receipt of visiting form upon move from the Assessment Center is updated to upon being classified; and ACA Standards in Authority/References box are revised to reflect 5th edition Expected Practices.
- 17-02-01 Admission Procedure is revised to change the LSS2000Live Scan to the Live Scan Desktop 500PPI, maximum custody inmates from list of inmates requiring single occupancy room is deleted, and ACA Standards in Authority/References box are revised to reflect 5th edition Expected Practices.
- 17-05-01 Inmate Personal Property is revised to add that an appliance or musical instrument shall be from an approved vendor and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 18-01-03 Honor Program is revised to require an inmate to be at KCIW and out of the Assessment Center to apply for the honor program, to reorganize the requirements of the honor program and the application process, add that an inmate may not be dismissed from programming, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 18-05-01 Special Needs Inmates is revised to add the screening process on pregnant inmates by the Infant Placement Coordinator and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 18-05-02 Youthful Offender is revised to add Classification Committee, add requirement that the youthful offender may go to the Recreation Department for two hours and

fifteen minutes daily and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.

- 19-01-01 Inmate Work and Program Assignment is revised to add requirement that a request to assign an inmate to any work or program assignment that includes the use of computers and computer technology shall be reviewed by the Classification Committee and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 20-01-01 Educational Program is revised to update that an inmate may enter an academic program as openings occur, change Special Management Unit to the Restrictive Housing Unit, update requirements to take the GED Ready Test, add that the inmate must pay any charge for a re-test after exhausting the three times allowed by the institution, remove specific vocation programs listed, update enrollment to Regional Education Administrator, update testing score requirements and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 21-01-01 Library Services is revised to change Special Management Unit to Restrictive Housing Unit, delete reference to the Librarians typewriter, add the availability of DVD's, add the computerized check out procedure, change reference of the Adjustment Committee to the Adjustment Officer, reorganize sections to have available materials and check out procedures as a standalone sections, update sections regarding the issuance of restitution when appropriate, delete redundancy with CPP, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 22-01-01 Recreation and Inmate Activity is revised to delete redundancy, change Special Management Unit to Restrictive Housing Unit, delete listed requirements from the monthly report and the section on evaluation & monitoring, add that participation is voluntary, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 22-01-02 Arts & Crafts Program is revised to add details regarding the restriction of privilege, delete painting as an arts & crafts option, delete donation as an option for left over supplies, add that leftover supplies may be stored for up to 45 days before mailing, delete one package per month limitation, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 22-01-04 Inmate Club Activities is revised to delete requirement for Robert's Rules of Order be followed in club meetings, delete requirements for memo of explanation and duplicate receipt, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 23-01-01 Religious Services is revised to change Special Management Unit to Restrictive Housing Unit, update that a Correctional Officer may be assigned to provide security, update all locations on Chapel to Institutional Religious Center, update

final approval on minister visits to a Deputy Warden, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.

- 24-01-01 Social Services Program is revised to change psychiatrist to psychiatric provider and update ACA standards in the Authority/References box to reflect 5th edition Expected Practices.
- 25-02-01 Temporary Release and Community Release is revised to update transfer criteria to a community center from within eighteen months of parole eligibility to twenty four months of parole eligibility and update ACA standards in the Authority/References box to reflect 5th edition Expected Practices.
- 26-01-01 Volunteer Services Program is revised to delete the requirement for a pre and posttest for volunteers and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.

DELETIONS:

- 13-14-02 Operational Guidelines for the Mental Health Area of the Lonnie Watson Center
- 19-02-01 Governmental Services