

 WESTERN KENTUCKY CORRECTIONAL COMPLEX OPERATIONS MEMORANDUM	Policy Number 01-02-01	Total Pages 3
	Date Filed SEP 14 2022	Effective Date
Authority/References KRS 61.870 through 61.884; 196.035 197.020 CPP 1.2 ACA Expected Practices: 5-ACI-1A-22	Subject PUBLIC INFORMATION AND MEDIA COMMUNICATION	

I. DEFINITIONS

None

II. POLICY AND PROCEDURE

The goal of the public information program shall be to encourage interaction with the public and the media and inform the public and media of significant events within the institution. Media representatives shall have access to the institution consistent with preserving the right to privacy of the inmates and maintaining order and security.

A. Information Contact Person and Institutional Representatives

1. The Procedures Development Coordinator or the Warden's designee shall serve as the Public Information Officer. The Warden's designee shall serve as the alternate Public Information Officer. A request from the media and general public shall be directed to the Public Information Officer or, in his absence, the Alternate Public Information Officer. This procedure shall not prohibit staff or an inmate from granting an interview or being filmed with consent; however, approval shall be obtained from the Public Information Officer in advance.
2. The Public Information Officer and the Warden shall be the only positions at the institution authorized to speak with the media on behalf of the institution.

B. Media Access to the Institution

1. A media representative shall obtain advance approval prior to entering the institution unless otherwise approved by the Warden.
2. A media representative generally shall have access to all institutional areas. Access may be denied during a disturbance or an emergency condition if the safety of the institution or a person may be jeopardized.

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C. News Release Policy for Routine, Special Events Coverage, and Emergency Conditions

1. Emergency Condition Releases: Refer to CPP 1.2

A news release shall be released by the Public Information Officer upon approval by the Warden or Commander and following notice to Adult Institutions and the Department of Corrections Public Information Officer.

2. Routine and Special Event Releases

A routine or special event release shall be released by the Public Information Officer following approval by the Warden and Department of Corrections Public Information Officer. Staff in program areas wishing to advise the public of a special program or accomplishment shall forward the information to the Public Information Officer for processing.

3. Departmental or Statewide Information Releases

Release of information regarding personnel, policy, or a program decision affecting the Department of Corrections or statewide operations shall be released in accordance with CPP 1.2 "News Media".

D. Release and Inspection of Public Records

Institutional records and information shall be protected from disclosure in accordance with the Kentucky Open Records law (KRS Chapter 61) and Corrections and institutional policies and procedures. A media request for information regarding an inmate shall be directed to the Public Information Officer. Information listed on the "Resident Record Card", excluding the inmate's social security number, may be released by the Public Information Officer. A request for additional information shall be cleared through the institutional Offender Information Office, Central Office Offender Information Services, or the Office of Legal Services to ensure compliance with the open records law and policies and procedures.

E. Consent Forms

1. A written consent (attached to CPP 1.2) shall be obtained from the inmate prior to an interview or being photographed in an identifiable manner.

2. Copies of the consent shall be disseminated to:

- a. Inmate;
- b. Media representative;

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- c. Public Information Officer (P.I.O); and
- d. If requested, Central Office Public Information Officer.

F. Maintenance of Media Contacts and Releases

- 1. The Public Information Officer shall maintain a media contact log, which includes the media contacts, consent, releases, and supporting documentation.
- 2. A copy of the media contact log and supporting documentation shall be forwarded to the Department of Corrections Public Information Officer after a routine media contact.

III. MONITORING AND EVALUATION

This policy shall be reviewed at least annually and updated as needed by the Public Information Officer.

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	Date Filed SEP 14 2022	Effective Date
Authority/References KRS 196.035; 197.020 CPP 15.7 WKCC 16-02-01 ACA Expected Practices: 5-ACI-1B-22, 5-ACI-5A-06	Subject INMATE FUNDS	

I. DEFINITIONS

None

II. POLICY AND PROCEDURE

A. The inmate account fund shall consist of inmates' money and shall be maintained in a bank account administered by the Business Office. The account shall be controlled by accepted accounting procedures.

B. Receipts

1. Upon receipt of acceptable funds (see CPP 15.7 and WKCC 16-02-01), money shall be posted to the inmate's account. An inmate may check the account through the kiosk for verification.
2. Daily receipts shall be recorded on a deposit ticket. Deposits shall be made at least weekly.
3. State pay shall be calculated each calendar month and shall be posted to inmate accounts by the last Monday of the following month.

C. Disbursements

1. An inmate may authorize a withdrawal from his or her account by completing an inmate money transfer authorization with the address of the payee included on the transfer form, signed by the inmate, and submitted to the designated department for approval. Once approved, the authorization, with a vendor addressed, stamped envelope, shall be given to the mailroom to be forwarded to the Business Office for processing. The order must be for allowable property that is not available through a contract vendor.
2. Once received in the Business Office, the order shall be processed in a timely manner, if the inmate's account has available funds.

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3. If there are insufficient funds to pay a request, the insufficiency shall be noted and the request returned to the inmate.
 4. A request to transfer funds to an outside financial institution account shall be processed in the same manner.
 5. If an inmate is released from the institution, his or her account balance shall be paid to the inmate at that time.
 6. If an inmate is transferred to another DOC institution, the inmate's account balance shall be transferred to the institution receiving the inmate.
- D. Transactions between one inmate and another inmate shall be in accordance with CPP 15.7.
- E. This policy shall be included in the Inmate Handbook to be provided to each inmate upon arrival at the institution.

III. MONITORING AND EVALUATION

This policy shall be reviewed at least annually and updated as needed by the Fiscal Manager.

KENTUCKY DEPARTMENT OF CORRECTION
INMATE MONEY TRANSFER AUTHORIZATION

INSTITUTION _____ DATE: _____

This shall be an authorization for payment from my inmate account to:

Amount: _____ Reason for payment: _____

Inmate Name (please print) _____ Number _____

Inmate Signature _____

Approved by: _____

Check # Issued _____ Date: _____ By _____

Original Balance \$ _____

Payment Amount \$ _____

New Balance \$ _____

KENTUCKY DEPARTMENT OF CORRECTION
INMATE MONEY TRANSFER AUTHORIZATION

INSTITUTION _____ DATE: _____

This shall be an authorization for payment from my inmate account to:

Amount: _____ Reason for payment: _____

Inmate Name (please print) _____ Number _____

Inmate Signature _____

Approved by: _____

Check # Issued _____ Date: _____ By _____

Original Balance \$ _____

Payment Amount \$ _____

New Balance \$ _____

 WESTERN KENTUCKY CORRECTIONAL COMPLEX OPERATIONS MEMORANDUM	Policy Number 02-01-02	Total Pages 1
	Date Filed SEP 14 2022	Effective Date
Authority/References KRS 196.035; 196.270; 197.020 CPP 2.1	Subject INMATE CANTEEN	

I. DEFINITIONS

None

II. POLICY AND PROCEDURE

The institution shall participate in the Kentucky Centralized Inmate Commissary operation.

- A. The WKCC inmate canteen shall be operated by an independent contractor who is approved by the Board of Directors.
- B. An item and price list shall be posted in the canteen building and other areas accessible to an inmate.
- C. A monthly profit or loss report shall be prepared and submitted to the Central Office for the Board of Directors.
- D. An annual budget shall be prepared and recommended for approval by the Board of Directors.
- E. The canteen shall be open five (5) days a week. The hours shall be posted in the canteen and areas of the institution accessible to the inmate population.
- F. A refund or exchange shall not be authorized.
- G. An inmate shall order through the kiosk in the inmate's assigned dorm.
- H. The inmate canteen shall be audited annually by an independent auditor. An annual report outlining the financial status of the canteen shall be posted in the inmate library and available to the public upon request. An internal audit shall be conducted by the Warden or designee as part of the canteen monthly report.

III. MONITORING AND EVALUATION

This policy shall be reviewed at least annually and updated as needed by the Fiscal Manager.

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	Date Filed SEP 14 2022	Effective Date
Authority/References KRS 196.035, 197.020 ACA Expected Practices: 5-ACI-1C-23 WKCC 06-00-01, 13-02-01, 03-00-07	Subject CONFIDENTIALITY OF INFORMATION BY CONSULTANTS, CONTRACT PERSONNEL AND VOLUNTEERS	

I. DEFINITIONS

“Confidential information” means information not authorized for public inspection.

“Consultant” means an individual working with inmates or inmate information and providing consultant services to WKCC whether paid or unpaid.

“Contract personnel” means an individual working with inmates or inmate information and providing pre-agreed upon services to the institution by contractual agreement.

“Volunteer” means an individual working with inmates or inmate information and providing volunteer services to the institution.

II. POLICY AND PROCEDURE

The institution shall ensure consultants, contract personnel, and volunteers who work with inmates are informed in writing about the institution’s policies on confidentiality of information and agree to abide by the policies.

- A. An individual working with inmates or providing a service to WKCC in a consultant, contractual, or volunteer capacity shall maintain the confidentiality of information.

The following areas are primary concerns for the maintenance of confidentiality:

1. Offender Information or records (See WKCC 06-00-01);
2. Inmate medical and dental records (See WKCC 13-02-01);
3. Physical plant design materials (including blueprints, layout of institutional grounds, and information on emergency plans and equipment); and
4. Employee records (See WKCC 03-00-07).

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- B. Confidential information shall not be disseminated without the express written consent of the inmate, staff member, or administration of WKCC.
- C. Consultants, contract personnel, and volunteers shall not discuss confidential information with unauthorized staff or an inmate.
- D. Consultants, contract personnel, and volunteers shall report directly to the appropriate Deputy Warden or designee.
- E. Consultants, contract personnel, and volunteers that work with inmates shall be informed of the institution's policies relating to the confidentiality of information prior to the initiation of services.

III. MONITORING AND EVALUATION

This policy shall be reviewed at least annually and updated as needed by the Personnel Administrator and the Warden.

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	Date Filed SEP 14 2022	Effective Date
Authority/References KRS 61.870 through 61.884; 196.035; 197.020, 197.025 Offender Records Training Manual ACA Expected Practices: 5-ACI-1E-01, 5- ACI-1E-02, 5-ACI-1E-03, 5-ACI-1E-05	Subject OFFENDER RECORDS AND INFORMATION ACCESS	

I. DEFINITIONS

“Inmate record” means the official file, either in hard copy or electronic form, maintained for each inmate committed to the Department of Corrections for service of a felony sentence.

II. POLICY AND PROCEDURE

The Offender Information Office shall be responsible for the security of and access to the inmate records.

A. Custodian of Inmate Records

The official custodian of an inmate record at WKCC shall be the Offender Records Supervisor. The Offender Records Office staff shall have authority over and responsibility for the inmate records. The medical staff shall have authority over and responsibility for the inmate medical files.

B. Maintenance of Inmate Records

1. A copy of all required materials relating to an inmate’s incarceration shall be placed in an official inmate record.
2. The official inmate record shall be maintained in the Kentucky Offender Management System (KOMS) for an inmate committed to the Department of Corrections.

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C. Confidentiality of Information and Access to Offender Information

Staff access to inmate records shall be governed by a signed confidentiality agreement and only be used in carrying out prescribed duties.

D. Confidentiality of Information

1. WKCC staff shall maintain security and confidentiality of offender records. Unless otherwise required by law, a written authorization for release of information signed by the inmate shall accompany all requests for information to be released from an inmate's file to another party, except to the following verified persons or agencies:

- (1) Law enforcement agencies or personnel;
- (2) Criminal justice agencies or personnel;
- (3) Other Corrections agencies or personnel; or
- (4) Others as directed by a valid court order.

2. Confidentiality of personal information gained by WKCC staff directly or indirectly shall be maintained. Information of a personal nature may only be released in the following instances:

- a. Withholding the information may endanger the life of the specified inmate or other inmates;
- b. Withholding the information may endanger WKCC staff, the physical plant, or the operations of WKCC;
- c. The Warden authorizes in writing, the release of the information; or
- d. The release is required by law.

3. Offender records associated with claims of sexual abuse, including incident reports, investigative reports, offender information, case disposition, medical and counseling evaluation findings, and recommendations for post-release treatment or counseling shall be retained in accordance with an established schedule.

E. Parole Eligibility (PE) and Minimum Expiration of Sentence (MES) Lists

Offender Information Office staff shall review the PE and MES lists received from Central Office and deliver the information to the necessary institutional staff.

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F. Computation of Inmate Time and Auditing

1. An inmate's time shall be accurately computed and recorded in conformance with applicable statutes and regulations.
2. Offender Information Office staff shall inspect the inmate master file as an inmate enters and exits to ensure that materials and information are current, accurate, and properly placed.
3. Offender Information Services in Central Office, Frankfort, audits all sentence calculations, including MES and PE dates.

III. MONITORING AND EVALUATION

This policy shall be reviewed at least annually and update as needed by the Offender Information Supervisor.

 WESTERN KENTUCKY CORRECTIONAL COMPLEX OPERATIONS MEMORANDUM	Policy Number 06-00-02	Total Pages 4
	Date Filed SEP 14 2022	Effective Date
Authority/References KRS 196.035, 197.020 WKCC 25-01-02	Subject ADMINISTRATIVE PROCESS FOR INMATE COURT ORDERS	

I. DEFINITIONS

NONE

II. POLICY AND PROCEDURE

A. A Court order, order of appearance, warrant, or detainer for an inmate shall be verified through the issuing court or agency by the Offender Information Office staff.

1. The Offender Information Office staff shall contact the issuing agency or court to determine the charge, and other matters associated with the document.
2. The appropriate Classification and Treatment Officer shall be made aware of a detainer, warrant, court order, order of appearance, and other court documents that may affect the inmate's custody rating, job or program assignment, or housing assignment.
3. If the inmate's custody rating changes or if the inmate is considered a security risk, the Warden or Deputy Wardens may change the inmate's current housing assignment or seek approval for transferring to a more secure institution.
4. Dependent upon the risk factor involved, the Warden or Deputy Wardens may request that the Shift Supervisor secure the inmate immediately through the use of a Detention Order or movement from the Minimum Security Unit (MSU) to a more secure location.

B. After the Offender Information Office staff verifies the hold or detainer and the Warden or Deputy Wardens are notified:

1. The hold shall be placed in the appropriate section of the Kentucky Offender Management System (KOMS).

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2. An email notification or other document shall be sent to security staff for notification and action, including notification of the inmate involved.
- C. If it is necessary for an institutional staff person to transport an inmate to a court, agency, or institution pursuant to a court order, a memorandum shall be prepared by the Offender Information Office staff to the Shift Supervisor, detailing the person, place, date, and time the inmate is to appear.
1. Arrangements shall be made by the Shift Supervisor including the scheduling of an officer to transport, providing location and destination to the transporting officer, ensuring a reliable vehicle is available, the method and type of restraints to use, and other necessary measures.
 2. The following documents shall be prepared by the Offender Information Office staff, left with the Shift Supervisor and taken along by the transporting officer making the trip.
 - a. A custody receipt for the inmate: If the inmate is required to stay overnight for his appearance, the transporting officer shall obtain a signature from an official (court official, law enforcement officer, jailer, or other official and his title before returning to the institution. An inmate shall not be left without the appropriate signature on a custody receipt. The receipt shall be returned to the Offender Information Office staff at the institution.
 - b. A judge's notice of inmate status shall also be prepared by the Offender Information Office staff. It shall be delivered to the judge or court official by the officer transporting the inmate. The transporting officer shall also have a copy.
 - c. The Offender Information Office staff shall contact Offender Information in Central Office (Frankfort) to ensure there is no pending charge, warrant, detainer, or other action prior to the trip. The Offender Information Office staff shall also make this determination by examining its own records. The judge's notice of inmate status shall reflect this information.
- D. Before an inmate is released from the transporting officer's custody; the officer shall contact the institution's Offender Information Office staff for verification of any additional detainer that might have arrived on the inmate.
1. The transporting officer shall also obtain the necessary documents prior to releasing the inmate from his custody. If the officer has a question

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regarding the release of an inmate from his custody, he shall call the Offender Information Office staff. If Offender Information Office staff is not available, the Duty Officer shall be contacted.

2. If the possibility of the release of an inmate is known in advance, WKCC Policy 25-02-01 "Inmate Release Process" shall be followed.
 3. If the possibility of the release of an inmate is not known in advance and the inmate is released, the releasee shall make arrangements with the institutional staff regarding the forwarding of his mail, the disposition of his personal property, and other notices within thirty (30) days.
- E. An inmate shall not be transported for a court appearance without the required document from the requesting agency. The requesting agency shall fax or mail the institution's Offender Information Office a copy of the order to transport signed by the judge of the court that the inmate is to appear.
1. The Offender Information Office staff shall verify the information.
 2. If, in special circumstances, there is insufficient time to receive the document prior to the appearance, the Offender Information Office staff shall request that the document be left with a court official. The specific official's name and location shall be determined by the Offender Information Office staff prior to the transporting officer and inmate's departure.
 3. Immediately upon arrival at their destination, the officer with the inmate shall pick up the necessary document.
- F. An outside agency representative or official arriving at the institution for the purpose of picking up an inmate shall present himself to the Control Center Officer and shall be required to produce his identification and weapon before he is admitted to the administrative offices. He shall also be required to complete an activity log.
1. Applicable documents shall be examined by the Control Center Officer or Front Gate Officer.
 2. The Offender Information Office staff shall be notified of the outside official's presence by the Control Center Officer.
 3. The Offender Information Office staff shall also review the documents and obtain the outside officer's signature on a custody receipt.

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4. Prior to the outside official and inmate's departure, the Shift Supervisor shall determine, if possible, arrangements that need to be made for the inmate's return; including date and method of return.
5. The Offender Information Office staff shall make and retain a copy of applicable documents essential to the institution's records prior to the official and inmate's departure.

III. MONITORING AND EVALUATION

This policy shall be reviewed at least annually and updated as needed by the Offender Information Supervisor.

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Authority//References KRS Chapter 39A; 196.035; 197.020 44 CFR 206; 815 KAR 10:060 ACA Expected Practice: 5-ACI-3B-01; 5-ACI-3B-02; 5-ACI-3B-05; 5-ACI-3B-12 CPP 8.2	Subject FIRE SAFETY PLAN	

I. DEFINITIONS

“Fire bill” means instructions to occupants in case of a fire which are posted near each normal exit, fire extinguisher, and telephone.

“Fire drill” means a practice session where each person is evacuated from an area to teach participants the best means of exit, if a fire occurs.

“Fire Safety Officer” or “FSO” means the individual who has responsibility for each fire related activity within the institution. The Safety Coordinator shall serve as the Fire Safety Officer.

II. POLICY AND PROCEDURE

The institution shall promote fire safety by complying with the regulations and safety codes as required by the State Fire Marshall.

A. Simplified Fire Safety Plan

1. Ignition Control

- a. All appliances and extension cords shall comply with CPP 8.2.
- b. Homemade, altered, or damaged electrical appliances or cords shall not be allowed.
- c. Inmates shall not possess cigarette lighters or matches.

2. Fuel Control

- a. Each employee and inmate shall be responsible for the safe and sanitary condition of his work or living area.

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- b. Replacement of living unit furnishings shall meet fire safety performance requirements.
- c. Flammable, toxic, and caustic materials shall be stored in the Chemical Building or other approved, secured cabinet or container that is not accessible to an inmate. Only the amount to be used for an expressed, limited duration (usually one-day) shall be issued. A daily use log shall be maintained which reflects the amount, date and employee signatures each time a product is removed from or returned to inventory. A perpetual inventory shall be maintained that reflects the amount on hand.
- d. Lids shall be kept on all waste containers greater than 20 gallons and separate containers shall be used for other noncombustible refuse at accessible locations throughout the institution. Special containers shall be provided for flammable liquids and for rags used with flammable liquids. Each receptacle and container shall be emptied and cleaned daily.

3. Occupant Protection

- a. The officer on site shall make the decision to evacuate. If in doubt as to whether or not to evacuate, the officer shall order evacuation. Only the area directly affected shall be evacuated. An area closest to the fire shall be evacuated first.
- b. Compound living areas shall be evacuated to the Gym. Ross-Cash living areas shall be evacuated to the Ross-Cash Recreation Building. Special Management Unit (SMU) inmates shall be evacuated to the SMU Yard (West Side). If a building is needed, inmates shall be evacuated to the Visiting Building. An inmate shall be required to stay in the evacuation area until ordered otherwise.
- c. An inmate count shall be conducted as soon as possible. A missing inmate shall be reported to the Shift Supervisor immediately.

4. Detection and Suppression

- a. If a fire is detected, the following procedures shall be followed:
 - (1) Sound the alarm (pull alarm, telephone, radio, or voice)
 - (2) Call Operations (ext. 2200, 2201, or 2202) and report the following:
 - (a) Reporting person's name;

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- (b) Location of the fire;
 - (c) Type of emergency (fire, etc.);
 - (d) If a life is endangered; and
 - (e) Telephone number from area call is being made.
- (3) Evacuate, if necessary
- (4) Provide aid to a victim
- (5) Contain the fire
- b. Operations shall immediately notify the Shift Supervisor, Control Center, and each unit.
- c. The Control Center shall issue emergency backup fire keys to responding staff. The Yard Officer shall respond immediately to the affected area to release inmates and staff, if necessary. After issuing keys, the Control Center shall advise the Shift Supervisor.
- d. The Shift Supervisor shall advise the Control Center to notify the emergency system (911) if outside emergency services are needed.
- e. Isolation of the fire

To prevent the spreading of the fire, the following steps shall be taken:

 - (1) Close every door;
 - (2) Turn off electricity and gas;
 - (3) Remove chemicals or accelerants, which may cause fire to spread;
- f. Fire extinguishers shall be located throughout the institution by the FSO. The FSO shall inspect the extinguishers monthly. An employee who finds an extinguisher to be defective shall report it to the FSO. Each extinguisher shall also be inspected annually by an independent qualified source.

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- g. Fire protection services shall be requested from by the Eddyville Fire Department. The FSO shall maintain a written agreement with this agency.

5. Planning and Training

- a. A building diagram depicting floor plans shall be publicly posted at each normal exit, stairway, and other points as necessary. These diagrams shall use directional arrows to indicate traffic flow and exits shall be marked.
- b. Departmental staff that conducts weekly inspections shall be trained in and familiar with safety and sanitation requirements.

B. Inspections

- 1. Each employee shall inspect his assigned work area daily for fire hazards. Hazards that the employee cannot correct immediately shall be reported to the immediate supervisor, Maintenance Department, or the FSO.
- 2. A weekly inspection of every institutional area shall be conducted by trained departmental staff, as scheduled by the Warden.
- 3. The FSO shall conduct a comprehensive and thorough monthly inspection of each area of the institution for compliance with safety and fire prevention standards.
- 4. Refer to CPP 8.2 for frequency of testing of the fire safety system.
- 5. The institution shall request that the state Fire Marshal conduct an annual inspection of the institution. A deficiency noted by the Fire Marshal shall be corrected immediately, or a plan of corrective action developed, within the time limits established by the Fire Marshal.

C. Post Fire Procedures

- 1. The FSO shall conduct an investigation of every fire. If a major fire or a death occurs, the state Arson Investigator shall be notified.
 - (a) The affected area shall be secured immediately until the investigation is complete.
 - (b) Pictures of the area shall be taken before cleanup.
 - (c) The affected area shall not be made ready for re-use until directed by the Warden.

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2. The FSO shall complete a detailed report of every fire that states the probable cause and method used to extinguish the fire.
3. The FSO shall inspect the equipment used and initiate the necessary maintenance, repair, or replacement.

III. MONITORING AND EVALUATION

This policy shall be reviewed annually and updated as needed by the Fire Safety Officer.

WESTERN KENTUCKY CORRECTIONAL COMPLEX

WKCC 08-02-01

Rev.

Attachment V

MASTER FIRE DRILL RECORD

LOCATION / AREA	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
*Dormitory A				
*Dormitory B				
*Dormitory C				
*Dormitory Clarke				
*Dormitory Collins				
*Special Management Unit				
Administration Building				
Compound Recreation Center				
Educational Building				
Institutional Training Center				
Mental Health/Religious Service Center				
Program Bldg./Food Service				
Receiving/Recycle Building				
Regional Training Center				
Ross-Cash Recreation Center				
Support Building				
Visiting Building				
Yard Office				

*Requires Drill on each Shift throughout year: **D-Dayshift** **M-Morning Shift** **A-Afternoon Shift**

****Signature of Safety Coordinator upon Drill Completion:**

1st Quarter: _____ **2nd Quarter:** _____

3rd Quarter: _____ **4th Quarter:** _____

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Authority/References KRS. 196.035; 197.020 CPP 11.2; 11.4 ACA Expected Practice: 5-ACI-3A-23	Subject TOOL CONTROL	

I. DEFINITIONS

“Close employee supervision” means staff observes an inmate at least every 30 minutes and the tool being used is accounted for.

“Direct employee supervision” means a staff person keeps an inmate under constant observation at all times.

“Routine employee supervision” means a staff person observes an inmate periodically.

II. POLICY AND PROCEDURE

This policy and procedure establishes rules to govern the control and use of tools in the institution.

A. Areas of Responsibility

1. The Deputy Warden of Security shall be the primary supervisor of tools used by all areas.
2. The Deputy Warden of Security shall designate a security staff person to serve as Tool Control Officer.
3. The Department Head of each major department shall designate an Area Tool Control Officer.

B. Classification

Tools shall be classified in accordance with CPP 9.11.

C. Identification

1. Class A tools shall be color-coded red or etched with the letter “A”.
2. Class B tools shall be color-coded yellow or etched with the letter “B”.

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3. Class C tools shall be color-coded green or etched with the letter "C".
4. Tools shall be engraved with an area identification letter preceding the class letter as assigned and maintained by the Institutional Tool Control Officer.
5. Tools that have permanent containers (metal, plastic, wood, etc.) may be color coded or etched on the container.

D. Storage

1. Tools shall be stored in the following areas:
 - a. Maintenance and Farm Tools - Maintenance Building Tool Room
 - b. Vocational Tools - Vocational Tool Room
 - c. Correctional Industries Tools- Correctional Industries Supervisor's Office or designated tool room.
 - d. Network Analyst - Network Analyst Office
 - e. Recreation Department Tools - Gymnasium (No Class A tools allowed)
 - f. Security Department Tools - Control Center
 - g. Other areas as approved by the Deputy Warden or Warden.
2. Each of the areas listed in Section D. 1. shall maintain their own tool storage area with daily use logs and inventories.
3. Tools shall be stored on shadow boards if possible.
 - a. Only one tool shall be assigned to each shadow and the number on the tool shall correspond to the number on the shadow. Exceptions may be brooms and mops as space allows.
 - b. Empty shadows of tools reported missing shall have tags labeled "empty" hung on the shadow or the shadow shall be removed.
4. Tools shall be stored in a secure storage area, if not in use.
5. Excess tools shall be inventoried and kept outside the institution in a secure location.
6. Emergency tools maintained in the Control Center shall be inventoried by the Control Center Officer on each shift.

E. Inventory and Control

1. All tools shall be maintained on the tool inventory.

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2. Each Area Tool Control Officer shall, for his designated areas:
 - a. Maintain an updated inventory and provide the Tool Control Officer with a written notification of changes made.
 - b. Maintain a tool control log. Completed logs shall be kept on file.
 - c. Be responsible for the care and maintenance of all tools on his inventory.
 - d. Sign the tool log to document that all tools have been accounted for at the beginning and end of each day.
 - f. Conduct a monthly audit of tool inventories and identify broken, missing, obsolete, or worn tools.
3. The Tool Control Officer shall ensure that an updated inventory of all tools, including secretaries and teachers' tools, occurs on a monthly basis.
4. Inventories shall include a description of the tool and the quantity of each; and, the signatures of the Area Tool Control Officer, Tool Control Officer, Deputy Warden of Security, and Major.
5. Current tool inventories shall be typed and readily available for inspection and included in tool pouches, toolboxes, tool kits, and vehicles.

F. Issuance

1. Tools shall be logged out if removed from their storage area and logged in upon their return. This shall occur after normal business hours as well.
2. Class A tools shall be issued to and returned to employees only. Class A tools may be used by inmates under direct employee supervision. Class A tools marked by an asterisk (*) in the institutional tool classification listing may be supervised as a Class B tool if the tool is to be used outside of and 100 yards beyond the perimeter fence and is accounted for at the end of each work period.
3. Class B tools may be issued to employees or inmates under close employee supervision.
4. Class C tools may be issued to employees or inmates without employee supervision. However, routine employee supervision shall be required, if used on compound.

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5. Tool pouches, boxes, and kits shall be numbered and labeled individually and logged in and out as used and returned; and, shall be kept in a secured storage area, if not in use.
6. Acetylene cutting tips shall be checked in and out on an as-needed basis.
7. Metal cutting blades shall be checked in and out, and only in amounts necessary for one day's use.

G. Unreturned or Missing Tools

1. Area Tool Control Officers shall notify the Shift Supervisor of unreturned tools. A notation shall be made on the tool log indicating what tool(s) has not been returned and why.
2. Area Tool Control Officers, or other staff that become aware of missing tools, shall notify the Shift Supervisor. A notation shall be made on the tool log indicating what tool is missing. The inmate that last used the tool and the staff person that signed out the tool shall search for the tool. If the tool cannot be located, the staff person shall complete a missing tool report and forward it to the Tool Control Officer, all Shift Supervisors, Major, and the Deputy Warden of Security.
3. If a tool is determined to be missing, all inmates who had access to the tool shall be held at the work site until a thorough search has been made and authorization from the Shift Supervisor has been obtained to release them.

H. Outside Contractors

1. Contractors' tools and equipment shall be searched prior to entering and exiting the institution.
2. Contractors shall be issued written instructions regarding tool and contraband control.
3. The contractor and his vehicle may be escorted per instructions of the Shift Supervisor.

III. MONITORING AND EVALUATION

This policy shall be reviewed at least annually and updated as needed by the Major.

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	Date Filed SEP 14 2022	Effective Date
Authority//References KRS 196.035; KRS 197.020; CPP 10.2, 18.1 WKCC IPP 24-00-01; 13-02-01; 13-02-02; 14-14-01; 16-02-01 ACA Expected Practices: 5-ACI-2C-02; 5-ACI-4A-02; 5-ACI-2E-02; 5-ACI-4A-04; 5-ACI-4A-07; 5-ACI-4A-08; 5-ACI-4A-10; 5-ACI-4A-11; 5-ACI-4A-12; 5-ACI-4A-13; 5-ACI-4A-14; 5-ACI-4A-15; 5-ACI-4A-16; 5-ACI-4A-17; 5-ACI-4A-19; 5-ACI-4A-20; 5-ACI-4A-21; 5-ACI-4A-23; 5-ACI-4A-24; 5-ACI-4A-25; 5-ACI-A-26; 5-ACI-4A-27; 5-ACI-5B-11	Subject SPECIAL MANAGEMENT UNIT (SMU) OPERATING PROCEDURES, LIVING CONDITIONS AND CLASSIFICATION	

I. DEFINITIONS

None

II. POLICY AND PROCEDURE

The institution shall provide operational procedures and living conditions consistent with the high security nature of the Special Management Unit and the inmates assigned or classified to Administrative, Disciplinary, and Administrative Control Status.

A. Unit Management and Classification (Refer to CPP 10.2 and CPP 18.1).

B. Inmate Programs and Living Conditions

1. General Living Conditions

a. Refer to CPP 10.2.

b. The institution shall thermostatically control water temperatures for the showers.

c. Cells shall be equipped with the following:

(1) Bed above floor level;

(2) Flame retardant mattress with pillow;

(3) Toilet and lavatory with running water;

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(4) Light fixture; and

(5) Table and seat.

- d. The inmate shall be responsible for the care and sanitation of the inmate's cell furnishings. Upon assignment, discharge, or cell change, the assigned walk officer shall complete a Cell Entry-Exit Form noting any deficiencies. Deliberate abuse or destruction shall result in a disciplinary report.

2. Clothing and Linen Exchange

- a. An inmate shall be provided with state-issued clothing, linens, and wash cloths.
- b. Clothing and washcloths shall be exchanged according to the shower schedule. Linens shall be exchanged weekly.
- c. A towel shall be provided during showers.
- d. The walk officer shall examine each article before and after exchange, to assist with items being issued and returned in good condition.

3. Food Service

- a. Refer to CPP 10.2 and CPP 11.4.
- b. Drinks, food, and serving utensils shall be delivered to the unit from the institutional kitchen. All trays shall be inspected for contraband and delivered. Staff serving the meal shall wear a hair net or hat and plastic gloves.
- c. Temperature of the meals shall be checked by staff and recorded in the Unit Log and documented on the meal evaluation. This information shall be forwarded to the appropriate staff.
- d. If the temperature is not acceptable, staff shall immediately inform the Food Service Department to correct the problem.
- e. The walk officer shall document the delivery of meals in the individual inmate activity log and note any exceptions. An individual log shall be started on any inmate who participates in a hunger strike as described in CPP 13.14. An information report shall be forwarded to the medical department and the Unit Administrator for an inmate participating in a hunger strike.
- f. Following the meal, trays shall be collected. The utensils, trays, and

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leftover food shall be placed outside the unit to be picked up and returned to the kitchen. Food shall not be left in the unit.

- g. Menus shall be posted in the unit and list items containing pork.
 - h. The unit supervisor shall designate one (1) staff member per shift to complete a meal evaluation.
4. Grooming and Hygiene Standards
- a. Hair Care
 - (1) An inmate housed in SMU shall be allowed access to hair care services after he has been housed in the unit a minimum of forty-five (45) days. He may request services once every six (6) weeks thereafter.
 - (2) An inmate shall make a written request to the Unit Administrator if he desires hair care services.
 - (3) An inmate from General Population may perform hair care services in the unit if approved by the Unit Administrator.
 - (4) Staff shall ensure equipment is sanitized after each use.
 - b. Staff shall:
 - (1) Store and inventory barber equipment and tools.
 - (2) Promptly remove hair from the unit and dispose of it.
 - c. If an inmate's general appearance changes, he may be issued a new ID card at no charge. After an inmate is released from the unit, he may be required to obtain a new ID card at his expense, if his appearance changes.
 - d. An inmate shall receive an initial hygiene issue of one (1) roll of toilet paper, soap, a week's supply of toothpaste, and one (1) toothbrush. Hygiene item issue shall then be given on the following basis:
 - (1) Toilet paper exchanged at request upon return of the empty cardboard tube. No more than two (2) rolls shall be issued per week.
 - (2) Soap, two (2) per week.

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(3) Toothpaste upon weekly distribution.

(4) Toothbrush following initial issue, one every three (3) months.

- e. Showers shall be scheduled in accordance with CPP 10.2. During the inmate's shower, the officer shall issue a towel and an inmate may use barber clippers to shave. At the completion of the shower any issued items shall be returned to the officer. The officer shall clean and sanitize the barber clippers after each use.

5. Sanitation

The sanitation of the unit shall be consistent with the sanitation requirements for the institution. A set schedule to maintain sanitation shall be established by the Unit Administrator.

C. Inmate Programs

An inmate shall have an opportunity to participate in the following:

1. Educational Services

- a. Administrative segregation and protective custody inmates shall be provided educational material from the academic school upon request through the assigned unit case manager. An inmate shall obtain written authorization from the Unit Administrator if receipt of school material exceeds authorized property limits. An inmate shall be responsible for the care and return of the items.
- b. Inmates housed in Disciplinary Segregation shall serve more than sixty (60) days before being eligible to request educational materials.

2. Commissary Services

- a. An inmate may spend twenty dollars (\$20.00) weekly at the inmate canteen for items authorized on the SMU canteen list provided by unit staff.
- b. Canteen orders shall be forwarded to the unit and delivered to an inmate by the walk officer. An inmate shall order items ranked by priority. The walk officer shall collect any orders and forward them to the unit supervisor or his designee who shall then forward the orders and a copy of the log to canteen staff.
- c. Upon receipt of canteen orders, the walk officer shall deliver the order after:

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- (1) Searching the order for contraband;
- (2) Ensuring the order is filled correctly; and
- (3) Ensuring delivery of the order does not exceed property limits.

3. Library Services

Any inmate shall be given the opportunity to obtain and exchange reading materials on a weekly basis. A satellite library shall be maintained in the unit.

4. Social Services and Counseling Services (Refer to WKCC 24-00-01).

5. Religious Guidance

Institutional Chaplains and volunteers shall be available for counseling, religious guidance, and emergency family contacts.

6. Recreational Programs (Refer to CPP 10.2)

7. Grievances

- a. An inmate shall request a grievance form from his assigned case manager.
- b. An inmate shall complete and forward the grievance to the assigned grievance clerk through institutional mail.
- c. The inmate filing the grievance shall be given the opportunity to present his case to the Grievance Committee using a speakerphone.
- d. Refer to CPP 14.6 regarding additional information concerning the grievance system.

8. Legal Services

- a. An inmate in the unit shall receive legal services comparable to inmates in other units. (Refer to WKCC Policy 14-04-01). In order to receive legal services the inmate shall coordinate, with the unit program staff, his request for:

- (1) Forms
- (2) Supplies
- (3) Copies

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- (4) Legal assistance
- (5) Legal telephone calls
- (6) Review of policies
- (7) Legal property in storage

- b. Legal and personal correspondence shall be limited to one (1) five inch, legal size file. Exceptions may be made upon request and justification to the Unit Administrator. The Unit Administrator or his designee may consult with the legal aide office or counsel as necessary and shall approve or disapprove the request in writing.

9. Mail

- a. Refer to CPP 10.2 and WKCC Policy 16-02-01.
- b. Outgoing mail shall be collected by midnight shift officers, placed in the outgoing mailbag, and delivered by a designated officer to the mailroom.
- c. Incoming mail shall be distributed by evening shift officers.

10. Packages

- a. Packages 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 SMU, the Property Officer shall notify the inmate that the package has arrived. The inmate shall report to the Property Room as soon as possible after release from SMU to either receive the package or to properly dispose of it.

11. Property

Each inmate shall be allowed the following:

- a. State issue clothing – one (1) each; shirt, trousers, t-shirt, one (1) pair socks, one (1) pair shower shoes, and one (1) pair exercise shoes.
- b. State issue bedding – one (1) mattress with pillow, one (1) blanket, and two (2) sheets.
- c. Hygiene items (non-metal containers) – one (1) toothbrush, Six (6) toothpaste packets, two (2) soaps, six (6) packets shampoo, one (1)

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clear deodorant, one (1) small palm brush, one (1) toilet paper, one (1) denture cleaner (non-tablet), dental adhesive, and six (6) packs of lotion.

- d. Correspondence materials – three (3) SMU pens, one (1) box of envelopes, three (3) greeting cards, twenty (20) stamps, paper (5" limit on legal and paper products), one (1) address book, five (5) sheets of carbon paper.
- e. Personal Clothing – seven (7) underwear. This count shall include the items being worn.
- f. Miscellaneous

(1) A total of six (6) soft back books which may include:

- (a) Magazines
- (b) Religious book (examples: Bible or Koran)
- (c) Newspapers
- (d) Paperback novels
- (e) Education material

(2) One (1) religious medallion (no chain)

(3) Three (3) photographs no larger than 8 ½" by 11"

(4) One (1) pair prescription glasses, (no sunglasses)

(5) Laundry bag issued by SMU

(6) Wedding band

12. Telephone Privileges

- a. An inmate housed in Segregation shall be allowed a verified legal call, a call related to a verified family emergency (permission shall be obtained from the Chaplin, Shift Supervisor, or higher), or one (1) fifteen (15) minute phone call within the first two (2) days of assignment to SMU.
- b. An inmate housed in the SMU on Administrative Segregation or Protective Custody status shall be allowed to make one (1) fifteen (15) minute phone call per calendar month at times designated by the Unit

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Administrator.

- c. An inmate housed in the SMU on Disciplinary Segregation status shall be allowed to make one (1) fifteen (15) minute phone call per calendar month, after serving sixty (60) days, at times designated by the Unit Administrator.
- d. An inmate housed in the SMU on Administrative Control status shall be allowed to make two (2) fifteen (15) minute phone calls per calendar month, at times designated by the Unit Administrator.
- e. Telephone privilege may be denied or suspended by the Correctional Unit Administrator or the Adjustment Committee due to rule violations or misuse of phone privileges.
- f. The SMU staff shall supervise the calls and enforce the fifteen (15) minute time frame.
- g. Each call shall be logged on the appropriate log sheet.

13. Visitation

- a. Visitation shall be conducted through closed circuit TV in accordance with the visiting schedule or as determined by the Deputy Warden of Security.
- b. A visit shall only occur with prior written approval by the Unit Administrator.
- c. A visitor or inmate shall submit a written request to the SMU Unit Administrator at least seven (7) days in advance of the visit.
- d. Non-contact visit rules in WKCC Policy 16-01-01 shall be followed.

D. Restriction of Items or Activities (Refer to CPP 10.2).

E. Medical and Psychological Services

An inmate in the unit shall receive medical and psychological services as directed in CPP 10.2 and WKCC Policy 13-02-01 and 13-02-02.

F. Maximum Assaultive Status (Refer to CPP 10.2).

III. MONITORING AND EVALUATION

This policy shall be reviewed at least annually and updated as necessary by the SMU Unit Administrator.

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	Date Filed SEP 14 2022	Effective Date
Authority/References KRS 196.035; 197.020 902 KAR 45:005 ACA Expected Practices: 5-ACI-3A-23, 5-ACI-5C-08, 5-ACI-5C-11, 5-ACI-5C-13, 5-ACI-5C-14, 5-ACI-5C-15, 5-ACI-7A-07	Subject FOOD SERVICE GENERAL REQUIREMENTS	

I. DEFINITIONS

None

II. POLICY AND PROCEDURE

A. General Requirements and Principles

1. An inmate shall eat in the dining room unless security or safety considerations justify otherwise.
2. Group dining shall be supervised.
3. Inmates shall form a line outside the dining room entrance door at the designated area to enter the dining room.
4. An inmate shall exit the dining room from the door nearest the tray window.
5. A meal shall be served in a manner that minimizes regimentation.
6. A schedule of serving times shall be posted.
7. An inmate shall go through the serving line one (1) time only.
8. Loud talking or other disruptive behavior shall not be allowed in the dining room.
9. An inmate shall exit the dining room after finishing his or her meal. An inmate shall not loiter in the dining room.
10. An inmate shall place the used tray, spork, and cup in the tray window after eating

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11. Culinary utensils or other items provided shall not be taken from the dining room.
12. An inmate eating on the early line shall be restricted to sit in the seating area next to the serving windows in the dining room.
13. An inmate shall not eat on the early line, including off duty inmate kitchen workers, or be in the kitchen without permission from appropriate staff.
14. Food handlers shall be trained to wash their hands upon reporting to duty, after using toilet facilities, eating, or if changing gloves.
15. Food shall not be used as a disciplinary measure.

B. Sanitation, Health, and Hygiene

1. The institutional nurse shall check the inmate's medical file prior to the inmate being assigned to the Food Service Department by the classification committee to ensure there are not pre-existing medical conditions present that would prevent him or her from working in the Food Service Department.
2. An inmate shall undergo an annual or biannual physical examination as specified in institutional policy WKCC 13-02-01 Health Care Services. If assignment to the Food Service Department is a concern because of an observation or a condition has developed, re-examination may occur.
3. Staff or an inmate who is assigned to work in the Food Service Department shall be monitored each day for health and cleanliness by the Director of Food Service or designee. Appropriate action shall be taken to correct an area of concern.
4. A kitchen or serving line worker shall wear a hairnet or approved hat, gloves, and a facial hairnet, if applicable, as well as a clean uniform.

C. Inspections

1. The Food Service Department shall request inspection from the Department of Public Health at least annually. A plan of action to address deficiencies shall be completed in a timely manner and sent to the Deputy Warden of Program and Support Services.

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2. The Warden shall appoint Administrative, Medical, or Food Service staff to inspect each food service area weekly.
3. Refrigerators, freezers, and water temperatures shall be checked and logged daily by food service staff. Stored shelf goods shall be maintained at forty-five (45) degrees to eighty (80) degrees Fahrenheit. Refrigerated and frozen food shall be stored as required by 902 KAR 45:005.

D. Security

1. An inmate food service worker shall be searched before leaving the kitchen or dining room.
2. A product considered being at risk for theft, including sugar and drinks, shall be stored in the kitchen storage room. These products shall be limited to a one and one-half (1 1/2) week supply or to the supply requirement set in a food services contract. A weekly inventory shall be maintained.
3. Janitorial supplies shall be stored in the food service toxic control room. An item added or removed shall be appropriately logged.
4. An item lost or misused shall be reported to the Food Service Director and Shift Supervisor immediately.
5. An inmate count shall be completed as scheduled and reported immediately to the Operations Center.

E. Meal Delivery Cart Loading and Unloading

1. The meal delivery cart shall remain locked except during loading and unloading.
2. The Kitchen Officer, Sally Port Officer, and Ross Cash Sergeant shall have keys to the meal delivery cart.
3. Loading/Unloading meal delivery cart: The Kitchen Officer shall unlock the meal delivery cart and closely observe for the entire time that the meal delivery cart is open until loading is complete and the door is secured.
4. Prior to the meal delivery cart departing, the food service contractor shall confirm that all inmates in the kitchen are accounted for.
5. Sally Port: Two (2) security staff members shall thoroughly search and re-secure the meal delivery cart each time it enters or exits through the sally port. (May be Front Gate and Sally Port Officers)

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6. The meal delivery cart shall remain secure for its transfer to Ross Cash.
7. Unloading/Loading Ross-Cash: The Ross-Cash Sergeant shall unlock and closely inspect the unloading process. When the unloading is concluded, the meal delivery cart shall be secured until the end of the meal. At the end of the meal, the Ross-Cash Sergeant shall unsecure the meal delivery cart and observe the loading and re-secure for the return trip.
8. The Ross Cash food service meal delivery cart shall take precedence over other waiting vehicles to insure Ross-Cash meals are not delayed more than necessary.

III. MONITORING AND EVALUATION

This policy shall be reviewed at least annually and updated as needed by the Deputy Warden of Security.

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	Date Filed SEP 14 2022	Effective Date
Authority/References KRS. 196.035; 197.020 CPP 11.2; 11.4 ACA Expected Practices: 5-ACI-5C-02; 5-ACI-5C-07; 5-ACI-5C-16	Subject FOOD SERVICE MEALS AND SPECIAL DIETS	

I. DEFINITIONS

None

II. POLICY AND PROCEDURE

The institution shall follow CPP 11.2 and 11.4 and this policy and procedure to meet the dietary needs of an inmate.

A. Menu

1. The approved menu shall be implemented by the institutional Food Service Director.
2. The menu shall be posted in areas of the institution as deemed appropriate by the Food Service Director.
3. A menu change shall be submitted by the Food Service Director and shall be approved in advance by the Deputy Warden of Security to be considered an authorized substitution. The menu change shall be justified in writing and recorded in the monthly report by the Food Service Director.
4. An item substituted on the menu shall contain at least the same nutritional value and be from the same food group as the item being replaced.
5. Food served shall be evaluated on a daily basis by a Food Service Supervisor and the Department of Corrections (DOC) staff for appearance, flavor, temperature, texture, palatability, and quantity to verify adherence to the basic daily servings.

B. Special Medical Dietary Restrictions

1. Modification to a diet shall be kept as simple as possible and shall conform as closely as possible to the foods served other inmates. A special diet not

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conforming to foods served to the inmate population shall be conveyed to the Food Service Director by the Medical Department.

2. An inmate on a special diet shall come to the heart healthy window to receive his diet, unless medically unable.

C. Religious Diets

1. An inmate whose religious belief requires the adherence to religious dietary laws which cannot be met by the master menu may be prescribed a religious diet after it has been approved in accordance with CPP 23.1 II. G. 8. b.
2. A prescribed religious diet shall be specific and furnished to the Food Service Director by the Chaplain in writing.
3. A religious diet shall be kept as simple as possible and shall conform as closely as possible to the food served other inmates.

D. Meals

1. The food service staff shall be responsible for the preparation of a meal and for the operation of the dining room and kitchen. An officer assigned to these areas shall report to the Shift Supervisor.
2. Meal times shall be posted and announced by the use of the public address system.
3. The institution shall provide at least three (3) meals at regular meal times during each 24-hour period. Two (2) of the meals shall be hot meals. There shall not be more than fourteen (14) hours between the evening meal and breakfast.

E. Purchasing Procedures

1. The Food Service Director shall purchase supplies at wholesale or other prices which are favorable.
2. The Food Service Director shall purchase food supplies to serve a nutritionally adequate diet in accordance with the Master Menu as set forth by the Department of Corrections.

III. MONITORING AND EVALUATION

This policy shall be reviewed at least annually and updated as needed by the Deputy Warden of Security.

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	Date Filed SEP 14 2022	Effective Date
Authority//References KRS 196.035; 197.020 ACA Expected Practices: 5-ACI-5D-05	Subject HOUSEKEEPING, SANITATION, AND WASTE REMOVAL	

I. DEFINITIONS

NONE

II. POLICY AND PROCEDURE

A. Duties

1. Areas within the institution shall be kept clean in accordance with the cleaning schedule set up by supervisory personnel or inmate supervisors. An inmate shall be assigned job functions or other duties based on institutional need. An inmate who fails to perform the job properly may be removed and replaced by the classification committee upon recommendation from the supervisor.
2. Solid waste shall be collected in every area of the institution by assigned inmates and emptied daily in the waste collection center. Trash shall be removed from the institution by a commercial sanitation company as needed. The commercial sanitation company's waste disposal plan shall be approved by the appropriate regulatory agency as documented to the institution by applicable license, certificate, or permit operation.
3. The institution sewage shall be removed through a sewage system operated by the local community. The sewage disposal plan shall be approved by the appropriate regulatory agency as documented to the institution by applicable license, certificate, or permit of operation.
4. The institution shall use the water system operated by the City of Eddyville for its normal potable water supply. Certification and compliance with jurisdictional laws and regulations shall be documented to the institution by applicable license, certificate, or permit of operation.

B. General Living Requirements

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1. The living unit shall be maintained in a clean and sanitary manner with lights, ventilation, and climate control, except in emergency situations.
2. Each inmate shall keep his or her bed area clean and in an orderly manner. Disciplinary action may be taken, if violations occur.
3. Showers within the housing units shall be available except during "lights out", specific times designated for cleaning, or if visitors are present in the unit. Showers shall be thermostatically controlled for safety. An inmate shall be expected to shower frequently to ensure a proper level of health and hygiene.
4. Toilet and hand washing facilities within the housing units shall be accessible to an inmate without staff assistance twenty-four (24) hours per day. Washbasins shall be equipped with both hot and cold running water.

C. Dorm Standards

1. An inmate shall have his or her bed area ready for inspection by 7:00 a.m. The bed area shall remain in inspection order between the hours of 7:00 a.m. and 3:00 p.m. Monday through Friday.
2. Bed areas shall be arranged in the following manner:
 - a. A bedside locker shall be next to the wall unless structural obstructions (heat ducts or air vents) make it necessary to rearrange them.
 - b. A television (TV) shall be placed on top of the bedside locker or a television shelf provided, and headphones may remain plugged into the television and be stored neatly next to the TV (may be laid on bed while inmate is present in the wing).
 - c. Two (2) framed photographs (not larger than 8" x 10" – plastic or handmade only) may be placed on each locker or shelf.
 - d. A clock, one (1) religious book, one (1) pair of prescription glasses, and a cup shall be the only items allowed on the bedside locker.
 - e. Other items (stickers, calendars, pictures or mirrors) shall not be hung on the bed or on the outside of the locker.
3. The area under the bed shall be arranged as follows:
 - a. A footlocker shall be at the foot and under the bed.
 - b. A laundry bag containing only clothing shall be under the bed next to the wall.
 - c. A cooler, if owned, shall be next to the footlocker.

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- d. Shoes shall be under the bed between the footlocker and laundry bag with the front of the shoe facing the adjacent bed. If an inmate has more shoes than the area allows, they shall be placed in the locker or in the property room.
 - e. Nothing shall be placed on windows or windowsills.
 - f. The chair may be used to place one (1) uniform top and one (1) uniform bottom on only if the clothing is neatly folded in the seat or hanging over the back of chair.
 - g. Nothing may be placed on the footlocker.
 - h. Cardboard shall not be stored in the bed area.
 - i. Two cubic feet of personal and legal material may be in the bed area, but shall be secured and neatly arranged in one of the inmate's lockers.
 - j. One towel and one washcloth may be hung on end of the bed.
 - k. All remaining property, excluding what is listed above, shall be stored in locker.
 - l. Assigned janitors may store yellow cleaning gloves on top of locker.
 - m. One hotpot may be stored under the bed next to the wall.
- 4. The bathroom shall be closed to showering from 8:00 a.m. to 11:00 a.m. excluding weekends and holidays as designated each morning to allow for cleaning. Each inmate shall cooperate with the dorm officer and the inmate janitors to help keep the dorm and bathroom clean and orderly.
 - 5. The dorm officer shall conduct a bed area inspection throughout the day. An inmate whose area does not pass inspection may receive a disciplinary report.

D. Inspections

- 1. A safety and sanitation inspection of every institutional area shall be conducted and documented weekly by a qualified WKCC staff member.
 - a. WKCC staff shall complete an inspection report and submit it to the Warden by the first working day following the designated week of the inspection. This report shall note deficiencies found during the course of the inspection.
 - b. Upon receipt of the inspection report, the Warden shall forward deficiencies to the Deputy Wardens who shall designate the applicable staff to ensure corrective action is taken.
 - c. Corrective action shall be recorded on the inspection report and returned to the Warden for his review upon completion.

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d. The Warden shall develop the weekly inspection schedule.

2. A comprehensive sanitation and safety inspection shall be conducted and documented monthly by a qualified Sanitation Officer and Safety Specialist.
3. An annual inspection shall be conducted by federal, state, or local sanitation and health officials or other qualified source.
4. Deficiencies, as noted during the inspections, shall be corrected by the time frames stipulated. A deficiency in equipment or other maintenance needs shall be reported via a work order as outlined in the Preventive Maintenance Plan.

E. Training

Department staff inspectors shall receive training from a qualified trainer in the areas of safety and sanitation.

III. MONITORING AND EVALUATION

This policy shall be reviewed at least annually and updated as needed by the Sanitation Officer.

 WESTERN KENTUCKY CORRECTIONAL COMPLEX OPERATIONS MEMORANDUM	Policy Number 13-01-01	Total Pages 8
	Date Filed SEP 14 2022	Effective Date
Authority//References KRS 196.035; 197.020	Subject USE OF PHARMACEUTICAL PRODUCTS	

I. DEFINITIONS

"Health Authority" means the health administrator or contractor responsible for the provision of health care services to inmates in the institution; the responsible physician may be the health authority.

"Institutional dentist" means a licensed dentist who has the primary responsibility for the dental care of an inmate at WKCC.

"Formulary" means a list of prescription and nonprescription medications approved by the Health Authority.

"Unit dose" means pre-measured and prepackaged medication prepared by the pharmacist as ordered by a primary care provider.

II. POLICY AND PROCEDURE

A. Pharmacy Provider

1. Prescribed medication for each inmate shall be dispensed from a contracted pharmacy by a licensed pharmacist and in conformance with appropriate federal and state law.
2. Each prescription dispensed shall be signed by a registered, licensed pharmacist. The original order shall be maintained in the institution's Medical Department to be checked against the prescription upon receipt with a copy maintained by the dispensing pharmacist. Receipt of medication shall be the next business day following the order.

B. Prescription Practices

1. A formulary approved by the Health Authority shall be used in prescribing medication.
2. A "Stop Order" time period shall be specified for each medication. A long-term medication order shall be rewritten by the primary care provider as needed, but shall not be longer than one (1) year. The primary care provider shall re-evaluate each prescription prior to renewal.

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3. If clinically indicated, a transfer to another institution may be requested to obtain access to therapy that is not available at WKCC.
4. Psychotropic medication like an antipsychotic, antidepressant, and drugs requiring close supervision shall be prescribed by the Health Authority, or an authorized health provider. The drug shall be administered by health trained personnel under the direction of the Health Authority.
5. The provider shall review the inmate's current and past medical history as part of the initial evaluation of treatment.

C. Administering Medication - Pill Call

1. A schedule for administering medication (Pill Call) shall be posted at the pill call window. Orientation to the institution shall address the times of Pill Call and other medical service issues including access to medical services and the system for processing complaints regarding healthcare.
 - a. The inmate shall become familiar with the schedule.
 - b. The inmate shall make an appearance at the designated time to see the nurse or certified medication technician or to take prescribed medication.
2. A provision shall be made for an inmate who cannot come to Pill Call for a health or security reason. Except for self-administered medication, medication shall be administered by medical staff properly trained and under the supervision of the institutional Health Authority or designee.
3. Procedure for Administering Medication
 - a. Medication shall be administered in a timely manner in accordance with the established Pill Call schedule and according to the provider's orders.
 - b. Medication shall be ingested in the presence of medical staff with the exception of self-administered medication.
 - c. Information regarding the administration of medication shall include the inmate's name, number, medication, directions for use, additional comments or special instructions, and other information, if necessary.
 - d. A controlled substance shall be administered in a unit dose and logged in the appropriate record.

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- e. In the nurse's absence, another trained health care person shall conduct Pill Call.
- f. Prescribed medication administered to an inmate shall be recorded on the Medical Administration Record (MAR), which shall be maintained in the electronic health record and contain the following information:
 - (1) The medication the inmate is taking;
 - (2) Dosage of medication;
 - (3) Starting date of medication;
 - (4) Ending date of medication;
 - (5) Date medication is taken;
 - (6) Time medication is taken; and
 - (7) Signature of staff person giving the medication.
- g. An incoming inmate transported with prescribed medication shall not receive his or her medication until the Medical Department determines the authenticity of the prescription.
- h. If medication is refused by the inmate, the staff person administering the medication shall:
 - (1) Initial the appropriate box on MAR if medication or treatment was to be given;
 - (2) Circle the initial if medication or treatment is refused;
 - (3) State reason for refusal under medication notes;
 - (4) State reason and result for PRN medication or treatment;
 - (5) Indicate injection site with appropriate code; and
 - (6) Note this information on the inmate's MAR to include refusal of medication.
- i. If an inmate does not pick up his or her medication as prescribed, the person administering the medication shall:

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- (1) Initial the appropriate box on the MAR if the medication was to be given; and
 - (2) Note that the inmate did not show by placing the code found on the back of the MAR beside the person's initials to indicate the reason the medication was not administered.
- j. The institutional health care person administering medication shall ensure that all medication is ingested by the appropriate inmate. The health care person shall:
- (1) Make a positive identification of the inmate, ensuring that the I.D. card matches the inmate receiving the medication;
 - (2) Administer the medication on record;
 - (3) Open only that specific dosage to be administered at that time; and
 - (4) Emphasize the appropriate directions to the inmate; i.e. chew well or apply generously to the affected area.
- k. A medication error shall be reported upon discovery in writing.
- l. If an adverse reaction to a medication is suspected:
- (1) All medication shall be stopped;
 - (2) The institutional health authority notified immediately; and.
 - (3) The health care person shall record it in the medical record and complete a report of the medication reaction.
- m. If pulse, blood sugar, or other vital information is required before a medication is administered, the health care person shall record the vital information on the MAR. If the vital information indicates that the medication should not be administered, this shall also be noted on the MAR.
- n. Only those antidotes approved by the institutional health authority shall be maintained in the Medical Department. Antidote information and the phone number for the Poison Control Center shall be made available in the Medical Department.

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- o. Expired medication shall be returned to the pharmacy for appropriate disposal and credit.
- p. Each inmate furloughed shall have sufficient prescribed medication to last the duration of the furlough with the appropriate written instructions for use.
- q. Sufficient prescribed medication shall be provided for the inmate on a trip for the estimated length of time the inmate is expected to be absent from the institution or if an extended stay is likely.
- r. Upon the inmate's eventual release from the institution, the inmate shall be provided sufficient prescribed medication to allow time for his or her own physician to evaluate his or her needs.

D. Self Administered Medication

An inmate who qualifies for the Self Administered Medication (SAM) Program shall sign an agreement that the inmate will adhere to these rules:

- 1. The inmate shall keep his or her medication locked up at all times;
- 2. The inmate shall not give his or her medication to another inmate;
- 3. Five (5) days prior to the expiration date or the emptying of a pill packet, a refill shall be requested. The inmate shall use the SAM refill card and place the reorder sticker on the form. The forms shall be turned into the sick call box by 6:15 a.m. Monday mornings to be reordered by medical staff;
- 4. Medical personnel may at any time review an inmate's participation in the program; and
- 5. Failure to comply with these rules shall result in the inmate's discontinuance of the SAM program during the inmate's time at this institution.

E. Prescriptions

- 1. A prescription shall be written by the appropriate doctor, advanced practice registered nurse, dentist, or psychiatrist, and listed in the EMR.
- 2. If a prescription is issued by telephone:
 - a. It shall be received by a pharmacist or institutional nurse; and
 - b. The prescription shall be transcribed to EMR and shall include the following information:

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- (1) Name of the doctor, dentist, or psychiatrist;
 - (2) Inmate's name and number;
 - (3) Date and time the prescription was written;
 - (4) Medication name;
 - (5) Unit dosage;
 - (6) Route of administration;
 - (7) Frequency or times of administration;
 - (8) Duration of order (expiration date);
 - (9) Signature of doctor, advanced practice registered nurse, dentist, or psychiatrist. Any verbal order shall be countersigned by the provider within seventy-two (72) hours; and
 - (10) DEA number on a controlled substance.
3. An automatic "Stop Order" shall provide that after a predetermined time a drug shall be stopped unless:
 - a. The prescription indicates a specific number of doses;
 - b. The prescription indicates an exact period of time for duration of the order; or
 - c. The institutional provider reorders the drug.
 4. The inmate shall be notified of the expiration of a prescription. It shall be the inmate's responsibility to report to Sick Call to request a renewal.
 5. Medication for the following conditions shall not be stopped without approval of the physician:
 - a. Cardiovascular disease;
 - b. Diabetes;
 - c. Epilepsy; and

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d. Hypertension.

6. If a prescription is from an outside source:

- a. It shall be reviewed and approved by the institutional provider and documented in the inmate's medical record before it is filled; and
- b. If the medication does not conform to the formulary, the institutional provider may substitute a medication or order the prescribed medication.

F. Security and Storage of Medication

1. A controlled substance or other prescribed medication shall be stored in a locked cabinet or room in the Medical Department.
 - a. Access to the cabinet or room shall be restricted to the institutional health care person and the institutional providers.
 - b. A psychotropic drug shall not be stored at the institution except for the prescribed therapeutic dosage and for the duration ordered.
2. Insulin and other medication requiring refrigeration shall be maintained in the refrigerator which kept in the Pharmacy. The Pharmacy shall be restricted to authorized personnel only.
3. Needles and syringes shall be stored in a locked cabinet in the Medical Department.

G. Inventory

1. Controlled and injectable substances shall be inventoried daily.
2. Each administered dose shall require a written, signed prescription from an institutional provider with a DEA number. In an emergency, a specified dose may be administered by the institutional health care person on the provider's orders via the telephone, but the provider shall sign the prescription on his next visit to the institution.
3. The administered dose shall be recorded in the EMR.
4. Needles, syringes, and other relevant medical equipment, and all prescribed medication in stock shall be maintained on an inventory and logged out daily according to use. Each inventory shall be reviewed weekly.

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5. Each inventory shall be signed and dated by the health care person conducting the inventory.

III. MONITORING AND EVALUATION

This policy shall be reviewed at least annually and updated as needed by the Health Authority.

 WESTERN KENTUCKY CORRECTIONAL COMPLEX OPERATIONS MEMORANDUM	Policy Number 13-02-02	Total Pages 2
	Date Filed SEP 14 2022	Effective Date
Authority/References KRS 196.035; 197.020 ACA Expected Practices: 5-ACI-3A-18; 5-ACI-4A-10; 5-ACI-3D-13; 5-ACI-5A-01; 5-ACI-5A-02; 5-ACI-6A-07; 5-ACI-6A-08; 5-ACI-6A-23; 5-ACI-6A-28; 5-ACI-6A-31; 5-ACI-6A-33; 5-ACI-6A-37; 5-ACI-6C-04; 6-ACI-6C-13; 5-ACI-5E-09	Subject MENTAL HEALTH SERVICES	

I. DEFINITIONS

None

II. POLICY AND PROCEDURE

A. The Mental Health Program shall include the following:

1. Screening for mental illness on intake;
2. Outpatient services for the detection, diagnosis, and treatment of mental illness;
3. Crisis intervention;
4. Stabilization of the mentally ill and prevention of psychological deterioration;
5. Elective therapy and preventive treatment if resources permit;
6. Referral to the Psychiatric Care Unit for those inmates deemed too mentally unstable for housing at Western Kentucky Correctional Complex (WKCC); and
7. Procedures for obtaining and documenting informed consent.

B. Request for Psychological Services

1. Inmates may request a mental health referral in any of the following ways:
 - a. At sick call;
 - b. Through the inmate's caseworker;
 - c. By request to any staff member; or
 - d. On a walk-in basis for emergencies only.

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2. A request or referral for mental health services shall be directed to the institutional psychologist. A comprehensive individual evaluation shall be completed within fourteen (14) days after the date of referral. The evaluation shall include:

- a. Review of mental health screening and appraisal data;
- b. Direct observation of behavior;
- c. Assessment of suicidality;
- d. Review of psychiatric treatment history;
- e. Collection and review of data from interviews and personality assessments;
- f. Compilation of inmate's mental health history;
- g. Additional testing as deemed appropriate; and
- h. Development of treatment plan with appropriate referrals.

C. Psychiatric Services

If an inmate is deemed to need psychiatric treatment, he or she shall be referred to the psychiatrist by the institutional psychologist. An inmate shall not see the psychiatrist without being referred by the institutional psychologist. If an inmate is deemed to be having an emergency psychotic episode that requires immediate psychotropic intervention, the medical department may contact the on-call psychiatrist for an emergency medication order.

D. Emergency Referral

If an inmate is deemed to be too mentally ill to be housed at WKCC, the institutional psychologist shall initiate a transfer to the Kentucky Correctional Institution for Women (KCIW) or the Correctional Psychiatric Treatment Unit (CPTU) at the Kentucky State Reformatory (KSR). The psychologist shall contact the Program Administrator at the specific institution with the referral information and shall also inform the Deputy Warden and the classification committee of the transfer recommendation.

E. Suicidality

If an inmate is deemed to be suicidal, compound inmates shall be placed on suicide observation in the Special Management Unit (SMU) for the inmate's safety. Ross Cash inmates shall be transferred to the Kentucky Correctional Institute for Women (KCIW).

F. Monitoring and Evaluation

This policy shall be reviewed annually by the institutional mental health and medical authorities.

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Authority//References KRS 196.035; 197.020 CPP 14.2 ACA Expected Practices: 5-ACI-5D-12, 5-ACI-5D-07, 5-ACI-5D-08, 5-ACI-5D-09, 5-ACI-5D-14	Subject INMATE CLOTHING AND PERSONAL HYGIENE PROVISIONS	

I. DEFINITIONS

None

II. POLICY AND PROCEDURE

The institution shall provide an inmate with adequate and suitable clothing that is properly fitted, climatically suitable, durable and presentable. An inmate shall be given access to articles necessary for maintaining proper personal hygiene.

A. A staff person designated by the Warden shall provide clothing and hygiene items to an inmate without charge at the assigned schedule or upon request or need.

B. Clothing:

1. If an inmate does not have the required number of uniform clothing upon transfer, the inmate shall be issued the appropriate number upon entry to WKCC as outlined in CPP 17.1.
2. An inmate shall be responsible for and held accountable for all state issued clothing and bedding. Necessary alterations or replacement clothing articles or footwear shall be coordinated through the Inmate Support Building officer.
3. An inmate may be issued additional clothing, specialized or protective clothing, and equipment for assignments to food service, farm, maintenance (including mechanical or garage), community work details, special work details, or as requested by the work supervisor and approved by appropriate staff.
4. Personal clothing shall be permitted in accordance with CPP 17.1. Personal clothing shall be worn by the owner only.

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C. Hygiene Items

1. Toothbrush (1)

Schedule: Upon arrival and every three (3) months thereafter as requested.

2. Toothpaste (1) or Denture Cleaner (1)

Schedule: Upon arrival and every month thereafter as requested.

3. Disposable Razor (4)

Schedule: Disposable Razor – Upon arrival and every month thereafter as requested.

4. Soap

Schedule: Soap (2) – Upon arrival and two (2) every other week upon request.

5. Toilet Paper (2)

Schedule: Two (2) rolls every other week; one (1) additional roll may be requested per month.

6. Shaving Cream (1)

Schedule: Upon arrival and every month thereafter as requested.

D. Bedding and Linens

The following bedding and linen shall be issued according to the schedule listed.

1. Mattress with pillow (1): Suitable and clean.

Schedule: Upon arrival through the assigned dorm officer.

2. Sheets (2), Towel (1), and Washcloth (1); all suitable and clean.

Schedule: Upon arrival and to be maintained by the inmate through the self-service laundry provisions or may be exchanged on a weekly basis in accordance with the posted schedule.

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3. Blanket (1); suitable and clean.

Schedule: Upon arrival and to be maintained by the inmate through the self-service laundry provisions or may be exchanged on a weekly basis in accordance with the posted schedule. A blanket exchange shall be available at least quarterly.

E. Laundry Services

1. An inmate shall launder state-issued or personal clothing as needed through the laundry service. Refer to posted general schedule for locations and dorm schedule.
2. State issued or personal linen may be laundered as needed along with other inmate clothing. Additionally, state issued linen, towels, washcloths, and blankets, may be exchanged on a weekly basis in accordance with a posted schedule.

F. Records and Inventory

1. The Inmate Support Building officer shall maintain a log or card file on each inmate as to items issued and the date of issue. The posted schedule shall be adhered to strictly. Items shall be inspected for cleanliness and condition before issuance to an inmate.
2. Designated staff shall ensure that storage of clothing, linen and bedding exceeds that required for the inmate population so there is no delay in replacing or issuing these items. An item shall be inspected for cleanliness and need for disinfection before being placed in storage or before issuance to the inmate.

III. MONITORING AND EVALUATION

This policy shall be reviewed annually and updated as needed by the Deputy Warden of Security.

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	Date Filed SEP 14 2022	Effective Date
Authority/References KRS 196.035; 197.020 CPP 14.4; CPP 15.7	Subject LEGAL SERVICES PROGRAM	

I. DEFINITIONS

“Indigent” is defined in CPP 15.7

“Law Librarian” means an inmate assigned as the librarian by the Classification Committee with experience, knowledge, or training in use of the Law Library and materials and who assists an inmate in using the Law Library.

“Legal aide” is defined in CPP 14.4

II. POLICY AND PROCEDURE

The institution shall provide an opportunity and the resources necessary to ensure an inmate has access to the courts and legal representation.

A. Access To Courts

The institution shall provide an inmate the opportunity to contact the courts in compliance with CPP 14.4.

B. Attorney Visitation

An attorney shall be admitted into the institution during regular visiting hours or during regular working hours Monday through Friday with prior approval from the Warden or Deputy Warden after presenting proper credentials and identification. An attorney shall provide a written request at least two (2) working days prior to the visit. The Warden or Deputy Warden may approve a special visit.

C. Law Library

1. An electronic law library shall be maintained at the institution accessible to both compound and minimum security populations. The law library hours shall be listed on the General Schedule of activities and are posted on bulletin boards at Ross-Cash and on the compound.

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2. An inmate may access the electronic law library terminals using a legal aide or the law librarian who are trained and assigned to assist an inmate with research procedures.

D. Legal Assistance – Refer to CPP 14.4

1. Legal Aide

- a. An inmate shall be selected through the classification procedure and assigned as a legal aide by the Classification Committee. The legal aide shall attend training sessions provided by the Office of Public Advocacy.
- b. The legal aide shall assist an inmate in legal matters if requested. The legal aide's duties shall include preparing and filing legal papers, assisting in the use of the electronic law library, serving as intake person for those in need of Public Advocacy services and representing an inmate in adjustment matters.

2. Non-Legal Aide

An inmate not assigned to the legal aide program may assist an inmate in legal matters.

3. Legal Assistance Logs

An inmate may obtain legal assistance through a legal aide or non-legal aide. The legal aide or non-legal aide shall register legal assistance by completing the legal assistance registration log.

E. Inmate Copy Services for Legal Matters

1. General Information

- a. Copies shall be made on the copy machine located in the Inmate Support Building. Staff shall only review the materials to determine the legitimacy of the materials to be copied.
- b. Materials that have no relation to court legal pleadings or the inmate's current incarceration shall not be copied, regardless of the inmate's ability to pay.
- c. An inmate shall obtain approval from the Inmate Support Building Supervisor prior to using the copy machine.

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- d. With prior approval from the Inmate Support Building Supervisor, a special provision shall be made for an inmate who is without access to the copy machine during the regular posted times due to a conflict with a job assignment or other documented conflict. A special provision may include the assignment of a legal aide to perform the copy service for the inmate or permission may be granted for another inmate to perform the copy service requested.
- e. Payment for copy services shall be made through an inmate money transfer authorization.

2. Copy Service Process for a Non-Indigent Inmate

- a. Copy services shall be arranged through the Inmate Support Building Supervisor.
- b. After ascertaining the number of copies and validity of the request, the Inmate Support Building Supervisor shall collect the completed inmate money transfer authorization for the requested copy services.
- c. The Inmate Support Building Supervisor or previously approved and designated inmate shall make the copies.
- d. The Inmate Support Building Supervisor shall record the information in the Inmate Copy Services log.
- e. A completed inmate money transfer authorization shall be routed to the Business Office to be processed by Inmate Accounts.

3. Copy Services Process for an Indigent Inmate

- a. Copy services for an indigent inmate's legal materials shall be provided upon need.
- b. The quantity shall be limited to the number of pleadings and attachments required by the applicable rules of court.
 - (1) The inmate shall be responsible for compliance with the rule involved.
 - (2) If an inmate fails to produce a documented rule that states the number of copies required, he or she may be limited to one (1) copy of the original.

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- c. An indigent inmate that desires legal copy services shall report to the Inmate Support Building Supervisor who shall verify the material to be copied and quantity.
- d. Upon receiving a request for copy services from an indigent inmate, the Inmate Support Building Supervisor shall contact the Business Office to confirm indigent status.
- e. Upon confirmed indigent status, the Inmate Support Building Supervisor or previously approved and designated inmate shall make the copies.
- f. The Inmate Support Building Supervisor shall complete the inmate Copy Services Log to indicate indigent status and "no charge" in the "Amount Received" section.
- g. An indigent inmate that desires copy services has access to the copy machine during the times listed in Section E. 1, of this policy.

4. Copy Services for a Non-Indigent Inmate with Insufficient Funds and Special Court Deadlines.

A non-indigent inmate with insufficient funds on his account to pay for the required copies shall have copies made as follows:

- a. The inmate shall provide the Inmate Support Building Supervisor the court order or the local, civil, or appellate rule to establish a deadline in a federal or state court.
- b. Copy services shall be limited to the pleadings and attachments required by the applicable rules of court.
 - (1) The inmate shall be responsible for compliance with the rule involved.
 - (2) If the inmate fails to produce a documented rule to state the number of copies required, he may be limited to one (1) copy of the original pleading.
- c. If the inmate has insufficient funds, half of the inmate's incoming funds shall be applied to the outstanding liens.

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- a. An inmate's record shall be protected from unauthorized and improper disclosure in accordance with policy and the Kentucky Open Records Law.
- b. An inmate who desires copies of materials from his or her institutional files shall refer to institutional policy WKCC 06-00-01 "Offender Records and Information Access."

6. Medical Files

An inmate who desires copies of materials from her institutional medical record file shall refer to institutional policy WKCC 13-02-01 "Health Care Services" and WKCC 06-00-01 "Offender Records & Information Access."

F. Video Court Proceedings

An inmate whose court proceeding is recorded by video shall be allowed access to the recording, for the purpose of viewing, according to the following:

1. A video recording of a court proceeding shall be allowed for receipt only if the recording is received into the institution directly from a Court Clerk or within the inmate's personal property upon transfer.
2. To avoid possible security risks of hiding contraband, recordings shall be stored by the institution in a secured area.
3. An inmate may check out a recording to review by requesting the recording through the Support Building Supervisor. The supervisor shall arrange for necessary equipment, supervision, time, and place to view.
4. The frequency and length of time reserved to view recorded court proceedings shall be determined based on institutional scheduling, other requests, and evidence of any court-ordered deadlines.
5. The inmate may have one assigned legal aide or other inmate capable of providing assistance present to view the recording to assist the inmate in preparation of any legal matters.
 - a. The name of the assigned legal aide shall be included in the initial request to the Inmate Support Building Supervisor.
 - b. An inmate, other than an assigned legal aide, capable of assisting the affected inmate in the preparation of legal papers may review the recording instead of the assigned legal aide without fear of

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disciplinary action. The inmate's name shall be identified to the Inmate Support Building Supervisor.

6. Staff may be present for supervision during the viewing process.
 - a. A trained inmate equipment operator, in place of or in addition to the staff supervisor, may be present to operate the necessary equipment.
 - b. Both the equipment operator and staff supervisor shall allow an inmate privacy if the equipment is not in use and the inmate expresses a wish to discuss the court matter in private.
7. If an inmate is transferred or released from the institution:
 - a. The recording shall be included in the inmate's personal property; and
 - b. The inmate shall notify the institution that the institution maintains the recording and shall request that it be included with the inmate property upon transfer or release.

G. Audio Court Proceedings

An inmate whose court proceeding is recorded by audio only shall be allowed access to the recording in accordance with the following:

1. An audio recording of a court proceeding shall be allowed for receipt only if the recording is received into the institution directly from a Court Clerk or if the recording is included in the inmate's personal property upon transfer.
2. After staff have inspected and confirmed that the audio recording was sent from a Court Clerk, the recording shall be issued to the addressee in the same manner as privileged mail to include signing the privileged mail log upon receipt, except that:
 - a. The mailroom officer shall record the receipt of the recording and appropriate information on the package inventory sheet with the notation "Legal"; and
 - b. The inventory sheet shall be signed and dated by the inmate upon receipt of the recording. The completed inventory sheet shall then be placed in the inmate's security file located in the Inmate Support Building.

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3. If equipment or an area is needed to review an audio recorded court proceeding, the inmate shall make the request through the Inmate Support Building Supervisor who shall arrange for necessary equipment, supervision, time, and place to review.
 4. The frequency and length of time reserved to review an audio recorded court proceeding shall be determined based on institutional scheduling, other requests, and production of a court ordered deadline.
 5. Assistance from a legal aide or non-legal aide shall be handled as with video recording viewing as noted in subsection F. of this policy.
 6. Supervision shall be handled in the same manner as video recording viewing.
- H. Exceptions to subsections F. and G. of this section shall be directed to and require approval by the Deputy Warden of Security.

III. MONITORING AND EVALUATION

This policy shall be reviewed annually and updated as needed by the Deputy Warden of Security.

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	Date Filed SEP 14 2022	Effective Date
Authority//References KRS 196.035; 197.020 CPP 15.1 ACA Expected Practices:5-ACI-3D-18, 5-ACI-3D-15	Subject HAIR AND GROOMING STANDARDS	

I. DEFINITIONS

None

II. POLICY AND PROCEDURE

- A. An inmate shall be permitted freedom in personal grooming provided his or her appearance does not conflict with the institution's or Department of Corrections requirements for safety, security, identification and hygiene.
- B. Sanitation Practices
 1. An inmate may take showers seven (7) days per week, with the exception of "lights out," count times, or when the area is closed for cleaning. The showers shall be thermostatically controlled and set for a range between 100 and 120 degrees Fahrenheit, to ensure inmate safety while still promoting hygienic practices.
 - a. An inmate shall shower frequently enough to ensure a proper level of hygiene for his or her own hygienic care and in consideration of fellow inmates.
 - b. An inmate refusing an order or directive to maintain a proper level of hygiene, including bathing, may receive disciplinary action.
 2. An inmate's hair, mustache, and beard length may be restricted if not kept clean and neat.
 3. An inmate shall not cut hair indoors, unless within the beauty shop/barber shop.
 4. Fingernails.
 - a. Fingernails shall extend no more than ¼ inch beyond the tip of the finger as measured from palm side of hand in a neatly trimmed condition.

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- b. Fingernails shall be shaped in a way that does not present a danger to staff or other inmates.

C. Security Practices

1. Each inmate shall wear an identification card that matches the inmate's appearance to include hair length and color.
2. An inmate whose appearance does not match the identification card may be restricted from:
 - a. Canteen privileges;
 - b. Visiting;
 - c. Furloughs; or
 - d. An activity which requires positive identification before participation is permitted.
3. An inmate shall be charged an appropriate fee for replacement of an identification card due to an inmate's change in appearance.

D. Beauty Shop and Barber Services

1. An inmate beautician or barber shall be employed through the Classification Committee. The work schedule shall be determined by the inmate's supervisor. The beautician or barber shall not charge for services. If it is determined that the beautician or barber is charging for services, the Classification Committee shall relieve the inmate of his or her duties. Disciplinary action shall be taken in accordance with Corrections Policy 15.2 and 15.6. A concerted effort shall be made on the part of the Classification Committee to find an experienced beautician or barber.
2. The assigned beautician or barber shall be responsible for maintaining all furniture, equipment, tools, utensils, instruments, and the facility in a clean and sanitary condition.
3. The assigned beautician or barber shall comply with personal sanitation practices, including the washing of hands before beginning work and maintaining personal cleanliness.
4. Inmates shall be medically cleared to work in hair care.
5. Inmates may make an appointment for hair care at a minimum of once every six (6) weeks. Inmates shall make a written request to the staff supervisor. If the inmate does not come or cancels the appointment, he or she shall wait

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a minimum of six (6) weeks to reschedule unless approved by the staff supervisor.

6. All supplies and equipment shall be used in the institutional beauty or barber shop and not issued to individual inmates.
 - a. Inmates shall not order or buy hair care products for other inmates. Inmates shall not give, sell, or trade products they have ordered or bought to other inmates.
 - b. All caustic, toxic, hazardous, and flammable supplies and materials shall be stored in a locked cabinet in the institutional beauty or barber shop and issued to the operator via a logbook. The items shall be logged back in upon return and before the supervisor leaves the area at the end of the shift.
 - c. Female inmates: Hair care supplies may be purchased in the Inmate Canteen with the Canteen Operator marking the items with the inmate's name and securing the items. The Canteen Operator shall use sign-in logs and recreation staff shall sign out the products if taking them to the institutional beauty or barber shop.
7. The institutional beauty or barber shop shall be inspected by the Health Department District Health Department, minimally on an annual basis as part of the institution-wide inspection. Deficiencies noted as a result of the inspection, including those found in the beauty or barber shop, shall be corrected in the time frame stipulated by the inspection.

III. MONITORING AND EVALUATION

This policy shall be reviewed annually and updated as needed by the Deputy Warden of Security.

 WESTERN KENTUCKY CORRECTIONAL COMPLEX OPERATIONS MEMORANDUM	Policy Number 16-01-01	Total Pages 13
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Authority/References KRS 196.035; 197.020; 520.050; 520.060 CPP 9.6; 9.8; 16.2 ACA Expected Practices: 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	Subject VISITING POLICY AND PROCEDURES	

I. DEFINITIONS

“Adult visitor” means a visitor age eighteen (18) or older.

II. POLICY AND PROCEDURE

- A. Visiting rules shall be available to an inmate through Reception and Orientation and the Inmate Support Building. An adult visitor may request the visiting rules. The visiting policy shall also be posted in the Visiting Building for review.
- B. A visiting privilege may be suspended for a specific time period by the Warden or designee. Prior to a visit suspension, except for a security reason, a notice shall be given to both the inmate and the visitor stating the reason for the suspension. The inmate and visitor shall be allowed five (5) working days to submit a written appeal to the proposed suspension.
- C. The institution shall provide a visitation area for the inmate and visitor which permits informal communication including an opportunity for physical contact.
- D. The institution shall provide information to a visitor regarding transportation to the institution. The institution may facilitate transportation to and from the nearest public transit terminals for a visitor who does not drive or have access to a car by posting a list of area transit companies and phone numbers in the Visiting Building. The institution shall allow ride sharing notices to be posted in the visiting area.
- E. Refer to CPP 16.1 for allowed visitors.
- F. Refer to CPP 16.1 for excluded visitors.
- G. Special Visits
 1. The institution shall provide for a special visit with an attorney or social service agency representative as outlined in CPP 16.1 and as outlined within this policy.

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2. An attorney desiring private visitation and consultation shall direct a written request to the Warden at least two (2) working days prior to the visit.

H. Visiting Hours and Frequency

1. Visiting shall be from 7:30 a.m. through 2:00 p.m. on Saturdays, Sundays and state-recognized 2-day holidays per the visiting schedule.
 - a. The visitation schedule shall be rotated on a quarterly basis and shall assign specific visiting days for each inmate based on living unit. Holidays shall be assigned to inmates for visiting based on living unit.
 - b. An inmate in Meritorious Housing may visit on both weekend days. An inmate in Meritorious Housing shall adhere to the regular schedule as listed, if visiting is permitted.
 - c. The visiting schedule shall be made accessible to each inmate during the reception and orientation program. A schedule shall be posted in the Visiting Building and made available to adult visitors upon request.
 - d. The schedule, if possible, shall be posted in advance of visiting day to notify the visitor and inmate of an assigned visiting date.
 - e. The schedule may be changed or modified by the institution:
 - (1) To avoid overcrowding in the Visiting Building;
 - (2) To ensure equity in the visiting schedule;
 - (3) To ensure security and order is maintained in the visiting program and operations of the institution; or
 - (4) For other reasons deemed necessary or appropriate by the institution.

2. Visitor registration information for weekend and holiday visitation is found on the DOC visitor website, posted memos throughout the institution, and in the WKCC Inmate Handbook.

I. Number of Visitors

1. To accommodate the amount of indoor visiting space, each inmate may receive a maximum of three (3) adult visitors at one (1) time. There shall

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not be a restriction on the number of visitors under age eighteen (18) provided other rules regarding children's entry are met.

2. An inmate requesting to exceed the three (3) adult visitor limit shall submit a written request to the Warden or designee providing the reason for the request, the number of persons requested to visit, relationship to the visitors, the date requested, and any other relevant information. The request for an exception shall be received, at a minimum, one (1) week prior to the requested visiting day.

J. Termination, Denial and Suspension of a Visit

1. A visit may be denied or terminated and visiting privileges suspended for the following circumstances:
 - a. Refer to reasons in CPP 16.1;
 - b. Name does not appear on inmate's approved visiting list;
 - c. Visitor in possession of contraband;
 - d. Insufficient space available;
 - e. Inappropriately dressed;
 - f. Visitor's refusal to submit to search and entry procedures;
 - g. Minor not accompanied by parent or guardian;
 - h. Visitor's falsification of identifying information;
 - i. Violation of Department of Corrections or institutional visiting rules;
 - j. Convicted felon or ex-inmate without written approval from the institution;
 - k. Failure to properly supervise children;
 - l. Excessive physical contact by the visitor and inmate;
 - m. The visitor is currently suspended from visiting an inmate at this or any other institution;
 - n. Visitor arrival after expiration of visitor registration times;

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- o. Failure to adhere to visiting official's instructions; or
 - p. Other reasons for denying, terminating, or suspending a visit that are reasonably necessary to preserve the security of the institution and reasonable order.
- 2. The Shift Supervisor or Visiting Supervisor may deny or terminate the visit.
- 3. Prior to the termination of a visit, the Shift Supervisor or Visiting Supervisor, if appropriate, may impose a less restrictive alternative including warning the inmate and the visitor of improper conduct, moving the visit to an area to be observed more closely, or other appropriate alternative.
- 4. If a visit is denied or terminated, the official responsible for the action shall prepare a report to the Deputy Warden of Security explaining the denial or termination in detail by filling out the Visit Refusal or Termination document.
 - a. A copy of the written notice of the decision to deny or terminate a visiting privilege shall be given to the inmate and the visitor.
 - b. A statement of the reasons shall be deleted from the notice if it may jeopardize the security of the institution or the safety of any individual.
- 5. The Warden or Deputy Warden of Security shall review visits denied or terminated, and if appropriate, may suspend visiting privileges for the visitor for a specific period of time or permanently. At the end of each suspension period the visitor may request reinstatement to visit an inmate from the Warden or Deputy Warden. The Warden or Deputy Warden shall review the request and make a decision whether to reinstate the individual's visitation privileges or suspend the individual's visiting privileges for another specific period of time. In reinstating visitation, the Warden or Deputy Warden of Security may impose a restriction including non-contact visiting and frequency allowed to visit.

K. Visitor Entry Into Institution

- 1. A visitor shall enter the property through the gate next to New Bethel Church, US Highway 641. The visitor entering from the direction of US 62 shall be turned back and may not be allowed to visit. A visitor shall remain in the approved visiting areas at all times.
- 2. A visitor shall park in the area designated for inmate visiting located at the lower end of the parking lot or at the Ross-Cash visitor parking area. A handicapped visitor shall be permitted to park in the handicapped area.

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3. Each adult visitor shall sign the log indicating his name, social security number, and the name of the inmate to be visited. A child eleven (11) years of age or under shall be signed in by his accompanying parent or guardian. The social security number of the child shall also be recorded by the parent or guardian.
4. A visitor shall show proof of identification, except children under age eighteen (18). A visitor whose identification is questioned may be directed to wait until all other visitors waiting in line are processed.
5. The Visiting Officer shall identify the visitor, ensure the visitor completed the log, review the information for any visitation restrictions, and enter the appropriate information into the computer prior to the visitor being allowed to enter the institution's visiting area.
6. A visitor, his personal belongings, and vehicle on institutional grounds, shall be subject to search prior to being allowed to visit an inmate. Notice shall be posted in a conspicuous place at the entrance to the institutional property and entrance to the Administration Building.
 - a. Screening and frisk searching of a male inmate visitor under normal circumstances shall be done in the lobby of the Administration Building or behind a screen in Ross-Cash Visitation Building by a male staff person.
 - a. Screening and frisk searching of a female inmate visitor under normal circumstances shall be done in the lobby of the Administration Building or behind a screen in Ross-Cash Visitation Building by a female staff person.
 - b. A strip search of an inmate's visitor shall normally be conducted in the medical department and shall comply with conditions as set forth in CPP 9.8, "Search Policy."
7. Refusal to submit to a search shall be grounds for denying or terminating a visit.
8. Personal belongings, excluding a coat or jacket during inclement weather shall not be permitted in the visiting area and shall be stored in the visitor's automobile. A coat or jacket during inclement weather may be stored on the back of a chair or in the locker provided.
9. If contraband is found on the person or in the clothing of a visitor, the contraband shall be returned to the vehicle and the visit may be denied or terminated. If dangerous contraband is found, it shall be seized and the

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visit denied. If dangerous contraband is found and with approval of the Warden, Deputy Warden or the Duty Officer, the visitor may be detained until law enforcement officials arrive at which time the visitor shall then be released to them.

10. If a visitor leaves the visiting area for any reason other than that listed in section P. of this policy, his visiting privilege may be terminated as determined by the Visiting Supervisor. If terminated, the visitor may not be allowed to re-enter the institution the same day.

L. Institutional Rules Pertaining to Visiting

1. Refer to CPP 16.1 for additional rules.
2. Once each adult visitor enters the visiting area, they shall be required to register at the officer's station prior to visiting an inmate. As part of registration, a specific visiting table or area may be assigned to the inmate and visitor.
3. A visitor may be assigned a specific table and the inmate may be assigned a specific seat at that table.
4. An inmate shall not return or be permitted to return to a housing unit prior to the termination of a visit.
5. The parent or guardian shall be responsible for the direct supervision and conduct of children who are with the visitor.
6. The inmate shall be responsible for the conduct of his or her visitor.
7. An inmate without a visitor shall not be permitted in the visiting area without approval of the Shift Supervisor. The visiting officer shall observe all visiting activities and maintain control of the visiting area and ensure each inmate keeps his or her area clean.
8.
 - a. If a Compound inmate's name is called for a visit, the inmate shall notify the Operations Officer, present his I.D. card to the Operations Officer, be searched, and obtain approval to proceed to the visiting area.
 - b. A Ross Cash inmate shall:
 - (1) Receive appropriate approval from the Ross Cash Officer and Control Center Officer prior to leaving for the visiting area; and

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- (2) Be strip searched at Ross Cash, leave ID card at Control, and proceed to Operations and leave another I.D. card.
9. Each adult visitor may bring into the institution a maximum of thirty (30) dollars in denominations of one (\$1) dollar bills only for use in the vending machines. A visitor may bring an additional five (\$5) dollars for each minor for use in the vending machines. Money shall not be given to or handled by an inmate.
10. A visitor and an inmate shall converse using a reasonable voice level. Excessive noise may result in termination of the visit.
11. For a contact visit, an inmate and visitor may have brief physical contact at the beginning and end of the visit. (Example: holding hands, kissing, and embracing).
12. The correctional officer in the visiting area shall supervise the visit. The officer shall call attention to any breach of the rules. It may be necessary for the correctional officer to give instructions to an inmate or his or her visitor. If it is necessary to correct an inmate, the inmate shall be called away from his or her visitor unless deemed inappropriate.
13. An inmate or visitor that ignores instructions from the correctional officer may have his or her visit terminated. Further admittance shall only be granted with written permission from the Warden or the Deputy Warden of Security.
14. Personal property items shall be limited to the following with the exception of a coat or jacket:
 - a. Wedding band (if married)
Jewelry including earrings, bracelets, necklaces, and body piercing jewelry shall not be permitted, except for an approved medical alert bracelet or necklace;
 - b. Comb or brush;
 - c. One (1) handkerchief, white only;
 - d. Identification card;
 - e. Vehicle keys; and
 - f. Prescription glasses.

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15. The parent or guardian of an infant or small child, in addition to the personal items listed above, may have the following:

- a. Stroller or infant seat; and
- b. Diaper bag including:
 - (1) Clothing – one change per child
 - (2) Diapers – six (6)
 - (3) Petroleum jelly, one (1) clear plastic container only
 - (4) Bottles – clear plastic
 - (5) Formula or drink – Unopened ready mixed or pre-mixed container opened in presence of visiting officials.
 - (6) Container – one (1) clear plastic for excess formula, if necessary
 - (7) Wipes – small package
 - (8) Baby blanket – one (1)
 - (9) Pacifier
 - (10) Teething Ring

16. An inmate and visitor shall not exchange items.

17. Sports of any kind shall not be conducted in the visiting area.

18. Approval to use restroom facilities shall be obtained from the officer in the visiting area. Only one (1) inmate may be in the restroom at a time. The visitor shall accompany a minor to the restroom if assistance is necessary or deemed appropriate by an official. An inmate shall not accompany a minor, regardless of sex or age.

19. Upon conclusion of an inmate's visit, the inmate shall be strip-searched.

20. A clear count of the inmate population shall be received at the conclusion of the visiting day.

M. Length of Visit

The length of each visit shall be dependent upon time of arrival, the number of visits occurring on visiting day, and length of time involved in visitor registration. If the visiting area is full, and a visitor is waiting to visit an inmate, the visitor who has spent the longest time on a visit and registered first, shall be required to leave prior to the end of regular visiting hours. A visitor shall not be required to leave until he has visited at least two (2) hours to allow a waiting visitor to visit sooner. A volunteer for early departure may be sought prior to terminating a visit.

N. Visitor's Dress Code

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1. A visitor shall dress in appropriate attire while at the institution. If the admitting officer determines that the visitor is not properly clothed in accordance with the dress code stated below, the visit may be denied. Proper dress shall be maintained throughout the visit.
2. Undergarments shall be worn. Female visitors shall wear a bra and underwear. Male visitors shall wear underwear.
3. Visitors shall not wear the following:
 - a. Tank tops
 - b. Cut-off T-shirts
 - c. See-through clothing (mesh, net, or transparent)
 - d. Halter tops
 - e. Leggings
 - f. Spandex pants
4. Appropriate attire shall include:
 - a. Dress (females only)
 - b. Skirt (females only)
 - c. Blue jeans
 - d. Pants
 - e. Suit
 - f. Shirt
 - g. Shorts
5. Shorts and skirts shall not be higher than six (6) inches above the knee. A dress or skirt, with any split, slit, zipper, or buttons thereon, shall not exceed six (6) inches above the knee. Two (2) hair ties or one (1) head band may be worn by a visitor.
6. Clothing shall cover the midriff, cleavage, and bosom. Shirts and blouses shall have sleeves and shall be buttoned.

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7. Footwear shall be required at all times.
8. A visitor shall not wear clothing, a hat, insignia, or emblem that reflects a gang or club that is not recognized by institutional policies.
9. Any minor age twelve (12) or older shall comply with the adult dress code.

O. Inmate Dress Code and Allowable Property

1. An inmate shall wear the uniform during visiting hours and appear clean and well groomed. If in the opinion of the visiting officer, the inmate is not properly clothed in accordance with this dress code, the visit may be denied.
2. A shirt with buttons shall be buttoned to the normal second button position throughout the visit. An inmate shall not wear worn or torn clothing. An inmate shall wear underwear.
3. Shoes shall not be worn without socks.
4. An inmate may wear a wedding band (if married) to visitation and one (1) hair tie.
5. An inmate shall not be allowed to wear other items that are not listed in this subsection.

P. Prescribed Medication

1. If a visitor is required to take prescribed medication during a visit, the visitor shall follow the procedure outlined below:
 - a. Medication shall be left in Control Center in the appropriate container. Only the dosage required to be taken while at the institution may be brought into the institution;
 - b. The visitor shall notify the visiting area supervisor of the specific time the medication needs to be taken; and
 - c. The visiting area supervisor shall permit the visitor to leave the visiting area for the purpose of taking the prescribed medication at the designated time; and return to the visiting area.
2. If a visitor is required to possess prescribed medication at all times, he shall follow the procedure outlined below:

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- a. Prior to bringing the medication to the institution, the visitor shall submit to the Deputy Warden of Security a written request to enter the visiting area and a written doctor's statement verifying the visitor's name, the prescribed medication, and the fact that the visitor is required to maintain the medication in his possession at all times.
 - b. The Deputy Warden of Security or designee shall notify the visitor, in writing, of his decision and forward a copy to the visiting area supervisor.
 - c. The visitor shall present both the written approval and the medication to the visiting registration officer who shall verify the approval and inspect the medication vial prior to the visit and again upon the visitor's departure each time the visitor appears for visitation.
3. A visitor who brings medication onto institutional grounds and fails to follow the procedure above shall be referred for prosecution of promoting contraband in the first degree or other offense.

Q. Non-Contact Visiting

1. Assignment

- a. Use of the non-contact visiting area for an inmate or the visitor shall be determined by the Adjustment Committee, Deputy Warden of Security, Warden, or Duty Officer in accordance with institutional policy and Corrections Policy and Procedure. Administrative action requiring non-contact visiting for an individual shall not require a finding of guilt by a court of law or the Adjustment Committee.
- b. Consistent with institutional policy, non-contact visiting shall not be used except in an instance of a substantiated security risk. An instance constituting a substantiated security risk shall include:
 - (1) An inmate or an inmate's visitor found in possession of, or attempting or conspiring to smuggle dangerous contraband onto institutional grounds;
 - (2) An inmate refusing to submit to a urinalysis or breathalyzer, or unauthorized use of a drug or intoxicant as determined by the Adjustment Committee;
 - (3) An inmate or an inmate's visitor creating a disturbance or engaging in behavior leading to the termination of the visit;

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- (4) An inmate's visitor requiring special approval to visit including resumption of a visiting privilege following a visiting suspension;
- (5) An inmate assigned to the Special Management Unit (SMU); and
- (6) Other security reasons as determined by the Adjustment Committee, Deputy Warden of Security, Warden, or Duty Officer.

2. Length of Assignment

- a. Assignment to the non-contact visiting area for an inmate or inmate visitor shall be for a specific time period.
- b. Re-instatement to contact visiting from non-contact visiting status, excluding any specific time period established by the Adjustment Committee, shall be approved by the Warden or his designee.
- c. Re-instatement to contact visiting shall not be considered until the specified time period has expired and shall require a written request to the Deputy Warden of Security from the affected party.
- d. The Deputy Warden of Security or his designee, upon receipt and consideration of the request shall approve the request or continue with non-contact visiting for a specified time.
- e. Subsequent request by an individual for resumption of contact visiting shall be as outlined in Q, 2, a-d above.

3. Visiting Rules

- a. An inmate assigned to non-contact visiting status shall be responsible for notifying his or her visitor of changes and related requirements.
- b. The visitor and inmate shall comply with other applicable procedures for contact visiting.
- c. A non-contact visit shall be limited to two (2) visitors, including children, at a time.
- d. An inmate may be restricted to two (2) hours visiting time per visiting day.

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- e. A non-contact visit shall be conducted on regular visiting days in accordance with the inmate's institutional number and corresponding institutional visiting schedule. A non-contact visit shall not occur on a holiday or holiday weekend.
- f. An inmate using the non-contact visiting area shall not receive any item from a visitor.
- g. An inmate using the non-contact visiting area shall not be permitted to use the restroom or leave the area until the conclusion of the visit and then only with proper approval.
- h. Other measures as deemed appropriate may be established by the Shift Supervisor or higher ranking official for the operation of the non-contact visiting area. These measures may include requiring advance notice and appointment times.

III. MONITORING AND EVALUATION

This policy shall be reviewed annually and updated as needed by the Deputy Warden of Security.

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	Date Filed SEP 14 2022	Effective Date
Authority/References KRS 196.035; 197.020 CPP 16.2; 9.6; 15.7 ACA Expected Practices: 5-ACI-7D-01; 5-ACI-7D-02; 5-ACI-7D-05; 5-ACI-7D-06; 5-ACI-7D-07; 5-ACI-7D-08; 5-ACI-7D-09; 5-ACI-7D-10	Subject INMATE CORRESPONDENCE	

I. DEFINITIONS

“Censor” means to eliminate unauthorized material.

“Contraband” is defined in CPP 9.6.

“Privileged mail” is defined in CPP 16.2.

II. POLICY AND PROCEDURE

There shall not be a limit on the volume of letters or publications an inmate may receive or send as long as the inmate pays the mailing cost and does not exceed the volume of paper allowed in the inmate’s bed area or cell. Mail shall be delivered to and received from the Postal Service each weekday (Monday through Friday) excluding any holiday the Postal Service is not in operation or if the institution is operating on holiday schedule. Correspondence received shall be delivered to the inmate within twenty-four (24) hours of receipt during normal workdays, excluding weekends and holidays, or emergency situations.

A. Incoming Mail

1. Incoming mail shall be processed by dayshift personnel. The inmate’s mail shall be distributed to the appropriate living area by the evening shift.
2. Incoming mail shall not contain items other than correspondence. Other items, including Polaroid pictures, stamps, large volumes of newspaper clippings, and blank greeting cards shall not be permitted.
3. Approved internet material shall be limited to five (5) pages maximum.

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4. Incoming mail shall be opened and inspected for contraband. Mail shall be read, censored, or rejected based on legitimate institutional interests of order and security.
5. Cash, checks, or money orders shall not be accepted in incoming mail to an inmate.
6. If contraband is found, a mail rejection notice shall be completed and a copy given to the inmate. The inmate may appeal to the Warden the decision not to deliver the item within five (5) days of the notice. The inmate shall advise whether he wants the item to be mailed out, donated, or destroyed. If the contraband is not illegal and the inmate requests that the contraband be returned to the sender, he shall supply a self-addressed stamped envelope.
7. Incoming certified or registered mail to an inmate, which is not privileged, shall be processed as outlined in CPP 16.2.
8. Incoming mail shall have a complete return address. Mail that does not provide a complete return address shall be rejected and returned to sender.

B. Outgoing Mail

1. Outgoing inmate mail shall include sufficient postage. The outgoing mail shall be addressed correctly and the return address shall appear as follows:

Inmate Name and Number
Dorm and Wing Assignment and Bed Number
Western Kentucky Correctional Complex
374 New Bethel Road
Fredonia, Kentucky 42411
2. Outgoing mail shall be placed by the sender in the institutional mailbox prior to 8:00 a.m. to be processed that day. Privileged mail requiring additional postage may be taken to the mailroom window at the posted time Monday through Friday. Mail processed after set times shall be processed the next workday.
3. Outgoing mail shall be inspected for sufficient postage and for a correct and complete return address. Mail lacking either of these shall be returned to the inmate with notification that additional postage is due or a return address is to be placed on the envelope.

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4. Outgoing mail shall not contain other envelopes or correspondence to be subsequently mailed by the recipient to another inmate within a correctional institution, jail, or detention facility.
5. Outgoing mail may be opened and inspected for contraband.
6. Outgoing mail shall be read, censored, or rejected based on legitimate institutional interests of order and security. Threats and extortion may result in disciplinary reports or referrals to law enforcement officials.

C. Inmate to Inmate Correspondence

1. Incoming mail from an inmate shall have the sending inmate's name, return address, and facility name in which he is housed and shall not be forwarded or included in correspondence from a third party.
2. An inmate shall not send correspondence to an inmate housed in a correctional institution, jail, or detention facility if the facility does not permit inmate to inmate correspondence; or, otherwise circumvent the process or procedures in an attempt to do so.

D. Privileged Mail

1. Compound general population Privileged Mail shall be processed by the Postal Technician. The Postal Technician shall record the inmate's name and the sender's name and address. The Postal Technician shall call the inmate to the mailroom window; open the mail in the presence of the inmate; inspect for contraband; deliver the mail to the inmate; and have the inmate sign the logbook as receiving the mail.
2. Ross Cash and Special Management Unit (SMU) Privileged Mail shall be logged by the Mailroom Officer in the appropriate privileged mail logbooks. Mail and each corresponding logbook shall be sent to Ross Cash and SMU Control. Ross Cash shall call the inmate to a specified area to open the mail in the presence of the inmate; inspect for contraband; deliver the mail to the inmate; and have the inmate sign the logbook as receiving the mail. SMU shall conduct the above procedure at each individual cell.
3. Privileged mail addressed to an inmate who has been temporarily released or released from the institution shall be forwarded to the inmate and recorded in the privileged mail log. If a forwarding address is not available, the mail shall be returned to the sender and noted in the privileged mail log.
 - a. Upon return of privileged mail, the Postal Technician, shall record the following information:

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- (1) Name and address of the sender;
- (2) Number of documents received and returned;
- (3) Date documents received at the institution and date returned;
and
- (4) Date inmate returned and notified.

- b. Upon the return of privileged mail, the above information shall be logged in the privileged mail logbook.

E. Pornographic or Sexually Explicit Materials

The Postal Technician shall review, approve or disapprove all incoming publications in accordance with CPP 16.2.

F. Mail Forwarding

Mail received for an inmate who has been transferred or released from the institution shall be forwarded to the inmate at the address provided on the inmate release form for 30 days after which it shall be returned to sender. Additionally, the information shall be logged in the mail-forwarding log maintained in the mailroom.

G. Notice of Disapproval of Inmate Mail

An inmate shall be notified if incoming or outgoing letters are withheld.

III. MONITORING AND EVALUATION

This policy shall be reviewed annually and updated as needed by the Deputy Warden of Security.

 WESTERN KENTUCKY CORRECTIONAL COMPLEX OPERATIONS MEMORANDUM	Policy Number 16-03-01	Total Pages 2
	Date Filed SEP 14 2022	Effective Date
Authority/References KRS 196.035; 197.020 CPP 16.3 WKCC 10-02-01; 23-00-01 ACA Expected Practices: 5-ACI-7D-11	Subject INMATE ACCESS TO TELEPHONES	

I. DEFINITIONS

“Emergency telephone call” is defined in Corrections Policy and Procedure (CPP) 16.3.

“Immediate family” is defined in Corrections Policy and Procedure (CPP) 16.3.

II. POLICY AND PROCEDURE

The institution shall permit inmates reasonable access to public telephones in order to maintain essential community, family, and legal contacts.

A. Access to Phones

1. Inmates housed within the compound shall have access to the telephones located in the phone bank area adjacent to the yard entrance of the Program Service Building Compound telephones shall be available for inmate use seven (7) days per week from morning let out until evening lockup.
2. Ross-Cash inmate telephones are located within each living unit. Ross Cash phones shall be available seven days per week from 6:00 a.m. until 9:00 p.m.
3. Special Management Unit (SMU) inmates shall use the phone located in SMU in accordance with CPP 10.2 and WKCC 10-02-01.

B. Phone Rules

1. Monitoring of inmate telephone calls shall be in accordance with CPP 16.3.
2. Inmate telephone calls shall be collect calls only. If placing a call, the inmate shall state his first and last name only as instructed by the operator or recorded message. False names, messages, or anything other than first and

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last name shall be considered improper use of the telephone system and shall subject the inmate to disciplinary action.

- SSOS # 1952
3. There shall be no limit to the number of calls made, or parties called, except if otherwise directed by the Adjustment Committee for rule violations. Restrictions placed on telephone privileges by the Adjustment Committee shall not apply to legal calls except for having to be pre-approved by the Shift Supervisor or Unit Administrator.
 4. Multi-party calling or use of multi-party telephone communication shall be prohibited.
 5. Incoming inmate phone messages shall not be accepted or delivered with the exception of emergency telephone calls. Emergency phone calls shall be in accordance with CPP 16.3 and WKCC 23-00-01.
 6. Requests to place calls at institutional expense during emergency situations, may be approved with appropriate justification, by the Warden, Deputy Wardens, or in their absence, the Shift supervisor.

III. MONITORING AND EVALUATION

This policy shall be reviewed annually and updated as needed by the Deputy Warden of Security.

 WESTERN KENTUCKY CORRECTIONAL COMPLEX OPERATIONS MEMORANDUM	Policy Number 16-04-01	Total Pages 3
	Date Filed SEP 14 2022	Effective Date
Authority//References KRS 196.035; 197.020 CPP 16.4; 17.1 ACA Expected Practices: 5-ACI-7D-07, 5-ACI-7D-08, 5-ACI-7D-09	Subject INMATE PACKAGES	

I. DEFINITIONS

None

II. POLICY AND PROCEDURE

The institution shall permit an inmate to send and receive packages in accordance with CPP 16.4.

A. Incoming Packages – refer to CPP 16.4

1. Package Delivery and Receipt Methods

- a. An inmate who chooses to receive an approved item through the inmate commissary shall do so in accordance with CPP 16.4 and the following:
 - (1) Ordering, receipt, and distribution of an item shall be coordinated between the canteen staff and the Inmate Support Building Officer;
 - (2) Each received item shall be inspected and inventoried with a written record maintained for each inmate; and
 - (3) An appliance shall be delivered to the Inmate Support Building Officer for appropriate inspection and recording prior to delivery to the inmate.
- b. An incoming package shall be posted for inmate pickup within seventy-two (72) hours of receipt at the institution excluding weekends, holidays, or emergency situations.
- c. A package received for an inmate after the inmate is released or transferred shall be forwarded to the inmate in accordance with CPP 16.4. If there is not a forwarding address available, the package shall be returned to the sender.

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2. Package Contents

- a. An inmate shall not receive packages except from approved vendors and shall be limited to those items outlined in CPP 16.4 and CPP 17.1.
- b. Package contents shall be in compliance with item specifications in size and design, as outlined in CPP 16.4 or CPP 17.1.
- c. An appliance shall be new and received directly from an approved vendor through the inmate canteen.
- d. The number of items allowed per package shall not exceed the maximum possession limit of the particular item.

3. Package Disapproval

- a. If contraband is found in a package, which is not otherwise illegal, notice shall be sent to the inmate. The notice shall include:
 - (1) The nature of the contraband;
 - (2) That the inmate may appeal to the Deputy Warden within forty-eight (48) hours the decision not to deliver the contraband; and
 - (3) The method of disposition if the appeal is denied.
- b. An unauthorized item, including an item not meeting institutional specifications or an item sent over the allowable amount, shall be inventoried and held by the institution. The item shall be documented along with the inmate's name and reason for rejection.
- c. The rejection notice shall be shown and explained to the inmate if he or she receives the allowable contents of the package or if the complete package is rejected, within forty-eight (48) hours of signing the rejection notice.
- d. An inmate may appeal the Property Officer's decision to the Deputy Warden. The inmate shall sign the rejection notice. An appeal shall be directed to the Deputy Warden within forty-eight (48) hours of signing the rejection notice.

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- e. Regardless of the inmate's decision to appeal or not, the inmate shall note on the rejection notice the means of disposition pending the outcome of the appeal.
- f. Disposition of an item or an entire package shall be the responsibility of the inmate as outlined in CPP 16.4. If the inmate chooses donation as a method of disposition, the institution shall determine the charity to which an item shall be donated. If the institution or charitable organization determines the item is not suitable for donation, the item shall be discarded by the institution.
- g. A receipt documenting the item donated shall be obtained from the receiving organization. A copy shall be maintained by the institution. Completion of the "Final Disposition" section of the Package Items Rejection Notice shall suffice as the receipt.
- h. An item which is illegal or considered dangerous contraband shall be turned over to the appropriate supervisor for investigation.

B. Outgoing Packages

- 1. There shall not be a limit to the number of packages that may be sent out of the institution for an inmate, if the inmate bears the cost.
- 2. A package shall contain a complete return address, including the full name of the institution.
- 3. Prior to sealing the package, the inmate shall take the package to the property room to be inspected by the Property Officer to ensure the contents are appropriate.
- 4. After the inspection is completed, the inmate shall seal the package in the Property Officer's presence. The Property Officer shall then take the package to the mailroom to be weighed.
- 5. The Mail Clerk shall weigh the package and then determine appropriate postage, collect it from the inmate, and hold the package for pickup by the US Postal Service.

III. MONITORING AND EVALUATION

This policy shall be reviewed annually and updated as needed by the Deputy Warden of Security.

 WESTERN KENTUCKY CORRECTIONAL COMPLEX OPERATIONS MEMORANDUM	Policy Number 17-01-01	Total Pages 4
	Date Filed SEP 14 2022	Effective Date
Authority/References KRS 196.035; 197.020 CPP 9.19; 14.1; 17.1 ACA Expected Practices: 5-ACI-5A-06	Subject INMATE PERSONAL PROPERTY	

I. DEFINITIONS

NONE

II. POLICY AND PROCEDURE

The institution shall permit inmates to maintain acceptable personal property while at WKCC with the limitations stated in this policy and Corrections Policy and Procedure (CPP) 17.1.

A. Property Limitations

1. Personal Property

- a. Refer to CPP 17.1, "Inmate Personal Property" for the list of personal property that an inmate may retain in his possession and the amounts of property.
- b. The quantity and volume of clothing and other personal property shall fit in the locker space provided by WKCC.
- c. An up-to-date inventory of each inmate's property shall be maintained and items added or removed as property is received, sent out or destroyed.
- d. Any inmate disposing of property shall do so through the Property Officer to maintain an accurate inventory of all disposed of and donated property.

2. Legal Materials and Personal Mail

- a. Refer to CPP 17.1 for limits on legal materials and personal mail.
- b. Legal materials and personal correspondence shall be stored in the footlocker, cabinet, or other storage area provided. The amount of

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materials shall be no larger than two (2) cubic feet in volume. Any exceptions shall require the approval of the Warden or his designee.

B. Disposition of Unauthorized Items

1. This section shall apply only to property already possessed by an inmate. For any item disposed of from an incoming package, refer to WKCC Policy 16-04-01, "Inmate Packages".
2. Institutional staff may conduct periodic inventories of personal property to ensure property allowances are maintained properly. The inmate property inventory document or a similar document shall be used for inventory purposes.
3. Property confiscated from an inmate shall be placed in the Inmate Support Building. The property log shall be completed including who confiscated the property and who placed it in the Inmate Support Building.
4. An unauthorized item or item of personal property in excess of the amount allowed shall be inventoried, packaged, and held by the institution a maximum of 45 days pending disposition.
5. Disposition shall occur by one (1) of the following:
 - a. Mailing the property out
 - b. Being destroyed by the institution
 - c. Donating to charity
6. Any item not disposed of by an inmate within 45 days shall be disposed of by the institution in one of the methods listed in section B. 5 b or c. above.
7. The unauthorized property disposition document shall be completed if an unauthorized item is confiscated and disposed of.
8. If an item is donated, a receipt documenting the item donated shall be obtained from the receiving organization. A copy shall be maintained by the institution. Completion of the "Final Disposition" section of "Package Items Rejection Notice" shall suffice as the receipt.
9. WKCC shall assume no responsibility for any loss or damage to inmates' personal properties. Any inmate having personal property shall accept total responsibility for its safekeeping. An inmate shall not transfer any item of personal property to another inmate.

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10. Any item confiscated as illegal or dangerous contraband shall be secured in the evidence closet for safekeeping. Contraband items seized that may have been used in a crime shall be dealt with as noted below:
 - a. If criminal charges appear likely to be filed, the chain of custody shall be completed and maintained with the contraband item. Any changes in possession of the contraband shall be reflected on the chain of custody.
 - b. The chain of custody shall NOT be required for Adjustment Committee proceedings and failure to complete it shall not in itself constitute grounds for dismissal or a disciplinary report.
 - c. Any item confiscated which is illegal or considered dangerous contraband shall be turned over to law enforcement officials at the appropriate time.
11. Inmates shall be issued a receipt for contraband items. A disciplinary report may be used as the receipt.
12. An inmate may appeal in writing to the Deputy Warden any decision to seize an unauthorized item. The appeal shall be submitted within fourteen (14) days from the date confiscated.

C. Inmate Transfers and Discharges

All inmates entering and exiting WKCC by transfer shall have their personal property inventoried using the inmate property inventory document or a like document in accordance with CPP 17.1; Section "Inmate Transfer Between Institutions". Inventory records shall be maintained on file by the institution. The inmate shall be given a copy of all inventory records of each inventory.

D. Missing or Stolen Personal Property

Refer to CPP 14.1: "Investigation of Missing Inmate Property".

E. Abandoned Property

Refer to in CPP 9.19: "Found, Lost or Abandoned Property".

1. Abandoned property or lost property found shall be returned to its registered owner except if used as evidence of a crime or institutional rule violation. If ownership is not determined after 90 days, CPP 17.1 shall govern the disposition.

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2. Any contraband item seized by the institution for which ownership cannot be determined shall be held for a period of 90 days. If after this time, ownership has not been determined, the item shall be disposed of by the institution.

III. MONITORING AND EVALUATION

This policy is reviewed annually and updated as needed by the Deputy Warden of Security.

 WESTERN KENTUCKY CORRECTIONAL COMPLEX OPERATIONS MEMORANDUM	Policy Number 19-04-01	Total Pages 7
	Date Filed SEP 14 2022	Effective Date
Authority//References KRS 196.035; 197.020 ACA Expected Practices: 5-ACI-3D-04; 5-ACI-7A-01; 5-ACI-7A-2; 5-ACI-7A-05; 5-ACI-7A-06; 5-ACI-7A-07	Subject ASSIGNMENTS TO AND SAFETY INSPECTIONS OF INMATE WORK PROGRAM AREAS	

I. DEFINITIONS

“Restricted unassigned” means an inmate who has been placed on unassigned status with specified restrictions for a period of time after being dismissed from a job or program assignment and while pending assignment to a job or program assignment.

“Unassigned” means a status in which an inmate has not met the Classification Committee to be assigned a work or program assignment.

II. POLICY AND PROCEDURE

A. This policy serves as a written plan to ensure periodic safety inspections of inmate work program areas and provides for the institution to make efforts to operate work and program assignments that shall provide:

1. Full-time work or program assignment for an inmate in the general population.
2. A variety of work and program assignments that afford an inmate an opportunity to learn job skills and develop good work habits and attitudes that can be applied to jobs after release. Employment opportunities may include: facility maintenance, operations community work assignments, agricultural program assistants and various program assignments.
3. A workday that approximates the workday in the community.
4. Staff operating inmate work programs who seek to use the advice and assistance of labor, business and industrial organizations to assist in providing skills relevant to the job market. This may be accomplished through formal and informal consultation, advice, training, and similar measures.
5. Work and program assignments in a healthy and safe environment.

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6. Compensation for program assignments and work performed as outlined in Corrections Policy 19.3, Inmate Wage Program.
7. Program access, work assignments and administrative decisions shall be made without regard to an inmate's race, religion, national origin, sex, disability, or political views.

B. Work and Program Assignments

1. Allocation of Job Positions

- a. The Deputy Warden of Programs and Unit Administrator's (U.A.), shall continuously monitor the number of inmate positions.
- b. The Deputy Warden of Programs shall approve increases or reductions in the number of allocated inmate positions. Supervisors desiring a reallocation of positions shall submit a written request to the Deputy Warden of Programs. The request shall also include justification for the reallocation of positions.

2. Job Assignment Classification - Application Procedure

- a. An inmate desiring a particular job or program assignment or reassignment shall initiate a request through the appropriate work supervisor.
- b. An inmate who fails to obtain a work or program assignment through the application process shall be assigned to an institutional job or program assignment by the Classification Committee.

C. Classification

1. General Assignment Goals

- a. In classifying an inmate to a work or program assignment, the Classification Committee shall consider the following:
 - (1) High School Diploma or GED (Priority consideration shall be given to those having a high school diploma or GED).
 - (2) Institutional need.
 - (3) Inmate need.

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- (4) Opportunity for learning a work ethic.
- (5) Opportunity for learning a practical and marketable skill.
- (6) Limitations or conditions the inmate may have which may endanger his or her health and safety or the health and safety of others or, limitations that may hinder the inmate's ability to learn.
- (7) Skills the inmate already possesses.

2. In classifying an inmate to a specific work or program assignment, the following factors of the assignment shall be considered:

- a. Purpose of the job or program;
- b. Total number of jobs or program positions;
- c. Custody requirements;
- d. Specific job skills required;
- e. Supervision required;
- f. Training potential;
- g. Physical fitness required; and
- h. Risk of victimization.

3. Classification Process

- a. An inmate shall be assigned or reassigned to a work or program assignment by the Classification Committee.
- b. An inmate shall not be assigned to a work or program assignment without approval from the Classification Committee, except for a temporary emergency assignment.
- c. An inmate shall be given 48 hours notice prior to meeting the Classification Committee unless waived by the inmate.
- d. An inmate shall appear before the Classification Committee.

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- e. The committee shall review the application for completeness. If the application is incomplete or inaccurate, it shall be returned to the responsible person for completion or correction. The inmate shall not be classified to the work or program assignment requested until a complete accurate job application is submitted.
- f. After finding the application accurate, the committee shall consider the inmate for an applicable work or program assignment.
- g. Job and program assignments by the Classification Committee shall become effective on the date of classification following review and approval of the Deputy Warden of Programs or his designee.

D. Emergency Assignments

- 1. The Warden or Deputy Wardens may assign an inmate to a specific job assignment if the immediate assignment is necessary to respond to an emergency.
 - a. In the absence of the Warden or Deputy Wardens, a request for an emergency assignment shall be directed to the appropriate Shift Supervisor.
 - b. The Warden or appropriate Deputy Warden shall review the request for approval on the next working day.
- 2. An emergency shall be considered as a major breakdown of institutional operations or equipment (delivery of power, heat, cooling, feeding, or similar essential services).
- 3. The emergency assignment shall be documented by forwarding a job application with a written statement to the Classification Committee for the appropriate assignment procedures as outlined in this policy.

E. Work and Program Participation Requirements

An inmate may refuse to participate in a non-assigned rehabilitation or treatment program (AA and NA) unless required by statute or ordered by the sentencing court or paroling authority. An inmate shall not refuse a work or program assignment made by the Classification Committee without reassignment to another work or program assignment. An inmate refusing a work or program assignment made by the Classification Committee shall receive a disciplinary report as outlined in Corrections Policy 15.6. Once assigned to a program or work assignment, attendance shall be mandatory until the Classification Committee recommends otherwise and with the Deputy Warden of Classification or his designee's approval.

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F. Vacating Work and Program Assignments

1. If an inmate leaves the institution for court, medical, or segregation and does not return the same day, the inmate shall be considered to have vacated his or her job or program assignment. In doing so, the inmate shall be considered as temporary unassigned status in the job allocation computer listing. An exception to this may include those participating in the non-extended furlough program. In this instance, the inmate shall not be considered as vacating his or her job and shall remain in his or her assignment upon return to the institution.
2. Depending on institutional need and Classification Committee approval, the inmate's supervisor may fill a vacated position (through committee action) with another inmate or hold the vacant position until the inmate returns to the institution.
3. An inmate vacating a position shall meet the Classification Committee upon return to the institution for consideration of reassignment to the position vacated or assignment to another job or program assignment.

G. Job Dismissal

1. Rule Infraction
 - a. The Classification Committee shall not dismiss an inmate from a work or program assignment due to a rule infraction until the Adjustment Committee or Hearing Officer has heard the disciplinary report.
 - b. The inmate may be suspended by his or her work supervisor until the Adjustment Committee or Hearing Officer meets to determine the guilt or innocence. While on suspended status, the regular pay received from the assignment shall be discontinued.
 - (1) If the rule infraction was the only complaint and the disciplinary report is subsequently dismissed, the inmate shall continue at the same work or program assignment and rate of pay.
 - (2) If the inmate is placed in segregation status, the inmate shall be considered as having vacated his or her assignment and classified to another assignment upon return.

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(3) An inmate terminated from a job or program assignment shall be assigned to "Restricted Unassigned" status by the Classification Committee.

(4) An inmate on "Restricted Unassigned" status shall be placed on dorm restriction as determined by the institution. Exceptions to the dorm restriction shall first receive approval from the dorm officer by signing out on the restricted logbook. An inmate on "Restricted Unassigned" status may remain on this status as determined by the Classification Committee. If an inmate remains on the unassigned status for ninety (90) days without seeking reassignment, she shall appear before the Classification Committee for a review of her current status.

2. Other Reasons

Work and program supervisors who desire to have an inmate dismissed from his or her work or program assignment shall present the reasons in writing to the appropriate Classification Treatment Officer (CTO) or the Classification Committee chairperson. The Classification Committee shall record its recommendation on the weekly classification log.

H. Appeal Process

A decision or recommendation by the Classification Committee may be appealed by the inmate and submitted to the Warden or his designee within five (5) working days of the action. The Warden or his designee shall respond in writing within fifteen (15) calendar days from receipt of the appeal.

I. Health and Safety Inspection

To ensure that work, industry, and vocational education programs meet minimum applicable federal, state, and local work, health, and safety standards:

1. The institution shall request an inspection by the Kentucky State Fire Marshal's office a minimum of once each calendar year.
2. The institution shall request that the local Health Department conduct an inspection of food service work areas at least annually.
3. The institution shall request an inspection by a qualified safety official a minimum of once each calendar year.

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4. Weekly inspections of each institutional area shall be conducted by trained departmental staff, as scheduled by the Warden.

5. The institutional Safety Specialist shall conduct a monthly inspection.

III. MONITORING AND EVALUATION

This policy shall be reviewed at least annually and updated as needed by the Deputy Warden of Programs and Support Services.

**WKCC/ ROSS-CASH CENTER
JOB ACTION REQUEST FORM**

Dorm -----

Inmate's
Name _____ Number _____ Date _____Current Job
Assignment _____

Supervisor's Signature: _____ Date: _____

The following job action is requested: _____

☐ Release from Present Job Assignment/Education Program: _____☐ Released Supervisor's Signature/Date _____☐ Not Released Comments: _____☐ Termination from Present Job Assignment/Education Program:Reasons: _____

Supervisor's Signature _____ Date _____

☐ Request New Job Assignment: _____☐ Willing to Accept Supervisor's Signature/Date _____☐ Unwilling to Accept Comments: _____☐ Education Program:☐ AM GED ☐ AM Literacy ☐ Vocational☐ PM GED ☐ PM Literacy ☐ College

Supervisor's or Teacher's Signature/Date _____

Classification Committee Action: ☐ Approved ☐ Not Approved

Inmate Characteristics Review: Yes ____ No ____

If you are deaf or hard-of-hearing, do you need any communication assistance for this meeting?

_ No

_ Yes: Video Remote Interpreter (VRI) (via "purple" laptop)

_ Yes: in-person qualified interpreter

Please explain why you need an in-person interpreter rather than VRI

_ Yes: other: (please specify) _____

Chairman Signature/Date _____

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- (3) Inmate need.
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- (3). An inmate terminated from a job or program assignment shall be assigned to "Restricted Unassigned" status by the Classification Committee.
- (4). An inmate on "Restricted Unassigned" status shall be placed on dorm restriction as determined by the institution. Exceptions to the dorm restriction shall first receive approval from the dorm officer by signing out on the restricted logbook. An inmate on "Restricted Unassigned" status may remain on this status as determined by the Classification Committee. If an inmate remains on the unassigned status for ninety (90) days without seeking reassignment, she shall appear before the Classification Committee for a review of her current status.

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4. Weekly inspections of each institutional area shall be conducted by trained departmental staff, as scheduled by the Warden.
5. The institutional Safety Specialist shall conduct a monthly inspection.

III. MONITORING AND EVALUATION

This policy shall be reviewed at least annually and updated as needed by the Deputy Warden of Programs and Support Services.

WKCC/ ROSS-CASH CENTER
JOB ACTION REQUEST FORM

Dorm -----

Inmate's
Name _____ Number _____ Date _____Current Job
Assignment _____

Supervisor's Signature: _____ Date: _____

The following job action is requested: _____

☐ Release from Present Job Assignment/Education Program: _____☐ Released Supervisor's Signature/Date _____☐ Not Released Comments: _____☐ Termination from Present Job Assignment/Education Program:

Reasons: _____

Supervisor's Signature _____ Date _____

☐ Request New Job Assignment: _____☐ Willing to Accept Supervisor's Signature/Date _____☐ Unwilling to Accept Comments: _____☐ Education Program:☐ AM GED ☐ AM Literacy ☐ Vocational☐ PM GED ☐ PM Literacy ☐ College

Supervisor's or Teacher's Signature/Date _____

Classification Committee Action: ☐ Approved ☐ Not Approved

Inmate Characteristics Review: Yes ____ No ____

If you are deaf or hard-of-hearing, do you need any communication assistance for this meeting?

_ No

_ Yes: Video Remote Interpreter (VRI) (via "purple" laptop)

_ Yes: in-person qualified interpreter

Please explain why you need an in-person interpreter rather than VRI

_ Yes: other: (please specify) _____

Chairman Signature/Date _____

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	Date Filed SEP 14 2022	Effective Date
Authority/References KRS. 196.035, 197.020, 197.070 ACA Expected Practices: 5-ACI-7A-08, 5-ACI-7A-09, 5-ACI-7A-10, 5-ACI-7A-11, 5-ACI-7A-12	Subject FARM MANAGEMENT AND PRODUCTION	

I. DEFINITIONS

None

II. POLICY and PROCEDURES

- A. Farm production areas may provide work assignments and an opportunity to learn job skills to inmates including:
 1. Feeding Operations
 2. Field Crop Production
 3. Beef Production
 4. Farm Delivery
 5. Farm Maintenance (Tractor and General Farm Maintenance)
 6. Tool Control
 7. Repair Shop Operations
- B. The Farm Manager shall maintain a Farm Management Manual issued by the Central Office Farm Management.
- C. The Farm Manager shall ensure that all Farm Supervisors are knowledgeable of the procedures outlined in the Farm Management Manual. The Farm Supervisors shall ensure all Farm staff is knowledgeable and familiar with farm production procedures in each of the respective areas of farming operations.
- D. Farm staff that supervises inmates shall be responsible for orientation and training of the inmates that are assigned to their detail in accordance with the procedures outlined in the Farm Management Manual and with other farm operations procedures.
- E. Inmates assigned to the WKCC Correctional Industry Program shall be paid in accordance with Department of Corrections Policy and the wage scale set for Correctional Industries.

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III. MONITORING AND EVALUATION

This policy shall be reviewed annually by the Warden in consultation with the Correctional Industry Production Coordinator.

 WESTERN KENTUCKY CORRECTIONAL COMPLEX OPERATIONS MEMORANDUM	Policy Number 20-01-01	Total Pages 4
	Date Filed SEP 14 2022	Effective Date
Authority//References KRS 196.035; 197.020 780 KAR 2:040; 780 KAR 4:010 ACA Expected Practices: 5-ACI-7B-01; 5-ACI-7B-05; 5-ACI-7B-09; 5-ACI-7B-12; 5-ACI-7B-14; 5-ACI-7B-15	Subject EDUCATION	

I. DEFINITIONS

“Technical program” means the same as a vocational program.

II. POLICY AND PROCEDURE

The institution shall provide comprehensive, certified, and continuous education courses approved by the Department of Corrections. The institution shall include courses up to the completion of a General Education Development (GED) diploma without cost to the inmate.

A. Organization and Staffing

1. Education courses at the institution shall be coordinated by the Education Administrator or designee.
2. Academic and technical instructors shall be certified by the State Department of Education or other appropriate authority.

B. Education and Curriculum

1. Education courses, which are available to an eligible inmate, shall be consistent with the needs of the inmate population and may include the following:
 - a. Educational philosophy and goals;
 - b. Communication skills;
 - c. General education;
 - d. Basic academic skills;
 - e. GED preparation;
 - f. Technical education;
 - g. Post secondary education; and
 - h. Other education courses as dictated by the needs of the institutional population.

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2. Education shall include a written, standardized, and competency based curriculum. Courses shall be supported by appropriate materials and classroom resources.
3. The institution shall use a community advisory committee in the development and updating of education offered. The committee may use business, industry, and community resources in developing academic and technical programs for the institution.

C. Certification and Assessment

1. The institution's education courses shall be certified by the appropriate authority.
2. During the certification of educational courses at the institution, both academic courses and technical education shall be assessed against stated objectives as determined by the certifying authority.

D. Accessibility and Assessment of an Inmate

1. Educational opportunities shall be available to an inmate on the basis of interest, need, and capability.
2. Basic adult education and technical education shall be considered as an institutional job assignment. Education shall be offered at times the majority of inmates may take advantage of educational opportunities. Academic courses shall be one-half day assignments. Technical education shall be a full day assignment.
3. Academic courses shall allow for flexible scheduling. An inmate shall enter technical education based on the schedule outlined in the post-secondary model. The following procedure shall be followed if an inmate wishes to enter an educational course.
 - a. An interested inmate shall apply to the Education Administrator or his designee.
 - b. An application shall be submitted to the Classification Committee for official assignment into a program.
 - c. An inmate assigned to an educational course shall sign a statement of agreement, which explains procedures that govern the operation of the course.

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- d. An inmate assigned to an educational course shall be administered appropriate assessment tests and given orientation; see CPP 20.1.
 - e. An inmate who enters Adult Basic Education shall be assigned to the appropriate level based on the assessment results.
 - f. A specific individualized education plan shall be developed for each inmate. Appropriate modules shall be assigned and assessments performed to allow the inmate to progress at his or her own learning pace.
4. An inmate who voluntarily withdraws or is dismissed with cause from an educational course shall not be re-admitted to an educational course for a minimum of ninety (90) days. An inmate shall be allowed to transfer from one educational course to another if approved by the Correctional School Director or designee.

E. Technical and Academic Integration

- 1. An inmate enrolling in technical education shall demonstrate through the submission of scores on specified assessment instruments that the inmate possesses the minimum academic skills essential for success. An inmate who does not demonstrate the necessary academic skills may use the academic school to remedy the identified deficiency.
- 2. An inmate in technical education shall complete the entire curriculum and all other education requirements to earn a technical diploma, certificate or credential.

F. Educational Achievements

- 1. Educational achievements for an inmate shall be emphasized.
- 2. A graduation ceremony or educational incentives may be used to recognize an inmate's accomplishments.
- 3. As an incentive for educational participation, an inmate may receive pay for his or her assignment to an educational program in accordance CPP 19.3.

G. College

Refer to CPP 20.1.

H. Live Work Projects for Technical Education

- 1. Live Work Projects may be used to provide work experience for an inmate enrolled in technical education.

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2. Procedures for accepting live work projects shall adhere to CPP 20.1.
3. Compensation shall not be paid directly or indirectly to an institutional employee or an inmate for services.

I. Education Records

1. Institutional education 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 inmate. Data shall be made available to qualified personnel on a need to know basis.
3. A copy of the diploma or certificate shall be placed in the inmate's institutional file in compliance with CPP 20.1. Additional copies shall be maintained in the education center file.

III. MONITORING AND EVALUATION

This policy shall be reviewed annually and updated as needed by the Education Administrator.

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	Date Filed SEP 14 2022	Effective Date
Authority/References KRS 196.035; 197.020 ACA Expected Practices: 5-ACI-7E-04, 5-ACI-7E-07	Subject LIBRARY SERVICES	

I. DEFINITIONS

“Librarian” means a person available to the institution who is responsible for providing assistance in coordination and supervising library services within a specific institution and shall have a Master’s Degree in Library Science, information resources, media services or related degree who assists with coordination and supervising library research.

“Staff Librarian” means a person who has been trained in library services.

II. POLICY AND PROCEDURE

A. Program Coordination and Supervision

1. The institution shall provide a staff librarian to coordinate and supervise library services.
2. A qualified librarian shall be available to the institution to assist the staff librarian in coordinating and supervising library services and shall be responsible for the development of a training program for Inmate Library Aides.
3. An Inmate Library Aide shall be used to facilitate the delivery of library services.
 - a. A Library Aide position shall be filled by the institutional Classification Committee. To be eligible for a Library Aide position, the inmate shall be a high school graduate or possess a GED and have basic typing skills.
 - b. A Library Aide shall be trained and supervised by the Staff Librarian.
4. The Staff Librarian shall:
 - a. Assist an inmate in locating materials and know what materials are available.

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- b. Maintain a pleasant, inviting, and functional facility.
- c. Attempt to prevent destruction of state materials.
- d. Assess the needs and interests of the inmate population by means of an annual survey.
- e. Administer an inter-library loan program.

B. ACCESSIBILITY

Library services shall be accessible to an inmate seven (7) days per week, including evening and weekends, to include hours that do not conflict with work assignments, visitation, counseling, and other programs. A schedule reflecting the operational hours shall be posted.

C. SERVICES AND MATERIALS

1. The library shall provide a variety of reference and reading materials, including magazines, newspapers, reference materials, and recreational reading materials.
2. The library collection shall be supplemented through agreements with local libraries for inter-library loan materials. The inter-library loan program shall be handled as follows:
 - a. An inmate who desires to check-out a specific book shall sign the library list.
 - b. The Staff Librarian shall fill requests at least once a month.
 - c. An inmate may keep books for a maximum of two (2) weeks.
 - d. An inmate who does not return a book or who damages a book shall pay for the damaged or lost property.
3. Newspapers and magazines shall be read in the library or a designated area. An inmate who wishes to read a magazine shall surrender his or her institutional ID card. The ID card shall be returned to the inmate when the magazine is checked in.
4. An inmate shall not check out more than two (2) books at a time. Books may be checked out for two (2) weeks and be renewed for an additional one (1) week. If the book is not returned, the cost of the book shall be deducted from the inmate's account. This money shall be used to replace the book.

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The inmate who checks out materials shall retain possession of them and shall not loan them to other inmates.

5. Library privileges shall be suspended and an inmate shall be subject to institutional disciplinary action for the following infractions:
 - a. Failure to return materials by the due date;
 - b. Destruction or loss of library media;
 - c. Loan of library materials from one (1) inmate to another;
 - d. Concealment or transportation of contraband in library media;
 - e. Inappropriate dress; and
 - f. Other violations of institutional or departmental rules involving library services.

III. MONITORING AND EVALUATION

This policy shall be reviewed annually and updated as needed by the Staff Librarian.

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	Date Filed SEP 14 2022	Effective Date
Authority/References KRS 196.035; 197.020 CPP 15.2 WKCC 02-01-01; 22-00-02 ACA Expected Practices: 5-ACI-2C-11, 5-ACI-7C-01, 5-ACI-7C-03, 5-ACI-7C-05, 5-ACI-7C-06	Subject INMATE RECREATION AND LEISURE TIME ACTIVITIES	

I. DEFINITIONS

None

II. POLICY AND PROCEDURE

The institution shall provide a comprehensive program of inmate recreation and leisure activities designed to promote physical and mental well-being. WKCC, through its full time qualified Recreation Leaders, shall ensure adequate access to recreational facilities and equipment. If feasible, and with proper staff approval and supervision, WKCC shall allow for activities initiated by inmates.

A. Inmate recreation and leisure activities shall include both indoor and outdoor activities and exercise to provide for alternatives during inclement weather.

1. The recreation, leisure time programs shall be supervised by a full time, qualified Recreation Program Supervisor. The Recreation Program Supervisor shall have a Bachelor's Degree in recreation or leisure services or the equivalent in combined education and experience. Recreation Leaders assigned to the Recreation Department shall be under the supervision of the Recreation Program Supervisor.
2. Recreational facilities and equipment suitable for the planned leisure activities shall be maintained in good condition and available in proportion to the inmate population.
3. Inspections of all recreational facilities and equipment shall be routinely done to ensure that repairs or replacements are done in a timely fashion.
4. The Recreation staff shall use a control procedure for daily use. Request for repairs and replacements shall be directed through the Recreation Program Supervisor.

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B. Interaction with the community through recreational activities.

1. Local teams from nearby communities shall be invited to the institution to compete with institutional teams.
2. Special interest and community involvement activities shall be scheduled at WKCC for the inmate population:
 - a. A request for community recreational activity may be submitted by WKCC staff, inmates, or community representatives; and
 - b. The Deputy Warden of Programs and the Deputy Warden of Security shall review the request and approve or deny it.

C. Inmate Recreational Program Assistants (IRPA) shall, if appropriate, be used by the Recreation Leaders.

1. Qualifications for the selection of IRPA's shall include:
 - a. Interest in the job;
 - b. Institutional record;
 - c. Attitude;
 - d. Rapport with staff and other inmates; and
 - e. Knowledge of contest rules and guidelines.
2. Training for IRPA's shall be provided by or arranged through the Recreation Program Supervisor.
3. Official contest rules and guidelines shall be provided through materials supplied by the Recreation staff if appropriate. Any questions regarding contest rules or guidelines shall be directed to the Recreation staff.
4. IRPA's may be required to:
 - a. Officiate at recreational contests and competitions;
 - b. Maintain recreational equipment inventories;
 - c. Maintain daily recreational equipment control logs;

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- d. Perform routine preventive maintenance on recreational equipment;
 - e. Assist in the planning and carrying out of recreational activities as directed; and
 - f. Perform other duties as determined by the Recreation Leaders, Supervisor, or other staff assigned to the Recreation Department.
- D. Recreational programs, activities and events, shall be accessible to inmates regardless of creed, race, age, disability, religion, national origin, or gender identity. Inmate participation in recreational programming shall be strictly voluntary.
- E. A Recreation Advisory Committee, consisting of the Recreation Program Supervisor, a Recreation Leader, and ten (10) inmates shall meet quarterly or as needs arise to discuss new programs and activities that may be implemented to enhance the Recreation Program at WKCC.
- F. There shall be sufficient control maintained on all recreational equipment:
 - 1. To check out recreational equipment, an inmate shall leave his or her I.D. card with the person who is checking the equipment out.
 - 2. Each piece of recreational equipment shall be checked in by the same inmate who checked it out, except for a medical emergency.
 - 3. The inmate who checked out the equipment may be held responsible for it and, in accordance with established policy, may be required to pay for its repair or replacement if it is damaged or lost.
 - 4. All recreational equipment shall be checked in thirty (30) minutes prior to a count or final lock-up.
 - 5. Recreation equipment shall not be left unattended for any reason.
- G. Arts and Crafts
 - 1. Purpose

The Arts and Crafts Program encourages inmates to express their artistic talents and pursue their interests through art.
 - 2. Arts and Crafts Approval
 - a. All arts and crafts projects, regardless of the type or source of the materials, shall require prior approval by the Recreation staff.

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- b. All projects shall be registered with the Recreation Department and be accompanied by an approved, signed project slip.
- c. Failure to follow the rules set forth in this policy may result in suspension of Arts & Crafts privileges as supervised by staff.
- d. The Recreation Department shall maintain an inventory of all projects.

3. Actual Work

- a. The project slip shall be maintained with the arts and crafts.
- b. All supplies shall be kept in an approved container and shall be neat, clean, and orderly.
- c. Drawing, sketching, coloring, crocheting (plastic crochet hooks only) and knitting may be kept and done in the living area as long as the items fit in the inmate's locker.
- d. Crocheting, scrapbooking, and knitting shall be considered arts & crafts and shall have a project slip. Drawing, sketching, and coloring shall not require a project slip. All project slips shall be registered through and approved by the Recreation Department. All project slips shall be with the arts & crafts project. A project slip may be obtained from the Recreation Department.
- e. Completion deadlines for all projects shall be at the discretion of the Recreation Program Supervisor or designee. All projects shall be mailed out upon completion. Some items may be donated to the Bonding program or other charitable organizations at the Recreation leader's discretion.

4. Completion deadlines and extensions

- a. All models shall be completed within thirty (30) days. NO EXTENSIONS. Additional model kits shall not be ordered until the previous model kit has been disposed of.
- b. Completion deadlines for all woodworking projects shall be at the discretion of the Recreation Program Supervisor or designee. Examples of deadlines:

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- (1) Large projects – Boats, clocks, motorcycles – 120 days; and
- (2) Small projects – Jewelry boxes, picture frames, windmills – 60 days

- c. Woodworking and art projects may be granted extensions at the discretion of the Recreation Program Supervisor or designee. An extension may be denied if the Recreation Leader has reason to believe the inmate is not actively working on the project.
- d. In accordance with CPP 15.2, participants in the program who have a project slip withdrawn for disciplinary reasons related to the program may lose all future privileges or be temporarily suspended from the program depending on the seriousness of the offense.
- e. Paintings shall have a deadline of 120 days.
- f. An inmate shall not work on more than two (2) projects at one time.

5. Ordering

- a. All art supplies shall be ordered through the WKCC Recreation Department. The Recreation Department shall provide the forms for this purpose.
- b. Orders shall be taken by the Recreation Department at any time, but orders shall be submitted to the Inmate Accounts Office for processing once per month as designated by the Inmate Accounts Office.
- c. All orders arriving at the institution shall be received by the mailroom and inspected by Security personnel, and then the Inmate Support Building (ISB) shall distribute orders to the inmates that placed the order and add items to the inmates' inventory sheets; (Ross Cash) ISB shall receive and transfer orders to the Ross Cash Recreation Department to distribute to the inmate that placed the order and add items to the inmate's inventory sheet.
- d. Orders shall be limited as to quantity of each allowable item. These limits shall also apply as to quantity of each item that an inmate may have in his or her possession at any time.
- e. Orders may also be placed with the Recreation Supervisor or designee for supplies from Dick Blick, Hershnerns, Triarco, and Mary Maxim.

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- f. All items shall be clearly marked non-toxic and non-flammable. Allowable items and limits shall be:

- (1) Paint Brushes (various sizes) 10
- (2) Water Colors (3 oz. tubes, maximum size) 30 tubes
- (3) Pastels and Chalk (3 inch sticks) 64 each
- (4) Drawing pencils, 2 packages or 12 individually
- (5) Paper (1 Ream), Poster Board (10)
- (6) Mixing medium (5 oz. tubes, maximum size) 2
- (7) Blending Stump, 12
- (8) Palette (12 inch x 16 inch plastic) 1
- (9) Plastic tackle box for storage – 1
- (10) Wood materials to include: tongue depressors, Popsicle sticks(1 box of each item)
- (11) Art Board (Masonite no larger than 15 inches x 16 inches)
- (12) Yarn, 12 skeins
- (13) Plastic Grids – 12
- (14) Wood Glue and Elmer's Glue
- (15) Brushes (10 items)
- (16) Canvas Board for Painting (1 no longer than 8 ½ x 11)
- (17) Chalk/Charcoal (10 items)
- (18) Colored Pencils (1 box limit 48)
- (19) Crochet/Knitting needles (10 shall be **plastic**)
- (20) Embroidery Hoops (2 no longer than 12" in size)
- (21) Embroidery Thread (50 skeins)
- (22) Embroidery or Plastic Canvas Kit (1)
- (23) Felt-Acrylic (10 Swatches larger than 9" x 12")
- (24) Non-Toxic Glue (1 no larger than 7.5 oz)
- (25) Paper (construction/draft, 1 package 40 sheets)
- (26) Plastic Canvas (6 sheets no longer than 8 ½ x 11)
- (27) Plastic Canvas Needles (10 must be plastic and no longer than 3")
- (28) Sketch Pads (100 sheets)
- (29) Water color paints (1 set, no more than 24 in set)
- (30) Water color paper (100 sheets)
- (31) Yarn (color pending staff approval, 15 skeins, no more than 1 lb. skeins)

- g. Other items may be allowed upon request with approval of the Recreation Program Supervisor. Any exceptions shall be clearly

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documented in writing on file in the Recreation Program Supervisor's office.

- h. All items shall be in compliance with fire, safety and sanitation standards.

6. Disposal and Sales of Arts and Crafts Projects

- a. Within thirty (30) days after completion, a project shall leave the institution. Completed work shall not be kept by any inmate.
- b. Inmates may mail projects home at their expense:
 - (1) Inmates shall be responsible for packing the project, addressing the package, and providing an inmate money transfer authorization. The Postal Technician shall supervise this process
 - (2) Project slips shall be given to the Postal Technician if the project is being prepared for mailing. The Postal Technician shall sign, date, and return the project slip to the Recreation Department for inventory control.
- c. Selected items may be set aside in the designated areas for display or donated for exhibition; i.e. Kentucky Historical Archives, as arranged by the Recreation Program Supervisor or designee.
- d. All inmates shall sign the Responsibility Waiver Agreements. The waiver agreement shall be completed when the inmate initially registers his project. Those refusing to sign the waiver agreement shall not be given permission to work on any arts and crafts projects.
- e. Security Searches

Inmates shall comply with all procedures set forth for the completion and disposal of arts and crafts projects. For security purposes, all items shall be subject to search and seizure by staff. In the presence of a staff supervisor, a project or related materials may be x-rayed or dismantled as deemed necessary.

H. VIDEO GAME ROOM

The Video Game Room shall be open each day according to the posted schedule. At the Ross Cash Center, this area may be used for puzzles.

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I. HOLIDAY OR SPECIAL EVENTS

Holiday and special events may be planned and scheduled for all recognized holidays.

III. MONITORING AND EVALUATION

This policy shall be reviewed annually and updated as needed by the Recreation Program Supervisor.

WKCC Allowable Arts/Craft Supplies

√	Item Name	Number Allowed
	Acrylics (3oz. Tubes, maximum size)	30 tubes
	Aida Cloth	2 yards
	Art Board (Masonite, no larger than 15 inches x 16 inches)	1
	Blending Stump	12
	Brush Cleaner (paste) 24oz.	1
	Brushes	10 items
	Canvas Board for Painting (no longer than 8 ½ inches x 11 inches)	1
	Colored Pencils	1 Box, 48 pencils
	Crochet Cotton	Not to exceed 350 yards in length
	Crochet/Knitting Needles (Shall be plastic)	10
	Drawing Pencils	2 packages or 12 individually
	Embroidery or Plastic Canvas Kit	1
	Embroidery Thread	50 skeins
	Embroidery Hoops (no longer than 12" in size)	2
	Felt Acrylic (Swatches no larger than 9 inches x 12 inches)	10
	Felt Sheets	12
	Hooks/Eyes	1 card
	Mixing Medium (5oz. Tubes, maximum size)	2
	Needles for sewing or cross stitch (no longer than 1 ½ inches)	5
	Non-Toxic Glue (no larger than 7.5oz)	1
	Paint Brushes (various sizes)	10
	Palette (12 inches x 16 inches plastic)	1
	Paper	1 ream
	Paper (construction/draft)	1 package, 40 sheets
	Pastels and Chalk (3 inch sticks)	64 each
	Plastic Canvas Needles (no longer than 3 inches)	10
	Plastic Grids	12
	Plastic Tackle box for storage	1
	Plastic Canvas (no longer than 8 ½ inches x 11 inches)	6 sheets
	Poster Board	10
	Sketch Pads	100 sheets
	Stretched Canvas (20 inches x 30 inches, maximum size)	4
	Sewing Threads	10 spools
	Thimble	1
	Water base finish (NON-TOXIC)	
	Water Color Paints	1 set, 24 in one set
	Water Color Paper	100 sheets
	Water Colors (3oz. Tubes, maximum size)	30 tubes
	Wood Glue or Elmer's Glue	
	Wooden Tongue Depressors, popsicle sticks, or toothpicks	2 boxes of each item
	Yarn (color pending staff approval)	15 skeins, 1 lb.

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Authority/References KRS 196.035; 197.020; 197.270; 197.275 CPP 9.4; 14.3; 16.2; 23.1; 25.4 ACA Expected Practices: 5-ACI-7F-02, 5-ACI-7F-05, 5-ACI-7F-07, 5-ACI-5C-07	Date Filed SEP 14 2022	
Subject RELIGIOUS SERVICES		

I. DEFINITIONS

“Chaplain” means a correctional employee or approved volunteer authorized to provide religious counsel, instruction, and advice to inmates and to provide a system of services or religious volunteers, ecclesiastical visitors, and guests for inmates.

“Religious group” means a group of community volunteers who participate in a religious service under the direction and training of the Chaplain; and, who have received advance approval through the Deputy Warden.

“Volunteer Chaplain” means a certified community volunteer providing religious programming and services to the inmate population on a regular basis and providing assistance to the Chaplain in performing institutional religious duties as determined by the Chaplain and approved by the Deputy Warden.

II. POLICY AND PROCEDURES

The institution shall provide a comprehensive program of religious services.

A. Religious Services: Refer to CPP 23.1

1. If possible, a representative of each faith group shall be available to the inmate population. If an inmate requests a specific religious service or program, it shall be made in writing to the chaplain at least forty-five days in advance and shall require approval from the Director of Operations.
2. Pastoral counseling shall be available on an individual or group basis.
3. If approved, a community religious group or individual volunteer may provide a religious service or program to the inmate population. The religious group providing a service or program shall be restricted to the pre-designated religious service area and shall be escorted to and from the area by the appropriate staff.

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4. Pre-marital counseling shall be provided upon request as provided for in CPP 14.3.

B. Religious Staffing: Refer to CPP 23.1

1. The chaplain shall have physical access to all areas of the institution to minister to a staff member or to an inmate.
2. The institution shall provide non-inmate secretarial assistance to the chaplain and volunteer chaplain for confidential material upon request.

C. Scheduling of a Religious Service or Program

1. A religious service or program shall be scheduled to ensure the least conflict with an inmate's work program, visitation schedule, or institutional activity.
2. Obligatory individual prayer shall normally be permitted in all areas of the institution. To ensure institutional security is maintained, the inmate's work or program supervisor may designate a specific area that a prayer may be conducted.
3. Religious programming shall be planned, directed, scheduled, and coordinated by the chaplain from faiths represented by the inmate population.
4. The chaplain's monthly calendar shall contain religious programming with information provided for each event or activity.

D. Special Religious Events

1. A special religious event shall be considered as an activity or program if it is not scheduled on a regular basis.
2. Special arrangements shall be required for the use of facilities equipment and seating, which usually necessitate additional security measures.
3. A special religious event, like all other religious activities, shall be screened and approved by the chaplain. Approval shall also be required from the Deputy Warden and Warden for the event.

E. Marriage of an Inmate: Refer to CPP 23.1

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1. An inmate wishing to become married shall make arrangements through his assigned CTO. The CTO shall forward the request to the chaplain.
2. A written request to marry from both parties shall contain the information required by CPP 14.3.
3. The institutional chaplain shall complete a marriage request and forward the required documents to the Deputy Warden and Warden for approval prior to obtaining a marriage license.

F. Facilities, Equipment, and Security Procedures for Religious Services and Programs

1. The institution shall provide space and equipment adequate for a religious program to be conducted.
2. The specific area to be used shall be designated by the chaplain in consultation with the shift supervisor to ensure the area does not conflict with institutional security.
3. The chaplain or shift supervisor shall ensure the area is readied prior to the service and cleaned after the service.
4. Prior to and after using a designated area for religious service or program, a staff person shall inspect the area for any unauthorized inmates, property damage, contraband, and cleanliness.
6. An inmate who wishes to attend a religious service or program after lock-up hours shall be escorted by a security officer to the place of the service and back to the dormitory. The inmate shall present his identification card to the escorting officer.

G. Visitors to Religious Services and Programs

A visitor shall enter the institution at the New Bethel Church entrance. Each visitor shall read the rules for visitors and volunteers. The following rules shall be followed by each visitor attending a religious service or program conducted at the institution.

1. An outside visitor shall be escorted before and after a religious service or program has been conducted.
2. A visitor shall not bring anything into the institution or take anything out of the institution. The only exception shall be a bible, approved literature, a musical instrument, a cassette or CD player, and equipment needed with approval of the chaplain or shift supervisor.

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3. Each visitor shall possess a "picture I.D." A driver's license or a photo I.D. issued by the court clerk shall be acceptable.
4. The chaplain or correctional officer shall ensure that all security measures are followed while the visitor is in the institution.
5. A visitor, male or female, shall not counsel or pray with an inmate except in the area where the service is being held or supervised.
6. A visitor shall not embrace an inmate.
7. A visitor shall dress neatly and in compliance with WKCC 16-01-01.
8. Each visitor shall abide by the institution's security rules.
9. A relative, close associate, or significant other of an inmate shall not attend any institutional religious service or program unless the inmate has written authorization from the appropriate Deputy Warden.
10. There shall not be an exchange of any item between a visitor and an inmate for any reason.
11. Cameras and audio or visual recording devices shall not be permitted in the institution.

III. MONITORING AND EVALUATION

This policy shall be reviewed at least annually and updated as needed by the Chaplain.

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	Date Filed SEP 14 2022	Effective Date
Authority/References KRS 196.035; 197.020 ACA Expected Practices: 5-ACI-4A-27, 5-ACI-5E-01, 5-ACI-5E-05, 5-ACI-5E-09, 5-ACI-5E-11	Subject SOCIAL SERVICES	

I. DEFINITIONS

None

II. POLICY AND PROCEDURE

The institution shall provide a planned and organized Social Services Program that provides a range of resources appropriate to the needs of an inmate. The service shall be provided upon request or need by program staff qualified by either formal education or in close collaboration with other institutional staff.

A. The Social Services Program may include:

1. Programs to assist the inmate in reconstructing individual personal goals within the institution;
2. Program self-development;
3. Counseling and crisis intervention services;
4. Staff referrals to programs and crisis counseling in family and emergency situations; and
5. Community social service resources to augment social services provided in the institution, upon determination of need with proper approval

B. Leadership and Other Staff

1. The Unit Administrator shall administer the Social Services and Counseling Program.
2. A minimum ratio of one (1) Social Service staff person to each one hundred (100) inmates shall be maintained.

C. Coping and Interpersonal Skills

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The Classification and Treatment Officer (CTO) shall maintain professional contact with the inmates on his assigned caseload to ensure that each inmate has access to an employee for advice, assistance, or counseling and to provide a system of two-way communication between all levels of staff and inmates. The CTO or other assigned personnel shall make an appropriate referral for routine counseling and crisis intervention to:

1. Chaplain;
2. Security staff;
3. Medical services;
4. Specific institutional self-help programs – Refer to Compound, Ross-Cash, and SMU program matrix for available programs;
5. Classification Committee for transfer, custody change, job and program assignment, and restoration of statutory good time;
6. Psychologist, mental health services – Division of Mental Health;
7. Substance Abuse Program – Division of Mental Health; or
8. Other programs or services and related staff as deemed appropriate and with proper approval.

D. Pastoral Care and Counseling

The Chaplain shall work closely with other institutional program staff and shall refer an inmate to other staff depending on the inmate's needs. The institutional Chaplain shall offer pastoral care that may include:

1. Crisis counseling upon hospitalization of a family member or death of a family member;
2. Scheduled individual counseling; and
3. Pre-marital, family, and group counseling as needs and resources permit.

E. Classification and Treatment Officer (CTO) Counseling

A CTO shall provide ongoing counseling. The CTO shall be the primary person who monitors the progress and adjustment of an inmate with routine institutional management matters, as well as crisis intervention, and referral to other personnel.

F. The institution shall maintain a list of social programs available to inmates as a resource for staff and inmates.

G. Special Program Coordinators

1. Alcoholic Anonymous

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- a. A staff member shall be designated as the AA sponsor. The sponsor shall assist the inmate organizational leadership in development and achievement of the organization's goals, and in recruiting community speakers. He shall ensure that the outside speaker has been verified, signed appropriate volunteer documents, and has written approval prior to his appearance at the institution.
- b. Participation shall be voluntary, though a referral may be received from various sources, including the institutional Classification Committee.

2. Narcotics Anonymous

- a. A staff member shall be designated as the NA sponsor. His duties shall be the same as those listed above the for Alcoholics Anonymous sponsor.
- b. Participation in NA shall be voluntary, though any referral may be received from various sources, including the institutional Classification Committee.

3. Pre-Release Program

The Pre-Release Program shall be offered on an ongoing basis to an inmate within twenty-four (24) months of minimum expiration of sentence or parole eligibility. The program shall provide information on topics, which may include parole issues, parenting, community and state family resources, daily living issues, education opportunities, and employment issues.

- a. A staff member shall be designated as the coordinator. The coordinator shall identify those eligible for participation in the program.
- b. Participation in the Pre-Release Program shall be voluntary and limited to those meeting the above requirements.

H. Supervision

The appropriate supervisor shall be available to confer with program staff and the Deputy Warden as needed.

I. Psychological Assignments and Intervention

The CTO and Medical Department shall work closely with the psychologist concerning an inmate suspected of suffering from an emotional difficulty or in need

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of psychological referral. The CTO or other appropriate institutional staff shall make a referral to the psychologist in the following ways:

1. Use of a mental health referral
2. Transfer of the inmate in accordance with established Corrections Policy to facilities deemed appropriate as recommended by the psychologist.

III. MONITORING AND EVALUATION

This policy shall be reviewed at least annually and updated as needed by the Unit Administrator.

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	Date Filed SEP 14 2022	Effective Date
Authority//References KRS 196.035; 197.020; 197.170 CPP 25.2; 25.11 ACA Expected Practices: 5-ACI-5F-05	Subject INMATE RELEASE PROCESS	

I. DEFINITIONS

None

II. POLICY AND PROCEDURE

A. The inmate release process shall be implemented to ensure an orderly release of each inmate from the institution. The process for releasing an inmate at the end of his term shall include:

1. Verification of identity;
2. Verification of release papers;
3. Completion of release arrangements, including notification of any registered victim and the parole authorities in the jurisdiction of release, if required;
4. Return of personal effects or contraband, if allowed;
5. Review to see that institutional property does not leave the institution;
6. Arrangements for completion of any pending action including a grievance of claim for damage or lost possessions;
7. Medical screening and arrangements for community follow-up if needed and the provision of medication if appropriate; and
8. Instructions on forwarding mail.

B. Main Compound Inmate Release Process

1. Offender Information Office

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- a. Upon receipt of release papers, the Offender Information Office staff shall review and verify that all documents are authentic.
- b. Upon verifying the authenticity of the documents, the Offender Information Office staff shall initiate the release process by completing the inmate release processing form.
- c. The Offender Information Office staff shall then contact the Shift Supervisor and inform him that the release is imminent. The Shift Supervisor shall call the inmate to Operations, determine the inmate's mode of transportation, and convey the information to the Offender Information Office staff. The Offender Information Office staff shall deliver the inmate release processing form to the Business Office staff.

2. Business Office

- a. The Business Office staff shall review the inmate's account as well as current wage earning and issue a debit card for the amount of money accrued.
- b. If necessary, the Business Office staff shall make arrangements for the purchase of a bus ticket and inform the Offender Information Office staff of the date, time, and place of departure.
- c. After completing steps a. and b., and recording the information on the release document, the Business Office shall forward the document to the Shift Supervisor.

3. Security

- a. The Shift Supervisor, upon reviewing the release document and taking any appropriate action, shall forward the document to the Operations Officer.
- b. The Operations Officer shall advise the inmate of his pending release, sign and date the document, and issue the document to the inmate with instructions for completion.

4. Inmate Responsibility

- a. The inmate shall take the release document to the following departments and request each respective supervisor complete the document: Education, Library, Clothing Room, Grievance Coordinator, Inmate Support Building, Mail, and Medical

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- b. The inmate shall deliver the completed release document to the Operations Officer.
- c. The Operation's Office shall review the form with the inmate and both shall sign and date the document.

5. Disposition of Document

The Inmate Release Processing Form shall be placed in the Security File in Operations. A copy shall be scanned into KOMS by a Security Supervisor and placed into Miscellaneous Records in Scanned Documents. If institutional staff or other correctional personnel will be transporting the inmate, the document shall be forwarded to the Shift Supervisor for presenting to the transporting officer. The transporting officer shall review the document for all pertinent information including medical travel restrictions.

C. Ross-Cash Inmate Release Process

The release of a Ross Cash inmate shall be processed in the same manner as an inmate on the main compound. However, the Ross-Cash officer shall decide whether to send the inmate and her release document to the main compound for completion. If the inmate cannot be sent to the main compound, the Ross-Cash - officer shall complete the document after calling each department supervisor listed. After completing each step, the Ross-Cash officer shall sign the supervisor's name to the document and indicate he had verbal approval to complete the document for the supervisor. The disposition of the document shall be the same for an inmate housed on the main compound.

D. Release Requirements

1. Weekend Release

For release of an inmate on a weekend or holiday, advance notice shall be provided by the Offender Information Office staff to allow for the completion of release documents prior to the inmate's release date.

2. Body Receipt

A body receipt shall be completed on each inmate released to authorities for purposes of court proceedings.

3. Inmate Release Notification

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Prior to the release of an inmate to the community, the Offender Information Office staff shall notify the appropriate public official and requesting victim in accordance with KRS 197.170 and in accordance with CPP 25.2 and 25.11.

4. Property Control

- a. Security staff shall inspect the inmate's property and remove any institutional property. Each appliance 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 a form verifying that he has received all his personal property and has returned all institutional property.
- c. Ross-Cash state clothing shall be maintained in the Ross-Cash property area and shall be inspected, inventoried, and released from this area.

5. Medical Care Provisions

- a. To assist with continuity of medical care, the medical staff, in completing the requirements of the release process, shall evaluate the inmate or his medical record to assess suitability for travel.
- 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 document; or if appropriate, any other relevant document.
 - (1) This documentation shall be readily accessible to, and easily understood by the transportation staff or another who may be called upon to attend an inmate during travel.
 - (2) Medication or other special treatment required with specific written instructions for administration shall also be included and furnished to transportation staff if appropriate.

III. MONITORING AND EVALUATION

Monitoring and evaluation of this policy annually shall be the responsibility of the Deputy Warden of Programs and Support Services.

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	Date Filed SEP 14 2022	Effective Date
Authority/References KRS 196.035; 197.020 CPP 26.1 ACA Expected Practices: 5-ACI-1G-01	Subject VOLUNTEER SERVICES PROGRAM	

I. DEFINITIONS

“Volunteer Coordinator” is defined in CPP 26.1.

“Volunteer Services” is defined in CPP 26.1.

II. POLICY AND PROCEDURE

The institution may use volunteers to supplement staff. A volunteer program shall be administered in accordance with CPP 26.1.

- A. The Chaplain shall serve as Volunteer Coordinator.
- B. A volunteer may serve as an advisor to an inmate and perform a direct service to assist in cooperative endeavors with the inmate.
- C. A background check shall be run on a volunteer applicant.
- D. The Volunteer Coordinator and the Deputy Warden of Programs and Support shall screen a volunteer applicant.
- E. If an applicant is accepted, the Volunteer Coordinator and the Deputy Warden of Programs and Support shall determine the location of the volunteer’s assignment.
- F. A volunteer shall wear his I.D at all times while at the institution and shall register at the Control Center.
- G. An on-going evaluation of the volunteer’s performance shall be made every six (6) months by the Volunteer Coordinator or an appropriate staff person.
- H. If a volunteer is rejected or his services discontinued, the Volunteer Coordinator shall give the volunteer an explanation of the reason and collect his institutional picture I.D. to be destroyed and discarded. The Volunteer Coordinator shall submit a report to each Deputy Warden and to the Warden.

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- I. A volunteer shall be encouraged to participate in the policy review process, especially as it relates to a volunteer's service. Suggestions shall be made in writing to the Volunteer Coordinator. The Volunteer Coordinator may consider the proposed suggestions in his annual review of the Volunteer Services Program policy.
- J. A volunteer services schedule shall be posted throughout the institution as a means of notification to inmates.
- K. A volunteer shall submit a summary of the volunteer's activities to include his hours, mileage, etc. to the Volunteer Coordinator by the 30th of each month.
- L. The Volunteer Coordinator shall submit a monthly report to the Deputy Warden of Programs and Support with a copy to the Warden by the 30th of each month.

III. MONITORING AND EVALUATION

This policy shall be reviewed at least annually and updated as needed by the Volunteer Coordinator.