 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
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<p>Authority/References</p> <p>KRS 196.035, 197.020 ACA 5-ACI-4A-02, 5-ACI-4A-03, 5-ACI-4A-04 through 5-ACI-4A-27, 5-ACI-4B-01 through 5-ACI-4B-34, 5-ACI-5C-08, 5-ACI-4A-01 CPP 9.1, 13.12, 13.13, 15.2, 15.6, 18.1, 18.2, 18.15 <i>Hewitt v. Helms</i>, 459 US 460 (1983) 28 CFR §115.43</p>	<p>Subject</p> <p style="text-align: center;">SPECIAL MANAGEMENT AND RESTRICTIVE HOUSING</p>	

I. DEFINITIONS

"Administrative control status" means an alternate, maximum security housing status for an inmate who repeatedly violates the rules of the institution or for any inmate who poses a serious threat to the safety and security of the institution, the staff, the inmate population, or himself.

"Administrative segregation" means segregation from the general population or special management population for a relatively short period of time, consisting of confinement to a cell, room, or highly controlled area to ensure the safety and security of the institution, the staff, or the inmate population or pending investigation of an incident if the inmate is a suspect.

"Death row" means a maximum security housing situation to control the inmate serving a sentence of death.

"Disciplinary segregation" means the segregation or confinement of an inmate from the general population or special management population in an individual cell for a specific period of time consistent with the provisions of CPP 15.2 (Rule Violations and Penalties). "Extended Restrictive Housing" means an area of the institution separated from general population designated for housing inmates who pose a direct and clear threat to the safety of persons or a clear threat to the safe and secure operation of the institution in which inmates are placed in cells for at least twenty-two (22) hours per day and for more than thirty (30) days.

"Immediate postpartum period" means the six (6) week period following childbirth by an inmate.

"Multidisciplinary Service Team" means multi-disciplinary committee that consists of medical providers, nurses, psychiatric providers, psychologists, security, and other staff as needed working together on complex mental health and medical cases at the institutional

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level.

"Protective custody" means a special management program designed to provide for the safety and security of an inmate who is in danger of being harmed by any other inmate or who, for various reasons other than a rule violation, is unable to adjust to living in the general inmate population.

"Mental Health Professional" or "MHP" means a person who provides professional services for the Department of Corrections and is licensed or certified to practice as a mental health practitioner in the Commonwealth of Kentucky.

"Restrictive housing" means an area of the institution separated from general population designated for housing inmates who pose a direct and clear threat to the safety of persons or a clear threat to the safe and secure operation of the institution where inmates are placed in cells for at least twenty-two (22) hours per day.

"Special Management Housing" means an area of the institution separated from general population designated for housing inmates who threaten the secure and orderly management of the institution or pose a threat to others or a danger to themselves where inmates are placed in cells for less than twenty-two (22) hours per day and are allowed out of cells seven (7) days per week.

"Step-down program" means a program that includes a system of review and establishes criteria to prepare an inmate for transition to general population or the community. Individualized programs involve a coordinated, multidisciplinary service team approach that includes mental health, case management, and security staff.

"Temporary holding" means an administrative segregation program where temporary holding rooms are designated as controlled housing for ensuring the safety and security of the institution, staff, or the inmate population for the purpose of pending transport or review for transport to another institution or pending investigation of an incident if the inmate is a suspect.

II. POLICY and PROCEDURE

These procedures shall apply for any inmate placed in special management or restrictive housing and may include disciplinary segregation, administrative segregation, administrative control status, protective custody, temporary holding, and death row.

A. Assignment, Release, and Procedural Requirements

1. Disciplinary Segregation

- a. Assignment to disciplinary segregation shall be made by the Adjustment Committee or Adjustment Officer in accordance with the provisions of CPP 15.2 and CPP 15.6.

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- b. Any time served in pre-hearing detention shall be credited to the determinant special management or restrictive housing sanction.
- c. An inmate shall be released from disciplinary segregation if:
 - (1) The inmate's assigned length of stay has ended;
 - (2) The inmate's behavior or conditions of the unit warrant a reduction in the assigned length of stay of no more than fifty (50) percent as recommended by the Classification Committee and as approved by the Warden or designee; or
 - (3) The mental health evaluation by a qualified mental health professional indicates that continued assignment to the unit may have a serious adverse psychological impact on the inmate and alternate treatment modalities are indicated and available as recommended to and approved by the Warden.

2. Administrative Segregation

- a. Placement of an inmate in administrative segregation shall be ordered in writing by the shift supervisor or other appropriate supervisor by completion of a detention order.
- b. An inmate may be placed in administrative segregation for one (1) or more of the following:
 - (1) Pending investigation of any violation of a policy, procedure, regulation, state or federal statute, or a situation that poses a risk to the safety and security of another inmate, staff, or institutional operations;
 - (2) Pending transfer to another institution;
 - (3) Pending an evaluation of any inmate demonstrating a mental health disorder by a psychiatrist, psychologist, or person trained in recognition of behavioral disorders. This temporary assignment shall only occur if the assessment cannot be completed immediately. The assessment shall be completed within twenty-four (24) hours. The Warden or designee and the Mental Health Authority or designee shall consult prior to making housing, program, transfer, and disciplinary action for a diagnosed mentally ill or intellectually disabled inmate;
 - (4) Assignment from another special management or restrictive housing program if conditions warrant;

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- (5) Pending orientation and classification for an inmate received on transfer, if necessary;
 - (6) Pending investigation of an inmate's request for protective custody; or
 - (7) Pending an alternative housing assessment for an inmate who is presently at high risk to be sexually victimized and may need separation from likely abusers. This temporary assignment shall only occur if the assessment cannot be immediately completed. In these cases, the assessment shall be completed within twenty-four (24) hours and in compliance with 28 CFR §115.43.
- c. An inmate may initially be assigned to administrative segregation for a maximum period of thirty (30) days.
 - d. An inmate assigned to administrative segregation shall be administratively reviewed every seven (7) days by the appropriate Classification Committee. The inmate shall be present at the review.
 - e. At each review the committee may:
 - (1) Release the inmate to the general population;
 - (2) Assign the inmate to an appropriate special management or restrictive housing unit; or
 - (3) Retain the inmate in administrative segregation.
 - f. An inmate may be released to the general population prior to the seven (7) day review if circumstances warrant.
 - g. After thirty (30) days in administrative segregation, the inmate may be:
 - (1) Released to the general population;
 - (2) Assigned to another special management unit; or
 - (3) Reassigned to administrative segregation by the appropriate classification committee if special circumstances are documented. If an inmate is reassigned to administrative segregation, he shall receive a mental health evaluation and continue the established seven (7) day review pattern.

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h. Criteria for Release from Administrative Segregation

An inmate shall be released from administrative segregation if:

- (1) The circumstances requiring the assignment are no longer valid;
- (2) An investigation, which required the assignment, has been completed and indicates that continued assignment serves no valid purpose; or
- (3) The inmate is assigned to another special management unit.

3. Administrative Control

a. An inmate may be classified to administrative control status for one (1) of the following:

- (1) A demonstrated inability or unwillingness to adjust to housing or work assignment;
- (2) Demonstrated assaultive behavior towards staff, another inmate, or visitor;
- (3) Possession of dangerous contraband;
- (4) Demonstrated escape risk;
- (5) Participation in an institutional disorder or disturbance;
- (6) Posing a threat to himself or the safety or security of another or the institution, including extensive involvement in security threat group activities. (See CPP 9.3.);
- (7) Repeated violations of institutional rules or policies and procedures; or
- (8) Repeated substance abuse.

b. The inmate shall be given forty-eight (48) hour notice of the initial hearing and the ninety (90) day review hearing.

c. The inmate shall be permitted to call witnesses.

- (1) The inmate shall present a list of witnesses to the hearing committee or designated person at least twenty-four (24)

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hours in advance of the hearing. Failure to do so shall constitute a waiver of witnesses.

- (2) If witnesses are denied, the reasons for denial shall be stated in writing.
- d. The inmate may request an assigned inmate legal aide.
- (1) The inmate shall notify the hearing committee or designated person at least twenty-four (24) hours in advance of the hearing which assigned legal aide he has requested. Failure to do so shall constitute a waiver of a legal aide.
 - (2) If a legal aide is denied, the reason for the denial shall be stated in writing.
- e. The inmate shall be given an opportunity to make a statement and present documentary evidence.
- f. At the conclusion of the hearing, the committee shall prepare a written record that shall include:
- (1) The committee decision;
 - (2) A summary of the evidence upon which the decision is based;
 - (3) A list of all witnesses;
 - (4) The date and time of the hearing;
 - (5) The signatures of the committee members; and
 - (6) Notification of the opportunity to appeal the decision.
- g. The classification decision shall be subject to review and final approval by the Warden.
- h. Assignment to administrative control status shall initially be for a period not to exceed ninety (90) days.
- (1) Any additional assignment, not to exceed ninety (90) days each, may be made provided the inmate remains a threat to the safety or the security of the institution, staff, another inmate, or himself.
 - (2) The inmate shall meet with the Classification Committee

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each time for assignment or release.

(3) At the end of the ninety (90) day assignment, the inmate shall meet the appropriate Classification Committee to determine if continued assignment is warranted.

i. The inmate shall not be entitled to the procedures set out in subsections c - h of this section if reassignment to administrative control status takes place.

(1) If continued assignment occurs, the inmate shall be administratively reviewed every thirty (30) days.

(2) The inmate shall be present for the administrative review.

j. Criteria for Release from Administrative Control Status

An inmate may be released from administrative control status if the circumstance requiring the assignment no longer exists.

4. Assignment and release from protective custody shall be made in accordance with the provisions of CPP 18.15.

5. Temporary Holding

a. Placement of an inmate in temporary holding shall be ordered in writing by the shift supervisor or other appropriate supervisor, by completion of a detention order.

b. An inmate may be assigned to temporary holding for one (1) of the following:

(1) Pending investigation of any violation of state or federal statute or any situation which poses a serious risk to the safety and security of another inmate, staff, or institution;

(2) Pending transfer to another institution; or

(3) Pending evaluation of an inmate demonstrating an emotional disorder by a psychiatrist, psychologist, or person trained in recognition of behavioral disorders. This temporary assignment shall only occur if the assessment cannot be completed immediately. The assessment shall be completed within twenty-four (24) hours.

c. Assignment to temporary holding shall not exceed seventy-two (72) hours unless an extension is verbally approved by the Central Office

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Classification Branch.

- d. At the end of the seventy-two (72) hours or approved extension, the inmate shall be released back into general population or transferred to another institution.
- e. The Warden or designee and the Mental Health Authority or designee shall consult prior to making housing, program, transfer, and disciplinary action for a diagnosed mentally ill or intellectually disabled inmate.

6. Restrictive Housing

- a. Assignment to restrictive housing shall be limited to inmates that pose a direct threat to the safety of persons or a clear threat to the safe and secure operations of the institution. The decision to place an inmate in restrictive housing may be immediate if it is necessary to protect the inmate or others. To be placed in restrictive housing, the threat the inmate poses shall show a relationship with the criteria and behavioral issues in this section.
- b. Inmates under the age of eighteen (18) shall not be placed in extended restrictive housing.
- c. The institution may maintain and use alternatives that are available as outlined in CPP 15.2 to safely handle the threat posed by the inmate other than restrictive housing.
- d. An inmate shall be released from restrictive housing if:
 - (1) The circumstances requiring the assignment are no longer valid;
 - (2) The inmate's behavior or conditions of the unit warrant a release and is approved by the Warden or designee;
 - (3) Assigned to another special management unit;
 - (4) A medical evaluation by a qualified healthcare provider indicates that continued assignment to the unit may have a serious adverse impact on the health of the inmate and alternate treatment modalities are indicated and available as recommended to and approved by the Warden; or
 - (5) The mental health evaluation by a MHP indicates that continued assignment to the unit may have a serious adverse psychological impact on the inmate and alternate treatment

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modalities are indicated and available as recommended to and approved by the Warden.

7. An inmate shall not be placed in special management or restrictive housing on the basis of gender identity alone.
8. Except for any inmate assigned to disciplinary segregation and death row, an inmate shall be recommended for release from a special management or restrictive housing program only by the Classification Committee and at the approval of the Warden or designee.
9. An inmate assigned to any special management or restrictive housing program may be reassigned from that unit to disciplinary segregation for a rule violation in accordance with CPP 15.2 and CPP 15.6.

B. Detention Order

1. After a detention order is written:
 - a. A copy of the order shall be presented to the inmate to provide notice of the reason for detention;
 - b. Upon receiving notice, the inmate shall be given an opportunity to respond. The response shall be recorded by the appropriate staff on the detention order and signed by the inmate;
 - c. If the inmate refuses to sign the detention order, the staff person issuing the detention order and one (1) additional staff shall document, sign, and date the inmate's refusal; and
 - d. Upon completion of the above, a copy of the detention order shall be given to the inmate.
2. The detention order shall be approved, denied, or modified by an appropriate and higher authority not involved in the initial placement within twenty-four (24) hours from the time detention is ordered.
3. The Warden or designee, upon receipt of the completed detention order, shall consider both the detention order and the inmate response to determine whether:
 - a. Detention is warranted and approve it; or
 - b. Detention is not warranted and return the inmate to his previous status.
4. If detention is based upon confidential information, and if the disclosure

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may constitute a security risk to the inmate, another inmate, or staff, then:

- a. The information shall not be disclosed to the inmate on the detention order; and
 - b. The confidential information shall be kept separately for the review of the detention order.
5. If an inmate is transferred from special management or restrictive housing to special management or restrictive housing located at a different institution, a new detention order shall be completed by the receiving institution following the same steps listed in this section.

C. Admission and Follow Up Reviews

1. If an inmate is transferred to special management or restrictive housing, healthcare staff shall be informed immediately. If possible, the inmate shall be reviewed by medical before being placed into special management or restrictive housing. If the inmate was involved in a use of force or physical altercation, or has any suspected injury, a medical examination shall be conducted immediately. If there is no suspected injury, healthcare staff shall conduct an assessment and review as indicated by medical protocol within two (2) hours of admission.
2. All inmates requiring special management or restrictive housing shall have their Mental Health Code(s) reviewed prior to placement.
 - a. An inmate found to have a current Mental Health Code of 4 or 5 shall be restricted from placement in special management or restrictive housing, unless there is an immediate and present danger to self, others, or the safety and security of the institution.
 - b. If an inmate is found to have a Mental Health Code of 4 or 5, and is placed in special management or restrictive housing, a MHP shall be notified immediately to conduct a mental status appraisal of the inmate within twenty (24) hours of placement. If after hours, weekend, or holiday, the on-call provider shall be notified of placement. A provider note shall be entered into the treatment record within 24 hours following the review.
 - c. If an inmate is found to have a Mental Health Code of 3, 2, 1 or 0, is reporting suicidal or homicidal ideation, and is placed in special management or restrictive housing, a MHP shall be notified immediately to conduct a mental status appraisal of the inmate within twenty (24) hours of placement. If after hours, weekend, or holiday, the on-call provider shall be notified of placement. A provider note shall be entered into the treatment record within 24

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hours following the review.

- d. An inmate diagnosed with a serious mental illness, as defined in CPP 13.13, or has a Mental Health Code of 4 or 5 and is placed in Special Management Housing or a Restrictive Housing Unit, shall be reviewed within fourteen (14) days of placement by the Multidisciplinary Service Team for the institution to determine if continued placement is essential for the safety of the institution or as a result of imminent danger to self or others.
 - (1) An active individualized treatment plan shall be initiated by a MHP;
 - (2) At least weekly monitoring shall occur by a MHP; and
 - (3) The treatment plan, including psychiatric interventions if necessary, shall include a plan to facilitate the transition of the inmate back into general population or the lowest level of care possible as determined by the Multidisciplinary Treatment Team.
 - (4) If placement continues beyond thirty (30) days, a comprehensive psychiatric or psychological evaluation, including personal interview, shall be conducted, and the treatment plan updated every thirty (30) days, until the inmate is released from special management or restrictive housing.
- e. An inmate diagnosed with a serious mental illness, as defined in CPP 13.13, or has a Mental Health Code of 4 or 5 shall not be placed in extended restrictive housing, unless the Multidisciplinary Service Team for the institution determines there is an immediate and present danger to others or the safety of the institution. If this occurs, the steps listed in II,A,2, a through c shall apply and every thirty (30) days the Multidisciplinary Service Team for the institution shall meet to review placement and update both the treatment and transition plan for the inmate.
3. All inmates assigned to special management or restrictive housing on disciplinary segregation, administrative segregation, administrative control, or protective custody shall have a mental health appraisal, to include at minimum a personal interview, at the end of the first thirty (30) days. If confinement continues beyond thirty (30) days, a mental health appraisal by a MHP shall be made at least every thirty (30) days for inmates who have an identified mental health need and every ninety (90) days for all other inmates. An evaluation shall be conducted more frequently if prescribed by the chief medical authority or if a referral is made to the mental health department.
4. If an inmate is assigned to special management or restrictive housing on administrative control status, a review by the Classification Committee shall

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be made at the end of the first thirty (30) days. In addition, an inmate assigned to administrative control, disciplinary segregation, or protective custody status shall be administratively reviewed every seven (7) days for the first sixty (60) days and at least once every thirty (30) days thereafter by members of the appropriate Classification Committee to determine the status of the inmate. The inmate shall be present at the review.

5. An inmate assigned to continuous confinement in special management or restrictive housing for more than thirty (30) days shall require review and approval by the Warden or designee for longer confinement.

D. Special management housing and restrictive housing shall be fair and humane.

E. General Living Conditions

An inmate assigned to special management housing or restrictive housing shall be provided with the following:

1. Housing that permits some conversation with other inmates in the same unit;
2. Visual observation by staff. Space shall be available either inside or external to the unit for treatment staff consultation with inmates;
3. Medication provided as prescribed;
4. Written orientation materials upon admission to include programs and rules. If a literacy problem exists, a staff member shall assist the inmate to understand the material. Translation services or materials in the inmate's own language shall be provided if needed. The orientation shall be documented;
5. Linen and institutional clothing:
 - a. Clothing issued to an inmate shall be laundered;
 - b. Clothing and linen may be exchanged on a frequent basis in lieu of arranging laundry privileges;
 - c. Clothing and linen exchanges, if used, shall be made as often as required for the general population; and
 - d. Removal of clothing and linen, if necessary to protect the life of the inmate or as a special precaution shall be justified in writing by the Unit Administrator in charge of the area or, in the absence of the Unit Administrator, the Shift Supervisor. A MHP shall be notified immediately along with the Warden or designee. After six (6) days,

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an inmate shall be removed from the special precaution clothing and linen status, or if necessary, a new authorization shall be generated and approved by the Warden or designee to continue the precaution;

- e. An inmate assigned to administrative segregation shall wear a uniform designated by the Warden.
6. Items permitted for personal use and hygiene:
 - a. An inmate assigned to special management or restrictive housing shall be permitted a maximum of twenty dollars (\$20) to purchase only those canteen items necessary for correspondence and personal hygiene, as set forth in CPP 14.2, Personal Hygiene Items.
 - b. Additional canteen item purchases may be allowed at the Warden's discretion; and
 - c. Removal, restriction, or substitution of any item shall be justified in writing.
 7. Telephone Privileges

An inmate in special management or restrictive housing shall have telephone privileges in accordance with security necessary for the unit.

 - a. An inmate may make a minimum of one (1) telephone call per week or as authorized by the Warden or designee.
 - b. Telephone privileges shall be denied any inmate housed in disciplinary segregation for less than thirty (30) days.
 - c. An inmate shall be afforded an opportunity to use the telephone for calls relating specifically to access to the judicial process or as authorized by the Warden or designee.
 - d. An inmate assigned to temporary holding may be denied telephone privileges due to the short period of time held in that status. The Warden or designee may authorize a telephone call for specific access to the inmate's attorney or for a legitimate family emergency.
 8. A living area or cell shall be furnished with a small table or desk, shelf, and chair or stool if the existing physical plant permits. Denial of any item shall be justified in writing.
 9. Meal Service

All special management and restrictive housing inmates shall have the same

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food or food as nutritionally adequate as the food provided to the general inmate population.

- a. If an inmate uses food or food service equipment in a manner that is hazardous to himself, staff, or another inmate, an alternative meal service may be provided on an individual basis.
 - b. The provision of an alternative meal service shall be based on health or safety considerations.
 - c. An alternative meal service shall:
 - (1) Meet basic nutritional requirements; and
 - (2) Have the written approval of the Warden and institutional health authority.
 - d. Alternative meal service may be discontinued by the special management or restrictive housing supervisor, institutional health authority, or Warden.
 - e. The substitution period shall not exceed seven (7) days unless it is extended with the review of the Warden and the approval of the health care practitioner.
 - (1) If the inmate, after resuming normal meal services, continues to use food or food service equipment in a manner that is hazardous to himself, staff, or another inmate, alternative meals may be initiated again as outlined above.
 - (2) The substitution period shall continue as outlined in this section.
10. Visitation shall be provided unless a documented reason for withholding visitation is determined. Visitation for an inmate assigned to temporary holding may be denied due to the short holding period. The denial of visitation shall require review and approval from the Warden or designee.
 11. An inmate shall have the same opportunity to write and receive letters available to the general population.
 12. An inmate shall have access to legal materials and legal assistance.
 13. An inmate shall have access to reading and writing materials.
 14. An inmate shall have the opportunity to shave and shower not less than three (3) times weekly.
 - a. An inmate in temporary holding may not be provided shower

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opportunities due to the short period of time in this status. If the seventy-two (72) hour period is extended, the inmate shall be provided the opportunity to shower and shave.

- b. If an inmate in special management or restrictive housing is not allowed to shave or shower, it shall be documented and reviewed by the Unit Administrator in charge of the area or, in the absence of the Unit Administrator, the Shift Supervisor.
- 15. Access to barber and hair care services on the same basis as the general population shall be provided if consistent with the security of the institution. Due to the short period of time in temporary holding, access to barber and hair care service may be denied.
- 16. Recreation
 - a. An institution with special management or restrictive housing shall develop recreation programs for the unit to include both indoor and outdoor recreational opportunities.
 - (1) An inmate in special management housing shall have the opportunity to exercise outside the cell for two (2) hours or more per day a minimum of five (5) days a week. At least one (1) of these hours of exercise shall be, weather permitting, outside in the open air unless documented security or safety considerations dictate otherwise.
 - (2) An inmate in restrictive housing shall have the opportunity to exercise outside the cell for a minimum of one (1) hour per day five (5) days a week, unless security or safety considerations dictate otherwise. These hours of exercise shall be, weather permitting, outside in the open air unless documented security or safety considerations dictate otherwise.
 - b. The institutional recreation director shall devise and provide recreational opportunities consistent with the housing and security requirements and operating procedures of the institution.
 - c. The institution shall use an individual yard module concept. In cases in which cover is not provided to mitigate inclement weather, appropriate weather-related equipment and attire shall be available to the inmates who desire to take advantage of their authorized exercise time.
 - d. The restriction or denial of recreational opportunities shall not be used as punishment.

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- e. Recreational opportunities shall only be restricted or denied by the Warden or designee if the inmate's documented activities pose a threat to the safety of the inmate, other inmates, staff, or the security of the institution.
17. With the exception of specific privileges that may be denied to anyone assigned to disciplinary segregation, special management, or restrictive housing the institution shall provide living conditions similar to those offered to the general population as physical facilities and resources allow to access programs and services including educational services, canteen services, library services, social services, counseling services, behavioral health and treatment services, religious guidance, and recreational programs while maintaining the degree of security and control the program and inmates concerned require.
18. Inmates held in disciplinary status for periods exceeding sixty (60) days shall be provided the same program services and privileges as inmates in administrative segregation and protective custody.
- F. All special management and restrictive housing inmates shall be personally observed by a correctional officer at least every thirty (30) minutes on an irregular schedule. Any inmate who is violent, is diagnosed with a mental disorder, or demonstrates unusual or bizarre behavior shall receive more frequent observation consistent with CPP 13.12.
- G. Scheduled Visits
1. The following staff shall visit special management or restrictive housing program areas at least as often as indicated:
- | | Staff | Frequency of Visits |
|----|---|---------------------------|
| a. | Warden and all Deputy Wardens | Weekly |
| b. | Major and Shift Captain or Shift Supervisor | Once each shift |
| c. | Unit Manager | Daily on normal work days |
| d. | Healthcare staff | Daily |
| e. | Physician or nurse practitioner | Weekly |
| f. | Classification and Treatment Officer | Daily on normal work |

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days

- g. MHP or psychologist Weekly
- h. Chaplain Weekly
- i. Academic staff Weekly
- j. Recreation staff Weekly
- k. Health Service Administrator Weekly
- l. Director of Nursing Weekly
- m. Program staff Weekly

- 2. The schedule shall not apply if the employee is on sick leave, vacation, training, or any other authorized leave, but the person acting on behalf of the staff member shall visit instead. The presence of health care and mental health staff shall be announced and recorded.

H. Restriction or Denial of Privileges

- 1. If necessary to restrict or deny an inmate in a special management or restrictive housing unit any usual item or activity, a report shall be made to the appropriate Deputy Warden listing the item or activity denied and the reason and documented in the inmate's record in the offender management system. All restrictions shall be reviewed by the Warden or designee.
- 2. Pregnant and Immediate Postpartum Inmates
 - a. Female inmates determined to be pregnant or in the immediate postpartum period shall not be denied or restricted of privileges as inmates assigned to special management or restrictive housing status.
 - b. Female inmates determined to be pregnant or in the immediate postpartum period shall not be housed in extended restrictive housing.
 - b. The immediate postpartum period may be extended by a primary care provider.

I. Documentation Procedures

- 1. Property

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Upon assignment to special management or restrictive housing, an inventory of all personal property not authorized in the unit shall be made. The officer making this inventory and the individual inmate shall sign the inventory. A copy of the signed inventory shall be distributed to the following:

- a. Property officer who shall maintain it on file for five (5) years or for the period the personal property is withheld from the inmate, whichever is longer;
 - b. Inmate; and
 - c. Included with the stored property of the inmate.
2. All personal property not authorized on the unit shall be stored in a specific place designated for property storage.
 3. Administration
 - a. A separate logbook shall be maintained for each unit, noting all staff visits to the unit and signed by the person making the visit, including the date, time, and general comments.
 - b. Documentation shall be made by all units outlining any movement, recreation time, shower time, medication, food, and any other significant item reflecting the inmate's adjustment.
 - c. The admission of an inmate to the unit shall be recorded with the following information:
 - (1) Name;
 - (2) Inmate number;
 - (3) Housing;
 - (4) Location;
 - (5) Date admitted;
 - (6) Reason for admission;
 - (7) Tentative release date; and
 - (8) Special medical or mental health problems, conflicts, or needs.

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J. Unit Staffing

1. Special management and restrictive housing shall have, at a minimum, a Unit Supervisor and an Assistant Unit Supervisor if population exceeds one hundred.
2. If possible, staff assigned to special management and restrictive housing shall have a minimum of twelve (12) months experience in a correctional institution.
3. Each supervisor of special management and restrictive housing shall periodically consider the need for rotation of employees under the supervisor's supervision.
4. Staff assigned to work in restrictive housing shall have specialized training including crisis intervention, stress management, and correctional behavioral health.

K. Maximum Assaultive Status

1. Criteria for Assignment
 - a. An inmate assigned to special management or restrictive housing who has assaulted an employee, inmate, or other person may be placed in maximum assaultive status, to reduce the chance of injury to staff and other inmates.
 - b. If an immediate need exists, an inmate may be placed on maximum assaultive status by the Warden or designee for a period up to ninety-six (96) hours. Placement in maximum assaultive status beyond ninety-six (96) hours shall require review and approval by the Classification or Adjustment Committee or adjustment officer.
 - c. An inmate placed in maximum assaultive status shall be reviewed on the same schedule as the special management assignment dictates.
 - d. Placement in maximum assaultive status and the justification for placement shall be included in the committee report and in the inmate special management log or file.
2. Security Procedures for Movement of Inmates in Maximum Assaultive Status
 - a. A minimum of two (2) correctional officers shall be present outside the cell housing a maximum assaultive status inmate before the cell door is opened.

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- b. The inmate shall pass his clothing outside the cell to be searched.
- c. The inmate shall remain locked in the cell until a strip search is completed by the officers outside the cell.
- d. The inmate, if he complies with the strip search, shall put his searched clothing back on without any other clothing replacement. The inmate shall then:
 - (1) Be placed in necessary restraints while still in his cell; and
 - (2) Remain in necessary restraints until returned to his cell with the restraints being removed by the officer outside his cell after the cell has been locked.
- e. If an inmate does not comply with a strip search, injures himself, or abnormal conditions arise and movement remains necessary:
 - (1) The shift supervisor shall be immediately notified of the situation; and
 - (2) The inmate shall be removed from the cell using the Use of Force Procedures outlined in CPP 9.1.

L. Extended Restrictive Housing

- 1. All efforts shall be made to ensure that an inmate housed in extended restrictive housing is not released directly to the community.
 - a. Justification and approval shall be received from the Commissioner or designee and documented prior to release;
 - b. If the release is imminent, a release plan tailored to the specific needs of the inmate shall be developed;
 - c. A notification of the inmate's release shall be submitted to state law enforcement;
 - d. A notification of the inmate's release shall be submitted to local law enforcement in the county where the inmate is to be released;
 - e. A notification of the release shall be submitted to applicable community resources, and
 - f. A notification shall be submitted to the victim, if applicable.

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2. Step-Down Programs for Extended Restrictive Housing Programs

- a. Upon admission, a pre-screening evaluation shall be conducted to determine the program needs of the inmate.
- b. Monthly reviews and mental status evaluations shall be completed by a multidisciplinary service team including Program Administrator, Classification and Treatment Officer, security supervisor, correctional officer, and medical and mental health professionals. The inmate shall be present for the monthly reviews.
- c. Documentation of progress and step-down transition compliance reviews shall be entered into the offender management system.
- d. Monthly reviews shall address program expectations; including incrementally increasing out-of-cell time to foster positive group interaction, as well as increased education and programming opportunities to maintain incentive and build on privileges earned through demonstration of appropriate behavior.
- e. Post screening evaluation shall be completed prior to the inmate's release to the general population.

Revised: 2024

CPP 10.2
Attachment I

DETENTION ORDER

ALL INFORMATION CONTAINED ON THIS DOCUMENT SHALL BE PRINTED OR TYPED

INMATE NAME AND NUMBER: _____

DATE AND TIME OF DETENTION: _____

The above-named and numbered inmate is being detained for the following reasons: _____

SHIFT SUPERVISOR

DATE AND TIME

INMATE'S RESPONSE TO DETENTION ORDER

The following is _____'s response to the Detention Order issued on _____, 20____; at _____, .m.:

I have received a copy of this Detention Order. The above accurately reflects my response to the Order.

WITNESS SIGNATURE

INMATE SIGNATURE

DATE AND TIME

WARDEN'S PROCEDURAL REVIEW

Mark One:

Approve _____

Disapprove _____

WARDEN OR DESIGNEE

DATE AND TIME

ADMINISTRATIVE CONTROL HEARING FORM

CPP 10.2
Attachment II
Rev. 2/2024

INSTITUTION: _____

INMATE NAME: _____

NUMBER: _____

DATE ASSIGNED TO UNIT: _____

CASE REVIEW
RECOMMENDATION: _____

SIGNATURE: _____

DATE: _____

HEARING TESTIMONY: To be completed during the Classification Hearing.

DATE: _____

STATEMENT OF INMATE: _____

NAMES AND STATEMENTS OF
WITNESSES: _____

CLASSIFICATION COMMITTEE
RECOMMENDATION: _____

Chairperson Class. Committee

Member Class. Committee

Member Class. Committee

Inmate Signature

Legal Aide Signature

Inmate notified of opportunity to appeal: Yes No

WARDEN'S REVIEW AND
RECOMMENDATION: _____

Approved Disapproved

Signature of Warden or Designee

Date

CENTRAL OFFICE ACTION


Chairperson

Member

Member

Date

Cc: File

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	10.3	2
	Date Filed	Effective Date
	January 12, 2018	June 1, 2018
Authority/References KRS 196.030, 196.035, 197.020, 441.540, 441.550 CPP 18.13	Subject SAFEKEEPERS AND CONTRACT PRISONERS	

I. APPLICABILITY

This policy is applicable only to Corrections level 3 and above institutions.

II. DEFINITIONS

"Safekeeper" means a person charged with a crime who is housed in one of the Department of Corrections institutions under circumstances provided in KRS 441.540 and 441.550.

"Contract prisoner" means a person charged with a crime who is housed in one of the Department of Corrections institutions under the provisions of KRS 196.030(2).

III. POLICY and PROCEDURES

- A. A safekeeper shall be accepted and housed in accordance with KRS 441.540 and 441.550.
- B. A contract prisoner shall be accepted and housed in accordance with KRS 196.030(2).
- C. Safekeepers and contract prisoners shall be taken to a level 3 or above institution of Corrections as directed by the Commissioner or his designee.
- D. Safekeepers shall be housed in a segregated area separate from the general population of the institution up to 30 days for administrative purposes including assessing their medical history, personal background, criminal history, and orientation.
 1. The Classification Committee shall classify the safekeeper no later than 30 days after his receipt at the institution.
 2. After the initial administrative segregation, a safekeeper may request consideration by the Classification Committee to be placed in any population category as defined in CPP 18.13.

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- E. A safekeeper or contract prisoner shall be subject to the rules of the Department and institution governing visitation, mail, disciplinary actions, and other daily activities for the particular institution and unit where the safekeeper or contract prisoner is confined.
- F. A contract prisoner shall be housed in accordance to the agreement entered into between the Department of Corrections and the contracting agency.