 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	17.1	8
	Date Filed <b>MAY 15 2024</b>	Effective Date
Supersedes Effective Date		
Authority/References KRS 196.035, 197.020, 197.110 ACA Standards 5-ACI-5A-06, 5-ACI-5A-07, 5-ACI-5A-08, 5-ACI-5D-07, 5-ACI-5D-08, 5- ACI-5D-09, 5-ACI-5D-10, 5-ACI-5D-12 CPP 9.8, 14.2, 14.8, 15.2, 16.4, 23.1	Subject  <b>INMATE PERSONAL PROPERTY</b>	

## I. DEFINITIONS

“Personal clothing” means clothing items, other than state issued, that an inmate is authorized to possess or purchase through the inmate canteen.

“Scrub-type uniform” means khaki colored light weight shirt, elastic waist pants, and a coat.

“State issued clothing” means clothing items supplied by the Department of Corrections (DOC).

“Traditional uniform” means khaki colored buttoned shirt, zippered pants, a belt, and a coat.

## II. POLICY and PROCEDURES

### A. Clothing and Personal Property

1. A list of the maximum amount of clothing and personal property an inmate may possess is an attachment to this policy. A copy shall be provided to each inmate as he enters an institution for the first time, and, shall be accessible to the inmate during his period of incarceration. Any deviation from the list for property allowed to an inmate shall be approved in writing by the Warden in conjunction with the Deputy Commissioner of Adult Institutions.
2. Each inmate shall be issued and required to wear state issued clothing. An inmate may possess a limited amount of personal clothing. The institution shall provide for the cleaning and, if necessary, disinfecting of inmate personal clothing before storage or before allowing the inmate to keep and wear personal clothing. A list of the permitted items is set forth in Attachment I.

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- a. The state issued uniform shall consist of a traditional khaki colored buttoned shirt, zippered pants, a belt, and a coat or a khaki colored scrub-type uniform.
  - b. An inmate whose assignment or medical condition requires special clothing or shoes shall be issued these items if the items are approved by the appropriate individual for the type of item.
  - c. During the reception period at the Assessment and Classification Center located at Roederer Correctional Complex or Kentucky Correctional Institution for Women, each inmate shall be issued the standard amount of khaki clothing and other state clothing as outlined in this policy.
  - d. Between November 1 and March 1 of each year, an inmate may wear a sweat suit or thermal underwear so long as his uniform is worn over it.
3. An inmate shall not be allowed to wear another's clothing. Each inmate shall be responsible for all state clothing issued to him. Willful destruction of state clothing shall result in disciplinary action as set forth in CPP 15.2. State clothing shall be properly safeguarded to prevent theft.
  4. An inmate in special status including those in the Assessment and Classification Center, Protective Custody Unit, Restrictive Housing Unit, and Special Management Unit shall be required to wear specially styled and marked or colored clothing to denote his status and may be restricted in the amount of property possessed.
  5. All state issued clothing shall be labeled with the inmate's number.
  6. Each inmate shall adhere to the following dress code:
    - a. The state issued uniform shall be worn at all times except:
      - (1) While in designated recreation areas;
      - (2) To and from designated recreation areas; and
      - (3) While in the inmate's living area or dormitory as specified by the institution, if off-duty.
    - b. Dyeing, marking or otherwise altering clothing shall be prohibited;

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- c. Pants shall not be worn in a "sagging" manner with the waistband low on the hips. Traditional uniform pants shall be buttoned and zipped;
  - d. Pockets shall not be turned out. Nothing shall be allowed to hang from the pocket, like a handkerchief;
  - e. Traditional uniform shirts shall be tucked inside the pants. The shirt shall be buttoned; however, use of the collar button shall be optional;
  - f. Scrub-type uniform shirt shall not be tucked in;
  - g. Rolling the collar or pants legs up to change the appearance of clothing shall be prohibited;
  - h. Socks shall be worn with shoes;
  - i. Thermal underwear shall only be worn under a DOC approved shirt and pants;
  - j. Clothing shall not be worn inside out;
  - k. A baseball cap shall not be worn with the bill facing backwards, sideways or upward;
  - l. Under garments shall be worn by all inmates;
  - m. Shoes shall be laced and tied if worn. Shower shoes or clogs shall be of solid construction;
  - n. A belt shall be worn with the traditional style khaki uniform in an appropriate manner. A belt shall not be worn with the scrub-type pants;
  - o. Shower clogs may be worn in the living unit and shower only; and
  - p. Traditional and scrub-type uniform items shall not be combined.
7. If an article of state issued clothing does not warrant replacement, it shall not be replaced. If replacement of state issued clothing is necessary, the following shall apply:
- a. Replacement shall be on a one (1) for one (1) exchange basis. Each institution shall establish procedures for replacing items; or
  - b. All replacement state issued clothing shall be washed, inspected, repaired and returned to institutional stock.

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8. An inmate shall be permitted to wear and retain with his clothing inventory any article of clothing issued by an institution as an incentive award or as part of a recreational program. The clothing shall only be worn in compliance with the rules in this policy and only in specified areas.
9. Upon receipt of an inmate, the Assessment and Classification Center shall complete the inmate property inventory form attached to this policy. The inmate shall be required to sign and receive a copy of the completed property inventory form. Each inmate entering the Assessment and Classification Center shall be issued and required to wear state issued clothing. Upon transfer out of the Assessment and Classification Center, the inmate property inventory form shall accompany the inmate. The form shall contain:
  - a. The inmate's name, number and all documentation related to the inventory, movement and registration of his personal and state issued items and clothing; and
  - b. A list of every article of state issued clothing that shall be signed by the inmate and the property room officer.
10. In addition to adequate quantities of clothing, an inmate shall be issued appropriate personal hygiene items and bedding as required by CPP 14.2.
11. The institution shall ensure that an inmate leaving the institution for a court appearance, and any other public appearance except work detail, shall be attired in clean presentable clothing suitable for the season.
12. Hats and clothing shall not have inflammatory, offensive, or obscene wording or design, or insignia that reflect a gang or unauthorized club or organization, or that create a risk to security.
13. Any personal item or material from which clothing may be made shall not be of the same or similar color or design that imitates staff uniforms. Sweat tops and bottoms shall not be of a dark gray color.
14. An institution with inmates in special or unusual categories including minimum security inmates assigned to jobs in the public sector may authorize these inmates to possess a limited quantity of additional items to dress appropriately for the job. The institution shall specify that if the inmate is transferred to another institution, or loses the special status, the additional property shall be disposed of.
15. An institution shall establish specific procedures providing for storage of inmate personal property in the institution's living units. The procedures shall limit the area for storage of an inmate's property, for example, one

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locker, one shelf, or specific volume of possessions. In setting these limits, the institution shall take into consideration the number of inmates assigned to the living area and storage containers available. The amount of personal property allowed each inmate shall be limited to those items that may be neatly and safely placed or stored in or on the container or space designated. Items allowed in this policy shall not be accumulated to the point they become a fire, sanitation, security, or housekeeping hazard.

16. An inmate shall not own or possess any role-playing games, including Dungeons and Dragons, Vampire, etc.
17. An inmate shall not possess a device that provides for the electronic storage of information if the information may be loaded by the user and that stores information which may facilitate illegal activities or activities that may pose a security threat. Use shall be restricted to legitimate institutional needs. These devices may include: electronic typewriter with a data or information storage capacity, computer, programmable calculator, and a watch or other device with a programmable calculator or another memory feature. This shall not prohibit an inmate tablet under the provisions in CPP 16.6.
18. Possession of prescribed medical items including bronchial inhalers, nitro glycerin, douches, and dressings may be authorized as required for the treatment of a specific medical condition or as prescribed by a primary care provider.
19. Upon receipt of an inmate, an unauthorized item shall be inventoried on the property inventory form attached to this policy and held forty-five (45) days after which the item may be packaged and mailed at the expense of the inmate. If the inmate does not want to mail the property to anyone, he may request that his property be donated to a charitable or non-profit organization of the institution's choice as an option for disposal. This request shall be in writing and a receipt obtained from the receiving organization. If the inmate refuses or fails to take any action regarding the disposition of his property, the property may be donated to a local charity by the institution after forty-five (45) days. In order to ensure that the inmate has been given adequate notice to dispose of certain property, the inmate shall be given written notice of the property disposition requirements when the inmate is received or transferred and the property is inventoried. The Property Officer may allow an inmate to immediately mail out an item with a declared or apparent value exceeding the monetary limits as set forth in the authorized property list. If the inmate has the money to cover postage, he shall immediately mail the item out, otherwise, he shall be required to sign a money authorization. This paragraph shall only apply to unauthorized items inventoried upon intake, appearing on the completed property inventory form attached to this policy, and not dangerous contraband as defined in CPP 9.6.

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B. Legal Materials

An inmate shall be allowed to maintain a reasonable amount of legal materials necessary for his legal actions and legal reference materials (example: books), if they are not available at the institutional library. Each institution may establish a limit on the amount of legal materials to be stored and specify the storage locations of legal materials outside of the inmate living areas. The amount allowed in the inmate living areas shall not exceed two (2) cubic feet per inmate.

C. Personal Mail

1. Each institution shall develop specific limits on the storage of personal mail. However, these limits shall not be arbitrary or based on the age of the letters. The limits shall be based on the total amount of materials being stored and the potential fire, sanitation, security, or housekeeping hazard that excess correspondence presents.
2. An institution may require that the amount of personal mail stored in an inmate's living area not exceed two (2) cubic feet in combination with legal materials.

D. Hobby-Craft Materials

Each institution shall develop procedures dealing with arts and crafts projects and the storage of materials, if these programs are permitted. If the institution permits storage of hobby-craft items in the living area, it shall be stored in a secure manner and not present a fire, sanitation, security, or housekeeping hazard.

E. Religious Materials

Religious materials, other than religious-related literature, that require special order and are identified in the Religion Reference Manual as personal religious items shall be reviewed by the institutional chaplain before purchase.

F. Inmate Transfer Between Institutions

1. If an inmate is transferred by the Department of Corrections from one institution to another, all personal effects, personal and state issued clothing and property, including legal material, shall be inventoried and transferred with the inmate. An inmate who has been issued hearing aids shall be instructed to wear their hearing aids throughout the transfer process unless the inmate poses a threat or danger to himself or others. Prior to transfer, the inmate's clothing shall be examined by staff for any deficiency, alteration, or shortage and to determine proper ownership. A property release receipt listing the inmate's possessions shall be signed by the inmate indicating that he has not left any personal property at the facility from which he is transferred. In an emergency transfer between institutions, the

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inmate's personal effects and property shall be inventoried and transferred within five (5) working days. An inmate who is on a hold ticket from another institution shall only have access to those personal effects and property that are permitted in his temporary living assignment.

2. The sending institution shall inventory all property prior to the inmate leaving the institution on transfer to another facility. The sending institution shall be responsible for ensuring the inmate being transferred has only that property which belongs to him and that the property is allowable.
3. The receiving institution shall inventory the items of the arriving inmate and assist in the disposition of all unauthorized items.
4. Inventories of property at both the sending and receiving institution shall be the responsibility of the institutional staff and shall not be left to the inmate.
5. The attached Authorized Property List shall be used for all inventories to ensure property allowances are maintained in accordance with policy.

G. Inmate Acquisition of Property

1. All personal clothing shall be purchased through the institution's inmate canteen or in accordance with CPP 16.4.
2. An inmate currently housed in an institution under the jurisdiction of the DOC shall be allowed to maintain personal clothing that meets the allowable items set forth in this policy.
3. Institutional wardens shall control the receipt of packages in accordance with CPP 16.4.
4. If the inmate acquires additional personal property, the institution shall be responsible for adding the item to the inmate's personal property inventory. An inmate shall discard or mail out personal property through appropriate institutional staff.
5. Any television, clock, electric fan, radio, cassette player, CD player, calculator, headphone, earbud, handheld dryer, typewriter, or hot pot obtained by an inmate after November 1, 2003 shall have a clear case or cabinet. The clear case or cabinet shall not have any tint, for example green see-through plastic.
6. Consumable food items shall be consumed or discarded within ninety (90) days of purchase. After ninety (90) days they shall be subject to confiscation and disposal.

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7. An inmate shall not sell, trade or transfer any item of personal property to another inmate.

H. Lost or Abandoned Property

All lost or abandoned property shall be held in the property room of an institution for forty-five (45) days. At the end of the forty-five (45) day limit, an item appropriate for donating to a charitable organization may be donated or used for institutional needs. An item having no intrinsic value shall be destroyed.

I. Disposition of Unauthorized Items

Unauthorized property appearing on the property inventory form attached to this policy shall be handled as described in section II.A.19 of this policy. All other confiscated property shall be handled as described in CPP 9.8.



**AUTHORIZED PROPERTY LIST****ITEM OF CLOTHING****QUANTITY**

All clothing shall be machine washable. None shall be padded, fiber or down-filled, or items prohibited by this policy.

The following clothing shall be issued by the state:

coat	1
uniform shirts	4
uniform pants	4
uniform dress*	4
footwear*	*
belt	1

The following may be issued by the state or purchased by the inmate:

poncho (shall be translucent; state issued for work purposes only)	1
underpants (white only, cotton only, maximum of 5 state-issued)	10
t-shirts short or long sleeve (white or gray only; cotton only; state issued for work purposes only-short sleeve)	10
bras (white only; maximum of 3 state-issued) (may possess underwire bras if underwire or stays are plastic)	7
breast binders (white only, maximum of 3 state-issued)	7
socks or cotton footies (white only, maximum of 3 state-issued)	10

The following clothing items may be purchased by the inmate:

sweatpants (plain, light gray only).	3
sweatshirts without hoods (light gray only)	3
athletic supporter	1
underwear, long or thermal (white only, set)	2 pairs
gym shorts (light gray only)(no spandex or bicycling type shorts)	3
pajamas (white, gray, or beige)	2
robe (white only)	1

ear plugs (pairs, foam only)	4
gloves (cotton)	1 pair
handkerchiefs (white only)	10
ball caps (khaki only, catalog or canteen purchase only)	1
toboggans (khaki only, without mask)	1
bucket hats (khaki only)	1
gym shoes (white only, shall not exceed 7" from the bottom of the heel to the top of the shoe)	*
shower clogs	1 pair
work boot (black only, no lug sole, shall not exceed 6" in height, no steel toe or steel shank)	1 pair

\* An inmate may have in his possession a total of three (3) pairs of shoes which may include: one (1) pair of state issued shoes or purchased work boot, one (1) pair of personal gym shoes, and one (1) pair of shower clogs; or two (2) pairs of personal gym shoes and one (1) pair of shower clogs.

\* Uniform dress may be provided to those inmates who choose an applicable religious preference through the inmate's institutional Religious Services.

ITEM	BEDDING, TOWELS, AND SO ON	QUANTITY
towels (white only, standard bath size only, large beach towels not authorized)		5
washcloths (white only)		5
sheets (white only, twin size only)		4
pillowcases (white only)		2
personal blankets, spreads, quilts (non-electric, machine washable beige only, twin size only, shall not be padded or fiber or down filled)		2
<p>* An inmate may have in his possession a total of two (2) state-issued blankets, two (2) personal blankets, or a combination of the two (i.e. one state issued blanket and one personal blanket). Native American blankets shall not to be included in this allowable amount.</p>		
pillow (state issue only)		1
mattress (state issue only)		1
laundry bag (mesh only)		1
shower bag (mesh only)		1

ITEM	PERSONAL	QUANTITY
watch (maximum declared value \$50.00, no memory capability); as of January 1, 2023, a watch in the inmate's possession upon the reception process at the Assessment and Classification Center located at Roederer Correctional Complex, Kentucky Correctional Institution for Women, the Ross-Cash Center located at Western Kentucky Correctional Complex, or returning to the DOC from a jail, Reentry Service Center, or Recovery Kentucky Center shall be considered unauthorized property, unless it can be verified the watch was purchased through the approved DOC vendor. A watch may be purchased through the approved property catalog.		1
necklace (no more than 24" in length and 1/4" wide; no homemade arts and craft necklace or medallion, maximum declared value of \$50.00)		1
religious pendant or medallion (a total of one (1) religious pendant or medallion shall be allowed with or without a necklace, not to exceed 1 1/4" in diameter, maximum declared value \$50.00 each)		1
religious pendant or medallion with necklace (no more than 24" in length and 1/4" wide; no homemade arts and craft necklace or medallion (combined maximum declared value of \$100.00)		1
ring (legally married only; plain band style only; no jewels, stones, or raised surfaces; maximum declared value of \$100.00 each)		1
earrings (pair; ball post style or ball stud style only; no jewels or stones)		1
comb or hair pick (plastic only)		2
hairbrush		1
hair accessories (bows, barrettes, combs, ties; black, brown, white and khaki only)		8
mirror (plastic, not larger than 8" x 10")		1
sewing kit (no scissors)		1
photo album not larger than 12" x 14"		1
religious text cover (clear only)		1
ice chest (up to 10 quart maximum, shall be molded plastic with non-removable liner, no styrofoam)		1
photo and frames, not larger than 8"x 10" (no glass)		2
drinking cup, mug, or tumbler (plastic only; insert for hot pot not included; maximum 16 oz.)		1



headphone splitter (only if inmate owns headphones)	1
typewriter, manual or electric (no memory capability)	1
electronic gaming system (DOC approved)	1
video games (games rated "Adult" or "Mature" shall be prohibited)	5
hot pot 6-cup maximum, clear insert may be purchased separately and shall not be counted as an additional container.	1
typewriter ribbon (only if typewriter is owned by inmate)	2
tablet (DOC approved model only) shall be clear plastic and be used with approved headphones or earbuds.	1
cassette tapes or compact discs (only if a compatible player is owned by the inmate; no blank tapes, clear plastic only; no explicit lyrics)	15
extension cord (maximum length 10', maximum 3 outlets) co-axial cable (maximum length 10')	1
surge protector (clear only)	1
calculator (pocket size, solar powered only, no programmable memory capability)	1
hand-held hair dryer	1
electric hair curlers, curling iron, or straightening iron	1
<b>Musical Instrument</b>	1
guitar - (acoustical or electric. Electric may be used with personal headphone sound system that plugs directly into jack. Value of \$300 or less.)	
harmonica	
keyboard - (battery-powered only, used with earphones only, shall be 41" or less in length and a value of \$300 or less.)	
banjo (value of \$300 or less)	
mandolin (value of \$300 or less)	
instrument case for guitar, banjo, mandolin, or keyboard (hard shell or soft case)	1
guitar accessories (strings, picks, strap (black only), strap buttons, bridge pins (plastic only), mini amp with adapter, headphone amp)	*

\* An inmate who has an applicable musical instrument may possess one (1) guitar strap, two (2) sets of guitar strings, one (1) set of strap buttons, one (1) set of bridge pins, one (1) mini amp or one (1) headphone amp with appropriate adapter.

ITEM	CONSUMABLES	QUANTITY	QUANTITY
razor (non-electric and disposable only)			4
bar soap			2
toothpaste			2
denture cleanser – (Polident Dentu-Crème only)			1
denture adhesive			1
toothbrush			2
toilet paper rolls			4
shave cream			2
shampoo			2
hair cream, dressing, mousse			2
du-rag or doo-rag (white only, worn in bed area only)			1
hair conditioner			1
hair spray (non-alcoholic and non-aerosol)			1
deodorant			2
foot salve			2
lotion			1
mascara			1
blush			1
eyebrow pencil			1
eye liner			2
liquid make-up			1
eye shadow			2
sanitary napkins and tampons packages*			2
after shave, non-alcoholic			1
perfume, non-alcoholic			1
fragrance oil, non-alcoholic (one (1) ounce bottle)			2
lipstick			2

clothes hangers (shall be plastic)

10

\*Sanitary napkins and tampons shall only be allowed for those inmates that have a monthly menstrual cycle.

No aerosol cans of consumables shall be permitted.

Other items may be possessed in reasonable quantities only and may include: stationary (white only), pens (clear only) (blue or black ink only), batteries, playing cards, table games (no dice), and authorized art and hobby craft supplies. The items shall be purchased through the inmate canteen or departmental approved vendor. An inmate shall possess no more than: (a) forty (40) stamps; (b) a box of fifty (50) envelopes; and one (1) box of stationary at a time. An inmate shall not own or use self-adhesive address labels. An additional lock may be owned if authorized by institutional rule and is located away from the living area to secure recreational equipment or art and hobby craft supplies.

INMATE'S NAME: \_\_\_\_\_ NUMBER: \_\_\_\_\_ LIVING AREA: \_\_\_\_\_

REASON FOR INVENTORY / PROPERTY STORAGE: \_\_\_\_\_  
 \_\_\_\_\_ ADMISSION \_\_\_\_\_ ISSUED \_\_\_\_\_ A/C PERSONAL  
 \_\_\_\_\_ HOSPITAL/MEDICAL \_\_\_\_\_ DEATH \_\_\_\_\_ SPECIAL MANAGEMENT UNIT  
 \_\_\_\_\_ OUT TO COURT \_\_\_\_\_ ESCAPE \_\_\_\_\_ A/C PACKAGES  
 \_\_\_\_\_ RELEASE \_\_\_\_\_ FURLOUGH \_\_\_\_\_ TRANSFER TO OTHER FACILITY

ITEM	Qty	ITEM	Qty	ITEM	Qty	ITEM	Qty
<b>State Issued Clothing/Linens</b>		<b>Appliances / Electronics</b>		Television Remote (1)		Bar Soap (2)	
Belt (1)		Adapters (1 per appliance)		Make:		Blush (1)	
Blankets-State Issued (2)		Batteries		Typewriter (1)		Body Wash	
Coat (1)		Calculator (1)		Make:		Cotton Swabs	
Uniform Dress (4)		Clock (1)		S/N		Denture Adhesive (1)	
Uniform Shirts (4)		Radio / Tape / CD player (1)		Typewriter Ribbon (2)		Denture Cleaner (1)	
Uniform Pants (4)		S/N		<b>Utensils/Miscellaneous</b>		Deodorant (2)	
<b>Personal Clothing/Linens/Acc</b>		Cassette Tapes / CDs (15)		Bowls (3)		Dish Soap	
Athletic Supporter (1)	1			Cable Splitter		Emory Boards	
Blanket-Native American (1)	2			Can Opener (1)		Eye Shadow (2)	
Blankets-Personal (2) beige	3			Coaxial cable		Eye Liner (1)	
Bras (7 total) white	4			Combs or hair pics (2)		Eyebrow Pencil (1)	
Breast Binders (7) white	5			Cup (1)		Fabric Softener	
Bucket Hat (1) khaki	6			Doo-Rag (1) white only		Floss / Flossers	
Cap (1) khaki	7			Ear Plugs (4 pairs)		Foot Salve (2)	
Clothes Hangers (10)	8			Extension Cord (1)		Hair Accessories / Ties (8)	
Gloves (1 pair) cotton	9			Hairbrush (1)		Hair Conditioner (1)	
Gym Shorts (3) gray	10			Ice Chest (1) up to 10 quart		Hair Cream/Dressing/Mousse (2)	
Handkerchiefs (10) white	11			Keys for locks (2)		Hair Spray (1) (no aerosol cans)	
Pajama Pants (2) wht/gray/beige	12			Locks (2) Combo or key		Laundry Bag (1)	
Pajama Tops (2) wht/gray/beige	13			Mirror (1)		Laundry Soap	
Pillow Cases (2) white	14			Nail Clippers (1)		Lipstick (2)	
Poncho (1) translucent	15			Photo Album (1)		Liquid Makeup (1)	
Robe (1) white		CD Carrier (2)		Picture Frames (2)		Loofa	
Sheets (4) white - Fitted *		Fan (1)		Sewing Kit -No Scissors (1)		Lotion (1)	
Sheets (4) white - Flat *		Gaming System (1)		Shoe Shine Brush (2)		Mascara (1)	
* (Inmates are Allowed 4 sheets total)	Type:			Surge Protector (1)		Mouthwash	
Shoes- Gym Shoes (1) white	S/N			<b>Eyeglasses / Jewelry</b>		Perfume, non-alcoholic (1)	
Make/Size	Games (5) PS2 or DS			Earrings (1 Pair)		Perfumed oil / lotion, non-alcoholic (2)	
Shoes- Gym or State Boots (1)	1			Eyeglasses (Prescription) (2)		Razors (4)	
Make/Size	2			Eyeglasses (Reading) (1)		Sanitary Napkin and Tampon Packages (2)	
Shoes (1)	3			Eyeglasses Cases		Shampoo (2)	
crew tops or Tank Tops (3) white	4			Necklace with no pendant or medallion (1)		Shaving Cream (2)	
Socks (10) white	5			Necklace with pendant or medallion (1)		Shower Bag (1)	
Sweatpants (3) lt. gray		Gaming (PS2) AV Cord (1)		Prayer Rug		Soap Dish	
Sweatshirts (3) lt. gray		Gaming (PS2) Controllers (2)		Religious Headwear		Toilet Paper rolls (4)	
Thermal Pants (2) white		Gaming (PS2) Mem Card (2)		Type		Toothbrush (2)	
Thermal Shirts (2) white		Gaming RF Modulator (1)		Religious Medallion / Item		Toothbrush Holder	
Toboggan (1) khaki		Hair Dryer (1)		Type		Toothpaste (2)	
Towels (5) white		Hair Straightener / Hair Curler / or		Ring (1)		Vitamins / OTC Medication	
T-shirts (10) white		Electric Curlers (1)		Sunglasses (1)		<b>Canteen</b>	
Underpants (10) white		Headphone Extension		Wallet (1)		Canteen Items Accounted For?	Yes No
Washcloths (5) white		Headphone Splitter (1)		Watch (1)		Institution-specific Canteen Inventory Conducted	
<b>Medical Items</b>		Headphones (1 per app)		Watch Band (Extra) (1)		<b>Other items not listed</b>	
Bed Shaker Alarm		Hot Pot (1)		<b>Craft Materials / Other</b>			
Breathing Machine		Media Player / tablet (1)		Arts & Crafts Supplies			
Cane		S/N		Books			
Dentures or bite guards		MP3 Charger (1)		Envelopes (50)			
Hearing Aids Left Right Both		MP3 Headphones (1)		Letters / Paperwork			
Do Hearing Aids work?	Yes No	MP3 Player (1)		Magazines			
*Hearing Aids are to be worn during transfer, not packed.		Musical Instrument (1)		Pens/Pencils			
Inhalers		Type:		Pictures			
Medical Braces		S/N		Playing Cards			
Medical Wedge		Musical Instrument Case		Stamps (40)			
Pocket Talker		Television (1)		Stationary (1 box)			
Prosthesis:		Make:		Table Games (no dice)			
S.A.M. Meds		S/N		<b>Hygiene/Toiletries</b>			
Walker / Rollator		Does Television work?	Yes No	Ace Wrap / Bandage			
Wheelchair				Aftershave (1) (non-alcoholic)			

\*\*Shaded boxes apply to inmates that have a monthly menstrual cycle

NOTES / ITEMS CONFISCATED/REASON

I do not hold the Kentucky Department of Corrections responsible for items not included on this list.

Inmate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_


Witness Signature (if inmate is not present): \_\_\_\_\_ Date: \_\_\_\_\_

I have checked my Property and accept it as complete, noting any exceptions to the inventory below:

Inmate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	17.2	6
	Date Filed	Effective Date
	May 12, 2020	September 1, 2020
Authority/References KRS 196.030, 196.035, 196.070, 197.020 ACA Standards 5-3D-4281, 5-5A-4285, 5-5A-4286, and 5-5A-4288 through 5-5A-4292 ACA 2-CO-3C-01, 2-CO-4A-01 and 2-CO-4F-01	Subject  <b>ASSESSMENT CENTER OPERATIONS</b>	

## I. DEFINITIONS

“Assessment and Classification Center” means the central point of reception and processing of convicted felons entering the custody of Corrections.

## II. POLICY and PROCEDURES

The Assessment and Classification Center shall be located at the Roederer Correctional Complex and process male inmates. A branch Assessment Center shall be located at the Kentucky Correctional Institution for Women and at the Ross Cash Center and process female inmates. Assessment and classification center locations may be changed or other branch assessment centers established by the Commissioner for the management of the inmate population.

The Assessment and Classification Center shall receive, process, evaluate, classify and assign inmates committed to Corrections institutions. This center shall be responsible for the initial evaluation of all inmates, except any inmate under sentence of death and an inmate with medical, psychological or security requirements which cannot be handled at the Assessment and Classification Center. A male inmate under sentence of death shall be admitted directly to death row at the Kentucky State Penitentiary. A female inmate under sentence of death shall be admitted directly to the Restrictive Housing Unit at the Kentucky Correctional Institution for Women. Any inmate with special medical, psychological or security requirements may be admitted to any appropriate facility as determined by the Director of Population Management or designee.

A. The Assessment and Classification Center shall be under the direction of the Director of Population Management and the immediate supervision of the Program Administrator.

1. The Assessment and Classification Center shall be autonomous from any institution relative to policy, structure, and operations.

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- a. Assessment Center Classification and Treatment Officer, clerical and management staff (including Unit Director, Assistant Unit Director) shall be under the supervision of the Classification Branch and shall report directly to the Program Administrator.
- b. The Program Administrator shall function as the first line supervisor for the Assessment Center Unit Director and as the second line supervisor for the Assistant Unit Director. The Director of Population Management shall function as the second line supervisor for the Assessment Center Program Administrator.
- c. A Classification and Treatment Officer, clerical and management vacancy shall be advertised and filled with the approval of the Warden. The Director of Population Management shall be advised of and in agreement with all personnel decisions prior to the effective date.
- d. The work schedule for a Classification and Treatment Officer, clerical and management staff shall be approved by the Program Administrator. Staff training and annual leave shall be scheduled with the approval of the Program Administrator after consulting appropriate institutional personnel.
- e. The Program Administrator shall prepare a monthly report. This report shall be submitted to the Director of Population Management, and the Warden of the Roederer Correctional Complex. The Assessment and Classification Center report for the female inmates shall be prepared by the Kentucky Correctional Institution for Women and forwarded to the Director of Population Management, and the Warden of the Kentucky Correctional Institution for Women. The reports shall include:
  - (1) The number of inmates awaiting transfer;
  - (2) The number of inmates transferred out of the Assessment and Classification Center;
  - (3) The number of inmates admitted to the Assessment and Classification Center from controlled intake status;
  - (4) The number of Class D Felons (CD), Parole Violators (PV) and Class C Felons (CC)'s that are processed from Controlled Intake status;
  - (5) The number of classification actions completed;

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- (6) The number of new cases entered into the controlled intake system;
  - (7) The number of psychological evaluations completed; and
  - (8) Significant unit problems.
2. The institution housing the Assessment and Classification Center shall provide sufficient staff, under Assessment and Classification Center control, to insure supervision for Assessment and Classification Center inmates and to carry out the Center's functions.
- a. The Director of Population Management, Program Administrator, Assessment Center Unit Director, Warden, and other staff as directed by the Deputy Commissioner, shall determine an appropriate level of Assessment and Classification Center security staffing for each shift during weekday and weekend operations.
  - b. The institution shall provide this level of staffing except during an emergency or staff shortage.
  - c. On any occasion that established staffing levels are not provided, the institution shall submit a report to the Director of Population Management.
  - d. If possible, staff familiar with the Center's operations shall be assigned to the Assessment and Classification Center.
3. Questions regarding responsibility for specific areas shall be decided by the Director of Population Management.
- B. A parole violator shall be processed by the Assessment and Classification Center upon re-entry into the system.
- 1. A male parole violator shall be admitted to the Assessment and Classification Center at the Roederer Correctional Complex.
  - 2. A female parole violator shall be admitted to the Assessment and Classification Center at the Kentucky Correctional Institution for Women.
  - 3. A prescreened, minimum custody parole violator may be admitted directly into an institution, if approved by the Director of Population Management.

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- C. A shock probation violator and court ordered returnee shall be processed by the Assessment and Classification Center. A returned escapee from the Class D, Class DE or Class C Programs shall be reviewed for program eligibility upon return from escape. A returned escapee from a Reentry Service Center shall be processed by any secure institution as determined by the Director of Population Management or designee.
- D. Class D and Class C's that are on Controlled Intake and qualify to be housed in a jail shall be processed by the Assessment and Classification Center.
- E. An initial transport from the Assessment and Classification Center shall be the responsibility of transportation staff at the Kentucky State Reformatory.
- F. The Assessment and Classification Center shall be responsible for:
1. Completing a classification document or reclassification document for each inmate processed;
  2. Initial classification of each inmate processed;
  3. The implementation of testing or evaluation programs as appropriate to facilitate the accurate completion of the classification or reclassification document and to aid in determining the needs of the inmate;
  4. The development and operation of an orientation program providing necessary information concerning rules, regulations, custody levels, institutional placements, and programs. Each inmate shall:
    - a. receive an orientation in his own language. If a literacy problem exists, a staff member shall assist the inmate in understanding the material;
    - b. be provided an orientation handbook containing all pertinent information; and
    - c. sign and date a statement indicating that he has completed the orientation program. A copy of this statement shall be entered into the record electronically.
  5. Providing notice of appearance before the classification committee a minimum of forty-eight (48) hours in advance; and
  6. Ensuring that the inmate meets the classification committee after orientation is completed.

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- G. The inmate shall be present before the classification committee regarding his custody level in order to present any evidence or testimony to ensure an appropriate classification. If an inmate is unable to appear due to medical reasons or if the inmate's presence may present a severe security problem, written documentation shall be included on the classification record and in the comments section of the classification document explaining why the inmate was not present. If the inmate has received proper notification of the hearing and he fails to appear, the committee may hold the hearing in his absence. Failure of the inmate to appear may result in disciplinary action.
- H. An inmate may present his classification request to the Assessment and Classification Center classification committee in writing. If the inmate presents a request, it shall be entered into the record electronically.
- I. Initial classification shall be completed within two (2) weeks after admission to the Assessment and Classification Center. Exceptions to allow for the completion of the following shall be acceptable:
1. Disposition of mental health referral;
  2. Completion of conflict information;
  3. Interview completion for sex offenders eligible for the treatment program;
  4. Submission of DNA sample as required by statute; or
  5. Receipt of other necessary documentation to allow for proper classification, for example, Presentence Investigation, detainer information, or corrected judgment.
- J. A written, itemized list shall be made of personal property in the possession of all inmates entering the institution. Any item not permitted shall be noted and stored for a designated period of time. The inmate shall be given a copy of this list.
- K. The unit director responsible for the Assessment and Classification Center shall provide an offender handbook, or section of the institution policy and procedures manual, listing unit rules and operational procedures.
1. The handbook or policy and procedure shall outline a regular program for inmates undergoing the assessment process and shall include scheduled periods for recreation, religious services, testing, orientation, and interviews.
  2. A copy shall be provided to each Assessment and Classification Center employee.

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- L. The Assessment and Classification Center shall develop written procedures for the admission of inmates. These procedures shall be followed by the Assessment and Classification Center or the institution admitting the inmate and shall be included in the institution's operations manual. There shall be a procedure:
1. To determine whether the inmate is legally committed or transferred to the institution;
  2. For searching the inmate and the inmate's property;
  3. Covering the packing, storage and shipment of clothing or personal possessions not permitted;
  4. For providing the initial showering and hair care of the inmate;
  5. For issuing clean clothing as needed;
  6. For photographing and fingerprinting, including notation of identifying marks or unusual physical characteristics;
  7. For medical, dental and mental health screening;
  8. For assigning inmates to a housing unit;
  9. For assisting in notifying inmates' family of admission;
  10. For mail and visiting;
  11. For assignment of a registration number to the inmate; and
  12. To cover the orientation and issuing of a handbook providing institutional procedures to the inmate.
- M. A summary admission report consisting of the Pre-sentence Investigation Report, Risk and Needs Assessment, Case Management Plan, the classification document and any report or information concerning the inmate's conduct while in jail shall be prepared upon admission and maintained in the inmate's offender record in the offender management system.

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March 14, 2014

August 1, 2014

Authority/References  
KRS 196.030, 196.035

Subject

**CONTROLLED INTAKE OF INMATES**

## I. DEFINITIONS

“Assessment and Classification Center” or “AC Center” means the unit at both the Roederer Correctional Complex (RCC) and Kentucky Correctional Institution for Women (KCIW) that initially receives into the Department of Corrections all convicted felons, with the exception of those given the death penalty.

“Controlled Intake” means the orderly controlled flow of convicted felons into the adult correctional institutions of the Kentucky Department of Corrections. All control shall be exercised by the Assessment and Classification Center. It shall also mean the methods for identifying, interviewing, and transporting Controlled Intake inmates who are eligible to meet the Parole Board.

“Medical or security cases” means convicted felons sentenced to a term of incarceration who present medical or unusual security problems which require prompt admission.

“Controlled Intake inmate” means an inmate awaiting admission to a state adult correctional institution or transfers into a local facilities program as defined by KRS 532.100.

“Controlled Intake interviews” means interviews conducted by the Parole Board with Controlled Intake offenders who have met parole eligibility guidelines.

## II. POLICY and PROCEDURE

- A. This policy establishes procedures to control and prioritize the intake of both male and female convicted felons into Department of Corrections’ institutions so that intake does not exceed the inmate housing capacity of its adult correctional institutions.
- B. This policy and procedure is applicable to all staff in the Kentucky Department of Corrections and to all jails, institutions, or other agencies that send or transfer male or female convicted felons to adult correctional institutions of the Kentucky Department of Corrections.

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C. Control Agency

The Assessment and Classification Center at the RCC shall coordinate intake with all necessary Kentucky officials. The Department of Corrections shall not delay reception of any prisoners as long as space is available at the appropriate AC Center.

D. Priorities

The priority for admitting a prisoner shall be determined by the Director of Population Management. Only the Commissioner or Deputy Commissioner of the Department may make an exception to this procedure.

E. Procedures for Admission

1. Escapee

a. An escapee who has been previously admitted to one of the Department's institutions shall be received on a priority basis. An institutional warden who has an escapee to pick up shall notify the Classification Branch Manager at Central Office of the expected date of return so that space may be reserved. Escapees shall be scheduled to be returned every week, Monday through Friday.

b. If a prisoner who has escaped from a state penal institution is lodged in a jail, the jailer shall notify the Warden of the institution from which the prisoner escaped. The jailer shall also inform the local Probation and Parole Officer. If the prisoner has escaped from a Community Center or jail program, the jailer shall notify the Probation and Parole Officer, who shall then notify the Branch Manager of the Community Services Branch. The jailer may bill the Division of Community Services and Local Facilities for the appropriate time spent in jail.

2. All New Commitments and Parole Violators

a. Jailer's Responsibilities

(1) All New Commitments and Parole Violators

If the county has a new commitment to deliver to the Department of Corrections, the Assessment and Classification Center at the Roederer Correctional Complex shall notify the sheriff and jailer regarding the date the



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prisoner is to be transported to the institution. In the case of a parole violator, the Parole Officer shall be notified.

If a prisoner is a medical or security priority case, the Director of Local Facilities shall be notified by the jail. The Division of Local Facilities shall notify the Classification Branch Manager. Written documentation shall be provided before a priority request is considered. The jailer may bill the Division of Community Services and Local Facilities for the appropriate time spent in jail.

(2) Parolee Returned to Community Supervision or Prisoner Shock Probated from the Jail

If a parolee is held in a jail and is returned to community supervision or shock probated from the jail, the jailer may bill the Division of Community Services and Local Facilities for the appropriate time spent in jail.

b. Sheriff's Responsibilities

(1) The sheriff or designee shall have the responsibility of delivering from his county a new commitment and probation violator to the appropriate Assessment and Classification Center on the day designated by the Assessment and Classification Center Director or designee. Appropriate documentation for admission shall accompany the prisoner.

(2) If a prisoner's status changes and the prisoner is unavailable for delivery or if the prisoner cannot be delivered on the date designated by the Assessment and Classification Center, the Center shall be notified by telephone so an alternate date can be arranged.

(3) A substitution shall not be allowed for the inmate scheduled for admission without prior approval of the Director of the Assessment and Classification Center or designee.

c. Probation and Parole Officers' Responsibilities

(1) To prevent the possibility of holding an offender past the release date, immediately after final sentencing the Probation and Parole Officer shall obtain a copy of the

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commitment order or judgment and compute the total jail time served prior to sentencing. The Probation and Parole Officer shall enter the commitment order and the pre-sentence investigation into the Offender Management System.

- (2) Immediately upon final sentencing, the Probation and Parole officer shall complete a prisoner notification in the Offender Management System. If a parolee is placed in custody on a detainer issued by a Kentucky parole officer or taken into custody on a parole violation warrant, the supervising officer or Probation and Parole employee in central office having knowledge of custody shall complete the prisoner notification in the Offender Management System.
- (3) The Probation and Parole Officer shall enter an external movement in the Offender Management System (refer to CPP 27-04-02) on any parole violation on the date the detainer or warrant is filed.
- (4) The Probation and Parole officer shall enter an external movement in the Offender Management System (refer to CPP 27-04-02) upon notification from the jailer that an escapee from a state penal institution or a community center has been lodged in the local jail. If the prisoner is released, the Probation and Parole officer shall send an external movement (refer to 27-04-02) so the prisoner can be deleted from the controlled intake list.
- (5) If there is a change in a prisoner's status like shock probation, release on appeal bond, return to jail upon denial, escape from jail while awaiting transport, or release to community supervision, the Probation and Parole officer or offender records specialist is responsible for entering the information into the offender management system as directed by the Deputy Commissioner of Administrative Services.
- (6) The Probation and Parole officer shall have the responsibility of returning all parole violators with warrants on the date specified by the Assessment and Classification Center Director, or his designee. The Probation and Parole supervisor responsible for the county in which the parole violator is held shall be notified of the date the parole

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violator is to be returned. This procedure shall be used except in counties that other arrangements have been made for the return of parole violators. If a parolee being held on a parole violation warrant or detainer is returned to community supervision, the probation and parole officer shall enter the information into the Offender Management System.

d. Responsibilities of the Assessment and Classification Center

- (1) Men under sentence of death shall be admitted directly to the Kentucky State Penitentiary upon approval and scheduling by the Assessment and Classification Center.

Women under sentence of death shall be admitted directly to the Kentucky Correctional Institution for Women upon approval and scheduling by the Assessment and Classification Center.

- (2) A master list shall be developed for the purpose of ordering prisoners based upon the priority system. The list shall be divided into counties and shall be maintained by the Assessment and Classification Center.

The list shall indicate the following:

- (a) Prisoner's name;
  - (b) County of conviction;
  - (c) Date of birth;
  - (d) Parole eligibility date;
  - (e) Offender status;
  - (f) Institutional number; and
  - (g) Remarks.
- (3) After being advised of the daily inmate count, the Classification Branch Manager and the Director of the Assessment and Classification Center shall determine the number of prisoners to be ordered. Consideration in the ordering process shall be based on bed space.

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- (4) The Director of the Assessment and Classification Center, or designee, shall notify the Sheriff or Probation and Parole supervisor by telephone of the date a male prisoner shall be delivered to the RCC AC Center or a female shall be delivered to the KCIW AC Center.

F. Procedures for Controlled Intake inmates eligible to meet the Parole Board

1. Identification of Controlled Intake inmates eligible for interview
  - a. The controlled intake offender information staff at RCC shall receive a list of all controlled intake inmates who are eligible to meet the Parole Board. The list shall be provided by the Offender Information Branch two (2) weeks prior to the Parole Board interview.
  - b. The appropriate Corrections staff shall contact each jail to verify if the offender is housed in that jail.
  - c. The controlled intake offender information staff at RCC shall assign the offender to a site to meet the Parole Board.
2. The parole plan investigation shall be in accordance with CPP 28-03-01.
3. Transportation and restraints shall be in accordance with CPP 27-21-01.
4. The Parole Board Interview
  - a. The Probation and Parole officer shall be responsible, if video conference is not available, for transporting, security, and monitoring of the inmate while at the interview site and shall not leave the inmate unless other security arrangements have been made.
  - b. The Probation and Parole officer shall take the inmate to the Identification Unit to be photographed and fingerprinted at the interview site unless other arrangements have been made.
5. If the inmate has completed the interview with the Parole Board, he shall be returned to the local facility.
  - a. Inmates Recommended for Parole with Approved Plan and Parole Certificate

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The Probation and Parole officer shall take those who have been recommended for parole with an approved parole plan and signed parole certificate to the jailer for the inmate's immediate release. If the parole certificate is not signed at the hearing site by appropriate personnel, the local Probation and Parole officer shall review the parole certificate with the inmate prior to release from jail. The form shall be signed and dated and the original given to the inmate and a copy uploaded to the offender management system.

b. Inmates Recommended for Parole without Approved Plan

Any inmate who has been recommended for parole without an approved plan shall remain in custody. The officer assigned to the local facility shall assist the inmate in the development of a parole plan.

c. Release Procedures

The Probation and Parole officer shall take the parole certificate to the inmate for signature. The officer shall instruct the inmate to immediately report to the supervising officer after release.

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	CPP 17.4	3
	Date Filed	Effective Date
	August 12, 2016	January 6, 2017
Authority/References KRS 196.035, 197.020, 454.415	Subject <b>ADMINISTRATIVE REMEDIES: SENTENCE CALCULATIONS</b>	

## I. POLICY and PROCEDURE

### A. REVIEW REQUEST

1. An inmate may request a review or explanation of the method of sentence calculation for the sentences on which he is presently committed to the Department.
2. An inmate confined in a Corrections institution shall direct his request to the Offender Information Services office at the institution where he is presently confined.
3. An inmate confined in a jail or local detention facility shall direct his request to Offender Information Services, Jail Management Section, P. O. Box 2400, Frankfort, Kentucky 40602-2400.
4. The request shall be in writing and shall include:
  - a. the subject matter for which the review is requested,
  - b. a brief statement of the matter to be reviewed, and
  - c. an explanation of the inmate's belief concerning the appropriate calculation of his sentence.

### B. RESPONSE

1. Upon receipt of the written request from the inmate, the applicable office, as noted in A above, shall review the inmate record prior to giving a written response.
2. The response shall include:
  - a. an explanation of the method of calculation, and

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b. any statutes applied in the calculation.

3. A written response shall be issued within fifteen (15) working days of the receipt of the inmate's request for review or explanation.

C. APPEAL

1. An inmate confined in a Corrections institution may appeal from the initial written review or explanation given to the Offender Information Services, P.O. Box 2400, Frankfort, Kentucky 40602-2400. The appeal shall be in writing and received within ten (10) days from the date the written response is given. The inmate shall attach a copy of his request for review and the written response with his appeal.

2. Upon receipt of the appeal, the Offender Information Services Branch shall review the request, the written response and the inmate record.

3. The response on appeal shall include:

a. the explanation of the method of calculation, and

b. any statutes applied in the calculation.

4. The response on appeal shall be issued within thirty (30) working days of the receipt of the inmate's request for review.

D. Administrative Remedy for Jail Custody Time Credit

1. Review Request

a. An offender may request in writing a review of the calculation of jail custody time credit applied to his sentence or a review or explanation of the method used to calculate custody time credit for the sentences on which he is presently committed to the Department of Corrections.

b. To request a review, the offender shall mail the request to the Probation and Parole Office in the county in which the inmate was sentenced.

c. The offender request shall include:

(1) The subject matter for which the review is requested,

(2) A brief statement of the matter to be reviewed, and

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- (3) An explanation of the inmate's belief concerning the appropriate calculation of jail custody time credit.

## 2. Response

- a. The District Supervisor, or designee, shall review the request and prepare a written response. Upon receipt of the written request from the inmate, the District Supervisor, or designee, shall review the offender's record prior to giving a response.
  - (1) The response shall include an explanation of the method of calculation of jail custody time credit, and
  - (2) Whether or not the correct jail custody time credit has been applied to the sentence.
- b. A written response shall be issued within fifteen (15) working days of the receipt of the offender's request for review or explanation.
- c. The written response shall be entered in the offender management system.

## 3. Appeal

- a. An inmate may appeal the written response concerning custody time credit to the Offender Information Services Branch, Attention: Custody Time Credit Appeal, PO Box 2400, Frankfort, KY 40602-2400.
- b. The appeal response shall include:
  - (1) An explanation of the method of calculation and application, and
  - (2) Any statutes applied in the calculation.
- c. The response on this appeal shall be issued within thirty (30) working days of the receipt of the offender's request for review.



**DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REVIEW FORM  
Sentence Calculations**

\_\_\_\_\_  
NAME OF INSTITUTION

_____ INMATE NAME	_____ INMATE NUMBER
_____ UNIT OR HOUSING ASSIGNMENT	
DATE FILED:	DATE DUE:

SUBJECT MATTER OF REVIEW REQUEST (Select)
Sentence Calculations
<input type="checkbox"/> 1. Sentence Length
<input type="checkbox"/> 2. Parole Eligibility Date
<input type="checkbox"/> 3. Expiration Date
<input type="checkbox"/> 4. Jail Credit
<input type="checkbox"/> 5. Parole Violator Credit
<input type="checkbox"/> 6. Credit for time served in Federal Custody or in Another State
<input type="checkbox"/> 7. Statutory Good Time Loss
<input type="checkbox"/> 8. Statutory Good Time Credit
<input type="checkbox"/> 9. Meritorious Good Time
<input type="checkbox"/> 10. Educational Good Time
<input type="checkbox"/> 11. Detainer
<input type="checkbox"/> 12. Other

**BRIEF STATEMENT OF THE PROBLEM:**

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**ACTION REQUESTED:**

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INMATE'S SIGNATURE

DATE

**INSTITUTIONAL OFFENDER INFORMATION SERVICES RESPONSE**

DATE RECEIVED

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STAFF SIGNATURE

DATE

**APPEAL**

I am \_\_\_\_\_ or am not \_\_\_\_\_ satisfied with this response.

[ ] I WISH TO APPEAL THIS RESPONSE

You must send this form to the following address so that it is received, in Frankfort within ten (10) working days:

Department of Corrections  
Offender Information Services Branch  
P. O. Box 2400  
Frankfort, KY 40602

INMATE'S SIGNATURE

INMATE NO.

DATE

