 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	25.2	2
	Date Filed	Effective Date
	October 14, 2005	February 3, 2006
References/Authority KRS 196.035, 197.020, 197.170 ACA 4-4446	Subject PUBLIC OFFICIAL NOTIFICATION OF RELEASE OF AN INMATE	

I. DEFINITIONS

NONE.

II. POLICY and PROCEDURES

Corrections shall inform public agencies of the release of convicted felons from its custody. CPP 25.4 addresses public official notification when an inmate is released on a furlough.

The Warden of each institution, the Director of Local Facilities or their designees shall notify the following individuals ten (10) days prior to an inmate's release from that institution by parole or expiration of sentence except as provided in IV.

A. The officials to be notified include:

1. Judge of the Circuit Court in the jurisdictions of commitment and to which the inmate is released (if the name of the judge is not known, notice shall be forwarded to the circuit court).
2. Clerk of the Circuit Court in the jurisdiction of commitment.
3. Commonwealth Attorney in the county of commitment and in the jurisdiction to which the inmate is released.
4. County Attorney in the jurisdiction to which the inmate is released.
5. Sheriff of the county of commitment and to which the inmate is released.
6. Chief of Police in the city and county to which the inmate is released.
7. State Police in the District to which the inmate is released.
8. Probation and Parole Offices in the jurisdictions of commitment and to which the inmate is released.

Policy Number	Effective Date	Page
25.2	February 3, 2006	2


III. NOTIFICATION PROCESS

- A. If paroled, the Warden, the Director of Local Facilities or their designees shall also provide to all those officials listed in this policy the name and address of the person to whom the inmate is released. Release information may be extracted from the approved parole placement information.
- B. Upon release the inmate shall be required to leave the name and address of the person with whom he shall reside.

IV. TIME FRAME WAIVER

All officials listed in Section II, A, shall be notified ten (10) days in advance of the inmate's release. The time frame may be waived on parole, expedient release by parole and court-ordered release, but notice shall be given as far in advance as possible.

- A. If paroled, a telephone call, facsimile, or electronic mail shall be used to notify the Sheriff and State Police in the jurisdiction to which the inmate is released.
- B. In the case of an immediate release, the institution shall notify the Sheriff in the county of commitment and in the jurisdiction of release and State Police in the jurisdiction to which the inmate is released. This may be done by telephone, facsimile, or electronic mail.

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	25.3	2
	Date Filed	Effective Date
	November 15, 2006	March 9, 2007
References/Authority ACA Standards 4-4442 KRS 196.035, 197.020	Subject PRE-RELEASE PROGRAM	

I. DEFINITIONS

"Correctional facility" means an institution, jail or center designed to retain those persons convicted of felony offenses and sentenced to a term of incarceration.

"Community Center Officer" means the probation and parole officer assigned to the Community Center.

"Pre-release Coordinator" means the institutional staff member assigned to the conduct the training.

II. POLICY and PROCEDURES


This program shall pertain to information which may be of assistance to the inmate's future needs after being released into the community.

- A. Each correctional facility shall design a Pre-release Program. The program shall provide information to an inmate preparing to be released from incarceration by parole, conditional release, or maximum expiration and the inmate's responsibility to the state and to the community.
- B. This program may be taken by an inmate who is within two (2) months of the tentative date of release.
- C. The pre-release coordinator or community center officer shall conduct the Pre-release Program. The officer shall deal with the following subjects:
 1. Parole Certificate and Stipulations;
 2. Conditions of Supervision
 - a. Levels of Supervision;
 - b. Reporting Instructions; and
 - c. Restrictions;

Policy Number	Effective Date	Page
25.3	March 9, 2007	2

- (1) Alcohol;
- (2) Drugs;
- (3) Firearms; and
- (4) Travel.

3. Placement Alternatives;
4. Restoration of Civil Rights;
5. Release Procedures (including flow of paperwork);
6. Responsibilities of the Offender;
7. Individual Counseling and Stress Management;
8. Community Resources;
9. Employment Search; and
10. Reintegration with Family and Friends.

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	25.4	9
	Date Filed	Effective Date
	MAY 15 2024	
	Supersedes Effective Date	
Authority/References KRS 196.035, 197.020, 197.140, 197.170, 439.580, 439.600 ACA 5-ACI-7D-20 and 5-ACI-7E-01 CPP 9.4, 9.14	Subject INMATE FURLOUGHS	

I. DEFINITIONS

“Reentry Service Centers” means facilities that house state inmates who are classified as community custody and are near their parole eligibility dates.

“Furlough” means an authorized absence extending the limits of confinement from a correctional institution to visit a specific place within the boundaries of the Commonwealth of Kentucky for a specific length of time.

“Relative” is defined by KRS 439.580(5).

“Jail” means a jail as defined by KRS 441.005(1) or a regional jail as defined by KRS 441.005(7).

II. POLICY and PROCEDURES

The Department of Corrections (DOC) may furlough a qualified inmate under clearly defined conditions to promote the accomplishment of specific objectives: permit visits within the Commonwealth, permit treatment in a medical facility, and promote contact with prospective employers. A furlough is a privilege granted at the discretion of the DOC.

A. A furlough may be granted to permit:

1. A visit to a seriously ill relative or attendance at the funeral of a relative. Appropriate institutional staff shall verify the illness or death with the physician, medical facility, or funeral home;
2. Contact with a prospective employer;
 - a. The inmate shall be within ninety (90) days of minimum expiration of sentence or his parole hearing date; and
 - b. The inmate shall have a verified list of prospective employers who have agreed to see the inmate during the furlough.

Policy Number	Effective Date	Page
25.4		2

3. Treatment in a medical facility outside the institution for the time required to receive necessary medical services:
 - a. This furlough shall be recommended by medical staff to appropriate institutional staff; and
 - b. The required medical services shall not be available in the institution.
4. Participation in selected family activities that promote the welfare and rehabilitation of the inmate and facilitate the transition from the institution to the community; or
5. For other compelling reasons.

B. Participation

1. An inmate shall not be eligible to participate in the furlough program if he:
 - a. Is serving a sentence for:
 - (1) A sexual offense;
 - (2) Escape;
 - (3) A crime that resulted in death or serious physical injury, as defined in KRS 500.080(15), to the victim or another unless the inmate has reduced custody, meets all other requirements for furlough and is within 90 days of parole eligibility or expiration of sentence; or
 - (4) A crime indicated as violent in the Classification Manual, unless he has met the Parole Board for his original parole hearing. An inmate who has met the Parole Board for his original hearing and has received a deferment shall, for the purposes of this policy, be within twenty-four (24) months of the deferred hearing date;
 - b. Has a good-time loss, restorable or non-restorable;
 - c. Has a pending felony charge or detainer; or
 - d. Has more than twenty-four (24) months to parole eligibility or minimum expiration of sentence.
2. An inmate may be eligible to participate in the furlough program if he:

Policy Number	Effective Date	Page
25.4		3

- a. Is a minimum or community custody inmate who has maintained his reduced custody level for at least six (6) continuous months;
 - b. Meets individual or institutional program requirements; and
 - c. Resides or has a work assignment in a minimum security setting for at least sixty (60) days before applying for a furlough from that facility.
3. An inmate may be eligible to receive a medical furlough if he:
- a. Is a minimum or community custody inmate, the 6 month custody level and minimum security setting requirement shall be waived for medical furlough;
 - b. Has no more than thirty-six (36) months to parole eligibility or minimum expiration of sentence;
4. A qualified jail inmate shall have:
- a. An order issued by a court of competent jurisdiction which specifically names the inmate to receive treatment; and
 - b. Consent from the medical facility or provider that security staff is not required to supervise the inmate at the medical facility.

C. Catastrophic Event Medical Furlough

1. An inmate may be eligible for a Catastrophic Event Medical Furlough if:
- a. The Clinical Director, after consultation with the institutional doctor or the attending physician, reports in writing to the institutional warden or Director of Local Facilities or designee that the inmate's current medical condition and prognosis indicates that the inmate's mobility is substantially limited;
 - b. Upon receipt of the report in subparagraph (a) above, the institutional warden or Director of Local Facilities or designee, after consultation with the medical authority above, makes a written determination that the inmate poses a minimal threat of escape or a minimal security threat due to the inmate's current medical condition and makes a recommendation for medical furlough. All other eligibility requirements for furlough under this policy shall be waived; and

Policy Number	Effective Date	Page
25.4		4

- c. The furlough request is forwarded to the Director of Population Management or designee for review and submitted to the Commissioner for approval. If approval is granted, the warden or Director of Local Facilities or designee shall provide a means of monitoring and documenting the progress of the inmate on a daily basis.
2. If the institutional warden or Director of Local Facilities or designee receives written notice from the medical authority or designee identified in paragraph (a) above, that the inmate's medical condition has improved and the institutional warden or Director of Local Facilities or designee after consultation with the medical authority or his designee determines that the inmate may pose more than a minimal threat of escape or more than a minimal security risk, the institutional warden or Director of Local Facilities or designee shall immediately terminate the furlough and provide security as directed by CPP 9.14.

D. Frequency and Length

A qualified inmate shall be eligible for up to a forty-eight (48) hour furlough each quarter, not to exceed eight (8) furlough days each calendar year. There shall be a minimum of sixty (60) days between furloughs.

1. Quarters shall be January - March, April - June, July - September and October - December. If the furlough begins on one (1) quarter and ends on the following quarter, the date of departure on the furlough shall be used to designate the quarter during which the furlough occurred.
2. Travel time may be added to the approved furlough time. Travel time shall be based upon the amount of time required to travel to or from the specific destination. An inmate shall be allowed only necessary travel time with a maximum of six (6) hours each way.
3. An emergency or any medical furlough shall be in addition to the eight (8) furlough days each year.
4. A furlough shall usually be granted for a weekend or over a holiday period at times of least conflict with institutional programs, unless the purpose of the furlough dictates otherwise. A furlough shall not be granted over the New Year Holiday, July 4th or Derby Day.

E. Furlough Requirements

1. An inmate shall not be furloughed to a convicted felon, victim of his crime, or a person involved in his current crime.

Policy Number	Effective Date	Page
25.4		5

2. An inmate shall not be furloughed to the residence where his crime was committed.
 3. A documented objection to a furlough from law enforcement or criminal justice agency or member of the community shall result in denial of the furlough. If the sentencing judge has documented objections, it shall result in the denial of a furlough for an inmate sentenced in his jurisdiction and shall result in the denial of a furlough to those counties under his jurisdiction.
 4. An inmate may be furloughed to verified relatives who are twenty-one (21) years of age or older. Appropriate institutional staff shall verify the relationship of the person by use of institutional records, other official documents, or by contacting appropriate community officials.
 5. The inmate and his relative shall agree in writing to pay the inmate's expenses while on furlough.
 6. An emergency furlough may be granted for a death, bedside visit, or funeral visit of an immediate family member as defined by CPP 9.4. A request for an exemption may be made to extend the duration of a furlough at the discretion of the Director of Population Management or designee. Local officials shall be notified as required by Section G.6. of this policy.
 7. An inmate applying for a furlough shall be required to indicate the specific destination, time of departure, time of return and the name and telephone number of the relative providing housing and transportation to and from the institution or reentry service center. The relative providing housing shall be the same relative who signs the Furlough Code of Conduct when the inmate is picked up at the institution or reentry service center.
 - a. An address shall clearly identify the furlough residence; and
 - b. A general address, including Rural Routes, shall be accompanied with clear directions to the exact location of the residence.
 8. An inmate applying for a furlough shall provide evidence that suitable housing is available and that a working residential telephone is available on the premises.
 9. An inmate returning from a furlough shall submit to a urinalysis, strip search, and breathalyzer test upon return to the institution or reentry service center.
- F. The following inmates shall be disqualified from furlough during the remainder of their current incarceration:

Policy Number	Effective Date	Page
25.4		6

1. Any inmate upon return from a furlough who fails to submit to a test for the presence of unauthorized drugs or intoxicants;
2. Any inmate who upon return from a furlough tests positive for an unauthorized drug or intoxicant; and
3. Any inmate who while on furlough violates the terms or conditions of a furlough as determined by the institutional warden, his designee, or Director of Local Facilities.

Any finding of a violation set forth in subparagraphs 1-3 above shall be put in writing.

G. Furlough requests shall be processed as follows:

1. The inmate shall submit his furlough request to his Classification and Treatment Officer (CTO) or Reentry Service Center Probation and Parole Officer for initial review, verification of eligibility, institutional records check, and staff recommendation.
2. If the CTO or Reentry Service Center Probation and Parole Officer finds a furlough request is appropriate, he shall contact the relative and the appropriate Parole Officer to verify if there are unusual circumstances which may warrant the denial of the furlough.
 - a. The CTO or Reentry Service Center Probation and Parole Officer shall verify the willingness of the relative to sponsor the inmate. The relative shall indicate this willingness in writing.
 - b. The CTO or Reentry Service Center Probation and Parole Officer shall forward information regarding a furlough request to the Parole Officer of all sentencing counties and the furlough destination for a recommendation concerning the suitability of the furlough.
 - c. The CTO shall request a recommendation from the Parole Officer, which shall be returned to the institution within ten (10) working days of receipt of the request.
 - d. Information for an emergency furlough shall be verified by telephone.
3. The CTO or Reentry Service Center Probation and Parole Officer shall complete the furlough request, Code of Conduct, investigation and verification of the furlough information, and other necessary documents shall be forwarded to the Deputy Warden for approval and then to the Warden or his designee or Probation and Parole Supervisor, who shall approve or disapprove the furlough.

Policy Number	Effective Date	Page
25.4		7

4. An approved furlough shall be forwarded to the Director of Population Management or designee a minimum of twenty (20) working days prior to the furlough release date, for approval or disapproval.
 - a. If an inmate completes one (1) successful furlough and meets the requirements outlined in Section B, he may have an additional furlough processed at the institutional or probation and parole level unless otherwise indicated.
 - b. The first request for furlough on an inmate who is returned from a reentry service center who is receiving furloughs and lost custody or who receives a deferment of twelve (12) months or more shall be forwarded to the Director of Population Management or designee for approval.
 - c. The Warden or Director of Local Facilities or designee may request that the Director of Population Management or designee review a furlough request if there is a change in the case since the last furlough.
5. If a furlough is disapproved at any level, the person disapproving the furlough shall indicate in writing the reason for the disapproval.
 - a. The denied furlough request shall be returned to the CTO or Reentry Service Center Probation and Parole Officer, who shall inform the inmate of the action and reason within five (5) working days.
 - b. The disapproved furlough request and the reason for disapproval shall be scanned and uploaded to the Kentucky Offender Management System (KOMS).
 - c. An inmate may not reapply for a furlough for a minimum of one hundred eighty (180) days from the date of denial or as indicated when denied.
6. Upon approval of a regular furlough, and at least ten (10) working days prior to the release of the inmate on regular furlough, the institution or Probation and Parole Officer shall send the notice required by KRS 197.170.

If the furlough is an emergency, the required officials shall be contacted by telephone, fax, or email and a copy of the Notice of Furlough shall be sent indicating the contact.
7. VINE shall be activated as soon as possible.

Policy Number	Effective Date	Page
25.4		8

8. The inmate shall notify his relative of the time and date of release and return.
9. Immediately prior to release on a furlough, the inmate shall sign a Furlough Code of Conduct. This signature shall be witnessed by the staff responsible for discharging the inmate on furlough.
 - a. The rules and responsibilities of the furlough shall be explained to the relative picking up the inmate prior to the inmate's release. The relative picking up the inmate shall present identification and sign a copy of the Furlough Code of Conduct.
 - b. As a condition of his furlough, the inmate may be required to call the institution at a designated time. In a special case, the inmate may be required to call or visit the local parole officer while on furlough.
10. When discharged from the institution or reentry service center, the inmate shall receive a copy of his furlough request and Code of Conduct. He shall keep these papers with him at all times.
11. The Warden of the institution may appeal to the Director of Population Management if the parole officer does not recommend furlough or if the staff in the Classification Branch Office denies the furlough.


H. Community Project Furloughs:

The Warden may grant a furlough on a daily basis to an inmate who is involved in a community project or activity for the compelling interest or benefit of the public. Examples of these projects are emergency squads during floods, voluntary hospital work, or work for a charity or non-profit organization. These furloughs shall not count as part of the eight (8) furlough days granted yearly.

1. An inmate eligible for participation in a community project shall:
 - a. Meet the time and sentencing requirements set forth in Section B;
 - b. Be housed in a minimum security institution a minimum of ninety (90) days;
 - c. Be a good risk and proper candidate for a community furlough; and
 - d. Meet the individual institutional program requirements, including incentive programs.
2. At any one (1) time no more than five (5) inmates may be issued a furlough for any specific project without prior approval from a Deputy Commissioner.

Policy Number	Effective Date	Page
25.4		9

3. A community furlough may be granted for ten (10) hours or less on a daily basis.
 4. An inmate on community furlough, shall be supervised by a reputable citizen or volunteer personally involved with the ongoing community project or activity.
 5. The number of community furloughs and community project activities shall be reported on the Warden's monthly report. An institution that grants community furloughs shall maintain a log with the inmate's name, community project, destination, and the name of the citizen or volunteer supervising the project or activity.
 6. A volunteer shall have a security check conducted and be required to complete outside detail supervision orientation before being permitted to supervise an inmate. The volunteer shall sign an acknowledgement that he has received orientation, and this acknowledgement shall be maintained on file by the institution.
- I. At the end of every month, each institution shall submit a furlough log to the Director of Population Management. This log shall reflect the inmate who participated in the furlough program and whether the furlough was successful.

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	25.6	12
	Date Filed	Effective Date
	November 13, 2018	January 4, 2019
Authority/References	Subject	
KRS 196.035, 197.020, 197.045, 197.110, 197.120, 197.170, 197.180, 439.580, 439.590, 439.600, 439.610, 440.010(1), 441.005, 520.010, 520.030, 520.040; ACA Standards 4-4302, 4-4303, 4-4304, 4- 4305, and 4-4306 P&P ACA 2C-04, 2C-05 CPP 9.9, 15.3, 28-03-02	COMMUNITY SERVICE CENTER PROGRAM AND JAIL PLACEMENT	

I. DEFINITIONS

"Director of Population Management" means the supervisor who approves an inmate for placement in jails and in halfway house facilities throughout the state.

"Community Service Centers" means jails, halfway houses, and residential treatment facilities that house state inmates and parolees.

"Deferment" means a Parole Board action in which the final decision concerning parole for an inmate is continued for a certain number of months.

"Escape" is defined in KRS 520.010(5).

"Halfway house" means a residential facility, located in the community, which provides services to felons, probationers, parolees, and pre-release offenders.

"Jail" means a jail as defined by KRS 441.005(1) or a regional jail as defined by KRS 441.005(7).

"Meritorious Good Time" means a sentence credit that may be awarded at the discretion of the Commissioner or his designee not to exceed seven (7) days per month pursuant to KRS 197.045(1)(b)(2).

"Parolee" means a person who has been released from a correctional facility to parole.

"Probationer" means a person convicted but not yet imprisoned, on the conditions of continued good behavior and regular reporting to a probation officer.

"Reintegration" means the process of preparing both community and offender for his return as a productive and accepted citizen.

Policy Number	Effective Date	Page
25.6	January 4, 2019	2

“Relative” is defined in KRS 439.580(5).

“Statutory Good Time” means a sentence credit that may be awarded pursuant to KRS 197.045(1)(b)(1).

II. POLICY and PROCEDURES

Kentucky Department of Corrections shall administer the community service center program to divert an offender from an institution and reintegrate him into society. An individual in the program shall be serving a felony sentence in a local jail, halfway house, or residential treatment program under contractual agreement with the Department of Corrections.

A. An inmate meeting the following criteria may be recommended for transfer to a community service center. An inmate shall:

1. Qualify for community custody as established by the Corrections Classification Manual;
2. Remain in the program a minimum of thirty (30) days; and
3. Be physically and psychologically capable of functioning in the community service center without ongoing professional intervention.

B. Parolee and Probationer Placements

1. Parolees selected for placement in a halfway house program as a graduated sanction shall be approved by a supervisor. Placement in a halfway house program shall be assigned by the Community Placement Office.
 - a. Parolees participating in a halfway house program shall be allowed a maximum stay of one hundred-twenty (120) days in a halfway house facility.
 - b. If unusual circumstances exist, extensions may be granted in thirty (30) day intervals with written justification submitted to the Division of Probation and Parole for final approval.
2. If bed space is available, probationers may participate in a halfway house program with a maximum stay of six (6) months in a halfway house facility.

C. Placement Priorities

1. Each offender's eligibility and needs assessment shall dictate the

Policy Number	Effective Date	Page
25.6	January 4, 2019	3

appropriateness of a community service center placement as a graduated sanction or reintegration mode of case management.

2. Priority shall be given to:
 - a. Qualified parolee
 - b. Offender qualified for SAP program
 - c. Qualified inmate

D. Community Service Center Transfer Process

1. An inmate transfer to a community service center shall be coordinated by the Division of Probation and Parole in conjunction with the Classification Office.
2. If an inmate is transferred to a community service center, the medical record shall be sent to the receiving jail or halfway house.
3. An inmate transferred to a community service center shall bring all personal belongings with him.
4. The offender record shall be maintained in the offender management system by Offender Information Services staff. If transferred, the inmate's money shall be sent to the appropriate personnel at the community service center.

E. Transfers from Community Service Centers

1. An inmate in the community service center may be transferred back to an institution. The reason for a transfer may include medical problems, disciplinary problems, protective custody needs and parole deferments. In all cases, a transfer shall require approval by the Director of Population Management.
2. If immediate action is required, the Probation and Parole Officer shall contact and advise the Community Service Center Coordinator or designee of the need for transfer.

F. Annual Inmate Photographs

A new photograph shall be taken annually of each state inmate in a halfway house. The updated photograph shall be obtained on the anniversary date of the inmate's conviction. The photograph shall be immediately placed in the offender management system.

Policy Number	Effective Date	Page
25.6	January 4, 2019	4

G. Transportation from Community Service Centers

1. An inmate in the community service center shall be transported by community services center personnel as the need arises. This may include Parole Board hearings, shock probation hearings, and transfers back to an institution.
2. If the Department of Corrections transports a halfway house inmate, officers shall follow transportation procedures outlined in CPP 9.9 (Transportation of Offenders).

H. Disciplinary Problems

1. A community service center inmate shall be subject to the rules of conduct particular to each community service center in addition to the Department of Corrections' policies and procedures. Community service center sanctions shall be used for internal control; however, an offense which may result in segregation and statutory loss of good time shall be documented and the inmate transferred back to an institution. A community service center occurrence report describing the nature of the occurrence and a summary of the investigation shall be uploaded into the offender management system by Probation and Parole staff. A disciplinary transfer shall require approval by the Community Service Center Coordinator or designee.
2. The community service center occurrence report shall include:
 - a. The date and time of the incident;
 - b. A listing of the personnel involved;
 - c. A detailed summary of the nature of the occurrence described by the person who witnessed the incident including the jail staff, halfway house staff, or work supervisor;
 - d. A summary of the investigation described by the Probation and Parole Officer or Supervisor who did not witness the incident; and
 - e. Any necessary documentation attached to the report.

I. Community Service Center Release Procedures

Proper care shall be given towards the handling of the legal release of an inmate in the community service center program.

Policy Number	Effective Date	Page
25.6	January 4, 2019	5

1. Court Order Shock Probation

- a. Application: The Probation and Parole Officer shall facilitate contact with the local Public Advocate's Office concerning an application for court ordered shock probation, legal problems and questions the community service center inmate may have.
- b. Transportation: The local Probation and Parole Officer shall provide transportation for a verified court order to produce the inmate for a shock probation hearing. Prior to the hearing the Probation and Parole Officer shall review available information to ascertain whether the inmate is serving a sentence from another court or has a detainer.
- c. Release: If an order to release an inmate is received through the mail, fax, or any other method it shall be forwarded to Central Office Offender Information Services for review. The Circuit Court Clerk's office shall be contacted by Central Office Offender Information Services to verify the order upon advisement that shock probation has been granted. Upon authorization that the inmate may be released per the court order, Central Office Offender Information Services shall notify the Community Service Center operator and Probation and Parole Officer as well as forward a Notice of Discharge and advise of any detainers that may be present. A copy shall be taken to the center operator by the Probation & Parole Officer and the inmate advised of any stipulations concerning the probation. If the Probation and Parole Officer is unable to be present at the center, a telephone call may be made to the center operator advising him to release the particular inmate.

2. Parole Release

- a. Every effort shall be made by the Probation and Parole Officer to assist the inmate in seeking employment and home placement.
- b. An inmate recommended for parole shall be released on parole pursuant to procedures outlined in CPP 28-03-02 (Release on Parole). Once the parole papers are received, the Probation and Parole Officer shall instruct the parolee to sign the certificate and issue the original copy to the parolee. The signed parole certificate and notice of discharge shall be documented in the offender management system.

3. Expiration Release

Policy Number	Effective Date	Page
25.6	January 4, 2019	6

For a release upon expiration of sentence, Central Office Offender Information Services shall authorize an inmate's release by forwarding a notice of discharge to the Community Service Center operator and Probation and Parole. Notice of the inmate's release shall be made by Offender Information Services pursuant to KRS 197.170.

J. Escape

An inmate who does not return from furlough or who escapes from a community service center shall be prosecuted for escape. The following procedures shall be carried out to ensure the apprehension of the escapee in a timely and well organized manner.

1. Responsibility of the Jailer or Halfway House Director

- a. Within one (1) hour of the escape, the Jailer or Halfway House Director shall provide notification to:
 - (1) The Probation & Parole Officer
 - (2) Victim Information Notification System (VINE)
 - (3) Local law enforcement and state police, and
 - (4) Central Office staff and Community Service Center Coordinator or designee.
- b. Prepare an extraordinary occurrence report within twenty-four (24) hours and submit it to the Community Service Center Coordinator or designee and enter documentation in the offender management system.

2. Responsibilities of the Community Service Center Coordinator

- a. Upon notification of details of escape, submit all information regarding the escape to Adult Institutions to be distributed to the proper authorities.
- b. Immediately provide notice to Central Office Local Facilities staff for warrant entry into the National Crime Information Center (NCIC).
- c. If an inmate is released erroneously from a halfway house or jail prior to the service of his sentence, the Community Service Center Coordinator shall secure a warden's warrant for escape as provided in KRS 440.010(1) from the designated Local Facilities staff.

Policy Number	Effective Date	Page
25.6	January 4, 2019	7

- d. If the escapee has relatives in other states or it is known that the escapee is heading to another state, assistance in apprehending the escapee may be obtained through the United States Attorney or local law enforcement. A request for assistance may include a copy of the escape flyer and other pertinent information like relatives, addresses, city and state.
- e. A notice of discharge showing that the inmate was discharged by escape shall be prepared by Offender Information Services and uploaded to the offender management system. Notice of the inmate's release shall be made pursuant to KRS 197.170.

K. Apprehension of Escapee

1. Once the escapee is apprehended, the Community Service Center Coordinator or designee and the District Supervisor shall be notified. Additionally, the escapee's name shall be removed from NCIC and VINE.
2. If the probation and parole officer is successful in apprehending an escapee, the escapee shall be returned directly to a designated secure institution.
3. If the escapee is apprehended by a local official on the county's escape warrant, the escapee shall be lodged in the local jail. The Probation and Parole Officer shall immediately lodge a detainer and request a copy of the warden's warrant. Upon receipt of the warrant, the detainer shall be removed and the warrant lodged as the detainer. Additionally, the date the detainer is withdrawn shall be marked on the detainer stub.
4. Upon apprehension, the Warrants & Extradition Office shall provide escape apprehension notification to Adult Institutions, Offender Information Services, Classification, and Probation and Parole.
5. Upon notification, Classification shall reclassify the offender to a designated secure local facility or direct transfer of the inmate to an appropriate secure institution if statutorily ineligible for housing in a local facility as the inmate's classification allows. The offender shall be transported by the Department of Corrections. If local charges are incurred with apprehensions, the offender may be transferred to an institution with a detainer filed.
6. If the escapee is apprehended out of state, the Warrants & Extradition Office, in conjunction with the Community Service Center Coordinator or designee, shall coordinate and schedule return arrangements. The escapee shall sign a waiver of extradition before arrangements may be completed

Policy Number	Effective Date	Page
25.6	January 4, 2019	8

for return or else an extradition proceeding shall be made through the Governor.

7. If the escapee is apprehended, the Community Service Center Coordinator or designee shall have the warden's warrant returned and placed in the inmate file.
8. Upon notification that an escapee has been apprehended, the Community Service Center Coordinator, through Adult Institutions, shall notify the proper authorities, including Classification, Adult Institutions, Administrative Services, and Offender Information Services.
9. All documentation regarding the offender's apprehension shall be uploaded in the offender management system.

L. Medical Needs of Community Service Center Inmates

1. An inmate classified to a community service center shall be capable of functioning without significant ongoing professional intervention for physical or psychological problems. If the need for ongoing intervention develops, the inmate may be returned to an appropriate institution.
2. The day-to-day minor medical needs shall be handled by the center operator in the same fashion as his general population.
3. An immediate need shall be taken care of by the center with notification to the Probation and Parole Officer assigned to the center.
4. In most cases, medical needs may be handled by the available local health services. The Community Service Center Coordinator or designee shall work closely with the Department's Medical Services and provide direction concerning requests for medical care which are not of an immediate nature and cases in which local medical personnel recommend hospitalization.
5. Bills for hospital admission shall be sent to the Department of Correction's administrative billing services and the Department's contracted medical services provider.
6. The Department's Medical Services shall provide direction as to what action shall be taken.

M. Utilization of Community Service Center Inmates for Work Projects

1. An inmate in the community service center may be utilized for governmental work projects. These activities shall be supervised by a

Policy Number	Effective Date	Page
25.6	January 4, 2019	9

specific individual and shall represent a community rather than a personal need or benefit. An inmate shall not work in private enterprises or in an activity that may be considered particularly dangerous.

2. A new work site shall be approved through the Probation & Parole Office, Community Service Center, and the Community Service Center Coordinator.
3. The work supervisor shall sign the Supervision Guidelines for community service center inmates and shall complete a work site supervisor training. Each community service center inmate assigned to a work crew shall sign the Work Experience Code of Conduct.

N. Work Crew Rules

The following work crew rules shall be followed at each community service center:

1. A log shall be maintained at each community service center documenting departure and arrival of each inmate from the center and his assigned work supervisor;
2. One (1) regular supervisor shall be assigned for each inmate crew;
3. An inmate shall not be allowed to visit with a friend or relative while working on an outside detail;
4. While on work detail, the inmate shall remain in his assigned work area;
5. An inmate shall not be paid by an organization or person other than the Department of Corrections for community service work;
6. Misconduct, fighting, stealing, leaving the work site without supervision, or possession of contraband shall be reported to the Jailer, Community Service Center, and Community Service Center Coordinator immediately;

O. Meritorious Good Time

An inmate may be eligible for an award of meritorious good time in accordance with Corrections Policy and Procedure 15.3.

P. Community Center Monthly Report

Policy Number	Effective Date	Page
25.6	January 4, 2019	10

The Community Service Center shall prepare a monthly report to be sent to the Community Service Center Coordinator, District Probation and Parole Office Supervisor, and Branch Manager.

Q. Probation and Parole Officer's Responsibilities

The Probation and Parole Officer shall coordinate and monitor the community service center program to insure compliance with Corrections Policies and Procedures, contractual requirements, and rules pertaining to the community service center program. The Probation and Parole Officer shall:

1. Facilitate furloughs for community service center residents except as otherwise provided;
2. Assist in transportation;
3. Coordinate transfers for parolees from the community service center;
4. Assist the community service center in obtaining work, educational, and recreational programs that benefit the community service center inmate;
5. Make recommendations to the Jailer Community Service Center Director or designee as to the appropriate work assignments for the inmate;
6. Meet a minimum of once each week with the Jailer, Community Service Center Director, or designee regarding the community service center program;
7. Check the jail log weekly to determine the arrival and departure of the inmate on work assignment, furlough, or other approved release;
8. Visit the work site twice per month to insure inmates are properly supervised;
9. Coordinate annual training of work supervisors and training for new supervisors prior to being assigned inmates;
10. Check to insure that the work supervisor has signed and understands the work supervision guidelines;
11. Check to insure that the community service center inmates have signed and understand the work code of conduct;
12. Schedule a weekly time period at the facility to be available to meet with the inmate as needed;
13. Review monthly community service center reports;

Policy Number	Effective Date	Page
25.6	January 4, 2019	11

14. Maintain documentation of all contacts with the community service center offenders;
15. Forward written reports to the District Supervisor or designee of violations regarding compliance with contractual agreements and rules for the community service center program;
16. Provide notification to the Classification Branch if an inmate is removed from the community service center on violations and returned to custody; and
17. Perform other related duties as assigned.


R. Responsibilities of the Jailer or Community Service Center Director

The Jailer or Community Service Center Director to ensure public safety shall provide adequate supervision and close monitoring of the community service center inmates. In order for the program to be successful in the local community and statewide, the following minimum requirements shall be met by the Jailer or Community Service Center Director. The Jailer or Community Service Center Director or designee shall:

1. Provide the inmate with a copy of the rules regarding the community service center program;
2. Consult with the Probation and Parole Officer concerning the inmate job assignment and advise the Probation and Parole Officer of a change in the work assignment;
3. Visit each work site a minimum of twice each month to ensure proper work supervision and document the visit in a log;
4. Meet with the work supervisor biannually to review work assignments, disciplinary problems, and supervision requirements;
5. Work to minimize contact between a community service center inmate and the general public except on a supervised work detail or approved supervised recreational activity;
6. Coordinate and schedule contact visitation, work details, use of exercise, and multi-purpose areas; and
7. Ensure that the community service center inmate is properly supervised by trained staff if outside the security of the jail or halfway house for a purpose other than a normal work assignment. An adequate staff to

Policy Number	Effective Date	Page
25.6	January 4, 2019	12

inmate ratio shall be maintained to ensure proper supervision based on the security needs. Outside activities shall be approved by the Halfway House Coordinator.

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
References/Authority KRS 196.035, 197.020, 197.175 ACA 4-4446	Subject ADMINISTRATIVE RELEASE OF INMATES	

I. DEFINITION

“Administrative release date” means the first day of the month during which an inmate’s minimum expiration date falls or the last weekday of the preceding month if the first day falls on Saturday, Sunday, or a legal holiday.


“Non-institutional offender” means a state inmate who is serving a sentence in a county jail, reentry service center or on home incarceration.

II. POLICY and PROCEDURES

- A. An inmate shall be released on his administrative release date with the following exceptions:
1. An institutional inmate presently serving segregation time;
 2. An inmate who has an outstanding good time loss;
 3. An institutional inmate who has a pending disciplinary report;
 4. An institutional inmate who has a disciplinary action involving segregation time or good time loss which has been stayed pending appeal; or
 5. A non-institutional inmate who has committed a major category write-up within the last six (6) months.
- B. If an inmate has an outstanding detainer, arrangements shall be made prior to the month in which his sentence expires for his release to the detaining authorities on the administrative release date.
- C. There may be extreme circumstances whereby releasing an inmate on his administrative release date is not feasible. In these cases, the inmate shall be released on the first day possible, compatible to the needs of the Department of Corrections and the detaining authorities. Any release to a detainer, on a date other than the administrative release date shall be approved by the Commissioner or his designee.

Policy Number	Effective Date	Page
25.10		2

- D. Only non-institutional inmates who have been reviewed and approved by the Central Office Offender Information Services Branch shall be released on the administrative release date.
- E. Institutional inmates shall be reviewed and approved by the institutional Offender Information Services Office for release on the administrative release date.

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	25.11	3
	Date Filed	Effective Date
	December 8, 2009	February 5, 2010
References/Authority KRS 196.280, 196.035, 197.020, 197.170, 421.500 ACA 4-4447-1	Subject VICTIM SERVICES	

I. DEFINITIONS

“OVS” is the Office of Victim Services, Kentucky Department of Corrections.

"Victims" is defined by KRS 421.500.

II. POLICY and PROCEDURES

Corrections officials and private prison officials shall inform victims of the release or escape of convicted felons from custody.

A. Procedure for processing written notification.

1. A victim requesting notification of an inmate's release shall make a written request to the Department of Corrections Office of Victim Services, providing current address, home telephone number and daytime telephone number, if different. OVS shall immediately notify the victim of receipt of written request. If the victim contacts the institution first, the designated victim coordinator shall refer the victim to the DOC website for the written notification request form. If internet access is unavailable, the designated victim coordinator shall mail the written notification request form to the victim. The request from victim along with the letter from OVS shall be scanned into the offender management system and shall be marked as OVS Notification Request. The inmate's record in the offender management system shall be marked with a precaution alert with a note referencing the victim's written request.
2. Inmates who are being released by parole shall have an approved placement. Release information can be extracted from the approved parole placement information. An inmate being released from custody shall be required to leave the name and address of the person with whom he shall reside. Each person offering a home placement to an inmate being released

Policy Number	Effective Date	Page
25.11	February 5, 2010	2

by parole shall be notified that his name and address shall be released to the victim if requested.


3. The requesting victim shall be notified by letter of an inmate's release if he has provided a current address and telephone number along with his request. If the inmate provides an address and person to whom he is being released, that shall also be provided to the requesting victim.
4.
 - a. The Warden or his designee shall notify the requesting victim ten (10) working days prior to an inmate's release from that institution by furlough, parole or expiration of sentence.
 - b. Ten (10) working days prior to an inmate's furlough from a community service center or local facility, the Community Service Center Program Administrator shall notify the requesting victim.
 - c. Ten (10) working days prior to an inmate's release from custody from a community service center or local facility, Central Office Offender Information staff shall notify the requesting victim.
5. If an immediate release is effected, a telephone call shall be made to the documented number of the requesting victim. Written notification shall be forwarded within twenty-four (24) hours of the release. Only in the case of an inmate's completion of sentence shall the precaution alert be closed.
6. In a court-ordered discharge or escape, the requesting victim shall be notified of the date and time of the discharge or escape. This notification shall be by telephone if a number is available and shall occur as soon as possible. If no telephone number is available, written notification shall be mailed to the requesting victim within twenty-four (24) hours of the escape. When an escaped inmate returns to departmental custody, the requesting victim shall be notified of the apprehension in the same manner he was notified of the escape.
7. The requesting victim shall be responsible for keeping the Department advised of any change of address or telephone number. The Department shall serve notice to the address and telephone number of record only.
8. The Warden, Director of Local Facilities or his designees shall document in the inmate's file all attempts to notify the requesting victim by mail, telephone or fax. A detailed case note shall be entered into the offender management system of notification or attempts to notify victim(s) to include the name of the person making the call, the date and time of the call, whether the call was completed and the name of the person receiving the call.

Policy Number	Effective Date	Page
25.11	February 5, 2010	3

B. Procedure for electronic notification.

Corrections contracts with a vendor by the authority of KRS 196.280 to provide notification to victims or members of the public who request to be notified through the automated victim notification system known as V.I.N.E. (Victim Information and Notification Everyday). Notifications advise victims or members of the public that request to be notified, of all custody changes concerning their offender. Corrections uses "Alert Express" to notify members of the public, who live in the general vicinity of a prison facility, of all escapes that occur from that local facility. Only those members of the public who have called in their registration to be notified shall receive the automated telephonic notification.

The Department of Corrections shall provide training to staff involved with victim's issues to include specific services available to crime victims, changes in laws impacting victims, way(s) of gaining access to services, confidentiality of victim information, ways for victims to communicate complaints and other concerns.

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	25.12	8
	Date Filed	Effective Date
	January 13, 2020	September 1, 2020
References/Authority	Subject	
KRS 17.500, 17.550, 196.035, 197.020, 197.170, 440.010, 520.010, 532.200, 532.210, 532.220, 532.230, 532.240, 532.250, 532.260, 532.262 CPP 27-15-02, 27-22-02	HOME INCARCERATION PROGRAM	

I. DEFINITIONS

“Approved monitoring device” is defined in KRS 532.200(5).

“Eligibility review list” means a list generated from the offender management system of the names of inmates who are within three hundred sixty-five (365) days of their minimum expiration date to be reviewed for eligibility for the home incarceration program.

“Emergency” means an unexpected, legitimate condition that would cause an inmate to violate a condition, order or directive relating to home incarceration and monitoring.

“Escape” is defined in KRS 520.010(5).

“Home” is defined in KRS 532.200(1).

“Home incarceration” is defined in KRS 532.200(2).

“Sex crime” is defined in KRS 17.500.

II. POLICY and PROCEDURE

A. In order to maintain a program for review of inmates for home incarceration and electronic monitoring pursuant to KRS 532.260, the Program Administrator shall:

1. Oversee and manage the home incarceration and electronic monitoring program for inmates;
2. Monitor and revise procedures for the program;
3. Review and approve or disapprove placement in the home incarceration program;
4. Collect data relevant to the program; and
5. Maintain a list of inmates and offenders on home incarceration.

Policy Number	Effective Date	Page
25.12	September 1, 2020	2

- B. In order for an inmate to be considered for transfer to home incarceration the inmate shall:
1. Be a class C or D inmate who meets the eligibility requirements of KRS 532.260(1);
 2. Have no prior convictions for a violent felony as listed in the offense charts for violent offenses on pages 36 - 38 of the Classification Manual incorporated by reference in 501 KAR 6:080 or sex crime;
 3. Have nine (9) months or less to serve on his sentence after receiving eligible meritorious good time credit;
 4. Not have a pending felony charge, detainer, warrant or other process issued by a jurisdiction pursuant to KRS 532.230;
 5. Not have an active emergency protective order, domestic violence order, or permanent protective order;
 6. Not have more than ninety (90) days restorable good time loss;
 7. Be classified as Level 1 or Level 2 custody according to the Classification Manual;
 8. Not be determined guilty of any category VII disciplinary violation within the last five (5) years;
 9. If serving an escape conviction, the offense date shall be more than five years old;
 10. Freely and voluntarily agree in writing to home incarceration and the conditions set by the Department of Corrections and KRS 532.220; and
 11. Have an approved home placement within Kentucky.

III. REVIEW PROCEDURES

- A. Institutional and Jail Review Procedures for designated institutional staff members and Home Incarceration Program (HIP) Officers:
1. Review the eligibility list of inmates serving on class C or D felonies generated from the offender management system for program eligibility. If eligible, complete a records check to confirm program eligibility.
 2. Inmates who meet eligibility requirements shall be reviewed in regards to SAP status and requirements.

Policy Number	Effective Date	Page
25.12	September 1, 2020	3

3. Send home placement form to the class D coordinator at the local jail.
4. Upon receiving the home placement form, determine if the inmate requests placement in the home incarceration program and has a home placement.
5. If the inmate is not eligible or does not have a home placement, document the specific reasons for ineligibility in the offender management system and provide notice of ineligibility to the inmate and Central Office HIP staff.
6. The officer shall submit a discharge plan in the offender management system.
7. Process the home placement form and enter the discharge plan in the offender management system within five (5) days. Processing beyond five (5) business days shall require approval from the Program Administrator.
8. Notify the inmate upon acceptance or rejection for the Home Incarceration Program.

B. Central Office processing procedures:

1. The Home Incarceration Program Administrator or designee shall review the recommendation and ineligibility determinations for accuracy.
2. The Home Incarceration Program Administrator or designee shall intermittently review an inmate's continued program eligibility.
3. Offender Information Services staff shall audit the inmate's sentence calculation.
4. In the absence of the assigned HIP Officer, the Program Administrator shall assign another HIP Officer or designee to process the required documentation.
5. If the inmate is not classified, the inmate shall be submitted to the Classification Branch.

C. Investigation of the home placement:

1. The HIP Officer or designee shall verify and approve the home placement.
2. In areas requiring a landline phone, the officer shall confirm the inmate's residence has a valid landline phone. Prior to recommending the discharge plan, the HIP Officer or designee shall select the correct monitoring equipment.

Policy Number	Effective Date	Page
25.12	September 1, 2020	4

3. All home placement investigations shall be completed and returned to Central Office HIP staff within five (5) working days.

IV. PROCEDURES FOR TRANSFER TO THE HOME INCARCERATION PROGRAM

- A. Upon final approval of home placement and program eligibility, the Central Office HIP staff shall provide transfer documentation and notification of the inmate's release date to the following:
 1. Electronic monitoring vendor;
 2. Institution or facility where inmate is located; and
 3. Probation and Parole Officer, District Supervisor, and District Transfer Investigation Box for the county in which the inmate will reside.
- B. Prior to release, the electronic monitoring vendor shall enter the necessary information for the initial enrollment in the electronic monitoring service provider's web-based system.
- C. Prior to transfer of the inmate to the home incarceration program, all appropriate home incarceration documentation shall be completed and signed.
 1. Prior to transfer, the HIP transfer paperwork shall be emailed to the jail or facility. Upon confirmation by the facility, the HIP Officer shall update documentation in the offender management system.
 2. Prior to the inmate's release from custody from the jail or prison facility, the officer shall assist the inmate in arranging for transportation. If needed, the inmate shall be transported to the bus station.
 3. On the day of transfer, the HIP Officer shall confirm with facility staff the transfer of the inmate to the HIP program by the inmate's release from the facility.
- D. Upon transfer, the inmate shall be provided the date and time to report to the Probation and Parole Office to be fitted with the approved monitoring device. The electronic monitoring service shall provide all electronic monitoring equipment. All hook up and termination of equipment shall be completed by the electronic monitoring service provider or trained DOC staff.
- E. If an inmate is released from an institution, the institution's Offender Information Services staff shall enter the external movement into KOMS transferring the inmate to home incarceration. If the inmate is released from a local jail facility or halfway house, Central Office HIP staff shall enter the external movement into the offender management system transferring the inmate to home incarceration. Upon the offender's release from the custody to home incarceration, the external movement

Policy Number	Effective Date	Page
25.12	September 1, 2020	5

entry in the offender management system automatically activates VINE notification.

- F. Upon reporting to the Probation & Parole Office for equipment hook-up, the inmate shall review the program rules and submit a signed agreement to participate in the home incarceration program. The inmate's program eligibility and agreement to participate shall be documented in the offender management system.

V. CONDITIONS OF PROGRAM

A. An inmate placed on home incarceration shall:

1. Have the ability to be monitored through a telephone landline unit or cellular network tower that is compatible with an approved monitoring device;
2. If applicable, pay any restitution owed from earnings; and
3. Report to the assigned Probation and Parole Office as directed and for approval of schedule changes as needed.

B. Supervising Home Incarceration Program Inmates

1. A HIP inmate shall report to the HIP Officer at least one time per month.
2. A HIP inmate shall be reviewed and scored by means of a risk and needs assessment. See CPP 29.1 Risk and Needs Assessment.
3. The Case Planning phase shall be followed per CPP 29.2.

C. Home Incarceration Program Violator Procedures

1. Probation and Parole shall complete a violation report in KOMS for all violations.
2. The HIP Officer or designee shall report any home incarceration violations to the Central Office HIP staff or Program Administrator and District Supervisor or designee. The HIP Officer shall enter a supervision contact into KOMS for each home incarceration violation. The Central Office HIP Program Administrator and District Supervisor shall be notified during business hours and provided with a violation report if the inmate is returned to the institution or jail due to a violation.
3. The decision to lodge a HIP offender shall be made by the HIP Program Administrator or designee and in consultation with supervising Probation and Parole Officer and District Supervisor or designee.

Policy Number	Effective Date	Page
25.12	September 1, 2020	6

4. The HIP Program Administrator shall notify Classification for reclassification of a HIP inmate.
 5. If the violation is substance related:
 - a. The HIP CTO shall refer the HIP inmate to the appropriate Community Social Service Clinician.
 - b. ~~The~~ Community Social Service Clinician shall assess the HIP inmate and recommend the appropriate level of treatment based on assessed need.
 - c. Classification shall review custody level and reclassify as necessary.
 - d. If the custody level permits the HIP inmate to remain on HIP:
 - (1) If the level of treatment is IOP, Classification shall notify HIP Program Administrator and Community SSC who shall arrange to return the HIP inmate to HIP and schedule appointment with CMHC.
 - (2) If the level of treatment is community residential, Classification shall request a treatment bed from the Placement Office and copy the HIP Program Administrator or designee. Once a treatment bed is obtained, the Placement Office shall send a releasing email to the Class D Officer of the county in which the HIP inmate is in custody, the District inbox, the District Supervisor or Designee, HIP inmate's supervising Officer, HIP Program Administrator or HIP Program Administrator Designee.
 6. If the HIP inmate is offered treatment and refuses, the Probation and Parole Officer shall prepare a violation report. The HIP Program Administrator or designee shall notify Classification to review custody level and reclassify as necessary.
- D. The inmate may be lodged in the county jail on a detainer if a violation occurs. These violations include:
1. Use or possession of alcohol or illegal drugs;
 2. Possession of a deadly weapon or dangerous instrument;
 3. Unauthorized change of home placement;
 4. Failure to report to HIP Officer or Probation and Parole Officer as directed;

Policy Number	Effective Date	Page
25.12	September 1, 2020	7


5. Failure to submit to a drug test;
 6. Leaving the county of residence without authorization;
 7. Tampering with or removal of the electronic monitoring equipment;
 8. Unauthorized absence from home in excess of one hour and thirty minutes (1.5 hours); or
 9. An arrest for a misdemeanor or felony offense committed while on the home incarceration program.
- E. If the HIP participant loses his home placement and no violation has occurred, the offender shall be returned to the custody of Department of Corrections and be given the opportunity to find another. If another home placement is not available, the offender shall remain in custody with no HIP violation.
- F. An inmate who violates the terms of home incarceration may be returned to an institution or jail. If the violation was an absence from required placement for longer than one hour and thirty minutes, the inmate may be charged with escape.
- G. The HIP Officer or designee shall enter a supervision contact and documentation in the offender management system for any violations of the Home Incarceration Program. The HIP Officer shall enter an external movement for an offender returning to custody from the Home Incarceration Program due to violations. All electronic monitoring equipment shall be collected and returned to the electronic monitoring vendor.
- H. The grievance procedure for inmates supervised under the home incarceration program is outlined in CPP 27-12-06.

VI. COMPLETION OF HOME INCARCERATION

- A. On the inmate's release date from home incarceration (i.e. minimum expiration date, transfer to parole, transfer to mandatory reentry supervision), the inmate shall report to the Probation and Parole Office with all monitoring equipment for removal of the approved monitoring device. The device shall be removed, equipment shall be returned and the inmate shall receive his final discharge or release to parole or mandatory reentry supervision.
- B. The HIP Officer or designee shall enter a supervision contact to reflect the discharge from the Home Incarceration Program and the reason for discharge.
- C. The HIP Officer or designee shall document the return of all excess equipment and return the equipment to the electronic monitoring vendor.

Policy Number	Effective Date	Page
25.12	September 1, 2020	8

- D. Offender Information Services or HIP Officer shall enter an external movement and activate VINE immediately upon the inmate's release from the Home Incarceration Program.

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	25.13	14
	Date Issued	Effective Date
	November 13, 2018	January 4, 2019
Authority/References KRS 196.030, 196.035, 196.070, 196.075, 197.020, Chap. 218A, 439.250, 439.310, 439.3110, 439.3401, 441.560, Chap. 510, 529.100, 530.020, 530.064, 531.310, 531.320 CPP 18.1, 25.11 Probation and Parole 27-15-03, 27-14-01	Subject <p style="text-align: center;">WOMEN'S MEDICAL RELEASE: PREGNANCY</p>	

I. DEFINITIONS

“Licensed inpatient residential treatment program” means a residential treatment program recognized by the Cabinet for Health and Family Services as a behavioral health service organization or alcohol and other drug abuse treatment provider.

“Women’s Medical Release” means a form of pregnancy release established pursuant to KRS 439.3110.

II. POLICY and PROCEDURE

A. Women’s Medical Release Requirements

1. A pregnant offender shall be reviewed for Women’s Medical Release based on the following requirements:
 - a. Currently incarcerated on a sentence or under the supervision of the Division of Probation and Parole for a Kentucky sentence;
 - b. Determined by the Court or the Department of Corrections Division of Substance Abuse to have a substance use disorder;
 - c. Currently charged with or serving on one or more convictions under KRS Chapter 218A; and
 - d. Has never been convicted of and does not have pending charges for any of the following offenses:
 - (1) Violent offense under KRS 439.3401;
 - (2) Sex offense under KRS Chapter 510;

Policy Number	Effective Date	Page
25.13	January 4, 2019	2

- (3) Human Trafficking involving commercial sexual activity (KRS 529.100);
 - (4) Incest (KRS 530.020);
 - (5) Unlawful Transaction with a Minor 1st Degree involving illegal sexual activity (KRS 530.064);
 - (6) Use of a Minor in a Sexual Performance (KRS 531.310); or
 - (7) Promoting Sexual Performance by a Minor (KRS 531.320).
 2. An inmate housed in a jail that transports for or provides a substance abuse program for female inmates and who is eligible to participate in the substance abuse program shall not be subject to Women's Medical Release.
 3. Individuals eligible for Women's Medical Release, other than those subject to order of the Court, shall be subject to conditions of release set by the Department of Corrections.
 4. Individuals previously released and subsequently returned for a violation of Women's Medical Release shall not again be eligible for Women's Medical Release during service of the sentence for which they were previously granted Women's Medical Release.
- B. County Inmates Housed by Department of Corrections according to KRS 441.560
 1. For county inmates in the Department's custody pursuant to KRS 441.560 who appear to be eligible for Women's Medical Release, the Division of Local Facilities shall alert the originating local detention facility.
 2. The local detention facility shall be responsible for making arrangements to take custody of the inmate for return to the county of original jurisdiction pending the Court's order regarding Women's Medical Release.
 3. The county inmate shall be returned to the Court for determination of Women's Medical Release eligibility, including determination of a substance use disorder, and release to Women's Medical Release.
- C. Prison Inmate Women's Medical Release Eligibility and Release Procedures
 1. Upon identifying an inmate who appears eligible for Women's Medical Release, the institution's Re-Entry Coordinator or designee shall confirm eligibility by:

Policy Number	Effective Date	Page
25.13	January 4, 2019	3

- a. Consulting the institutional medical provider to confirm the inmate's medical status;
 - b. Reviewing the inmate's record with Offender Information Services to assess if the inmate's offense or pending charges meet the eligibility criteria;
 - c. Requesting an assessment for a substance use disorder from the Division of Substance Abuse. The Division of Substance Abuse shall document the assessment results in the offender management system;
 - d. Documenting eligibility for Women's Medical Release in the offender management system; and
 - e. Notifying Offender Information Services of an inmate's eligibility, who shall review for release. Approval for release shall be documented in the offender management system.
2. Upon determination that an inmate is eligible for Women's Medical Release, the institution's Offender Information Services staff or designee shall provide the inmate information about Women's Medical Release.
 - a. The inmate's agreement to participate shall be acknowledged in writing and she shall agree to abide by the conditions of Women's Medical Release in writing.
 - b. If an inmate refuses to abide by the release conditions, the inmate shall no longer be eligible for release.
 - c. The inmate's agreement to participate or refusal shall be documented in the offender management system.
3. Once an eligible inmate agrees to participate, the Re-Entry Coordinator or designee shall contact Victim Services who shall provide victim notification of the upcoming release, if applicable.
 4. Upon notice of an eligible inmate's agreement to participate, the institution shall contact Offender Information Services Placement Office, who shall work in consultation with the Division of Substance Abuse to locate placement for the inmate in a licensed inpatient residential treatment program. The inmate may choose a licensed inpatient residential treatment program of her choice and provide verification of acceptance into the program. The inmate shall remain in custody until a bed is available.

Policy Number	Effective Date	Page
25.13	January 4, 2019	4

5. Upon notice of an inmate's participation and bed availability, the institution shall enter a placement discharge plan.
6. Offender Information Services shall notify the institution that the offender is approved for release. The institution shall process the inmate for release and issue a notice of discharge to Women's Medical Release:
 - a. Prior to release, the inmate shall sign conditions of release and a release of information for the licensed inpatient residential treatment program which shall be retained in the inmate's record in the offender management system;
 - b. An inmate released to a detainer shall be provided instructions to contact the Department of Corrections within twenty-four (24) hours of release from the detainer to obtain reporting instructions. The inmate shall acknowledge the duty to report to the licensed inpatient residential treatment program upon release from the detainer;
 - c. The institution shall assist in arranging transportation to the licensed inpatient residential treatment program, if needed;
 - d. Upon release, the institution shall notify the Department of Community Based Services (DCBS);
 - e. Upon release, if applicable, victim notification shall be conducted according to CPP 25.11;
 - f. The Division of Probation and Parole shall document the inmate's entrance to the licensed inpatient residential treatment program in the offender management system; and
 - g. The institution shall notify the Division of Probation and Parole Central Office of an inmate's release to Women's Medical Release. The inmate's status shall be updated in the offender management system to reflect Women's Medical Release.
7. While on Women's Medical Release, the inmate shall be monitored according to Subsection II (F).

D. Jail State Inmate Women's Medical Release Eligibility and Release Procedures

1. Upon identifying a state inmate serving her sentence in a jail who appears eligible for Women's Medical Release, the Classification Branch, in

Policy Number	Effective Date	Page
25.13	January 4, 2019	5

conjunction with the Division of Local Facilities, shall confirm eligibility by:

- a. Receiving a medical movement from the jail which indicates the inmate's medical status;
 - b. Reviewing the inmate's record with Offender Information Services to assess if the inmate's offense or pending charges meet the eligibility criteria;
 - c. Requesting an assessment for a substance use disorder from the Division of Substance Abuse. The Division of Substance Abuse shall document the results in the offender management system;
 - d. Documenting the eligibility determination for Women's Medical Release in the offender management system; and
 - e. Notifying Offender Information Services of an inmate's eligibility, who shall review for release. Approval for release shall be documented in the offender management system.
2. Upon determination that a jail inmate is eligible for Women's Medical Release, the Classification Branch shall notify Probation and Parole. Probation and Parole shall provide the inmate information about Women's Medical Release in accordance with Subsection II (C)(2).
 3. Once an eligible inmate agrees to participate, Probation and Parole shall contact Victim Services, who shall provide victim notification of the upcoming release, if applicable.
 4. Upon notice of an eligible inmate's agreement to participate, the Division of Probation and Parole shall notify the Offender Information Services Placement Office and the Classification Branch, who shall work in consultation with the Division of Substance Abuse to locate placement for the inmate in a licensed inpatient residential treatment program. The inmate may choose a licensed inpatient residential treatment program of her choice and provide verification of acceptance into the program. The inmate shall remain in custody until a bed is available.
 5. Upon notice of an inmate's participation and bed availability, Offender Information Services shall enter a placement discharge plan.
 6. Offender Information Services shall review for release and notify Probation and Parole once the offender has been approved for release.

Policy Number	Effective Date	Page
25.13	January 4, 2019	6

7. Probation and Parole shall process the inmate ~~for release~~ according to Subsection II (C)(6). While on Women's Medical Release, the inmate shall be monitored according to Subsection II (F).

E. Community Supervision Offenders

1. Post Release Supervision Offenders under Home Incarceration Program, Parole, Mandatory Reentry Supervision, and Postincarceration Supervision:

- a. If an offender under post release supervision is pregnant and incarcerated for violations of supervision, the jail shall submit notification of medical status to the Department of Corrections Classification Branch. Upon receipt, the offender shall be reviewed for eligibility by the Classification Branch pursuant to Subsection II (A)(1) and, if eligible, processed for release to Women's Medical Release according to Subsection II (D).

- b. If a community offender under post release supervision is pregnant, the offender shall be reviewed for Women's Medical Release eligibility:

- (1) The offender shall provide verification of the qualifying medical condition which shall be documented in the offender management system. Verification may be through pregnancy testing with the offender's signed consent.

- (2) The Probation and Parole Officer shall review the offender's record to assess if the offender's offense or pending charges meet the eligibility criteria for Women's Medical Release as outlined in Subsection II (A)(1).

- (3) The Officer shall provide the offender's information to the Classification Branch, who shall review the offender's record with Offender Information Services to confirm eligibility and coordinate with the Division of Substance Abuse and the Division of Probation and Parole.

- (4) The Division of Substance Abuse shall assess for a substance abuse disorder and document the assessment results in the offender management system. The Division of Substance Abuse shall notify the Classification Branch and Offender Information Services of the determination.

Policy Number	Effective Date	Page
25.13	January 4, 2019	7

- (5) The Classification Branch shall document the eligibility determination for Women's Medical Release in the offender management system.
 - (6) Offender Information Services shall review for release to Women's Medical Release. Approval for release shall be documented in the offender management system. Offender Information Services shall notify the Classification Branch and Probation & Parole, who shall coordinate the offender's release to Women's Medical Release.
- c. If the offender meets the eligibility requirements for Women's Medical Release:
- (1) A Probation and Parole Officer shall provide the offender information about Women's Medical Release:
 - (a) The offender shall indicate agreement to participate and abide by the conditions of Women's Medical Release.
 - (b) If an offender refuses to abide by the conditions of Women's Medical Release, it shall be considered a refusal, with the offender no longer eligible for Women's Medical Release.
 - (c) The offender's agreement to participate or refusal shall be documented in the offender management system.
 - (2) An eligible offender shall be provided information about Women's Medical Release. The steps in Subsection (1) of this section shall apply regardless of compliance with supervision.
 - (3) An eligible offender who previously completed substance abuse treatment and is currently compliant with supervision but is not clinically determined to need licensed inpatient residential substance abuse treatment, shall remain eligible for Women's Medical Release under KRS 439.3110.
 - (a) The offender shall acknowledge receipt of the information and shall agree to participate in the conditions of Women's Medical Release, to include licensed inpatient residential substance abuse treatment.

Policy Number	Effective Date	Page
25.13	January 4, 2019	8

- (b) Failure to agree to participate in licensed inpatient residential substance abuse treatment shall be considered as a refusal. Refusal shall be documented in the offender management system.
 - (c) An offender shall not be eligible for release to Women's Medical Release unless admitted to a licensed inpatient residential treatment program.
 - (4) Upon notice of an eligible offender's agreement to participate, the Probation & Parole Regional Manager shall communicate with the Classification Branch and the Division of Substance Abuse, who shall coordinate a treatment placement for the offender. The offender may choose a licensed inpatient residential treatment program of her choice and provide verification of acceptance into the program. The offender shall remain in custody or on active supervision until a bed is available.
 - (5) Prior to release, the offender shall sign conditions of release and a release of information for the licensed inpatient residential treatment program which shall be retained in the offender management system.
 - (6) Probation and Parole shall assist in arranging transportation to the licensed inpatient residential treatment program, if needed.
 - (7) The Division of Probation and Parole shall document the offender's entrance to the licensed inpatient residential treatment program in the offender management system.
 - (8) Upon release, the Officer shall update the offender's status in the offender management system to show Women's Medical Release. (9) While on Women's Medical Release, the offender shall be monitored according to Subsection II (F).
- 2. Offenders subject to orders of the Court under Misdemeanor Probation, Pre-trial Diversion, Probation, or Shock Probation:
 - a. If an offender under the jurisdiction of the Court is pregnant:
 - (1) The Officer shall review the current or pending offense to determine if the offender meets the eligibility requirements

Policy Number	Effective Date	Page
25.13	January 4, 2019	9

for Women's Medical Release under pregnancy release conditions established in KRS 439.3110.

- (2) The offender shall provide verification of the qualifying medical condition which shall be documented in the offender management system.
 - (3) The Officer shall review the Women's Medical Release acknowledgement form for eligible offenders under the Court's jurisdiction. The signed form shall be documented in the offender management system.
 - (4) The Officer shall notify the Court through a special supervision report for the Court's ruling and order on eligibility and release, including a determination of a substance use disorder.
 - (5) The Court's ruling and order shall be documented in the offender management system.
 - (6) If the Court orders release in accordance with KRS 439.3110, the Officer shall modify the offender's status in the offender management system to reflect Women's Medical Release.
 - (7) If the Court terminates the sentence early or returns the probationer to supervision following a violation of Women's Medical Release, Probation & Parole shall update the offender's status in the offender management system according to the Court's order.
- b. If a probationer is pregnant and incarcerated for violations of supervision, the jail shall notify the Officer who shall follow the steps outlined in Subsection (a) of this section.
 - c. If requested by the Court, the Division of Substance Abuse may conduct a substance abuse assessment to determine eligibility for Women's Medical Release. The Division of Substance Abuse shall procure placement for an offender in a licensed inpatient residential treatment program if the Court orders the offender to be supervised by Probation & Parole while on Women's Medical Release.
3. If an eligible offender is before the Court for sentencing:

Policy Number	Effective Date	Page
25.13	January 4, 2019	10

- a. The Presentence Investigation Report shall indicate the offender's apparent eligibility for Women's Medical Release under KRS 439.3110.
 - b. If the offender is on Women's Medical Release at the time of sentencing or is placed on Women's Medical Release by the Court at sentencing, Probation and Parole shall enter the order for Women's Medical Release pursuant to KRS 439.3110 and update the offender management system to reflect Women's Medical Release status.
 - c. If the offender is not on Women's Medical Release at the time of sentencing and the Court sentences the offender to a state sentence of incarceration, the Department shall review the offender for Women's Medical Release eligibility and if eligible, shall release the offender as authorized by KRS 439.3110, following the steps outlined in Subsection II (A) and II (C).
 - d. If the offender is not on Women's Medical Release at the time of sentencing and the Court places the offender on supervision, the Officer shall review the offender for Women's Medical Release eligibility and follow the steps as outlined for Community Supervision Offenders in Subsection II (E) of this policy, unless previously denied by the Court.
4. Kentucky offenders on interstate compact supervision in another state:
- a. If a Kentucky offender currently on interstate compact supervision in a receiving state is pregnant, the Interstate Compact Office shall follow the steps in Subsection II (E)(1)(b) or (E)(2)(a) to determine eligibility.
 - b. If the offender meets the eligibility requirements for Women's Medical Release, the Interstate Compact Office shall facilitate contact with the other state agency to inquire if the offender agrees to participate.
 - c. As facilitated by the Interstate Compact Office, the offender shall be informed about Women's Medical Release as outlined in Subsection II (E)(1) through (3). The Offender shall be notified of the obligation to enter a licensed inpatient residential treatment program as defined in this policy.
 - d. Upon notice of an eligible offender's agreement to participate, the Interstate Compact Office shall communicate with the Division of Substance Abuse to locate placement for the inmate in a licensed

Policy Number	Effective Date	Page
25.13	January 4, 2019	11

inpatient residential treatment facility. The offender may choose a licensed inpatient residential treatment program of her choice and provide verification of acceptance into the program. The offender shall remain incarcerated or on active supervision until a bed is available.

- e. Once a bed is obtained, the offender's signature for the conditions of release and release of information shall be facilitated through the Interstate Compact Office, with all documentation uploaded in the offender management system.
- f. If a bed is obtained, reporting instructions shall be issued to the licensed inpatient residential treatment program. The offender's entrance to the licensed inpatient residential treatment program shall be documented in the offender management system. Upon confirmation of the offender's entrance to the licensed inpatient residential treatment program, the Interstate Compact case shall be closed.
- g. The offender's status in the offender management system shall be updated to reflect Women's Medical Release and the offender monitored in accordance with Subsection II (F). All correspondence for interstate compact offenders shall be conducted in accordance with CPP 27-14-01.

- 5. If the offender is currently before the Parole Board for violations of supervision:
 - a. If the offender is currently held on a parole violation warrant, a request may be submitted to the Parole Board to rescind the warrant to allow for release to Women's Medical Release.
 - b. Parole Board warrants that have not been rescinded shall remain pending.

F. Monitoring of Individuals on Women's Medical Release

- 1. For individuals released by the Department to Women's Medical Release, the Division of Probation and Parole shall monitor entrance and completion of the licensed inpatient residential treatment program. The Division of Substance Abuse shall procure verification of program completion. Program completion shall be documented in the offender management system.

Policy Number	Effective Date	Page
25.13	January 4, 2019	12

2. Immediately upon release from the licensed inpatient residential treatment program, the individual shall report to the Division of Probation and Parole for updated conditions of Women's Medical Release.
3. Individuals released by the Department to Women's Medical Release shall be subject to monitoring.
4. When releasing an offender to Women's Medical Release who has a detainer, the Department of Corrections staff shall instruct the offender to report to Probation & Parole upon release from the detainer. Individuals on Women's Medical Release who are released to a detainer shall be monitored by the Parole to Hold caseload. Once the offender is released from the detainer, the offender shall report to Probation & Parole for further instructions. The offender may be held in custody until a bed date is available.
5. Inmates and Post Release Supervision Offenders released to Women's Medical Release shall receive the same credits toward their sentence as those awarded to parole offenders.
6. If the Department receives notice of an individual's non-compliance with Women's Medical Release, violation procedures according to Subsection II (G) shall be followed.
7. For record keeping purposes, violations of Women's Medical Release shall be documented in KOMS in the same manner as a violation of supervision.
8. Upon reaching the expiration date, unless a violation is pending, the offender shall be discharged at minimum expiration date.

G. Violation Procedures

1. Violation Procedures for an Inmate
 - a. If an inmate on Women's Medical Release fails to comply with the conditions of release required in KRS 439.3110(1)(b), the inmate shall be returned to custody to serve the remainder of her sentence as well as any subsequent sentence incurred.
 - b. Upon notification that an inmate is noncompliant with Women's Medical Release conditions:
 - (1) Documentation of the violation shall be entered in the offender management system.

Policy Number	Effective Date	Page
25.13	January 4, 2019	13

- (2) The Commissioner's Office or designee shall be notified and shall proceed with issuing a warrant. Once the warrant is issued, designated staff in Central Office shall enter the inmate's name and identifying data into NCIC and LINK with a nationwide pick-up radius with no bond amount set.
- (3) Upon notification of a new arrest, a detainer shall be filed with the agency where the inmate is lodged.
- (4) If arrested out of state, the inmate shall be subject to extradition back to Kentucky for service of sentence.
- (5) Upon service of the warrant, the inmate shall be returned to custody to resume service of the inmate's sentence.
- (6) Offender Information Services shall review the sentence calculations. The Classification Branch shall conduct a classification review in accordance with CPP 18.1.

2. Violation Procedures for an Offender on Post Release Supervision


- a. If an offender on post release supervision fails to comply with the conditions of Women's Medical Release required in KRS 439.3110(1)(b), the offender shall be returned to her previous supervision status.
- b. Documentation of the violation shall be entered in the offender management system.
- c. The violation which resulted in the removal from Women's Medical Release shall not be considered a violation of supervision conditions and cannot be used in violation proceedings against the offender.
- d. Minor violations shall be handled according to CPP 27-15-03.
- e. Violation Procedures for an offender under Women's Medical Release:
 - (1) Upon notice of failure to comply with Women's Medical Release conditions, the Officer shall provide notification to the offender of the violations with instructions to report immediately to the Probation and Parole Office for further instructions. If the offender is in custody, they shall be instructed to report immediately upon release.

Policy Number	Effective Date	Page
25.13	January 4, 2019	14

- (2) The offender management system shall be updated to reflect the offender's return to the previous supervision status.
- (3) Future violations of supervision shall be handled in accordance with CPP 27-15-03.

f. Specific Violations

- (1) Subsection II (G)(2)(c) notwithstanding, the Officer shall obtain a Commissioner's warrant following the procedure outlined in Subsection II (G)(1)(b), if an offender on post release supervision fails to comply with the conditions of Women's Medical Release by the following:
 - (a) The offender fails to respond to the Officer's instruction issued under Subsection II (G)(2)(e)(1);
 - (b) The offender is considered high risk due to illegal substance use while pregnant;
 - (c) The offender absconds and is unavailable for supervision; or
 - (d) The violation results from an arrest or charge which threatens public safety.
- (2) The issuance of a warrant for noncompliance with the conditions of Women's Medical Release shall terminate Women's Medical Release.
- (3) Following arrest, the offender shall be returned to the previous supervision status with the supervision type updated in the offender management system. The offender shall re-sign conditions of supervision.

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.035, 197.020, 197.045, 197.170, 309.080, 439.580, 440.010, 441.005, 441.146, 441.148, 520.010, 532.100 CPP 15.2, 15.3, 28-03-02	25.14	11
	November 13, 2018	January 4, 2019
	REENTRY CENTER PROGRAM	

I. DEFINITIONS

"Director of Population Management" means the supervisor who approves an inmate for placement in jails and in halfway house facilities throughout the state.

"Deferment" means a Parole Board action in which the final decision concerning parole for an inmate is delayed for a certain number of months.

"Escape" is defined in KRS 520.010(5).

"Jail" means a jail as defined by KRS 441.005(1) or a regional jail as defined by KRS 441.005(7), but shall not include juvenile facilities for this policy.

"Meritorious good time" means a sentence credit that may be awarded at the discretion of the Commissioner or his designee not to exceed seven (7) days per month pursuant to KRS 197.045(1)(b)(2).

"Parolee" means a person who has been released from a correctional facility to parole.

"Probationer" means a person convicted but not yet imprisoned, on the conditions of continued good behavior and regular reporting to a probation officer.

"Reentry center" means a reentry center as defined by KRS 441.005(9).

"Reintegration" means the process of preparing both community and offender for his return as a productive and accepted citizen.

"Relative" is defined in KRS 439.580(5).

"Statutory good time" means a sentence credit that may be awarded pursuant to KRS 197.045(1)(b)(1).

Policy Number	Effective Date	Page
25.14	January 4, 2019	2

II. POLICY and PROCEDURES

The Kentucky Department of Corrections shall administer the reentry center program for the purpose of diverting offenders from an institution or jail and reintegrating them into society. An individual in the program shall be serving a felony sentence in an institution or jail.

A. Reentry Center Requirements

A jail may operate a reentry center, with the approval of the Department of Corrections.

Pursuant to KRS 441.146(1), a reentry center shall:

1. Employ a program coordinator responsible for oversight of the reentry center;
2. Offer residents at least one (1) vocational training program approved by the Department of Corrections;
3. Offer residents at least two (2) other evidence-based programs approved by the Department of Corrections;
4. Review each participant's case with a certified alcohol and drug counselor as defined in KRS 309.080(2);
5. Require residents to participate in family outreach and community involvement programs;
6. Require residents to seek or maintain employment in the community. The reentry center:
 - a. shall require ten percent (10%) of the resident's income to be deposited into a savings account;
 - b. shall require fifteen percent (15%) of the resident's income to be directed to payment of restitution if applicable; and
 - c. may charge each resident a fee of not more than twenty percent (20%) of the resident's income; and
7. Report data as required by the Department of Corrections in order to allow evaluation of the effectiveness of the reentry center.

B. An inmate meeting the following criteria may be recommended for transfer to a reentry center. An inmate shall:

1. Have less than twelve (12) months until the expected expiration of his or her sentence;

Policy Number	Effective Date	Page
25.14	January 4, 2019	3

2. Be a Class D or D Extended inmate with minimum or community custody or a Class C inmate with community custody;
3. Be a Class B felon with minimum or community custody;
4. Not have a documented behavior that equates to a CPP 15.2 Category III-11 or Category IV or higher rule violation or a criminal conviction within the last sixty (60) days.
5. Be physically and psychologically capable of functioning in the reentry center without ongoing professional intervention.

C. Parolee and Probationer Placements

1. Parolees selected for placement in a reentry center program as a graduated sanction shall be approved by a supervisor. Placement in a reentry center program shall be assigned by the Community Placement Office. Parolees participating in a reentry center program shall be allowed a maximum stay of twelve (12) months in a reentry center facility.
2. A probationer, as part of an alternative sentence, shall be placed in a reentry center in accordance with the terms outlined in the court order.

D. County Inmate Placements

The jailer may establish criteria for the placement of county inmates currently housed in the local jail if bed space is available.

E. Placement Priorities

1. Each offender's eligibility and needs assessment shall dictate the appropriateness of a reentry center placement as a graduated sanction or reintegration mode of case management.
2. Priority shall be given to:
 - a. Qualified state inmate
 - b. Qualified parolee
 - c. Qualified probationer

F. Reentry Center Transfer Process

1. An inmate transferred to a center shall be coordinated by the Classification

Policy Number	Effective Date	Page
25.14	January 4, 2019	4

Branch.

2. If an inmate is transferred to a reentry center, the medical record shall be sent to the receiving reentry center.
3. An inmate transferred to a reentry center shall bring all personal belongings with him.
4. The offender record shall be maintained in the offender management system by Offender Information Services staff. If transferred, the money in the inmate's account shall be sent to the appropriate personnel at the reentry center for deposit in an account for the inmate at the reentry center.

G. Transfers from Reentry Centers

1. An inmate in the reentry center may be transferred back to an institution or jail. The reason for a transfer may include a medical problem, disciplinary problem, protective custody need, and parole deferment. In all cases, a transfer shall require approval by the Director of Population Management.
2. If transfer is required, the Reentry Center Coordinator or designee shall notify Population Management staff.

H. Annual Inmate Photographs

A new photograph shall be taken annually of each state inmate in a reentry center. The updated photograph shall be obtained on the anniversary date of the inmate's conviction. The photograph shall be immediately placed in the offender management system by reentry center staff.

I. Transportation from Jail Reentry Centers

An inmate in the reentry center shall be transported by reentry center personnel as the need arises. This may include Parole Board hearings, shock probation hearings, and transfers back to an institution or jail.

J. Disciplinary Problems

1. A reentry center inmate shall be subject to the rules of conduct particular to each reentry center in addition to the Department of Corrections policies and procedures. Reentry center sanctions shall be used for internal control; however, an offense which may result in segregation and statutory loss of good time shall be documented and the inmate transferred back to an institution or jail. A reentry center occurrence report describing the nature of the occurrence and a summary of the investigation shall be uploaded into the offender management system by reentry center staff. A disciplinary

Policy Number	Effective Date	Page
25.14	January 4, 2019	5

transfer shall require approval by the Director of Population Management or designee.

2. The reentry center occurrence report shall include:
 - a. The date and time of the incident;
 - b. A listing of the personnel involved;
 - c. A detailed summary of the nature of the occurrence described by the person who witnessed the incident including the reentry center staff or work supervisor;
 - d. Any necessary documentation attached to the report.

K. Reentry Center Release Procedures

Proper care shall be given towards the handling of the legal release of an inmate in the reentry center program.

1. Court Order Shock Probation
 - a. Application: The reentry center staff shall facilitate contact with the local Public Advocate's Office concerning an application for court ordered shock probation, legal problems, and questions the reentry center inmate may have.
 - b. Transportation: The reentry center staff shall provide transportation for a verified court order to produce the inmate for a shock probation hearing. Prior to the hearing, the reentry center staff shall review available information to ascertain whether the inmate is serving a sentence from another court or has a detainer.
 - c. Release: If an order to release an inmate is received through the mail, fax, or any other method, it shall be forwarded to Central Office Offender Information Services for review. The Circuit Court Clerk's office shall be contacted by Central Office Offender Information Services to verify the order upon advisement that shock probation has been granted. Upon authorization that the inmate may be released per the court order, Central Office Offender Information Services shall notify the Reentry Center Operator and Probation and Parole Officer as well as forward a Notice of Discharge and advise of any detainers that may be present. A copy shall be taken to the Reentry Center Operator by the Probation & Parole Officer and the inmate advised of any stipulations concerning the probation. If the Probation and Parole Officer is unable to be present at the center, a

Policy Number	Effective Date	Page
25.14	January 4, 2019	6

telephone call may be made to the center operator advising him to release the particular inmate.

2. Parole Release

- a. Every effort shall be made by the Probation and Parole Officer to assist the inmate in seeking employment and home placement.
- b. An inmate recommended for parole shall be released on parole pursuant to procedures outlined in CPP 28-03-02 (Release on Parole). Once the parole papers are received, the Probation and Parole Officer shall instruct the parolee to sign the certificate and issue the original copy to the parolee. The signed parole certificate and notice of discharge shall be documented in the offender management system.

3. Expiration Release

For a release upon expiration of sentence, Central Office Offender Information Services shall authorize an inmate's release by forwarding a notice of discharge to the Reentry Center operator and Probation and Parole. Notice of the inmate's release shall be made by Offender Information Services pursuant to KRS 197.170.

L. Escape

An inmate who does not return from furlough or who escapes from a reentry center shall be prosecuted for escape. The following procedures shall be followed to ensure the apprehension of the escapee in a timely and well organized manner.

1. Responsibility of the Jailer, Jail Administrator, or designee

- a. Within one (1) hour of the escape, the Jailer, Jail Administrator, or designee shall provide notification to:
 - (1) Division of Reentry staff
 - (2) Victim Information Notification System (VINE)
 - (3) Local law enforcement and state police; and
- b. Prepare an extraordinary occurrence report within twenty-four (24) hours and submit it to the Division of Reentry designee and enter documentation in the offender management system.

2. Responsibilities of the Division of Reentry designee

Policy Number	Effective Date	Page
25.14	January 4, 2019	7

- a. Upon notification of details of escape, submit all information regarding the escape to Adult Institutions to be distributed to the proper authorities.
- b. Immediately provide notice to Central Office Local Facilities staff for warrant entry into the National Crime Information Center (NCIC).
- c. If an inmate is released erroneously from a reentry center prior to the service of his sentence, the Division of Reentry designee shall secure a warrant for escape as provided in KRS 440.010(1) from the designated Local Facilities staff.
- d. If the escapee has relatives in other states or it is known that the escapee is heading to another state, assistance in apprehending the escapee may be obtained through the United States Attorney or local law enforcement. A request for assistance may include a copy of the escape flyer and other pertinent information such as relatives, addresses, city, and state.
- e. A notice of discharge showing that the inmate was discharged by escape shall be prepared by Offender Information Services and uploaded to the offender management system. Notice of the inmate's release shall be made pursuant to KRS 197.170.

M. Apprehension of Escapee

1. Once the escapee is apprehended, the Division of Reentry designee shall be notified. Additionally, the escapee's name shall be removed from NCIC and VINE.
2. If the probation and parole officer is successful in apprehending an escapee, the escapee shall be returned directly to a designated secure institution.
3. If the escapee is apprehended by a local official on the county's escape warrant, the escapee shall be lodged in the local jail. The Probation and Parole Officer shall immediately lodge a detainer and request a copy of the warrant. Upon receipt of the warrant, the detainer shall be removed and the warrant lodged as the detainer. Additionally, the date the detainer is withdrawn shall be marked on the detainer stub.
4. Upon apprehension, the Warrants & Extradition Office shall provide escape apprehension notification to Adult Institutions, Offender Information Services, Classification, and Reentry.

Policy Number	Effective Date	Page
25.14	January 4, 2019	8

5. Upon notification, Classification shall reclassify the offender to a designated secure local facility or direct transfer of the inmate to an appropriate secure institution if statutorily ineligible for housing in a local facility as the inmate's classification allows. The offender shall be transported by Reentry Center staff. If local charges are incurred with apprehensions, the offender may be transferred to an institution with a detainer filed.
6. If the escapee is apprehended out of state, the Warrants & Extradition Office, in conjunction with the Division of Reentry designee, shall coordinate and schedule return arrangements. The escapee shall sign a waiver of extradition before arrangements may be completed for return or else an extradition proceeding shall be made through the Governor.
7. If the escapee is apprehended, the Division of Reentry designee shall have the warden's warrant returned and placed in the inmate file.
8. Upon notification that an escapee has been apprehended, the Division of Reentry designee, through Adult Institutions, shall notify the proper authorities, including Classification, Adult Institutions, Administrative Services, and Offender Information Services.
9. All documentation regarding the offender's apprehension shall be uploaded in the offender management system.

N. Medical Needs of Reentry Center Inmates

1. An inmate classified to a reentry center shall be capable of functioning without significant ongoing professional intervention for physical or psychological problems. If the need for ongoing intervention develops, the inmate may be returned to an appropriate institution or jail.
2. The day-to-day minor medical needs shall be handled by the reentry center operator in the same fashion as his general population.
3. An immediate need shall be taken care of by the center with notification to the Division of Reentry designee.
4. In most cases, medical needs may be handled by the available local health services. The Division of Reentry designee shall work closely with the Department's Medical Services and provide direction concerning requests for medical care which are not of an immediate nature and cases in which local medical personnel recommend hospitalization.

Policy Number	Effective Date	Page
25.14	January 4, 2019	9

5. Bills for hospital admission shall be sent to the Department of Correction's administrative billing services and the Department's contracted medical services provider.
6. The Department's Medical Services shall provide direction as to what action shall be taken.

O. Employment Rules

The following employment rules shall be followed at each reentry center:

1. A log shall be maintained at each reentry center documenting departure and arrival of each inmate from the center and his assigned work location;
2. One (1) supervisor or point of contact shall be assigned for each employment location;
3. An inmate shall not be allowed to visit with a friend or relative while at work;
4. The inmate shall remain in his assigned work area while at work;
5. An inmate shall not be eligible for pay from the Department of Corrections;
6. Misconduct, fighting, stealing, leaving the work site without supervision, or possession of contraband shall be reported to the Program Coordinator immediately;
7. A reentry center inmate assigned to an employment location shall sign the Work Assignment Payment Agreement, prior to an inmate being assigned to a work location; and
8. A reentry center inmate assigned to an employment location shall sign the Work Experience Code of Conduct prior to being assigned to a work location.

P. Meritorious Good Time

An inmate may be eligible for an award of meritorious good time in accordance with Corrections Policy and Procedure 15.3.

Q. Reentry Center Monthly Report

The Reentry Center shall prepare a monthly report to be sent to the Division of Reentry designee.

Policy Number	Effective Date	Page
25.14	January 4, 2019	10

R. Division of Reentry Responsibilities

The Division of Reentry shall coordinate and monitor the reentry center program to insure compliance with Department of Corrections Policies and Procedures, contractual requirements, and rules pertaining to the reentry center program. The Reentry Division shall:


1. Assist the reentry center in obtaining vocational, educational, and other evidence-based programs that benefit the reentry center inmate;
2. Make recommendations to the Jailer, Program Coordinator or designee as to the appropriate work assignments for the inmate;
3. Meet a minimum of once-per month with the Jailer, Program Coordinator, or designee regarding the reentry center program;
4. Check the jail log monthly to determine the arrival and departure of the inmate on work assignment, furlough, or other approved release;
5. Coordinate annual training of work supervisors and training for new supervisors prior to being assigned inmates;
6. Check to insure that the work supervisor has signed and understands the work supervision rules;
7. Check to insure that the reentry center inmates have signed and understand the work code of conduct;
8. Review monthly reentry center reports;
9. Forward written reports Commissioner or designee of violations regarding compliance with contractual agreements and rules for the reentry center program;
10. Provide notification to the Classification Branch if an inmate is removed from the reentry center on violations and returned to custody; and
11. Perform other related duties as assigned.

S. Responsibilities of the Jailer or Program Coordinator

The Jailer or Program Coordinator to ensure public safety shall provide adequate supervision and close monitoring of the reentry center inmates. In order for the program to be successful in the local community and statewide, the following minimum requirements shall be met by the Jailer or Program Coordinator. The Jailer or Program Coordinator or designee shall:

Policy Number	Effective Date	Page
25.14	January 4, 2019	11

1. Provide the inmate with a copy of the rules regarding the reentry center program;
2. Consult with the Reentry Division designee concerning the inmate job assignment and advise the Reentry Division designee of a change in the work assignment;
3. Visit each work site a minimum of once each month to ensure proper work supervision and document the visit in a log;
4. Meet with the work supervisor biannually to review work assignments, disciplinary problems, and supervision requirements;
5. Work to minimize contact between a reentry center inmate and the general public except on a work detail or approved supervised recreational activity;
6. Coordinate and schedule contact visitation, work details, use of exercise, and multi-purpose areas; and
7. Ensure that the reentry center inmate is properly supervised by trained staff if outside the security of the reentry center for a purpose other than a normal work assignment. An adequate staff to inmate ratio shall be maintained to ensure proper supervision based on the security needs. Outside activities shall be approved by the Reentry Division designee.

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	25.15	5
	Date Filed	Effective Date
	MAY 15 2024	
	Supersedes Effective Date	
Authority/References	Subject	
KRS 196.035, 197.020, 439.3405; 2018 Ky. Acts 169, 2020 Ky. Acts 92, 2022 Ky. Acts 199 ACA 5-ACI-5B-10, 5-ACI-6A-07, 5-ACI-6D-05	EARLY MEDICAL PAROLE REVIEW	

I. DEFINITIONS

“Dependent on external life support systems” means ventilator dependent.

“Documented terminal medical condition” means medical conditions as defined in KRS 439.3405 where 1) death is likely to result within one (1) year; 2) the inmate has an end-stage or severe chronic condition, such as lung disease, heart disease, or severe neuromuscular disease; 3) the inmate has severely limited mobility; or 4) is dependent on external life support systems.

“Infirm parole” means release to parole for infirm inmates under statutory authority through 2018 Ky. Acts 169, 2020 Ky. Acts 92, 22 RS HB 1, or future enactments of these provisions.

“Medical parole” means the parole of inmates with a terminal medical condition pursuant to KRS 439.3405.

"Primary care provider" means the institutional physician, nurse practitioner, or physician assistant who evaluates the inmate's total health needs, provides personal medical care, and, if medically needed, preserves continuity of care and coordinates other providers of health services.

II. POLICY AND PROCEDURE

A. Inmates with a documented terminal medical condition may be reviewed for early medical parole eligibility to a medical facility or family home placement under KRS 439.3405.

1. The primary care provider shall initiate the evaluation for consideration of early parole due to terminal illness. A comprehensive medical review shall be completed by the primary care provider and submitted to the Health Services Administrator. The following areas shall be addressed in the medical review:

Policy Number	Effective Date	Page
25.15		2

- a. Current diagnosis;
 - b. Treatment needs;
 - c. Ability to perform daily living activities;
 - d. Ambulatory or non-ambulatory;
 - e. Mobility aid and walking aid requirements; and
 - f. Approximate life expectancy.
2. The Health Services Administrator shall verify all information in the medical review and forward the report to the Warden or designee.
 3. The Warden or designee shall initiate the following:
 - a. A home placement review conducted by Division of Reentry staff members.
 - (1) Reentry staff shall document in the offender management system all attempts to locate a home placement for the inmate and if the inmate requires a nursing home placement.
 - (2) All efforts shall be exhausted in attempting to locate a placement for an inmate, either a home placement in the community or at a nursing care facility.
 - (3) Staff shall document in the offender management system if a placement is not able to be located for the inmate.
 - b. A clearance check conducted by Offender Information Services. Information on pending charges or detainers shall be included.
 4. The Warden or designee shall assemble a medical parole review packet that includes the following:
 - a. A pre-parole progress report from the offender management system; and
 - b. A memorandum to the Commissioner of the Department of Corrections that:
 - (1) States the appropriate statute or legislative authority under which the inmate is being recommended for early medical

Policy Number	Effective Date	Page
25.15		3

parole;

- (2) Details the inmate's home placement plan;
 - (3) Provides the results of the records clearance check;
 - (4) Includes the pre-parole progress report from the offender management system as an attachment; and
 - (5) Includes the medical report from the primary care provider as an attachment.
5. The Warden or designee shall forward the early medical parole recommendation packet to the Department of Corrections Medical Director. The Medical Director shall review the packet and make a recommendation for or against review for medical parole and shall submit the packet to the Commissioner of the Department of Corrections.
 6. The Commissioner shall review the information provided and decide for or against medical parole review.
 - a. If approved, the Commissioner shall request consideration by the Parole Board and submit the early medical parole packet to the Parole Board.
 - b. If denied, the Commissioner shall document the denial with notice provided to the Medical Director, the Warden, and the inmate.
 - c. The request for medical parole review and the Commissioner's decision shall be uploaded to the offender management system by Commissioner's Office staff.

B. Infirm Parole

1. Infirm parole has been included in the Budget Bill in funding for the Justice and Public Safety Cabinet under Corrections. This pilot program shall be conducted for the duration of the statutory authority.
2. For infirm parole, an eligible inmate shall:
 - a. Be determined by the primary care provider to be:
 1. Physically or mentally debilitated, incapacitated, or infirm due to age, disease, or chronic illness, or other significant impairment rendering the inmate incapable of providing their own basic living needs even with assistive devices and

Policy Number	Effective Date	Page
25.15		4

- accommodations; and
2. Substantially dependent on others for the activities of daily living.
 - b. Not be convicted of a capital offense or sex crime as defined in KRS 17.500;
 - c. Have reached his parole eligibility date or have served at least half of his sentence; and
 - d. Have placement in a licensed long-term-care facility, nursing home, or family placement within the Commonwealth.
 3. Nursing Care Facility Placement Efforts for Infirm Parole Eligible Inmates
 - a. A placement review shall be conducted by Division of Reentry staff and all attempts to locate a placement for the inmate at a nursing care facility shall be documented in the offender management system.
 - b. All efforts shall be exhausted in attempting to locate a placement for an inmate.
 - c. Staff shall document in the offender management system if a placement cannot be located for the inmate.
 4. The Warden or designee shall assemble an infirm parole review packet and submit it to the Commissioner for any inmate who meets the eligibility requirements. The packet shall include the following:
 - a. A memorandum to the Commissioner of the Department of Corrections that lists the appropriate statute or legislative authority under which the inmate is eligible for infirm parole;
 - b. A medical report from the primary care provider that includes:
 - (1) Current diagnosis;
 - (2) Treatment needs;
 - (3) Ability to perform daily living activities;
 - (4) Ambulatory or non-ambulatory;
 - (5) Mobility aid and walking aid requirements; and

Policy Number	Effective Date	Page
25.15		5

- (6) Approximate life expectancy;?
 - c. Documentation from the offender management system that the inmates meets criteria by offense, parole eligibility, or length of sentence served;
 - d. Documentation of the inmate's placement at a nursing care facility;
 - e. Results of the records clearance check with information on pending charges or detainers included;
 - f. Pre-parole progress report from the offender management system.
4. The Commissioner shall certify that the inmate meets the statutory criteria and provide notice to the Parole Board. Documentation of the Commissioner's review and certification shall be entered in the offender management system by Commissioner's Office staff.