

APR 28 2026

*Ange Darnell*

REGULATIONS COMPILER

1 JUSTICE AND PUBLIC SAFETY CABINET

2 Department of Corrections

3 (Amendment)

4 501 KAR 6:230. Little Sandy Correctional Complex.

5 RELATES TO: KRS Chapters 196, 197, 439

6 STATUTORY AUTHORITY: KRS 196.035, 197.020, 439.470, 439.590, 439.640

7 CERTIFICATION STATEMENT:

8 NECESSITY, FUNCTION, AND CONFORMITY: KRS 196.035, 197.020, 439.470, 439.590, and

9 439.640 authorize the Justice and Public Safety Cabinet and Department of Corrections to

10 promulgate administrative regulations necessary and suitable for the proper administration of the

11 department or any division therein. These policies and procedures are incorporated by reference in

12 order to comply with the accreditation standards of the American Correctional Association. This

13 administrative regulation establishes the policies and procedures for the Little Sandy Correctional

14 Complex.

15 Section 1. Incorporation by Reference.

16 (1) "Little Sandy Correctional Complex Policies and Procedures", April 28, 2026 [~~September 11,~~

17 ~~2017~~], are incorporated by reference. Little Sandy Correctional Complex Policies and Procedures

18 include: LSCC 01-12-01 Public Information and Media Communication (Amended

19 4/28/26[~~9/11/17~~]) LSCC 02-01-03 Fiscal Management Agency Funds (Amended

20 4/28/26[~~9/11/17~~]) LSCC 06-01-01 Offender Records (Amended 4/28/26[~~6/28/17~~]) LSCC 08-01-

21 01 Occupational Exposure to Serious and Infectious Diseases (Amended 4/28/26[~~6/28/17~~])

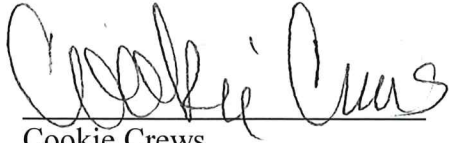
1 LSCC 10-01-01 Special Management Unit~~[Restrictive Housing Unit]~~ (Amended  
2 4/28/26~~[9/11/17]~~) LSCC 10-02-01 Restrictive Movement (Added 4/28/26) LSCC 11-02-01 Food  
3 Service Security (Amended 4/28/26~~[6/28/17]~~) LSCC 11-03-0 1 Dining Room Rules (Amended  
4 4/28/26~~[Added 6/28/17]~~) LSCC 11-06-01 Health Requirement of Food Handlers (Amended  
5 4/28/26~~[6/28/17]~~) LSCC 11-07-01 Food Service: Inspections and Sanitation (Amended  
6 4/28/26~~[6/28/17]~~) LSCC 12-01-01 Clothing, Bedding, Hygiene Supplies and Barber Shop  
7 (Amended 4/28/26~~[6/28/17]~~) LSCC 13-02-01 Sick Call, Clinic, and Pill Call (Amended  
8 4/28/26~~[Added 9/11/17]~~) LSCC 13-02-02 Medical Services Co-payment (Amended  
9 4/28/26~~[Added 6/28/17]~~) LSCC 13-02-03 Continuity of Care: Health Evaluations, Intra-System  
10 Transfer, Individual Treatment Plans (Amended 4/28/26~~[9/11/17]~~) LSCC 13-03-01 Use of  
11 Pharmaceutical Products (Amended 4/28/26~~[9/11/17]~~) LSCC 13-04-01 Health Records  
12 (Amended 4/28/26~~[Added 9/11/17]~~) LSCC 13-04-02 Psychological and Psychiatric Reports  
13 (Amended 4/28/26~~[Added 9/11/17]~~) LSCC 13-05-01 Management of Serious and Infectious  
14 Diseases (Amended 4/28/26~~[Added 9/11/17]~~) LSCC 13-06-01 Mental Health Services (Added  
15 4/28/26) LSCC 13-06-03 Inmate Observer Program (Added 4/28/26) LSCC 13-08-01 Eye Care  
16 (Amended 4/28/26~~[Added 9/11/17]~~) LSCC 13-09-01 Dental Care (Amended 4/28/26~~[Added~~  
17 ~~6/28/17]~~) [~~LSCC 13-10-01 Transfers and Medical Profiles~~ (Added 6/28/17)] LSCC 13-11-01  
18 Informed Consent (Amended 4/28/26~~[Added 6/28/17]~~) LSCC 13-12-01 Medical Annex  
19 (Amended 4/28/26~~[Added 9/11/17]~~) LSCC 13-13-01 Inmate Self-Administration of Medication  
20 (Amended 4/28/26~~[6/28/17]~~) LSCC 13-15-01 Health Education Program and Detoxification  
21 (Amended 4/28/26~~[Added 6/28/17]~~) LSCC 14-01-01 Inmate Rights and Responsibilities (Added

1 4/28/26) LSCC 14-02-01 Legal Services Program (Amended 4/28/26[6/28/17]) LSCC American  
2 with Disabilities Act 14-03-01 (Added 4/28/26) [LSCC 15-01-01 Drug Abuse Testing (Amended  
3 6/28/17)] LSCC 16-01-01 Inmate Visiting (Amended 4/28/26[6/28/17]) LSCC 16-02-02 Inmate  
4 Correspondence and Privileged Mail (Amended 4/28/26[6/28/17]) LSCC 16-03-01 Inmate  
5 Telephone Communications (Amended 4/28/26 [6/28/17]) LSCC 17-01-01 LSCC Inmate  
6 Property Control (Amended 4/28/26[6/28/17]) LSCC 18-01-01 Inmate Classification (Amended  
7 4/28/26[6/28/17]) LSCC 18-02-01 Meritorious Housing (Amended 4/28/26[6/28/17]) LSCC 19-  
8 01-01 Inmate Work Program (Amended 4/28/26[6/28/17]) LSCC 20-01-01 Educational  
9 Courses[(Programs)] (Amended-04/28/26[6/28/17]) LSCC 21-01-01 Library Services (Added  
10 04/28/26) LSCC 22-01-01 Recreation Programs (Added 4/28/26) LSCC 22-02-01 Inmate Clubs  
11 and Organizations (Amended 4/28/26[6/28/17]) LSCC 22-04-01 Arts and Crafts Programs  
12 (Added 4/28/26) LSCC 23-01-01 Religious Programs (Added 4/28/26) LSCC 24-01-01 Social  
13 Services and Counseling Program (Amended 4/28/26[Added 6/28/17]) LSCC 25-01-02 Inmate  
14 Release Process (Amended 4/28/26[6/28/17]) LSCC 26-01-01 Citizen Involvement and  
15 Volunteer Services Programs (Amended 4/28/26[6/28/17])

16 (2) This material may be inspected, copied, or obtained, subject to applicable copyright  
17 law, at the Justice and Public Safety Cabinet, Office of Legal Services, 125 Holmes Street, 2nd  
18 Floor, Frankfort, Kentucky 40601, phone (502) 564-3279, fax (502) 564-6686, Monday through  
19 Friday, 8 a.m. to 4:30 p.m. This material may be obtained from the Department of Corrections  
20 website at <https://corrections.ky.gov/About/Pages/lrcfilings.aspx>.

501 KAR 6:230. Little Sandy Correctional Complex.

Approved: 4/28/28

A handwritten signature in cursive script, appearing to read "Cookie Crews", written over a horizontal line.

Cookie Crews  
Commissioner  
Department of Corrections

## PUBLIC HEARING AND PUBLIC COMMENT PERIOD

A public hearing on this administrative regulation amendment shall be held Tuesday, July 21, 2026, at 9:00 a.m. at the Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601. Individuals interested in being heard at this hearing shall notify this agency in writing by five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing is received by that date, the hearing may be canceled. This hearing is open to the public. Any person who wishes to be heard will be given an opportunity to comment on the proposed administrative regulation. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted until July 31, 2026. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON: Nathan Goens, Assistant General Counsel, Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601, phone (502) 564-8216, fax (502) 564-6686, email [Justice.RegContact@ky.gov](mailto:Justice.RegContact@ky.gov)

## REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

501 KAR 6:230

Contact Person: Nathan Goens, Assistant General Counsel Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, KY 40601

Phone: (502) 564-3279

Email: Justice.RegContact@ky.gov

Subject Headings: Corrections and Correctional Facilities, Prisons, Crimes and Punishments

(1) Provide a brief summary of:

(a) What this administrative regulation does: This regulation incorporates by reference the policies and procedures governing the Little Sandy Correctional Complex (LSCC).

(b) The necessity of this administrative regulation: This regulation meets statutory requirements in KRS 196.035 and 197.020 and meets American Correctional Association (ACA) policy requirements.

(c) How this administrative regulation conforms to the content of the authorizing statutes: The regulation governs the operations of the Little Sandy Correctional Complex, a correctional institution within the Kentucky Department of Corrections. The authorizing statutes permit the Secretary of the Cabinet or his delegate and the Commissioner to implement or amend practices or procedures to ensure the safe and efficient operation of the Department of Corrections and its institutions.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: The regulation and material incorporated by reference establish the policies and procedures that govern the operations of the Little Sandy Correctional Complex. It provides direction and information to employees, inmates, visitors, and volunteers concerning the rules and operations of the institution.

(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:

(a) How the amendment will change this existing administrative regulation: The amendment maintains the institution's compliance with ACA requirements and updates practices for the institution.

(b) The necessity of the amendment to this administrative regulation: The amendment meets the requirements of KRS 196.035 and 197.020 and revises policies for the institution to update procedures and maintain accreditation with the ACA.

(c) How the amendment conforms to the content of the authorizing statutes: The authorizing statutes permit the Secretary of the Cabinet or his delegate and the Commissioner to implement or amend practices or procedures to ensure the safe and efficient operation of the institution.

(d) How the amendment will assist in the effective administration of the statutes: The amendment provides staff, inmates, volunteers, and visitors information concerning the effective and orderly management of the institution.

(3) Does this administrative regulation or amendment implement legislation from the previous five years? No.

(4) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation: This affects approximately 230 employees and 983 inmates at the Little Sandy Correctional Complex and all volunteers and visitors to the institution.

(5) Provide an analysis of how the entities identified in question (4) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:

(a) List the actions that each of the regulated entities identified in question (3) will have to take to comply with this administrative regulation or amendment: Staff, inmates, volunteers, and visitors will have to follow the changes made in the policies and procedures. They will have to change their actions to comply with the operational changes made by this amendment.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3): An exact cost of compliance is unknown, but it is not anticipated that the amendment to this administrative regulation will increase current costs.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (4): The operational changes will assist in the effective and orderly management of the institution.

(6) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:

(a) Initially: There is not an anticipated cost to implement this regulation.

(b) On a continuing basis: There is not an anticipated continuing cost to implement this regulation.

(7) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation: Funds budgeted to the institution for the biennium.

(8) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment: An increase in fees or funding is not anticipated.

(9) State whether or not this administrative regulation establishes any fees or directly or indirectly increases any fees: The amendment establishes a late fee (\$0.10 per day for the late library items and a fee of \$1 per day for late inter-library loan items) in LSCC 21-01-01, incorporated by reference.

(10) TIERING: Is tiering applied? No. Tiering was not appropriate in this administrative regulation because the administrative regulation applies equally to all those individuals or entities regulated by it.

## FISCAL IMPACT STATEMENT

501 KAR 6:230

Contact Person: Nathan Goens, Assistant General Counsel Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, KY 40601

Phone: (502) 564-3279

Email: Justice.RegContact@ky.gov

(1) Identify each state statute, federal statute, or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 196.035, 197.020

(2) State whether this administrative regulation is expressly authorized by an act of the General Assembly, and if so, identify the act: KRS 196.035, 197.020

(3)(a) Identify the promulgating agency and any other affected state units, parts, or divisions:

Department of Corrections, Little Sandy Correctional Complex

(b) Estimate the following for each affected state unit, part, or division identified in (3)(a)::

1. Expenditures:

For the first year: The administrative regulation impacts how the institution operates but is not expected to increase expenditures.

For subsequent years: The administrative regulation impacts how the institution operates but is not expected to increase expenditures in subsequent years.

2. Revenues:

For the first year: This administrative regulation does not generate revenue.

For subsequent years: This administrative regulation will not generate revenue in subsequent years.

3. Cost Savings:

For the first year: Cost savings are not anticipated in the first year.

For subsequent years: Cost savings are not anticipated in subsequent years.

(4)(a) Identify affected local entities (for example: cities, counties, fire departments, school districts): None

(b) Estimate the following for each affected local entity identified in (4)(a):

1. Expenditures:

For the first year: No affected local entities have been identified.

For subsequent years: No affected local entities have been identified.

2. Revenues:

For the first year: No affected local entities have been identified.

For subsequent years: No affected local entities have been identified.

3. Cost Savings:

For the first year: No affected local entities have been identified.

For subsequent years: No affected local entities have been identified.

(5)(a) Identify any affected regulated entities not listed in (3)(a) or (4)(a): Visitors, volunteers, and Inmates in the in the custody of the Department of Corrections will be affected by this administrative regulation amendment.

(b) Estimate the following for each regulated entity identified in (5)(a):

1. Expenditures:

For the first year: There will be no expenditures for inmates in the in the custody of the Department of Corrections.

For subsequent years: There will be no expenditures for visitors, volunteers, and inmates in the in the custody of the Department of Corrections in subsequent years.

2. Revenues:

For the first year: The administrative regulation amendment will not generate revenue.

For subsequent years: The administrative regulation amendment will not generate revenue in subsequent years.

3. Cost Savings:

For the first year: Cost savings are not anticipated.

For subsequent years: Cost savings are not anticipated.

(6) Provide a narrative to explain the following for each entity identified in (3)(a), (4)(a), and (5)(a):

(a) Fiscal impact of this administrative regulation: The amendment to the administrative regulation impacts how the institution operates but is not expected to have a fiscal impact.

(b) Methodology and resources used to determine the fiscal impact: The administrative regulation and the policies and procedures incorporated by reference were reviewed for possible fiscal impacts, and a significant new fiscal impact was not identified.

(7) Explain, as it relates to the entities identified in (3)(a), (4)(a), and (5)(a):

(a) Whether this administrative regulation will have a “major economic impact”, as defined by KRS 13A.010(13): A major economic impact is not anticipated.

(b) The methodology and resources used to reach this conclusion: The administrative regulation amends an existing administrative regulation and policies and procedures incorporated by reference. The administrative regulation and the policies and procedure incorporated by reference were reviewed for any potential economic impact, and an overall negative or adverse major economic impact was not identified as the Department of Corrections will use existing resources, staff and employees to implement the regulation and policies and procedures.

501 KAR 6:230. Little Sandy Correctional Complex.  
SUMMARY OF MATERIAL INCORPORATED BY REFERENCE

The total number of pages incorporated by reference in the amendment is 161.

ADDITIONS:

LSCC 10-02-01	Restrictive Movement
LSCC 13-06-01	Mental Health Services
LSCC 13-06-03	Inmate Observer Program
LSCC 14-01-01	Inmate Rights and Responsibilities
LSCC 14-03-01	Americans with Disabilities Act
LSCC 21-01-01	Library Services
LSCC 22-01-01	Recreation Programs
LSCC 22-04-01	Arts & Crafts Projects
LSCC 23-01-01	Religious Programs

REVISIONS:

- LSCC 01-12-01 Public Information and Media Communication - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. General language changes were made to increase clarity. The “park and ride at the intersection of State Highway 7 and 504” is substituted for “Building A Staff Parking Lot.” Language restricting restroom access to the media is removed. The language “and family data” is removed as an exclusion to information that may be released on the Resident Record Card. Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 02-01-03 Fiscal Management Agency Funds - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. General language changes were made to increase clarity. Inmate savings account is added. Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 06-01-01 Offender Information - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. General language changes were made to increase clarity. A reference is added to 501 KAR 6:350. “Retiring Inactive Case Records” section is deleted. Language is changed regarding who generates parole eligibility lists. Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 08-01-01 Occupational Exposure to Serious and Infectious Diseases - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the

Authority/References box. "Medical isolation," "Quarantine," "Fomite," and "Aerosols" definitions are added. General language changes were made to increase clarity. Language is revised to update the Exposure Control Plan locations. "(PPE)" is added after "Personal protective equipment" Response Kit is used. Language referencing PPE provided to staff is removed. References to CPP 13.10 are removed. Revised language regarding biohazard spill kit from brand specific to "an institution approved." Revised language for disposal of biohazard waste. "Extraordinary Occurrence" is changed to "Incident." Disposal is added as an option to contaminated staff clothing. "Epidemic/Pandemic Control Plan" is added. Language is removed stating staff are provided protective gloves and CPR shield. Removed directions to staff which do not have to be incorporated into a regulation.

LSCC 10-01-01 Special Management Unit - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. The policy title is changed to "Special Management Unit." "Restricted Housing Unit (RHU)" is changed to "Special Management Unit (SMU)." General language changes were made to increase clarity. Policy is revised to reference CPP 13.12 instead of LSCC 13-06-01. "Assignment to the Special Management Unit (SMU) shall require a detention order" is added. "Shackles" is replaced with "leg restraints." "His property" is changed to "property. Language regarding the searching of hair is added. The language "or who is placed in Administrative Segregation for his protection" is removed. Language permitting grievance aids to meet with a grievant is added. Removed references to CPP 10.2. Policy is amended to include flame-retardant mattress with built in pillow as a furnishing. The word "and" was added to differentiate between speaker and intercom. The word "shower" is changed to "unit." "[A]ccording to the unit schedule" is added. The word "information" is changed to "occurrence" to reflect the title of report forms. The policy is revised regarding meal service procedures. The word "exception" is changed to "refusal" regarding the meal activity sheet. The policy is revised regarding barber services in the unit. "Two (2) bars" is changed to "one (1) bar" of soap allowed from personal property. "Three (3) months" is changed to "month." Language is revised regarding staff recording the issuance of hygiene items. The policy is revised to allow the opportunity to shave and remove the requirement to be clean shaven. The word "safety" is added to razor. The policy is amended to specify the release of one inmate at a time, per walk, per shower. Procedure to escort a MAS inmate to a shower is added. Language to provide educational material "upon request" is revised. Language is revised regarding authorization to exceed school materials property limit. "Shall" is changed to "may" regarding the request of a grievance form. The policy is amended to include "grievance aid" as a source of grievance forms. Language is revised regarding submitting a grievance form. The language "if necessary" is added to the use of the grievance committee speaker phone. Reference is added to the unit schedule for grievance aid visitation. Language is added to include a library drop box for returning books upon release from SMU. "Midnight" is replaced with "evening." The policy is revised to remove deck

shoes, mattress, and pillow from provided property. "One (1) soap" replaces "two (2) soaps." Toothpaste and mattresses with built in pillow are added as provided property. "Two (2) ink pens" is removed. Language is revised to refer to unit rules listed in the intake packet instead of LSCC 17-01-01. "Six (6) books" is changed to "two (2) books." "If one of the two is a religious book as allowed personal property" is added. "And shall not exceed 1 ¼" in diameter" is added. Language regarding medical devices is added. "An inmate may purchase one (1) deodorant" is added. Language specifying the number of inmates allowed per bullpen is changed. "Social Services and Counseling Program" section is removed. "And any approved volunteer" is removed. "Sixty (60)" is changed to "thirty (30)." Language regarding visits is changed. The word "Psychological" is changed to "Mental Health." The reference to LSCC 13-06-01 is changed to LSCC 13-02-01. The word "Assault" is changed to "Assaultive" regarding MAS. The language regarding "regular" opportunity to clean and maintain a cell has been revised to a weekly posted schedule. The word "provide" is changed to "be provided." Section I Observation Cells is added. CPP 9.17 and LSCC 09-02-01 is added as a reference. The words "designated" and "qualified mental health provider" is added. Removed directions to staff which do not have to be incorporated into a regulation.

- LSCC 11-02-01 Food Services: Security - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. General language changes were made to increase clarity. The policy is amended to include the word "department" to correct sentence syntax. Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 11-03-01 Dining Room Rules - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. Language is revised to require inmates to have an ID instead of presenting and ID to staff. The policy is amended to prohibit all food items from being taken from the dining room. The language "responsible for allowing" is changed to "allowed" regarding time to eat a meal. Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 11-06-01 Health Requirement of Food Handlers - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 11-07-01 Food Service: Inspections and Sanitation - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. The word "shift" is changed to "day" regarding the frequency that temperatures are logged. Removed directions to staff which do not have to be incorporated into a regulation.

- LSCC 12-01-01 Clothing, Bedding, Hygiene Supplies, and Barber Shop - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. The policy is revised from four bars of soap per month to two bars of soap per month. Laundry detergent amounts are changed from “4 boxes per month” to “4oz for each Friday in the month” Reference to CPP 17.1 is removed. “Equipment such as safety glasses” is added to language regarding protective clothing. Language regarding indigent writing materials is removed. The number of haircuts and beard trims per month is added. The word “shall” is changed to “may” regarding contemporary haircuts. Language prohibiting shaving symbols into body hair or eyebrows is added. The language is changed regarding storage of the inventory sheet. Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 13-02-01 Sick Call, Physician’s Clinic, and Pill Call - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. The policy is revised to change the sick call time from “8:30” to “6:45.” “Restricted Housing Unit (RHU)” is changed to “Special Management Unit (SMU).” The policy is amended to require daily visits from medical staff to SMU. Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 13-02-02 Medical Services: Co-Payment - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. The language “Trust and Agency Account” is changed to “Kentucky State Treasurer” regarding medical account deposits. Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 13-02-03 Continuity of Care: Health Evaluations, Intra-System Transfer, Individual Treatment Plans - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. The policy is amended to include “Vital signs” as information obtained by assessment. The policy is revised to input a medical authorization for transfer in the electronic medical record instead of forwarded to Central Office. The policy is amended to remove the language “An inmate shall be examined prior to release.” Reference to CPP 5.1 is added regarding medical research. Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 13-03-01 Use of Pharmaceutical Products - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. Reference to CPP 13.1 is added regarding prescribed medication. The policy is amended to remove “The medication blister pack shall be filed in alphabetical order.” The policy is revised regarding how to destroy controlled substances. The policy is revised to remove the 30 day supply requirement regarding medication blister packs. Reference to LSCC 13-13-01 is added regarding self-administration of medication. Removed directions to staff which do not have to be incorporated into a regulation.

- LSCC 13-04-01 Health Records – This policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/Reference box. Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 13-04-02 Psychological and Psychiatric Reports - This policy was amended to fix grammatical errors. Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 13-05-01 Management of Serious and Infectious Diseases - This policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/Reference box and to fix grammatical errors. Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 13-09-01 Dental Care - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. Language is added specifying “from within the correctional system.” Intake assessment requirement is added for newly committed inmates through LSCC. “Assess dental pain, infection, disease, or impairment of function;” is added. “X-rays” is substituted for “an x-ray.” “Provide instruction and education” is substituted for “instruct.” Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 13-11-01 Informed Consent - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. The policy is revised regarding rescheduling a medical appointment. Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 13-12-01 Medical Annex - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. The policy is revised regarding status form placement. The policy is revised to increase the weekly spending limit from \$20 to \$25. Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 13-15-01 Health Education Program and Detoxification- The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box, date filed deleted in header box, and Restrictive Housing replaced with Special Management Unit. Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 14-02-01 Legal Services Program - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. The language is revised from “a law library facility” to “the law library.” Reference to CPP 14.4 is removed. The policy is amended to include a computer terminal reserved for independent legal research. Language is revised concerning a reference to CPP 14.4. The policy is amended to include the C&T Supervisor designee as a source of indigent supplies. The word maybe is changed to may be to correct sentence

grammar. Language is changed to say an inmate has access to instead of the of the right of. Removed directions to staff which do not have to be incorporated into a regulation.

LSCC 16-01-01 Inmate Visiting - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. The word approved is added to holidays. The language "An inmate shall be eligible to receive a visit" is removed. The language administrative or disciplinary segregation is changed to "the special management unit (SMU). The policy is revised regarding the length of a visit. "Warden or designee" is substituted for "Deputy Warden of Security." Removed reference to CPP 16.1. A maximum visit length of two hours is added. "Video visits in" is deleted. "RHU" is changed to "SMU." Language has been added to specify where SMU inmates are to be searched. Language is added to include logging of the All-Call system. The language "refused to visit" is changed to "asked to leave." The policy is revised regarding non-contact visits from "RHU" to "in the appropriate housing area." The word "receive" is changed to "require" regarding special attorney arrangements. The policy is revised to remove language regarding the exchange of documents through the post office. Reference to CPP 16.1 is removed. "A record of prohibited visitors shall be maintained at LSCC" is removed. "Driver's license number" is substituted for "race." The language for visitors wearing shorts is changed. The word "female" is removed from the requirement to wear undergarments. "Shorts may be worn if knee length or longer" is removed. "Boots above the knee" is added as prohibited clothing. Language regarding hats and head coverings is added. Language allowing the visitation supervisor to make determinations as to whether visitors are properly dressed according to the dress code is added. Exceptions for visitors wearing religious headwear is added. Language prohibiting open mouth kissing during visitation is added. Procedures for purchasing vending machine food items is added. "The shift supervisor may approve an exception" is removed. Language specifying where SMU inmates are to be strip searched is added. "Taking a photo" is removed. Language about visitors using restrooms and vending machines video visitation is removed. Language regarding procedures for minimum security visitation is changed. Reference to CPP 9.8 is removed. Language regarding detention of a visitor is added. The word "receive" is changed to "require" regarding special requests. Language adding the whole body imaging scan and the process if a visitor does not clear the metal detector. Removed directions to staff which do not have to be incorporated into a regulation.

LSCC 16-02-02 Inmate Correspondence and Privileged Mail - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. Removed reference to CPP 16.2. The policy is amended to include language regarding electronic mail services. The policy is amended to exclude observed holidays as daily mail delivery. The policy is amended to specify the number of one ounce letters per week. The policy is revised regarding undeliverable privileged mail. The policy is amended to include procedures to drop off

privileged mail. The language is revised regarding requests for postage from indigent inmates. The policy is amended to remove language regarding charges receiving a vendor's package. The policy is amended to include religious magazines. The policy is amended to remove language regarding educational material as a vendor's package. The language is revised from "An illegal item" to "Any illegal items." The policy is revised to reference CPP 15.7 regarding disbursement of funds. The policy is revised to remove the institutional mailroom as the sole handler of mail. The policy is revised to require all mail to be processed through the U.S. post Office. The policy is revised to limit mail to correspondence. Reference to CPP 1.2 is removed. Removed directions to staff which do not have to be incorporated into a regulation.

- LSCC 16-03-01 Inmate Telephone Communications - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. The policy is revised to remove language regarding meritorious dormitory telephone calls. The policy is amended to add language regarding phone and kiosk availability prior to scheduled counts. "Restricted Housing" is changed to "Special Management." Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 17-01-01 LSCC Inmate Property Control - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. Reference to CPP 17.1 is removed. "Restricted Housing Unit (RHU)" is changed to "Special Management Unit (SMU)." The policy is amended to require SMU property requests be made by completing a property request form. The policy is amended to issue an unauthorized property sheet for property not receiving a disciplinary report. Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 18-01-01 Inmate Classification - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 18-02-01 Meritorious Housing - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. "A disability shall not preclude an inmate from moving into meritorious housing" is added. Removed reference to CPP 18.13. "Excluding labor pool" is removed. The word "shall" is replaced by "may." Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 19-01-01 Inmate Work Programs - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. The policy is revised to require approval by the deputy warden to reduce or increase positions. The policy is amended to remove the minimum security unit as an exception to devices capable of network access. The policy is revised to require computers to be inspected weekly instead of quarterly. The policy is amended

to specify job vacancy are posted “each Monday.” The policy is amended to specify job applications are returned “each Wednesday.” The policy is amended to specify jobs shall be filled “each Friday.” The policy is amended to remove language regarding posting job changes throughout the institution. Reference to CPP 19.3 is removed. The policy is amended to include the condition that multiple job or programs assignments do not conflict. The policy is revised regarding dismissal from assignments after placement in segregation. The policy is revised to dismiss an inmate instead of suspension due to certain rule infractions. The policy is revised to dismiss an inmate instead of suspension due to certain unacceptable conditions. The policy is amended to allow the Warden or his designee to waive the 30 day wait regarding job assignments after dismissal. The policy is amended to remove language regarding wage level after work assignment dismissal and reassignment. The policy is revised regarding reinstatement of work assignment due to factors not related to disciplinary charges. The policy is revised to remove the penalty incurred from release of an assignment if the supervisor approves and the inmate is seeking a different assignment. Removed directions to staff which do not have to be incorporated into a regulation.


- LSCC 20-01-01 Educational Courses - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. The word “education” is changed to “educational.” The language “II A. ‘Educational Programs’” is removed. The language referencing “Screening, Assessment, and Evaluation” is removed. The language “Educational Good Time” is changed to “Educational Courses and Educational Good Time.” The language “Technical Education” is changed to “Career and Technical Education.” Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 22-02-01 Inmate Clubs and Organizations - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. The policy is revised for the Recreation Supervisor to oversee inmate clubs instead of CTOs. “Education Courses” is changed into a separate section. Removed directions to staff which do not have to be incorporated into a regulation.
- LSCC 24-01-01 Social Services and Counseling Program - The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. “Vocational” is replaced with “career and technical education.” “A CTO” is replaced with “the substance abuse program coordinator.” “When” is changed to “if.” The word “Pre-Release” is changed to “Reentry.” Language about the Re-entry dorm E is removed. Reentry Coordinator is added. MRT-Trauma, Portal New Directions, and Employment Program is added. Reentry Coordinator is added as a trained employee to conduct evidence based programming. MRT Trauma, Portal New Directions, and Employment Program is added to evidence based programs. Removed directions to staff which do not have to be incorporated into a regulation.

LSCC 25-01-02 Inmate Release Process – The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. The language “receipt of release papers” is changed to “release.” The policy is revised regarding discharge notifications via V.I.N.E. The policy is revised to remove the language about the pedestrian gate. The policy is revised regarding the inmate release form. Reference to LSCC 13-03-01 is removed. The policy is amended to require pertinent data to be communicated with the captain’s office upon release. Removed directions to staff which do not have to be incorporated into a regulation.

LSCC 26-01-01 Citizen Involvement and Volunteer Services Program – The policy is amended to update 4<sup>th</sup> edition ACA standards to 5<sup>th</sup> edition within the Authority/References box. Reference to CPP 26.1 is removed. The word “conducted” is changed to “requested.” Reference to CPP 3.1 is removed. Reference to CPP 26.1 is removed. Language is revised regarding volunteers requiring training to carry keys and a radio. The policy is revised to require the supervisor to meet with each volunteer annually instead of quarterly. The word “outline” is changed to “outlined.” Removed directions to staff which do not have to be incorporated into a regulation.

DELETIONS:

- LSCC 13-10-01 Transfers and Medical Profiles
- LSCC 15-01-01 Drug Abuse Testing

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	LSCC 01-12-01	1
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References/Authority ACA 5-ACI-1A-22, 5-ACI-3D-06; CPP 1.2, 1.2-1; KRS 61.870 through 61.884, 196.035, 197.020	Subject  <b>PUBLIC INFORMATION AND MEDIA COMMUNICATION</b>	

**POLICY and PROCEDURE:**

**A. Media Access at Institution**

1. Under routine conditions, media shall have access to the institution unless security concerns dictate otherwise.
2. During an emergency, media seeking to access the institution shall be escorted to the park and ride lot at the intersection of State Highways 7 and 504.

**B. Information Contact Persons and Institutional Representatives**

Media and the general public shall direct all inquiries to the Public Information Officer or, in his or her absence, the Alternate Public Information Officer.

**C. Interviews and Media Contact**


Refer to CPP 1.2 for the authorization required to interview staff or an inmate.

**D. Release and Inspection of Public Records**

Institutional records shall be protected from disclosure in accordance with the Kentucky Open Records Act (KRS Chapter 61) and corrections and institutional policies and procedures. Media shall direct requests for information regarding an inmate to the Public Information Officer. Media may receive information listed on the Resident Record Card, excluding the inmate's social security number.

**E. Consent Forms**

Copies of an inmate consent form shall be provided to the inmate.

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	LSCC 02-01-03	2
	Date Filed	Effective Date
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References/Authority ACA 5-ACI-1B-03, 5-ACI-1B-10, ACI-1B-19, 5-ACI-1B-21, 5-ACI-1B-22; CPP 2.1, 2.2; KRS 196.035, 196.270, 197.020, 197.180	Subject  FISCAL MANAGEMENT: AGENCY FUNDS	

**POLICY AND PROCEDURE:**


**A. Inmate Account Fund**

1. The Inmate Account Fund administered by the inmate accounts clerk shall be made up of inmate monies maintained in a bank account for inmate use.
2. An inmate may authorize the expenditure of his personal money by making a purchase from an approved outside vendor or from the Inmate Canteen.
3. Funds shall not be expended from the Inmate Account Fund without written authorization from the inmate to release the inmate's funds. Funds may be expended from the Inmate Account Fund if restitution is ordered by the Adjustment Hearing Officer in accordance with CPP 15.7 or by appropriate court process.
4. The total balance of an inmate's funds shall be given to him in a check, debit card, or cash if the inmate leaves the institution by means of release.
5. If an inmate is transferred to another facility, his total balance shall be transferred by electronic funds transfer to that facility.
6. A check written on the Inmate Account Fund shall require two (2) signatures.
7. The Inmate Account Fund shall be maintained at a local financial institution.
8. An inmate may transfer funds to another inmate's account in compliance with CPP 15.7.
9. The Inmate Account Fund shall be subject to audit annually.
10. The inmate may open a savings account with approval from the Warden and retain any interest accrued by the account.

**B. Inmate Canteen**

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1. The LSCC Inmate Canteen shall be separate from state government and operate independently by authority of KRS 196.270 and CPP 2.1.
2. The appropriate staff at LSCC shall recommend and prepare an annual budget for approval by the Board.
3. A separate checking account shall be maintained at a local financial institution.
4. A check drawn on the Inmate Canteen shall require two (2) signatures.

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## References/Authority

ACA 5-ACI-1A-21, 5-ACI-1E-01, 5-ACI-1E-02, 5-ACI-1E-03, 5-ACI-1E-04, 5-ACI-1E-05, 5-ACI-1F-02; CPP 25.2, 25.11; 501 KAR 6:350; KRS 61.884, 196.035, 197.020, 197.025, 197.170

## Subject

OFFENDER INFORMATION

## I. DEFINITION:

“Custodian” is defined in CPP 6.1.

## II. POLICY and PROCEDURE:

## A. Transfer of Records

1. An inmate record shall be maintained in the Kentucky Offender Management System (KOMS) ]

## B. Inmate Access to Documents Contained in the Inmate File

1. Refer to 501 KAR 6:350 for open records procedure.
2. Offender information shall be guarded from unauthorized and improper disclosure to comply with state and federal law. An inmate shall have access to documents to comply with the Open Records Act by submitting a written request to the Open Records Coordinator in the Offender Information Office.
3. A request for copies shall be accompanied by an inmate money transfer authorization form; payment shall be made in advance at the cost of \$.10 per page. If an inmate has insufficient funds, the request shall be denied.
4. The inmate shall be provided a memo stating the reason for denial.
5. If the request is for documentation not usually found in the institutional file, a reasonable search to retrieve and review the document shall be conducted before releasing it to the inmate.

## C. Access to Records

1. Full or partial access to the inmate record within KOMS shall be determined based upon staff work assignment.

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2. An inmate shall not have access to KOMS. Refer to 501 KAR 6:350 regarding open records procedure.

D. Confidentiality

1. To maintain privacy, security, and confidentiality of offender records, information shall only be released if:
  - a. Requested by a law enforcement agency;
  - b. Requested by another correctional agency;
  - c. Requested by an ACA auditor;
  - d. Requested by a judge, Commonwealth Attorney, or clerk of court; or
  - e. A determination has been made by the Offender Information Supervisor that the requested information may be released.
2. Information shall not be given to the general public concerning an inmate without proper authorization from the Warden or designee.

E. Court Orders

1. A court order for the appearance of an inmate in a local, state, or federal court shall be processed through the Offender Information Supervisor.
2. The order shall be reviewed for content and judge's signature immediately upon receipt.
3. The order shall be verified with the appropriate court clerk's office.
4. If the order is for an inmate who is serving time at another institution, the institution shall be contacted and advised of the order and the order shall be entered into KOMS.
5. If the inmate is not currently serving on the case number, or appearing as a witness, a hold may be lodged if appropriate:
  - a. The hold shall be entered into KOMS; and
  - b. A copy of the cover sheet shall be delivered to the inmate.
6. Transportation of the inmate shall be arranged.


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F. Parole Eligibility List

The Central Office generated parole eligibility list shall be used.

G. Discharge

1. A Notice of Discharge shall be prepared on an inmate to be released that shall include any of the following: Minimum Expiration, Maximum Expiration, Mandatory Reentry Supervision, court ordered release, parole, or death.
2. The Notice of Discharge shall serve as notification for public officials. Notification shall be conducted according to KRS 197.170 and CPP 25.2, and except as otherwise noted, this shall be accomplished immediately upon release.
3. The institution shall determine the method of release the inmate requires and inform the appropriate personnel immediately.
  - a. If the inmate requires a bus ticket[ a check shall be prepared for the bus ticket or a voucher.
  - b. Someone picking up an inmate being discharged shall be directed to the training parking lot.
  - c. The inmate shall complete the requirements of release on the compound.
  - d. On the day of release or prior to it, pertinent paperwork shall be brought to Building F and the inmate shall be advised of any instructions in the case of parole. If the inmate is being released by minimum expiration, maximum expiration, or court order, the inmate shall be advised of the pertinent facts on the Notice of Discharge.
  - e. If the release is on a weekend or a holiday, the inmate shall receive any instructions and or monies from his inmate account balance before release.

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References/Authority	Subject	
ACA 5-ACI-3A-32; CPP 13.10; 29 CFR 1910.1000 – 1910.1450 as adopted in 803 KAR 2:320; KRS 196.035, 197.020	OCCUPATIONAL EXPOSURE TO SERIOUS AND INFECTIOUS DISEASES	

I. DEFINITIONS:

“Aerosols” means infectious viral particles that can float or drift in the air.

“Fomite” means an object that may be contaminated with infectious agents and serve in their transmission.

“Medical isolation” means the physical separation of an inmate with confirmed or suspected communicable disease to prevent contact with others and reduce the risk of transmission.

“Quarantine” means the physical separation of an inmate who has had close contact with someone with confirmed or suspected communicable disease to determine whether the inmate develops symptoms or tests positive for the disease.

II. POLICY and PROCEDURE:

A. Exposure Control Plan

1. The institution shall have an Exposure Control Plan.
2. The plan shall be available for review in the procedures office, control center, medical department, staff library, and Safety Coordinator office. The plan may be checked out for review from the staff library.
3. Procedures to control diseases shall be maintained and implemented.

B. Personal Protection

1. The Hepatitis B vaccine shall be offered to each institutional employee.
  - a. An employee refusing to receive the vaccination shall sign the declination form and staff shall witness the signature.

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- b. An employee initially refusing the vaccine may request vaccination at a later date.
  - c. The Hepatitis B vaccine shall be administered after the employee has received the required training and has read and signed the Hepatitis B consent form. The first vaccine shall be administered within ten (10) working days of assignment.
2. Personal protective equipment (PPE) shall be available for use if an exposure to blood, other body fluids, or airborne particles is anticipated.
  3. An Emergency Response Kit, which includes bio-hazardous bags, shall be available in each living unit and support building. A master inventory of each location shall be included in the institutional Exposure Control Plan.
    - a. A contaminated item shall be placed and sealed in the designated red plastic biohazard bag and transported to the Medical Department for proper disposal.

C. Universal Precautions

1. Universal precautions shall be exercised to prevent contact with a contaminated item or person. Staff shall wear a protective garment or gear if exposure is likely.
2. Spills of blood and other bodily fluids shall be promptly cleaned.
  - a. PPE shall be worn.
  - b. Blood shall be cleaned by first using the biohazard spill kit to ensure against direct contact with blood. The area shall then be decontaminated with an institution approved disinfectant.
  - c. Hands shall be washed.
  - d. A contaminated disposable item shall be placed in a red plastic bag labeled as biohazard waste and taken to the Medical Department for proper disposal.
3. Contaminated clothing shall be laundered separately. Contaminated clothing shall be placed in a water soluble biodegradable biohazard bag, which shall be clearly marked with the individual's name and number. A form shall also be attached identifying the clothing. The water soluble bag shall be taken to the Medical Unit and stored until transported to the institutional laundry by laundry staff. Laundry staff shall wear protective

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gear and launder the bag and clothing. The clothing shall be returned to the appropriate individual. If clothing is completely contaminated it shall be placed in a red biohazard bag and taken to the Medical Department for disposal.

- a. If more than one (1) individual has contaminated clothing, there shall be a biodegradable biohazard bag for each individual.
- b. Contaminated staff clothing shall be laundered or disposed of as stated above.
- c. An inmate shall receive universal precaution, biohazard, and PPE training prior to performing a work assignment handling contaminated linen. An inmate shall not handle contaminated linen other than his own unless trained and assigned to do so.

D. Exposure

1. If a staff exposure incident occurs, the affected staff member shall complete a report concerning the incident and complete the Worker's Compensation form provided by the institution. An Incident Report shall be completed.
2. If a staff exposure incident occurs, a confidential medical evaluation and follow-up shall be immediately made available to the exposed employee.

E. Epidemic/Pandemic Control Plan

In the event of an epidemic or pandemic threat to the institution, protocols shall be enacted with the intent of stopping, slowing, or otherwise limiting the spread of the disease.


1. This section shall act as the institution's Epidemic/Pandemic Control Plan. The plan shall supplement established protocols outlined in the Division of Adult Institutions Epidemic/Pandemic/Communicable Illness Incident Action Plan and the Institution's Medical Emergency/Epidemic Preparedness Action Plan.
2. The Epidemic/Pandemic Control Plan shall be dynamic and consider evolving guidance received from the Centers for Disease Control and Prevention (CDC) as information regarding new threats becomes available.
3. If an inmate or a staff member becomes infected by an epidemic or pandemic threat, the Commissioner of the Department of Corrections, the Elliott County Health Department, and the Health Services Division shall be immediately notified.

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4. Inmates confirmed or suspected of infection by an epidemic or pandemic threat shall be medically isolated from the general population until free of the illness or the illness is no longer communicable. Medically isolated inmates shall be housed in a negative pressure cell in medical observation if possible.
  5. During times of Epidemic/Pandemic threats to the institution, an inmate shall be quarantined from the general population if:
    - a. Contact tracing has identified the inmate as having close contact with someone with a confirmed or suspected communicable disease;
    - b. Upon transfer into the institution from another DOC institution, jail, or halfway house; and
    - c. Upon return from an external movement where the inmate came into close contact with individuals outside the controlled environment of the institution.
  6. CDC approved testing shall be conducted on staff and the inmate population at a frequency dictated by the Department of Corrections Central Office. For a novel disease, testing shall be conducted as supply and need dictate.
  7. Sanitization shall be a priority for all staff and inmates. The type of sanitation methods shall be focused upon the disease's transmission as an aerosol or fomite. Additional cleaning crews may be temporarily assigned to meet sanitation needs.
  8. PPE shall be distributed to staff and inmates as required to counter the threat posed by the disease. PPE shall not be limited to inventory on hand and shall follow guidance from the CDC.
  9. Food Service shall have a plan to provide uninterrupted service during times of institutional lockdown or to a population of medically isolated or quarantined inmates. This plan shall include the use of disposable food containers, utensils, and drinkware if required.
- F. The inmate shall be provided and responsible for a healthful environment to include:
1. Clean and orderly surroundings;
  2. Responsibility to maintain neat and clean living quarters;

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3. Toilet, bathing, hand washing, and laundry facilities;
4. Responsibility to follow the laundry and shower procedures;
5. Lighting, ventilation, and heating;
6. Responsibility of compliance with each state and federal fire and safety regulation;
7. A wholesome and nutritionally adequate diet;
8. Responsibility not to waste food; and
9. Clean and seasonable clothing.

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<p>ACA 5-ACI-2C-02, 5-ACI-2C-03, 5-ACI-3D-18, 5-ACI-4A-02, 5-ACI-4A-09, 5-ACI-4A-12, 5-ACI-4A-14, 5-ACI-4A-15, 5-ACI-4A-17, 5-ACI-4A-20, 5-ACI-4A-22, 5-ACI-4A-23, 5-ACI-4A-25, 5-ACI-4A-26, 5-ACI-4A-27; CPP 2.1, 9.1, 9.8, 9.17, 10.2, 14.4, 14.6, 17.1, Chapters 13 and 18; LSCC 09-02-01, Chapter 13, 14-02-01, 16-01-01, 16-02-01, 17-01-01, 24-01-01; KRS 196.035, 197.020</p>	<p><b>LSCC 10-01-01</b></p> <p><b>APR 28 2026</b></p> <p><b>13</b></p> <p><b>SPECIAL MANAGEMENT UNIT</b></p>	

**POLICY and PROCEDURE:**

**A. Unit Management and Classification**

1. Refer to CPP 10.2 and CPP Chapter 18 for unit management and classification procedures.
2. Assignment to the Special Management Unit (SMU) shall require a detention order.

**B. Unit Security**

1. Staff Observation and Rounds:
  - a. SMU personnel shall make at least two (2) rounds per hour. The rounds shall be irregular and non-routine, but they shall be no more than thirty (30) minutes apart; and
  - b. Refer to CPP 13.12 regarding an inmate requiring more frequent or constant observation.
2. Prior to releasing an inmate from his cell, the inmate shall be placed in leg restraints, handcuffed behind the back, and placed under escort, unless otherwise directed by the Unit Supervisor.
3. An inmate entering and exiting SMU shall be strip searched following CPP 9.8.
  - a. An inmate assigned to SMU shall be strip searched, to include squatting and coughing. Any item brought with the inmate shall also be searched. The

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inmate's property allowance shall be in accordance with CPP 10.2 and this policy.

- b. A General Population inmate entering and exiting SMU for any reason shall be strip searched including squatting and coughing. Any item he has with him shall also be searched.
  - c. An inmate requesting Protective Custody shall be placed in a green uniform to assist with ready identification.
6. General Population inmate traffic into SMU shall be kept to a minimum:
- a. An adjustment hearing for an inmate assigned to SMU shall be held in SMU:
    - (1) An inmate witness shall testify by speaker phone; and
    - (2) At least twenty-four (24) hours prior to his scheduled hearing, the inmate shall be given the opportunity to make contact with his legal aide.
  - b. The grievance aide shall be permitted to meet with a grievant assigned to SMU according to the posted unit schedule. The Grievance Committee shall meet with the inmate by phone.
- C. Living Conditions
- 1. Each cell shall be furnished with the following:
    - a. Bed, flame-retardant mattress, and flame-retardant pillow, or a flame-retardant mattress with built in pillow for each inmate housed in the cell;
    - b. Toilet and washbasin with running water;
    - c. Light fixture;
    - d. Writing table;
    - e. Vent which is used by the climate-control system and the emergency smoke-evacuation system
    - f. Speaker and intercom.
  - 2. The inmate shall be responsible for the care and sanitation of the cell's furnishings.

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- a. Upon assignment, discharge, or cell change, the assigned floor officer shall complete a Cell Entry-Exit Form noting any deficiency; and
- b. Deliberate abuse or destruction of an item shall result in a disciplinary report.

3. Clothing and Linen Exchange

- a. The inmate shall be provided with state issued clothing, linens, wash cloths, and towels:
  - (1) The initial issue of each item shall be logged.
  - (2) Each item shall then be exchanged on a one-for-one basis and documented appropriately.
- b. The opportunity to exchange clothing, towels, and washcloths shall be provided according to the unit schedule, but not less than three (3) times a week.
- c. The opportunity to exchange bedding and linens shall be provided at least weekly, according to the unit schedule.
- d. Each article shall be examined by staff before and after the exchange, ensuring the item is issued and returned in good condition. Any abuse or destruction shall result in a disciplinary report and an occurrence report.
- e. More frequent exchanges may be authorized if justified by medical, work assignment, or other unusual conditions.

4. Meal Service

- a. Refer to CPP 10.2 for meal service procedures.
- b. Meal service shall be provided by cart from Food Service on an individual tray:
  - (1) Each tray shall be inspected by the staff for contraband and tampering and to ensure that the meal is complete according to the posted menu.
  - (2) A food thermometer shall be kept in SMU. A sample tray shall be used to test for adequate temperatures by SMU staff, prior to serving the SMU population. If the temperature is not acceptable, staff shall

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immediately inform the Food Service Department to correct the problem. The temperatures shall be recorded on the meal evaluation form and forwarded to the appropriate staff.

- (3) Staff serving the meal shall wear protective gloves, a hair net or hat, and a beard net, if necessary.
- (4) Only SMU staff shall participate in the delivery and pick up of meal service to ensure each inmate receives a complete and proportioned meal and that food service container and utensils are retrieved from each cell. Staff shall take note as to whether the meal was consumed and if any alteration to the meal service equipment is present after retrieving each meal service item.
- (5) The food tray slot shall remain closed unless staff are delivering a meal or collecting an empty tray.
- (6) An inmate shall not be involved in any part of the delivery or pickup of meals.
- (7) Following the meal, the trays and utensils shall be placed on the food cart and moved into the sally port for pick up and return to food service.

- c. Staff shall document the delivery of a meal on the individual inmate activity sheet and note any refusal or problem.
- d. Refer to CPP 13.14 for Hunger Strike Procedures.
- e. The food service menu shall be posted in the unit.
  - f. An inmate may request an alternative diet for medical or religious purposes upon admission to SMU as part of the intake packet.

## 5. Grooming and Hygiene Standards

- a. Barber services shall be provided in the unit. Haircuts shall be offered at the same frequency as the general population.
- b. An inmate may use his own hygiene items as specified in CPP 10.2, 14.2, and section D. 9. c. below:
  - (1) He shall be limited to one of each item.

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- (2) He shall receive an initial issue of one (1) roll of toilet paper, one (1) bar of soap, one (1) toothbrush, and toothpaste as needed.
- (3) Hygiene issue shall be provided on the following basis:
  - (a) Toilet paper shall be issued upon request with the return of the empty cardboard tube. A maximum of one (1) roll shall be issued per week;
  - (b) Soap upon request, up to four (4) bars per month;
  - (c) Toothpaste upon request with the return of the empty container; and
  - (d) Toothbrush, following initial issue, once every month upon request.
- (4) Staff shall record the issuance of hygiene items on the inmate's activity sheet.

c. Showers and Shaves

Showers and shaves shall be scheduled on the evening shift in accordance with CPP 10.2 and the posted unit schedule. Inmates may shave before showering each scheduled day.

- (1) Shower Procedures:
  - (a) Prior to being released to shower, the inmate shall be issued a safety razor while in the cell. Once he has completed shaving, the razor shall be returned to staff. Staff shall check the razor to make sure the razor is intact.
  - (b) The SMU control staff shall only release one (1) inmate at a time, per walk, for a shower.
  - (c) The inmate shall wear his state clothing and shower shoes to and from the shower.
  - (d) He shall take the necessary shower equipment with him.
  - (e) After his cell door is closed by SMU Control, the shower door shall be opened.

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- (f) A shower shall be limited to ten (10) minutes.
- (g) At the end of the shower, the inmate shall return to his cell.
- (h) An inmate assigned to Maximum Assaultive Status (MAS) shall be escorted to and from the shower by two staff members, after the required search and restraint application in compliance with CPP 10.2.

(2) The Shower Area shall be visually inspected by staff prior to and after each shower.

6. Refer to CPP 10.2 for additional requirements regarding living conditions.

#### D. Inmate Programs

1. An inmate shall have an opportunity to participate in an institutional program within the restriction and security of the unit. If possible, the service shall be brought to the inmate in his cell unless there is a demonstrated issue indicating otherwise.

#### 2. Canteen

a. An inmate may spend twenty dollars (\$20.00) weekly at the inmate canteen, ordering an item from the authorized canteen list provided by unit staff.

b. A canteen order form shall be forwarded to the unit and delivered to the inmate by unit staff.

(1) An inmate shall order an approved item in a priority ranking and mark "substitution" if he agrees to a similar item for a requested product not available.

(2) A substitution shall be similar in content and price and shall not be returnable.

(3) If the inmate fails to mark a "substitution", staff shall indicate if the canteen is out of the requested item.

(4) Unit staff shall collect each order form and forward it to the Unit Supervisor or his designee, who shall review and forward each order to canteen staff.

c. Canteen staff shall deliver the orders to the inmate after:

(1) Unit staff has searched the order for contraband;

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- (2) Checking whether the order is filled correctly; and
  - (3) Ensuring the order does not exceed property limits.
3. Educational Material
- a. An inmate shall be provided educational materials upon request from the academic school through the Classification and Treatment Officer (CTO).
  - b. An inmate shall obtain written authorization from the Unit Administrator if receipt of school materials exceeds the authorized property limit prior to delivery.
  - c. An inmate shall be responsible for the care and return of the item.
4. Grievance Process
- a. The inmate may request a grievance form from the Special Management Unit's CTO, by institutional mail from the Grievance Coordinator's Office or grievance aide.
  - b. The completed grievance form may be returned by institutional mail to the Grievance Coordinator's Office, or may be given to the grievance aide at a scheduled visit to SMU.
  - c. The Grievance Coordinator shall be the point of contact for the inmate grievant.
  - d. The inmate filing the grievance shall be given the opportunity to present his case to the Grievance Committee using a speaker phone.
  - e. Refer to CPP 14.6 regarding additional information concerning the grievance system.
  - f. Refer to the unit schedule for grievance aide visitation.
5. Legal Services
- a. Refer to CPP 14.4 and LSCC 14-02-01 regarding Inmate Legal Services.
  - b. In order to receive legal services, the inmate shall coordinate his request for any form, supplies, copies, legal assistance, a legal telephone call, reviews of policies, and legal property in storage through his CTO.

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- c. Refer to CPP 17.1 for allowed amounts of legal material.
  - d. Refer to the unit schedule for legal aide visitation
6. Library Services
- a. An inmate shall be provided the opportunity to obtain and exchange reading materials on a weekly basis.
  - b. An inmate released from SMU shall take the books he has signed for with him or place them in the library drop box in SMU. If the inmate takes the books with him from SMU, he shall return the books to the library on the same due date he had in SMU. Books shall not be left with other inmates or staff.
  - c. The Staff Librarian or designee shall visit SMU weekly to provide a satellite library service for the unit.
7. Mail
- a. Refer to CPP 10.2 and LSCC 16-02-02 regarding mail.
  - b. Mail shall be distributed on the evening shift. Outgoing mail shall be collected by evening shift officers, placed in the outgoing mail bag, and delivered by a designated officer to the mail room.
8. Packages
- a. Packages shall be prohibited due to the high security nature of the unit.
  - b. If a package is mailed to an inmate while he is assigned to SMU, the property officer shall notify him that the package has arrived. The inmate shall report to the Property Room as soon as possible after release from SMU to either receive the package or to properly dispose of it.
9. Property Allowances
- a. The following items shall be provided to SMU inmates:
    - (1) One (1) shirt;
    - (2) One (1) pair of pants;
    - (3) One (1) pair of underwear;

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- (4) One (1) pair of socks;
- (5) One (1) pair of shower shoes;
- (6) One (1) pillowcase;
- (7) One (1) blanket (2 blankets during the months of October through March);
- (8) Two (2) sheets;
- (9) One (1) towel;
- (10) One (1) washcloth;
- (11) One (1) toothbrush;
- (12) One (1) soap;
- (13) One (1) toothpaste; and
- (14) One (1) mattress with built in pillow.

b. An inmate may bring the following items with him from his personal property:

- (1) Correspondence materials:
  - (a) Twenty (20) envelopes;
  - (b) Three (3) greeting cards;
  - (c) Twenty (20) stamps;
  - (d) One (1) address book; and
  - (e) Two (2) ink pens
  - (f) Paper (including personal mail and legal material) shall not exceed twenty (20) pages.
- (2) A total of two (2) soft covered books, if one of the two books is a religious book;
- (3) One (1) pair of prescription glasses, one (1) soft glasses case;

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- (4) One (1) wedding band;
- (5) One religious medallion not to exceed 1 ¼ inch in diameter, without a necklace or other similar item;
- (6) Three (3) regular photographs, 4 x 6 or smaller, excluding Polaroids, and without a frame; and
- (7) Medical devices deemed necessary by the designated health authority to perform major life activities unless security concerns dictate otherwise.

- c. An inmate may purchase hygiene items consistent with CPP 10.2.
- d. Except as outlined in this policy, an inmate shall not have jewelry, an appliance, or other personal property.

10. Recreation

- a. Each SMU recreation activity shall be planned and scheduled in coordination with the Recreation Department consistent with CPP 10.2.
- b. The recreation schedule shall limit the number of inmates allowed out to one (1) per bullpen walk.

11. Religious Services

- a. The institutional Chaplain shall make weekly rounds in SMU.
- b. An inmate may seek counseling, religious guidance, and an emergency family contact through the institutional Chaplain.

12. Telephone

Telephone usage shall be in accordance with CPP 10.2 and the unit schedule. A special request or exception shall require approval from the Unit Administrator through the CTO. Each inmate shall have forty-eight (48) hours after admittance to SMU to request an initial telephone call. After an inmate has received an initial phone call, further telephone usage shall depend on the status of the SMU inmate.

- a. Administrative Segregation and Protective Custody inmates may make one (1) phone call per week on the scheduled day for phone[] calls.
- b. Disciplinary Segregation inmates shall not have telephone privileges after they receive their initial call until they have completed sixty (60) days of

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DS time in the unit. At that time, they also may make one phone call per week on the scheduled day for calls.

- c. Inmates on constant or behavioral watch shall not have telephone privileges until they are restored to regular status.

13. Visitation

- a. Refer to LSCC 16-01-01.
- b. Inmates may obtain the appropriate form from the unit CTO to schedule a visit.

E. Medical and Mental Health Services

- 1. Any medical and mental health service shall be provided following CPP 10.2, CPP Chapter 13, and LSCC Chapter 13.
- 2. Pill call shall be conducted in SMU on a daily basis as needed.
- 3. Sick call shall be in accordance with LSCC 13-02-01.
- 4. Sick call with a primary care provider shall be conducted as necessary or as scheduled.
- 5. Approved over-the-counter medications may be purchased by an SMU inmate and may be stored in his cell. Medications shall not be kept in a manner that exceeds allowable amounts. Approval shall be requested from the Warden for all medications placed on the list for purchase by SMU inmates.
- 6. Prescribed inhalers shall be kept in the control center of SMU and labeled with the appropriate inmate's name and identification number. The inmate shall notify the SMU control center officer if the inhaler is needed and an officer shall deliver the inhaler to the inmate. It shall then again be stored in the SMU control center after the inmate has administered the proper dosage and it is no longer needed.

F. Maximum Assaultive Status

Refer to CPP 10.2.

G. Unit Sanitation

- 1. Unit sanitation shall be maintained according to the LSCC Sanitation Plan.

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2. An inmate housed in SMU shall be responsible for cleaning and maintaining his cell. He shall be provided the opportunity to clean his cell weekly in accordance with the posted unit schedule.
3. An inmate assigned to SMU shall be provided routine sanitation and laundry services in the unit.

#### H. Special Needs

1. A special needs inmate is an inmate:
  - a. With a severe medical disability;
  - b. Suffering from serious mental illness;
  - c. Who is a sexual predator;
  - d. Who is likely to be exploited or victimized by others; or
  - e. Who has other special needs for single housing.
2. An inmate with special needs may be assigned to the SMU pending transfer to the proper institution as directed by the Medical Department, Classification Committee or other authority.

#### I. Observation Cells

1. In the event the SMU observation cells are occupied, the first cell of each walk shall be used as an observation cell as needed.
2. Any inmate who has demonstrated or reported suicidal or homicidal ideation, demonstrated or reported hazardous intent to self, or has been placed on a behavior watch shall be assigned to observation.
3. Assignment to a SMU observation shall require:
  - a. A recommendation by a qualified mental health provider; or
  - b. At least two of the following:
    - (1) Deputy Warden;
    - (2) Duty Officer;
    - (3) Shift Supervisor; or


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(4) Unit Administrator.

4. Inmates assigned to observation shall be assigned an inmate observer as outlined in LSCC 13-06-03.

J. Use of Force, Mechanical Restraints, Chemical Agents

1. Refer to CPP 10.2, CPP 9.1, CPP 9.17, and LSCC 09-02-01.
2. Prior to approval from the Warden or designee, designated health authority or designee, or qualified mental health provider, an inmate to be placed in the restraint chair or four and five point restraints shall have direct and constant visual observation with video documentation recorded as soon as possible.

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CPP 10.2, 15.2; KRS 196.035, 197.020	<b>RESTRICTIVE MOVEMENT</b>	

I. DEFINITIONS:

“Restrictive Movement Dormitory” means a dormitory among the general population using an alternative daily schedule. Inmates assigned to the Restrictive Movement Dormitory (RMD) shall be afforded modified access to similar privileges as other general population inmates while having greater contact and oversight by staff and minimal contact with vulnerable segments of the general population.

II. POLICY and PROCEDURE:


- A. Inmates who have demonstrated a history or pattern of institutional disruption may be assigned to the RMD.
- B. The RMD shall provide living conditions, access, and privileges that approximate those of other general population living units.
- C. Criteria for placement in the RMD shall include a history of the following:
  1. Multiple category IV or above disciplinary infractions incurred during the previous twelve (12) months involving:
    - a. Violence;
    - b. Promotion of contraband;
    - c. Extortion;
    - d. STG activity;
    - e. Assaultive behavior towards staff; or
    - f. Sexually assaultive behavior;
  2. Failure to maintain a job or programming assignment;

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3. Active involvement in STG recruitment;
  4. Recent activity deemed detrimental to the safety and security of other inmates, staff, or the facility;
  5. Any combination of the above; or
  6. Other similarly serious behavior.
- E. Recommendation for placement in the RMD shall require the review and approval of:
1. Deputy Warden of Security;
  2. Deputy Warden of Programs;
  3. Major; and
  4. Internal Affairs Supervisor.
- F. Each recommendation shall be forwarded to the warden or designee and final determination shall require the approval of the warden or designee.
- G. Assignments to the RMD shall be reviewed every thirty (30) days by a committee consisting of the following members:
1. Unit Administrator II;
  2. Unit Administrator I;
  3. Qualified health care staff;
  4. Qualified mental health care staff;
  5. PREA Compliance Manager; and
  6. Education Administrator.
- H. Recommendations to terminate assignment to the RMD shall require:
1. Six (6) months of clear conduct while assigned to the RMD; and
  2. A job assignment;
  3. A program assignment; or

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4. Enrollment in an educational course.
  - I. Recommendations to extend or terminate assignment to the RMD shall be forwarded to the warden or designee and final determination shall require the approval of the warden or designee.

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References/Authority <b>KRS 196.035, 197.020</b>	Subject <b>FOOD SERVICE: SECURITY</b>	

**POLICY and PROCEDURE:**

**A. Security and Management within the Food Service Department**

1. Each inmate kitchen worker shall be frisk searched by security staff before leaving the kitchen area or dining room area.

**B. Receiving and Inventory Control**


1. An inmate assigned to the storage detail shall load and unload incoming and outgoing supplies and materials under the supervision of the food service staff. Other duties shall include:
  - a. Cleaning of each storage area; and
  - b. Rotating stock to assure first in, first out.

**C. Tool Control**

1. As a utensil or tool is issued:
  - a. The inmate shall surrender his ID card;
  - b. A movement log on the utensil or tool signed out shall be filled out; and
  - c. The utensil or tool shall be issued.
2. As a utensil or tool is returned:
  - a. The inmate's ID card shall be returned;
  - b. The movement log shall show the time returned; and
  - c. The tool shall be returned to its designated place on the shadow board.

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3. If a utensil or tool is lost, inmates shall not be allowed to leave the food service area until strip searched and authorized by the shift supervisor. The inmate that was issued the item shall be secured until it is determined what actions shall be taken.

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ACA 5-ACI-2E-05; CPP 17.1; KRS 196.035 and 197.020	DINING ROOM RULES	


## POLICY and PROCEDURE

### A. Rules of the Dining Room

1. An inmate shall have his ID when entering the dining room or he shall not be served.
2. Inmate attire shall be in accordance with CPP 17.1.
3. Each food server and worker shall wear approved hairnets, hats, gloves, and beard guard (if necessary) and shall follow each applicable health and sanitation rule.
4. Food, utensils, or other items shall not be brought into the dining room with the exception of condiments.
5. Inmates shall form a single file line outside the dining room.
6. An inmate shall remain in a single file line throughout being processed through the serving line.
7. Serving shall be done on a first-come, first-served basis. An inmate shall not cut ahead of another inmate in the serving line.
8. Eating utensils required for the meal shall be provided.
9. An inmate shall go through the line no more than one (1) time at each meal.
10. In order to provide an orderly atmosphere, there shall be no loud talking in the dining room.
11. Each inmate shall leave after finishing his meal. Loitering in the area shall be prohibited.
12. An inmate shall not talk across the serving lines during meal times.

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13. When finished eating, each inmate shall take his food utensils to the dish machine room service window for cleaning. Any utensil or other item shall not be taken from the dining room.
14. Food shall not be taken from the dining room.
15. Food service staff shall be responsible for the operation and sanitation of the dining room.
16. An inmate shall be allowed adequate time during dining room hours to eat his meal. The last inmate to enter the dining room shall be given twenty (20) minutes to eat regardless of the time he entered the dining room.
17. Inmates involved with any type of conflict, argument, or altercation shall be escorted from the dining room.
18. Inmates shall be required to place food trays and utensils in the tray windows before exiting the dining room.
19. A frisk search may be done upon any inmate leaving the dining room.

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ACA 5-ACI-5C-11; 902 KAR 45:005; KRS 196.035, 197.020	<b>HEALTH REQUIREMENT OF FOOD HANDLERS</b>	

## POLICY and PROCEDURE

### A. Disease Prevention

1. Prior to assignment in the food service department, an inmate shall be screened by the institutional Medical Department for good health and freedom from communicable disease and any open or infected wound.
  - a. This screening shall include a thorough check of the inmate's medical file to ensure that there is not a medical condition present that prohibits the inmate from working in food service.
  - b. The inmate shall provide the food service manager with a completed medical screening form on the inmate prior to the assignment in food service;
  - c. A visual inspection shall be conducted daily by staff on an inmate reporting to work for any physical issues that may prohibit his ability to work in food service.
2. If food service staff suspect that an inmate assigned to food service has a possible disease or condition, staff shall refer the inmate to the Medical Department.
3. An inmate involved with the preparation of food shall be reexamined by the Medical Department annually to ensure freedom from diarrhea, any skin infection, and any other illness transmissible by food or utensil.


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ACA 5-ACI-5C-02, 5-ACI-5C-09, 5-ACI-5C-11, 5-ACI-5C-13; 5-ACI-7A-07; 902 KAR 45:005; KRS 196.035, 197.020	FOOD SERVICE: INSPECTIONS AND SANITATION	

**POLICY and PROCEDURE:**

**A. Sanitation**

1. Inmates shall comply with prevailing regulations and standards of state and local agencies.
2. Inmate health, cleanliness, clothing, and practice shall be in compliance with 902 KAR 45:005 to the extent required and the Department of Corrections Food Service Manual.
3. Inmates handling food shall wash their hands as they are:
  - a. Reporting to work;
  - b. After using the toilet facility; and
  - c. Going from one job to another.
4. Each inmate reporting to work shall be inspected by food service staff to ensure each inmate has:
  - a. Clean hands and fingernails;
  - b. No open sores, boils, or cuts;
  - c. If necessary, been issued the proper hair and beard guard; and
  - d. Clean clothes or uniform.
5. An inmate handling food and food items shall wear protective gloves. The only exception shall be any cook and any baker who may be working around a grill, oven, or with a hot utensil.
6. Inmates shall practice hygienic food handling techniques to prevent the contamination of food, equipment, and utensils.

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References/Authority ACA 5-ACI-5D-07, 5-ACI-5D-08, 5-ACI-5D-09, 5-ACI-5D-12, 5-ACI-5D-15; CPP 15.1, 17.1; KRS 196.035, 197.020	Subject <p style="text-align: center;">CLOTHING, BEDDING, HYGIENE SUPPLIES, AND BARBER SHOP</p>	

**POLICY and PROCEDURE:**

**A. Initial Use - Bedding and Hygiene Supplies**

Upon arrival each inmate shall receive the following items if the minimum amount is not already present in their personal property:

1. Toothbrush: one (1);
2. Toothpaste: one (1) tube;
3. Soap: one (1) bar;
4. Towels: one (1);
5. Washcloths: one (1);
6. Toilet tissue: one (1);
7. Blanket: one (1);
8. Sheets: one (1);
9. Pillowcase: one (1);
10. Pillow: one (1); and
11. Mattress: one (1).

**B. Replacement Schedule - Hygiene Supplies**

1. The maximum replacement schedule for a personal hygiene item shall be:
  - a. Toothbrush: one (1) per month;

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- b. Toothpaste: one (1) tube per month;
  - c. Soap: two (2) bars per month;
  - d. Disposable razors: four (4) per month;
  - e. Toilet tissue: one (1) roll for each Friday in the month;
  - f. Shaving cream: one (1) per month; and
  - g. Laundry detergent: four (4) oz for each Friday in the month.
2. Any replacement supply shall be issued during the first full week of each month at the main laundry. Supplies shall be issued according to the schedule posted in the living units.

C. Additional Rules regarding Clothing, Bedding, Personal Hygiene and Supplies

- 1. The institution shall provide for the thorough cleaning and, if necessary, disinfecting of inmate personal clothing before storage or before allowing the inmate to keep and wear personal clothing. Washing of soiled clothes shall be documented in the stored inmate clothing laundered log book.
- 2. The institutional laundry shall provide for weekly linen exchange. In addition to linen exchange, an inmate may clean his linens in his housing unit laundry facility.
- 3. Suitable replacement clothing shall be made available to an inmate. Replacement clothing shall be properly fitted, climatically suitable, durable, and presentable. The following amount of clothing may be issued to each inmate:
  - a. Pants: three (3);
  - b. Shirts: three (3);
  - c. Coat: one (1);
  - d. Socks: three (3) pair every six (6) months;
  - e. Undershorts: three (3) pair every six (6) months;
  - f. Boots: one (1) pair as needed; and
  - g. Belt: one (1) as needed.
- 4. Inmate personal and state clothing may be washed in the dorm laundry or main laundry as outlined in the posted schedule.

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5. Inmate personal and state clothing that needs to be disinfected shall be washed in the main laundry. A heavy item like a coat or a blanket shall be washed in the main laundry.
6. Protective clothing and equipment may be issued to an inmate assigned to a special work detail:
  - a. Kitchen - kitchen grey uniform (pants and shirts), hairnets;
  - b. Outside Detail orange t-shirts, orange pants, boots, orange insulated coveralls; and
  - c. Other details or work areas shall be provided special or protective clothing and equipment as determined by the Deputy Warden of Security or the Major.
7. A record of any item issued to an inmate from the laundry shall be maintained and shall reflect the following: item, quantity, and date issued or replaced. The laundry window clerk and the inmate shall sign the issue log when supplies are issued to each inmate. One (1) copy shall be sent to the Property Room to be placed in the inmate file and one (1) copy shall be placed in his Laundry File.
8. Each inmate shall use the facilities and bathe as necessary to maintain proper levels of hygiene.
9. Each inmate shall be responsible for the state issued clothing and bedding which is specifically issued to him. Failure to turn in state issued clothing and bedding as required, or destruction of any state issued clothing or bedding, may result in disciplinary action being taken and possible restitution for the item.

D. Rules for Haircuts in the Main Laundry

1. LSCC shall ensure that hair care service provided to the inmate population complies with applicable health requirements.
2. An inmate may have one (1) haircut per calendar month. An inmate may have two (2) beard trims per calendar month. Inmate haircuts shall be first come, first served.
3. A haircut shall be free of charge.
4. The inmate shall report to the Main Laundry at the designated time.
5. Haircuts may be contemporary. An inmate may select the haircut of his choice.
6. An inmate shall not have cutouts or symbols cut into hair. This restriction shall include facial hair, body hair, and eyebrows.
7. An inmate may request a specific barber on the sign in sheet. If the requested barber cannot get to the inmate, the inmate shall use the next available barber.

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8. There shall be a twenty (20) minute time limit on each haircut. There shall be no exceptions.
9. An inmate shall not loiter in the Barber Shop. An inmate shall not be in the Barber Shop unless he is in the barber chair, in the waiting chair, or has been called by the Laundry Officer.
10. Security
  - a. All inmate movement shall cease until[and await] the arrival of supervisory staff to assist with locating any missing item.
  - b. The Barber Shop shall be open according to the schedule posted in the living units, except in exigent circumstances.
  - c. Each inmate barber shall be frisk searched upon exiting the Barber Shop.
11. Barber Responsibilities
  - a. The Barber Shop, equipment, and tools shall be maintained in a safe, secure, and sanitary condition.
  - b. An inmate barber shall inventory his equipment at the beginning and end of each workday. An inmate barber shall be responsible for the security of the barber tools, equipment, and supplies throughout his assigned shift.
  - c. Each barber shall be at work on time and remain on the job until the end of his workday.
  - d. Any inmate classified as a barber shall clean up his respective work area at the end of each workday.
  - e. A barber shall not be in the Barber Shop unless he is scheduled to work or on a clean-up detail.
  - f. The barber shall sanitize any tools or equipment used after each haircut.

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References/Authority ACA 5-ACI-4A-01, 5-ACI-4A-12, 5-ACI-6A-03, 5-ACI-6A-08, 5-ACI-6B-03; KRS 196.035 and 197.020	Subject  SICK CALL, CLINIC, AND PILL CALL	

## POLICY and PROCEDURE

### A. Sick Call

1. Qualified nursing staff shall conduct Sick Call a minimum of five (5) days per week and more if necessary.
2. Any inmate may request routine medical care by signing up for Sick Call. He may sign up for Sick Call by reporting to the medical department at or before 6:45 a.m. and fill out a sick call slip. Sick call slips shall be made available seven (7) days per week.
3. The nursing staff shall evaluate the complaint of each inmate:
  - a. For a minor case, appropriate treatment may be administered by the nursing staff in accordance with the medical treatment protocol provided by the contract health care provider.
  - b. Any case requiring physician, optometrist or dental care shall be scheduled accordingly by the nursing staff.
4. Any inmate who develops a medical problem after regular sick call hours may be seen according to the urgency of the case:
  - a. Each minor problem shall be handled by the nursing staff on duty following the procedure outlined in the Medical Treatment Protocol and the case referred to the primary care provider, if needed; and
  - b. Each emergency case shall be handled with dispatch to the emergency room or any other appropriate health facility at any hour.
5. An employee of the Little Sandy Correctional Complex shall not deny, obstruct, or restrain an inmate from receiving any medical service. However, feigning illness may result in disciplinary action.

### B. Primary Care Provider Clinics

1. Any medical matter involving medical judgment shall be the sole province of the responsible institutional primary care provider, dentist, optometrist and other

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qualified medical professional.

2. The institutional primary care provider or another qualified medical professional shall conduct a clinic at the institution as needed.
3. Nursing staff shall evaluate all sick call requests and may consult with the appropriate medical professional regarding the need for an appointment. Nursing staff shall schedule any appointment for an inmate with the appropriate medical professional if necessary.

C. Pill Call


1. Pill call shall be conducted at the institutional pharmacy during posted times.
2. The inmate shall be advised by medical staff when to report to pill call to receive his initial dose of prescribed medication.
3. It shall be the inmate's responsibility to report to the pharmacy at the posted scheduled times to receive medication.
4. Over-the-counter medication shall be issued during the first scheduled General Population pill call only to inmates who are indigent per CPP 15.7.
5. A nursing staff professional or correctional officer shall be assigned to supervise the swallowing of medication with strict observance of the following:
  - a. Instruct inmate to place the medication in his mouth;
  - b. Have the inmate show that he has the pill in his mouth;
  - c. Allow the inmate to swallow the pill as directed; and
  - d. After swallowing, let the inmate open his mouth and observe closely to see that the medication has been swallowed instead of being retained in his mouth.
6. Each medication dispensed to an inmate shall be recorded by medical personnel.

D. Medical Services for Special Management Unit

1. All inmates assigned to Special Management Unit (SMU) housing shall receive a daily visit from nursing staff.
2. Every inmate in SMU requesting sick call shall be screened by the nursing staff making the daily round in that area.

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3. Sick call with a primary care provider shall be conducted as necessary or as scheduled.
4. The pill call procedure shall be conducted in SMU daily as outlined by the posted schedule.

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References/Authority ACA 5-ACI-6A-02; CPP 13.2; KRS 196.035, 197.020	Subject MEDICAL SERVICES CO-PAYMENT	

## POLICY and PROCEDURE

### A. Medical Services Co-payment

1. For each non-emergency visit initiated by the inmate, the inmate shall be required to make a co-payment of \$3.00 as per CPP 13.2.
2. The co-payment shall apply to a visit with a nurse, a physician, a dentist, an optometrist, or other medical personnel.

### B. Determination of Co-Payment

1. If an inmate is seen by medical staff, staff shall determine if the inmate's initiated visit is an emergency medical problem. If a medical emergency problem is not found, the co-payment shall be charged.
2. A Healthcare Request Form shall be completed and signed by the inmate. If the inmate refuses to sign, the medical staff member and one additional staff member shall sign the form as a witness that the inmate in fact received medical treatment. The Healthcare Request Form, with the staff signature, shall be forwarded to Inmate Accounts.

### C. Process for Payment of the Medical Services Co-Payment

1. The co-payment shall be deducted from the inmate's account.
2. If the inmate is not indigent, but does not have sufficient money on his account, an outstanding debt shall be placed on the inmate's account indicating that a medical fee is owed. Refer to CPP 15.7 for payment of restitution or debt.
3. If an inmate has court ordered restitution, any incoming funds shall be applied toward the court ordered restitution payment prior to the collection of any outstanding medical charge.

### D. Indigent Inmate and an Inmate Released from Custody

1. An inmate with an outstanding debt for medical service who is determined to be indigent after the debt was incurred shall not be required to pay the debt. The Healthcare Request Form on file shall be removed from the pending file.

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2. An inmate who has an outstanding debt for medical service and is released from custody shall satisfy the debt with any incoming funds, including State Pay. If funds are not received, the debt shall be deleted and the filed Healthcare Request and record shall be removed.

E. Transfers of Inmates with Medical Services Debt


If an inmate is transferred to another institution and a medical service debt has been incurred, the debt shall follow the inmate to the receiving institution by KOMS account.

F. Exceptions to the Medical Services Co-Payment:

1. Assessment on each incoming transfer;
2. Annual physical;
3. Laboratory work or x-ray ordered by the primary care provider or dentist;
4. Immunization, tuberculosis testing, and any other treatment initiated by the institution for public health reason;
5. Psychiatric or psychological service;
6. EKG, dressing change, and any other treatments ordered by the physician or nurse;
7. Primary care provider referral to any outside medical service; and
8. Follow-up appointments directed by medical staff.

G. Purpose of the Medical Services Co-Payment

1. Money generated by the co-payment shall be used for improving, replacing, and repairing medical department equipment.
2. Periodically, medical fees collected in the medical account shall be deposited with the Kentucky State Treasurer.

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**POLICY and PROCEDURE:**

**A. Intra-system Transfers**

1. An intra-system transfer inmate shall receive a health screening by health-trained or qualified health care personnel when he arrives at the institution.
2. The assessment shall be conducted by a private consultation between medical personnel and the inmate and a review of the inmate medical file. The following information shall be obtained:
  - a. Whether the inmate has a current medical, dental, or mental health problem and is currently under treatment;
  - b. Whether the inmate is currently on medication;
  - c. Observation of the inmate's appearance, behavior, and any physical deformity;
  - d. Any evidence of abuse or trauma; and
  - e. Vital signs.
3. After the assessment, the medical staff shall determine the appropriate placement of the inmate. The inmate may be placed in general population, with a referral to the appropriate primary care provider, dentist, optometrist, mental health provider, referred immediately for emergency treatment, or placed in isolation for observation.
4. Assessment information shall be documented on the electronic medical record screening form and placed in the medical file.
5. Upon recommendation for transfer to another correctional institution, each inmate's medical file shall be screened and evaluated by medical personnel to determine

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suitability of transfer. A Medical Authorization for Transfer (MAT) shall be completed in the electronic medical record prior to transfer.

B. Continuity of Care

1. An inmate with a serious or chronic medical problem shall be closely monitored by medical personnel during his incarceration at the institution.
2. An inmate with a symptomatic medical problem shall receive emergency and non-emergency care as deemed necessary by medical staff.
3. A referral outside the institution for any medical service shall be scheduled after approval through the referral approval process of the contracted medical provider. Information concerning the inmate's medical history and current complaint shall be provided to the outside medical consultant.
4. Upon release from the Department of Corrections, an inmate shall be provided with information regarding follow-up care within the community. Some cases may require a referral to an outside community medical facility or medical personnel. For a referral, the medical provider shall be contacted and information regarding any medical history and current problem shall be provided.

C. Individual Care Plan

1. An inmate with a serious chronic medical or mental health problem requiring ongoing medical supervision shall have a written individual treatment plan. This plan shall give medical staff direction regarding their responsibility for the care of the inmate. The plan shall be developed by the primary care provider, dentist, psychiatrist, or other qualified health staff.
2. Medical staff shall closely review the inmate's medical record and the inmate's complaint and bring the problem to the attention of the appropriate qualified health staff.
3. If an inmate is transferred, medical staff shall ensure the treatment plan is clearly marked so the receiving institution's medical department can continue the treatment plan.
4. Information and each prescribed order shall be clearly documented in the inmate's medical file.
5. An inmate shall be provided medical and dental services needed to maintain basic health. The inmate shall use the services only as needed.

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6. An inmate may refuse to participate in any rehabilitation or treatment program except those ordered by the sentencing court or required by statute.


D. Periodic Health Examinations

1. Inmates fifty (50) years of age and over shall receive a health examination annually. Inmates under the age of fifty (50) shall have an opportunity to receive health examinations every three (3) years.
2. The medical department shall schedule the examination during the primary care provider clinic and notify the inmate.
3. The results of the health examinations shall be documented in the inmate's medical file. If, as a result of the examination, further medical care is needed, the attending provider shall take appropriate action.

E. Refusal and No-Show

An inmate may refuse the initial assessment and the periodic health examination. A Medical Refusal Form shall be signed by the inmate and staff witness. The form shall be placed in his medical file. An inmate shall be scheduled for the next periodic health examination.

- F. An inmate shall be safeguarded from involuntary medical and pharmaceutical testing for experimental or research purposes. Refer to CPP 5.1 for voluntary participation in medical and pharmaceutical research projects.

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ACA 5-ACI-6A-43; CPP 13.1; KRS 196.035 and 197.020	USE OF PHARMACEUTICAL PRODUCTS	

## POLICY and PROCEDURE

### A. Prescription Practices

1. A prescription shall be:
  - a. Signed by a qualified health professional who shall be licensed and authorized to do so by the appropriate jurisdiction; and
  - b. Filled by a fully licensed pharmacy.
2. Medication prescribed by the provider shall comply with the drug formulary for Kentucky correctional institutions. If a prescribed medication is not listed in the drug formulary , refer to CPP 13.1.
3. The long-term use of a major or minor tranquilizer or analgesic shall require re-evaluation by the provider prior to renewal and be used only if clinically indicated.
4. A “Stop Order” time period shall be specified for medications. A long-term medication order shall be rewritten by the institutional provider as needed, but shall not be longer than six (6) months. The provider shall re-evaluate each prescription prior to renewal. For a program therapy, transfer to another institution may be requested, if clinically indicated.
5. Nursing staff may administer medication from a protocol order listing signed by the institutional primary care provider. The institutional provider upon arrival at the institution shall sign a verbal authorization for a prescription. Only a licensed practical nurse or registered nurse shall accept a verbal prescription.

### B. Dispensing of Medication

1. Dispensing of medication shall be in conformance with appropriate federal and state law.
2. Medication shall be distributed and administered in a timely manner by a qualified

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staff member according to the provider's order.

3. For medication given on a regular basis, the log shall be completed after the medication is given, including the inmate's name, medication name, dosage, and date and time of administration. Medication ordered by a provider to be taken only if necessary or PRN (as needed) shall not list the date and time of administration unless the provider orders a scheduled PRN. PRN medication shall be closely checked to see if:
  - a. The inmate is eligible for another dose according to the dosage ordered by the physician. PRN medication shall be prescribed to be taken as needed with a specified limit on the amount of medication which may be taken and how often the medication shall be taken; or
  - b. The inmate had his last dose.
4. Before medication is given, the nursing staff shall ensure:
  - a. Identity of the inmate;
  - b. The appropriate medication for that inmate;
  - c. The amount specified for dosage;
  - d. The correct time to administer the medication; and
  - e. The correct method by which the inmate shall receive the medication. Examples shall be mouth, eye drops, injection, or topical.
5. Following identification of the inmate, the staff member shall place the appropriate medication dosage in a medicine cup and then pass the medication to the inmate through the medication drawer at the pill call window. Only the inmate's hand shall touch the medication once it is passed through the medication drawer.
6. The inmate shall receive water from the water fountain beside the medication drawer. If the water fountain is inoperable, the staff member shall supply a disposable cup filled with water to the inmate along with the medication.
7. Medication shall be taken in the presence of a correctional officer or medical professional who shall do a visual mouth check to ensure that the medication is swallowed.
8. The nursing staff administering the medication shall initial the Medication Administration Record (MAR) on the line of the signature section by the correct

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date and time. The staff member shall place full signature and initials in the section provided.

9. The inmate shall report to pill call at the scheduled time to receive his medication. An inmate shall not change his medication time schedule. If a dose is missed, he shall wait until the next scheduled dose.
10. Medication not taken at the appropriate time shall be documented according to the MAR response codes. This documentation shall be done after the pill call line is closed.

#### C. Psychotropic Drugs

1. Psychotropic medication and any drug requiring parenteral administration shall be prescribed by a psychiatrist or primary care provider if clinically indicated as one (1) facet of program therapy.
2. The psychiatrist or primary care provider shall conduct a physical examination and an assessment of need prior to prescribing the medication.
3. An evaluation of the inmate's response to the drug shall be completed by the prescribing provider prior to renewal of the order.

#### D. Medication Refills

1. The medication nurse shall check the medication blister packs for medications needing to be restocked. Prescribed medication shall not be reordered without a new provider's order extending the medication past its original stop date. If the supply diminishes to the last week of dosing, the provider shall specifically order a refill for an inmate with a chronic health problem like asthma, diabetes, hypertension, coronary disease, tuberculosis, ulcers, or epilepsy. Each refill order shall be faxed or called in to the contract pharmacy by the assigned nurse.
2. The officer at the security reception desk in Building F may accept delivery of a sealed container of medication from the pharmacy. The officer shall notify the nurse assigned to the shift. The nurse shall pick up the medication container as soon as possible and deliver it to the Medical Department. The nurse shall verify that each medication listed by the contract pharmacy on the Delivery Inventory Sheet is received. The medication shall be placed in the proper drawer or container. The contract pharmacy shall be notified immediately of any discrepancy; a note shall be placed on the checklist and the Health Service Administrator shall be notified.
3. If the contract pharmacy delivers a controlled substance in the sealed container, the receiving nurse shall:

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- a. Immediately verify the name, dosage, and number received;
  - b. If all medications are correct, log all the controlled substances into the controlled substance log;
  - c. Notify the contract pharmacy and Health Service Administrator of any discrepancy; and
  - d. Note the discrepancy on the checklist. The receiving nurse shall immediately document the discrepancy by noting the date and time received, the inmate's name and identification number, the dosage, and the number of tablets received. The count sheet shall be signed with name and title.
4. The nurse receiving the order shall fax a new medication order to the contract pharmacy.
  5. A provider's order shall include:
    - a. The date and time of the order;
    - b. Name of the medication;
    - c. Treatment;
    - d. Dosage;
    - e. Number of times to be given daily, and if appropriate, time of day to be given;
    - f. Length of time to be given; and
    - g. Instruction for administration of the medication.
  6. If an order does not contain the necessary information, a clarification order shall be obtained.
- E. Security, Storage, and Inventory of Medication, Syringes, and Needles
1. Stock supplies of medication shall be kept locked in the institutional pharmacy. Medication in current use shall be placed on the counter in an appropriate container nearest the pill call window. The medication blister packs shall be filed alphabetically. Medication received from the contract pharmacy for use after the current supply runs out shall be stored in a designated area in the pharmacy until needed.

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2. Medication requiring refrigeration shall be kept in the institutional pharmacy refrigerator. A licensed nurse shall give an injection only in an area designated for injections outside the institutional pharmacy.
  3. Needles and syringes shall be stored in the secured storage area located in the pharmacy. A small supply of needles and syringes in current use shall be stored in a container in a locked drawer in the unit. The use of any needle or syringe shall be documented on a daily basis and the nurse using the needle and syringe shall complete a count after each use. The oncoming and outgoing nurse at the change of each shift shall complete a count. Each person completing the count shall sign the log page.
  4. Used needle and syringes shall be placed in puncture-proof, infectious waste container kept locked in the designated area. The container shall be disposed of in an approved manner through a contract with a biohazard waste company. Disposal shall be appropriately documented.
  5. A controlled substance shall be closely monitored. The medication shall be counted and verified by the incoming and outgoing nurse at the beginning of each shift. Any discrepancy shall be reported to the Shift Supervisor and the Health Service Administrator and a report completed. If a controlled substance is no longer required, the remaining medication shall be counted by the licensed nurse and the number compared with the signed medication sheet. The remainder of the controlled substance shall be destroyed using Rx all purpose destroyer and it shall be witnessed by two (2) nurses. This information shall be reflected on the appropriate inventory.
  6. A monthly inventory shall be conducted by the Health Service Administrator or designee on each needle, syringe, and controlled substance in stock.
- F. Prescribed medication for an Inmate on Court Trip, Parole, Expiration of Sentence, or Transfer to another Institution
1. Medication administered to an inmate while temporarily or permanently away from the institution shall be specifically prescribed by the provider for that inmate. The medical department shall be notified of the inmate's departure from the institution. The appropriate shift nurse shall prepare the proper medication and forward it to the Control Center the day prior to departure from the institution. If notification is not received in time to allow for this procedure, the medication envelope may be given to the receiving officer.
  2. Court Trips

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- a. The first dose of medication shall be given to the inmate prior to his departure from the institution, if so scheduled; and
- b. A three (3) day supply of medication shall be placed in a sealed envelope by the licensed nurse, with the inmate's name, identification number, name of the provider, name of medication, and dosage. Direction for use shall be listed on the front of the envelope.


3. Parole and Expiration of Sentence

- a. The first dose of medication shall be given to the inmate prior to his departure from the institution.
- b. Medication necessary for a thirty (30) day supply shall be placed in a sealed envelope by the licensed nurse, with the inmate's name, identification number, the name of the provider, the name and dosage of the medication, and directions for use listed on the front of the envelope.

4. Transfer to Another Institution

- a. The first dose of medication shall be given to the inmate prior to departure from the institution.
- b. The inmate's medication blister pack shall be placed in a sealed manila envelope by the licensed nurse with the inmate's name, identification number, and the inscription "Medication" on the front of the envelope. This shall be delivered along with the medical records to the Medical Department of the receiving institution. Administration shall be performed by qualified personnel.

G. Refer to LSCC 13-13-01 regarding self-administration of medication.

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## POLICY and PROCEDURE

### A. Health Records Organization and Contents

1. The medical and dental record system at LSCC shall use established medical record keeping standards. The medical record shall contain the following basic components:
  - a. Completed receiving screening form;
  - b. Patient profile;
  - c. History;
  - d. Each physical examination;
  - e. Any health appraisal data form;
  - f. Laboratory, x-ray, and any diagnostic study;
  - g. Signature and title of documenter;
  - h. Each diagnostic procedure, treatment plan and patient education;
  - i. Any progress note or discharge summary;
  - j. Medication record;
  - k. Health service reports including dental, mental health, and any consultation;
  - l. Any referral report;
  - m. Each hospital report and discharge summary;
  - n. Any consent and refusal form;
  - o. Each Release of Information form.

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2. Each inmate's medical record shall be accessed in the LSCC Medical Department and shall not be part of the inmate's institutional record.

B. Confidentiality of Health Records


1. Confidentiality of every medical record shall be maintained.
2. A medical record shall not be released to any outside person without written authorization from the inmate.
3. Any inmate referred to outside medical treatment shall be provided with a patient referral report that provides the necessary medical information in lieu of the medical record.
4. Any access to an inmate's medical record shall be maintained by the designated Health Authority.
5. Only information regarding an inmate's medical management or information that has potential impact on institutional security or that affects the inmate's ability to participate in an institutional program may be released to appropriate staff.
6. A medical record shall be removed from the Medical Department only under the following circumstances:
  - a. Death of inmate;
  - b. Transfer of inmate to another correctional institution or community center;
  - c. Release of inmate;
  - d. Approval of the Warden, Deputy Warden or Duty Officer.

C. Inmate Access to Health Records

1. An inmate may request copies of his medical record by completing the following forms and submitting them to the Offender Information Department who shall forward the forms to the Medical Department.
  - a. Request for Inspection of Record Form (KRS 61.872(1) Open Records Act); and
  - b. Inmate Account Transfer Authorization Form (if requesting copies).
2. The Medical Department shall respond to a request for medical records as required by KRS 197.025(7).

D. Inactive Health Records


Each inactive health record shall be retained according to the records retention schedule.

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42 USC 10801-10807; LSCC 13-04-01; KRS 61.878(1)(l), 196.035, 197.025, 197.020	<b>PSYCHOLOGICAL AND PSYCHIATRIC REPORTS</b>	

## POLICY and PROCEDURE

### A. Release of Psychological and Psychiatric Reports

1. A psychological or psychiatric report may be released upon fulfilling the following conditions:
  - a. An outside party such as an attorney may request copies of mental health records. A written authorization from the inmate shall be required prior to release.
  - b. Release to the Inmate
    - (1) A requested psychological or psychiatric record shall be reviewed to determine that its release does not create a security risk in violation of KRS 197.025(1);
    - (2) The determination of whether or not the release of the psychological or psychiatric record shall constitute a security threat shall be made jointly by the Warden, Deputy Wardens, and Psychological Services staff person; and
3. Any denial of a request for records made under the Open Records Act shall conform to the requirements of 501 KAR 6:350.
4. An inmate may request copies of his psychological or psychiatric reports by completing the following forms and submitting them to the LSCC Offender Information Office:
  - a. Request for Inspection of Record Form (KRS 61.876 (1) Open Records Law); and
  - b. Inmate Account Transfer Authorization Form (If applicable-Refer to LSCC 13-04-01, Section C. 1. and 2.

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ACA 5-ACI-6A-20; CPP 8.1 and 13.10; LSCC 08-01-01; 29 CFR 1910.1000-1500; KRS 196.035, 196.171 197.020,197.055, 438.250	MANAGEMENT OF SERIOUS AND INFECTIOUS DISEASES	

**POLICY and PROCEDURE:**

**A. Universal Precautions**

Universal precautions shall be used if an individual may have contact with blood, any other bodily fluid, or any airborne pathogen. LSCC Policy and Procedure 08-01-01, the Little Sandy Correctional Complex Exposure Control Plan, and the Department of Corrections Blood-borne Pathogens Exposure Control Plan shall be followed if possible exposure to blood-borne or airborne pathogen occurs.

**B. Diagnosis, Assessment, and Treatment**

**1. Tuberculosis and Syphilis**

- a. Each new commitment to the Department of Corrections shall be screened for tuberculosis and syphilis by qualified health care staff prior to transfer. Any inmate with a positive test result shall automatically receive further testing to determine the level of a true positive. Each test result shall be appropriately documented in the inmate medical record; and
- b. Case recognition and continuity of care in each positive case shall be ensured by an intra-system transfer screening interview and the record review by medical staff.

**2. Hepatitis, HIV, and Any Other Serious Infectious Disease**

- a. Refer to CPP 13.10. Testing shall be ordered by the primary care provider on an individual basis, based upon an inmate's medical history, current clinical sign, and any symptom and at risk behavior;
- b. Specific guidelines for HIV testing are outlined in KRS 197.055(2) and (7);

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- c. If the primary care provider determines the evidence presented falls within the coverage of the statute, the provider shall order the testing. If the inmate refuses to be tested and refuses a direct order for testing, all efforts shall be made to explain the disciplinary consequences of his action as well as the medical reason to perform the test; and
- d. The Office of Legal Services shall be notified if an inmate refuses to comply with an order for testing.

C. Housing. See CPP 13.10.

An inmate with a serious infectious disease shall not be arbitrarily isolated.

D. Training. See CPP 13.10.

Information on control, treatment, and prevention shall be available in the Little Sandy Correctional Complex and Department of Corrections Exposure Control Plans.

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ACA 5-ACI-6A-28, 5-ACI-6A-31, 5-ACI-6A-33, 5-ACI-6A-34, 5-ACI-6A-35, 5-ACI-6B-08, 5-ACI-6C-07, 5-ACI-6C-11; CPP 13.2, 18.11; KRS 196.035, 197.020	MENTAL HEALTH SERVICES	

## POLICY and PROCEDURE

### A. Mental Health Staff

Mental health staff shall review and approve any diagnosis, treatment plan, or referral plan of an inmate with mental health problems during the inmate's incarceration.

### B. The mental health program shall include:

1. Screening for mental health problems on intake as approved by the mental health professional including:
  - a. Whether the inmate has a present suicidal ideation;
  - b. Whether the inmate has a history of suicidal behavior;
  - c. Whether the inmate is presently prescribed psychotropic medication;
  - d. Whether the inmate has a current mental health complaint;
  - e. Whether the inmate is being treated for mental health problems;
  - f. Whether the inmate has a history of inpatient and outpatient psychiatric treatment;
  - g. Whether the inmate has any recent use of alcohol or addictive substances, including frequency of use, amount used, and last time used;
  - h. Whether the inmate has a history of substance use disorder treatment;
  - i. Observation of the inmate's general appearance and behavior;
  - j. Observation of level of consciousness (alertness, orientation);

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- k. Observation of evidence of abuse or trauma;
- l. Observation of current symptoms of psychosis, depression, anxiety, or depression; and
- m. Disposition of the inmate to the following:
  - (1) General population;
  - (2) General population with appropriate referral to mental health care services; or
  - (3) Referral to appropriate mental health care service for emergency treatment.
- 2. Disposition of the inmate to the general population with appropriate referral to mental health care services, if necessary, or a referral to the appropriate mental health care service for emergency medical treatment;
- 3. Outpatient services for the detection, diagnosis, and treatment of mental illness;
- 4. Individual sessions based on referrals through staff or sick calls, for the detection, diagnosis, and treatment of mental illness;
- 5. Crisis intervention and the management of acute psychiatric episodes using suicide watches, behavioral watches, risk assessments, and brief therapeutic interventions;
- 6. Stabilization of the mentally ill and the prevention of psychiatric deterioration in the correctional setting through referrals for medication management, referrals to CPTU, and individual sessions with the mental health provider to assess symptoms and severity of the illness;
- 7. Elective therapy services and preventative treatment, such as individual or group psychotherapy, if resources permit;
- 8. Provision for referral and admission to a mental health unit for offenders whose psychiatric needs exceed the treatment capability of the facility and are likely to benefit from the services at the receiving facility; and
- 9.

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Procedures for obtaining and documenting informed consent for psychological services, including: possible reasons for referral, information on use of telehealth, exceptions to confidentiality, and the right to withdraw consent.

C. Referrals

1. Medical personnel shall evaluate the inmate and inmate record for any mental health problem during the initial assessment. An inmate for which any problem is detected during this assessment shall be referred to appropriate mental health staff.
2. An inmate may request the services of mental health staff through the sick call process.
3. Any institutional staff may initiate a mental health referral on any inmate. All referrals shall be documented on the Mental Health Referral Form and forwarded to the mental health staff for review.

D. Mental Health Evaluations

An inmate referred for mental health treatment shall receive a comprehensive evaluation by a licensed mental health professional. The evaluation shall be completed within fourteen (14) days of the referral request date and include at least the following:

1. Review of mental health screening and appropriate data;
2. Direct observation of behavior;
3. Collection and review of additional data from individual diagnostic interviews and instruments assessing personality, intellect, and coping abilities;
4. Compilation of the individual's mental health history; and
5. Development of an overall treatment and management plan with appropriate referral to include transfer to a mental health facility for an inmate whose psychological needs exceed the treatment capability of the institution.

E. Responsibilities of Multidisciplinary Mental Health Team

1. A Multidisciplinary Mental Health Team, for a specially referred inmate, may consist of a psychologist, psychiatrist, licensed psychology provider, licensed psychiatry treatment provider, appropriate Deputy Warden, Health Service Administrator, physician, or licensed medical provider.

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2. An evaluation on each referral shall be completed within fourteen (14) days of the date of the referral, and include at least the following:
  - a. A review of all mental health history and screening data;
  - b. Direct observation of behavior;
  - c. Provision for psychological and psychiatric testing if appropriate; and
  - d. Development of a treatment plan as needed with each referral to the appropriate mental health services.

F. Non-Emergency Mental Health Service

1. If an inmate appears to need mental health services, staff shall immediately contact mental health staff, the Medical Department, or the appropriate Deputy Warden.
2. If an inmate becomes non-compliant or appears to have a non-emergency mental illness, mental health staff or a licensed medical provider and appropriate Deputy Warden shall have a joint consultation as needed to make decisions concerning appropriate housing within this institution, disciplinary proceeding, program assignment, or transfer to another facility.

G. Emergency Mental Health Services

1. The mental health provider shall determine whether the mental health emergency is life-threatening, non-life threatening, or requires further evaluation.
2. In any life-threatening mental health situation, including a suicide attempt or threat of harm to another person, the inmate may be confined for his or others protection until mental health staff may be contacted. The licensed psychology provider shall determine if the individual should be placed on a suicide watch (constant observation) or 15-minute observation. In the licensed psychology provider's absence, a staff member may request to place an inmate on suicide watch (constant observation) through the shift supervisor until the inmate may be seen by a mental health professional. Only a mental health professional may take an inmate off watch.
3. Mental health staff in consultation with the Warden or designee shall determine if a transfer to another facility is needed:
  - a. Mental health staff shall recommend an emergency transfer to the Kentucky State Reformatory or to the Kentucky Correctional Psychiatric Center; and

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- b. Mental health staff shall contact the appropriate staff at the facility to inform them of the status of the inmate and the care needed.

H. Transfer to Non-Correctional Institutions

Refer to Corrections Policy and Procedure 18.11.

I. Release from Correctional Institution

1. The following shall be provided to any inmate receiving treatment for a diagnosed mental disorder upon release from the institution:
  - a. Continuity of care, if receiving psychotropic medication;
  - b. Arrangements for continuity of care for inmates determined by the mental health or mental health care staff who need involuntary inpatient commitment; and
  - c. A list of available community resources.
2. Every effort shall be made to coordinate a connection with a community provider and exchange clinically relevant information for an inmate with a serious mental illness.

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ACA 5-ACI-6B-12; KRS: 196.035, 197.020	INMATE OBSERVER PROGRAM	

**POLICY and PROCEDURE:**

The purpose of the Inmate Observer Program (IOP) at the Little Sandy Correctional Complex (LSCC) is to utilize trained, specially selected inmates to monitor other inmates that have been placed on watch status.

**A. Selection**

1. Because of the sensitive nature of observation assignments, the selection of inmate observers shall be done with great care. Inmates wishing to be trained and employed as inmate observers shall be considered on an individual basis and shall require approval from the psychologist and the unit administrator. The assignment shall be posted as required; except, an inmate shall not be considered for selection without a written recommendation from staff.
2. Inmates who apply for a position with the IOP shall be selected based on criteria outlined in the below listed selection process. Candidates for the IOP shall be required to participate in a one-hour class on self-injury and suicide. A written test shall be given at the end of the class. Inmates who do not pass the test shall not be eligible to accept a position in the IOP. Inmates who fail to pass the test may reapply after a six (6) month waiting period.
3. Criteria that may be used in the selection process includes:
  - a. Disciplinary history;
  - b. Nature of crime;
  - c. Mental and medical health status;
  - d. Educational achievement; and
  - e. Interaction skills.

**B. Training**

1. Selected inmate observers shall also complete a training program offered by mental health staff. The classification and treatment officer (CTO) shall document completion of this training in the inmate observer's institutional record.

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2. The training program shall include the following topics:
  - a. Confidentiality and privacy considerations;
  - b. Signs and symptoms of mental illness and self-injurious behavior;
  - c. How to summon staff during any shift;
  - d. Appropriate recording of behavior; and
  - e. Appropriate interaction with inmate being observed.
3. Additional training may be offered or required for inmate observers.

C. Scheduling

Shifts shall be scheduled in eight (8) hour blocks. The Special Management Unit (SMU) Supervisor shall choose the observer from the Inmate Observer Pool List. Scheduled shifts are subject to change based on institutional need.

D. Initiating and Maintaining a Watch

Immediately after a mental health watch is initiated, the SMU supervisor shall call the inmate observer who is on call for that shift to the Special Management Unit. The inmate observer shall report to the Special Management Unit immediately. Prior to beginning the shift, the inmate observer shall be strip searched. Inmate observers may take a ten (10) minute break during the first three (3) hours of the shift, a thirty (30) minute lunch break, and a ten (10) minute break in the last four (4) hours. During the break, a correctional officer shall maintain the watch. Inmate observers may refill their water bottles and use the restroom during the break but may not go to any other areas in the Special Management Unit. The SMU supervisor shall notify the inmate observer scheduled for the next shift fifteen (15) minutes prior to the end of the current shift. Inmate observers shall be strip searched at the end of their shift prior to being released from the Special Management Unit.

E. Job Responsibilities

Inmate observers shall constantly observe the inmate who is on watch. Inmate observers shall document the activities of the inmate on watch as activities occur. Documented observations shall not exceed fifteen (15) minutes between documentation. If the inmate observer witnesses any behavior that is self-injurious or detrimental to the institution in any way, the inmate observer shall notify a correctional officer immediately. The observation log shall be verified and signed by a correctional officer every half hour.

F. Critical Incidents


If a critical incident occurs while an inmate observer is on the wing, the inmate observer shall

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be sent to a secure area until they can safely return to their job duties. During this time the watch shall be maintained by a correctional officer.

G. Termination

1. Inmate observers may be terminated from the program for any of the following reasons;
  - a. Receiving a disciplinary report;
  - b. Failing to fulfill any job duty;
  - c. Becoming disruptive to the normal operations of the Special Management Unit; or
  - d. Failing to report for a scheduled shift.
2. This list shall not be exhaustive and an inmate observer may be terminated from the program for additional reasons based on institutional needs.

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References/Authority KRS 196.035, 197.020	Subject <b>EYE CARE</b>	

## POLICY and PROCEDURE

### A. Eye Care

1. A licensed optometrist shall be available to provide routine and emergency eye care service for inmates.
2. An examination shall be made by appointment and shall be arranged through Sick Call by the medical staff.
3. Any inmate transferred to this institution shall have an initial review by medical staff:
  - a. The initial review shall include a review of past eye problems noted in the medical file and any eye complaint received during the initial consultation; and
  - b. Any inmate with an eye complaint or a history of an eye problem who has not been examined during the past year shall be scheduled for an eye examination.
4. At the exam, the optometrist may prescribe glasses or refer to an outside specialist in eye care if necessary.
5. If glasses are needed, the state shall provide the glasses through a contract laboratory.

### B. Emergency Eye Care

An emergency occurring in the absence of the optometrist shall be handled by on site medical staff:


1. The medical staff shall make an initial assessment of the case and notify the optometrist;
2. The optometrist shall either:

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- a. respond to the institution;
  - b. prescribe treatment to be carried out by on duty medical staff; or
  - c. request the inmate to be transported outside the institution for treatment.
3. If the optometrist is not available, the institutional primary care provider shall be notified by medical staff and he shall order the necessary treatment; and
  4. If the optometrist and physician are not available, the medical staff shall:
    - a. follow protocol procedures; or
    - b. request the inmate be transported outside the institution for treatment.

C. Corrective Lenses

1. An inmate shall not possess or purchase contact lenses unless medically authorized. An inmate entering Little Sandy Correctional Complex with contact lenses that are medically authorized shall be provided contact solution by the medical department.
2. Any inmate receiving a prescription for glasses shall mail his contact lens out of the institution at his expense.
3. The Optometrist shall examine the eyes, determine the prescription necessary, and inform the inmate of the prescription.
4. Corrective lens provided by the state shall not have tinted lens unless specifically prescribed by the Optometrist.
5. A maximum of two (2) complete pairs of prescriptive glasses may be issued within a two (2) year period for the same prescription. This shall consist of two (2) frames or two (2) sets of lenses and shall be dependent upon the nature of breakage or loss of prescription.

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References/Authority ACA 5-ACI-6A-19-1; CPP 13.2, 13.9; KRS 196.035, 197.020	Subject  DENTAL CARE	

## POLICY and PROCEDURE

### A. Dental Care

1. A licensed dentist shall be available to provide routine and emergency dental care for inmates.
2. An examination shall be made by appointment only and shall be arranged through Sick Call by the medical staff.
3. Any inmate transferred from another Department of Corrections institution to LSCC shall have an initial review by medical staff. This initial review shall include a review of any past dental problem noted in the medical file and any dental complaint received during the initial consultation. If deemed necessary, an inmate shall be scheduled for a dental examination within three (3) months.
4. Any newly committed inmate to the custody of the Department of Corrections through LSCC shall have an intake assessment by a dentist within 30 days of initial admission.
5. Dental staff shall:
  - a. Assess dental pain, infection, disease, or impairment of function;
  - b. Take x-rays if necessary;
  - c. Provide instruction and education on dental hygiene;
  - d. Chart identifiable oral health condition, and specify treatment; and
  - e. Refer to an outside specialist in dentistry if necessary.

### B. Emergency Dental Care

1. Medical staff shall identify emergency dental care as:
  - a. Severe pain not relieved by routine treatment or medication;
  - b. Trauma to teeth or bones (jaws); or

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c. A post dental procedure complication.

2. Each dental emergency shall be handled by the dentist on the scheduled clinic day. Any emergency occurring in the absence of the dentist shall be handled by on-site medical staff:

a. Medical staff shall make an initial assessment of the case and notify the dentist;

b. The dentist shall either:

(1) Respond to the institution;

(2) Prescribe treatment to be carried out by on duty medical staff; or

(3) Request the inmate be transported outside the institution for treatment.

c. If the dentist is not available, the institutional primary care provider shall be notified by medical staff and order the necessary treatment; and

d. If both the dentist and primary care provider are not available, the medical staff shall follow protocol procedures or request the inmate be transported outside the institution for treatment.

C. Dentures - Partial or Full

1. Dentures shall be provided at state expense only if necessary to address a serious medical need.

2. If a prosthesis or orthodontic device is not deemed medically necessary, refer to CPP 13.9. An inmate shall not be allowed to place an order for dentures if he has less than six (6) months to his expiration of sentence or parole date.

3. The dentist shall determine the type of denture needed and inform the inmate of the cost provided on a list from the laboratory.


4. The inmate shall have the money on his account and sign an inmate money transfer authorization form for the cost prior to the dental impression being made:

a. This form shall be forwarded to Inmate Accounts who shall restrict only the amount authorized for the dentures; and

b. If the money is not available, Inmate Accounts shall inform the Medical Department and return the money transfer authorization form to the inmate.

5. The dentist shall insure the dentures fit properly when received.

6. If the inmate is transferred, the dentures shall be forwarded to the appropriate institution.

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References/Authority KRS 196.035, 197.020, 202A.191, 202A.196; ACA 5-ACI-6C-04	Subject INFORMED CONSENT	

## I. DEFINITIONS

"Express consent" means a patient's agreement in words, oral or written, to the proposed medical treatment or procedure.

"Implied consent" or "voluntary submission" means a patient's demonstration of understanding and agreement through that person's acts or through the circumstances surrounding medical treatment.

"Informed consent" means voluntary consent or agreement to treatment, examination, or procedure by the inmate-patient after receiving the facts regarding the nature, consequences, risk, and alternatives concerning the proposed treatment, examination, or procedure.

## II. POLICY and PROCEDURE

### A. Reception at LSCC

1. During the initial medical screening of any newly received inmate, each inmate shall be presented with a Consent Form. The inmate may refuse to sign this form.
2. In a non-emergency situation or if the inmate is capable of giving consent, he shall be given the opportunity to refuse any recommended treatment.

### B. Explanation of Risk

1. Prior to the initiation of a medical procedure involving surgery or potentially life-threatening risk, the inmate shall be fully briefed concerning his health situation, the reasons for the recommended procedure, the chances of success, and any risk involved in having the procedure done and in refusing it.
2. The inmate shall be presented with the option of refusing the treatment and to sign the appropriate form.
3. The inmate shall sign a Consent Form if he accepts the recommended treatment.

### C. Refusal of Treatment or Examinations and Missed Appointments

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1. An inmate may refuse any medical treatment.
  - a. An inmate refusing treatment or an examination shall have the possible consequences of his refusal explained in writing, if the possible consequences include physical injury or death.
  - b. If the inmate still wishes to refuse treatment or an examination after explanation of the risk, he shall sign the explanation and a Refusal of Treatment form.
  - c. A medical staff member shall witness the inmate's signature.
  - d. The completed form shall become part of the inmate medical record.
2. If an inmate does not present himself for a scheduled appointment, a medical staff member shall reschedule the appointment or notify the inmate to report to the medical department for the appointment or sign a refusal.

D. Contagious or Communicable Disease

If diagnosed with a contagious illness or other communicable disease, health care personnel shall treat the patient in accordance with state and federal laws.

E. Treatment of Minors

1. The medical condition of a minor committed to the Department of Corrections and LSCC shall be carefully evaluated by the medical staff.
2. Written evaluation by the institutional primary care provider shall be forwarded to the Warden, the Health Service Administrator, and the Clinical Director of the Health Services Division before non-emergency medical treatment is performed.

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ACA 5-ACI-6A-05, 5-ACI-6A-07; CPP 13.2, 18.7; KRS 196.035, 197.020	Medical Annex	

## POLICY and PROCEDURE

### A. Medical Annex Services

1. The Medical Annex, located in the Medical Department, is designed to be a short term convalescent area for an inmate requiring skilled nursing care due to a medical illness or injury, but not requiring hospitalization. Observation of an inmate shall be determined by the medical provider.
2. An inmate requiring long term chronic care, medical services over a long period of time, or who needs health care beyond the resources of LSCC, shall be recommended for transfer to another institution to meet his medical needs.
3. The primary care provider, in consultation with the medical staff, shall determine the need for observation. The decision for placement shall also include a discussion regarding the inmate's health needs and availability of service.
4. The Medical Department shall be staffed with a twenty-four (24) hour per day nursing staff under the supervision of the Health Service Administrator. Staff shall be given direction concerning each case placed in the Medical Annex including the medical services as directed by the primary care provider.
5. The institutional primary care provider on call, twenty-four (24) hours per day, shall be notified regarding a medical emergency occurring with an inmate in the Medical Annex.
6. Nursing staff shall follow the nursing care procedure manual.
7. An inmate assigned to the Medical Annex shall be routinely monitored by medical staff. The inmate shall be visually observed by security staff unless a change is approved and appropriately documented by the appropriate staff member. A call out system shall be located near the bed in each room for an inmate to request assistance.
8. An inmate shall have an individual medical record for recording primary care provider and nurse's notes and other medical data relevant to his particular case.

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B. Inmate Status

1. The inmate's status, i.e., Disciplinary Status (DS), Maximum Assaultive Status (MAS), Administrative Control Status (ACS), Constant Watch, 15 Minute Watch, or General Population inmate, shall be taken into consideration regarding how staff will interact with the inmate.
2. The inmate's status shall dictate his approval to use the telephone, the inmate's allowable property, and other needs such as recreation.

C. Food and Meals

1. Each meal shall be delivered by the Food Service Department. The meal shall be the same as served to the general population unless an alternative diet is prescribed by the primary care provider in consultation with the Health Service Administrator.
2. A limited quantity of food and drink shall be maintained in the Medical Department for a diabetic emergency and for anyone suffering from illness if there is a possibility of dehydration.

D. Mail

1. The evening shift officer assigned to the Medical Department shall pick up the mail from the Mail Room and deliver it to an inmate assigned to the Medical Annex. Legal mail shall also be delivered, opened, and inspected in front of the inmate. The inmate shall be required to sign a Legal Log for all legal and privileged mail.
2. The morning shift officer, assigned to the Medical Department, shall pick up outgoing mail and deliver it to the Mail Room.
3. Any package shall be maintained in the Property Room until the inmate is released from the Medical Annex.

E. Clothing and Personal Property

1. An inmate shall be allowed to maintain a limited amount of personal clothing or shall be issued appropriate medical clothing. The decision as to his attire shall be determined by the attending primary care provider, the Health Service Administrator, or Warden.
2. An inmate shall only be allowed hygiene items, writing material, books, and magazines. He may also be allowed his Bible, Koran, or other religious writings. (See Attachment 2.)

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3. Depending on the inmate's status, he may be allowed a CD player with four CDs.
4. Food products from an inmate's property shall not be allowed in the Medical Annex.

F. Canteen Service

1. Canteen item purchases shall be limited to \$25.00 weekly.
2. An inmate shall provide a purchase item list for the Canteen, which shall fill the order. The Special Management Unit CTO shall take the list to the Canteen and deliver the items to the inmate.
3. Food, candy, beverages, or perishable items shall not be purchased.
4. Hygiene articles approved by medical staff and writing materials may be purchased.
5. An inmate wishing to purchase over-the-counter medications while housed in the Medical Annex shall complete a sick call request form and be evaluated by medical staff. After evaluation by medical staff, the primary care provider may approve the request to purchase over-the-counter medications.

G. Laundry

1. An inmate's personal property shall be laundered in the institutional laundry and returned.
2. Soiled linen and clothing shall be placed in a biohazard bag and taken to the institutional laundry. The laundry shall ensure proper procedures are followed concerning the care and washing of soiled linen or for blood-borne pathogens.

H. Case Management Services

The Special Management Unit CTO shall make rounds in the Medical Annex. CTO rounds shall be made at least three times a week. An inmate may request CTO services through the medical staff at other times if an emergency arises. Medical staff shall contact the appropriate CTO.

I. Phone Calls

The Special Management Unit CTO shall make phone calls available during the CTO's normal rounds in the Medical Annex. Eligibility for phone call privileges shall be determined by the inmate's status.

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J. Religious Services

The Chaplain shall make rounds in the Medical Annex once a week.

K. Visits

1. An inmate shall request a visit in writing during regular institutional visitation days through the appropriate Deputy Warden.
2. Regular visitation rules shall apply to any visit for inmates assigned to the Medical Annex. Medical staff shall also have to approve or disapprove a visit based upon the inmate's medical requirements.

L. Legal Aide and Grievance Services

An inmate may request to see a Legal Aide or Grievance Aide by notifying the CTO and request his name be added to the list see the respective aide on his next visit to the Medical Annex. The Legal Aide and Grievance Aide shall visit the Medical Annex based on the set schedule provided by the Classification and Treatment Supervisor.

M. Library Services

Inmates assigned to the Medical Annex shall be provided with a Library Book Request Form (one per week) that may be filled out and turned in to the CTO. This request shall be reviewed and filled as available by the Library and books requested shall be delivered by the CTO during his normal rounds.

N. Recreational Services

Recreational opportunities shall be developed for inmates assigned to the Medical Annex based upon the inmate's status and medical requirements as ordered by the primary care provider.

## MEDICAL ANNEX STATUS/ACTIVITY FORM

Inmate Name \_\_\_\_\_ Number \_\_\_\_\_

Inmate Status \_\_\_\_\_ Date Received in Medical: \_\_\_\_\_

Inmate status determines phone call privileges, recreation, and allowable property.

All SMU status inmates will follow the SMU guidelines for phone calls, recreation, and allowable property.

**General population** inmates will receive three, 5-minute phone calls per week until an inmate phone is installed, and daily recreation.

Log meals, phone calls and recreation below. If the inmate refuses a phone call or recreation, enter Refused. If the inmate has ate less than ½ of his tray, mark ½ or ¼ Tray eaten. Other activities may include canteen, library or Chaplain visits, etc.

Date	Shift	Meal	Eaten	½ tray	¼ tray	Refused	Phone call	Recreation	Other activities	C/o initials	Comments
	12-8	B									
	8-4	L									
	4-12	S									
	12-8	B									
	8-4	L									
	4-12	S									
	12-8	B									
	8-4	L									
	4-12	S									
	12-8	B									
	8-4	L									
	4-12	S									
	12-8	B									
	8-4	L									
	4-12	S									
	12-8	B									
	8-4	L									
	4-12	S									
	12-8	B									
	8-4	L									
	4-12	S									
	12-8	B									
	8-4	L									
	4-12	S									
	12-8	B									
	8-4	L									
	4-12	S									
	12-8	B									
	8-4	L									
	4-12	S									
	12-8	B									
	8-4	L									
	4-12	S									
	12-8	B									
	8-4	L									
	4-12	S									

**Notify medical and deputy warden if an inmate has not consumes meals or liquids for a period of 72 hours as observed by staff or has missed more than one meal per day for five consecutive days.**

DATE	Shift	MEAL	Eaten	½ Tray	¼ Tray	Refused	Phone Call	Recreation	C/O Initials	Comments
	12-8	B								
	8-4	L								
	4-12	S								
	12-8	B								
	8-4	L								
	4-12	S								
	12-8	B								
	8-4	L								
	4-12	S								
	12-8	B								
	8-4	L								
	4-12	S								
	12-8	B								
	8-4	L								
	4-12	S								
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Medical Annex Allowable Check List

Envelopes (20) \_\_\_\_\_

Greeting Cards (3) \_\_\_\_\_

Paper (5" Limit on Legal and paper products) \_\_\_\_\_

Address Book (1) \_\_\_\_\_

Stamps (20) \_\_\_\_\_

Wedding Band (if Married) \_\_\_\_\_

Religious Medallion (1) \_\_\_\_\_

Prescription Eye-glasses (1) \_\_\_\_\_

Plastic soap dish (1) \_\_\_\_\_

Soap (1) \_\_\_\_\_

Pictures (3) \_\_\_\_\_

Comb/Pick (1) \_\_\_\_\_

Bible/Koran or Religious Writings \_\_\_\_\_

Shampoo (1) \_\_\_\_\_

Toothbrush (1) \_\_\_\_\_


Tooth Paste (1) \_\_\_\_\_

CD player (1) \_\_\_\_\_

CD's (4) \_\_\_\_\_

Inmate Signature \_\_\_\_\_

Officer Signature \_\_\_\_\_

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CPP 13.1; KRS 196.035, 197.020	INMATE SELF-ADMINISTRATION OF MEDICATION	

## POLICY and PROCEDURE

### A. Self-Administration of Medication

1. Medication given to an inmate in greater than a single dose quantity for self-administration shall be oral medication for a chronic condition. Examples: heart, respiratory, blood pressure, diabetes, or antibiotics used for a short-term illness. A tranquilizer, scheduled drug, mood altering drug, or a drug which may produce mood altering side effects shall not be dispensed under this program.
2. A general population inmate who has documented compliance with the current medication schedule may be selected by medical staff to participate in this program. An inmate in a special program or in segregation shall be ineligible.
3. The program shall begin with a review of the compliance records of each inmate that meets the medication and selection criteria. An inmate selected shall be interviewed by the nursing staff. Interview times for participation in the self-administration of medication program shall be determined by the nursing staff. The orientation process shall be scheduled by the Medical Department. The following areas shall be covered with the inmate and he shall sign an agreement to comply with the program requirements:
  - a. Medications, except nitroglycerin and inhalers, shall be stored in the dorm under lock and key. Medication shall not be used to treat another inmate or to share on request;
  - b. After the blister pack is empty, it shall be returned to the pill call window at any pill call. The self-medication may be picked up at the scheduled time which is posted in the pill call window;
  - c. For court trips for inmates on self-medication, this medication shall be handed over to the transportation office. The officer shall allow


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the inmate to take the medication as needed or leave it with the jail if the court orders the inmate to stay; and

- d. Prior to leaving the institution for a planned hospital stay, a transfer to another institution, or serve out, medication shall be returned to the Medical Department.
4. The individual issuing the medication package shall note on the inmate's Medication Administration Record the date and amount given under the appropriate space. The issuing staff shall initial the form;
5. Each prescription expiration date shall be reviewed regularly, and a notation made if the medication package or blister pack is returned. If the package is not returned two (2) days after the expiration date on the prescription, the inmate shall be called to report with the pack. Failure to follow program directions shall be regarded as non-compliance;
6. Medical personnel shall review, on a quarterly basis, each inmate participating in the Self-Administered Medication Program. A group meeting of all the inmates in this program may be implemented; and
7. More than a one (1) month supply of medication shall not be dispensed to an inmate. Medications shall be sealed in a blister pack and shall be labeled in accordance with pharmacy regulation.

**B. Failure to Comply**

An inmate who agrees to participate then fails to comply with the requirements of the program shall not be allowed to participate during the balance of his assigned time at this institution.

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	<b>APR 28 2026</b>	
References/Authority	Subject	
ACA 5-ACI-6A-20; CPP 15.8; LSCC 15-01-01; KRS 196.035, 197.020	HEALTH EDUCATION PROGRAM AND DETOXIFICATION	

## POLICY and PROCEDURE

### A. Health Education

1. The LSCC health education program shall include the following areas:
  - a. Personal hygiene, nutrition and physical fitness;
  - b. Sexually transmitted disease, tuberculosis, and other communicable disease;
  - c. Hepatitis B;
  - d. Human immunodeficiency virus;
  - e. Dental hygiene;
  - f. Substance abuse;
  - g. Dangers of self-medication;
  - h. Chronic disease; and
  - i. Any other area deemed appropriate.
2. The LSCC Health Education Program shall also provide information regarding:
  - a. General medical service; and
  - b. Sick-call sign-up procedure.

### B. Chemical Dependency and Detoxification


1. Suspected substance abuse or suspected chemical dependency:

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- a. An inmate exhibiting behavior indicative of being under the influence of an intoxicant or physical indicators consistent with substance abuse shall be detained and escorted or transported to the Medical Department.
- b. Medical staff shall:
  - (1) Conduct an evaluative physical assessment;
  - (2) Determine if the inmate needs to be kept in the Medical Department or placed in the Special Management Unit;
  - (3) If symptomatology and evidence show potential toxicity, immediately notify the primary care provider and Warden, or designee; and
  - (4) Monitor the collection of the appropriate urine or blood:
    - (a) If a specific drug or chemical is suspected, urine and blood samples may be obtained;
    - (b) If alcohol only is suspected or evidenced, urine or blood samples may be obtained;
    - (c) All samples shall be collected and processed in accordance with LSCC 15-01-01; and
    - (d) The Medical Department shall arrange for any follow-up lab work ordered by the primary care provider.

## 2. Detoxification

LSCC does not provide detoxification of chemically dependent inmates. If LSCC receives a chemically dependent inmate, the inmate shall be transferred to the emergency department and then to a detoxification facility within the Department of Corrections.

 <p style="text-align: center;"><b>LITTLE SANDY CORRECTIONAL COMPLEX</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Policy Number <b>LSCC 14-01-01</b>	Total Pages <b>4</b>
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References/Authority ACA 5-ACI-3A-08, 5-ACI-3D-01, 5-ACI-3D-02, 5-ACI-3D-03, 5-ACI-3D-04, 5-ACI-3D-06, 5-ACI-3D-08, 5-ACI-5E-02; CPP 1.2, 9.8, 14.4, 14.6, 15.2, 16.2, Chapter 18; LSCC 16-01-01, 16-02-01, Chapter 18; KRS 196.035, 197.020	Subject <b>INMATE RIGHTS AND RESPONSIBILITIES</b>	

**POLICY and PROCEDURE:**

- A. Rights and Responsibilities of an inmate incarcerated at the Little Sandy Correctional Complex shall be as follows:
1. The right to medical and dental service needed to maintain basic health, including the right of appearance at scheduled sick call. The responsibility to use medical service only when needed.
  2. The right of access to the courts, including:
    - a. The right to have access to an attorney and a designated legal aide.
    - b. The right to confidential contact with an attorney and their authorized representative; such contact may include telephone communication, video communication, uncensored correspondence, and a visit.
    - c. The right of access to legal assistance from an individual with legal training or from the law library.
    - d. The right of access to services and supplies related to legal matters.
    - e. The responsibility of presenting a petition to the court and to utilize the service of an attorney, legal aide, law library and legal supplies honestly and responsibly.
  3. The right to be protected from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment.
  4. The right to be addressed by name rather than institutional number and the responsibility to address any other inmate and staff by name.

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5. The right and responsibility to and for a healthful environment which shall include:
  - a. The right to a clean and orderly surrounding;
  - b. Responsibility to maintain neat and clean living quarters;
  - c. The right to toilet, bathing, hand washing, and laundry facilities;
  - d. Responsibility to follow the laundry and shower procedures;
  - e. The right to lighting, ventilation, and heating;
  - f. Responsibility of compliance with each state and federal fire and safety regulation;
  - g. The right to a wholesome and nutritionally adequate diet;
  - h. Responsibility not to waste food; and
  - i. The right to clean and seasonable clothing.
6. The privilege, not right, of access to any recreational opportunity and equipment. This privilege may be restricted or denied when necessary. The inmate shall have the responsibility to use the equipment in a safe and positive manner.
7. The right to be safeguarded from any involuntary medical and pharmaceutical testing for experimental or research purpose and to voluntarily participate in non-medical and non-pharmaceutical testing.
8. The right to be subjected to a search plan that has been reviewed by legal counsel to ensure its legality (Refer to CPP 9.8). The inmate shall have the responsibility to conduct himself accordingly during the search.
9. The right to be free from discrimination in program access, work assignment, and administrative decision based on race, religion, disability, nationality, sex or political belief. The inmate shall have the responsibility to not to discriminate against any other inmate or staff for the same reasons.
10. The right to refuse to participate in any rehabilitation or treatment program except those ordered by the sentencing court or required by statute. The inmate shall have the responsibility to work an assigned job and attempt to successfully complete an assigned educational program or any other program that may be assigned by the sentencing court or required by statute.

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11. The right to be governed by written rules of inmate conduct which specify prohibited behavior and the penalty that may be imposed for a rule violation (Refer to CPP 15.2). The responsibility not to violate any rule.
12. The right to receive an inmate handbook, which states the institution's rules and regulations, including disciplinary procedures; and to have this explained by staff or a qualified person under supervision of staff if there is a language or literacy problem (Refer to CPP 15.2). The inmate shall have the responsibility to abide by the rules.
13. The right to an inmate grievance procedure, which shall be available to each inmate (Refer to CPP 14.6). The inmate shall have the responsibility to use the grievance mechanism in an honest and constructive manner.
14. The right to a classification process governed by written policies and procedures with provision for input from the inmate (Refer to CPP Chapter 18 and LSCC Chapter 18). The inmate shall have the responsibility to use the classification process constructively.
15. The right of freedom in personal grooming, except where a valid state interest justifies otherwise. The inmate shall have the responsibility not to jeopardize safety, security, identification, and hygiene requirement by this freedom.
16. The right to practice religion, subject only to the limitations necessary to maintain institutional order and security. The inmate shall have the responsibility not to proselytize or impose religious belief upon others.
17. The right to communicate or correspond with any person or an organization subject only to the limitation necessary to maintain institutional order and security (Refer to CPP 16.2 and LSCC 16-02-01). The inmate shall have the responsibility to communicate honestly.
18. The right of reasonable access to the general public through the communication media, subject only to the limitation necessary to maintain institutional order and security. The inmate shall have the responsibility to present fair and honest information when dealing with the news media.
19. The right to open a savings account and retain any interest accrued by the account. The inmate shall have the responsibility to operate this account in a fair honest manner. This right may be restricted on an individual basis to ensure the safety and security of the institution. The Warden shall retain the right to approve or deny each request.
20. At no time shall an inmate or group of inmates have control or authority over any other inmate, including inmates observers, legal aides, program mentors, assisted

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living aides, or any other job or assignment designed to assist or advise other inmates.

B. Pertinent inmate information shall be located in the following sources:

1. Institutional Operations Manual.
2. Corrections Policies and Procedures.
3. Inmate Handbook.
4. Unit Bulletin Boards.

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	Date Filed <b>APR 28 2026</b>	Effective Date
References/Authority ACA 5-ACI-3D; CPP 14.4, 15.7, 16.2; KRS 196.035, 197.020	Subject <b>LEGAL SERVICES PROGRAM</b>	

**POLICY and PROCEDURE:**

- A.
1. An inmate shall have Confidential contact with an attorney or the attorney's authorized representative including telephone communication, uncensored correspondence, and visits.
  2. An inmate shall not use access to the courts to file a malicious, harassing, or factually frivolous lawsuit.
- B. Access to Law Library and Legal Office Facilities
1. The Law Library and Legal Office shall be open according to the posted library schedule. The schedule shall be posted in the library and in each living unit.
  2. The Law Library shall be equipped with a computer legal research program, research tables, chairs, and other essential materials.
    - a. Legal books may be signed out by any general population inmate requesting to do research. Legal books shall not leave the Library.
    - b. Access to research tables shall be on a first-come, first-served basis.
    - c. Law Library materials shall not leave the Legal Office.
  3. The Law Library shall have two computer terminals solely for general population inmates to conduct legal research.
  4. An assigned certified Legal Aide shall be available in the Legal Office to assist any inmate with his legal matter.
    - a. Each Legal Aide may be assigned a typewriter and provided with office supplies.
    - b. Each Legal Aide shall be responsible for proper handling and care of office equipment assigned to him, except for maintenance and repair. Typewriters shall not be removed from the Legal Office.

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C. Access to the Department of Public Advocacy

1. Any inmate requesting service from the Department of Public Advocacy (DPA) shall complete the DPA questionnaire located in the Legal Office or the inmate's Classification and Treatment Officer's (CTO) office. The inmate shall mail the questionnaire to the DPA at the address on the bottom of that form.
2. A representative from the DPA's office may schedule an appointment based upon the completed questionnaire. An inmate not scheduled for an appointment will receive a letter in the institutional mail answering questions or explaining why he did not receive an appointment.

D. Photocopy Services

A schedule for photocopy service shall be posted in the library and in the dorms. Copies shall be at inmate expense as outlined in CPP 14.4.

E. Indigent Legal Access and Postage

1. Upon request, an indigent inmate shall receive legal supplies, postage, and copies of legal pleadings. The inmate's [Depending upon the circumstance, the C&T Supervisor or designee, CTO, Librarian, or mail room staff shall verify] indigent status and any court order, court rule, or court deadline shall be verified by staff. Upon verification, the staff shall fulfill the request. An inmate found to be misusing these supplies shall be subject to disciplinary action.
2. An inmate shall be required to request and qualify for indigent status as outlined in CPP 15.7 and CPP 16.2.
  - a. Postage shall be placed on the mail by staff at the mail room window.
  - b. Writing supplies and envelopes shall be available through the inmate's CTO. Indigent supplies shall consist of one (1) writing tablet, one (1) ink pen, one (1) manila envelope, and four (4) regular envelopes. An inmate with extensive legal work may request extra supplies from his CTO, or the Unit Administrator.

F. Video and Audio Trial Transcripts


1. A video or audio trial transcript shall only be accepted from the court or an attorney. The recording shall be subject to authenticity verification by calling the court or the attorney to verify the sender of the tape. Video or audio transcripts may be accepted upon transfer of the inmate from another institution to LSCC.

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2. An audio recording may be issued to the inmate and placed on his property list.
3. A video transcript shall not be issued to the inmate. It shall be maintained in a secured storage area in the Library until needed by the inmate.
  - a. A video and viewing session shall be scheduled in advance to ensure the availability of the necessary equipment.
  - b. The inmate shall be permitted to review his video trial transcript in the Library. After reviewing, the tape shall be returned to the issuing staff and then placed back in storage.
  - c. A log shall be maintained by the librarian of video trial transcripts, which shall include the name and number of the inmate, time and date of check out, title or date of the recording, and time of return.
  - d. An inmate transferred from another institution shall be required to store the video recording in the Library. If an inmate is transferred to another institution, the recording shall be submitted to the Property Room and forwarded to the receiving institution. This information shall also be recorded on the log.

G. Non-Legal Aide Assistance

1. Any inmate, not assigned as a legal aide, may possess another inmate's legal materials while assisting the other inmate with his case if:
  - a. The assisting inmate does not violate the two (2) cubic feet rule for legal materials established by CPP 17.1; and
  - b. The assisting inmate has registered at the Library. The register shall consist of the assisting inmate's name and number, the name of the inmate to whom he is providing assistance, a brief description of the legal matter, and the style and number of the lawsuit.
2. An inmate assisting another inmate regarding legal work shall complete the register. The inmate seeking assistance shall be physically present during the viewing of a legal or audio recording.

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References/Authority	Subject	
ACA 5-ACI-2C-13, 5-ACI-5E-03; KRS 196.035, 197.020	AMERICANS WITH DISABILITIES ACT	

I. DEFINITIONS:

“Disability” means, with respect to an individual:

- A. A physical or mental impairment that substantially limits one or more major life activities of the individual; and
- B. A minor or transitory impairment is not a disability.

II. POLICY and PROCEDURE:

Little Sandy Correctional Complex (LSCC) shall comply with the requirements of the Americans with Disabilities Act (ADA) as it applies to disabled inmates.

A. Staff Awareness of ADA

- 1. An ADA Coordinator shall be appointed by the Warden for inmate access to programs. The ADA Coordinator shall understand and advise staff on compliance with the Americans with Disability Act for inmate services.
- 2. The supervisors at LSCC shall be able to advise staff and inmates on the location of information on ADA accessibility requirements.

B. Location of Information

- 1. ADA handbooks shall be maintained in the following locations:
  - a. ADA Coordinator’s Office;
  - b. Safety Administrator’s Office;
  - c. Inmate Legal Library; and
  - e. Central Control Center


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- D. LSCC shall provide educational opportunities and facilities to assist inmates with disabilities in performing self-care and hygiene.
- E. Assisted Living Aides
  - 1. LSCC shall employ inmate assisted living aides to assist disabled inmates with regular daily tasks (example: assisting the inmate to meals and appointments).
  - 2. LSCC shall review all inmate applicants for assisted living aides on a case-by-case basis. Any applicant with the following disciplinary convictions shall not be considered for an assisted living aide position.
    - a. Sexual Assault; and
    - b. Extortion.
  - 3. Medical shall provide educational opportunities to assisted living aides so they may provide adequate assistance with regular daily tasks.
- F. Program Access
  - 1. Reasonable accommodations shall be made to admit disabled inmates to all programs, services, and activities unless this creates a threat to the inmate or others.
  - 2. Reasonable accommodations shall be made to employ disabled inmates unless this creates an unnecessary threat to the inmate or others.
  - 3. LSCC shall provide reasonable accommodations that may include effective auxiliary aids.
- G. ADA Requests for Adaptive Equipment
  - 1. Requests for adaptive equipment or auxiliary aids shall be directed to the ADA Coordinator in writing. The ADA Coordinator shall review the request and forward it to the appropriate staff for review.
  - 2. If a request is received for adaptive equipment or an accommodation not available through normal institutional channels, outside resources shall be explored to try to find a reasonable accommodation.
  - 3. An inmate unable to submit a written request for adaptive equipment may submit his request orally or through an interpreter to his assigned Classification and Treatment Officer (CTO) who shall document and forward the request to the ADA Coordinator.

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#### H. ADA Complaints

1. ADA complaints shall be directed to the ADA Coordinator.
2. The ADA Coordinator shall provide a written response to the inmate within thirty (30) days.
3. Denial of a reasonable accommodation shall only be made by the Warden or designee.
4. An inmate unable to submit a written complaint may file his complaint orally, or through an interpreter, to his assigned CTO who shall document the complaint and forward it to the ADA Coordinator.

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References/Authority	Subject	
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**POLICY and PROCEDURE:**

**A. Visiting Hours**

1. Visits may be allowed on weekends and approved holidays from 8:30 a.m. until 3:00 p.m.
2. An inmate shall be allowed the opportunity to visit a minimum of eight (8) hours per month.
3. A visitor shall not be allowed entry after 2:30 p.m. An exception shall require approval by the Shift Supervisor or Duty Officer.
4. A visit may be terminated due to misconduct by an inmate or visitor or an emergency situation as determined by the Shift Supervisor.

**B. Type of Visits**

The type of visit, non-contact, contact, or video visit, shall depend upon the classification status of the inmate:

1. An inmate housed in the Special Management Unit (SMU) shall receive scheduled non-contact or video visits only;
2. An inmate may be issued a non-contact visit as a penalty received from a disciplinary report or as ordered by the Warden or designee for security reasons; and
3. A general population or minimum security inmate shall be eligible to receive contact visits in the visiting area.

**C. Length of Regular Visits**

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1. LSCC shall allow the maximum number of visits possible within sound operational security practices.
2. The length of each visit shall be two (2) hours or longer if it can be reasonably managed. If the visiting area reaches capacity and a visitor is waiting for available space, the visitor who arrived first shall be required to leave prior to the end of regular visiting hours. This shall ensure each inmate has an opportunity to visit.
  - a. A visitor who has traveled more than one hundred fifty (150) miles shall be given special consideration prior to visit termination. The distance traveled shall be proven to the Shift Supervisor by a driver's license or license tag. The visitor shall request special consideration.
  - b. Any exception to the visiting rules shall be made as outlined in CPP 16.1 and shall require preapproval of the Warden or designee.

D. Number of Visitors

1. Each visitor shall require pre-approval to be placed on the inmate visitation list. An exception shall require approval of the Warden or designee.
2. Each inmate shall be allowed a maximum of three (3) adult visitors and their minor children per visit.
3. An inmate shall not receive more than two (2) registered visits daily.

E. Non-Contact Visiting Rules

1. An inmate on non-contact visiting may be allowed to receive visits on weekends and approved holidays in the non-contact visitation area during regular visiting hours.
2. The visit shall be scheduled by prior written appointment only and at least seven (7) days in advance of the visit. The appropriate Deputy Warden shall schedule any non-contact or video visit. A visit may be scheduled upon an inmate's request. Faxes and emails from potential visitors shall not be accepted.
3. An inmate shall be allowed one (1) visit per calendar week. The week shall begin on Sunday and end on Saturday.
4. The visit may be a maximum of two (2) hours in duration and shall be limited to two (2) adult visitors and their minor children at each visit.
5. An inmate shall visit in clothing appropriate to his assigned status.

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6. An inmate assigned to SMU shall remain in handcuffs and shackles during the visit.
7. An inmate on non-contact status shall be strip-searched prior to leaving visitation; an inmate assigned to SMU shall be strip searched upon return to SMU.

F. Registration for Visits

1. A visitor shall enter and exit at the entry post.
2. A visitor shall report directly to the Security Reception Officer for processing.
3. Upon arrival at the security reception point, each visitor shall register with the officer and provide the information required by CPP 16.1.
4. Any false information given by a visitor to gain entry shall be cause for the visit to be refused or terminated.
5. A visitor shall empty his or her pockets and submit the items to the officer to be searched.
6. An adult visitor may bring a maximum of forty dollars (\$40.00) in one (1) dollar bills or change for the purchase of food and soft drinks from vending machines.
7. A visitor shall leave unauthorized items in the visitor's locked vehicle. A visitor shall not bring more than one (1) set of vehicle keys, for the vehicle driven, into the visiting area.
8. A visitor shall proceed through the metal detector. Staff shall also use the X-ray machine if necessary. If the metal detector is activated, the visitor shall remove any metal object and go through the metal detector again until the metal detector is not activated. If the metal detector is still activated, the officer may use a hand held metal detector.
9. A visitor who does not clear the metal detector shall be scanned using the whole body imaging system.
10. A visitor, who does not clear the metal detector and the whole body imaging scan, shall be frisk searched by the same gender correctional officer and required to remove his or her shoes for inspection.
11. A visitor shall be stamped on the right hand for clearance prior to entering the visiting area.

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12. Upon entrance to the holding area, the visitor shall be processed into visitation by visiting room staff as follows:
  - a. The visiting room staff shall notify the dorm officer that an inmate has a visitor;
  - b. The inmate, once notified, shall have fifteen minutes to report to the visiting room;
  - c. If the inmate has not responded in the fifteen-minute time span, the control center officer shall announce on the all-call system for the inmate and log the entry in the post logbook; and
  - d. If the inmate has not responded in fifteen minutes from the time the announcement was made, the visitor shall be informed by the visiting room officer that the inmate did not report for the visit and the visitor shall be asked to leave.
13. The visiting room staff shall seat a visitor scheduled for a non-contact visit in a booth in Building F. The visiting room staff shall notify staff in the appropriate housing area that an inmate has a non-contact visit.
14. The Security Reception Officer shall notify the Control Center of the number of visitors being allowed entry. The Control Center shall allow visitors access through the doors to the holding area in visiting.
15. A visitor may exit prior to 2:00 p.m. and shall not return that day.
16. A copy of the visiting policy shall be made available to a visitor, upon request, at the security reception post.

G. Special Visits

1. The institution shall encourage a special visit as outlined in CPP 16.1. The following requirements shall also apply:
  - a. Attorney visits shall be allowed during regular visiting hours. Any attorney who requires other special arrangements shall require prior approval from the Warden or designee not less than twenty-four (24) hours in advance.
  - b. The normal registration procedure shall be adhered to.
  - c. Items other than legal documents, writing papers, and a briefcase shall not be allowed in without specific approval of the Warden, Deputy Warden, or Shift Supervisor.

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- d. The inmate may sign legal documents; however, an exchange of documents shall not take place.
2. A special visit to an inmate admitted to an outside hospital may only be permitted with prior approval of the Warden or designee and shall be subject to the hospital's visiting rules.

#### H. Prohibited Visitors

Certain visitors shall be excluded from visiting. A visitor may be excluded in the following circumstances:

1. The visitor is detrimental to the inmate's rehabilitation.
2. The visitor is a current correctional employee, a former correctional employee, anyone under a personal service contract, a volunteer, or a canteen worker.
3. The visitor is improperly dressed (See Section I).
4. The visitor uses profanity or becomes disruptive at any time.
5. If the visitor is presently restricted from visiting any institution within the Department of Corrections.
  - a. A visitor prohibited from visiting shall submit a written request to the Warden or designee to seek approval for visiting to resume; or
  - b. A visitor prohibited for being a convicted felon shall submit a written request through the visitor's Parole Officer or send a copy of the visitor's final discharge papers with the visitor's written request. This request shall include the visitor's full legal name, social security number, driver's license number, and date of birth.

#### I. Visitor Dress Code Standards

1. A visitor shall not be allowed admittance if the visitor is dressed in a manner that may be considered lewd, sexually suggestive, or may disrupt the positive family atmosphere provided by the institution.
2. Footwear shall be worn. Flip-flops or sandals shall not be permitted.
3. Shorts shall be knee length or longer. A tank top, shorts without a hem, or see-through clothing shall not be permitted.

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4. A visitor shall wear undergarments. Clothing shall cover the midriff and bosom. A shirt shall have sleeves and be buttoned so cleavage cannot be viewed. A dress or skirt shall be knee length. If a skirt has a split, the split shall end at the knee. A wrap around skirt, tank top, cut-off shorts, halter-top, mini skirt, short-shorts, leggings, stirrup pants, see-through clothing, boots above the knee, and spandex pants or top shall not be allowed.
5. A visitor shall not be allowed to wear any article or item that may be considered inflammatory or obscene.
6. A visitor shall not wear any jewelry except a wedding ring, a watch, and one (1) pair of earrings. A visitor with more jewelry shall return the jewelry to the visitor's locked vehicle.
7. A visitor shall not wear a hat or head covering, except for a religious purpose. A visitor wearing a head covering shall be asked to remove the item to allow staff to verify that contraband is not present. A staff member of the same gender shall be used for the inspection. The inspection shall take place in an area allowing privacy. After inspection, the head covering may be worn throughout the visit.
8. The Shift Supervisor or visitation supervisor shall make the final determination on the dress code. The visit may be denied if the visitor does not appear in appropriate attire as outlined in this policy.

#### J. General Rules for an Inmate Receiving Visits

1. An inmate shall:
  - a. Not be allowed in the designated visiting area until notified by the visiting room officer;
  - b. Only receive a visit on the designated days unless approved by the Warden or designee;
  - c. Only receive a visit in the designated visiting area. Visiting in any other area shall be strictly prohibited; and
  - d. Report to the visiting area for a visit to present his identification card.
2. Visitation dress code for each inmate shall be the state issued uniform as outlined in CPP 17.1.
  - a. Pants shall not to be worn in a "sagging" manner with the waistband low on the hips. Pants shall be worn at the waist with a belt.

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- b. Undergarments shall be worn.
  - c. Footwear and socks shall be worn; open shoes like shower shoes or sandals shall not be allowed.
  - d. Headwear shall not be worn, except for religious headwear.
  - e. Sunglasses shall not be allowed; only prescription glasses may be worn.
3. The inmate shall be frisked searched prior to admittance to the visiting area.
4. An inmate shall be allowed the following items upon entering the visiting area:
  - a. Wedding band; and
  - b. Identification card.
5. An inmate shall return any non-allowed item to his living unit before the visit begins.
6. An inmate shall be allowed brief physical contact like holding hands, kissing (not open mouth), and embracing. The contact shall be permitted within the bounds of good taste and only at the beginning and end of the visit.
7. An inmate shall be seated as directed by staff.
8. The inmate shall remain seated throughout the entire visit. The only exception shall be if he is escorted by the officer to use the rest room. An inmate shall receive prior permission from staff before leaving his seat at a table.
9. An inmate shall not handle any money or operate any vending machine.
10. The inmate shall not receive or exchange any item from a visitor, other than an item from a vending machine in visitation. Any food or drink from the vending machine shall be consumed in the visiting area.
11. All food items purchased from a vending machine shall be removed from the wrapper and placed on the provided paper plates prior to returning to the seating area. Wrappers shall not be allowed on the tables.
12. An inmate and his visitor shall not drink from the same container.
13. An inmate shall not converse with another inmate or his visitor.
14. An inmate may refuse or terminate any visit upon notifying the visiting officer.

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15. The inmate shall cooperate fully with the visiting staff.
16. Each inmate shall be strip searched before leaving the visiting area regardless of type of visit, contact or non-contact visit. Inmates assigned to SMU shall be strip searched upon return to SMU.
17. Saying of good-byes shall be done at the inmate's assigned table. The inmate shall remain at the table until his visitor(s) has cleared the visiting area. An inmate shall not walk his visitor to the exit area.
18. The inmate shall notify his family and friends of the institutional rules and regulations governing contact and non-contact visiting.
19. A visitor shall not leave and re-enter the visiting area.
20. A child shall be under control and supervised by the accompanying adult. Infants (0-1 year) may be held by the inmate. Other children shall be seated or held by the visiting parent or guardian.
21. A visitor shall remain seated throughout the visit, except if using the rest room or using the vending machine. A minor child shall be accompanied by an adult visitor if using the restroom or using the vending machine.
22. An individual or animal shall not wait in a vehicle on institutional grounds while anyone visits.

K. Minimum Security Visitation

1. The Security Reception Officer shall notify the minimum security officer an inmate has a visit.
2. The minimum security officer shall notify the inmate to prepare for the visit.
3. The inmate shall be escorted from the minimum security unit to security reception of the administration building.
4. The inmate shall be strip searched prior to the visit.
5. The visit shall occur in the designated area for minimum security housing status.

L. Dangerous Contraband and Visitor Searches

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1. If there is reason to believe a visitor is bringing dangerous contraband into the institution, the Shift Supervisor shall inform the Duty Officer of the information used to make this determination.
  - a. The Duty Officer shall determine whether to deny the visitor entrance into the institution. The Kentucky State Police may be notified;
  - b. If probable cause exists that a felony has been or is in the process of being committed, only the Warden or designee may order the temporary detention of an individual until local law enforcement officials arrive.
    - (1) Upon arrival of law enforcement officials, the individual shall be released to their custody.
    - (2) The detention shall be in a manner that the individual cannot dispose of the evidence.
2. An inmate whose visitor attempts to introduce dangerous contraband into the institution may be charged with Category VI, Item 3 (possession or promoting of dangerous contraband), inchoate offense, as outlined in CPP 15.2.
3. The institution shall pursue prosecution of any person in violation of KRS 520.050 or 520.060.

M. Inmate Counts During Visits

1. An inmate shall leave his institutional ID with the visiting officer at the beginning of the visit.
2. An inmate may be required to assemble in the visiting area to facilitate the count.
3. Inmate and visitor movement for the 12:00 p.m. count shall cease at 11:30 a.m.
4. During an emergency count, the Shift Supervisor may terminate visiting.
5. A visitor shall be positively identified before being allowed to leave the visiting area.

N. Transportation Information


1. Information pertaining to ride sharing shall be maintained in the Visiting Room.
2. Available public transportation information shall also be posted.

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3. Directions to LSCC shall be listed on the Department of Corrections website for Little Sandy Correctional Complex and driving directions shall be provided in the visiting room and in the inmate handbook.
4. Institutional staff shall provide any further directions or information required.

O. Special Requests

Any request not provided for in this policy shall require prior approval of the Warden or designee.

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	LSCC 16-02-02	6
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References/Authority	Subject	
ACA 5-ACI-7D-01, 5-ACI-7D-03, 5-ACI-7D-04, 5-ACI-7D-08, 5-ACI-7D-09; CPP 1.2, 15.7, 16.2; KRS 196.035, 197.020	INMATE CORRESPONDENCE AND PRIVILEGED MAIL	

**POLICY and PROCEDURE:**

**A. Inmate Mail**

1. An inmate shall be allowed unrestricted mailing privileges subject to the requirements of Corrections Policy and Procedures (CPP) and institutional rules.
2. Mail room operating hours shall be Monday through Friday, excluding federal holidays, following the schedule posted on the mail room window.
  - a. The mail room shall be open on any state holiday not recognized as a federal holiday.
  - b. On a federal holiday not recognized by the state, the mail room shall be open.
3. An inmate shall not be employed to directly process, deliver, or distribute mail in any manner. Staff shall process and deliver mail.
4. An inmate shall follow any policy and procedure regarding mail. A deliberate violation may result in disciplinary action or referral for prosecution to the appropriate authority.
5. In addition to paper mail services, electronic mail services may be available through inmate tablets in general population housing units and the minimum security unit. An inmate may send and receive electronic messages to anyone with an approved account.

**B. Incoming Mail**

1. Incoming mail shall be sorted as follows:
  - a. Institutional mail;
  - b. Privileged mail;

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- c. Inmate mail; and
  - d. Inmate accounts.
2. Incoming inmate mail shall include the inmate's name, number, dorm letter, and cell assignment as follows:

John Doe #000000  
Dorm, Cell # (i.e.: A105)  
Little Sandy Correctional Complex  
505 Prisoner Connector  
Sandy Hook, KY 41171

- a. An inmate residing in minimum shall use Dorm M and his bed assignment.
  - b. An inmate residing in restrictive housing shall use Dorm R and his cell number.
  - c. An inmate shall inform a sender of the correct address.
3. Inmate mail shall be delivered to each housing unit daily, excluding observed holidays.
4. If mail is addressed to an inmate who has been transferred to another institution or released, it shall be logged by mail room staff and then forwarded within forty-eight (48) hours. If no forwarding address is available, the mail shall be appropriately marked and returned to the sender.
5. Incoming certified or registered inmate mail, which is not privileged mail shall be processed as other mail but delivered to the inmate only after the inmate signs a receipt. Legal certified and registered mail shall be included with privileged mail.
6. A Polaroid photograph shall not be allowed in the incoming mail.
7. Pens, envelopes (except as allowed by CPP 16.2), writing paper, and stamps shall not be allowed to be mailed into the institution.
8. Colored envelopes, colored paper, or any type of paper that has coloring or shading on it other than printed ink shall not be permitted.

C. Outgoing Mail

1. Inmate mail shall be placed in the mailbox located on the yard.

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2. Outgoing mail shall include the inmate's full name, institutional number, full institutional address, and adequate postage. The return address shall be as dictated in Section B, Paragraph 2 of this policy.
3. Inmate mail shall be picked up by designated staff Monday through Friday, excluding federal holidays. This mail shall then be processed and picked up by the U.S. Postal Service.
4. Mail that does not contain sufficient postage shall be returned to the sender.
5. An inmate shall not be allowed to send any article of value out in a letter.
6. If an outgoing letter from an inmate does not have his proper return address, mail room staff shall:
  - a. Attempt to identify the sender by opening the envelope;
  - b. If the sender may be identified, require him to use his proper return address on the envelope; and
  - c. If the sender cannot be identified, hold the letter for thirty (30) days. The letter shall be destroyed if not claimed by the sender after the thirty (30) day timeframe.

D. Indigent Mail

1. An inmate may request indigent status through his assigned Classification and Treatment Officer (CTO).
2. If unusual circumstances exist and more than two (2) one (1) ounce letters are requested per week, verification and authorization shall be obtained from the appropriate Unit Administrator or designee;
3. The Fiscal Office shall publish daily a "List of Indigent Inmates." An inmate not on this list shall not be provided free postage;
4. An inmate on the approved indigent list shall fill out an indigent form and forward it to the mail room through institutional mail. The mail room may give the inmate up to two first class postage stamps per week;
5. Mail that does not qualify for indigent postage shall be returned to the sender for adequate postage; and
6. An inmate who requests and qualifies for indigent status shall also be eligible to send legal mail as outlined in CPP 14.4 and LSCC 14-02-01.

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E. Privileged Mail

1. An inmate may send or receive privileged mail. Privileged mail shall be marked on the face of the envelope.
2. Incoming privileged mail shall be logged daily, listing the inmate's name and number, register number, date received, and the sender of the material.
3. The staff issuing the mail shall properly identify the inmate and require him to sign and date the Privileged Mail Log indicating receipt of the mail.
4. Staff shall ensure that privileged mail is delivered to the inmate by the business day following its arrival date. Privileged mail that is undeliverable shall be documented in the privileged mail log with the specific reason for non-delivery.
5. Privileged mail addressed to an inmate not residing at LSCC shall be logged and forwarded within forty-eight (48) hours. If a forwarding address is not available, the privileged mail shall be appropriately marked and returned to the sender.
6. The drop off location for outgoing privileged mail shall be the Library. Library staff shall verify that the addressee on sealed envelopes meets the requirements of privileged mail defined in CPP 16.2. Staff shall then complete all appropriate fields on the privileged mail log and deliver the mail to the mail room by the close of each business day.
7. An inmate verified as indigent may request through the inmate's CTO the postage necessary to respond to a verified legal deadline.

F. Publications

1. An inmate may receive paperback or hardbound books, newspapers, and magazines:
  - a. If an inmate is transferred or reassigned, the inmate shall advise any publisher of a change of address or status.
  - b. Religious material, magazines, or books shall not be considered a vendor package.
2. Monthly, weekly, or quarterly subscriptions to any magazine or newspaper shall not be counted as a package.


G. General Rules for Inmate Correspondence

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1. Contraband discovered in incoming or outgoing mail shall be removed, and a receipt shall be given to both the sender and the addressee.
2. Any illegal item discovered shall be given to the institutional Internal Affairs Officer as evidence of a possible felony.
3. An inmate shall not direct any business operation or engage in business correspondence except as necessary to protect his property.
4. Refer to CPP 15.7 for disbursement of funds.
5. An inmate shall not obtain money or goods under false pretenses, including the ordering of merchandise with no intent of remitting payment. An inmate that places an order for materials and receives a due bill or collection letter shall be given fifteen (15) days to make payment or receive disciplinary action for ordering goods or services under false pretenses.
6. Incoming and outgoing mail shall be received and processed following this policy and procedure and CPP 16.2. Use of the mail to commit fraud shall result in disciplinary action by the institution or referred to an outside law enforcement agency.
7. Internal mail
  - a. Inmate to inmate mail shall be placed in the mailbox on the yard. An inmate in the Special Management Unit shall give his mail to the designated staff member for delivery to the institutional mail room. Inmate-to-inmate mail shall require adequate postage and be processed through the U.S. Postal Service. The only exceptions shall be for legal work with approved legal aides and grievance aides. Mail room staff shall inspect the mail to ensure that it is not prohibited, and if not, it shall be forwarded to the U.S. Post Office.
  - b. Inmate-to-inmate mail shall consist of only correspondence.
  - c. Mail from an inmate to a staff member shall be deposited in the mailbox on the yard with a notation in the upper right-hand corner that it is internal mail.
  - d. Mail to a staff member from another staff member shall be marked internal mail in the upper left-hand corner, and then sent to the mail room for delivery.

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- e. Mail from staff to inmate shall be addressed to the inmate including the inmate's institutional number, assigned dorm, and cell number or bed assignment, then sent to the mail room for delivery.
  - f. Internal mail shall be delivered in the same method as external mail.
8. An inmate shall have the right of reasonable access to the general public through the communication media, subject only to the limitation necessary to maintain institutional order and security. The inmate shall present fair and honest information to the news media.

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ACA 5-ACI-7D-11; LSCC 10-01-01, 13-12-01; CPP 16.3; KRS 196.035, 197.020	INMATE TELEPHONE COMMUNICATIONS	

**POLICY and PROCEDURE:**


**A. Inmate Telephone Location and Telephone Usage at LSCC**

1. Inmate telephones are located inside the dormitories.
2. An inmate residing in a General Population dormitory may make telephone calls daily. The times phones may be used shall be posted on the institutional schedule.
3. Any telephone call shall be made on a first-come, first-served basis.
4. A telephone call by an inmate assigned to General Population shall be limited to fifteen (15) minutes.
5. The telephone time limit shall be enforced. The inmate shall keep track of his time.
6. Only one (1) inmate at a time may talk on a telephone, and one (1) inmate shall not let another inmate take his turn to talk on the telephone.
7. An inmate shall be responsible for any damage done by him to the telephone equipment. Damage to telephone equipment shall result in disciplinary action.
8. A three (3) way telephone call shall be strictly prohibited.
9. An inmate shall not use another inmate's I.D. number to place a telephone call.
10. Phones and kiosks shall be unavailable for use fifteen (15) minutes prior to any scheduled count.
11. Refer to LSCC 10-01-01 for inmate telephone usage in the Special Management Unit.
12. Refer to LSCC 13-12-01 for inmate telephone usage in the Medical Annex.
13. Inmate telephone calls may be monitored.

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B. Penalty for Violation of Telephone Procedures

1. Any act or effort to violate telephone procedures may result in restrictions or disciplinary action against the inmate.
2. The action may include restriction of an inmate's telephone privilege for an extended period of time.
3. Any abuse of the telephone privilege may result in disciplinary action.

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ACA 5-ACI-2E-10, 5-ACI-5A-06, 5-ACI-5A-08; CPP 9.8, 10.2, 17.1; LSCC 10-01-01; KRS 196.035, 197.020	LSCC INMATE PROPERTY CONTROL	

## POLICY and PROCEDURE

### A. Authorized Personal Property

1. Authorized inmate personal property shall be stored neatly in the assigned space.
2. The inmate shall receive an inmate handbook, which states the institution's policies and procedures, disciplinary procedures, and allowable property. The inmate shall have this explained by staff or a qualified person under supervision of staff if there is a language or literacy problem.

### B. Inmate Personal Property

1. An inmate may receive authorized personal property as follows:
  - a. Accompanying the inmate being transferred to LSCC;
  - b. Received in an authorized package or authorized vendor package. Packages shall be delivered within forty-eight (48) hours excluding weekends, holidays, or an emergency situation;
  - c. Issued by the institution; or
  - d. Purchased at the inmate canteen.
2. The Inmate Personal Property Inventory Form shall be used to record authorized personal and legal property that enters through the Property Room. This form shall be used if an inmate is transferred in, transferred out, discharged, or placed in the Special Management Unit. A property file shall be maintained in the Property Room for each inmate containing the original inventory form and changes to his property list.

### C. Inmate Transfers to LSCC

1. A copy of the inmate property form shall be distributed as follows:

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- a. Inmate; and
  - b. Property Room.
2. An unauthorized item shall be discarded as outlined in CPP 17.1.
  3. An inmate shall report to the Property Room to mail unauthorized property out of the institution during the designated posted time. Designated mail out times shall be posted in the living areas. This schedule may be changed at any time based on institutional needs.
  4. A visitor shall not pick up an inmate's personal property.
  5. An appliance shall be engraved with the inmate number for identification. Any alteration to this engraving shall result in the confiscation of the appliance.
- D. Inmate Transfer to Another Institution
1. The property shall be placed in a bag or container, tagged, and sealed.
  2. The property shall be placed in the transfer vehicle and a copy of the Inmate Property Form given to the transporting officer and the inmate.
  3. The transporting officer shall deliver the property and the Inmate Property Form to the receiving institution.
- E. Special Management Unit (SMU) Property Storage
1. A designated area in the main property storage room shall be used to store property for inmates housed in SMU.
  2. An inmate assigned to SMU may assist with the inventory of their own property unless the reason for assignment was due to a physical action, the inmate is combative, or allowing the inmate access to the property poses a threat to the safe operations of the institution.
  3. SMU property allowances listed in LSCC 10-01-01 shall be delivered to the inmate by the staff conducting the inventory and storage of the property.
  4. Clothing shall be disinfected and cleaned prior to storage if contaminated by chemical agents, a biohazard, or any other contaminant that could affect safety, sanitation, and hygiene of the institution.
- F. Requests for Property by SMU Inmates

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1. Any request for access to property shall be through the SMU Classification and Treatment Officer or the Unit Administrator. The request shall be made by completing and submitting a Property Request Form.
2. If the inmate is allowed access to his property after placement in SMU, this access and any action taken regarding his property shall be documented on the Property Form. If appropriate, a new Property Inventory Sheet shall be filled out.
3. A copy of the Inventory Sheet and any other pertinent record shall be kept in the inmate's SMU file.

G. Processing an Inmate out of the SMU

1. Property staff shall inventory the property of each inmate leaving the unit.
2. The inmate shall claim his property from property staff and verify with the officer that his property is present.
3. The officer shall have the inmate sign and date that he has received his property.
4. The signed form shall be filed in the inmate's property file.

H. Inmates on Leave from LSCC

1. The property of an inmate transported outside of the institution long term or for an undetermined period shall be inventoried and stored in the property room.
2. The property of an inmate transported outside of the institution short term may be permitted to sign a property waiver. If a property waiver is not signed, the property shall be inventoried and stored in the property room.

I. Personal Property Confiscated from Inmates


If an unauthorized item of personal property is confiscated, the officer shall give the inmate a receipt (the disciplinary report is the receipt). If a disciplinary report is not issued, the inmate shall receive a copy of the unauthorized property sheet, listing the items confiscated. The officer shall place the unauthorized item in the Property Room for proper disposition and a disciplinary report may be issued.

J. Inmate Released from LSCC on Parole or Expiration

1. The inmate being released shall report to the Property Room while being processed out of the institution and sign a release that he has received his property.

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2. Upon release, an inmate may take personal property with him. An appliance or any other item shall not be transferred from one inmate to another. An appliance or any other item may be donated to the institution.

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ACA 5-ACI-2B-02, 5-ACI-5B-01, 5-ACI-5B-05, 5-ACI-5B-09; CPP 15.6 and 18.1; Classification Manual; 501 KAR 6:080; KRS 196.035, 197.020	INMATE CLASSIFICATION	

## POLICY and PROCEDURE

### A. General

1. The appropriate Deputy Warden shall act as the Warden's designee in all matters related to classification.
2. The appropriate Deputy Warden shall oversee the classification process to ensure compliance with CPP 18.1 and applicable ACA Standards.

### B. Unit Classification Committee

1. An inmate shall be initially classified within ten (10) business days of his arrival at LSCC.
2. Classification schedules shall be posted in all living areas.

### C. Special Requests for Re-Classification

1. An inmate may request a Special Classification Hearing according to CPP 18.1.
2. Any request shall be made on the appropriate form and submitted to the inmate's Classification and Treatment Officer who shall schedule the hearing upon final approval by the Classification Committee chairperson.

### D. Classification Appeals


Refer to CPP 18.1 for the timing of appeals to the warden.

### E. Orientation

1. An inmate transferred to LSCC shall normally receive orientation within seven (7) business days of reception.
2. The orientation schedule shall be posted in the receiving dormitory.

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- F. For additional information concerning classification, refer to Corrections Policies and Procedures, Chapter 18, and the Inmate Classification Manual.

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ACA 5-ACI-7A-13; CPP 18.13; KRS 196.035; 197.020	MERITORIOUS HOUSING	

## POLICY and PROCEDURE

### A. Meritorious Housing Placement Process

1. Meritorious housing shall be for an inmate who has demonstrated a responsible attitude and has proven to be of commendable behavior at the institution.
2. Placement in meritorious status shall be by waiting list.
3. An inmate who meets the established eligibility requirements shall submit an application to the assigned Classification and Treatment Officer (CTO). The assigned CTO shall provide the application to the inmate.
4. If the inmate is eligible, he shall be placed on the approved waiting list by date.
5. If a vacancy in meritorious housing occurs, the unit staff shall review the record for continued eligibility and move the next eligible inmate on the waiting list into meritorious housing.
6. A disability shall not preclude an inmate from moving into meritorious housing.

### B. Meritorious Housing Eligibility Requirements

1. An inmate shall have been assigned to LSCC for at least ninety (90) days unless transferred from another institutional meritorious program. If transferred from another meritorious program, the inmate may make immediate application for meritorious housing and be placed at the end of the list.
2. The inmate shall not have been found guilty of a Category III or above offense within the last six (6) months.
3. The inmate shall be enrolled in a work or program assignment as recommended by the Classification Committee.

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4. The inmate shall not have been fired from employment within the last ninety (90) days.
5. An inmate with outstanding good time loss shall have one (1) year clear conduct. Clear conduct shall be defined as no conviction of a Category III or higher offense.
6. The inmate shall not have been removed from meritorious housing within the last six (6) months. This shall include a refusal to move into an assigned meritorious housing placement.
7. The inmate shall demonstrate positive behavior as indicated by the unit records, case records, awards of Meritorious Good Time, letters of commendation, and work or program involvement.

C. Meritorious Housing Privileges


1. Phone privileges shall include a twenty (20) minute time limit. Any inmate abusing a phone privilege may have those privileges restricted by the Unit Administrator or designee for a specific period of time.
2. Other privileges, as determined by the unit management staff and the Deputy Warden of Programs, shall be available within the Meritorious Housing Dorm and used according to the posted schedule.

D. Meritorious Housing Requirements

1. Inmates assigned to Meritorious Status shall maintain the following:
  - a. Continued involvement in work or program assignments;
  - b. Adherence to the unit policies and procedures and the recommendations given by the unit staff; and
  - c. Continued clear conduct. Conviction of a Category III or above offense shall result in automatic loss of meritorious housing. Conviction of a Category II offense may result in loss of meritorious housing by use of penalty code five (5).
2. Continued adjustment problems shall be grounds for an administrative removal from meritorious housing as determined by the unit management staff.
3. An inmate transferred to another institution and returned to LSCC through no fault of his own shall be allowed to make immediate application for meritorious housing. However, in these instances the inmate shall have left from meritorious housing and been returned within ninety (90) days.

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4. An inmate transferred to the Substance Abuse Program (SAP) shall maintain their position on the meritorious waiting list until no longer assigned to program housing. An inmate transferred from meritorious housing to SAP shall be placed at the top of the waiting list upon successful completion of the program.
5. An inmate on the waiting list or residing in the meritorious wing may voluntarily ask to be removed. The inmate shall wait ninety (90) days before being eligible for resubmission to the meritorious waiting list.

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## POLICY and PROCEDURE

### A. Job Positions

1. An inmate may be assigned to a work assignment or recommended to participate in an education or training program. An inmate may refuse to participate in a work assignment or program unless the program is required by the sentencing court, paroling authority, or required by statute.
2. The Inmate Work Program shall be administered by the appropriate Deputy Warden or designee in conjunction with the Fiscal Office.
3. An inmate or group of inmates shall not have control or authority over any other inmate at any time.
4. The number of inmates assigned to a department shall not exceed the number of positions allotted to that particular department.
5. An effort shall be made to provide accessibility to the Inmate Work Program for an inmate with a disability.
6. An inmate shall be free from discrimination based on race, religion, disability, nationality, sex, or political views in an institutional or educational program, work assignment, and administrative decision. An inmate shall not discriminate against any other inmate or staff for the same reasons.
7. An inmate shall not have internet access as part of his work assignment. Computers, copiers, or similar networking capable devices shall be secured in areas that do not permit inmate access. The exemptions to this rule shall be the Lexis Nexus devices in the legal library. These devices shall only be accessible to inmates currently serving the institution as legal aides and shall be monitored by the Librarian.
8. Computers used in work areas as part of an inmate work assignment shall be inspected weekly by the work area supervisor to prevent unauthorized use of the systems. Only

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those programs approved by the work area supervisor shall be installed and accessible on the device. Any exemptions shall require the approval of the Warden or his designee.

9. An inmate shall be protected from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment.
10. The staff shall address an inmate by name rather than by an institutional number. An inmate shall address any other inmate and staff by name.
11. The inmate shall have freedom in personal grooming, except for the safety, security, identification, and hygiene requirements of the Department of Corrections.
12. An inmate shall not be utilized to perform the following duties:
  - a. Performing direct patient care services;
  - b. Scheduling health care appointments;
  - c. Determining access of any other inmate to health care services;
  - d. Handling or having access to any surgical instrument, syringes, needles, medication, or health records;
  - e. Operating diagnostic or therapeutic equipment; or
  - f. Having direct authority over another inmate.

**B. Work Program**

1. An inmate shall normally be at the work or program assignment during the workday except for lunch, unless he is assigned to the food service department. A full time position shall normally be limited to five (5) days per week unless otherwise approved by the Deputy Commissioner of Adult Institutions. Off-days shall be assigned by the work supervisor and may be changed at any time based upon institutional need. Workdays shall normally be Monday through Friday, approximating the workday in the community.
2. The inmate custody level shall be determined by the appropriate Classification Committee.
3. The institution shall provide opportunities for inmate employment in Correctional Industries, facility maintenance operations, and if possible, public works and community projects.

**C. Correctional Industries**

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1. The number of inmates assigned to Correctional Industries shall be determined by Correctional Industries and the appropriate Deputy Warden based on the realistic workload of that area. The actual assignment of any specific job shall be based on an inmate's ability to meet the specific job responsibilities and performance expectations.
2. An inmate shall have a high school diploma or GED to work for Correctional Industries. If an inmate hired by Correctional Industries does not have a high school diploma or GED, he shall enroll in an academic course and remain in school while working for Correctional Industries or until he is awarded a GED.

D. Application for Job Assignments

1. Each available job vacancy shall be posted throughout the institution each Monday.
2. Each inmate wanting to apply for an advertised job vacancy shall obtain a job application from the assigned Classification and Treatment Officer (CTO) or Dorm Officer.
  - a. If presently employed, the inmate shall give the job application to the present supervisor for release from that position.
  - b. The inmate shall then forward the application to the prospective supervisor for approval. Correctional Industries shall screen each applicant for work experience.
  - c. Each applicant shall be screened by the Classification Committee for security requirements.
  - d. Special consideration shall be given if approving a job request in work areas that may require the use of computers.
3. A prospective supervisor shall recommend hiring or not hiring the applicant.
4. An applicant accepted for a food service position shall be screened by medical staff prior to assignment by the Classification Committee.
5. Additional recommendations and comments shall be made on the application and the applicant shall be scheduled for the next scheduled Classification Committee. An inmate shall not be scheduled for the Classification Committee if the supervisor has denied his application. The CTO shall inform the inmate of this decision.
6. Each position shall be filled with consideration of the custody requirement for the job assignment, and the recommendations of supervisors and Classification and Treatment Officers.

E. Pay Scale

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1. An inmate not reporting for work, regardless of the reason, shall not receive pay or time credits.
2. An inmate assigned to Correctional Industries shall be paid in accordance with the Correctional Industries pay scale. Correctional Industries shall keep the time and payroll calculations of the assigned inmates.
3. An inmate may be classified to one (1) job and one (1) program assignment simultaneously, provided the two do not cause a scheduling conflict. An inmate shall be compensated for a five (5) day work week. Compensation shall be received for the assignment in attendance for the higher pay rate on the individual workday.

F. Dismissals


1. An inmate assigned to disciplinary segregation for more than five (5) working days shall be dismissed from any job or program assignment. An inmate assigned to administrative segregation for more than five (5) working days may be removed from his job or program assignment after consultation between the work or program supervisor and detaining supervisor.
2. An inmate may be dismissed from the assigned job for committing a rule infraction.
  - a. A disciplinary report shall be prepared by the work supervisor or Shift Supervisor. The inmate shall be advised not to return to work until he appears before the Adjustment Officer.
  - b. The work supervisor or the Adjustment Officer may recommend job dismissal.
3. An inmate may be dismissed from the assigned job for unsatisfactory job performance, inappropriate behavior, or other unacceptable conditions. An inmate dismissed from the job assignment shall wait thirty (30) days prior to being eligible for another job assignment, unless approved by the Warden or designee.
4. An inmate may be laid off for an indefinite period of time due to lack of work, completion of a special project, or any other reason deemed appropriate by staff. Pay shall not be given for the period of lay-off; however, the inmate may seek other employment.
5. An inmate absent from his work assignment as a result of a court trip, medical knock-off, hospital trip, or administrative segregation status that did not lead to disciplinary charges, may be removed from his assignment by the work or program supervisor if necessary for institutional need. The inmate may be reinstated to the same work area at the same rate of pay if a position is available and if reassignment occurs within ten (10) working days of becoming available for work.
6. An inmate may request to be released from a work assignment. If the inmate requests release after thirty (30) days since classified to that assignment and before ninety (90)

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days to pursue another assignment, his job supervisor may release him without penalty. If the inmate requests release after thirty (30) days and before ninety (90) days without another assignment pending, he shall be fired, subject to disciplinary action, and shall wait six (6) months before applying for another work assignment.

G. Attendance Policy

The assigned time for an inmate reporting to work may vary for different positions and the work supervisor shall set the specific working times. The workday shall be structured to approximate the workday in the community, if possible.

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**POLICY and PROCEDURE:**

**A. Educational Courses and Curriculum**

1. Educational courses available to an eligible inmate shall include the following:
  - a. An educational philosophy and goal;
  - b. Communication skills;
  - c. General education;
  - d. Basic academic skills;
  - e. GED preparation;
  - f. Special education;
  - g. Technical education;
  - h. Correspondence course; and
  - i. Other education courses dictated by the needs of the institutional population
2. As required by CPP 20.1, the educational courses shall include a written standardized and competency-based curriculum. Additionally, any course shall be supported by appropriate material and classroom resources.
3. The institution shall use a community advisory committee in developing and updating educational programming. The committee shall provide for the institution to use business, industry, and community resources in developing academic or technical courses for the inmate.

**B. Course Certification and Assessment**

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1. Refer to CPP 20.1 for certification requirements.
2. During the certification of an educational course at LSCC, both academic and technical courses shall be assessed against stated objectives as determined by the certifying authority.

C. Course Accessibility and Assessment of Students

1. Educational opportunities shall be available to any inmate on the basis of interest, need, and capability.
2. Basic adult education and technical courses shall be considered an institutional job assignment; thus, the course shall be offered at times when the majority of inmates may take advantage of educational opportunities. Classes may be offered in the evening for the inmate whose work schedule prevents attending classes during the day.
3. Educational courses shall offer flexible scheduling that permits an inmate to attend according to the following:
  - a. An interested inmate shall apply to the Institutional Educational Administrator or his designee;
  - b. An application shall be submitted to the Classification Committee for official assignment into a course;
  - c. Any student assigned to an educational course shall sign a statement of agreement, which explains procedures that govern the operation of the course;
  - d. A student assigned to an educational course shall be administered the appropriate assessment test and be given orientation;
  - e. A specific individualized education plan shall be developed for each student. Appropriate modules shall be assigned and assessments performed to allow the student to progress at his own learning pace; and
  - f. Any student who enters the technical course shall follow the post secondary curriculum model.
4. Any student who voluntarily withdraws or is dismissed with cause from an educational course shall not be readmitted to any educational course for a minimum of sixty (60) days. A student may transfer from an educational course if approved by the Institutional Educational Administrator or designee.

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D. Educational Achievements

1. Educational achievements for all students shall be emphasized.
2. Each instructor shall represent the first line of counseling and encouragement.
3. After a student receives a GED, college degree or technical diploma, educational good time shall be awarded according to KRS 197.045 and CPP 20.1 "Educational Courses and Educational Good Time".
4. Graduation ceremonies and educational awards may be used to recognize a student's accomplishments.
5. As an incentive for educational participation each inmate shall receive pay for assignment to educational courses in accordance with the Corrections Inmate Wage Program outlined in CPP 19.3.

E. Live Work Projects for Technical Courses


1. A Live Work Project may be used to provide work experience for the inmate enrolled in the technical course.
2. The procedure for accepting a live work project shall follow policy CPP 20.1 II.B.2. "Career and Technical Education".
3. Compensation shall not be paid directly or indirectly to any LSCC employee or inmate for any service.

F. Education Records

1. The educational course shall be supported by a system of record keeping, departmental communication, and professional evaluation and assessment.
2. Each instructor shall maintain attendance records, test scores, progress notes, and other pertinent information on each student. Data shall be made available to qualified personnel on a need-to-know basis.
3. Copies of GED and technical diplomas shall be placed in the offender management system in the inmate's record. Additional copies shall be maintained in the education center file.
4. Upon transfer of an inmate to another institution, the Institutional Educational Administrator or designee shall forward the academic and technical records of each inmate if requested by the receiving institution.

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5. Each student's right to privacy and confidentiality in accordance with state and federal law shall be maintained.

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## POLICY and PROCEDURE

### A. Organization and Responsibility

1. The institutional library shall be staffed with a full-time qualified librarian who shall be responsible for maintenance and supervision of the library operations.
2. Little Sandy Correctional Complex may request assistance from the Kentucky Department for Libraries and Archives to provide support and staff training.

### B. Library Services

1. Library services shall be available to each inmate per posted schedule, including evening and weekend hours.
2. Satellite services shall be provided to the minimum security unit, special management unit, restrictive movement dormitory, and the medical annex on a weekly basis.
3. Schedule information and any special announcement regarding the library shall be posted to the inmate population in each living area.
4. Each inmate shall comply with all library announcements.
5. Reader and reference services shall be available to the inmate population.
6. Individual orientation to the library may be conducted as requested.
7. The library shall offer services designed to advise the reader on availability of materials:
  - a. A balanced collection, including audio-visual material, shall be organized in a systematic manner, clearly labeled, classified, and cataloged for easy use by the patron; and
  - b. Any newly added book or restricted access material may be included in the

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special list for preview.

8. Legal audio or video media may be checked out for two (2) hours and shall be viewed in the library on the library's computer, using headphones. The inmate shall sign the media out and give his I.D. to the librarian. The inmate shall return and sign-in the media to receive his I.D:
  - a. An inmate shall surrender use of the computer at the request of the librarian.
  - b. Only one (1) inmate at a time may view a video at the library viewing station. Another inmate providing assistance may watch the video with the inmate if a permission form is completed and signed. A legal aide providing assistance may watch the video unattended if a permission form is completed and signed.
  - c. Removal of legal audio or video media from the library shall result in disciplinary action.
9. Audio media may be checked out for a period of seven (7) days. Audio media shall be checked out from, and returned to, the librarian or designee. The inmate shall be responsible for the return and condition of all the media that comprise the audio book.
10. Government Consumer Publications may be used in the library only. Removal of the documents from the library shall constitute theft and shall result in disciplinary action.
11. The library provides access to a reference collection and planned and continuous acquisition of materials to meet the needs and interest of the institutional staff and inmates which shall include:
  - a. Newspapers;
  - b. Periodicals;
  - c. Reference materials;
  - d. Audio-visual aids;
  - e. Inter-library loans;
  - f. Fiction and non-fiction;
  - g. Current titles;
  - h. Classical literature;

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- i. Low to moderate and scholarly vocabulary; and
  - j. Specialized collections including jobs and life skills, Black America, Kentucky, and large print.
12. Access to library material may be denied if the material presents any substantial threat to the security, order, or rehabilitative objectives of the correctional system, the safety of any person; or breaks any federal, state, or county law, or institutional rule.
- C. Requirements for the Selection, Acquisition, and Maintenance of Library Materials
- 1. Principles for selection, acquisition, and maintenance of library material shall be:
    - a. To select, order, prepare, and disseminate library materials specifically for the inmate population; and
    - b. To maintain a system of access and control by regular inventories, shelf lists, classifications, and a circulation procedure.
  - 2. Purposes for the selection and maintenance of library materials shall be:
    - a. To serve as the public and research library for each inmate during his incarceration; and
    - b. To meet the educational, informational, and recreational needs of the inmate population on a continual basis.
  - 3. Criteria used for selection and maintenance of library materials shall be:
    - a. To use input from inmate interest surveys, staff, teachers, standard selection aides, and the Kentucky Department of Libraries and Archives for assistance in assuring that the outlined needs of the inmate population are met; and
    - b. The librarian, through the above listed selection method, shall be responsible for the final selection and ordering of library materials.
- D. Check-Out Procedures from LSCC Library
- 1. Each inmate shall read and sign the library user agreement before using any library facility.
  - 2. Each book shall be loaned for a period of fourteen (14) days. A book may be renewed for additional days at the librarian's discretion.

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3. An inmate shall not have more than three (3) items checked-out at one (1) time.
4. Special collection and reserve books shall be checked-out as follows:
  - a. A special collection or a reserve item may be checked out from the librarian or designee only. The check-out period may vary depending upon the item; or
  - b. A reserve item may be checked-out based on teacher's instruction.
5. Newspapers, periodicals, and reference material shall remain in the library and may be used if an inmate presents his inmate I.D. card and numbered library pass, which shall be held until he returns the item.
6. Any item not returned to the library or renewed on-time shall be considered overdue, and a fine of ten (10) cents per day shall be deducted from the inmate's account:
  - a. Failure to return a borrowed book or any library material shall result in the inmate being charged for the replacement cost of the item, which shall be deducted from the inmate's account, and may result in disciplinary action;
  - b. A library book or material returned damaged shall also be subject to this same charge, and may result in disciplinary action; and
  - c. In addition, the inmate may be issued a disciplinary report for theft or destruction of state property.

E. Inter-Library Loans

The LSCC library shall participate in the Inter-Library Loan Program managed by the Kentucky Library Network and Worldcat Resource Sharing (Online Computer Library Center):

1. An inmate shall request an item by completing the proper form obtained from the librarian or designee;
2. An inmate who borrows an item through the inter-library loan service shall abide by the following:
  - a. He shall complete an inter-library borrower's agreement before being allowed possession of the requested item;
  - b. The loaned book may be checked out for a period determined by the librarian and may be subject to renewal depending upon the regulations of the lending library and at the discretion of the librarian;

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- c. An inmate shall:
  - (1) Be responsible for the borrowed materials; and
  - (2) Abide by any restriction and condition imposed by the lending library.
- d. An inmate shall agree to return each inter-library loan item:
  - (1) On the specified due date or he shall be subject to a late fee of one (\$1) dollar per day past the due date;
  - (2) By hand to the librarian or designee; and
  - (3) In the same condition in which it is loaned.
- e. Failure to follow the requirements shall result in the immediate recall of the inter-library loan item:
  - (1) If the item is not returned immediately, the inmate borrower shall be charged for the face value replacement cost of the item, and any postage and fine imposed by the lending library; and
  - (2) In addition, the inmate may be issued a disciplinary report for theft of state property.

F. Library Rules


- 1. The following behavior shall be prohibited in the library and may result in disciplinary action being taken:
  - a. Loud talking and disruptive behavior;
  - b. Eating or drinking;
  - c. Carrying canteen supplies or other property into the library;
  - d. Sitting on a table or putting feet on a table or a chair;
  - e. Confusing or tampering with library records, book markings, or check-out procedure;
  - f. Possession of a library item that is not checked-out by the individual possessing the item ; and
  - g. Playing a portable music device.

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2. An inmate shall wear attire in accordance with CPP 17.1.

G. Inmate Library Aides

1. Inmates shall be assigned and used as library aides.
2. Inmates shall be chosen through the classification for controlled job process and trained. Supervision shall be provided by authorized staff.

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## POLICY and PROCEDURE

### A. General Procedures

1. Recreational areas and activities shall be supervised daily.
2. All recreation equipment and supplies shall be checked out with the inmate's ID card.
3. Each inmate checking out equipment shall be held responsible for returning the equipment in the same condition as it was issued.
4. Schedules of all recreational activities shall be posted in each living area and the gym.
5. Recreational needs and interests of the inmate population shall be assessed on a continuing basis as follows:
  - a. Periodic surveys shall be given to the inmate population to assess their recreational needs and interests;
  - b. Daily responses and requests concerning recreational needs and interests; and
  - c. These surveys and evaluations of inmate recreational needs and interests may also be used to determine the personnel and financial requirements needed to ensure inmate access to staff and services, and to support inmate activities.

### B. Inmate Personnel Requirements

1. Recreation Aides:

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- a. Selection for Recreation Aides shall be made by the Recreation Program Supervisor through the institution's Work Program procedures;
- b. The Recreation Program Supervisor or Recreation Leaders shall train and utilize an inmate as a Recreation Aide as needed; and
- c. An inmate may have] duties such as score keeping, refereeing, judging, keeping the clock, and preparing schedules for as many activities as possible.

2. Inmate Game Officials:

- a. Inmate game officials shall be selected by Recreation staff;
- b. An inmate shall have knowledge of the rules pertaining to the sport he is officiating and shall be trained and instructed as appropriate to the position; and
- c. An official shall be paid on a per game basis.

C. Inmate Recreation Committee

1. The Inmate Recreation Committee shall be composed of two (2) inmates per dormitory selected by the Recreation Supervisor.
2. The committee shall be composed of inmates with different recreational interests, representing different inmate age groups and population percentages.
3. This committee shall meet with the Recreation Program Supervisor at least quarterly.
4. The committee shall not determine policies or rules for the Recreation Department.
5. The Inmate Recreation Committee shall offer constructive ideas for the Recreation Department and relay the opinions of the inmate population to the Recreation Supervisor on topics such as:
  - a. Preview of rules of intramural activities;
  - b. Holiday activities;
  - c. Ideas for new or additional activities;
  - d. Team sports;

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- e. Leisure activities; and
  - f. Use of the gym.
6. Minutes of each meeting shall be submitted to the appropriate Deputy Warden for review.

D. Free Play and Leisure Activities

Free play activities shall be those activities in which an inmate may participate without organizational structure, usually done on a "pickup" basis or by checking out supplies, games or equipment. This shall include activities such as the following:

- 1. Basketball, indoor and outdoor;
- 2. Pool tables;
- 3. Horseshoes;
- 4. Ping pong;
- 5. Board games;
- 6. Weight lifting;
- 7. Handball;
- 8. Washer pitching;
- 9. Softball;
- 10. Jogging;
- 11. Television;
- 12. Reading;
- 13. Volleyball, indoor and outdoor;
- 14. Cornhole;
- 15. Soccer;
- 16. Puzzles; and

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17. Frisbee golf.

E. Institutional TV Channels

Institutional TV Channels shall provide educational, informational, and leisure time entertainment for the inmate population.

1. The institution shall provide two (2) dedicated channels to meet this objective.
  - a. Channel 35 shall provide educational and informational programming.
  - b. Channel 60 shall provide popular or newly released entertainment programming.
2. Institutional channels shall play daily.
3. Movie schedules and requests shall be submitted through the recreation committee.

F. Intramural Sports

Intramural sports programs shall be organized sports with competition among the inmate population in a structured setting with recognized rules and inmate officials. These shall include sports such as the following:

1. Basketball - regular season and summer league;
2. Softball, spring and fall league;
3. Handball;
4. Volleyball;
5. Billiards;
6. Ping pong;
7. Scrabble;
8. Cornhole;
9. Weight lifting; and
10. Video games

G. Varsity Sports

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Varsity sports programs shall be organized programs with competition between varsity level teams representing the institution or against teams from the community. The Recreation Department shall hold tryouts for varsity teams.

1. The Recreation Program Supervisor or designee shall conduct the tryouts.
2. At the discretion of the Recreation Program Supervisor, tryouts may be waived in favor of selecting players based upon performance during intramural play, provided intramural play has been underway not less than two (2) weeks prior to the selection being made.
3. An individual shall not be placed on a team without demonstrating ability.

#### H. Holiday Programs

Holiday programs shall be special programs offered during the holiday periods of Independence Day, Labor Day, Thanksgiving, Christmas, and Memorial Day.


1. These programs shall usually be a combination of free play activities and activities planned by the Recreation Department specifically for the holidays.
2. Prizes may be awarded in these activities.
3. Holiday programs shall be funded by the Inmate Canteen through the canteen recreation budget.

#### I. Community Interaction

1. The community shall be involved as often as possible in the recreation programs.
2. Teams from the community may be contacted to participate in tournaments against the varsity teams or other appropriate activities:
  - a. A list of visitors and times of arrival shall be submitted for administrative approval a minimum of three (3) days before the scheduled event;
  - b. The list shall require approval from the Warden and Deputy Wardens; and
  - c. After administrative approval, copies of the approval shall be distributed by the Recreation staff to the Shift Supervisor, Entry Station, Security Reception, and file.

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3. On occasion, special guests such as speakers, coaches, musicians, and university teams may be involved in the recreation programs. Administrative approval shall apply as outlined above.
4. All special activities shall be posted, in each living area and the gym to ensure inmate participation.
5. At all times, adequate supervision of any event shall be provided to meet the security needs of the inmates and community participants.

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KRS 196.035, 197.020	INMATE CLUBS AND ORGANIZATIONS	

## I. DEFINITIONS:

"Adviser" means a staff member assigned and responsible for maintaining a liaison between the administration and the assigned club or organization.

"Bylaws" means a document that provides the structure and goals of the club or organization, the responsibilities and duties of the membership, and establishes the procedure by which the club or organization conducts its business and activities.

"Club" means any recognized organization or group of inmates united for a common purpose with the intention of maintaining that unit over any period of time, whether as a chapter of a local, state, or national organization or as a separate group without any outside affiliation.

## II. POLICY and PROCEDURE

### A. Responsibility for Oversight of Inmate Clubs and Organizations

1. The Unit Administrator shall oversee inmate clubs and organizations.

### B. Inmate Clubs and Organizations

1. The number of inmate clubs or organizations and the maximum permissible membership of each individual club or organization shall be determined by the appropriate Deputy Warden upon availability of meeting space, staff resources, and other program demands.
2. Establishing a new Club or Organization
  - a. To establish a new club or organization, a proposal shall be sent to the Unit Administrator and shall contain the goals and objectives of the club or organization, anticipated functions, and other information relative to its operation.

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b. The Unit Administrator shall review the proposal and make a recommendation to the Warden as to whether it is feasible to establish the new club or organization.

3. Disbanding and Eliminating a Club or Organization

a. The Unit Administrator shall periodically evaluate the effectiveness of each club or organization.

b. A club or organization may be disbanded by the Warden if:

1. Inmate participation in a club or organization drops below acceptable levels;
2. The club or organization fails to have regular meetings; or
3. The club or organization is involved in any activity detrimental to the welfare or security of the institution.

C. Rules for Clubs and Organizations

1. Each club and organization shall abide by its constitution and bylaws, Corrections Policy and Procedures, and institutional policy and procedures and shall be under the direct supervision of a staff advisor.
2. A proposed activity shall require the approval of the staff advisor, the Unit Administrator, and the appropriate Deputy Warden before the activity is held.
3. A proposed activity shall be submitted to the Unit Administrator fifteen (15) working days in advance of the activity.
4. Correspondence from the club or organization shall require approval from the advisor before it is sent.
5. Each club or organization shall submit a monthly attendance roster to the Unit Administrator along with a monthly report.
6. Each club and organization member shall be expected to attend seventy-five percent (75%) of the meetings of his club or organization to be considered an active member.
7. A club or organization failing to abide by policies and procedures of the institution or Department of Corrections may be placed on probation for an

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indefinite period, disbanded, or barred from specific activities, as determined by the Warden.


8. Participation in an inmate club or organization shall be voluntary.

D. Outside Guests

1. Prior to contacting an individual outside the institution, the activity and individual shall require the approval of the staff advisor, the Unit Administrator, and the appropriate Deputy Warden. An actual invitation shall not be extended until approval is secured.
2. Upon approval, the staff advisor shall notify the necessary personnel and provide the information regarding the guest and his arrival.
3. The advisor shall meet and escort the guest to the meeting site.

E. Clubs and Organization Supplies and Equipment

1. Club and organization supplies and equipment shall only be used by the club or organization that owns the supplies or equipment.
2. Supplies and equipment shall be used only for the purpose of conducting club or organization business and an inmate shall not conduct personal business with these supplies or equipment.
3. A club or organization shall not loan, borrow, or give supplies to another club, organization, or individual without the approval of the appropriate Deputy Warden.
4. A club member shall obtain authorization from the staff advisor before using supplies or equipment.

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ACA 5-ACI-7C-06; KRS 196.035, 197.020	ARTS AND CRAFTS PROJECTS	

## POLICY and PROCEDURE

### A. Arts and Crafts Guild


1. An inmate that wishes to participate in an arts and crafts project shall submit a request to join the Arts and Crafts Guild through the Recreation Department. If approved, the inmate shall be issued an Arts and Crafts Guild membership card. This card shall allow inmates to possess allowable arts and crafts items within the allowable limits of LSCC 22-04-01 attachment 1.
2. Arts and Crafts Guild membership cards shall require renewal every 6 months.
3. The Arts and Crafts Guild membership card shall be revoked for any disciplinary action related to abuse of arts and crafts privileges. Future Arts and Crafts Guild privileges may be revoked or temporarily suspended depending on the seriousness of the offense.
4. All Arts and Crafts Guild members shall comply with the rules of the guild.

### B. Arts and Crafts Projects

1. Any Arts and Crafts Guild member who wishes to begin an arts and crafts project shall obtain a project slip from the Recreation Department.
  - a. Art and crafts project shall require prior approval of the assigned Recreation Staff overseeing the arts and crafts projects.
  - b. The project slip shall include a description of the project.
  - c. The project slip shall be in duplicate. The Arts and Crafts Guild member shall retain one (1) copy and the Recreation Department shall retain one (1) copy for the duration of the project.
  - d. The project slip shall be valid for ninety (90) days.
2. Project time extensions shall require the approval of the Recreation Department. The Arts and Crafts Guild member shall demonstrate reasonable progress on the project to qualify for the extension.

<b>Allowable Arts and Crafts items</b>			
<b>Item</b>	<b>Qty</b>	<b>Size</b>	<b>Stipulation</b>
<b>Art Pad</b>	<b>1</b>		<b>No larger than 19"x24"</b>
<b>Canvass</b>	<b>2</b>		<b>No larger than 19"x24"</b>
<b>Card Stock</b>	<b>36</b>		<b>8.5" x 11"</b>
<b>Clear Coat/Modge Podge</b>	<b>1</b>	<b>8oz</b>	<b>Must be labeled non-toxic or A.P.</b>
<b>Craft Sticks (Regular)</b>	<b>Box of 1000</b>	<b>3/8"x4-3/4"</b>	<b>Total amount of sticks may not exceed 2,100 with a limit of 150 total Skinny Sticks</b>
<b>Craft Sticks (Jumbo)</b>	<b>Box of 1000</b>	<b>3/4"x6"</b>	
<b>Skinny Sticks</b>	<b>Two boxes of 75</b>	<b>3/4x1/4x3/32</b>	
<b>Crayons</b>	<b>24</b>		<b>Must be labeled non-toxic or A.P.</b>
<b>Crochet Hook</b>	<b>Set of 6</b>		<b>Must be plastic and no longer than 6"</b>
<b>Erasers</b>	<b>3</b>		<b>No erasers that can be kneaded or shaped</b>
<b>Felt</b>	<b>6</b>	<b>9"x12"</b>	<b>No black, blue, or red colors</b>
<b>Geometry Rulers or Plastic Drawing Devices</b>	<b>4</b>		<b>Plastic and no larger than 6" (No Permanent)</b>
<b>Gesso</b>	<b>1</b>	<b>8oz</b>	<b>Must be labeled non-toxic or A.P.</b>
<b>Glue</b>	<b>1</b>	<b>8oz</b>	<b>Must be labeled non-toxic or A.P.</b>
<b>Markers</b>	<b>24</b>		<b>Must be labeled non-toxic or A.P.</b>
<b>Medium/Varnish</b>	<b>1</b>	<b>8oz</b>	<b>Must be labeled non-toxic or A.P.</b>
<b>Paint Brush Cleaner</b>	<b>1</b>	<b>1oz</b>	<b>Non toxic, non flammable, and non combustible</b>
<b>Paint Brushes</b>	<b>12</b>		<b>No longer than 14" and no wider than 1"</b>
<b>Paint or Water Colors</b>	<b>24</b>	<b>2.5oz or less</b>	<b>Must be labeled non-toxic or A.P. approved.</b>
<b>Palette Tray</b>	<b>1</b>		<b>No larger than 12"x9"</b>
<b>Paper</b>	<b>100</b>	<b>Sheets</b>	<b>Not to exceed (100) sheets or two (2) cubic feet. Not to exceed 18"x24". No tracing paper of any kind.</b>
<b>Pastels</b>	<b>24</b>		<b>Must be labeled non-toxic or A.P.</b>

<b>Pencil (Colored)</b>	<b>24</b>		<b>Non mechanical Must be labeled non-toxic or A.P.</b>
<b>Pencil (Drawing)</b>	<b>24</b>		<b>Non mechanical no metal</b>
<b>Pencil Sharpener</b>	<b>1</b>		
<b>Pencil Storage Case</b>	<b>2</b>	<b>48 count</b>	
<b>Plastic Needlepoint Canvas</b>	<b>3</b>		<b>No bigger than 10.5"x13.5" Must be all plastic</b>
<b>Ruler</b>	<b>1</b>		<b>Plastic and no longer than 12"</b>
<b>Sand Paper</b>	<b>1</b>	<b>9"x11"</b>	<b>May only have one (1) in possession at one time and all remaining sandpaper must be turned into the gym. You must return one to receive one. <i>Extra Fine, Fine &amp; Medium Grit Only.</i></b>
<b>Scissors</b>	<b>1</b>		<b>All plastic, no metal</b>
<b>Crescent illustration</b>	<b>2</b>	<b>15x20</b>	
<b>Storage Container</b>	<b>1</b>	<b>15"x8"x16"</b>	<b>Must fit in locker</b>
<b>Thread</b>	<b>5</b>	<b>Spools</b>	<b>No black, blue, or red colors</b>
<b>Water Color Atomizer</b>	<b>1</b>	<b>2oz</b>	<b>For water only</b>
<b>Yarn</b>	<b>5</b>	<b>4oz or less</b>	<b>Pull skeins only. No black or blue colors</b>
<b>Construction paper</b>	<b>1pk</b>	<b>50 Sheets</b>	
<b>Color Wheel</b>	<b>1</b>		<b>Must be paper, no metal</b>

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References/Authority ACA 5-ACI-7F-07; 23.1; LSCC 17-01-01, 16-02-01; 501 KAR 6:500; KRS 196.035, 197.020, 197.270 and 197.275	Subject  <b>RELIGIOUS PROGRAMS</b>	

## POLICY and PROCEDURE

### A. Determining Inmate Religious Needs

1. During orientation each inmate shall fill out a form indicating his religious preference, if any, and any special need. The form shall be forwarded to the chaplain's office. The information may be used to determine the need for services and staffing. See Religious Preference Form (Attachment A).
2. Any inmate desiring to affiliate with a religious denomination or sect or change his affiliation shall be free to do so following 501 KAR 6:500.

### B. Scheduling of Services

1. Religious services and programs shall be available to any inmate and shall be provided for different faiths according to the schedule.
2. If possible, the schedule may be arranged to provide for worship and meditation if prescribed by the inmate's faith.
3. The religious program at LSCC shall be planned, scheduled, and coordinated by the chaplain with the approval of the Deputy Warden of Programs.
4. A schedule of religious activities shall be provided by the chaplain and posted widely. The schedule shall contain the time, date, and name of the religious service.

### C. Access to Religious Resources

1. An inmate may receive and use the religious items listed in the Kentucky Department of Corrections Religious Reference Manual appropriate to his chosen faith.

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2. Consistent with the guarantee of religious liberty, each inmate shall be given the opportunity to receive a visit from clergy or spiritual advisor of his faith.
3. Clergy visits shall be coordinated through the chaplain's office with the final approval of the appropriate Deputy Warden.

D. Religious Dietary Needs

See 501 KAR 6:500 and the Kentucky Department of Corrections Religious Reference Manual.

E. Religious Literature

1. An inmate may receive and possess religious literature and publications following KRS 197.275, 501 KAR 6:500, CPP 17.1, and IPP 16-02-01.
2. Religious material shall be made available to any inmate without discrimination unless a legitimate security concern exists that may create a risk to staff, inmate, or other person.

F. IRC Fund

See 501 KAR 6:500.

G. Inmate Marriage

An inmate requesting to be married while incarcerated at LSCC shall be required to follow the procedure prescribed in 501 KAR 6:500.

## KY DOC RELIGIOUS PREFERENCE FORM

Inmate Name: \_\_\_\_\_ Institutional Number: \_\_\_\_\_

(Circle one)

INITIAL

UPDATE

*Please Check Your Religious Affiliation or Preference. Per CPP 23.1, you may change your religious preference every 6 months.  
Exception: The selection of Judaism will be for 1 year.*

- Asatru
- Baha'Y
- Buddhism
- Christianity - \_\_\_\_\_
- Church of Satan
- Hinduism
- Islam
- Judaism
- Moorish Science Temple of America
- Nation of Islam
- Native American Spirituality
- Rastafari
- Wicca
- Other: \_\_\_\_\_

\_\_\_\_\_  
Inmate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chaplain Signature

\_\_\_\_\_  
Date

Date entered into KOMS: \_\_\_\_\_

**DATA SHALL BE ENTERED INTO KOMS WITHIN THREE BUSINESS DAYS FROM RECEIPT.  
THE FORM MUST ALSO BE SCANNED INTO KOMS**

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The unit management team shall provide ongoing counseling of the inmate. The CTO shall be designated as the primary staff to monitor the progress and adjustment of any inmate assigned to his caseload. He shall assist the inmate with routine institutional matters as well as act as crisis intervention and referral personnel. Each CTO and Unit Administrator shall be available to the inmate on their caseload during scheduled hours Monday through Friday as well as on a non-scheduled basis when visiting the dorms.

4. Crisis Counseling Services

Crisis counseling shall be provided by the social services staff at LSCC as needed.

5. Psychological Assessment and Intervention

The assigned institutional psychologist shall work closely with security and programs staff to consult with any inmate suspected of suffering from emotional difficulty or who may need psychiatric referral. A referral to psychology services may be made by any LSCC staff member or certified volunteer as the need exists. After evaluation, the psychologist shall determine the necessity of referring inmates for a psychiatric evaluation.

6. Medical and Mental Health

Counseling in health and mental health matters shall be provided by qualified health care or mental health care staff at LSCC. This shall include information like hygiene, health maintenance, disease prevention, and any particular treatment ordered by the primary care provider.

7. Pre-Release Program

The Reentry Coordinator or other approved facilitator shall conduct a pre-release program, which shall be designed to counsel and assist the inmate in the transition for incarceration to parole or release.

8. Recreation

Recreation staff shall assist the inmate in constructive use of his leisure time. Additionally, recreation staff shall counsel any inmate interested in physical conditioning.

9. Evidence Based Programming

Evidence Based Programming shall be provided in accordance with the Adult Institutions Program Catalog. Programming shall be provided by a trained Social Service Clinician, Reentry Coordinator, or contract service provider.

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C. Educational Courses


Staff assigned to the Education Department shall provide counseling to the inmate regarding educational planning, career and technical education planning, and day-to-day counseling regarding courses provided at the institution.

D. Community Social Service Resources

Community social service resources shall be used to augment the Social Services Program at LSCC.

E. Notification of Program Availability

1. The inmate population shall be informed of any available social services and program by:
  - a. Posted announcements on bulletin boards;
  - b. Orientation; and
  - c. Little Sandy Correctional Complex Policies and Procedures.
2. A program waiting list for individual programs shall be maintained within KOMS.

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ACA 5-ACI-5F-05, 5-ACI-6A-04; LSCC 06-01-01; CPP 25.11; KRS 17.510, 196.035, 197.020	INMATE RELEASE PROCESS	
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## POLICY and PROCEDURES

### A. Release Process

1. Upon release, the Offender Information Office shall:
  - a. Review and verify the authenticity of the release papers. Upon verification, the Offender Information Office shall prepare a Notice of Discharge for the inmate being released by whatever method to include: Minimum Expiration, Maximum Expiration, court ordered release, parole, or death;
  - b. Notify institutional staff three (3) working days before the release of an inmate, if possible;
  - c. Advise an inmate convicted of a sex-related offense of his duty to register with the Kentucky State Police in compliance with KRS 17.510;
  - d. Determine which method of release the inmate requires, and inform the appropriate personnel immediately:
    - (1) If the inmate requires a bus ticket, the Offender Information Office shall notify the Fiscal Officer, who shall prepare a check or voucher for a bus ticket; or
    - (2) If the inmate is being picked up, the inmate shall be released from Building F through the sally port. The inmate's ride shall be directed to go to Building F for the pickup;
  - e. Bring pertinent paperwork to Building F on the day of release:
    - (1) A paroling inmate shall be advised of his reporting instruction;
    - (2) An inmate being released by Minimum Expiration, Maximum Expiration, or court order shall be advised of the pertinent facts on the Notice of Discharge; and

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(3) Each inmate shall be given the Notice of Discharge before release;

- f. Send release papers to the Shift Supervisor, if the release is on a weekend or a holiday. The Shift Supervisor shall ensure the inmate receives any necessary instructions before release; and
  - g. Verify the inmate's identity. Inmates released shall be checked against the release memo by name, number, and picture ID.
2. If adequate notification of release is made, an inmate shall conclude any outstanding obligations by the following:
- a. Complete the sections of the inmate release form that apply to the inmate. The Inmate Release Form shall be available from his assigned Classification and Treatment Officer (CTO) or designated unit staff;
  - b. Convey the release form to the following departments requesting completion from respective supervisors: education, library, Clothing Room, property, mail, to include instructions on forwarding of mail, Medical Department, unit staff, recreation, and chapel;
  - c. Make arrangements for completion of any pending actions, grievances, claims for damages or lost possessions; and
  - d. Review, deliver, sign, and date the completed release form to the property or processing officer.

3. Disposition of Forms

After completion of the above steps, the original form shall be forwarded to the Offender Information Office.

4. Notification of Discharge

The notice of discharge prepared by the Offender Information Office generates a notification to the automated victim notification system, Victim Information and Notification Everyday (VINE).

B. Release Requirements

1. Weekend Releases

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

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2. Body Receipt Forms

A Custody and Body Receipt form shall be completed on an inmate released to authorities for court proceedings.

3. Property Controls

a. Security staff shall check the inmate's property to see that no state or institutional property leaves the institution. Security staff shall also ensure return of personal effects or contraband. Appliances shall be inventoried to ensure that the inmate takes only appliances listed on his inventory sheet.

b. Security staff shall have the inmate sign and date the property release form verifying that he has received his personal property and has returned state or institutional property.

4. Medical Care Provisions

a. To ensure continuity of medical care from admission to discharge, the medical staff, in completing the requirements of the release form, shall conduct a medical screening and arrangements for community follow-up if needed.

b. If travel is approved, pertinent data including medication, behavior management procedures, and other treatment or special requirements for observation and care during travel shall be documented on the release form or other relevant forms. This information shall be communicated with the on-duty Captain or Shift Supervisor.

c. To ensure continuity of health care or mental health care upon discharge, the inmate shall be issued a thirty (30) day supply of currently prescribed medication. If the medication requires administration by a qualified health care professional, medical staff shall make arrangements for continuity of care within the available community resources.

5. Inmate Accounts

If an inmate is being released with a balance on his account, the fiscal office shall issue a debit card for the balance prior to release. Any funds not listed on the balance shall be added to a debit card.


6. Indigent Inmate

An indigent inmate shall be given a set of clothes upon release. The indigent inmate shall also be given monies to increase his account total to twenty five (25) dollars upon release if he uses the bus station as his method of transport.

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7. Inmate Identification Card

- a. A temporary identification card shall be requested from the Department of Transportation (DOT) if the required information and documentation is available. Information and documentation necessary for an identification card shall include:
  - (1) A recent photo of the inmate;
  - (2) Home placement information; and
  - (3) Inmate identifying information.
- b. Requests for identification cards from the DOT shall be coordinated by the Reentry Coordinator.

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ACA 5-ACI-1G-01, 5-ACI-1G-03, 5-ACI-1G-04 ; CPP 3.1[ <del>-26.1</del> ]; KRS 196.035, 197.020; <u>501 KAR 6:520</u>	CITIZEN INVOLVEMENT AND VOLUNTEER SERVICES PROGRAMS	

**POLICY and PROCEDURE:**

**A. Assignment and Responsibility**

The Volunteer Coordinator shall report directly to the Deputy Warden or designee and oversee the Citizen Involvement and Volunteer Services Program.

**B. General**

1. The Citizen Involvement and Volunteer Services Program shall be operated in compliance with 501 KAR 6:520.
2. Any citizen who regularly provides a service for the inmate population shall be certified in accordance with 501 KAR 6:520 and as outlined within this policy.
3. A schedule of each volunteer service shall be available to the inmate population and posted in each dormitory.
4. Each volunteer upon certification shall be issued a volunteer institutional I.D. card.
5. Current information shall be maintained on each certified volunteer by the Volunteer Coordinator and Personnel Administrator. Information on each certified volunteer shall include full name, address, telephone number, emergency information, and any other information deemed relevant by the Volunteer Coordinator, Warden, or appropriate Deputy Warden.

**C. Application Process**

1. An individual or group requesting to perform volunteer services at LSCC shall comply with the application procedure.
2. A criminal history check shall be completed on each applicant and any additional screening shall be requested by the Volunteer Coordinator.

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3. The Warden shall make the final decision regarding accepting an applicant as a volunteer.

D. Evaluation and Training

1. The Institutional Training Coordinator, shall conduct training for each new volunteer. The record of training provided shall be continually maintained.
2. The Chaplain, in conjunction with the Institutional Training Coordinator, may assist with the training of religious volunteers.
3. Training for each volunteer shall include at a minimum the following for certification and include a signed statement of acknowledgement:
  - a. Discussion and explanation of the Department of Corrections Code of Ethics and professionalism;
  - b. A written statement agreeing to abide by institutional policies and signing the Corrections release of all claims form;
  - c. Discussion and training on contraband and other illegal activity;
  - d. Discussion and training regarding rules of confidentiality;
  - e. Discussion and training on hostage or other emergency situations;
  - f. Discussion and training on the Prison Rape Elimination Act (PREA);
  - g. The nature and purpose of the Volunteer Program, to include a discussion of a volunteer's specific responsibilities, authority, role; and
  - h. Other information or areas deemed appropriate by the Volunteer Coordinator, Warden, appropriate Deputy Warden, or the department head supervising the volunteer. Refer to 501 KAR 6:520 for additional training requirements.
4. Upon completion of training, the volunteer shall receive temporary certification in accordance with 501 KAR 6:520. This entitles the volunteer to a state identification card.
5. For a certified volunteer to carry keys and radio, the volunteer shall be required to complete the training requirements set forth by the Department of Corrections Training and any additional training as directed by the Warden.

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- a. In accordance with 501 KAR 6:520~~[CPP-26.1]~~, the supervisor of the volunteer's area shall meet with each volunteer in the area of service at least annually. The purpose of this meeting shall be to allow a volunteer the opportunity to contribute suggestions for the Volunteer Program and discuss how the service is progressing.
  - b. The minutes from this meeting shall be given to the Volunteer Coordinator no later than five (5) working days from the date of the meeting.
6. In addition to the above orientation training, a volunteer performing a professional service shall be certified or licensed as required by law to do so.

E. Termination of a Volunteer

1. The Warden may limit, postpone, or terminate the service of a volunteer or an organization as outlined in 501 KAR 6:520.
2. The Warden or designee shall notify the volunteer in writing of any action being taken.
3. Upon termination, the volunteer shall return any institutional property, including the issued institutional I.D.
4. Appropriate staff shall be notified of any volunteer being limited, postponed, or terminated and any restrictions as they apply.