

1 JUSTICE AND PUBLIC SAFETY CABINET

2 Department of Corrections

3 (Amended After Comments)

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~~])

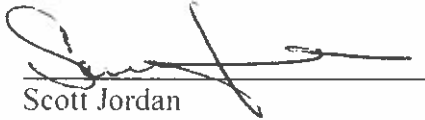
1 LSCC 10-01-01 Special Management Unit~~[Restrictive—Housing—Unit]~~ (Amended
 2 4/28/26[9/11/17]) **LSCC 10-02-01 Restrictive Movement (Added 4/28/26)** LSCC 11-02-01
 3 Food Service Security (Amended 4/28/26[6/28/17]) LSCC 11-03-01 Dining Room Rules
 4 (Amended 4/28/26[Added 6/28/17]) LSCC 11-06-01 Health Requirement of Food Handlers
 5 (Amended 4/28/26[6/28/17]) LSCC 11-07-01 Food Service: Inspections and Sanitation
 6 (Amended 4/28/26[6/28/17]) LSCC 12-01-01 Clothing, Bedding, Hygiene Supplies and Barber
 7 Shop (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
 22 4/28/26) LSCC 14-02-01 Legal Services Program (Amended 4/28/26[6/28/17]) LSCC American
 23 with Disabilities Act 14-03-01 (Amended 8/14/26[Added 4/28/26]) ~~[LSCC 15-01-01 Drug~~

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

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

501 KAR 6:230. Little Sandy Correctional Complex.

Approved: 8/13/26

A handwritten signature in black ink, appearing to read 'Scott Jordan', is written over a horizontal line.

Scott Jordan

Deputy Commissioner.

Department of Corrections. on behalf of:

Cookie Crews

Commissioner

Department of Corrections

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

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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

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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 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 th edition ACA standards to 5 th 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 th edition ACA standards to 5 th 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 th edition ACA standards to 5 th 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 th edition ACA standards to 5 th 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 4th edition ACA standards to 5th 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 1/4" 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 4th edition ACA standards to 5th 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 10-02-01 Restrictive Movement
LSCC 13-10-01 Transfers and Medical Profiles
LSCC 15-01-01 Drug Abuse Testing

STATEMENT OF CONSIDERATION RELATING TO:
501 KAR 6:230, Little Sandy Correctional Complex,
Justice and Public Safety Cabinet
Department of Corrections
AMENDED AFTER COMMENTS

I. A public hearing on 501 KAR 6:230 was not held because no one provided notice of an intent to attend the public hearing. One written comment was received during the public comment period.

II. The following person submitted a comment:

Name	Title	Agency, Organization, Entity, Other
Kevin Sharkey	Attorney	Kentucky Protection and Advocacy

III. The following people from the promulgating administrative body responded to the written comment:

Name and Title

Cookie Crews, Commissioner, Department of Corrections
Allison Brown, Assistant General Counsel, Department of Corrections
Ivan Krow, Warden, Little Sandy Correctional Complex
Mindy Madsen, Administrative Branch Manager, Department of Corrections

IV. Summary of Comment and Response

1. Commenter: Kevin Sharkey

(a) Comment: The commenter urged the Department to revise the proposed policy 10-01-01–Special Management Unit to provide inmates housed in Special Management Unit at Little Sandy Correctional Complex access to secure electronic tablets, subject only to individualized restrictions that are necessary to address specific security risks.

(b) Response: The regulation was not amended as a result of this comment. Due to the safety and security of the inmates housed within Little Sandy Correctional Complex, no inmate assigned to the Special Management Unit shall have access to electronic tablets. This blanket denial of access ensures that no one inmate is treated in a

disparate manner. This restriction allows inmates to strive to work at bettering themselves, make better decisions to ensure that conduct that placed them in Special Management Unit does not reoccur, and remain within the general population where privileges, such as electronic tablets, are afforded.

2. Commenter: Kevin Sharkey

(a) Comment: The commenter urged the Department to revise the proposed policy 10-01-01–Special Management Unit to retain Section D.11–Social Services and Counseling Programs and continue providing individuals housed in the SMU with access to Social and Counseling Services.

(b) Response: The regulation was not amended as a result of this comment. This section was removed from policy because Little Sandy Correctional Complex does not have a Restrictive Housing Unit. Rather, it has a Special Management Unit. All inmates assigned to the Special Management Unit still have access to programs and counseling as outlined in IPP 10-01-01 Section D-1, Section D-3, Section D-11, and section E-1-6, as well as other various opportunities to help support the inmate and reduce risks of mental or physical harm to the inmate during their assignment to the Special Management Unit.

3. Commenter: Kevin Sharkey

(a) Comment: The commenter urged the Department to revise the proposed policy 10-01-01–Special Management Unit to amend Section H to prohibit the continued placement of individuals with serious mental illness, intellectual or developmental disabilities, or other significant mental health disabilities in Special Management Unit while awaiting transfer to an appropriate treatment or residential setting.

(b) Response: The regulation was not amended as a result of this comment. Section H-2 as stated above only states that an inmate *may* be assigned to the Special Management Unit pending transfer, which may occur only if the inmate is thought to be harmful to themselves or others or the safety and security of the institution as determined by the medical department, Classification Committee, or other authority. If an inmate with special needs is placed in Special Management Unit, the institution will follow CPP 10.2 Special Management and Restrictive Housing policy.

4. Commenter: Kevin Sharkey

(a) Comment: The commenter urged the Department to revise the proposed policy 10-02-02–Restrictive Movement to clarify: what constitutes an “alternative daily schedule”: how many hours inmates will spend outside of their cell each day; whether inmates will participate in congregate meals, recreation, education, vocational programming, religious services, and other activities available to the general population; what privileges are “modified” and to what extent; what “greater contact and oversight by staff” entails; and what inmates are considered “vulnerable segments of the general population.”

(b) Response: The regulation amended was a result of this comment. Little Sandy Correctional Complex does not have a policy 10-02-02 Restrictive Movement. Policy 10-02-01 is the Little Sandy Correctional Complex Restrictive Movement policy. However, 10-02-01 will be inapplicable because it is no longer utilized at Little Sandy Correctional Complex as the institution no longer has a Restrictive Movement dormitory. Little Sandy Correctional Complex only has a general population or a Special Management Unit. As such, 10-02-01 is deleted from Material Incorporated by Reference.

5. Commenter: Kevin Sharkey

(a) Comment: The commenter urged the Department to revise the proposed policy 14-03-01–Americans with Disabilities Act to incorporate the complete ADA definition of disability, specifically as someone who has (1) a record of such an impairment or (2) is regarded as having such an impairment.

(b) Response: The regulation was amended as result of this comment. The definition of disability is being amended as follows:

I. DEFINITIONS

“Disability” is defined in 42 USC 12102(1).

V. Summary of Statement of Consideration and Action Taken by Promulgating Administrative Body

A public hearing on these administrative regulations was not held, but one written comment was received. The Justice and Public Safety Cabinet, Department of Corrections responded to the comment and has not amended 501 KAR 6:230 as follows:

501 KAR 6:230, Little Sandy Correctional Complex

Section 1(1)
Page 2
Line 2

After “(Amended) 4/28/26[9/11/17]”, delete the following:

“LSCC 10-02-01 Restrictive Movement (Added 4/28/26)”

Section 1(1)
Page 2
Line 23

After “LSCC American With Disabilities Act 14-03-01”, insert “Amended 8/14/26”
And delete “Added 4/28/26”.

LSCC Policy Number 10-02-02

Deleted in its entirety.

LSCC Policy Number 14-03-01

Section I

Page 1

After “Disability”, insert the following:

is defined in 42 USC 12102(1)

And delete the following:

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

 LITTLE SANDY CORRECTIONAL COMPLEX POLICIES AND PROCEDURES	Policy Number	Total Pages
	LSCC 14-03-01	3
References/Authority ACA 5-ACI-2C-13, 5-ACI-5E-03; KRS 196.035, 197.020	Date Filed	Effective Date
	Subject AMERICANS WITH DISABILITIES ACT	

I. DEFINITIONS:

“Disability” is defined in 42 USC 12102(1)~~[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

Policy Number LSCC 14-03-01	Effective Date	Page 2
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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.

Policy Number	Effective Date	Page
LSCC 14-03-01		3

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.

 LITTLE SANDY CORRECTIONAL COMPLEX POLICIES AND PROCEDURES	Policy Number	Total Pages
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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	

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Policy Number	Effective Date	Page
LSCC 14-03-01		2

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Policy Number LSCC 14-03-01	Effective Date	Page 3
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