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|  <p style="text-align: center;"><b>KENTUCKY<br/>CORRECTIONS</b><br/>Policies and Procedures</p> | Policy Number  | Total Pages    |
|  | Date Filed   | Effective Date |
| Authority/References   | Subject  |                |
| ACA 2-CI-2A-1 and 2-CI-2B-1  | ALLOWABLE PROPERTY AND STAFF ENTRY TO<br>CORRECTIONAL INSTITUTIONS |                |
|  | CPP 9.12   | 3              |
|  | *  | May 14, 2013   |

## I. DEFINITIONS

None

## II. POLICY AND PROCEDURE

This policy shall delineate minimum requirements for entry procedures for employees and personal property entering institutional property. Each institution shall develop specific procedures or regulations governing staff entry and allowable items for entry incorporating the requirements of this policy.

### A. Entry to Institutional Property

1. In accordance with Corrections Policy and Procedure 9.8, all employees shall be subject to search.
2. All electronic devices entering any area of institutional grounds, whether secure or non-secure, shall be kept in a locked vehicle.

### B. Search upon Entry to the Institution

1. In accordance with Corrections Policy and Procedure 9.8, all employees shall be subject to search.
2. Maximum and medium security institutions shall use walk through metal detection devices, handheld metal detection devices and x-ray equipment at central entry PRIOR to employees entering into the secured perimeter of the institution.
3. All items carried past central entry shall be examined and searched.
4. Items pre-sealed and not conducive to physical search shall be searched by using the x-ray machine.

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C. Allowable Items

Items brought into the institution shall be necessary for the employee to perform his duties, eat meals, take breaks, maintain hygiene needs, and may include car keys and reasonable amounts of money. The items listed shall be allowed and shall serve as a guide to institutions in addressing similar items in their institutional policies and procedures.

1. Consumable items reasonably expected to be used during the assigned shift. Reasonably sized bulk food and drink items, to include coffee and drink mixtures, or small bags of snack foods may be permitted.
2. Containers shall be clear plastic type to expedite the search and entry process.
3. Coolers and lunch containers – 10 quart maximum size.
4. Thermos or drink containers.
5. Non-metal eating utensils.
6. Wallets, purses, and briefcases without excessive contents and easily searchable.
7. Prescription medication: only if it is vital that the medication be with the employee at all times, is declared to the search officers prior to search, is in the original container with the employee's name on the prescription container, and contains only the amount required for the shift. All medications not requiring continual possession or if relief or circumstances are not conducive for leaving the post at prescribed times, shall be declared prior to search and maintained outside the secure perimeter as designated by the institution. See Corrections Policy 3.11.
8. Non prescription medication: Limited to one day supply of pain medication (Aspirin, Tylenol, and Ibuprofen) and antacids. Medications containing stimulants or depressants shall be prohibited.
9. Feminine hygiene products.
10. Umbrellas (no pointed tips, retractable types only).
11. Small notebook or note pad and writing materials.

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D. Prohibited Items

1. Any item defined by statute or Corrections Policy as contraband or dangerous contraband.
2. Cellular telephones – state issued or personal; unless authorized by the Commissioner, Deputy Commissioner or Warden.
3. Personal cameras, radios, recorders, pagers or other communication devices.
4. Magazines, newspapers and other reading material not pertinent to the operation of an employee’s work location.
5. Electronic devices with photograph, digital, communication, recording, audio, and gaming capability to include televisions and radios.
6. Personal computers, software programs or any data storage or retrieval discs or devices.
7. Oversized containers, to include athletic bags, duffle bags, suit cases, and like items. No item bigger than a typical briefcase.
8. Caustic, toxic and flammable materials.
9. Tools of any type.
10. Knives, scissors, letter openers and other items that may be used as or fashioned into a weapon.
11. Personal correspondence, bills, and like items.
12. Other items as deemed inappropriate and in writing by the Commissioner, Deputy Commissioner, or Warden.

E. Exceptions

Special events or circumstances may arise that would permit entrance of items, (gifts, cakes, office decorations or similar items), that would normally not be permissible. These items shall be approved by the Warden or designee.