

 <p>KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	14.1	2
	Date Filed	Effective Date
Authority/References	January 13, 2025	May 7, 2025
	Supersedes Effective By Memorandum Date	
	May 24, 2021	
KRS 196.035, 197.020 ACA 5-ACI-5A-08		Subject INVESTIGATION OF MISSING OR STOLEN INMATE PROPERTY

I. DEFINITIONS

None

II. POLICY and PROCEDURES

If notified of missing or stolen inmate property, the staff member receiving the information shall complete a theft report. The staff member shall sign and date the theft report.

A. The inmate shall report the missing or stolen property within five (5) business days of the occurrence or becoming aware of the missing item. The inmate shall:

1. Provide proof of ownership of the missing or stolen property through receipts, property sheet, or other form of documentation. If the inmate does not have proof of ownership documentation or is verified to be indigent by the investigating staff, the inmate may file an open records request per CPP 6.1.
2. Have three (3) working days from the date of receiving any proof of ownership records through an open records request to provide it to the reporting staff member.
3. The report and any record shall be turned over to the appropriate supervisor to conduct the investigation.

B. An investigation shall be conducted for the missing or stolen property.

1. The investigation shall be conducted in a timely manner and shall not take more than ten (10) working days to complete.
2. The investigation shall determine one of the following:
 - a. The inmate is at fault or negligent for the missing or stolen item;

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- b. Another inmate is at fault for the missing or stolen item and a disciplinary report shall be issued as appropriate;
 - c. A staff member is at fault for the missing or stolen item; or
 - d. The report is determined to be unfounded and a disciplinary report may be issued as appropriate.
- 3. The Deputy Warden or other designated authority may grant an extension to the investigation based on justifiable institutional needs. This extension shall be documented in the investigation.
- C. Upon completing the investigation, the supervisor shall turn over the investigation and all related records to the Deputy Warden or designated authority. This shall include all notes, interview documentation, summary of video or audio reviews if available, and the inmate's proof of ownership records. If proof of ownership is not obtained, an investigation may be concluded as being unfounded. The Deputy Warden or designated authority shall refer the investigation and its findings to the appropriate staff:
 - 1. In the Business Office for reimbursement with the Warden's or designee's approval;
 - 2. For referral to the Adjustment Officer for adjustment hearing and restitution;
 - 3. For reinvestigation; or
 - 4. As unfounded.
- D. The Deputy Warden or designated authority shall notify the reporting inmate to ensure the inmate receives a summary of the investigation findings and a current property sheet.
- E. The completed investigation and related documents shall be placed in the electronic management system by the Deputy Warden or designee.
- F. Any sensitive information shall be redacted from the investigation and any related documentation before disclosure or inspection.

KENTUCKY DEPARTMENT OF CORRECTIONS MISSING PROPERTY / THEFT REPORT

Section I Reporting Information	
Inmate Name / Number	
Staff Name / Title	
Date Report Initiated	

Section II Missing / Stolen Property - If more space is needed, please attach additional page			
Item	Date Purchased	Item Amount	Serial Numbers

Section III Date & Time of Occurrence			
Place Occurred			
Date Occurred		Time Occurred	AM / PM
Brief Description of Incident			

Must verify inmates' rightful ownership of items. **Attached: Receipts / Property Sheet / Other** _____

Section IV Investigator Information	
Name / Title	
Date Received	

Investigator has 10 working days to complete and submit completed report to the Deputy Warden's Office.

Section V Investigation - If more space is needed, please attach additional page	

Investigation shall include the date, area and timestamp of incident. Investigation shall include all persons involved and specify all property that was verified stolen via camera footage or cell search.

Investigator must determine if the property missing/stolen is at the fault of one of the following:

Reporting Inmate / Another Inmate / Staff Member / Unfounded

Section VI Persons Involved		
Name/Numbers		Disciplinary:
Name/Numbers		Disciplinary:
Name/Numbers		Disciplinary:
Name/Numbers		Disciplinary:

Inmates involved shall receive a disciplinary report to include the identified items stolen.

Section VII Property Recovered & Returned - If more space is needed, please attach additional page		
Item	Date Recovered	Date Returned

Investigation shall include all property that was recovered.

Section VIII Deputy Wardens Review - Forward to one of the following	
Business Office / Reimbursement	
Adjustment Committee / Restitution	
Investigator / Reinvestigation	
Other	

Depreciation scale shall be used to determine reimbursement / restitution amount.

Warden's Signature _____ Date _____

Section IX Summary of the Investigation – Forward to the following	
Reporting Inmate	
Property Supervisor	
Internal Affairs	
Other	

Warden's Signature _____ Date _____