

 <p>KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	18.14	1
	Date Filed	Effective Date
	*	April 29, 2016
References/Authority KRS 196.035	Subject SPECIAL RECOMMENDATIONS FOR PAROLE OR RELEASE	

I. DEFINITIONS

None.

II. POLICY and PROCEDURES

An employee of the Department of Corrections shall not submit or sign a recommendation for parole, early release, commutation of sentence, meritorious good time (except as outlined in CPP 15.3), for any inmate under the custody of the Department except as outlined below:

- A. Any staff member wishing to commend an inmate for exceptional work performance or program progress shall forward the commendation to the Classification and Treatment Officer responsible for preparing the inmate's Pre-Parole Progress Report. The information may, at the discretion of the Classification and Treatment Officer, be included in the Pre-Parole Progress Report.
- B. Any special recommendation for early parole consideration, pardon, sentence reduction, shall be submitted to the Warden of the institution stating in detail the reason for the recommendation.
 1. If the Warden approves the recommendation, it shall be forwarded to the Commissioner of the Department of Corrections or designee for review.
 2. If approved by the Commissioner, the recommendation shall be forwarded to the Secretary for final approval.