EALTH OF		Policy Number	Total Pages
ON WOOD	KENTUCKY CORRECTIONS	22.1	2
	Policies and Procedures	Date Filed	Effective Date
		October 15, 2024 Supersedes Effective Date	February 4, 2025
		•	ry 3, 2006
References/Authority		Subject	
KRS 196.035, 197.020, 439.600, 439.610		PRIVILE	CGE TRIPS

I. **DEFINITIONS**

ACA 4-4485

"Privilege trip" means a trip that may be authorized at minimum security institutions for small groups of inmates to go into the community for recreational purposes; to conduct seminars or programs or attend other gatherings; to shop or for other purposes determined by the warden to meet the guidelines of KRS 439.600.

II. POLICY and PROCEDURE

Privilege trips may be authorized by the Warden to serve the legitimate purposes of Corrections, the institution and the inmate subject to the limitations set out below. Trips shall not become routine for the inmate population. Wardens may use privilege trips as part of an institutional incentive program.

- Privilege trips shall be authorized only by the Warden or in his absence, the A. Deputy Warden. This authorization shall be in writing.
- B. Inmates authorized to make privilege trips shall be required to read and sign the release.
- C. All trips shall be supervised by on-duty staff members only.
- D. There shall be one staff member for each five inmates unless the Warden or his designee authorizes an exception. A staff member may escort up to ten inmates if the inmates can be adequately supervised.
- E. Inmates shall be under direct supervision at all times. They shall not be released unsupervised in a large area as an arena, shopping center, mall, large store, in the streets or in public gatherings with instructions to report back at a stated time or interval.
- F. Inmates shall be appropriately attired.

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- G. Staff supervisors shall be cautioned that Kentucky law provides that any staff member who aids or permits an inmate to leave his limits of confinement may be subject to criminal prosecution.
- H. Inmates shall be informed that leaving the limits of confinement as established by the group supervisor shall be considered an escape.

RELEASE FORM

I,	No	, having been committed
from the	C	County Circuit Court to serve a term of
years for the crime of		
do hereby certify that		
an Officer or Official of the		
is transporting me to		, Kentucky at my request for
the purpose of		
In consideration of being allowed to ma the Supervisor and be supervised by the	e accompanying Offi	
and I understand that conjugal visits a allowed to leave the State of Kentucky.	are not permitted an	d that under no circumstances am I
I further understand and agree that if I hold harmless from any responsibilit Department of Corrections. I specific claims to be presented on my behalf agagents or employees for any injury, phy granted permission to make this trip.	ty whatsoever, the cally agree not to pagainst the Departmen	Warden or any employees of the ress any cause of action, nor allow t of Corrections or against any of its
I HAVE READ, OR THIS STATEMENT IT AND I AGREE TO BE BOUND BY		
AGREED TO BY:		DATE:
STAFF WITNESS:		

MEMORA	ANDUM	
TO:	All Concerned	
FROM:		, Warden
SUBJECT:	Authorization for Residen	Trips
following inn	nates from the	may take t
Date and Tim	ne Depart	Approx. Date and Time Return
Mode of Trar	nsportation	
		Approved by:
		Warden
		Deputy Warden
Accompanyir	ng Officer's Certification:	
named reside understand th every effort unforeseen	ent(s) to the approved dest nat I am to personally superv to return at the time specifi delay, I will immediately institution	anderstand that I have been given permission to take the about nation(s) and that side trips are not authorized. I furthese the resident(s) at "all times" while on the trip and to mad above. If unable to return on time, or in the event of call the Officer in charge or the Duty Officer at the content of th
Telephone Nu		
Date:	<u> </u>	Accompanying Officer's Signature
		T . J . G