

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	25.10	2
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	October 15, 2024	February 4, 2025
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References/Authority KRS 196.035, 197.020, 197.175 ACA 4-4446	Subject <b>ADMINISTRATIVE RELEASE OF INMATES</b>	

## I. DEFINITION

“Administrative release date” means the first day of the month during which an inmate’s minimum expiration date falls or the last weekday of the preceding month if the first day falls on Saturday, Sunday, or a legal holiday.

“Non-institutional offender” means a state inmate who is serving a sentence in a county jail, reentry service center or on home incarceration.

## II. POLICY and PROCEDURES

- A. An inmate shall be released on his administrative release date with the following exceptions:
1. An institutional inmate presently serving segregation time;
  2. An inmate who has an outstanding good time loss;
  3. An institutional inmate who has a pending disciplinary report;
  4. An institutional inmate who has a disciplinary action involving segregation time or good time loss which has been stayed pending appeal; or
  5. A non-institutional inmate who has committed a major category write-up within the last six (6) months.
- B. If an inmate has an outstanding detainer, arrangements shall be made prior to the month in which his sentence expires for his release to the detaining authorities on the administrative release date.
- C. There may be extreme circumstances whereby releasing an inmate on his administrative release date is not feasible. In these cases, the inmate shall be released on the first day possible, compatible to the needs of the Department of Corrections and the detaining authorities. Any release to a detainer, on a date other

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than the administrative release date shall be approved by the Commissioner or his designee.

- D. Only non-institutional inmates who have been reviewed and approved by the Central Office Offender Information Services Branch shall be released on the administrative release date.
- E. Institutional inmates shall be reviewed and approved by the institutional Offender Information Services Office for release on the administrative release date.