

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
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Authority/References KRS 196.035, 197.020, 197.045, 197.170, 309.080, 439.580, 440.010, 441.005, 441.146, 441.148, 520.010, 532.100 CPP 15.2, 15.3, 28-03-02	Subject REENTRY CENTER PROGRAM	

I. DEFINITIONS

“Director of Population Management” means the supervisor who approves an inmate for placement in jails and in halfway house facilities throughout the state.

"Deferment" means a Parole Board action in which the final decision concerning parole for an inmate is delayed for a certain number of months.

"Escape" is defined in KRS 520.010(5).

"Jail" means a jail as defined by KRS 441.005(1) or a regional jail as defined by KRS 441.005(7), but shall not include juvenile facilities for this policy.

"Meritorious good time" means a sentence credit that may be awarded at the discretion of the Commissioner or his designee not to exceed seven (7) days per month pursuant to KRS 197.045(1)(b)(2).

"Parolee" means a person who has been released from a correctional facility to parole.

"Probationer" means a person convicted but not yet imprisoned, on the conditions of continued good behavior and regular reporting to a probation officer.

“Reentry center” means a reentry center as defined by KRS 441.005(9).

"Reintegration" means the process of preparing both community and offender for his return as a productive and accepted citizen.

“Relative” is defined in KRS 439.580(5).

“Statutory good time” means a sentence credit that may be awarded pursuant to KRS 197.045(1)(b)(1).

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II. POLICY and PROCEDURES

The Kentucky Department of Corrections shall administer the reentry center program for the purpose of diverting offenders from an institution or jail and reintegrating them into society. An individual in the program shall be serving a felony sentence in an institution or jail.

A. Reentry Center Requirements

A jail may operate a reentry center, with the approval of the Department of Corrections.

Pursuant to KRS 441.146(1), a reentry center shall:

1. Employ a program coordinator responsible for oversight of the reentry center;
2. Offer residents at least one (1) vocational training program approved by the Department of Corrections;
3. Offer residents at least two (2) other evidence-based programs approved by the Department of Corrections;
4. Review each participant's case with a certified alcohol and drug counselor as defined in KRS 309.080(2);
5. Require residents to participate in family outreach and community involvement programs;
6. Require residents to seek or maintain employment in the community. The reentry center:
 - a. shall require ten percent (10%) of the resident's income to be deposited into a savings account;
 - b. shall require fifteen percent (15%) of the resident's income to be directed to payment of restitution if applicable; and
 - c. may charge each resident a fee of not more than twenty percent (20%) of the resident's income; and
7. Report data as required by the Department of Corrections in order to allow evaluation of the effectiveness of the reentry center.

B. An inmate meeting the following criteria may be recommended for transfer to a reentry center. An inmate shall:

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1. Have less than twelve (12) months until the expected expiration of his or her sentence;
2. Be a Class D or D Extended inmate with minimum or community custody or a Class C inmate with community custody;
3. Be a Class B felon with minimum or community custody;
4. Not have a documented behavior that equates to a CPP 15.2 Category III-11 or Category IV or higher rule violation or a criminal conviction within the last sixty (60) days.
5. Be physically and psychologically capable of functioning in the reentry center without ongoing professional intervention.

C. Parolee and Probationer Placements

1. Parolees selected for placement in a reentry center program as a graduated sanction shall be approved by a supervisor. Placement in a reentry center program shall be assigned by the Community Placement Office. Parolees participating in a reentry center program shall be allowed a maximum stay of twelve (12) months in a reentry center facility.
2. A probationer, as part of an alternative sentence, shall be placed in a reentry center in accordance with the terms outlined in the court order.

D. County Inmate Placements

The jailer may establish criteria for the placement of county inmates currently housed in the local jail if bed space is available.

E. Placement Priorities

1. Each offender's eligibility and needs assessment shall dictate the appropriateness of a reentry center placement as a graduated sanction or reintegration mode of case management.
2. Priority shall be given to:
 - a. Qualified state inmate
 - b. Qualified parolee
 - c. Qualified probationer

F. Reentry Center Transfer Process

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1. An inmate transferred to a center shall be coordinated by the Classification Branch.
2. If an inmate is transferred to a reentry center, the medical record shall be sent to the receiving reentry center.
3. An inmate transferred to a reentry center shall bring all personal belongings with him.
4. The offender record shall be maintained in the offender management system by Offender Information Services staff. If transferred, the money in the inmate's account shall be sent to the appropriate personnel at the reentry center for deposit in an account for the inmate at the reentry center.

G. Transfers from Reentry Centers

1. An inmate in the reentry center may be transferred back to an institution or jail. The reason for a transfer may include a medical problem, disciplinary problem, protective custody need, and parole deferment. In all cases, a transfer shall require approval by the Director of Population Management.
2. If transfer is required, the Reentry Center Coordinator or designee shall notify Population Management staff.

H. Annual Inmate Photographs

A new photograph shall be taken annually of each state inmate in a reentry center. The updated photograph shall be obtained on the anniversary date of the inmate's conviction. The photograph shall be immediately placed in the offender management system by reentry center staff.

I. Transportation from Jail Reentry Centers

An inmate in the reentry center shall be transported by reentry center personnel as the need arises. This may include Parole Board hearings, shock probation hearings, and transfers back to an institution or jail.

J. Disciplinary Problems

1. A reentry center inmate shall be subject to the rules of conduct particular to each reentry center in addition to the Department of Corrections policies and procedures. Reentry center sanctions shall be used for internal control; however, an offense which may result in segregation and statutory loss of good time shall be documented and the inmate transferred back to an institution or jail. A reentry center occurrence report describing the nature

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of the occurrence and a summary of the investigation shall be uploaded into the offender management system by reentry center staff. A disciplinary transfer shall require approval by the Director of Population Management or designee.

2. The reentry center occurrence report shall include:
 - a. The date and time of the incident;
 - b. A listing of the personnel involved;
 - c. A detailed summary of the nature of the occurrence described by the person who witnessed the incident including the reentry center staff or work supervisor;
 - d. Any necessary documentation attached to the report.

K. Reentry Center Release Procedures

Proper care shall be given towards the handling of the legal release of an inmate in the reentry center program.

1. Court Order Shock Probation
 - a. Application: The reentry center staff shall facilitate contact with the local Public Advocate's Office concerning an application for court ordered shock probation, legal problems, and questions the reentry center inmate may have.
 - b. Transportation: The reentry center staff shall provide transportation for a verified court order to produce the inmate for a shock probation hearing. Prior to the hearing, the reentry center staff shall review available information to ascertain whether the inmate is serving a sentence from another court or has a detainer.
 - c. Release: If an order to release an inmate is received through the mail, fax, or any other method, it shall be forwarded to Central Office Offender Information Services for review. The Circuit Court Clerk's office shall be contacted by Central Office Offender Information Services to verify the order upon advisement that shock probation has been granted. Upon authorization that the inmate may be released per the court order, Central Office Offender Information Services shall notify the Reentry Center Operator and Probation and Parole Officer as well as forward a Notice of Discharge and advise of any detainers that may be present. A copy shall be taken to the Reentry Center Operator by the Probation & Parole Officer and the

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inmate advised of any stipulations concerning the probation. If the Probation and Parole Officer is unable to be present at the center, a telephone call may be made to the center operator advising him to release the particular inmate.

2. Parole Release

- a. Every effort shall be made by the Probation and Parole Officer to assist the inmate in seeking employment and home placement.
- b. An inmate recommended for parole shall be released on parole pursuant to procedures outlined in CPP 28-03-02 (Release on Parole). Once the parole papers are received, the Probation and Parole Officer shall instruct the parolee to sign the certificate and issue the original copy to the parolee. The signed parole certificate and notice of discharge shall be documented in the offender management system.

3. Expiration Release

For a release upon expiration of sentence, Central Office Offender Information Services shall authorize an inmate's release by forwarding a notice of discharge to the Reentry Center operator and Probation and Parole. Notice of the inmate's release shall be made by Offender Information Services pursuant to KRS 197.170.

L. Escape

An inmate who does not return from furlough or who escapes from a reentry center shall be prosecuted for escape. The following procedures shall be followed to ensure the apprehension of the escapee in a timely and well organized manner.

1. Responsibility of the Jailer, Jail Administrator, or designee

- a. Within one (1) hour of the escape, the Jailer, Jail Administrator, or designee shall provide notification to:
 - (1) Division of Reentry staff
 - (2) Victim Information Notification System (VINE)
 - (3) Local law enforcement and state police; and
- b. Prepare an extraordinary occurrence report within twenty-four (24) hours and submit it to the Division of Reentry designee and enter documentation in the offender management system.

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2. Responsibilities of the Division of Reentry designee

- a. Upon notification of details of escape, submit all information regarding the escape to Adult Institutions to be distributed to the proper authorities.
- b. Immediately provide notice to Central Office Local Facilities staff for warrant entry into the National Crime Information Center (NCIC).
- c. If an inmate is released erroneously from a reentry center prior to the service of his sentence, the Division of Reentry designee shall secure a warrant for escape as provided in KRS 440.010(1) from the designated Local Facilities staff.
- d. If the escapee has relatives in other states or it is known that the escapee is heading to another state, assistance in apprehending the escapee may be obtained through the United States Attorney or local law enforcement. A request for assistance may include a copy of the escape flyer and other pertinent information such as relatives, addresses, city, and state.
- e. A notice of discharge showing that the inmate was discharged by escape shall be prepared by Offender Information Services and uploaded to the offender management system. Notice of the inmate's release shall be made pursuant to KRS 197.170.

M. Apprehension of Escapee

1. Once the escapee is apprehended, the Division of Reentry designee shall be notified. Additionally, the escapee's name shall be removed from NCIC and VINE.
2. If the probation and parole officer is successful in apprehending an escapee, the escapee shall be returned directly to a designated secure institution.
3. If the escapee is apprehended by a local official on the county's escape warrant, the escapee shall be lodged in the local jail. The Probation and Parole Officer shall immediately lodge a detainer and request a copy of the warrant. Upon receipt of the warrant, the detainer shall be removed and the warrant lodged as the detainer. Additionally, the date the detainer is withdrawn shall be marked on the detainer stub.

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4. Upon apprehension, the Warrants & Extradition Office shall provide escape apprehension notification to Adult Institutions, Offender Information Services, Classification, and Reentry.
5. Upon notification, Classification shall reclassify the offender to a designated secure local facility or direct transfer of the inmate to an appropriate secure institution if statutorily ineligible for housing in a local facility as the inmate's classification allows. The offender shall be transported by Reentry Center staff. If local charges are incurred with apprehensions, the offender may be transferred to an institution with a detainer filed.
6. If the escapee is apprehended out of state, the Warrants & Extradition Office, in conjunction with the Division of Reentry designee, shall coordinate and schedule return arrangements. The escapee shall sign a waiver of extradition before arrangements may be completed for return or else an extradition proceeding shall be made through the Governor.
7. If the escapee is apprehended, the Division of Reentry designee shall have the warden's warrant returned and placed in the inmate file.
8. Upon notification that an escapee has been apprehended, the Division of Reentry designee, through Adult Institutions, shall notify the proper authorities, including Classification, Adult Institutions, Administrative Services, and Offender Information Services.
9. All documentation regarding the offender's apprehension shall be uploaded in the offender management system.

N. Medical Needs of Reentry Center Inmates

1. An inmate classified to a reentry center shall be capable of functioning without significant ongoing professional intervention for physical or psychological problems. If the need for ongoing intervention develops, the inmate may be returned to an appropriate institution or jail.
2. The day-to-day minor medical needs shall be handled by the reentry center operator in the same fashion as his general population.
3. An immediate need shall be taken care of by the center with notification to the Division of Reentry designee.
4. In most cases, medical needs may be handled by the available local health services. The Division of Reentry designee shall work closely with the Department's Medical Services and provide direction concerning requests

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for medical care which are not of an immediate nature and cases in which local medical personnel recommend hospitalization.

5. Bills for hospital admission shall be sent to the Department of Correction's administrative billing services and the Department's contracted medical services provider.
6. The Department's Medical Services shall provide direction as to what action shall be taken.

O. Employment Rules

The following employment rules shall be followed at each reentry center:

1. A log shall be maintained at each reentry center documenting departure and arrival of each inmate from the center and his assigned work location;
2. One (1) supervisor or point of contact shall be assigned for each employment location;
3. An inmate shall not be allowed to visit with a friend or relative while at work;
4. The inmate shall remain in his assigned work area while at work;
5. An inmate shall not be eligible for pay from the Department of Corrections;
6. Misconduct, fighting, stealing, leaving the work site without supervision, or possession of contraband shall be reported to the Program Coordinator immediately;
7. A reentry center inmate assigned to an employment location shall sign the Work Assignment Payment Agreement, prior to an inmate being assigned to a work location; and
8. A reentry center inmate assigned to an employment location shall sign the Work Experience Code of Conduct prior to being assigned to a work location.

P. Meritorious Good Time

An inmate may be eligible for an award of meritorious good time in accordance with Corrections Policy and Procedure 15.3.

Q. Reentry Center Monthly Report

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The Reentry Center shall prepare a monthly report to be sent to the Division of Reentry designee.

R. Division of Reentry Responsibilities

The Division of Reentry shall coordinate and monitor the reentry center program to insure compliance with Department of Corrections Policies and Procedures, contractual requirements, and rules pertaining to the reentry center program. The Reentry Division shall:

1. Assist the reentry center in obtaining vocational, educational, and other evidence-based programs that benefit the reentry center inmate;
2. Make recommendations to the Jailer, Program Coordinator or designee as to the appropriate work assignments for the inmate;
3. Meet a minimum of once per month with the Jailer, Program Coordinator, or designee regarding the reentry center program;
4. Check the jail log monthly to determine the arrival and departure of the inmate on work assignment, furlough, or other approved release;
5. Coordinate annual training of work supervisors and training for new supervisors prior to being assigned inmates;
6. Check to insure that the work supervisor has signed and understands the work supervision rules;
7. Check to insure that the reentry center inmates have signed and understand the work code of conduct;
8. Review monthly reentry center reports;
9. Forward written reports Commissioner or designee of violations regarding compliance with contractual agreements and rules for the reentry center program;
10. Provide notification to the Classification Branch if an inmate is removed from the reentry center on violations and returned to custody; and
11. Perform other related duties as assigned.

S. Responsibilities of the Jailer or Program Coordinator

The Jailer or Program Coordinator to ensure public safety shall provide adequate supervision and close monitoring of the reentry center inmates. In order for the

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program to be successful in the local community and statewide, the following minimum requirements shall be met by the Jailer or Program Coordinator. The Jailer or Program Coordinator or designee shall:

1. Provide the inmate with a copy of the rules regarding the reentry center program;
2. Consult with the Reentry Division designee concerning the inmate job assignment and advise the Reentry Division designee of a change in the work assignment;
3. Visit each work site a minimum of once each month to ensure proper work supervision and document the visit in a log;
4. Meet with the work supervisor biannually to review work assignments, disciplinary problems, and supervision requirements;
5. Work to minimize contact between a reentry center inmate and the general public except on a work detail or approved supervised recreational activity;
6. Coordinate and schedule contact visitation, work details, use of exercise, and multi-purpose areas; and
7. Ensure that the reentry center inmate is properly supervised by trained staff if outside the security of the reentry center for a purpose other than a normal work assignment. An adequate staff to inmate ratio shall be maintained to ensure proper supervision based on the security needs. Outside activities shall be approved by the Reentry Division designee.