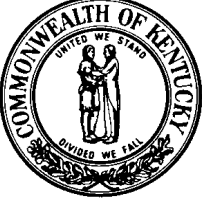


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|  <p style="text-align: center;"><b>KENTUCKY<br/>CORRECTIONS</b><br/>Policies and Procedures</p> | Policy Number  | Total Pages      |
|  | 25.2   | 2                |
|  | Date Filed   | Effective Date   |
|  | October 15, 2024   | February 4, 2025 |
|  | Supersedes Effective Date  |                  |
|  | February 3, 2006   |                  |
| References/Authority<br>KRS 196.035, 197.020, 197.170<br>ACA 4-4446  | Subject<br><br><b>PUBLIC OFFICIAL NOTIFICATION<br/>OF RELEASE OF AN INMATE</b> |                  |

I. DEFINITIONS

NONE.

II. POLICY and PROCEDURES

Corrections shall inform public agencies of the release of convicted felons from its custody. CPP 25.4 addresses public official notification when an inmate is released on a furlough.

The Warden of each institution, the Director of Local Facilities or their designees shall notify the following individuals ten (10) days prior to an inmate's release from that institution by parole or expiration of sentence except as provided in IV.

A. The officials to be notified include:

1. Judge of the Circuit Court in the jurisdictions of commitment and to which the inmate is released (if the name of the judge is not known, notice shall be forwarded to the circuit court).
2. Clerk of the Circuit Court in the jurisdiction of commitment.
3. Commonwealth Attorney in the county of commitment and in the jurisdiction to which the inmate is released.
4. County Attorney in the jurisdiction to which the inmate is released.
5. Sheriff of the county of commitment and to which the inmate is released.
6. Chief of Police in the city and county to which the inmate is released.
7. State Police in the District to which the inmate is released.

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8. Probation and Parole Offices in the jurisdictions of commitment and to which the inmate is released.

### III. NOTIFICATION PROCESS

- A. If paroled, the Warden, the Director of Local Facilities or their designees shall also provide to all those officials listed in this policy the name and address of the person to whom the inmate is released. Release information may be extracted from the approved parole placement information.
- B. Upon release the inmate shall be required to leave the name and address of the person with whom he shall reside.

### IV. TIME FRAME WAIVER

All officials listed in Section II, A, shall be notified ten (10) days in advance of the inmate's release. The time frame may be waived on parole, expedient release by parole and court-ordered release, but notice shall be given as far in advance as possible.

- A. If paroled, a telephone call, facsimile, or electronic mail shall be used to notify the Sheriff and State Police in the jurisdiction to which the inmate is released.
- B. In the case of an immediate release, the institution shall notify the Sheriff in the county of commitment and in the jurisdiction of release and State Police in the jurisdiction to which the inmate is released. This may be done by telephone, facsimile, or electronic mail.