

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 61.872, Chap. 18A, 196.076, 439.480, 439.420, 439.310, 439.380 101 KAR 1:325; 101 KAR Chap. 2 P&amp;P ACA 3C-03, 3D-17, 3D-12, 3D-18, 3D-19, 3E-2, 3E-08, 3E-09, 3E-10, 3E-11, 3E-12, 3E-13, 3E-15, 3E-16, 3E-17, 3H-01, 3H-02, 3H-03</p>	<p><b>PROBATION AND PAROLE PERSONNEL PROCEDURES</b></p>	

## I. DEFINITIONS

“Adopted Fiscal Procedures” means all fiscal procedures required to be used by the Department of Corrections whether in Kentucky Revised Statutes, Kentucky Administrative Regulation, or other form.

“Adopted Personnel Procedures” means all personnel procedures required to be used by the Department of Corrections whether in Kentucky Revised Statutes, Kentucky Administrative Regulation, or other form.

## II. POLICY and PROCEDURES

A. The Division of Probation and Parole’s job classification, salary, and employee benefits for agency personnel are governed by state personnel regulations. The employee handbook for state employees shall be available through the Personnel Cabinet website. Information regarding personnel matters relating to Probation and Parole shall be available by accessing the Department of Corrections Intranet website. (3E-02; 3E-10)

B. The Division of Probation and Parole shall abide by all personnel statutes and regulations regarding the appointment and promotion of personnel to all merit positions. (3E-08)

1. The means for selection shall include:

a. Promotion from within using the Commonwealth’s Internal Mobility System

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- b. Lateral transfer of merit employee's under the same pay grade or job classification
  - c. Selection through the Merit System's register process (3E-09)
2. The Division of Probation and Parole shall appoint all personnel selected pursuant to sections a. and c. above to a probationary period pursuant to 101 KAR 1:325. Lateral transfers and demotions shall not be subject to such a probationary period. (3D-18)
- C. The Division of Probation and Parole shall provide a career development plan for each employee. This shall be accomplished by:
- 1. Compliance with the annual employee evaluation system established by adopted personnel procedures.
    - a. The annual evaluation shall include a discussion of ways the employee can improve job performance and progress within the employee's job classification.
    - b. The evaluation shall be completed based upon criteria defined by adopted personnel procedures.
    - c. The evaluation shall be completed at least annually for the employee. (3D-17; 3D-18)
  - 2. The continuation of the Probation and Parole Officers' Salary Improvement Program for all sworn personnel as set forth in KRS 196.076.
    - a. Salary improvements dictated by KRS 196.076 shall be granted on the first of the month following completion of the time period set forth in KRS 196.076.
    - b. If a promotion, transfer, or other personnel action occurs before the first of the month following completion of the time period and the personnel action would interfere with the salary improvement, the improvement shall be granted on the actual date of completion of the time period set forth in KRS 196.076 and shall be processed before the personnel action.

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3. The promotion of appropriate internal mobility candidates. (3D-19)
- D. The Division of Probation and Parole shall abide by all personnel statutes and regulations regarding the discipline and dismissal of all merit employees including, but not limited to:
1. The right to file grievances regarding some aspects of the employee's work environment.
  2. Employee disciplinary procedures including corrective actions through performance improvement plans and progressive discipline. (3E-16)
  3. The right to appeal disciplinary actions.
  4. The right to exhaust appeals and request an open and formal hearing prior to termination or demotion. (3E-15; 3E-17)
- E. The Division of Probation and Parole shall abide by all personnel statutes and regulations regarding the maintenance of personnel files including but not limited to:
1. Confidential personnel and medical records as required by law. These records are maintained by the Division of Personnel. (3E-12)
  2. An employee may examine his personnel file.
  3. An employee may challenge the accuracy of any materials contained in his personnel file. The employee may make a written statement and have it attached to the challenged document and placed in the permanent personnel file with the document. The employee may file a personnel appeal in accordance with the rules of the Personnel Board. (3E-13)
- F. The Division of Probation and Parole ensures confidentiality of information by staff, contracted personnel, volunteers, and interns in accordance with personnel regulations, federal and state laws. (3C-03)
- G. The Division of Probation and Parole shall abide by all adopted fiscal procedures with regard to the reimbursement of employee expenses including:
1. Travel expenses approved by supervisory or management staff.

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2. Other expenses as approved by the Director of Probation and Parole or designee. (3E-11)

#### H. State Issued Equipment

1. Employees shall verify inventory of state issued equipment quarterly.
2. Employees shall inform the supervisor within twenty-four (24) hours of any missing, broken, damaged, or inoperable equipment.
3. Employees shall be responsible for all state issued equipment. Employees shall be responsible for negligence or maltreatment of state issued equipment, including possible financial compensation or disciplinary action.
4. A review of equipment needs shall be conducted annually by the District Supervisor or designee. (3D-12)

#### I. Probation and Parole Staff Operating State Vehicles

1. Probation and Parole staff shall operate a state vehicle in a safe and lawful manner. State vehicles and state employees are insured in conformance with state laws. (3H-03)
2. A safety inspection of state vehicles shall be conducted annually by a qualified individual. Safety repairs to vehicles shall be completed immediately and the vehicle not operated until such time as repairs are made. (3H-01, 3H-02)