

 <p>KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References KRS 196.030, 196.035, 439.470, 439.600, 439.630 CPP 25.4, 25.6, 25.8 P & P ACA 2C-04	28-04-01 July 11, 2012	2 November 2, 2012
	Subject <p style="text-align: center;">FURLOUGH VERIFICATIONS</p>	

I. DEFINITIONS

“Community center” means a jail or halfway house facility housing state inmates or parolees.

“Extended furlough” means an authorized absence from a Community Center or institution to allow an inmate who has been recommended for parole to find employment.

“Furlough” means an authorized absence extending the limits of confinement from a correctional institution to visit a specific place within the boundaries of the Commonwealth of Kentucky for a specific length of time. At the expiration of the furlough, the inmate must return to the designated facility.

II. POLICY and PROCEDURE

- A. Upon eligibility and approval pursuant to CPP 25.4 (Institutional Inmate Furloughs), furloughs may be considered for a death or illness in the inmate’s family or to assist in finding employment prior to release on parole. (2C-04)
- B. The officer in the community to which an inmate requests a furlough shall, when requested, assist institutional or community center personnel in verifying the legitimacy of the inmate's request. This may include verification of:
 1. An acceptable home placement,
 2. A job interview or placement, or
 3. A death or illness in the inmate's family.
- C. The officer shall keep an ongoing log of all furlough requests to his district. This log shall include:
 1. Name of inmate being furloughed,

Policy Number	Effective Date	Page
28-04-01	November 2, 2012	2

2. Date furlough approved or denied,
 3. Contact officer at the institution requesting furlough,
 4. Date furlough begins,
 5. Date furlough ends, and
 6. Any special conditions of furlough
- D. When investigating the furlough request, the officer shall consider Commonwealth Attorney objections for offenders either sentenced from or furloughing to that county of jurisdiction.