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,
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<th>Policy Number</th>
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<td>28-04-01</td>
<td>November 2, 2012</td>
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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.