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|  <p style="text-align: center;"><b>KENTUCKY<br/>CORRECTIONS</b><br/>Policies and Procedures</p> | Policy Number  | Total Pages    |
|  | Date Filed   | Effective Date |
| Authority/References   | Subject  |                |
| <p>ACA Standards 4-4004, 4-4012, 4-4015, 2-CO-1A-05, 2-CO-1A-15, 2-CO-1A-16, 2-CO-1A-17, 2-CO-1A-25<br/>P&amp;P ACA 3D-07, 3E-02</p>   | <p><b>CORRECTIONS POLICIES AND<br/>PROCEDURES MANUAL</b></p> |                |

## I. DEFINITIONS

"CPP" is an abbreviation of Corrections policy and procedure.

"Manual" means a handbook or collection of materials designed and organized for use as a reference guide that explain the operating procedures for Corrections.

## II. POLICY and PROCEDURE

- A. Manuals of Corrections Policies and Procedures shall be: (1) accessible to all employees and (2) maintained in each Procedures Officer's office and an electronic manual is maintained in the central office Procedures Office. Secured policies and procedures shall not be accessible to the public or an inmate.
- B. Requests to view or obtain copies of non-secure policies shall follow the procedures outlined in CPP 6.1.

### C. Policy and Procedure Development

An employee shall be encouraged to participate actively in policy and procedure development. During this development process, new and revised policies and procedures proposals shall be distributed to department heads of the areas most affected by the policy and procedure. The returned comments and concerns shall be considered and evaluated prior to preparation of a final draft. Policies shall be divided into chapters as related to Corrections policy and procedure issues:

1. Administration, Organization and Management;
2. Fiscal Management;
3. Personnel;
4. Training and Staff Development;
5. Management Information and Research;
6. Records;

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7. Physical Plant;
8. Safety and Emergency Procedures;
9. Security and Control;
10. Special Management Inmates;
11. Food Services;
12. Sanitation and Hygiene;
13. Medical and Health Care Services;
14. Inmate Rights;
15. Inmate Rules and Discipline;
16. Communication, Mail and Visiting;
17. Reception and Orientation;
18. Classification;
19. Inmate Work Programs;
20. Academic and Vocational Education;
21. Library Services;
22. Recreation and Inmate Activities;
23. Religious Services;
24. Social Services (None);
25. Release, Preparation and Temporary Release;
26. Citizen Involvement and Volunteers;
27. Investigations and Reports - Probation and Parole;
28. Probation and Parole; and
29. ReEntry Initiatives.

D. Policy and Procedure Approval

The final draft of a new or revised CPP shall be forwarded to the Commissioner or designee for consideration. The Commissioner or designee may approve, disapprove or defer action on the proposal. If approved, the final draft shall be returned to the Procedures Coordinator for forwarding to the Office of Legal Services. The Office of Legal Services shall be responsible for filing any CPPs that are required to be part of a regulation. Upon completion of the review or regulatory process, the document shall be prepared for publication and distribution.

E. Distribution

An electronic copy shall be distributed to each department, office, unit and individual as designated by the Commissioner or designee. A copy shall be distributed to the IT department to be placed in the appropriate location on the website, Share Drive and Intranet.

F. Master File

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A master file of CPPs and regulations shall be maintained by the Office of Legal Services. An electronic master file of CPPs shall also be maintained by the Central Office Procedures Office. The master file shall include the following:

1. A complete electronic set of all Corrections policies and procedures; and
2. A complete set of all policy revisions, addendum's and supplements.

G. Review of Policies and Procedures

Correction's policies shall be reviewed on an annual basis. The Commissioner or designee with the assistance of the Procedures Coordinator shall assign each CPP to an appropriate Corrections staff for review. Central Office shall maintain a current manual and ensure policies are available electronically.