

**KENTUCKY CORRECTIONS POLICIES AND PROCEDURES**  
**February 4, 2025**

**Chapter 0 INTRODUCTION**

#	Title	Date	Pages
0.1	Corrections Policies and Procedures Manual	5/24/2021	3

**Chapter 1 ADMINISTRATION, ORGANIZATION AND MANAGEMENT**

#	Title	Date	Pages
1.1	Legal Assistance for Corrections Staff	2/25/2022	2
1.2	News Media	2/4/2025	6
2 Att.			2
1.2-1*	Social Media	4/6/17	2
1.3	Corrections Publications	9/20/05	1
1.4	The Monitoring and Operation of Private Prisons	2/4/2025	2
1.5	Staff Meetings	12/16/13	2
1.6	Central Office Areas of Responsibilities	3/1/2021	2
1.7	Cooperation with Community Agencies and Educational Institutions	8/31/12	3
1.8	Reports on Institutional Operations	3/23/06	2
1.9	Institutional Duty Officer	2/25/2022	4
1.10	Annual Planning Document	12/16/13	2
1.11	Population Counts and Reporting Procedures	2/28/20	3
1.12	Operation and Maintenance of Motor Vehicles by Department of Corrections Employees	12/9/19	3
1.13	Division of Parole Board Support	8/7/2023	3

**Chapter 2 FISCAL MANAGEMENT**

#	Title	Date	Pages
2.1*	Inmate Canteen	2/4/2025	2
2.2	Warden's Fund	2/3/06	1
2.3	Emergency Purchases	5/7/06	2
2.4	Space Management Program	10/17/13	2
2.5	Budget Administration	4/10/19	3
2.6	Budget Revisions	4/10/19	4
2.7	Controlling Cash Items	12/16/13	3
2.8	Inventory Control of Non-Expendable Personal Property	10/17/13	6
2.9	Employee Travel	5/24/2021	3
2.10	Surplus Property	5/14/13	2
1 Att.			1
2.11	Procurement	5/24/2021	4
2.12*	Abandoned Inmate Funds	2/4/2025	3
2.13	Internal Controls	7/11/14	5
2.14	Vendor Communications	1/23/20	2

\* denotes LRC policies

### Chapter 3 PERSONNEL

#	Title	Date	Pages
3.1 1 Att.	Code of Ethics/Social Media Use	2/4/2025	6 1
3.2	Emergency Conditions and Inclement Weather	10/17/13	2
3.3 1 Att.	Holding of Second Jobs by Corrections' Employees	8/31/07	2 1
3.4 1 Att.	Equal Employment Opportunity Complaint Procedure	8/22/18	7 1
3.5	Sexual Harassment and Anti-Harassment	2/4/2025	4
3.6 3 Atts.	Background Investigations of Employees and Applicants for Promotion and Employment of Ex-Offenders	11/8/23	3 3
3.7	Shift, Post and Days Off Assignment	8/31/12	2
3.8	Replacement of Damaged or Destroyed Personal Property	7/16/2019	3
3.9	Student Intern Placement Procedure	2/4/2025	4
3.10	Appearance and Dress for Non-Uniformed Staff	2/4/2025	5
3.11	Drug Free Workplace - Employee Drug Testing	5/15/24	10
3.12 3 Atts.	Institutional Staff Housing	10/25/19	4
3.13	Establishment of Warden as Chief Executive Officer	1/15/13	2
3.14	Employee Time and Attendance Requirements	2/4/2025	6
3.15	Annual Performance Review of Employee	2/28/20	7
3.16	Employee Health Issues	4/28/14	5
3.17	Uniformed Employee Dress Code	2/4/2025	7
3.18	Employee Insurance Coverage	3/4/08	2
3.19	Reasonable Accommodation	3/1/13	3
3.20	Communication and Recording Devices	9/11/09	1
3.21	Personnel Management	4/28/14	6
3.22	Staff Sexual Offenses	2/4/2025	6
3.23	Internal Affairs Investigations	2/4/2025	10
3.24	Employee Wellness Program	8/7/23	2
3.25	Correctional Staff Therapy	8/7/23	3

### Chapter 4 TRAINING AND STAFF DEVELOPMENT

#	Title	Date	Pages
4.1	Attendance at Professional Meetings	4/29/16	2
4.2	Deleted=====		
4.3	Firearms, Chemical Agents, Less Lethal Weapons and Munitions Training	4/28/14	6
4.4	Educational Assistance Program	4/28/14	7
4.5	Deleted =====		
4.6	Operation and Safety of Corrections Firing Ranges	4/29/16	5
4.7	Staff Training and Development-Adult Institutions	5/24/2021	10
4.8	Staff Training and Development-Probation & Parole	12/9/19	9
4.9	Staff Training and Development-Central Office	2/11/19	7

**Chapter 5 MANAGEMENT INFORMATION AND RESEARCH**

#	Title	Date	Pages
5.1* 3 Atts.	Research, Surveys, and Data Requests	2/4/2025	8 5
5.2 1 Att.	Management Information Systems	5/10/2022	4 1
5.3	Deleted=====		
5.4*	LINK, NCIC, and NLETS	2/4/2025	6

**Chapter 6 RECORDS**

#	Title	Date	Pages
6.1 1 Att.	Open Records Law	2/4/2025	4 2
6.2	Inmate Record	2/4/2025	6
6.3	Deleted =====		
6.4	Deleted =====		
6.5	E-Mail and Internet Use	3/4/08	4
6.6	Confidentiality of Information by Consultants, Contract Personnel and Volunteers	3/1/13	2

**Chapter 7 PHYSICAL PLANT**

#	Title	Date	Pages
7.1	Construction, Renovation and Expansion Guidelines	6/15/18	2
7.2 1 Att.	Asbestos Abatement	4/29/16	2 2
7.3 5 Atts.	Hazardous Waste Management	5/7/06	18 15

**Chapter 8 SAFETY AND EMERGENCY PROCEDURES**

#	Title	Date	Pages
8.1	Occupational Exposure to Bloodborne Pathogens	3/23/06	2
8.2* 2 Att.	Fire Safety	2/4/2025	9 4
8.3*	Critical Incident Management SECURED POLICY	8/11/2021	13
8.4	Deleted =====		
8.5*	Corrections Emergency Response Team SECURED POLICY	7/1/16	10
8.6	Incident Reporting	6/29/2021	2
8.7*	Notification of Critical Incident	2/4/2025	3
8.8	Critical Incident Stress Debriefing	12/9/19	3
8.9	Safety Management System	6/29/2021	4
8.10* 1 Att.	Radiation Safety Programs	2/4/2025	6 1

**Chapter 9 SECURITY AND CONTROL**

#	Title	Date	Pages
9.1*	Use of Force and Mechanical Restraints SECURED POLICY (Effective by Memo)	12/21/2021	17
9.2 1 Att.	Departmental, Program and Security Reviews	4/29/16	2 1
9.3*	Security Threat Groups SECURED POLICY (Effective by Memo)	7/15/2020	7
9.4*	Transportation of Inmates to Funerals or Bedside Visits	2/4/2025	5
9.5	Execution	9/20/05	2
9.6*	Contraband	2/4/2025	2
9.7*	Storage, Issue, and Use of Weapons, Including Chemical Agents SECURED POLICY (Effective By Memo)	1/18/23	13
9.8* 3 Atts.	Search Policy	2/4/2025	9 3
9.9*	Transportation of Inmates SECURED POLICY	1/4/19	14
9.10*	Security Inspections SECURED POLICY	11/1/13	4
9.11*	Tool Control SECURED POLICY	11/1/13	7
9.12	Allowable Property and Staff Entry to Correctional Institutions	5/14/13	3
9.13*	Transport to Court – Civil Action	2/4/2025	2
9.14*	Hospital Security Protocol SECURED POLICY (Effective by Memo)	2/25/2022	8
9.15	Control Center Operations NON LRC SECURED POLICY	4/29/16	2
9.16*	Key Control (New) SECURED POLICY	9/22/16	7
9.17* 2 Att.	Cell Entry SECURED POLICY (Effective by Memo)	6/28/2021	7 4
9.18*	Informants	2/4/2025	4
9.19*	Found, Lost or Abandoned Property	2/4/2025	2
9.20	<del>Electronic Detection Equipment-DELETED-----</del>	2/3/06	3
9.22	Control and Use of Hazardous Chemicals	7/14/20	3
9.23* 1 Att.	Whole Body Imaging SECURED POLICY (NEW - Effective by Memo)	12/8/2021	9

**Chapter 10 SPECIAL MANAGEMENT INMATES**

#	Title	Date	Pages
10.1	Deleted =====		
10.2* 2 Att.*	Special Management and Restrictive Housing	2/4/2025	21 2
10.3*	Safekeepers and Contract Prisoners	2/4/2025	2
10.4	Deleted =====	8/15/01	

### Chapter 11 FOOD SERVICES

#	Title	Date	Pages
11.1	Staff and Visitor Meals and Special Functions	3/16/18	2
11.2*	Dietary Procedures and Compliance	2/4/2025	3
11.3	Deleted =====	8/15/01	
11.4*	Alternative Dietary Patterns	2/4/2025	3
1 Att.			1

### Chapter 12 SANITATION AND HYGIENE

#	Title	Date	Pages
12.1	Sanitation and Inspection	6/28/2021	2

### Chapter 13 MEDICAL AND HEALTH CARE SERVICES

#	Title	Date	Pages	
13.1*	Pharmacy Policy and Formulary	2/4/2025	2	
13.2*	Health Maintenance Services	2/4/2025	11	
1 Att.			3	
13.3*	Medical Alert System	2/4/2025	2	
1 Att.			1	
13.4	Health Program Audits	3/23/06	1	
13.5*	Advance Healthcare Directives	2/4/2025	4	
	Deleted=====			
13.7*	Involuntary Psychotropic Medication	2/4/2025	6	
	Deleted=====			
13.9*	Dental Services	2/4/2025	3	
13.10*	Serious Infectious Disease	2/4/2025	8	
13.11*	Do Not Resuscitate Order	2/4/2025	4	
13.12*	Suicide Prevention and Intervention Program	2/4/2025	8	
13.13*	Behavioral Health Services	2/4/2025	7	
13.14*	Hunger Strike	SECURED	3/6/15	4
13.15*	Inmate Observer Program	2/4/2025	2	
13.16	Clinical Supervision within the Division of Addiction Services	1/23/20	4	

### Chapter 14 INMATE RIGHTS

#	Title	Date	Pages
14.1*	Investigation of Missing or Stolen Inmate Property (Effective by Memo)	5/24/2021	2
1 Att.			2
14.2*	Personal Hygiene Items	2/3/14	2
14.3*	Marriage of Inmates	6/2/17	3
14.4*	Legal Services Program	8/1/14	5
14.5*	Claims Commission	6/1/18	2
14.6*	Inmate Grievance Procedure (Effective by Memo)	6/1/2023	22

5 Atts.			5
14.7*	Sexual Abuse Prevention and Intervention Program (Effective by Memo)	7/20/2021	16
14.8*	Lesbian, Gay, Bisexual, Transgender, and Intersex Inmates (Effective by Memo)	6/1/2023	10

**Chapter 15 INMATE RULES AND DISCIPLINE**

#	Title	Date	Pages
15.1*	Hair, Grooming and ID Card Standards	2/4/2025	5
15.2*	Rule Violations and Penalties	2/4/2025	12
15.3*	Meritorious Good Time	2/4/2025	7
15.4*	Deleted=====		
15.5*	Restoration of Forfeited Good Time	2/4/2025	3
15.6*	Adjustment Procedures and Programs	2/4/2025	13
1 Att.			1
15.7*	Inmate Accounts	2/4/2025	4
1 Att.			1
15.8*	Possession or Use of Unauthorized Substance and Substance Abuse Testing	2/4/2025	5

**Chapter 16 COMMUNICATION, MAIL AND VISITING**

#	Title	Date	Pages
16.1*	Inmate Visits	2/4/2025	11
Att.1			1
16.2*	Inmate Correspondence	2/4/2025	14
16.3*	Inmate Access to Telephones	2/4/2025	2
16.4*	Inmate Packages	2/4/2025	4
16.5*	Video Visitation	2/4/2025	6
16.6*	Inmate Tablets	2/4/2025	5
Att. 1			1

**Chapter 17 RECEPTION AND ORIENTATION**

#	Title	Date	Pages
17.1*	Inmate Personal Property	2/4/2025	8
1 Att.			7
17.2*	Assessment Center Operations	2/4/2025	6
17.3*	Controlled Intake of Inmates	2/4/2025	7
17.4*	Administrative Remedies: Sentence Calculations	2/4/2025	3
2 Atts.			3

**Chapter 18 CLASSIFICATION**

#	Title	Date	Pages
18.1*	Classification of the Inmate	2/4/2025	9
18.2*	Central Office Classification Committee	2/4/2025	1
18.3*	Confinement of Youthful Offenders	2/4/2025	1

18.4	Deleted =====		
18.5*	Custody Level and Security	2/4/2025	4
18.6	Deleted =====		
18.7*	Transfers	2/4/2025	7
18.8	Deleted =====	1994	
18.9*	Out-of-State Transfers	2/4/2025	4
18.11*	Placement for Mental Health Treatment in CPTU or PCU	2/4/2025	6
2 Atts.			2
18.12*	Referral Procedure for Inmates Adjudicated Guilty but Mentally Ill	2/4/2025	1
2 Atts.			2
18.13*	Population Categories	2/4/2025	3
18.14	Special Recommendations for Parole or Release	12/9/19	1
18.15*	Protective Custody	2/4/2025	3
18.16*	Information to the Parole Board	2/4/2025	1
18.17*	Interstate Agreement on Detainers	2/4/2025	5
18.18*	International Transfer of Inmates	2/4/2025	2

### Chapter 19 INMATE WORK PROGRAMS

#	Title	Date	Pages
19.1*	Governmental Services Program	2/4/2025	6
6 Atts.			11
19.2*	Sentence Credit for Work	2/4/2025	2
19.3*	Inmate Wage/Time Credit Program	2/4/2025	3
1 Att.			1
19.4*	Work Release for State Inmates in Jails	2/4/2025	5
2 Att.			3

### Chapter 20 ACADEMIC AND VOCATIONAL EDUCATION

#	Title	Date	Pages
20.1*	Educational Courses and Educational Good Time	2/4/2025	13
20.2*	Apprenticeship Courses	2/4/2025	6
20.3*	Special Education	2/4/2025	7

### Chapter 21 LIBRARY SERVICES

#	Title	Date	Pages
21.1	Library Services	2/4/2025	1

### Chapter 22 RECREATION AND INMATE ACTIVITIES

#	Title	Date	Pages
22.1*	Privilege Trips	2/4/2025	2
2 Atts.			2
22.2*	Recreation and Inmate Activities	2/4/2025	2

**Chapter 23 RELIGIOUS SERVICES**

#	Title	Date	Pages
23.1 1 Att.	Religious Programs	2/4/2025	9 1

**Chapter 24 SOCIAL SERVICES (None)**

**Chapter 25 RELEASE PREPARATION AND TEMPORARY RELEASE**

#	Title	Date	Pages
25.1	Deleted=====	8/31/07	
25.2*	Public Official Notification of Release of an Inmate	2/4/2025	2
25.3*	Pre-Release Program	2/4/2025	2
25.4*	Inmate Furloughs	2/4/2025	9
25.5	Deleted	2/3/06	
25.6*	Community Service Center Program and Jail Placement	2/4/2025	12
25.7	Deleted =====	8/15/01	
25.8*	<del>Extended Furlough DELETED-----</del>	5/26/05	6
25.9	Deleted =====	4/15/97	
25.10*	Administrative Release of Inmates	2/4/2025	2
25.11*	Victim Services	2/4/2025	3
25.12*	Home Incarceration Program	2/4/2025	8
25.13*	Women's Medical Release: Pregnancy	2/4/2025	14
25.14* 2 Att.	Reentry Center Program	2/4/2025	11
25.15*	Early Medical Parole	2/4/2025	5

**Chapter 26 CITIZEN INVOLVEMENT AND VOLUNTEERS**

#	Title	Date	Pages
26.1 2 Att.	Citizen Involvement, Volunteer, and Reentry Mentor and Service Programs	2/4/2025	7 2

**Chapter 27 SUPERVISION – PROBATION AND PAROLE**

#	Title	Date	Pages
27-01-01	Probation and Parole Procedures	4/23/15	2
27-01-02	Probation and Parole Personnel Procedures	4/23/15	4
27-01-03	Fiscal Audit	1/1/12	1
27-02-01	Duties and Chain of Command	5/5/17	4
27-02-02	Duties of Probation and Parole Officers and Investigators	4/23/15	4
27-02-03	Chain of Command	4/23/15	3
27-03-01	Case Record Management	6/30/17	4
27-04-01	Data Collection and Internal Research	4/23/15	4
27-04-02	External Movement	6/4/18	7
27-05-01	Testimony, Court Demeanor and Availability of Legal Services	9/27/22	2
27-05-02	Use of Addiction Service Staff	9/27/22	6
27-06-01	DELETED=====		

#	Title	Date	Pages
27-06-02*	Equal Access to Services	10/2/15	2
27-07-01*	Cooperation with Law Enforcement Agencies	10/2/15	3
27-08-01*	Critical Incident Planning and Reporting and Use of Force	10/2/15	8
27-09-01*	Kentucky Community Resources Directory	10/2/15	2
27-10-01*	Pretrial Diversion	10/2/15	1
27-10-02*	Mandatory Reentry Supervision	7/6/18	2
27-10-03*	Postincarceration Supervision	10/2/15	1
27-10-05*	Supervising Youthful Offenders (Effective by Memo 5/30/19)	5/30/19	3
27-11-01*	Citizen Complaints	10/2/15	2
27-11-02*	Staff-Offender Interaction	10/2/15	4
27-12-01*	Case Classification	10/2/15	5
27-12-02	DELETED=====		
27-12-03*	Initial Interview (Effective By Memo 7/29/20)	7/29/20	4
27-12-04*	Conditions of Supervision	10/2/15	3
27-12-05*	Releasee's Report Document	10/2/15	2
27-12-06*	Grievance Procedures for Offenders	10/2/15	4
27-12-07*	Administrative Caseloads (Effective by Memo 7/29/20)	7/29/20	4
27-12-08	DELETED=====		
27-12-09	DELETED=====		
27-12-10	DELETED=====		
27-12-11*	Guidelines for Monitoring Financial Obligations	10/2/15	4
27-12-12	DELETED=====		
27-12-13*	Community Service Work	10/2/15	2
27-12-14*	Offender Travel	10/2/15	3
27-13-01*	Drug and Alcohol Testing of Offenders (Effective By Memo 7/17/23)	7/17/23	9
27-13-02	DELETED=====		
27-14-01*	Interstate Compact	7/20/21	17
27-14-02	DELETED=====		
27-15-01*	Supervision Reporting Documents, Violations and Unusual Incidents	10/2/15	3
27-15-02*	Curfew and Monitoring	10/2/15	4
27-15-03*	Graduated Sanctions and Discretionary Detention	11/3/17	15
27-16-01*	Search, Seizure, and Processing of Evidence	10/2/15	10
27-17-01*	Absconder Procedure	11/2/12	5
27-18-01*	Probation and Parole Issuance of Detainer or Warrant	7/6/18	5
27-19-01*	Probable Cause and Final Revocation Hearing (Effective By Memo 2/5/20)	2/5/20	14
27-19-02*	Parole Board Sanctions (Released By Memo 6/27/19)	6/27/19	4
27-20-01	DELETED=====		
27-20-02	DELETED=====		
27-20-03*	Parole Compliance Credit	11/3/17	4
27-21-01*	Apprehension of Probation and Parole Violators	7/6/18	2
27-22-01*	Field Visits SECURED POLICY (Effective By Memo 1/18/23)	1/18/23	5
27-22-02*	Monitoring of Offenders on Home Incarceration SECURED POLICY	7/1/16	3
27-22-03	DELETED=====		

#	Title	Date	Pages
27-23-01*	In-State Transfer	7/6/18	4
27-24-01*	Releasing Offender from Active Supervision (Effective By Memo 7/29/20)	7/29/20	4
27-24-02*	Reinstatement of Offenders to Active Supervision	11/2/12	2
27-25-01	DELETED=====		
27-26-01*	Restoration of Civil Rights (Effective By Memo 3/4/20)	3/4/20	7
27-27-01	DELETED=====		
27-28-01	DELETED=====		
27-29-01	DELETED=====		
27-30-01*	Sex Offender Registration	5/4/12	4
	Sex Offender Registration (Spanish)	5/4/12	4
27-30-02*	Sex Offender Supervision	11/2/12	4
27-30-03	DELETED=====		
27-31-01	DELETED=====		
27-31-02	DELETED=====		
27-32-01	DELETED=====		
27-32-02	DELETED=====		

### Chapter 28 INVESTIGATIONS AND REPORTS – PROBATION AND PAROLE

#	Title	Date	Pages
28-01-01*	Probation and Parole Investigation Reports, Introduction, Definitions, Confidentiality, Timing and General Comments	5/4/12	4
28-01-02*	Probation and Parole Investigation Documents (Administrative Responsibilities)	5/4/12	3
28-01-03*	Presentence, Postsentence, Supplemental and Partial Investigations	7/6/18	11
28-01-04	DELETED=====		
28-01-05	DELETED=====		
28-01-06	DELETED=====		
28-01-07	DELETED=====		
28-01-08*	Calculation of Custody Time Credit	7/6/18	7
28-01-09	DELETED=====		
28-02-01	DELETED=====		
28-03-01*	Parole Planning Investigation Request, Halfway Houses Parole Office to Monitor Employment Search and Sponsorship	5/4/12	2
28-03-02*	Release on Parole	5/4/12	4
28-04-01*	Furlough Verifications	11/2/12	2
28-05-01	DELETED=====		

### Chapter 29 Re-Entry Initiatives

#	Title	Date	Pages
29.1*	Risk and Needs Assessment	2/4/2025	8

29.2*	Case Planning	2/4/2025	6
29.3*	Deleted=====		

**Chapter 30 INMATE AND OFFENDER PROGRAMS**

#	Title	Date	Pages
30.1*	Program Approval Process, Evaluation, and Measurement	2/4/2025	4
30.2*	Program Credit	2/4/2025	13
30.3*	Risk and Needs Assessment and Reentry Programming Training and Quality Assurance	2/4/2025	4
30.4*	Probation Program Credit	2/4/2025	8
30.5*	Sex Offender Treatment Program	2/4/2025	15
30.6*	Division of Addiction Services Substance Abuse Program	2/4/2025	6
30.7*	Substance Abuse Program Good Time Credit	2/4/2025	8
30.8*	Pretrial Substance Abuse Program (PSAP)	2/4/2025	3
30.9*	Supporting Others in Active Recovery (SOAR) Program	2/4/2025	6

\*denotes LRC policies