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## KENTUCKY CORRECTIONS POLICIES AND PROCEDURES

August 2018

### Chapter 0 INTRODUCTION

#	Title	Date	Pages
0.1	Corrections Policies and Procedures Manual	9/22/16	3

### Chapter 1 ADMINISTRATION, ORGANIZATION AND MANAGEMENT

#	Title	Date	Pages
1.1	Legal Assistance for Corrections Staff	4/29/16	3
1.2*	News Media	8/1/14	7
1 Att.			2
1.2-1*	Social Media (NEW-Effective by Memo)	4/6/17	2
1.3	Corrections Publications	9/20/05	1
1.4*	The Monitoring and Operation of Private Prisons	9/5/08	2
1.5	Staff Meetings	12/16/13	2
1.6	Central Office Areas of Responsibilities	6/15/18	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	4/29/16	3
1.10	Annual Planning Document for Adult Institutions	12/16/13	2
1.11	Population Counts and Reporting Procedures	6/15/18	3
1.12	Operation of Motor Vehicles by Department of Corrections Employees	6/15/18	3

### Chapter 2 FISCAL MANAGEMENT

#	Title	Date	Pages
2.1*	Inmate Canteen	8/5/16	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	3/22/17	3
2.6	Budget Revisions	5/14/13	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	3/16/18	2
2.10	Surplus Property	5/14/13	2
1 Att.			1
2.11	Procurement	3/22/17	3
2.12*	Abandoned Inmate Funds	6/1/18	3
2.13	Internal Controls	7/11/14	5

\* denotes LRC policies

### Chapter 3 PERSONNEL

#	Title	Date	Pages
3.1*	Code of Ethics/Social Media Use (Effective by Memo)	3/30/17	6
1 Att.			1
3.2	Emergency Conditions and Inclement Weather	10/17/13	2
3.3	Holding of Second Jobs by Corrections' Employees	8/31/07	2
1 Att.			1
3.4	Equal Employment Opportunity Complaint Procedure	8/22/18	7
1 Att.	(Effective by Memo)		1
3.5*	Sexual Harassment and Anti-Harassment	2/3/14	4
3.6	Background Investigations of Employees and Applicants for Promotion	9/22/16	3
3 Atts.	and Employment of Ex-Offenders		3
3.7	Shift, Post and Days Off Assignment	8/31/12	2
3.8	Replacement of Damaged or Destroyed Personal Property	9/20/05	3
3.9*	Student Intern Placement Procedure	1/6/17	3
3.10*	Appearance and Dress for Non-Uniformed Staff	6/1/18	3
3.11*	Drug Free Workplace - Employee Drug Testing	2/3/14	10
3.12	Institutional Staff Housing	9/22/16	3
3 Atts.			
3.13	Establishment of Warden as Chief Executive Officer	1/15/13	2
3.14*	Employee Time and Attendance Requirements	8/5/16	6
3.15	Annual Performance Review of Employee	10/17/13	7
3.16	Employee Health Issues	4/28/14	5
3.17*	Uniformed Employee Dress Code	6/1/18	6
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	2/3/14	6
3.23*	Internal Affairs Investigations (Effective by Memo)	8/22/18	6

### 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	5/11/17	9
4.8	Staff Training and Development-Probation & Parole	4/29/16	8
4.9	Staff Training and Development-Central Office	6/17/13	7

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**Chapter 5 MANAGEMENT INFORMATION AND RESEARCH**

#	Title	Date	Pages
5.1* 2 Atts.	Research and Survey Projects	6/1/18	9 3
5.2 1 Att.	Management Information Systems	9/20/05	4 1
5.3*	Programs Evaluation and Measurement	7/31/15	3

**Chapter 6 RECORDS**

#	Title	Date	Pages
6.1* 1 Att.	Open Records Law	8/31/07	5 3
6.2*	Inmate Record	1/6/17	11
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*	Fire Safety	8/1/14	6
8.3*	Critical Incident Management SECURED POLICY	11/3/17	11
8.4	Deleted =====		
8.5*	Corrections Emergency Response Team SECURED POLICY	7/1/16	10
8.6	Extraordinary Occurrence Report (Effective by Memo)	8/23/18	2
8.7*	Notification of Extraordinary Occurrence (Effective by Memo)	8/23/18	3
8.8	Critical Incident Stress Debriefing	4/29/16	3

## Chapter 9 SECURITY AND CONTROL

#	Title	Date	Pages
9.1*	Use of Force and Mechanical Restraints SECURED POLICY (Effective by Memo)	7/13/18	14
9.2 1 Att.	Programs and Security Reviews	4/29/16	2 1
9.3*	Security Threat Groups SECURED POLICY (Effective by Memo)	7/24/18	6
9.4*	Transportation of Inmates to Funerals or Bedside Visits	7/31/15	4
9.5	Execution	9/20/05	2
9.6*	Contraband	8/5/16	2
9.7*	Storage, Issue, and Use of Weapons, Including Chemical Agents SECURED POLICY (Effective by Memo)	8/23/18	13
9.8* 3 Atts.	Search Policy	6/1/18	9 3
9.9*	Transportation of Inmates SECURED POLICY (Effective by Memo)	7/13/18	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	8/31/07	2
9.14*	Hospital Security Protocol SECURED POLICY (Effective by Memo)	7/13/18	7
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*	Cell Entry (New) SECURED POLICY	1/6/17	5
9.18*	Informants	1/3/11	5
9.19*	Found, Lost or Abandoned Property	2/3/06	2
9.20	<del>Electronic Detection Equipment-DELETED-----</del>	<del>2/3/06</del>	3
9.22	Control and Use of Caustic/Toxic Materials	9/22/16	2

## Chapter 10 SPECIAL MANAGEMENT INMATES

#	Title	Date	Pages
10.1	Deleted =====		
10.2* 1 Att.*	Special Management Inmates	6/2/17	17 1
10.3*	Safekeepers and Contract Prisoners	6/1/18	2
10.4	Deleted =====	8/15/01	

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**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	6/2/17	3
11.3	Deleted =====	8/15/01	
11.4*	Alternative Dietary Patterns	6/2/17	3
1 Att.			1

**Chapter 12 SANITATION AND HYGIENE**

#	Title	Date	Pages
12.1	Sanitation and Inspection	9/22/16	2

**Chapter 13 MEDICAL AND HEALTH CARE SERVICES**

#	Title	Date	Pages
13.1*	Pharmacy Policy and Formulary	7/31/15	2
13.2*	Health Maintenance Services	8/5/16	11
1 Att.			3
13.3*	Medical Alert System	8/1/14	2
1 Att.			1
13.4	Health Program Audits	3/23/06	1
13.5*	Advance Healthcare Directives	8/5/16	4
13.6*	Sex Offender Treatment Program	1/6/17	19
13.7*	Involuntary Psychotropic Medication	2/3/06	6
13.8*	Substance Abuse Treatment Program	2/1/13	10
13.9*	Dental Services	2/3/06	3
13.10*	Serious Infectious Disease	8/1/14	8
13.11*	Do Not Resuscitate Order	9/20/05	4
13.12*	Suicide Intervention and Prevention Program	9/11/09	9
13.13*	Behavioral Health Services	1/6/17	7
13.14*	Hunger Strike	3/6/15	4
	SECURED		
13.15*	Inmate Observer Program	1/6/17	2

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**Chapter 14 INMATE RIGHTS**

#	Title	Date	Pages
14.1* 1 Att.	Investigation of Missing Inmate Property	2/3/06	1 1
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* 5 Atts.	Inmate Grievance Procedure	6/2/17	20 5
14.7*	Sexual Abuse Prevention and Intervention Program	6/1/18	13
14.8*	Transgender/LGBTI	6/1/18	5

**Chapter 15 INMATE RULES AND DISCIPLINE**

#	Title	Date	Pages
15.1*	Hair, Grooming and ID Card Standards	6/1/18	2
15.2*	Rule Violations and Penalties	1/6/17	12
15.3*	Meritorious Good Time	1/6/17	7
15.4*	Program Credit	8/6/12	2
15.5*	Restoration of Forfeited Good Time	8/5/16	2
15.6* 1 Att.	Adjustment Procedures and Programs	6/1/18	13 1
15.7* 1 Att.	Inmate Accounts	6/1/18	5 1
15.8*	Unauthorized Substance Abuse Testing	6/1/18	5

**Chapter 16 COMMUNICATION, MAIL AND VISITING**

#	Title	Date	Pages
16.1* Att.1	Inmate Visits	6/2/17	8 1
16.2*	Inmate Correspondence	1/6/17	7
16.3*	Inmate Access to Telephones	2/1/13	2
16.4*	Inmate Packages	1/6/17	4
16.5*	Video Visitation	1/6/17	6

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**Chapter 17 RECEPTION AND ORIENTATION**

#	Title	Date	Pages
17.1*	Inmate Personal Property	3/9/2018	8
1 Att.			7
17.2*	Assessment Center Operations	7/31/15	6
17.3*	Controlled Intake of Inmates	8/1/14	7
17.4*	Administrative Remedies: Sentence Calculations	1/6/17	2
2 Atts.			3

**Chapter 18 CLASSIFICATION**

#	Title	Date	Pages
18.1*	Classification of the Inmate	6/1/18	10
18.2*	Central Office Classification Committee	6/1/18	1
18.3*	Confinement of Youthful Offenders	7/31/15	1
18.4	Deleted =====		
18.5*	Custody and Security Guidelines	7/19/18	4
18.6	Deleted =====		
18.7*	Transfers	8/5/16	8
18.8	Deleted =====	1994	
18.9*	Out-of-State Transfers	8/5/16	4
18.11*	Placement for Mental Health Treatment in CPTU or PCU “Challenges”	8/5/16	6
2 Atts.			2
18.12*	Referral Procedure for Inmates Adjudicated Guilty but Mentally Ill	6/2/06	1
2 Atts.			2
18.13*	Population Categories	6/1/18	3
18.14	Special Recommendations for Parole or Release	4/29/16	1
18.15*	Protective Custody	6/1/18	3
18.16*	Information to the Parole Board	6/1/18	1
18.17*	Interstate Agreement on Detainers	8/31/07	5
18.18*	International Transfer of Inmates	8/31/07	2

**Chapter 19 INMATE WORK PROGRAMS**

#	Title	Date	Pages
19.1*	Governmental Services Program	2/1/13	6
6 Atts.			10
19.2*	Sentence Credit for Work	8/5/16	2
19.3*	Inmate Wage/Time Credit Program	6/1/18	3
1 Att.			1
19.4*	Work Release for State Inmates in Jails <b>NEW</b>	6/1/18	4
2 Att.			

**Chapter 20 ACADEMIC AND VOCATIONAL EDUCATION**

#	Title	Date	Pages
20.1*	Educational Programs and Educational Good Time	9/11/09	6

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**Chapter 21 LIBRARY SERVICES**

#	Title	Date	Pages
21.1*	Library Services	8/1/14	1

**Chapter 22 RECREATION AND INMATE ACTIVITIES**

#	Title	Date	Pages
22.1*	Privilege Trips	2/3/06	2
2 Atts.			2
22.2*	Recreation and Inmate Activities	8/1/14	2

**Chapter 23 RELIGIOUS SERVICES**

#	Title	Date	Pages
23.1*	Religious Programs	6/1/18	7

**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	2/3/06	3
1 Att.			
25.3*	Pre-Release Program	3/9/07	2
25.4*	Institutional Inmate Furloughs <b>NEW</b>	6/1/18	9
25.5	Deleted	2/3/06	
25.6*	Community Center Program and Jail Placement	6/1/18	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	1/6/17	2
25.11*	Victim Services	2/5/10	3
25.12*	Home Incarceration Program	1/6/17	7
25.13*	Women's Medical Release: Pregnancy <b>NEW</b>	7/19/18	13



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**Chapter 26 CITIZEN INVOLVEMENT AND VOLUNTEERS**

#	Title	Date	Pages
26.1* 1 Att.	Citizen Involvement and Volunteer Services Program	6/1/18	5 1

**Chapter 29 Re-Entry Initiatives**

#	Title	Date	Pages
29.1*	Risk Needs Assessment	4/6/2018	7
29.2*	Case Planning	4/6/2018	6
29.3*	Risk and Needs Assessment Administration, Training and Quality Assurance	8/31/12	2

\*denotes LRC policies