

# **Department of Corrections**

## **2013 Annual Report**



**Steven L. Beshear  
Governor**

**J. Michael Brown  
Secretary  
Justice & Public Safety  
Cabinet**

**LaDonna H. Thompson  
Commissioner  
Department of Corrections**

## Letter From The Commissioner



*Commissioner  
LaDonna Thompson*

Our primary mission at the Kentucky Department of Corrections is “To protect the citizens of the Commonwealth and to provide a safe, secure and humane environment for staff and offenders in carrying out the mandates of the legislative and judicial processes; and, to provide opportunities for offenders to acquire skills which facilitate non-criminal behavior.”

As usual, 2013 proved to be an extremely busy year, full of both highs and lows for the department. After beginning the process to achieve department-wide ACA accreditation in 2012, we achieved this monumental goal when the two remaining sections, central office and Kentucky Correctional Industries, both scored 100 percent on their initial ACA audits in June 2013.

This achievement resulted in the department being awarded the American Correctional Association’s Golden Eagle award in August 2013. I was honored to attend the ACA conference in Washington D.C. to accept this prestigious award on behalf of the department. This accomplishment makes Kentucky one of only three states in the nation to receive the Golden eagle award for both the Department of Corrections and the Department of Juvenile Justice.

The safety of our staff has always been, and remains, the highest of priorities for the department. You all perform very dangerous jobs and I will always be eternally grateful to each and every one of you. Your dedication and continued support of the department makes me very proud. I look forward to the challenges of 2014, knowing that we can always overcome as long as we continue to work together.

Sincerely,

A handwritten signature in cursive script that reads "LaDonna Thompson".

LaDonna Thompson  
Commissioner

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# Office of the Commissioner

## Commissioner LaDonna Thompson

Commissioner's Staff

Executive Secretary  
Mary Ann Sullivan

Executive Staff Advisor/ ACA  
Coordinator / Ombudsman  
John Dunn

Director of Communications  
Lisa Lamb

Personnel Director  
Stephanie Appel

General Counsel  
Brenn Combs

## Deputy Commissioners

Office of Support Services  
Kimberly Potter-Blair

Office of Community Services  
and Local Facilities  
Paula Holden

Office of Adult Institutions  
James Erwin

## Office of the Commissioner LaDonna Thompson

In January 2008, Governor Steve Beshear and Justice & Public Safety Cabinet Secretary J. Michael Brown appointed the first female state Corrections chief in Kentucky and named LaDonna Thompson to the Commissioner's post of the Department. Thompson is one of only three female commissioners nationwide.

Thompson had spent the previous



*The American Correctional Association (ACA) presented the Department of Corrections with their "Golden Eagle" award for achieving department wide ACA accreditation. Commissioner Thompson along with other DOC employees and retirees attended the ACA conference in Washington D.C. to accept the award. Pictured above (l to r): Stephanie Hale, Doug Crall, Shea Holliman, Joy Horton, Cheri Kraus, C.A. Wilkerson (back), Commissioner LaDonna Thompson, John Dunn, Janet Conover, John Rees, Lee VanHoose, Randy White and Bill Seabold.*

two and half years as a Deputy Commissioner for DOC and began her career as one of the original correctional officers at the Eastern Kentucky Correctional Complex when it first opened. She also worked as a correctional officer at the Kentucky State Reformatory and Luther Luckett Correctional Complex in LaGrange. Upon transferring to the Department's Central Office in 1991, Thompson worked in several areas including Offender Records, VINE and Classification. She quickly began moving up the ladder into management positions.

In 1999, she was promoted to Branch Manager of the Classification Branch and during her

stint there led the validation study of DOC's inmate classification system. She has also served as a visiting staff member for the National Institute of Corrections to develop curriculum and provide classification training to other state correctional agencies. In 2004, Thompson was promoted to the position of Assistant Director of Operations where her primary duty was inmate population management.

In August 2005, Thompson was promoted to the position of Deputy Commissioner of Support Services.

During her career in Corrections, Thompson has received numerous awards, including three hon-

## Office of the Commissioner

ors for distinguished service. In 2005 she was a member of the inaugural class of the Commissioner's Executive Leadership Program, and in 2006 she was selected to attend the National Institute of Corrections Executive Leadership for Women training.

Thompson also served as the Midwest representative for the Association of State Correctional Administrators and is the current chair of the Training Committee. She is also on the Board of Directors for the Association of Women Executives in Corrections.

Thompson is a graduate of the Leadership Kentucky class of 2007, and is a 2007 recipient of the "Breaking the Glass Ceiling" Award presented by the National Center for Women and Policing.

A graduate of Morehead State University, Thompson received her degree in psychology and sociology. She also received the 2013 lifetime achievement award from the EKU college of Justice and Safety.

### The Commissioner's Staff

#### **Executive Staff Advisor / Ombudsman**

John Dunn serves as the Ombudsman for the Department of Corrections and oversees the grievance process throughout the state.

Dunn began his Corrections career in April 1993. His first DOC position was at Northpoint Train-



*John Dunn  
Executive Staff Advisor / ACA  
Coordinator / Ombudsman*

ing Center as a Correctional Officer.

In 1999, he was promoted to classification and treatment officer I at Northpoint, and two years later was promoted to an administrative specialist III position at the prison. In 2004, he was promoted to a classification and treatment officer II at Frankfort Career and Development Center. In January 2006 Dunn was promoted to program administrator at Central Office supervising the home incarceration and re-entry programs, a position he held until September that year when he was named as Ombudsman.

Dunn also served 21 years in the National Guard and retired in February 2006 after achieving the rank of major.

Dunn is a 1990 graduate of the University of Kentucky where he received his bachelor's degree in history. He is a member of the American Correctional Association, Correctional Accreditation

Managers' Association and the National Guard Association.

#### **Director of Communications**

Lisa Lamb serves as the Department of Corrections' Director of Communications. In this position, she oversees the Office of Victim Services. A native of Harlan, Lamb brought nearly 20 years of experience working with the media to her position with the DOC. In her current role, she serves as the Department's spokesperson, handling all media calls and requests for information and interviews. She also serves as a member of the Commissioner's Executive Staff.

She was the 2003 recipient of the "Jennifer Schaaf Award," presented by the Society of Professional Journalists (SPJ) to an outstanding government communicator. Lamb came to corrections after six years with the Kentucky Press Association where she worked as the News Bureau Director, Member Services Director



*Lisa Lamb  
Director of Communications*

## Office of the Commissioner

and as Director of the Kentucky High School Journalism Association. She spent nearly 10 years with the Harlan Daily Enterprise and just prior to joining KPA, was the newspaper's executive editor.

She is a graduate of Southeast Community College. In addition, she attended Eastern Kentucky University and the University of Kentucky, majoring in journalism.

### Personnel Director



*Stephanie Appel, Director  
Division of Personnel Services*

Stephanie Appel serves as the Director of Personnel Services for the Department of Corrections.

Appel began her career with Finance and Administration in 1995, before coming to work for the Department of Corrections in 2000.

Since her appointment with the Department of Corrections, she has been instrumental in the im-

plementation of several new personnel systems, assisted with the opening of Little Sandy Correctional Complex, has helped streamline personnel processes and has regionalized the personnel services in Oldham and Shelby Counties.

Appel is a long-time member of the International Public Management Association for Human Resources (IPMA-HR) and has held many elected offices, both in Kentucky as well as the Southern Region of IPMA-HR. Appel served as the 2012 President of the Southern Region of IPMA-HR. In September 2012, Ms. Appel was appointed to serve as an Executive Council member for IPMA-HR for a three-year term. She is also a member of the Society for Human Resources Management (SHRM).

### Deputy Commissioners

#### **Office of Support Services**

As Deputy Commissioner of Support Services, Kimberly Potter-Blair is responsible for the Administrative Services Division, Corrections Training Division, Division of Probation and Parole, Division of Parole and Victim Services, Information and Technology Branch, Offender Information Services Branch, Contract Management Branch and the Reentry Branch.

Potter-Blair began her career with the Department of Corrections in 1998 as a Corrections Officer at Blackburn Correctional Complex. She was promoted to caseworker



*Kimberly Potter-Blair  
Deputy Commissioner  
Office of Support Services*

at Blackburn before transferring to the Division of Probation & Parole in District 9 in 1999. After supervising a caseload of offenders for approximately four years, she was promoted to Assistant District Supervisor for District 9 in 2003, and then to District Supervisor in 2005.

While working in District 9, which encompasses Fayette County, she was instrumental in the efficient flow of court work in the Fayette Circuit Court system. She was also active in helping to create the Fayette County Re-Entry Program for offenders on probation and parole, as well as coordinating efforts with the CJ-DATS research project with the University of Kentucky.

During her career, Potter-Blair has been a member of the Kentucky State Parole Officers' Association and the Kentucky Council on Crime and Delinquency, where she previously served as President of the Bluegrass Chapter of KCCD. She is

## Office of the Commissioner



*Paula Holden  
Deputy Commissioner  
Offices of Community Services  
and Local Facilities*

also a graduate of the inaugural Commissioner's Executive Leadership Program, which began in May 2005.

### Office of Community Services and Local Facilities

As Deputy Commissioner of Community Services and Local Facilities, Paula Holden oversees the Division of Classification and Population Management and the Division of Local Facilities.

Holden began her DOC employment at the Kentucky State Reformatory (KSR) in May 1978 where she was employed as a clerical assistant for three summers while attending college. She was then hired as a correctional officer at KSR in April 1982 and a year later was promoted to classification and treatment officer at Luther Luckett Correctional Complex. While at Luther Luckett, Holden also worked as

an offender rehabilitation specialist and unit administrator I. She transferred to Roederer Correctional Complex and at that prison held a number of positions including unit administrator II and program administrator of the Assessment/Classification Center. In December 2003, Holden was promoted to Deputy Warden at Roederer and served in that position until January 2006 when she was promoted to director of population management.

A 1981 graduate of Murray State University, Holden received her bachelor's degree in criminal justice and corrections. She graduated summa cum laude and was named the outstanding graduating senior in corrections. She is also the 2005 recipient of the Deputy Commissioner's Award for Adult Institutions.

### Office of Adult Institutions

As Deputy Commissioner of Adult Institutions, Jim Erwin oversees the state-wide PREA Coordinator, Capital Construction Branch, Education Branch, Food Services Branch and Programs and Security Branch.

He is also responsible for Policy and Procedures, Kentucky Correctional Industries, the Health Services Division, Substance Abuse Program Division and the Office of Research, as well as overseeing all 12 of Kentucky's state-run institutions.

Erwin began his career in August of 1985 as a Correctional Officer with Jefferson County. In 1987 he began work with the state of



*James Erwin  
Deputy Commissioner  
Office of Adult Institutions*

Kentucky as a Classification and Treatment Officer at the Kentucky State Reformatory (KSR). Erwin continued his career at KSR as a Unit Administrator until 1996 when he went to work for the Ohio Department of Corrections as an inspector of institutional services. He continued his career in Ohio as a Unit Management Administrator, Deputy Warden, acting Warden and Warden at several Ohio Prisons, until returning to Kentucky as Director in September 2007.

Erwin is a 1984 graduate of Centre College in Danville and received his masters in Administrative Justice from the University of Louisville in 1987. He is a member of several professional organizations including the American Correctional Association, North American Association of Wardens and Superintendents, Ohio Wardens and Superintendents Association and International Association of Reentry.

# Division of Personnel Services

## Director

**Stephanie Appel**

Personnel Branch Manager

Bobbie Underwood

Payroll Branch Manager

Rodney Moore

Recruitment and Staff Develop-

ment Branch Manager

Teresa Harris



*Stephanie Appel, Director  
Division of Personnel Services*

## Overview

The Division of Personnel Services is comprised of three branches: Personnel Management, Payroll, and Recruitment and Staff Development. These three branches serve over 4,000 employees in the administration of Personnel, Payroll and Recruitment programs throughout the Department.

The mission of the Division of Personnel Services is three-fold: serve as a catalyst to effective and efficient personnel, payroll,

and recruitment services; protect the integrity of the Merit System through the proper enforcement and application of the statutes and regulations; and review global personnel and management strategies to establish positive change for the betterment of the Department.

## Personnel Management Branch

The Personnel Management Branch provides assistance to executive staff, department managers and personnel liaisons by implementing personnel programs and initiatives, providing guidance on complex personnel issues and represents the Department at meetings related to Human Resources.

In 2013, the Personnel Management Branch processed over 11,000 personnel actions and over 750 job postings for the Department. They also successfully audited over 3,000 employee evaluations to ensure compliance with state regulations.

The Personnel Management Branch continues to pursue human resource trainings and is ac-



*Bobbie Underwood  
Personnel Branch Manager*

tively involved with the Kentucky Chapter of IPMA-HR, KHRIS user group, Career Opportunities System (COS) user group, and Personnel Council. The Personnel Office has continued to revamp internal processes and procedures due to the implementation of KHRIS and continues to streamline our processes to better serve our field HR liaisons and employees.

During 2013, Bobbie Underwood was elected Vice-President of the KY Chapter of IPMA-HR.

In May 2013, the Personnel Branch held a mandatory state-wide conference call/webinar training with HR liaisons to train on KHRIS Relationship maintenance, Manager Self Service and Employee Evaluations.

Bobbie Underwood continues to manage the Justice KHRIS help desk to ensure the Cabinet is receiving accurate answers to their HR and KHRIS questions. Additionally, she became a back-up to the Secretary's Office in the processing of Governor's Office Exemption to Hiring Freeze Requests.

In 2013, the Personnel Management Branch was recognized as having the fewest number of errors on Employee Evaluations in all of state government. Bobbie Underwood was asked to speak to other State Government HR liaisons to outline our tips for success. In addition, several forms created by our Personnel Branch were adopted by the Personnel Cabinet and distributed to all state agencies for use.

## Division of Personnel Services



*Rodney Moore  
Payroll Branch Manager*

### Payroll Branch

The Payroll branch is responsible for employee pay and benefit administration, including monitoring and processing pay, retirement, workers compensation, employee safety programs, family medical leave, W-2 information and unemployment benefits. Throughout 2013, the Payroll Branch continued to assist other state agencies to provide guidance and expertise on KRONOS and other payroll systems.

In 2013, Rodney Moore was promoted to Payroll Branch Manager. He was also selected to participate in the 2013/2014 Commissioner's Executive Leadership Program.

Annette Sewell was selected by the Personnel Cabinet to participate in a pilot training for the Department of Employee Insurance New Benefits/Open Enrollment training.

In 2013, Teresa Kidwell was selected as a representative for the Department of Employee Insurance to assist with the processing

and oversight of the paper applications due to the Health Insurance Open Enrollment statewide.

### Recruitment and Staff Development Branch

The Recruitment and Staff Development Branch continued to oversee the applicant recruitment process, EEO investigations, oversee exit interview processes, conduct diversity training throughout the state, review existing policy and procedures for revisions and work closely with institutions to update class specifications and position descriptions.

In 2013, this branch continued to oversee the drug testing program and processed over 2,500 drug test results. Additionally, this branch continued to work with colleges and universities by placing 82 interns in the Department. This branch also processed 329 volunteer forms and worked with Brown Mackie College to have the DOC approved for their student interns.

In 2013, this branch continued to



*Teresa Harris  
Recruitment Branch Manager*

work with the National Guard and Reserve regarding job openings within the Department. They attended 12 job fairs focusing on veterans' job placement and continued to promote job postings through Twitter and Facebook. They also expanded the endeavor by working with KCTCS-Veterans Affairs on getting additional DOC positions approved for On-The-Job-Training with the GI Bill.

In November 2013, Teresa Harris was a speaker and served on a panel at the Governor's EEO Conference in Louisville Kentucky on the topic of Conducting Sexual Harassment and EEO Investigations in the workplace.

### Highlights

In 2013, the Division of Personnel provided key services to the Department and continued to provide oversight and guidance in the areas of personnel, payroll, benefits, disciplinary and leadership. The Division also developed and conducted training for managers and supervisors throughout the state.

In April, the Division conducted an on-line webinar on Recruitment and Selection Processes. This webinar was attended by over 100 people located in 25 states.

Professional Development was a priority for the Division in 2013. All staff within the division continued to seek out professional development opportunities through IPMA-HR and other venues.

# Communications Office

## Director

### Lisa Lamb

Public Information Officer

Todd Henson

Administrative Specialist

Julie Bowles

Vine Program Administrator

Kristin Smith

Victim Advocate

Tammy Lou Johnson

Victim Advocate

Alexis Williams-Hall



*Lisa Lamb*

*Director of Communications*

## Overview

The Communications Office functions as the voice of the Department of Corrections.

They are responsible for getting the DOC's message out to the public. Lisa Lamb serves as the Director of Communications and Todd Henson serves as the Public Information Officer. Together they respond to all media requests, be it a simple inquiry or

more in depth requests involving interviews, inmates or tours of facilities.

The Communications Office prepares press releases on newsworthy events that happen within the department and distributes them to all media outlets as well as Justice Cabinet personnel.

The Communications Office also prepares talking points and presentations for the commissioner and her staff, prepares and publishes the quarterly newsletter "Inside Corrections," prepares and hosts the DOC Annual Awards Luncheon, handles all Central Office open records requests, as well as prepares and publishes the DOC Annual Report.

In addition to directing all the communications aspects of the department, Lisa Lamb also supervises the Office of Victim Services (OVS) and the victim services staff within the Office of Parole and Victim Services.

## Highlights

The Communications Office played a significant role in the accreditation process for central office by preparing the welcome book and welcome video for the ACA auditors, as well as updating all media related policies.

We also conducted "Public Information Officer" training that was available to all PIO's in the department's institutions and probation and parole districts, as well as being offered to all elected county jailers and their PIO staff.



*Todd Henson*

*Public Information Officer*

The responsibilities for conducting the Commissioner's Executive Leadership Program (CELP) were reassigned to this office. Interviews for the current class were conducted in May and June 2013. Forty applicants were selected for the class which started in September and is scheduled to conclude in May 2014. The Communications Office also coordinated an effort to re-visit and/or implement proposed projects from previous leadership classes.

The Communications Office prepared and hosted the department's 2013 Awards Luncheon, which was held in conjunction with the 2013 KCCD conference in Lexington.

The Communications Office began a one-year project in conjunction with the Kentucky Oral History Commission to conduct interviews to document and preserve the history of the Department of Corrections. This project was initiated in September of 2013 and should be concluded by September 2014.

## Victim Services Branch

### Program Administrator Kristin Smith

Internal Policy Analyst III  
Tammy Lou Wright

Victim Advocate III  
Alexis Williams-Hall

Victim Advocate III  
Charlotte Ellis

Program Coordinator  
Kim Crews

work on behalf of victims, to schedule and conduct victim parole hearings with the Kentucky Parole Board. They notify registered victims of upcoming parole hearings and schedule victims to meet with the Parole Board. This transition unified services for victims who contact the DOC regarding an offender's parole hearing and/or release from custody.

(Lexington), Adanta Focusing on Treatment and Care Conference (Somerset), KASAP (Lexington), Jail Tracker conference (Glasgow), the KY Jailer's Conference (Lexington), Kentucky Council on Crime and Delinquency Conference (Lexington), and the Kentucky Sheriffs Association (Bowling Green).

Program Administrator, Kristin Smith, served on the Kentucky Victim Assistance Academy (KVAA) steering committee. Smith also served on the Curriculum Committee and incorporated all aspects of DOC into the KVAA training. Smith nominated Tammy Lou Wright and Alexis Williams-Hall to serve as committee members. VSB staff attended the inaugural KVAA training academy which was held at Barren River State Park in May.

Kristin Smith, Tammy Lou Wright and Alexis Williams-Hall

### Overview

This year the Office of Victim Services transitioned to the Victim Services Branch (VSB). VSB is the arm of Corrections that handles requests for information from victims pertaining to their offenders. VSB staff provide a broad range of information-related services such as: explanation of inmate release dates and release type; restitution information; service referrals; victim rights services and victim parole board hearings. VSB also manages the Kentucky VINE system which encompasses three fully functioning victim notification services: Offender status, Court Hearings, and Protective Orders. VSB staff also travel the state to promote and train other criminal justice professionals and victim service agencies regarding the KY VINE Services and VSB functions.

### Highlights

VSB absorbed two staff, Charlotte Ellis and Kim Crews, who

In addition to presenting, VSB exhibited the KY VINE Services at the following: Kentucky Association of Chief's of Police



*Victim Services Branch (L-R): Kim Crews, Charlotte Ellis, Tammy Lou Wright, Kristin Smith and Alexis Williams-Hall.*

## Victim Services Branch

attended the VINE user's conference in Louisville.

On behalf of the Justice Cabinet's Grant Management Branch, VSB staff reviewed grants for the Violence Against Women Act and the Victims of Crime Act.

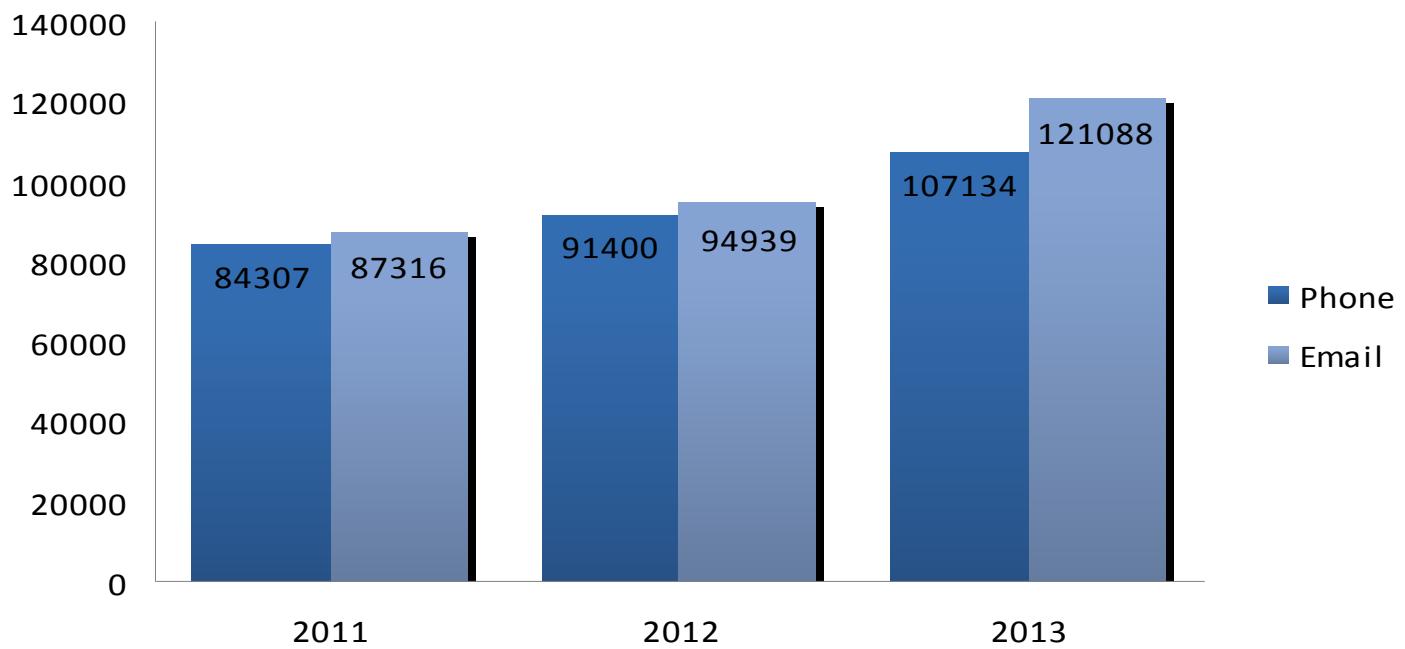
This year VSB introduced the new "VINEmobile" app which is available for smartphones and tablets. During 2013, VINE saw an 18% increase in notifications for VINE services and acquired 74,281 new registrations. Total VINE searches for the year to-

taled 1,369,587. Of this total, 47,396 searches were conducted on the new VINE mobile application.

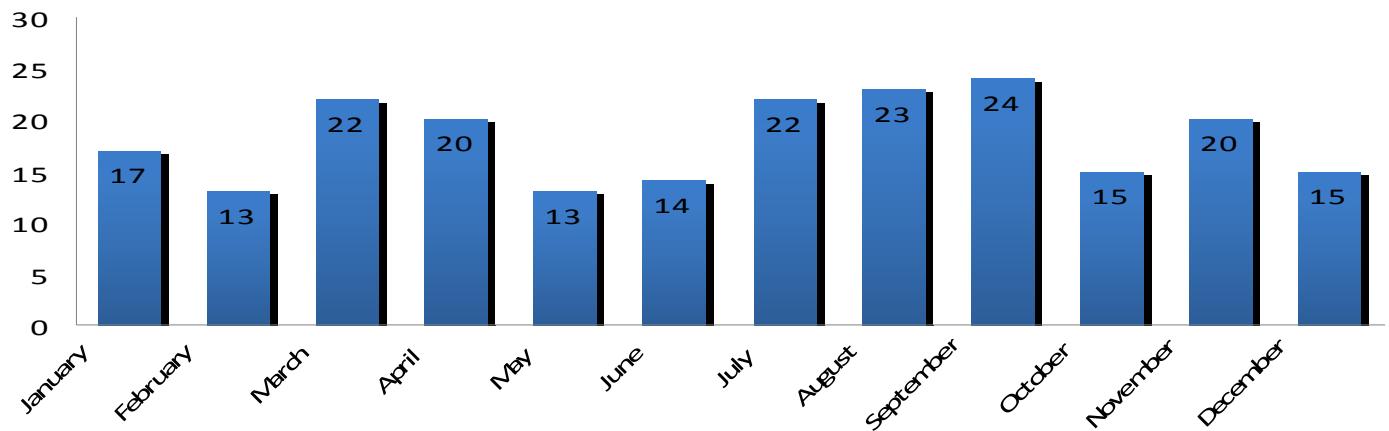
There were a total of 228,222 notifications for all three VINE services in 2013.

### VINE Offender Status Notifications, Court Hearing Notifications and VINE Protective Order Notifications Compared by year for 2011, 2012 and 2013

#### **2013 VINE Services Notifications**



#### **2013 Victim Hearings with Parole Board**



## Office of Support Services

### Deputy Commissioner Kimberly Potter-Blair

Executive Secretary  
Jeri Zoothi Hines

Admin. Coordinator / IT & OIS  
John Hall

Information and Technology  
Terry Terrell

Offender Information Services  
Ashley Sullivan

Re-Entry  
Brigid Adams

Administrative Services  
Steve Castle

Contract Management  
Eric Buckley

Parole and Victim Services  
Melissa Clark

Corrections Training  
Chris Kleymeyer

Probation & Parole  
Tim Carman



*Kimberly Potter-Blair  
Deputy Commissioner  
Office of Support Services*

Board), Helpdesk and other custom applications.

The Information and Technology Branch is in a constant state of change delivering solutions and services to our end users by utilizing available resources and taking advantage of shared resources from other state agencies while impacting the end-user as little as possible.

### Highlights

In 2013, the Application section continued making upgrades to the Justice Cabinet, Parole Board and KY Correctional Industries websites.

In 2013, the IT Branch, working with Kentucky State Police IT, established an interface between the KOMS application and the Kentucky State Police to share data between the two agencies.

In 2013, the IT Branch, working with the Commonwealth Office of Technology, successfully

tested the KOMS Disaster Recovery process utilizing the Commonwealth's new Alternate Data Center.

July 2013, the IT Branch completed of the upgrade to the Kentucky Online Offender Lookup (KOOL) to comply with Section 67 of HB 463.

### Offender Information Services Branch

The Offender Information Services Branch is charged with the responsibility of calculating the sentences of the entire inmate population in accordance with all court orders, laws, policies and regulations pertaining to inmate sentence calculations as well as maintaining an inmate file on all offenders currently in the custody of the Department.

During 2013, a total of 19,508 inmates were released by shock probation, parole, mandatory re-entry supervision or upon completion of their sentence and this office serves as the last line of defense in ensuring that each of



*John Hall, Admin. Coordinator  
Information Technology and  
Offender Information Services*

## Office of Support Services



*Terry Terrell, Info. Systems Mgr.  
Information and Technology*

those offenders was released on the exact day they were eligible for release. Additionally, Offender Information Services is responsible for fielding questions from the court system, law enforcement agencies and the general public; responding to correspondence from the inmate population; and processing open records requests for documents contained in inmate files.

This tremendous responsibility is shared among the thirty two staff members of the Branch which include an Administrative Coordinator, Branch Manager, three administrators, three supervisors, sixteen Offender Information Specialists, five office support staff and two administrative specialists.

Offender Information Services is divided into five sections which are each responsible for various duties that contribute to ensuring that every inmate's sentence calculation is completed accurately and that all inmates are considered for parole at the appropriate time.

The first of the four sections is

"Initial Calculations". These staff members are responsible for verifying the sentence calculations for offenders newly committed to the custody of the Department of Corrections. During, 2013 the average number of sentence calculations processed by the initial calculation section was nearly 900 per month.

The second section within the Branch is the "Jail Management" section. This section serves as the institutional records office for all state inmates housed in county jails and community service centers. They perform all of the routine records processes for each of the approximately 6,000 inmates housed in county jails and halfway houses. This includes calculating additional sentences, lodging and releasing detainers and approving releases by shock probation, to mandatory reentry supervision or upon completion of sentence.

The third section handles what is referred to as "Good Time", which equates to time an inmate can earn that is then deducted from his or her prison sentence. As a result of disciplinary action, previously awarded good time may be forfeited. Staff in this section process between 6,000 and 7,000 actions a month, including awards of meritorious good time, educational good time, program credits, good time loss, good time restoration, and work for time credit.

This section is also responsible for reviewing the sentence calculations and approving the release of every inmate who is released



*Ashley Sullivan, Branch Manager  
Offender Information Services*

from an institution or who are controlled intake status housed in a county jail.

The fourth section of the Offender information services Branch, the Community Placement Section, is responsible for the oversight of finding suitable placement in the community for offenders released to community supervision such as parole or Mandatory Reentry supervision. Staff in this section work very closely with the division of probation and parole, and the Division of Mental Health to ensure offenders are placed in a manner that supports their needs for treatment and place the offender in a position that maximizes their potential for success while on supervision.

The fifth and final section of the Branch is our "Support Staff" Section. This section provides support to the other sections within the Branch as required. In addition, staff from this section maintains the electronic inmate files for every offender who is currently incarcerated by scanning and uploading more than 2,500 documents each month.

## Office of Support Services

### Reentry Branch Manager Brigid Adams

Program Administrators  
Cheryl Million  
Mavis McCowan

Administrative Specialists III  
Melissa Moore  
Tanya Stevens



*Brigid Adams, Branch Manager  
Re-Entry / HIP Branch*

### Reentry Branch

The Reentry Branch strives to increase public safety and improve recidivism rates by enhancing resources available to offenders transitioning from incarceration to the community. This requires that all branches of the Department collaborate to build a seamless reentry process.

The Department currently uses a validated risk and needs assessment tool, the Level of Service / Case Management Inventory (LS/CMI), and a comprehensive case management plan to prepare for

the release of offenders. Over 83,827 assessments have been completed since July 2010.

The Reentry Branch supports dedicated reentry coordinator positions in prison facilities and reentry parole officer staff in the Jefferson County supervision districts.

The Reentry Branch supports the network of reentry councils across the state. Reentry Taskforces exist in the following areas: Paducah, Owensboro, Elizabethtown, Bowling Green, Louisville, Lexington, Northern Kentucky, London, Maysville, Ashland and Pikeville. Reentry staff attend the reentry council meetings to advise service providers of new Department initiatives, gather information about services and develop strategies to address service gaps.

In partnership with the local reentry councils, the Reentry Branch developed a process for families to learn more about the criminal justice system. The first Family Engagement Session was held in Bowling Green in partnership with the Southern Kentucky Reentry Council in February, 2013. Family Engagement Sessions were coordinated at nearly 50 sites this year. The sessions are designed to provide information to families that have a newly incarcerated loved one as well families that have a loved one nearing release. The Reentry Branch and reentry councils worked diligently to market the sessions, and some sites had over 50 family members in attendance.



*Cheryl Million, Reentry  
Program Administrator*

The Reentry Branch also oversees the Home Incarceration Program (HIP). HIP enables Class C and D offenders with non-violent and non-sexual crimes the opportunity to serve the last nine months of their sentence on home incarceration. The Home Incarceration Program provides the offender with the ability to secure a job, re-establish family ties, and participate in organized prosocial events like church or volunteering. The offender may be an active participant in the community while being monitored.

In 2013, a total of 1,134 inmates transferred to the HIP program. The number of successful HIP completions in 2013 was 1,071. Of those transferred to home incarceration in 2013, 127 were still actively participating in the program on January 1, 2014.

The Reentry Branch, located in Central Office, includes Reentry Branch Manager Brigid Adams, Program Administrators Cheryl Million and Mavis McCowan, and Administrative Specialist III's Melissa Moore and Tanya Stevens.

## Office of Support Services

### Highlights

The Reentry Branch oversees the Second Chance Act Demonstration Grant that increases supports for offenders returning to Jefferson County through the following initiatives: the validated risk and needs assessment tool (Level of Services / Case Management Inventory; dedicated reentry coordinator positions in six prison facilities; dedicated reentry parole officer positions in the Jefferson County supervision districts; funding to support implementation of evidence-based programs throughout the state; services in Jefferson County to support job readiness and employment placement; a Safe Location program to enable offenders in a troubling situation the opportunity to stay at a halfway house and receive counseling, meals and overnight accommodations; programs to engage the families of offenders through mentoring children of incarcerated parents and providing art therapy to offenders and their families; and support for the network of reentry councils across the state.

The Reentry Branch is responsible to train new DOC case management staff on the Case Management Plan in conjunction with training on our validated risk and needs assessment tool. Training focuses on effective case management planning, including developing goals, tasks and timelines based on identified criminogenic needs. Additionally, case-workers and probation and parole staff were trained on how to navigate KOMS to create a case management plan.



*Home Incarceration Program (left to right): Administrative Specialist III's Melissa Moore, and Tanya Stevens and Program Administrator Mavis McCowan*

The Reentry Branch brought individuals involved with the Home Incarceration Program together to include Probation and Parole Officers, Assistant Supervisors and Supervisors for ongoing trainings to support program enhancements.

Trainings were held quarterly and the year ended with a series of webinars to support staff in tracking offenders through the Leimac's web-based monitoring portal. The trainings focused on the Home Incarceration Program policy, the Leimac monitoring system, a review of violation and escape trends and how to appropriately respond to violations.

The Reentry Branch continues to release monthly newsletter called the Tool Box to provide information to staff about reentry initiatives throughout the state as well as to provide information to offenders in prisons, jails, halfway houses and the community.

The Reentry Branch continues to provide staff support to the Gov-

ernor's Reentry Task Force. The Task Force was created to encourage state agencies and community partners to work together to address reentry barriers. The Steering Committee revised legislative proposals to eliminate reentry barriers for consideration in the 2014 legislative session.

The DOC was selected as a Transition from Prison to the Community model site in 2009. This has enabled a significant amount of strategic planning to address reentry needs at all levels of the corrections system. The DOC completed a closeout plan in 2012 that provided a clear plan for new reentry initiatives in 2013. The strategies included increasing family engagement in the reentry process, supporting the reentry council network and developing services for offenders housed in local jails.

The Reentry Branch holds monthly meetings with institutional reentry coordinators and reentry parole officers to share information on resources, develop strategies to assist high risk offenders and determine needs that may be addressed through collaboration with local reentry task forces.

The Reentry Branch developed the New Direction program to address the barriers offenders face upon release. The branch is also working with Probation and Parole to create an enhanced PORTAL program to include the bulk of the New Direction components to provide continuity from correctional facilities to parole.

# Division of Administrative Services

## Director

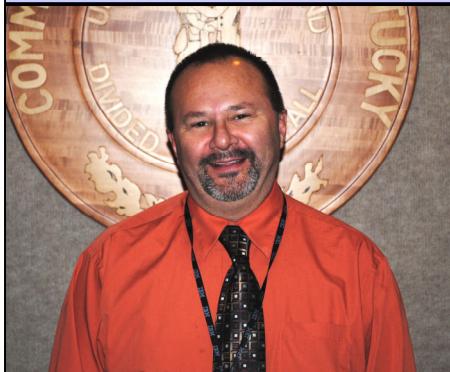
**Steve Castle**

Assistant Director

Hilarye Dailey

Fiscal Branch

Pat Sudduth



*Steve Castle, Director  
Administrative Services Division*

## Overview

The Division of Administrative Services is responsible for an array of resource and operation supportive functions including contract management, budget, accounting, procurement, property and insurance, financial analysis, and auditing.

The Division's Fiscal Branch is responsible for budgeting, ac-

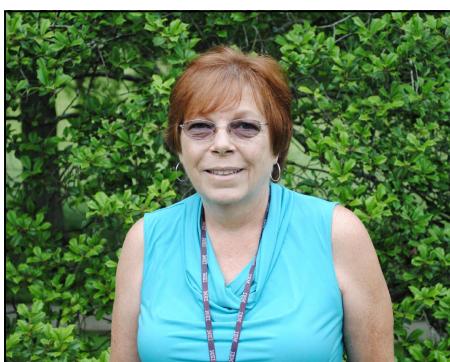
counting, financial analysis, auditing, and procurement functions for the department. For FY 2013, the procurement section managed and administered over 58 contracts for the department, including the Jail Substance Abuse Program contracts. The department's \$487M budget is managed through the director's Office in conjunction with the Fiscal Branch. In addition, Fiscal Branch and Administrative Services staff process and oversee financial records through the state's eMARS accounting system. Annual institutional cash and inmate account audits, as well as special financial investigations, are also handled through the Fiscal Branch.

The Department's property, assets and insurance are handled through the Property Section.

## Highlights

The Division of Administrative Services successfully implemented the FY13 Budget while actively ensuring funds were available to sustain the operational requirements of the department.

Administrative Services continued to provide resource support to the department and staff in a vast array of services including budget, financial management, accounting, procurement and internal financial audits. The division processes thousands of accounts payable, accounts receivable and procurement documents annually, including travel vouchers for over 700 probation and parole staff. In addition, staff



*Pat Sudduth, Branch Manager  
Fiscal Branch*



*Hilarye Dailey, Asst. Director  
Administrative Services Division*

processed over \$1.3M in drug testing fee receipts. Thirteen new contracts were issued by the procurement section for Community Mental Health Centers to provide outpatient substance abuse treatment to parolees and assisted the Division of Health Services with issuing RFP's for medical services, dental services and pharmaceuticals.

Substantial savings to the Commonwealth and department were achieved by continuing to submit eligible inmate medical expenses to Medicaid. Annual savings in the range of \$4M - \$5M were estimated for each of the past two fiscal years. Medical claims and Medicaid submissions are now handled by the Division of Health Services.

The division completed all ACA file documentation in a timely manner which contributed to the department's 100% score on its initial ACA audit. In addition, staff drafted new financial policies and revised current policies to meet ACA requirements. Brian McGuire, Property Section supervisor, was instrumental in ensuring all fire safety and chemical standards were met.

## Division of Administrative Services

The division completed the 2014-16 biennial budget request with minimal overtime and met the statutory deadline despite delays in receiving consensus population projections.

Travel expenditures were reduced through a new process of conducting internal audits. Rather than incurring expenditures for travel to each institution on annual basis for cash audits, each institution scans all documentation into a network folder so that Administrative Services staff can

complete the audits without travelling to each location.

A CrimCast course on procurement and cited authority was developed in conjunction with the Division of Correctional Training. All fiscal managers and Administrative Services staff are required to complete the course on an annual basis.

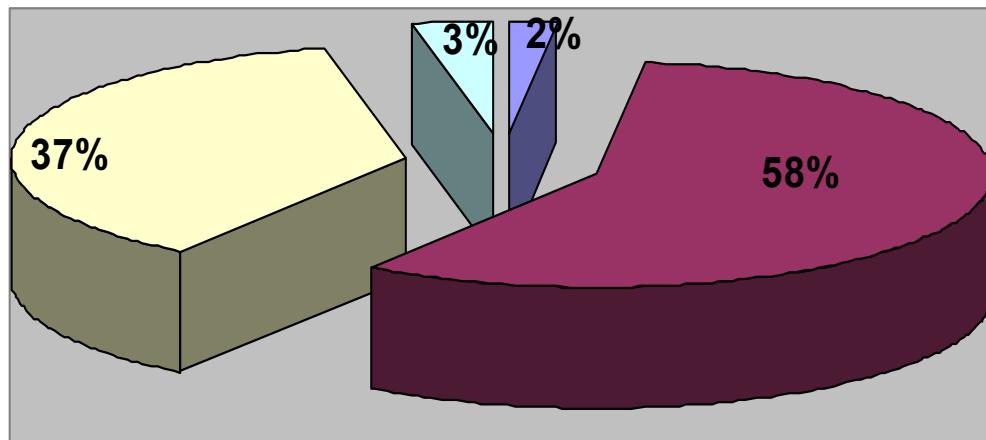
Nikki James received the Deputy Commissioner of Support Services award and Brian McGuire received a Commissioner's

Award during the department's annual awards banquet.

The division's workload has continued to expand while staffing has decreased. The division averages a filled complement of 19 positions – 4 positions less than it averaged in 2005.

The Division conducted two Fiscal Managers' meetings which included tours of Bell County Forestry Camp, Blackburn Correctional Complex and Northpoint Training Center.

<b>2013 Budget</b>	<b>CORRECTIONS MANAGEMENT</b>	<b>ADULT INSTITUTIONS</b>	<b>COMMUNITY SERVICES</b>	<b>LOCAL JAIL ALLOTMENT</b>	<b>TOTAL</b>
Personnel	\$ 8,606,900.00	\$ 183,198,400.00	\$ 40,510,800.00	\$ 44,400.00	\$ 232,360,500.00
Operating	\$ 1,007,600.00	\$ 47,370,000.00	\$ 5,432,500.00	\$ 437,300.00	\$ 54,247,400.00
Care/Support		\$ 55,725,800.00	\$ 136,506,000.00	\$ 16,482,200.00	\$ 208,714,000.00
Debt Services	\$ -	\$ 120,500.00			
Capital Outlay	\$ -	\$ 1,251,001.42			\$ 1,251,001.42
<b>TOTAL</b>	<b>\$ 9,614,500.00</b>	<b>\$ 287,665,701.42</b>	<b>\$ 182,449,300.00</b>	<b>\$ 16,963,900.00</b>	<b>\$ 496,572,901.42</b>



CORRECTIONS MANAGEMENT

ADULT INSTITUTIONS

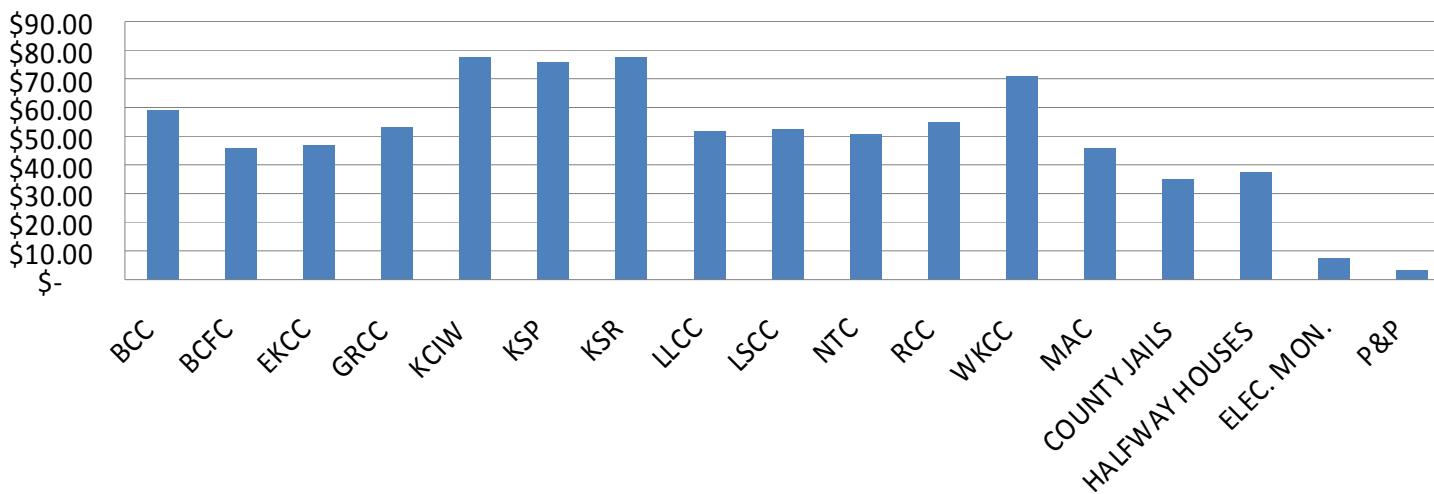
COMMUNITY SERVICES

LOCAL JAIL ALLOTMENT

## FY 2013 Cost to Incarcerate

Kentucky DOC FY 2013 Cost to Incarcerate (CTI)	*CTI Per Day	*CTI Per Annum	**Per Diem Male	**Per Diem Female
<u>Kentucky DOC Adult Institutions</u>				
BCC	\$ 59.49	\$ 21,715.28		
BCFC	\$ 45.68	\$ 16,674.46		
EKCC	\$ 46.61	\$ 17,010.89		
GRCC	\$ 53.48	\$ 19,518.99		
KCIW	\$ 77.29	\$ 28,212.01		
KSP	\$ 76.22	\$ 27,818.80		
KSR	\$ 77.50	\$ 28,289.01		
LLCC	\$ 52.04	\$ 18,993.87		
LSCC	\$ 52.25	\$ 19,071.26		
NTC	\$ 50.64	\$ 18,483.19		
RCC	\$ 54.93	\$ 20,047.95		
WKCC	\$ 70.55	\$ 25,749.26		
<u>Private Prisons</u>				
MAC	\$ 46.11	\$ 16,828.94		
Marion Adjustment Center (Medium)	\$ 44.60	\$ 16,279.72	\$ 47.98	\$ -
Marion Adjustment Center (Minimum)	\$ 45.52	\$ 16,616.37	\$ 37.99	\$ -
<u>Other Averages</u>				
Total State Facility Average Cost	\$ 59.72	\$ 21,798.75		
Private Prison Average	\$ 46.11	\$ 16,828.94		
Total Adult Institutions Average Cost	\$ 59.31	\$ 21,648.56		
Total State Inmate Average Cost	\$ 49.37	\$ 18,021.45		
COUNTY JAILS	\$ 34.59	\$ 12,625.94	\$ 31.34	\$ 31.34
County Jails with SAP (State Inmates)	\$ 43.59	\$ 15,910.94	\$ 40.34	\$ 40.34
HALFWAY HOUSES	\$ 37.32	\$ 13,621.64	\$ 31.61	\$ 32.64
***Halfway Houses - Probationer/Parolee Beds & Recovery Ky.	\$ 30.66	\$ 11,189.42	\$ 27.62/\$31.61	\$ 27.62/\$32.64
ELEC. MON.	\$ 7.25	\$ 2,646.91		
P&P	\$ 3.04	\$ 1,108.99		
State Institution Average Female	\$ 73.92	\$ 26,980.64		
State Institution Average Medium non medical (male)	\$ 51.66	\$ 18,854.36		
State Institution Average Medical (male and female)	\$ 71.43	\$ 26,072.10		
Average Medical Cost per Inmate, Adult Institutions	\$ 11.31	\$ 4,128.12		
Average Substance Abuse Cost per Inmate, Institutions & Jails	\$ 5.07	\$ 1,850.66		

## FY2013 COST TO INCARCERATE



# Contract Management Branch

## Contract Branch Manager Eric Buckley

Office of Grants  
Melissa Harrod  
Procurement Office  
Julie Brewer



*Eric Buckley, Branch Manager  
Contract Management*

### Contract Management

The Contract Management Branch is responsible for overseeing the 25 community service centers that house state inmates, probationers, and parolees.

This oversight includes auditing and processing per diem payments for an Average Daily Population (ADP) of approximately 631 inmates and 1,205 probationers/parolees; auditing and processing of inmate state pay and drug testing.

The Branch audits and processes per diem payments for the 10 Recovery Kentucky centers that house up to 600 male/female parolees and probationers in need of substance abuse programming. The Branch also audited and processed per diem payments for the Marion Adjustment Center (MAC) prior to the termination of

this contract in September 2013. MAC had an average daily population of 821 minimum and medium custody male inmates.

Also under supervision of the Contract Management Branch is: The Office of Grants, The Procurement Office and Community Corrections Grants.

### Office of Grants

The Office of Grants is responsible for the managing of the Department's Federal grants, including the application process.

The Grants Internal Policy Analyst, Melissa Harrod, is responsible for exploring grant opportunities with federal agencies, state agencies, and private foundations. Harrod is also responsible for complete grant management from development, application submission to ongoing financial and programmatic reporting. She reviews potential grants and coordinates grant plans with various outside agencies, including non-profit service organizations, research institutions, and other interested parties.



*Melissa Harrod, Office of Grants*

### Procurement Office

The Procurement Office is responsible for processing Request



*Julie Brewer, Procurement Office*

for Proposals, Personal Service Contracts, Sole Service Contracts, and all purchasing procedures for the Department of Corrections.

### Community Corrections Grants

Community Corrections Grants are responsible for the oversight of grants awarded by the Department that provide alternatives to offender supervision based in a community setting. This includes grantee budget and programmatic compliance.

The Division of Local Facilities had provided oversight of the Community Corrections grants since 2005; however, as the grant awards continued to increase and the programs became more complex, the need for more DOC involvement became apparent. At the end of FY 2012, the Contract Management Branch assumed full oversight of the Community Corrections grants program.

There are currently a total of eleven programs funded for the 2013 – 2014 grant period.

*Note: Please refer to list of currently funded Community Corrections Programs on the following page.*

## Contract Management Branch

### Currently Funded Community Corrections Grants

9th Judicial Circuit-Communicare

Counties: Hardin

Grant Award: \$90,494

Program Offered: Mental Health Court

16<sup>th</sup> Judicial District

Counties: Kenton

Grant Award: \$195,052

Programs Offered: Electronic Monitoring

16<sup>th</sup> Judicial District-Transitions, Inc.

Counties: Kenton

Grant Award: \$42,900

Programs Offered: Intensive outpatient substance abuse counseling and employment readiness classes.

24<sup>th</sup> Judicial District

Counties: Johnson, Lawrence & Martin

Grant Award: \$86,780

Programs Offered: Electronic Monitoring, Drug Testing, Substance Abuse Treatment and Counseling, Educational Services

36<sup>th</sup> Judicial District

Counties: Knott & Magoffin

Grant Award: \$81,000

Programs Offered: Case Management, Drug Testing, Educational Groups, Counseling Services, GED, AA/NA

49<sup>th</sup> Judicial District

Counties: Allen & Simpson

Grant Award: \$50,263

Programs Offered: Electronic Monitoring

51<sup>st</sup> Judicial Circuit-Involvement, Inc.

Counties: Henderson

Grant Award: \$10,000

Programs Offered: Electronic Monitoring, Restitution Monitoring, Drug Court, Drug Testing, Community Service

Administrative Office of the Courts

SMART Program

Counties: Allen, Anderson, Green, Jefferson, Lincoln, Marion, Pike, Pulaski, Rockcastle, Shelby, Simpson, Spencer, Taylor and Washington

Grant Award: \$118,460

Programs Offered: Intensive probation supervision and monitoring for compliance of treatment, mental health assessments and treatment, life skills counseling, employment and educational counseling, incentives and sanctions, frequent and random drug screens and required attendance at self help/support groups.

Chrysalis House

Counties: All 120 Counties

Grant Award: \$4,500

Programs Offered: Drug and Alcohol Screens

Marion County Detention Center

Counties: All 120 Counties

Grant Award: \$64,300

Programs Offered: Moral Reconation Therapy (MRT), InsideOut Dad and New Directions.

Northern Kentucky Regional Mental Health Court

Counties: Boone, Campbell and Kenton

Grant Award: \$203,575

Programs Offered: Mental Health Court

# Division of Parole and Victim Services

## Division of Parole and Victim Services

Internal Policy Analyst IV  
Melissa Chandler

Administrative Law Judges  
Nancy Barber  
Eric Bates  
Kimberly Morris



*Melissa Chandler  
Internal Policy Analyst*

## Overview

The Division of Parole and Victim Services is responsible for completing all administrative duties of the Parole Board as determined by policies, statutes and regulations. The division consists of four sections: Victim Services, Support Services, Risk Assessment, and Revocation.

Victim Services staff are supervised by the Department's Communications Director, Lisa Lamb. These staff members are responsible for victim and prosecutor notification regarding parole as required by statute. They coordinate victim impact hearings, notify victims per KRS 439.340, respond to concerns/questions from victims, process victim impact statements, and provide hearing outcomes to victims.

The Support Services section handles incoming calls and correspondence, performs clerical support during parole hearings, enters the Parole Board's decisions, provides administrative support to the Parole Board members and maintains the parole eligibility lists.

The Risk Assessment section is responsible for compiling Parole Guidelines Risk and Need Assessments as required by KRS 439.331. This is an objective and validated tool used by the Parole Board since 2003 when making release decisions.

The Revocation Section consists of administrative staff as well as hearing officers known as Administrative Law Judges. The administrative staff issue and process supervision revocation warrants, provide administrative support to the hearing officers, process preliminary hearing decisions, schedule hearings, and prepare parole violator packets for the Parole Board to use during the final parole revocation hearings.

Administrative Law Judges conduct preliminary revocation hearings, which are proceedings to determine if probable cause exists that a parolee has possibly violated the terms and conditions of their parole supervision.

In 2013, the Division of Parole and Victims Services employed one Internal Policy Analyst IV, three full-time Administrative Law Judges, one Corrections Program Administrator, three Internal Policy Analyst III's, four Administrative Specialist III's, two



*Administrative Law Judges  
Kimberly Morris (top),  
Eden Stephens (middle), and  
Daniel Schulman (bottom)*

Parole Board Specialist II's, and five Parole Board Specialist I's.

## Highlights

In 2013, this division handled an increase in the Parole Board's caseload, participated in the ACA accreditation process for the Department of Corrections' Central Office, continued their efforts in implementing House Bill 463, and began to explore using video conferencing for preliminary hearings conducted by the Administrative Law Judges.

# Division of Corrections Training

## Director

**Chris Kleymeyer**

Regional Branch Managers

Central Region  
Steve Faulkner

Eastern Region  
Glenn Hance

Western Region  
Donnie Youngblood

## Corrections Training Division

The Division of Corrections Training (DCT) is charged with planning, coordinating and conducting training for adult institutions, probation and parole, jailers and DOC Central Office.

The DCT develops the majority of the new employee and continuing training curriculum for correctional officers, uniformed supervisors and non-security staff of the 12 adult institutions, the probation and parole officers and staff of the 20 Probation and Parole Districts and annual training for the elected jailers and their staff within all 120 counties of Kentucky.

## Training: Correctional Officers

A new correctional officer is required to complete the Corrections Officer Basic Course (COBC) by attending New Employee Orientation (NEO) training at the hiring institution. The Institutional Training Coordinator (ITC) oversees the NEO instruction and the Phase I portion of the

COBC. The Phase I portion of COBC is equivalent to 40 hours of classroom training delivered by Computer Based Training (CBT) within the institution's computer lab. After completing the NEO and Phase I of COBC at the hiring institution, the trainee will complete Phase II of the COBC at one of the three training centers. Upon completion of NEO, Phase I and Phase II of COBC, the new correctional officer returns to the hiring institution for the remainder of their eight month probation period. Upon return to their institution the newly trained correctional officer will receive an additional 40 hours of Officer In-Service training annually.

All non-security staff attends the number of training hours dictated by the requirements of ACA accreditation. During 2013 training Corrections Policy and Procedures were revised and accreditation requirements were addressed.

## Training: P&P Officers

A new probation and parole officer completes the Probation and Parole Officer Basic Course (P & PBC) by attending New Employee Orientation at the hiring Probation and Parole Office. The assistant district supervisor oversees the NEO and Phase I of the P&PBC. The Phase I portion of the P&PBC is equivalent to 40 hours of classroom instruction delivered by CBT. After completing the NEO and Phase I of the P&PBC, the new officer completes Phase II of the P&PBC at the Central Region Training Cen-



*Chris Kleymeyer, Director  
Division of Corrections Training*

ter. Phase II of the P&PBC consists of 120 hours of classroom training. Upon completion of the NEO, Phase I and Phase II of the P&PBC, the new officer returns to the assigned probation and parole office to complete the one year probation period. The newly trained probation and parole officer will receive an additional 40 hours of probation and parole in-service training annually.

## Training: Central Office Staff

The Department of Corrections gained ACA accreditation for the central office staff in 2013. Central office staff had previously been exempt from training requirements. The departments training policy CPP 4.9 was developed to include central office staff in the training process. For 2013 there was a 16 hour CBT bundle created for central office support staff.

## Training: County Jailers

Currently, Kentucky Revised Statutes require the Department of Corrections to provide, at no

## Division of Corrections Training

cost to the jailers, a minimum of 40 hours of annual training for elected jailers and 16 hours of annual training for their staff. The DCT develops an annual curriculum in cooperation with a curriculum committee appointed by the Kentucky Jailers' Association. The DCT provides the deputy jailer curriculum to county jails for delivery by members of the jailer's staff, who have been trained by the DCT, to act as adjunct instructors. DCT staff from the three regional training centers also conduct annual deputy jailer training throughout the state at locations requested by the Kentucky jailers. The deputy jailer CBT curriculum is available for any jail staff that needs the training in addition to, or in lieu of, classroom training. The elected/appointed jailers meet the majority of their 40 hour annual training requirements by attending one or both of the annual Kentucky Jailer's Association Conferences. The DCT conducts a 40 hour training session for each newly elected jailer each election cycle prior to them assuming their new position.

### Regional Training Centers

The Central Region Training Center (CRTA) provides staff instruction to six adult institutions: Kentucky State Reformatory, Roederer Correctional Complex, Luther Luckett Correctional Complex, Kentucky Correctional Institution for Women, Northpoint Training Center and Blackburn Correctional Complex; twelve Probation and Parole Districts: Districts 4, 5, 6, 7, 9, 12, 14, 16, 17, 18, 19 and 20; and the

elected jailers and their staff in 56 counties.

The Eastern Region Training Center (ERTC) provides staff instruction to three adult institutions: Little Sandy Correctional Complex, Eastern Kentucky Correctional Complex and Bell County Forestry Camp; four Probation and Parole Districts: Districts 8, 10, 11 and 15; and the elected jailers and their staff in 29 counties.

The Western Region Training Center (WRTC) provides staff instruction to three adult institutions: Western Kentucky Correctional Complex, Kentucky State Penitentiary and Green River Correctional Complex; four Probation and Parole Districts: Districts 1, 2, 3 and 13; and the elected jailers and their staff in 36 counties.

### Curriculum Development Branch

The Curriculum Development Branch is located within the CRTA. They are responsible for management of the curriculum development process for adult institutions, probation and parole, jails and computer based training (CBT) modules, the archiving of all departmental curriculums and the daily administration of the Department of Corrections Learning Management System (LMS). They are also responsible for managing the ACA Files for the division.

The Curriculum Development Branch also manages the department's Learning Management



*Mary Godfrey, New Director  
Division of Corrections Training  
(Effective November 2013)*

System CRIMCAST, which also serves as DOC's Training Records System.

### Highlights

Deputy Commissioner Jim Erwin formed a supervision team for curriculum research and development. Danny Norris headed up this team to provide new curriculum for the 2014 adult institutions in-service. The team not only provided in-service curriculum but also computer based training modules and the option to use this training for pre-service (Basic) training. This team utilized training staff from all of the regional training centers and institutional training coordinators who provided program content for the developing lesson plans. All of the staff maintained their own work load while working on this project.

On November 12, 2013, Chris Kleymeyer was named the new Director of Operations. Mary Godfrey was subsequently named as the new Director of the Division of Corrections Training.

# Division of Probation and Parole

## Director

**Tim Carman**

### Assistant Director

Michael Bolcas

## Branch Managers

Central Region - Becky Carter

Eastern Region - Mark Davidson

Western Region - Renee Maness

Northern Region - Gary Barnes

jail based inmates, including Class D programs and community custody programs. Additionally, the Division provides supervision services to over 1,690 offenders in 23 halfway house facilities and ten Recovery Kentucky treatment programs.



*Tim Carman, Director  
Division of Probation and Parole*

In addition to supervision, Probation and Parole Officers provide investigative services to the courts and Parole Board, rehabilitation services to offenders, and assistance in employment and home placement. Various duties include court appearances and testimony, reports to the releasing authorities, home visits, drug and alcohol testing, transportation of offenders, referral of offenders to appropriate resources, and monitoring payment of fees, restitution, and community service.

The Division is also responsible for the administration of the Interstate Compact which transfers cases between states and the placement office which assists incarcerated offenders with proper home placements. In 2013, the Interstate Compact processed 1,818 transfer requests from other states to Kentucky and 2,523 transfer requests from Kentucky to other states. Kentucky currently supervises 2,638 offenders for other states.

In accordance with KRS 17.170 and in conjunction with the Kentucky State Police, Probation and Parole is required to complete DNA testing of all convicted felony offenders. Per investigation by the Office of the Inspector General, as of 2013, 23% of felony admissions to the Depart-

ment did not have DNA samples on record with KSP. Increased collections resulted in 25,820 completed DNA collections submitted to the Kentucky State Policy database in 2013. The Division also processes Civil Rights Restoration requests submitted by ex-offenders. In 2013, the Division received 1,139 applications and 1,058 applicants were granted restoration. Probation & Parole completed 14,743 parole plan investigations in 2013.

With the number of offenders increasing, the Department continues its focus on re-entry efforts. Focused supervision has had a direct affect on caseload numbers, with a regular caseload average of 80.72 at the end of 2013, a three point decrease from



*Michael Bolcas, Asst. Director  
Division of Probation and Parole*

## Division of Probation and Parole

the previous year. With additional staffing and the use of risk level supervision, the caseload average has steadily decreased from 94:1 in April 2011, even with an increase of 3,876 offenders on supervision. The regular caseload average does not include specialized caseloads such as sex offenders, absconders, low risk offenders, or offenders in specialized halfway houses or treatment programs.

The Division has held a specific focus on the increasing number of sex offenders coming under supervision. Thirty-six officers statewide specialize in sex offender supervision. As of December 2013, the Division supervised 1,794 sex offenders, with a caseload average of 49.83.

One of the main focuses for the Division is the assessment and case planning for offenders under supervision. In 2013, the Division completed 30,792 LS/CMI risk/needs assessments.

To effectively manage time and resources, the Division has also implemented specialized caseloads for low risk offenders, allowing staff to focus on offenders at a higher risk to recidivate. As of the end of 2013, the Division supervised 3,699 administrative offenders and 9,609 low risk offenders. In an effort to more adequately address offender needs, the Division also continues to seek other sentencing alternatives such as electronic monitoring, home incarceration and placements in residential treatment programs and drug courts.

The supervision of offenders provided by the Division saves the citizens of Kentucky \$56.68 per offender, per day (\$3.04 cost of community supervision vs. \$59.72 average cost of incarceration). Offenders on supervision are required to obtain and maintain full-time employment as a condition of their release, thus adding intangible benefits to the economy of Kentucky. Offenders may also be required to pay towards the cost of supervision and make restitution to their victims. During 2013 offenders paid in excess of \$2.6 million in supervision fees. The Department also collected over \$968,000 in drug testing fees to deflect the costs of drug testing. Probationers and parolees also paid over \$6.6 million in restitution in addition to completing over 31,373 hours of community service work.

The Division continues to work toward the Department's goal of successful re-entry of offenders. The Re-Entry Branch has established four Re-Entry Coordinator positions in Jefferson County to work with high risk offenders upon release. Statewide 85 Re-Entry Liaisons covering every Probation & Parole district work with offenders on re-entry initiatives.

Probation & Parole also works with ten community Re-Entry Councils statewide: Louisville, Lexington, London, Elizabethtown, Bowling Green, Morehead, Pikeville, Paducah, Owensboro, and Northern Kentucky.

Statewide, supervision districts conduct a parolee PORTAL to Success re-entry program (Parolee Orientation, Rehabilitation, Training, Assimilation Lesson Plan to Success). PORTAL includes instruction in the areas of parenting, financial issues, health and wellness, relationship issues, housing issues, employment/career workshops, as well as stress and anger management. As of November 2013, 1,010 parolees have graduated from the program and 77 parolees are currently enrolled in over 9 PORTAL programs across the state. In 2014, the PORTAL curriculum will be integrated into the New Directions program. New Directions is a barriers program that addresses issues surrounding housing, employment, transportation, money management, and parenting. New Directions has already been implemented in Louisville, with planned implementation across the state in 2014.

In 2011, Kentucky began five pilot SMART programs, a court intervention for immediate and graduated responses to probation violations based on the Hawaii Hope model. These pilot programs are located in Pike, Lincoln/Pulaski/Rockcastle, Shelby/Anderson/Spencer, Allen/Simpson, Green/Taylor/Marion/Washington, & Jefferson counties. As of November 2013, there are 285 total participants. Analysis of the SMART program by the Administrative Office of the Courts reports that 14% of the SMART participants were revoked in 2012-2013, however, SMART participants were much

## Division of Probation and Parole Population Data

### Kentucky Probation & Parole Supervision Districts



less apt to have drug related violations or new criminal charges. SMART participants were almost twice as likely to be lodged in jail for violations, but spent significantly less time in custody than other probationers.

The Division of Probation and Parole continues to implement evidence based programs for the field of community corrections. In February 2013, the Division had their first graduation for a parenting program for fathers called 24/7 Dads. This program is currently being piloted in four districts in the Western & Central Kentucky areas.

In 2013, Probation & Parole implemented Moral Reconation Therapy, a cognitive based program that examines the psychological component of offender's behavior. The program, active in Jefferson County and northern

Kentucky, held their first graduation in September 2013. Thinking for a Change is a cognitive based program that restructures an offender's way of thinking. This program is provided to offenders in five districts across western & central Kentucky areas. Six rural Kentucky districts utilize the Carey Guides, a workbook program with offenders focusing on case management interventions.

Also, in May 2013, the Division conducted training for staff in a strategic approach to interventions with offenders, called Effective Practices in Community Supervision (EPICS). The components of EPICS surround communication with the offender, review of their skills and problem areas, intervention in problematic behavior and experiences, and homework and behavioral rehearsal of new skills through role play.

Probation & Parole Districts are involved with a number of community stakeholders statewide to provide services to offenders. Additional community partnerships throughout Kentucky include: Recovery Kentucky Centers, Dismas Charities, The Healing Place, The Hope Center, The Louisville Change Center, and the Salvation Army. In Louisville, Probation & Parole staff members are also involved with the Louisville Metro Police Department's Violent Crimes Task Force, and Metro Crime Commission meetings. In the Lexington area, officers work with Bluegrass Families of the Incarcerated, Project Safe Neighborhood, and the Bluegrass Domestic Violence Prevention Board. In Eastern Kentucky, Bell County Probation and Parole works with the Lighthouse Mission Career Training Center, a program offering vocational classes to at-risk

## Division of Probation and Parole

youth and adults. Northern Kentucky and Hardin County started the state's first mental health courts. Probation & Parole officers meet regularly with mental health court case managers to assist with treatment, housing, home visits, and monitoring of medication.

The Division of Probation & Parole partners with U.S. Marshals to form Fugitive Task Forces in the Louisville, Lexington, & Newport areas. The Division operates a program to locate absconders, assisted by the U.S. Marshals Task Force and local law enforcement agencies. Since its inception in 2012, the Capturing Absconders Proactively (CAP) program has yielded 92 absconder arrests.

Probation & Parole engages in research projects and utilizes interns and community volunteers. Additionally, Probation & Parole officers participate in offender education programs, career days and school education programs, employer trainings, and job fairs.

The Public Safety and Accountability Act of 2011 (HB 463) authorized the release of offenders under post-incarceration supervision and mandatory re-entry supervision.

Throughout 2013, 2,858 offenders were released to mandatory re-entry supervision, with an additional 23 offenders released on post-incarceration supervision and 9,376 offenders released on parole. The Division currently supervises 1,374 offenders on mandatory re-entry supervision,

479 offenders on sex offender post-incarceration supervision, and 16 offenders under post-incarceration supervision. In partnership with Jefferson County District Court, 211 offenders are supervised under a Misdemeanor Intensive Supervision Program.

The legislation also structured graduated sanctions for probation violators and early termination from supervision for compliant probationers. In 2013, 434 probationers were granted early termination by the court, bringing the total number of offenders released on early termination under the new legislation to 1,007.

### Highlights

The Division has expanded to meet the demand of new legislation and a larger supervised population, adding 158 positions since 2011, a 24% increase in staff. Throughout 2013, 106 new staff members attended Probation & Parole Basic Academy.

The Division underwent their second ACA re-accreditation audit in October 2012 and received their accreditation certificate in January 2013, with a 99% compliance score.

In addition to their service to the Commonwealth, many employees within the Division of Probation and Parole lend their talents to volunteer organizations in their respective communities. Probation and Parole employees are active supporters of Kentucky Special Olympics, Susan G. Ko-



*Roberto Rodriguez, New Director  
Division of Probation and Parole*

men Race for a Cure, American Cancer Society Relay for Life, Kentucky Employee Charitable Campaign, Project Warm, Shop with a Cop, the Children's Advocacy Center, and the Crusade for Children.

On September 16, 2013, following the retirement of Tim Carmen, Roberto Rodriguez was named as the new Director of the Division of Probation and Parole.

On October 1, 2013, following the retirement of Michael Bolcas, Cortney Shewmaker was named the new Assistant Director of the Division of Probation and Parole.

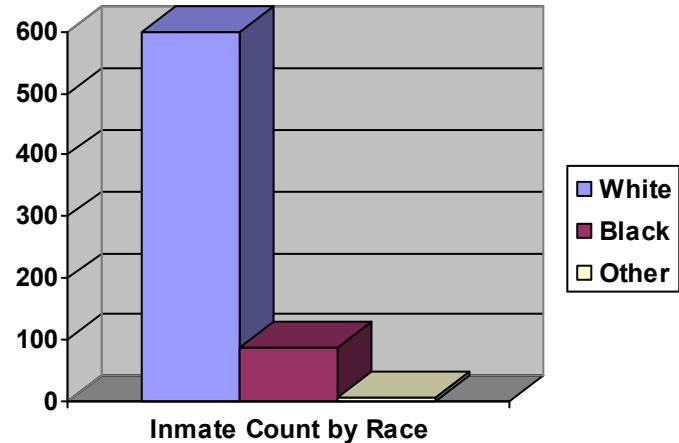


*Cortney Shewmaker,  
New Assistant Director  
Division of Probation and Parole*

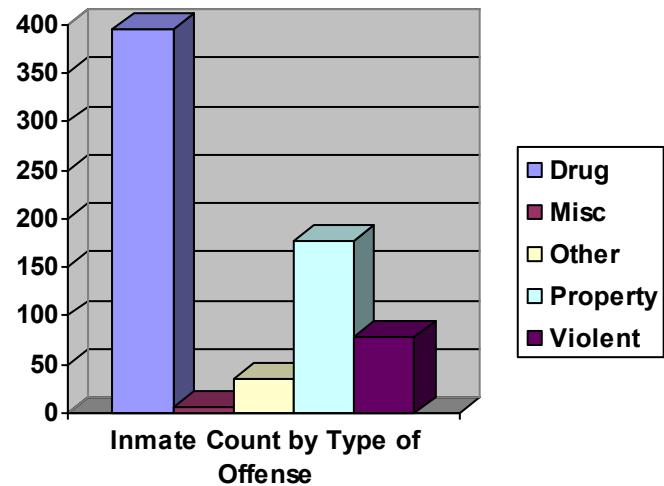
## Halfway Houses

# 2013 Demographic Data

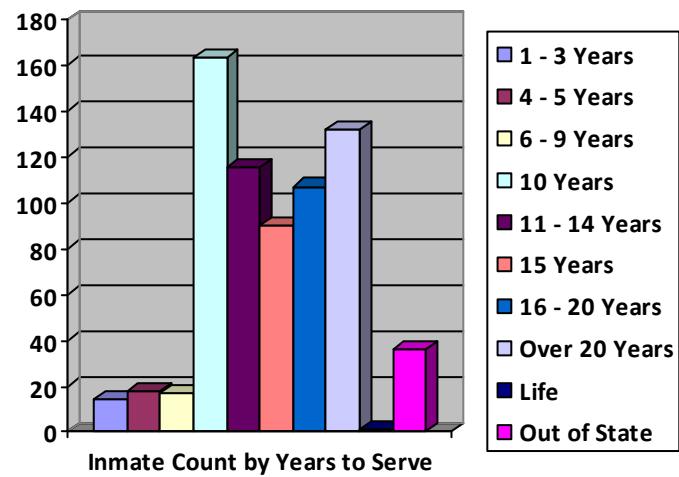
RACE	COUNT	PERCENTAGE
White	600	86.58%
Black	87	12.55%
Other	6	0.87%
Total	693	100.00%



TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	395	57.00%
Misc	6	0.87%
Other	36	5.19%
Property	178	25.69%
Violent	78	11.26%
Total	693	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	14	2.02%
4 - 5 Years	18	2.60%
6 - 9 Years	17	2.45%
10 Years	163	23.52%
11 - 14 Years	115	16.59%
15 Years	90	12.99%
16 - 20 Years	107	15.44%
Over 20 Years	132	19.05%
Life	1	0.14%
Out of State	36	5.19%
Total	693	100.00%



# Office of Adult Institutions

## Deputy Commissioner James Erwin

Executive Secretary

Valerie Moore

Director of Operations

Chris Kleymeyer

PREA Coordinator

Bryan Henson

Capital Construction

Gunvant Shah

Education Branch

Martha Slemp

Food Services

Susan Williams

Policy Analyst-Programs

Debbie Kays

Professional Standards

Jon Collett

Harley Allen

Policies and Procedures

Meredith Sanford

Office of Research

Ruth Edwards

Kentucky Correctional Industries

Fred Siegelman

Health Services Division

Cookie Crews

Dr. Doug Crall

Substance Abuse Program

Kevin Pangburn



*James Erwin  
Deputy Commissioner  
Office of Adult Institutions*

gram are to assist all DOC facilities to develop and implement policy and practice as each facility works toward compliance with the National PREA standards as set forth by the United States Department of Justice.

The Prison Rape Elimination Act was signed into law on September 4, 2003 to address the detection, prevention, reduction and prosecution of sexual harassment and abuse in all correctional facilities in the country.

Since the creation of the Department's PREA Coordinator position in November of 2012, we have accomplished several tasks as we move toward compliance of the PREA Standards. Some examples include PREA training for all staff, contractors and volunteers. We have made revisions to multiple policies to better guide our staff and offenders regarding incidents of sexual abuse, established a PREA Compliance Manager at each prison and established and implemented both an Internal and External PREA Hotline to ensure multiple ways to report incidents of sexual abuse and sexual harassment. The Department has entered into a Memorandum of Understanding with the Kentucky Association of Sexual Assault Programs (KASAP) to provide offenders with necessary victim support services. We have also trained PREA investigators across the state to include PREA Investigators within the county jail facilities and have several projects that are on-going as we continue working toward compliance.

The Kentucky Department of Correction's continuing goal through this compliance process is to prevent, detect, report and investigate in order to mandate zero tolerance toward all forms of sexual abuse and sexual harassment of offenders within the Department's facilities.

## Capital Construction

The Capital Construction Management Branch (CCMB) manages construction and maintenance activity of 627 DOC build-



*Bryan Henson,  
Statewide PREA Coordinator*

## Statewide PREA Coordinator

The Prison Rape Elimination Act (PREA) Program consists of The Department's PREA Coordinator and one Program Coordinator. The responsibilities of the pro-

## Operations and Program Services



*Gunvant Shah  
Capital Construction Branch*

ings, with a total occupied area of 4.4 million square feet and oversees funds allotted for capital construction and equipment purchases appropriated by the General Assembly for the Department of Correction's 12 penal institutions.

The staff consists of seven employees, including a registered engineer, a registered architect, three project managers, an internal policy analyst and an administrative assistant.

Each member of this staff plays a vital role in each project all the way from inception through completion. CCMB also establishes and coordinates seminars for Arc Flash training; OSHA regulations; building code compliance; heating-ventilation, and air conditioning regulation training for all DOC maintenance staff.

The CCMB began 2013 with 106 projects with allotments totaling \$139,330,153 and ended with 118 projects with allotments totaling \$142,457,291. This increase is an accumulation of funds from Miscellaneous Maintenance Pool and Operational funds. These totals

also represent projects carried forward from the previous biennium that are currently still active.

The Legislature appropriated \$2,750,000 for calendar year 2013. CCMB opened 16 new projects and closed five.

CCMB is currently managing energy projects for seven DOC facilities that will result in energy savings of \$1,997,018 per year.

In addition to maintenance activities, this branch is responsible for designing small construction projects and provides assistance on OSHA & environmental matters; operational guidance on water and sewage plants; assists on lead and asbestos matters; troubleshoots engineering and maintenance problems and prepares EPA permits for boilers and emergency generators.

CCMB also prepares, coordinates and submits the six-year capital plan and the biennial capital budget request for the Department. These requests are facilitated through the effective communication and coordinated efforts with the Finance and Administration Cabinet, Facilities Management and the Governor's Office for Policy and Management.

Cost cutting, increasing work efficiency, total transparency and work ethic have been the primary goal of CCMB. Using this method has saved an estimated \$859,105 by (1) training staff, (2) in-house projects design, (3) using inmate labor and (4) project

management control. Thus, CCMB has been able to effectively stretch the Miscellaneous Maintenance budget, enabling the completion of many needed projects that would not have been possible utilizing conventional contract methods.

### **Educational and Vocational Programs**



*Martha Slemp, Educational and Vocational Programs Branch*

The Corrections Education Branch complies with various State and Federal education requirements and partners with several outside agencies to bring Kentucky's offenders diverse programming.

Two areas of programming exist within the Corrections Education Branch. One is Adult Education, which is divided into three levels: literacy; adult basic education; and adult secondary education or GED.

The second area of programming includes Vocational/Technical Education. Specific program/trade areas that are encompassed within the Corrections Education Branch include the following:

## Operations and Program Services

Automotive Body/Collision repair; Automotive Technology; Cabling (copper-based & fiber optic); Carpentry/Cabinet-Making; VT Fundamentals (core/career readiness); Construction Management; Electrical Technology; Horticulture; Heating & Air Conditioning (HVAC); Masonry; MOS (Microsoft Office Specialist); Small Engine repair; and Welding. These 14 trade areas equate to 46 trade offerings throughout the 12 state institutions. Twenty of these 46 trade programs are offered during the evening hours.

During FY13, the Corrections Education Branch maintained all teaching positions. In addition, the Corrections Education Branch secured 5.5 new federally funded adult education positions through a grant.

Approximately 25% of the offender population is involved in educational programs with 568 offenders earning their GED certificates, 469 through day time programs and 99 from evening GED programs.

The National Center for Construction Education and Research (NCCER) curricula is used in the Carpentry/Cabinet-making, Electricity, Masonry, HVAC, Welding, and many components within the VT Fundamentals programs.

In FY13, offenders completed 6,017 NCCER modules. The National Occupational Certification Training Institute (NOCTI) provides the exit examination for non-construction trades including Auto Body/Collision repair,

Automotive Technology, Horticulture, and Small Engine Repair. At the close of FY13, the branch had 60 students pass the exit examination with most exceeding the national average in their trade.

The Federal and State Departments of Education strive for students to be college and career ready upon completion of high school; and in the world of Corrections, re-entry into society. The National Career Readiness Certificate (NCRC) is an industry-recognized, portable, evidence-based credential that certifies essential skills needed for workplace success.

The NCRC is aligned with ACT® and is emphasized as a career readiness tool that students participating in corrections education programs are required to pass. During the 2013 school year, the Corrections Education Branch awarded 924 NCRC Certificates.

The Microsoft Office Specialist (MOS) and Cabling/Networking certification programs are the result of a partnership the Department implemented with Eastern Kentucky University, Training Resource Center. There are a total of ten Microsoft Office programs and nine cabling/networking programs.

At present, the MOS program includes IC<sup>3</sup>, Microsoft Office Word, Excel, PowerPoint, and Outlook. Components of the Cabling/Networking program include Introduction to Telecommunications, Fiber-Optic Ca-

bling, Copper-Based Cabling and Connections to Business. As of June 30, 2013, a total of 1,388 DOC/EKU certifications were awarded; a 303% increase from FY12.

In addition to the diverse educational opportunities offered to the offender population, the Corrections Education Branch reaches out to involve the world of post-secondary education (PSE). Most correctional facilities provide PSE courses; however, the physical location of a few institutions prohibits face-to-face delivery methods. In lieu of the face-to-face PSE courses, the Department does support offenders taking correspondence courses.

With Common Core Standards and the national GED standards being raised, the Education Branch has been rapidly preparing all 12 facilities for the new test. Each facility has an approved GED test examiner, who has gone through more than 40 hours of professional development training. They had to demonstrate extensive mastery of the 1200 page manual in order to pass the 70-minute timed exam to become certified as a GED Test Administrator.

In FY13, KYAE recognized three schools for meeting or exceeding 100% of their GED goals as well as awarding six schools the 2013 “Program of Excellence” banners for achieving 85% or higher of their state-mandated enrollment goals and 54% or higher of state-mandated performance measure goals.

# Operations and Program Services



*Susan Williams  
Food Service Branch*

## Food Services

The goal of the Food Service Branch is to provide each inmate a wholesome and nutritious diet within a set budgetary allowance. Meals are prepared and served under strict sanitary conditions according to regulations set by the Kentucky Department for Health Services, as well as, the American Corrections Association standards, including food service and sanitation standards.

The Department maintains its partnership with Aramark Correctional Services (ACS) who operates the 12 state-run institutional food service areas. ACS provides expertise in food service operations, as well as, volume buying power which combine to create efficient and quality food service operations. The DOC oversees the operations to ensure all regulations are met and policies are followed.

Each institution follows a "Master Menu" planned by ACS dietitians in accordance with Recommended Daily Allowances as recognized by the National Academy of Science and approved by

the Department dietitian. Annual resident inmate surveys are conducted and the results of this survey, along with input from institutional personnel, are taken into consideration when revising the Master Menu and improving daily food service operations. Along with the menu surveys, ACS conducts waste management programs in each facility which aids not only in menu development but product specifications as well. Menus are revised mid-year and allow less favorable items to be removed and more popular items to be added.

Menu items are prepared for the main line with limited or no salt, limited seasonings, reduced frying with vegetable oils, and restricted fat or meat based seasonings. It is the goal of the Department to improve diet through healthy cooking on the main line. The long-term benefit being reduced medical costs for the inmate population.

Food Service also feeds one meal per shift to staff while on duty. The Department feels while this benefits staff morale; it also provides additional security in the dining rooms during the meal period.

The Food Services Branch continues to monitor all facilities closely by conducting inspections and monitoring the food service contract. The closer contract monitoring has made the vendor more responsive to the Department and has resulted in improved food service operations.

The Food Services Branch con-

tinues its partnership with the Capital Construction Branch to improve food service equipment efficiency and maintenance with reviews of equipment issues before decisions are made to repair or replace. This partnership has not only maintained costs in this area but saved the Commonwealth significant dollars by repairing equipment instead of purchasing new, whenever cost effective.

The inmate food service training program, In2Work (I2W), conducted by Aramark continues to grow and be successful. This program is an institutional inmate food service training program that provides inmates with food service instruction and practical work experience.

In 2013, the Department in conjunction with Aramark expanded this program to a second phase, consisting of a leadership program where inmates aid other inmates in preparing for skills tests and other hands-on skills learning under the supervision of the instructor.

Throughout both courses, inmates learn not only practical knowledge and its application but are taught interview skills, how to present themselves professionally and how to maintain a job.

This increased participation benefits both the inmates and the institutional food service operations by developing better trained inmate workers and improving the attitude of these workers in their assigned job roles.

# Operations and Program Services

Also in 2013, a pilot program was instituted where inmates participating in the I2W program manage and run a grill operation where inmates can come in, place an order and watch it being prepared. The payment system is set up similar to a debit card where inmates place money on a card and then spend it at the grill.

## Programs and Security Branch

The Operations and Programs Branch was reestablished in November 2013. The Branch operates under the direct supervision of the Director of Operations & Programs and is staffed with an Internal Affairs Supervisor, three Program Administrators, a Procedures Development Coordinator, and an Internal Policy Analyst III.

This Branch oversees evidence-based inmate programming within the 12 adult institutions. These programs are operated by both Department of Corrections (DOC) staff and contract facilitators. The oversight includes providing and reviewing quality assurance measures, ensuring contract compliance and coordinating facilitator training programs.

Included in the scope of responsibility are the following staple programs: Moral Reconation Therapy (MRT), Thinking for a Change, and Pathfinders which are cognitive, behavioral oriented programs, along with Inside Out Dads, a parenting program for male offenders. A female parenting program has been put in place at the Kentucky Correctional Institution for Women and the

Western Kentucky Correctional Complex. This program shows promise and is currently being studied for designation as an evidence-based program. A program to address the specific needs of our segregation population is currently being developed for future implementation. MRT, Thinking for a Change and Inside Out Dads (24/7 Dads) are in the process of being implemented for use in the continuum of care from the institutions to the community to include Probation and Parole.

Additionally, the Operations and Programs Branch provides oversight of religious programming throughout the state's adult institutions by monitoring compliance with DOC policies and the Departmental Religious Manual.

Another major responsibility of this branch is to provide oversight relating to the day to day security operations and extraordinary occurrences within the Department's 12 institutions. The Director is responsible to the Deputy Commissioner of Adult Institutions for the continual update of the departmental critical incident manuals and is responsible for the operation and maintenance of Central Office's Command Center. These operations are vital to a successful outcome in the event of a critical incident. A main function of this division is to train staff in Central Office and around the state on how to respond should a critical incident occur.

The Division is also responsible for the supervision of the Hostage Negotiation teams. The division

facilitates the planning and training of staff on how to respond in the event of a hostage situation to include the proper use of their institutional negotiation teams along with the institutional Corrections Emergency Response Teams.

## Professional Standards Unit (PSU)

The PSU provides departmental investigative services while offering expertise and assistance to DOC staff in the areas of telephone contracts and services, urinalysis testing, background checks and statistical analysis relating to institutional extraordinary occurrences.

The PSU also acts as a liaison with statewide law enforcement agencies and performs internal security audits of Kentucky Correctional Industries operations within the adult institutions. PSU is also responsible for meeting the policy and regulatory requirement for the department by completing bi-annual driver's history checks on each Department employee.

## Policies and Procedures

The Procedures Development Coordinator is responsible for the development, revision and procedural review of all DOC Correctional Policies and Procedures (CPP's).

A review of all Institutional Policies and Procedures (IPP's) is conducted annually and feedback is given as needed. This office also provides procedural process

# Operations and Program Services



*Meredith Sanford  
Policies and Procedures*

to Legal Services and the Legislative Research Commission (LRC).

In 2013, approximately ten new CPP's were created and 40 existing CPP's were revised to meet the American Correctional Association (ACA) standards for the Central Office ACA and Prison Rape Elimination Act Audits, both of which were conducted in 2013. Kentucky Correctional Industries also had 50 policies that were either created or revised to meet the requirements for their 2013 ACA audit. In addition to those changes, there were approximately 25 policies that were revised for needed and/or suggested changes during 2013.

There were also approximately 43 CPP's (LRC and Non LRC) that were approved, officially published as effective and placed on the DOC Website in 2013.

Three of the Adult Institution's - the Kentucky Correctional Institution for Women, the Kentucky State Penitentiary and the Roederer Correctional Complex Institutional Policies and Procedures were successfully reviewed and approved through the LRC.

The Kentucky Administrative Regulations (KAR) that were processed and became effective in 2013 included:

- 501 KAR 6:020-Corrections Policies and Procedures
- 501 KAR 6:020E-Corrections Policies and Procedures (Emergency Filing)
- 501 KAR 6:999-Corrections Secured Policies and Procedures

## Research and Planning

The Research Internal Policy Analyst serves as the Department's representative on the Justice & Public Safety Cabinet's legislative team, assists with federal reporting requirements, coordinates corrections-related research projects and serves as the central point of contact for the Office of Adult Institutions annual planning documents.

## 2013 Accomplishments

Accomplishments during the 30-day 2013 General Assembly include the following:

Drafted one bill of importance to the department as well as writing sixty-three impact statements for the 2013 session, and seventeen impact statements on pre-filed 2014 bills to be submitted to the Legislative Research Commission (LRC);

Helped coordinate DOC hosting of the June Interim Joint Committee on Judiciary at the Western Kentucky Correctional Complex.

Three federal reports were submitted for the year – *National*



*Ruth Edwards,  
Office of Research*

*Prisoner Statistics Population Movement (NPS-1B); Deaths in Custody Reporting Program (NPS-4); and Inmates Under Sentence of Death (NPS-8)* – as well as coordination of data collection for the *National Corrections Reporting Program (NCRP)*.

In 2013, fifteen cooperative research projects were processed, including an extensive review of HB463's mandatory release supervision provision conducted by the PEW Center on the States in cooperation with the Administrative Office of the Courts.

Staff attended a presentation of the final study at the American Society of Criminologists conference. Nineteen surveys, polls, and requests for data were addressed and seventy-six inmate letters were answered by this office. In addition, data collections were coordinated for the *2011 Sourcebook of Criminal Justice Statistics* and the *2012 Southern Legislative Conference Questionnaire*.

The Research Internal Policy Analyst also coordinates the submission of annual planning documents for adult institutions.

# Kentucky Correctional Industries

## Director

**Fred Siegelman**

### Assistant Director

Charles A. Wilkerson

### Fiscal Branch

Roger Korby

### Shipping / Warehouse

Neil Hille

### Farms Branch

Truman Tipton

### Graphic Arts

Cheri Kraus

### Sales / Marketing Branch

Vacant



*Fred Siegelman, Director  
Kentucky Correctional Industries*

## Overview

Kentucky Correctional Industries (KCI) comprises 23 industries in nine facilities within Kentucky's prison system in addition to four farm operations. It has been producing quality goods and services

for government agencies, private businesses and the citizens of the Commonwealth for over 50 years.

KCI currently employs approximately 770 inmate workers within the above mentioned 23 industries including up to 100 inmate workers on the farms as seasonal needs dictate.

Our products and services are designed and manufactured by skilled inmate craftsmen. Motivated men and women are voluntarily employed in jobs that develop marketable skills, responsibility and a positive work ethic.

The job opportunities provided through Correctional Industries are highly sought after by our inmate population due to their relatively high pay and learning opportunities.

KCI strives to provide a work environment that as closely as possible matches what would be available on the "outside". There is an interview process, pay increases based upon performance evaluations, a time clock to punch in and out and opportunities to work in a team environment.

As a result, Kentucky Correctional Industry products and services offered are of high quality and competitively priced. Consequently, our prisons are more effectively managed, society is delivered significantly less repeat offenders, and the tax dollars needed from the citizens of the Commonwealth are greatly reduced.



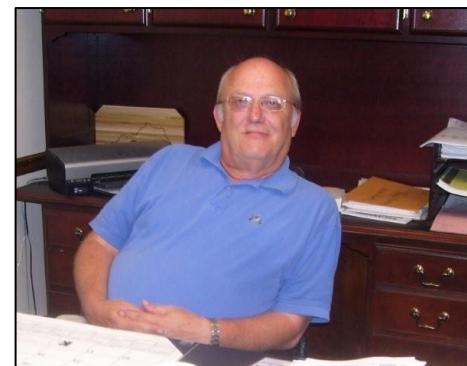
*Charles Wilkerson, Asst. Director  
Kentucky Correctional Industries*

## Fiscal

KCI reviewed and implemented changes to operating processes to improve its overall financial positions. These changes reduced operating costs as well as improved cash flow and customer service.

To reduce operating expenses, KCI re-negotiated its agreement with Xerox for printing equipment, which resulted in a savings of approximately \$35,000 per month.

The use of overtime was reviewed and reductions were made where appropriate.



*Roger Korby, Fiscal Branch  
Kentucky Correctional Industries*

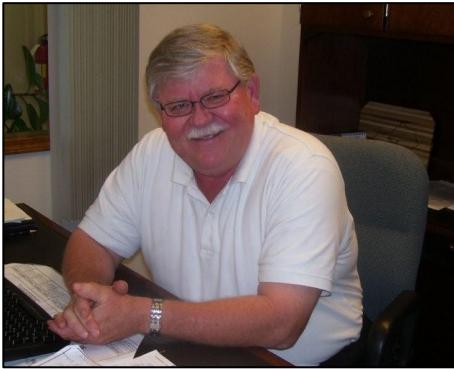
## Kentucky Correctional Industries

Shipping practices were reviewed and the use of a common carrier was implemented at the soap and garment plants.

This change resulted in saving overtime costs, fuel costs and repair costs as well as improving delivery times and increasing customer service.

KCI also negotiated cash advances from customers on large orders, which enabled us to pay vendors for raw materials in a more timely manner.

### Shipping / Warehouse



*Neil Hille, Shipping / Warehouse  
Kentucky Correctional Industries*

During 2013, the KCI warehouse became accustomed to and more proficient with the Global Plains accounting software and inventory controls. As a result, the warehouse has become much more organized.

The recent transfer of the KCI moving crew operation from BCC to the central warehouse has assisted in optimizing logistics functions throughout our system. Overall, logistics have become more professional and more organized than in the past.



*Truman Tipton, Farms Branch  
Kentucky Correctional Industries*

### Farms

The farm operations at NTC, RCC, BCC and WKCC sold almost \$600,000 in cattle.

The RCC Horse Program collected \$5200.00 from outside the Department of Corrections for training horses.

### Graphic Arts

Following the Governor's Smart Government Initiative, KCI printing recently partnered with the Transportation Cabinet printing to keep printing between the two entities "in-house" and to reduce costs for all state agencies. With this partnership the print shop obtained some much needed off-



*Cheri Kraus, Graphic Arts  
Kentucky Correctional Industries*

set printing and pre-press equipment that have enhanced the production levels as well as the quality of the work.

KCIW received one of the digital printers from LLCC to enhance their warehousing operation and create more printing capabilities for the Braille operation.

### Sales / Marketing

KCI completed a one year modular furniture venture with the Administrative Office of the Courts in the fall of 2013. The project included the design, fabrication and installation of over 200 office cubicles in the newly renovated AOC office building on the west side of Frankfort.

Our System XXI panel system was optimized to meet the space requirements and to coordinate with the selected finishes used throughout the new facility. The entire project was executed at a cost of nearly one million dollars, being the largest modular furniture project in recent history.

### Highlights

Fred Siegelman was named as the new Director of Kentucky Correctional Industries on July 1, 2013.

KCI central office achieved a score of 100% on its initial American Correctional Association accreditation audit in June 2013. This was a tremendous accomplishment that promoted the eligibility for the Department to receive the ACA's Golden Eagle award.

## Health Services Division

**Health Services Administrator**  
**Cookie Crews**

**Medical Director**  
**Dr. Douglas Crall**

**Mental Health Director**  
**Dr. Deborah Coleman**



### Health Services Division

The Health Service Division provides administrative oversight and direction for all aspects of inmate health care, including pharmacy operations, medical, psychiatric, psychology, dental and nursing services, post-hospitalization and end of life care.

In addition to ensuring that all inmates receive health screenings, physical exams, primary care, specialty care referrals and emergency services, the Division also provides for chronic care clinics designed to monitor and treat inmates with the following conditions: Asthma, Diabetes, Epilepsy, Hepatitis C, High Cholesterol, High Blood Pressure and HIV infection.

### General Services

Mental Health staff completed approximately 8,000 mental health appraisals / screeners / brief follow up appointments on male and female intakes within their first two weeks of admission. The contact that is initiated through our Assessment Centers is devised to identify those inmates needing specialty intensive

*Cookie Crews  
Health Services Administrator*

mental health services, sex offender treatment services, and/or substance abuse treatment services. Inmates may be referred to these intensive services or may be followed by mental health staff through General Services. There are four licensed Psychologists that provide administrative assistance to the areas of Women's Services, General Services, Seriously Mentally Ill Services and the Sex Offender Treatment Services.

Phoenix, the Co-occurring Unit housed on KSR grounds, provides Evidence-Based substance abuse programming and mental health treatment to the male offender population. This is a 33-bed unit in which male offenders with both substance abuse issues and mental health issues are simultaneously treated for a minimum of six months.

Services continue to be provided through the Shelby Men's Center as a transitional living unit for male offenders paroled or served out of the institutions in the LaGrange area. The DOC has a contract for eight beds and mental

*Dr. Doug Crall,  
Medical Director*

health services are coordinated with the assistance of one of the DOC's licensed Psychologists. Community Re-integration Services continue to be provided for seriously mentally ill offenders serving out of the institutions. This position covers an active caseload of 25 and is funded through grants.

General Services Mental Health staffing provides coverage in 11 institutions across the state. The General Services provided by Mental Health staff include the completion of other psychological evaluation referrals, 30/90 day reviews in SMU, individual contacts/consultations on inmates, crisis intervention, watch initiations, and watch reviews. Cognitive-behavioral Evidence-Based groups are offered to the General Population by Mental Health staff.

Mental health staff have continued to conduct mental health training at the Basic Academy on a monthly basis and conducted a specially-developed four-hour session of mental health training for the Kentucky State Peniten-

## Health Services Division



*Dr. Deborah Coleman  
General Services*

tiary. An additional 16 hours of training for Continuing Education Units (CEU) was conducted through the year for mental health staff and those assigned to mental health units in the male facilities. Mental Health staff at KSR conducted training for Programs staff on Vitek Hearings and Forced Medication Hearings.

### Women's Mental Health

Seriously Mentally Ill services for female offenders are provided in the Challenges program at the Lonnie Watson Center, a 42-bed unit at KCIW. A licensed Psychologist and Social Service Clinician assigned to this unit provide stabilization and gender-specific treatment services focusing on independent living skills, mental illness recovery and transitional living services.

There is a Co-occurring Unit, Willow, housed at KCIW which provides substance abuse programming and mental health treatment to female offenders. This is a 42-bed unit which opened in May 2012.

The Center for Women and Families in Shelby County continues to offer Domestic Violence groups for incarcerated female offenders as part of their outreach program.

Mental Health staff at KCIW conducted training on mental health issues for the staff assigned to the mental health unit at this institution.

### Correctional Psychiatric Treatment Unit (CPTU)

Seriously Mentally Ill services for male offenders are provided at the Correctional Psychiatric Treatment Unit (CPTU), which is a 150-bed unit located at KSR. The A-wing of CPTU serves inmates with persistent and severe mental illness who have concurrent cognitive related disorders and/or severe deficits in activities of daily living. The B-wing program (FOCUS) serves inmates with persistent and severe mental illness and normative intellectual abilities. C-Wing is an acute stabilization wing reserved for the most severely disturbed psychiatric and/or behavioral offenders.

Mental Health staff has continued to participate in quarterly inter-agency meetings held at KSR and quarterly meetings with the statewide Mental Health Planning and Advisory Board that funds our Community Re-Integration Services Program. These meetings help to assist with the seamless entry of offenders into the community. Mental Health staff also participates in the monthly Metro Re-entry Task Force meetings.

### Sex Offender Treatment

The Sex Offender Treatment Program (SOTP) provides treatment to approximately 850 offenders at any given time.

The SOTP continues to utilize evidence-based practices as well as track and record recidivism data, which demonstrates significant reductions in recidivism rates for treated sexual offenders when compared with untreated sexual offenders.

Additionally, the Sex Offender Risk Assessment Advisory Board (SORAAB) conducted a complete audit of all approved providers Continuing Education (CE) credits statewide resulting in an accurate listing of all clinicians qualified to provide sex offender assessment and treatment. This list assists the courts in selecting qualified professionals. SORAAB sponsored a two-day statewide training for approved providers on timely topics in sex offender risk assessment and treatment.

### Highlights

Administrator Cookie Crews, Dr. Deb Coleman, Dr. Cheryl Hall and Dr. Russ Williams graduated from the Kentucky Public Health Leadership Institute.

Dr. Crall was appointed to the Health Care Committee for the American Correctional Association.

A policy change on pulmonary medication protocol resulted in a cost savings of \$50,000.

## Substance Abuse Programs Division

### Director

**Kevin Pangburn**

### Executive Staff Advisor

Kieryn Fannin



*Kevin Pangburn, Director  
Substance Abuse Programs  
Division.*

### Substance Abuse Programs

The Division of Substance Abuse is tasked by the Department of Corrections with the planning, development, implementation and oversight of the evidence based substance abuse programming services available to inmates, parolees and probationers. As a result of our continued growth, the department now provides 3,764 treatment beds in prisons, jails, Kentucky Recovery Centers and halfway houses. Through a contractual agreement with the statewide Community Mental Health Center network, we are now able to offer 1,475 Intensive Outpatient Program options for those meeting the protocol for less restrictive substance abuse programming.

Substance abuse treatment programs are available at seven institutions, 18 county jails, 10 Recover Kentucky Centers, 11 halfway houses and 13 Community Mental Health Centers. By comparison, in 2005, the department operated programs in four institutions and two county jails with a total capacity of 475 beds.

Our system of clinically trained Social Service Clinicians provides vital assessment, recommendations, referrals and treatment services in each Probation and Parole District. Through diversion program options, these clinicians may also avert high risk probationers and parolees toward treatment as opposed to incarceration.

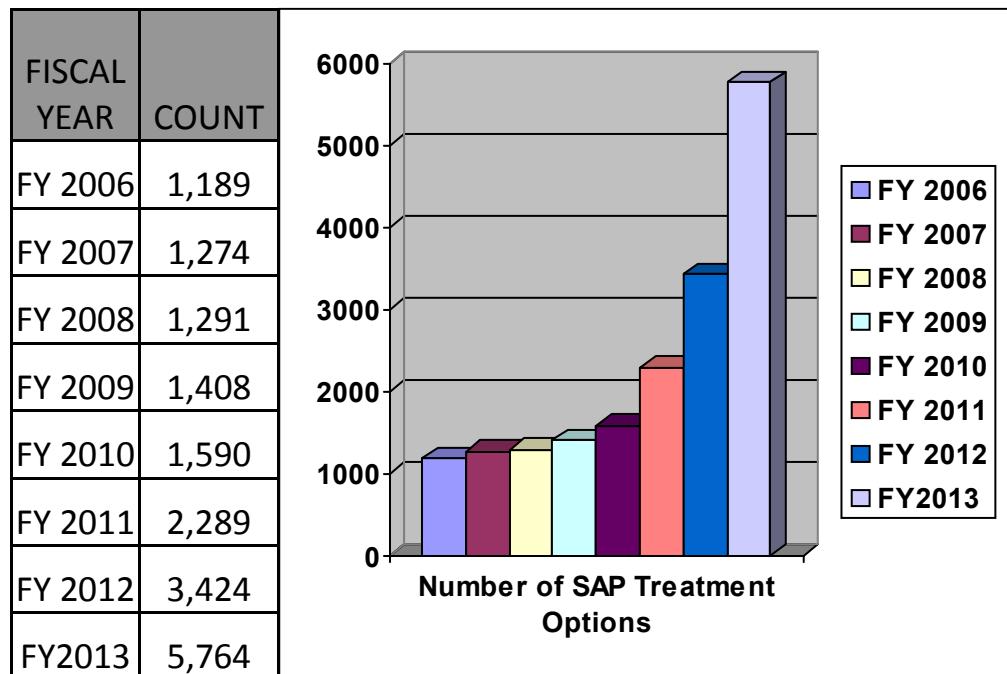
All programs are audited by the University of Kentucky Center of Alcohol and Drug Research to

determine outcome results. The University of Cincinnati Center for Criminal Justice Research reviews our programs to ensure evidence based compliance. Many of our programs are licensed through the Office of the Inspector General and we are working toward compliance with those that are yet to be licensed.

The Department of Corrections and the Division of Substance Abuse are proud to be the largest providers of Substance Abuse Services in the commonwealth.

Our evidence based substance abuse programs and intervention services afford our inmates, parolees and probationers the opportunity to confront and alter a debilitation lifestyle resulting in the chance for a more productive lifestyle, healthier family and safer community.

### Total Number of SAP Treatment Options by Fiscal Year



## Institutions

### BELL COUNTY FORESTRY CAMP

560 Correctional Drive

Pineville, KY 40977

#### **Warden: Kathy Litteral**

Admin. Spec. III: Betsy Patterson

Phone: 606-337-7065

Fax #: 606-337-1312

### KENTUCKY STATE PENITENTIARY

266 Water Street

Eddyville, KY 42038

#### **Warden: Randy White**

Admin. Spec. III: Tracey Jordan

Phone: 270-388-2211

Fax #: 270-388-5529

### BLACKBURN CORRECTIONAL COMPLEX

3111 Spurr Road

Lexington, KY 40511

#### **Warden: Steve Haney**

Admin. Spec. III: Rose Sewell

Phone: 859-246-2366

Fax #: 859-246-2376

### KENTUCKY STATE REFORMATORY

3001 West Highway 146

LaGrange, KY 40032

#### **Warden: Clark Taylor**

Admin. Spec. III: Teresa St. Clair

Phone: 502-222-9441

Fax #: 502-222-0240

### EASTERN KY CORRECTIONAL COMPLEX

200 Road to Justice

West Liberty, KY 41472

#### **Warden: Gary Beckstrom**

Admin. Spec. III: Melissa Howard

Phone: 606-743-2800

Fax #: 606-743-2811

### LITTLE SANDY CORRECTIONAL COMPLEX

505 Prison Connector

Sandy Hook, KY 41171

#### **Warden: Joseph P. Meko**

Admin. Spec. III: Deborah Williamson

Phone: 606-738-6133

Fax: 606-738-6143

### GREEN RIVER CORRECTIONAL COMPLEX

1200 River Road, P.O. Box 9300

Central City, KY 42330

#### **Warden: Alan Brown**

Admin. Spec. III: Amy Douglas

Phone: 270-754-5415

Fax #: 270-754-2732

### LUTHER LUCKETT CORRECTIONAL COMPLEX

Dawkins Road, Box 6

LaGrange, KY 40031

#### **Warden: Greg Howard**

Admin. Spec. III: Jennifer Fitzgerald

Phone: 502-222-0363/222-0365

Fax #: 502-222-8112

### KENTUCKY CORRECTIONAL INSTITUTION FOR WOMEN

3000 Ash Avenue

Pewee Valley, KY 40056

#### **Warden: Janet Conover**

Admin. Spec. III: Donna Daily

Phone: 502-241-8454

Fax #: 502-243-0079

### NORTHPOINT TRAINING CENTER

Highway 33, Box 479

Burgin, KY 40310

#### **Warden: Don Bottom**

Admin. Spec. III: Ashley S. Kirk

Phone: 859-239-7012

Fax #: 859-239-7560

# Institutions

## ROEDERER CORRECTIONAL COMPLEX

P.O. Box 69  
LaGrange, KY 40031  
**Warden: Ravonne Simms**  
Admin. Spec. III: Patti Ray  
Phone: 502-222-0170/222-0173  
Fax #: 502-222-9746

## WESTERN KY CORRECTIONAL COMPLEX

374 New Bethel Church Road  
Fredonia, KY 42411  
**Warden: Steve Woodward**  
Admin. Spec. III: Kim Odom  
Phone: 270-388-9781  
Fax #: 270-388-0031

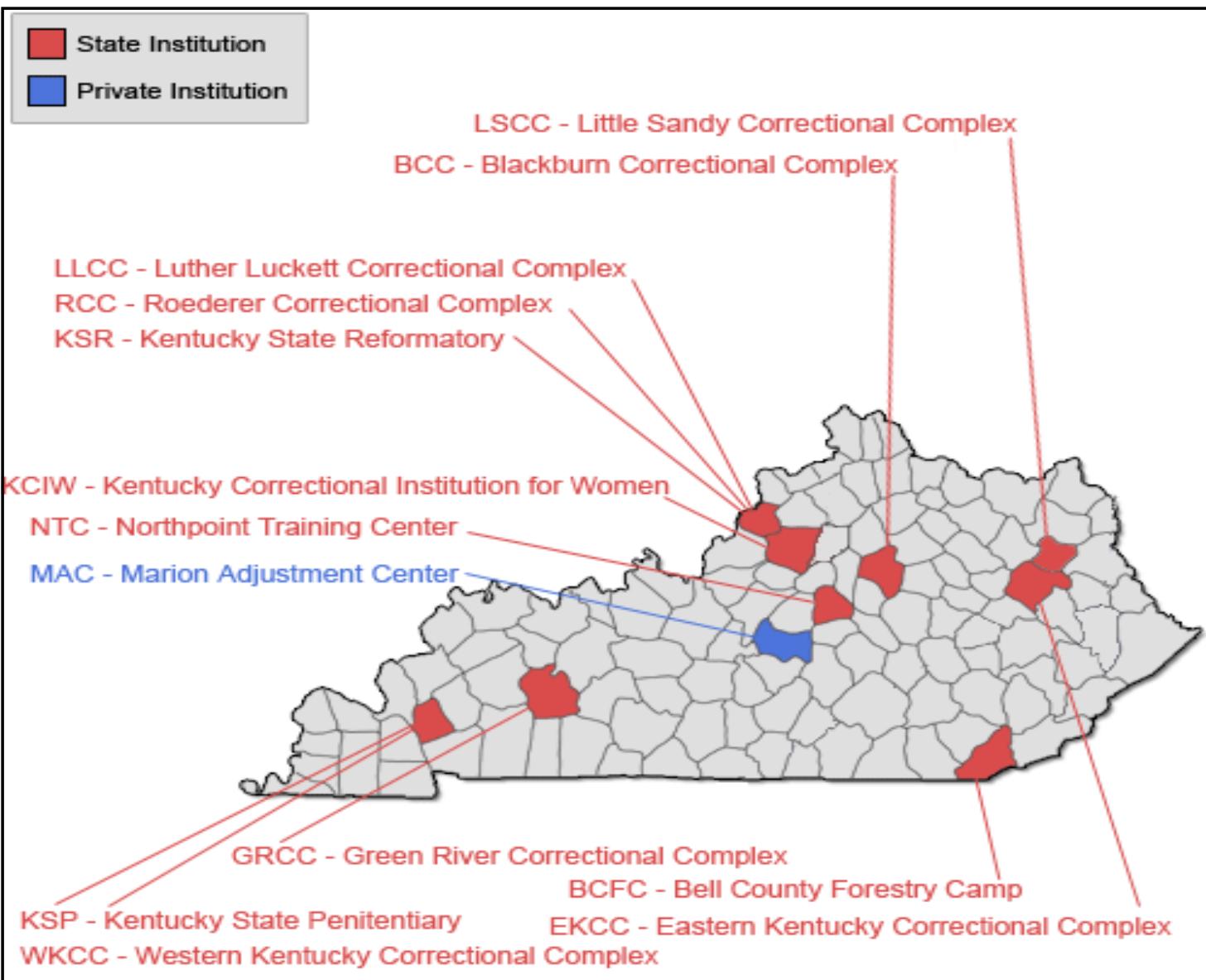
Private Prison / Contracted through Corrections Corporation of America

## MARION ADJUSTMENT CENTER

95 Raywick Road  
St. Mary, KY 40063  
Phone: 270-693-9622

**Warden: Daniel Akers**  
Secretary: Dottie Huff  
Fax #: 270-692-1333

*Note: Contract ended September 30, 2013*



## Population Data

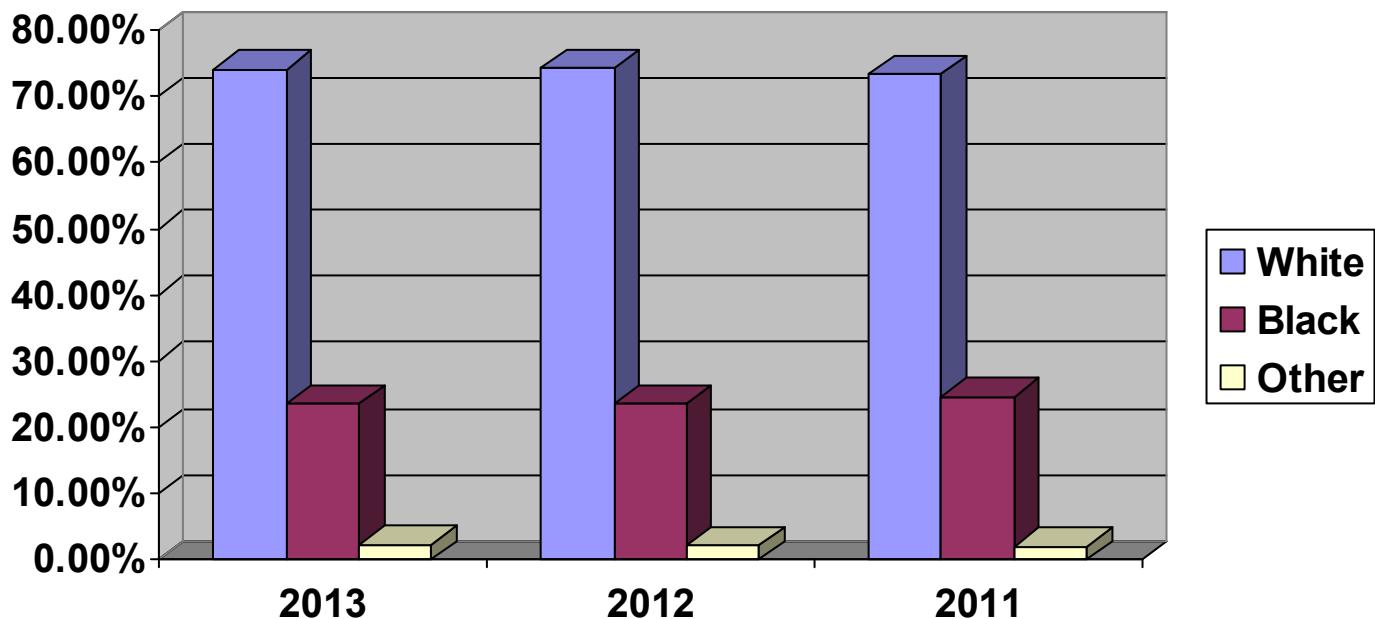
### All DOC Offenders Three Year Comparison By Demographic Data

RACE	2013	2012	2011
White	74.08%	74.20%	73.24%
Black	23.63%	23.64%	24.68%
Other	2.29%	2.16%	2.08%
Total	100.00%	100.00%	100.00%

TYPE OF OFFENSE	2013	2012	2011
Drug	19.83%	21.68%	22.97%
Miscellaneous	5.12%	5.15%	5.52%
Property	25.32%	26.34%	25.53%
Sex	11.42%	10.53%	10.28%
Violent	37.42%	35.73%	35.33%
Other	0.89%	0.57%	0.37%
Total	100.00%	100.00%	100.00%

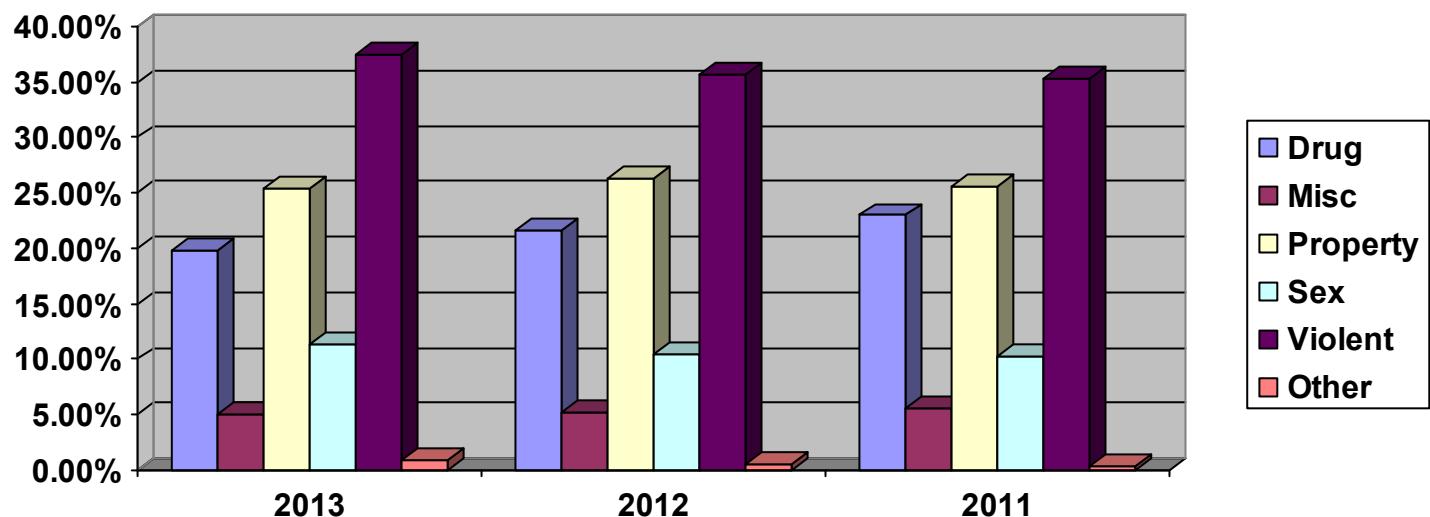
COUNTY OF CONVICTION - TOP 3	2013	2012	2011
Jefferson	17.59%	17.64%	17.61%
Fayette	5.89%	5.86%	5.78%
Kenton	4.00%	3.68%	3.95%

### All DOC Offenders Three Year Comparison By Race



## Population Data

### All DOC Offenders Three Year Comparison by Type of Offense



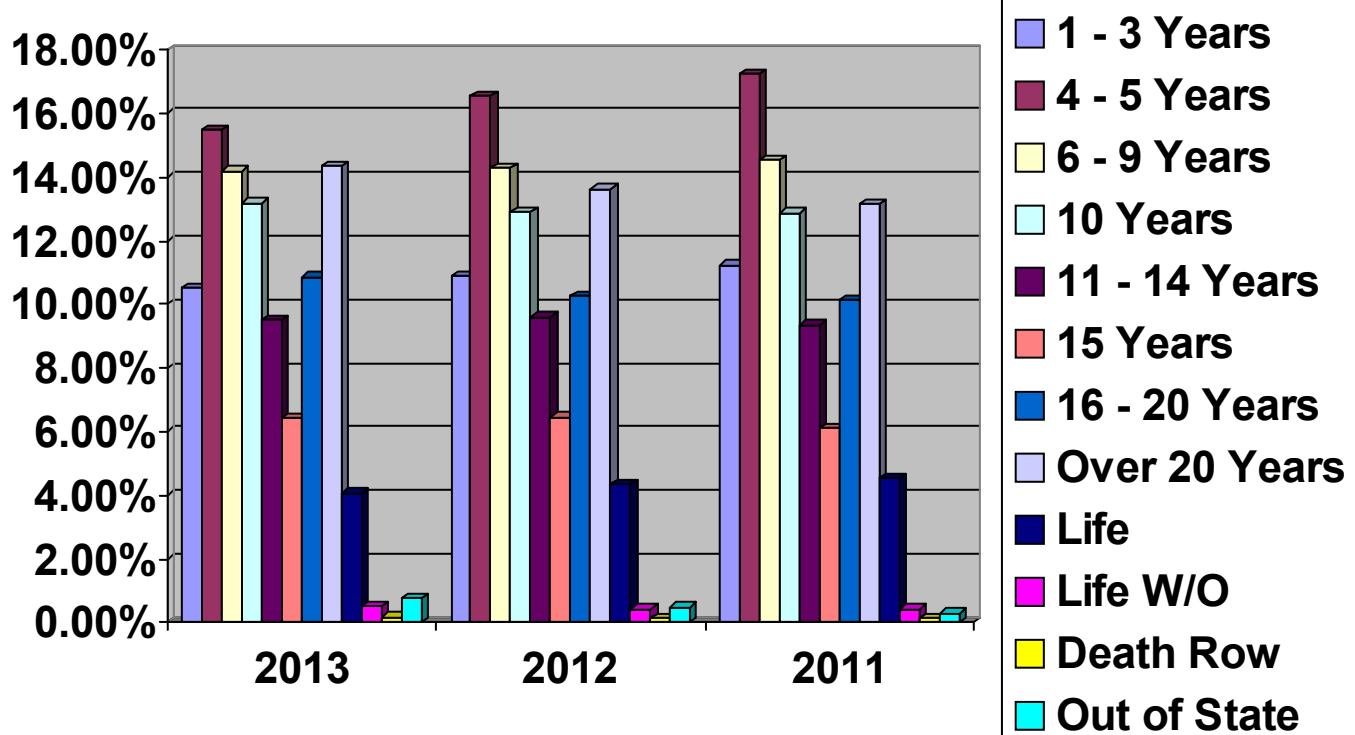
### All DOC Offenders Three Year Comparison By Gender

	FEMALE			MALE			TOTAL		
	2013	2012	2011	2013	2012	2011	2013	2012	2011
BCC				580	591	590	580	591	590
BCFC				297	299	288	297	299	288
EKCC				1707	1707	1711	1707	1707	1711
GRCC				974	967	964	974	967	964
KCIW	620	685	688				620	685	688
KSP				871	878	870	871	878	870
KSR				1934	1944	1901	1934	1944	1901
LLCC				1083	1085	1074	1083	1085	1074
LSCC				1010	1006	1008	1010	1006	1008
MAC					808	817		808	817
NTC				1245	1238	650	1245	1238	650
OCCC						652			652
RCC				1110	1074	1073	1110	1074	1073
WKCC	676	675	681				676	675	681
CLASS D	881	1189	1068	6611	6863	6869	7492	8052	7937
OUT OF STATE	44	31	33	121	87	81	165	118	114
HALFWAY HOUSE	4	4	3	635	665	611	639	669	614
<b>TOTAL</b>	<b>2225</b>	<b>2584</b>	<b>2473</b>	<b>18178</b>	<b>19212</b>	<b>19159</b>	<b>20403</b>	<b>21796</b>	<b>21632</b>

## Population Data

### Population by Years to Serve / Three Year Comparison

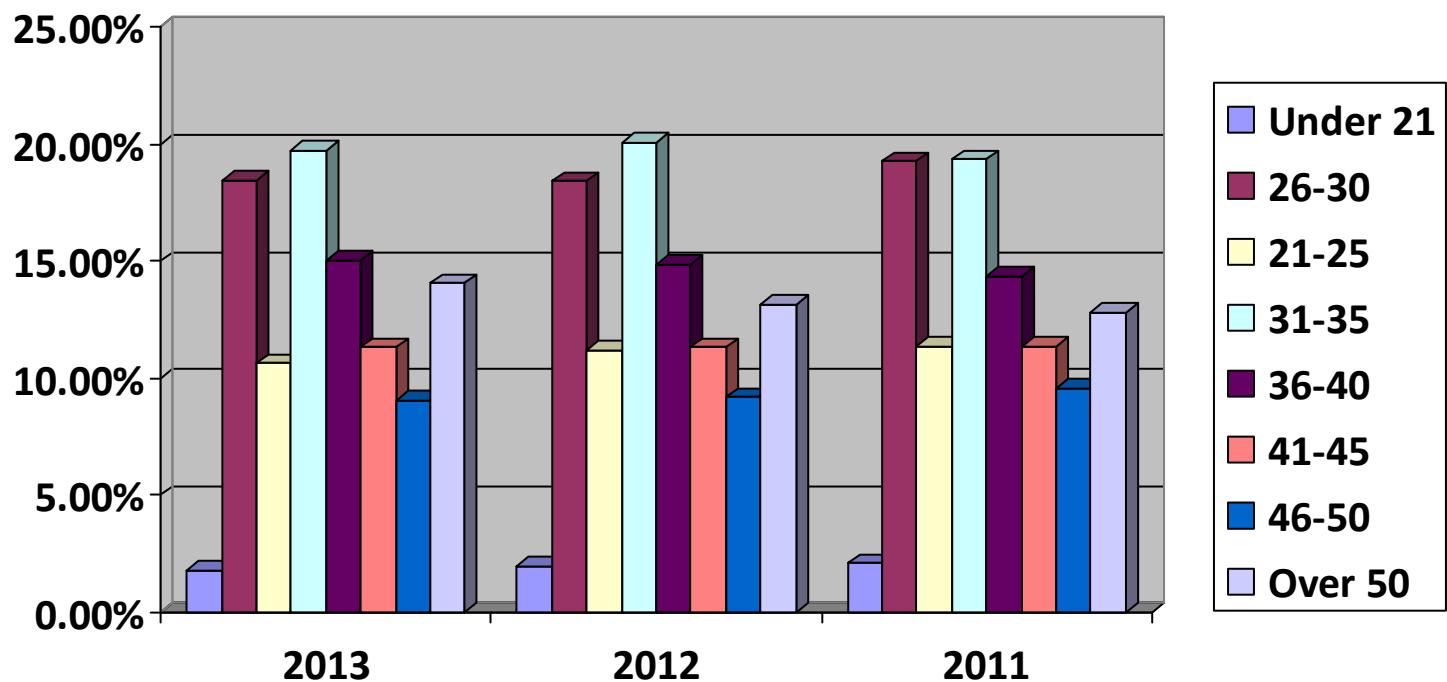
YEARS TO SERVE	2013	2012	2011
1 - 3 Years	10.52%	10.88%	11.24%
4 - 5 Years	15.48%	16.55%	17.24%
6 - 9 Years	14.20%	14.29%	14.53%
10 Years	13.17%	12.89%	12.87%
11 - 14 Years	9.50%	9.61%	9.33%
15 Years	6.43%	6.46%	6.11%
16 - 20 Years	10.86%	10.27%	10.14%
Over 20 Years	14.33%	13.61%	13.15%
Life	4.07%	4.36%	4.53%
Life W/O	0.51%	0.44%	0.42%
Death Row	0.16%	0.15%	0.15%
Out of State	0.77%	0.49%	0.29%
Total	100.00%	100.00%	100.00%



## Population Data

### Population by Age / Three Year Comparison

AGE	2013	2012	2011
Under 21	1.79%	1.95%	2.07%
26-30	18.45%	18.38%	19.25%
21-25	10.64%	11.16%	11.33%
31-35	19.72%	20.06%	19.35%
36-40	15.02%	14.84%	14.32%
41-45	11.29%	11.31%	11.33%
46-50	9.06%	9.17%	9.57%
Over 50	14.03%	13.13%	12.78%
Total	100.00%	100.00%	100.00%



## Population Data

# Admissions by County

County Name	White		Black		Other		TOTAL
	M	F	M	F	M	F	
Adair	74	18	5		4		101
Allen	62	5			1		68
Anderson	54	7	4				65
Ballard	57	9	4		2		72
Barren	122	11	19		7		159
Bath	60	7	1	1	1		70
Bell	206	49	18	2		1	276
Boone	310	42	44	4	14	1	415
Bourbon	42	7	11		4		64
Boyd	194	37	26	4	1		262
Boyle	82	12	25	5	3		127
Bracken	34	6					40
Breathitt	53	6			1		60
Breckinridge	84	9	8		3		104
Bullitt	236	27	7		3		273
Butler	80	14			1		95
Caldwell	56	12	21	4	1		94
Calloway	88	11	12	1	1	1	114
Campbell	365	54	123	5	3	1	551
Carlisle	27	1	2	1			31
Carroll	75	16	4	1	3		99
Carter	102	19	4		1	1	127
Casey	101	17	1		1		120
Christian	123	17	175	7	7		329
Clark	90	13	16	3			122
Clay	53	10	1				64
Clinton	50	5					55
Crittenden	31	4	1				36
Cumberland	22	7	1				30
Daviess	281	23	98	6	13	1	422

## Population Data

# Admissions by County

County Name	White		Black		Other		TOTAL
	M	F	M	F	M	F	
Edmonson	50	8	1	1	1	1	62
Elliott	19	2					21
Estill	58	5					63
Fayette	560	50	526	19	44	3	1202
Fleming	52	7	2		1		62
Floyd	121	18		1	1		141
Franklin	100	12	60	3	3		178
Fulton	47	4	44	2	3	1	101
Gallatin	64	13	2		1		80
Garrard	48	6	5				59
Grant	108	17	4		2		131
Graves	88	8	43	1	7		147
Grayson	136	19	1				156
Green	19	1			1		21
Greenup	141	39	2			1	183
Hancock	31	2	1		2		36
Hardin	357	55	125	11	18		566
Harlan	97	14	7				118
Harrison	47	10	9		3		69
Hart	72	14	21		1		108
Henderson	167	14	43		3	1	228
Henry	42	7	5		1		55
Hickman	15	2	14	4			35
Hopkins	144	12	41	2	1		200
Jackson	37	4	1				42
Jefferson	1362	154	1897	85	86	2	3586
Jessamine	147	26	18		5		196
Johnson	74	19					93
Kenton	508	68	210	5	24	1	816
Knott	49	5	1		1		56

## Population Data

# Admissions by County

County Name	White		Black		Other		TOTAL
	M	F	M	F	M	F	
Knox	167	27	5		2	1	202
Larue	38	4	6			1	49
Laurel	298	55	2		1	1	357
Lawrence	55	8					63
Lee	24	6					30
Leslie	21	1					22
Letcher	117	24	5				146
Lewis	67	11	1				79
Lincoln	56	11	4	1	1	2	75
Livingston	42	8			1		51
Logan	98	10	35	1	3		147
Lyon	21	5	4				30
Madison	226	46	52	2	3		329
Magoffin	32	5					37
Marion	34	5	15				54
Marshall	94	14	3		1		112
Martin	43	9					52
Mason	101	23	20	2	5		151
McCracken	328	46	239	17	11	1	642
McCreary	96	12		1			109
McLean	31	2	1				34
Meade	104	12	7				123
Menifee	19	5					24
Mercer	64	13	8	2	1		88
Metcalfe	24	3	1				28
Monroe	34	5	9		1		49
Montgomery	146	35	16	1	1		199
Morgan	29	7					36
Muhlenberg	181	30	15	1	2		229
Nelson	136	20	27	2	5		190
Nicholas	27	9			1		37

## Population Data

# Admissions by County

County Name	White		Black		Other		TOTAL
	M	F	M	F	M	F	
Ohio	120	17			1		138
Oldham	48	5	3	1	1		58
Owen	66	9	1				76
Owsley	25	7					32
Pendleton	66	12	3				81
Perry	108	26	3		1		138
Pike	167	23	4	1		1	196
Powell	52	10					62
Pulaski	314	56	13		5	1	389
Robertson	9	1					10
Rockcastle	77	16	1				94
Rowan	118	18	4		1		141
Russell	66	14	1		1		82
Scott	75	10	22	1	5		113
Shelby	50	3	40	3	7		103
Simpson	58	4	29		4		95
Spencer	35	4	1				40
Taylor	47	6	9		1		63
Todd	38	5	12				55
Trigg	29	9	13		1		52
Trimble	31	1	1		1		34
Union	43	4	14				61
Unknown	128	54	19	3	4	1	209
Warren	315	30	173	12	33	3	566
Washington	17	2	4		1		24
Wayne	77	13	7				97
Webster	36	4	6		1		47
Whitley	166	21	1		2	2	192
Wolfe	23	7					30
Woodford	28	3	17	2	5		55

# Bell County Forestry Camp



## Warden

### Kathy B. Litteral

Deputy Warden - Security and Programs

Chris Patterson

Administrative Assistant

Betsy Patterson

#### Address

560 Correctional Drive  
Pineville, KY 40977

2013 Average Daily Population  
298

Total Number of Staff  
50

Security Level  
Minimum

## Overview

The Bell County Forestry Camp (BCFC), situated on approximately 15 acres in rural Bell County, is approximately 14 miles southwest of Pineville. It is a minimum-security facility housing 300 adult male felons employing 49 full time staff (4 of which are road crew officers) and one part time staff.

BCFC was opened in October 1962 as a satellite of the Kentucky State Reformatory in LaGrange with a population of 27

inmates. The population has gradually increased over the years, rising to 105 by the end of 1978. The population increased to 200 with the completion of a new inmate dormitory in November 1987.

The institution has since added double bunks and subsequently reached its current operational capacity of 300 inmates on August 1, 2007. BCFC also operates its own water treatment plant and wastewater treatment plant.

BCFC provides inmate labor to the Division of Forestry for fire suppression in Bell and surrounding counties during fire seasons. In addition to forest fire suppression, inmate labor is also supplied to the Transportation Cabinet (4 road crews details), Bell County State Highway Garage, Harlan County State Highway Garage, Knox County State Highway Garage, Bell County fiscal court, City of Middlesboro, City of Pineville, Bell County School System Sites (Frakes School Center and Page School Center) and special details for state parks and Henderson Settlement.

The average daily count for outside labor crews is 70 inmates. Inmate labor is also utilized in various other areas for day-to-day operations such as landscaping, maintenance, food service, sanitation, etc.

The institution was originally accredited by the American Correctional Association in 1990 and has successfully passed subsequent re-accreditation audits through November 2013.



*Warden Kathy B. Litteral*

## Highlights

BCFC rebuilt the CERT house that stores equipment for the Corrections Emergency Response Team and also provides overnight lodging for staff in emergency and/or weather related situations.

We installed new HVAC in the 300 bed dormitory.

For security reasons, we changed the clothing of inmates who work on outside details from khaki uniforms to orange jump suits.

Large monitors were installed in the hallways of the living unit to provide inmates with up to date information and to save paper.

Physical plant and policy changes were made to comply with PREA standards.

The dormitory showers were renovated to include new shower plumbing, more energy efficient sinks and Primecoat sealant on the surface of the showers.

The steam lines exiting the boiler building were replaced with more efficient ones.

## Bell County Forestry Camp

Another nurse was hired through Correct Care which now gives BCFC nursing care seven days a week.

A new generator and electrical switch boxes were added to make the kitchen fully operational during power outages.

Mid America Dental now provides dental care once a month which negates the need to transport inmates to Blackburn Correctional Complex for dental care.

A new bucket truck was purchased to be used for the maintenance needs of the Institution.

### **Programmatic and Operational Areas**

A wide range of programs have been developed to meet the needs of the inmate population and to assist with successful reentry into society.

The programs available at BCFC include literacy and GED, Microsoft Office and C-Tech Technical classes, college classes, religious services, organized sports and various forms of recreation, on the job training, psychological and psychiatric services (outside referrals), Alcoholics Anonymous, Narcotics Anonymous, Parenting and individual counseling as well as a cognitive behavior modification program called Moral Reconation Therapy.

Additional services and support includes medical, library, legal aide services, mail services, visitation and access to telephones.

Two classification and treatment officers assist inmates with preparation for parole board appearances and pre-release counseling as well as providing risk assessments for the Parole Board.

BCFC is preparing to build a Greenhouse for the addition of a Horticulture Program which would provide flowers for the camp and vocational programming for our inmates. In anticipation of this new program, BCFC instituted a garden program in the spring of 2013 which provided hundreds of pounds of fresh vegetables to supplement inmate meals and also provided donations to the local food pantry.



*County Extension Agent Stacy White assists with BCFC garden*

The Department of Corrections' pilot canine program was established at BCFC on February 26, 2005. The canine unit now consists of a lieutenant, five officers and eleven bloodhounds. The initial training, which took place at the Louisiana State Penitentiary (LSP) in Angola, consisted of two officers who were trained in Man Tracking and K-9 Individual Tracking with the bloodhounds. LSP donated four bloodhounds to establish the program. BCFC provides tracking dogs for the re-

maining DOC facilities as well as rescue squads, search and rescue, and other law enforcement agencies. BCFC continues to conduct yearly canine seminars for all state facilities with canine units.

BCFC is involved with a Step-Up program which consists of inmates that educate middle school and high school students on the impact that crime can have on their lives.

A Veterans Club was instituted in 2013 to promote patriotism and acknowledge the work of our veterans. The members raise the American and Kentucky flags each morning and lower them each evening using proper procedures and respect.

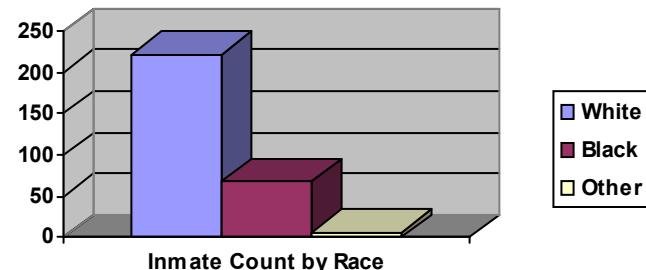
Governmental services program work assignments include the cities of Pineville and Middlesboro, Bell County fiscal court, Knox County fiscal court, Laurel County Department of Transportation weigh station, Pineville Independent School System, Division of Forestry for both fire suppression and support services and four road crew work details for the Department of Transportation. BCFC also assists local communities through the community service program.

BCFC offers a wide variety of recreational activities for the inmates including softball, basketball, handball, chuckhole games, weight lifting, pool tables, ping pong, volley ball, video games and band. Inmates are also taken twice a week to the Clear Creek Baptist College Gymnasium for indoor basketball and swimming.

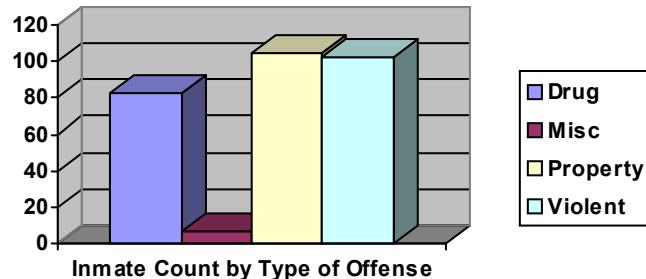
# Bell County Forestry Camp

## 2013 Demographic Data

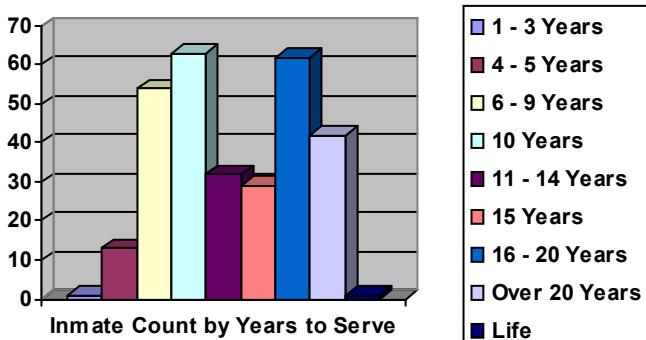
RACE	COUNT	PERCENTAGE
White	222	74.75%
Black	68	22.90%
Other	7	2.35%
Total	297	100.00%



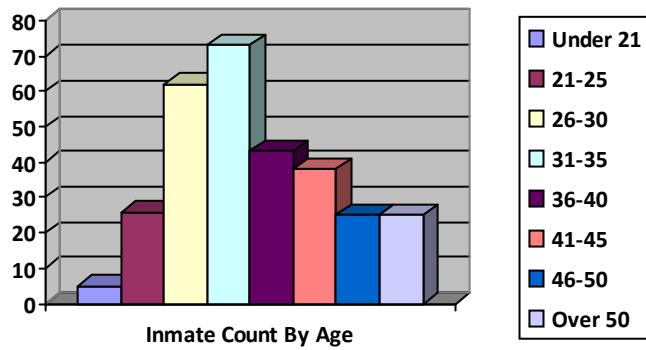
TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	83	27.95%
Misc	7	2.36%
Property	105	35.35%
Violent	102	34.34%
Total	297	100.00%



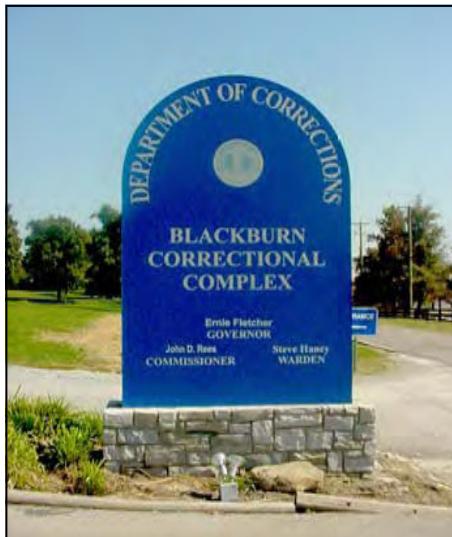
YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	1	0.34%
4 - 5 Years	13	4.38%
6 - 9 Years	54	18.18%
10 Years	63	21.21%
11 - 14 Years	32	10.77%
15 Years	29	9.76%
16 - 20 Years	62	20.88%
Over 20 Years	42	14.14%
Life	1	0.34%
Total	297	100.00%



AGE	COUNT	PERCENTAGE
Under 21	5	1.68%
21-25	26	8.75%
26-30	62	20.88%
31-35	73	24.58%
36-40	43	14.48%
41-45	38	12.79%
46-50	25	8.42%
Over 50	25	8.42%
Total	297	100.00%



# Blackburn Correctional Complex



## Warden Steve Haney

Deputy Warden - Security  
Brandy Harm

Deputy Warden – Programs  
Dale Martin

Administrative Assistant  
Rose Sewell

Address  
3111 Spurr Road  
Lexington, KY 40511

2013 Average Daily Population  
588

Total Number of Staff  
130

Security Level  
Minimum

Blackburn Correctional Complex was made a part of the Kentucky Department of Corrections in 1972 when it was transferred from the old Department of Child Welfare.

Prior to becoming part of the Department of Corrections and given the name Blackburn Correctional Complex, the institution was called Kentucky Village.

Blackburn Correctional Complex presently operates as a 594 bed adult male minimum security institution. All individuals incarcerated here have been convicted of felony charges.

The physical plant consists of a total of thirty-two buildings on 456 acres of land that house Academic and Occupational programs as well as industrial and support services.



*Warden Steve Haney*

The institution also has a farming operation located on the grounds that is operated by a Correctional Farm Manager. The BCC Cattle Farm is a registered Angus farm.

## Highlights

In February 2013, implemented a monitored movement plan.



*Blackburn Correctional Complex located in Lexington, Kentucky*

## Blackburn Correctional Complex

In February 2013, 25 additional lights were purchased, 11 of which have been installed.

In February 2013, implemented sector officers.

In June 2013, began process of installing additional cameras.

In June 2013, installed door locks in the dormitories, chapel, and gym.

In June 2013, purchased restraint chair.

In August 2013, began construction of new farm equipment shed/ office

### **Programmatic and Operational Areas**

Occupational programs include Masonry and Horticulture.

Blackburn Correctional Complex, in partnership with Eastern Kentucky University's Training Resource Center, proudly offers an opportunity to gain industry recognized certifications in IC3 Digital Literacy and Microsoft Office 2007.



*Horticulture Building and Greenhouse located at BCC*



*Thoroughbred Retirement Foundation Barn at BCC*

Prison Industries operations include mattresses, moving services, panels and signs.

Inside Out Dads is a parenting program that provides parent education classes and special visits for fathers and their children.

Moral Reconation Therapy is a cognitive-behavioral program for improving inmates' moral reasoning and self-image.

New Direction is a reentry program designed to help the inmate understand the concept of reentry and how it will work during incarceration and after release.

Pathfinders is a pre-release program that lasts six months. Areas covered in the program are team building, communication, stress management, anger management, problem solving, values, time

management and life planning. Pathfinders is an evidence based program and successful participants will receive a graduation certificate as well as a 90 day educational good time credit.

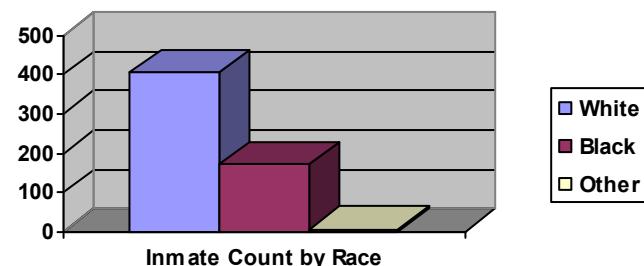
Blackburn Correctional Complex also houses the Thoroughbred Retirement Foundation program. The State provides a farm manager, the land, barn, and inmates to work with retired horses. The Thoroughbred Retirement Foundation provides all other needs.

Through participation in the Thoroughbred Retirement Foundation program, the inmates gain rehabilitation skills, riding skills, and learn good horse health management. The inmates that participate in this program also receive a Certificate of Stable Management when they have successfully accomplished these skills.

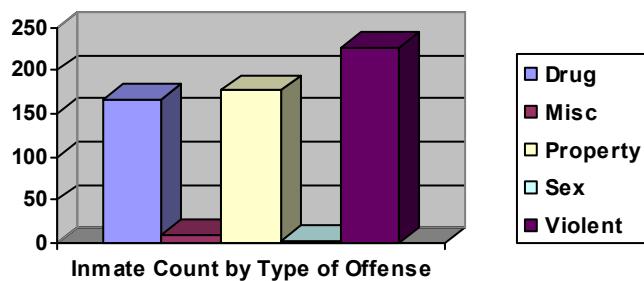
# Blackburn Correctional Complex

## 2013 Demographic Data

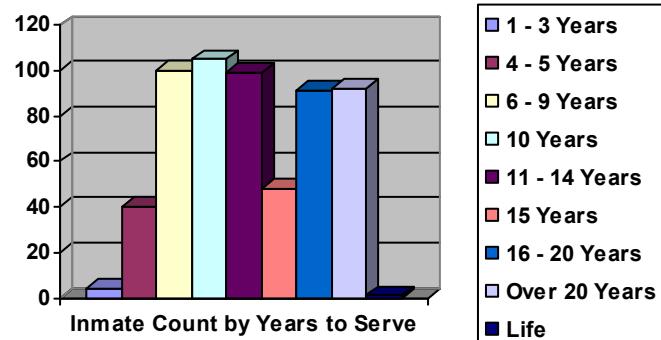
RACE	COUNT	PERCENTAGE
White	404	69.66%
Black	171	29.48%
Other	5	0.86%
Total	580	100.00%



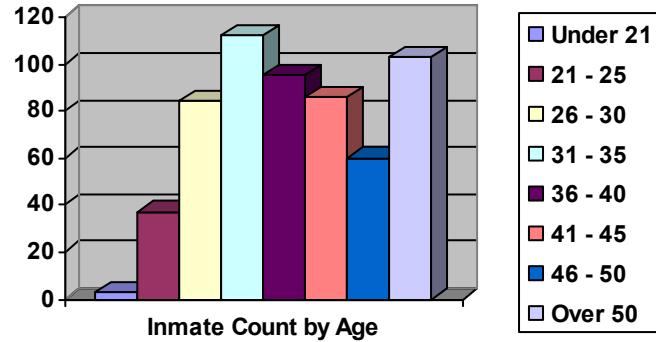
TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	166	28.62%
Misc	9	1.55%
Property	177	30.52%
Sex	2	0.34%
Violent	226	38.97%
Total	580	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	4	0.69%
4 - 5 Years	40	6.90%
6 - 9 Years	100	17.24%
10 Years	105	18.10%
11 - 14 Years	99	17.07%
15 Years	48	8.28%
16 - 20 Years	91	15.69%
Over 20 Years	92	15.86%
Life	1	0.17%
Total	580	100.00%



AGE	COUNT	PERCENTAGE
Under 21	3	0.52%
21-25	37	6.38%
26-30	84	14.48%
31-35	112	19.31%
36-40	95	16.38%
41-45	86	14.83%
46-50	60	10.34%
Over 50	103	17.76%
Total	580	100.00%



# Eastern Kentucky Correctional Complex



## Warden Gary Beckstrom

Deputy Warden - Security  
Keith Helton

Deputy Warden - Programs  
John Holloway

Deputy Warden - Operations  
Jerry Lindon

Administrative Assistant  
Melissa Howard

Address  
200 Road to Justice  
West Liberty, KY 41472

2013 Average Daily Population  
1708

Total Number of Staff  
374

Security Level  
Medium

The contract for construction was awarded in August 1985 and officially opened in 1990. Phase II construction was completed in December 1991.

Eastern Kentucky Correctional Complex was designed to house 1122 inmates but double bunking increased the institutional capacity to 1722. The average daily inmate count for 2013 was 1708.

EKCC's distinction from other Kentucky institutions is the very structured inmate controlled movement. Controlled movement is the result of our institutional design, the number of inmates housed and the inmate custody level. Inmates move from one place to another on the hour and half hour and are closely monitored. This provides inmates with fewer opportunities to pass contraband thus creating a safer environment.

## Highlights

In July 2013 Eastern Kentucky Correctional Complex underwent its 8<sup>th</sup> ACA audit achieving a 99% score. This achievement was possible due to the dedication and diligent work from all staff. Eastern Kentucky Correctional Complex has two standards that cannot be met due to its physical plant structure and double bunking.

The energy savings project that was started in 2012 was completed in 2013. New gas boilers, water heaters, gas lines, toilets, chillers and lighting were replaced throughout the entire institution.



*Warden Gary Beckstrom*

A carbon monoxide project was started in 2013 and is now 90% complete. This consists of installing conduit and wiring in all mechanical rooms that have gas boilers.

In preparation for the implementation of mandatory direct deposit, effective January 1, 2013 all newly hired employees were paid by direct deposit and pay stubs were turned off. We expect to transition to mandatory direct deposit in early 2014.



*Gas Fired Steam Boilers for Kitchen Area.*

## Overview

The Eastern Kentucky Correctional Complex (EKCC) was constructed in two phases and houses minimum, medium, close and maximum custody inmates.

## Eastern Kentucky Correctional Complex

Staff turnover rate has increased significantly. This is partially due to the institution having been here for over 20 years and many staff reaching retirement. We continue to meet this challenge successfully.

In October, we had mandatory open enrollment for 2014 Health Insurance.

### Programmatic and Operational Areas

Eastern Kentucky Correctional Complex offers a variety of educational opportunities for inmates. We currently have five adult basic education instructors offering instruction to assist inmates in obtaining their GED diploma.

Additional programming within the school consists of evening college courses offered on the traditional semester basis as well as a National Career Readiness Certificate (NCRC) open to all inmates that qualify for enrollment.

There are also five vocational programs offered including carpentry, masonry, heating and air conditioning, small engine repair, and Microsoft Office. The Vocational Department hired a new masonry instructor and small engine repair instructor and all classrooms had new smart boards installed.

Eastern Kentucky Correctional Complex utilizes resources designed to reduce the likelihood of recidivism. These resources include a structured work environ-

ment, academic and vocational education, religious programs and self-help programs.

The self-help programs include six programs moderated by institutional programs staff and 16 moderated by chapel staff and volunteers. Four evidence based programs are offered at EKCC. These programs are in accordance with the requirements of HB 463. Two of the programs are moderated by institutional program staff and two are moderated by contract staff.

Eastern Kentucky Correctional Complex continues to partner with Gateway Community Action to offer the Financial Peace Program which began in April 2012. The program is funded by a Federal Grant that Gateway obtained to offer the program for a two year period.

They are currently evaluating the results of the program both in the prison and community settings and plan to submit a proposal to secure funding for an additional two year period.

The Eastern Kentucky Correctional Complex Dog Program, a collaborative effort with the Morgan County Dog Shelter, continues to be a success. This endeavor helps the community and has a therapeutic effect on the inmates involved. The program involves 8-10 weeks of basic instruction by minimum security inmates. The dogs are trained in housebreaking, crate training, feeding schedules, grooming, obedience and tricks



*Eastern Kentucky Correctional Complex Dog Program*

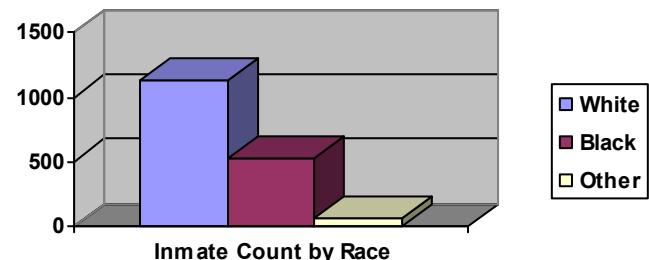
### Security Enhancements

During the year 2013 security and safety upgrades continued to be a priority for the Eastern Kentucky Correctional Complex. The control panels in dorms 1 through 8 were replaced due to the lack of parts and the system being antiquated. A total of 816 cell doors were fitted with tamper resistant lock plates. In dorm 5, segregation unit, the bull pens were refitted and the metal expanded to cover existing fence. Security camera updates are on going in all the housing units. Fiber optic cables were installed from housing units 1, 2, 3, 4 and Segregation 9 back to our communications room in the administration mechanical level. This will broaden the band width to include cameras and update security technology. A security enhancement project has been initiated, which will consist of installing bars on doors and windows on the end of each wing.

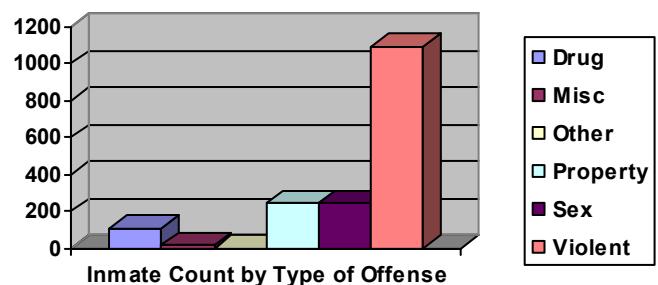
# Eastern Kentucky Correctional Complex

## 2013 Demographic Data

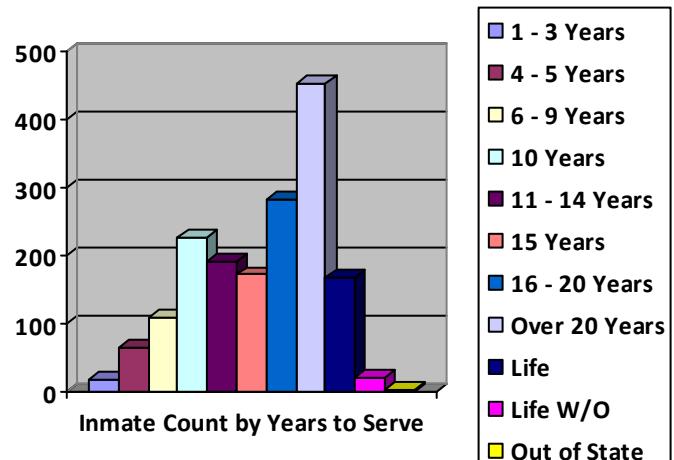
RACE	COUNT	PERCENTAGE
White	1128	66.08%
Black	524	30.70%
Other	55	3.22%
Total	1707	100.00%



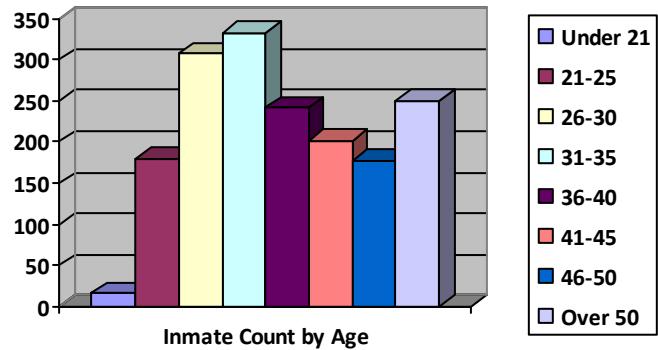
TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	112	6.56%
Misc	17	1.00%
Other	4	0.23%
Property	243	14.24%
Sex	244	14.29%
Violent	1087	63.68%
Total	1707	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	17	1.00%
4 - 5 Years	64	3.75%
6 - 9 Years	108	6.33%
10 Years	227	13.30%
11 - 14 Years	191	11.19%
15 Years	172	10.08%
16 - 20 Years	282	16.52%
Over 20 Years	452	26.47%
Life	168	9.84%
Life W/O	22	1.29%
Out of State	4	0.23%
Total	1707	100.00%



AGE	COUNT	PERCENTAGE
Under 21	16	0.94%
21-25	180	10.54%
26-30	307	17.98%
31-35	332	19.45%
36-40	242	14.18%
41-45	202	11.83%
46-50	178	10.43%
Over 50	250	14.65%
Total	1707	100.00%



# Green River Correctional Complex



## Warden

### **Alan Brown**

Deputy Warden - Security  
Ron Beck

Deputy Warden – Programs  
Rickie Williams

Administrative Assistant  
Amy Douglas

Address  
1200 River Road  
P.O. Box 9300  
Central City, KY 42330

2013 Average Daily Population  
969

Total Number of Staff  
270

Security Level  
Medium

## Overview

Construction of the Green River Correctional Complex (GRCC) began in August 1992 and was originally designed to house 550 inmates. The first group of inmates arrived December 12, 1994. Since then GRCC has been re-accredited by the ACA six times, most recently in 2012. GRCC has since expanded, build-

ing a medium security living unit, as well as a minimum security dormitory. The current inmate population capacity is 982.

The institutional design is “direct supervision.” The dormitories have an open control center (no bars, glass or other barriers). Unit Management is the means of managing and organizing the institution. In this team oriented concept, a management team of administrators, supervisors, correctional officers and classification/treatment officers supervise each living unit and are responsible for the security and management of the Inmate Living Unit and its inmate population.

GRCC does not have security gun towers. Perimeter security is dependent upon an electronic detection perimeter alert system, a microwave detection system, and constant 24-hour armed perimeter vehicle patrol(s).

## Highlights

Throughout 2013, an energy saving project was being conducted at the facility by Noresco. The first part of the project, which has been completed, entailed replacing all the fluorescent lighting fixtures at the institution. This included each inmate cell, general lighting in the dorms, gym, school, library and staff offices. This project will continue into 2014 with the focus now on water savings.

Several improvements were accomplished during 2013 in the area of staff training. First, Security Staff received training and



*Warden Alan Brown*

were qualified on the 40mm grenade launcher. The other major achievement was with the institutional training room itself. A new entrance into the training room was established with an interior wall being removed. This expanded the overall space in the room. The room received a new paint scheme and an instructor platform with a new podium. There were four large video monitors installed which allow unrestricted viewing of training videos no matter where you are seated.

The Administration Building received an upgrade in preparation of the institution's 20<sup>th</sup> year anniversary. The reception area's wall paper was removed and the walls



*GRCC staff participate in 40mm Grenade Launcher Training*

## Green River Correctional Complex



*Newly remodeled Training Room*

painted. The furniture was replaced providing a professional waiting area for guest and visitors and a custom reception desk made by Correctional Industries was installed.

Institutional security enhancements continued from 2012 regarding close circuit video monitoring of inmate activity. Video cameras were installed in the Medical Housing Unit, Pharmacy, Kitchen food prep area as well as the Dining Room. Cameras were also installed in the Institutional Laundry, Clothing House and Barbering area as well as a high definition camera on the Yard that has pan, tilt and zoom capabilities. New video monitors were installed in the main Control Center that increased the number of cameras that can be monitored at one time. The camera system's infrastructure was also upgraded by the installation of an additional cat5 cable throughout the facility that will allow additional cameras to be installed.

### Programmatic and Operational Areas

During 2013, Green River Correctional Complex continued to

offer a variety of life skill programs, academic and vocational classes, and on-the-job-training to its inmate population.

Educational opportunities included Adult Basic Literacy (AED) classes as well as General Education Diploma (GED) classes. The vocational programs consist of Masonry and Carpentry curriculum where inmates may obtain a diploma. During 2013, a total of 57 GED's, 16 Vocational Diplomas, 67 National Career Readiness Certificates (NCRC), 15 Microsoft Office and 14 Fiber Optic Cabling certificates were awarded. Education Department enhancements included the installation of two additional Smart Boards in the classrooms and the hiring of an additional federally funded Corrections Educational Specialist which allows the institution to offer an additional academic class in the evening. They also created a new GED testing lab with 16 student testing computers to comply with the new on-line testing requirements that will take effect in 2014.

Program enhancements included the offering of an additional evidence based program, Thinking for a Change, as well as increasing the number of Moral Reconciliation Therapy (MRT) classes to two. The institutional library started a Book Club to increase the General Population's interest in reading.

In preparation for new Federal standards regarding the Prison Rape Elimination Act (PREA), the institution affixed stickers indicating the dialing instructions

for reporting a PREA issue and a Crime Tip hotline. This information was later revised into signage that was painted onto the walls adjacent to in dormitory inmate's phones. PREA Educational posters were also hung in the dormitory's dayrooms which were also later transformed into signage that was painted directly onto the dayroom's walls.

The institution also conducted a voice sampling of every inmate housed at the facility. This recording was taken utilizing the inmate phones as was part of the inmate phone system's upgrade that would increase the accuracy of knowing who was placing a phone call.

The Inmate Yard area was also enhanced during 2013 to include a 35,000 square foot fenced in area for the dog program. This allows the dog handlers to unleash the dogs for exercise and obedience training in a secure area away from contact with other inmates.

GRCC also created an outdoor playground that included swings for children to use during inmate visitation. These swings offer enhanced family bonding with inmates and their children.

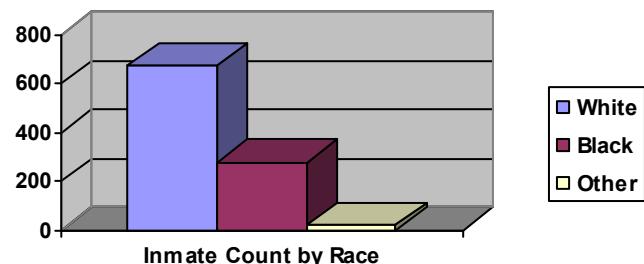


*New swings in visitation area*

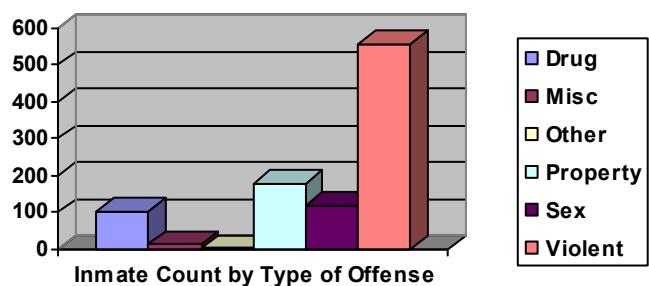
# Green River Correctional Complex

## 2013 Demographic Data

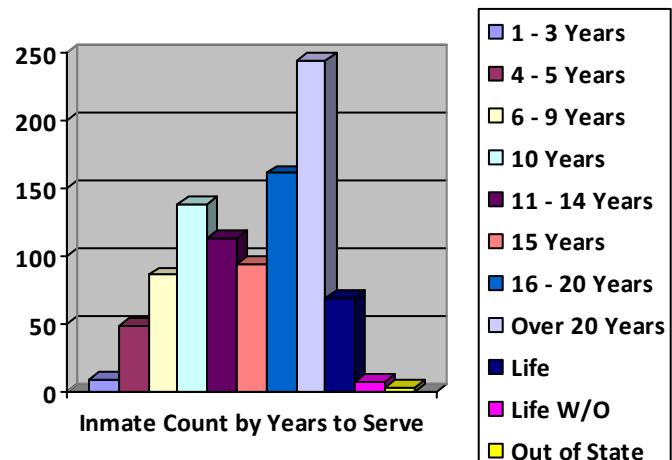
RACE	COUNT	PERCENTAGE
White	672	68.99%
Black	279	28.64%
Other	23	2.36%
Total	974	100.00%



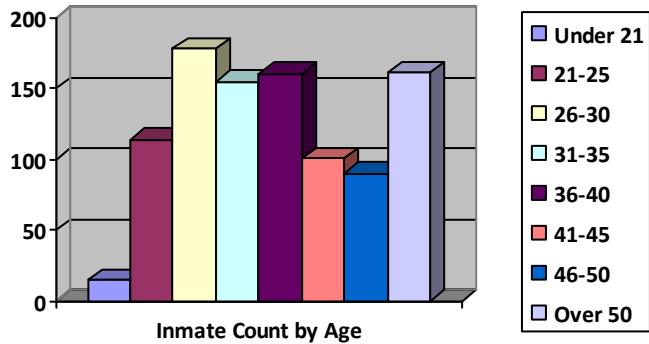
TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	104	10.68%
Misc	14	1.44%
Other	3	0.31%
Property	179	18.38%
Sex	119	12.22%
Violent	555	56.98%
Total	974	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	9	0.92%
4 - 5 Years	49	5.03%
6 - 9 Years	86	8.83%
10 Years	138	14.17%
11 - 14 Years	113	11.60%
15 Years	94	9.65%
16 - 20 Years	161	16.53%
Over 20 Years	244	25.05%
Life	69	7.08%
Life W/O	8	0.82%
Out of State	3	0.31%
Total	974	100.00%



AGE	COUNT	PERCENTAGE
Under 21	15	1.54%
21-25	114	11.70%
26-30	178	18.28%
31-35	155	15.91%
36-40	160	16.43%
41-45	101	10.37%
46-50	90	9.24%
Over 50	161	16.53%
Total	974	100.00%



# Kentucky Correctional Institution for Women



## **Warden Janet Conover**

Deputy Warden - Security  
Randy Hargis

Deputy Warden - Programs  
John "Wes" Dawson

Administrative Assistant  
Donna Dailey

Address  
3000 Ash Avenue  
PO Box 337  
Pewee Valley, KY 40056

2013 Average Daily Population  
628

Total Number of Staff  
212

Security Level  
Multi-level

Western Kentucky Correctional Complex was converted to a female facility.

KCIW is located on 270 acres in Shelby County. The facility has been ACA accredited since 1982 and is tobacco free. The institution is a campus style setting with multiple housing units, double and single bunked.

KCIW is considered a multi-custody facility as differential housing and programming must meet the needs of female felons serving one year to life, death row, maximum, medium, minimum, community custody, first offenders, persistent offenders, the disabled and special needs inmates.

## **Highlights**

The regional location of four institution's Personnel departments was dissolved, with KCIW's personnel moving back in-house. Access to personnel staff on-site, has made it convenient for staff to deal one-on-one with important personnel issues.

KCIW's Training Department continues to train newly hired Correctional Officers as part of the Staff Training and Retention (STAR) program which launched in 2011. KCIW has several Field Training Officers on each shift to assist new staff with the transition into correctional work.

Security upgrades and changes throughout the year included adjustment of security staffing patterns on all three shifts to balance out the off day assignments. This



*Warden Janet Conover*

in turn has decreased the need for mandatory overtime.

Additional equipment was purchased to enhance security. Four X-26P TASER weapons were acquired with a TASER being placed in the Lonnie Watson Center and the Special Management Unit for inmate control and cell entries.

TASER trained staff carry the TASER on the walk in the Special Management Unit. The additional TASER weapons are utilized on transportation trips where high risk inmates and / or multiple inmates are being transported.

Oleoresin Capsicum (OC) Spray has also been placed into the Lonnie Watson Center and the Special Management Unit Control Centers for use on cell entries.

Two additional 40 MM guns with three additional optical laser sights were purchased. The sights were mounted on the two new and one older 40 MM weapon.

## **Overview**

The Kentucky Correctional Institution for Women (KCIW) received its first inmates in 1938 as an extension of the Kentucky State Reformatory in LaGrange.

In 1962, KCIW was established by the Legislature as an autonomous institution. KCIW was the only state run institution for female inmates until 2010 when the

# Kentucky Correctional Institution for Women



*2013 I-LEAD class at KCIW*

The I-LEAD Program, a six-month regional leadership training program with participants from KCIW, KSR, LLCC and RCC, continues to play an important part in KCIW's quest to effectively raise the chances for professional success of its participants. Participants receive guidance in the following areas: upward mobility, resume preparation, public speaking skills, cultural diversity and networking opportunities.

Two pepper ball weapons were purchased for CERT with associated equipment and ammunition. Twenty-six new stocks with pistol grips were purchased to replace the old 12 gauge shotgun stocks.

All transportation wrist restraints were replaced with new Smith and Wesson wrist restraints, which include a double locking device that is not prone to being compromised by slamming the restraints against a wall to unlock them. Ten new hospital restraints were made to meet the new hospital security requirements. Ten new hospital bathroom restraints were also made to meet the new requirement for hospital trips.

Twelve inspection mirrors and adjustable handled magnets were purchased for placement on the shadow boards (two per unit) for each unit. This will assist the staff in finding contraband and razor blades, minimizing the risk of staff injury.

Two new Sony Handy-cams were purchased to replace the old cameras, one for the Lonnie Watson Center and one for the Special Management Unit.

Fifteen CTS Thompson Blue Handcuff covers were purchased to replace old and worn covers.

## Programmatic and Operational Areas

KCIW continues to partner with Paws with Purpose (PWP) to train service dogs for children and adults with physical disabilities. They begin with two-month old puppies and continue training until the dogs are about a year and a half. There are currently 12 inmate handlers who receive training from PWP volunteers. The dog program gives the inmates the opportunity to learn job skills that will help them once they are released and allows them to give back to society.

The Education Center offers instruction in Basic Literacy, Adult Basic Education, GED and college courses. Some of the college courses offered include Biology, English, Psychology, Sociology, Women's History, Developmental Math, and English. Vocational training includes a certified program in Horticulture.

Treatment programs such as Parenting, Sex Offender Treatment and Substance Abuse Program (SAP) are available to inmates. SAP provides treatment in a Therapeutic Community, with close supervision in a structured environment. It allows inmates to learn accountability for their actions as well as learning relapse prevention tools they will need when they return to the community. The program takes approximately six months to complete.

Another therapeutic program called WILLOW (Women Invested in Learning and Loving Ourselves Well) addresses the needs of incarcerated women who suffer from both a mental illness and a co-occurring addiction.

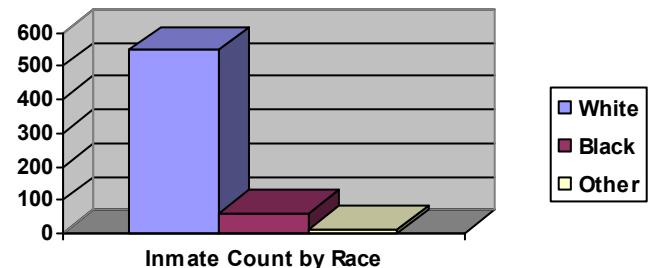
Additional programs available which address mental health issues are Seeking Safety and Thinking for a Change. Seeking Safety is a program presented by The Northern Kentucky Reentry Project that is "trauma-informed care" based with a large substance abuse component. Thinking for a Change is a program for inmates who focus on changing their thoughts and behaviors that lead them towards trouble.

Kentucky Correctional Industries (KCI) has been at KCIW for 27 years. They provide inmates with job training that produces marketable skills and quality products. Correctional Industries currently operates four separate industries consisting of Bulk Mail Services, Braille Transcription, Warehouse and Recycling.

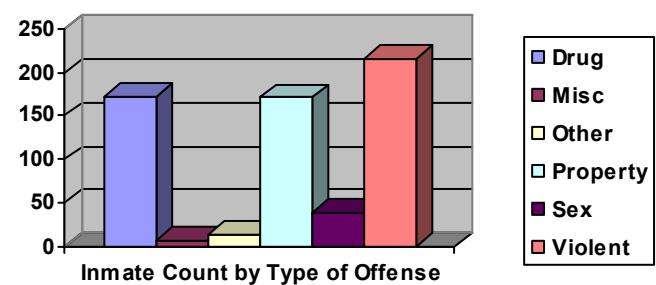
# Kentucky Correctional Institution for Women

## 2013 Demographic Data

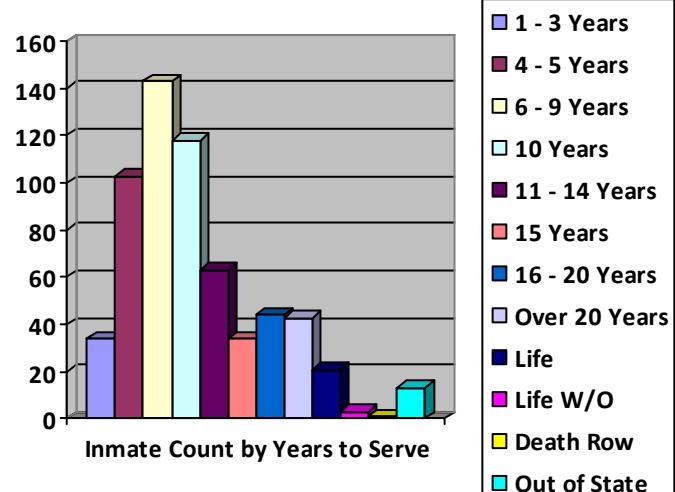
RACE	COUNT	PERCENTAGE
White	547	88.23%
Black	60	9.68%
Other	13	2.10%
Total	620	100.00%



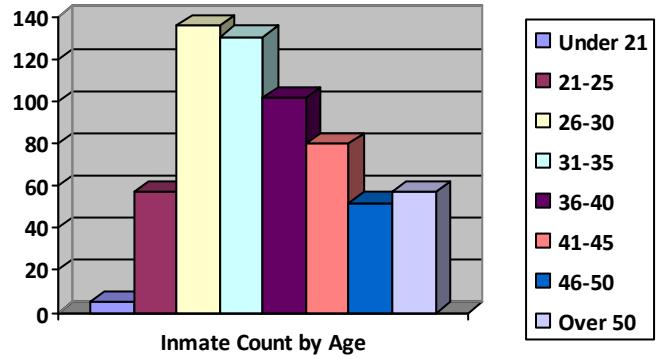
TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	172	27.74%
Misc	8	1.29%
Other	14	2.26%
Property	171	27.58%
Sex	39	6.29%
Violent	216	34.84%
Total	620	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	34	5.48%
4 - 5 Years	103	16.61%
6 - 9 Years	143	23.06%
10 Years	118	19.03%
11 - 14 Years	63	10.16%
15 Years	34	5.48%
16 - 20 Years	44	7.11%
Over 20 Years	43	6.94%
Life	21	3.39%
Life W/O	3	0.48%
Death Row	1	0.16%
Out of State	13	2.10%
Total	620	100.00%



AGE	COUNT	PERCENTAGE
Under 21	5	0.81%
21-25	57	9.19%
26-30	136	21.94%
31-35	131	21.13%
36-40	102	16.45%
41-45	80	12.90%
46-50	52	8.39%
Over 50	57	9.19%
Total	620	100.00%



# Kentucky State Penitentiary



## Warden Randy White

Deputy Warden - Security  
Joel Dunlap

Deputy Warden – Programs  
Duke Pettit

Deputy Warden - Support Services  
Skyla Grief

Administrative Assistant  
Tracey Jordan

Address  
266 Water Street  
Eddyville, KY 42038

2013 Average Daily Population  
865

Total Number of Staff  
340

Security Level  
Maximum

## Overview

The Kentucky State Penitentiary (KSP) serves as the Department of Corrections' only maximum security facility, housing an average of 865 inmates in 2013. The institution has operated for over 120 years, originally opening on Christmas Eve in 1889. The facil-

ity sits on the banks of Lake Barkley and is often referred to locally as, "The Castle on the Cumberland". Many renovations and enhancements have occurred during the numerous years of operation, providing for the utmost stability expected within a maximum security penitentiary.

Our population includes a large Protective Custody Unit, a large Segregation Unit in two separate cell blocks, Death Row, General Population, and a 30-man minimum outside dormitory. Our first priority is safety and security which requires a large portion of our fiscal and human resources. At the same time, we strive to offer an array of programs to engage the inmates in productive activity that will better their chances of returning to the community as a responsible citizen. These activities include work in one of our industries, assignment to vocational or academic school, involvement in self help and re-entry programs and religious activities. Inactivity and poor conduct is not acceptable and is discouraged at every level.

Ultimately we realize the majority of our inmates will return to the streets and it is our mission to prepare the inmate for his return.

## Highlights

Additional razor wire was installed along the interior fencing on the Yard.

Transportation equipment and vehicle upgrades in 2013 increased staff, public, and inmate safety. A total of 5 new vans



*Warden Randy White*

were purchased with 3 being equipped with security screens on all windows. Equipment expansions included ballistic vest for staff self-protection and electronic disable devices for use during inmate transports.

The showers located in 4 Cellhouse have been renovated to be in compliance with PREA standards through expansion, modernization, and privacy.

The CERT team received new shotguns. New riot gear was ordered and 40 mm less lethal munitions launchers were purchased to phase out the 37 mm less lethal munitions launchers.

In 2013, changes were implemented to improve upon storage of both inmate property and evi-



*Shower renovations in 4 cellhouse*

# Kentucky State Penitentiary

dence. The inmate property room was reorganized and the duffle bags previously used for inmate property storage were replaced with new plastic containers. To increase our standards on evidence preservation, the evidence locker was moved to the Administration Building under camera surveillance with limited access.

The armory was enhanced by adding iron gates to create an additional barrier to entry access. Beginning in 2013 the staff train-



*New gated entrance to Armory*

ing curriculum was revised and provided more extensive training to include OC pepper spray and the 40 mm less lethal munitions launcher for all staff.

The Main Control in the Administrative Building was upgraded with state of the art equipment. The new larger color monitors allow for the assigned Correctional Officer to have a clearer view of all those entering and exiting the institution.

On its 11<sup>th</sup> accreditation in May, KSP received a 99.3% ACA audit score, the highest score ever recorded for the prison. Warden White and Accreditation Manager Shea Holliman accepted the

re-accreditation award in August during ACA's conference in Washington, D.C.

Condemned state houses 204 & 205 were razed. The future plan of the cleared site includes construction of added parking. Additional state house projects included installation of a new air condition and heating unit in State House 207.

The Ice House located on the Yard was demolished new ice machines were installed in each of the cellhouses.

## Programmatic and Operational Areas

KSP offers re-entry style programs which are intended to assist offenders in successfully returning to society. In November 2013, Pathfinders was implemented and is facilitated by contract personnel. It is a 24-week intensive pre-release class that meets three hours per day, three days per week. Participants learn Team Building Skills, Resume Writing, Self Esteem, Drug and Alcohol Addiction/Education, Anger Management, Communication, Problem Solving, Time Management, Motivation, Values, and Life Planning. The program enables inmate participants to think through the consequences of their actions before they act. Every lesson in the program is aimed at attacking thinking errors and replacing those errors with healthy approaches to sorting emotions, making choices and solving problems.

Work and self-help programs

have continued to provide high numbers of inmate involvement. KSP offers ample job opportunities ranging from employment in one of the Prison Industries areas to janitorial services. AA/NA and NAACP are offered. Various cognitive skills programs are available to the inmate population which includes Moral Reconciliation Therapy, Thinking for a Change, New Direction, and In2Work.

In August of 2013, the Recreation Department implemented a Total Body Fitness Program. This program includes cardiovascular workout classes and strength training programs that are designed based on the inmates individual needs and goals. This program also has a nutritional planner which is catered to the individual.

The first Residents Encounter Christ (REC) Christian Spiritual Retreat was held in December 2013. During the two-day event, 13 volunteers from the Owensboro area led 23 inmate participants into looking at their relationship with Christ.

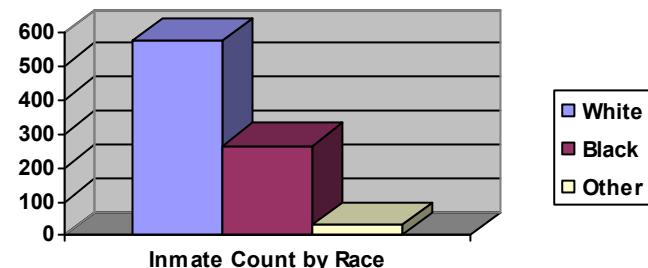
School programs, consisting of academic and vocational classes, continued to offer inmates opportunities to further their education. A total of 24 GED's, 11 Vocational Technical Fundamentals, 3 Collision Repair and 6 Electricity Diplomas were awarded.

A minimum of 18 different religious services are scheduled each week for seven various faiths and many more activities are scheduled as a result of volunteer participation.

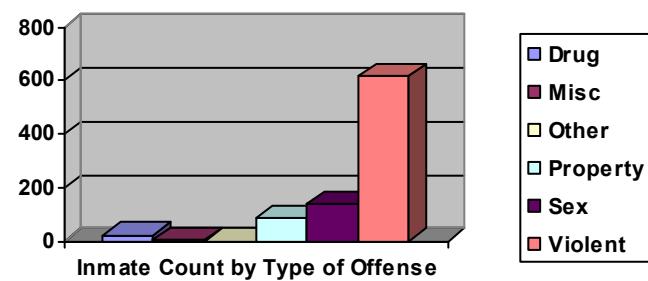
# Kentucky State Penitentiary

## 2013 Demographic Data

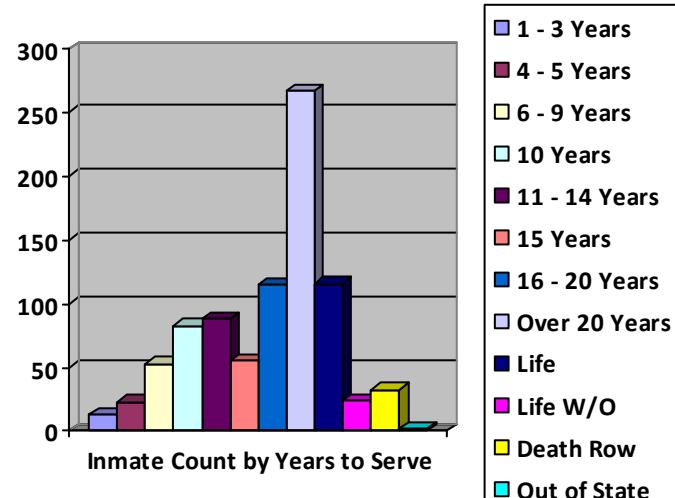
RACE	COUNT	PERCENTAGE
White	575	66.02%
Black	265	30.42%
Other	31	3.56%
Total	871	100.00%



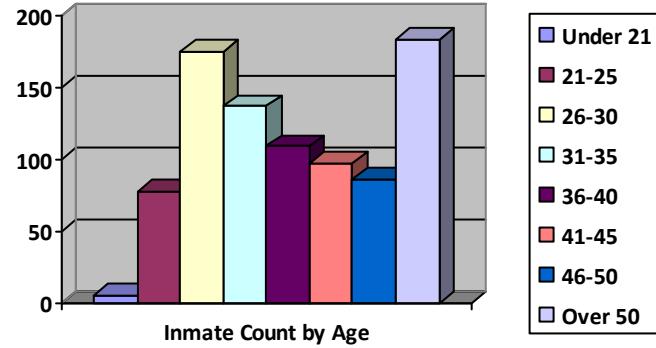
TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	22	2.53%
Misc	6	0.69%
Other	3	0.34%
Property	86	9.87%
Sex	139	15.96%
Violent	615	70.61%
Total	871	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	13	5.48%
4 - 5 Years	23	16.61%
6 - 9 Years	53	23.06%
10 Years	83	19.03%
11 - 14 Years	88	10.16%
15 Years	55	5.48%
16 - 20 Years	115	7.11%
Over 20 Years	267	6.94%
Life	116	3.39%
Life W/O	24	0.48%
Death Row	32	0.16%
Out of State	2	2.10%
Total	871	100.00%



AGE	COUNT	PERCENTAGE
Under 21	5	0.57%
21-25	78	8.96%
26-30	175	20.09%
31-35	137	15.73%
36-40	109	12.51%
41-45	97	11.14%
46-50	86	9.87%
Over 50	184	21.13%
Total	974	100.00%



# Kentucky State Reformatory



## Warden

**Clark Taylor**

Deputy Warden - Security  
Aaron Smith

Deputy Warden - Programs  
James Coyne

Deputy Warden - Operations  
Paige McGuire

Administrative Assistant  
Teresa St. Clair

Address  
3001 West Hwy. 146  
LaGrange, KY. 40032

2013 Average Daily Population  
1949

Total Number of Staff  
650

Security Level  
Medium

## Overview

The Kentucky State Reformatory (KSR) is located in LaGrange, which is approximately 30 miles northeast of Louisville. It is a medium security facility that is the state's largest institution with a 2,005 bed capacity.

The physical plant has essentially retained its original configura-

tion. The 12-story administration building was designed to house the offices of key staff members, a hospital, medical offices and living quarters for correctional staff. The 11th floor houses the machinery of the elevator; the 12th floor houses a now defunct 150,000 gallon water tank.

There are 11 dormitories made up of individual rooms, a 150 bed Correctional Psychiatric Treatment Unit, and a 58 bed Nursing Care Facility. In addition, there is a two-story cellblock with 130 segregation cells and a 40 bed Daily Assisted Living Unit.

KSR operates under a unit management concept with five separate living units. The Unit Management Program is designed to foster personal relationships in smaller groups and assures inmate access to staff that are familiar with their needs. An inmate may seek personal counseling from any member of the Unit Team, which consists of a unit administrator, an assistant unit administrator if designated for the unit, classification and treatment officers, a secretary, correctional officers and engineering staff. The unit team assists inmates with institutional programming, case preparation for the Parole Board, classification reviews, developing release plans and problem solving.

## Highlights

The Reformatory underwent several upgrades and changes during 2013 and was officially reaccredited, receiving their 11<sup>th</sup> ACA accreditation in January.



*Warden Clark Taylor*

In January the back entrance to the administration building was closed indefinitely due to deteriorating masonry falling from the Tower. A recycling bin was also placed in the staff canteen for recycling plastics. KSR continues to be diligent in recycling wood pallets, turning them into award plaques and furniture. Also in January, KSR's Employee Training Department was relocated from the Central Region Training Center to the 3<sup>rd</sup> floor.

In March 2013, we added four hearing impaired cells for inmates in dorm 5, and we are planning to add some to dorm 3 and dorm 7. We began new GED night classes and started educational classes for inmates in the Nursing Care Facility and Segregation. Also, more medical specialists have been conducting clinics onsite to include, a gastro-

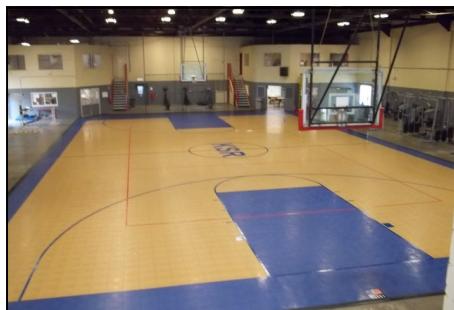


*Hearing Impaired cell in Dorm 5*

## Kentucky State Reformatory

enterologist, a urologist and a cardiologist, to reduce transportation trips and save money. We revamped the Canine Programs and partnered with the Kentucky Humane Society, which introduced the PROUD dog program. KSR also implemented a new program where inmates are able to order eyeglasses from an outside vendor.

In June 2013, Phase II of the electrical upgrades was completed. The roofing projects on dormitories 4, and 6 were completed. Upgrades were made to the gym which included painting and a new gym floor.



*KSR's newly installed gym floor.*

In July 2013, Segregation and the Correctional Psychiatric Treatment Unit underwent a study by the Center for Navel Analysis to assess our disciplinary segregation. We purchased seven Remotely Activated Custody Control belts which are used in transporting high risk inmates. Additionally, we purchased three Electrified Neoprene sleeves for high risk inmates transported on hospital trips. The sleeves can be worn on the upper arm or leg and are activated by a remote control.

Also in July a new mentoring program began for new officers to help with staff retention and to



*New Staff Mentoring Program*

improve communication. New Officers are assigned a mentor for their entire probationary period. The goal is to provide the guidance, support, and understanding by sharing experience and knowledge to help probationary officers transition into our profession and provide them with a stronger, clearer understanding of KSR's professional and ethical expectations.

On August 15, 2013, new PREA policies and standards were implemented along with information regarding the PREA audit which will begin in 2014. We installed two PREA hotlines and one criminal tip hotline.

In September 2013 the roofing project on the kitchen began. The Program Security Review took place on September 24-26. Also, the Voice Biometric System was implemented and all inmates who wished to participate went through the voice enrollment process. Also in September an employee accountability system was implemented in the Control Center utilizing a barcode system.

In October 2013, the roofing project for dormitory 9 was completed. Additionally, more razor

wire was added to strengthen perimeter security.

In November 2013, remediation of floors 5 through 10 was completed to eliminate mold and mildew.

During 2013, KSR staff put together a number of care packages that were sent to our military staff and their troops overseas.

### **Programmatic and Operational Areas:**

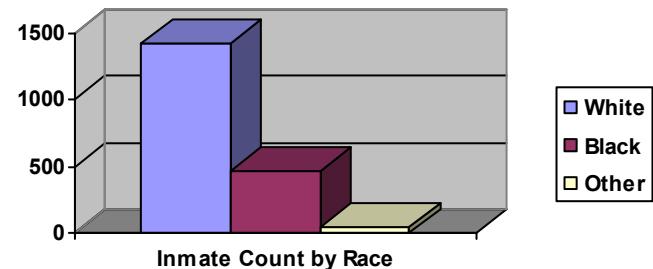
Programs offered by the Reformatory include: Academic and vocational education, college classes, life management, organized sports and recreation, religious services and counseling, on-the-job training, correctional industries and services provided by the Division of Mental Health, i.e. Psychological/Psychiatric Services, Sex Offender Treatment Program and individual or group counseling. KSR also offers several specific programs along with several new and revamped programs in 2013.

Specific programs offered include the Fathers and Children program (FACT); Co-Occurring Disorder (Phoenix program); Striving Towards A Recovery program (STAR); Inside Out Dads; Moral Reconation Therapy (MRT); Enhanced Supervision Program (ESP); Helping Offenders Progress Everyday (HOPE); Prisoner Rehabilitation of Untrained Dogs (PROUD); Individualized Treatment Working on Re-integration and Keeping Stable (IT WORKS); FOCUS; and New Directions.

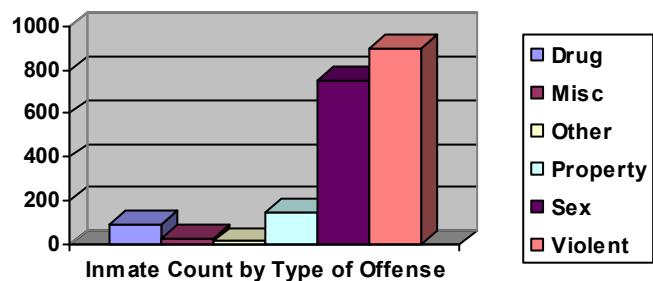
# Kentucky State Reformatory

## 2013 Demographic Data

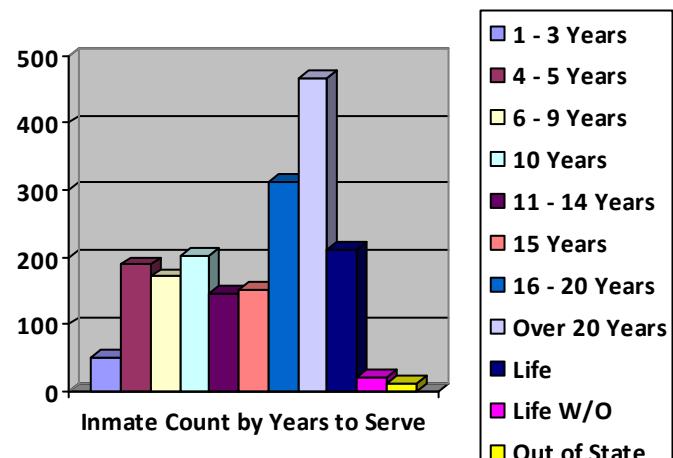
RACE	COUNT	PERCENTAGE
White	1420	73.42%
Black	464	23.99%
Other	50	2.59%
Total	1934	100.00%



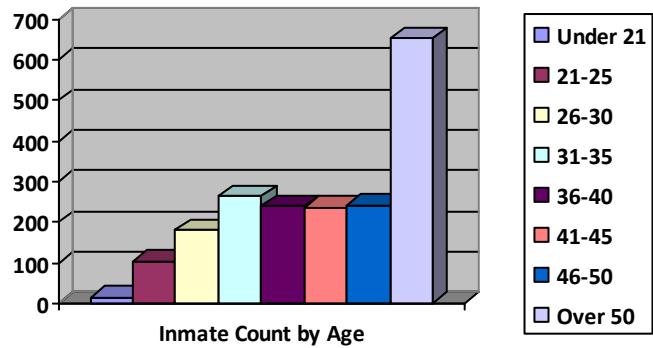
TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	90	4.65%
Misc	30	1.55%
Other	15	0.78%
Property	150	7.76%
Sex	749	38.73%
Violent	900	46.54%
Total	1934	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	51	2.64%
4 - 5 Years	189	9.77%
6 - 9 Years	171	8.84%
10 Years	202	10.44%
11 - 14 Years	145	7.50%
15 Years	152	7.86%
16 - 20 Years	312	16.13%
Over 20 Years	466	24.10%
Life	212	10.96%
Life W/O	21	1.09%
Out of State	13	0.67%
Total	1934	100.00%



AGE	COUNT	PERCENTAGE
Under 21	15	0.78%
21-25	105	5.43%
26-30	180	9.31%
31-35	265	13.70%
36-40	240	12.41%
41-45	236	12.20%
46-50	241	12.46%
Over 50	652	33.71%
Total	1934	100.00%



# Little Sandy Correctional Complex



## Warden Joseph P. Meko

Deputy Warden - Security  
James D. Green

Deputy Warden – Programs  
Vacant

Administrative Assistant  
Deborah Williamson

Address  
505 Prison Connector  
Sandy Hook, KY 41171

2013 Average Daily Population  
1008

Total Number of Staff  
248

Security Level  
Medium

A total of 1008 inmates are currently housed at LSCC. Our housing includes two general population housing units with 416 beds in each, a 100 bed minimum security unit and a 90 bed special management unit. Little Sandy Correctional Complex can facilitate up to a total of 1022 offenders.

There are numerous support buildings including academic and vocational schools, a medical unit, inmate canteen, Correctional Industries, a gym, dining facility and maintenance area.

Little Sandy Correctional Complex operates under the direct supervision model of supervision. It encourages staff and inmate interaction and allows the inmates to have direct access to staff when they have a concern.

Little Sandy Correctional Complex received its initial accreditation from the American Correctional Association (ACA) on August 13, 2007 with a compliance score of 100%. The institution was reaccredited on June 11, 2010 and July 07, 2013.

## Highlights

The Command Center for Critical Incident Management was relocated to the Administration Building.

The Command Center features state of the art equipment, including computer stations, smart board, radio communication equipment and large screen televisions to monitor security cameras surveillance video.

## Overview

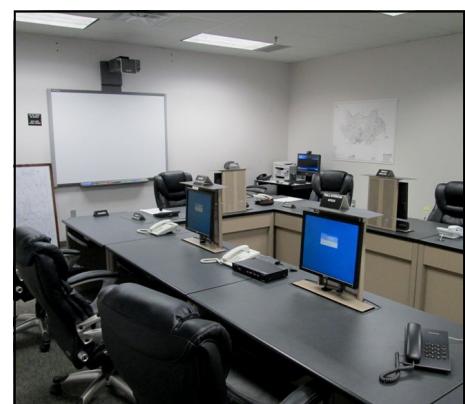
Little Sandy Correctional Complex (LSCC) is a medium security institution located in Elliott County Kentucky. It is the department's newest and most technologically advanced institution in the state.



*Warden Joseph Meko*

Little Sandy Correctional Complex added Small Engine Repair and Carpentry to the list of available Vocational Programs.

LSCC has worked to improve energy efficiency and reduce cost throughout the institution. We have installed lighting that requires less wattage; installed large fans to allow air movement to create and maintain consistent temperatures; installed variable frequency drives (VFD) on air handler units to adjust cooling



*Command Center which was relocated to the Administration Building*

## Little Sandy Correctional Complex

functionality as the actual demand increases and decreases; and retrofit faucets to conserve water.

LSCC in conjunction with Aramark began the Fresh Favorites Program to offer a variety of foods for inmates to purchase.

The Fresh Favorites Grill is open every Tuesday and one Wednesday each month from 1:00 p.m. – 3:00 p.m. Some of the items on the menu that are available to order are cheeseburgers, fries, mozzarella cheese sticks, curly fries, buffalo chicken, steak and popcorn shrimp.

We have transitioned to a tobacco free facility without much repercussion. This transition was successful due to tactful planning and timely execution of plans.

On April 3, 2013, LSCC's Substance Abuse Program (SAP) held its first graduation ceremony with a total of 78 inmates graduating from the class.

### Programmatic and Operational Areas

LSCC has very diverse programming to address the needs of a



*Greenhouse located in MSU*



*Little Sandy Correctional Complex's Paws with a Purpose Program*

wide spectrum of offenders. We provide quality programs that focus on key fundamentals such as behavior and thinking processes.

When further developed, these fundamentals lead to a more structured and self sufficient individual who will have an increased chance of succeeding and a decreased chance of becoming another statistic of recidivism.

Some of the programs offered at Little Sandy Correctional Complex include Alcoholics Anonymous, Cage Your Rage, Domestic Violence, Inmate to Workmate, Substance Abuse Program, Corrective Action Program, Violent Offenders, Horticulture, Inside Out Dads Program, Life Without a Crutch Program, Moral Reconation Therapy, New Direction, Responsible Thinking, Path-

finders, and Peaceful Solutions.

Paws with a Purpose is a canine program that continues to be a pace setter. Over the years we have been able to assist many canines that would have been euthanized had LSCC not intervened.

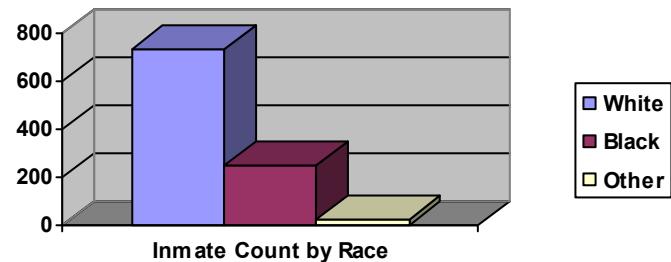
These programs, as well as others offered at LSCC, assist the inmate in changing their thought process thus changing behaviors. These programs also provide basic interpersonal skills to allow the inmates to better communicate with others when released.

LSCC actively seeks partnerships with community and educational entities to provide a more integral programmatic menu to the inmate population.

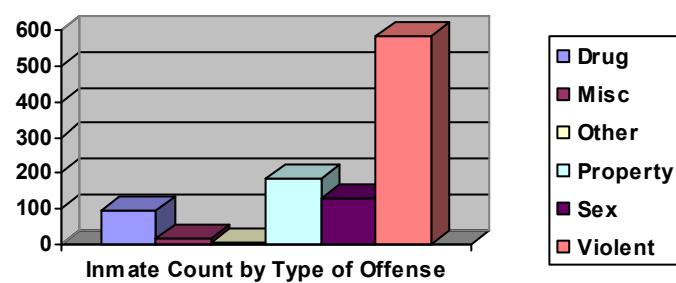
# Little Sandy Correctional Complex

## 2013 Demographic Data

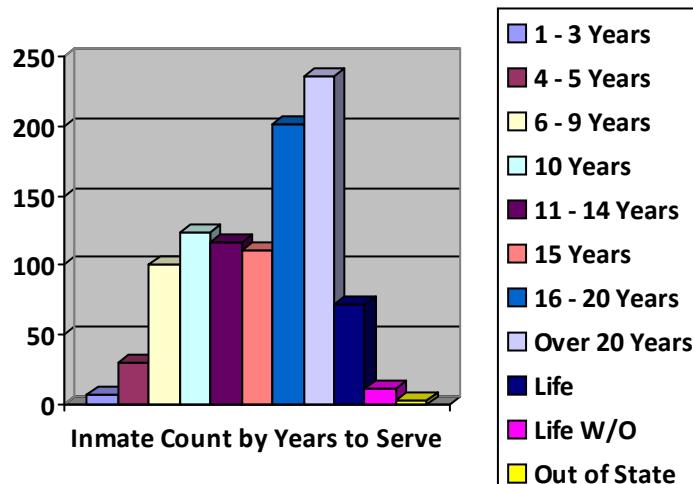
RACE	COUNT	PERCENTAGE
White	737	72.97%
Black	249	24.65%
Other	24	2.38%
Total	1010	100.00%



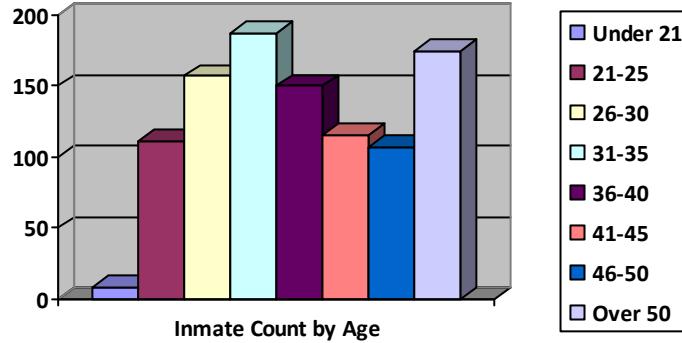
TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	97	9.60%
Misc	19	1.88%
Other	3	0.30%
Property	183	18.12%
Sex	127	12.57%
Violent	581	57.52%
Total	1010	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	7	0.69%
4 - 5 Years	30	2.97%
6 - 9 Years	100	9.90%
10 Years	124	12.28%
11 - 14 Years	116	11.49%
15 Years	110	10.89%
16 - 20 Years	201	19.90%
Over 20 Years	236	23.37%
Life	72	7.13%
Life W/O	11	1.09%
Out of State	3	0.30%
Total	1010	100.00%



AGE	COUNT	PERCENTAGE
Under 21	8	0.79%
21-25	111	10.99%
26-30	157	15.54%
31-35	187	18.51%
36-40	150	14.85%
41-45	116	11.49%
46-50	107	10.59%
Over 50	174	17.23%
Total	1010	100.00%



# Luther Luckett Correctional Complex



## Warden

**Gregory S. Howard**

Deputy Warden - Security  
Phillip Bramblett

Deputy Warden – Programs  
Tiffany Ratliff

Administrative Assistant  
Jennifer Fitzgerald

Address  
1612 Dawkins Road  
Lagrange, KY 40031

2013 Average Daily Population  
1086

Total Number of Staff  
265

Security Level  
Medium

## Overview

The Luther Luckett Correctional Complex (LLCC) was built in direct response to the 1980 Federal Consent Decree. It was named in honor of Luther Luckett, an employee of the Department of Corrections for over 22 years.

The first inmates were received at the LLCC in March 1981. The institution was originally de-

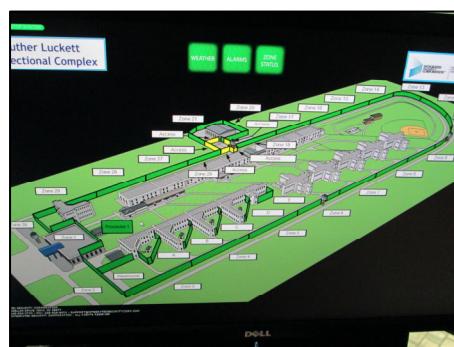
signed to house 486 inmates. In 1990, the institution double bunked the cells. In addition, LLCC currently has 102 day beds in units 7A, 7B and 7C. This brings the present operational capacity to 1097.

LLCC is also unique in that the Kentucky Correctional Psychiatric Center, under the Kentucky Family & Health Services Cabinet, operates behind the perimeter fence. This provides the sister agency with a safe and secure environment to complete its unique mission.

## Highlights

The perimeter of institution received a new enhanced sensor alarm fence. The increased sensitivity and reduction in false alarms provides for a faster response time by the perimeter patrol officer. It also allowed the Officers assigned to Tower 11B and the two Officers assigned to Tower 10 to be reallocated to positions inside the institution.

Further perimeter security enhancements were added to the initial entry point at Box 1. Barrier poles were added to both the entry and exit points at the main



Enhanced sensor perimeter fence



*Warden Gregory S. Howard*

entrance. In addition, security gates and video surveillance cameras were added at Box 1.

Luther Luckett Correctional Complex was one of the first institutions to fully implement the new changes to CPP 9.1 which included the deployment of OC pepper spray to all security staff. The number of inmate assaults on staff dropped to zero since the implementation.

The institution also conducted monthly security challenges to raise staff situational awareness along with regular Critical Incident Management scenarios to enhance the staff's ability to manage difficult issues.

Continued Critical Incident Mapping has provided the Warden the ability to identify and target areas of concern.

The Special Services Unit was created to fuse together the assets of the Prison Rape Elimination Act Compliance Officer, the Administrative Captain, Fire and Safety Officer, Systems Support, Internal Affairs, Corrections

## Luther Luckett Correctional Complex

Emergency Response Team, K-9 and the Wardens Office to respond to unique tactical, logistical and operational problems facing the institution.

The employees working together under one umbrella are able to meet those challenges which would normally be beyond the scope of any one department's normal assigned duties.

The Special Services Unit conducted numerous sensitive operations which resulted in the removal of several compromised staff and inmate visitors, reduced the amount of inmate violence and illegal drugs and helped to enhance staff safety.

The Special Services Unit continued to expand the unit's capability with the addition of two working dogs in November 2013 with the purpose of enhancing the ability to locate narcotics, tobacco and cell phones.



*Two additional dogs were added to the Special Services Unit*

Security loops were placed on the walls of the Special Management Unit. These devices enabled staff to safely secure inmates when out of their cells during the classifications process and staff interviews.

### Programmatic and Operational Areas

LLCC focuses on providing quality programming to offenders to assist them for successful re-entry into society. Prominent programs include a 192 bed Substance Abuse Program, which operates under a therapeutic community model, and the sex offender treatment program.

LLCC provides numerous educational opportunities and inmates are encouraged to pursue a continued education from General Education Development to college courses offered through Jefferson Community College. Nighttime adult education courses are also offered through Oldham County Adult Education.

Vocational Courses include Automotive Technology, Carpentry and Masonry.

Kentucky Correctional Industries operates a print shop which employs approximately 50 inmates. This allows inmates to earn money and learn work skills in an environment very similar to that in the business world.

Inmates can also take advantage of self help courses like Pathfinders, Inmate to Workmate, Boundaries, MRT and New Directions.

LLCC has a Shakespeare group that performs a different play each spring. Shakespeare Behind Bars has been in existence for over 16 years and several of the original members are still in the program.



*Bears produced by inmates in the Bears Behind Bars program*

Bears Behind Bars is a pilot program in Kentucky. The program allows inmates to create small teddy bears to be distributed to law enforcement agencies, fire fighters and EMS, who will in turn give them to children in a time of need. This program is truly about giving back to the community and has deeply touched the inmates and staff.

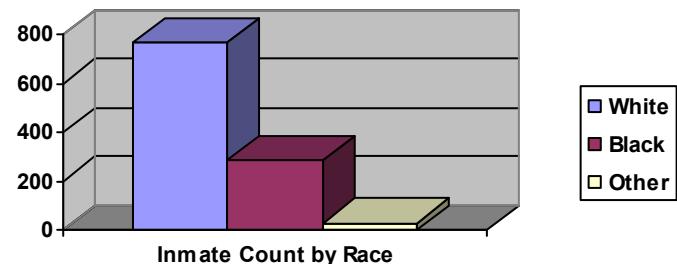
LLCC continues to partner with the Oldham County Animal Shelter and the Humane Society of Oldham County to rescue dogs and place them within the facility in Camp Canine. The program maintains 12 dogs at all times and employs trained inmates to teach the dogs' basic obedience. During 2013, Camp Canine successfully adopted out over 50 dogs.

LLCC has been extremely proactive in reaching out to veterans, reservist, and active duty personnel of the U.S. military in assisting them with finding employment not only with the institution but the Department as a whole. We also have been working closely with the U.S. Marine Corps Reserves to help Marines gain employment with the Department of Corrections.

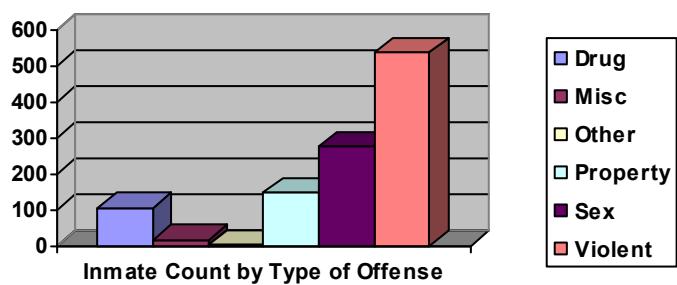
# Luther Luckett Correctional Complex

## 2013 Demographic Data

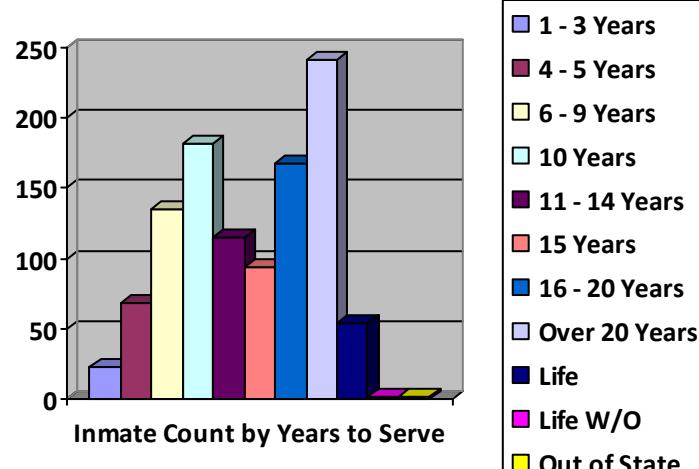
RACE	COUNT	PERCENTAGE
White	771	71.19%
Black	284	26.22%
Other	28	2.59%
Total	1083	100.00%



TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	105	9.70%
Misc	16	1.48%
Other	2	0.18%
Property	146	13.48%
Sex	277	25.58%
Violent	537	49.58%
Total	1083	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	23	2.12%
4 - 5 Years	68	6.28%
6 - 9 Years	135	12.47%
10 Years	182	16.81%
11 - 14 Years	115	10.62%
15 Years	94	8.68%
16 - 20 Years	167	15.42%
Over 20 Years	241	22.25%
Life	54	4.99%
Life W/O	2	0.18%
Out of State	2	0.18%
Total	1083	100.00%



AGE	COUNT	PERCENTAGE
Under 21	11	1.02%
21-25	97	8.96%
26-30	192	17.73%
31-35	204	18.84%
36-40	161	14.87%
41-45	118	10.90%
46-50	118	10.90%
Over 50	182	16.81%
Total	1083	100.00%



# Northpoint Training Center



## Warden

### **Don Bottom**

Deputy Warden - Security  
Gary Prestigiacomo

Deputy Warden – Programs  
Richard Rowlette

Deputy Warden – Operations  
Julie W. Thomas

Administrative Assistant  
Ashley Kirk

Address  
710 Walter Reed Road  
Danville, KY 40422

2013 Average Daily Population  
1249

Total Number of Staff  
292

Security Level  
Medium

## Overview

Northpoint Training Center (NTC) is a medium security correctional facility for adult male offenders. The facility is located in northern Boyle County near Danville, Kentucky.

The department received control of the property in January 1983. NTC was initially conceived as a

minimum security institution for fewer than 500 inmates. The mission rapidly changed to the development of a medium security institution with a proposed population of 700 inmates. The institution has expanded over the years to a bed capacity of 1,256.

NTC consists of 551 acres. General population inmates are housed in open-bay dormitories within a secure perimeter. Special Management Unit inmates are housed in single cells in a 60-bed segregated structure separated from the main compound. Around 40 minimum security inmates are housed in dormitories outside the secure perimeter.

The perimeter of the compound is a combination of two parallel 12-foot fences with razor wire on the bottom, middle, and top. The inner perimeter fence has a sensor system that alerts the main control, four armed wall towers, an outside patrol, control center, and over 600 state of the art security cameras have been installed to monitor inmate activities.

## Highlights

Staff security measures have increased for 2013 with the purchase of a Remotely Activated Custody and Control (RACC) Belt, which subdues inmates if they become violent or attempt to escape. This belt gives officers a less than lethal option while on transports or hospital duty. Staff now carries OC spray on the yard, which has prevented many injuries by stopping altercations. Also a fence has been positioned around the armory to increase



*Warden Don Bottom*

security and red lights have been installed to improve night time visibility for the security cameras.

Staff training and mentoring programs have increased during 2013. The local fire marshal and Portion Pac have held trainings to provide essential information to staff.

The Northpoint Future Leaders Program began in July 2013 as a motivational program to help prepare NTC future leaders. Participants were taught about each department and received training in public speaking, interview skills and had several tasks to accomplish as a team.

A staff mentoring program was developed in March 2013 to ensure that new staff have a working knowledge of the post and shift specific duties required of them. Each shift has mentors that new staff can ask questions on how to complete certain tasks. The mentor will assist them with these tasks and, once mastered, will sign off in the new em-

## Northpoint Training Center

ployee's workbook. This program was set up to give new staff a better understanding of how NTC works.

NTC is the first adult institution in the state to implement a Voice Over Internet Protocol (VOIP) Phone System. This system, installed in October, runs over the data networking system and saves cost and infrastructure.

The old Correctional Industries Warehouse was converted to the Fire/Safety and Sanitation Department in July.

### Programmatic and Operational Areas

Foothills Christian Appalachian Project began three federally funded programs in April. Financial Peace Program teaches participants how to improve communications with their partner while learning crucial money management skills. Responsible Parenting Program aims to provide fathers an insight into their fathering techniques and how they may improve those to better their children. Job Readiness Program focuses on preparing participants to search for, obtain and maintain employment.

NTC men's chorus began in July and has approximately sixteen participants. The chorus has had two performances, one in October and one in December.

The Substance Abuse Program (SAP) began on September 24, 2012. SAP uses the group concept, with the whole group living and working together toward a



*SAP Recreation Yard at NTC*

common goal. Participants are isolated as much as possible from negative influences that would impair their movement toward permanent sobriety and recovery. SAP has their own recreation yard with picnic tables and basketball goals. They held their first graduation on March 25, 2013. By the end of 2013 SAP had 96 graduates.

Vocational Carpentry class framed a house for Habitat for Humanity in 2013. The process included framing and hanging the walls of the house along with building the cabinets and vanity's. NTC had eighteen participants in this project and the house was picked up by Habitat for Humanity on August 2.



*Cabinets built for the Habitat for Humanity Project.*

Veterans Benefit Counselor, Jay Tomlin, from the Department of Veterans Affairs comes in once a

week and meets with incarcerated combat veterans but will assist others veterans if he can. He assists Combat Veterans by letting them know what benefits and services they are eligible for upon release from Prison.

Other programs/classes include: New Directions, Moral Reconciliation Therapy, Thinking for a Change, Pathfinders, Inside Out Dads, Parenting Program, IN2WORK Program, Microsoft Office, Vocational Masonry, Vocational Electricity, C-Tech Cabling Classes, and GED classes.

Gravel walking tracks around the recreation yards of Units A and B were completed in the fall.

In September, NTC inmates participated in a Voice Biometric Phone enrollment. NTC successfully enrolled 1039 inmates in the new Securus Phone System.

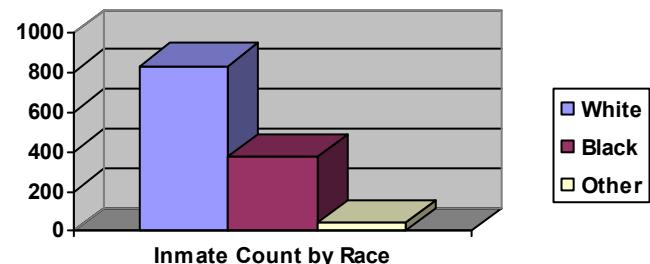
The Chapel had a very prosperous year. Maintenance installed a new bathroom for our outside guests and staff. They also installed a new side door for better access for the handicapped and wheelchairs. The carpentry class finished construction on the new pulpit and communion insert behind the pulpit.

The NTC segregation unit has ordered bio hazardous suits to protect staff from diseases while cleaning observation walls. Also, suicide resistant vents were installed in the two observation cells, as well as two other segregation cells. This allows four inmates to be in suicide resistant cells at one time.

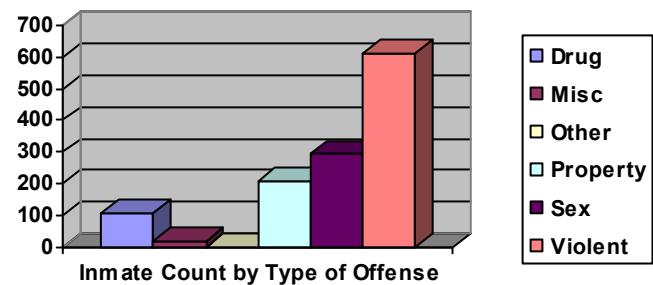
# Northpoint Training Center

## 2013 Demographic Data

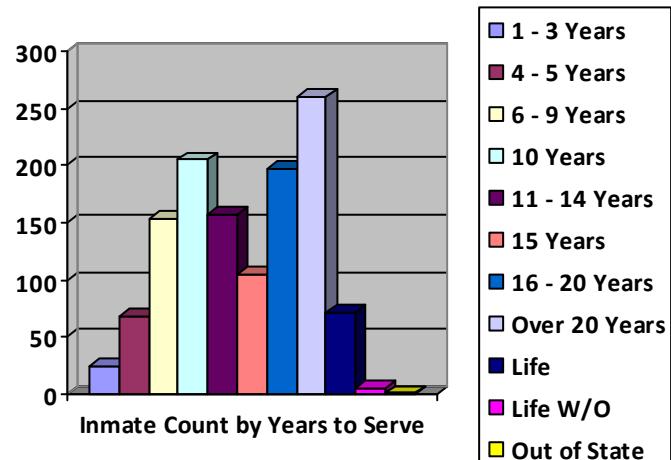
RACE	COUNT	PERCENTAGE
White	830	66.67%
Black	373	29.96%
Other	42	3.37%
Total	1245	100.00%



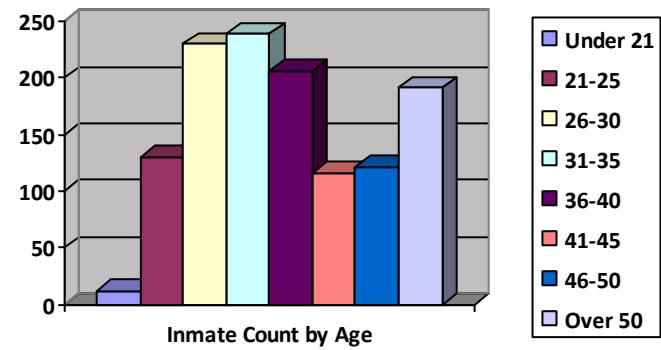
TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	110	8.84%
Misc	21	1.69%
Other	1	0.08%
Property	209	16.79%
Sex	294	23.61%
Violent	610	49.00%
Total	1245	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	24	1.93%
4 - 5 Years	68	5.46%
6 - 9 Years	153	12.29%
10 Years	205	16.47%
11 - 14 Years	157	12.61%
15 Years	104	8.35%
16 - 20 Years	197	15.82%
Over 20 Years	260	20.88%
Life	71	5.70%
Life W/O	5	0.40%
Out of State	1	0.08%
Total	1245	100.00%



AGE	COUNT	PERCENTAGE
Under 21	12	0.96%
21-25	130	10.44%
26-30	230	18.47%
31-35	239	19.20%
36-40	206	16.55%
41-45	116	9.32%
46-50	121	9.72%
Over 50	191	15.34%
Total	1245	100.00%



# Roederer Correctional Complex



## Warden Ravonne Simms

Deputy Warden - Security  
Vanessa Kennedy

Deputy Warden – Operations  
Sharon Veech

Administrative Assistant  
Patti Ray

Address  
P.O. Box 69  
LaGrange, KY 40031

2013 Average Daily Population  
1191

Total Number of Staff  
255

Security Level  
Medium

to 252. In 1989 with the transfer of the Assessment and Classification Center from the Kentucky State Reformatory, the inmate population increased to 435 by the double bunking of existing living areas and utilizing five trailers. There are currently five living units at RCC with a total capacity of 1,152 inmates.

RCC has three distinct purposes: The Assessment and Classification Center processes all incoming male felons with the exception of those sentenced to death row. Over 7,000 incoming offenders are processed per year. The Assessment Center is also responsible for all sentence calculations of felons in Controlled Intake (currently 1,600) and for classifying felons for the Class D Program (approximately 4,000 per year).

Roederer Correctional Complex permanent inmates provide support services for the institution, including 100 inmates who work in the Maintenance Department, Kitchen, Laundry, Legal Office, Grievance Office, etc. The medium custody permanent inmate population totals 222 at full capacity.

## Overview

The Roederer Correctional Complex (RCC) was opened August 28, 1976 as a 150-bed minimum security “work camp” responsible for the farming operation of approximately 3,000 acres. In December 1987, the first transition occurred. The institution converted to medium security and increased the inmate population



*Warden Ravonne Simms*

audit was conducted June 4-6. The team was complimentary and reported staff and inmate morale was excellent.

With the installation of shower curtains and signs to indicate female staff on duty, RCC is 100% compliant with PREA. We have trained 11 PREA investigators.

Chapel construction that began in 2012 was completed and opened for the minimum custody inmate population in August 2013.



*RCC Chapel / Canteen*

A remodel was completed on the Roy Tomlinson firing range house and firing range areas.

## Highlights

On August 1, 2013 Warden Martin “Dino” Granado retired and KSR Deputy Warden Ravonne Sims was appointed as Warden.

Unit 3 added 50 additional medium security beds and the roof was completely replaced.

The Program Security Review

# Roederer Correctional Complex

## Programmatic and Operational Areas

The Substance Abuse Program is a 200-bed intensive in-patient treatment unit. The treatment is provided to incarcerated felons and offenders on parole. Treatment is facilitated through former program graduates, treatment staff, security staff, community mentors and volunteers.

**New Directions:** This six-month program is broken into 19 modules with 10 sub categories. It covers skills such as banking, employment search, legal documentation and housing, that inmates need to be successful.

**New Directions Boost:** A one-day condensed version of the New Directions program for inmates that do not have enough time to complete the six-month program.

**Microsoft:** This program covers practical applications for Microsoft Excel, PowerPoint, Word and Outlook along with basic computing and windows.

**Cabling:** Six-month program that teaches network cabling for home and businesses.

**In2Work (N2W):** Six-month program that teaches food safety/ prep and service. Participants receive a SafeServ Certification that is applicable on the streets.

**In2Work II (N2W2):** Six-month certification program that is the second phase of In2Work.

**GED:** Inmates work towards achieving their GED diploma.

**College:** Inmates work towards achieving their College Degree. Classes are offered in the Spring and Fall semesters.

**Moral Reconation Therapy:** A behavioral modification program taught by Community Health Services that takes the form of group and individual counseling using structured group exercises and prescribed homework assignments.

**Inside Out Dads:** A six-month parenting program that builds the relationship between inmates and their children. Upon completion there is a cookout with the children and family invited.

**Bookmark:** This six-week program supports Inside Out Dads. Inmates learn age appropriate reading material, learning styles, current trends in their child's education and bonding skills.

**Chess Program:** This six-week program supports thinking through problems rather than instant gratification. Inmates learn the skills of the game, strategies and participate in tournaments with outside chess clubs.

**AA/NA (New Directions/New Horizons):** This program focuses on the 12 steps of addiction and recovery.

**Horse Program:** This six-month program teaches inmates a non restraint method of training horses. The handler is shown how to gain the horse's respect and learns the fundamentals of groundwork and riding.



*RCC Horse program*

**Veterans Club:** A volunteer membership that links civilian and military resources and incarcerated veterans. The club strives to support veterans by broadening their self-image and encouraging lifestyle management principles that contribute to success with their incarceration, community, spiritual and emotional needs.

**Stress Management and Relaxation Group:** Techniques in stress management are taught to help deal with day to day aggravators.

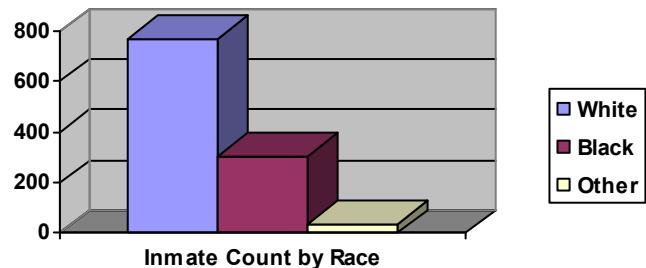
**Waste Water Treatment Program:** Covers the operation and maintenance of a one million gallon per day extended aeration plant. Treatment includes daily readings of different chemical levels and pump and motor readings. Operation also includes filling drying beds and maintaining plant property. Upon successful completion of Waste Water exams, licensing is provided by the Environmental Protection Agency.

The inmate clubs donate proceeds to various community charities. New Directions donated \$200 to the Salvation Army Angel Tree, and \$200 to the Salvation Army for a Thanksgiving meal. The Veterans club donated \$500 to the Toys for Tots charity.

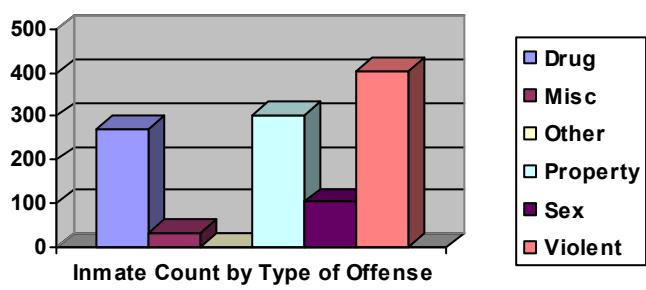
# Roederer Correctional Complex

## 2013 Demographic Data

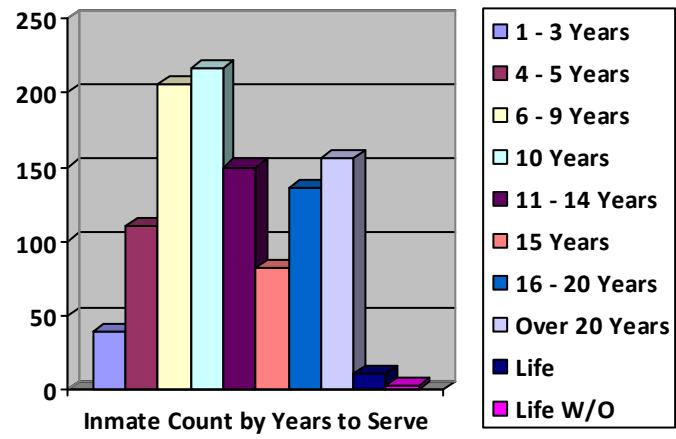
RACE	COUNT	PERCENTAGE
White	770	69.37%
Black	305	27.48%
Other	35	3.15%
Total	1110	100.00%



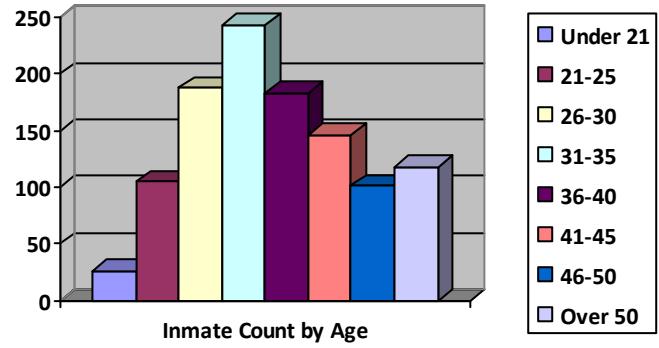
TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	270	24.32%
Misc	31	2.79%
Other	0	0.00%
Property	301	27.12%
Sex	104	9.37%
Violent	404	36.40%
Total	1110	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	39	3.51%
4 - 5 Years	110	9.91%
6 - 9 Years	206	18.56%
10 Years	217	19.55%
11 - 14 Years	150	13.51%
15 Years	82	7.39%
16 - 20 Years	136	12.25%
Over 20 Years	156	14.05%
Life	11	0.99%
Life W/O	3	0.27%
Total	1110	100.00%



AGE	COUNT	PERCENTAGE
Under 21	26	2.34%
21-25	105	9.46%
26-30	188	16.94%
31-35	243	21.89%
36-40	183	16.49%
41-45	146	13.15%
46-50	101	9.10%
Over 50	118	10.63%
Total	1110	100.00%



# Western Kentucky Correctional Complex



## Warden Steve Woodward

Deputy Warden-Security  
Scott Jordan

Deputy Warden-Programs  
DeEdra Hart

Administrative Assistant  
Kim Odom

Address  
374 New Bethel Road  
Fredonia, KY 42411

2013 Average Daily Population  
675

Total Number of Staff  
230

Security Level  
Medium

## Overview

The Western Kentucky Correctional Complex (WKCC) was constructed in 1968 as a satellite facility of the Kentucky State Penitentiary. In 1977, this facility became a separate minimum institution called the Western Kentucky Farm Center.

In 1989, the institution was converted to a medium security facil-

ity. The name of the institution was changed to Western Kentucky Correctional Complex in July 1990.

The institution houses 693 inmates and includes a 200 bed minimum security unit, 44 cells with two additional Observation Cells in a Special Management Unit and 477 medium security inmates housed in three open wing dormitories within the secured perimeter.

Inmates are offered academic, vocational and cognitive thinking programs along with employment opportunities that prepare them to be capable of contributing to society in a positive manner upon release. The facility has been accredited by the American Correction Association since 1988. The institution has successfully completed re-accreditation eight times, with the most recent audit in July of 2012 when the facility scored 100%.

WKCC has a farming operation, situated on 2,200 acres, with a herd of 800 beef cows, 405 acres of corn, 300 acres of wheat and 355 acres of soybeans. There is also a 15 acre garden and a 275 tree apple orchard, as well as a composting operation.

WKCC also operates a Regional Recycling Center that partners with six surrounding counties that result in an average landfill savings of 500 tons per year.

## Highlights

On January 1, 2013 Steve Woodward was named Warden.



*Warden Steve Woodward*

The Captain's Lieutenants and Unit Administrator's attended Critical Incident Training at Green River Correctional Complex.

On April 16, 2013 Scott Jordan was promoted to Deputy Warden of Security.

WKCC's Dog Program was featured in an article in Paducah Life and also published in the State Newsletter.

On May 17, 2013 the WKCC CERT conducted a complete search and shake down of the Crittenden County Jail. The team found multiple items of contraband.

On May 18, 2013 H&R Ministries sponsored a Mother's Day Celebration for the inmates.

On June 4, 2013 the Interim Committee on Judiciary held its June meeting at WKCC. The meeting was hosted by the Western Region Training Center.

On July 17, 2013 the WKCC K-9 unit was activated to help with the search and apprehension of an

## Western Kentucky Correctional Complex



*June Meeting of the Interim Committee on Judiciary*

inmate that had escaped from the Christian County Jail.

On September 10, 2013 WKCC Education Center hosted its Annual Graduation Ceremony. The ceremony was attended by more than 160 inmate students who were enrolled in Educational Programming at WKCC.

On October 5, 2013 H&R Ministries hosted the 4<sup>th</sup> annual Celebrate L.I.F.E. day at WKCC. This day is intended for the inmates to reconnect with their children while having a festive atmosphere at the prison.

On October 19, 2013 the Employee Benefit Team sponsored a Family Day Fall Picnic for staff. Activities that were available included a fishing tournament,



*Family Day Picnic sponsored by the Employee Benefit Team*

scavenger hunt, face painting, hair coloring, hayride, hay maze and inflatable toys.

On October 25, 2013 WKCC held its 100<sup>th</sup> Dog Graduation. To date, the program has rescued over 100 dogs.

On November 21, 2013 WKCC had a planned power outage while an electrical pole was being replaced. Power was lost to several buildings on the compound. The power outage was approximately 10 hours. The Command Center was activated and the event was treated as a Critical Incident.

On December 14, 2013 H&R Ministries sponsored the 10<sup>th</sup> annual Christmas Carnival for the inmates. Brother Harrell Riley along with 126 volunteers set up games and prizes for the carnival to spread Christmas cheer to all inmates. The games varied from Frisbee throw, ring toss, hoops and other carnival games.

### Programmatic and Operational Areas

In 2013, WKCC had a total of 118 inmates recognized for their

achievements in attaining their GED and/or Vocational diplomas. Since August of 2012 a total of 50 inmates have attained their GED, 30 completed the Microsoft Office Program, 19 completed the Cabling Technology Program, 12 completed the Vocational Carpentry Program and 7 completed the Vocational Horticulture Program.

In January 2013 the equipment was purchased to transition to an IP based camera system. This will be a hybrid system which uses encoders that allows us to use existing analog cameras on the IP Based System.

In February 2013 the Education Department offered a History 101 Class.

On March 7, 2013 a Bee Keeping Class began for the minimum security inmates.



*WKCC Bee Keeping Class*

In July 2013 the PREA Phone Hotline was installed.

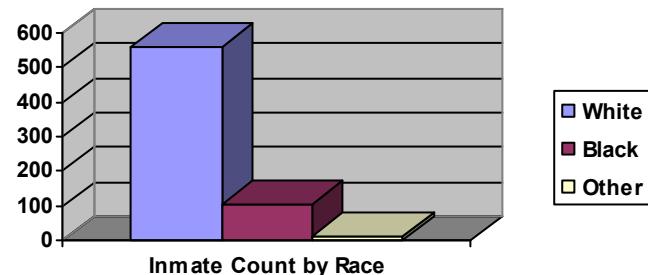
On August 22, 2013 the Dog Program started at the Minimum Security Unit.

On September 25, 2013 the SECURUS Voice Biometrics System was installed.

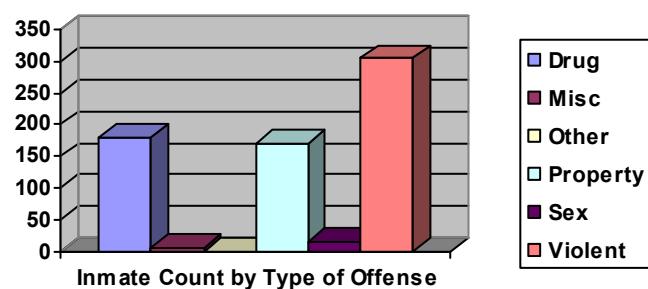
# Western Kentucky Correctional Complex

## 2013 Demographic Data

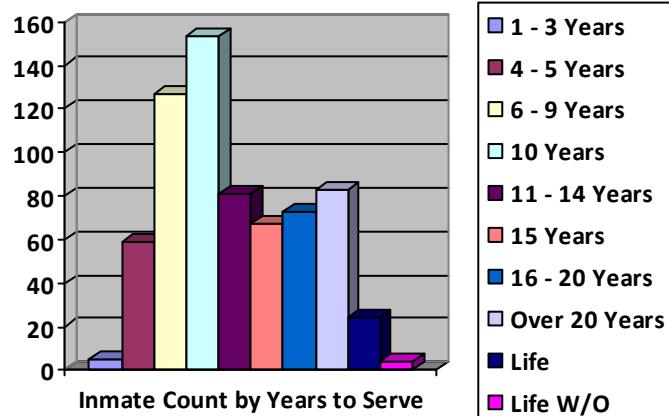
RACE	COUNT	PERCENTAGE
White	558	82.54%
Black	105	15.53%
Other	13	1.92%
Total	676	100.00%



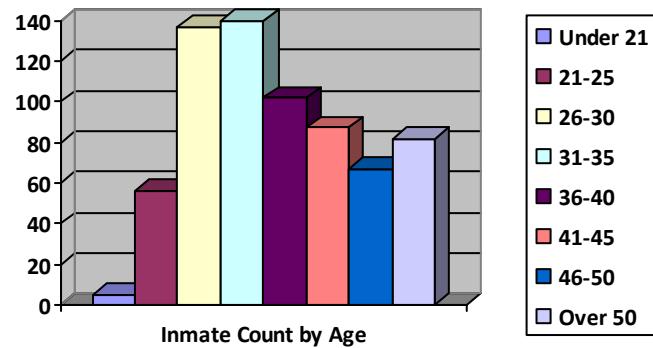
TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	179	26.48%
Misc	6	0.89%
Other	0	0.00%
Property	170	25.15%
Sex	17	2.51%
Violent	304	44.97%
Total	676	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	5	0.74%
4 - 5 Years	59	8.73%
6 - 9 Years	127	18.79%
10 Years	153	22.63%
11 - 14 Years	81	11.98%
15 Years	67	9.91%
16 - 20 Years	73	10.80%
Over 20 Years	83	12.28%
Life	24	3.55%
Life W/O	4	0.59%
Total	676	100.00%



AGE	COUNT	PERCENTAGE
Under 21	5	0.74%
21-25	56	8.28%
26-30	137	20.27%
31-35	140	20.71%
36-40	102	15.09%
41-45	87	12.87%
46-50	67	9.91%
Over 50	82	12.13%
Total	676	100.00%



## Marion Adjustment Center



### **Warden Daniel Akers**

Assistant Warden  
Harrell Gray

Chief of Security  
Cabrina Gadberry

Chief of Unit Management  
Ralph Clifton

Address  
95 Raywick Road  
P.O. Box 10  
St. Mary, KY 40063

2013 Average Daily Population  
817

Total Number of Staff  
191

Security Level  
Medium

### **Overview**

Marion Adjustment Center (MAC) was established through U.S. Corrections Corporation in 1986. It was the first privately owned and operated adult male correctional facility in America.

The facility is located in St. Mary, Kentucky five miles from

Lebanon in Marion County. The building and grounds were once home to a catholic college in 1821 and St. Mary's Catholic Seminary in 1929.

MAC sits on 120 acres and has the capacity to house 862 inmates. It is comprised of three housing units, two minimum and one medium, along with various other buildings that are utilized for recreation, food service, medical and academics as well as substance abuse and other programs.

In 1998, MAC was purchased by Corrections Corporation of America who still operates the facility today.

### **Highlights**

During 2013, Marion Adjustment Center had several inmates participate in a PBS film documentary called "Breaking the Cycle." The documentary will tell the stories of urban communities across America with very high rates of incarceration. In Kentucky, the documentary focused on West Louisville. The documentary is scheduled to air sometime in 2014.

The contract between the Department of Corrections and the Marion Adjustment Center was set to expire on June 30, 2013. Due to a reduction in the inmate population, the Department of Corrections chose not to renew the contract with MAC and began to draw down the number of Kentucky inmates that were housed at that facility. The contract was extended to allow all Kentucky



*Warden Daniel Akers*

inmates to be removed from MAC. The contract was ultimately closed on September 30, 2013.

### **Programmatic and Operational Areas**

Programs offered at the Marion Adjustment Center:

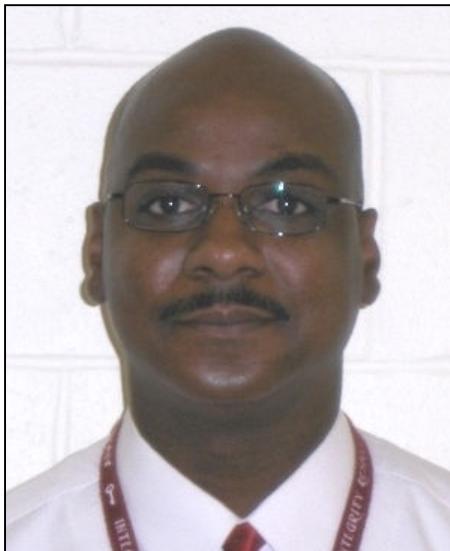
MAC provides a comprehensive educational program ranging from literacy to GED preparation. Optional College courses are offered and coordinated with Campbellsville University.

MAC also offers three Vocational classes - Construction Technology, Horticulture, and Microsoft Office Specialist.

Construction Technology is offered through the National Center for Construction Education and Research (NCCER) and teaches the inmates construction techniques for building houses.

Horticulture, the study of plants and flowers, is offered through

## Marion Adjustment Center



*Assistant Warden Harrell Gray*

the National Occupational Competency Testing Institute (NOCTI).

Microsoft Office Specialist is offered through Certiport. This program enables inmates to be certified in Microsoft Office Word, PowerPoint, Excel and Access. Upon completion of the course, inmates are certified as Microsoft office specialists.

MAC also offers the National Career Readiness Certificate (NCRC) to vocational students.

Inmate work programs allow inmates to work both inside and outside the institution in areas such as food service, laundry, maintenance and other jobs throughout the facility. Inmates gain experience and develop work habits that will be beneficial when returning to mainstream society.

Inmates with level-one custody may participate in the community service programs outside the institution. Outside work programs

include such things as set-up and clean-up for the annual Marion County Country Ham Days festival, "adopt-a-highway" program and other projects throughout the year. MAC has two Department of Transportation crews who go out into the county clearing brush and debris off highways and assisting the Transportation Cabinet where needed.

MAC's Second Chance Canine Program has proven to be very successful. This program saves dogs from the local animal shelter that would have otherwise been euthanized. The inmates assigned to this program crate train and teach the dogs proper social and interaction skills before adopting them out to loving families. Since the program's inception, over 157 dogs have been trained and adopted through the program.

The Residential Drug Abuse Program (RDAP) assists inmates in dealing with substance abuse problems. This behavior modification program provides participants with the necessary tools to return to the community, remain sober and make a positive contribution to their families. This is achieved through physiological detoxification, behavior modification and spiritual evolution.

Life Line offers its residents the opportunity to develop pro-social behavior and values by learning to live together in a highly structured therapeutic community environment.

MAC has the capacity to house 188 minimum and 88 medium

security inmates in substance abuse beds.

Narcotics Anonymous and Alcoholics Anonymous are on-going support groups with the purpose of giving encouragement to recovering drug addicts and alcoholics. In addition to these programs MAC also has Anger Management and the Veterans Club. Moral Reconation Therapy (MRT), New Directions, Inside Out Dads and Pathfinders have also been added to the curriculum.

Thinking for a Change (T4C) is offered in the medium security unit. This program focuses on cognitive restructuring and social skills. It teaches problem solving and helps offenders identify thinking errors that will assist them in taking charge of their life.

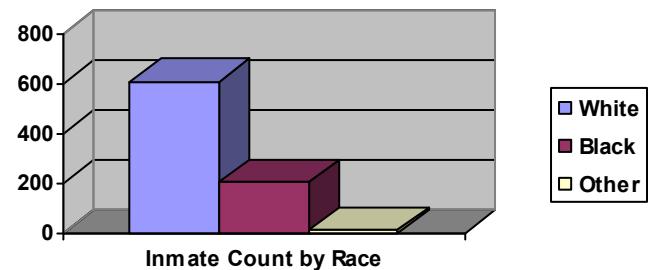
MAC offers a variety of religious programming to the inmate population in order to meet their many diverse needs. There are numerous programs offered throughout the week. Special services are also scheduled and many times include outside religious authority figures that visit the chapel and hold services.

Inmates are provided opportunities to participate in both indoor and outdoor recreational activities every day of the week. Special recreational activities are periodically offered under the direct supervision of the Recreation Supervisor and their staff. Inmate workers are also utilized to assist with the recreational programs.

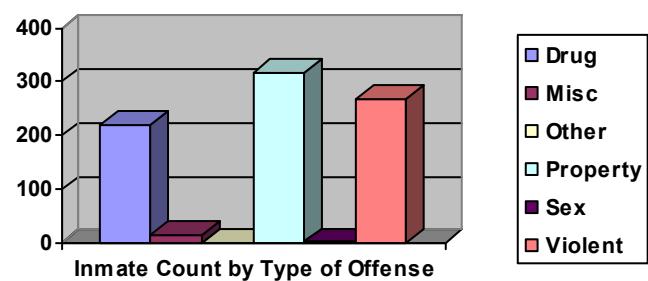
# Marion Adjustment Center

## 2013 Demographic Data

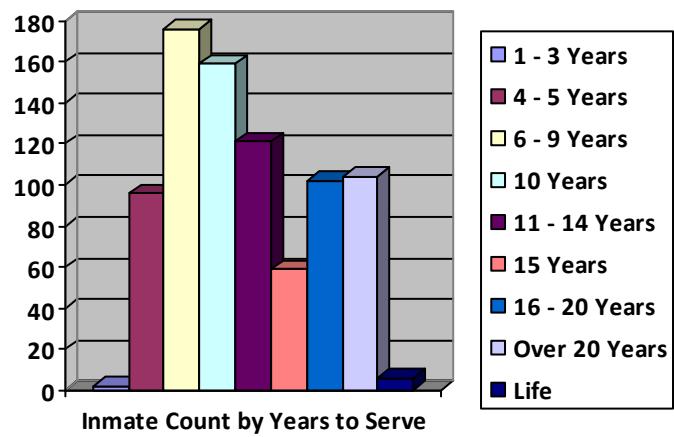
RACE	COUNT	PERCENTAGE
White	606	73.45%
Black	205	24.85%
Other	14	1.70%
Total	825	100.00%



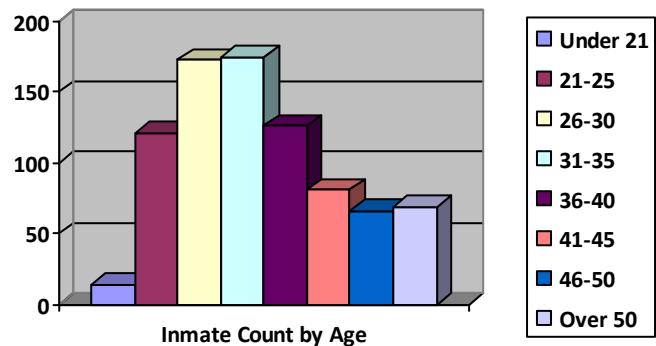
TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	221	26.79%
Misc	15	1.82%
Other	0	0.00%
Property	318	38.55%
Sex	3	0.36%
Violent	268	32.48%
Total	825	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	2	0.24%
4 - 5 Years	96	11.64%
6 - 9 Years	176	21.33%
10 Years	159	19.27%
11 - 14 Years	121	14.67%
15 Years	59	7.15%
16 - 20 Years	102	12.36%
Over 20 Years	104	12.61%
Life	6	0.73%
Total	825	100.00%



AGE	COUNT	PERCENTAGE
Under 21	5	0.74%
21-25	56	8.28%
26-30	137	20.27%
31-35	140	20.71%
36-40	102	15.09%
41-45	87	12.87%
46-50	67	9.91%
Over 50	82	12.13%
Total	676	100.00%



# Office of Community Services and Local Facilities

## Deputy Commissioner Paula Holden

Classification/Population  
Division Director  
James Sweatt

Division of Local Facilities  
Director  
Jeff Burton



*Paula Holden  
Deputy Commissioner  
Offices of Community Services  
and Local Facilities*

## Classification / Population

The Population Management Division / Classification Branch is responsible for oversight of classification actions in all state institutions, contract facilities, and full-service county jails.

Inmate custody levels are determined through an objective based risk instrument that was developed with the assistance of the National Institute of Corrections (NIC). The classification manual is reviewed and updated in accordance with recommendations from validity and reliability studies.

The Division conducts annual training for all classification staff addressing any classification issues and changes in policy, procedure, or statute.

In addition to annual classification training, the Division conducts CourtNet, VINE, and EPO/DVO Training.

The Division is responsible for implementing and updating policies to ensure compliance with changing statutes and system changes.

the operation of the Assessment Centers, currently located at the Roederer Correctional Complex and the Kentucky Correctional Institution for Women, and directs admissions / transfers statewide.

## Highlights

The Classification Branch developed a new curriculum for Annual Classification Training named "Back to Basics." The training was presented statewide and received well by the attendees.

The Division assisted in removing all Kentucky state inmates from the Marion Adjustment Center when that contract expired. All inmates were transferred by September 2013. Division staff worked closely with institutional staff to absorb the population into the institutions and county jails.

In May 2013, RCC Justice Program Specialist Sheila Trotter was detailed to the Division to work specifically on compiling and assessing Jail Classification data. These reviews have resulted in a significant number of classifications that have lead to inmates being reassigned as reduced custody or increased custody depending on the findings.



*James Sweatt,, Division Director  
Classification/Population*

## Division of Local Facilities



*Jeff Burton, Director  
Local Facilities*

### Division of Local Facilities

The Division of Local Facilities provides support and technical assistance to local jails in overall jail operations, policy and procedure development, training, and compliance with Kentucky Jail Standards.

The Division monitors compliance with Kentucky Jail Standards by conducting annual inspections, responding to complaints and conducting investigations.

Annual inspections provide a thorough assessment of both jail operations and policies and procedures. Jailers and local government officials are notified of any deficiencies and are assisted in developing corrective action plans. The inspection process provides vital information to the Department and counties about the operation of local facilities.

The Division is responsible for reviewing construction proposals

for renovation of existing facilities or construction of new facilities. The Division's Jail Consultants work closely with jails and county government officials to provide guidance with these projects. The projects are monitored from the planning stage through the opening of a new facility or renovated area.

The Division's administrative staff works closely with county jails to process payments for state inmates housed in jails, inmate pay, and catastrophic medical payments. In addition, they provide documentation of deficiencies and monitor corrective action requests and reviews.

The Division of Local Facilities provides funding to 120 counties to assist them in defraying the cost of care and maintenance of prisoners through the Local Jail Allotment and the Restricted Medical Fund.

In addition the Division provides a Jailer's Allowance that provides training incentive funding for jailers and jail personnel.

The Catastrophic Medical Fund provides assistance to counties for the cost of providing necessary medical, dental and psychological care to county offenders.

The Local Corrections Assistance Fund provides funding to local jails as a result of savings from House Bill 463.

The Division monitors the use of inmate labor in jails. Inmate labor may be utilized by the Commonwealth, an agency of the Com-

monwealth, a county or agency of the county, or by a non-religious sponsored nonprofit, charitable, or service organization. The use of inmate labor in local community service projects affords offenders an opportunity to develop job skills, earn state pay and work for time credit and results in a substantial cost savings to local communities.

### State Inmate Population in County Jails

The population of state inmates in county jails has fluctuated significantly in the past year. A comparison on the population on the 2<sup>nd</sup> of each month in the past year begins with a high of 8,938 inmates on January 2, 2013 to a low of 6,609 on August 2, 2013.

Several factors contributed to a reduction in this population. The Department of Corrections was afforded the opportunity to review inmates who were recommended for parole upon completion of a program for placement in the community on parole to complete treatment. Many offenders were released to either inpatient or outpatient treatment opportunities in the community.

Beginning July 2, 2013 there was an upward trend in the number of state inmates in county jails as the Department announced its intention to transfer all state inmates out of the Marion Adjustment Center, a contract facility.

Transfers from Marion Adjustment Center positively impacted the jail population in a number of ways; direct transfers from MAC

## Division of Local Facilities

to jails, reduction in the number of institutional beds, and an increase in the number of inmates classified to remain in jails.

The number of state inmates in jails steadily increased from the date of the first transfers from MAC on July 2. The population on January 2, 2014 was 8,413, an increase of 1,804 from the low in August, but still 525 below the population on January 2, 2013.

### Finance

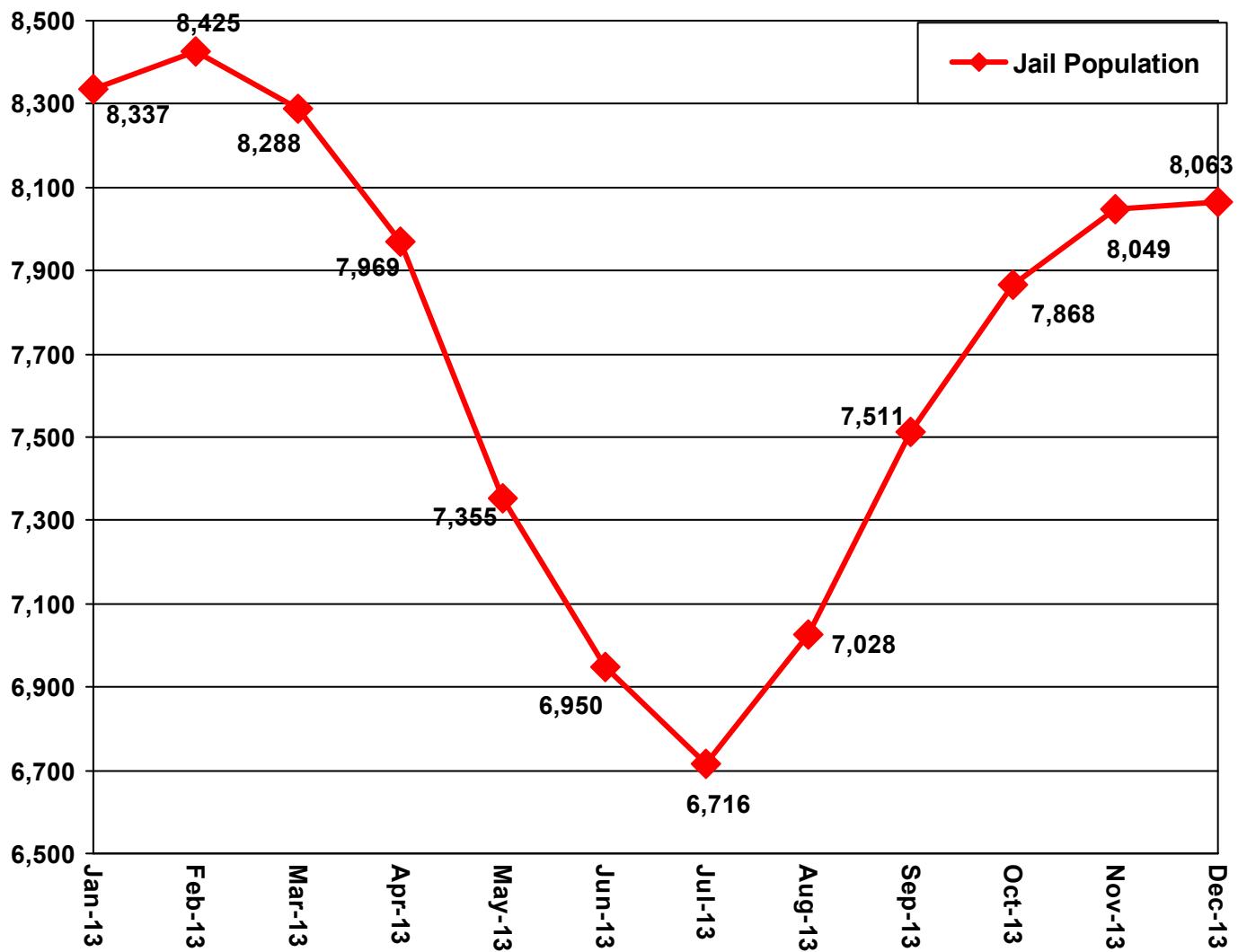
The Division of Local Facilities provided \$124,413,606.20 in funding to the 120 counties across Kentucky in FY13. This represents an increase of about \$6.4 million over FY12. These funds are provided through several funding programs, such as direct payment for housing state inmates, medical allotment payments, bed allotment payments,

pay for inmate labor, and payments for catastrophic medical claims.

Under the provisions of House Bill 463, the department is required to measure and document any cost savings resulting from the amendments to or creation of statutes in KRS 218A to be reinvested or distributed as provided in that section. As a result, the department was required to deter-

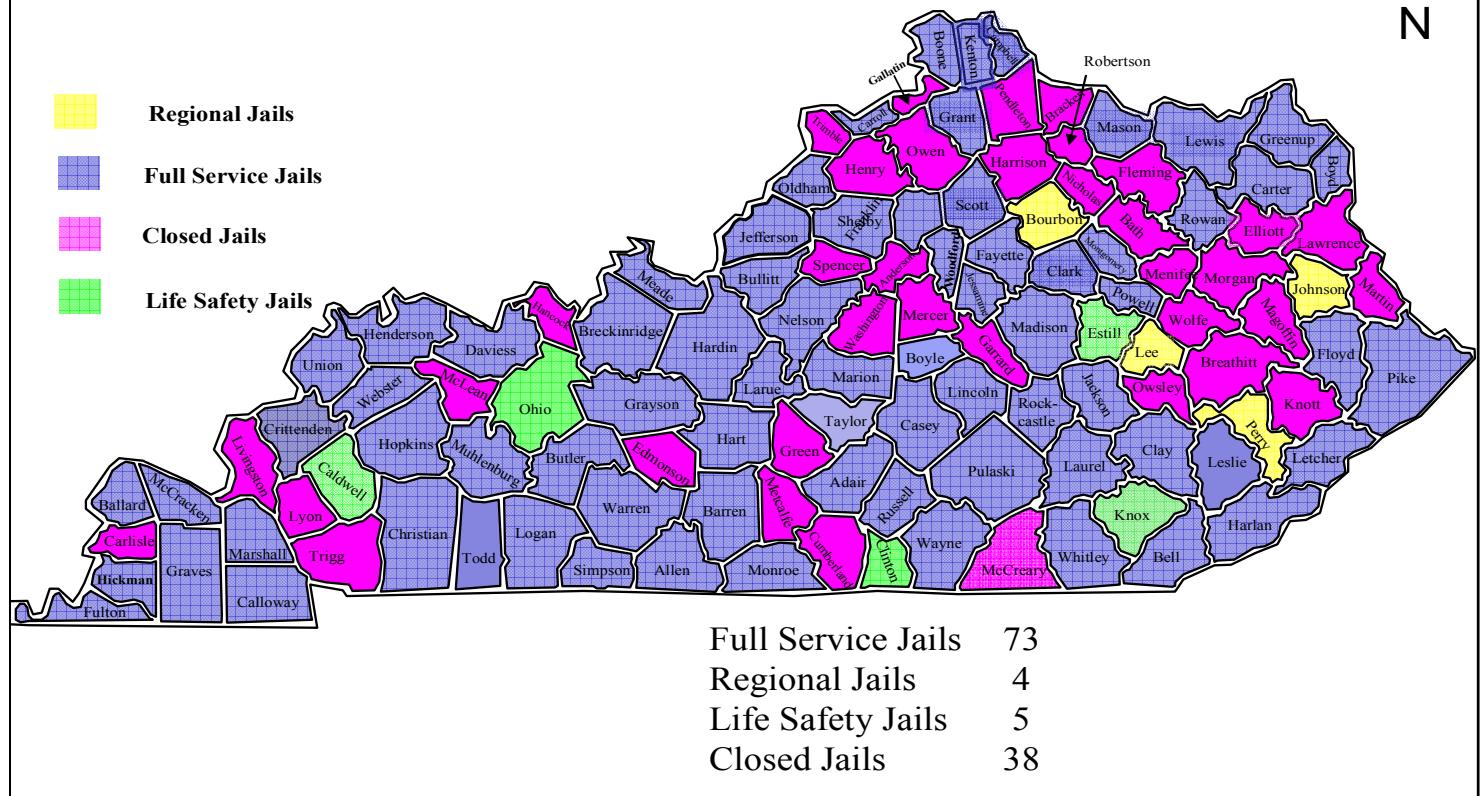
## State Inmate Population in County Jails

January 15, 2013 - December 15, 2013



## Division of Local Facilities

### 2013 Jail Classifications



mine the average cost of incarceration for local jails, including health care costs, transportation costs and other related costs beginning in FY11. The mean daily cost for housing a prisoner in a county jail for FY11 was calculated to be \$36.12 per day.

HB 463 created the Local Correctional Assistance Fund and mandated that the fund receive 25% of any cost savings resulting from its implementation.

The original amount of estimated savings from HB 463 appropriated to the LCAF for FY13 was \$3,443,700. However, the Catastrophic Medical Account was depleted in FY12 so \$879,200 from the LCAF was approved for

transfer to that account, which reduced the total available funds in the LCAF to \$2,564,500 for FY13.

Of the first \$2.4 million available, every county received a total minimum payment of \$20,000. The remaining funds above the \$2.4 million (in this case \$164,500) are paid to counties that have a jail and are based on the ratio of their county inmate population divided by the statewide county inmate population.

#### Housing Bills Audits and Payments

During FY13 the Department of Corrections paid Kentucky

County jails a total of \$98,609,052.05 for housing state inmates. This amount was paid at a per diem rate of \$31.34 per inmate; \$29.43 for housing and \$1.91 for medical.

The Division of Local Facilities has the responsibility for auditing housing bills on a monthly basis and reimbursing county jails within 30 working days of receipt of their housing bills.

The Kentucky Offender Management System (KOMS) generates invoices listing all state inmates housed in jails. These invoices are compared with invoices submitted from county jails and are reconciled with assistance from jail and probation and parole

## Division of Local Facilities

staff. Once reconciled, the invoices are submitted for payment. The Department and Local Facilities goal continues to be paying all invoices within 30 business days.

### Inmate Labor

State inmates provided free labor for many local community projects across the Commonwealth. Reduced custody inmates worked at local recycling centers, performing road side cleanup, mowing, collecting garbage, and working in local animal shelters.

With all facilities under budgetary constraints, there has been a significant increase in the number of jails with garden operations. These gardens provide fresh produce to the jail populations and non-profit organization while also reducing the cost of meals at the facilities. Inmate labor is being utilized to assist in this endeavor.

### Catastrophic Medical Claims

For the last several fiscal years Local Facilities had been allotted \$295,900 to reimbursement local jails for catastrophic medical claims incurred by county inmates declared indigent by the courts. In FY11, FY12, and FY13 mandated budget cuts reduced the catastrophic account to \$80,800 for each of those fiscal years.

During FY 13, a request was made to move \$879,200 from the LCAF to the catastrophic fund to bring the total funding for FY13 to \$960,000 as originally requested in the budget. The

amount initially allotted in FY13 to the Catastrophic Fund was \$80,800. The Catastrophic Medical Fund for FY13 was exhausted by mid-January.

The impact of the implementation of the Affordable Care Act on January 1, 2014 is projected to provide savings in the catastrophic medical fund as a result of changes in the number of offenders eligible for Medicaid coverage. Medicaid coverage was expanded to all offenders hospitalized for longer than 24 hours. In addition, some county inmates who are in pre-trial status may qualify for health insurance under this act.

### Inspections

Division staff conducted more than 168 routine and special jail inspections on all jail facilities across the Commonwealth. These inspections provide vital information as to the jail's physical plant condition, jail operations, prisoner program availability and compliance with the Kentucky Jail Standards. These inspections also provided the detention centers with guidance for providing improving overall operations.

The first inspection of each year is an announced inspection. During this inspection every aspect of the detention center is reviewed and evaluated for compliance with Kentucky Jail Standards.

The inspection for a Full-Service facility contains 190 critical items including administrative functions, information systems, per-

sonnel, physical plant, security areas, emergency procedures, sanitation, medical services, food service, classification, admission, release, prisoner programs and prisoner rights.

The second yearly inspection is an unannounced inspection. By not announcing this inspection, Division staff has the ability to see how the jail operates on a standard day or night. This inspection also provides a review of any non-compliant items from the first inspection.

### Inmate State Pay

State pay for inmates housed in jails is processed by the Division's administrative staff.

State pay had previously been processed by comparing a roster submitted by each jail with an access database of offenders in jails. The access database was problematic due to a lack of real time information and not being interfaced with the Kentucky Offender Management System (KOMS).

In June 2013, state pay for inmates in jails began being processed in KOMS. While the flow of this process is still being customized, it is anticipated to reduce staff time and increase the speed of payment to local jails.

### Hazardous Duty

The Division's Jail Service Specialist and Jail Consultant positions were designated as hazardous duty positions in April 2013. As a result, several Division staff

## **Division of Local Facilities**

## 2013 Jail Inspector Regions

Jackie Bodenhamer



Desi Brooks



Kirstie Willard



Chris Holt



**Mark Bohleber**

Michelle Dykes

---

**Mike Coomer**

saw a significant increase in the number of hazardous duty months of their employment.

## Construction

In 2012, with the implementation of HB 463, the Department began developing guidelines for the local jails to follow when considering new construction and/or renovations. New KRS statutes outlined a more formal process which required an application packet and approval by the Local Correctional Facility Construction Authority.

The Department conducted two information sessions for both the Oldham and Rowan county fiscal

courts on the new process for construction.

Campbell and Oldham counties submitted construction applications in 2012. In May of 2013, both counties were granted approval by the Local Correctional Construction Authority.

Campbell County was approved to begin renovations to the old District Court building that is connected to the rear of the existing jail. These renovations will consist of adding approximately 60 restricted custody beds; however, the Administrative Office of the Courts still occupy a portion of the building, thus preventing the County from beginning the

renovations to add the additional beds.

Oldham County was granted approval to begin construction on a new full service facility; however, no progress was made by the county to begin construction.

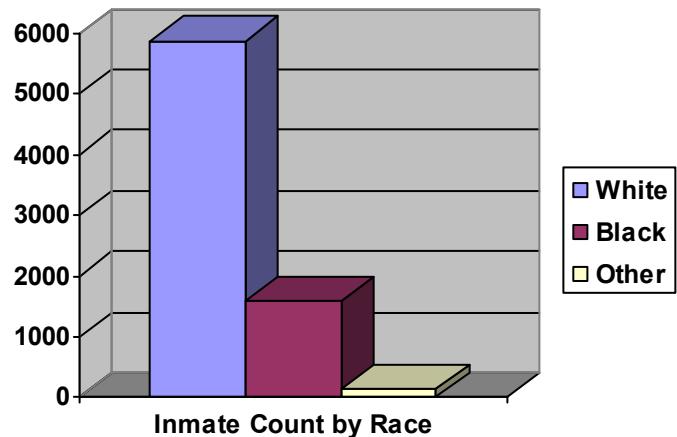
## Investigations

During 2013 the Division of Local Facilities investigated 564 complaints concerning local detention centers. These complaints consisted of medical issues, physical plant issues, conditions of the jail, inmate escapes, inmate treatment issues, inappropriate staff/inmate relationships, food service issues and others.

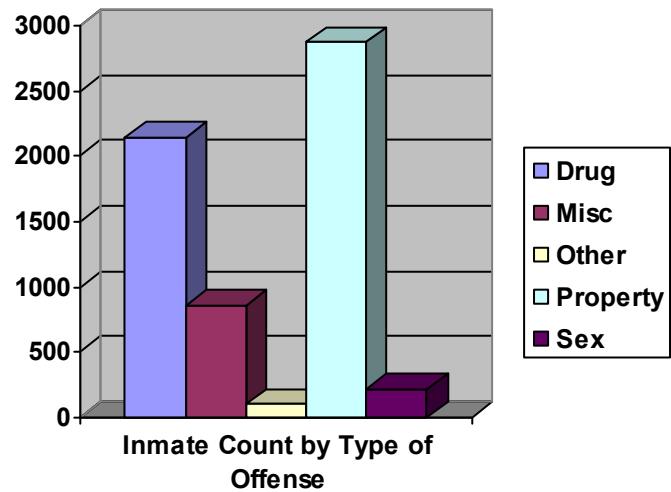
## Class D Felons in County Jails

# 2013 Demographic Data

RACE	COUNT	PERCENTAGE
White	5880	77.34%
Black	1587	20.87%
Other	136	1.79%
Total	7603	100.00%



TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	2141	28.16%
Misc	854	11.23%
Other	102	1.35%
Property	2868	37.72%
Sex	219	2.88%
Violent	1419	18.66%
Total	7603	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	1903	25.03%
4 - 5 Years	2325	30.58%
6 - 9 Years	1445	19.01%
10 Years	708	9.31%
11 - 14 Years	474	6.23%
15 Years	180	2.37%
16 - 20 Years	267	3.51%
Over 20 Years	210	2.77%
Life	4	0.05%
Life W/O	1	0.01%
Out of State	86	1.13%
Total	7603	100.00%

