



# 2016

## ANNUAL REPORT

KENTUCKY DEPARTMENT OF

# CORRECTIONS



Rodney Ballard,  
Commissioner



# Letter From The Commissioner



## JUSTICE AND PUBLIC SAFETY CABINET

**Matthew G. Bevin**  
Governor

**Department of Corrections**  
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**John C. Tilley**  
Secretary

**Rodney Ballard**  
Commissioner

Dear Fellow Readers:

The Kentucky Department of Corrections primary mission 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.” This agency takes great pride in its ability to fulfill that mission.

This report highlights the successes and obstacles that we faced in 2016, and also showcases the dedication of the 3,400 employees that are committed to the core mission of the agency - public safety, offender supervision, rehabilitation and re-entry. We pride ourselves in promoting public safety through honor, commitment and professionalism while carrying out our sworn duty to protect the citizens of the Commonwealth. The commitment of the Department of Corrections continues to bring great credit upon not only the individual staff, but the Department as a whole.

As 2016 closes, we look forward to new beginnings and what the future holds in 2017.

Sincerely,

A handwritten signature in blue ink that reads "Rodney Ballard".

Rodney Ballard  
Commissioner  
Kentucky Department of Corrections

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## Office of the Commissioner

### Commissioner Rodney Ballard

#### Commissioner's Staff

Executive Secretary  
Mary Ann Sullivan

Personnel Director  
Rodney Moore

Director of Communications  
Lisa Lamb

Internal Affairs Branch Manager  
Charles Hines

Executive Staff Advisor/ ACA  
Coordinator / Ombudsman  
John Dunn

General Counsel  
Brenn Combs

Division of Local Facilities  
Assistant Director  
Kirstie Willard

#### Deputy Commissioners

Office of Support Services  
Kimberly Potter-Blair

Office of Adult Institutions  
James Erwin

#### Departmental Oversight

Commissioner Ballard is the chief administrator of the agency, overseeing a \$530M budget and almost 4,000 employees. The Commissioner directly supervises:



*The 2015-2016 Commissioner's Executive Leadership Program participants outside KCIW in Pewee Valley, Kentucky. The class graduated May of 2016.*

#### ◆ Personnel Division

Comprised of three branches: Personnel Management, Payroll and Recruitment and Staff Development Branches - DOC personnel staff serve our employees in the administration of Personnel, Payroll and Recruitment programs throughout the Department.

#### ◆ Communications Office

Public Information Officers are responsible for all internal and external communications. They respond to all media and open records requests, maintain the DOC social media accounts, produce the annual report and the DOC newsletter, "Inside Corrections."

Victim advocates work with victims providing information about their offender such as: explanation of inmate release dates and release type; parole eligibility and hearings; and restitution information.

#### ◆ Internal Affairs Branch

The Internal Affairs Branch provides departmental investigative services and produces analysis that provides insight, warning and the opportunity to detect developing trends within the prison population and department. This Branch also acts as a liaison with Federal, state and local law enforcement agencies.

#### ◆ Ombudsman's Office

This office is responsible for responding to all inmate grievances appealed to the Commissioner's Office. They also coordinate all accreditation efforts within the agency.

Legislative Research and Planning focuses on all aspects related to Kentucky's General Assembly including the drafting of statute mandated Corrections Impact Statements. In addition, all corrections-related research projects and federal reporting requirements are coordinated through this office.

## Division of Personnel Services

### Director Rodney Moore

Personnel Branch Manager  
Diana Eads

Payroll Branch Manager  
Ashley Thomas

Recruitment and Staff  
Development Branch Manager  
Teresa Harris



*Rodney Moore*  
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 3,400 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 stay informed of the latest personnel

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. Division staff also sit on interview panels when requested.

In 2016, the Personnel Management Branch processed over 11,000 personnel actions and requested 945 job postings for the Department. They also successfully audited over 3,000 employee evaluations to ensure compliance with state regulations, with the assistance of the other branches within the Division of Personnel.

During 2016, the Personnel Branch established an additional Human Resource Specialist III position to assist with the growing workload in this office. The branch now consists of a Human Resource Branch Manager, a Human Resource Administrator and two Human Resource Specialist III positions.

The Department experienced several changes throughout the year that involved many challenges for this office. On August 16, 2016 the security series was granted a special entrance rate raising the minimum starting salary and a

discretionary increase for existing employees. On September 11, 2016 the remaining employees that were working a 37.5-hour work week were changed to a 40-hour work week. This included all of Central Office, the Divisions of Probation and Parole and Local Facilities. Numerous meetings and discussions with Personnel Cabinet were necessary to ensure the transition went off with as little incidents as possible. On September 16, 2016 the Social Service Clinician's also received a special entrance rate minimum starting salary with no discretionary increase for existing employees.

The Personnel Management Branch continues to pursue human resource trainings and is actively involved with the Kentucky Chapter of the International Public Management Association of Human Resources (IPMA-HR), KHRIS user group. Human Resource Administrator Ashlee Skillern serves on the Donation Committee and sought donations for chapter raffles at quarterly meetings. The Branch also participates as part of the Personnel Council, a group of HR representatives from all agencies in the state who come together to dis-



*Diana Eads*  
Personnel Branch Manager

## Division of Personnel Services



*Ashley Thomas*  
*Payroll Branch Manager*

cuss personnel issues. The Personnel Office has continued to revamp internal processes and procedures in an effort to streamline workflow to better serve our field HR liaisons and employees.

Human Resource Branch Manager Diana Eads continued to assist Director Moore with the branch and provide assistance and guidance to her staff as well as departmental staff. She and Ashlee Skillern attended the Probation and Parole District Supervisor meeting to address issues and questions regarding personnel including evaluations, required and requested trainings and attended numerous meetings at Personnel Cabinet regarding personnel issues and various areas within the department in the interviewing and hiring process.

### 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. Effective January 2014 and due to legislative changes, the Payroll

Branch began the process of handling notices of pension spiking from the Kentucky Retirement System.

In July 2016, Ashley Thomas was promoted from Human Resource Administrator to Payroll Branch Manager. She served on the KY Chapter IPMA-HR board during the first part of 2016 until the board was re-elected. She also served on the Women Working in Corrections and Juvenile Justice (WWICJJ) registration committee and was accepted into the Commissioner's Executive Leadership Program for 2016 – 2017.

Human Resource Administrator Annette Sewell attended several IPMA-HR meetings during 2016. She remained instrumental in employee health and life benefits administration for the Department of Corrections. During the annual human resource liaison meeting held in September, she prepared and presented a basic user and new employee reference guide for Human Resource field staff to utilize during onboarding.

In September 2016, Laura Monroe promoted to the Division of Personnel Services from the Kentucky State Police as a Human Resource Administrator. She attended advanced payroll training at the Personnel Cabinet in November 2016 and has assumed the duties of Workers' Comp administrator for the Department. She also attended Kentucky IPMA-HR meetings.

Human Resource Specialist III Jennifer Marye graduated from the Commissioners Executive

Leadership Program in May 2016. She designed the emblem used on the coin that was given for attendees at the National WWICJJ conference held in October 2016. Additionally, she participated on the on the WWICJJ decorations and events committees. Jennifer attended advanced payroll training at the Personnel Cabinet in November 2016.

### Recruitment and Staff Development Branch

The Recruitment and Staff Development Branch had a very busy year in 2016 with trying to fill vacancies and keep jobs posted on websites. The branch continued to oversee the recruitment process, work with veteran employees regarding on the job training benefits, assist applicants with applying for positions in COS, provide oversight over the exit interview process, conduct education verifications, offer guidance and insight in EEO investigations, approve outside employment requests, create employee badges for staff, review policies and procedures for revisions, and enter training into KELMS.



*Teresa Harris*  
*Recruitment Branch Manager*

## Division of Personnel Services

The Branch placed 64 interns, processed 227 Volunteer forms, 130 Outside employment forms, made close to 300 badges, and processed 1056 education verifications. The Branch also resumed the duty of conducting EEO investigations.

The branch attended 38 job fairs and exhibited in unemployment offices approximately 50 times. When attending job fairs, they met thousands of individuals they talked to about careers in Corrections. Over 4,200 people either gave them their email address or contacted them directly. Emails with application instructions were sent to all 4,200 people.

The branch had a new recruitment email address established that was promoted on websites and advertisements. A special email address was also created for badge requests.

The Branch worked with Information and Technology and the Communications Department to have the Corrections Webpage re-designed to highlight careers in Corrections. They also changed the exit interview form to add Central Office Personnel address to allow employees the option of sending to Central Office.

In 2016, Kaycee Kincaid was appointed to the position of Human Resource Specialist I. She assisted in job fairs, posted jobs vacancies each week on various websites. She also sends out two weekly job announcements, one with promotional jobs and another with competitive listings. In

2016 Kaycee attended KELMS training, joined IPMA, attended Office Etiquette training, and created a new banner to use at job fairs. She is one class away from completing the Standards of Professional Development.

Jesse Kirk, Administrative Assistant, is very instrumental in the day-to-day operations of the Personnel office. She does work for all branches within the Division by maintaining employee files, incoming and outgoing mail, faxes, entering data into numerous spreadsheets, and answering phones for the building. Jesse completed the Professional Development Series in 2016.

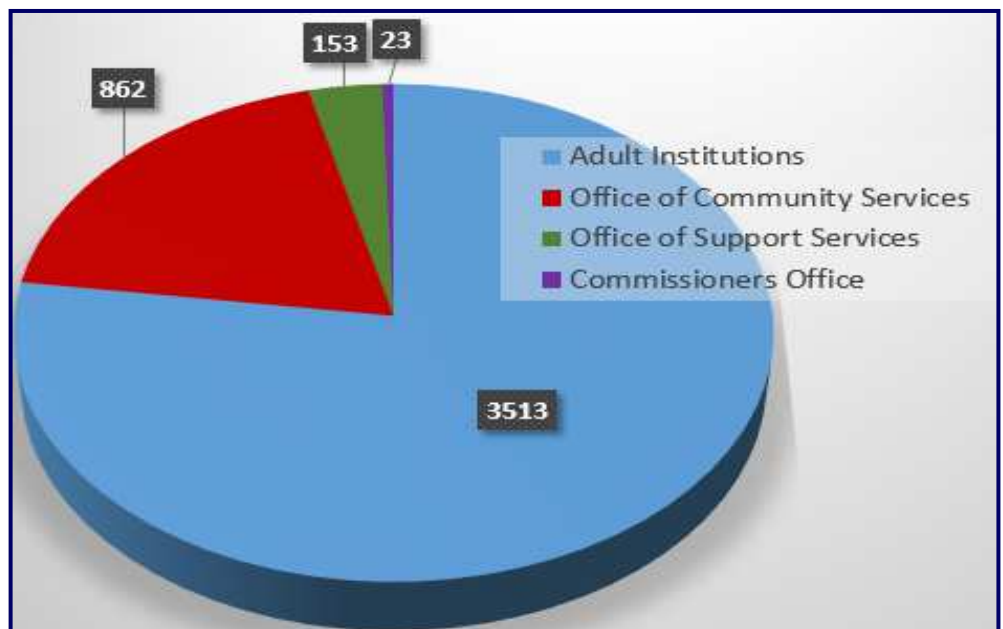
Recruitment and Staff Development Branch Manager Teresa Harris was selected to attend the E2 training for the Association of Women Executives in Corrections. She attended the WWICJJ conference, the Governors EEO conference and the International Professional Management Association Conference. She continues to be an active member of

IPMA. She spoke at the Hispanic, Immigrant and Refugee Summit about careers within Corrections. She continues to work closely with the Office of Diversity and Equality to stay up to date on EEO related issues.

### Highlights

In 2016, 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 continues to conduct training for managers and supervisors throughout the state.

Professional Development continued to be a priority for the Division in 2016. All staff within the division continued to seek out professional development opportunities through IPMA-HR and other venues, including KCCD. Director Rodney Moore has been assigned to Southern States Planning Committee.



## Communications Office

### Director Lisa Lamb

Public Information Officer  
Michael Caudill  
Briney King



*Lisa Lamb,  
Director of Communications*

Lisa Lamb serves as the Department of Corrections' Director of Communications.

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.

Lamb came to corrections after six years with the Kentucky Press Association where she worked as the News Bureau Director, Member Services Director and as Director of the Kentucky High School Journalism Association. She spent nearly 10 years with the Harlan Daily Enterprise and served as the newspaper's executive editor.

She is a graduate of Southeast Community College and attended Eastern Kentucky University and the University of Kentucky, ma-

joring in journalism.

### 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.

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 his staff, 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 providing updated information on the Department's webpage, the Public Information Office also maintains the DOC social media sites. Although the Department has long held social media accounts, it was a continuing goal for the Department to create a stronger social media presence. On August 5, 2016 the Department received 5,000 "likes" on the DOC Facebook page.

The Communications Office oversees the responsibilities of the Commissioner's Executive Leadership Program. Twenty-five staff members make up the 2016 class which will conclude in the spring of 2017. The Communications Office also coordinated an



*Michael Caudill,  
Public Information Officer*

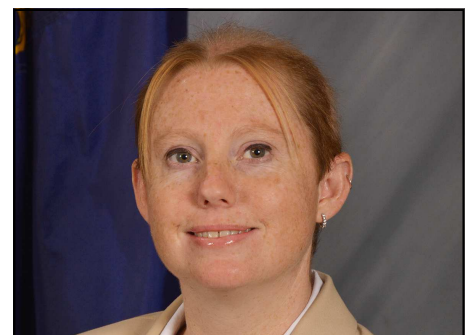
effort to re-visit and/or implement proposed projects from previous leadership classes.

Lisa Lamb also supervises the Victim Services Branch and the Division of Parole and Victim Services.

### Highlights

Kentucky hosted the 16th annual Women Working in Corrections & Juvenile Justice conference in Louisville, Ky. Lisa Lamb served as conference chair with Tammy Lou Wright serving as co-chair. This was a successful event hosting over 600 attendees.

The Communications Office also began showcasing the DOC through high resolution graphic and video.



*Briney King,  
Public Information Officer*

## Victim Services Branch

### Branch Manager Tammy Lou Wright

Alexis Williams-Hall  
Charlotte Ellis  
Kim Crews  
Myles Young



*Tammy Lou Wright  
Branch Manager  
Victim Services Branch*

### Overview

The Victim Services Branch (VSB) is the arm of Corrections that handles requests for information from victims pertaining to their offenders. VSB staff provides 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 travels the state to promote and train other criminal justice professionals and victim service agencies regarding the KY VINE Services and VSB functions.

### Highlights

VSB staff exhibited at the following conference and training events: Kentucky Association Sexual Assault Programs, Kentucky Victim Assistance Conference, Senior Protection Summit, SAFE Summit.

In 2016, VSB was invited to collaborate with the Kentucky State Police (KSP) in a project funded by Victims of Crime Act (VOCA) grant. The purpose of this project was to implement a new path for emergency protective orders via an electronic process in Kentucky's e-Warrant system. In this project, KSP agreed to collect petitioner's email and/or phone number and import to the VINE Protective Order (VPO) system. This process allows the victim to be notified when the order is served. This combined effort was tremendously successful. VPO notifications from July 1 through December 31, 2016, reflected an astounding increase in notifica-

tions over the entire year of 2015 by 127%. The registrations captured in the same time frame reflected an 118% in registrations in VPO. Advocate, Myles Young, traveled the counties selected for this project and provided information and materials for Kentucky's VPO program. Advocate Alexis Williams-Hall ensured the system was functioning properly and performed outreach to Judges in family/district courts.

The entire VSB office and staff assisted the Director of Communications, Lisa Lamb, with the Women Working in Corrections and Juvenile Justice conference that was held in October at the Louisville Marriott Downtown, Louisville, Kentucky.

Tammy Lou Wright continues to serve on the national VINE Advisory Committee, Governor's Re-Entry Task Force Committee, Kentucky State Council for Interstate Adult Offender Supervision and the Critical Incident Stress



*Victim Services Branch (Back L-R): Kim Crews, Myles Young and Charlotte Ellis (Front L-R): Alexis Williams-Hall and Tammy Lou Wright.*

## Victim Services Branch

Debriefing (CISD) team. Tammy Lou Wright was also invited to join the Sexual Assault Response Team Advisory Council (SART AC). She responded to two incidents for debriefing. She also attended NIC's Post Incarceration Network Meeting in Colorado.

Advocates Charlotte Ellis and

Kim Crews continued their work of making manual notifications of offender's upcoming parole hearing to victims. They mailed 3,757 initial notification letters on offender's who are serving on crimes defined in KRS 421.500. Of those initial letters 1,741 victims provided a response to include a victim impact statement

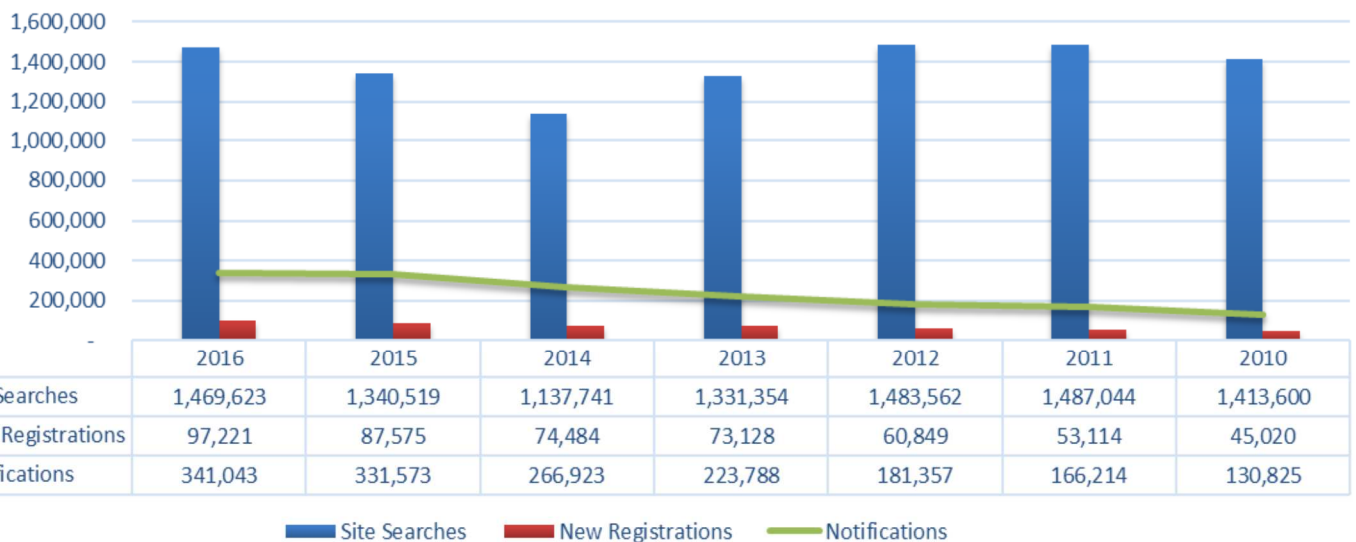
for the Parole Board to review. Of those responses, 265 requested a victim hearing with the Parole Board. These numbers do not account for the parole outcome letters that were sent to victims on the Parole Boards decision based on the victim's request.

During the year of 2016, VINE saw only a 3% increase in notifications for VINE services and but acquired 97,221 new registrations. The total number of notifications for 2016 for all three VINE services was 341,043. Total VINE searches for the year 2016 totaled to 1,469,623. Of this total, 372,640 searches were conducted via VINE mobile apps. This was a 56% increase over previous year.

### 2016 Parole Hearing Letters Mailed to Victims



### 2016 VINE Usage



## Division of Parole and Victim Services

### Division of Parole and Victim Services

Director  
Lisa Lamb

Program Administrator  
Amber Ingram

#### Overview

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

Staff within the Division are supervised by the Department's Communications Director, Lisa Lamb, with the exception of the Administrative Law Judges and their administrative staff who are supervised by Deputy Commissioner Kimberly Potter-Blair.

Victim Services staff members are responsible for victim and prosecutor notification regarding parole as required by Kentucky statute KRS 439.340. They coordinate victim impact hearings, notify victims, respond to concerns/questions from victims, process victim impact statements, and provide hearing outcomes to the victims.

The Support Services section handles incoming calls and correspondence, performs clerical support during parole eligibility and revocation hearings, enters the Parole Board's decisions, pro-

vides administrative support to the Parole Board members, creates and processes the weekly docket, and compiles and maintains the monthly 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. All offenders seen by the Parole Board on parole eligibility lists are required to have a completed assessment.

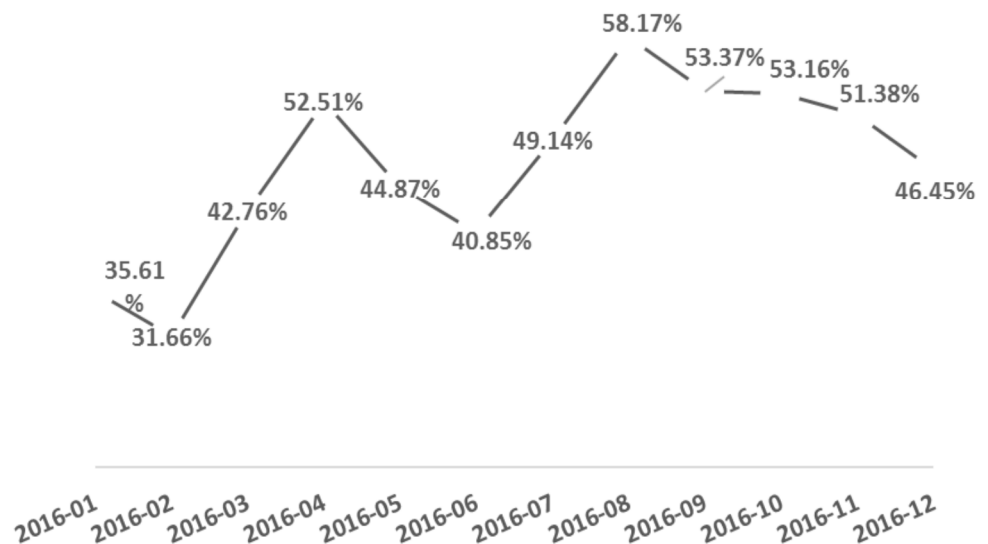
The Revocation Section consists of administrative staff as well as hearing officers known as Administrative Law Judges. The administrative staff issue and process supervision revocation warrants, provide administrative support to the hearing officers, pro-

cess 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.

#### Highlights

In 2016, this division processed over 20,000 Parole Board decisions, compiled over 15,000 risk and needs assessments, and issued almost 6,500 revocation warrants. The Division of Parole and Victim Services staff continues to ensure that the Parole Board is able to fulfill their duty as part of the criminal justice system of Kentucky.

#### 2016 PAROLE GRANT RATE



## Internal Affairs Branch

### Branch Manager Charles “Chuck” Hines

Investigator Supervisors

Jon Collett

Miranda Rodgers

Security Threat Group Coordinator

Jeff Hulker



*Chuck Hines, Branch Manager  
Internal Affairs Branch*

### Overview

The Internal Affairs Branch (IAB) is the Department’s central office investigative arm responsible for examining allegations pertaining to departmental staff in the areas of administrative and/or criminal misconduct. Investigative responsibilities also include inmates, parolees, probationers and vendors doing business with the Department. The IAB staff includes a Security Threat Group Administrator. The IAB is often called upon to assist the Commissioner in areas of department level interests.

In pursuit of its mission, the IAB provides resource, assistance and training to the 12 institutional internal affairs officers. The IAB endeavors to enhance the proficiency of the institutions’ investigative staff to conduct profes-

sional, thorough and objective investigations in fulfillment of the Commissioner’s administrative responsibilities.

Finally, the IAB acts as a liaison with local, state, and federal law enforcement agencies in areas of mutual interest.

### Highlights

- Divided institutional Internal Affairs (IA) monitoring/assistance responsibilities among the IAB supervisors to provide a more concentrated and personal approach to institutional IA offices. Branch manager and Supervisor made personal visits to each of the 12 institutions, Wardens and IA officers.
- Re-focused the Security Threat Group (STG) responsibilities with the addition of Jeff Hulker into the IAB employed as full time STG Administrator.
- Created and fielded a standard IA report writing format to eliminate redundancy of work and create uniformity in all institutions while maintaining KOMS requirements.
- Installed a telephone “tip line” and webpage on the DOC website open to all departmental employees to report, either in name or anonymously, allegations of fraud, waste and misconduct.
- Instituted monthly IA case summaries to provide the Commissioner an update of IA activities at a glance.
- Processed over 700 log entries of various activities to include: Allegations of misconduct, referral of intelligence, tip-line complaints, requests for information, etc.
- Conducted performance audit of department’s drug testing contractor which found a break down in the system causing erroneous lab results. This resulted in \$40,000.00 in credits to the institution’s drug programs.
- Brought together the institutional IA officers and support staff in Frankfort for the annual IA training in May.
- Streamlined the Departments requirement to conduct driver’s license checks.
- Streamlined the departments phone monitoring capabilities to ensure prompt return of information to IA offices needing the information.
- Successfully coordinated and executed with CERT and P&P surprise searches of the CTS Halfway House and Dismas Portland Halfway House. Operations resulted in the discovery of contraband, new charges and drug urinalysis.
- Hosted the Inspector General/Ethics Workgroup (IGEW) meeting. Speakers from Adult Institutions appeared before the group to give insight in processing and supervision of inmates. The IGEW meetings bring together the investigative entities of the various state government agencies.

## Ombudsman Office

### Ombudsman John Dunn

**Research & Legislation**  
Executive Staff Advisor  
Cyndi Heddleston

**Grants Oversight**  
Program Administrator  
Danny Norris

Administrative Specialist III  
Julie Bowles



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

### Overview

The office of the Ombudsman consists of 5 main areas: Accreditation, Inmate Grievance process, Commissioner's correspondence, Grants and Research/Legislative areas.

### Ombudsman/Accreditation

This office oversaw sixteen internal audits and six ACA audits during 2016. Each institution or Department audited by ACA received a score greater than 99.2%. This is some of the highest scores in the country and reflects the dedication and commitment of the Department to Accreditation. In 2016, approxi-

mately 900 grievances were researched and responded to with approximately 9 % ruled in favor of offenders. This is an excellent percentage among correctional systems. This office also processed more than 1190 letters received at Central Office and distributed them across the Department. This office also continues the process of converting to an electronic grievance system.

### Office of Research & Grants

The Research/Legislative Executive staff advisor position serves as the Department's representative on the Justice & Public Safety Cabinet's legislative team and assists with Federal reporting requirements. This position also coordinates corrections related research requests and projects. During the 60-day legislative session in 2016, the Department

completed over 85 corrections impact statements and submitted to the Legislative Research Commission and an equal number of KLEIR reviews. In addition, over 150 legislative inquiries were responded to in 2016. This area also completed over 15 research projects and 17 data requests during 2016.

### Grants Management

In 2015, the grants department managed approximately 10 federal and pass-through grants worth more than \$1,021,825. Unfortunately, the Justice Assistance Grant (JAG) was not open to the DOC in 2015 due to exclusive funding for established Drug Task Forces. The grants office continues to track grants efficiency and ensures the money is being spend in accordance with grant guidelines.



*Ombudsman staff left to right: Cyndi Heddleston, John Dunn, Danny Norris and Julie Bowles.*

## Office of Support Services

### Deputy Commissioner Kimberly Potter-Blair

Admin. Coordinator / IT & OIS  
Vacant

Offender Information Services  
Robert Belen

Re-Entry  
Kristin Smith

Administrative Services  
Hilary Dailey

Parole and Victim Services  
Amber Ingram

Corrections Training  
Bridget Gilliland

Probation & Parole  
Johnathan G. Hall



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

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

### Information and Technology Branch

The Information and Technology (IT) branch supports and main-

tains the systems that which driven by the business needs of the Department.

IT Branch supports our Kentucky Offender Management System (KOMS), Websites (Justice Cabinet, Corrections, KY Correctional Industries and Parole Board), custom applications and serves as liaisons for outside applications.

The Information and Technology Branch is persistent in its efforts for continued growth in providing solutions and services to our users by using resources available and seeking additional resources from other state agencies.

The Branch provides ad-hoc reporting and data analytics to users in the field and outside researchers. We work with other agencies to provide information to our users in order to support their business needs.

### Highlights

In March 2016, the KOMS system added new Mental Health functionality to that included a mental health coding system that; it was also installed in the electronic medical record. The coding system is instrumental for Unit Management and Mental Health staff in communicating appropriate inmate placement decisions. The new function is crucial for levels of care in the management of segregation populations. Kentucky DOC provides a high level of mental health treatment for offenders and this component enhances that treatment.

In March 2016, the KOMS team

### 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 Re-entry 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 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,

## Office of Support Services

began development of a Restrictive Housing module. Users can track the Restrictive Housing population consistently across the state, eliminating the use of individual databases at each facility. DOC now has quick access to determine reasons and the length-of-stay in Restrictive Housing. The software was installed into production December 2016.

In May 2016, the KOMS section expanded PREA function with the addition of Phase II promotion. It includes PREA related search screens, reports, dashboards and multiple alerts, all which strengthen the ability to track PREA related offenders.

In September 2016, the Information and Technology Branch completed implementation of eClinicalWorks Electronic Medical Record system (eCW). This system houses all medical information for the current inmate population and interfaces with multiple systems including Diamond Pharmacy, for prescription needs, and the KOMS, for inmate demographic and housing information.

In November 2016, the Information and Technology Branch transitioned from CourtNet 1.0 to CourtNet 2.0. The updated version of CourtNet, a service provided by the Administrative Office of the Courts, allows users to track past, current, and future court proceedings for the current inmate population and those under supervision with Probation and Parole.



*Robert Belen, Branch Manager  
Offender Information Services*

### 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 of Corrections.

During 2016, 15,573 inmates were released by shock probation, parole, mandatory reentry supervision or upon completion of their sentence. The Branch reviews all offenders eligible for release to ensure that their sentence is accurate. Additionally, Offender Information Services is responsible for fielding questions from the court system, law enforcement agencies as well as the public; responding to correspondence from the inmate population; and processing open records requests for documents contained in inmate files. Thirty-seven staff members of the Branch successfully complete this tremendous responsibility.

The positions of the Branch include a Branch Manager, three administrators, four supervisors, twenty-one offender information specialists, six 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 five sections is the "Calculation Section". These offender information specialists are responsible for verifying the sentence calculations for offenders newly committed to the custody of the Department of Corrections. Also included are the calculations of crimes committed while under supervision, on escape or crimes committed in the Institution.

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

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 11,694 inmates housed in county jails and half-way houses. This includes calculating additional sentences, lodg-

## Office of Support Services

ing and releasing detainees and approving releases by shock probation, mandatory reentry supervision or upon completion of sentence.

The third section is the “Sentence, Credits and Debits” section. This section reviews time an inmate can earn that is then deducted from his or her prison sentence. Because of disciplinary action, previously awarded good time may be forfeited. Staff in this section process approximately 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 also prepares parolees for parole revocation hearings for the Kentucky Parole Board. They review in excess of 6,000 parole violators per year.

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 in a position that maximizes their potential for success while on supervision.

The fifth section of the Branch is the “Support Staff” Section. This section provides support to the other sections within the Branch as required. In addition, staff from this section maintain the electronic inmate files for every offender who is currently incarcerated. Each month they scanned and uploaded more than 2,500 documents. They also reviewed and distributed in excess of 1,100 letters and completed many other clerical functions.

A recommendation was made to reduce the Records Retention schedule on the Central Office Master file from a 75-year retention to 20 years. The Records Commission approved this recommendation in September 2016. The Department’s costs for archived records experienced an immediate reduction. This also reduced the number of records that would go through the scanned documents project, which began in 2015, which further reduced costs toward that project.

Several new positions were added over the course of the year to address the increased workload of the Branch. These positions include; five-offender information specialist as well as an offender information supervisor position. Additionally, all staff work hours changed from 37.5 to 40 hours per week.

Offender Information Specialist Amie McIntosh was named the 2016 Offender Information Services Branch employee of the year.

### 2016 Offender Information Services Branch Highlights:

- 15, 573 inmate calculations were reviewed to ensure release to shock probation, parole, mandatory re-entry supervision, or sentence completion
- Between 6,000 – 7,000 sentencing credits and/or debits were reviewed by staff for accuracy
- More than 6,000 parole revocations hearings were calculated and scheduled
- The Branch issued more than 5,000 discharge certificates to offenders completing supervision
- Support staff reviewed, scanned and uploaded more than 2,500 documents

## Office of Support Services

### Reentry Branch Manager Kristin Smith

Program Administrators

Kerry Mears

Hannah Gibson

Administrative Specialist III

Melissa Moore



*Kristin Smith,  
Reentry Branch Manager*

### Overview

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 DOC collaborate to build a seamless reentry process.

The Department currently utilizes a validated risk and needs assessment tool, called the Level of Service / Case Management Inventory (LS/CMI), and a comprehensive case management plan to prepare for the release of offenders. The Reentry Branch oversees the use of this assessment tool. During 2016, the number of LS/CMI's completed was 53,542.

The Reentry Branch supports the

reentry coordinator positions in prison facilities and probation and parole officer staff across the state. The Reentry Branch helps coordinate facilitation of evidence based program by probation & parole staff.

The Reentry Branch also supports the network of reentry councils across the state. Reentry Councils exist in the following areas: Paducah, Owensboro, Elizabethtown, Bowling Green, Louisville, Lexington, Covington, London, Maysville, Ashland and Prestonsburg. Reentry staff attend the reentry council meetings routinely 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. During 2014, a new focus was formed from the previous Family Engagement Sessions and Families of the Incarcerated groups were started. These groups mirror the Reentry councils across the state and provide the families a monthly group meeting to allow for support and networking. The Reentry Branch attends periodically or upon request to hold a question and answer session for families in a less formal environment. The Families of the Incarcerated groups in Covington, Greater Louisville,



*Kerry Mears,  
Reentry Program Administrator*



*Hannah Gibson,  
Reentry Program Administrator*

Bluegrass and Central areas continue to meet monthly and grow their groups. The other areas of the state have had less success with families attending and are focusing on using both the Kentucky Reentry website and Facebook page along with creating a Kentucky Families of the Incarcerated Facebook page to keep families informed and able to ask questions without attending in person meetings.

### Highlights

Training new DOC case management staff on the Case Management Plan in conjunction with training on our validated risk and needs assessment tool. This training focuses on effective case management planning, including developing goals, tasks and time-

## Office of Support Services


lines 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.

The release of a quarterly 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.

Conducting meetings as necessary 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.

Kentucky Department of Corrections Staff and Offender Newsletter				
OCTOBER 2016	<b>THE TOOL BOX</b>	VOLUME 5, ISSUE 4		
<h1>Reentry: What is it?</h1> <p><b>Working together we can make our communities safer, save money, and others can become responsible citizens.</b></p> <p>What is reentry and Why is it Important to us?</p> <p>Reentry is the process of someone who has been incarcerated returning to the community. The person has fulfilled their obligation if they have served all of their sentence or they are in the process of completing their sentence while on parole or probation.</p> <p>Reentry involves the use of programs targeted at promoting the effective reintegration of offenders back to communities upon release from prison and jail. Reentry programming, which often involves a comprehensive case management approach, is intended to assist offenders in acquiring the life skills needed to succeed in the community and become law-abiding citizens. A variety of programs are used to assist offenders in the reentry process, including pre-release programs, drug rehabilitation, vocational training, and work programs.</p> <p>There are many factors any person has when you move from one area to another. Where would you live? Where would you work? Who would help you when you needed it? These are questions you would ask especially if you made the move very quickly with only what you could carry, and you had limited resources to rely on.</p> <p>A person reentering needs support to get started on the track to being successful in the community. They need jobs to make money, to buy housing, get transportation, buy food, etc. When a person is able to work and buy those things, the urge to commit a crime to get money, is greatly reduced.</p> <p>Some have addictions to drugs and alcohol, and support is needed to battle those cravings. Fighting an addiction is not easy and may last a lifetime, but with support it can be done. Taking away those addictions may prevent many violent crimes as well as economic crimes.</p> <p>Recidivism is when someone who has been in jail or prison, ends up returning to jail or prison due to criminal activity or violations of their parole or release. With proper support, it has been shown, the recidivism rate can be lowered, greatly.</p>				
<p><b>Inside this Issue:</b></p> <table border="1"> <tr> <td>Reentry: What is it?</td> <td>1</td> </tr> </table>		Reentry: What is it?	1	
Reentry: What is it?	1			

*The Tool Box, a quarterly newsletter, provides information about reentry initiatives throughout the state.*

## Division of Administrative Services

### Director Hilarye Dailey

Assistant Director  
Pat Sudduth



*Hilarye Dailey, Director  
Administrative Services Division*

Administrative Services provided resource support to the department and staff in a vast array of services including budget, financial management, accounting, fixed asset management, insurance, fleet, procurement and internal financial audits. The division processed thousands of accounts payable, accounts receivable and procurement documents, including travel vouchers for over 700 probation and parole staff and central office on a monthly basis while maintaining an average of six (6) vacant positions.

The procurement section managed and issued over seventy (70) contracts for the Department. In addition, procurement staff worked directly with the Finance Cabinet's Office of Procurement Services to procure goods and services that exceed the small purchase authority or qualify as Master Agreements. The number of contracts and procurement actions managed by this section has

increased by nearly sixty (60) percent in the last several years.

The Division of Administrative Services successfully implemented the FY16 Budget while actively ensuring funds were available to sustain the operational requirements of the department. The Department received a \$25.9M Necessary Government Expense due to the growth in inmate population and overtime costs stemming from the staff shortages in Adult Institutions.

Four members of the division served on the 2016 WWICJJ Conference Committee and provided support to the conference in budget, finance, registration and the conference theme.

Central Office and Probation and Parole staff transitioned to a 40-

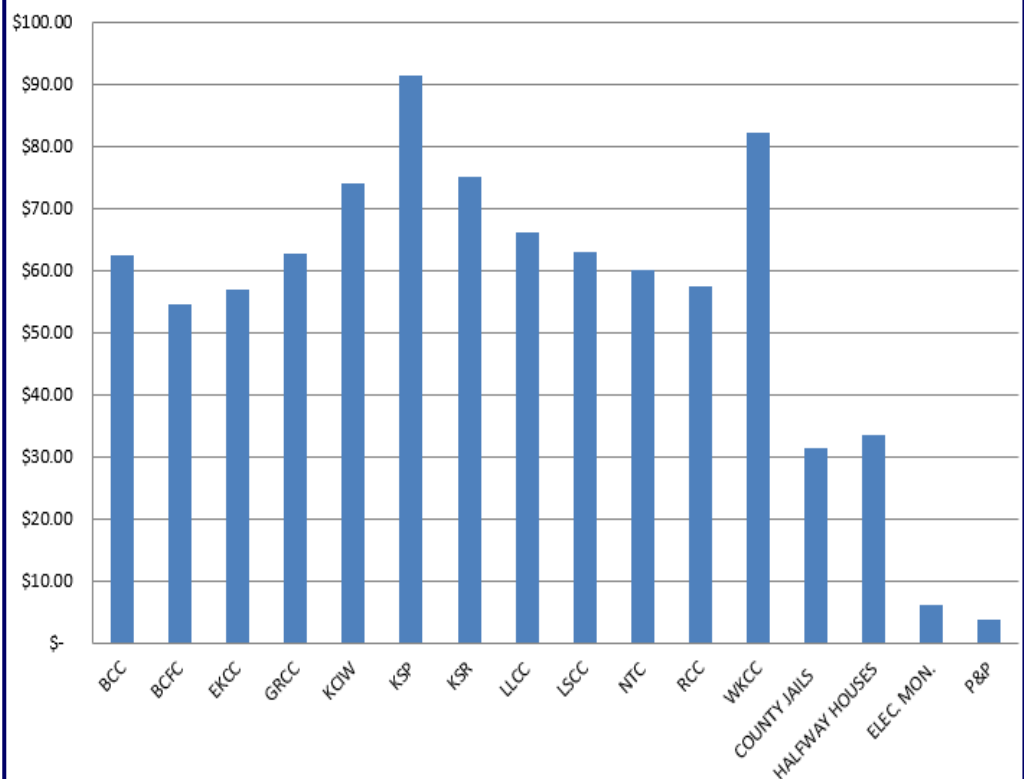


*Pat Sudduth, Assistant Director  
Administrative Services Division*

hour work week in the fall of 2016. Division staff worked with the Office of State Budget Director to realign funding among the Department's appropriations to fund this initiative.

The Division conducted one Fiscal Manager's meeting in May 2016 to provide training to all Fiscal Managers and included a tour of Green River Correctional Complex.

**FY2016 COST TO INCARCERATE**



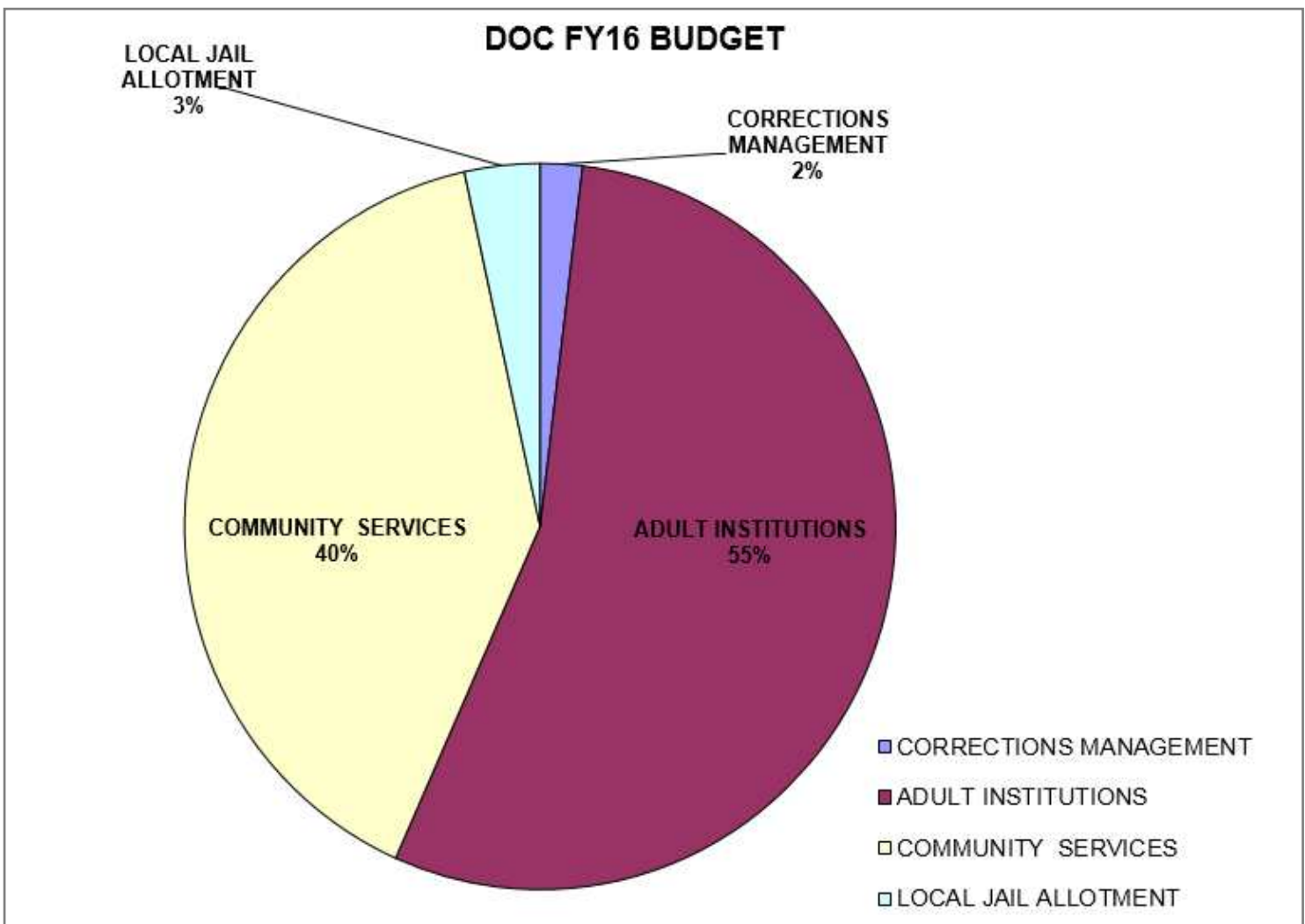
## FY 2016 Cost to Incarcerate & Per Diems

KY DOC Adult Institutions	*CTI Per Day	*CTI Per Annum	**Per Diem (Male)	**Per Diem (Female)
BCC	\$ 62.33	\$ 22,750.45		
BCFC	\$ 54.61	\$ 19,932.65		
EKCC	\$ 56.88	\$ 20,761.20		
GRCC	\$ 62.70	\$ 22,885.50		
KCIW	\$ 74.05	\$ 27,028.25		
KSP	\$ 91.32	\$ 33,331.80		
KSR	\$ 75.18	\$ 27,440.70		
LLCC	\$ 66.09	\$ 24,122.85		
LSCC	\$ 62.95	\$ 22,976.75		
NTC	\$ 60.06	\$ 21,921.90		
RCC	\$ 57.48	\$ 20,980.20		
WKCC	\$ 82.12	\$ 29,973.80		
<b>*Other Averages*</b>				
Total State Facility Average Cost	\$ 66.82	\$ 24,389.30		
Total State Inmate Average Cost	\$ 50.27			
COUNTY JAILS	\$ 31.41		\$ 31.34	\$ 31.34
County Jails with SAP (State Inmates)	\$ 40.41		\$ 40.34	\$ 40.34
HALFWAY HOUSES	\$ 33.53		\$ 31.61	\$ 32.64
*Halfway Houses - Probationer/Parolee Beds &				
Recovery Ky.	\$ 32.61		\$ 27.62/ \$ 31.61	\$ 27.62/ \$ 32.64
ELECTRONIC MONITORING	\$ 6.19			
PROBATION & PAROLE	\$ 3.72			
State Institution Average Female	\$ 74.05			
State Institution Average Medium non medical (male)	\$ 61.02			
State Institution Average Medical (male and female)	\$ 70.52			
Average Medical Cost per Inmate, Adult Institutions	\$ 13.73			
Average Substance Abuse Cost per Inmate, Institutions	\$ 6.01			

## Division of Administrative Services

### 2016 Expenditures

	CORRECTIONS MANAGEMENT	ADULT INSTITUTIONS	COMMUNITY SERVICES	LOCAL JAIL ALLOTMENT	TOTAL
PERSONNEL	\$ 8,827,517	\$ 176,138,651	\$ 48,882,019	\$ 41,700	\$ 233,889,887
OPERATING	\$ 1,198,302	\$ 47,235,071	\$ 7,539,465	\$ 440,000	\$ 56,412,837
CARE & SUPPORT		\$ 62,760,252	\$ 152,847,389	\$ 17,460,832	\$ 233,068,473
DEBT SERVICES		\$ 346,500			
CAPITAL OUTLAY		\$ 625,390	\$ 37,191		\$ 662,581
TOTAL	\$ 10,025,818	\$ 287,105,864	\$ 209,306,064	\$ 17,942,532	\$ 524,033,778



## Division of Corrections Training

### Director Bridget Gilliland

Harold E. Black Training Center  
Vacant

John D. Rees Training Facility  
Vacant

S.T. Wright Training Facility  
Glenn Hance

Bill Cunningham Training Facility  
Donnie Youngblood



*Bridget Gilliland, Director  
Division of Corrections Training*

### Overview

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 Division has four regional training centers on institutional grounds and conducts training on a regional basis.

**The Harold E. Black Training Facility** provides staff instruction to four adult correctional institutions, nine probation and parole districts, and the elected jailers and their staff within twenty-

five (25) counties of the Commonwealth.

In 2016, the Harold E. Black Training Center offered 136 classes with 66,314.50 credits earned.

**The John D. Rees Training Facility** provides staff instruction to three adult correctional institutions; three probation and parole districts, and the elected jailers and their staff within thirty-seven (37) counties of the Commonwealth.

In 2016, the John D. Rees Training Facility taught 1,798 students and offered 135 classes.

**The S.T. Wright Training Facility** provides staff instruction to two adult correctional institutions; Little Sandy Correctional Complex (LSCC), Eastern Kentucky Correctional Complex (EKCC); three probation and parole districts; and the elected jailers and their staff within twenty-two (22) counties of the Commonwealth.

In 2016, the S.T. Wright Training Facilities offered 130 classes and taught nearly 1,300 trainees.

**The Bill Cunningham Training Facility** provides staff instruction to three adult correctional institutions; Western Kentucky Correctional Complex (WKCC), Kentucky State Penitentiary (KSP) and Green River Correctional Complex (GRCC); five (5)

probation and parole districts; and the elected jailers and their staff within thirty-six (36) counties of the Commonwealth.

In 2016, the Bill Cunningham Training Facility offered over 140 classes and approximately 2000 students attended trainings.

### Curriculum Development Branch

The Curriculum Development Branch is located within The Harold E. Black Training Facility. They are responsible for management of the curriculum development process for adult institutions, probation and parole, central office, Kentucky Correctional Industries, jails and computer based training modules.

### 2016 Curriculum Development Branch highlights:

- Major revision and reinstitution of Adjustment Committee Training
- Conducted Annual Institutional In-Service Review
- Conducted training for all Institutional Training Instructors on the Kentucky Enterprise Learning Management System (KELMS)
- Members attended the 2016 Jailers Conference
- Assisted Institutions and Probation & Parole with ACA documentation collection
- Updated Institution Pre-Service (IPSA) power-points with new graphics and embedded videos

## Division of Probation and Parole

### Director

**Johnathan G. Hall**

### Assistant Director

Robert Taylor

### Branch Managers

Central Region - Becky Carter

Eastern Region - Vacant

Western Region - Mark Stonex

Northern Region - Dan Fountain



*Director Johnathan Hall  
Division of Probation and Parole*

inmates, including Class D programs and community custody residential centers. Additionally, the Division provided supervision services to approximately 1,703 offenders in 24 halfway house facilities and 548 in 13 Recovery Kentucky treatment programs over the course of the year.

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 Public Safety and Accountability Act of 2011 (HB 463) authorized the release of offenders under post-incarceration supervision and mandatory re-entry supervision. Throughout 2016, 6,473 offenders were released on parole, 3,967 offenders were released to mandatory re-entry supervision, 558 offenders were

released on sex offender post-incarceration, and 40 were released on post incarceration supervision. The Division currently supervises 2,466 offenders on mandatory re-entry supervision, 106 offenders under sex offender post-incarceration supervision, and 57 offenders on post-incarceration supervision. In 2016, 1,069 inmates were released to Home Incarceration in the community. In partnership with Jefferson County District Court, 262 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 2016, 308 probationers were granted early termination by the court under HB463, bringing the total number of offenders released on early termination to 1,930. Probation & Parole conducted 14,741 community parole plan investigations and 1,793 home incarceration plans in 2016.

The Division is also responsible for the administration of the Interstate Compact which transfers cases between states. In 2016, the Interstate Compact processed 1,657 transfer requests from other states to Kentucky and 1,543 transfer requests from Kentucky to other states. Kentucky currently supervises 2,019 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

### Overview

The primary function of the Division of Probation and Parole is to protect the citizens of the Commonwealth through the supervision of offenders who have been placed on probation by the courts or released to parole supervision by the Parole Board. Officers serve each of Kentucky's 120 counties which are organized into four operating regions, 20 supervision districts structured into 57 field offices spanning across the State of Kentucky.

The Division employs 851 staff, including 671 sworn officers, who currently supervise 46,112 offenders. At the end of 2016, the Division supervised 13,572 parolees (29%) released by the Parole Board and 32,540 (71%) offenders placed on supervision by the Court. With the assistance of 88 dedicated Investigators, the Division completed 26,692 Presentence Investigations in 2016. The Division also provides services to over 11,532 jail based

## Division of Probation and Parole

DNA testing of all convicted felony offenders. Kentucky Department of Corrections submitted 13,911 completed DNA collections submitted to the Kentucky State Policy database in 2016. The Division also processed Civil Rights Restoration requests submitted by ex-offenders. In 2016, the Division received 721 applications and 0 applicants were granted restoration.

With the number of offenders increasing, the Department continues its focus on re-entry efforts, including assessment and case planning for offenders under supervision. In 2016, the Division completed 47,362 LS/CMI risk/needs assessments. Focused supervision has had a direct effect on caseload numbers, with a fully staffed total caseload average of 81:1 at the end of 2016. With additional staffing and the use of risk level supervision, the regular caseload average has decreased from 88:1 in December 2011, even with an increase of over 5,058 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 sex offenders under supervision. As of December 2016, thirty-seven officers statewide supervised 1,888 sex offenders with a caseload average of 51:1. In addition to monitoring cases from the court, the Division was monitoring 491 sex offender conditional discharge and 67 sex of-



*Assistant Director Robert Taylor  
Division of Probation and Parole*

fender post-incarceration supervision offenders at year end.

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 2016, the Division supervised 2,831 administrative offenders and 7,801 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 in the community saves the citizens of Kentucky \$60.61 per offender, per day (\$3.64 cost of community supervision vs. \$64.25 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 2016 offenders paid \$2,226,031 in super-

vision fees. The Department also collected \$818,889 in drug testing fees to deflect the costs of drug testing. Probationers and paroles also paid \$6,433,167 in restitution in addition to completing over 26,279 hours of community service work.

The Division of Probation & Parole partners with U.S. Marshals to form Fugitive Task Forces in the Louisville, Lexington, & Newport areas. In 2016, the Fugitive Task Force apprehended 493 probation and parole fugitives.

The Division continues to work toward the Department's goal of successful re-entry of offenders. Statewide, supervision districts facilitate the PORTAL New Direction barriers program that addresses issues surrounding housing, employment, transportation, money management, and parenting. In FY2016, 457 offenders successfully completed the program.

Kentucky has seven (7) SMART programs, a court intervention for immediate and graduated responses to probation violations based on the Hawaii Hope model. As of December 2016, there are 257 total participants located in Pike, Lincoln/Pulaski/Rockcastle, Shelby/Anderson/Spencer, Allen/Simpson, Campbell, Knott/Magoffin & Jefferson counties.

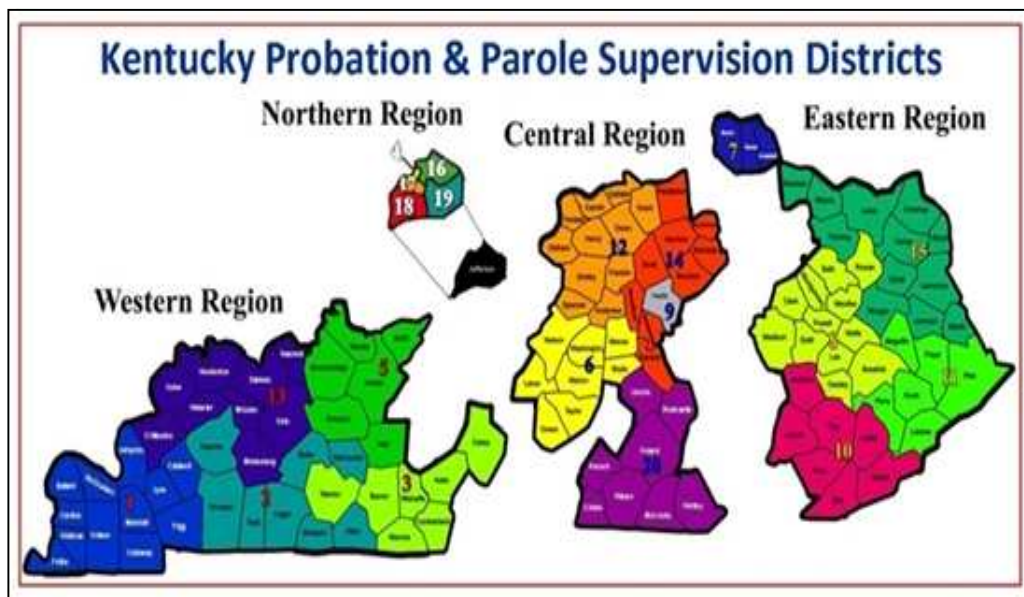
The Division of Probation and Parole continues to implement evidence based programs. In 2016, 35 offenders successfully completed a parenting program for fathers called 24/7 Dads. Additionally, 19 offenders complet-

## Division of Probation and Parole Population Data

ed Thinking for a Change, a cognitive based program that restructures an offender's way of thinking, and 168 offenders successfully completed Moral Reconnection Therapy (MRT), a cognitive based program that examines the psychological component of offender's behavior. MRT is offered in all 20 districts across the state.

Probation & Parole Districts are involved with a number of community stakeholders statewide to provide services to offenders. 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.

- ◆ Probation & Parole also works with ten community Re-Entry Councils statewide: Louisville, Lexington, London, Elizabethtown, Bowling Green, Maysville, Prestonsburg, Paducah/Hopkinsville, Owensboro, and Northern Kentucky
- ◆ Across Kentucky, the Department partners with community service providers to provide outpatient substance abuse services to offenders, as well as residential treatment programs including Recovery Kentucky Centers, Dismas Charities, The Healing Place, The Hope Center, and the Salvation Army.
- ◆ Crime Stoppers and Kynect are examples of other agencies Probation & Parole engages with in efforts to re-



duce crime and promote offender success in the community.

- ◆ In northern Kentucky, the districts worked diligently to develop and implement a region wide program referral process for clients. This process ensures that class schedules are set at various times and days of the week so that the client can conveniently choose the class that best fits his or her schedule. It also helps with consistency and communication among the districts.
- ◆ In western Kentucky, District 1 teams up with Four Rivers Behavioral Health in regards to Community SAP-IOP, and with Kentucky Career Centers and Murray State University to help conduct job fairs for officers.
- ◆ In western Kentucky, District 5 works with staffing committees to assist in client referrals and oversees clients involved with Mental Health and Veteran's court.
- ◆ In central Kentucky, District 6 incorporated challenges on a monthly basis for Officers to help improve stress relievers, health and wellness; such as, step challenges, expressing gratitude towards one another, donating canned goods, and healthy habits.
- ◆ In eastern Kentucky District 8 offers evidence based programs such as 27/7 Dads and MRT. They also partnered up with Kentucky Vocational Rehabilitation to help provide education and employment services to clients.
- ◆ In central Kentucky, District 9 continues to encourage community involvement with the Bluegrass Re-Entry council and local law enforcement task forces.
- ◆ In eastern Kentucky, District 11 ensured Re-Entry efforts and involvement with the community by attending Eastern Re-Entry councils made up of community members and organizations.

## Division of Probation and Parole



*Branch Manager, Becky Carter*



*Branch Manager, Mark Stonex*



*Branch Manager, Dan Fountain*

- ◆ In central Kentucky, District 12 partnered with different community organizations to help guide client referrals and improve communication with clients' families.
- ◆ In western Kentucky, District 13 has an Officer that serves on the board of Crime Stoppers to improve communication with local Law Enforcement.
- ◆ The Division has embarked upon and will continue to improve its Re-Entry Strategic Plan which outlines parameters, goals and objectives toward a sustainable long-term commitment to Re-Entry efforts.
- ◆ Each district continues to offer evidence base programs and ensure collaboration with community organizations in efforts to provide the best resources possible for our clients.

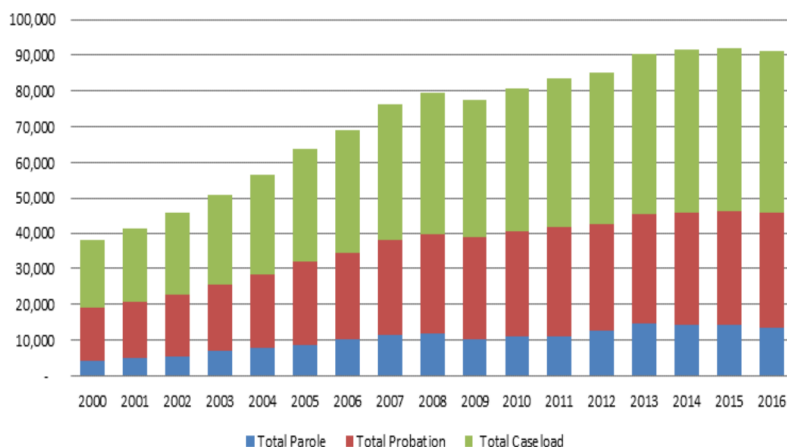
The Division has expanded to meet the demands of new legislation and a larger supervised pop-

ulation, adding over 210 positions since 2011. Throughout 2016, 114 new staff members attended Probation & Parole Pre-Service Academy.

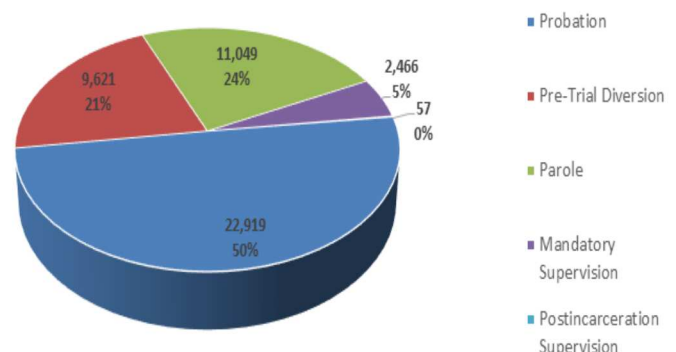
The Division underwent their ACA Program Security Review audit in 2016 as it strives towards its fourth ACA re-accreditation audit in 2018. ACA documentation files were reviewed to assure that they contained sufficient document for the year of 2016, and it was established that the Division was compliant with the appropriate ACA Standards. The Division underwent its third ACA re-accreditation audit in October 2015 and received their accreditation certificate in January 2015, 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 and provide support for organizations and charities in their respective communities.

**FY2000-2016**



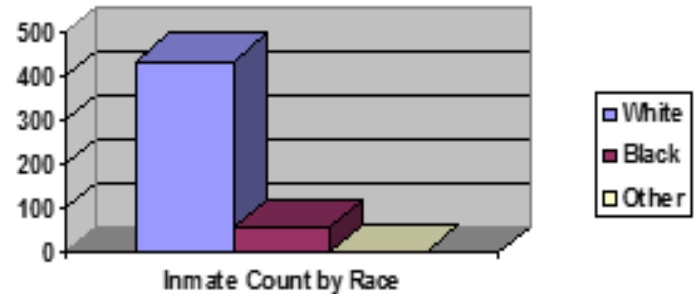
**Supervision Type**



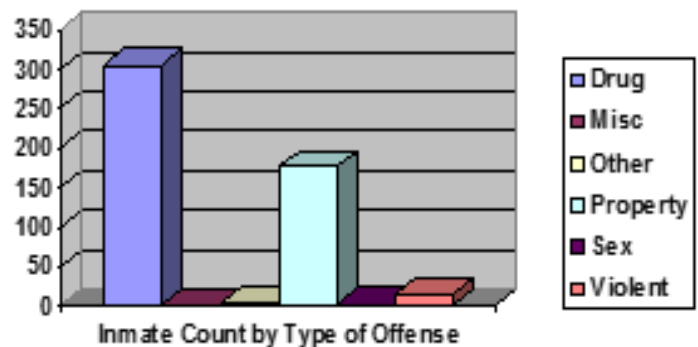
## Halfway Houses

### 2016 Demographic Data

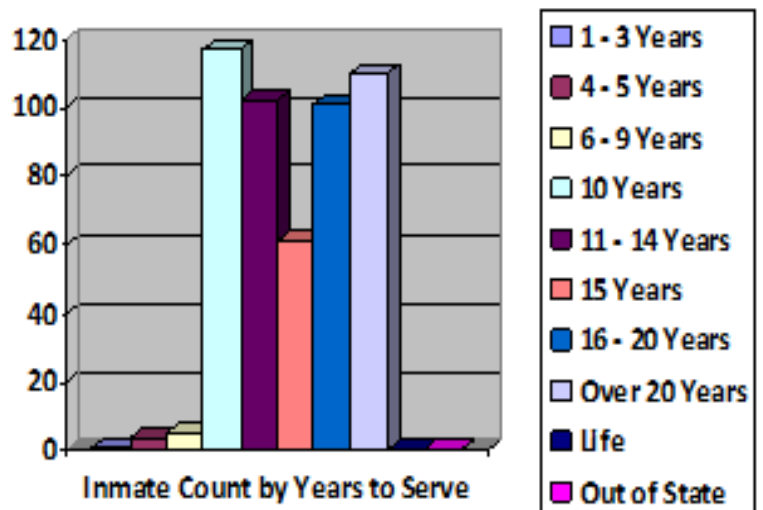
RACE	COUNT	PERCENTAGE
White	439	87.62%
Black	60	11.98%
Other	2	0.40%
Total	501	100.00%



TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	306	61.08%
Misc	0	0.00%
Other	3	0.60%
Property	177	35.33%
Sex	2	0.40%
Violent	13	2.59%
Total	501	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	1	0.20%
4 - 5 Years	4	0.80%
6 - 9 Years	5	1.00%
10 Years	117	23.35%
11 - 14 Yrs	102	20.36%
15 Years	61	12.18%
16 - 20 Yrs	101	20.16%
20+ Years	110	21.96%
Life	0	0.00%
Out of State	0	0.00%
Total	501	100.00%



## Office of Adult Institutions

### Deputy Commissioner James Erwin

Executive Secretary  
Valerie Moore

Director of Operations  
Chris Kley Meyer

PREA Coordinator  
C.A. Wilkerson

Capital Construction  
Gunvant Shah

Education Branch  
Martha Slemph

Food Services Branch  
Amanda Durrett

Policy Analyst  
Sharon Kouns

Policy Analyst-Programs  
Debbie Kays

Policies and Procedures  
Meredith Sanford

Program Administrator  
Jessie Ferguson

Kentucky Correctional Industries  
Fred Siegelman

Health Services Division  
Cookie Crews  
Denise A. Burkett, APRN

Substance Abuse Program  
Kevin Pangburn



*James Erwin  
Deputy Commissioner  
Office of Adult Institutions*

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 Kentucky as a Classification and Treatment Officer at the Kentucky State Reformatory. He 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 Operations

The Operations Division, Office of Adult Institutions, provides centralized management of the necessary daily operational functions within the twelve adult correctional institutions. The Division also directly supervises the state employees and vendor staff that that comprise the Capital Construction Maintenance Branch (CCMB) which provides - Architectural, Engineering and maintenance/construction support to the Department; the Inmate Education and Vocational Education staff that comprise the Educational Branch; the Food Service Contract monitoring staff, the Cognitive Program providers and instructors which support the Department daily.

### Statewide PREA Coordinator

The Prison Rape Elimination Act (PREA) Program consists of the



*Chris Kley Meyer,  
Director of Operations*

### 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.

## Operations and Program Services



*C.A. Wilkerson,  
Statewide PREA Coordinator*

Department's PREA Coordinator, one Program Coordinator and two Sr. PREA Investigators. The responsibilities of the program are to assist the state's adult institutions, halfway houses and Recovery Kentucky Centers 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: annual PREA training for all staff, contractors and volunteers. Revisions have been made to multiple policies to better guide our staff and offenders regarding incidents of sexual abuse and sexual harassment. A PREA Compliance Manager has

been established at each institution. An Internal and External PREA Hotline was created and implemented to ensure multiple avenues 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. The Department continually trains PREA investigators across the state to include PREA Investigators within the state's county jail facilities, half way houses and Kentucky Recovery Centers as well as all adult institutional facilities.

During 2016, PREA audits were conducted at three adult institutions by a five state audit consortium with which the Department was then entered into an agreement. The institutions audited were EKCC, NTC and the KSR. This completed all twelve adult institutional facilities that were audited within the three-year PREA audit cycle as required by the United State Department of Justice. The Department is pleased to report that all institutions received a rating of 100% compliance by the National PREA standards. Furthermore, in house staff conducted two PREA audits in Missouri per the consortium agreement.

In order to reduce audit expenses and out of state travel by the Department's certified PREA auditors, the Department elected to end its agreement with the five state audit consortium and enter into a personal service contract

with Community Education Centers, Inc. which is estimated to save the Department approximately \$20,000.

The PREA Office has several projects that are on-going. PREA next phase requirements within the KOMS will provide PREA Alerts to include movements, jobs, programs and demographics; PREA Allegation & Investigation and Reporting; PREA Investigation to Internal Affairs Investigation; and PREA Statistical Reporting. These next phases are scheduled for completion during third quarter of 2017. Additionally, PREA compliance reviews at halfway houses and Kentucky Recovery Centers are ongoing, as well as internal reviews and audits at all adult institutional facilities.

The Kentucky Department of Corrections' 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 adult institutions, half way houses and Kentucky Recovery Centers throughout the Commonwealth.

### Capital Construction

The Capital Construction Management Branch (CCMB) manages construction and maintenance activity of 627 DOC buildings, with a total occupied area of 4.4 million square feet (building ages range from 10 years to 125 years) and oversees funds allotted for

## Operations and Program Services



*Gunvant Shah,  
Capital Construction Branch*

capital construction and equipment purchases appropriated by the General Assembly for the Department of Correction's twelve penal institutions. CCMB strives to provide energy efficient buildings and energy efficient equipment and appliances.

The staff consists of six employees, including a registered engineer, a registered architect, three project managers and an administrative assistant. CCMB staff has a total of 140 years of experience in the areas of construction, engineering and architecture and possess licenses in LEED, HVAC, Asbestos sampling and Lead Based Sampling. In addition, this branch is also 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. 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 on various

construction and engineering practices for all DOC maintenance staff. CCMB thrives on team work, efficiency, accountability, respect, professionalism and total transparency.

The CCMB began calendar year 2016 with 100 projects with allotments totaling \$137,348,248.06 and ended calendar year 2016 with 61 projects with allotments totaling \$126,228,484.84. These totals represent projects carried forward from the previous biennium that are currently still active.

The Legislature appropriated \$13,124,500.00 for calendar year 2016. This amount included \$4,155,000.00 for the stabilization of Dorm 8 at KSR, \$3,797,000.00 to repair & stabilize the tower at KSR, \$2,560,000.00 to connect the sewer plant at KCIW to the OCEA regional connect and \$2,612,500.00 for the Misc. Maintenance Pool. In calendar year 2016, CCMB opened 17 new projects and closed 60.

The energy projects for all twelve DOC facilities have been completed with a result in energy savings of \$2,940,143.00. These savings come from energy improvements in lighting, plumbing and HVAC improvements.

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 Manage-

ment and the Governor's Office for Policy and Management.

Cost cutting, increasing work efficiency, total transparency and work ethics have been the primary goal of CCMB. Using this method has saved an estimated \$441,703.00 by (1) in-house projects design, (2) using inmate labor and (3) 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

The Corrections Education Branch complies with numerous State and Federal education requirements as well as partnering with several agencies to bring Kentucky's offender population diverse educational programming.

When fully staffed, the Education Branch has a workforce of 97; 87 or 90% are full-time and 10 or 10% are part-time. In addition to providing quality, Educational and Vocational Training opportunities to DOC offenders, Branch staff members have researched and responded to 181 individual pieces of correspondence received in 2016.

Along with state agencies, including the Kentucky Department of Education (KDE), the Branch collaborates with Kentucky Adult Education (KYAE), Kentucky

## Operations and Program Services

Community & Technical College System (KCTCS), and Morehead State University (MSU). It should be noted that the Branch also collaborated between January and June 2016 with the Eastern Kentucky University/Training Resource Center (EKU/TRC); the relationship was terminated due to budgetary restraints.

Two primary areas of programming encompass the Education Branch: Adult Education and Vocational/Technical Education. One is Adult Education, which are divided into three levels: literacy; adult basic education; and adult secondary education or high school equivalency (GED®).

While Education programming is voluntary in the state of Kentucky, it is highly encouraged and many offenders take full advantage of the opportunity to enhance their reading, mathematical, and language arts skills. DOC completed the 2016 calendar year with 288 (280 KY-DOC and 8 Adult Education) offenders in Adult Institutions earning their high school equivalency (GED®) credentials. Postsecondary Education is offered at several Adult Institutions.

The Corrections Education Branch remains committed to computer-based GED® testing; as well as, GED Ready™ testing. All 12 DOC Education Centers remain certified by Pearson VUE as official Pearson VUE GED® Testing Sites.

Each center's GED® Test Examiner is an Education Branch em-



*Martha Slemple, Educational and Vocational Programs Branch*

ployee (non-educator) who has passed the Pearson VUE Recertification exam in order to maintain his/her GED® Test Administrator's credential for another year. Maintaining each testing center will require continued collaboration with the Commonwealth Office of Technology and the future need for technological upgrades; as well as, onsite support as the computer-based testing software requirements eventually outdate existing infrastructure.

Obtaining a high school diploma or high school equivalency (GED®) does not occur solely in a GED® classroom; rather all educators (at all levels on the educational continuum and in all subject areas) assist in bringing a student to the point of receiving his/her diploma on graduation day. Similar to public schools systems, the KY-DOC Education Branch prides itself on teamwork, passion for the teaching profession, and an awareness for truly witnessing the difference that a high school diploma/high school equivalency can make in saving someone's life; developing/improving someone's self-esteem; and/or permitting him/

her to participate in Vocational/Technical programs; Postsecondary courses (where available). In essence, KY-DOC Educators provide students a passageway to a prosperous future—passageway, being the key term. *Corrections Education is the "Entry to Re-Entry".*

A second area of programming incorporated within the Education Branch includes the following Vocational/Technical trade programs: *Automotive Body/Collision Repair; Automotive Technology; Cabling/Networking; Carpentry/Cabinet-Making; VT Fundamentals; Construction Management; Electrical Technology; Horticulture & Landscaping; Heating & Air Conditioning (HVAC); Masonry; MOS/IC3 (Microsoft Office Specialist/Internet Core Competency Certification); Small Engine Repair; and Welding.* These 13 trade areas equate to 50 offerings throughout the 12 Adult Institutions.

To ensure that Vocational students are meeting business/industry needs and to keep a strong focus on safety, attainment of the OSHA 10 Hour *General Industry* card became a new requirement as of July 2014. This additional credential is to accompany the OSHA 10 Hour *Construction* card which is also required as part of the existing *VT Fundamentals* curriculum. These two OSHA cards represent 20 hours of the entire *VT Fundamentals*' six-month curriculum; offenders must complete the entire curriculum before fully satis-

## Operations and Program Services

fying all requirements of the *VT Fundamentals*’ program.

The National Center for Construction Education and Research (NCCER) nationally recognized curricula are used in *Carpentry/Cabinet-Making*, *Electrical Technology*, *HVAC*, *Masonry*, *Welding*, and many components within the *VT Fundamentals* program. In 2016, offenders were awarded 409 NCCER program completions: 43 in *Carpentry/Cabinet-Making*, seven in *Construction Management*, 26 in *Electrical Technology*, five in *HVAC*, 41 in *Masonry*, 276 in *VT Fundamentals*, and 11 in *Welding*. For the readers’ benefit, module-completions lead to level obtainments and level obtainments accrue program completions. An example would be, within the KY-DOC, a *Masonry* program completion includes Level 1, Level 2, and Level 3. The required curriculum modules and suggested hours of instruction for Masonry Level 1 include the following: Introduction (12.5 hrs), Masonry Safety (15 hrs), Masonry Tools & Equipment (15 hrs), Measurements, Drawings, & Specifications (10 hrs), Mortar (10 hrs), and Masonry Units & Installation Techniques (60 hrs).

Another national-level certification program, 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 2016, the Educa-

tion Branch had 80 students pass the exit examination with most exceeding the national score average in their trade. Among these four vocational trades, completions included the following: 17 in *Auto Body/Collision Repair*, 16 in *Automotive Technology*, 42 in *Horticulture*, and 5 in *Small Engine Technology*.

In addition, each NOCTI examination has specific areas of specialization, which the offender must know in order to pass the entire examination. For example, the Horticulture examination has nine separate areas including Arboriculture (7%), Fundamentals of Irrigation (6%), Basic Nursery/Greenhouse Skills (9%), General Knowledge (28%), Pest Disease Management (12%), Horticulture Business & Retailing (11%), Landscape Design (8%), Landscape Installation & Construction (10%), and Landscape & Turf Maintenance (9%).

As the success rate continues with the vocational programs, the KY-DOC Educational transcript maintains pace. The KY-DOC Vocational/Technical transcript is similar to what one would find at a non-correctional school – implementation began in April 2014 and became fully operational a short five months later in September 2014. This process streamlined a procedure of ensuring all course work was successfully completed and verified; and subsequently educational good time (EGT) was awarding in a timely manner. As textbooks updated, transcripts followed suit.

Both the Federal and State De-

partments 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. Aligned with ACT®, the NCRC is emphasized as a career readiness tool that offenders participating in corrections education programs are required to pass as a component of *VT Fundamentals*; as well as, a pre-requisite for *Cabling/Networking* and *Microsoft Office Specialist* programs.

At the conclusion of 2016, the Education Branch had 570 NCRC completions (2 Platinum, 156 Gold, and 412 Silver). A different breakdown of the NCRC picture would be 252 for Vocational/Technical (75 Gold and 177 Silver) and 318 for Adult Education (2 Platinum, 81 Gold, and 235 Silver), respectfully.

The *Microsoft Office Specialist* (MOS) and *Cabling/Networking* educational programs were the result of a partnership between the KY-DOC Education Branch and Eastern Kentucky University’s Training Resource Center. There were a total of 10 *Microsoft Office Specialist* programs and 10 *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 Telecommunica-

## Operations and Program Services

tions, Fiber-Optic Cabling, Copper-Based Cabling and Connecting to Business. Throughout 2016, 191 offenders completed either the *Cabling/Networking* or *Microsoft Office Specialist* evening programs: 87 in *Cabling/Networking* and 104 in *Microsoft Office Specialist*.

To summarize, the Corrections Education Branch continues to be a successful leader in Adult Education and Vocational/Technical programs throughout the state of Kentucky. Perhaps the best way to see this leadership is with the following savings to the Commonwealth taxpayer; in calendar year 2016, 288 KY-DOC awarded GED's® resulted in a total savings of \$881,280; the 680 Vocational/Technical program completions combined for a total savings of, \$2,080,800. Finally, there was an additional educational good time savings of \$80,580 due to inmate correspondence actions taken by the Branch.

In total, the Corrections Education Branch, through quality and comprehensive educational instruction, produced a total savings to the Commonwealth of \$3,042,660 – or the equivalent of 89,430 days of incarceration.

### Food Service Branch

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 Branch operates with a Branch Manager who is a registered dietitian and is licensed in the state of Kentucky along with a Corrections Program Administrator and a Program Coordinator.

The Department maintains its partnership with Aramark Correctional Services (ACS) who operates the fifteen (15) state-run institutional food service areas (twelve (12) institutional kitchens and three (3) Kosher kitchens, located at KSP, KSR and EKCC). 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 Branch Manager. The menu follows a 28-day cycle with a Spring/Summer cycle and a Fall/Winter cycle. The menu provides an average of 2800 calories per day.

Annual resident inmate surveys are conducted and the results of this survey, along with input from institutional personnel, are taken



*Amanda Durrett  
Food Service Branch Manager*

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.

In 2016, approximately 13,253,932 inmate meals were

## Operations and Program Services

served with an additional 229,123 kosher meals and 218,369 staff meals at an approximate cost of \$13,653,027.65.

The Food Services Branch continues to monitor all facilities closely by conducting quarterly inspections, bi-annual documentation reviews and monitoring the food service contract. Over fifty sanitation inspections and twenty-six reviews including follow-up inspections were conducted throughout the year and that does not include the constant contact with the facilities through email and phone calls. 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 continues 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.

Under this partnership, equipment inventories were updated at each food service facility. In addition, specifications for equipment are being standardized so that when possible, similar equipment will be purchased for all facilities making repairs easier and eventually develop a parts inventory.

The inmate food service training program, In2Work (I2W), conduct-



*Debbie Kays,  
Internal Policy Analyst,  
Programs*

ed 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. The Advanced I2W program which develops leadership skills and job-ready skills continues to progress with the top qualified inmates.

### Programs and Security Branch

The Operations Division, Office of Adult Institutions, provides centralized management of the necessary daily operational functions within the twelve adult correctional institutions. The Division also directly supervises the state employees and vendor staff that comprise the Capital Construction Maintenance Branch (CCMB) which provide - Architectural, Engineering and maintenance/construction support to the Department; the Inmate Education and Vocational Education staff that comprise the Educational Branch; the Food Service Contract monitoring staff, the Cognitive Program providers and instructors which support the Department daily.

The Branch operates under the direct supervision of the Director of Operations & Programs and is staffed with one Program Administrators, a Procedures Development Coordinator, a Program Coordinator and two Internal Policy Analysts.

This Branch oversees evidence-based inmate programming within the twelve adult correctional 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 Recognition Therapy (MRT), Thinking for a Change, Pathfinders, additional components of MRT to include an Evidence Based parenting program for female offenders which are cognitive, behavioral oriented programs, along with Inside Out Dads, a parenting program for male offenders. An Evidence Based program to address the specific needs of our segregation population has been developed and implemented. 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. These efforts are also being monitored by this Branch.

Additionally, the Operations and

## Operations and Program Services

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 twelve (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 how to respond should a critical incident occur. This office holds drills to prepare staff for these instances in the event they occur.

In 2016, Ross-Cash and WKCC were combined back into one institution housing both men and women, women housed in Ross-Cash and men housed in WKCC, both sharing one Warden. Plans began to open contract prisons within the state to take population pressures off of the county jails and the state prisons.

Adult Institutions staff oversee



*Meredith Sanford,  
Procedures Development  
Coordinator*

the Department of Corrections' Employee Drug Testing Program. Staff compile & distribute listings for pre-employment, post-accident, reasonable suspicion and random quarterly employee drug testing, as well as, distribute results, answers questions, maintains logs and reports regarding testing.

### Policies and Procedures

The Procedures Development Coordinator is responsible for the development, revisions and procedural review of all DOC 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 to Legal Services and the Legislative Research Commission (LRC).

In 2016, 3 (three) new Corrections Policies and Procedures (CPP's) were created, and 84 (eighty-four) policies were revised.

There were also 67 (sixty-seven)

CPP's (LRC, Non LRC and Secured) that were approved, became effective and were placed on the DOC Website in 2016.

GRCC, KSR, LLCC, EKCC, NTC, WKCC and RCC IPP's were successfully approved through the LRC in 2016.

BCC, KCIW, KSP and LSCC were reviewed in 2016 but are still in the process of filing at this time.

### Regulations that were effective in 2016 include:

- ♦ 501 KAR 6:020-  
Corrections Policies and  
Procedures
- ♦ 501 KAR 6:999-  
Corrections Secured  
Policies and Procedures

## Kentucky Correctional Industries

### Director Fred Siegelman

Joseph Woods  
Operations Branch Manager

Fiscal Branch Manager  
Roger Korby

Business Development  
Hershel Adkins

Farms Branch Manager  
Truman Tipton



*Fred Siegelman, Director  
Kentucky Correctional Industries*

### Overview

Kentucky Correctional Industries (KCI) comprises 20 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 780 inmate workers within the above mentioned 20 industries including up to 100 inmate workers on the farms as seasonal needs dictate.

Our products and services are designed and manufactured by



*Joseph Woods,  
Administrative Branch Manager  
Kentucky Correctional Industries*

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.

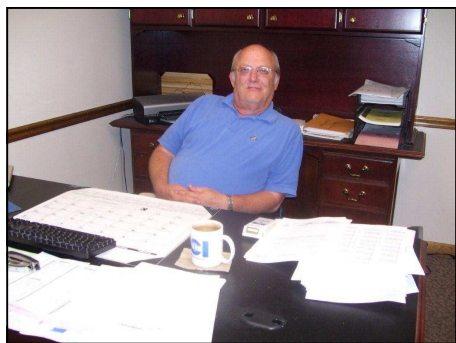
### Fiscal

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

In 2016, KCI has started production with two new service partners, Essex and Old World Timber. Essex is a company that acquires clothing items to be re-tagged/priced for sale in their own retail stores. Our part in this partnership is to bring in the clothing items to our facilities within the Institutions, where our Inmate workers will sort the items and re-label them to be distributed to their more than sixty stores in the U.S. KCI has started this process in two prisons and have created ninety-five new Inmate jobs. KCI is in the process of adding this program to Little Sandy Correctional Complex's Minimum Security Unit. It will create another fifty jobs for KCI and will generate a minimum of \$540,000 a year in additional revenue.

KCI's other new Service program is with Old World Timber. In this program we receive old barn lumber that has been taken from high end areas such as the Hershey's, Chocolate factory, Coney Island. As KCI receives the old lumber it is redeemed, reclaimed and repurposed to make the wood new again for other uses. Much of this wood is made into hardwood flooring, wallboard panel and rustic furniture and then dis-

## Kentucky Correctional Industries



*Roger Korby, Fiscal Branch  
Kentucky Correctional Industries*



*Hershel Adkins,  
Business Development  
Kentucky Correctional Industries*



*Truman Tipton, Farms Branch  
Kentucky Correctional Industries*



tributed back to Old World Timber or the general public. This process has already generated thirty new inmate jobs with another thirty to come in the very near future. The partnership with Old World Timber is unique in creating jobs within the prison, teaching work skills that will eventually, on inmate's release, help the workers to be placed in jobs within Old World Timbers factory and gain employment, becoming productive citizens upon their release.

Also in 2016, KCI renegotiated our pricing with Atlantic Coupons in one of our already existing partnerships. In this effort, we increased the amount of generated revenue for KCI by \$25,000.00 monthly.

In addition to this, KCI has also began producing our own KCI brand of Catalog Furniture. KCI previously purchased these chair frames from an outside company and then upholstered the items. Now we have designed our own furniture, and take it from inception to a completely upholstered furniture item with several options and material choices.

In 2016, as part of this new brand of furniture at LSCC, KCI has grown and had a record month of \$239,578.59 in generated revenue. We currently produce twenty-three different catalog items including lounge chairs, sofas, executive chairs, benches, banker's chairs and dorm chairs.

With the addition of these new programs 205 inmate jobs were

added and generated extra revenue profits in the amount of \$1,440,000.00.

### Shipping / Warehouse

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.

### Farms

The farm operations at BCC, NTC, RCC and WKCC sold approximately \$1,000,000 in cattle. The farm operation at WKCC sold approximately \$400,000 in corn and beans.

### Operations

With the improvement in operations and cost control, KCI was able to replace out dated and obsolete equipment, i.e. panel saws, paint guns, sanders. KCI was also able to update computer and graphic arts equipment at the Print Shops. These improvements /upgrades allow KCI to provide a better product to our customers.

### Sales / Marketing

Sales Department has expanded the amount of sales being made to the private sector. This includes sales to universities, police department, local governments and churches. The increase in sales to these sectors has offset the lost sales to state agencies due to budget reductions.

## Health Services Division

### Health Services Administrator Cookie Crews

Clinical Director  
Denise A. Burkett, APRN

Mental Health Director  
Dr. Deborah F. Coleman

Nursing Director  
Brenda Beehler, BSN

### Overview

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.

This Division inspects each institution once per quarter to ensure the contractor is in compliance with the contract.

### General Services

Mental Health staff completed approximately 4030 mental



*Cookie Crews,  
Health Services Administrator*

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 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 three licensed Psychologist that provide administrative assistance and clinical oversight to the areas of Women's Services, General Services and the Sex Offender Treatment Services. Administrative supervision of the psychologists assigned to Correctional Psychiatric Treatment Unit was moved to the Deputy Warden of Programs position. A new model to address clinical issues was developed. Difficult-to-manage and/or place offenders' clinical cases are presented at the Monthly Mental Health Therapeutic Level of Care meeting in which administrative, medical, and mental health staff participate to develop the most appropriate treatment plan.



*Dr. Denise Burkett,  
Clinical Director*

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.

In lieu of the Community Reintegration Specialist position, the Department of Behavioral Health and Intellectual Disability initiated forensic ACT services to meet the needs of justice-involved clients with serious mental illness who are in need of re-entry services. This service is funded through a federal block grant and includes the development of two reintegration specialists and one peer mentor for Kentucky Correctional Institution for Women and Kentucky State Reformatory.

General Services Mental Health staffing provides coverage in all adult 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

## Health Services Division

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. General Services Contact for mental health in the male institutions was approximately 34,329, a 30% increase.

The Director of The Division of Mental Health conducted a specially-developed four-hour session of mental health training for restrictive housing units for the Northpoint Training Center. An additional 16 hours of training for Continuing Education Units (CEU) was conducted through the year for mental health staff.

Training on Mental Health coding was conducted at each institution, in Central Office for Parole Board members, and the Classification staff. Training on Vitek policies and Forced Medication Hearings was conducted for staff at KSR and KCIW. Training on Secondary Trauma was provided to the Wardens and Probation and Parole supervisors, Kentucky Council on Crime and Delinquency and the Vine conference in an attempt to promote Critical Incident Stress Debriefing services and educate about secondary trauma.

### 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 pro-



*Dr. Deborah Coleman,  
Mental Health Director*

vide 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 does PREA follow-ups.

Mental Health staff at KCIW conducted training on mental health issues for the staff assigned to the mental health unit at this institution. There were approximately 7,889 contacts made in the female facilities. That is an 18% increase.

KCIW established a contract with North Key who provides gender specific and trauma informed services to the population.

### Correctional Psychiatric Treatment Unit (CPTU)

Seriously Mentally Ill services for male offenders are provided



*Brenda Beehler,  
Nursing Director*

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 (THRIVE) 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 behavioral disordered offenders and/or those inmates with Severe Mental Illness who are serving disciplinary segregation time. Contact with offenders in this program is daily.

The I-BEAM program, an 11+ month intensive 8-bed unit started as a pilot project in the Correctional Psychiatric Treatment Unit. This is an 8bed unit that focuses on harm reduction with offenders who have typically failed at other types of interventions to improve NSSI or other destructive behaviors.

Mental Health staff has continued to participate in quarterly inter-agency meetings held at KSR and these meetings help to assist with

## Health Services Division

the seamless entry of offenders into the community.

### 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.

### Highlights

- ◆ The Critical Incident Stress Debriefing Team had a new member training in 2016, met on a quarterly basis and responded to several institutional and community critical incidents. In addition to structured interventions, individual follow-ups post crisis were also implemented.
- ◆ A Mental Health Manual of Expectations and Procedures was created and distributed to both contract and state mental health employees.
- ◆ All mental health staff were trained in the use of the new Electronic Health Record.
- ◆ Additional contract services were obtained for Mental Health staffing.
- ◆ Mental Health staff processed 103 Mental Health moves from county jails to state institutions.
- ◆ Mental Health staff processed 82 Mental Health institutional moves.
- ◆ Medical staff processed 638 Medical Moves from county jails to the Department of Corrections
- ◆ Medical staff processed 222 Medical Moves from institution to institution.
- ◆ Hepatitis C protocol was revised again due to some updates as well as some court cases.
- ◆ Electronic Health Record went “Live.”
- ◆ 1023 applications were submitted to Medicaid in 2016, compared to 937 in 2015.



*Health Services building located in LaGrange, Kentucky*

## Substance Abuse Programs Division

### Director Kevin Pangburn



*Kevin Pangburn, Director  
Substance Abuse Programs  
Division*

The Division of Substance Abuse Services 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, and through SB 192, some non-state inmates.

The Department of Corrections and the Division of Substance Abuse Services serve as the largest providers of substance abuse services in the commonwealth.

As a result of continued growth, the department now provides 3,790 treatment beds in prisons, jails, Kentucky Recovery Centers and halfway houses. The department also contracts with agencies in Lexington, Louisville and Northern Kentucky to provide outpatient and intensive outpatient substance abuse treatment.

Through a contractual agreement the statewide Community Mental Health Center network, 1,925 Intensive Outpatient Program op-

tions are offered for those meeting the protocol for less restrictive substance abuse programming.

Substance abuse treatment programs are available in 8 institutions, 24 county jails, 13 Recovery Kentucky Centers, 11 halfway houses, and 14 Community Mental Health Centers. By comparison, in 2005, the department operated programs in four institutions and two county detention centers with a total capacity of 475 beds.

Clinically trained Social Service Clinicians provide vital assessment, recommendations, referral and treatment services in each probation and parole district. Through diversion options, the clinicians may also divert high risk probationers and parolees toward treatment as opposed to incarceration.

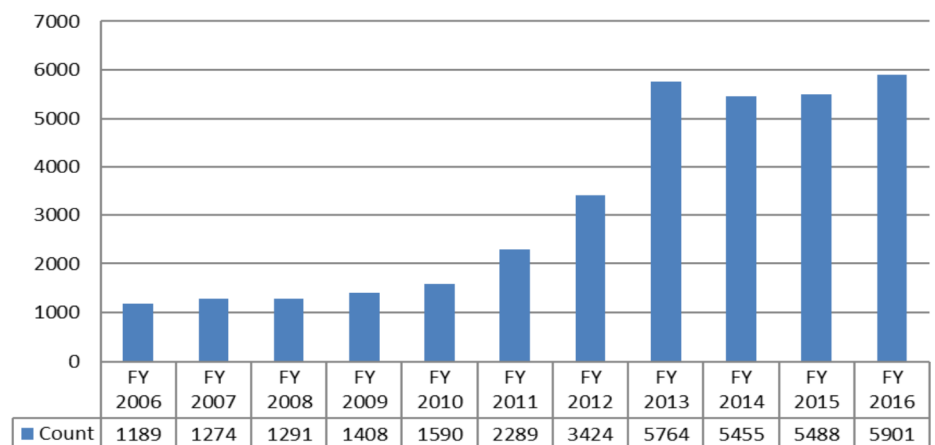
In March, 2015, the department initiated SAMAT, a medically assisted treatment protocol designed to assist those individuals at high risk for opioid/heroin use. Three million dollars in funding through SB 192 provides the op-

portunity for those most at risk to utilize Naltrexone (Vivitrol) injections prior to release from prison or jail. Upon release, individuals meet with the community Social Service Clinicians to aid in ongoing Naltrexone appointments as well as Medicaid/insurance funding.

All programs are audited by the University of Kentucky Center for Alcohol and Drug Research to determine treatment program outcome results. The University of Cincinnati Center for Criminal Justice Research reviews our programs to ensure evidence based compliance. All prison and jail programs are licensed through the state office of the Inspector General. Our efforts are continued to work toward compliance with those yet to be licensed.

Between evidence based substance abuse treatment programming and intervention services, our inmates, probationers and parolees are afforded the opportunity to confront and alter a debilitating disease, resulting in the chance for a more productive lifestyle, healthier families, and safer communities.

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



## Institutions

### BELL COUNTY FORESTRY CAMP

560 Correctional Drive  
Pineville, KY 40977

**Warden: James David Greene**  
Admin. Spec. III: Betsy Patterson  
Phone: 606-337-7065  
Fax #: 606-337-1312

### BLACKBURN CORRECTIONAL COMPLEX

3111 Spurr Road  
Lexington, KY 40511

**Warden: Tiffany Ratliff**  
Admin. Spec. III: Christy L. Peach  
Phone: 859-246-2366  
Fax #: 859-246-2376

### EASTERN KY CORRECTIONAL COMPLEX

200 Road to Justice  
West Liberty, KY 41472

**Warden: Kathy Litteral**  
Admin. Spec. III: Melissa Howard  
Phone: 606-743-2800  
Fax #: 606-743-2811

### GREEN RIVER CORRECTIONAL COMPLEX

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

**Warden: DeEdra Hart**  
Admin. Spec. III: Glynda Conaway  
Phone: 270-754-5415  
Fax #: 270-754-2732

### KENTUCKY CORRECTIONAL INSTITUTION FOR WOMEN

3000 Ash Avenue  
Pewee Valley, KY 40056

**Warden: Janet Conover**  
Admin. Spec. III: Ashley M. Norris  
Phone: 502-241-8454  
Fax #: 502-243-0079

### KENTUCKY STATE PENITENTIARY

266 Water Street  
Eddyville, KY 42038

**Warden: Randy White**  
Admin. Spec. III: Stacey Gibson  
Phone: 270-388-2211  
Fax #: 270-388-5529

### KENTUCKY STATE REFORMATORY

3001 West Highway 146  
LaGrange, KY 40032

**Warden: Aaron Smith**  
Admin. Spec. III: Donna Dailey  
Phone: 502-222-9441  
Fax #: 502-222-0240

### 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

### LUTHER LUCKETT CORRECTIONAL COMPLEX

Dawkins Road, Box 6  
LaGrange, KY 40031

**Warden: Scott Jordan**  
Admin. Spec. III: Jennifer Fitzgerald  
Phone: 502-222-0363/222-0365  
Fax #: 502-222-8112

### NORTHPOINT TRAINING CENTER

Highway 33, Box 479  
Burgin, KY 40310

**Warden: Don Bottom**  
Admin. Spec. III: Kelly McGinnis  
Phone: 859-239-7012  
Fax #: 859-239-7560

## Institutions

### ROEDERER CORRECTIONAL COMPLEX

P.O. Box 69

LaGrange, KY 40031

**Warden: Ravonne Sims**

Admin. Spec. III: Patti Ray

Phone: 502-222-0170/222-0173

Fax #: 502-222-9746

### WESTERN KY CORRECTIONAL COMPLEX

374 New Bethel Church Road

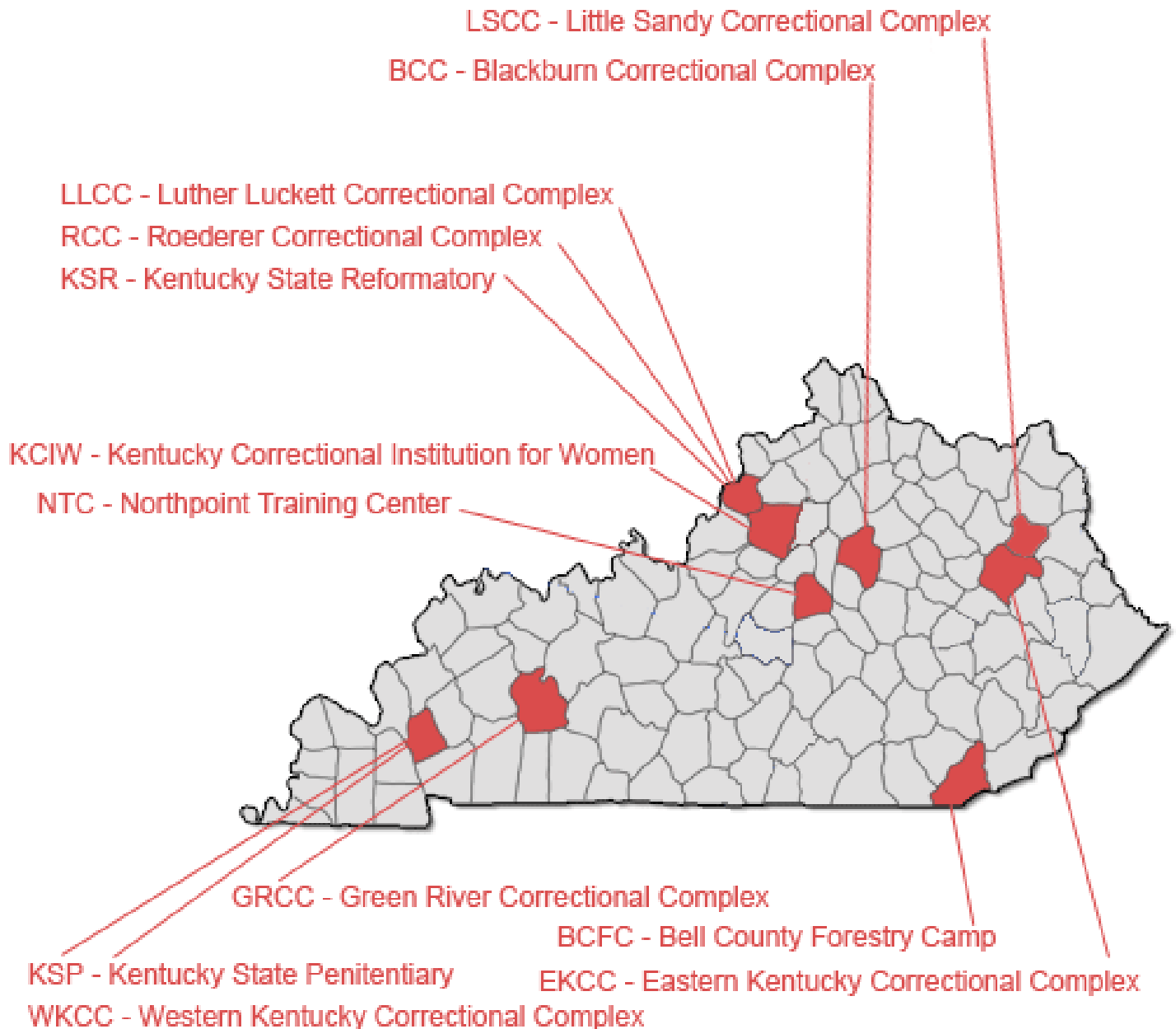
Fredonia, KY 42411

**Warden: Steve Woodward**

Admin. Spec. III: Regina Moore

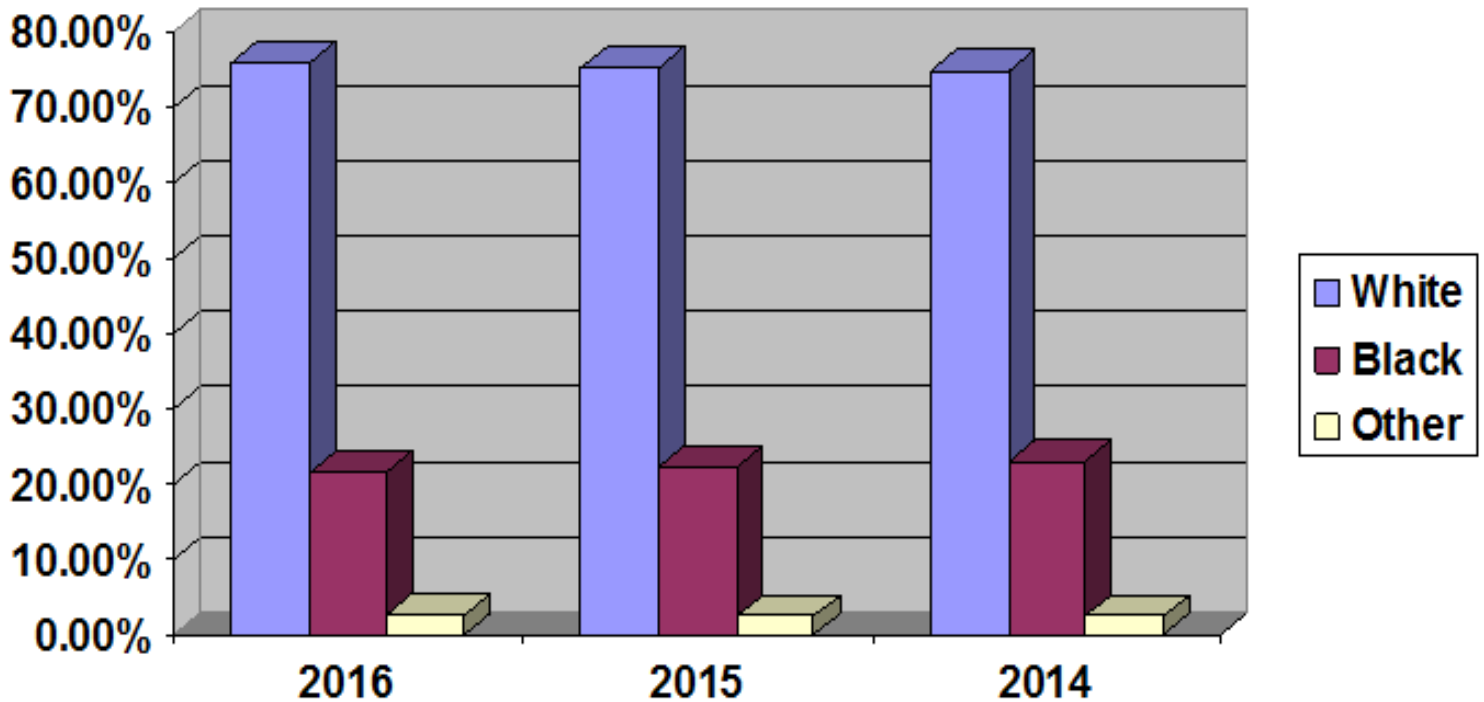
Phone: 270-388-9781

Fax #: 270-388-0031

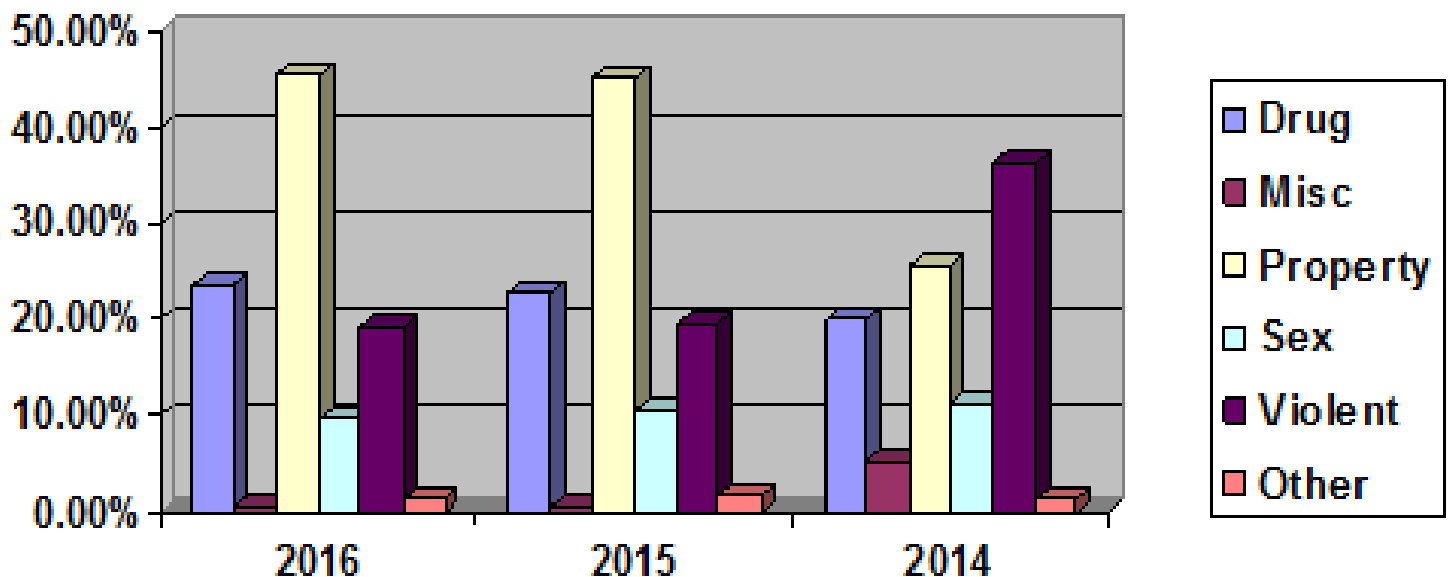


## Population Data

**All DOC Offenders  
Three Year Comparison By Race**



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



## Population Data

### All DOC Offenders Three Year Comparison By Gender

FEMALE	KCIW	ROSS-CASH	WKCC	CLASS D	OUT OF STATE	HALFWAY HOUSE	TOTAL
2016	718	196	0	0	0	0	914
2015	718	172	0	0	0	0	890
2014	648	0	676	649	0	1	1974

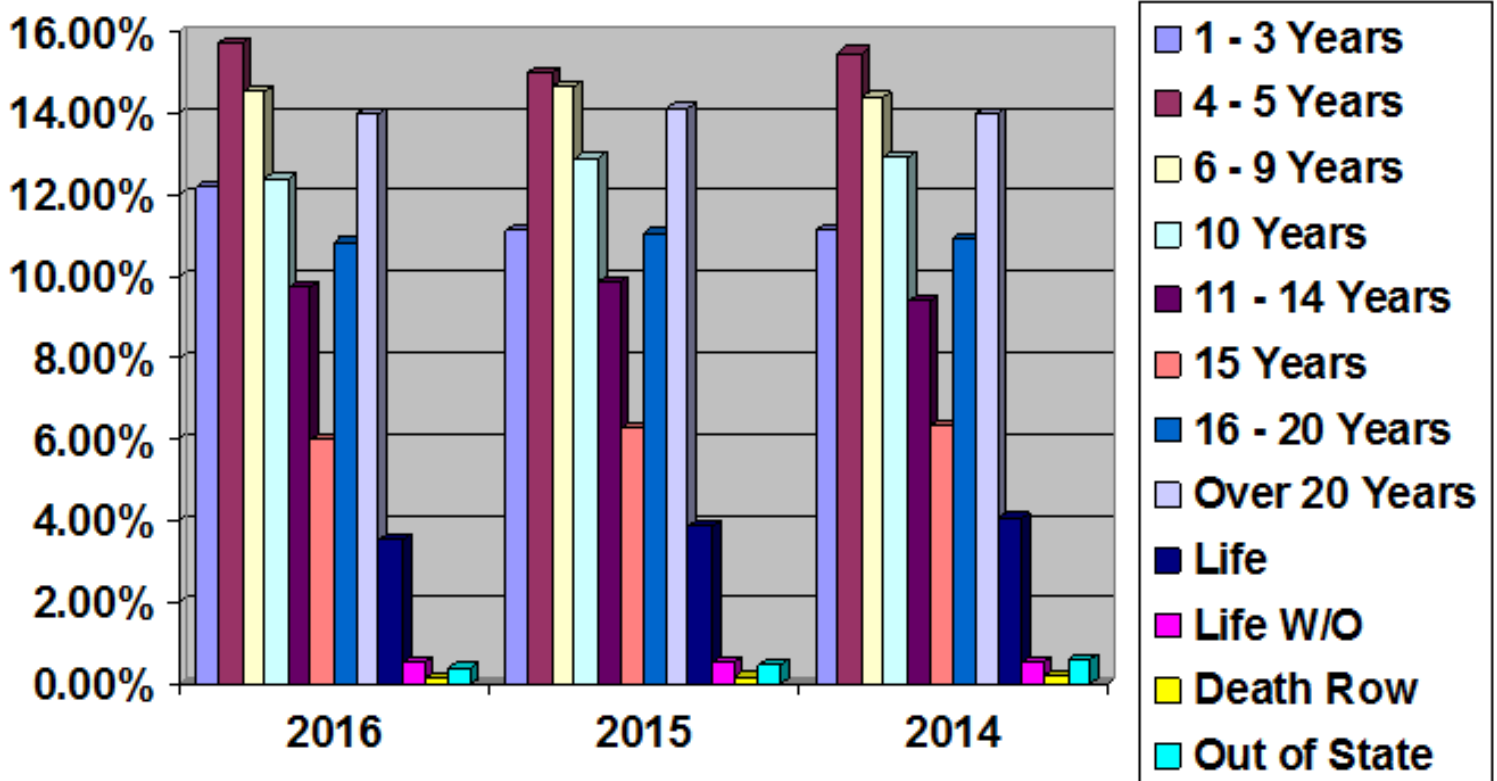
MALE	BCC	BCFC	EKCC	GRCC	KSP	KSR	LLCC	LSCC	NTC	RCC	WKCC	CLASS D	OUT OF STATE	HALFWAY HOUSE	TOTAL
2016	591	300	1694	970	859	1755	993	998	1239	1145	562	0	0	0	11106
2015	583	298	1697	954	832	1881	1005	967	1236	1124	426	0	0	0	11003
2014	588	300	1710	970	816	1929	1082	1005	1241	1143	0	2558	649	564	14555

### Top 3 Admissions by County

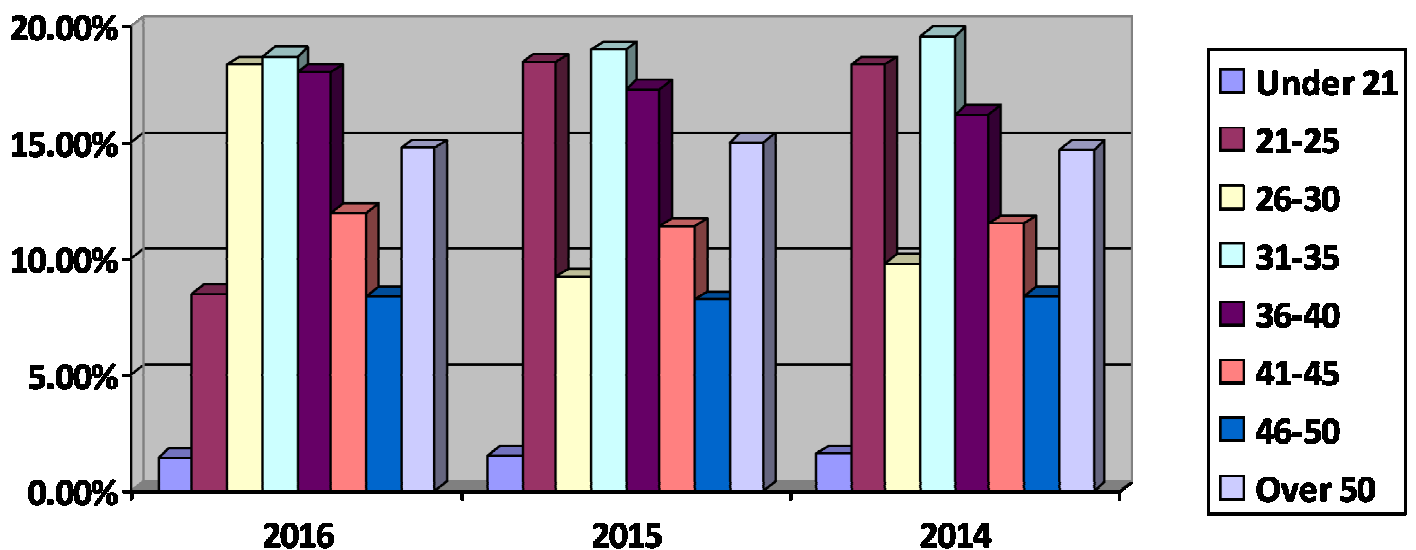
COUNTY OF CONVICTION	2016	2015	2014
Jefferson	14.96%	16.03%	17.06%
Fayette	5.83%	5.97%	5.89%
Kenton	4.02%	4.02%	4.04%

## Population Data

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



### Population by Age / Three Year Comparison



## Bell County Forestry Camp



### Warden James David Green

Deputy Warden - Security and Programs  
Chris Patterson

Administrative Assistant  
Betsy Patterson

Address  
560 Correctional Drive  
Pineville, KY 40977

2016 Average Daily Population  
295

Total Number of Staff  
49

Security Level  
Minimum

### Overview

The Bell County Forestry Camp (BCFC) is situated on approximately 15 acres in rural Bell County, Kentucky. It is approximately 14 miles southwest of the town of Pineville. It is a Minimum Security Facility with the capacity to house 300 adult male inmates. The facility employs 49 staff as well as having 15 contract employees that work in Food Service, Medical Services, and Program Facilitation etc.

The Bell County Forestry Camp

was established in October of 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 dormitory in November 1987.

The institution later added double bunks and the capacity increased to 300 on August 1, 2007. BCFC also operates its own Water Treatment Plant and Waste Water Treatment Plant where inmates receive training and become certified plant operators.

BCFC provides inmate labor to the Division of Forestry for fire suppression in Bell and surrounding counties during fire season. In addition to forest fire suppression, Inmate labor is also supplied to the Department of Transportation ( 4 road crews ), Bell County Fiscal Court, Knox County Fiscal Court, Bell County Schools, Pineville Schools, Pineville City and Middlesboro City. Special details are also provided from time to time to State Parks in the areas.

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

The Institution was accredited by the American Correctional Association in 1990 and has success-



*Warden James David Green*

fully passed re-accreditation audits through November 2016.

### Highlights

Physical Plant/Maintenance- During 2016 the roofing projects was completed for all BCFC Buildings. Work continued on the new Inmate Visitation/Inmate Canteen building near the entrance to the main compound. A greenhouse was erected on the compound to support a Horticulture Program beginning early 2016, which now supplies local and state government with plants.

- ◆ Staff- BCFC has received a full time Chaplain position that was only part time.
- ◆ Education- BCFC was recognized as a Top 25 program by the KY Adult Education System.
- ◆ Activities- In May of 2016 several events took place at the facility: Yard Day for the inmates, which included a food grill out, popcorn, snow cones, battle of the Inmate bands and other events. The Veterans club sponsored a dinner conducted on grounds for local veterans and a ceremony took place to honor all

## Bell County Forestry Camp

veterans. Corrections Appreciation week was conducted with food and events for staff. In October, the facility had our ACA accreditation with 100 %.

- ♦ Recreation- The weight equipment was repaired and recovered and several repairs were made to the recreation hall. A new agreement was brokered with Henderson Settlement for use of a gymnasium for the use of basketball recreation.
- ♦ Food Service – The dining room floor was repaired. All freezers and coolers have new doors.
- ♦ Medical Services- Implementation of tele psych clinics

done bi-monthly to as needed. Implementation of new electronic health record (E-Clinical Works), 100% on medical ACA files, implementation of chronic care (diagnosis specific) education packets.

### Programmatic and Operational Areas

Several programs are in place at the BCFC to help inmates with re-entry back into society: Horticulture, Moral Recognition Therapy, MRT Mentor, Inside out Dads, Pathfinders, Pathfinders Mentor, In 2 Work, Portal New Directions, On the job training, V.T. Fundamentals, AODA, AA&NA and Life Without a Crutch. We also have the Veterans Club and OCC club that In-

mates can participate in. We try to instill the importance of education, work ethic and morals as the keys to success.

Inmates are given access to Medical services, library services, legal aide services, mail service, visitation and telephones as well as religious services and recreation.

In operational areas, there are 49 full time staff and 15 Contract Staff. There are 17 members on the CERT team and 7 staff on the K-9 team. We also have 3 staff on our HNT team. Most staff at BCFC are assigned multiple job duties unlike some other Institutions. BCFC continues to host the Annual K-9 recertification's for the Department each fall.

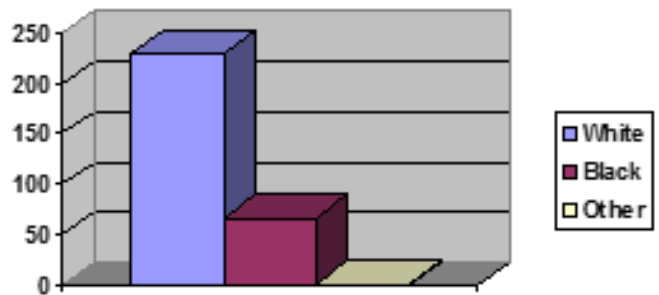


*Pictured to the far left top and bottom is the on-going construction of the new visitation building. Pictured to the left are the upgraded polished floors located in the dining area at BCFC.*

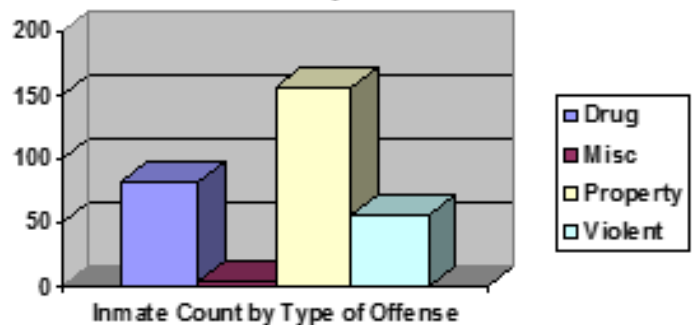
# Bell County Forestry Camp

## 2016 Demographic Data

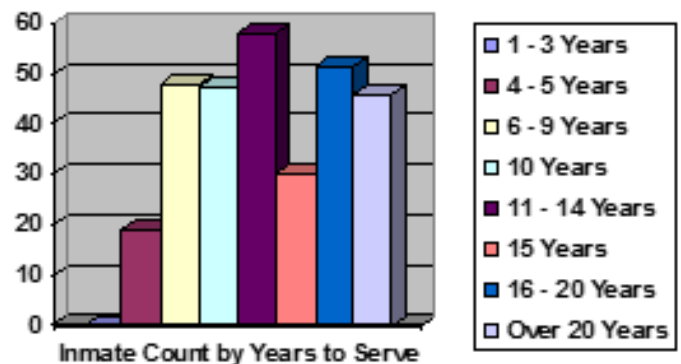
RACE	COUNT	PERCENTAGE
White	230	76.67%
Black	67	22.33%
Other	3	1.00%
Total	300	100.00%



TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	83	27.67%
Misc	4	1.33%
Property	156	52.00%
Violent	57	19.00%
Total	300	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	0	0.00%
4 - 5 Years	19	6.33%
6 - 9 Years	48	16.00%
10 Years	47	15.67%
11 - 14 Years	58	19.33%
15 Years	30	10.00%
16 - 20 Years	51	17.00%
Over 20 Years	46	15.33%
Life	1	0.34%
Total	300	100.00%



AGE	COUNT	PERCENTAGE
Under 21	2	0.66%
21-25	16	5.33%
26-30	44	14.67%
31-35	69	23.00%
36-40	68	22.67%
41-45	40	13.33%
46-50	35	11.67%
Over 50	26	8.67%
Total	300	100.00%



## Blackburn Correctional Complex



### Warden Tiffany Ratliff

Deputy Warden - Security  
Alicia Boyd

Deputy Warden – Programs  
Abigail McIntire

Administrative Assistant  
Christina Peach

Address  
3111 Spurr Road  
Lexington, KY 40511

2016 Average Daily Population  
583

Total Number of Staff  
129

Security Level  
Minimum

### Overview

Blackburn Correctional Complex (BCC) is the largest minimum-security institution operated by the Kentucky Department of Corrections. BCC became a part of the Kentucky Department of Corrections in 1972 when it was transferred from the old Department of Child Welfare.

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

### Highlights

The Command Center restructuring included additional work and seating space. Five laptop computers were purchased in addition to a larger television set to view camera footage. Critical incident



*Warden Tiffany Ratliff*

manuals were updated and the Command Center is now only utilized during emergency situations and select meetings.

Revisions were made to the visitation area included the construction of a barrier wall and desk area. Curtain barriers were added in order to conduct private visitor searches.

An electronic arm was installed at the main entrance of the institution at Post One.



*Thoroughbred Retirement Foundation Barn at BCC*

## Blackburn Correctional Complex

Education reported seventeen GED's earned.

A common area room in Dorm 2 was converted into a classroom to be utilized for all programming.

Food Service operations were reorganized. Inmates now adhere to a new work schedule and a new timekeeping system. All inmates who arrive at BCC upon transfer are expected to work in the kitchen for at least thirty days prior to applying for a different job.

A regular schedule was established for inmate canteen purchases and an Inmate Canteen Committee was established. Residents elected representatives from each housing unit that will meet with select staff on a quarterly basis.

### Programmatic and Operational Areas

BCC houses The Thoroughbred Retirement Foundation program. The state provides a farm manager, the land, barn, and inmates to work with the retired horses. The Thoroughbred Retirement Foundation provides all other needs. The inmates that participate in this program receive a Certificate of Stable Management when they have successfully completed the requirements of the program.

Occupational programs include Masonry and Horticulture.

Prison Industries operations include mattresses, moving services, panels and signs, and digital t-shirt printing.

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

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

New Directions is a re-entry program designed to help the inmate understand the concept of

re-entry 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 ninety day educational good time credit.



*Pictured above — An electronic gate arm was installed at the main entrance of the institution.*



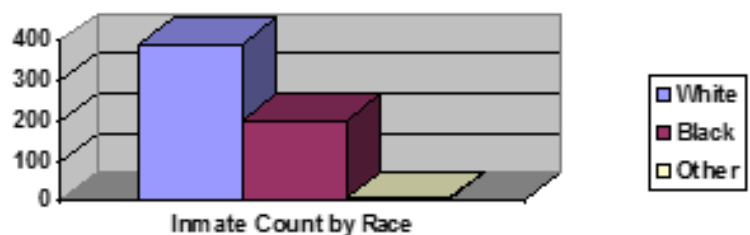
*Pictured left — The Command Center was restructured with additional computers and seating. An area in Dorm 2 was converted to utilize as additional classroom space.*



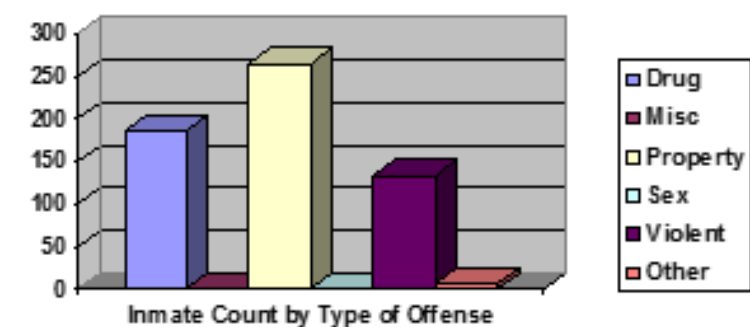
# Blackburn Correctional Complex

## 2016 Demographic Data

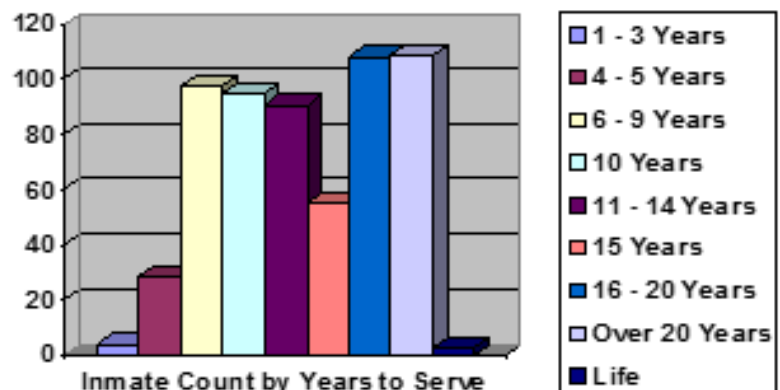
RACE	COUNT	PERCENTAGE
White	385	65.14%
Black	200	33.84%
Other	6	1.02%
Total	591	100.00%



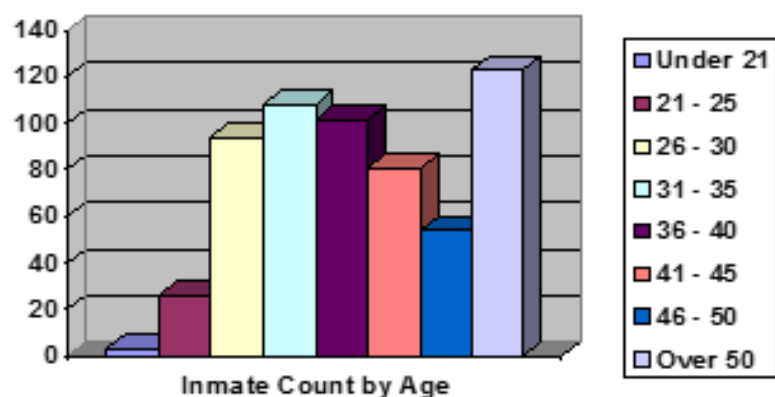
TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	186	31.47%
Misc	0	0.00%
Property	264	44.67%
Sex	0	0.00%
Violent	133	22.50%
Other	8	1.36%
Total	591	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	4	0.68%
4 - 5 Years	29	4.74%
6 - 9 Years	98	16.58%
10 Years	95	16.07%
11 - 14 Years	91	15.40%
15 Years	55	9.31%
16 - 20 Years	108	18.27%
Over 20 Years	109	18.44%
Life	2	0.51%
Total	591	100.00%



AGE	COUNT	PERCENTAGE
Under 21	3	0.51%
21-25	26	4.40%
26-30	94	15.91%
31-35	108	18.27%
36-40	102	17.26%
41-45	81	13.71%
46-50	54	9.14%
Over 50	123	20.81%
Total	591	100.00%



## Eastern Kentucky Correctional Complex



### Warden Kathy Litteral

Deputy Warden - Security  
Michael Sparks

Deputy Warden - Programs  
Keith Helton

Deputy Warden - Operations  
John Holloway

Administrative Assistant  
Melissa Howard

Address  
200 Road to Justice  
West Liberty, KY 41472

2016 Average Daily Population  
1704

Total Number of Staff  
375

Security Level  
Medium

### Overview

The Eastern Kentucky Correctional Complex (EKCC) was constructed in two (2) phases and houses minimum, medium, close and maximum custody inmates. The first inmates were received February 14, 1990. Phase II construction was completed in De-

cember of 1991. 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.

### Highlights

EKCC received a perfect score on its first ever Prison Rape Elimination Act (PREA) Audit for in March 2016, with five standards exceeding the requirement. The audit team said they were impressed with responses from the correctional officers and other staff members that were interviewed. The impression given was one of a clear understanding of the training they had received regarding PREA and the importance of their interactions with the inmate population.

EKCC received a near-perfect audit score on its Re-Accreditation Audit with the American Correctional Association (ACA) in July 2016. The prison received a total score of 99.8 percent. EKCC received its initial accreditation in 1992, and this audit marks the 9th in the history of the institution.

EKCC opened a Staff Grill in late 2016, providing 10 inmate jobs and coverage to ensure all three staff shifts have access to the Staff Grill. Supply orders and profits for the Staff Grill are managed by EKCC's Business Office and EKCC Staff Canteen Committee. This addition has not only increased convenience for em-



*Warden Kathy Litteral*

ployee meal options, but also staff morale.

### Programmatic and Operational Areas

In 2016, EKCC's Kentucky Correctional Industries (KCI) closed its Woodshop Plant, and opened two new plants: Wood Reclaiming Plant and Relabeling Plant. The transition was successfully completed in 2016. KCI's three plants at EKCC (Wood Reclaiming, Relabeling, and Coupon) now employ a collective total of 120 inmates. Plans are now being made to reopen the Metal Plant and Woodshop Plant which would make custom furniture out of the reclaimed wood products.

The EKCC 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 10 weeks of basic instruction by minimum security inmates. The dogs are trained in housebreaking, crate training, feeding schedules, grooming, obedience and tricks. In 2016, the program successfully trained a total of 20 dogs, including a Pitbull breed. All dogs received adoptive homes

## Eastern Kentucky Correctional Complex

or were sent to Rescue Agencies located in New York and Chicago.

EKCC is focusing on needed repairs and upgrades required after its 28 years in operation. Institutional physical upgrades were set into motion during 2015 and have continued on through 2016. Upgrades include replacing old carpeting and office furniture, repainting the outside of the institution, opening a large new Staff Wellness Center with improved weight and cardio equipment and converting the old weight room to a complete Cardio Center. The EKCC Corrections Emergency Response Team (CERT) had their room upgraded as well with paint, shelving and painted lockers.

A new Security Roll Call Room was installed to provide a quiet dedicated room for security staff to meet for instruction prior to each shift. A media screen was installed to provide information and updates to staff.

In addition, the employee/visitor entrance elevator bridge walkway was covered for winter safety, and installed new windows fabricated in the maintenance department through part of the administration building. The entrance road to the firing range was blacktopped and the security perimeter road was sealed.

EKCC shows an improved entrance by repairing the concrete block base of the EKCC sign and covering the block with stone. The area was built and enhanced

by minimum security inmates and maintenance staff.

In September, EKCC launched a new Institutional Phone System. The Avaya system was installed to provide user-friendly phone settings which included an updated departmental directory for outside callers.

Inmate areas received upgrades also. The gyms received upgraded gym flooring comparable to expensive Gymnasiums. J-pay Kiosks have been added to each dormitory to make them more accessible. Media screens were installed to provide updated information for inmates. Evidence based programming doubled in size and invitations were extended to the families of inmates at GED/Vocational and Associate Degree graduations to reward and encourage inmate success.

EKCC began utilizing Keefe Kiosks for pre-ordering canteen items to lessen wait times and facilitate sales. Blind Feeding was instituted and the Formica frontage on serving tables were replaced. The upgrades were built with maintenance staff and inmate labor.

New barber chairs were installed in the inmate barber shop and barber chairs were placed in the minimum unit and Dorm 5. The EKCC Minimum Unit began a Gardening Program for healthy supplements. This teaches and encourages healthy lifestyles. In addition, this program donates vegetables to the local food pantry.

The 28 year old metal lockers were removed from the institution and installation began on high grade heavyweight metal TV stands, shelving and desks. As the new cell furniture is installed, the rooms are given a fresh coat of paint.

EKCC's Restricted Housing Units had new secure recreation areas installed.

To provide an extra security presence, Unit Supervisory Staff offices have been moved from the Administration Building to their respective Dorms/Units.

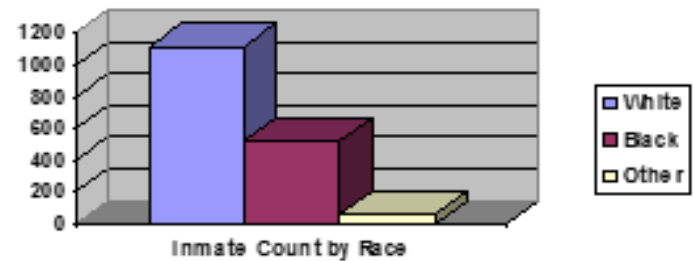
EKCC's Re-Entry Preparation Dorm, Dorm 1, was given a colorful and encouraging cosmetic upgrade in 2016. The appearance of the dorm has changed to provide a transition from the institutional setting of white and grey to providing color to the different wings so that the inmate can transition to a more homelike atmosphere.

Inspirational quotes have been painted on the walls throughout the wings and core area. Programs for this unit are held in the wing to give the feeling of a therapeutic community. These programs focus on improving behavior and preparing for reentry. There is a need to prepare our population for the change that lies ahead for them, to prepare them for the hard times, the confusion and for the realization that their families have changed while they were away.

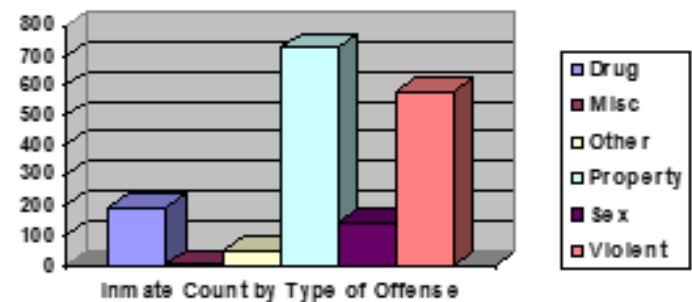
# Eastern Kentucky Correctional Complex

## 2016 Demographic Data

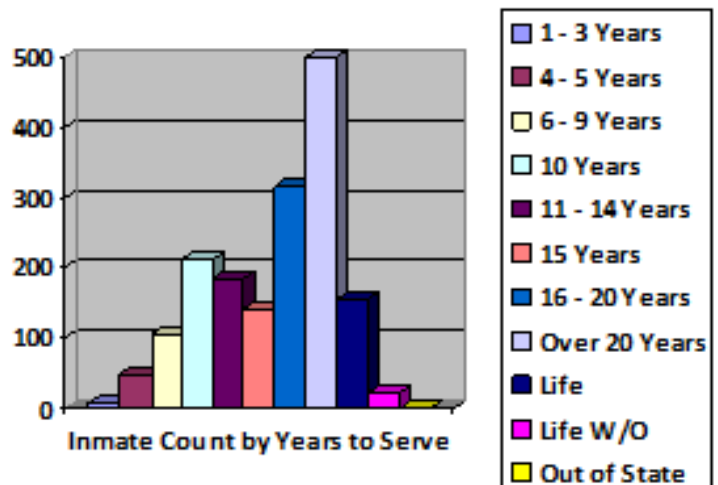
RACE	COUNT	PERCENTAGE
White	1120	66.12%
Black	514	30.34%
Other	60	3.54%
Total	1694	100.00%



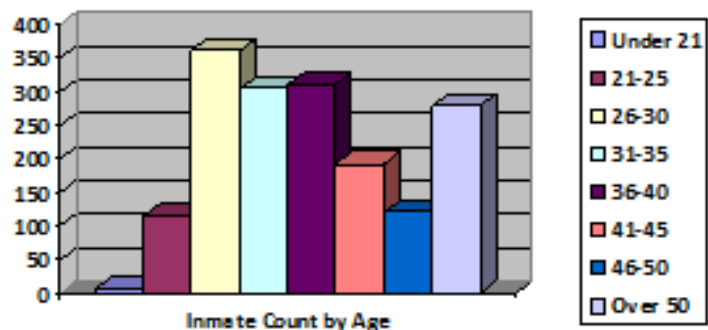
TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	193	11.39%
Misc	1	0.06%
Other	50	2.95%
Property	727	42.92%
Sex	144	8.50%
Violent	579	34.18%
Total	1694	100.00%



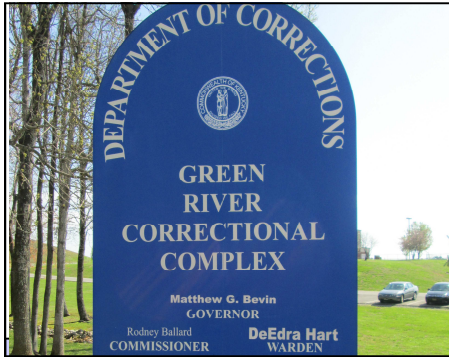
YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	8	0.47%
4 - 5 Years	48	2.83%
6 - 9 Years	105	6.20%
10 Years	213	12.57%
11 - 14 Years	186	10.98%
15 Years	142	8.38%
16 - 20 Years	315	18.60%
Over 20 Years	499	29.46%
Life	156	9.21%
Life W/O	21	1.24%
Out of State	1	0.06%
Total	1694	100.00%



AGE	COUNT	PERCENTAGE
Under 21	6	0.35%
21-25	115	6.79%
26-30	363	21.43%
31-35	306	18.06%
36-40	311	18.36%
41-45	193	11.39%
46-50	121	7.14%
Over 50	279	16.47%
Total	1694	100.00%



## Green River Correctional Complex



### Warden DeEdra Hart

Deputy Warden - Security  
Ronald E. Beck

Deputy Warden – Programs  
Michael Robinson

Administrative Assistant  
Glynda Conaway

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

2016 Average Daily Population  
966

Total Number of Staff  
269

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 16, 1994. GRCC has since expanded, building a medium security living unit, as well as a minimum secu-

rity dormitory with a current inmate population capacity of 982. Since opening, GRCC has been re-accredited by the ACA seven times, most recently in 2015.

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

Institutional security enhancements continued to be on the forefront in 2016. An additional 20 closed circuit video cameras were strategically installed within and on the outside of buildings throughout the institution. An electronic information board was installed in security reception and in the Building C hallway. The information is updated daily for staff and also displays information regarding visits on the weekends.

A Field Training Officer Program



*Warden DeEdra Hart*

was developed in May 2016 to create a hands on training regimen for new Correctional Officers. The FTO will provide the Officer with support and practical on-the-job instruction while maintaining a positive environment.

The bullpen fences of the Restrictive Housing Unit (RHU) recreation area were covered with an industrial grade windscreen that is designed to block 88% of the wind.

The two large institutional boilers were replaced in 2016. These boilers provide the domestic hot water for Building G (kitchen, medical, Industries, laundry, canteen, maintenance) which is a large area of the institution.

A storage room in Restrictive Housing Unit was converted into a classroom. Stationary desks were added and specific programs are now offered inmates housed in RHU.

### Programmatic and Operational Areas

During 2016, the Green River Correctional Complex has continued to offer a variety of evidence

## Green River Correctional Complex

based life skill programs, academic and vocational classes, and on-the-job-training to its inmate population.

Educational opportunities included Adult Literacy and Adult Basic Education classes as well as General Education Diploma (GED) classes. In 2016, there were 30 inmates awarded a GED. GRCC was recognized as one of the top 25 Kentucky Adult Education Programs. The vocational

programs consisted of VT Fundamentals, Carpentry, and Masonry awarding 59 inmates vocational and OSHA certifications. The Cabling and IC3/Microsoft Office vocational programs were discontinued in June 2016. There were 87 inmates who earned a National Career Readiness Certificate (NCRC) of which 1 was platinum.

In 2016, evidence based program enhancements included the addi-

tion of four Moral Reconciliation Therapy (MRT) classes. Relapse Prevention, Successful Reentry into Community and Parenting for Men MRT's were added for general population inmates. A Behavior Modification MRT was developed for inmates housed in the Restrictive Housing Unit.



*Pictured left: The bullpen fences of the Restrictive Housing Unit recreation area were covered with an industrial grade windscreen that is designed to block 88% of the wind.*



*Pictured above: A storage room in Restrictive Housing Unit was converted into a classroom for additional program offerings.*

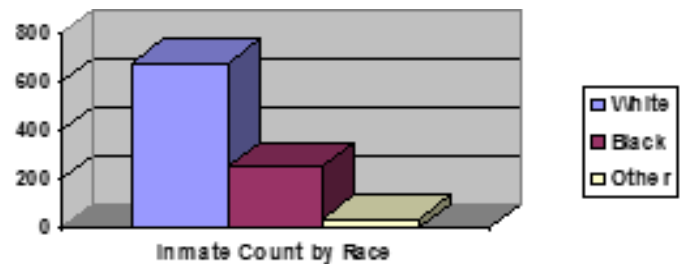


*Pictured left: The two largest institutional boilers were replaced in 2016.*

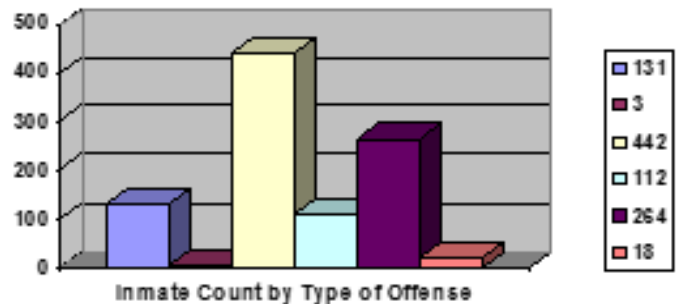
## Green River Correctional Complex

## 2016 Demographic Data

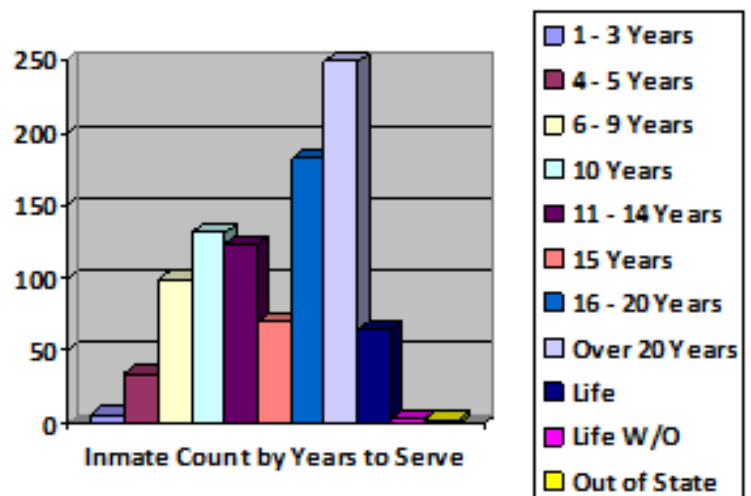
RACE	COUNT	PERCENTAGE
White	687	70.82%
Black	248	25.57%
Other	35	3.61%
Total	970	100.00%



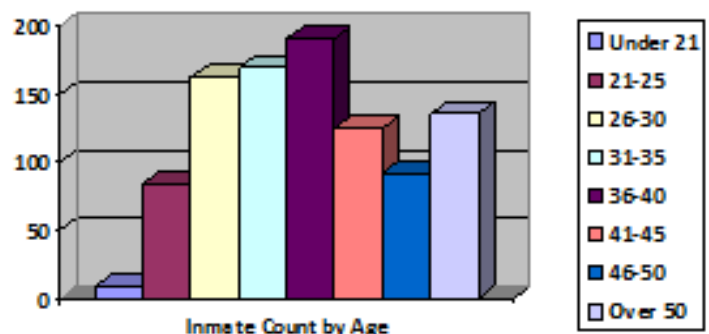
TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	131	13.51%
Misc	3	0.31%
Property	442	45.57%
Sex	112	11.55%
Violent	264	27.22%
Other	18	1.86%
Total	970	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	7	0.72%
4 - 5 Years	35	3.61%
6 - 9 Years	99	10.21%
10 Years	132	13.61%
11 - 14 Years	124	12.78%
15 Years	70	7.22%
16 - 20 Years	182	18.76%
Over 20 Years	249	25.67%
Life	65	6.70%
Life W/O	4	0.41%
Out of State	3	0.31%
Total	970	100.00%



AGE	COUNT	PERCENTAGE
Under 21	9	0.93%
21-25	84	8.66%
26-30	163	16.80%
31-35	170	17.53%
36-40	191	19.69%
41-45	125	12.89%
46-50	92	9.48%
Over 50	136	14.02%
Total	970	100.00%



## Kentucky Correctional Institution for Women



### Warden Janet Conover

Deputy Warden - Security  
Shawn Adkins

Deputy Warden - Programs  
Vanessa Kennedy

Administrative Assistant  
Ashley Norris

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

2016 Average Daily Population  
715

Total Number of Staff  
226

Security Level  
Multi-custody including  
death row

### Overview

The Kentucky Correctional Institution for Women (KCIW) received its first inmates in 1938 as an extension of the Kentucky State Reformatory at LaGrange. KCIW was the only state run institution for female inmates until 2010 when the Western Kentucky Correctional Complex was converted back to a female facility. As of November 1, 2015 the Western Kentucky Correctional

Complex was converted to a male facility and the Ross-Cash Center was established as a 200 bed minimum female facility.

Near the town of Pewee Valley, 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 bunks.

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.

Warden Janet Conover provides fiscal responsibility and oversight as she manages a budget of approximately \$12 million. Positive working relationships as well as good communication between the Warden, Deputy Wardens, staff, volunteers and outside visitors add significant value to the Mission Statement of the institution and the DOC.

### Highlights

KCIW continues to provide outstanding public protection through a secure facility while providing the inmate population opportunities to rehabilitate and ready themselves for re-entry into life outside the fence.

KCIW's Program Security Review was held May 10 through



*Warden Janet Conover*

May 12, 2016.

Due to an increase in inmate assaults and inmates in unauthorized areas KCIW went to controlled hourly movement beginning March 31, 2016, and still remains in effect.

Effective January 31, 2016 KCIW went to 12 hours shifts due to staff shortages. The 12 hours shifts provide extra staff on certain days but the institution continues to struggle with staff vacancies.

Effective August 16, 2016 all non-uniform staff began working a 40 hour work week.

KCIW's Training Department continues to train newly hired Correctional Officers during the employee orientation process. The Training Department has also developed a week long program for officers once they have completed the Corrections Basic Academy that focuses on topics covered at the academy and how they relate to KCIW specifically. KCIW's Training Department continues to conduct annual in-service training and assists staff with meeting their annual training requirements.

## Kentucky Correctional Institution for Women

The I-LEAD Program, a six month long 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 within the DOC.

TASER trained staff carry the TASER on the walk in the Restrictive Housing Unit. One TASER is kept in the Lonnie Watson Control Center for cell entries. The additional TASER weapons are utilized on transportation trips where high risk inmates and / or multiple inmates are being transported.

KCIW received PREA Grant funding for 30 additional Cameras which were installed throughout the institution.

Oleoresin Capsicum (OC) Spray was placed in Operations and in the Administration Building Central Control for all trained staff to be able to check out and carry.

### Programmatic and Operational Areas

KCIW continues to partner with Paws With Purpose (PWP), a non-profit organization that provides highly skilled Assistance Dogs to children and adults with physical disabilities or other special needs. One of the only programs of its type in the region, the dog program was first launched in 2003 and has been extremely successful.

The dog program begins with 2 month old puppies and continues

until the dogs are about a year and a half old. The inmates which apply to participate in the PWP program must be screened and go through an interview process to be selected to participate. The inmates selected receive training from PWP volunteers who visit during the week. Currently, there are twelve inmates assigned as handlers, with three inmates assigned as alternate handlers in training.

On Fridays, the dogs leave the prison for the weekend with their volunteer weekend trainers as a supplement to what they learn during the week. It allows the puppy to practice their newly learned skills with lots of distractions since a fully trained assistance dog needs to be able to perform trained skills in all environments.

The dog program gives the inmates the opportunity to learn job skills that will help them once they are released from prison. The program also provides personal growth such as patience, communication and working well as a team. It also gives them the chance to give back to society to bring trained service dogs to children and adults with physical disabilities. Combined, all of these will assist them with reintegration back into the community.

The Education Center offers inmate 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, English

and Microsoft Office. Vocational training includes a certified program in Horticulture. October 2016 KCIW received the Electrical Vocational training from KSR.

Treatment programs such as Parenting, Sex Offender Treatment and Substance Abuse Program are available to inmates. The Substance Abuse Program provides treatment in a Therapeutic Community, with close supervision in a structured environment. 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.

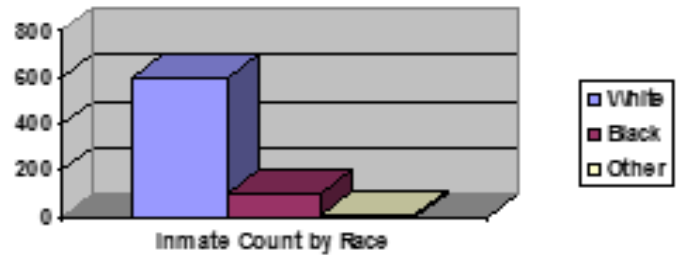
Moral Reconciliation Therapy (MRT) is also available to the inmate population and is a behavior modification course that uses evidence based practices to understand how decisions are made and the reasoning behind them. In July 2016, a Restrictive Housing Behavior Modification program was established.

Kentucky Correctional Industries (KCI) has been at KCIW for 30 years. Industries provides 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, Warehousing and the Soap Plant.

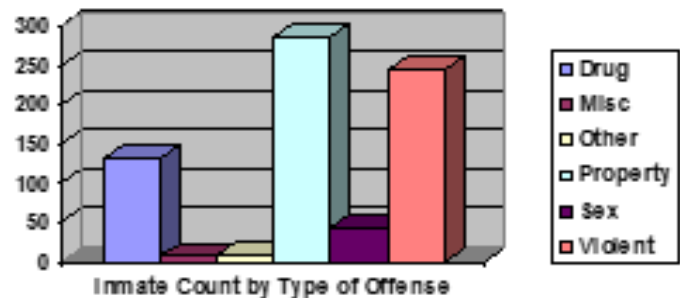
## Kentucky Correctional Institution for Women

## 2016 Demographic Data

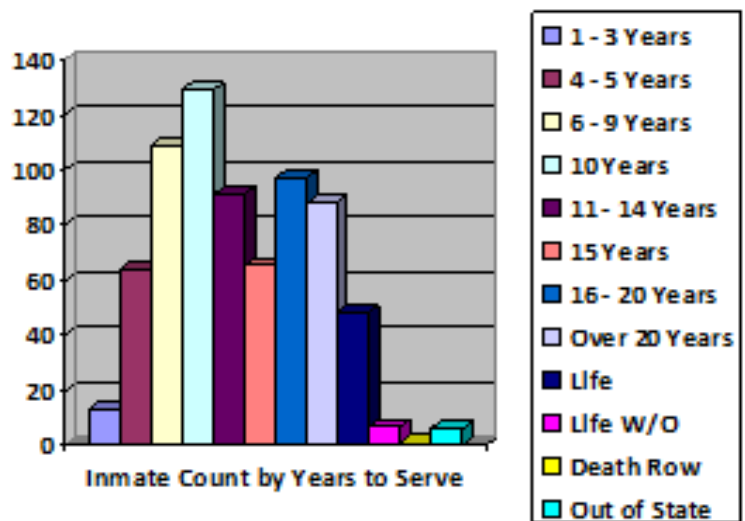
RACE	COUNT	PERCENTAGE
White	601	83.70%
Black	106	14.76%
Other	11	1.54%
Total	718	100.00%



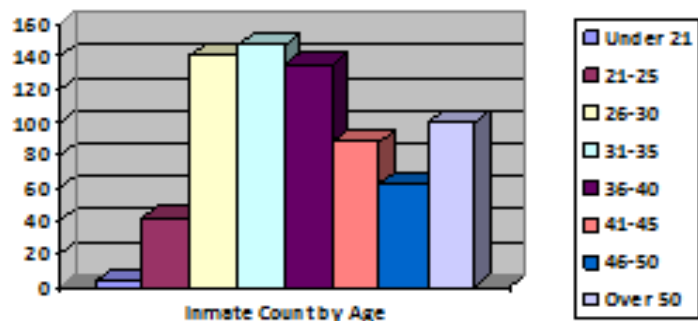
TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	131	18.25%
Misc	6	0.84%
Other	8	1.11%
Property	287	39.97%
Sex	41	5.71%
Violent	245	34.12%
Total	718	100.00%



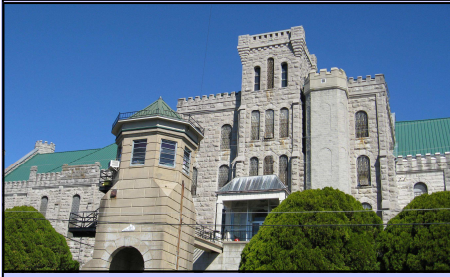
YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	13	1.81%
4 - 5 Years	64	8.91%
6 - 9 Years	109	15.18%
10 Years	129	17.97%
11 - 14 Years	91	12.67%
15 Years	65	9.05%
16 - 20 Years	97	13.51%
Over 20 Years	88	12.26%
Life	48	6.69%
Life W/O	7	0.97%
Death Row	1	0.14%
Out of State	6	0.84%
Total	718	100.00%



AGE	COUNT	PERCENTAGE
Under 21	3	0.42%
21-25	42	5.85%
26-30	140	19.50%
31-35	147	20.47%
36-40	135	18.80%
41-45	88	12.26%
46-50	63	8.77%
Over 50	100	13.93%
Total	718	100.00%



## Kentucky State Penitentiary



### Warden Randy White

Deputy Warden - Security  
Steve Ford

Deputy Warden – Programs  
Skyla Grief

Deputy Warden - Operations  
Joel Dunlap

Administrative Assistant  
Stacey Gibson

Address  
266 Water Street  
Eddyville, KY 42038

2016 Average Daily Population  
862

Total Number of Staff  
375

Security Level  
Maximum

### Overview

The Kentucky State Penitentiary (KSP) serves as the Department of Corrections' only maximum-security facility with an operational capacity of 914 beds housing an average of 862 inmates in 2016. The institution has operated for over 127 years, originally opening on Christmas Eve in

1889. The facility sits on the banks of Lake Barkley and locally referred 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.

The population includes a small Protective Custody Unit, a large Restrictive Housing Unit in two separate cellblocks, Death Row, General Population, and a 30-man minimum-security dormitory located outside the secure perimeter. 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 two of our industries, assignment to vocational or academic school, involvement in self-help and reentry programs and religious activities. Inactivity and poor conduct is not acceptable and is discouraged at every level.

Ultimately, the majority of our inmates will return to the streets and it is the mission of this institution to prepare the inmate for his return.

### Highlights

During 2016, KSP continued to be compliant with all Prison Rape Elimination Act (PREA) standards as part of a national PREA audit process consisting of 43



*Warden Randy White*

national standards that ensure compliance with all facets of this federal legislation. PREA addresses the detection, prevention, reduction and prosecution of sexual harassment and abuse in correctional facilities in the country.

KSP was originally accredited by the Commission on Accreditation for Corrections, American Correctional Association, in 1983 and has maintained accreditation status since that time. Most recently in June of 2016 KSP underwent an ACA Audit and was subsequently recommended by the Association for re-accreditation in August of 2016 with an audit score exceeding 99 percent.

### Maintenance and Physical Plant

KSP made several repairs and upgrades within 2016 to include:

- New metal roof installed on State House #207
- Repaired roof on Academic School
- Completed roof replacement on Scale House
- Installed new hot water exchanger for 1 C/H, 2 C/H & 3 C/H

## Kentucky State Penitentiary

- Installed new U-Tube in Kitchen for hot water
- Installed new U-Tube in 5 C/H for hot water
- Completed installation of 4 C/H hot water tank
- Installed new washing machine in Laundry
- Completed replacing 122 feet of sewer line outside 3 C/h to manhole
- Replaced 4 yard light poles with LED lighting
- Replaced 2 flow meters & controls for Water Plant
- Replaced PLC Controller for flow meters at Sewer Plant

### Security

During 2016, Kentucky State Penitentiary added a third team to our CERT Team as a 15-man “C” squad for a total of 47 positions. CERT purchased new uniforms and boots for the entire team and a VKR Pepper-ball rifle that extends the accurate use range to 120-150 feet.

During 2016, KSP Training added Situational Awareness, Active Listening Skills and Restrictive Housing/Transition Unit to the Annual Training for the institution to assist our staff in the implementation and growth of the Transitional Program. Training also purchased Ballistic Foam Target Boards to replace the wooden targets.

Security has implemented several changes to enhance security within the institution.

### Restrictive Housing Transition Program

The Restrictive Housing Transition Program (RHTP) expanded in August 2016. An initial stabilization phase was added to address more behaviorally challenged individuals who desired to participate in the RHTP and needed a stabilization and preparatory instruction period to further ensure their successful program entry. A technique employed in preparing the inmates for this phase included ensuring the group sessions are a maximum of three participants. These group sessions are referred to as “Change Group”. It is incentive-based and shorter in duration with the expectation the offender will move into the Transition Unit and continue programming.

Additionally, NOA Counseling began providing contract services to facilitate the behavior modification groups within the RHTP. A short-term behavior modification group of five participants, one month in length, was established in August 2016. The Transition Unit has had 16 offenders completed the required curriculum during 2016.

### Programmatic and Operational Areas

KSP expanded evidence based programming (EBP) with 17 new classes to include Thinking for a Change and Inside Out Dad’s which are intended to assist offenders in successfully returning

to society. Most significant during 2016 KSP was among the top two adult prisons in Kentucky offering the greatest opportunity for inmates to enroll in EBP classes.

Also in 2016, video phones and computers for legal aides usage were added to the legal library. The Lexis Nexus Legal Library also set up for the minimum security inmates.

A minimum of 18 different religious services are scheduled each week for seven various faiths and many more activities are scheduled because of volunteer participation. KSP held SSU Passover meal, which celebrated in community, Christmas Behind Bars and the institutions first Hog Heaven “Bikers Day” within the secured perimeter.

KSP also continued to have the Kairos faith based prison ministry to conduct a program within the facility as Kairos IV.

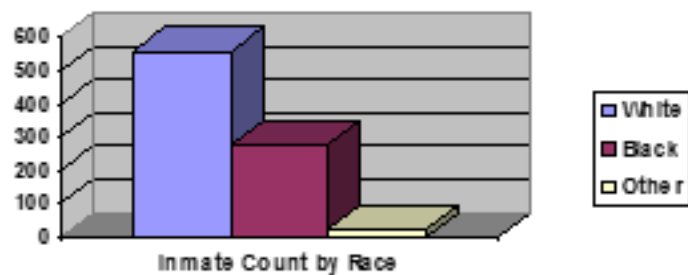
### Prison Industries

KCI started a new operation with a Re-labeling Plant. Inmates process clothing and relabel them with new price tags returned to Bargain Hut stores across the U.S.

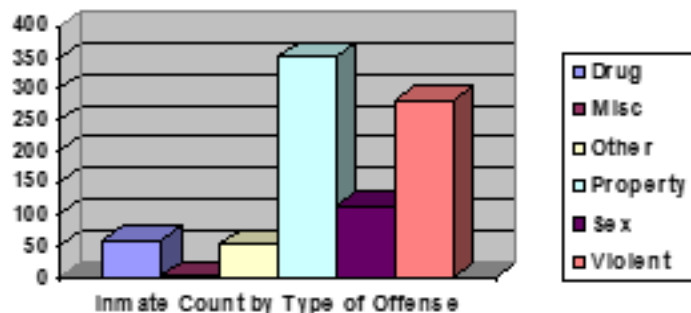
## Kentucky State Penitentiary

## 2016 Demographic Data

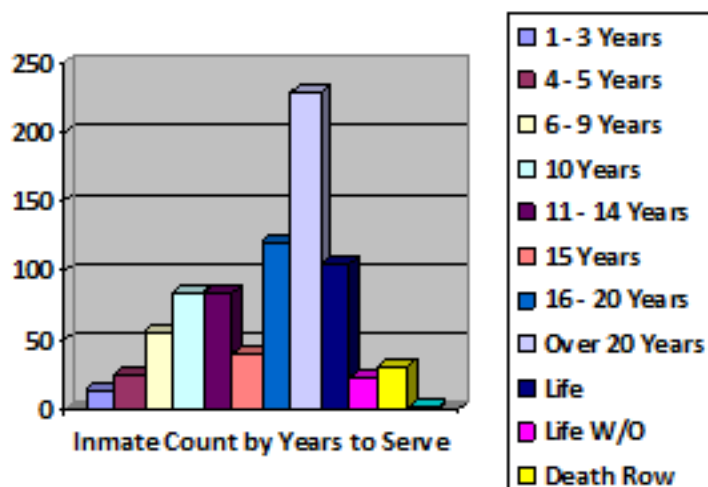
RACE	COUNT	PERCENTAGE
White	560	65.19%
Black	275	32.02%
Other	24	2.79%
Total	859	100.00%



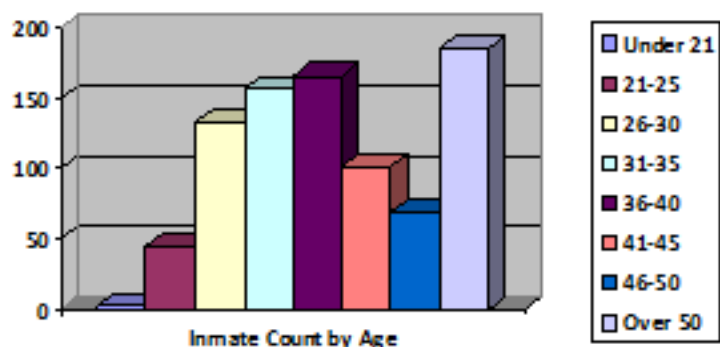
TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	60	6.98%
Misc	1	0.12%
Other	52	6.05%
Property	351	40.86%
Sex	112	13.04%
Violent	283	32.95%
Total	859	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	11	1.28%
4 - 5 Years	27	3.14%
6 - 9 Years	37	4.31%
10 Years	87	10.13%
11 - 14 Years	72	8.38%
15 Years	55	6.40%
16 - 20 Years	123	14.32%
Over 20 Years	296	34.46%
Life	96	11.18%
Life W/O	26	3.03%
Death Row	28	3.26%
Out of State	1	0.12%
Total	859	100.00%



AGE	COUNT	PERCENTAGE
Under 21	2	0.23%
21-25	45	5.24%
26-30	133	15.48%
31-35	157	18.28%
36-40	166	19.32%
41-45	101	11.76%
46-50	69	8.03%
Over 50	186	21.65%
Total	859	100.00%



## Kentucky State Reformatory



### Warden Aaron B. Smith

Deputy Warden - Security  
James Coyne

Deputy Warden - Programs  
Anna Valentine

Administrative Section Supervisor  
Philip Campbell

Administrative Specialist III  
Donna Dailey

Address  
3001 West Hwy. 146  
LaGrange, KY. 40032

2016 Average Daily Population  
1,824

Total Number of Staff  
539 Funded Positions

Security Level  
Medium

### Overview

The Kentucky State Reformatory (KSR) is located in LaGrange, Kentucky, Oldham County, which is approximately thirty (30) miles northeast of Louisville. It is the state's largest institution in terms of inmate population with a 1,969 bed capacity. It is a medium security facility under the administration of the Jus-

tice and Public Safety Cabinet, Department of Corrections.

Up to the present day, the 77-year old physical plant has essentially retained its original configuration. 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 11<sup>th</sup> floor houses the machinery of the elevator; the 12<sup>th</sup> floor houses a now nonfunctional one-hundred and fifty thousand (150,000) gallon water tank.

Warden Aaron Smith provides fiscal oversight and watchful management of a budget of \$35,100,500. Positive working relationships as well as good communication between the Warden, Deputy Wardens, staff and the community promotes the mission statement of the institution as well as the mission statement and values of the Kentucky Department of Corrections.

In July 2016 the Kentucky Department of Corrections Administration announced due to the Kentucky State Reformatory's severe and continued staffing crisis and with the aging physical facility concerns, that the facility will be downsized. Housing units 4, 5, 6, 8 and 11 along with the Segregation Unit will close and 995 inmates will be moved to contracted prisons and other facilities with the Department of Corrections. The total staff complement for KSR would reduce from 529 to 307. The reduction in staffing would be implemented by eliminating current vacant positions and eliminating excess



*Warden Aaron Smith*

filled positions through attrition and transfer to neighboring facilities. Determination on inmate transfers will be made on a case-by-case basis through Central Office Classification staff. The original 120-day time frame for implementation of the reorganization has been pushed back into 2017.

KSR currently offers extensive mental health and medical services to its residents. KSR maintains a one-hundred-fifty (150) bed correctional psychiatric treatment unit (CPTU) divided into three (3) 50 bed wings. **A-wing** provides forty-two (42) programming beds entitled Striving Towards A Recovery (STAR) - a therapeutic community designed to assist lower functioning offenders with understanding of their illness, basic hygiene and life skills. The IBEAM (Inmate Behavioral Expectations And Management) is an eight bed program housed on A-wing for inmates who do not qualify for C-wing placement, but are in need of behavioral management skills with a severe history of self-harm that has not been reduced by traditional therapy methods. **B-wing** provides programming entitled THRIVE - a therapeutic commu-

## Kentucky State Reformatory

nity designed to assist offenders with behavioral change, emotional regulation, recovery, and re-entry. **C-wing** is a stabilization wing, housing individuals in need of intensive counseling and therapy. KSR also maintains a 65 bed Nursing Care Facility and provides dialysis and chemotherapy treatments on-site. This is a decrease of two beds due to the establishment in 2016 of on-site chemotherapy. A twenty (20) bed open wing is currently maintained in the Medical Service building. In addition, there is a two story Restricted Housing Unit (RHU) with 130 cells, and a 50 bed Daily Assisted Living Unit.

The inmates in the 36 bed Minimum Security Unit were relocated to Roederer Correctional Complex (RCC) for housing. KSR maintains an outside services unit as the operations for the Emergency Medical Services (EMS) crew. Qualified EMS inmates are rotated by schedule 24/7 to be on-site for emergency transport purposes. RCC provides inmate support for the remaining outside and administration inmate jobs.

The Video Relay system is in Unit A for hearing impaired inmates. “Shaker” units are in use for the hearing impaired and provide alerts during emergencies as well as scheduled alerts that can be programmed through an alarm clock. These systems also include strobe lights and handheld activator units for the dorm officers. A hearing impaired resource sheet is also available to our inmates

which are deaf or hearing impaired. Translators are provided upon request for groups, parole hearings, etc.

### Programmatic and Operational Areas

Programs offered by the Reformatory include: Academic education, 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 (SOTP), and individual or group counseling. Vocational Programs were moved to Kentucky Correctional Institution for Women (KCIW) and Luther Lockett Correctional Complex (LLCC) in preparation for the planned re-organization.

Several specific programs include New Directions, Co-Occurring Disorder (Phoenix program), Hospice, Striving Towards A Recovery program (STAR), Individualized Treatment Working on Re-integration, Out Patient Substance Abuse (OSAP) Program and Keeping Stable (I.T. W.O.R.K.S.), Trust, Hope, Recovery, Integrity, Values, and Empathy (THRIVE) program. Currently due to re-organization plans the following programs are on hiatus: Inside Out Dads. Pathfinders, Anger Management and Moral Reconation Therapy (MRT).

### Highlights

Multiple audits were performed at KSR in 2016.

In February, KSR had its Hearing Impaired Audit conducted by a Litigation Monitor. The Monitor was impressed with overall compliance, and made suggestions to further KSR’s goal to help the small number of deaf and hearing impaired inmates at KSR.

In April, KSR had its MOCK Prison Rape Elimination Act (PREA) Audit with the actual PREA Audit held July 12-14. There were no corrective actions and KSR was 100% compliant. The auditors were well satisfied with responses from medical and mental health staff and their dedication to PREA by the level of understanding the inmates have toward PREA standards and policies

Our Program Security Review was held in October and the institution received a total score of 99.4 percent. KSR received its initial accreditation in 1982 and this audit marks the 12<sup>th</sup> accreditation in the history of the institution.

Improvements at the facility include the continued process of installing generators in D-10 and D-12. Pump House upgrades to pumps and controls have been completed. Backup power was added to fencing which is connected to the generator in Dorm 7. The HVAC system in CPTU went out for rebid.

## Kentucky State Reformatory

For security and PREA compliance, camera upgrades were completed along with installation of 117 metal toilet doors with hardware.

Two new isolation cells were added in transportation. Construction of solid steel walls in a portion of CPTU A-wing was done to create an area for the I-Beam program. An upgrade was completed on the coolers, freezers and grill in the Food Service Department.

The security department has a total of 386 allotted security staff positions. Due to severe security staff shortages, security staffing has now gone to two, 12-hour shifts for our security staff, with consideration being given for a 4-day, 12-hour work week after the reorganization. Due to the shortage, KSR continues to utilize staff from Probation and Parole and other institutions in the eastern and western parts of the state. KSR still continues to use the “Roll

Call” program with a few modifications to support staff retention. Training for security staff includes: Packups, SOP, Cell Entry Training, PREA/ADA, Common Core and Duty Officer.

KSR Security continues the regional interview process with the other area institutions: RCC, LLCC and KCIW. Selected KSR staff representatives travel to the eastern and western parts of the state to recruit potential correctional officers.

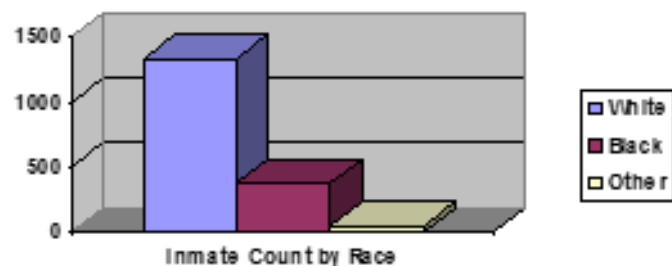


*Pictured above are photographs of the aging structures of the 77 year old facility. In 2016, it was announced that five housing units and a segregation unit at KSR would close due to the physical facility concerns and a severe staffing shortage.*

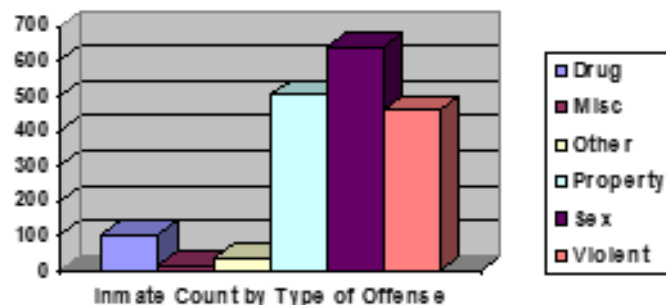
## Kentucky State Reformatory

## 2016 Demographic Data

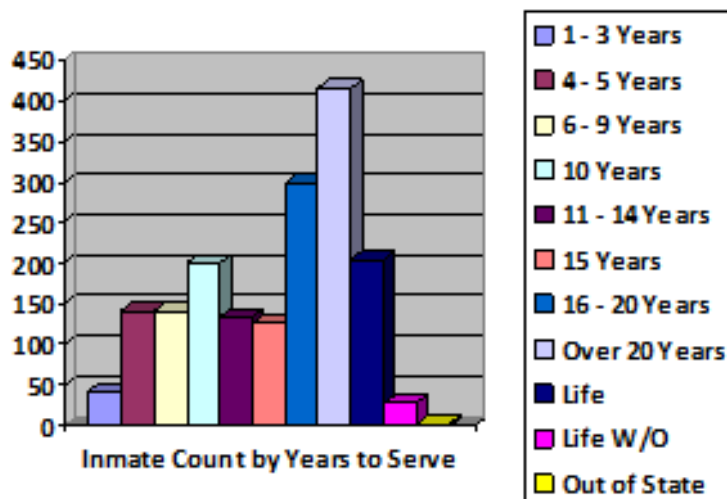
RACE	COUNT	PERCENTAGE
White	1334	76.01%
Black	374	21.31%
Other	47	2.68%
Total	1755	100.00%



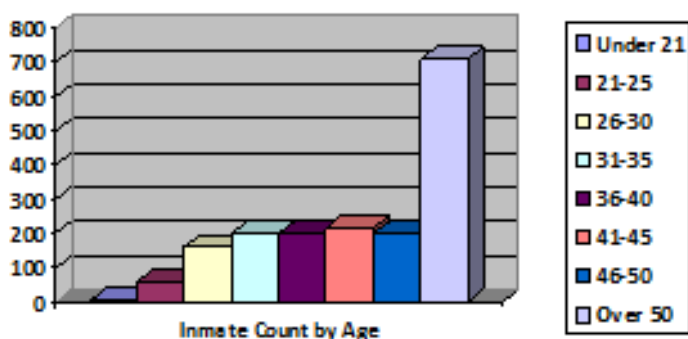
TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	102	5.81%
Misc	13	0.74%
Property	37	2.11%
Sex	504	28.72%
Violent	639	36.41%
Other	460	26.21%
Total	1755	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	43	2.45%
4 - 5 Years	142	8.09%
6 - 9 Years	142	8.09%
10 Years	201	11.45%
11 - 14 Years	134	7.64%
15 Years	127	7.24%
16 - 20 Years	300	17.09%
Over 20 Years	416	23.70%
Life	205	11.68%
Life W/O	29	1.65%
Out of State	3	0.17%
Total	1755	100.00%



AGE	COUNT	PERCENTAGE
Under 21	5	0.28%
21-25	57	3.25%
26-30	160	9.12%
31-35	203	11.57%
36-40	203	11.57%
41-45	216	12.31%
46-50	201	11.45%
Over 50	710	40.46%
Total	1755	100.00%



## Little Sandy Correctional Complex



### Warden Joseph P. Meko

Deputy Warden - Security  
Danny McGraw

Deputy Warden – Programs  
Paul Holbrook

Administrative Assistant  
Deborah Williamson

Address  
505 Prison Connector  
Sandy Hook, KY 41171

2016 Average Daily Population  
1001

Total Number of Staff  
242

Security Level  
Medium

### 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.

The housing includes two general population-housing units with

416 beds in each, a 100-bed minimum-security unit and a 90-bed restrictive housing unit. Little Sandy Correctional Complex can house up to a total of 1022 offenders.

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

LSCC 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.

LSCC received its initial accreditation from the American Correctional Association (ACA) on August 13, 2007 and was reaccredited on June 11, 2010, July 07, 2013, and January 23, 2016 receiving a score of 100% on both mandatory and non-mandatory standards.

### Highlights

The first class of the LSCC Leadership Program graduated on July 29, 2016. The participants attended monthly meetings focused on professional development, administrative strategies, public speaking skills, and interviewing skills/resume preparation, and also completed a class project and presented this idea to Warden Joseph Meko and Commissioner Rodney Ballard.

LSCC has implemented several changes during 2016 to increase the overall security of the institu-



*Warden Joseph Meko*

tion and improve efficiency of daily operations to include: Installing blind feeding walls in the institutional kitchen which deny inmate workers on the serving line the ability to see the person to whom they are serving food, thus eliminating favoritism when serving the proper portions and has significantly decreased the time required to complete chow.

LSCC also has eliminated blind spots in the food preparation area of the kitchen by changing the location of doors and cutting a window into a solid wall previously causing a visual obstruction to for the janitor area. The recreational bullpens in the Restrictive Housing Unit (RHU) were divided into 18 separate recreational areas, which offer safety and security to those participating in recreation time for all inmates assigned to RHU. Privacy netting has been placed on the fence separating the RHU from the general population recreation yard which prohibits unauthorized communication from the general population to those assigned to RHU.

A second pill call window has been installed in the Medical Department greatly reducing the time required to complete pill call.

## Little Sandy Correctional Complex



*Aerial view of Little Sandy Correctional Complex.*

### Programmatic and Operational Areas

LSCC has a diverse array of programming to address the needs of a wide spectrum of offenders. We provide quality programs that focus on key fundamentals such as behavior and thinking processes.

LSCC offers programs to include

Alcoholics Anonymous, Cage Your Rage, Domestic Violence, Advanced In 2 Work, Financial Peace, Substance Abuse Program, Corrective Action Program, Violent Offenders, Horticulture, Carpentry, Inside Out Dads Program, Life Without a Crutch Program, Moral Recognition Therapy, MRT Anger

Management, MRT Behavior Modification, MRT Forward Thinking, MRT Re-Entry, New Direction, Pathfinders, Pulling Punches, Peaceful Solutions, Small Engines and Rational Thinking.

The Substance Abuse Program (SAP) has implemented the SA-

MAT (Substance Abuse Medication Assisted Treatment) program. The medication, Vivitrol, is available as part of the aftercare plan for SAP graduates who qualify. Vivitrol is used to help reduce cravings for opiates and alcohol. Participants voluntarily choose the medication and are medically cleared to take the medication. They can begin during their last 60 days at the institution and their treatment continues after release.

LSCC established our Re-Entry Dorm in July 2016. The inmates may apply for this dorm and must maintain a job or be enrolled in school, and be enrolled in a program. The following programs are available for the inmates in the dorm. MRT, MRT re-entry and MRT forward thinking.

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

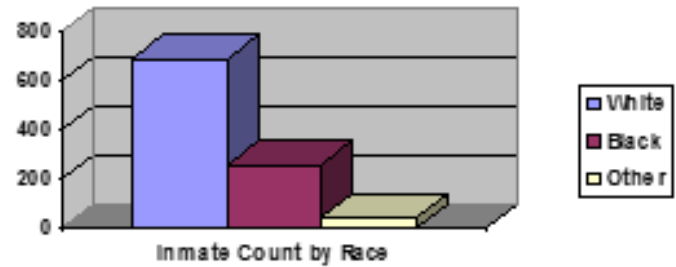


*2016 Little Sandy Correctional Complex leadership program participants.*

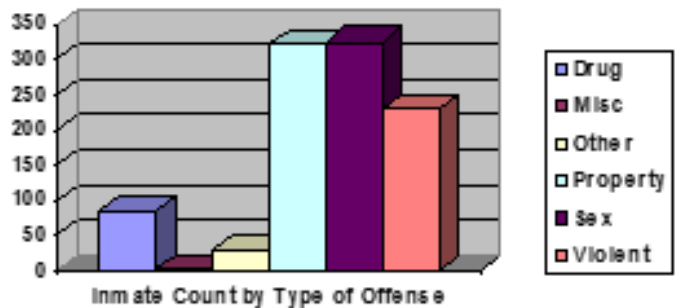
# Little Sandy Correctional Complex

## 2016 Demographic Data

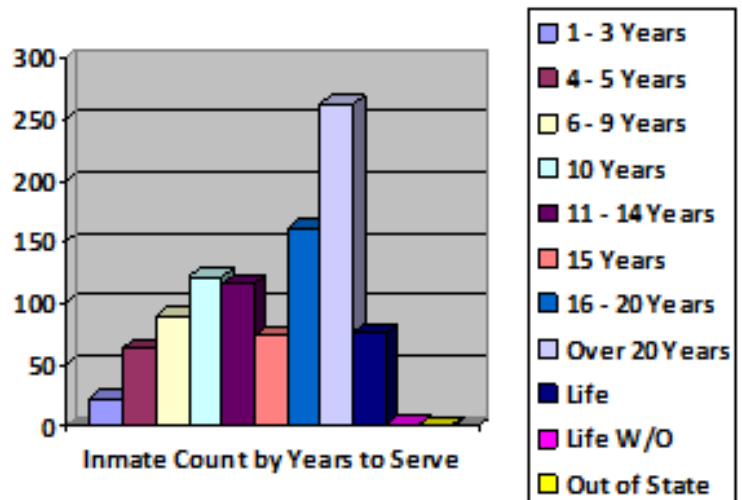
RACE	COUNT	PERCENTAGE
White	694	69.89%
Black	260	26.18%
Other	39	3.93%
Total	993	100.00%



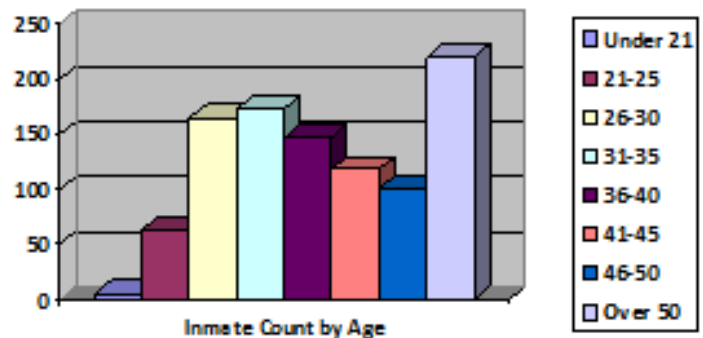
TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	85	8.56%
Misc	1	0.10%
Property	30	3.02%
Sex	322	32.43%
Violent	325	32.73%
Other	230	23.16%
Total	993	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	23	2.32%
4 - 5 Years	64	6.45%
6 - 9 Years	90	9.06%
10 Years	122	12.29%
11 - 14 Years	116	11.68%
15 Years	74	7.45%
16 - 20 Years	162	16.31%
Over 20 Years	263	26.49%
Life	76	7.65%
Life W/O	2	0.20%
Out of State	1	0.10%
Total	993	100.00%



AGE	COUNT	PERCENTAGE
Under 21	5	0.50%
21-25	63	6.34%
26-30	165	16.62%
31-35	174	17.52%
36-40	147	14.80%
41-45	118	11.88%
46-50	101	10.17%
Over 50	220	22.16%
Total	993	100.00%



# Luther Luckett Correctional Complex



## Warden Scott Jordan

Deputy Warden - Security  
Webb Strang

Deputy Warden – Programs  
Jesse Stack

Administrative Assistant  
Jennifer Fitzgerald

Address  
1612 Dawkins Road  
Lagrange, KY 40031

2016 Average Daily Population  
983

Total Number of Staff  
197

Security Level  
Medium

## Overview

The Luther Luckett Correctional Complex (LLCC) was built in direct response to the 1980 Federal Consent Decree. LLCC was named in honor of Mr. Luther Luckett, an employee of the Department of Corrections for over 22 years. It stands as a tribute to him and exemplifies his dedication and commitment to duty and excellence in correctional management.

The first inmates were received at the LLCC in March 1981. The institution was originally designed to house 486 inmates.

The LLCC is committed to the Department of Corrections mission statement of protecting 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.

The executive staff is also highly committed to developing the institutional personnel into leadership roles not only in the Department of Corrections but in the local community as well.

LLCC is also unique among the other correctional facilities 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 the unique mission it has been tasked with. The memo of understanding with the LLCC and administrative protocols has ensured a successful ongoing partnership.

## Highlights

The LLCC continued to implement safety and security measures for the long term benefit of the institution, the staff and the inmate population during 2016.



*Warden Scott Jordan*

## Administrative Areas

The grill is available on all shifts and is staffed with RCC minimum custody inmates. This generates money for the staff canteen account. This is also a means to feed staff during critical incidents that may occur.

The Bears from Behind Bars program continues to generate bears on a daily basis. The program employs 10 inmate bear makers that generate roughly 30 bears per week. Recently the institution began partnering with the Cabinet for Health and Family Services to deploy bears to numerous child protective services workers throughout the state.

The program continues to maintain 12 dogs providing them with training, basic obedience and placement in a forever home. The program employs 12 inmate dog handlers and 2 inmate clerks/janitors. There were approximately 84 dogs adopted in 2016.

The personnel administration continues to participate in a regional process for the interview and selection process of correctional officers. Staff training has been emphasized and a retention committee has been established

## Luther Lockett Correctional Complex

with strong results. LLCC also interviews candidates in the eastern and western part of the state.

LLCC maintains a secure perimeter with three operational towers, two of which are manned 24 hours, seven days per week. We also operate an external patrol vehicle 24 hours, seven days per week. Our fences have adequate razor wire and we maintain an operation motion detection system. Currently, the Capital Construction Management Branch (CCMB) is assessing our institution for a perimeter light upgrade to LED, as our current high-pressure sodium lights are antiquated and do not produce the light that LED fixtures would.

LLCC has made a marked effort to increase accountability within the security department. All ranks from deputy warden to correctional officer are being held accountable for maintaining security and ensuring basic security measures are followed. The Administrative Captain developed an enhanced evaluation monitoring system for 2016 that will enforce this accountability.

LLCC continued the CCTV upgrade project inside of the 4 Walk support buildings and on the main compound to create more camera coverage and eliminate blind spots. Luther Lockett Correctional Complex currently has 352 operational cameras. This is an increase of over 100 cameras since the last annual report.

LLCC went to 12 hour shifts, 5 days per week since December of

2015. Hiring and recruiting efforts in the eastern part of the state have boosted the staffing numbers and brought us to a 31.5% vacancy rate. This is a drastic improvement from last year.

The LLCC Administrative Captain also developed a new incident mapping system based on PBMS monitoring statistics. This new mapping system will likely become a statewide model. These instruments provide accuracy and continue to be effective tools to monitor for areas of concern.

### Programmatic and Operational Areas

The recreation department has added over 20 new leagues and tournaments in various formats including Wii, pool, chess and handball. They began the process of scheduling quarterly band concerts for the yard providing more entertainment times for inmates. They have also changed the

schedule to afford more time for meritorious inmates to spend in the gym.

LLCC closed its minimum custody unit and currently utilize RCC to cover the exterior needs.

An additional 16 beds were added to the Restrictive Housing Unit by converting the minimum custody beds to segregation beds. This unit will be double bunked.

LLCC continues to provide numerous opportunities for inmates to obtain jobs and programming. A variety of programming is offered to include MRT, Relapse Prevention, NRT Re-entry, Pathfinders, Pathfinders extended, Boundaries, Inside Out Dads and Financial Peace.

Approximately 10 new programs have been added in the chapel that are being taught by volunteers. Chaplain Heilman continues to teach Inside Out Dads and Boundaries.

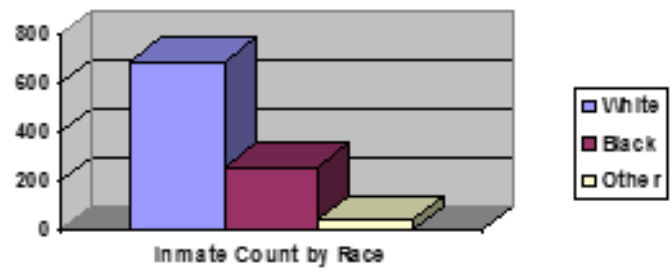
*Bears produced by inmates in the Bears Behind Bars program*



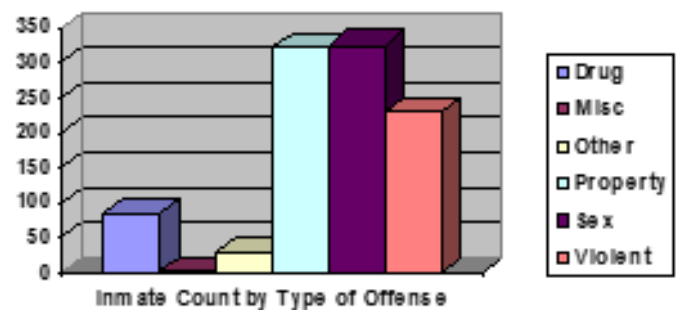
## Luther Luckett Correctional Complex

## 2016 Demographic Data

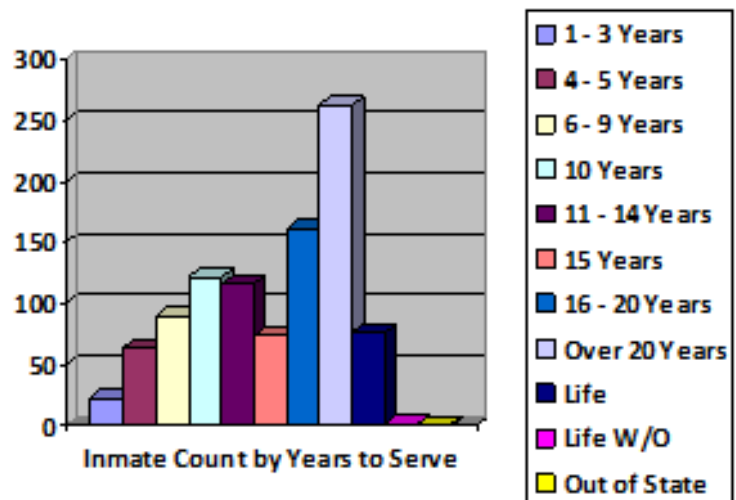
RACE	COUNT	PERCENTAGE
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Other	39	3.93%
Total	993	100.00%



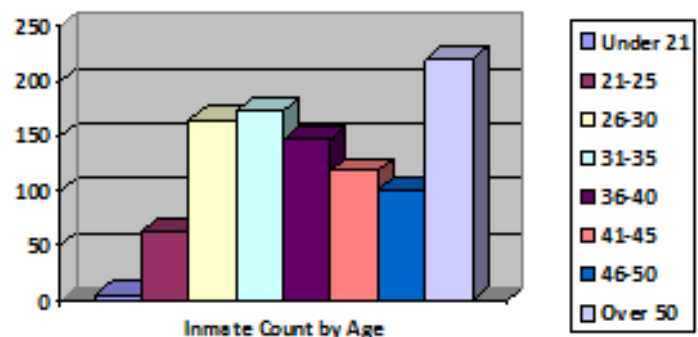
TYPE OF OFFENSE	COUNT	PERCENTAGE
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Sex	322	32.43%
Violent	325	32.73%
Other	230	23.16%
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YEARS TO SERVE	COUNT	PERCENTAGE
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Life W/O	2	0.20%
Out of State	1	0.10%
Total	993	100.00%



AGE	COUNT	PERCENTAGE
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26-30	165	16.62%
31-35	174	17.52%
36-40	147	14.80%
41-45	118	11.88%
46-50	101	10.17%
Over 50	220	22.16%
Total	993	100.00%



## Northpoint Training Center



### Warden Don Bottom

Deputy Warden - Security  
Julie W. Thomas

Deputy Warden – Programs  
Brad Adams

Deputy Warden – Operations  
Mendalyn Cochran

Administrative Assistant  
Kelly McGinnis

Address  
710 Walter Reed Road  
Danville, KY 40422

2016 Average Daily Population  
1226

Total Number of Staff  
294

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. Restrictive Housing Unit inmates are housed in single cells in a 60-bed segregated structure separated from the main compound. Approximately 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

The institution received a 100 percent score on its PREA audit with 5 standards exceeding expectation in March.

The Education Department at NTC was one of the twenty-four Kentucky Adult Education Academic Programs that reached 25 percent or more of their GED attainment goals at the end of the first quarter in fiscal year 2017.



*Warden Don Bottom*

A recycling program was implemented and the institution began recycling cardboard and shredded paper.

In February, an audio version of the institution's inmate handbook was made available in the Spanish language to the inmate population.

### Programmatic and Operational Areas

Additional square tables were added to the Institutional Religious Center library to provide a study area for inmates.

Additional wheel chairs were also purchased in the event of medical emergencies.

Blacktop repairs were made to various sections of institutional roadways.

A Moral Reconciliation Therapy (MRT) Anger Management Program, as well as a Pathfinders program was implemented for the outside detail inmate population. Various other MRT programs were offered to the inmate population such as MRT Forward Thinking, MRT Relapse Prevention, MRT Untangling Relation-

## Northpoint Training Center

ships, MRT Reentry, MRT Short-Term Behavior Modification (a journaling program offered to Restrictive Housing inmates), and MRT Battling Shadows (a veterans trauma PTSD program offered to NTC veterans).

Existing washers and dryers in all dormitories were replaced with energy efficient models.

Recreational equipment was added to the Veterans Dormitory.

The Captain's Office was relocated and renovated to provide a larger and more efficient space for daily operations of the institution.

In August, Aramark began providing the Fresh Favorites Grill program to staff.

A new sewage grinder pump was

also installed in August.

New sally port gates were installed in September.

In October, an alarm system with blue lights was installed outside of the Health Services Department's rear door to notify yard and tower security staff if a medical emergency was occurring inside. This also provided notification to the Health Services staff if the door was opened.

Also in October, fencing was replaced around the billiards tables in the Recreation Department to enhance inmate and staff safety.

In November, the institution's honor dormitory and the adjacent general population dormitory rotated inmate populations to provide a more secure housing area for honor dormitory inmates

along with providing less general inmate population traffic from entering. The new honor dormitory living area also received a new recreation yard.

A new Living Free program also began for the inmate population in November.

In December, locking gun boxes were installed in two of the wall towers to prevent staff from falling while carrying weapons and ammunition up and down the tower stairwells if exiting the towers.

Installation of individual recreation areas for Restrictive Housing Unit inmates began with an expected completion date being in early January 2017.



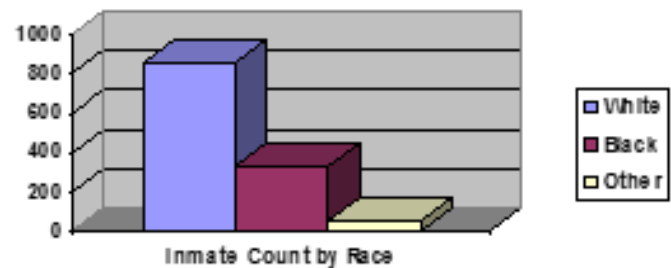
*Pictured left: Recreational equipment was added to the Veterans Dormitory in 2016 and installation began on individual recreation areas for Restrictive Housing Unit.*



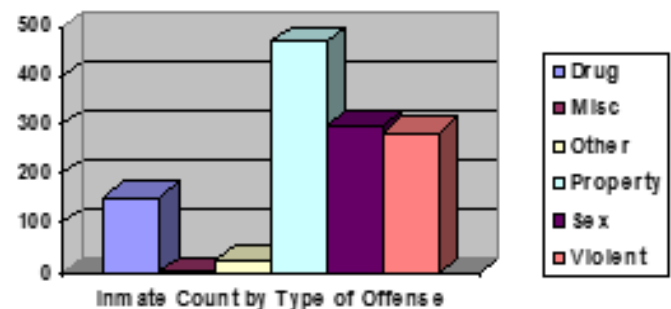
## Northpoint Training Center

## 2016 Demographic Data

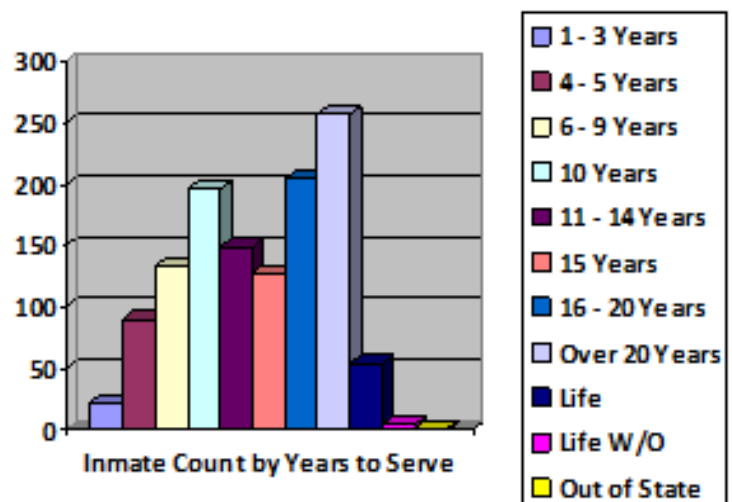
RACE	COUNT	PERCENTAGE
White	860	69.41%
Black	331	26.72%
Other	48	3.87%
Total	1239	100.00%



TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	155	12.51%
Misc	1	0.08%
Other	27	2.18%
Property	472	38.10%
Sex	299	24.13%
Violent	285	23.00%
Total	1239	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	22	1.78%
4 - 5 Years	90	7.26%
6 - 9 Years	133	10.73%
10 Years	196	15.82%
11 - 14 Years	149	12.03%
15 Years	128	10.33%
16 - 20 Years	204	16.46%
Over 20 Years	257	20.74%
Life	54	4.36%
Life W/O	5	0.40%
Out of State	1	0.08%
Total	1239	100.00%



AGE	COUNT	PERCENTAGE
Under 21	13	1.05%
21-25	107	8.64%
26-30	211	17.03%
31-35	222	17.92%
36-40	193	15.58%
41-45	154	12.43%
46-50	110	8.88%
Over 50	229	18.48%
Total	1239	100.00%



## Roederer Correctional Complex



### Warden Ravonne Sims

Deputy Warden - Security  
Sharon Veech

Deputy Warden – Programs  
Amy Robey

Administrative Assistant  
Patti M. Ray

Address  
P.O. Box 69  
LaGrange, KY 40031

2016 Average Daily Population  
1147

Total Number of Staff  
235

Security Level  
Close/Medium and Minimum/  
Community

### Overview

The Roederer Correctional Complex (RCC) 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 of several transitions occurred.

The institution converted to a medium security facility and increased the offender population to 252. In 1989, with the transfer of the Assessment and Classification Center from the Kentucky State Reformatory, the offender population increased to 435. The double bunking of existing living areas and utilization of five trailers for additional housing options achieved this expansion.

In May 2016, 36 inmates relocated from KSR to RCC Minimum Security Unit, increasing its capacity to 108 beds. Currently, RCC has five separate units, with a maximum capacity of 1,188 offenders.

RCC is a dynamic facility, with three distinct areas. The Assessment and Classification Center processes all incoming male felons, with the exception of those sentenced to death row. Over 3,000 incoming offenders are processed each year. The Assessment Center is also responsible for all felony sentence calculations in Controlled Intake, as well as the classification of offenders for the Class D/Class C Program (approximately 11,000 per year).

Offenders permanently assigned to RCC provide support services for the institution. RCC currently has 150 medium custody permanently assigned offenders who work in the Maintenance Department, Kitchen, Laundry, Legal Office, Grievance Office, as well as other areas necessary for the daily operation of the facility.

Additionally, minimum security



*Warden Ravonne Sims*

units at RCC have a maximum capacity of 308 offenders and is the location for the Substance Abuse Program (SAP) at the facility and provide support for the farm.

### Highlights

- ♦ An inmate artist painted a mural in the visitation room.
- ♦ The Kentucky State Reformatory firehouse inmates transitioned to RCC as Unit 4 minimum security inmates. The Unit 4 recreation room was transformed into a housing unit - “T” wing.
- ♦ A minimum security fence and gate were added to Unit 4.
- ♦ The RCC minimum security unit began providing minimum security detail work for Kentucky State Reformatory and Luther Luckett Correctional Complex.
- ♦ The first Assessment Center inmate successfully completed his GED.

## Roederer Correctional Complex

### Programmatic and Operational Areas

In addition to the existing Programs occurring at RCC, the following were added during 2016:

- GED programming for Assessment Center Inmates.
- Allowing Assessment Center inmates to hold jobs.

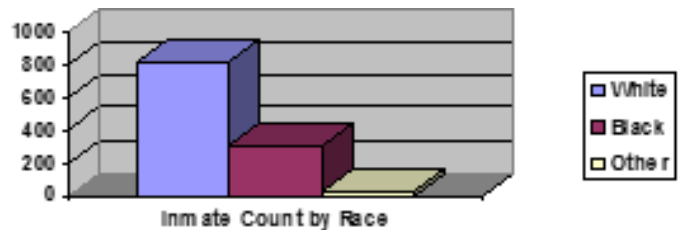


*Pictured top right: A previous recreation room was transformed into a housing unit. Middle: A minimum security unit fence and gate were added. Bottom: An inmate artist painted a scenic mural in the visitation room.*

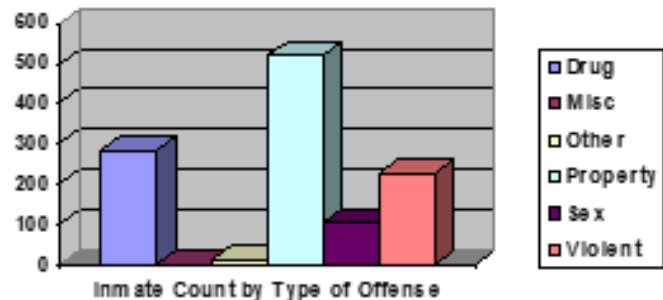
## Roederer Correctional Complex

## 2016 Demographic Data

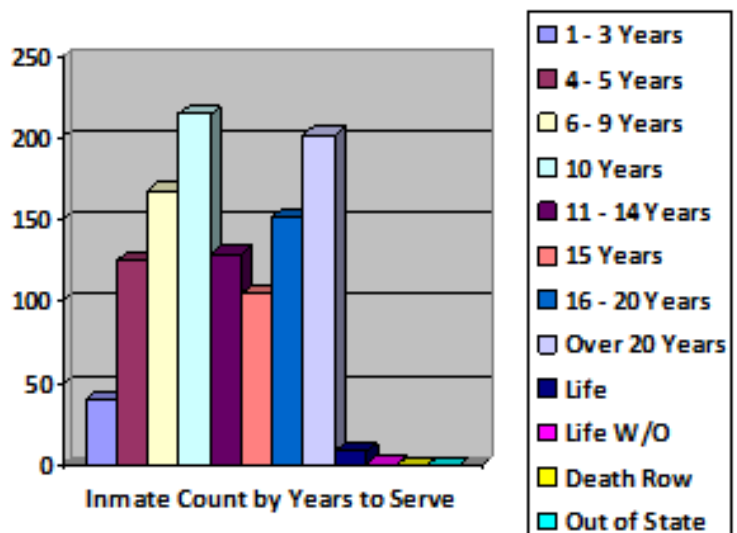
RACE	COUNT	PERCENTAGE
White	813	71.00%
Black	305	26.64%
Other	27	2.36%
Total	1145	100.00%



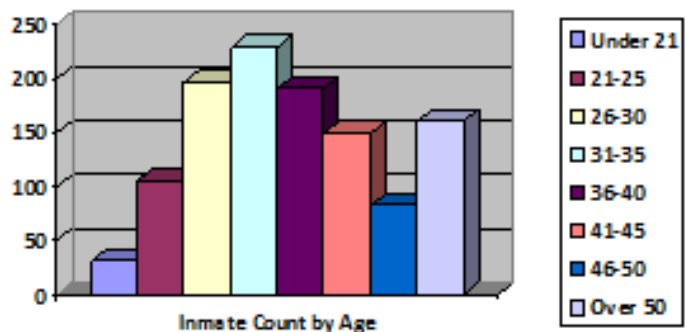
TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	284	24.80%
Misc	0	0.00%
Other	13	1.14%
Property	522	45.59%
Sex	101	8.82%
Violent	225	19.65%
Total	1145	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	40	3.49%
4 - 5 Years	125	10.92%
6 - 9 Years	168	14.67%
10 Years	214	18.69%
11 - 14 Years	129	11.27%
15 Years	105	9.17%
16 - 20 Years	152	13.28%
Over 20 Years	202	17.64%
Life	9	0.79%
Life W/O	1	0.09%
Death Row	0	0.00%
Out of State	0	0.00%
Total	1145	100.00%



AGE	COUNT	PERCENTAGE
Under 21	25	2.18%
21-25	91	7.95%
26-30	194	16.94%
31-35	206	17.99%
36-40	217	18.95%
41-45	144	12.58%
46-50	103	9.00%
Over 50	165	14.41%
Total	1145	100.00%



## Western Kentucky Correctional Complex



### Warden Steve Woodward

Deputy Warden-Security  
Kevin Mazza

Deputy Warden-Programs  
Chris Hatton

Administrative Assistant  
Regina Moore

Address  
374 New Bethel Road  
Fredonia, KY 42411

2016 Average Daily Population  
461

Total Number of Staff  
219

Security Level  
Medium

### Overview

The Western Kentucky Correctional Complex (WKCC) was constructed in 1968 as a satellite facility of the Kentucky State Penitentiary. In 1989, the institution was converted to a medium security facility. The name of the institution was changed to Western Kentucky Correctional Complex in July 1990. In 2010, the institution converted to a female institution. In 2015, what was formerly known as the Minimum

Security Unit for WKCC became the Ross-Cash Center, housing 200 female inmates, and WKCC transitioned back to a male population.

In April of 2016, the Ross-Cash Center became a subordinate center, resulting in WKCC becoming a co-ed facility. The institution houses 693 inmates. It includes 44 cells with two additional Observation Cells in a Restrictive Housing Unit, 477 medium security male inmates are housed in three open wing dormitories within the secured perimeter, and 200 minimum security female inmates are housed in two open wing dormitories outside of 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. WKCC has a farming operation, situated on 2,200 acres, with a herd of 400 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. The facility has been accredited by the American Correction Association since 1988, with the most recent audit in May of 2015 when the facility scored 100%. The facility achieved federal PREA



*Warden Steve Woodward*

compliance in November of 2014, with the second PREA audit scheduled for June of 2017.

### Highlights

On January 13, The Times Leader, Princeton, Kentucky published an article on the recycling center. Also in January the Lyon County Health Department visited the institution for staff to receive a free health screening as part of the Vitality program.

In February, 4-H representatives from Caldwell, Lyon, Crittenden, and Trigg counties visited WKCC to see how the county recycling programs are valuable partners with the WKCC/Ross-Cash Regional Recycling program. Leadership Caldwell also toured the facility in February.

In April, HR Ministries hosted Celebrate Life day for the inmates and their families, the LEAD program graduation was held and on April 20, it was announced that Ross-Cash Center will become a subordinate center of WKCC.

The facility donated popcorn to the youth 4-H Youth Camp in May.

## Western Kentucky Correctional Complex

The Program Safety Review & PREA & National Institute of Corrections Audit was conducted June 20-22. Also in June, the facility donated 100 bags of ice to HR Ministries for Faith N Action Youth Camp.

In July, items crocheted by the female inmates at Ross-Cash Center were donated to the residents of Princeton Health & Rehabilitation and to the residents of Rivers Bend Nursing Home. On July 19, H&R Ministries hosted a group from Aliceville Prison in Alabama that toured the facility. On July 20 & 21, 40 students with the Governor's Scholar Program toured the institution. The facility also donated 75 bags of ice to HR Ministries for Summer Slam event in July.

On August 6, the bee keeping class conducted a honey extraction.

On September 7, UA II Bobbi Jo Butts and Captain Mark McAlister were recognized for excellent performance in the workplace at the DOC Annual Awards Luncheon. On September 15, students from Henderson County High School toured the institution as part of their Criminal Law program. Also in September, CTO Lauren Henderson and Sgt. Johanna Chandler escorted an inmate to the Lyon County High School to participate in a Truth and Consequences event for local students.

On September 23, the WKCC Academic School was recognized as a top 25 Adult Education program in the state of Kentucky for

fiscal year 2016. This includes all the county programs, jail programs, and adult institutions all across the state. Adult Education programs are evaluated based on overall student enrollment, TABE Level gains, GEDs, and National Career Readiness Certificates.

October 2-5, the Women Working in Corrections & Juvenile Justice Conference was held in Louisville. Attendees from WKCC & Ross-Cash attended this extraordinary conference.

In October a fall family picnic was held for staff and their families. Offender Information Specialist Casey Major received a certificate of appreciation from Crittenden County Judge Executive Perry Newcom for his efforts with the recycling center and on October 18, students from the University of Southern Indiana Criminal Justice Department toured the facility.

On October 27, Agape Ministries

provided a steak dinner for WKCC staff as an expression of appreciation.

On November 4, Sgt. Beth Sparks was awarded the Dallas Skidmore award at the annual K-9 statewide joint training and recertification. This award is in honor of Dallas Skidmore, a member of the Kentucky DOC K-9, and is presented to a handler who best represents the same pride, dedication, and enthusiasm the late Officer Skidmore had for the K-9 unit.

On December 9, \$566.40 was donated to the Princeton Police Department's Officer David Scott Memorial Toy Drive. The money was raised through the quarterly sales from inmate pictures.

Also in December, the Restrictive Housing Unit's Transition Unit was implemented as an incentive tool for long-term Restrictive Housing Unit inmates.

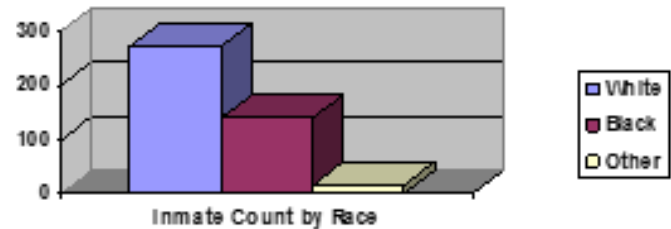


*Pictured left: Crocheted blankets, hats and gloves made by the female inmates at the Ross-Cash Center were donated to the residents of Princeton Health & Rehabilitation and Rivers Bend Nursing Home.*

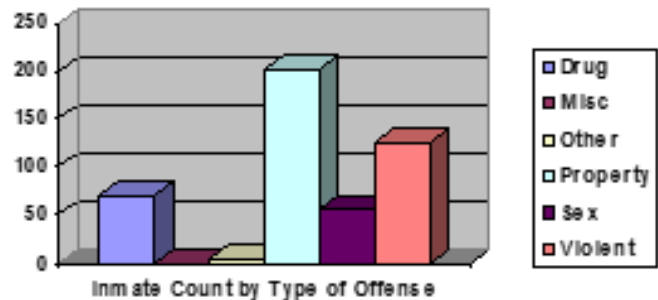
## Western Kentucky Correctional Complex

## 2016 Demographic Data

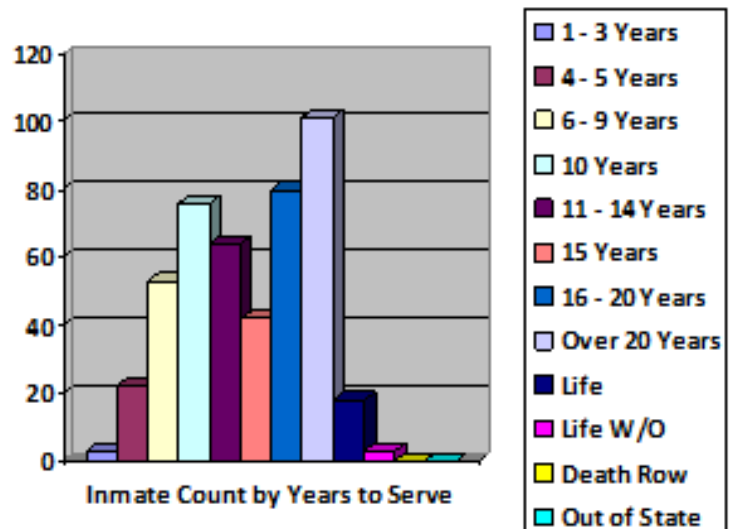
RACE	COUNT	PERCENTAGE
White	309	66.88%
Black	139	30.09%
Other	14	3.03%
Total	562	100.00%



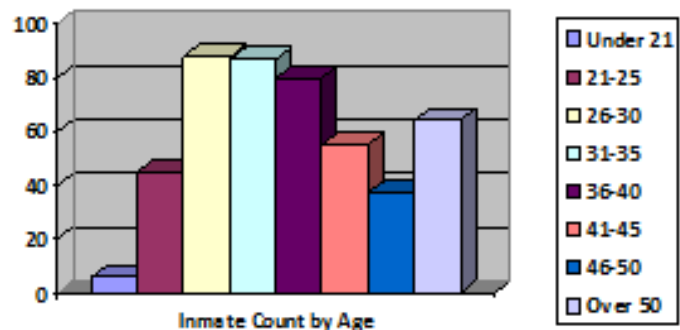
TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	71	15.37%
Misc	0	0.00%
Other	5	1.08%
Property	203	43.94%
Sex	56	12.12%
Violent	127	27.49%
Total	562	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	3	0.65%
4 - 5 Years	22	4.76%
6 - 9 Years	53	11.47%
10 Years	76	16.45%
11 - 14 Years	64	13.85%
15 Years	42	9.09%
16 - 20 Years	80	17.32%
Over 20 Years	101	21.86%
Life	18	3.90%
Life W/O	3	0.65%
Death Row	0	0.00%
Out of State	0	0.00%
Total	562	100.00%



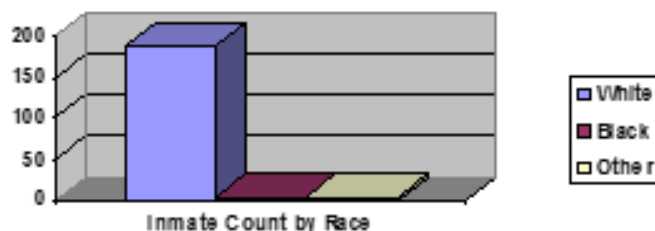
AGE	COUNT	PERCENTAGE
Under 21	6	1.30%
21-25	45	9.74%
26-30	88	19.05%
31-35	87	18.83%
36-40	80	17.32%
41-45	55	11.90%
46-50	37	8.01%
Over 50	64	13.85%
Total	562	100.00%



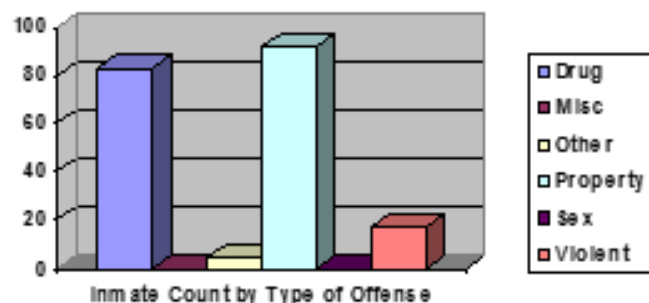
## Ross-Cash Center

## 2016 Demographic Data

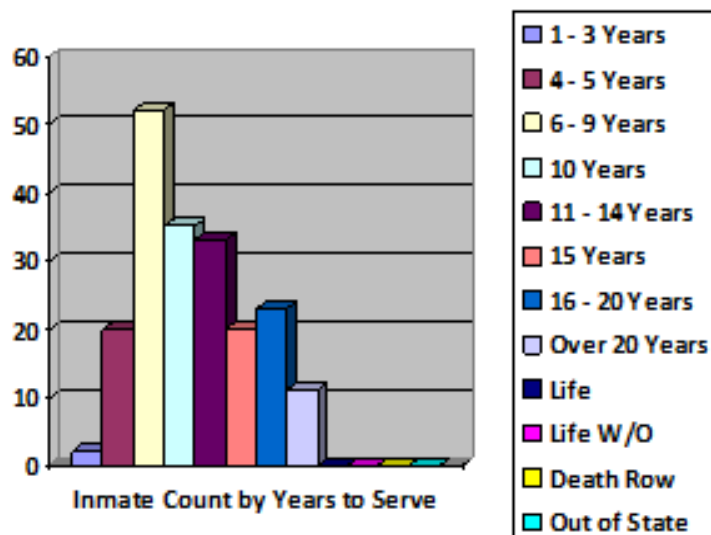
RACE	COUNT	PERCENTAGE
White	188	95.92%
Black	4	2.04%
Other	4	2.04%
Total	196	100.00%



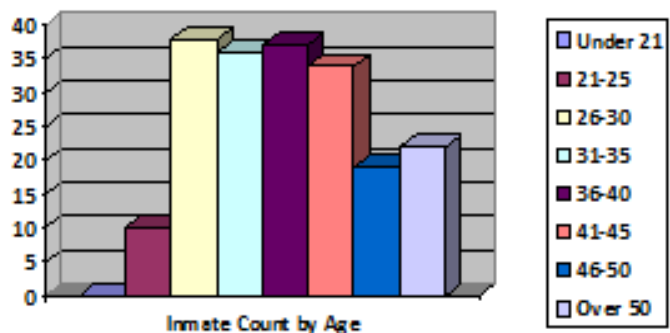
TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	83	42.35%
Misc	0	0.00%
Other	4	2.04%
Property	92	46.94%
Sex	0	0.00%
Violent	17	8.67%
Total	196	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	2	1.02%
4 - 5 Years	20	10.20%
6 - 9 Years	52	26.53%
10 Years	35	17.86%
11 - 14 Years	33	16.84%
15 Years	20	10.20%
16 - 20 Years	23	11.73%
Over 20 Years	11	5.61%
Life	0	0.00%
Life W/O	0	0.00%
Death Row	0	0.00%
Out of State	0	0.00%
Total	196	100.00%



AGE	COUNT	PERCENTAGE
Under 21	0	0.00%
21-25	10	5.10%
26-30	38	19.39%
31-35	36	18.37%
36-40	37	18.88%
41-45	34	17.35%
46-50	19	9.69%
Over 50	22	11.22%
Total	196	100.00%



## Division of Population Management

### Classification/Population Division Director Kiernyn Fannin

#### Program Administrators

Alan Long  
Donna Reed Miller  
Amanda Scott  
Lisa Teague  
Jennifer Tracy  
Shea Carlson

#### Administrative Specialists

Geneva Bogue  
Criettia Foree

#### Justice Program Specialist

Sheila Trotter

### Overview

The Population Management Division/Classification Branch is responsible for overseeing classification actions in all state institutions, contract facilities, and full-service county jails as well as monitoring the Assessment/Classification Centers at Roederer Correctional Complex, Kentucky Correctional Institution for Women and Ross Cash Center.

This Division is also responsible for monitoring the population of these facilities for appropriate use of bed space.

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 re-

viewed and updated in accordance with recommendations from validity and reliability studies.

Division staff are responsible for reviewing all inmate transfer and furlough requests, jail disciplinary reports, jail detainers, jail additional sentences and requests for priority security admission.

Training is conducted annually for all adult institution classification staff to address any classification issues and changes in policy, procedure or statute.

The Division also implements and updates policies to ensure compliance with changing statutes and system changes.

The Division monitors the population of all state institutions, contract facilities and county jails. When necessary, movement is directed by division staff in order to alleviate overcrowding in county jails.

The Division Director oversees the operation of the Assessment Centers, currently located at the Roederer Correctional Complex, Kentucky Correctional Institution for Women, Ross-Cash Center and directs admissions / transfers statewide.

### Highlights

Annual Classification Training was held at regional locations across the state. This one-day training was presented to Case Management staff statewide 8 times. A week-long Unit Management Training was completed 2 times.



*Kiernyn Fannin, Division Director  
Population Management*

The Division of Population Management has continued to conduct all Protective Custody reviews. This has resulted in maintaining a reduced number of Protective Custody numbers at the Kentucky State Penitentiary.

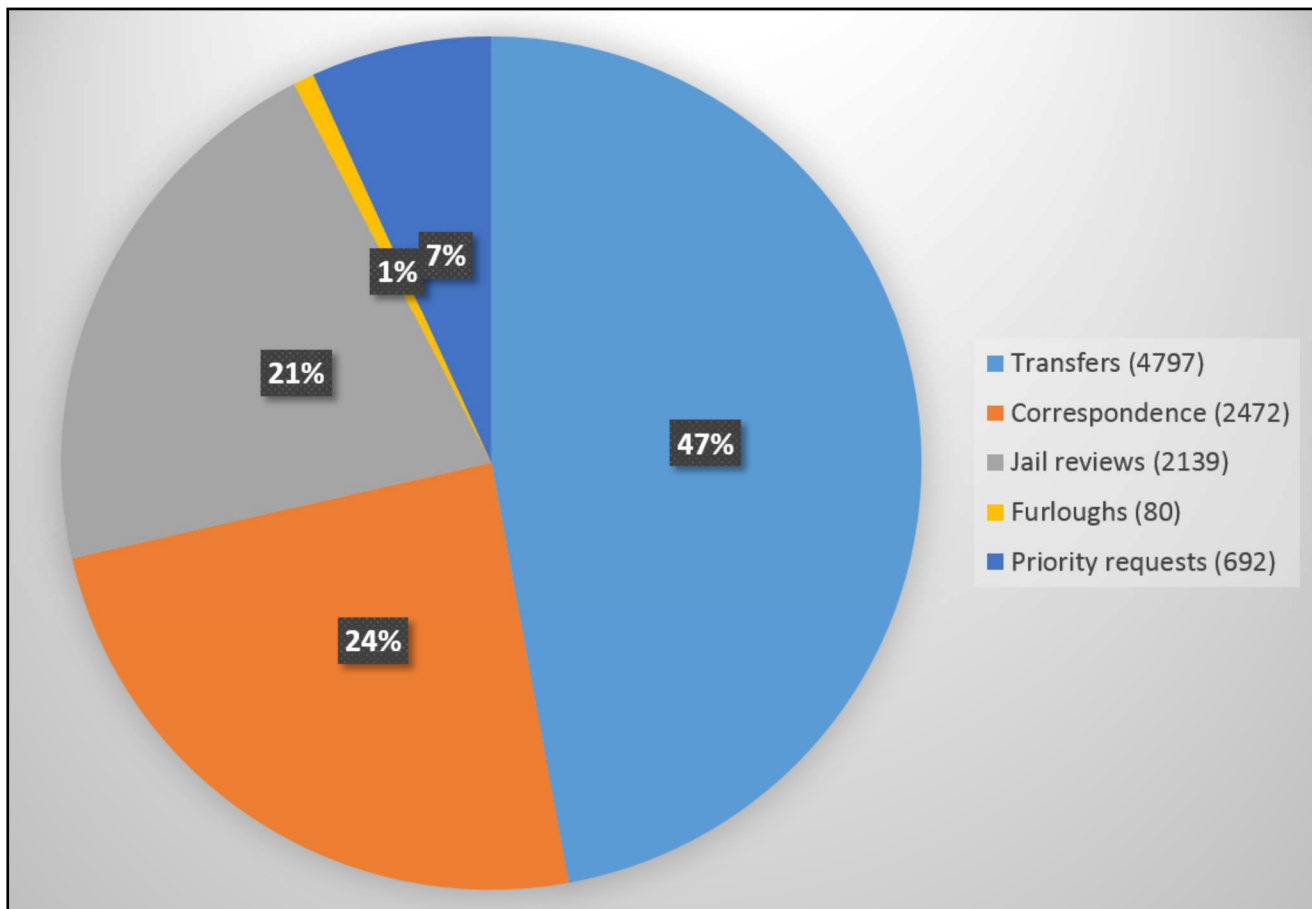
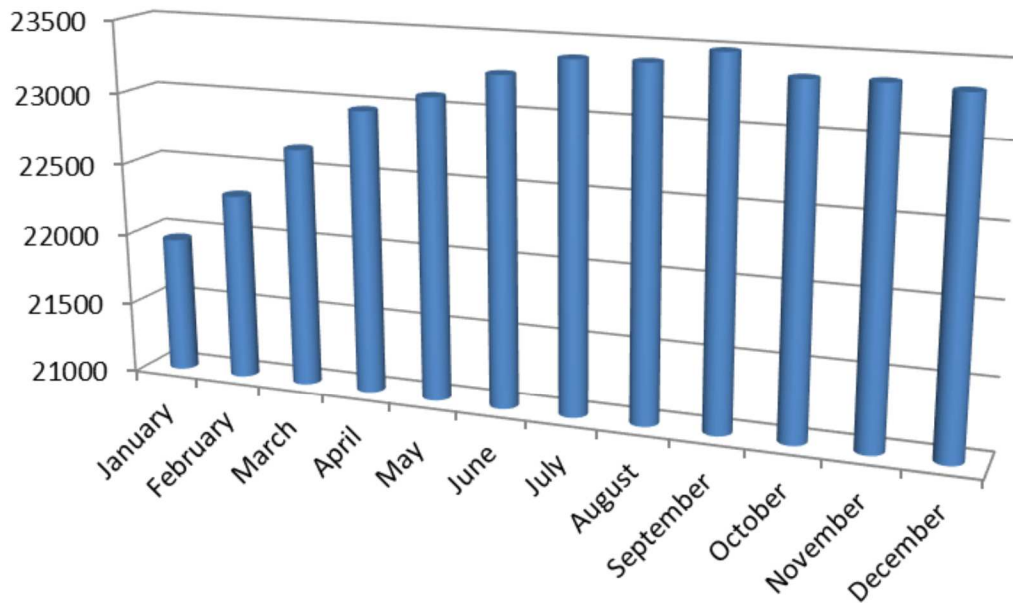
The Assessment Center located at the Western Kentucky Correctional Complex and the minimum-security unit of the Kentucky State Reformatory (Firehouse) were closed.

The minimum security unit of the Roederer Correctional Complex was increased by thirty-six (36) beds to accommodate inmates affected by the Firehouse closure.

Division staff processed almost 5,000 transfer authorizations and answered over 2,000 pieces of correspondence in 2016.

## Division of Population Management

### 2016 Average Daily Population - Institution and Jail



*Division staff processed almost 5,000 transfer authorizations and answered over 2,000 pieces of correspondence in 2016.*

## Division of Local Facilities

### Division of Local Facilities Assistant Director Kirstie Willard

Regional Administrator  
Desi D. Brooks

#### Division of Local Facilities

Kirstie Willard joined the department as an intern with the Division of Local Facilities in May 1999. She held the position until August 2001 while completing her bachelor's degree in correctional and juvenile justice studies at Eastern Kentucky University. Upon graduation, she worked as a graduate assistant at the University of Louisville while working on a master's degree in justice administration.

In October 2004, Willard returned to the department as a victim advocate in the Office of Victim Services. In September 2005, she was promoted to head the office, which included managing the statewide Victim Information and Notification Everyday (VINE) program.

Willard transferred to the Division of Local Facilities as a jail services specialist in March 2007. She has served as a jail inspector and a liaison to all jails across the state on the federal Prison Rape Elimination Act (PREA). Willard was promoted in February 2010 to corrections program administrator, where in addition to her role as a jail inspector and

PREA liaison, she handled the administrative duties of the Kentucky State Corrections Commission.

In 2014, she assumed supervisor duties of the Division of Local Facilities administrative staff, who are responsible for processing housing reimbursement, state inmate pay and catastrophic medical claims for the jails. Later that year, Willard was promoted to regional administrator for the Division of Local Facilities. In April 2016, she was named assistant director for the Division of Local Facilities.

Willard is a 2014 graduate of the Commissioner's Executive Leadership Program, a member of the American Jail Association and the Kentucky Council on Crime and Delinquency.

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

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

The Division of Local Facilities



*Kirstie Willard  
Assistant Director  
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. Additionally, the Division provides a Jailer's Allowance that provides training incentive funding for jailers and jail personnel.

#### State Inmate Population in County Jails

The population of state inmates in county jails increased significantly in 2016. The lowest population was 9,880 in January 2016, with the highest being 11,553 in September of 2016.

On average, the state inmate population for 2016 accounted for 49% of the county jail prisoner populations, 4% above the 2015. A majority of those state prisoners are CD and CC inmates that are eligible to be housed in the county jails and eligible to participate in various programming offered at the jails. Due to the overall increase in state inmates, CI (Controlled Intake) prisoners

## Division of Local Facilities



*Regional Administrator  
Desi D. Brooks*

make up the next largest population of state prisoners housed in the county jails. The average number of controlled intake prisoners in the county jails continually increased during 2016.

### Finance

The Division of Local Facilities provided \$133,079,723.30 in funding to the 120 counties across Kentucky in FY 16. This represents an increase of \$4.68 million from FY15. These funds are provided through several funding programs, such as per diem payment for housing state inmates, medical allotment payments, bed allotment payments, pay for inmate labor, payments for catastrophic medical claims and cost savings from the implementation of House Bill 463 which and earmarked for the Local Correctional Assistance Fund.

### Housing Bills Audits and Payments

During FY16 the Department of Corrections paid Kentucky County jails a total of \$115,078,775.86 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 staff. Once reconciled, the invoices are submitted for payment.

### Inmate Labor

Local Facilities provides inmate labor for many local community projects across the Commonwealth. Local jails that house state prisoners operate the Class D /C Work Program through the direction and guidelines of the Division of Local Facilities. Inmate labor can be used by the Commonwealth or an agency of the Commonwealth, a county or agency of the county, or by a nonreligious-sponsored nonprofit, charitable, or service organization. Community level inmates can be found working at local recycling centers, performing road side cleanup, collecting garbage, and working in the local animal shelters.

On average, there were 4,343 state inmates actively working in communities throughout the Commonwealth during 2016. This translates to an excess of

more than 6.2 million hours of labor that was provided through Class D/C Inmate Work Program. During FY 2016, the Division of Local Facilities paid in excess of \$540,115 to prisoners participating in work programs in the county jails. The counties that utilized these prisoners in the work program potentially save in excess of \$44.9 million during FY 2016, when multiplied by the current minimum wage.

### Catastrophic Medical Claims

Since FY11, Local Facilities has been allotted \$80,800 to reimburse local jails for catastrophic medical claims incurred by county inmates declared indigent by the courts. For FY 16, \$479,200 was reallocated from the Local Corrections Assistance Fund to the catastrophic medical fund to bring the total funding for FY15 to \$560,000.

For the first time ever, the catastrophic medical fund had a balance of \$22,568.45 remaining at the end of FY 16. While the implementation of the Affordable Care Act on January 1, 2014 provided significant savings in the catastrophic medical fund because of changes in the number of offenders eligible for Medicaid coverage, it appears that many counties are still not filing for reimbursement on eligible county inmate claims.

### Inspections

Division staff conducted more than 164 routine and special jail inspections on all jail facilities

## Division of Local 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 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 211 critical items including administrative function, information systems, personnel, physical plan, security areas, emergency procedures, sanitation, medical services, food service, classification, admission, release, prisoner programs and prisoner rights.

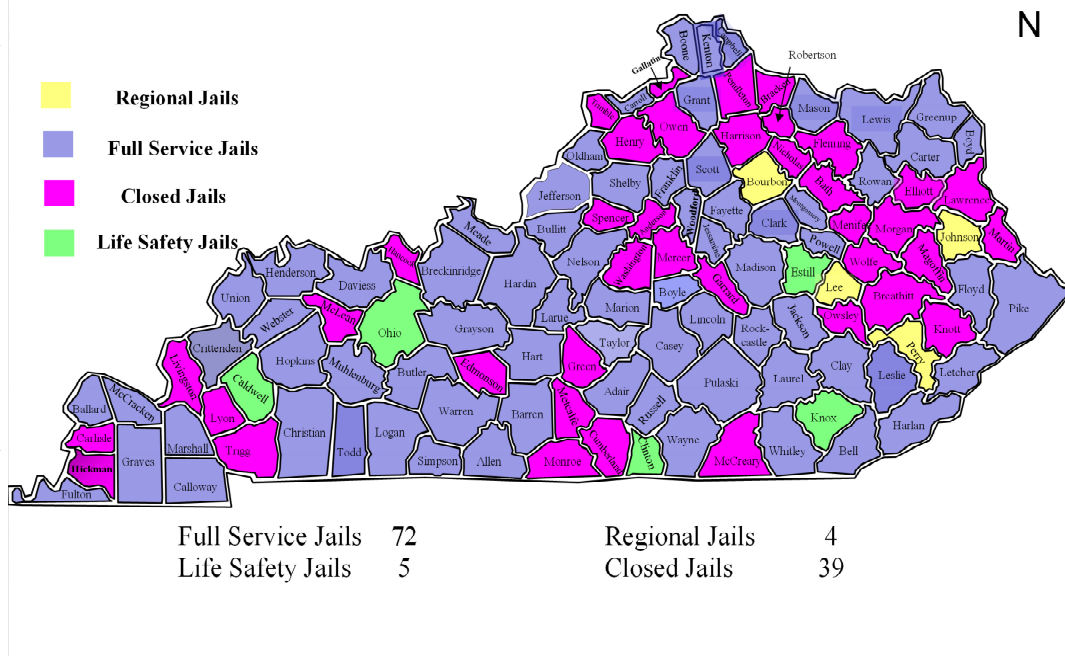
The second yearly inspection is an unannounced inspection. By not announcing this inspection, Division staff has the ability to see how the jail operates on a standard day or night. This inspection also provides a review of any non-compliant items from the first inspection.

The Division also conducts follow-up inspections, when necessary, as a result of complaints, investigations, and documentation of corrective action.

### Construction

With the implementation of HB

**2016 Jail Classifications**



463 in 2012, the Department developed guidelines for the local jails to follow when considering new construction and/or renovations. There were no new construction or renovation requests submitted to the Local Correctional Facility Construction Authority in 2016.

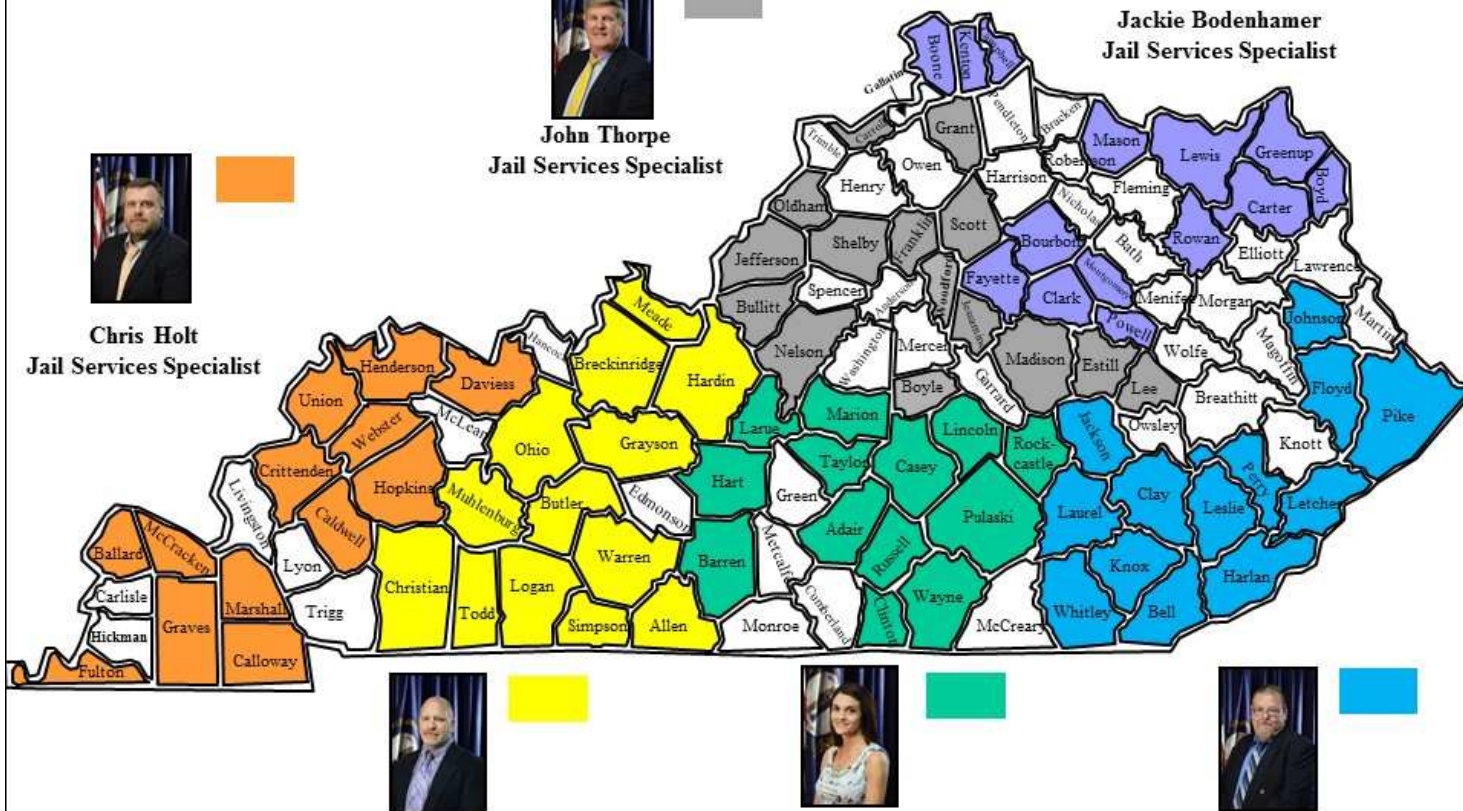
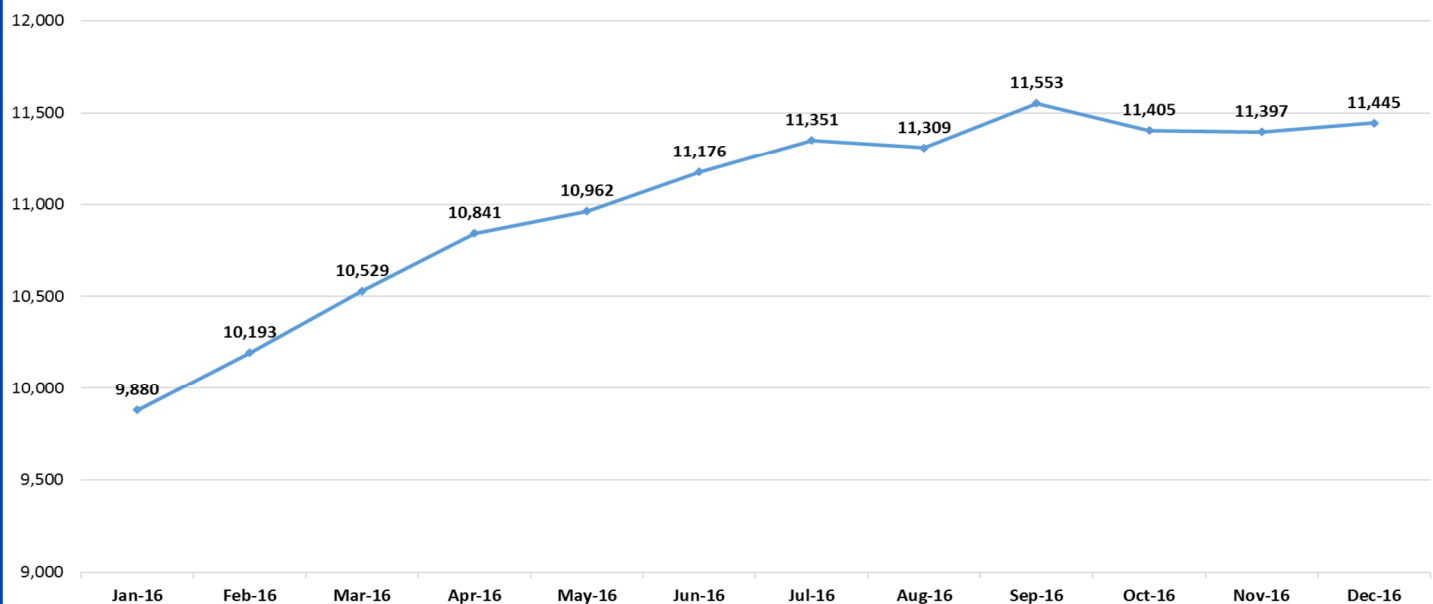
Crittenden County's new restricted custody center is the only project that was completed in 2016. Work continues on the additions to Campbell County, Fulton County, Powell County, and Bourbon County. New facilities are underway in Oldham County, Rowan County, Knox County and Laurel County. Plans to expand Boyd County's restricted custody center have been abandoned and work on Jessamine County's expansion has stalled awaiting fiscal court action.

### Investigations

The Division investigated over

1,070 written complaints during 2016. Written complaints are generally received by the Division of Local Facilities from inmates in the local detention centers and generally involve allegations that the jailer or their staff are not following the KY Jail Standards. Written complaints are assigned to the respective jail services specialist for investigation and response.

The Division of Local facilities administrative staff will also take phone complaints submitted by inmate families, friends, legislators or other state and county agencies. These complaints are also assigned to the jail inspectors for investigation and response; however, phone complaints are not included in the total number of investigations conducted by the Division of Local Facilities.

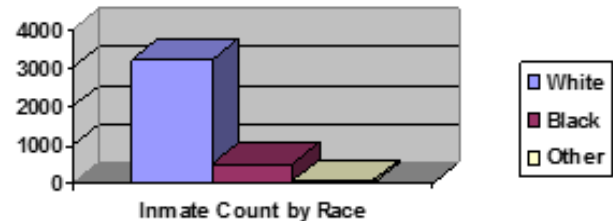


Rev. 10/16

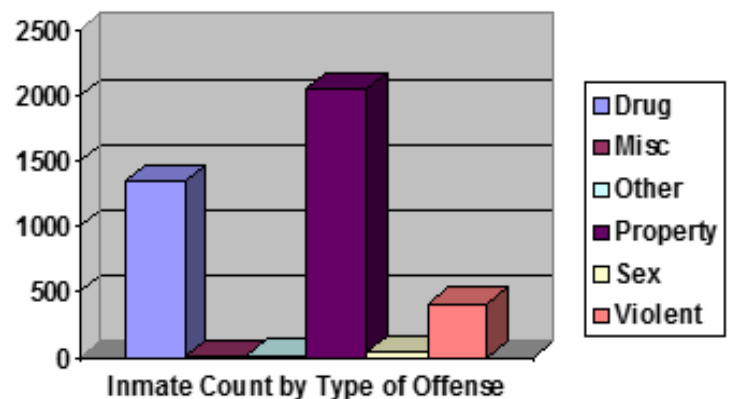
## Class D Felons in County Jails

### 2016 Demographic Data

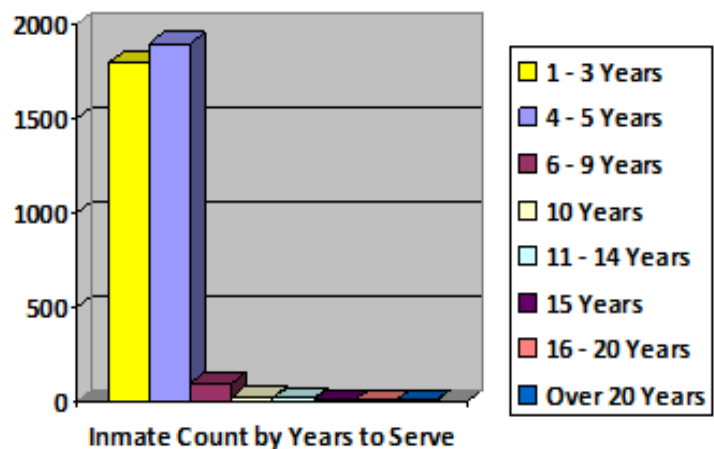
RACE	COUNT	PERCENTAGE
White	3228	84.26%
Black	520	13.57%
Other	83	2.17%
Total	3831	100.00%



TYPE OF OFFENSE	COUNT	PERCENTAGE
Drug	1338	34.93%
Misc	2	0.05%
Other	14	0.37%
Property	2042	53.30%
Sex	35	0.91%
Violent	400	10.44%
Total	3831	100.00%



YEARS TO SERVE	COUNT	PERCENTAGE
1 - 3 Years	1797	46.91%
4 - 5 Years	1899	49.57%
6 - 9 Years	91	2.38%
10 Years	21	0.55%
11 - 14 Years	14	0.37%
15 Years	4	0.10%
16 - 20 Years	1	0.03%
Over 20 Years	3	0.08%
Total	3831	100.00%



*“The dedication of our Department of Corrections staff never ceases to amaze me. To everyone who had a hand in collecting and providing information, creating charts and graphs, and snapping photos for our 2016 Annual Report, my sincerest thanks! A special thanks to our Communication’s Office for piecing all of the parts together to produce a product that showcases our mission as a Department.*

*Everyone’s hard work and dedication is evident and certainly doesn’t go unnoticed. I appreciate your ongoing support.”*

*Keep Up the Good Work!*

*Rodney Ballard*