



501 KAR 6:430  
MIR Attached

Andy Beshear  
GOVERNOR

## JUSTICE AND PUBLIC SAFETY CABINET

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October 14, 2024

Senator Stephen West, Co-Chair  
Representative Derek Lewis, Co-Chair  
c/o Emily Caudill  
Administrative Regulation Review Subcommittee  
Legislative Research Commission  
083, Capitol Annex  
Frankfort KY 40601

Re: 501 KAR 6:300. News media;  
501 KAR 6:310. Monitoring and operation of private prisons;  
501 KAR 6:320. Corrections policies and procedures: inmate funds;  
501 KAR 6:340. Corrections policies and procedures: research and information;  
501 KAR 6:360. Corrections policies and procedures: safety and critical incident notification;  
501 KAR 6:370. Corrections policies and procedures: security and control;  
501 KAR 6:380. Corrections policies and procedures: special management and restrictive housing inmates, safekeepers, and contract prisoners;  
501 KAR 6:390. Corrections policies and procedures: inmate diet;  
501 KAR 6:400. Corrections policies and procedures: inmate health care;  
501 KAR 6:420. Corrections policies and procedures: inmate rules and discipline.  
501 KAR 6:430. Corrections policies and procedures: communication, mail, and visiting.  
501 KAR 6:440. Corrections policies and procedures: inmate reception, orientation, and personal property.  
501 KAR 6:450. Corrections policies and procedures: classification.  
501 KAR 6:460. Corrections policies and procedures: inmate work programs.  
501 KAR 6:470. Corrections policies and procedures: inmate education and training.  
501 KAR 6:490. Corrections policies and procedures: inmate recreation and activities.  
501 KAR 6:500. Religious programs.

501 KAR 6:510. Corrections policies and procedures: release preparation and temporary release.

501 KAR 6:520. Citizen involvement, volunteer, and reentry mentor service programs.

501 KAR 6:530. Corrections policies and procedures: programs and sentence credits.

Dear Co-Chairs West and Lewis:

After discussions with Administrative Regulation Review Subcommittee staff of the issues raised by 501 KAR 6:300. News media; 501 KAR 6:310. Monitoring and operation of private prisons; 501 KAR 6:320. Corrections policies and procedures: inmate funds; 501 KAR 6:340. Corrections policies and procedures: research and information; 501 KAR 6:360. Corrections policies and procedures: safety and critical incident notification; 501 KAR 6:370. Corrections policies and procedures: security and control; 501 KAR 6:380. Corrections policies and procedures: special management and restrictive housing inmates, safekeepers, and contract prisoners; 501 KAR 6:390. Corrections policies and procedures: inmate diet; 501 KAR 6:400. Corrections policies and procedures: inmate health care; 501 KAR 6:420. Corrections policies and procedures: inmate rules and discipline; 501 KAR 6:430. Corrections policies and procedures: communication, mail, and visiting; 501 KAR 6:440. Corrections policies and procedures: inmate reception, orientation, and personal property; 501 KAR 6:450. Corrections policies and procedures: classification; 501 KAR 6:460. Corrections policies and procedures: inmate work programs; 501 KAR 6:470. Corrections policies and procedures: inmate education and training; 501 KAR 6:490. Corrections policies and procedures: inmate recreation and activities; 501 KAR 6:500. Religious programs; 501 KAR 6:510. Corrections policies and procedures: release preparation and temporary release; 501 KAR 6:520. Citizen involvement, volunteer, and reentry mentor service programs; and 501 KAR 6:530. Corrections policies and procedures: programs and sentence credits, the Justice and Public Safety Cabinet proposes the attached substitutes to 501 KAR 6:300. News media; 501 KAR 6:310. Monitoring and operation of private prisons; 501 KAR 6:320. Corrections policies and procedures: inmate funds; 501 KAR 6:340. Corrections policies and procedures: research and information; 501 KAR 6:360. Corrections policies and procedures: safety and critical incident notification; 501 KAR 6:370. Corrections policies and procedures: security and control; 501 KAR 6:380. Corrections policies and procedures: special management and restrictive housing inmates, safekeepers, and contract prisoners; 501 KAR 6:390. Corrections policies and procedures: inmate diet; 501 KAR 6:400. Corrections policies and procedures: inmate health care; 501 KAR 6:420. Corrections policies and procedures: inmate rules and discipline; 501 KAR 6:430. Corrections policies and procedures: communication, mail, and visiting; 501 KAR 6:440. Corrections policies and procedures: inmate reception, orientation, and personal property; 501 KAR 6:450. Corrections policies and procedures: classification; 501 KAR 6:460. Corrections policies and procedures: inmate work programs; 501 KAR 6:470. Corrections policies and procedures: inmate education and training; 501 KAR 6:490. Corrections policies and procedures: inmate recreation and



activities; 501 KAR 6:500. Religious programs; 501 KAR 6:510. Corrections policies and procedures: release preparation and temporary release; 501 KAR 6:520. Citizen involvement, volunteer, and reentry mentor service programs; and 501 KAR 6:530. Corrections policies and procedures: programs and sentence credits.

Sincerely,



Nathan Goens, Attorney  
Justice and Public Safety Cabinet  
125 Holmes Street, 2<sup>nd</sup> Floor  
Frankfort, Kentucky 40601

enclosure

**SUGGESTED SUBSTITUTE**

**JUSTICE AND PUBLIC SAFETY CABINET  
Department of Corrections**

**501 KAR 6:430. Corrections policies and procedures: communication, mail, and visiting.**

RELATES TO: KRS Chapters 196, 197

STATUTORY AUTHORITY: KRS 196.035, 197.020, 197.110

NECESSITY, FUNCTION, AND CONFORMITY: KRS 196.035 authorizes the secretary to promulgate administrative regulations deemed necessary or suitable for the proper administration of the functions of the cabinet or any division in the cabinet. KRS 197.020(1)(a) and (b) require the Department of Corrections to promulgate administrative regulations for the government and discipline of the penitentiary, government and official conduct of all officials connected with the penitentiary, government of the prisoners in their department and conduct, and preservation of the health of the prisoners. KRS 197.110 authorizes the department to promulgate administrative regulations for purposes as the department deems necessary and proper for carrying out the intent of KRS Chapter 197. This administrative regulation establishes policies and procedures concerning communication, mail, and visiting for the Department of Corrections.

Section 1. Incorporation by Reference.

(1) "Department of Corrections Policies and Procedures, Chapter 16", **October 15/September 13**~~May 15~~, 2024, are incorporated by reference. Department of Corrections Policies and Procedures Chapter 16 includes:

16.1	Inmate Visits ( <del>9/13/24</del> <b>[5/15/24]</b> )
16.2	Inmate Correspondence ( <del>10/15/24</del> <del>9/13/24</del> <b>[5/15/24]</b> )
16.3	Inmate Access to Telephones ( <del>10/15/24</del> <del>(10/12/12)</del> )
16.4	Inmate Packages ( <del>10/15/24</del> <del>(8/12/16)</del> )
16.5	Video Visitation ( <del>10/15/24</del> <del>(5/15/24)</del> )
16.6	Inmate Tablets (5/15/24)

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Justice and Public Safety Cabinet, Office of Legal Services, 125 Holmes Street, 2nd Floor, Frankfort, Kentucky 40601, phone (502) 564-3279, fax (502) 564-6686, Monday through Friday, 8 a.m. to 4:30 p.m. This material may be obtained from the Department of Corrections Web site in the policies and procedures area at <https://corrections.ky.gov/About/cpp/Pages/default.aspx> or the regulation filing area at <https://corrections.ky.gov/about/pages/lrcfilings.aspx>.

CONTACT PERSON: Nathan Goens, Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601, phone (502) 564-8216, fax (502) 564-6686, email [Justice.RegContact@ky.gov](mailto:Justice.RegContact@ky.gov).

**Changes to Material Incorporated by Reference:**

**CPP 16.2**

**Page 1, Date Filed Box**

Insert "October 15, 2024".

Delete "September 13, 2024".

**Page 1, Header**

Insert "Supersedes Effective Date" box.

**CPP 16.3**

**Page 1, Date Filed Box**

Insert "October 15, 2024".

Delete "October 12, 2012".

**Pages 1-2, Effective Date Box**

Delete "February 1, 2013".

**Page 1, Header**

Insert "Supersedes Effective Date" box.

**CPP 16.4**

**Page 1, Date Filed Box**

Insert "October 15, 2024".

Delete "August 12, 2016".

**Pages 1-4, Effective Date Box**

Delete "January 6, 2017".

**Page 1, Header**

Insert "Supersedes Effective Date" box.

**CPP 16.5**

**Page 1, Date Filed**

Insert "October".

Delete "May".

**Page 1, I. Definitions**

Move the definition for "Video message" to be in alphabetical order.

**Page 2, II.C.1.**


After "at a time.", delete the extra period.

**Page 5, II.E.6.b.**

After "The video visit shall be cancelled if", insert the following:

the attempt to reschedule is

After "not", insert "successful".

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	16.2	14
	Date Filed	Effective Date
	May 15, 2024	
Authority/References	Supersedes Effective Date	
<p>KRS 196.035, 197.020  ACA 5-7D-4487 through 5-7D-4496, 2-CO-5D-01  <i>Espinoza v. Wilson</i>, 814 F.2d 1093 (6th Cir. 1987); <i>Meadows v. Hopkins</i>, 713 F.2d 206 (6th Cir. 1983);  <i>Larado v. Keshane</i>, 992 F.2d 601 (6th Cir. 1993); <i>Turner v. Safley</i>, 107 S.Ct. 2254 (1987);  <i>Thornburgh v. Abbott</i>, 490 U.S. 401 (1989);  <i>Montcalm Publishing v. Beck</i>, 80 F.3d 105 (4th Cir. 1996); <i>Martin v. Kelley</i>, 803 F.2d 236 (6th Cir. 1986); <i>Rogers v. Martin</i>, 84 Fed.Appx. 577, 579 (6th Cir. 2003)</p>	Subject	
	<b>INMATE CORRESPONDENCE</b>	

## I. DEFINITIONS

“ACN” means attorney control number.

“Contraband” is defined in CPP 9.6.

“Copying” means any type of duplication or reproduction, including photocopying, scanning, photographing, video recording, or any other means by which an identical or similar version of an original is created.

“Day”, for purposes of this policy only, means a calendar day which includes any day of the week and weekends.

“General correspondence” means all incoming or outgoing mail except privileged mail, including magazines, periodicals, books, and other similar items.

“Indigent” is defined in CPP 15.7.

“Inmate email” means electronic correspondence that is sent through an approved vendor.

“Legal mail portal” means a system in which licensed attorneys register and receive an attorney control number and a secondary code to send privileged mail to Department of Corrections inmates.

“Nudity”, for purposes of this policy only, means a pictorial depiction where male or female genitalia, buttocks, anus, or the nipples or areola of female breasts are exposed.

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“Privileged mail” means correspondence received or sent from or to a clearly identified attorney, the Department of Public Advocacy, a law school legal clinic, or rape crisis center. Mail shall not be considered privileged mail if it does not concern a challenge to the legality of either the inmate’s criminal conviction or the conditions of his incarceration. Information, forms, and other material not specific to a particular inmate shall not be considered privileged mail. Mail received from other organizations including courts, officials of the Department of Corrections, state and local government officials and the Parole Board shall only be treated as “privileged mail” if it is marked with a valid attorney control number and secondary code.

“Sexually explicit”, for purposes of this policy only, means nudity or pictorial depictions of actual or simulated sexual acts including sexual intercourse, oral sex, or masturbation.

## II. POLICY and PROCEDURES

- A. Inmates shall be advised upon arrival at an institution of the mail policies for that institution.
- B. Outgoing Mail
  - 1. An inmate may send mail to any addressee, except as provided for in this policy.
  - 2. All outgoing inmate mail shall be processed as follows:
    - a. Privileged mail for which postage is not affixed shall be handled according to requirements for outgoing privileged mail in F. Outgoing Privileged Mail;
    - b. Mail, excluding the mail indicated in subsection a. above, shall be sealed, subject to being opened by prison staff to determine that contraband is not being sent nor any violation of prison rules has occurred or is planned; or
    - c. If the mail is opened by prison staff, there shall appear on the envelope or container, language that states this mail has been opened and inspected or read by staff at the (institution name).
  - 3. Letters placed into the process for mailing shall be done at the inmate's request and the inmate shall be responsible for the contents of the mail he sends.
  - 4. Outgoing mail that contains material that constitutes a violation of prison rules or appears to be a violation of federal or state law shall be rejected for mailing and may result in disciplinary charges or referrals to law enforcement. However, mail shall not be rejected for containing criticism of the institution, its staff, or government officials.

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5. The inmate shall affix sufficient postage stamps to the envelope to cover the costs of mailing the item.
6. An inmate who is indigent shall receive, upon request, postage and stationery sufficient to send at least two letters, weighing one ounce or less, per week.
7. If an inmate is without funds to pay the postage for privileged mail, he shall sign a written money authorization for payment from his inmate account that allows payment when funds are received.
8. Prior to being mailed, mail that does not have the proper return address shall be returned to the sender if the sender can be identified. If the sender cannot be identified, the mail shall be held for thirty (30) days to be claimed by the sender. If not claimed, it may be destroyed.
9. The institution shall stamp the mail envelope or container to identify the institution.
10. Outgoing inmate email may only be pre-purchased by a non-incarcerated person.

C. Incoming Mail

1. An inmate may receive mail from any sender, except as provided in this policy.
2. A sender may include within mail sent to an inmate, a standard white envelope, 9.5 by 4 inches or smaller. The envelope may have metered postage printed on it but shall not have any stamp. An inmate shall not receive more than three (3) envelopes inside one mailing.
3. Correspondence received shall, if possible, be delivered to the inmate within forty-eight (48) hours of receipt during normal workdays, excluding weekends and holidays.
4. Publications
  - a. An inmate may receive publications from a mail order distributor of published materials. Publications received shall be prepaid by the inmate through institutional procedures and mailed prepaid by the distributor. Free publications that do not violate this policy from a legitimate publisher may be received if requested by the inmate. A list shall not be maintained of specific publications that shall be rejected.



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- b. Inmates may order catalogs and the like by paying the distributor to mail it by first or second class postage.
    - c. Catalogs or magazines to which the inmate subscribes shall not be considered prohibited mail under this subsection unless it includes prohibited items listed in this policy.
5. All incoming mail, except privileged mail, shall be opened and inspected or read to determine if contraband is enclosed or any violation of prison rules has occurred.
  - a. If an item is removed from incoming mail, staff shall make a written record of the item removed.
  - b. If contraband is found that is illegal, it shall be seized and the inmate may be prosecuted as provided in KRS 520.050 or 520.060 or other applicable statute.
  - c. If contraband is found that is not illegal, notice shall be given to the inmate and the sender. The notice shall indicate the nature of the contraband and allow the inmate to advise how the item is to be disposed.
  - d. An inmate may appeal the decision to not deliver the item through the process provided below.
  - e. Inmate email shall be processed as regular incoming mail. Inmate email shall not be treated as privileged mail and shall not be printed unless required by law.
6. Rejected mail shall be handled by one of the following methods:
  - a. Publications shall be rejected on a case-by-case basis. Publications shall not be rejected solely for being mailed into the institution in a non-white envelope or sent in packages with mailing labels.
    - (1) If publications are mailed in a non-white envelope, the contents of the envelope shall be reviewed and delivered to the inmate if it does not violate this policy. The inmate shall not be allowed to possess the envelope itself.
    - (2) If publications are mailed in a package with mailing labels, the mailing label shall be removed by the institution before delivery to the inmate.
    - (3) If any publication is rejected by the institution, the Warden or his designee shall notify the publisher of the rejection within three (3) business days and the specific reason(s) by use of the Notice of Unauthorized Mail Form.
  - b. If mail is rejected, it shall be held by the appropriate staff until the appeal is resolved. If no appeal is made or the appeal is denied, the inmate shall have seven (7) days to indicate in writing a disposition of the item. If no disposition is indicated, the item may be destroyed, donated to charity, or used for institutional purposes.

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- c. If the rejected mail is to be sent out, the inmate shall secure the necessary costs. If the inmate fails to secure the costs within the seven (7) days, the item may be disposed of as provided herein.
- d. Notwithstanding the provisions above, any matter that is received of an unsanitary or non-hygienic nature shall be destroyed upon receipt.
- e. Notwithstanding all other provisions of this policy, if a letter or correspondence is received that does not comply with a proper address that includes the name and address of the sender, has extraneous stickers or decals, or otherwise demonstrates reasons for its rejection, the institution may immediately return the item to the post office for return to the sender with notice and an explanation to the inmate.

#### 7. Appeals

- a. An inmate may appeal a decision to not deliver an item in writing to the Warden.
- b. An inmate shall appeal the rejection within five (5) days of receipt of the notice of rejection.
- c. The Warden or his designee shall respond in writing within fifteen (15) days of receipt of the inmate's appeal.
- d. If the appeal is denied, a further appeal shall not be allowed.
- e. A publisher may appeal a decision to not deliver an item to an inmate to the Commissioner.
- f. The Commissioner or designee shall respond in writing within fifteen (15) days of receipt of the publisher's appeal.

#### D. Incoming Privileged Mail

- 1. Privileged mail from licensed attorneys shall include both an attorney control number and a secondary code. An attorney sending privileged mail to an inmate shall register and obtain an ACN from the Department of Corrections through the legal mail portal.
- 2. For each piece of privileged mail sent, the attorney shall obtain a confidential secondary code from the Department of Corrections through the legal mail portal. Secondary codes are valid for thirty (30) days. Any secondary code not used within thirty (30) days will expire and the attorney shall request a new secondary code.
- 3. Incoming privileged mail shall be reviewed to determine if it includes both a valid ACN and a valid secondary code from the legal mail portal.
  - a. If mail includes a valid ACN but does not have the secondary code or an incorrect or invalid secondary code, the sender shall be

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- contacted to verify that the privileged mail was sent by a registered attorney.
- b. If reasonable efforts to verify the privileged mail are not successful, the mail shall be rejected and returned to the sender.
  - c. If efforts to verify the privileged mail are successful, the mail shall be processed using the process in subsection 4 below.
4. If the incoming privileged mail includes a valid ACN and secondary code, the privileged mail shall be opened in the presence of the inmate and inspected only to determine if it is contraband or if it contains contraband. If the mail does not contain contraband, it shall be given to the inmate to whom it is addressed.
  5. Institutional staff shall not inquire of an inmate how privileged mail relates to the inmate's case or withhold privileged mail that complies with the ACN system for any reason unrelated to a determination that it contains contraband or an investigation into whether the mail contains contraband.
  6. Incoming privileged mail from an attorney, the Department of Public Advocacy, a law school legal clinic, or rape crisis center that does not comply with the ACN system, and is marked to indicate that the sender does not seek to have it treated as privileged mail, shall be processed as general incoming inmate mail in section II(B) above, except that the mail shall not be read and the procedure for copying the mail shall comply with subsection II.C.7, below.
  7. Incoming privileged mail copied pursuant to subsection 6 above, or section D below, shall be copied in the presence of the inmate, with the inmate able to view the person making copies and the copying process.
    - a. The inmate shall be allowed to review all copied pages to ensure that all copied pages are substantially similar to the original, including readability. The inmate shall have adequate time to review the copies for quality and accuracy. If the inmate objects to the quality of a particular copied page, an additional copy shall be made.
    - b. Copies shall be made on a machine that does not retain copies of copied material.
    - c. Each institution shall designate a single area for copying privileged mail received by general population inmates. This area shall permit the inmate, regardless of physical condition, to observe the copying process free of visual obstruction. If an institution does not have an area available within the mail room that meets these requirements, or special management inmates are unable to travel to the mail room copying area, the copying process shall be completed using a portable copier, shredder, or rolling cart to take to an inmate's cell so the inmate may observe the opening, copying, and shredding of

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- privileged mail.
- d. Once copies are made using this process, and the inmate confirms the receipt of a complete copy of the privileged mail, the originals shall be destroyed immediately.
8. Review of documents submitted without a valid ACN and secondary code, that cannot be copied.
    - a. If the document has a watermark, or other proof of status as an original document, or if the document cannot be accurately reproduced using the institution's equipment, the inmate may request that the original document be retained in a secure location not accessible to other inmates or unauthorized staff. Material that falls under this section shall not be reviewed by staff other than to be inspected for contraband.
    - b. After the documents have been determined not to contain contraband, the inmate to whom the privileged mail was addressed may view the material privately away from other inmates and staff, subject only to visual supervision by staff by making a request to view to staff.
    - c. Access to view this material shall be granted within 48 hours of receipt of the request, not including weekends and holidays.
    - d. Staff shall not make inquiries to the inmate regarding the content of the material or the inmate's reason for viewing it.
  9. Incoming mail from attorneys that is not privileged shall be marked by the sender as "Not Privileged" and shall be treated as regular mail. If it is not marked "Not Privileged" and does not have an ACN or a secondary code, it shall be rejected as non-compliant.
  10. Incoming privileged mail shall be recorded as to the date and time of delivery to the inmate. The inmate may be required to sign for receiving privileged mail.
  11. Bulk Mail
    - a. An attorney who desires to send legal mail to a large volume of inmates at once shall send a request to [doc.legalmailportal@ky.gov](mailto:doc.legalmailportal@ky.gov) with their ACN and the date the bulk mail will be mailed.
    - b. DOC staff will provide the attorney a unique secondary code that shall be included, along with the ACN, on each piece of bulk legal mail.
    - c. The unique secondary code will only be valid for ten (10) days from the date the attorney indicated the bulk legal mail would be mailed.

E. Violations of Legal Mail Portal Rules

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1. Attorneys seeking to use the legal mail portal to send privileged mail to an inmate shall first create an account and agree to the rules of the legal mail portal.
2. Attorneys who violate a rule of the legal mail portal may be suspended or permanently banned from using the legal mail portal and may be reported to the Kentucky Bar Association and any other applicable licensing agency.
3. Incoming privileged mail from an attorney who has been suspended or permanently banned from the legal mail portal shall be treated as privileged mail that does not comply with the ACN system and copied pursuant to the process in Section II.C.7 above.
4. As a condition to use the legal mail portal, all attorneys and any staff using the attorney's account, shall not send contraband. Attorneys shall ensure that official documents sent using the ACN system come from a trusted official source. Attorneys shall be responsible for anything sent using the attorney's account. General guidance and rules may be reviewed on the DOC website on the legal mail portal page. The notice on the website may be reviewed regularly for contraband and mail problem updates.
  - a. If an attorney violates the no contraband rule, and the Department determines that the violation was intentional, the Department may immediately suspend or terminate the attorney's use of the legal mail portal.
  - b. If an attorney violates the no contraband rule unintentionally, a written warning shall be mailed to the address listed on the attorney's registration. A subsequent violation may result in the Department terminating the attorney's use of the legal mail portal.
5. An attorney's privilege to use the legal mail portal may be suspended or permanently banned for multiple instances of an incorrect ACN or secondary code or other violations of this policy. After two (2) written warnings, the attorney's use of the ACN system may be suspended for thirty (30) days. Subsequent violations may result in the Department terminating the attorney's use of the legal mail portal.
6. A violation of a legal mail portal rule shall be reported to the Office of the Commissioner. If an attorney is suspended or permanently banned from using the legal mail portal, written notice shall be mailed to the address listed on the attorney's registration.
7. An attorney may appeal a decision to suspend or ban the attorney's legal mail portal account in writing to the Commissioner.
8. The Commissioner or designee shall respond in writing within fifteen (15)

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days of receipt of the attorney's appeal.

F. Outgoing Privileged Mail

1. If an inmate has placed adequate postage on the item, outgoing privileged mail shall be sealed by the inmate and not inspected by staff so long as the inmate has clearly indicated an addressee that meets the definition of privileged mail.
2. If an inmate seeks to send mail after signing a written money authorization for payment from his inmate account that allows payment when funds are received, the outgoing privileged mail shall be presented to staff in an unsealed envelope in the manner determined by the institution. The institution shall not require the inmate to leave unsealed outgoing privileged mail for later review. In the presence of the inmate, staff shall scan or read only those sections of the mail that are necessary to determine if it meets the definition of privileged mail. Privileged mail shall not be removed from the inmate's presence before being sealed.
3. If it is determined that the outgoing mail does not comply with the privileged mail policy, the inmate shall receive an appropriate disciplinary charge and the mail shall be rejected.

G. Prohibited Sexually Explicit Materials

1. Sexually explicit materials shall be prohibited, including pictorial depictions in books, pamphlets, magazines, periodicals, and any other graphic images, or any other publication or any personal pictures, drawing, or photocopies of any of these items.
2. The Warden shall designate a staff member or members to review incoming publications to determine if they violate this policy and if so, shall be rejected.
  - a. A list shall not be maintained of specific publications that shall be rejected.
  - b. Material rejected under this section shall be held by the appropriate staff and notice of the rejection with the reason therefor shall be provided to the inmate and to the sender. The inmate shall have the same appeal process as set forth in B.7. above.

H. Other Prohibited Mail

Outgoing or incoming mail may be rejected, in addition to other provisions of this policy, for any of the following reasons:

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1. The mail contains threats of physical harm against any person or threats of criminal activity;
2. The mail contains plans to smuggle contraband into or out of the institution;
3. The mail contains information regarding formulation of escape plans, plans to commit a crime, or plans to violate a prison rule;
4. The mail contains solicitation of gifts, goods, money, or things of value from individuals or entities other than family or established close friends;
5. The mail contains a code or gang insignia;
6. The mail contains obscene language or drawings;
7. The mail contains any information that, if communicated, would create a threat to the security of the institution;
8. The mail constitutes free advertising material, fliers, and other bulk rate mail except that received from a recognized religious organization sent in care of the institutional chaplain. This mail may be discarded upon receipt.
9. The mail is to the victim of the inmate's crime, or a person of a close relationship to the victim.
10. The mail contains address labels, stickers, homemade cards, musical cards, non-white envelopes or paper, paintings, tracing paper, pages from coloring books, drawings in colored ink, marker, crayon, glitter, raised decorations, paint or the use of white-out, glue, or any other liquid form.
11. The mail contains stamps, blank envelopes or stationery, money orders, cash or checks, except as allowed in the Incoming Mail section of this policy.

I. Inmate Limited Access to Otherwise Prohibited Items

1. Inmates shall not possess contraband or dangerous contraband and nothing in this policy shall be construed to allow any inmate to possess contraband or dangerous contraband.
2. Contraband or dangerous contraband contained within incoming privileged mail that was sent by a verified user of the ACN system, in compliance with the ACN system process, and that falls within the categories listed in subsection 4 below, may qualify for special treatment as set out in subsection 5 below.

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3. Contraband or dangerous contraband contained within incoming privileged mail not sent by a verified use of the ACN system, or not in compliance with the ACN system process, shall be rejected and returned to the sender.
4. Items that may qualify for alternate treatment as discussed in subsection 2 above shall include:
  - a. Architectural information describing the design and layout of a correctional facility or jail;
  - b. Information describing the operation or location of security apparatus used in correctional settings;
  - c. Employee schedules within the institution;
  - d. The design and construction of firearms;
  - e. The formula for the production of intoxicating substances;
  - f. Other information that would clearly pose a threat to the institution by describing information that may facilitate an assault, an escape, or the importation or creation of contraband.
5. Alternate Treatment
  - a. Items listed in subsection 4 above shall be allowed to remain at the institution if the sender:
    - (1) Is an attorney who is a verified user of the ACN system; and
    - (2) Has requested and received authorization from the warden of the institution where items are to be sent, prior to sending the items;
  - b. The request shall include a verification from the attorney of the necessity for the inmate's access to the item. The attorney shall not be required to provide a specific reason for the belief or provide confidential details about the inmate or the inmate's case.
  - c. The warden shall have fifteen (15) business days to respond to a request. The time frame for a response may be extended. Time necessary for any follow-up shall not be counted in the fifteen (15) day timeframe.
  - d. For the items to remain at the institution, the inmate shall follow the rules established by the institution. Any violation of those rules shall result in the return of the material in question to the attorney from whom the materials were sent, at the inmate's expense.
6. Returned Items
  - a. Items returned to the sending attorney shall not be reviewed by staff.
  - b. Correspondence accompanying the contraband that is sent in compliance with the ACN system may be delivered to the inmate, despite the materials being returned to the sending



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- attorney.
- c. Materials to be returned to the sending attorney for failure to request and receive proper authorization shall not be reviewed by staff and shall be placed in a properly addressed envelope and mailed to the sending attorney, with the inmate or the law office bearing the mailing costs.
- 7. Nothing in this policy shall be construed as a waiver of disciplinary proceedings for violations of institution policy.
  - 8. Nothing in this policy shall prohibit DOC from inspecting privileged mail for contraband at the time the mail is delivered to the inmate, or conducting an investigation if there is probable cause to believe that an article of privileged mail contains contraband.
  - 9. Materials allowed into the institution under II.G. of this policy shall be securely stored in a location not accessible to inmates or unauthorized staff.
    - a. An inmate for whom the items are stored shall be permitted to view those items upon a proper request to staff. The following shall apply to any request:
      - (1) Staff shall not inquire as to the context of the document or media, or the inmate's reason for wishing to review it;
      - (2) The request to view materials shall be granted within forty-eight (48) hours not including weekends and holidays;
      - (3) The inmate shall be allowed to view the materials privately, away from other inmates and staff, subject only to visual supervision by assigned or dedicated staff to the extent allowed by security protocols.
    - b. Staff shall not review the content of the stored materials for any purpose other than to determine if the materials contain contraband. Any such review shall occur in the presence of the inmate.
  - 10. Any search of legal materials, including material stored in an inmate's cell, shall occur in the inmate's presence.
    - a. This restriction shall not prohibit institution staff, who are packing an inmate's property for a move from checking the property for contraband, provided that staff does not read the legal material.
    - b. Institution staff may confiscate legal mail items from an inmate, but staff may not review or inspect those items until the inmate is present except as provided in subsection 10(a) above.

J. Special Postal Services

- 1. An inmate may send correspondence by registered, certified, or insured mail

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so long as the inmate pays the necessary costs required by the U.S. Postal Service.

2. Express mail, COD, private carriers, and similar services shall not be provided for outgoing mail.

K. Forwarding Mail

1. Inmates shall inform their correspondents of a change of address.
2. Staff shall forward all first class mail of a transferred or released inmate to the address provided by the inmate. However, if the inmate is on a court trip, hospital stay, or other trip, that is anticipated to last less than seven (7) days, the mail, except privileged mail, shall be held until the inmate returns.
3. Mail forwarded to an inmate who is transferred or released shall continue for thirty (30) days after which his mail shall be returned to the sender, including privileged mail.
4. Every effort shall be employed to promptly forward privileged mail, but if the inmate is expected to return within forty-eight (48) hours, mail shall be held for the inmate's return.
5. All privileged mail returned to the sender shall have noted on the face of the envelope the reason for returning it and the last known address of the inmate.

L. Mail Returned to the Institution

1. Mail returned to the institution shall be opened and inspected for contraband prior to it being returned to the inmate sender.
2. Staff shall determine if returned mail contains material that originated from the inmate identified on the envelope to ensure that no substance, material, or property is being improperly sent into the institution. Further, staff shall determine, to the extent possible, that the mail has not been opened or tampered with before its return to the institution.
3. Returned privileged mail shall be opened and inspected for contraband in the inmate's presence.

M. United States Postal Service


Notwithstanding other provisions of this policy, directives from the United States Postal Service shall be followed pertaining to mail received.

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N. Inmate to Inmate Mail

1. Inmate to inmate mail shall be placed in the mailboxes located throughout the institution. It shall be stamped and processed through the U.S. Postal Service.
2. Inmate to staff mail shall be processed through the institutional mail room and shall not require postage.
3. All correspondence, except for legal or grievance paperwork, passed between inmates shall be processed as provided in K(1). Any inmate passing an item in any other manner shall be subject to disciplinary action.
4. Inmate to inmate mail shall consist of only correspondence. Any mail with an enclosure like stamps or a photograph shall be rejected.

O. Violations of procedures in this policy may result in disciplinary charges or referral to appropriate authorities for prosecution.

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	16.3	2
	Date Filed	Effective Date
	October 15, 2024	
	Supersedes Effective Date	
Authority/References ACA Standard 4-4497 4-4497-1, 4-4275, 2-CO-5D-01 KRS 196.035, 197.020 CPP 15.2	Subject  <b>INMATE ACCESS TO TELEPHONES</b>	

## I. DEFINITIONS

“Emergency telephone call” means a call involving an illness of a serious nature, death of immediate family, or impending disaster related to the inmate’s property.

“Immediate family” means:

1. Parents, including stepparents and those who may have reared the inmate in place of parents;
2. Grandparents;
3. Brothers and sisters and other sibling relations, for example, half and step siblings;
4. Spouse and children including step-children or adopted children;
5. Son-in-law, daughter-in-law, sister-in-law, brother-in-law, mother-in-law, father-in-law;
6. A child to whom the inmate, although not a natural parent, acted as a parent; and
7. Grandchildren.


## II. POLICY and PROCEDURE

- A. An inmate shall be provided with reasonable and equitable access to the telephone. The telephone service shall be reasonably priced, with rates and surcharges

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commensurate with the general public, and comply with state and federal regulations.

- B. An inmate with hearing or speech disabilities and inmates who wish to communicate with parties who have these disabilities shall be afforded access to a telecommunications device for the deaf (TDD) or comparable equipment.
- C. An inmate telephone call may be monitored on a random basis or if there is reason to believe the telephone privilege is being abused in a manner that is in violation of law or detrimental to the security of the institution, employees, or other inmates. If an institution monitors an inmate's telephone call, a sign clearly stating that telephone conversations may be monitored shall be visibly posted by every inmate telephone or within the telephone area if multiple phones are provided.
- D. Staff shall not listen to a call from an inmate to his attorney.
- E. If an inmate receives an incoming emergency telephone call, the call shall be referred to an appropriate institutional staff member who shall verify the emergency nature of the call and obtain the telephone number and name of the calling party. The inmate may be advised of this information and permitted to return the call.
- F. An inmate telephone call shall be a collect call made at the expense of the person called. Third party calls shall not be permitted. An inmate telephone call may be charged to the institution only in an emergency situation with prior approval from institutional administrative staff.
- G. The offenses and penalties for a violation of this policy shall be in accordance with CPP 15.2.

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	16.4	4
	Date Filed	Effective Date
	October 15, 2024	
	Supersedes Effective Date	
References/Authority ACA Standard 4-4493, 4-4494, 4-4495, 4-4496 KRS 196.035, 197.020	Subject  <b>INMATE PACKAGES</b>	

## I. DEFINITIONS

“Family and Friends order” means a package purchased and ordered for an inmate through a secure vendor website.

"Special packages" means packages that contain items necessary to meet the needs of a specific medical condition.

"Vendor order" means an order purchased through the institution with appropriate percentage markup as directed by KCICI.

## II. POLICY and PROCEDURES

An inmate may receive separate packages containing food only and personal property items only as allowed per CPP 17.1.

### A. Vendor Order

1. An inmate may receive a vendor order in accordance with the following procedures:
  - a. Within sixty (60) days of departure from the Assessment and Classification Center;
  - b. Three (3) vendor property orders per calendar quarter with no maximum dollar limit;
  - c. Unlimited vendor food order with a \$125 maximum dollar limit per calendar quarter;
  - d. Vendor property and vendor food orders may be submitted by an inmate or through a Family and Friends order; and
  - e. The Warden or a designee may authorize additional vendor orders.

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2. An inmate shall not purchase personal clothing through a vendor order if receipt of the order will exceed the number or type of items authorized by CPP 17.1. An inmate may only use vendors approved by the institution. Each institution shall maintain a current list of:
  - a. authorized vendors; and
  - b. items approved for purchase from these vendors that shall include description, price and size.
3. The only items authorized for purchase shall be those listed in CPP 17.1, Attachment 1. These items shall only be ordered from an approved vendor through the institution.
4. To order items from an approved vendor, an inmate shall submit the appropriate form to the Warden or designee for approval. The form shall contain pictures or descriptions of items and include price and size.
5. If the item is approved, the form shall be forwarded to the appropriate personnel for processing of the order.
  - a. Institutional or canteen staff shall have five (5) working days to order the item(s).
  - b. The Warden or designee may withdraw approval upon receipt of the requested item(s).
6. A denial of an inmate request by the Warden or designee shall be in writing and include the reasons for the denial.
7. Property received without prior approval of the Warden or designee shall be returned at the expense of the inmate.
8. Upon receipt of the property at the institution, designated staff shall inspect, register, and deliver the property to the inmate in accordance with established procedure.
9. The institution shall be authorized to place a mark-up, not to exceed that approved by the canteen board, on any purchase made from an approved outside vendor.
10. A package shall not be held for more than seventy-two (72) hours, excluding weekends and holidays.

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11. First Class packages shall be forwarded for thirty (30) days following the release or transfer of an inmate; however, packages received after thirty (30) days shall be returned to the sender.

B. Special Packages

In addition to the number of authorized packages outlined above, the Warden may authorize inmates to receive additional packages that contain items necessary to meet the needs of a specific medical condition such as pregnancy, amputation of a limb, or other documented reasons.

C. Disposition of Unauthorized Items or Contraband

1. A package may be immediately returned to the sender or postal service for proper disposition if it:
  - a. Is in excess of the authorized limit;
  - b. Contains "collect on delivery" or payment invoices; or
  - c. Does not contain a verifiable return address (full name, street address or P. O. Box, City, State and Zip Code);


A notice of rejection shall be sent to the inmate for a package returned under these circumstances.

2. If contraband is found in a package that is not otherwise illegal, notice shall be sent to the inmate (intended recipient). The notice shall indicate:
  - a. The nature of the contraband;
  - b. That the inmate may appeal to the Warden within forty-eight (48) hours the decision not to deliver the contraband; and
  - c. The method of disposition if the appeal is denied or no appeal is requested.
3. It shall be the responsibility of the inmate to dispose of unauthorized items or contraband found in packages.
4. Disposition may be made by:
  - a. Returning the item to the sender at the inmate's expense;



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- b. Donating it to a charitable cause of the institution's choice if deemed appropriate for donation, or
  - c. Destruction.
- 5: Items not disposed of by the inmate or items not deemed suitable for donation may be destroyed by the institution.

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	16.5	6
	Date Filed	Effective Date
	October 15, 2024	
	Supersedes Effective Date	
<p>Authority/References</p> <p>KRS 196.035, 197.020; <i>Bell v. Wolfish</i>, 411 U.S. 520 (1970); <i>Kentucky Dept. of Corrections v. Thompson</i>, 490 U.S. 454 (1989); 42 U.S.C. § 12102, 12103, 12131, 12132, 12134; 28 C.F.R. § 35.104, 35.160, 35.161</p> <p>CPP 16.1</p> <p>ACA 5-ACI-2E-03, 5-ACI-4A-21, 5-ACI-7D-14, 5-ACI-7D-16, 5-ACI-7D-17, 5-ACI-7D-19, 5-ACI-7D-21, 2-CO-5D-01, 2-CO-5E-01</p>	<p>Subject</p> <p style="text-align: center;"><b>VIDEO VISITATION</b></p>	

## I. DEFINITIONS

“Electronic offender management system” means the web-based application software used by the Department of Corrections for inmate management and community supervision.

“Scheduling visitor” means the individual registering an account and scheduling a video visitation session through a video visitation provider.

“Video message” means a method of communication which allows inmates to receive brief, pre-recorded video messages through a video visitation provider.

“Video remote interpreting service” means an interpreting service that allows deaf and hard-of-hearing inmates to communicate clearly in real time through electronic media.

“Video remote interpreting service provider” means the vendor supplying video remote interpreting service.

“Video visitation” means a method of visitation which allows an inmate to visit remotely through electronic media.

“Video visitation provider” means the current vendor supplying video visitation service.

## II. POLICY and PROCEDURE

The privilege of video visitation, using the designated kiosks installed and available at the institutions, is designed to increase visiting opportunities, reduce burdens on family and friends, and facilitate successful reentry of offenders through the cultivation of constructive

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relationships in the community.

A. Video Visitation Kiosks

1. Video visitation kiosks shall be installed and available for use by the inmates housed within general population areas of the institutions.
2. All video visitation kiosk locations shall have a sign containing the following information posted next to the kiosk: "All electronic communications are subject to monitoring and recording."
3. Video visitation kiosks shall only be used for remote visits. On-site visiting in person shall continue to be available as specified in CPP 16.1.

B. Video Visitation Times

1. An inmate may use the video visitation system according to a schedule established by the institution. A video visit shall not count against the number of kiosk sessions allowed per day.
2. Inmate use of the video visitation system may be prohibited by the Warden during planned security events, such as count times, or unplanned security events, such as lockdowns.
3. An inmate shall ensure that use of the video visitation system does not interfere with his scheduled institutional obligations, such as assigned work or educational and programming activities.
4. A video visitation session shall be a maximum of twenty-five (25) minutes in duration.

C. Frequency and Number of Visitors

1. Up to three (3) pre-approved visitors may visit with the inmate at a time.
2. A video visit shall not count against the number of regularly allowed in person visits.
3. Only one (1) inmate may visit at a time.
4. Video visits shall not be limited as a penalty for institutional rule violations (excluding rule violations associated directly with video visitation).

D. Allowed Visitors

1. Use of the video visitation system shall be open to all visitors over the age

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of eighteen (18), who are not restricted from contacting a given inmate by statute, regulation, court order, or conditions of supervision. Minors may only use the video visitation system under supervision of the scheduling visitor, provided the minor and adult visitor meet the above listed criteria as well.

2. The scheduling visitor shall be on the inmate's in person visitation list in the electronic offender management system as outlined in CPP 16.1.
3. A visitor excluded or restricted from in person visitation may use the video visitation system.
4. Attorneys of record may use the video visitation system. A designated staff member shall verify the credentials entered by the attorney before approving the attorney for video visitation. Once this has been completed, video visits shall not be recorded by the vendor.

#### E. Video Visitation Registration and Scheduling

1. All scheduling visitors shall follow the registration process directed by the video visitation provider to establish an account for video visitation. A valid driver's license or official photo identification shall be required to establish an account (see CPP 16.1).
2. Staff assigned to approve and monitor video visitation shall ensure the connected party appearing on the video visit matches the submitted identification. If the identification does not match, the video visit shall be terminated.
3. All scheduling visitors shall comply with the terms and conditions of use, as stated in their account agreement with the video visitation provider, when participating in video visitation.
4. The cost of video visitation shall be paid by the scheduling visitor.
5. All scheduling visitors shall schedule video visits as directed by the video visitation provider. All video visits shall be scheduled at least forty-eight (48) hours in advance. Video visits are subject to availability of kiosks and previously scheduled video visits. Video visits shall be scheduled on a first come, first served basis.
6. Rescheduled Visits and Reimbursement
  - a. Inmates that are placed in Special Management or Restrictive Housing shall have any scheduled visits cancelled automatically.

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- b. If an inmate is transferred to another institution, the video visitation provider may attempt to provide the scheduled video visit at the receiving institution. The video visit shall be cancelled if the attempt to reschedule is not successful.
- c. If an inmate is transferred to a location other than a DOC institution (i.e., court appearance, hospital) designated institutional staff shall cancel the video visit.
- d. Any request for reimbursement by a scheduling visitor shall be referred directly to, and processed by, the video visitation provider.

#### F. The Video Visit

- 1. All visits shall be recorded and subject to monitoring. Visits may be terminated for any violation of the procedures or rules listed in this policy, CPP 16.1, or listed in the terms and conditions of use, as stated in the account agreement with the video visitation provider.
- 2. A video visit shall not be recorded or reproduced for any reason without advance permission from the DOC. Violation may result in a termination of the inmate's video visiting privileges.
- 3. The scheduling visitor shall ensure all other visitors present during a video visitation session adhere to the rules and criteria listed in this policy and listed in the terms and conditions of use, as stated in the account agreement with the video visitation provider.
- 4. All visitors shall wear clothing in good taste. Overly revealing clothing, form-fitting clothing, and clothing displaying offensive, illegal, or gang-related messages shall be prohibited.
- 5. There shall be no displays of nudity, pornography, sexual acts, sexual poses, violence, alcohol use, drug use, gang signs, weapons, general gang activity (including clothing), or any other illegal or disruptive activity during a video visit.
- 6. Any inmate that receives a video visit from an individual that is an unsupervised minor or an individual restricted from contacting him or her by statute, regulation, court order, or conditions of supervision shall immediately terminate the video visit. Failure to do so may result in disciplinary action and restriction of video visitation privileges against the inmate.
- 7. Video visitation may immediately be terminated at any time if a violation of visiting procedures and rules occurs.

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8. Background blurring filters shall be implemented and used during all video visits.

G. Violation of Video Visitation Procedures

1. A violation of the video visitation procedures or rules listed in this policy or listed in the terms and conditions of use, as stated in the account agreement with the video visitation provider, may result in disciplinary action and restriction of video visitation privileges against the inmate and visitor.
2. Criminal prosecution may be initiated against the visitor, the inmate, or both in case of a criminal violation. Possible criminal violations shall be referred to Internal Affairs staff for investigation and possible referral for prosecution.
3. A visitor may be restricted from video visitation for a specific period of time for a violation of the video visitation procedures or rules listed in this policy or listed in the terms and conditions of use, as stated in the account agreement with the video visitation provider.
4. Video visits shall not be imposed as a penalty for institutional rule violations, excluding rule violations associated directly with video visitation.
5. Video visitation limitations shall not be permitted as a sanction of the adjustment process, but if necessary and directly associated with violations of the video visitation process, shall be imposed as an administrative sanction as authorized by the Warden.
6. Video visitation limitations imposed administratively by the Warden shall not exceed one (1) year for the inmate or visitor subject to the limitation. After one (1) year, the visitor or inmate may contact the Warden in writing and request a reconsideration to have the limitation removed.

H. Video Remote Interpreting Service for Deaf and Hard-of-Hearing Inmates

1. The institutions are dedicated and committed to providing parity of communication opportunities, through auxiliary aids and service, for disabled inmates established as deaf or hard-of-hearing.
2. Communication opportunities for inmates established as deaf or hard-of-hearing shall be provided at each institution through a video remote interpreting service supplied by a video remote interpreting service provider.

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3. An inmate established as deaf or hard-of-hearing shall have reasonable and adequate opportunity to use the video remote interpreting service.
4. Use of the video remote interpreting service shall be subject to all the video visitation procedures and rules listed in this policy and those listed in the terms and conditions of use, as provided by the video remote interpreting service provider.
5. A violation of the video visitation procedures or rules listed in this policy or listed in the terms and conditions of use, as provided by the video remote interpreting service provider, for video remote interpreting service may result in the violation of video visiting consequences described in this policy.
6. Video remote interpretation services shall be provided free of charge to an inmate established as deaf or hard-of-hearing.

I. Video Message Communication

1. Video message communication opportunities may be provided for use by inmates housed within general population areas of an institution.
2. Video message communication may be provided through a video visitation provider, using a kiosk system. Use of the kiosk system for video message communication shall not require an appointment.
3. Use of the video message communication service shall be subject to all the video visitation procedures and rules listed in this policy and those listed in the terms and conditions of use, as provided by the video visitation provider.
4. A violation of the video visitation procedures or rules listed in this policy or listed in the terms and conditions of use, as provided by the video vendor, for video message communication may result in the violation of video visiting consequences described in this policy.
5. Any inmate attempting to send or receive video messages in exchange for payment or profit may forfeit video message opportunities as stated in Section G. of this policy.



501 KAR 6:440  
MIR Attached

Andy Beshear  
GOVERNOR

## JUSTICE AND PUBLIC SAFETY CABINET

Keith L. Jackson  
SECRETARY

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October 14, 2024

Senator Stephen West, Co-Chair  
Representative Derek Lewis, Co-Chair  
c/o Emily Caudill  
Administrative Regulation Review Subcommittee  
Legislative Research Commission  
083, Capitol Annex  
Frankfort KY 40601

Re: 501 KAR 6:300. News media;  
501 KAR 6:310. Monitoring and operation of private prisons;  
501 KAR 6:320. Corrections policies and procedures: inmate funds;  
501 KAR 6:340. Corrections policies and procedures: research and information;  
501 KAR 6:360. Corrections policies and procedures: safety and critical incident notification;  
501 KAR 6:370. Corrections policies and procedures: security and control;  
501 KAR 6:380. Corrections policies and procedures: special management and restrictive housing inmates, safekeepers, and contract prisoners;  
501 KAR 6:390. Corrections policies and procedures: inmate diet;  
501 KAR 6:400. Corrections policies and procedures: inmate health care;  
501 KAR 6:420. Corrections policies and procedures: inmate rules and discipline.  
501 KAR 6:430. Corrections policies and procedures: communication, mail, and visiting.  
501 KAR 6:440. Corrections policies and procedures: inmate reception, orientation, and personal property.  
501 KAR 6:450. Corrections policies and procedures: classification.  
501 KAR 6:460. Corrections policies and procedures: inmate work programs.  
501 KAR 6:470. Corrections policies and procedures: inmate education and training.  
501 KAR 6:490. Corrections policies and procedures: inmate recreation and activities.  
501 KAR 6:500. Religious programs.



501 KAR 6:510. Corrections policies and procedures: release preparation and temporary release.

501 KAR 6:520. Citizen involvement, volunteer, and reentry mentor service programs.

501 KAR 6:530. Corrections policies and procedures: programs and sentence credits.

Dear Co-Chairs West and Lewis:

After discussions with Administrative Regulation Review Subcommittee staff of the issues raised by 501 KAR 6:300. News media; 501 KAR 6:310. Monitoring and operation of private prisons; 501 KAR 6:320. Corrections policies and procedures: inmate funds; 501 KAR 6:340. Corrections policies and procedures: research and information; 501 KAR 6:360. Corrections policies and procedures: safety and critical incident notification; 501 KAR 6:370. Corrections policies and procedures: security and control; 501 KAR 6:380. Corrections policies and procedures: special management and restrictive housing inmates, safekeepers, and contract prisoners; 501 KAR 6:390. Corrections policies and procedures: inmate diet; 501 KAR 6:400. Corrections policies and procedures: inmate health care; 501 KAR 6:420. Corrections policies and procedures: inmate rules and discipline; 501 KAR 6:430. Corrections policies and procedures: communication, mail, and visiting; 501 KAR 6:440. Corrections policies and procedures: inmate reception, orientation, and personal property; 501 KAR 6:450. Corrections policies and procedures: classification; 501 KAR 6:460. Corrections policies and procedures: inmate work programs; 501 KAR 6:470. Corrections policies and procedures: inmate education and training; 501 KAR 6:490. Corrections policies and procedures: inmate recreation and activities; 501 KAR 6:500. Religious programs; 501 KAR 6:510. Corrections policies and procedures: release preparation and temporary release; 501 KAR 6:520. Citizen involvement, volunteer, and reentry mentor service programs; and 501 KAR 6:530. Corrections policies and procedures: programs and sentence credits, the Justice and Public Safety Cabinet proposes the attached substitutes to 501 KAR 6:300. News media; 501 KAR 6:310. Monitoring and operation of private prisons; 501 KAR 6:320. Corrections policies and procedures: inmate funds; 501 KAR 6:340. Corrections policies and procedures: research and information; 501 KAR 6:360. Corrections policies and procedures: safety and critical incident notification; 501 KAR 6:370. Corrections policies and procedures: security and control; 501 KAR 6:380. Corrections policies and procedures: special management and restrictive housing inmates, safekeepers, and contract prisoners; 501 KAR 6:390. Corrections policies and procedures: inmate diet; 501 KAR 6:400. Corrections policies and procedures: inmate health care; 501 KAR 6:420. Corrections policies and procedures: inmate rules and discipline; 501 KAR 6:430. Corrections policies and procedures: communication, mail, and visiting; 501 KAR 6:440. Corrections policies and procedures: inmate reception, orientation, and personal property; 501 KAR 6:450. Corrections policies and procedures: classification; 501 KAR 6:460. Corrections policies and procedures: inmate work programs; 501 KAR 6:470. Corrections policies and procedures: inmate education and training; 501 KAR 6:490. Corrections policies and procedures: inmate recreation and



activities; 501 KAR 6:500. Religious programs; 501 KAR 6:510. Corrections policies and procedures: release preparation and temporary release; 501 KAR 6:520. Citizen involvement, volunteer, and reentry mentor service programs; and 501 KAR 6:530. Corrections policies and procedures: programs and sentence credits.

Sincerely,



Nathan Goens, Attorney  
Justice and Public Safety Cabinet  
125 Holmes Street, 2<sup>nd</sup> Floor  
Frankfort, Kentucky 40601

enclosure

**SUGGESTED SUBSTITUTE**

**JUSTICE AND PUBLIC SAFETY CABINET  
Department of Corrections**

**501 KAR 6:440. Corrections policies and procedures: inmate reception, orientation, and personal property.**

RELATES TO: KRS Chapters 196, 197, 454.415

STATUTORY AUTHORITY: KRS 196.035, 197.020, 197.110

NECESSITY, FUNCTION, AND CONFORMITY: KRS 196.035 authorizes the secretary to promulgate administrative regulations deemed necessary or suitable for the proper administration of the functions of the cabinet or any division in the cabinet. KRS 197.020(1)(a) and (b) require the Department of Corrections to promulgate administrative regulations for the government and discipline of the penitentiary, government and official conduct of all officials connected with the penitentiary, government of the prisoners in their department and conduct, and quantity of food and clothing. KRS 197.110 authorizes the department to promulgate administrative regulations for purposes as the department deems necessary and proper for carrying out the intent of KRS Chapter 197. This administrative regulation establishes policies and procedures concerning inmate reception, orientation, and personal property for the Department of Corrections.

**Section 1. Incorporation by Reference.**

(1) "Department of Corrections Policies and Procedures, Chapter 17", ~~October~~May 15, 2024, are incorporated by reference. Department of Corrections Policies and Procedures Chapter 17 includes:

17.1	Inmate Personal Property (5/15/24)
17.2	Assessment Center Operations <del>(10/15/24)</del> <u>(5/12/20)</u>
17.3	Controlled Intake of Inmates <del>(10/15/24)</del> <u>(3/14/14)</u>
17.4	Administrative Remedies: Sentence Calculations <del>(10/15/24)</del> <u>(8/12/16)</u>

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Justice and Public Safety Cabinet, Office of Legal Services, 125 Holmes Street, 2nd Floor, Frankfort, Kentucky 40601, phone (502) 564-3279, fax (502) 564-6686, Monday through Friday, 8 a.m. to 4:30 p.m. This material may be obtained from the Department of Corrections Web site in the policies and procedures area at <https://corrections.ky.gov/About/cpp/Pages/default.aspx> or the regulation filing area at <https://corrections.ky.gov/about/pages/lrcfilings.aspx>.

**CHANGES TO MATERIAL INCORPORATED BY REFERENCE:**

**CPP 17.2**

**Page 1, Date Filed box**

Insert "October 15, 2024".

Delete "May 12, 2020".

**Pages 1-6, Effective Date box**

Delete "September 1, 2020".

**Page 1, Header**

Insert "Supersedes Effective Date" box.

**CPP 17.3**

**Page 1, Date Filed box**

Insert "October 15, 2024".

Delete "March 14, 2014".

**Pages 1-7, Effective Date box**

Delete "August 1, 2014".

**Page 1, Header**

Insert "Supersedes Effective Date" box.

**CPP 17.4**

**Page 1, Date Filed box**

Insert "October 15, 2024".

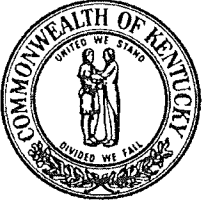
Delete "August 12, 2016".

**Pages 1-3, Effective Date box**

Delete "January 6, 2017".

**Page 1, Header**

Insert "Supersedes Effective Date" box.

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	17.2	6
	Date Filed	Effective Date
	October 15, 2024	
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Authority/References KRS 196.030, 196.035, 196.070, 197.020 ACA Standards 5-3D-4281, 5-5A-4285, 5-5A-4286, and 5-5A-4288 through 5-5A-4292 ACA 2-CO-3C-01, 2-CO-4A-01 and 2-CO-4F-01	Subject  <b>ASSESSMENT CENTER OPERATIONS</b>	

## I. DEFINITIONS

“Assessment and Classification Center” means the central point of reception and processing of convicted felons entering the custody of Corrections.

## II. POLICY and PROCEDURES

The Assessment and Classification Center shall be located at the Roederer Correctional Complex and process male inmates. A branch Assessment Center shall be located at the Kentucky Correctional Institution for Women and at the Ross Cash Center and process female inmates. Assessment and classification center locations may be changed or other branch assessment centers established by the Commissioner for the management of the inmate population.

The Assessment and Classification Center shall receive, process, evaluate, classify and assign inmates committed to Corrections institutions. This center shall be responsible for the initial evaluation of all inmates, except any inmate under sentence of death and an inmate with medical, psychological or security requirements which cannot be handled at the Assessment and Classification Center. A male inmate under sentence of death shall be admitted directly to death row at the Kentucky State Penitentiary. A female inmate under sentence of death shall be admitted directly to the Restrictive Housing Unit at the Kentucky Correctional Institution for Women. Any inmate with special medical, psychological or security requirements may be admitted to any appropriate facility as determined by the Director of Population Management or designee.

- A. The Assessment and Classification Center shall be under the direction of the Director of Population Management and the immediate supervision of the Program Administrator.

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1. The Assessment and Classification Center shall be autonomous from any institution relative to policy, structure, and operations.
  - a. Assessment Center Classification and Treatment Officer, clerical and management staff (including Unit Director, Assistant Unit Director) shall be under the supervision of the Classification Branch and shall report directly to the Program Administrator.
  - b. The Program Administrator shall function as the first line supervisor for the Assessment Center Unit Director and as the second line supervisor for the Assistant Unit Director. The Director of Population Management shall function as the second line supervisor for the Assessment Center Program Administrator.
  - c. A Classification and Treatment Officer, clerical and management vacancy shall be advertised and filled with the approval of the Warden. The Director of Population Management shall be advised of and in agreement with all personnel decisions prior to the effective date.
  - d. The work schedule for a Classification and Treatment Officer, clerical and management staff shall be approved by the Program Administrator. Staff training and annual leave shall be scheduled with the approval of the Program Administrator after consulting appropriate institutional personnel.
  - e. The Program Administrator shall prepare a monthly report. This report shall be submitted to the Director of Population Management, and the Warden of the Roederer Correctional Complex. The Assessment and Classification Center report for the female inmates shall be prepared by the Kentucky Correctional Institution for Women and forwarded to the Director of Population Management, and the Warden of the Kentucky Correctional Institution for Women. The reports shall include:
    - (1) The number of inmates awaiting transfer;
    - (2) The number of inmates transferred out of the Assessment and Classification Center;
    - (3) The number of inmates admitted to the Assessment and Classification Center from controlled intake status;

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- (4) The number of Class D Felons (CD), Parole Violators (PV) and Class C Felons (CC)'s that are processed from Controlled Intake status;
  - (5) The number of classification actions completed;
  - (6) The number of new cases entered into the controlled intake system;
  - (7) The number of psychological evaluations completed; and
  - (8) Significant unit problems.
2. The institution housing the Assessment and Classification Center shall provide sufficient staff, under Assessment and Classification Center control, to insure supervision for Assessment and Classification Center inmates and to carry out the Center's functions.
    - a. The Director of Population Management, Program Administrator, Assessment Center Unit Director, Warden, and other staff as directed by the Deputy Commissioner, shall determine an appropriate level of Assessment and Classification Center security staffing for each shift during weekday and weekend operations.
    - b. The institution shall provide this level of staffing except during an emergency or staff shortage.
    - c. On any occasion that established staffing levels are not provided, the institution shall submit a report to the Director of Population Management.
    - d. If possible, staff familiar with the Center's operations shall be assigned to the Assessment and Classification Center.
  3. Questions regarding responsibility for specific areas shall be decided by the Director of Population Management.
- B. A parole violator shall be processed by the Assessment and Classification Center upon re-entry into the system.
1. A male parole violator shall be admitted to the Assessment and Classification Center at the Roederer Correctional Complex.
  2. A female parole violator shall be admitted to the Assessment and Classification Center at the Kentucky Correctional Institution for Women.

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3. A prescreened, minimum custody parole violator may be admitted directly into an institution, if approved by the Director of Population Management.
  
- C. A shock probation violator and court ordered returnee shall be processed by the Assessment and Classification Center. A returned escapee from the Class D, Class DE or Class C Programs shall be reviewed for program eligibility upon return from escape. A returned escapee from a Reentry Service Center shall be processed by any secure institution as determined by the Director of Population Management or designee.
  
- D. Class D and Class C's that are on Controlled Intake and qualify to be housed in a jail shall be processed by the Assessment and Classification Center.
  
- E. An initial transport from the Assessment and Classification Center shall be the responsibility of transportation staff at the Kentucky State Reformatory.
  
- F. The Assessment and Classification Center shall be responsible for:
  1. Completing a classification document or reclassification document for each inmate processed;
  2. Initial classification of each inmate processed;
  3. The implementation of testing or evaluation programs as appropriate to facilitate the accurate completion of the classification or reclassification document and to aid in determining the needs of the inmate;
  4. The development and operation of an orientation program providing necessary information concerning rules, regulations, custody levels, institutional placements, and programs. Each inmate shall:
    - a. receive an orientation in his own language. If a literacy problem exists, a staff member shall assist the inmate in understanding the material;
    - b. be provided an orientation handbook containing all pertinent information; and
    - c. sign and date a statement indicating that he has completed the orientation program. A copy of this statement shall be entered into the record electronically.
  5. Providing notice of appearance before the classification committee a minimum of forty-eight (48) hours in advance; and



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6. Ensuring that the inmate meets the classification committee after orientation is completed.
  
- G. The inmate shall be present before the classification committee regarding his custody level in order to present any evidence or testimony to ensure an appropriate classification. If an inmate is unable to appear due to medical reasons or if the inmate's presence may present a severe security problem, written documentation shall be included on the classification record and in the comments section of the classification document explaining why the inmate was not present. If the inmate has received proper notification of the hearing and he fails to appear, the committee may hold the hearing in his absence. Failure of the inmate to appear may result in disciplinary action.
  
- H. An inmate may present his classification request to the Assessment and Classification Center classification committee in writing. If the inmate presents a request, it shall be entered into the record electronically.
  
- I. Initial classification shall be completed within two (2) weeks after admission to the Assessment and Classification Center. Exceptions to allow for the completion of the following shall be acceptable:
  1. Disposition of mental health referral;
  2. Completion of conflict information;
  3. Interview completion for sex offenders eligible for the treatment program;
  4. Submission of DNA sample as required by statute; or
  5. Receipt of other necessary documentation to allow for proper classification, for example, Presentence Investigation, detainer information, or corrected judgment.
  
- J. A written, itemized list shall be made of personal property in the possession of all inmates entering the institution. Any item not permitted shall be noted and stored for a designated period of time. The inmate shall be given a copy of this list.
  
- K. The unit director responsible for the Assessment and Classification Center shall provide an offender handbook, or section of the institution policy and procedures manual, listing unit rules and operational procedures.
  1. The handbook or policy and procedure shall outline a regular program for inmates undergoing the assessment process and shall include scheduled

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periods for recreation, religious services, testing, orientation, and interviews.

2. A copy shall be provided to each Assessment and Classification Center employee.

L. The Assessment and Classification Center shall develop written procedures for the admission of inmates. These procedures shall be followed by the Assessment and Classification Center or the institution admitting the inmate and shall be included in the institution's operations manual. There shall be a procedure:

1. To determine whether the inmate is legally committed or transferred to the institution;
2. For searching the inmate and the inmate's property;
3. Covering the packing, storage and shipment of clothing or personal possessions not permitted;
4. For providing the initial showering and hair care of the inmate;
5. For issuing clean clothing as needed;
6. For photographing and fingerprinting, including notation of identifying marks or unusual physical characteristics;
7. For medical, dental and mental health screening;
8. For assigning inmates to a housing unit;
9. For assisting in notifying inmates' family of admission;
10. For mail and visiting;
11. For assignment of a registration number to the inmate; and
12. To cover the orientation and issuing of a handbook providing institutional procedures to the inmate.

M. A summary admission report consisting of the Pre-sentence Investigation Report, Risk and Needs Assessment, Case Management Plan, the classification document and any report or information concerning the inmate's conduct while in jail shall be prepared upon admission and maintained in the inmate's offender record in the offender management system.

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	17.3	7
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Authority/References KRS 196.030, 196.035	Subject  <b>CONTROLLED INTAKE OF INMATES</b>	

## I. DEFINITIONS

“Assessment and Classification Center” or “AC Center” means the unit at both the Roederer Correctional Complex (RCC) and Kentucky Correctional Institution for Women (KCIW) that initially receives into the Department of Corrections all convicted felons, with the exception of those given the death penalty.

“Controlled Intake” means the orderly controlled flow of convicted felons into the adult correctional institutions of the Kentucky Department of Corrections. All control shall be exercised by the Assessment and Classification Center. It shall also mean the methods for identifying, interviewing, and transporting Controlled Intake inmates who are eligible to meet the Parole Board.

“Medical or security cases” means convicted felons sentenced to a term of incarceration who present medical or unusual security problems which require prompt admission.

“Controlled Intake inmate” means an inmate awaiting admission to a state adult correctional institution or transfers into a local facilities program as defined by KRS 532.100.

“Controlled Intake interviews” means interviews conducted by the Parole Board with Controlled Intake offenders who have met parole eligibility guidelines.

## II. POLICY and PROCEDURE

- A. This policy establishes procedures to control and prioritize the intake of both male and female convicted felons into Department of Corrections’ institutions so that intake does not exceed the inmate housing capacity of its adult correctional institutions.
- B. This policy and procedure is applicable to all staff in the Kentucky Department of Corrections and to all jails, institutions, or other agencies that send or transfer

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male or female convicted felons to adult correctional institutions of the Kentucky Department of Corrections.

C. Control Agency

The Assessment and Classification Center at the RCC shall coordinate intake with all necessary Kentucky officials. The Department of Corrections shall not delay reception of any prisoners as long as space is available at the appropriate AC Center.

D. Priorities

The priority for admitting a prisoner shall be determined by the Director of Population Management. Only the Commissioner or Deputy Commissioner of the Department may make an exception to this procedure.

E. Procedures for Admission

1. Escapee

a. An escapee who has been previously admitted to one of the Department's institutions shall be received on a priority basis. An institutional warden who has an escapee to pick up shall notify the Classification Branch Manager at Central Office of the expected date of return so that space may be reserved. Escapees shall be scheduled to be returned every week, Monday through Friday.

b. If a prisoner who has escaped from a state penal institution is lodged in a jail, the jailer shall notify the Warden of the institution from which the prisoner escaped. The jailer shall also inform the local Probation and Parole Officer. If the prisoner has escaped from a Community Center or jail program, the jailer shall notify the Probation and Parole Officer, who shall then notify the Branch Manager of the Community Services Branch. The jailer may bill the Division of Community Services and Local Facilities for the appropriate time spent in jail.

2. All New Commitments and Parole Violators

a. Jailer's Responsibilities

(1) All New Commitments and Parole Violators

If the county has a new commitment to deliver to the Department of Corrections, the Assessment and

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Classification Center at the Roederer Correctional Complex shall notify the sheriff and jailer regarding the date the prisoner is to be transported to the institution. In the case of a parole violator, the Parole Officer shall be notified.

If a prisoner is a medical or security priority case, the Director of Local Facilities shall be notified by the jail. The Division of Local Facilities shall notify the Classification Branch Manager. Written documentation shall be provided before a priority request is considered. The jailer may bill the Division of Community Services and Local Facilities for the appropriate time spent in jail.

- (2) Parolee Returned to Community Supervision or Prisoner Shock Probated from the Jail

If a parolee is held in a jail and is returned to community supervision or shock probated from the jail, the jailer may bill the Division of Community Services and Local Facilities for the appropriate time spent in jail.

b. Sheriff's Responsibilities

- (1) The sheriff or designee shall have the responsibility of delivering from his county a new commitment and probation violator to the appropriate Assessment and Classification Center on the day designated by the Assessment and Classification Center Director or designee. Appropriate documentation for admission shall accompany the prisoner.
- (2) If a prisoner's status changes and the prisoner is unavailable for delivery or if the prisoner cannot be delivered on the date designated by the Assessment and Classification Center, the Center shall be notified by telephone so an alternate date can be arranged.
- (3) A substitution shall not be allowed for the inmate scheduled for admission without prior approval of the Director of the Assessment and Classification Center or designee.

c. Probation and Parole Officers' Responsibilities

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- (1) To prevent the possibility of holding an offender past the release date, immediately after final sentencing the Probation and Parole Officer shall obtain a copy of the commitment order or judgment and compute the total jail time served prior to sentencing. The Probation and Parole Officer shall enter the commitment order and the pre-sentence investigation into the Offender Management System.
- (2) Immediately upon final sentencing, the Probation and Parole officer shall complete a prisoner notification in the Offender Management System. If a parolee is placed in custody on a detainer issued by a Kentucky parole officer or taken into custody on a parole violation warrant, the supervising officer or Probation and Parole employee in central office having knowledge of custody shall complete the prisoner notification in the Offender Management System.
- (3) The Probation and Parole Officer shall enter an external movement in the Offender Management System (refer to CPP 27-04-02) on any parole violation on the date the detainer or warrant is filed.
- (4) The Probation and Parole officer shall enter an external movement in the Offender Management System (refer to CPP 27-04-02) upon notification from the jailer that an escapee from a state penal institution or a community center has been lodged in the local jail. If the prisoner is released, the Probation and Parole officer shall send an external movement (refer to 27-04-02) so the prisoner can be deleted from the controlled intake list.
- (5) If there is a change in a prisoner's status like shock probation, release on appeal bond, return to jail upon denial, escape from jail while awaiting transport, or release to community supervision, the Probation and Parole officer or offender records specialist is responsible for entering the information into the offender management system as directed by the Deputy Commissioner of Administrative Services.
- (6) The Probation and Parole officer shall have the responsibility of returning all parole violators with warrants on the date specified by the Assessment and Classification

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Center Director, or his designee. The Probation and Parole supervisor responsible for the county in which the parole violator is held shall be notified of the date the parole violator is to be returned. This procedure shall be used except in counties that other arrangements have been made for the return of parole violators. If a parolee being held on a parole violation warrant or detainer is returned to community supervision, the probation and parole officer shall enter the information into the Offender Management System.

d. Responsibilities of the Assessment and Classification Center

- (1) Men under sentence of death shall be admitted directly to the Kentucky State Penitentiary upon approval and scheduling by the Assessment and Classification Center.

Women under sentence of death shall be admitted directly to the Kentucky Correctional Institution for Women upon approval and scheduling by the Assessment and Classification Center.

- (2) A master list shall be developed for the purpose of ordering prisoners based upon the priority system. The list shall be divided into counties and shall be maintained by the Assessment and Classification Center.

The list shall indicate the following:

- (a) Prisoner's name;
  - (b) County of conviction;
  - (c) Date of birth;
  - (d) Parole eligibility date;
  - (e) Offender status;
  - (f) Institutional number; and
  - (g) Remarks.
- (3) After being advised of the daily inmate count, the Classification Branch Manager and the Director of the

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Assessment and Classification Center shall determine the number of prisoners to be ordered. Consideration in the ordering process shall be based on bed space.

- (4) The Director of the Assessment and Classification Center, or designee, shall notify the Sheriff or Probation and Parole supervisor by telephone of the date a male prisoner shall be delivered to the RCC AC Center or a female shall be delivered to the KCIW AC Center.

F. Procedures for Controlled Intake inmates eligible to meet the Parole Board

1. Identification of Controlled Intake inmates eligible for interview
  - a. The controlled intake offender information staff at RCC shall receive a list of all controlled intake inmates who are eligible to meet the Parole Board. The list shall be provided by the Offender Information Branch two (2) weeks prior to the Parole Board interview.
  - b. The appropriate Corrections staff shall contact each jail to verify if the offender is housed in that jail.
  - c. The controlled intake offender information staff at RCC shall assign the offender to a site to meet the Parole Board.
2. The parole plan investigation shall be in accordance with CPP 28-03-01.
3. Transportation and restraints shall be in accordance with CPP 27-21-01.
4. The Parole Board Interview
  - a. The Probation and Parole officer shall be responsible, if video conference is not available, for transporting, security, and monitoring of the inmate while at the interview site and shall not leave the inmate unless other security arrangements have been made.
  - b. The Probation and Parole officer shall take the inmate to the Identification Unit to be photographed and fingerprinted at the interview site unless other arrangements have been made.
5. If the inmate has completed the interview with the Parole Board, he shall be returned to the local facility.



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a. Inmates Recommended for Parole with Approved Plan and Parole Certificate

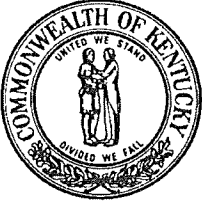
The Probation and Parole officer shall take those who have been recommended for parole with an approved parole plan and signed parole certificate to the jailer for the inmate's immediate release. If the parole certificate is not signed at the hearing site by appropriate personnel, the local Probation and Parole officer shall review the parole certificate with the inmate prior to release from jail. The form shall be signed and dated and the original given to the inmate and a copy uploaded to the offender management system.

b. Inmates Recommended for Parole without Approved Plan

Any inmate who has been recommended for parole without an approved plan shall remain in custody. The officer assigned to the local facility shall assist the inmate in the development of a parole plan.

c. Release Procedures

The Probation and Parole officer shall take the parole certificate to the inmate for signature. The officer shall instruct the inmate to immediately report to the supervising officer after release.

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	CPP 17.4	3
	Date Filed	Effective Date
	October 15, 2024	
	Supersedes Effective Date	
Authority/References KRS 196.035, 197.020, 454.415	Subject  <b>ADMINISTRATIVE REMEDIES: SENTENCE CALCULATIONS</b>	

I. POLICY and PROCEDURE

A. REVIEW REQUEST

1. An inmate may request a review or explanation of the method of sentence calculation for the sentences on which he is presently committed to the Department.
2. An inmate confined in a Corrections institution shall direct his request to the Offender Information Services office at the institution where he is presently confined.
3. An inmate confined in a jail or local detention facility shall direct his request to Offender Information Services, Jail Management Section, P. O. Box 2400, Frankfort, Kentucky 40602-2400.
4. The request shall be in writing and shall include:
  - a. the subject matter for which the review is requested,
  - b. a brief statement of the matter to be reviewed, and
  - c. an explanation of the inmate's belief concerning the appropriate calculation of his sentence.

B. RESPONSE

1. Upon receipt of the written request from the inmate, the applicable office, as noted in A above, shall review the inmate record prior to giving a written response.
2. The response shall include:

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- a. an explanation of the method of calculation, and
  - b. any statutes applied in the calculation.
3. A written response shall be issued within fifteen (15) working days of the receipt of the inmate's request for review or explanation.

C. APPEAL

1. An inmate confined in a Corrections institution may appeal from the initial written review or explanation given to the Offender Information Services , P.O. Box 2400, Frankfort, Kentucky 40602-2400. The appeal shall be in writing and received within ten (10) days from the date the written response is given. The inmate shall attach a copy of his request for review and the written response with his appeal.
2. Upon receipt of the appeal, the Offender Information Services Branch shall review the request, the written response and the inmate record.
3. The response on appeal shall include:
  - a. the explanation of the method of calculation, and
  - b. any statutes applied in the calculation.
4. The response on appeal shall be issued within thirty (30) working days of the receipt of the inmate's request for review.

D. Administrative Remedy for Jail Custody Time Credit

1. Review Request

- a. An offender may request in writing a review of the calculation of jail custody time credit applied to his sentence or a review or explanation of the method used to calculate custody time credit for the sentences on which he is presently committed to the Department of Corrections.
- b. To request a review, the offender shall mail the request to the Probation and Parole Office in the county in which the inmate was sentenced.
- c. The offender request shall include:
  - (1) The subject matter for which the review is requested,

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- (2) A brief statement of the matter to be reviewed, and
- (3) An explanation of the inmate's belief concerning the appropriate calculation of jail custody time credit.

## 2. Response

- a. The District Supervisor, or designee, shall review the request and prepare a written response. Upon receipt of the written request from the inmate, the District Supervisor, or designee, shall review the offender's record prior to giving a response.
  - (1) The response shall include an explanation of the method of calculation of jail custody time credit, and
  - (2) Whether or not the correct jail custody time credit has been applied to the sentence.
- b. A written response shall be issued within fifteen (15) working days of the receipt of the offender's request for review or explanation.
- c. The written response shall be entered in the offender management system.

## 3. Appeal

- a. An inmate may appeal the written response concerning custody time credit to the Offender Information Services Branch, Attention: Custody Time Credit Appeal, PO Box 2400, Frankfort, KY 40602-2400.
- b. The appeal response shall include:
  - (1) An explanation of the method of calculation and application, and
  - (2) Any statutes applied in the calculation.
- c. The response on this appeal shall be issued within thirty (30) working days of the receipt of the offender's request for review.

**DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REVIEW FORM  
Sentence Calculations**

\_\_\_\_\_  
NAME OF INSTITUTION

_____ INMATE NAME	_____ INMATE NUMBER
_____ UNIT OR HOUSING ASSIGNMENT	

DATE FILED:	DATE DUE:
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SUBJECT MATTER OF REVIEW REQUEST (Select)
Sentence Calculations
<input type="checkbox"/> 1. Sentence Length
<input type="checkbox"/> 2. Parole Eligibility Date
<input type="checkbox"/> 3. Expiration Date
<input type="checkbox"/> 4. Jail Credit
<input type="checkbox"/> 5. Parole Violator Credit
<input type="checkbox"/> 6. Credit for time served in Federal Custody or in Another State
<input type="checkbox"/> 7. Statutory Good Time Loss
<input type="checkbox"/> 8. Statutory Good Time Credit
<input type="checkbox"/> 9. Meritorious Good Time
<input type="checkbox"/> 10. Educational Good Time
<input type="checkbox"/> 11. Detainer
<input type="checkbox"/> 12. Other

**BRIEF STATEMENT OF THE PROBLEM:**

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501 KAR 6:450  
MIR Attached

Andy Beshear  
GOVERNOR

## JUSTICE AND PUBLIC SAFETY CABINET

Keith L. Jackson  
SECRETARY

125 Holmes St.  
Frankfort, Kentucky 40601  
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October 14, 2024

Senator Stephen West, Co-Chair  
Representative Derek Lewis, Co-Chair  
c/o Emily Caudill  
Administrative Regulation Review Subcommittee  
Legislative Research Commission  
083, Capitol Annex  
Frankfort KY 40601

Re: 501 KAR 6:300. News media;  
501 KAR 6:310. Monitoring and operation of private prisons;  
501 KAR 6:320. Corrections policies and procedures: inmate funds;  
501 KAR 6:340. Corrections policies and procedures: research and information;  
501 KAR 6:360. Corrections policies and procedures: safety and critical incident notification;  
501 KAR 6:370. Corrections policies and procedures: security and control;  
501 KAR 6:380. Corrections policies and procedures: special management and restrictive housing inmates, safekeepers, and contract prisoners;  
501 KAR 6:390. Corrections policies and procedures: inmate diet;  
501 KAR 6:400. Corrections policies and procedures: inmate health care;  
501 KAR 6:420. Corrections policies and procedures: inmate rules and discipline.  
501 KAR 6:430. Corrections policies and procedures: communication, mail, and visiting.  
501 KAR 6:440. Corrections policies and procedures: inmate reception, orientation, and personal property.  
501 KAR 6:450. Corrections policies and procedures: classification.  
501 KAR 6:460. Corrections policies and procedures: inmate work programs.  
501 KAR 6:470. Corrections policies and procedures: inmate education and training.  
501 KAR 6:490. Corrections policies and procedures: inmate recreation and activities.  
501 KAR 6:500. Religious programs.



501 KAR 6:510. Corrections policies and procedures: release preparation and temporary release.

501 KAR 6:520. Citizen involvement, volunteer, and reentry mentor service programs.

501 KAR 6:530. Corrections policies and procedures: programs and sentence credits.

Dear Co-Chairs West and Lewis:

After discussions with Administrative Regulation Review Subcommittee staff of the issues raised by 501 KAR 6:300. News media; 501 KAR 6:310. Monitoring and operation of private prisons; 501 KAR 6:320. Corrections policies and procedures: inmate funds; 501 KAR 6:340. Corrections policies and procedures: research and information; 501 KAR 6:360. Corrections policies and procedures: safety and critical incident notification; 501 KAR 6:370. Corrections policies and procedures: security and control; 501 KAR 6:380. Corrections policies and procedures: special management and restrictive housing inmates, safekeepers, and contract prisoners; 501 KAR 6:390. Corrections policies and procedures: inmate diet; 501 KAR 6:400. Corrections policies and procedures: inmate health care; 501 KAR 6:420. Corrections policies and procedures: inmate rules and discipline; 501 KAR 6:430. Corrections policies and procedures: communication, mail, and visiting; 501 KAR 6:440. Corrections policies and procedures: inmate reception, orientation, and personal property; 501 KAR 6:450. Corrections policies and procedures: classification; 501 KAR 6:460. Corrections policies and procedures: inmate work programs; 501 KAR 6:470. Corrections policies and procedures: inmate education and training; 501 KAR 6:490. Corrections policies and procedures: inmate recreation and activities; 501 KAR 6:500. Religious programs; 501 KAR 6:510. Corrections policies and procedures: release preparation and temporary release; 501 KAR 6:520. Citizen involvement, volunteer, and reentry mentor service programs; and 501 KAR 6:530. Corrections policies and procedures: programs and sentence credits, the Justice and Public Safety Cabinet proposes the attached substitutes to 501 KAR 6:300. News media; 501 KAR 6:310. Monitoring and operation of private prisons; 501 KAR 6:320. Corrections policies and procedures: inmate funds; 501 KAR 6:340. Corrections policies and procedures: research and information; 501 KAR 6:360. Corrections policies and procedures: safety and critical incident notification; 501 KAR 6:370. Corrections policies and procedures: security and control; 501 KAR 6:380. Corrections policies and procedures: special management and restrictive housing inmates, safekeepers, and contract prisoners; 501 KAR 6:390. Corrections policies and procedures: inmate diet; 501 KAR 6:400. Corrections policies and procedures: inmate health care; 501 KAR 6:420. Corrections policies and procedures: inmate rules and discipline; 501 KAR 6:430. Corrections policies and procedures: communication, mail, and visiting; 501 KAR 6:440. Corrections policies and procedures: inmate reception, orientation, and personal property; 501 KAR 6:450. Corrections policies and procedures: classification; 501 KAR 6:460. Corrections policies and procedures: inmate work programs; 501 KAR 6:470. Corrections policies and procedures: inmate education and training; 501 KAR 6:490. Corrections policies and procedures: inmate recreation and



activities; 501 KAR 6:500. Religious programs; 501 KAR 6:510. Corrections policies and procedures: release preparation and temporary release; 501 KAR 6:520. Citizen involvement, volunteer, and reentry mentor service programs; and 501 KAR 6:530. Corrections policies and procedures: programs and sentence credits.

Sincerely,



Nathan Goens, Attorney  
Justice and Public Safety Cabinet  
125 Holmes Street, 2<sup>nd</sup> Floor  
Frankfort, Kentucky 40601

enclosure

Final: 10/14/2024

**SUGGESTED SUBSTITUTE**

**JUSTICE AND PUBLIC SAFETY CABINET  
Department of Corrections**

**501 KAR 6:450. Corrections policies and procedures: classification.**

RELATES TO: KRS Chapter 196, 196.070, 196.073, 196.173, 196.610, Chapter 197, 197.140, 439.380, 440.450, 504.150, 640.070, 640.075

STATUTORY AUTHORITY: KRS 196.035, 197.020, 197.110

NECESSITY, FUNCTION, AND CONFORMITY: KRS 196.035 authorizes the secretary to promulgate administrative regulations deemed necessary or suitable for the proper administration of the functions of the cabinet or any division in the cabinet. KRS 197.020(1)(a) and (b) require the Department of Corrections to promulgate administrative regulations for the government and discipline of the penitentiary, government and official conduct of all officials connected with the penitentiary, government of the prisoners in their department and conduct, and preservation of the health of the prisoners. KRS 197.110 authorizes the department to promulgate administrative regulations for the classification of prisoners and purposes as the department deems necessary and proper for carrying out the intent of KRS Chapter 197. This administrative regulation establishes policies and procedures concerning classification for the Department of Corrections.

Section 1. Incorporation by Reference.

(1) "Department of Corrections Policies and Procedures, Chapter 18", ~~October~~**May** 15, 2024, are incorporated by reference. Department of Corrections Policies and Procedures Chapter 18 includes:

18.1	Classification of the Inmate (5/15/24)
18.2	Central Office Classification Committee (5/15/24)
18.3	Confinement of Youthful Offenders (5/15/24)
18.5	Custody Level and Security (5/15/24)
18.7	Transfers (5/15/24)
18.9	Out-of-state Transfers (5/15/24)
18.11	Placement for Mental Health Treatment in CPTU or PCU <del>(10/15/24)</del> <b>(6/44/16)</b>
18.12	Referral Procedure for Inmates Adjudicated Guilty But Mentally Ill <del>(10/15/24)</del> <b>(2/15/06)</b>
18.13	Population Categories (5/15/24)
18.15	Protective Custody (5/15/24)
18.16	Information to the Parole Board <del>(10/15/24)</del> <b>(1/13/20)</b>
18.17	Interstate Agreement on Detainers (7/9/07)
18.18	International Transfer of Inmates (5/14/07)

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**Changes to Material Incorporated by Reference:**

**CPP 18.11**

**Page 1, Date Filed Box**

Insert "October 15, 2024".

Delete "June 14, 2016".

**Pages 1-6, Effective Date Box**

Delete "August 5, 2016".

**Page 1, Header**

Insert "Supersedes Effective Date" box.

**CPP 18.12**

**Page 1, Date Filed Box**

Insert "October 15, 2024".

Delete "February 15, 2006".

**Page 1, Effective Date Box**

Delete "June 2, 2006".

**Page 1, Header**

Insert "Supersedes Effective Date" box.

**Page 1, I. Definition of "Mental Illness".**

After "KRS 504.060", insert "(8)".

Delete "(6)".

**CPP 18.16**

**Page 1, Date Filed Box**

Insert "October 15, 2024".

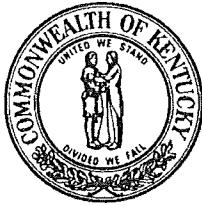
Delete "January 13, 2020".

**Page 1, Effective Date Box**

Delete "September 1, 2020".

**Page 1, Header**

Insert "Supersedes Effective Date" box.

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	18.11	6
	Date Filed	Effective Date
	October 15, 2024	
	Supersedes Effective Date	
References/Authority KRS 196.030, 196.035, Chapter 202A, 202A.201, Vitek v. Jones, 445 U.S. 480 (1980), Zinermon v. Burch, 494 U.S. 113 (1990), Washington v. Harper, 494 U.S. 210 (1990), ACA 4-4368, 4-4397, 4-4399, 4-4404 and 2- CO-4F-01	Subject  <b>PLACEMENT FOR MENTAL HEALTH TREATMENT IN CPTU or PCU</b>	

## I. DEFINITIONS

“Emergency referrals” means the placement of an inmate into CPTU or PCU prior to a Vitek Hearing if it is believed that the inmate poses an immediate threat to himself or others.

“Expressed and informed consent” means consent for treatment given voluntarily in writing after sufficient explanation and disclosure.

“Involuntary commitment” means:

1. Placement of an inmate in need of mental health treatment into CPTU or PCU who is competent to give expressed and informed consent but refuses; or
2. Placement of an inmate who is incompetent to give expressed and informed consent into CPTU or PCU.

“Kentucky State Reformatory Corrections Psychiatric Treatment Unit (CPTU) and Kentucky Correctional Institution for Women Psychiatric Care Unit (PCU)” means:

1. A mental health treatment program provided by the Department of Corrections Division of Mental Health to meet an inmate’s mental health needs; and
2. A unit which provides specialized housing as well as treatment programs.

## II. POLICY and PROCEDURES

- A. This procedure shall be used to provide an inmate access to mental health

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treatment for non-emergency referrals. An inmate referral to CPTU or PCU shall be appropriate if the inmate's mental condition cannot be properly treated in other settings.

1. A referral which necessitates transfer from one (1) institution to another shall be made by the sending institution. Mental health or medical staff from the sending institution shall report clinical information to the CPTU or PCU staff.
  - a. A male inmate housed at KSR shall be referred to CPTU Licensed Psychologist Program Administrator or the designee of the Director of the Division of Mental Health. This person shall arrange admission, if appropriate, and notify CPTU personnel.
  - b. A male inmate housed outside of KSR shall be referred to CPTU by contacting the DOC Director of the Division of Mental Health or designee. The Divisions of Mental Health and Population Management shall arrange admission, if indicated, and notify CPTU personnel.
  - c. A female inmate shall be referred to PCU by contacting the Director of Mental Health or designee. The Divisions of Mental Health and Population Management shall arrange admission, if indicated and notify PCU personnel.
2. Transfer procedures in CPP 18.7 shall be followed.
3. Involuntary Commitments
  - a. An involuntary commitment shall be reviewed at least every 180 days to determine if there is a continued need to remain in the mental health unit by the appropriate CPTU or PCU staff.
  - b. An involuntary commitment may remain in that status for 365 days. If the 365 days has expired, another involuntary proceeding shall be implemented.

**B. Admission to CPTU or PCU Programs**

If the inmate has been found suitable for treatment in either program, the institution shall initiate the admission of the inmate into the program.

1. Voluntary Admission – An inmate in need of treatment shall be assessed by mental health staff of the CPTU or PCU to determine competency and whether or not a voluntary admission is appropriate.

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- a. A Division of Mental Health Request for Voluntary Admission form shall be signed by the inmate and witnessed by two (2) staff members.
  - b. The form shall also be signed by a psychologist or psychiatrist to confirm that the inmate is mentally competent to sign an expressed informed consent for voluntary admission to the CPTU or PCU Program.
2. Involuntary Admission - A Vitek hearing shall be scheduled through the Division of Mental Health Program Administrator for any involuntary admission into the CPTU or PCU Program.
- C. Discharges from CPTU or PCU Program
1. An inmate discharged from the CPTU or PCU program shall receive an appropriate institutional placement.
  2. The discharged inmate may be held in appropriate housing pending placement at another institution.
  3. If the inmate has been voluntarily admitted to the program and is requesting discharge from the program and it is the opinion of the Division of Mental Health program staff that treatment is still warranted, the inmate shall be placed in Administrative Segregation for evaluation and implementation of the involuntary admission procedure.
- D. Preparation for the Vitek Hearing.
1. The Commissioner of Corrections or designee shall designate three (3) members to serve on the Vitek hearing committee.
    - a. Each committee member shall receive appropriate training. A committee member shall be program or custody staff grade ten (10) or above. An exception may be authorized by the Director of Population Management.
    - b. A Central Office staff member with appropriate training shall serve as chairperson.
    - c. If a Central Office staff member is not available, the Director of Population Management shall designate a chairperson of grade thirteen (13) or above.

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- d. Majority decision shall rule.
  - e. A panel member shall be disqualified if he witnessed the behavior of the person charged with specific conduct under review or has any personal involvement in the incident.
2. The Warden shall appoint an institutional representative to coordinate and to ensure compliance with the hearing procedure.
- a. An institutional representative shall represent the interests of the institution recommending the transfer.
  - b. The institutional representative shall:
    - (1) Contact the Director of Population Management and the Department of Public Advocacy to schedule the hearing;
    - (2) Provide notification of the hearing date and time to the hearing committee membership;
    - (3) Notify the Department of Public Advocacy of the pending action, the date and time of the hearing and provide a brief synopsis of the information on which the decision for the recommended transfer is based;
    - (4) Provide the inmate with a written notice of the intent to transfer; and
    - (5) Notify the inmate that a hearing will be conducted and that the evidence for the placement consideration shall be provided to his representative prior to the hearing. The notice of the hearing shall be given at least twenty-four (24) hours prior to the hearing.
3. The inmate shall be seen by a physician or psychiatrist within two (2) weeks prior to the hearing.

E. Inmate Rights and Responsibility

- 1. The inmate shall have legal representation. If the inmate is unable to afford private counsel, he shall be provided legal representation by the Department of Public Advocacy:
  - a. The representative of the Department of Public Advocacy need not be an attorney; and



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- b. The representative shall be advised of the time and date of the hearing.
  2. If the inmate chooses to have counsel of his choice rather than a legal representative from the Department of Public Advocacy, the institution shall notify the attorney and make arrangements for the inmate to contact the attorney.
    - a. The institutional representative shall notify that attorney of the pending action, the date and time of the hearing and shall provide a brief synopsis of the information on which the decision for the recommended transfer is based.
    - b. If private counsel cannot appear at the scheduled time of the hearing, the hearing shall not be rescheduled.
    - c. If private counsel is not available, a representative from the Department of Public Advocacy shall be appointed.
  3. The inmate shall have an opportunity to be heard in person and to present documentary evidence unless his presence at the hearing may constitute a security risk. The reasons for denial shall be made on the record and documented in writing on the consideration for Mental Health Placement form.
  4. The inmate shall be given the opportunity to present witnesses on his own behalf and to confront and cross examine any witness called by Corrections.
  5. The inmate shall be entitled to an independent decision maker.
  6. The inmate shall be provided a written statement of the facts found by the committee regarding the evidence relied upon and the decision on the transfer recommendation.

F. The Hearing

1. The procedures shall be documented on the Consideration for Mental Health Placement Form and shall be used to ensure that the inmate is provided the rights as required by law.
2. If in the professional judgment of the mental health staff, an inmate may not attend the meeting because of the potential of injury to self or others or

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because he constitutes a threat to the security of the institution, the following applies:

- a. The institutional representative shall make that recommendation to the hearing committee on the record and the Chairman shall make the appropriate ruling on the record; and
  - b. The case shall be documented in writing on the Consideration for Mental Health Placement Form.
3. The hearing shall be tape recorded and the recording maintained for one (1) year.
  4. The deliberation phase shall not be recorded.
  5. Based upon the evidence presented at the hearing, the committee shall formulate a written opinion documenting the reasons for the recommendation:
    - a. The decision involving involuntary admission shall be based on substantial evidence that the inmate is mentally ill and cannot be properly treated by the facility; and
    - b. If the decision is to transfer the inmate to CPTU or PCU, the institutional representative shall contact the Population Management Branch and institutional staff to schedule admission.

Name \_\_\_\_\_ Number \_\_\_\_\_ Institution \_\_\_\_\_

Housing Unit \_\_\_\_\_ Date & Time of Incident \_\_\_\_\_

The following incident was observed by me or otherwise verified (include statement of verification if applicable):

Place: \_\_\_\_\_ Staff Involved: \_\_\_\_\_

Inmates Involved: \_\_\_\_\_

Description of Behavior: \_\_\_\_\_

Reporting Employee's Signature and Title: \_\_\_\_\_

Date and Time of Report: \_\_\_\_\_

\*\*\*\*\*

NOTIFICATION OF CONSIDERATION FOR INVOLUNTARY TRANSFER HEARING

Report of Notification Officer: \_\_\_\_\_

Notification Officer: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

- I have received a copy of this application.
- I have been advised of my right to call witnesses, provide documentary evidence, be heard in person at the hearing, and cross-examine witnesses called by the Commonwealth unless for good cause shown this right is suspended.
- I have been advised it is my responsibility to make arrangements for legal representation of my choice at my own expense.
- I have been advised the institution will assist me in contacting the legal representative of my choice.
- I have been advised that legal representation of my choice does not include representation by any inmate.
- I have been advised that if I choose to be represented by any counsel of choice, counsel must be available on 24-hour notice and I will be given the opportunity to call private counsel and make arrangements.
- I have been advised that if I cannot afford representation of my choice, representation will be provided to me through the Office of Public Advocacy.
- I have been advised that I will be advised at the hearing as to the evidence being relied upon for transfer.
- I have been advised that my right to be present at the hearing may be denied if in the professional judgment of the mental health staff, my appearance at the hearing would present the potential for injury to myself or others.
- I have been advised I am entitled an independent decision maker to conduct the hearing.

Date & Time of Hearing: \_\_\_\_\_

Witnesses Requested: \_\_\_\_\_

Legal Representative of Choice:  Yes  No; Name \_\_\_\_\_

Legal Representative Appointed Through DPA:  Yes  No

Inmate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inmate Refused to Sign:  Yes  No Witness: \_\_\_\_\_

\*\*\*\*\*

INVOLUNTARY TRANSFER HEARING FINDINGS AND RECOMMENDATIONS

Date & Time of Hearing: \_\_\_\_\_ Continued to: \_\_\_\_\_

Reason for Continuance: \_\_\_\_\_

Hearing Date & Time: \_\_\_\_\_ Tape \_\_\_\_\_ Side \_\_\_\_\_ Begin \_\_\_\_\_ End \_\_\_\_\_

Findings and Transfer Recommended  Transfer Not Recommended

Reasons for Findings and Recommendations: \_\_\_\_\_

Chair Person \_\_\_\_\_ Committee Member \_\_\_\_\_ Committee Member \_\_\_\_\_

I have received a copy of this report showing the Committee's Findings & Recommendations  Yes  No

Inmate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inmate Presence Denied  Yes  No

Reasons for Denial \_\_\_\_\_

Inmate Witnesses Denied  Yes  No

Reasons for Denial \_\_\_\_\_

\*\*\*\*\*

- Scan into KOMS
- Copy to Resident
- Copy to Legal Representative
- Copy to Electronic Health Record

**REQUEST FOR VOLUNTARY PLACEMENT IN THE CORRECTIONAL  
PSYCHIATRIC TREATMENT UNIT PROGRAM or PSYCHIATRIC  
CARE UNIT**

I, \_\_\_\_\_, # \_\_\_\_\_, living in Oldham/Shelby County, Kentucky, voluntarily request placement in the Division of Mental Health's Correctional Psychiatric Treatment Unit Program or Psychiatric Care Unit for care and treatment individualized for my needs.

I agree to participate in my individualized treatment plan. Activities may include, but are not limited to, testing and evaluation, group and individual therapy, structured program activities, medication therapy and participation in the behavior program. I agree to follow my psychiatrist's instructions, to cooperate with the Treatment Team, and to follow program rules. I agree to cooperate with the officers and to be respectful to staff and other inmates.

I agree to remain in the Division of Mental Health's Treatment Unit Program voluntarily until I am discharged by the program staff, or until I make a written request for discharge to the program staff. Upon receipt of my written request for discharge, the Treatment Team shall arrange an appropriate placement for me within thirty days.

**CONSENT FOR TREATMENT: I authorize the Division of Mental Health and its staff to perform those services deemed necessary for me which are generally provided to program participants.**

\_\_\_\_\_  
Inmate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature


\_\_\_\_\_  
Date

I hereby witness the above signature, and I certify that the above named patient has given informed consent to voluntary admission to the Division of Mental Health and that he is capable of giving consent in that he understands that he is entering a mental health unit, understands that he will be offered treatment which he may agree to or refuse, and has the right to request discharge from the Division of Mental Health.

\_\_\_\_\_  
Psychologist Signature

\_\_\_\_\_  
Date

**Distribution:** Inmate  
KOMS, Scanned Documents  
Electronic Health Record

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	18.12	1
	Date Filed	Effective Date
	October 15, 2024	
	Supersedes Effective Date	
References/Authority KRS 504.060, 504.120, 504.130, 504.150	Subject <b>REFERRAL PROCEDURE FOR INMATES ADJUDICATED GUILTY BUT MENTALLY ILL</b>	

## I. DEFINITIONS

"Mental illness" is defined by KRS 504.060(8).

## II. POLICY and PROCEDURES


### A. Routine Referral

1. Any inmate adjudicated guilty but mentally ill shall be admitted to the Assessment and Classification Centers of the Roederer Correctional Complex (RCC) or the Kentucky Correctional Institution for Women (KCIW) unless sentenced to death. Any inmate sentenced to death shall be admitted to the Special Security Unit at either the Kentucky State Penitentiary or KCIW.
2. Within seventy-two (72) hours after admission, excluding weekends and holidays, a written referral for evaluation shall be completed by the Classification and Treatment Officer and submitted to the staff psychologist for the Division of Mental Health. Observation of behavior and other relevant historical and medical information shall be submitted in this request.
3. A member of the Division of Mental Health shall complete the initial evaluation of the inmate within seven (7) working days of the referral.

### B. Emergency Referral

An emergency transfer to CPTU may be deemed appropriate in any case if an inmate presents an imminent danger to himself or another as a direct result of a mental disease or defect. See CPP 18.11 - Emergency Transfers for accepted transfer procedure.

- C. Offender Information Services shall maintain a log of every inmate who enters the system under a guilty but mentally ill commitment.

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	18.16	1
	Date Filed	Effective Date
	October 15, 2024	
	Supersedes Effective Date	
Authority/References KRS 196.035, 197.020, 439.380 ACA Standards 5-5B-4304, 2-CO-4B-01	Subject <b>INFORMATION TO THE PAROLE BOARD</b>	

I. DEFINITIONS

None

II. POLICY and PROCEDURES

The Department of Corrections shall provide information to the Parole Board prior to the inmate's parole eligibility date. The information shall include the pre-sentence investigation, a summary of the inmate's institutional progress, current status, and background.

Pre-parole Progress Reports (PPPR)

- A. A PPPR for each institutional or community center inmate shall be available in the offender management system prior to the inmate's scheduled meeting or review with the Parole Board.
- B. The PPPR shall consist of information specifically requested by the Parole Board. The PPPR shall be prepared in the appropriate format. The information in the report shall be verified if possible.
- C. An employee shall not make a recommendation to the Parole Board suggesting an inmate be granted parole or not. An employee shall not make a recommendation to the Parole Board as to a suggested deferment, suggested length of deferment, a level of supervision if granted parole, or length of supervision if granted parole.



501 KAR 6:460  
MIR Attached

Andy Beshear  
GOVERNOR

## JUSTICE AND PUBLIC SAFETY CABINET

Keith L. Jackson  
SECRETARY

125 Holmes St.  
Frankfort, Kentucky 40601  
Phone: (502) 564-7554  
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October 14, 2024

Senator Stephen West, Co-Chair  
Representative Derek Lewis, Co-Chair  
c/o Emily Caudill  
Administrative Regulation Review Subcommittee  
Legislative Research Commission  
083, Capitol Annex  
Frankfort KY 40601

Re: 501 KAR 6:300. News media;  
501 KAR 6:310. Monitoring and operation of private prisons;  
501 KAR 6:320. Corrections policies and procedures: inmate funds;  
501 KAR 6:340. Corrections policies and procedures: research and information;  
501 KAR 6:360. Corrections policies and procedures: safety and critical incident notification;  
501 KAR 6:370. Corrections policies and procedures: security and control;  
501 KAR 6:380. Corrections policies and procedures: special management and restrictive housing inmates, safekeepers, and contract prisoners;  
501 KAR 6:390. Corrections policies and procedures: inmate diet;  
501 KAR 6:400. Corrections policies and procedures: inmate health care;  
501 KAR 6:420. Corrections policies and procedures: inmate rules and discipline.  
501 KAR 6:430. Corrections policies and procedures: communication, mail, and visiting.  
501 KAR 6:440. Corrections policies and procedures: inmate reception, orientation, and personal property.  
501 KAR 6:450. Corrections policies and procedures: classification.  
501 KAR 6:460. Corrections policies and procedures: inmate work programs.  
501 KAR 6:470. Corrections policies and procedures: inmate education and training.  
501 KAR 6:490. Corrections policies and procedures: inmate recreation and activities.  
501 KAR 6:500. Religious programs.

501 KAR 6:510. Corrections policies and procedures: release preparation and temporary release.

501 KAR 6:520. Citizen involvement, volunteer, and reentry mentor service programs.

501 KAR 6:530. Corrections policies and procedures: programs and sentence credits.

Dear Co-Chairs West and Lewis:

After discussions with Administrative Regulation Review Subcommittee staff of the issues raised by 501 KAR 6:300. News media; 501 KAR 6:310. Monitoring and operation of private prisons; 501 KAR 6:320. Corrections policies and procedures: inmate funds; 501 KAR 6:340. Corrections policies and procedures: research and information; 501 KAR 6:360. Corrections policies and procedures: safety and critical incident notification; 501 KAR 6:370. Corrections policies and procedures: security and control; 501 KAR 6:380. Corrections policies and procedures: special management and restrictive housing inmates, safekeepers, and contract prisoners; 501 KAR 6:390. Corrections policies and procedures: inmate diet; 501 KAR 6:400. Corrections policies and procedures: inmate health care; 501 KAR 6:420. Corrections policies and procedures: inmate rules and discipline; 501 KAR 6:430. Corrections policies and procedures: communication, mail, and visiting; 501 KAR 6:440. Corrections policies and procedures: inmate reception, orientation, and personal property; 501 KAR 6:450. Corrections policies and procedures: classification; 501 KAR 6:460. Corrections policies and procedures: inmate work programs; 501 KAR 6:470. Corrections policies and procedures: inmate education and training; 501 KAR 6:490. Corrections policies and procedures: inmate recreation and activities; 501 KAR 6:500. Religious programs; 501 KAR 6:510. Corrections policies and procedures: release preparation and temporary release; 501 KAR 6:520. Citizen involvement, volunteer, and reentry mentor service programs; and 501 KAR 6:530. Corrections policies and procedures: programs and sentence credits, the Justice and Public Safety Cabinet proposes the attached substitutes to 501 KAR 6:300. News media; 501 KAR 6:310. Monitoring and operation of private prisons; 501 KAR 6:320. Corrections policies and procedures: inmate funds; 501 KAR 6:340. Corrections policies and procedures: research and information; 501 KAR 6:360. Corrections policies and procedures: safety and critical incident notification; 501 KAR 6:370. Corrections policies and procedures: security and control; 501 KAR 6:380. Corrections policies and procedures: special management and restrictive housing inmates, safekeepers, and contract prisoners; 501 KAR 6:390. Corrections policies and procedures: inmate diet; 501 KAR 6:400. Corrections policies and procedures: inmate health care; 501 KAR 6:420. Corrections policies and procedures: inmate rules and discipline; 501 KAR 6:430. Corrections policies and procedures: communication, mail, and visiting; 501 KAR 6:440. Corrections policies and procedures: inmate reception, orientation, and personal property; 501 KAR 6:450. Corrections policies and procedures: classification; 501 KAR 6:460. Corrections policies and procedures: inmate work programs; 501 KAR 6:470. Corrections policies and procedures: inmate education and training; 501 KAR 6:490. Corrections policies and procedures: inmate recreation and





activities; 501 KAR 6:500. Religious programs; 501 KAR 6:510. Corrections policies and procedures: release preparation and temporary release; 501 KAR 6:520. Citizen involvement, volunteer, and reentry mentor service programs; and 501 KAR 6:530. Corrections policies and procedures: programs and sentence credits.

Sincerely,



Nathan Goens, Attorney  
Justice and Public Safety Cabinet  
125 Holmes Street, 2<sup>nd</sup> Floor  
Frankfort, Kentucky 40601

enclosure

**SUGGESTED SUBSTITUTE**

**JUSTICE AND PUBLIC SAFETY CABINET  
Department of Corrections**

**501 KAR 6:460. Corrections policies and procedures: inmate work programs.**

RELATES TO: KRS Chapters 196, 197, 197.065, 197.070, 197.110, 197.120, 197.150

STATUTORY AUTHORITY: KRS 196.035, 197.020, 197.047, 197.110, 439.590, 439.640

NECESSITY, FUNCTION, AND CONFORMITY: KRS 196.035 authorizes the secretary to promulgate administrative regulations deemed necessary or suitable for the proper administration of the functions of the cabinet or any division in the cabinet. KRS 197.020(1)(a) and (b) require the Department of Corrections to promulgate administrative regulations for the government and discipline of the penitentiary, government and official conduct of all officials connected with the penitentiary, government of the prisoners in their department and conduct, character of the labor, and length of time during which the prisoners shall be employed daily. KRS 197.047(2) requires the department to promulgate an administrative regulation governing prisoners working on governmental services program-related projects. KRS 197.047(5) requires the department to promulgate an administrative regulation setting forth the amount of compensation a prisoner shall earn for any work-related project. KRS 197.110 requires the department to promulgate administrative regulations it deems necessary and proper for classification of prisoners, conditions of inmate work assignments, and inmate pay for work. This administrative regulation establishes policies and procedures concerning inmate work programs for the Department of Corrections.

Section 1. Incorporation by Reference.

(1) "Department of Corrections Policies and Procedures, Chapter 19", ~~October 15/September 13~~ May 15, 2024, are incorporated by reference. Department of Corrections Policies and Procedures Chapter 19 includes:

19.1	Governmental Services Program ( <del>10/15/24</del> <del>9/13/24</del> <u>10/12/24</u> )
19.2	Sentence Credit for Work ( <del>10/15/24</del> )( <del>2/26/16</del> )
19.3	Inmate Wage/Time Credit Program (5/15/24)
19.4	Work Release for State Inmates in Jails ( <del>10/15/24</del> )( <del>4/12/18</del> )

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Justice and Public Safety Cabinet, Office of Legal Services, 125 Holmes Street, 2nd Floor, Frankfort, Kentucky 40601, phone (502) 564-3279, fax (502) 564-6686, Monday through Friday, 8 a.m. to 4:30 p.m. This material may be obtained from the Department of Corrections Web site in the policies and procedures area at <https://corrections.ky.gov/About/cpp/Pages/default.aspx> or the regulation filing area at <https://corrections.ky.gov/about/pages/lrcfilings.aspx>.

CONTACT PERSON: Nathan Goens, Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601, phone (502) 564-8216, fax (502) 564-6686, email [Justice.RegContact@ky.gov](mailto:Justice.RegContact@ky.gov).

**Changes to Material Incorporated by Reference:**

**CPP 19.1**

**Page 1, Date Filed Box**

Insert "October 15, 2024".

Delete "September 13, 2024".

**Attachment D.**

After the field for "Dates:" and the first field for "Time Out:", insert a field for "Time In:"  
Delete the second field for "Time Out:".

**CPP 19.2**

**Page 1, Date Filed box**

Insert "October 15, 2024".  
Delete "February 26, 2016".

**Pages 1-2, Effective Date Box**

Delete "August 5, 2016".

**Page 1, Header**

Insert "Supersedes Effective Date" box.

**CPP 19.4**

**Page 1, Date Filed box**


Insert "October 15, 2024".  
Delete "April 12, 2018".

**Pages 1-5, Effective Date Box**

Delete "June 1, 2018".

**Page 1, Header**

Insert "Supersedes Effective Date" box.

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	19.1	6
	Date Filed	Effective Date
	October 15, 2012	February 1, 2013
	Supersedes Effective Date	
References/Authority KRS 58.010, 171.391 – 171.393, 196.035, 197.020, 197.070 Ky. Const. §§ 253, 254 ACA 4-4451, 4-4452, 2-CO-5A-01	Subject  <b>GOVERNMENTAL SERVICES PROGRAM</b>	

## I. DEFINITIONS

“Governmental agencies” is defined in KRS 58.010(3).

“Governmental Services Programs” (GSP) means a program which provides Governmental Agencies with a supplemental work force of approved inmates.

“Rock Fence Preservation Program” means a council dedicated to the preservation of historic dry laid rock fences and historic mortared rock fences; and to provide training in skills essential to their maintenance.

“Routine detail” means a GSP detail that has an established work schedule.

“Special Detail” means any non-routine work detail needed and requested for a specific purpose or function. A Special Detail may also mean additional inmates added to a routine detail for a specific and time limited project.

## II POLICY and PROCEDURES

Corrections shall provide an inmate with an On-The-Job Training Program through governmental agencies, including the Rock Fence Preservation Program, to provide a supplemental work force for governmental agencies and to establish operational and security procedures to ensure the integrity of the GSP for all concerned. The program shall provide the inmate with the opportunity to learn job skills and obtain real world work experience. An inmate assigned to the program shall work a schedule that approximates the workday in the community.

### A. Establishing a GSP work location.

1. A governmental agency shall place a request if it seeks inmate workers.

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2. The Warden or his designee shall evaluate the request. The criteria for approval shall include an on-site inspection, public safety, security of the inmate, availability of other work force, benefit to the public, and other relevant factors.
3. If the request is approved, the Warden and requesting agency representative shall prepare a Memorandum of Agreement.
4. The Memorandum of Agreement, (Attachment F) shall be completed by both parties and forwarded to the Commissioner of Corrections or his designee for final approval.

B. Inmates eligible to participate in GSP

1. Inmates shall have a minimum or community custody level of classification.
2. Inmates shall not have any current loss of statutory good time.
3. Inmates shall not have any felony detainers.
4. Inmates with an extensive history of substance or alcohol abuse or violent behavior shall be closely screened by the Classification and Treatment Officer. Inmates considered a safety or security risk shall not be assigned to work in the community.

C. GSP Supervisors

1. All requesting agency employees who supervise inmates shall be twenty-one (21) years of age or older and complete GSP Supervisor Training.
2. GSP Supervisor Training shall be conducted by personnel of the institution providing the inmate labor.
3. The training requirements shall be met prior to the actual supervision of inmates.
4. The GSP Supervisor Training shall allow sufficient time for the presentation and discussion of the training material and evaluation by the participants.
5. Upon completion of training, the GSP Supervisor shall read, complete and sign the GSP Work Supervisor Agreement. The GSP Supervisor shall be photographed and a photo identification card shall be made following the initial training.

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6. Ex-felons shall not supervise GSP details without prior written approval of the Warden or his designee.

D. Cost

1. Governmental agencies shall pay Corrections the current mileage reimbursement rate as established by the Finance and Administration Cabinet and the officer's salary in relation to the time spent on the delivery and pick-up of the inmate detail.
2. Governmental agencies shall pay Corrections a per diem per inmate as determined annually by the Office of the Deputy Commissioner of Adult Institutions.
3. The cost shall be in addition to inmate labor costs.
4. The cost shall be used to defer administrative and operational costs of Corrections.

E. Transportation

1. The governmental agency may provide transportation upon approval of the Warden or his designee.
2. Inmates may only be transported in state vehicles. The state vehicles shall be properly equipped, including seatbelts. All passengers shall be required to use seatbelts.

F. Inmate Supervision

1. GSP inmates shall be randomly monitored at their work locations by Corrections staff. The monitor shall document the date, time, and pertinent details of the monitoring.
2. GSP inmates shall read, sign, and abide by the GSP Code of Conduct, (Attachment C-1).
3. GSP inmates shall abide by Corrections Policies and Procedures, institutional policies and procedures and the laws of the Commonwealth of Kentucky.
4. GSP inmates shall be subject to on site breathalyzer or urinalysis tests. These random tests shall be conducted out of public view.

G. Counts

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1. GSP Supervisors shall conduct at a minimum, hourly counts of the inmates assigned. GSP details working after 4:00 p.m., weekends and holidays shall be counted each hour and that count shall be called in to the institution by the GSP Supervisor.
2. GSP detail counts shall check the location of inmates for the protection of all parties.
3. If a GSP Supervisor is unable to locate an inmate or the count is not correct, the institution shall be notified immediately of a possible escape by the Supervisor or correctional staff.
4. Institutional staff shall conduct unannounced counts and report that count to the institution.

#### H. Special Details

1. GSP inmate details needed to work on special occasions shall be arranged through the Warden or his designee. Special Details shall be in addition to the regularly scheduled work assignments of the GSP.
2. Special Detail inmates may be assigned to a routine detail if additional manpower is required for a specific and time limited project.
3. Requests for Special Details shall be submitted in writing to the Warden no later than seven (7) days before the event or project, except for emergency situations which may be approved by the Warden on an individual basis. Requests shall be documented on a Request for Special Detail form, (Attachment D). See Attachment E for the instructions. The GSP Detail Supervisor shall provide the forms upon request.
4. Request for Special Detail forms shall be forwarded to the institution.
5. If unusual circumstances prohibit pre-arranging a Special Detail, the agency may make an emergency request. Approval of an emergency request may depend on previously scheduled routine and Special Details and the availability of GSP classified inmates.

If approved, the agency shall present a completed Request for Special Detail Form (Lines 1-19), before the release of the inmates.

6. Upon receiving a request for a Special Detail, the Warden or his designee shall evaluate inmate availability, staff availability, security and safety concerns.

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7. The Warden or his designee shall notify the requesting agency of approval or disapproval within forty-eight (48) hours after receiving a request.

I. Identification

1. GSP inmates shall be issued a special color, laminated photo identification card.
2. GSP inmates shall wear the special identification card in visual sight at all times. The identification card shall be clipped to the shirt pocket or collar if there is no pocket.

J. Safety

1. The GSP Supervisor shall:
  - a. Be knowledgeable of safety hazards in the work area;
  - b. Inform the inmate of any job related hazards his first day on the job, verbally and in writing;
  - c. Have the inmate sign an acknowledgement of his receipt of the information on job related hazards, if applicable;
  - d. Instruct and supervise inmates in the proper use of protective clothing and safety equipment to prevent job related injuries; and
  - e. Not permit an inmate who refuses to use protective gear to work and shall verbally notify the institution immediately, followed by a written report. The per diem, or a pro rata portion, for inmates refusing to use protective gear shall not be paid.
2. Hazard documentation shall be on file at the job site.
3. Institutional staff shall monitor GSP safety compliance while conducting routine site-checks.
4. The institutional safety officer shall also monitor GSP site safety compliance and document the date, time and any pertinent details noted during the monitoring.
5. Accidents shall be reported to the institution as soon as possible. An accident report form shall be completed and forwarded to the institution's health authority.



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K. Inmate Pay

The pay rate for inmates working the GSP Detail shall be authorized by the Deputy Commissioner of Adult Institutions or his designee in accordance with CPP 19.3. However, KRS Chapter 197 shall be complied with to calculate the amount of compensation the inmate is to receive, along with a credit on his sentence, if the inmate is eligible for credits.

L. Removal From Job

1. Any inmate or an entire crew may be immediately removed from the job site in the interest of security or safety.
2. The GSP Supervisor may request that an inmate be removed from the detail. All requests shall be documented and justified in writing by the GSP Supervisor. Documentation shall be given to the Corrections GSP Detail Supervisor as soon as possible, but no later than forty-eight (48) hours after the request for removal of the inmate from the detail.

M. Meals

1. The institution shall provide sack lunches to all GSP inmates.
2. Agencies shall provide refrigeration or some other method of maintaining sack lunches to prevent spoilage.
3. Sack lunches shall be eaten at the job site. Food shall not be returned to the institution.

**GOVERNMENTAL SERVICES PROGRAM  
Training Outline (Suggested)**

- I. Welcome and Purpose of Training
- II. Institution Mission and Purpose
- III. Classification of Inmates
- IV. GSP Program
- V. Employee Code of Ethics (CPP 3.1)
- VI. Supervision of Inmates
- VII. Security
- VIII. Safety
- IX. Inmate Code of Conduct
- X. GSP Supervisor signs a Work Supervisor Agreement form
- XI. Make identification photograph of supervisor
- XII. Participants complete evaluation of Training

GSP Work Supervisor Agreement

AS A GOVERNMENTAL SERVICE INMATE WORK SUPERVISOR, I UNDERSTAND THAT I AM RESPONSIBLE FOR THE ACCOUNTABILITY, SECURITY, SAFETY AND WELL BEING OF THE INMATES UNDER MY SUPERVISION. I AGREE TO COMPLY WITH THE FOLLOWING:

1. I shall abide by all the laws and regulations of the Commonwealth of Kentucky, the Federal Government, and Policies and Procedures set forth by the Department of Corrections.
2. I shall not allow any inmate to make unauthorized contact with friends or the public, either by mail, phone or in person.
3. I shall ensure that all inmates under my supervision remain at their designated work sites, unless specifically authorized by the Warden or designee.
4. I shall not allow any inmate under my supervision to operate any licensed motor vehicle.
5. I shall not borrow or lend money to inmates, nor shall I accept from, or give gifts or favors to them, their families or friends.
6. I shall not allow any inmate to use intoxicants or unprescribed narcotics, drugs or controlled substances and shall notify the institution immediately if I suspect the use of these substances.
7. I shall not take any inmate away from his authorized work station or to any type of store for personal business.
8. I am responsible for notifying the institution immediately if any circumstances arise which may prevent my compliance with the Governmental Service Program regulations. If these circumstances arise, I shall provide a full written report of the incident to the institution.
9. I agree to cooperate fully in any investigation affecting the GSP Operation.
10. If an emergency occurs, (injury of an inmate, possible escape, or unauthorized absence) I understand that I shall notify the institution immediately.

I HAVE READ AND FULLY UNDERSTAND THIS AGREEMENT AND HAVE RECEIVED A COPY OF THE INMATE HANDBOOK AND AGREE TO COMPLY WITH ALL THE RULES SET FORTH IN THESE DOCUMENTS.

\_\_\_\_\_  
GSP Supervisor's Signature and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Witness and Title

## GOVERNMENTAL SERVICES PROGRAM DETAIL CODE OF CONDUCT

As a Governmental Services inmate worker, I understand my behavior in the community is to be respectful, courteous and well mannered. I agree to comply with the following:

1. I shall abide by all the laws and regulations of the Commonwealth of Kentucky, the Federal Government, Policies and Procedures of the Department of Corrections and the institution.
2. I understand I shall be subject to searches of my person and my work station, and subject to urinalysis or breathalyzer testing at any time.
3. I shall not use any intoxicants or unprescribed narcotics, drugs or controlled substances.
4. I shall depart and reenter this institution only according to the established time and procedure or as otherwise authorized by the shift supervisor. I understand any unauthorized failure to attend my assignment may terminate my participation in the GSP detail and disciplinary action may be taken against me.
5. I shall use only institutional transportation or governmental agency transportation as approved by the Warden. I understand that riding in the back of an open pickup or vehicle without seats is prohibited. I shall wear a seat belt.
6. While at work, I shall remain within my designated place of assignment, except as approved by the Warden or designee and my work supervisor.
7. I shall not operate any licensed motor vehicle.
8. I shall not possess, borrow or lend any money or any other item to co-workers, employees, or other persons while on GSP detail assignment.
9. I understand I shall have no unauthorized work or social contact with the public or any family member for any reason. I further understand unsolicited comments or suggestive remarks to any person shall be grounds for disciplinary reports.
10. I understand I am not permitted to have visitations from persons I come in contact with through my work assignment.
11. I understand that I shall not use any telephone.
12. I shall not be permitted in, or on, the premises of any type of store. I understand any location other than my assigned detail is unauthorized and may result in disciplinary action.

- 13. I shall follow my supervisor's instructions unless these instructions pose a serious health risk or otherwise violate this code of conduct. If I encounter a problem, I shall talk with the institutional GSP Detail Staff as soon as possible.
- 14. I understand that tools which are required for the job shall be issued to me. Tools shall not be issued for my personal use or gain.
- 15. I shall not be allowed to take out, or bring in, any unauthorized personal or state property.
- 16. Nurse stations in state buildings may be used in emergencies only. If I am treated at the nurse's station, the institution shall be called immediately by my work supervisor.
- 17. I shall be responsible for asking my work supervisor to notify the institution immediately of any circumstances which may prevent my compliance with the GSP detail regulations. Failure to do so may result in my reassignment or removal from the GSP detail.
- 18. I understand I shall not be permitted to wear the following clothing on detail: shorts, jogging pants, jogging suits, recreational suits, sweat pants, shirts without sleeves, T-shirts with offensive or obscene writing or pictures, shower shoes, sandals, wave caps or similar headgear, or any other clothing that may reflect poorly on the institution. I understand I shall wear clean and presentable clothing while on detail and my dress shall be appropriate for work conditions.
- 19. I understand I shall wear my identification card in sight at all times while working on the GSP detail. Identification cards shall be clipped to the shirt pocket or collar. I shall be subject to disciplinary action if I fail to do so.
- 20. I realize I may be subject to special duties, job changes, and any manpower detail without prior notice, as authorized by the institution.
- 21. I realize that if I violate any part of this Code of Conduct, I shall be placed on another job or removed from the Governmental Services Program; shall receive an incident report for the specific rule infraction(s) and possible transfer from this institution.

I HAVE READ OR HAVE HAD READ TO ME AND FULLY UNDERSTAND THIS "CODE OF CONDUCT" AND THE CONSEQUENCES FOR VIOLATION OF THESE RULES. I HAVE RECEIVED A COPY AND I AGREE TO OBEY ALL RULES OF THE GOVERNMENTAL SERVICES PROGRAM DETAIL CODE OF CONDUCT.

\_\_\_\_\_  
 Inmate Signature and Number

\_\_\_\_\_  
 Staff Witness Signature and Title

\_\_\_\_\_  
 Date

**REQUEST FOR SPECIAL SERVICE DETAIL**  
**(REQUEST TO BE SUBMITTED TO INSTITUTION 7 DAYS PRIOR TO NEED)**  
**(See attached instructions for completing form.)**

Purpose: \_\_\_\_\_  
Reference: \_\_\_\_\_  
Requesting Agency: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Agency Representative: \_\_\_\_\_ Title: \_\_\_\_\_  
Corrections Staff Taking Request: \_\_\_\_\_ Title: \_\_\_\_\_  
Site: \_\_\_\_\_

(BE SPECIFIC: BUILDING, ADDRESS, ETC.)

Dates: \_\_\_\_\_ Time Out: \_\_\_\_\_ Time In: \_\_\_\_\_ Manpower: \_\_\_\_\_  
Special Consideration: (i.e. clothing, skills, physical ability, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervision: GSP: \_\_\_\_\_ Corrections: \_\_\_\_\_ Both: \_\_\_\_\_ Meals: \_\_\_\_\_  
Work to be accomplished: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Warden or Designee: \_\_\_\_\_ Date: \_\_\_\_\_  
Agency Notified: Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

**AFTER DETAIL HAS COMPLETED WORK**

Comments: (Problems, Concerns, Praise): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Detail Supervisor: \_\_\_\_\_  
Agency Representative: \_\_\_\_\_  
Date Detail Completed: \_\_\_\_\_

- xc:   Warden  
      Deputy Warden  
      CTO II  
      Agency  
      GSP Supervisor

INSTRUCTIONS FOR COMPLETING REQUEST FOR SPECIAL DETAIL FORM

1. Name of agency requesting a Special Detail.
2. Date Agency prepares request.
3. Time of day request prepared.
4. Name of person who will be liaison with the institution in carrying out project.
5. Title of person named in Item #4.
6. Phone number of agency.
7. Name of Corrections staff who initially receives request form.
8. Title of Corrections staff named in Item #7.
9. Work or Project Site. Be specific. If project will be outdoors or in several locations, explain. Use separate sheet if necessary.
10. Give date(s) inmate detail shall be working. Be specific if more than 1(one) date.
11. State what time the inmate detail will leave the institution. If request is for more than 1 (one) day, state specific "out" time for each day.
12. State what time the inmate detail will return to the institution. If request is for more than 1 (one) day, state specific time "in" for each day.
13. State number of inmates needed to carry out the project.
14. Be specific concerning special considerations: clothing (weather related occasion), skills required, if any, and physical ability (lifting, moving, etc.).
15. Check "GSP" if supervision of the inmate detail will be handled by trained GSP Supervisors.
16. Check "Corrections" if the inmate detail will be supervised by Corrections staff.
17. Check "Both" if supervision will be carried out with both Agency GSP Supervisor and Corrections staff.
18. Number of inmates who will need a sack lunch. Sack lunches shall be provided 7 days a week by the Institution for the lunch meal only. Any other meal resulting from working past normal working hours or out of the city shall be the sole responsibility of the agency.

INSTRUCTIONS FOR COMPLETING REQUEST FOR SPECIAL DETAIL FORM

19. Describe work to be accomplished or project to be completed. Be as specific as possible. Use additional page, if necessary.
20. Signature of Warden or designee.
21. Date of decision for request by Warden or designee.
22. Date agency notified of request decision.
23. Check if request is approved.
24. Check if request is denied. If request is denied, indicate reason(s) on attached.
25. Comments after project or work completed. Specific comments, i.e., problems, concerns and praise will help both parties evaluate for the future.
26. Signature of Institution staff involved in coordinating request.
27. Signature of agency representative named in Item #4.
28. Date Special Detail completed.

Copies with completed form and all attachments are to go to the following:

Warden  
Deputy Warden  
Captain  
CTO, Senior  
Agency  
GSP Supervisor



Memorandum of Agreement Between Kentucky Department of Corrections

and

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This Memorandum of Agreement is made for the purpose of assuring a unified effort between the agencies involved in order that effective job training leading to positive adjustment and rehabilitation may be provided for the criminal offender. It shall provide guidelines to ensure a safe, secure and efficient operation of the Governmental Service Program described in this Memorandum of Agreement.

SECTION I

RESPONSIBILITIES OF AGENCY

The \_\_\_\_\_ (hereinafter referred to as Agency) shall:

1. Provide standard work experience primarily in the area of \_\_\_\_\_ for a maximum of \_\_\_\_\_ inmates from the \_\_\_\_\_.
2. Process interaccount in a timely manner.
3. Provide a per diem of \_\_\_\_\_ per day per inmate on the detail.
4. All Transportation \_\_\_\_\_ shall \_\_\_\_\_ shall not be provided by Agency.
5. Provide a minimum of six (6) hours work each day.
6. Immediately report all observed violations of policies and procedures to the appropriate staff at \_\_\_\_\_ (Institution) followed by a written report.
7. Provide on-the-job training for the inmates assigned. Training shall include the identification of safety hazards and instruction in the required use of protective clothing and devices. The safety training shall be documented in writing.
8. Provide required safety clothing and devices.
9. Require all agency staff who will supervise inmates to complete the Governmental Services Program Supervisor's Training at \_\_\_\_\_ (Institution) before supervising inmates.
10. Advise Institution as soon as possible, but no later than \_\_\_\_\_ hours before if there is to be a change in the regular work schedule.

11. Assure GSP Supervisors comply with the following Policies and Procedures:

CPP 19.1 - Governmental Services Program  
GSP Work Supervisor Agreement  
GSP Detail Code of Conduct  
KOSHA Regulations

12. Direct requests for additional inmate labor to the Warden or designee.  
13. Provide a job performance evaluation on inmate(s) if requested by institution staff.

Agency may request a Special Detail through the Warden or his designee for a specific, time-limited project by following the procedure found in CPP 19.1.

## SECTION II

### RESPONSIBILITIES OF INSTITUTION

The Department of Corrections through the \_\_\_\_\_ (hereinafter referred to as Institution) shall:

1. Provide a maximum of \_\_\_\_\_ inmates to the Agency
2. Ensure that each inmate has completed Institutional orientation and has been classified and appropriately authorized to work Governmental Services Program details.
3. Assure that under normal circumstances, reassignments will not be made within ninety (90) days unless requested by the supervisor. The reason for requesting reassignment shall be in writing as required in CPP 19.1.
4. Submit monthly an interaccount bill or invoice for all amounts due to Institution from Agency.
5. Provide Governmental Services Program Supervisor training as required to meet agency needs.
6. Provide a nutritional sack lunch, including a drink for each inmate.
7. Provide suitable clothing for inmates.
8. Provide support for all GSP operations by assuring compliance with the provisions of:

CPP 19.1 -Governmental Services Program  
GSP Work Supervisor's Agreement  
GSP Detail Code of Conduct  
KOSHA Regulations

- 9. Advise Agency in a timely manner if a detail will arrive late or not work at all that day.
- 10. Recognizing that the inmate population is constantly changing due to transfers, releases, paroles, etc., Corrections shall make every effort to maintain the agreed level of manpower; however this may not be guaranteed.
- 11. The Institution may not guarantee the requesting agency a specific inmate; however, every effort shall be made to provide the skills, education, experience background requested to meet agency need.

SECTION III

This Memorandum of Agreement shall remain in force until changed.

The Memorandum of Agreement shall be reviewed annually by both parties.

Either party may recommend and submit changes in writing to the other party.

Changes may be made at any time by both parties by signing a new Memorandum of Agreement.

Either party may terminate this Memorandum of Agreement immediately upon written notification to the other party.

In the interest of security or safety, inmates may be removed or withheld from the job site as required by either party.

An annual event to celebrate the successful completion of another year of service to the Commonwealth may be scheduled by the Institution. The event may be used with mutual involvement to identify and recognize individuals and agencies for their positive contributions to the overall Mission of the Governmental Services Program.

This Memorandum of Agreement supersedes and replaces any previous agreements entered into between the parties prior to the effective date.

Department of Corrections

Agency

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

ACKNOWLEDGEMENT FOR INMATE SAFETY INFORMATION


The following acknowledgement shall be placed at the end of any written notice of job related hazards or training provided to an inmate:

I have read or have had read to me and understand the information in this document. I have received a copy this document.

\_\_\_\_\_  
Inmate Signature and Number

\_\_\_\_\_  
Staff Witness Signature and Title

\_\_\_\_\_  
Date

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
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	Date Filed	Effective Date
	October 15, 2024	
	Supersedes Effective Date	
Authority/References KRS 196.035, 197.020, 197.047, 197.110, 197.120, 197.150, CPP 19.3, 15.3	Subject  <b>SENTENCE CREDIT FOR WORK</b>	

## I. DEFINITIONS

“Work time credit” means a time credit earned by performing work in an approved job assignment after March 31, 2003 that shall be deducted from an eligible inmate’s sentence calculation, as provided in KRS Chapter 197.

## II. POLICY AND PROCEDURE

### A. Review Procedure

Upon entry of sentence, an inmate’s eligibility shall be determined for work time credits for work performed in accordance with KRS 197.047.

1. Inmates serving a life sentence, regardless of parole eligibility, shall not be eligible for work time credits.
2. If an inmate receives a new conviction or a change in current convictions, this information shall be reviewed by appropriate institutional staff to determine if his eligibility status has changed.

### B. Calculation of Work Time Credits

1. The number of work time credits earned shall be converted into days by:
  - a. determining how many hours an inmate worked during the review period, and
  - b. dividing the number of hours worked by forty (40).
2. When an inmate’s work time credits are calculated, only whole days shall be applied to his sentence.
3. Remaining work time credits that are less than a whole day shall carry over to the next review period.


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C. Application of Work Time Credits

1. Any work time credits earned shall be applied to the inmate's maximum expiration date after the date has been adjusted to reflect any statutory good time, jail credit, meritorious good time, educational good time, exceptional award of good time or any other adjustments that have been previously made to his sentence.
2. Work for time credits earned shall be calculated and applied to an inmate's sentence up to thirty (30) days prior to their expiration date.

D. Forfeiture

1. Work time credits awarded shall not be subject to forfeiture by the adjustment committee unless all statutory good time and meritorious good time have been forfeited.
2. Work time credits that have been earned shall not be denied or reduced when an inmate is reviewed for an award except as provided for in section II(B)(3) of this policy.

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
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Authority/References KRS 67A.028, 67B.020, 196.035, 197.020, 197.140, 441.005, 441.415, 532.100, 532.043 501 KAR 3:120 CPP 15.2, 19.3	Subject  Work Release for State Inmates in Jails	

## I. Definitions

“Class D felon” is defined by KRS 532.100.

“Jail” means a jail as defined by KRS 441.005(1) or a regional jail as defined by KRS 441.005(7), but shall not include juvenile facilities for this policy.

“Jailer” means:

- A. The official duly elected or appointed pursuant to Section 99 or 152 of the Kentucky Constitution, charged with the responsibility of administering the jail;
- B. The administrator or director of a department as defined by KRS 67B.020(1);
- C. The administrator or director of a correctional services division as created by KRS 67A.028; or
- D. The administrator of a regional jail as defined by KRS 441.005(7).

## II. Policy and Procedure

A Class D felon housed in county jail may participate in work release with the approval of the commissioner of the Department of Corrections.

- A. An inmate meeting the following criteria may be approved for work release. An inmate shall:
  1. Be a class D felon eligible for placement in a jail;
  2. Be classified as minimum or community custody, as established by the Corrections Classification Manual;
  3. Not have a documented behavior that equates to a CPP 15.2 Category III-11 or Category IV or higher rule violation or a criminal conviction within the last six (6) months;

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4. Not be deemed ineligible for work release pursuant to KRS 197.140;
  5. Not be subject to the provisions of KRS 532.043; and
  6. Not be housed in a reentry center, as defined in KRS 441.005.
- B. An inmate ineligible for work release shall be identified in KOMS.
- C. Inmate participation in work release shall be voluntary.
- D. An inmate shall be responsible for securing his own employment.
- E. The jail shall have a written policy and procedure on work release. The policy and procedure shall include:
1. Prospective employer's access to eligible inmates;
  2. Verification of suitable job placement;
  3. Fiscal procedures for handling of inmate wages and collection of fees;
  4. Transportation to and from work release;
  5. Drug and alcohol screening;
  6. Work site visits; and
  7. Disciplinary violations.
- F. Jail staff shall ensure an inmate is eligible for work release prior to allowing participation.
- G. Jail staff shall give preference to eligible inmates who have child support or restitution obligations.
- H. A participating inmate shall have a suitable job placement that:
1. Can be verified with a:
    - a. Specific location, unless an exception is approved by the Department of Corrections;
    - b. Set schedule;
    - c. Specific employer; and
    - d. Other item of similar significance required by the Department of Corrections; and



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2. Is suitable work for inmate employment. The work shall not be:
  - a. At an entity that sells weapons;
  - b. A day care;
  - c. An entity that allows access to drugs or other intoxicants;
  - d. Is outside the borders of Kentucky; or
  - e. Other similarly unsuitable work or location as determined by the Department of Corrections; and
3. Pay a lawful wage.
  - I. An inmate may be required to pay a fee that complies with the amounts set in KRS 532.100(8)(c). The jailer or his designee shall give notice to the inmate that a fee is required prior to an inmate's participation in the work release program. If a fee is required, the jailer or his designee shall inform the inmate of the fee and a Work Release Agreement (Attachment II) shall be completed. A copy of the signed agreement shall be placed in the inmate's jail file and shall be submitted to Department of Corrections.
  - J. An inmate shall be subject to frequent and random drug testing and may be required to pay for such testing.
  - K. An inmate shall be searched in accordance with the requirements established in 501 KAR 3:120, if entering or leaving the security perimeter of the jail.
  - L. An inmate shall remain at the work site of the employer or at other places under the direct supervision of the employer.
  - M. An inmate shall not go to his home or the home of a friend or relative.
  - N. An inmate shall not have any contact, written or spoken, with a relative or friend of an inmate housed in the jail while out on work release. An inmate shall not have any contact, written or spoken with a relative or friend while out on work release.
  - O. An inmate shall not be in possession of or return to the jail with any type of contraband. Contraband shall include cell phone, pager, tobacco, alcohol, prescription drug, illicit drug, written correspondence, or any other type of written information from an outside party to an inmate housed in the jail.
  - P. An inmate shall not go to a restaurant or public place to eat including a grocery or convenience store. A sack lunch shall be provided by the jail upon request, unless otherwise authorized by the jailer.
  - Q. An inmate shall not go to any place of amusement.
  - R. An inmate shall not partake of any illegal drug or consume an alcoholic beverage.

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- S. If an inmate is required to work overtime on any given day, the employer shall notify the jail in writing by 3:00 p.m. of the inmate's regular work day.
- T. If an inmate is required to work additional days from his set work schedule, the employer shall notify the jail, in writing, no later than 3:00 p.m. on Friday of the end of the inmate's regular scheduled work week.
- U. An inmate shall be transported to his place of employment by the employer, employer's designee, or jail staff, no earlier than thirty (30) minutes prior to the time the inmate is scheduled to report to work. If an inmate needs to leave early or leave late the employer shall receive approval from the Jailer. An inmate shall be returned to the jail no later than thirty (30) minutes after the end of his shift. An inmate shall not drive a motor vehicle.
- V. The jail shall verify daily that the inmate is at the approved work site.
- W. An inmate shall not change employment without prior approval from the Jailer.
- X. An inmate shall return to the jail for any court appearance scheduled during work release. An inmate shall not transport himself or be transported by the employer to court.
- Y. An inmate shall sign in/out for work in the work release log. The employer or employer's designee shall bring a photo ID and sign the inmate out in the work release log. Upon return from work, an inmate shall have the employer or employer's designee sign the inmate back in from work.
- Z. A participating inmate shall read and sign the Work Release Rules and Code of Conduct for State Inmates (Attachment I). A copy shall be placed in the inmate's jail file and shall be submitted to the Department of Corrections.
- AA. Jail staff shall revoke work release privileges to an inmate for violating any duly promulgated or adopted rule of the jail governing inmate conduct or work release. Upon revocation of work release, a written report shall be completed stating the reasons for the revocation and citing the rule or regulation that was violated. A copy shall be submitted to the Department of Corrections.
- BB. The Department of Corrections shall pay for the incarceration of a Class D inmate participating in work release at the same rate and under the same conditions as Class D felons incarcerated in the jail under KRS 532.100.
- CC. An inmate participating in work release shall not be eligible to receive pay from the Department of Corrections.

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- DD. Department of Corrections staff shall provide training to jailers and jail staff at jails who implement a work release program for state inmates to ensure understanding and compliance with this policy.

\_\_\_\_\_  
(Name of jail)

\_\_\_\_\_  
(Jailer)

WORK RELEASE RULES AND CODE OF CONDUCT FOR STATE INMATES

(Effective date \_\_\_\_\_)

1. While away from the \_\_\_\_\_ jail on work release, you shall remain at the work site of the employer or at other places under the direct supervision of the employer.
2. You shall not go to your home or to the home of friends or relatives.
3. You shall not have any contact, written or spoken, with any relatives or friends of inmates housed in the \_\_\_\_\_ jail.
4. You shall not be in possession of or return to the jail with any type of contraband. Contraband shall include cell phone, pager, tobacco, alcohol, prescription drug, illicit drug, written correspondence, or any other type of written information from an outside party to an inmate housed in the jail.
5. You shall not go to any restaurant or public place to eat (a sack lunch will be provided by the jail at your request unless otherwise authorized by the Jailer), this includes grocery/convenient stores.
6. You shall not go to any place of amusement.
7. You shall not partake of any illegal drugs or the consumption of alcoholic beverages-you will be randomly drug and alcohol tested.
8. If you are required to work overtime on any given day, your employer must notify the jail in writing by 3:00 p.m. of your regular workday.
9. If you are required to work additional days from your set work schedule, your employer must notify the jail (in writing) no later than 3:00 p.m. of the end of your regular scheduled work week (no later than Friday).
10. You shall be transported to your place of employment by your employer, employer's designee or jail staff, no earlier than thirty (30) minutes prior to the time you are to report to work. (If you need to leave earlier, you must have it approved through the Jailer). You shall be returned to the jail no later than thirty (30) minutes after the end of your shift. You are not allowed to drive a motor vehicle.
11. The jail shall and is authorized to:
  - a. Search you thoroughly, including the authority to strip-search, each time you leave and return to the jail
  - b. Verify daily that you are at your work site, and
  - c. Randomly drug test you while on work release
12. You shall not change employment without prior approval from the Jailer.
13. You shall return to the jail for any court appearance you have while on work release. You shall not transport yourself or have your employer transport you to court.

14. You shall sign in/out for work in the work release book. Your employer or employer's designee shall bring a photo ID and sign you out in the work release book. Upon return from work, you shall have your employer or employer's designee sign you back in from work.
15. State inmates may be required to pay work release fees to the jail. These fees shall be designated in the Work Release Payment Agreement and shall be paid each week.
16. Work release is a privilege, not a right. Any violation of work release rules shall be reported to the Department of Corrections to determine if work release privileges are to be revoked.

I have read and understand that any violation of the above rules may result in revocation of work release privileges.

---

(Inmate Signature)

---

(Date)

\_\_\_\_\_  
(Name of Jail)

WORK RELEASE PAYMENT AGREEMENT

I understand that I have been granted the privilege to participate in the work release program at the \_\_\_\_\_ Jail (hereinafter referred to as "Jail"). I understand that as a condition of this privilege I am responsible to pay work release fees to the Jail at a rate not to exceed the lesser of \$55.00 per week or 20% of my weekly net pay. (KRS 532.100(8)(c)) I also understand that if I fail to make my work release payments that I can have my work release privileges suspended and/or revoked.

\_\_\_\_\_  
Inmate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jailer Signature

\_\_\_\_\_  
Date



501 KAR 6:470  
MIR Attached

Andy Beshear  
GOVERNOR

## JUSTICE AND PUBLIC SAFETY CABINET

Keith L. Jackson  
SECRETARY

125 Holmes St.  
Frankfort, Kentucky 40601  
Phone: (502) 564-7554  
Fax: (502) 564-4840

October 14, 2024

Senator Stephen West, Co-Chair  
Representative Derek Lewis, Co-Chair  
c/o Emily Caudill  
Administrative Regulation Review Subcommittee  
Legislative Research Commission  
083, Capitol Annex  
Frankfort KY 40601

Re: 501 KAR 6:300. News media;  
501 KAR 6:310. Monitoring and operation of private prisons;  
501 KAR 6:320. Corrections policies and procedures: inmate funds;  
501 KAR 6:340. Corrections policies and procedures: research and information;  
501 KAR 6:360. Corrections policies and procedures: safety and critical incident notification;  
501 KAR 6:370. Corrections policies and procedures: security and control;  
501 KAR 6:380. Corrections policies and procedures: special management and restrictive housing inmates, safekeepers, and contract prisoners;  
501 KAR 6:390. Corrections policies and procedures: inmate diet;  
501 KAR 6:400. Corrections policies and procedures: inmate health care;  
501 KAR 6:420. Corrections policies and procedures: inmate rules and discipline.  
501 KAR 6:430. Corrections policies and procedures: communication, mail, and visiting.  
501 KAR 6:440. Corrections policies and procedures: inmate reception, orientation, and personal property.  
501 KAR 6:450. Corrections policies and procedures: classification.  
501 KAR 6:460. Corrections policies and procedures: inmate work programs.  
501 KAR 6:470. Corrections policies and procedures: inmate education and training.  
501 KAR 6:490. Corrections policies and procedures: inmate recreation and activities.  
501 KAR 6:500. Religious programs.

501 KAR 6:510. Corrections policies and procedures: release preparation and temporary release.

501 KAR 6:520. Citizen involvement, volunteer, and reentry mentor service programs.

501 KAR 6:530. Corrections policies and procedures: programs and sentence credits.

Dear Co-Chairs West and Lewis:

After discussions with Administrative Regulation Review Subcommittee staff of the issues raised by 501 KAR 6:300. News media; 501 KAR 6:310. Monitoring and operation of private prisons; 501 KAR 6:320. Corrections policies and procedures: inmate funds; 501 KAR 6:340. Corrections policies and procedures: research and information; 501 KAR 6:360. Corrections policies and procedures: safety and critical incident notification; 501 KAR 6:370. Corrections policies and procedures: security and control; 501 KAR 6:380. Corrections policies and procedures: special management and restrictive housing inmates, safekeepers, and contract prisoners; 501 KAR 6:390. Corrections policies and procedures: inmate diet; 501 KAR 6:400. Corrections policies and procedures: inmate health care; 501 KAR 6:420. Corrections policies and procedures: inmate rules and discipline; 501 KAR 6:430. Corrections policies and procedures: communication, mail, and visiting; 501 KAR 6:440. Corrections policies and procedures: inmate reception, orientation, and personal property; 501 KAR 6:450. Corrections policies and procedures: classification; 501 KAR 6:460. Corrections policies and procedures: inmate work programs; 501 KAR 6:470. Corrections policies and procedures: inmate education and training; 501 KAR 6:490. Corrections policies and procedures: inmate recreation and activities; 501 KAR 6:500. Religious programs; 501 KAR 6:510. Corrections policies and procedures: release preparation and temporary release; 501 KAR 6:520. Citizen involvement, volunteer, and reentry mentor service programs; and 501 KAR 6:530. Corrections policies and procedures: programs and sentence credits, the Justice and Public Safety Cabinet proposes the attached substitutes to 501 KAR 6:300. News media; 501 KAR 6:310. Monitoring and operation of private prisons; 501 KAR 6:320. Corrections policies and procedures: inmate funds; 501 KAR 6:340. Corrections policies and procedures: research and information; 501 KAR 6:360. Corrections policies and procedures: safety and critical incident notification; 501 KAR 6:370. Corrections policies and procedures: security and control; 501 KAR 6:380. Corrections policies and procedures: special management and restrictive housing inmates, safekeepers, and contract prisoners; 501 KAR 6:390. Corrections policies and procedures: inmate diet; 501 KAR 6:400. Corrections policies and procedures: inmate health care; 501 KAR 6:420. Corrections policies and procedures: inmate rules and discipline; 501 KAR 6:430. Corrections policies and procedures: communication, mail, and visiting; 501 KAR 6:440. Corrections policies and procedures: inmate reception, orientation, and personal property; 501 KAR 6:450. Corrections policies and procedures: classification; 501 KAR 6:460. Corrections policies and procedures: inmate work programs; 501 KAR 6:470. Corrections policies and procedures: inmate education and training; 501 KAR 6:490. Corrections policies and procedures: inmate recreation and





activities; 501 KAR 6:500. Religious programs; 501 KAR 6:510. Corrections policies and procedures: release preparation and temporary release; 501 KAR 6:520. Citizen involvement, volunteer, and reentry mentor service programs; and 501 KAR 6:530. Corrections policies and procedures: programs and sentence credits.

Sincerely,



Nathan Goens, Attorney  
Justice and Public Safety Cabinet  
125 Holmes Street, 2<sup>nd</sup> Floor  
Frankfort, Kentucky 40601

enclosure

**SUGGESTED SUBSTITUTE**

**JUSTICE AND PUBLIC SAFETY CABINET  
Department of Corrections**

**501 KAR 6:470. Corrections policies and procedures: inmate education and training.**

RELATES TO: KRS Chapters 196, 197, 197.045, 439.268

STATUTORY AUTHORITY: KRS 196.035, 197.020, 197.110, 439.640

NECESSITY, FUNCTION, AND CONFORMITY: KRS 196.035 authorizes the secretary to promulgate administrative regulations deemed necessary or suitable for the proper administration of the functions of the cabinet or any division in the cabinet. KRS 197.020(1)(a) and (b) require the Department of Corrections to promulgate administrative regulations for the government and discipline of the penitentiary, government and official conduct of all officials connected with the penitentiary, government of the prisoners in their department and conduct, and preservation of the health of the prisoners. KRS 197.110 authorizes the department to promulgate administrative regulations for purposes as the department deems necessary and proper for carrying out the intent of KRS Chapter 197. KRS 439.268 authorizes the department to promulgate administrative regulations for the awarding of probation program credits. This administrative regulation establishes policies and procedures concerning inmate education and training for the Department of Corrections.

Section 1. Incorporation by Reference.

(1) "Department of Corrections Policies and Procedures, Chapter 20", ~~October 15/September 12~~~~May 15~~, 2024, are incorporated by reference. Department of Corrections Policies and Procedures Chapter 20 includes:

20.1	Educational Courses and Educational Sentence Credits (5/15/24)
20.2	Apprenticeship Courses <del>(10/15/24)</del> <del>(5/12/20)</del>
<b>20.3</b>	<b>Special Education (9/12/2024)</b>

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Justice and Public Safety Cabinet, Office of Legal Services, 125 Holmes Street, 2nd Floor, Frankfort, Kentucky 40601, phone (502) 564-3279, fax (502) 564-6686, Monday through Friday, 8 a.m. to 4:30 p.m. This material may be obtained from the Department of Corrections Web site in the policies and procedures area at <https://corrections.ky.gov/About/cpp/Pages/default.aspx> or the regulation filing area at <https://corrections.ky.gov/about/pages/lrcfilings.aspx>.

CONTACT PERSON: Nathan Goens, Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601, phone (502) 564-8216, fax (502) 564-6686, email [Justice.RegContact@ky.gov](mailto:Justice.RegContact@ky.gov).

**CHANGES TO MATERIAL INCORPORATED BY REFERENCE:**

**CPP 20.2**

**Page 1, Date Filed box**

Insert "October 15, 2024".


Delete "May 12, 2020".

**Pages 1-2, Effective Date Box**

Delete "September 1, 2020".

**Page 1, Header**

Insert "Supersedes Effective Date" box.

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	20.2	6
	Date Filed	Effective Date
	October 15, 2024	
	Supersedes Effective Date	
Authority/References KRS 196.035, 197.020 CPP 15.2, 20.1 29 USC 50, 29 CFR parts 29 and 30	<b>APPRENTICESHIP COURSES</b>	

## I. DEFINITIONS

“Administrative Branch Manager” means the person assigned to monitor the apprenticeship (Justice to Journeyman) courses at the Department of Corrections (DOC) Office of Adult Institutions and ensures the U.S. Department of Labor (USDOL) apprenticeship standards are met.

“Administrative Specialist” means the person who provides administrative support to the Corrections Regional Education Administrator with the DOC Office of Adult Institutions.

“Apprentice” means an offender actively working in a paid work assignment at an institution and enrolled through RAPIDS in a registered occupation with a USDOL apprenticeship identification number.

“Apprenticeship Instructor” means the person designated by the Education Division Director and Regional Education Administrator to facilitate the course for that apprenticeship.

“Education Division Director” means the person responsible for the direction of the DOC Education Division.

“Justice to Journeyman” means an apprenticeship course collaboration between the Justice and Public Safety Cabinet, Department of Corrections, and the Education and Workforce Development Cabinet in a prison reform initiative to empower offenders with basic employability skills and recognizable training credentials that contribute toward apprenticeship hours.

“On the job training” or “OJT” means a specific skill set that is learned in a structured and supervised work environment.

“Probationary Period” means a 6-month period in which the offender is reviewed for performance.

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“Regional Education Administrator” means an institutional school administrator assigned to the DOC Office of Adult Institutions that oversees the instruction of the Justice to Journeyman courses at the institution he represents.

“Registered Apprenticeship Partners Information Data System” or “RAPIDS” means the USDOL database in which the Apprenticeship Instructor registers the offender, reports progress, and enters apprenticeship hours.

## II. POLICY and PROCEDURE

It is the policy of the DOC to provide offenders with courses and opportunities to support reentry in their communities. The Justice to Journeyman Apprenticeship shall provide offenders an opportunity to learn technical and knowledge-based skills, develop long term career goals and contingencies, increase employability skills and abilities, and gain apprenticeship hours to aid them in obtaining employment upon their release.

### A. Scope of Justice to Journeyman Apprenticeship

1. The Justice to Journeyman Apprenticeship, through a partnership between the Justice and Public Safety Cabinet, DOC, and the Education and Workforce Development Cabinet, has been established to provide meaningful on the job instruction and training experiences combined with occupation specific training curriculum.
2. This structured training is designed to assist offenders in their transition to their community, by equipping them with the skills, abilities, and verifiable work history and apprenticeship hours that are needed to obtain meaningful employment.
3. The offender shall have all apprenticeship hours documented while in the Justice to Journeyman Apprenticeship. Upon completion of the related technical instruction (RTI), a transcript shall be made available to the offender.
4. The offender may be eligible for an educational good time credit in the amount of ninety (90) days upon successful completion of CT Fundamentals. Further, the offender may be eligible for an educational good time credit in the amount of ninety (90) days upon successful completion of the career and technical trade as outlined in CPP 20.1.

### B. Establishment of a Justice to Journeyman Apprenticeship

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1. New or updated apprenticeship courses shall require approval from the DOC Education Division Director and the Education and Workforce Development Cabinet before implementation.
2. If the new or updated course is approved by the Education Division Director, a new apprenticeship standards application shall be submitted to the Education and Workforce Development Cabinet for approval.
3. Once approval is received by the Education and Workforce Development Cabinet and the Education Division Director, it shall be submitted to the Commissioner for final review and consideration for approval.

C. Enrollment in Justice to Journeyman Apprenticeship

1. For consideration of assignment to an apprenticeship course, the inmate shall:
  - a. Have a high school diploma or a high school equivalency diploma or credential;
  - b. Be within thirty-six (36) months of release date or parole eligibility date;
  - c. Be eligible and approved to work in the job area as outlined by the individual DOC institution;
  - d. Have an minimum TABE score of 501 in reading; 496 in math; and 511 in language; and
  - e. Complete and pass an interview conducted by an interview panel and chaired by the Regional Education Administrator.
2. The offender may be tested to determine whether the offender has an aptitude for the occupation and requirements of the apprenticeship course for which the offender has applied. Testing shall be completed at the discretion of the Regional Education Administrator. During the interview process, the offender shall be advised of the course completion requirements. The offender shall be advised that if assigned to CT Fundamentals, the offender shall be considered on probationary status. An offender shall complete CT Fundamentals to be removed from probationary status and to advance to the career and technical trade.
3. The offender shall sign a written agreement that contains the terms and conditions of the employment and training of the apprentice to enable the apprentice to learn the business, craft, or occupation.

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4. An offender approved to enter the apprenticeship course shall be scheduled for classification by the Regional Education Administrator or Classification Committee.
5. Upon enrollment, the offender shall be entered into RAPIDS by the institutional Apprenticeship Instructor for apprenticeship hours to be documented.
6. The offender shall maintain a professional job image while participating in the Justice to Journeyman Apprenticeship.
  - a. Work Attire: arrive to the education job site dressed professionally for the workday in full uniform with shoes clean.
  - b. Timekeeping: an offender shall use a time clock to record his work time. Failure to clock in and out shall result in loss of compensation and accrual of training hours.

#### D. Apprenticeship Exit

1. All module exams in CT Fundamentals and career and technical education course or trade shall be passed with a minimum score of seventy (70) percent. In addition, the majority of the modules have performance exercises that shall be graded as "Satisfactory" or "Failed".
2. All National Center for Construction Education and Research (NCCER) or National Occupational Competency Testing Institute (NOCTI) requirements shall be successfully completed to earn the credential.
3. Upon course completion, a transcript shall be completed and signed by the instructor and submitted to the Education Administrator. The Education Administrator shall review the transcript and shall request a ninety (90) day EGT credit if the offender has met all requirements of the course. The Education Administrator shall sign the transcript and forward the transcript and credentials to the Division of Education Registrar for review.
4. The Division of Education Registrar shall review the documentation and verify the EGT credit.
5. Classroom hours earned for CT fundamentals and the career and technical trade shall be entered in RAPIDS and counted towards the related technical instruction.

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6. If an offender in a DOC institution completes the required total number of apprentice hours to be a journeyman as defined by the USDOL, is verified by the Education and Workforce Development Cabinet, and Division of Education Registrar, the offender shall receive 90 days EGT.
7. If an offender completes CT fundamentals, the technical trade, has been enrolled in RAPIDS, and receives parole, the offender may work with the reentry employment specialist and may be able to continue the apprenticeship once employment is established. If the offender completes the apprenticeship while on parole, he may request 90 days EGT. The offender shall provide documentation of completion to his assigned parole officer who shall forward it to the Division of Education Registrar to verify the offender's eligibility for the EGT.
8. The Division of Education Registrar shall review, verify, and award the EGT credit in the offender management system.

E. Offender Schedule, Conduct, and Compensation

1. An offender shall be given a schedule of classes and assignments during the course of the Justice to Journeyman Apprenticeship.
2. Once enrolled in CT Fundamentals, the offender shall receive a starting wage of \$0.70 per hour.
3. Upon successful completion of CT Fundamentals and the probationary period, the offender may be enrolled in the Career and Technical Trade. The offender shall receive a pay increase to \$1.25 per hour.
4. An offender shall be compensated based upon the number of hours documented by the time clock.
5. If an offender has unexcused absences for five (5) days in a thirty (30) day period (RHU placement for investigation shall not count as unexcused if the inmate is found to be not guilty), participates in violence in the classroom, has inappropriate classroom behavior, participates in theft of materials, or becomes ineligible to work in a controlled environment, the offender shall be removed from the course. If the offender is terminated from the course, the offender shall be subject to a ninety (90) day waiting period to start the application process again for enrollment.

F. Duties of the Education Division Director

The Education Division Director shall:

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1. Communicate all participant data obtained from the Justice to Journeyman Apprenticeship to the Justice and Public Safety Cabinet, DOC, the Education and Workforce Development Cabinet, and other outside agencies as required.
2. Directly supervise the Administrative Branch Manager assigned to oversee the Justice to Journeyman Apprenticeship.

G. Duties of Administrative Branch Manager

The Administrative Branch Manager shall:

1. Ensure the Justice to Journeyman Apprenticeship training is completed for all institution Apprenticeship Instructors and designated institutional-staff.
2. Prepare monthly reports for the Education Division Director, providing information and data, quarterly and annually, with statistical summaries.
3. Coordinate with staff to ensure any reports requested by the Education and Workforce Development Cabinet and USDOL are prepared and submitted in a timely manner.
4. Ensure Justice to Journeyman Apprenticeship consistency throughout all DOC institutions.





501 KAR 6:490  
MIR Attached

Andy Beshear  
GOVERNOR

## JUSTICE AND PUBLIC SAFETY CABINET

125 Holmes St.  
Frankfort, Kentucky 40601  
Phone: (502) 564-7554  
Fax: (502) 564-4840

Keith L. Jackson  
SECRETARY

October 14, 2024

Senator Stephen West, Co-Chair  
Representative Derek Lewis, Co-Chair  
c/o Emily Caudill  
Administrative Regulation Review Subcommittee  
Legislative Research Commission  
083, Capitol Annex  
Frankfort KY 40601

Re: 501 KAR 6:300. News media;  
501 KAR 6:310. Monitoring and operation of private prisons;  
501 KAR 6:320. Corrections policies and procedures: inmate funds;  
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501 KAR 6:500. Religious programs.

501 KAR 6:510. Corrections policies and procedures: release preparation and temporary release.

501 KAR 6:520. Citizen involvement, volunteer, and reentry mentor service programs.

501 KAR 6:530. Corrections policies and procedures: programs and sentence credits.

Dear Co-Chairs West and Lewis:

After discussions with Administrative Regulation Review Subcommittee staff of the issues raised by 501 KAR 6:300. News media; 501 KAR 6:310. Monitoring and operation of private prisons; 501 KAR 6:320. Corrections policies and procedures: inmate funds; 501 KAR 6:340. Corrections policies and procedures: research and information; 501 KAR 6:360. Corrections policies and procedures: safety and critical incident notification; 501 KAR 6:370. Corrections policies and procedures: security and control; 501 KAR 6:380. Corrections policies and procedures: special management and restrictive housing inmates, safekeepers, and contract prisoners; 501 KAR 6:390. Corrections policies and procedures: inmate diet; 501 KAR 6:400. Corrections policies and procedures: inmate health care; 501 KAR 6:420. Corrections policies and procedures: inmate rules and discipline; 501 KAR 6:430. Corrections policies and procedures: communication, mail, and visiting; 501 KAR 6:440. Corrections policies and procedures: inmate reception, orientation, and personal property; 501 KAR 6:450. Corrections policies and procedures: classification; 501 KAR 6:460. Corrections policies and procedures: inmate work programs; 501 KAR 6:470. Corrections policies and procedures: inmate education and training; 501 KAR 6:490. Corrections policies and procedures: inmate recreation and activities; 501 KAR 6:500. Religious programs; 501 KAR 6:510. Corrections policies and procedures: release preparation and temporary release; 501 KAR 6:520. Citizen involvement, volunteer, and reentry mentor service programs; and 501 KAR 6:530. Corrections policies and procedures: programs and sentence credits, the Justice and Public Safety Cabinet proposes the attached substitutes to 501 KAR 6:300. News media; 501 KAR 6:310. Monitoring and operation of private prisons; 501 KAR 6:320. Corrections policies and procedures: inmate funds; 501 KAR 6:340. Corrections policies and procedures: research and information; 501 KAR 6:360. Corrections policies and procedures: safety and critical incident notification; 501 KAR 6:370. Corrections policies and procedures: security and control; 501 KAR 6:380. Corrections policies and procedures: special management and restrictive housing inmates, safekeepers, and contract prisoners; 501 KAR 6:390. Corrections policies and procedures: inmate diet; 501 KAR 6:400. Corrections policies and procedures: inmate health care; 501 KAR 6:420. Corrections policies and procedures: inmate rules and discipline; 501 KAR 6:430. Corrections policies and procedures: communication, mail, and visiting; 501 KAR 6:440. Corrections policies and procedures: inmate reception, orientation, and personal property; 501 KAR 6:450. Corrections policies and procedures: classification; 501 KAR 6:460. Corrections policies and procedures: inmate work programs; 501 KAR 6:470. Corrections policies and procedures: inmate education and training; 501 KAR 6:490. Corrections policies and procedures: inmate recreation and

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Sincerely,



Nathan Goens, Attorney  
Justice and Public Safety Cabinet  
125 Holmes Street, 2<sup>nd</sup> Floor  
Frankfort, Kentucky 40601

enclosure

**SUGGESTED SUBSTITUTE**

**JUSTICE AND PUBLIC SAFETY CABINET  
Department of Corrections**

**501 KAR 6:490. Corrections policies and procedures: inmate recreation and activities.**

RELATES TO: KRS Chapters 196, 197, 439.600, 439.610

STATUTORY AUTHORITY: KRS 196.035, 197.020, 197.110

NECESSITY, FUNCTION, AND CONFORMITY: KRS 196.035 authorizes the secretary to promulgate administrative regulations deemed necessary or suitable for the proper administration of the functions of the cabinet or any division in the cabinet. KRS 197.020(1)(a) and (b) require the Department of Corrections to promulgate administrative regulations for the government and discipline of the penitentiary, government and official conduct of all officials connected with the penitentiary, government of the prisoners in their department and conduct, and preservation of the health of the prisoners. KRS 197.110 authorizes the department to promulgate administrative regulations for purposes as the department deems necessary and proper for carrying out the intent of KRS Chapter 197. This administrative regulation establishes policies and procedures concerning inmate recreation and activities for the Department of Corrections.

Section 1. Incorporation by Reference.

(1) "Department of Corrections Policies and Procedures, Chapter 22", October~~May~~ 15, 2024, are incorporated by reference. Department of Corrections Policies and Procedures Chapter 22 includes:

22.1	Privilege Trips <u>(10/15/24)</u> <del>(10/14/05)</del>
22.2	Recreation and Inmate Activities <u>(10/15/24)</u> <del>(3/14/14)</del>

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**CHANGES TO MATERIAL INCORPORATED BY REFERENCE:**

**CPP 22.1**

**Page 1, Date Filed box**

Insert "October 15, 2024".

Delete "October 14, 2005".

**Pages 1-2, Effective Date Box**

Delete "February 3, 2006".

**Page 1, Header**

Insert "Supersedes Effective Date" box.

**CPP 22.2**


**Page 1, Date Filed box**

Insert "October 15, 2024".

Delete "March 14, 2014".

**Pages 1-2, Effective Date Box**  
Delete "August 1, 2014".

**Page 1, Header**  
Insert "Supersedes Effective Date" box.

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	22.1	2
	Date Filed	Effective Date
	October 15, 2024	
	Supersedes Effective Date	
References/Authority KRS 196.035, 197.020, 439.600, 439.610 ACA 4-4485	Subject  PRIVILEGE TRIPS	

## I. DEFINITIONS

"Privilege trip" means a trip that may be authorized at minimum security institutions for small groups of inmates to go into the community for recreational purposes; to conduct seminars or programs or attend other gatherings; to shop or for other purposes determined by the warden to meet the guidelines of KRS 439.600.

## II. POLICY and PROCEDURE

Privilege trips may be authorized by the Warden to serve the legitimate purposes of Corrections, the institution and the inmate subject to the limitations set out below. Trips shall not become routine for the inmate population. Wardens may use privilege trips as part of an institutional incentive program.

- A. Privilege trips shall be authorized only by the Warden or in his absence, the Deputy Warden. This authorization shall be in writing.
- B. Inmates authorized to make privilege trips shall be required to read and sign the release.
- C. All trips shall be supervised by on-duty staff members only.
- D. There shall be one staff member for each five inmates unless the Warden or his designee authorizes an exception. A staff member may escort up to ten inmates if the inmates can be adequately supervised.
- E. Inmates shall be under direct supervision at all times. They shall not be released unsupervised in a large area as an arena, shopping center, mall, large store, in the streets or in public gatherings with instructions to report back at a stated time or interval.
- F. Inmates shall be appropriately attired.

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- G. Staff supervisors shall be cautioned that Kentucky law provides that any staff member who aids or permits an inmate to leave his limits of confinement may be subject to criminal prosecution.
- H. Inmates shall be informed that leaving the limits of confinement as established by the group supervisor shall be considered an escape.





MEMORANDUM

TO: All Concerned  
FROM: \_\_\_\_\_, Warden  
SUBJECT: Authorization for Resident Trips

Department of Corrections employee \_\_\_\_\_ may take the following inmates from the \_\_\_\_\_ institution.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Destination(s) \_\_\_\_\_

Date and Time Depart \_\_\_\_\_ Approx. Date and Time Return \_\_\_\_\_

Mode of Transportation \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Warden


\_\_\_\_\_  
Deputy Warden

Accompanying Officer's Certification:

I, \_\_\_\_\_, understand that I have been given permission to take the above named resident(s) to the approved destination(s) and that side trips are not authorized. I further understand that I am to personally supervise the resident(s) at "all times" while on the trip and to make every effort to return at the time specified above. If unable to return on time, or in the event of an unforeseen delay, I will immediately call the Officer in charge or the Duty Officer at the \_\_\_\_\_, institution, \_\_\_\_\_.

Telephone Number \_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_  
Accompanying Officer's Signature

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Authority/References ACA Standards 4-4343, 4-4481, 4-4482, 4-4483, 4-4484, 4-4485, 2-CO-5C-01	Subject  <b>RECREATION AND INMATE ACTIVITIES</b>	

## I. DEFINITIONS

“Recreation Supervisor” means a full-time qualified person whose education, correctional experience, training in recreation and leisure activities as well as supervisory skills are utilized to oversee an institutional recreation department.

## II. POLICY and PROCEDURES

This policy shall ensure that all Department of Corrections (DOC) institutions provide a comprehensive recreational program that includes leisure time activities, incorporating gym and outside activities comparable with those in the community.

### A. Institution Responsibilities shall include:

1. Maintain facilities in good condition suitable for recreational activities available to the inmate population;
2. Encourage interaction with the community through recreational opportunities;
3. Assess recreational needs of inmates on an annual basis through the recreational committee;
4. Post a daily schedule of available events for the inmate population; and
5. Provide rules and regulations for the gym approved by the institutional Warden or designee.

B. Inmate participation in recreation activities and programs shall be strictly voluntary.

C. An evaluation of the effectiveness and utilization of recreational programs shall be completed by the Recreation Supervisor for submission to the Warden of the

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institution. This evaluation shall be completed at least annually and include recommendations concerning personnel requirements, program improvement, equipment needs or excesses, and future requirements in maintenance, security and budgetary items.