

501 KAR 7:060. Security; control.

RELATES TO: KRS 441.045, 441.055

STATUTORY AUTHORITY: KRS 441.055

NECESSITY, FUNCTION, AND CONFORMITY: KRS 441.055(1) requires the Department of Corrections to promulgate administrative regulations establishing minimum standards for jails that house state prisoners. This administrative regulation establishes security procedures to be followed in restricted custody centers.

Section 1. Policy and Procedure. (1) Each jailer shall develop a written policy and procedure governing the security aspects of the center's operation.

(2) If requested in writing, the department may provide technical assistance to the jailer in formulating written policy and procedure.

(3) The policies and procedures shall include:

- (a) Prisoner rules;
- (b) Staffing;
- (c) Searches of prisoner and of secure areas;
- (d) Visitation;
- (e) Key and weapon control;
- (f) Prisoner head counts;
- (g) Movement of prisoners;
- (h) Emergency situations;
- (i) Center schedule; and
- (j) Administering medication.

Section 2. Prisoner Supervision. (1) Jail personnel shall conduct rounds of the center at least every sixty (60) minutes.

(2) There shall be at least three (3) documented prisoner counts every twenty-four (24) hours during which each prisoner's physical presence, by show of skin or by movement, shall be observed or his location accounted for. At least one (1) count shall be conducted per shift.

(3) Males and females shall be housed separately.

Section 3. Security Procedures. (1) Each jailer shall establish a procedure for weekly inspection, for contraband and physical security, of each area accessible to any prisoner.

(a) Isolated security spot checks for contraband shall be conducted daily.

(b) The center rules, as specified in Section 1(3)(a) of this administrative regulation, shall contain a clear definition of each item permitted in the center. All other items shall be considered contraband.

(c) There shall be a written procedure for reporting security irregularities and for confiscating contraband.

(2) A weapon, ammunition, chemical agent, related security equipment, or an object which may be used as a weapon shall not be permitted in the security area unless authorized by the jailer. A firearm shall not be permitted in the security area unless authorized by the jailer, under emergency circumstances.

(3) All weapons, ammunition, chemical agents, or related security equipment, if not being carried or used, as authorized by the jailer, shall be stored in an arsenal, vault, or other secure room under lock.

(a) The weapons storage area shall be inaccessible to unauthorized persons.

- (b) There shall be a written procedure for issuing and accounting for all weapons.
- (4) Security devices and safety equipment shall be inspected each quarter to ensure they are maintained in proper working order.
- (5) Tools and toxic, corrosive, or flammable substances, and other potentially dangerous supplies and equipment shall be stored in a secure, locked area not accessible to prisoners.
- (6) A prisoner shall use hazardous tools, supplies, or equipment only under the direct supervision of jail personnel, and shall be provided with proper safety equipment.
- (7) A prisoner may be assigned the responsibility of providing prisoner services, including providing meals under the direct supervision of jail personnel.
- (8) A prisoner shall not be:
 - (a) Permitted to perform or assist in a security duty; or
 - (b) Assigned to a position of authority over another prisoner.
- (9) A prisoner and his belongings shall be searched, in accordance with the guidelines established in 501 KAR 7:120, if entering the security perimeter.
- (10) Written procedures shall be developed for transporting a prisoner outside the center.
- (11) Each center shall have key control procedures.

Section 4. Daily Center Log; Special Reports. A daily center log shall be kept current and shall reflect significant occurrences within the center. Special reports shall include:

- (1) Use of force;
- (2) Disciplinary action;
- (3) Medical or mental health treatment;
- (4) Feeding schedule and menus;
- (5) Extraordinary occurrences:
 - (a) Fire;
 - (b) Assault;
 - (c) Suicide or attempted suicide that constitutes a serious health situation; or
 - (d) Escape or attempted escape;
- (6) Prisoner vandalism;
 - (a) Destruction of center property; or
 - (b) Flooding of plumbing fixtures;
- (7) Jail personnel roster for each shift;
- (8) Visitors' log; or
- (9) Fire emergency planning sessions, pursuant to 501 KAR 7:070, Section 1(1). (13 Ky.R. 821; eff. 11-11-86; Am. 19 Ky.R. 1879; 2635; eff. 6-7-93; 26 Ky.R. 180; 27 Ky.R. 91; eff. 7-17-2000; 31 Ky.R. 1573; 1806; eff. 5-26-05; 37 Ky.R. 2978; 38 Ky.R. 586; eff. 10-7-11.)