

**JUSTICE AND PUBLIC SAFETY CABINET**  
**Department of Corrections**  
**(Amendment)**

**501 KAR 6:030. Kentucky State Reformatory.**

RELATES TO: KRS Chapters 196, 197, 439

STATUTORY AUTHORITY: KRS 196.035, 197.020, 439.470, 439.590, 439.640

NECESSITY, FUNCTION, AND CONFORMITY: KRS 196.035, 197.020, 439.470, 439.590, and 439.640 authorize the Justice Cabinet and Department of Corrections to promulgate administrative regulations necessary and suitable for the proper administration of the cabinet or any division therein. These policies and procedures are incorporated by reference in order to comply with the accreditation standards of the American Correctional Association. This administrative regulation establishes the policies and procedures for the Kentucky State Reformatory.

Section 1. Incorporation by Reference.

(1) "Kentucky State Reformatory policies and procedures", November 16, 2021~~[May 15, 2018]~~, are incorporated by reference. Kentucky State Reformatory policies and procedures include:

KSR 01- Communication Among the Warden, Management Staff,  
00-08 Department Heads and Inmates (Amended 11/16/21~~[3/14/18]~~)

KSR 02-  
00-01 Inmate Canteen (Amended 11/16/21~~[1/12/17]~~)

KSR 02- Screening Disbursements from Inmate Accounts (Amended  
00-03 11/16/21~~[1/12/17]~~)

KSR 02-  
00-11 Inmate Accounts (Amended 11/16/21~~[3/14/18]~~)

KSR 02-  
00-13 Inmate Canteen Committee (Amended 11/16/21~~[4/11/16]~~)

KSR 06- Kentucky Open Records Law and Release of Institutional and  
00-03 Medical Records (Amended 11/16/21~~[1/12/17]~~)

KSR 09-  
00-28 Restricted Areas (Amended 11/16/21~~[12/14/15]~~)

KSR 09-  
00-30 Parole Board (Amended 11/16/21~~[1/12/17]~~)

~~[KSR  
10-01-  
02] [Restrictive Housing Unit General Operational Procedures  
(Amended 1/12/17)]~~

~~[KSR  
10-01-  
03] [Restrictive Housing Unit – Inmate Tracking System and Record  
System (Amended 1/12/17)]~~

~~[KSR  
10-01-  
09] [Hold Ticket Inmates (Amended 3/14/18)]~~

KSR 10- Restrictive Housing Unit General Operational Procedures – Unit  
01-12 E/Upper A Wing (Added 11/16/21).

- KSR 11-00-01 Meal Planning and Procedure (Amended 11/16/21~~{3/14/18}~~)
- KSR 11-00-05 Food Service Department Clothing Issuance, Laundry and Sanitation (Amended 11/16/21~~{12/14/15}~~)
- KSR 11-00-06 Health Standards for Food Service Employees (Amended 11/16/21~~{1/12/17}~~)
- KSR 12-00-03 State and Personal Hygiene Items Issued to Inmates (Amended 11/16/21~~{3/14/18}~~)
- KSR 12-00-07 Inmate Barber and Beauty Shop~~{Barbershop}~~ (Amended 11/16/21~~{4/11/16}~~)
- KSR 12-00-09 Treatment of Inmates with Body Lice (Amended 11/16/21~~{3/14/18}~~)
- KSR 13-00-03 Medication for Inmates Leaving Institutional Grounds (Amended 11/16/21~~{12/14/15}~~)
- KSR 13-00-04 Medical and Dental Care (Amended 11/16/21~~{5/15/18}~~)
- KSR 13-00-05 Medical Records (Amended 11/16/21~~{4/11/16}~~)
- KSR 13-00-09 Institutional Pharmacy Procedures (Amended 11/16/21~~{1/12/17}~~)
- KSR 13-00-10 Requirements for Medical Personnel (Amended 11/16/21~~{12/14/15}~~)
- KSR 13-00-17 Special Care (Amended 11/16/21~~{12/14/15}~~)
- KSR 13-01-01 Death of an Inmate and Notification of Inmate Family About a Critical
- KSR 13-02-01 Mental Health Services (Amended 11/16/21~~{12/14/15}~~)
- KSR 13-02-03 Suicide Prevention and Intervention Program (Amended 11/16/21~~{3/14/18}~~)
- KSR 13-02-08 Inmate Observer Program (Amended 11/16/21~~{1/12/17}~~)
- KSR 13-03-01 Correctional Psychiatric Treatment Unit (Added 11/16/21)
- KSR 13-03-02 Voluntary and Involuntary Psychotropic Medication Orders (Added 11/16/21)
- KSR 14-00-02 Americans with Disabilities Act and Inmate Program Access (Amended 11/16/21~~{12/14/15}~~)
- KSR 15-00-06 Inmate Identification Cards (Amended 11/16/21~~{3/14/18}~~)
- KSR 15-00-09 Tobacco Free Environment (Amended 11/16/21~~{12/14/15}~~)
- KSR 15-00-10 Program Services for Special Housing Placement (Amended 11/16/21~~{3/14/18}~~)

~~{KSR  
15-01-  
01}~~ ~~{Responsibilities of Staff Assigned to Units A, B & C (Amended  
3/14/18)}~~

KSR 15- Staff Operational Procedures for Units A, B, ~~and~~ C (Amended  
01-02 11/16/21~~{3/14/18}~~)

KSR 15- Inmate Rules for General Population Living Areas (Amended  
01-03 11/16/21~~{3/14/18}~~)

~~{KSR  
15-01-  
06}~~ ~~{Honor Housing Criteria and Rules (Amended 1/12/17)}~~

KSR 15- Unit B-Nursing Care Facility Operational Procedures and Rules  
01-07 (Amended 11/16/21~~{1/12/17}~~)

KSR 15-  
01-08 Outside Detail (Amended 11/16/21~~{Added 3/14/18}~~)

KSR 16- Inmate Correspondence and Mailroom Operations (Amended  
00-02 11/16/21~~{3/14/18}~~)

KSR 16-  
00-03 Inmate Access to Telephones (Amended 11/16/21~~{3/14/18}~~)

KSR 16-  
01-01 Inmate Visiting (Amended 11/16/21~~{3/14/18}~~)

KSR 17-  
00-05 Inmate Reception and Orientation (Amended 11/16/21~~{3/14/18}~~)

KSR 17-  
00-07 Inmate Personal Property (Amended 11/16/21~~{3/14/18}~~)

KSR 18- Inmate Transfers, Admission, and Discharge Procedures  
00-04 (Amended 11/16/21~~{3/14/18}~~)

KSR 18-  
00-06 Classification (Amended 11/16/21~~{12/14/15}~~)

~~{KSR  
18-00-  
07}~~ ~~{Kentucky State Reformatory Placement Committee (Amended  
12/14/15)}~~

KSR 18-  
01-00 Youthful Offenders (Amended 11/16/21~~{4/11/17}~~)

~~{KSR  
18-02-  
01}~~ ~~{Lesbian, Gay, Bisexual, Transgender, and Intersex (LGBTI)  
(Amended 1/12/17)}~~

KSR 19-  
00-02 Inmate Work Programs (Amended 11/16/21~~{3/14/18}~~)

~~{KSR  
19-00-  
03}~~ ~~{Safety Inspections of Inmate Work Assignment Locations  
(Amended 3/14/18)}~~

KSR 20- LaGrange Education Center ~~{Programming}~~ (Amended  
00-01 11/16/21~~{5/15/18}~~)

~~{KSR  
20-00-  
06}~~ ~~{English as a Second Language (Amended 12/14/15)}~~

- KSR 21- Legal Aide Office and Inmate Law Library Services ~~and~~  
00-01 ~~Supervision~~
- KSR 21-  
00-02 Library Services (Amended ~~11/16/21~~~~{3/14/18}~~)
- KSR 22-  
00-03 Inmate Organizations (Amended ~~11/16/21~~~~{3/14/18}~~)
- ~~KSR 22-~~  
~~00-04~~ Inmate Recreation Programs (Added 11/16/21).
- KSR 22-  
00-07 Inmate Magazine (Amended ~~11/16/21~~~~{1/12/17}~~)
- KSR 23-  
00-03 Religious Programming (~~Amended 11/16/21~~~~{Added 4/11/17}~~)
- ~~KSR~~  
~~24-00-~~ ~~{Social Services Staff (Added 12/14/15)}~~  
~~01~~
- KSR 24- Substance Abuse and Chemical Dependency Program (Amended  
00-02 ~~11/16/21~~~~{1/12/17}~~)
- KSR 24-  
00-03 Social Services Program (Amended ~~11/16/21~~~~{3/14/18}~~)
- KSR 25- Discharge of an Inmate to Hospital or Nursing Home (Amended  
00-01 ~~11/16/21~~~~{12/14/15}~~)
- KSR 26-  
00-01 Volunteer Services Program (Amended ~~11/16/21~~~~{1/12/17}~~)

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Office of Legal Services, Justice and Public Safety Cabinet, 125 Holmes Street, 2nd Floor, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. This material may be obtained from the Department of Corrections website at <https://corrections.ky.gov/About/Pages/lrcfilings.aspx>.

*COOKIE CREWS, Commissioner*

APPROVED BY AGENCY: November 8, 2021

FILED WITH LRC: November 16, 2021 at 10:00 a.m.

PUBLIC HEARING AND COMMENT PERIOD: A public hearing on this administrative regulation shall be held on February 22, 2022, at 9:00 a.m. at the Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601. Individuals interested in being heard at this hearing shall notify this agency in writing by five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing was received by that date, the hearing may be cancelled. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted through 11:59 p.m. February 28, 2022. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON: Amy V. Barker, Assistant General Counsel, Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601, phone (502) 564-3279, fax (502) 564-6686, email [Justice.RegContact@ky.gov](mailto:Justice.RegContact@ky.gov).

## REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

**Contact Person: Amy Barker**

**(1) Provide a brief summary of:**

**(a) What this administrative regulation does:**

This regulation incorporates by reference the policies and procedures governing the Kentucky State Reformatory (KSR).

**(b) The necessity of this administrative regulation:**

This regulation meets statutory requirements in KRS 196.035 and 197.020 and meets American Correctional Association (ACA) policy requirements.

**(c) How this administrative regulation conforms to the content of the authorizing statutes:**

The authorizing statutes permit the Secretary of the Cabinet or his delegate and the Commissioner to implement practices or procedures to ensure the safe and efficient operation of the institution.

**(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes:**

The regulation and material incorporated by reference provide direction and information to KSR employees and inmates concerning employee duties, inmate responsibilities, and the procedures that govern operations of the institution.

**(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:**

**(a) How the amendment will change this existing administrative regulation:**

The amendment brings KSR into compliance with ACA expected practices and updates the procedures for the institution.

**(b) The necessity of the amendment to this administrative regulation:**

The amendment meets the requirements of KRS 196.035 and 197.020 and updates practices for the institution in part to maintain accreditation with the ACA.

**(c) How the amendment conforms to the content of the authorizing statutes:**

The authorizing statutes permit the Secretary of the Cabinet or his delegate and the Commissioner to implement or amend practices or procedures to ensure the safe and efficient operation of the institution.

**(d) How the amendment will assist in the effective administration of the statutes:**

The amendment provides staff and inmates information concerning the effective and orderly management of the institution.

**(3) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation:**

This affects approximately 315 employees and 841 inmates at the Kentucky State Reformatory and all volunteers and visitors to the institution.

**(4) Provide an analysis of how the entities identified in question (3) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:**

**(a) List the actions that each of the regulated entities identified in question (3) will have to take to comply with this administrative regulation or amendment:**

Staff, inmates, volunteers, and visitors will have to follow the changes made in the policies and procedures. They will have to change their actions to comply with the operational changes made by this amendment.

**(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3):**

An increase in cost is not anticipated from the changes in operations made in the amendment. An exact cost of compliance is unknown, but it is not anticipated that the amendment to this administrative regulation will increase current costs.

**(c) As a result of compliance, what benefits will accrue to the entities identified in question (3):**

The operational changes will assist in the effective and orderly management of the institution.

**(5) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:**

**(a) Initially:**

No additional cost is anticipated.

**(b) On a continuing basis:**

No additional cost is anticipated.

**(6) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation:**

The Department of Corrections budgeted funds for the institution for the biennium.

**(7) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment:**

No increase in fees or funding is anticipated.

**(8) State whether or not this administrative regulation established any fees or directly or indirectly increased any fees:**

The regulation does not establish any fee.

**(9) TIERING: Is tiering applied?**

No. Tiering was not appropriate in this administrative regulation because the administrative regulation applies equally to all those individuals or entities regulated by it.

## FISCAL NOTE ON STATE OR LOCAL GOVERNMENT

**(1) What units, parts or divisions of state or local government (including cities, counties, fire departments, or school districts) will be impacted by this administrative regulation?**

No answer provided.

**(2) Identify each state or federal statute or federal regulation that requires or authorizes the action taken by the administrative regulation.**

KRS 61.870 – 61.884, 196.035, 197.020, 439.510

**(3) Estimate the effect of this administrative regulation on the expenditures and revenues of a state or local government agency (including cities, counties, fire departments, or school districts) for the first full year the administrative regulation is to be in effect.**

**(a) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for the first year?**

The regulation does not create any revenue for the institution.

**(b) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for subsequent years?**

The regulation does not create any revenue for the institution.

**(c) How much will it cost to administer this program for the first year?**

The regulation impacts how the institution operates, but does not increase costs from what will be budgeted to the institution for the biennium.

**(d) How much will it cost to administer this program for subsequent years?**

The regulation impacts how the institution operates, but is not expected to increase costs from what will be budgeted to the institution.

**Note: If specific dollar estimates cannot be determined, provide a brief narrative to explain the fiscal impact of the administrative regulation.**

**Revenues (+/-):**

**Expenditures (+/-):**

**Other Explanation:**