

**JUSTICE AND PUBLIC SAFETY CABINET**  
**Department of Corrections**  
**(Amended After Comments)**

**501 KAR 6:290. Southeast State Correctional Complex.**

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 and Public Safety Cabinet and Department of Corrections to promulgate administrative regulations necessary and suitable for the proper administration of the department or of its divisions. 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 Southeast State Correctional Complex.

Section 1. Incorporation by Reference.

(1) "Southeast State Correctional Complex policies and procedures", February 14, 2022~~[November 3, 2021]~~, are incorporated by reference. Southeast State Correctional Complex policies and procedures include:

SSCC

01-06- Inmate Access to and Communication with SSCC Staff  
01

SSCC

01-07- Institutional Tours of SSCC  
01

SSCC

01-08- SSCC Cooperation with Outside Agencies Including Courts,  
01 Governmental, Legislative, Executive, and Community Agencies

SSCC

01-10- Public Information and Media Communication  
01

SSCC

01-11- Tobacco Products and Nicotine Procedures  
01

SSCC

02-08- Inmate Canteen  
01

SSCC

02-12- Inmate Accounts  
01

SSCC

05-02- Outside Consultation and Research  
01

SSCC

09-01- Inmate Counts  
01

SSCC  
09-02- Inmate Substance Abuse Testing  
01

SSCC  
09-03- Inmate Death  
01

SSCC  
09-04- Construction Crew Entry and Exit Procedures  
01

SSCC  
09-05- Entry and Exit Procedures  
01

SSCC  
10-01- Restrictive Housing Unit 2/14/22  
01

SSCC  
11-01- Food Service General Information & Staff Health Standards  
01

SSCC  
11-01- Inmate Dining Room  
02

SSCC  
11-02- Food Service Security  
01

SSCC  
11-03- Inmate Work Schedule for Food Service  
01

SSCC  
11-04- Meal Preparation and Service  
01

SSCC  
11-04- Menu, Nutrition, Special, and Individual Diets  
02

SSCC  
12-01- Clothing, Bedding, Hygiene Supplies, and Barber Shop  
01

SSCC  
12-03- Vermin and Insect Control  
01

SSCC  
13-02- Medical Services Informed Consent, Sick Call, Physician's Clinics,  
01 Pill Call, and Medical Co-Payment

SSCC  
13-02- Emergency Medical Care and Specialized Health Services  
02

SSCC  
13-02- Continuity of Care: Health Evaluations, Intra-System Transfer,  
03 Individual Treatment Plans

SSCC  
13-03- Use of Pharmaceutical Products  
01

SSCC  
13-05- Management of Serious and Infectious Diseases  
01

SSCC  
13-06- Mental Health Services  
01

SSCC  
13-07- Suicide Prevention and Intervention Program  
01

SSCC  
13-08- Eye Care  
01

SSCC  
13-09- Dental Care  
01

SSCC  
13-12- Inmate Self Administration of Medication  
01

SSCC  
13-13- Health Education Program and Detoxification  
01

SSCC  
13-14- COVID-19 Precautions  
01

SSCC  
14-02- Legal Services Program  
01

SSCC  
16-01- Inmate Visitation  
01

SSCC  
16-02- Inmate Mail  
01

SSCC  
16-03- Inmate Telephone Communications  
01

SSCC  
16-04- Inmate Packages  
01

SSCC  
17-01- Personal Property Control  
01

SSCC  
17-02- SSCC Inmate Receiving and Orientation Process  
01

SSCC  
17-03- Television Repair Process  
01

SSCC  
18-01- Inmate Classification  
01

SSCC  
18-02- Meritorious Housing  
01

SSCC  
18-02- Meritorious Visitation  
02

SSCC  
19-01- Inmate Work Program  
01

SSCC  
20-01- Educational Courses  
01

SSCC  
21-01- Library Services  
01

SSCC  
22-01- Recreation Programs  
01

SSCC  
22-02- Inmate Clubs and Organizations  
01

SSCC  
22-03- Arts and Crafts Projects  
01

SSCC  
23-01- Religious Services  
01

SSCC  
24-01- Social Services and Counseling Program  
01

SSCC  
25-01- Pre-Release Program  
01

SSCC  
25-01- Inmate Release Process  
02

SSCC  
25-02- Parole Hearings  
01

SSCC  
26-01- Citizen Involvement and Volunteer Service Program  
01

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*COOKIE CREWS, Commissioner*

APPROVED BY AGENCY: February 14, 2022

FILED WITH LRC: February 14, 2022 at 2:00 p.m.

CONTACT PERSON: Amy V. Barker, Assistant General Counsel, Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601, phone (502) 564-8207, 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 Southeast State Correctional Complex (SSCC).

**(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 regulation governs the operations of the Southeast State Correctional Complex including rights and responsibilities of employees and inmates.

**(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 SSCC 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:**

Not applicable.

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

Not applicable.

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

Not applicable.

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

Not applicable.

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

This affects approximately 245 employees and 584 inmates at the Southeast State Correctional Complex 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 policies and procedures.

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

An exact cost of compliance is unknown, but is anticipated to be within the funds budgeted to the Department of Corrections for institutional operational 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 Southeast State Correctional Complex 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 196.035, 197.020, 28 C.F.R. §115.15, 28 C.F.R. §115.42

**(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:**