 <p>KENTUCKY STATE PENITENTIARY</p>	Policy Number KSP 01-02-01	Total Pages 2
	Date Filed NOV 14 2022	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-1A-22, 5-ACI-3D-06 CPP 1.2	Subject PUBLIC INFORMATION AND MEDIA COMMUNICATION	

I. PROCEDURE

A. Press

1. It shall be the policy of the institution to make routine news releases containing information of general interest concerning the following:
 - a. Events deemed newsworthy by the Warden;
 - b. New programs or services that are not state-wide and of public interest;
 - c. Changes in policy that are not state-wide and that directly affect the public; and
 - d. Special or notable accomplishments of the institution or individual staff.
2. Press releases shall be prepared by the institutional Public Information Officer in consultation with the Central Office Public Information Officer. The Warden shall select a staff member and at least one alternate to serve as the institutional Public Information Officer.

B. Media Contacts

All contacts from the media shall be coordinated through the Public Information Officer.

1. Staff and inmates may give interviews.
2. Before granting an interview, the staff member shall notify the Warden and institutional Public Information Officer.
3. Interview and photographs of an inmate shall have prior written permission from the inmate and prior approval from the Warden.

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C. Access to the Institution


1. Visits to the institution by representatives of the news media shall be permitted, with prior written or verbal approval by the Warden, unless the visit would:
 - a. Constitute a clear and present danger to the security of the institution;
 - b. Interfere with the orderly administration of the institution; or
 - c. Endanger the safety of the media representative, staff, or inmates.
2. Persons seeking admittance to the institution as a media representative shall show press credentials as a condition of access, unless known to the institutional Public Information Officer.
3. Media representatives shall be allowed to bring in necessary cameras and recording equipment after it has been cleared through the front gate by proper search procedures.

D. Emergency Procedures

1. For an emergency, every effort shall be made to contact the family or next of kin of any involved inmate before the release of the inmate's name to the public or the media. The names of involved staff members shall not be released to the media or public until after notification of next of kin.
2. The institutional Public Information Officer shall maintain a list of active media in the area.
3. For an escape, disturbance, accident, or fatal or severe assault, the institutional Public Information Officer, with the approval of the Warden, shall be responsible for notification of the media.
4. During the duration of the emergency, information concerning the emergency shall not be given to the news media, families of involved staff or inmates, or the public by any staff member except the institutional Public Information Officer or designee.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Warden.

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	Date Filed <p style="text-align: center;">NOV 14 2022</p>	Effective Date
Authority/References KRS 196.035, 196.270, 197.020 ACA 5-ACI-2E-12 CPP 2.1, 16.4, 17.1	Subject <p style="text-align: center;">INMATE CANTEEN</p>	

I. PROCEDURE

A. Products and Pricing

1. New items shall be approved by the Warden or his designee before being offered for sale in the inmate canteen.
2. A listing of items available with the purchase prices shall be posted for inmates to view.

B. Methods of Purchase

1. An inmate shall provide his identification card and a canteen pass to the canteen clerk at the window when making a purchase.
2. Vendor orders shall be made in compliance with CPP 16.4 and 17.1.
3. A receipt shall be provided to the inmate making a purchase that shows:
 - a. Item purchased;
 - b. Quantity;
 - c. Price, including sales tax; and
 - d. Total amount spent.

C. Control


1. A monthly financial statement for the canteen shall be prepared and submitted to the Board of Directors.
2. All receipts and disbursements involving the canteen shall be handled using standard accounting practices.

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3. All checks involving canteen funds shall require two (2) authorized signatures.
4. The annual independent canteen audit report shall be placed in the inmate library.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Fiscal Manager.

 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number KSP 02-12-02	Total Pages 2
	Date Filed March 7, 2023	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-1B-07, 5-ACI-1B-22, 5-ACI-5A-06 CPP 15.7 KSP 16-02-01	Subject <p style="text-align: center;">INMATE FUNDS</p>	

I. PROCEDURE

- A. Receipts and disbursements involving inmate funds shall be controlled by using generally accepted accounting procedures.
- B. All inmate monies shall be maintained in a separate prisoner's fund. The fund shall have a separate bank account and be administered by the Business Office.
- C. Receipts
 1. Upon receipt of acceptable funds (see CPP 15.7 and KSP 16-02-01), the monies shall be posted to the inmate's account. Receipts shall not be sent to inmates, unless the inmate receiving funds is housed in the Restrictive Housing Unit.
 2. Cash shall not be accepted except upon the inmate's direct admittance to Kentucky State Penitentiary (KSP) or if the inmate returns from a trip with cash. In these cases, the Control Center Officer shall accept the money. A three-part receipt shall be prepared. The original and the cash shall be forwarded to the Inmate Accounts Office. The second copy shall be retained in the receipt book and the third copy shall be provided to the inmate.
 3. Funds allowed by CPP 15.7 and received by mail shall be made payable to the inmate. Other items shall not be included in the envelope. The envelope shall be addressed to the Inmate Accounts Office as follows:

Kentucky State Penitentiary
Inmate Accounts Office
Inmate's Name and Number
266 Water Street
Eddyville, KY 42038

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4. State pay shall be prepared monthly and posted to the inmate's account on the third Monday of the following month. State pay may be posted on an alternate day if a conflict in schedule arises for the third Monday.

D. Disbursements


1. An inmate may authorize a withdrawal from his account by preparing a cash paid out request (CPO). An approved staff member shall sign as witnessing the inmate's signature on the CPO. A CPO made payable to an individual shall require approval from the Warden or designee. . A CPO shall be processed within one week of receipt. A check shall not be issued for less than \$1.00.
2. An inmate requesting funds be sent out of the institution shall attach a self-addressed, stamped envelope to the CPO.
3. Transactions between inmates shall be in accordance with CPP 15.7.
4. Upon release from KSP, an inmate shall receive his account balance and all payroll earnings that have accrued.
5. If an inmate is transferred to another institution, his account balance shall be forwarded to the receiving institution within three (3) working days. Earnings shall be forwarded within three (3) working days of regular state pay posting.

E. Funds shall be kept in a locked safe. Daily deposits shall be made to the prisoner's fund bank account.

F. A monthly statement of transactions shall be prepared for the previous month and forwarded to the inmates housed in Restrictive Housing Units only by institutional mail by the 10th of each month.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Fiscal Manager.

 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number KSP 06-01-02	Total Pages 3
	Date Filed NOV 14 2022	Effective Date
Authority/References KRS 61.870-61.884, 196.035, 197.020, 197.025, 197.170, 439.510, 532.120 ACA 5-ACI-1E-01, 5-ACI-1E-02, 5-ACI-1E-03, 5-ACI-1E-04, 5-ACI-1E-05, 5-ACI-1F-07, 5-ACI-1F-09 CPP 4.7, 6.1, 25.2, 25.11 KSP 02-12-02	Subject <p style="text-align: center;">INMATE FILE</p>	

I. PROCEDURE

A. Establishment and Construction of Inmate File

1. If an inmate is admitted, the Offender Information Services Department shall establish or update the inmate electronic file. As the inmate progresses through his incarceration, a copy of material relating to his case shall be scanned in the file.
2. The Kentucky Offender Management System (KOMS) shall be used for the inmate electronic file.

B. Secured Placement and Access to Institutional File

1. Inmate paper records, if not in use, shall be stored in the designated area within the Offender Information Services Department file storage areas and shall be secured at the conclusion of each workday.
2. To ensure control and security of the electronic institutional file, access to the Kentucky Offender Management System ("KOMS") shall only be authorized to individuals with a user ID and password.

C. Confidentiality and Release of Information

1. An employee shall be trained in the confidentiality and security of information in an inmate file through the new employee orientation process and in accordance with CPP 4.7.
2. Information included in the inmate file shall not be released except if:
 - a. Fulfilling an open records request from a third party after Offender Information Services personnel have made a determination under

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the Open Records Act, that the requested document may be released without the inmate's signed consent;

- b. Fulfilling an open records request from a third party after Offender Information Services personnel have made a determination under the Open Records Act that the requested document may be released only after the inmate signs a release document. A copy of the signed release shall be maintained in the inmate's file;

- c. Requested by a federal or state law enforcement agency;

- d. Another Corrections department requests a document;

- e. By court order;

- f. Requested by the inmate.

- (1) Except as provided in KRS 197.025(1) or other applicable statute or regulation, an inmate shall have access to information contained in his own record.

- (2) The information shall be requested in writing and delivered to the Open Records Coordinator by institutional mail. Refer to CPP 6.1.

- (3) The request for copies shall contain the inmate's signature and be accompanied by a properly signed CPO. Refer to KSP 02-12-02.

D. Inmate Discharges and Inactive Institutional File Management

- 1. If an inmate is transferred to another Department of Corrections institution, the paper version of the institutional file (if one exists) shall be scanned into KOMS within seventy-two (72) hours.
- 2. If an inmate leaves the institution on minimum expiration, maximum expiration, or court order, his institutional paper file shall be maintained in the inactive section of the record storage area.
- 3. The Records Retention Schedule for the Department of Corrections requires that an inmate's inactive institutional paper file be stored at the institution for a five (5) year period.

E. Sentence Computation, Recording of Computations, and Audits

Time and sentence data shall be computed and recorded only upon receipt of the

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Final Judgment and Sentence and shall be in accordance with KRS 532.120.

F. Master Record Index

The Offender Information Services Department shall maintain a single Master Record Index in the Records Room identifying all inmates assigned to the institution, including any temporarily housed off the grounds.

G. Inmate Release Notifications


1. If an inmate is discharged from Kentucky State Penitentiary by administrative release, minimum expiration, adjusted maximum expiration, parole, court order, or death, an original discharge notice shall be given to the inmate with one copy scanned into the electronic inmate file. An electronic copy of the discharge notice shall be sent to officials as outlined in CPP 25.2 and KRS 197.170.

2. Transfer

If an inmate is transferred from Kentucky State Penitentiary to another correctional institution, a memorandum shall be sent to Offender Information Services indicating the date of transfer and name of the institution to which the inmate is transferred.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Deputy Warden for Programs.

 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number KSP 10-02-01	Total Pages 8
	Date Filed March 7, 2023	Effective Date
Authority/References KRS 196.035, 197.020 CPP 9.1, 10.2, 14.6, Chapter 18 ACA 5-ACI-4A-02, 5-ACI-4A-15, 5-ACI-4A-20, 5-ACI-4A-22, 5-CAI-4A-23, 5-ACI-4A-25, 5-ACI-4A-26, 5-ACI-4A-27, 5-ACI-3D-18, 5-ACI-5A-01, 5-ACI-5B-03 KSP 13-02-09, 14-04-01, 16-01-01, 16-02-01, 17-01-02, Chapter 13	Subject <p style="text-align: center;">RESTRICTIVE HOUSING UNIT OPERATING PROCEDURES, LIVING CONDITIONS AND CLASSIFICATION</p>	

I. PROCEDURE

A. Unit Management and Classification - refer to CPP 10.2 and CPP Chapter 18.

B. Inmate Programs and Living Conditions

1. General living conditions - refer to CPP 10.2

a. Thermostatically controlled showers shall be available to each inmate.

b. Cells shall be equipped with the following:

- (1) Bed above floor level;
- (2) Flame retardant mattress with built-in pillow;
- (3) Toilet and lavatory with running water;
- (4) Light fixture; and
- (5) Desk and stool.

c. An inmate shall be responsible for the care and sanitation of cell furnishings. Upon assignment, discharge, or cell change, the assigned walk officer shall document any cell entry-exit deficiencies in writing. Deliberate abuse or destruction shall result in a disciplinary report.

d. Clothing and linen exchange:

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- (1) An inmate shall be provided with state issued clothing, linens and washcloths;
- (2) Clothing and washcloths shall be exchanged according to the shower schedule. Linens shall be exchanged weekly;
- (3) A towel shall be provided during showers; and
- (4) The walk officer shall examine each article before and after exchange, ensuring that the item is issued and returned in good condition.

e. Food service - refer to CPP 10.2

- (1) Meal trays shall be delivered from the kitchen and shall be inspected for contraband then delivered immediately. Staff serving the meal shall wear a hair net or hat, beard or mustache guard, if applicable, and plastic gloves;
- (2) The walk officer shall document the delivery of meals in the individual inmate activity log and note any exceptions;
- (3) Following the meal, walk janitors and unit staff shall collect all trays and clean the assigned areas. The trays shall be placed outside the unit to be picked up and returned to the kitchen. Food shall not be left in the unit;
- (4) Menus shall be posted in the unit; and
- (5) The unit shift supervisor shall designate one (1) staff member per shift to complete a meal evaluation in writing. A copy shall be forwarded to the appropriate Unit Administrator and the Deputy Warden of Operations.

f. Grooming and hygiene standards

- (1) A designated staff member shall provide barber services:
 - (a) All barber equipment shall be properly sanitized after each use;
 - (b) All barber equipment shall be properly stored and inventoried;
 - (c) Hair shall be promptly removed from the unit and properly disposed of; and

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- (d) If an inmate's general appearance changes, he shall be issued a new ID card at no charge. If an inmate is released from the unit, he shall obtain a new ID card at his expense if he elects to change his appearance.
- (2) Barber services shall be provided a minimum of twice a month through scheduled appointments. Inmates shall receive a clipper shave only, no styles are permitted.
- (3) An inmate shall receive an initial hygiene issue of one (1) roll of toilet paper, one (1) soap, one (1) packet of toothpaste, and one (1) toothbrush. Hygiene issue shall then be provided on the following basis:
 - (a) Toilet paper exchanged at request upon return of the empty cardboard tube. Limit two (2) rolls per week;
 - (b) Soap, issue one (1) as needed;
 - (c) Toothpaste is issued weekly; and
 - (d) Toothbrush following initial issue, once every two (2) months.
- (4) Inmates shall be offered the opportunity to be shaved three (3) times per week in accordance with their shower schedule. All shaves shall be a clipper shave by staff with a secondary staff member assisting.

g. Sanitation

The sanitation of the unit shall be consistent with the guidelines required for the institution. A set schedule to maintain sanitation shall be established by the Unit Administrator.

2. Inmate programs

Inmates held in disciplinary detention for periods exceeding thirty (30) days shall be provided the same program services and privileges as inmates in administrative segregation.

a. Educational services

An inmate shall be provided educational material from the academic school upon request and through the academic school personnel during weekly rounds. An inmate shall obtain written authorization

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from the Unit Administrator if receipt of school material exceeds authorized property limits. An inmate shall be responsible for the care and return of the items.

b. Commissary services

- (1) An inmate may spend twenty dollars (\$20.00) weekly at the inmate commissary, ordering items from the authorized canteen list provided by unit staff.
- (2) Canteen order forms shall be forwarded to the unit and delivered to an inmate by the walk officer. An inmate shall order approved items in a priority ranking and mark "substitutions" if he agrees to similar items for a requested product not available. Substitutions shall be similar in content and price and shall not be returnable. If an inmate fails to mark "substitutions", staff shall indicate they are out of the requested item. The walk officer shall collect any order forms and forward them to the unit shift supervisor or designee who shall maintain a canteen order log and then forward the orders and a copy of the log to canteen staff.
- (3) Upon receipt of the canteen orders, the walk officer shall deliver the order after:
 - (a) Searching the order for contraband;
 - (b) Ensuring the order is filled correctly; and
 - (c) Ensuring delivery of the order does not exceed property limits.

c. Library services

An inmate shall be provided the opportunity to obtain and exchange reading materials on a weekly basis. A satellite library shall be maintained in the unit, and designated Library staff shall make weekly rounds.

d. Religious Guidance

Institutional Chaplain and volunteers shall be available for counseling, religious guidance, and emergency family contacts. The institutional Chaplain shall make rounds in the unit weekly.

e. Recreational programs - refer to CPP 10.2

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f. **Grievance – refer to CPP 14.6**

- (1) An inmate shall request a grievance form from his assigned case manager. The form is incorporated by reference in 501 KAR 6:020, CPP 14.6.
- (2) An inmate shall complete and forward the grievance to the assigned grievance clerk through institutional mail.
- (3) An inmate filing the grievance shall be given the opportunity to present his case to the Grievance Committee using a speakerphone.

g. **Legal Services – refer to KSP 14-04-01**

- (1) An inmate in the unit shall receive legal services comparable to inmates in other units. In order to receive legal services, the inmate shall coordinate, with the unit program staff, his request for:
 - (a) Forms;
 - (b) Supplies;
 - (c) Copies;
 - (d) Legal assistance;
 - (e) Legal aide telephone calls;
 - (f) Review of policies; and
 - (g) Legal property in storage.
- (2) Legal and personal correspondence shall be limited to one (1) five-inch, legal size file. Exceptions may be made upon request and justification to the Unit Administrator. The Unit Administrator or his designee shall consult with the legal aide office or counsel, as necessary, and shall approve or disapprove the request in writing.

h. **Mail - Refer to CPP 10.2 and KSP 16-02-01**

Outgoing mail shall be collected by midnight shift officers, placed in the outgoing mailbag, and delivered by a designated officer to the mailroom.

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i. Packages and Vendor Orders

Packages and vendor orders for inmates in RHU shall be prohibited due to the high security nature of the unit. If an inmate assigned to the unit receives a package or vendor order, the property room officer shall notify him that he has forty-five days to make proper disposition consistent with KSP 17-01-02.

j. Property

The following allowances shall be authorized:

- (1) State issue clothing - one (1) each, shirt, pants, under shorts, one (1) pair socks, one (1) pair shower shoes;
- (2) State issue bedding - one (1) combined mattress/pillow, one (1) blanket, and two (2) sheets;
- (3) Hygiene items (non-metal containers) - one (1) toothbrush, one (1) soap, six (6) packets shampoo, one (1) deodorant (clear container only, no roll-on), one (1) small pocket comb, one (1) toilet paper, and if has dentures: one (1) denture toothpaste and one (1) denture adhesive;
- (4) Correspondence materials – one (1) security pen with non-metal fillers, one (1) box of envelopes, three (3) greeting cards, ten (10) stamps, paper (5" limit on legal and paper products), one (1) address book; and
- (5) Miscellaneous
 - (a) A total of six (6) books or publications each marked by staff clearly indicating the inmate's name and number that may include:
 - (i) Magazines;
 - (ii) Religious books, paperback only;
 - (iii) Newspapers; and
 - (iv) Paperback novels;
 - (b) One (1) religious medallion and one (1) religious headpiece, subject to search;

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- (c) Three (3) photographs no larger than 8 1/2" by 11";
- (d) One (1) pair prescription glasses (security approved); and
- (e) Educational and program materials (No more than 4 packets or books unless specifically authorized in writing by the Unit Administrator).

k. Telephone services

An inmate assigned to Administrative Segregation or Administrative Control Status shall be provided ten (10) minute phone calls according to the designated schedule. An inmate assigned to Disciplinary Segregation shall be provided with ten (10) minute phone calls according to the designated schedule after serving thirty (30) days in that status. Inmates shall not make personal phone calls for other inmates. The Unit Administrator or designee shall authorize any exceptions to the telephone schedule. The Chaplain may authorize calls regarding family emergencies. Accommodations for use of a volume controlled telephone, telecommunications device for the deaf, or comparable equipment shall be provided as needed.

3. Visitation - Refer to Policy KSP 16-01-01

4. Restriction of items or activities - Refer to CPP 10.2


C. Medical and Psychological Services

An inmate in the unit shall receive prescription medication, medical and psychological services as directed in CPP 10.2 and KSP 13-02-09.

D. Maximum Assault Status - Refer to CPP 10.2

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Unit Administrator.

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	Date Filed NOV 14 2022	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-3A-24 CPP 14.6, 20.1 KSP 13-02-03, 14-04-01, 16-01-01, 16-02-01, 16-03-02, 16-04-01, 19-04-02	Subject <p style="text-align: center;">SPECIAL SECURITY UNIT</p>	

I. DEFINITIONS

"Death row" means a maximum security housing situation to control the inmate serving a sentence of death.

II. PROCEDURE

A. Designated Dress Shall Be Required in the Following Areas:

1. A Death Row inmate shall dress in full uniform to receive any out of unit services, *i.e.*, adjustment hearings, canteen, religious programs, or any work or program assignments.
2. Recreation clothing (shorts, sweats, t-shirts) may be worn in designated recreational areas. The recreation clothing may also be worn to and from outside exercise.

B. Identification

1. The inmate I.D. badge shall be part of the uniform issue. A Death Row inmate shall properly display his I.D. badge any time he leaves his assigned cell.
2. Inmate I.D. badges shall be worn on the chest area with the photo facing out.
3. If a jacket or coat is worn, the I.D. badge shall be worn in the same general location on the outerwear.

C. Personal Property

Due to the nature of Death Row and the level of security required, specific limits shall be placed on the personal property allowed. Inmates assigned to the Special

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Security Unit shall be restricted to clothing that is red in color for identification purposes.

D. Phone Calls - refer to KSP 16-03-02 for general information.

1. A Death Row inmate shall be permitted to make personal phone calls, not to exceed fifteen (15) minutes in length.

2. Attorney phone calls - refer to KSP 14-04-01.

E. Mail, Postage, and Packages

A Death Row inmate shall be afforded the same mail privileges as other inmates in the institution. Refer to KSP 16-02-01 and KSP 16-04-01 for information regarding mail and packages.

F. Medical - refer to KSP 13-02-03.

1. The assigned psychologist shall review a Death Row inmate during the initial thirty (30) day assignment and every ninety (90) days thereafter. If an inmate has an identified mental health need, a mental health assessment by a qualified mental health professional shall be made at least every thirty (30) days.
2. Additional mental health services shall be provided on a referral basis as needed and upon an inmate following sick-call procedures.

G. Employment Opportunities - refer to KSP 19-04-02.

1. Postings, Application Procedure, Classification, and Dismissal Procedures

The posting of openings, application procedure, classification process, and dismissal procedures for the Death Row inmates shall be the same as for other populations unless so noted in this policy.

2. Job Assignments may include:

- a. Laundry worker;
- b. Janitor;
- c. Ice runner;
- d. Legal Aide;

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- e. Legal Clerk;
- f. Librarian;
- g. Barber;
- h. Food Service;
- i. Painter;
- j. Floor care; and
- k. Shower janitor.

H. Outdoor Exercise

Weather permitting, outdoor exercise shall be allowed in a designated area for a one (1) hour period, five (5) days per week.

I. Commissary

A Death Row inmate may purchase canteen items once a week. Each inmate wishing to purchase canteen items shall complete a canteen order form using the electronic ordering system (KIOSK). Canteen orders shall be delivered to the unit according to the Death Row canteen schedule.

J. Academic Education

An inmate shall not be escorted off of the unit to attend an academic program. Academic materials shall be provided upon written request. Correspondence courses may be taken in accordance with CPP 20.1.

K. Religious Services

1. Religious services shall be available to each Death Row inmate. The schedule for services shall be posted on the unit.
2. A chaplain shall be available to the Death Row inmates on a weekly basis to provide counseling.

L. Legal Services - refer to KSP 14-04-01.

M. Library Services

Death Row inmates shall be provided access to library books within the unit.

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N. Visiting - refer to KSP 16-01-01.

O. Recreation

A Death Row inmate shall be given the opportunity to participate in recreational and leisure time activities. A schedule of activities shall be posted on the unit.

P. Showers

1. A Death Row inmate shall be allowed the opportunity to shower and shave a minimum of three (3) times a week.
2. A shower shall be taken during the recreation or exercise periods conducted daily, with each inmate allowed a maximum of fifteen (15) minutes.

Q. Laundry

An assigned laundry worker under the direct supervision of the unit officer shall launder the clothing of Death Row inmates on the unit.

R. Grievance Procedure

1. The General Population grievance committee shall provide grievance services to the Death Row inmates.
2. A grievance shall be heard by using the speakerphone.
3. Refer to Corrections Policy and Procedure 14.6 for additional information.

S. Meals

Drinks and food shall be delivered to the unit from the institutional kitchen. Inmates serving the meal shall wear hairnets or hats and plastic gloves and shall be directly supervised by security staff. The trays and leftover food shall be picked up and returned to the kitchen. Food shall not be left in the unit.

T. Unit Programming Service

1. A Classification and Treatment Officer shall make rounds on the unit daily.
2. Contact with the Classification and Treatment Officer or other staff may be made by institutional mail if it does not require face-to-face discussion during rounds.


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U. Grooming Standards

Barber services shall be provided by assigned barbers under the supervision of the unit officer.

III. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Special Security Unit Administrator.

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	Date Filed <p style="text-align: center;">NOV 14 2022</p>	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-4A-15, 5-ACI-6A-43	Subject <p style="text-align: center;">PHARMACY PROCEDURES</p>	

I. PROCEDURE

- A. The pharmacy shall be operated under the management and supervision of a licensed pharmacist.
- B. Profiling Inmate Prescriptions from Physician's Order Form
 1. Upon receipt of a physician's order form from the medical unit, the prescription shall be interpreted and all information required by state and federal pharmacy laws shall be entered in the pharmacy computer.
 2. The physician shall specify the "stop order" time period on each prescription. A prescription written for an inmate housed in the medical unit with a length of time specified, as "length of medical unit stay," shall have an automatic stop of seventy-two (72) hours. A prescription written for a drug to be used as needed with a specified number of refills shall have an automatic stop of thirty (30) days, if not specified otherwise.
- C. Dispensing Inmate Prescriptions from Physician's Order Forms
 1. The medication for each prescription shall be filled in punch card or unit dose liquid form.
 2. The computer-generated label shall be applied to the proper punch card or unit dose liquid bottle. The prescription label shall contain all information required by state and federal pharmacy laws and any other information the pharmacist deems necessary.
 3. The physician's order form shall be filed in numerical order after the order has been filled.
 4. An electronic medication administration record shall be prepared for an inmate's prescribed medication, containing all information necessary for the administration and recording of each dose.

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5. Punch cards and liquid electronic medication administration records shall be distributed to the proper area and stored in a maximum-security storage. The pharmacy shall monitor the daily move sheet in order to maintain an inmate's medication in the proper location.
6. A monthly report of the total number of prescriptions filled shall be forwarded to the Health Service Administrator.

D. Medical Unit Emergency Supply Medications

1. Small quantities of medication in punch cards or unit dose liquid form may be kept at the medical unit for emergency use. The Kentucky State Penitentiary Medical Director shall determine the specific emergency supply medication.
2. If a dose of emergency supply medication is administered, it shall be recorded in the patient's chart and signed by the physician.
3. A separate log shall be maintained for each drug in the emergency supply. If a dose is administered, it shall be recorded and initialed on the log sheet. If the punch card or original quantity of the unit dose liquid has been used, the proof of use card shall be forwarded to the pharmacy.
4. The medical staff shall advise the pharmacy if a refill of an emergency supply drug is needed.

E. Inventory and Storage of Controlled Substances, Syringes, and Pharmacy

1. All medication shall be received and signed for by pharmacy staff or the medical staff designee prior to being inventoried and stored in the pharmacy.
2. All controlled substances shall be maintained under double-lock in non-inmate access areas in the Kentucky State Penitentiary Pharmacy and the medical unit pharmacy to maintain maximum-security.
3. Maximum security storage shall be maintained on all syringes and needles prior to distribution or use in administration of medication.
4. All other medication shall be kept under lock during storage in the Kentucky State Penitentiary Pharmacy, the medical facility pharmacy, and in the medication carts.
5. A complete inventory of all controlled substances shall be maintained in a special inventory ledger.

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6. If a prescription is received for a controlled substance, it shall be entered in the computer, filled, and the quantity subtracted from the written inventory ledger.
7. If a controlled substance is returned to stock, it shall be added into the computer inventory and the quantity returned shall be added to the written inventory ledger.
8. Any controlled substance sent to the medical unit for emergency use shall be entered in the pharmacy computer, filled, and the quantity shall be subtracted from the written inventory ledger.
9. A complete inventory shall be maintained of all medication and supplies in the Kentucky State Penitentiary Pharmacy and sent semi-annually to the Health Service Administrator.

F. Psychotropic Drugs

Prescribed psychotropic medication shall be available as one (1) facet of program therapy.

1. The psychiatric provider shall conduct an assessment of need prior to prescribing the medication.
2. The prescribing provider, prior to renewal of the order, shall do an evaluation of the inmate's response to the drug.

G. Accountability and Administering Medication to the Inmate Population

1. Medical personnel, properly trained and under the supervision of the health authority, shall administer all legend medication according to the institutional schedule. Prior to administering the medication in a timely manner according to the physician orders, the staff member shall ensure:
 - a. The identity of the inmate;
 - b. The appropriate medication for that inmate;
 - c. The specific amount for dosage;
 - d. The correct time to administer the medication; and
 - e. The correct method by which the inmate is prescribed to receive the medication

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2. An officer shall accompany medical personnel any time medication is delivered to a cell and at the medication line when medication is being administered.
3. Medication shall be taken in the presence of a correctional officer.
 - a. If an inmate does not possess an identification card, he shall be in violation of policy and medication shall be administered only upon positive identification by the officer. Immediate steps shall be taken to ensure the inmate receives a new identification card.
 - b. An inmate shall report to pill call at the scheduled time to receive medication. An inmate shall not change his medication time and schedule. If a dose is missed, he shall wait until the next scheduled dose, unless an order is received from the physician to do otherwise.
4. Medical personnel shall punch medication from the punch card if it is being administered into a dose cup. The officer shall insure the inmate disposes of the dose cup. Hands shall not touch the medication.
5. Medical personnel shall update the electronic medication administration record indicating the time and date the dose is administered to the inmate. If an inmate refuses his medication, medical personnel shall indicate this by documenting the refusal in the electronic medication administration record.
6. If a medication is inadvertently punched from the medication card, the medical personnel shall put that medication in the Bio-Hazard container in the Pharmacy and document it in the Pharmacy log. Controlled substances shall be documented on their respective inventory log sheet.
7. Medication shall not be given out at the pharmacy or medical unit without a written order from the provider.

H. Officer's Responsibility for Ensuring Inmate Takes Medication

1. The inmate shall show his I.D. card or be identified by the correctional officer.
2. The medical personnel shall offer the inmate medication in a dose cup or unit dose liquid container.
3. The officer shall ensure the inmate does not remove the medication from the container by hand.
4. The inmate shall ingest medication from the container directly to his mouth and shall follow immediately with liquid.

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5. The inmate shall open his mouth so the officer may see that the inmate has swallowed his medication.
6. If medication is delivered to an inmate's cell, the inmate shall be in the front of the cell with the light on and liquid for taking medication in his hand.
7. If an inmate refuses to follow any of the above procedures, the medical personnel shall assume that the inmate has refused his medications and shall document the refusal and inform the primary care provider.

I. Renewal of Inmate Medications

If an inmate's prescription is nearing the expiration date, he shall be advised by medical personnel to return to sick call or to see the primary care provider during cellhouse rounds to be re-evaluated prior to renewal of the prescription.

J. Dispensing of Medication for Inmate Leaving the Institution


1. Any inmate leaving on an extended court trip shall be furnished with seven (7) days medication, and a court trip form shall be filled out and given to the appropriate officer.
2. Any inmate leaving on parole or expiration shall be furnished with thirty (30) days of medication, and a parole form shall be filled out and given to the inmate. Any exception shall be authorized and approved by the primary care provider.

K. An inmate who is non-complaint with his medication schedule shall be reported to the primary care provider.

L. An inmate who has "palmed" his medication shall be reported to the primary care provider.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Health Service Administrator and the contracted pharmacist.

 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number KSP 13-02-01	Total Pages 4
	Date Filed March 7, 2023	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-3D-08, 5-ACI-6A-03, 5-ACI-6A-05, 5-ACI-6A-09, 5-ACI-6A-20, 5-ACI-6B-02, 5-ACI-6C-09, 5-ACI-2A-03 CPP 5.1 KSP 16-01-01	Subject <p style="text-align: center;">HEALTH SERVICES</p>	

I. PROCEDURE

A. Health Care Services

1. All medical, psychiatric, and dental matters involving medical judgment shall be the sole province of the responsible provider, physician, or dentist.
2. All treatment by health care personnel shall be performed pursuant to direct orders from the responsible physician, dentist, optometrist, or other personnel authorized by law to give these orders.
3. The medical unit shall make acute and chronic care available to an inmate on an outpatient basis. The medical unit shall be handicap accessible.
4. The medical unit shall be staffed, equipped, and maintained as determined by the Health Service Administrator to provide emergency and non-emergency medical care twenty-four (24) hours a day, seven (7) days a week.
5. The medical unit shall comply with all statutes and local license requirements.
6. In addition to frequent checks by security and medical staff, a bedside call system shall be in place to keep all inmate observation patients within sight or sound of a staff member.
7. Emergency and non-emergency care not available in-house shall be available at a hospital outside the institution and pre-arranged through contractual letter of agreement with the hospital and health care specialist.
8. The medical unit shall be designed for observation and short-term medical care of an inmate requiring skilled nursing care, but not requiring hospitalization.

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9. An inmate who requires long-term chronic health care beyond the resources of the Kentucky State Penitentiary medical unit shall be transferred to an institution where the resources are available.

B. Medical Services

A physician, physician assistant, or nurse practitioner licensed to practice with the Commonwealth of Kentucky shall provide general medical services daily.

C. Nursing Services

1. Nursing services shall be provided on-site, twenty-four (24) hours a day, seven (7) days a week, by registered and licensed practical personnel and other qualified health care personnel, under the direction of the Health Service Administrator.
2. The "Lippincott Manual of Nursing Practice" shall be used as the nursing care procedures manual.

D. Health Record

1. There shall be an individualized electronic health record for health care. This record shall provide for a special health program, with a written, individual treatment plan. This plan shall include directions to health care and other personnel regarding his role in the care and supervision of the patient. The appropriate primary care provider, dentist, or qualified mental health practitioner shall develop each plan for each inmate.
2. After an inmate is discharged from the medical unit's care, the health record shall be maintained in the inmate electronic health record, separate from the institutional file, and maintained at the Kentucky State Penitentiary medical unit.

E. Laboratory

1. A non-automated laboratory shall be provided, with automated laboratory work contracted off site.
2. The appropriate Clinical Laboratory Improvement Act of 1988 (CLIA) Certificate from the Department of Health and Human Services, Health Care Financing Administration shall be maintained.

F. X-Ray

The medical unit shall provide x-ray services through an off-site contracted provider who may provide on-site mobile services, if applicable.

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G. Surgery

1. An emergency room and minor surgical suite shall be maintained.
2. Trained health care personnel shall assist the provider in minor surgery as needed.

H. Dental Services

A dentist licensed to practice within the Commonwealth of Kentucky shall provide dental services.

I. Pharmacy Services

A licensed, dispensing, semi-unit dose pharmacy shall be provided under the direct supervision of a pharmacist, registered and licensed by the Commonwealth of Kentucky.

J. Programs

Except for a limited visit, programs shall not be offered to the medical unit observation patients. However, any special program may be arranged through casework services (refer to KSP 16-01-01).

K. Psychological and Psychiatric Services

Psychological and psychiatric services shall be provided through a psychiatrist or psychologist licensed to practice in the Commonwealth of Kentucky.

L. Inmate Participation in Research (Refer to CPP 5.1)

M. Health Information and Education


1. The Kentucky State Penitentiary health education program shall include information through pamphlets and other printed material related to health and hygiene in the following areas:
 - a. Human Immunodeficiency Virus (HIV);
 - b. Hepatitis B;
 - c. Sexually transmitted disease, Tuberculosis, and other communicable diseases;
 - d. Chronic diseases;

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- e. Substance abuse;
 - f. Immunization;
 - g. Personal hygiene; and
 - h. Effects of smoking.
2. Patient counseling regarding specific health information shall be provided on a one-to-one basis as needed on any health issue, but specifically regarding:
- a. General medical services;
 - b. Sick call procedure;
 - c. HIV pre and post test counseling; and
 - d. Nutrition.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Health Service Administrator.

 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number KSP 13-02-03	Total Pages 4
	Date Filed NOV 14 2022	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-5A-01, 5-ACI-6A-04, 5-ACI-6A-07, 5-ACI-6A-21, 5-ACI-6A-22, 5-ACI-6A-25, 5-ACI-6A-27, 5-ACI-6A-31, 5-ACI-6A-32 CPP 13.2	Subject CONTINUITY OF CARE	

I. PROCEDURE

A. Intrasystem Transfers

1. Immediately upon arrival, an incoming transfer shall have an initial assessment conducted through a private consultation by health care personnel.
2. Health care personnel shall review the medical file. The following information shall be obtained:
 - a. Whether the inmate has a current medical, dental, or mental health complaint and is being treated;
 - b. Whether the inmate is currently on medication;
 - c. Observation of appearance, behavior, and physical deformities; and
 - d. Any evidence of abuse or trauma.
3. After the medical record is reviewed, any necessary appointment shall be made.
4. The appropriate consent form shall be explained, dated, and signed.
5. When the assessment is complete, the health care personnel shall recommend the appropriate placement of the inmate. An inmate may be placed with the general population of his classification, referred to the appropriate health care service or immediately referred for emergency treatment.
6. All assessment information shall be documented in the electronic medical record. See CPP 13.2.

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B. Intersystem Transfers

1. The procedure for an incoming intersystem transfer shall follow the intrasystem requirements described previously with the addition of the following: A full health appraisal for each inmate shall be completed no later than fourteen (14) days after arrival at the institution, unless there is a documented health appraisal within the previous ninety (90) days. The full health appraisal shall include:
 - a. Review of the earlier receiving screening;
 - b. Collection of additional data to complete the medical, dental, mental health, and immunization histories;
 - c. Laboratory or diagnostic tests to detect communicable disease, including sexually transmitted disease and tuberculosis;
 - d. Recording of height, weight, pulse, blood pressure, and temperature;
 - e. Other tests and examinations as appropriate;
 - f. Medical examination, including review of mental and dental status;
 - g. Review of the results of the medical examination, tests, and identification of any problem by a physician or other qualified health care personnel;
 - h. Initiation of therapy if appropriate; and
 - i. Development and implementation of treatment plan, including recommendations concerning housing, job assignment, and program participation.

C. Continuity of Care through Levels of Care

1. Each medical complaint shall be assessed by qualified health care staff to determine emergency and non-emergency care.
2. Chronic and convalescent care shall be available to each inmate at the Kentucky State Penitentiary.
3. An inmate with a serious or chronic medical or mental health problem requiring close medical supervision shall have an individual treatment plan written, by the appropriate primary care provider, dentist, or qualified mental health practitioner, after review of the inmate medical record. The written individual treatment plan shall include directions to health care and

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other personnel regarding their roles in the care and supervision of the patient.

4. A referral to community care, as determined by the primary care provider, shall be processed through the medical department.
 - a. Arrangements shall be made with a health care specialist and facility in advance of need through a contractual letter of agreement.
 - b. Information concerning the inmate's medical history and current complaint shall be provided to an outside medical consultant.
 - c. An inmate shall be transferred using appropriate security measures.
5. Before transfer to another facility or other substantial travel, either the inmate or his record shall be evaluated by health care personnel to assess suitability for travel.
 - a. Pertinent data shall be documented in a manner readily accessible and easily understood by transportation staff or others attending the inmate during travel and on reception at the receiving institution.
 - b. Medication or other special treatment required in route, along with specific written instructions for administration, shall be furnished to the transportation staff.

D. Periodic Health Examinations

1. An inmate fifty (50) years of age and over shall be examined as required by CPP 13.2. Every other inmate shall receive health examinations every three (3) years. Each inmate's medical file shall be reviewed before release.
2. Each inmate shall receive annual tuberculosis (TB) screening.
3. The medical department shall schedule the examination and notify the inmate.
4. The results of the health examination shall be documented in an inmate's medical file.
5. If an inmate refuses the initial assessment and periodic health examination, the refusal shall be signed by the inmate and a staff witness. The refusal shall be placed in the inmate's medical file.


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E. Health Appraisal Data

1. The collection and recording of all health appraisal data shall be completed electronically in a uniform manner.
 2. Qualified health care personnel shall collect the health history and vital signs.
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3. Only qualified health care personnel shall perform the collection of all other health appraisal data.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Health Service Administrator.

 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number KSP 13-02-04	Total Pages 3
	Date Filed NOV 14 2022	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-6A-03, 5-ACI-6A-08, 5-ACI-6A-09, 5-ACI-6B-08 KSP 09-09-01	Subject LEVELS OF CARE AND STAFF TRAINING	

I. PROCEDURE

A. Sick Call

1. Qualified health care personnel shall conduct sick call a minimum of four (4) days per week.
2. A General Population or Protective Custody inmate requesting routine medical care may sign up for sick call at the designated area. The inmate shall receive written notification of the time and date of their appointment.
3. Qualified health care personnel shall interview and evaluate the complaint of each inmate.
 - a. For a minor case, the appropriate health care staff may administer appropriate treatment after direct orders from the primary care provider.
 - b. A non-emergency case requiring direct physician care shall be scheduled.
 - c. The charge health care staff member shall handle each emergency case on an individual basis.
4. An employee at the Kentucky State Penitentiary shall not deny, obstruct, or restrain an inmate from receiving medical services.

B. Physician Sick Call

1. The institutional physician shall conduct scheduled sick call at the medical unit for the General Population and Protective Custody inmates.
2. A General Population inmate shall be scheduled during sick call by the health care staff to see the institutional physician.

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3. If ordered by the primary care provider, an inmate shall be escorted to the medical unit for an examination.

C. Pill Line

1. The pill line shall be conducted at the institutional pharmacy, or other ~~designated area posted on the institutional schedule.~~
2. Medical staff shall advise an inmate when to report to the pill line to receive his prescribed medication.
3. The inmate shall report to the pill line at the scheduled time.

D. Medical Services for the Restrictive Housing Unit and the Special Security Unit

1. An inmate in the Restrictive Housing Unit or the Special Security Unit shall be seen by the medical staff making sick call rounds in that area.
2. The primary care provider shall conduct sick call in each area as scheduled.
3. Medication delivery and pill line shall be conducted as scheduled.

E. Emergency Medical Care

1. Twenty-four (24) hours per day emergency care and crisis intervention shall be available on site by medical personnel.
2. Twenty-four (24) hours per day emergency medical, dental, and mental health care services shall be available through an on call basis.
3. Twenty-four (24) hours per day off site emergency services shall be available with local facilities and other health care providers, through contractual agreement.
4. An inmate shall be referred at any time for emergency medical care.
 - a. An inmate shall request emergency care through any staff member.
 - b. The staff member shall contact the medical staff member on duty and inform them that the inmate has requested emergency medical attention.
 - c. The medical staff member on duty shall determine the level of emergency, and make the necessary referral.

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- d. The medical staff member shall coordinate first aid and medical crisis intervention.
- e. If the decision is made to treat an inmate on site, the Shift Commander shall be notified by the medical staff member if a physician, dentist, or mental health professional, or other qualified health personnel is being called in.
- f. If the decision is made to evacuate an inmate from the institution, and an emergency vehicle needs to be used, or the inmate needs to be transferred to a local health facility immediately, the Shift Commander shall be notified to provide transportation security (refer to KSP 09-09-01).
- g. If an inmate is transported to an outside facility, the medical staff member shall notify the emergency room staff or doctor's office staff, giving all pertinent information.
- h. The appropriate paperwork shall be completed and it shall become a part of the inmate's permanent medical record.


F. Training

- 1. The Health Service Administrator shall establish a training program in cooperation with the Warden or his designee, and the Kentucky State Penitentiary Training Officer.
- 2. Any employee with regular contact with an inmate shall receive first aid and cardiopulmonary resuscitation (CPR) training during the first six weeks of employment and at recommended scheduled times. This training shall be updated through annual in-service as scheduled and include identification of signs and symptoms and knowledge of action, required in a potential emergency situation and method of obtaining assistance.

- G. A student or intern delivering health care in the institution shall work under direct staff supervision, commensurate with his level of training.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Health Service Administrator.

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	Date Filed NOV 14 2022	Effective Date
Authority/References KRS 196.035, 197.020	Subject CONSULTATIONS	

I. PROCEDURE

A. Appointments for outside consultation shall be approved by the Medical Director or dentist for dental consultations.

1. The medical staff shall make the appointment and advise the Shift Commander who shall arrange for transportation and security.
2. If any medical preparation is necessary prior to the appointment, the nursing staff shall arrange for the admission of the inmate to the medical unit.
3. Prior to returning an inmate to the Kentucky State Penitentiary, the transporting officer shall obtain specific written instructions from the discharging medical authority concerning any limitations or considerations.
4. The transporting officer shall contact the Kentucky State Penitentiary Shift Commander for a housing assignment prior to returning an inmate who has been to a consultant or an outside hospital.
5. A consultation form shall be returned to the Medical Shift Supervisor unless other arrangements are made to receive medical documentation.

B. Consultant Specialist

1. The Medical Director and Health Service Administrator shall maintain a partial listing of medical specialists who may be utilized.
2. The list of medical specialists who may be utilized provided by the Kentucky State Penitentiary medical insurance provider shall be considered for outside consultation. An out of network specialist may be utilized with approval of the insurance provider.

C. Support Facilities

To support and expand the scope of medical services, an agreement for individualized treatment, surgery, and emergency services shall be pre-arranged


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with the following local treatment facilities:

1. **Caldwell County Hospital**
 - a. Licensed general hospital located in Princeton, Kentucky approximately thirteen (13) miles distance.
 - b. Expanded diagnostics, emergency room, and general major surgery.
2. **Western Baptist Hospital**
 - a. Located in Paducah, Kentucky approximately forty-two (42) miles distance.
 - b. Expanded diagnostics and specialized major surgery.
3. **Lourdes Hospital**
 - a. Located in Paducah, Kentucky approximately forty-two (42) miles distance.
 - b. Expanded diagnostics and specialized major surgery.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Health Service Administrator.

 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number <p style="text-align: center;">KSP 13-02-08</p>	<p style="text-align: center;">3</p>
	Date Filed <p style="text-align: center;">NOV 14 2022</p>	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-6C-03, 5-ACI-6D-05, 5-ACI-6D-06, 5-ACI-6D-07	Subject <p style="text-align: center;">HEALTH RECORDS</p>	

I. POLICY

A. Health Records Organization and Counts

1. The medical and dental records system at Kentucky State Penitentiary shall use established health record keeping standards. The Health Service Administrator shall approve the method of recording entries in a record, the form and format of a record, and the procedures for maintaining and safekeeping. The health record shall contain the following basic documentation:
 - a. Patient identification on each sheet;
 - b. Completed receiving screening form;
 - c. Health appraisal data;
 - d. Problem summary list;
 - e. Record of immunizations;
 - f. All findings, diagnoses, treatments, dispositions;
 - g. Record of prescribed medications and their administration records, if applicable;
 - h. Laboratory, x-ray, and diagnostic studies, if applicable;
 - i. Place, date and time of health encounters;
 - j. Health service reports (e.g., emergency department, dental, mental health, and telemedicine or other consultations);
 - k. Individualized treatment plan, if applicable;
 - l. Progress reports;

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- m. Discharge summary of hospitalization and other termination summaries, if applicable;
 - n. Legible signature (may be electronic) and title of provider (may use ink type stamp under signature);
 - o. Consent and refusal documentation; and
 - p. Authorizations for release of information.
2. An inmate's active health record shall be maintained separately from the confinement case record and kept electronically at the Kentucky State Penitentiary medical unit.

B. Confidentiality of Health Records

Confidentiality of health records shall be maintained.

- 1. Copies of health record information shall be transmitted to a specific and designated physician or medical unit in the community upon the written authorization of an inmate.
- 2. A summary of an inmate's health record shall accompany him when he is sent for medical care outside the institution.
- 3. A summary of an inmate's health record shall accompany him to an out of state institution.
- 4. Correctional staff shall be advised of an inmate's health status only if it is necessary to preserve the health and safety of the inmate, other inmates, volunteers, visitors or correctional staff.
- 5. Correctional and classification staff shall be provided information necessary for them to provide for special health needs of the inmate as it relates to housing, program placement, security and transportation.
- 6. The Health Service Administrator shall control access to health records.
- 7. The Health Service Administrator shall share with the Warden or his designee information regarding an inmate's:
 - a. Medical management;
 - b. Potential impact on institutional security; and

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c. Ability to participate in institutional programs.

8. An original health record shall be removed from the Kentucky State Penitentiary medical unit only under the following circumstances:

- a. Transfer of an inmate to another in-state correctional institution or community center;
- b. Approval of the Warden;
- c. Release of an inmate;
- d. Court order; and
- e. Death of an inmate.

C. Inmate Access to Health Records


- 1. An inmate may request a copy of his health record by submitting a written request along with a CPO to the Kentucky State Penitentiary medical unit.
- 2. The Kentucky State Penitentiary medical unit shall have five (5) working days in which to respond to a request for health records pursuant to KRS 197.025.

D. Inactive Health Records

- 1. An inactive health record shall be maintained separately from the institutional case file and stored either at Kentucky State Penitentiary medical unit or shipped for storage at the Roederer Correctional Complex and retained as a permanent record.
- 2. An inactive health record shall conform to legal requirements for record retention.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Health Service Administrator.

 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number KSP 13-02-09	Total Pages 3
	Date Filed February 14, 2023	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-6A-28, 5-ACI-6A-32, 5-ACI-6A-33, 5-ACI-6A-37, 5-ACI-6C-06, 5-ACI-6E-01, 5-ACI-5E-09 CPP 18.11, 13.12	Subject <p style="text-align: center;">PSYCHIATRIC AND PSYCHOLOGICAL SERVICES</p>	

I. PROCEDURE

A. Request for Services

1. A request for services may be initiated by an inmate:
 - a. At sick call; or
 - b. By request to any staff member.
2. Services may be initiated by any staff member aware that an inmate exhibits signs of stress due to emotional disturbance, low intellectual functioning, or potential suicide.
3. Any request or referral shall be directed to the institutional psychologist. A comprehensive individual evaluation shall be completed within fourteen (14) days after the date of referral based on the following minimum criteria:
 - a. Review of mental health screening and appraisal data;
 - b. Direct observation of behavior;
 - c. Collection and review of additional data from individual diagnostic interviews and tests assessing personality, intellect, and coping abilities;
 - d. Compilation of an inmate's mental health history;
 - e. Any additional testing as deemed appropriate; and
 - f. Development of an overall treatment and management plan with appropriate referral(s).

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B. Referral Process

1. Upon receipt of a request or referral for services, the institutional psychologist shall review a referred inmate's record for previous history of mental health issues. Based on current condition and previous history, the institutional psychologist shall:
 - a. Conduct an evaluation of the inmate;
 - b. Recommend referral to:
 - (1) Psychiatrist;
 - (2) Medical Services;
 - (3) Classification Committee; or
 - (4) Other appropriate institutional staff as indicated;
 - c. Initiate the crisis intervention action deemed necessary; and
 - d. Document the decision, action, and reasons therefor.
2. The institutional psychologist's recommendation, if appropriate, shall be directed to the psychiatrist and the Medical Director for appropriate action.
3. Prescription and treatment recommendations by the mental health provider shall be directed to the Medical Director and the Health Service Administrator for appropriate action.
4. A transfer request based on psychological or psychiatric need shall receive priority attention from medical and case management staff.

C. Crisis Intervention

1. A severe psychiatric or emotional problem or potential suicide shall receive the immediate attention of the Medical Director, psychologist, or psychiatrist. If one of these individuals is not readily available, the medical staff member in charge shall telephone one (1) or all of them. An order and treatment recommendations shall be implemented as directed in CPP 13.12.
2. All staff shall receive training in crisis management and suicide prevention.
3. An emergency indicating a need for transfer shall be processed in accordance with correction policies regarding transfers of inmates.

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4. If standard issued clothing presents a security or medical risk (for example, suicide observation), provisions shall be made to supply the inmate with a security garment that promotes inmate safety in a way that is designed to prevent humiliation and degradation.

D. Treatment Policies

1. An inmate who is severely disturbed or intellectually low functioning shall be referred for transfer to either the designated non-correctional facility or the designated correctional mental health facility. Due process procedures and any necessary hearing shall be conducted as outlined in CPP 18.11 and other applicable policies.
2. Except in an emergency, there shall be a joint consultation between the Warden, or his designee, and the responsible physician, or his designee, prior to taking action regarding an identified mentally ill or intellectually low functioning patient in the following areas:
 - a. Housing assignment;
 - b. Program assignment;
 - c. Disciplinary measures; and
 - d. Transfer to another institution.
3. If emergency action is required, joint consultation to review the appropriateness of the action shall occur as soon as possible but no later than the next workday.
4. Based on the patient's history and current evaluation, the psychologist or mental health provider shall, in their evaluation documentation, make any required recommendation with regard to patient housing assignment, transfer to another institution, and program participation. This type of recommendation may also be made by a Psychiatrist and Psychologist Services Team member.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Deputy Warden for Programs in consultation with the Director of Mental Health.


 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number KSP 13-02-13	Total Pages 1
	Date Filed NOV 14 2022	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-6A-40	Subject OPTOMETRIC SERVICES	

I. PROCEDURE

- A. An optometrist licensed by the Kentucky Board of Optometry shall provide services as scheduled by the Kentucky State Penitentiary medical unit.
- B. An appointment with the optometrist shall be made through daily sick call. An inmate shall be scheduled in the order of his request unless the medical department judges his optometric problem severe enough to be placed at the top of the schedule.
- C. There shall be a \$3.00 charge for each visit to the optometrist and a \$5.00 charge for glasses if needed.
- D. Tinted lens shall only be ordered by inmates for certain defined medical conditions. There shall be a \$5.00 charge for the tint.
- E. Orders for outside personal prescription glasses shall not be allowed.
- F. An indigent inmate who needs glasses may receive one pair per year. Broken or lost indigent glasses shall only be replaced once per year. The non-indigent replacement cost for lost or broken eyeglasses shall be the actual cost charged by the supplier.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Health Service Administrator.

 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number KSP 13-06-02	Total Pages 2
	Date Filed NOV 14 2022	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-6A-28, 5-ACI-6C-04	Subject INFORMED CONSENT	

I. DEFINITIONS

- A. "Expressed consent" means a patient's oral or written agreement to the proposed medical treatment or procedure.
- B. "Implied consent" means a patient's demonstration of understanding and agreement through his actions or through the circumstances surrounding medical treatment.
- C. "Informed consent" means a patient's voluntary consent or agreement to treatment, examination, or procedure after receiving the facts regarding the nature, consequences, risks, and alternatives concerning the proposed treatment, examination, or procedure.

II. PROCEDURE

A. Explanation of Care

- 1. Prior to the initiation of a medical procedure involving surgery or potentially life-threatening risk, an inmate shall be fully briefed concerning his health situation, the reason for the recommended procedure, and risk in refusing it.
- 2. An inmate shall be given the option of refusing the treatment.

B. Refusal of Care

- 1. In a non-emergency situation or if the inmate is capable of giving consent, he may refuse any recommended treatment.
- 2. An inmate who refuses treatment, an appointment, or examination shall sign acknowledging the refusal. A staff member shall sign this document after witnessing the inmate's signature.
- 3. If an inmate refuses to sign the proper documentation, it shall be documented and signed by two (2) staff members.

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4. The completed refusal document shall be part of the inmate's medical record.

C. Exceptions to Refusal of Treatment Procedures

1. In cases of a contagious illness or other communicable disease, health care personnel shall treat the patient in accordance with state and federal laws.
2. Care required in a life-threatening situation shall be evaluated on an individual basis.

III. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Health Service Administrator.

 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number KSP 14-04-01	Total Pages 10
	Date Filed March 7, 2023	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-4A-22, 5-ACI-3D-01, 5-ACI-3D-02, 5-ACI-3D-03 CPP 14.4, 15.7 Rule of Appellate Procedure (RAP) 43 KSP 19-04-02	Subject <p style="text-align: center;">LEGAL SERVICES</p>	

I. PROCEDURE

A. Legal Office

1. Supervision

- a. The Legal Office and Legal Library shall be directly supervised by an assigned employee. Ultimate supervision shall be the responsibility of the Program Director.
- b. The Program Director and assigned supervisor shall determine general procedures necessary to maintain order and efficiency of the office and to implement the general institutional policy.

2. Facilities

- a. The Legal Office and Legal Library shall be equipped with documents and equipment as directed by CPP 14.4 to allow all inmates access to the courts.
- b. Legal Office typewriters shall not be removed from the Legal Office, except for:
 - (1) Maintenance;
 - (2) Repair; or
 - (3) Replacement.
- c. Typewriters shall not be removed to an inmate's cell.
- d. The Program Director or his designee shall conduct a quarterly inventory of legal books.

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- e. Books shall not be removed from the Legal Office and sections shall not be removed from any book.

3. Hours of Operation

The Law Library and Legal Office shall be open five (5) days per week, Monday through Friday. The hours of operation for the Protective Custody and General Population shall be established by the Program Director or his designee.

B. Inmate Staff for the Legal Office

1. The General Population Unit shall be allotted the following positions:
 - a. Eight (8) trained Inmate Legal Aides
 - b. One (1) Legal Clerk
 - c. One (1) Legal Librarian
2. The Protective Custody Unit shall be allotted the following positions:
 - a. Two (2) trained Inmate Legal Aides
 - b. One (1) Legal Clerk-Librarian
3. The Special Security Unit shall be allotted the following positions:
 - a. Two (2) trained Inmate Legal Aides
 - b. One (1) Legal Clerk-Librarian
4. Legal Aide Training and Continuing Legal Education
 - a. Legal Aide training and continuing legal education shall be conducted in compliance with CPP 14.4.
 - b. The Program Director shall be responsible for the coordination of the training with the Department of Public Advocacy.
 - c. An inmate housed in General Population, Protective Custody, or Special Security Unit that meets the requirements stated in CPP 14.4 may apply for Legal Aide training.

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- d. An inmate from the General Population, Protective Custody, or Special Security Unit may enroll in continuing legal education if he has completed the basic legal aide training, and if space is available.

5. Legal Office Positions

a. Application Procedure

- (1) Vacant Legal Office positions shall be advertised in compliance with KSP Policy 19-04-02. Only inmates that have had the basic legal aide training shall be considered for the legal aide positions.
- (2) Legal Office positions shall be selected from among the qualified applicants and assigned by the Classification Committee.
- (3) The primary considerations for filling legal aide positions shall be:
 - (a) The final examination score;
 - (b) Qualifications;
 - (c) Experience;
 - (d) Past work history;
 - (e) Recent behavior; and
 - (f) Interpersonal skills.

b. Time and Attendance

All Legal Office inmate staff shall remain at the Legal Office during Legal Office hours unless granted permission by the supervising officer to leave.

C. Access to the Legal Office and Library

- 1. An inmate not regularly assigned to the Legal Office shall obtain access by the following procedures:

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- a. Access shall be on a first come, first served basis. An inmate entering the building shall make an entry into the logbook of the following:
 - (1) Name;
 - (2) Number; and
 - (3) Time Entering.
 - b. Upon leaving, regardless of reason, the inmate shall make an entry of his departure into the logbook.
 - c. Inmate property, other than papers needed for legal work, shall not be allowed in the Legal Office.
2. An inmate with work or program assignments that wishes to use the Legal Office during work hours shall make a request one (1) day in advance by completing the appropriate documents.
- a. If permission is granted, the completed documents shall be submitted to the Legal Office supervisor upon entry.
 - b. Upon return to his assignment, the inmate shall return the documents to his supervisor.
 - c. If permission is denied, the work supervisor shall state the reason for denial in writing, forward a copy to the inmate's institutional file, and provide a copy to the inmate.
3. An inmate assigned to the Restrictive Housing Unit shall have access to assigned Legal Aides by phone Monday through Friday during regular Legal Office hours. Choice of inmate legal aides shall be limited to an assigned legal aide from the unit he was housed in prior to placement in Restrictive Housing. Phone calls shall not exceed ten (10) minutes. A call to an inmate that is not assigned as legal aide by the courts, Adjustment Officer, Classification Committee, Administrative Control Unit Committee, or Program Director shall not be allowed.
- a. An inmate in the Restrictive Housing Unit shall initiate a call to the Legal Office by submitting a request to his case manager stating the name of the Legal Aide and the nature of the call. The inmate shall have pending Adjustment Committee, Classification Committee, or litigation. The case manager shall contact the Legal Office super-

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visor to set up an appointment to ensure the requested Legal Office staff is present.

- b. A Legal Aide assigned to represent an inmate in the Restrictive Housing Unit may submit a request to the Legal Office supervisor to arrange a phone call to his client.
- c. A Legal Aide shall be allowed in the Restrictive Housing Unit to represent a Restrictive Housing Unit inmate only if the following hearings are being held:
 - (1) Adjustment Hearing;
 - (2) Classification Committee; or
 - (3) Administrative Control Unit Committee.

- 4. A Special Security Unit inmate shall use the legal materials provided in the housing unit.

D. Attorney Phone Calls

- 1. An inmate shall be allowed to call his private attorney using procedures set forth in this policy.
 - a. A General Population or Protective Custody inmate may use the yard phones to call his attorney.
 - b. The call to an attorney shall not be monitored after verification of an attorney call is made.
 - c. The call shall be collect.
 - d. A Special Security inmate shall make collect attorney phone calls on the unit. The security phone located in the unit office shall not be used for attorney calls.
 - e. A Restrictive Housing Unit inmate shall make collect attorney phone calls on the unit, on a once per week basis. If more frequent phone calls are necessary, the attorney shall make a request to the Warden to be allowed to call on a more frequent basis.
 - f. General Population, Protective Custody, and Special Security inmates may make some attorney phone calls through the Department of Public Advocacy.

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E. Indigency

1. Definition: Refer to CPP 15.7.
2. Procedure for Certification
 - a. An inmate requesting certification as indigent shall secure the Request for Indigence Status form from the Legal Office or his Classification and Treatment Officer (CTO) and return it to Inmate Accounts. Inmate Accounts shall approve or disapprove the request.
 - b. Inmate Accounts shall forward a weekly updated list of certified indigent inmates to the Program Director and the Legal Office.

F. Legal Supplies

1. Except for Legal Aides and inmates certified as indigent, legal supplies shall not be issued to inmates.
2. Upon request, the legal officer shall issue the following supplies to inmates certified as indigent.
 - a. Lined paper – 5 sheets weekly;
 - b. Typing paper – 5 sheets weekly;
 - c. Pens - 1 (exchange basis-weekly); and
 - d. Envelopes – 5 weekly.
3. The supplies shall be used for the inmate's own legal work. If he requests more, the inmate shall be required to verify need. Written requests for supplies by certified indigent inmates from the Restrictive Housing Unit shall be forwarded to the Legal Office.
4. The Legal Office supervisor shall maintain a log of all supplies issued to inmates.
5. Legal Aides

Legal Aides may be issued the following supplies as needed:

 - a. Lined pad-monthly;

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- b. Typing paper – as needed;
 - c. Pens - 1 (exchange basis-weekly);
 - d. Pencils – 1 (Exchange basis-weekly);
 - e. File folders - 25 quarterly; and
 - f. Envelopes – as needed.
- 6. The Program Director or Legal Office supervisor may require Legal Aides to show the used materials if additional supplies are requested.
 - 7. Envelopes issued from the Legal Office shall be stamped "KSP Legal" and shall be used only for legal matters.
 - 8. A Legal Aide shall not give or sell legal supplies to an inmate. Violations may result in disciplinary action and job dismissal.

G. Photocopy Service

- 1. Free copies shall not be provided except as allowed for an indigent inmate.
- 2. All materials to be copied shall require approval from the Legal Office supervisor and a signed Inmate Money Transfer Authorization Cash Paid Out (CPO) prior to copying. Copies for an inmate not on indigent status shall be copied at the inmate's expense.
 - a. An indigent inmate shall be allowed two (2) copies of court "legal pleadings" per week at no cost. An indigent inmate who needs additional copies shall show proof of need for additional copies.
 - b. Copies of letters or memoranda pertaining to legal pleadings or to a government agency or official shall be photocopied at the inmate's expense or at no cost if the inmate is indigent and proof of need is provided.
 - c. Materials that are not related to legal pleadings shall not be copied, regardless of the inmate's ability to pay.
 - d. An indigent inmate or an inmate in the Restrictive Housing Unit may request to review and return two (2) copies of case law, policy and procedures, or legal cites. To request material, a Legal Materials Request (LMR) shall be completed and forwarded to the Legal Office. These shall be returned the Legal Office prior to another

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request being filled. Additional copies of materials may be requested by an inmate if a court deadline has been demonstrated.

- e. Corrections or institutional policies and procedures may be copied if an inmate demonstrates the material is required as an attachment or referenced as an exhibit in a legal pleading.
 - f. The grievance clerk shall use the photocopy machine for grievance business only upon approval of the Legal Office Supervisor.
3. The Legal Clerk shall maintain the Legal Office Copier Usage Log.
 4. Written requests for copies by an inmate in the Restrictive Housing Unit shall be forwarded to the Legal Office on a Legal Materials Request.
 5. Inmate clubs, organizations, and other recognized groups may use the copy service at their own expense with approval of their staff advisor.
 6. Special Court Deadlines
 - a. An inmate having deadlines established by court order or court rule for a petition or a response in Federal or State Court that is not eligible for indigent certification and does not have sufficient funds on account to pay for the required copies may have copies made according to the following:
 - (1) The inmate shall produce the court order or court rule indicating the deadline to the Legal Office supervisor or his designee, if appropriate.
 - (2) The inmate shall submit a CPO for the cost of the copies and postage. Funds shall be deducted in accordance with CPP 15.7.
 - b. An inmate requesting copy service or other legal services as indigent for a specific deadline shall submit a request for indigency certification a minimum of seven (7) days prior to an indicated deadline. If the inmate has not applied for indigent status within the appropriate timeframe, these services shall be the inmate's responsibility.
 - c. Photocopy services and postage authorized in Section G shall be limited to the pleadings and attachments required by the rules of the particular court to which it is directed.

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- (1) The inmate shall be responsible for compliance with the rule involved.
- (2) If the inmate is unable to produce the rule that states the number of copies required, he shall be allowed to make one (1) photocopy of the original pleading.

H. Postage

1. The inmate shall pay postage for outgoing legal mail to attorneys and the courts, unless the inmate is certified as indigent.
 - a. Legal postage to attorneys and the courts shall be paid for indigent inmates.
 - b. The requesting inmate, regardless of indigent status, shall pay for certified or insured mail.
2. An indigent inmate requesting postage for outgoing mail to attorneys and the courts shall bring the mail to the legal officer or designee during posted times. The material shall be unsealed if presented to the staff member for indigence verification. An indigent inmate in the Restrictive Housing Unit requesting postage for outgoing mail to attorneys and the courts shall present the mail to the legal officer or designee. The material shall be unsealed if presented to the staff member for indigence verification.
 - a. If indigence has been verified, the legal officer or designee shall:
 - (1) Verify that the materials to be mailed are legal pleadings or correspondence, and that they pertain to the indigent inmate.
 - (2) When verifying indigence and legal materials, staff shall not read in depth or censor the contents. If the material is not readily recognized as legal material, the inmate shall be required to qualify the material.
 - (3) Outgoing mail not meeting the criteria for indigent postage shall be returned to the inmate.
 - b. An inmate that does not qualify for indigent legal postage shall be responsible for processing his materials through the legal officer or designee.
 - c. An inmate having deadlines established by court order or court rule for a petition or a response in federal or state court, not eligible for


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indigency certification and not having sufficient funds on his account to facilitate required postage, may have postage provided according to the following:

- (1) The inmate shall produce the court order or court rule, indicating the deadline established by the court, to the legal officer or designee.
- (2) The inmate shall submit a CPO for the cost of postage. Funds shall be deducted in accordance with CPP 15.7.

II MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Program Director.

 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number KSP 14-06-01	Total Pages 1
	Date Filed March 7, 2023	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-1A-16 CPP 14.6	Subject INMATE GRIEVANCE PROCEDURE	


I. PROCEDURE

In addition to the procedures established in Corrections Policy and Procedure (CPP) 14.6, the following shall apply at the Kentucky State Penitentiary:

- A. A separate grievance committee shall be established to serve the protective custody unit.
- B. Inmates assigned to administrative or disciplinary segregation, the administrative control unit, or the special security unit shall have their grievances heard telephonically via a speakerphone.
 - 1. Grievances filed by an inmate assigned to general population or the special security unit before their assignment to restrictive housing shall be heard by the general population grievance committee.
 - 2. Grievances filed by inmates assigned to the protective custody unit before their assignment to restrictive housing or classified to protective custody while housed in restrictive housing shall be heard by the general population grievance committee.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the institutional Grievance Coordinator.

 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number KSP 15-06-01	Total Pages 2
	Date Filed NOV 14 2022	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-3C-01, 5-ACI-3C-02, 5-ACI-3C-18 CPP 15.2, 15.6	Subject ADJUSTMENT PROCEDURES	

I. PROCEDURE

- A. Refer to Corrections Policy and Procedures 15.2 and 15.6 for information regarding offenses and penalties and adjustment procedures.
- B. Institutional rules shall be issued to inmates during orientation and to staff during basic training. Corrections Policy and Procedure Manuals shall be accessible to both staff and inmates.
- C. Counsel

An inmate given a disciplinary report may choose an assigned inmate legal aide if he is not disqualified by absence or would be prevented from appearing at the hearing. If the accused inmate is housed in a special management unit, his choice shall be limited as follows:

- 1. If the inmate is housed in the Restrictive Housing Unit (RHU), his choice shall be limited to an assigned inmate legal aide from the unit he was housed in before placement in RHU or designated staff counsel assigned to the restrictive housing unit.
- 2. If the inmate is housed in Protective Custody, his choice shall be limited to an assigned Protective Custody inmate legal aide or designated staff counsel.
- 3. If the inmate is a Special Security Unit inmate, his choice shall be limited to an assigned inmate legal aide from that unit or designated staff counsel.
- 4. If the inmate is a general population or minimum outside detail inmate, his choice shall be limited to an assigned inmate legal aide from the general population unit or designated staff counsel.

D. Recording of Hearing

- 1. The Adjustment Officer shall document and maintain information pertinent to each case, including the audio recordings of all hearings.

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2. At the beginning of an Adjustment Hearing, the Adjustment Officer shall note information about the recording (e.g., number, side, timestamp) so that audio of the hearing can be located at a later time, if needed.

E. Responsibility of the Adjustment Officer

The Adjustment Officer shall ensure that hearings comply with this policy and Corrections Policies and Procedures 15.2 and 15.6.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Deputy Warden for Security who shall report his findings to the Warden annually for his review.

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	Date Filed March 7, 2023	Effective Date
Authority/References KRS 196.035, 196.245, 197.020, 520.050, 520.060 ACA 5-ACI-4A-21, 5-ACI-7D-14, 5-ACI-7D-15, 5-ACI-7D-16, 5-ACI-7D-17, 5-ACI-7D-21, 5-ACI-7D-22 CPP 9.6, 9.8, 16.1	Subject <p style="text-align: center;">VISITING PROGRAM</p>	

I. PROCEDURE

A. General Information

1. Staff assigned to the visiting area shall be knowledgeable of all Kentucky State Penitentiary visiting procedures and Corrections Policy and Procedure (CPP) 16.1.
2. A visitor entering the Kentucky State Penitentiary shall be subject to search as a condition for admission.
3. Contraband (refer to CPP 9.6) or any other unauthorized material shall not be permitted on institutional grounds. An attempt to introduce contraband by a visitor may subject the visitor to criminal prosecution and suspension of visitation privileges.
4. A visitor shall not leave an item at the institution for an inmate or receive any item from an inmate.
5. Tobacco products shall not be allowed on state property.

B. Eligibility and Exclusions - refer to CPP 16.1.

1. Exclusions

In addition to the visitors excluded in CPP 16.1, a visitor may be excluded if the visitor is:

- a. Detrimental to the inmate's rehabilitation;
- b. A staff member or former Department of Corrections employee, an individual under a personal service contract, a volunteer, or canteen worker that has not received written permission to visit from the Warden; or

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c. Prohibited from any other institution in the system.

2. A refused visit shall be documented.

C. Visiting Schedule

Visiting for the following shall be according to a posted schedule:

1. General Population;
2. Protective Custody;
3. Special Security Unit;
4. Outside Quarters; and
5. Transition Unit

D. Check-In Procedure

1. A visitor shall enter at the visitation area outside door and report to the control center window for processing.
2. A visitor shall be allowed to bring \$20.00 per adult (in coins, no bills) for the purchase of food and drinks from vending machines.
3. At the registration window, a visitor shall sign in with the registration officer and provide the following:
 - a. Name;
 - b. Name and number of the inmate;
 - c. Driver's License or a valid form of photo identification for visitors over the age of 18; and
 - d. Names as well as birth certificates and valid social security card of accompanying minor children.
 - (1) A state issued identification card shall be acceptable for substitution for the mentioned documents.
 - (2) If the legal guardian of the minor is not present, the adult accompanying the child shall have a notarized statement from the legal guardian stating the adult has permission to

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bring the minor to visit. This notarized statement shall be valid for additional visits as long as there are no changes to the visitor information or until the expiration of the notary personnel.

4. A visitor shall secure all unauthorized items in his vehicle.
5. Lockers are provided for weather permitted clothing: coats, scarfs, umbrellas, and storage of a vehicle key. All items shall be searched before they are placed in the locker.
6. Each visitor eighteen (18) years of age and older shall be required to show proof of identification with a driver's license or other photo identification.
7. The registration officer shall:
 - a. Issue each visitor a visitor's pass; and
 - b. Retain an official picture I.D. until the visitor leaves the visiting area.
8. A visitor shall be provided a copy of the visiting policy upon request.
9. The registration officer shall notify the yard office that an inmate has a visit. The yard desk officer shall first call an inmate's housing unit and then announce the visit over the loudspeaker.
10. A visitor may end the visit at any time, but shall not be allowed to return that day.
 - a. A copy of this policy shall be issued to visitors denied visitation due to rule infractions and advised of the violation. The visitor may return on the next scheduled visitation day.
 - b. Inmates and visitors shall not be permitted to go to the restroom during the visit.
11. If the visiting area becomes overcrowded, the first visitor to register shall be directed to leave.
12. Visiting area capacity shall be 163 persons, including staff.
13. The maximum number of visitors and inmates allowed in the non-contact visiting area shall be thirty (30).

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14. After a visitor is approved, he shall be frisk searched in the reception area. The visitor shall:

- a. Remove any item inside the mouth;
- b. Remove shoes, belt, coat, hat, and glasses, and place on the table;
- c. Empty pockets and place contents on the table; and
- d. Turn pockets inside out.

15. A visitor shall proceed through the metal detector and follow directions of the officer conducting the frisk search.

16. A wig or prosthesis shall be removed for inspection. All hair styles shall remain constant for the duration of the visit.

E. General Visiting Provisions

1. Seating arrangements shall be made by the visiting area staff. A visitor shall be assigned to a numbered table and the visitor shall remain at the assigned table for the duration of the visit.

- a. An exception shall be permitted for vending machine usage; or
- b. A parent or guardian shall supervise a minor child if they go to the activity center, vending machine, or microwave. Leaving children unattended shall result in termination of the visit.
- c. Minors shall not handle money at any time.
- d. Inmates shall not handle money.

2. Proper dress shall be maintained throughout the visit.

F. Contraband

1. An inmate and visitor shall not exchange anything, other than an item purchased from the vending machines. Items from the vending machine shall not be handed directly to an inmate and shall be placed on the table. Visitors shall discard all trash.

2. An inmate shall be frisk searched before admittance to the visiting area, with the exception of inmates housed in the minimum security unit. Outside dorm inmates shall be strip searched prior to entering the visitation area and shall discard any gum or candy in his mouth.

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3. The only items an inmate may take into the visiting area shall be:
 - a. A wedding band, if married;
 - b. One (1) comb; and
 - c. The inmate's identification card.
4. Before exiting the visiting area, an inmate shall be strip searched in the strip search room, with visual inspection of all body cavities. Clothing shall be thoroughly searched.

G. Visitor's Dress Code

1. A visitor shall comply with the dress code for visiting. The officer in charge may deny a visit if the visitor is not properly attired in accordance with the code.
2. Footwear, (closed toe and closed heel) shall be worn.
 - a. Boots shall be easily searched. Boots that are knee-high or have excessive decorations, buckles, etc. shall not be worn.
 - b. Footwear with heels shall not be more than two (2) inches in height.
 - c. House shoes shall not be worn.
3. Shorts, skirts, and dresses shall extend to at least two (2) inches above the knee while in a seated position. A dress or skirt may have a two (2) inch split in the back at the hem.
4. Underwear shall be worn at all times.
5. Clothing shall completely cover the midriff, cleavage, and chest.
6. Jeans and shirts with holes shall not be worn.
7. Halter-tops, spandex pants, yoga pants, see-through clothing, muscle shirts, sleeveless shirts, hooded shirts or sweatshirts, form-fitting clothing, and sleeping attire shall not be worn.
8. Clothing, hats, insignia, or emblems considered inflammatory or obscene shall be prohibited.

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9. A visitor shall not wear jewelry except a wedding band or set. A watch shall not be allowed.

H. Inmate Dress Code

1. An inmate shall report for a visit clean and well groomed.
2. An inmate shall wear undergarments.
3. A General Population inmate shall wear long pants and a long or short-sleeved shirt. The shirt shall be buttoned to the normal second button position throughout the visit. Shoes shall be tied, and the shirt shall be tucked in. Pant legs shall not be rolled or tucked behind the tongue of the shoe. A belt shall be worn, and the inmate's ID shall be worn on the left shoulder area at all times (proper uniform attire).
4. A Protective Custody or Special Security Unit inmate shall wear his assigned uniform in the visiting area:
 - a. Only undergarments shall be worn under the uniform; and
 - b. Only a coat or jacket shall be worn over the uniform.
5. Shower shoes shall not be allowed.

I. Inmate Identification

An inmate that appears for a visit shall present a current I.D. card and his visitation pass at the visitation desk upon arrival. If the I.D. card, inmate's appearance, and visitation pass do not match, he shall not be allowed to visit. The I.D. officer shall be advised.

J. Prescribed Medication

1. If a visitor is required to possess prescribed medication at all times, he shall follow the procedure outlined below:
 - a. Before bringing the medication to the institution, the visitor shall submit to the Deputy Warden of Security:
 - (1) A written request to enter the visiting area; and
 - (2) A written doctor's statement verifying the name of the visitor, the prescribed medication, and the fact that the

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visitor is required to maintain the medication in his possession at all times.

- b. The Deputy Warden of Security or his designee shall notify the visitor, in writing, if approved and forward a copy to the visiting area supervisor; and
 - c. The visitor shall present both the written approval and the medication to the visiting officer who shall verify the approval and inspect the medication vial before the visit and again upon the visitor's departure.
2. If a visitor requires the use of medical equipment (i.e. cane, cast, crutches, foot brace), the visitor shall notify the Deputy Warden of Security's office in advance with medical requirements and documentation from a medical professional stating the medical condition, use of equipment, and the duration for the need of the medical equipment. The Deputy Warden of Security shall confirm or deny the use of the medical equipment in writing and notify the visitor and visitation staff.

K. The Visit

1. A child shall be the responsibility of the adult visitor and the inmate, and shall be supervised at all times. Failure to supervise a child may result in termination of the visit.
2. A visitor and inmate shall converse normally. Loud talking, arguing, loud laughing, inappropriate language, or yelling may result in termination of the visit.
3. Each inmate shall be allowed a maximum of two (2) adult visitors and his minor children at each visit.

A visitor shall submit a written request for a special visit (more than two (2) adults) to the Deputy Warden of Security's office at least seven (7) days in advance of the appropriate visitation day that the visitor is expecting to visit.

4. Visitation officers shall observe all visiting activities and maintain control of the visiting area to ensure that inmates and visitors keep the area clean. No trash or items shall be placed on the floor under the tables or on the chairs.
5. A visit shall be terminated only on the order of the visitation supervisor or the shift supervisor.

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6. The inmate shall request permission and approval from the visitation supervisor, or the designated employee, before a child sits on his lap.
7. At the end of the visit, the inmate shall remain at his assigned table until he is processed out of the visitation area.

L. Physical Contact

1. A visitor and inmate shall comply with CPP 16.1 concerning appropriate physical contact.
2. Inappropriate behavior may result in immediate termination of the visit.
3. If it is necessary to warn or counsel an inmate or terminate the visit, only the inmate shall be called aside.
4. If an inmate is warned or counseled for the violation of visiting rules, a record shall be maintained. Repeated violations shall result in a disciplinary report.
5. At the end of the visit, the inmate and the visitor shall have their hands and mouths visually inspected by visitation staff before final contact occurs.

M. Special Visits

The Warden or Deputy Warden of Security may approve a special visit as set forth in CPP 16.1.

N. Transportation

A bulletin board shall be provided in the visiting area that may be used by a visitor to solicit ride sharing. A list of available sources of public transportation shall also be posted.

O. Violations

1. A violation of a Corrections or institution policy and procedure shall be grounds for immediate termination of a visit and possible disciplinary proceedings for the inmate involved. Refer to CPP 16.1.
 - a. Disciplinary action may include restriction of visiting privileges.
 - b. Upon termination of a visit, a visitor shall be informed that a future visit shall require prior approval from the Warden.

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2. A violation of criminal law shall be referred to the County Attorney or Commonwealth's Attorney.


P. Non-Contact Visitation

An inmate assigned to Administrative Segregation, Disciplinary Segregation, the Administrative Control Unit, or an inmate whose visits are restricted to non-contact by the Adjustment Committee or for security reasons, shall be allowed to visit as follows:

1. Day of visit: Thursday only.
2. Duration of visit: Two (2) hours.
3. Number of visits allowed: One (1) per week.
4. Location of visit: Non-contact visitation area.
5. Type of visit: Non-contact.
6. Number of visitors: Limited to two (2) visitors per visit.
7. A visit shall be scheduled by prior appointment only.
8. A visitor shall submit a written request for a visit to the office of the Deputy Warden for Security to be received at least seven (7) days in advance of the Thursday that the visitor wishes to visit.
9. The Deputy Warden for Security shall confirm or deny the visit, in writing, and notify the visitor and unit staff.
10. A visitation appointment, once approved, shall not be changed without the prior written approval of the Deputy Warden for Security.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Deputy Warden for Security.

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	Date Filed	Effective Date
	March 7, 2023	
Authority/References KRS 196.035, 197.020 ACA 5-ACI-1A-16, 5-ACI-4A-20, 5-ACI-3D-02, 5-ACI-7D-01, 5-ACI-7D-01 through 5-ACI- 7D-10 CPP 9.6, 15.7, 16.2, 16.4, 17.1	Subject INMATE CORRESPONDENCE	

I. DEFINITIONS

“Contraband” is defined in CPP 9.6.

“Certified and registered mail” means any mail with which the U.S. Postal Service requirement for postage for certified or registered mail has been complied with.

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

“Indigent” is defined by CPP 15.7.

“Privileged mail” means correspondence received or sent from or to a licensed attorney, a government official, state or federal courts, rape crisis centers, officials of Corrections, or the Department of Public Advocacy. 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 the like shall not be considered privileged mail.

“External correspondence” means any mail received from or addressed to a sender or addressee outside the institution.

“Internal correspondence” means correspondence from an individual within the institution to an addressee also within the institution.

“Prohibited mail” means correspondence that is rejected on the basis of the criteria for disapproval of outgoing and incoming mail as established in Corrections Policy and Procedure (CPP) 16.2.

II. POLICY and PROCEDURES

Correspondence received shall, if possible, be delivered to the inmate within forty-eight (48) hours of receipt during normal workdays, excluding weekends and holidays. Violations of procedures in this policy may result in disciplinary charges or referral to appropriate authorities for prosecution. Incoming and outgoing mail at this institution shall

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be controlled by the institutional mail room. Mail shall be received and processed in accordance with CPP 16.2 and the following procedures. All incoming general mail shall be opened by the institutional staff and checked for contraband. Incoming mail (excluding magazines and newspapers) shall be photocopied under rules established by CPP 16.2. A photocopy of each incoming general mail shall be forwarded to the addressed inmate, and the original mail filed in the institutional mail room for five (5) days before destruction.

A. Outgoing Mail

1. An inmate may send to any addressee, except as provided for by this policy.
2. All outgoing 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 CPP 16.2.
 - b. Mail, excluding the mail indicated in subsection a. above, shall be, subject to being opened by prison staff in order 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 Kentucky State Penitentiary.
3. Mail which 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 shall be disposed of.
4. The return address on any outgoing mail shall not contain any information except for the following:
 - a. An example of an acceptable return address is as follows:

Kentucky State Penitentiary
(Inmate Name and DOC#)
Housing Location
266 Water Street
Eddyville, Kentucky 42038
 - b. If the inmate is not identifiable from the return address, the mail shall be considered undeliverable, unforwardable, or unreturnable in accordance with this policy.

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(c) Other words, abbreviations, letters, numbers, or symbols of any kind shall not be added to the return address.

5. 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 in order to maintain community ties.
6. 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.
7. Staff shall advise inmates upon arrival at an institution that their outgoing mail, except privileged mail, is subject to being inspected and read, and that any threats, extortion, and the like may result in disciplinary charges or referrals to law enforcement officials.
8. Outgoing mail from General Population and Protective Custody inmates shall be received at the mail slot in the mail room window at the administrative building.
9. Outgoing mail from Restricted Housing inmates shall be collected each weekday morning and delivered to the mail room by the morning shift supervisor for the Restrictive Housing Unit or by assigned staff.
10. Prison Industries outgoing mail shall be picked up in the kitchen on the days Prison Industries works.
11. Outside Dormitory inmates' outgoing mail shall be placed in the Outside Dormitory drop box to be picked up by a security officer and delivered to the mail room.

B. Incoming Mail - refer to CPP 16.2

1. An inmate may receive mail from any sender, except as provided in this policy.
2. Any discrepancy from the accepted form of institutional address to an inmate shall be processed as follows:
 - a. If the address does not include all of the information and in the accepted form, the mail room shall attempt to identify the addressee and process the mail for delivery, noting on the envelope that the mail is improperly addressed.

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- b. Envelopes received by inmates shall be standard white envelopes only, 9.5 by 4 inches or smaller, from a sender. The envelope shall have metered postage printed on it, stamps are not permitted. An inmate shall not receive more than three (3) envelopes.
3. 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 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.
 - c. An inmate may appeal the decision to not deliver the item through the process provided below.
4. All incoming first class and legal mail shall be stamped with the date received.
5. All privileged mail shall be separated. Additionally, mail shall be sorted by cellhouse and arranged by walk.
6. All privileged and certified mail shall be logged. A list shall be prepared of the names of each inmate that received privileged, certified, or registered mail.
7. Money orders for inmate accounts shall be processed as follows:
 - a. All mail addressed to the Inmate Account's Office shall be forwarded;
 - b. Mail addressed to an inmate, but containing a United States Postal Money Order and a letter shall be accepted ONLY if the mail has been forwarded from another institution from which the addressee has been transferred and within thirty (30) days from the date of transfer.
8. Mail shall be placed in the appropriate mailbag and placed outside the mail room to be picked up by an evening shift officer for distribution.
9. Mail for Outside Dormitory inmates shall be picked up at the Front Gate by the evening shift officer assigned to the Outside Dormitory and distributed

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on the evening shift.

10. Mail for an inmate confined in the institution medical unit shall be picked up at the Captain's Office by the evening shift officer assigned to the medical unit and distributed on the evening shift.
11. Mail shall be delivered immediately after the final count Monday through Friday.
12. The evening shift officer shall return the emptied mailbag and undistributed mail to the mail room.
13. All mail not rejected shall be delivered. The cellhouse officer shall return only mail that is addressed to an inmate that is no longer at the institution.

C. Mail Delivery

1. Outgoing and incoming mail delivery times:

Mail shall be processed and delivered Monday through Friday, excluding holidays.

2. Privileged mail

- a. All privileged mail shall be opened in the presence of the inmate and inspected for contraband. Privileged mail shall be delivered by an officer assigned to the Internal Affairs Department within forty-eight hours except in exigent circumstances. The distributing officer shall make copies of the privileged mail in the presence of the inmate. The inmate shall receive the copies of the privileged mail. The inmate shall not receive the original mail.
- b. Court proceedings in audio or video format shall be logged and processed as privileged mail. The audio or video media shall then be sent to the mail room for verification. Verified media shall then be processed.
- c. The inmate shall sign the record sheet accompanying the privileged mail.
- d. All unclaimed privileged mail shall be returned, with the record sheet, to the mail room.
- e. If privileged mail is opened by mistake, the person opening the mail shall so note on the envelope, reseal or staple it closed, and forward it as privileged mail. That person shall also make a signed entry

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noting the mistake in the proper log.

- f. If an inmate refuses legal mail, "refused" shall be written in the legal log and signed by two staff members or the inmate shall write "refused" and sign the legal log. Staff shall return the mail to the mail room unopened.
 3. Certified or registered mail
 - a. Unless it is privileged mail, certified or registered mail shall be opened and checked in the same fashion as non-privileged mail.
 - b. Certified mail shall be posted on the privileged mail list.
 - c. Certified mail shall be signed for by the addressee upon receipt.
- D. Inspection of Outgoing Mail - refer to CPP 16.2.
- E. Inspection of Incoming Mail - refer to CPP 16.2.
 1. All Polaroid photographs shall be rejected.
 2. Mail shall not be censored.
 3. Privileged mail shall not be rejected except in accordance with this policy.
- F. Rejected Mail - refer to CPP 16.2
 1. Publications shall be reviewed and 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.
 - a. If a publication is 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.
 - b. If a publication is mailed in a package with a mailing label, the mailing label shall be removed by the institution before delivery to the inmate.
 2. If mail is rejected and an appeal is not made as provided in this policy, 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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3. 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 in b.
4. Notwithstanding the provisions above, any matter that is received of an unsanitary or non-hygienic nature shall be destroyed upon receipt.
5. 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.
6. Any material rejected by the institution shall be held by the appropriate staff. The Warden or 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.
7. Appeals - refer to CPP 16.2. A copy of the appeal and decision shall be maintained in the inspected mail file.
 - 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 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.
8. If mail is returned from the U.S. Postal Service for insufficient postage, notification shall be forwarded to the inmate advising him of a returned letter requiring additional postage.
 - a. The mail shall not be returned to the inmate, but shall be retained, sealed, in the mail room.

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- b. The inmate shall then be allowed three (3) working days to furnish the additional postage. If the postage is not supplied within this time frame, the letter shall be destroyed.

G. Forwarding Mail - refer to CPP 16.2.

1. Refer to CPP 16.2 for forwarding mail to an inmate away from the institution on an out-count less than seven (7) days, a released inmate, or a transferred inmate.
2. Privileged mail for an inmate who is out of the institution and is not expected to return within forty-eight (48) hours shall be returned to the sender. Mail room staff shall note, on the envelope, the reason for the return. If the inmate is expected to return within forty-eight (48) hours, mail shall be held for the inmate's return. Any return of privileged mail shall be logged. The log entry shall include: the name of the sender and addressee, and the date and reason for return.

H. Undeliverable, Unforwardable, or Unreturnable Mail

1. This mail shall be maintained in the mail room for a period of thirty (30) days.
2. If mail is unclaimed for a period of thirty (30) days, it shall be destroyed.

I. Complaints

1. Any complaint concerning mail service at the institution shall be sent, in writing, to the Mail room Supervisor.
2. It shall be the responsibility of the Mail Room Supervisor to address complaints appropriately.

J. Records

Mail room personnel shall maintain the following logs for:

1. Certified incoming mail;
2. Privileged mail delivery and privileged mail opened by mistake; and
3. Rejected correspondence.

K. Internal Mail

1. Inmate to inmate

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a. Inmate to inmate mail shall be placed in the mailboxes located throughout the institution. It shall be stamped and processed through the U.S. Post Office.

b. Inmate to inmate mail shall consist of only a letter. Any letter with an enclosure like stamps or a photograph shall be rejected.


2. Inmate to staff

a. Mail from an inmate to a staff member shall be delivered to the mail room window with a notation in the upper right-hand corner stating it is internal mail.

b. Internal mail shall be delivered in the same fashion as external mail.

III. MONITORING AND EVALUATION

This policy shall be reviewed annually and updated as needed by the Internal Affairs Supervisor and the Mail Room Supervisor.

 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number KSP 16-03-02	Total Pages 2
	Date Filed NOV 14 2022	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-4A-25, 5-ACI-4A-26, 5-ACI-7D-11 CPP 16.3 KSP 10-02-01, 10-02-05, 14-04-01, 09-04-01	Subject INMATE TELEPHONE ACCESS	

I. PROCEDURE

A. General Information

1. Refer to Corrections Policy and Procedure 16.3.
2. Violation of this or related institutional policies may result in disciplinary action.
3. Telephones shall be available on the yard for General Population and Protective Custody Units during their allotted times on the yard.
4. Inmates shall use the designated telephone service. All CTOs assigned an inmate shall assist an inmate in understanding how to access the telephones and provide PIN information as needed.
5. Inmates with hearing or speech disabilities, or inmates who wish to communicate with parties who have hearing or speech disabilities, shall be afforded access to a telecommunications device for the deaf (TDD), video relay system (VRS), or comparable equipment. Telephones with volume controls shall be available for all inmate population classifications.
6. Inmates shall not use institutional security post phones to call other security posts. All phones in areas accessible to inmate, shall not be capable of direct dialing external lines.

B. Restrictive Housing Units

1. Inmates housed in Disciplinary Segregation, Administrative Segregation, or the Administrative Control Unit shall be permitted access to telephones as provided in Kentucky State Penitentiary Policy 10-02-01.
2. The walk officer assigned to a specific unit shall ensure that each inmate's name is logged upon making a telephone call, along with staff initials.

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C. Special Security Unit

Refer to Kentucky State Penitentiary Policy 10-02-05.

D. Attorney Phone Calls

Refer to Kentucky State Penitentiary Policy 14-04-01.

E. Emergency Call to Family


Refer to Kentucky State Penitentiary Policy 09-04-01(I)(D).

F. Abuse of Phone Privileges

Abuse of telephone privileges, including illegal use of the telephones, or the use of the telephones to plan, discuss, or communicate for the purpose of proposing, planning or carrying out activity that is illegal or in violation of the rules of the institution, shall result in disciplinary action and possible loss of privileges.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Deputy Warden for Programs.

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	KSP 16-04-01	4
	Date Filed	Effective Date
	March 7, 2023	
Authority/References KRS 196.035, 197.020 ACA 5-ACI-7D-04, 5-ACI-7D-10 CPP 16.2, 16.4, 17.1 KSP 16-02-01, 17-01-02	Subject <p style="text-align: center;">INMATE PACKAGES</p>	

I. PROCEDURE

A. Packages

1. How a package is addressed

- a. An outgoing package shall have the same return address as outgoing correspondence. Refer to KSP Policy 16-02-01.
- b. An incoming package shall have the same address as incoming correspondence. Refer to KSP Policy 16-02-01.
- c. Disposition of an improperly addressed package shall be the same as improperly addressed correspondence. Refer to KSP Policy 16-02-01.

2. How a package is mailed

- a. An outgoing package
 - (1) Stamps or a Cash Paid Out (CPO) for postage shall accompany an outgoing package.
 - (2) Before accepting a package and placing postage on it, mailroom personnel shall ensure that an inmate has sufficient funds on his account to cover the postage.
 - (3) If an inmate does not have sufficient funds, the package shall be returned to the property officer as unauthorized property.
- b. An incoming package

Refer to Corrections Policy and Procedure 16.4

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3. Package inspection

a. An outgoing package

An outgoing package shall be accepted unsealed at the property room to ensure that it does not contain prohibited material or contraband.

b. An incoming package

- (1) Receipt of the package shall be recorded and property staff shall ensure that the inmate has not received his allotment. The package shall be opened; inspected for contraband; x-rayed, if necessary, and inventoried before being given to the inmate.
- (2) Inventory shall be accomplished using the appropriate package inventory list form. Only an item on the list shall be allowed.
- (3) Any damaged item shall be noted on the package inventory, and the inmate advised. The entry shall state whether the damage occurred before, or after, the package was received at the institution.

4. Package delivery

a. An outgoing package

Excluding weekends, holidays, or emergency situations, an outgoing package shall be processed within seventy-two (72) hours of receipt.

b. An incoming package

- (1) An incoming package shall be delivered to the package room. It shall be processed and forwarded to the mailroom for pick up.
- (2) Property room personnel shall log the package and date of receipt.
- (3) Excluding weekends, holidays, or emergency situations, an incoming package shall be posted for pick up within seventy-two (72) hours of receipt at the institution.

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- (4) An inmate shall receive and sign an inventory of each item in the package. The inventory shall be maintained on file.
- (5) A package that is unclaimed or cannot be forwarded shall be processed in accordance with the procedure for Disposition of Unauthorized Property (KSP Policy 17-01-02).

5. Package rejection

a. An outgoing package

An outgoing package shall be rejected only if it contains prohibited material or contraband.

b. An incoming package

- (1) An incoming package shall be rejected for the following reasons:
 - (a) Items exceed the inmate's allotment
 - (b) Received from another correctional institution
 - (c) Not accompanied by the proper documents
 - (d) Exceeds weight limit
- (2) A rejected package shall be considered unauthorized property and disposed of accordingly. Refer to KSP Policy 17-01-02.
- (3) The property officer shall maintain a record in the inmate's file of any rejected item.

6. Vendor Order

- a. All vendor order packages received at Kentucky State Penitentiary shall be purchased by one of the following:
 - (1) Inmate;
 - (2) An approved visitor of the inmate; or
 - (3) A person verified as a relative or associate of the inmate.

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- b. Vendor order packages purchased by individuals not listed above shall be rejected.

7. How a package is forwarded

- a. A package that is addressed to an inmate temporarily out of the institution shall be held and delivered when the inmate returns.
- b. A package for an inmate that has been released, paroled, or transferred, and leaves a forwarding address, shall be forwarded to that address for a period of thirty (30) days after release, parole, or transfer.
- c. If the inmate has not left a forwarding address, the package shall be returned to the U. S. Postal Service for disposition.

B. Publications, Cassette Tapes, and Compact Discs (See CPP 16.2)


- 1. A magazine or newspaper shall not be considered as a package unless accompanied by another item.
- 2. Books, cassette tapes or compact discs shall be received directly from an approved vendor.

C. Complaints

- 1. A complaint concerning mail service at the institution shall be made in writing to the Administrative Supervisor.
- 2. It shall be the responsibility of the Administrative Supervisor to answer each complaint in writing. The Administrative Supervisor shall maintain a file of complaints and their dispositions.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Major.

 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number <p style="text-align: center;">KSP 17-01-01</p>	Total Pages <p style="text-align: center;">3</p>
	Date Filed <p style="text-align: center;">NOV 14 2022</p>	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-5A-06, 5-ACI-5A-07 CPP 17.1	Subject <p style="text-align: center;">INMATE PERSONAL PROPERTY</p>	

I. PROCEDURE

A. Designated Storage Space

1. Each inmate shall be provided a cabinet and footlocker in which to store his personal effects, unless otherwise noted.
2. Unless otherwise directed, the manufacture or use of any other storage boxes or device used for storage shall be prohibited.

B. Authorized Personal Property

1. Applicability

Although the general provisions of this policy shall apply to all inmates within the institution, restrictions shall be placed on the type and quantity of personal items allowed in segregation units to maintain the highest possible degree of security.

2. Allowable Items

- a. Except as noted in Section C. of this policy, allowable items shall be determined in accordance with CPP 17.1.
- b. Hobby-craft materials shall be pre-approved by the Recreation Department and purchased through an approved vendor.
- c. Legal materials and personal mail shall be limited only to the extent that it shall be stored in the designated storage space that shall provide a minimum of two (2) cubic feet.

C. Unauthorized Property

1. The following list shall not be considered all-inclusive, but shall serve as a guideline for staff and inmates. All items of a similar nature shall be considered contraband. The following shall be unauthorized:

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- a. Weapons of any kind to include:
 - (1) Anything pointed;
 - (2) Sharpened;
 - (3) Weighted; and
 - (4) Otherwise modified for use as a weapon;
 - b. Any item that may be used in an escape attempt:
 - (1) Handcuff keys;
 - (2) Dummies;
 - (3) Rope; and
 - (4) Saw blades;
 - c. Poisons, insecticides, or other toxic substance;
 - d. Any intoxicating substance;
 - e. Clothing not listed as authorized by CPP 17.1;
 - f. Compasses, binoculars, telescopes, or detailed maps of Kentucky or the surrounding area;
 - g. Any appliance not listed as authorized by CPP 17.1;
 - h. Any unregistered or improperly registered appliance;
 - i. Glass containers of any kind;
 - j. All Polaroid or photographs containing nudity; and
 - k. Clothing resembling that required for Restrictive Housing inmates.
2. The items listed below shall not be allowed at Kentucky State Penitentiary:
- a. Locks - potential for use as weapon; and
 - b. Hair dryer - electrical hazard.


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D. Inspections

1. An unannounced inspection may be ordered to ensure policy compliance.
2. During required inspections, cellhouse officers shall be alert to any policy violations.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Major.

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	Date Filed NOV 14 2022	Effective Date
Authority/References KRS 196.035, 197.020 CPP 17.1 KSP 17-01-01	Subject <p style="text-align: center;">DISPOSITION OF UNAUTHORIZED PROPERTY</p>	

I. PROCEDURE

A. Disposition of Unauthorized Inmate Property

Refer to CPP 17.1.

1. Property To Be Mailed Out

- a. The property shall be mailed out at the inmate's expense.
- b. The property shall be inventoried by the property officer on the appropriate form and packed with the inmate present.
- c. The inmate shall provide the address to where the property is to be mailed.
- d. The property officer shall take the package to the mailroom to be mailed out.
- e. The inmate shall have forty-five (45) days from the date he was informed the property was unauthorized to mail the property out. Within that period, the inmate shall report to the mailroom to provide the amount of postage or a Cash Paid Out (CPO) to ship the property to its destination.
- f. The institution shall dispose of unauthorized property in accordance with CPP 17.1 if the inmate does not mail it out within forty-five (45) days.

2. Property Designated To Be Donated

- a. All property designated for donation to charity shall be marked "Donate" and stored in the property room.
- b. The property shall be removed from the institution and donated by the fifth of each month.

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- c. A logbook shall be maintained for donated property identifying:
 - (1) What was donated;
 - (2) Date; and
 - (3) Inmate's name donating the property.
 - d. If the property is donated to a charity, the transporting officer shall ensure the person in charge signs the logbook upon receipt of the property.
 - e. The logbook shall be maintained in the property or package room.
3. **Property To Be Destroyed By The Institution**
 - a. A log of property destroyed by the institution shall be maintained to include:
 - (1) Property description;
 - (2) Owner's name (if known);
 - (3) Reason it is being destroyed; and
 - (4) Date.
 - b. The items shall be placed in a garbage bag, tied, and placed on the garbage truck.
 - c. The truck officer shall not allow anyone to open the bags or remove the tie.
4. **Confiscated Appliances**
 - a. If an inmate has an appliance in his possession that is not legally registered to him, or if it has an altered or removed registration number, the appliance shall automatically be seized. If the legal owner is present at the institution, he may send the appliance home at his expense. If the legal owner is not located, the appliance shall be confiscated and donated or destroyed in accordance with this procedure.
 - b. The inmate shall sign a statement giving the reason the appliance was confiscated. Copies shall be distributed to:

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- (1) The inmate;
- (2) The Offender Information Department; and
- (3) His folder in the property room.

c. The appliance shall be tagged with the inmate's:

- (1) Name;
- (2) Date it was seized; and
- (3) Placed in storage for forty-five (45) calendar days pending appeals.


d. If the legal owner of a confiscated appliance has disposed of that appliance in accordance with this policy, the property record shall be changed to indicate that he no longer possesses that appliance. He shall then be eligible to purchase or receive a new appliance.

B. Abandoned Property

- 1. Property that has been left by an inmate or confiscated from him, and for which he has refused to either mail home or donate, shall be considered abandoned.
- 2. Abandoned property shall be donated or destroyed by the institution at the discretion of the property officer.
- 3. The property officer shall keep an abandoned property log noting the:
 - a. Name of the inmate that abandoned the property;
 - b. Property involved;
 - c. Date; and
 - d. Nature of disposition.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Major.

 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number KSP 17-01-03	Total Pages 4
	Date Filed NOV 14 2022	Effective Date
Authority/References KRS 196.035, 197.020, 197.180, 211.920 ACA 5-ACI-5D-06, 5-ACI-5D-07, 5-ACI-5D-08, 5-ACI-5D-09, 5-ACI-5D-10, 5-ACI-5D-12, 5-ACI-5D-04 CPP 14.2, 17.1	Subject PROCEDURES FOR PROVIDING CLOTHING, LINENS, AND OTHER PERSONAL ITEMS	

I. PROCEDURE

A. Bedding

1. Mattresses with built-in pillows shall be water-repellent and fire retardant.
2. All inmates shall be provided a mattress with built-in pillow in the cell, unless restricted by another policy.
3. An inmate shall clean and sanitize his mattress with built-in pillow before use, and at least once every six (6) months thereafter, using a mild soap and disinfectant solution. Soap and disinfectant shall be available from the sanitation depot.
4. Damaged bedding shall not be issued.
5. Damaged or badly worn bedding shall be replaced.
 - a. The inmate shall request replacement by notifying the cellhouse officer or the sanitation specialist.
 - b. An officer shall inspect each cell and bedding prior to the inmate's placement to ensure that bedding is serviceable.
6. Inmates shall be responsible for loss or damage, except for normal wear of their bedding.

B. Clothing

1. The schedule for issue and return of clothing and supplies to inmates assigned to the Protective Custody Unit shall be during designated yard times.
2. Once received at the institution, and if needed, a general population inmate may be issued up to:

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- a. Four (4) sets of institutional khakis;
 - b. Three (3) sets of undershorts;
 - c. Three (3) short sleeve t-shirts (state-issued for work purposes);
 - d. Three (3) pairs of socks;
 - e. One (1) pair serviceable work shoes, if requested; and
 - f. One (1) coat.
3. All issued clothing shall be exchanged for replacement, if it becomes unserviceable.
 4. If an inmate is transferred, only linens shall be returned. All clothing shall accompany the inmate to the new institution.
 5. If an inmate is discharged, the clothing and linens shall be returned to the clothing house, or the inmate shall be charged for the cost of the items. An inmate shall not be charged for the suit of clothing required, by law, upon release.

C. Linens

1. Inmates may use personal linens, but shall launder the linens.
2. During the time of admission, an inmate shall be issued two (2) sheets and one (1) blanket.
 - a. Blankets may be exchanged for clean blankets at the clothing house, as necessary.
 - b. The inmate shall be responsible for exchanging his blanket.
 - c. Non-wool blankets shall be provided if wool blankets are prohibited by the Health Service Administrator due to a verified health condition.
3. A clean towel shall be available daily at the shower house.

D. Personal Supplies

The following supplies shall be available, upon request, to an inmate from the clothing house during normal operating hours and in amounts indicated:

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1. Toothpaste - up to nine (9) ounces per month, or denture cleanser, one (1) tube every thirty (30) days;
2. Denture adhesive – issued only to inmates with approved medical authorization (obtained from KSP Medical) - one (1) tube per month;
3. Toothbrush – exchange upon request;
4. Two (2) disposable razors per inmate per week;
5. Shaving cream – one (1) tube per month;
6. Soap – two (2) regular bars every fourteen (14) days; and
7. Toilet paper – two (2) roll limit per week.

E. Special Clothing

1. An inmate assigned to Food Service shall be issued three (3) sets of gray uniforms (pants and shirts).
2. An Administration Building janitor shall be issued three (3) white uniform shirts and four (4) dark green uniform pants.
3. An inmate assigned to a special project shall be provided with appropriate protective equipment needed for that task. These items may include:
 - a. Gloves;
 - b. Goggles;
 - c. Disposable face masks; and
 - d. Protective helmets.

F. Accountability

1. The clothing house officer shall maintain institutional records of clothing, linen, and personal supplies issued to each inmate to ensure accountability.
2. An inmate shall be responsible for each item issued except disposable state issued items.
3. Non-disposable items shall be returned to the clothing house prior to an inmate's departure or, if necessary, to exchange.

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4. The clothing house officer shall keep the Fiscal Manager advised of current inventory and problems and shall be responsible for re-ordering to keep current inventory at its proper level.
5. An inmate shall be responsible for the cost of any loss or damage to his clothing and linen issued.
6. The I.D. officer shall notify the clothing house of an inmate being discharged, to ensure that state issued clothing and linens are returned.
7. The property officer shall check all transfers through the clothing house to ensure that they have returned all required state issued items.

G. Availability

1. An inmate received at the institution after the clothing house is closed shall receive sufficient linens.
 - a. If an inmate is scheduled to arrive at the institution after the clothing house has closed, the clothing house officer shall be notified to leave linens in the shift commander's office, or designated area, for the inmate.
 - b. If an inmate unexpectedly arrives at the institution after the clothing house has closed or the clothing house officer has not been notified of a late arrival, an officer from the shift shall draw the linens from the clothing house for the inmate.
2. An inmate shall have the opportunity to obtain personal supplies at least once each week.
3. The officer in charge of the clothing house shall prepare and post a schedule stating how and when bedding, clothing, and personal supplies are available. An inmate shall be able to obtain, exchange, or repair clothing or bedding at the clothing house.
 - a. This schedule shall be posted on the door of the clothing house.
 - b. The officer in charge may make modifications in the schedule for issuing clothing, bedding, and personal supplies as he may deem appropriate if the modifications are not in conflict with this policy.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Deputy Warden of Operations.

 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number <p style="text-align: center;">KSP 17-01-04</p>	Total Pages <p style="text-align: center;">5</p>
	Date Filed <p style="text-align: center;">NOV 14 2022</p>	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-2E-10, 5-ACI-3D-08, 5-ACI-5A-08 CPP 17.1 KSP 10-02-01, 17-01-01, 17-01-02	Subject <p style="text-align: center;">PROPERTY ROOM, CLOTHING STORAGE, AND PROPERTY INVENTORY CONTROL</p>	

I. PROCEDURE

A. Personal Property Form

1. All inmate personal property shall be listed on the proper paperwork.
2. The property officer shall be responsible for maintaining proper paperwork for each inmate indicating all personal property owned. The property officer shall maintain the paperwork in an active file until the inmate is released or transferred. The forms shall then be:
 - a. Transferred to an inactive file for one (1) year
 - b. Transferred to Archives for permanent maintenance
3. The proper paperwork shall contain the inmate's signature. If he refuses to sign, or is not present to sign, the inventorying officer shall:
 - a. Indicate the reason for the lack of signature;
 - b. Sign the form; and
 - c. Have his signature witnessed by another employee.
4. Copies of the paperwork shall be given to the inmate. If the inmate is transferred:
 - a. One copy shall be placed with his property; and
 - b. One copy shall be forwarded to the receiving institution.

B. Property Inventories

1. Scheduled personal property inventories shall be conducted:

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- a. Upon the inmate's initial entry into the institution;
- b. Upon assignment to segregation;
- c. Upon release or transfer from the institution;
- d. ~~If the inmate is expected to be gone overnight on a hospital or court trip;~~
- e. To ensure property limitations are maintained as required; and
- f. Upon the inmate's death.

2. Initial entry

- a. The property officer shall inspect all items arriving with an inmate. Only personal property items authorized by the institution shall be allowed. The inmate shall sign the proper paperwork indicating that he has received all allowable property.
- b. For determination of authorized and unauthorized property, refer to CPP 17.1 and KSP 17-01-01.
- c. Any unauthorized property taken from the inmate shall be inventoried separately and disposed of in accordance with CPP 17.1 and KSP 17-01-02.

3. Assignment to Restrictive Housing Unit

- a. An inmate assigned to the Restrictive Housing Unit shall have his personal property items inventoried and stored for the duration of his assignment. The inmate shall sign the proper paperwork in accordance with Section A of this policy.
- b. Inmates assigned to the Restrictive Housing Unit shall be allowed those items permitted by KSP 10-02-01.
- c. Upon the inmate's release from the Restrictive Housing Unit, personal property items shall be re-inventoried by the property officer and returned to the inmate who shall sign the proper paperwork indicating receipt of all of his property.

4. Release or transfer

If an inmate is transferred to another institution or discharged, all of his property, including legal materials, shall be inventoried by the property

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officer and shall leave the institution with the inmate. Personal property shall not be transferred to another inmate. Proper paperwork listing all of the inmate's possessions shall be signed by the inmate indicating that he has not left any personal property at the institution. Copies of the proper paperwork shall be given to:

- a. The inmate;
- b. Sent with his property; and
- c. Placed in the inmate's folder in the property room;

5. Court or hospital trip

- a. If an inmate leaves his assigned cell overnight, he shall have his property inventoried and stored in the property room. He shall sign for and receive a copy of the inventory.
- b. If the move occurs when the property officer is off duty, the shift supervisor shall ensure that the property is packed and left in the property room until the property officer returns. The proper paperwork shall be completed, and the inmate's copy shall be kept with the copy placed in his folder.
- c. If an inmate leaves the institution on an emergency basis, or is unable to clean out his cell, the property officer and another officer shall:
 - (1) Clean out the cell;
 - (2) Inventory his property; and
 - (3) Store the property.
- d. If the inmate returns or he is physically able to be present:
 - (1) The property shall be:
 - (a) Re-inventoried;
 - (b) Returned to the inmate; and
 - (2) The inmate shall sign the proper paperwork indicating receipt of all of his property.

6. Inmate's death

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If an inmate dies, personal property belonging to the deceased shall not be released to anyone except the decedent's properly appointed administrator or executor.

a. The administrator or executor may authorize, in writing, another person to pick up a deceased inmate's property.

b. The property officer shall retain a photocopy of the administrator's or executor's certificate of appointment and written authorizations on file.

C. Appliance Registration

1. If an appliance is received through the canteen, the property officer shall process it before being given to the inmate.

2. If the appliance arrives with a transferred inmate, the property officer shall log the necessary information and engrave the number on the appliance, if necessary.

D. Disposal of Appliance

Refer to CPP 17.1 and KSP 17-01-02.

1. If an inmate wishes to dispose of an appliance because it is inoperative or because he wishes to replace it, he shall:

- a. Notify the Property Officer; and
- b. Turn the appliance in for disposal.

2. A record of the disposal shall be maintained on the proper paperwork. Copies shall be:

- a. Given to the inmate; and
- b. Placed in his personal property file.

3. The inmate shall indicate "Voluntary Disposal" on the proper paperwork and whether the property is to be:


- a. Donated; or
- b. Mailed out.

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4. The inmate shall sign the proper paperwork.
5. The property office shall note the type of appliance and any serial number on the proper paperwork. The property officer shall remove the appliance from the inmate's list of property. The inmate shall then be eligible to purchase or receive another appliance.
6. If the inmate does not follow the prescribed method of disposal and requests to purchase a new appliance, but is unable to produce the appliance registered to him, he shall wait six (6) months before becoming eligible to purchase a new appliance. The time period shall begin upon his written request to the property officer. If the appliance an inmate disclaims ownership of is found in the possession of another inmate, the appliance shall be confiscated and all rights to it forfeited.


III. MONITORING AND EVALUATION

Monitoring and evaluation of this Policy shall be the responsibility of the Major.

 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number KSP 17-01-06	Total Pages 1
	Date Filed NOV 14 2022	Effective Date
Authority/References ACA 5-ACI-1B-13, 5-ACI-3A-19, 5-ACI-5A-07, 5-ACI-5A-08 KRS 196.035; KRS 197.020 CPP 14.1; CPP 17.1	Subject Missing or Stolen Inmate Personal Property	

POLICY AND PROCEDURE

- A. If an inmate alleges property has been stolen from him, he shall request a theft report an accordance with CPP 14.1. With the assistance of the inmate, an employee shall complete the report describing the missing or stolen item. The inmate shall provide a receipt, property form, or other documentation to substantiate the claim. This report shall be completed within five (5) days of discovering the loss using the Kentucky Corrections Department Theft Report Form found in Corrections Policy and Procedure (CPP) 14.1 Investigation of Missing Inmate Property.
 1. The report shall be sent to a supervisor of Sergeant's rank or above. The supervisor shall investigate the alleged missing or stolen item.
 2. The investigating supervisor may confiscate personal property from another inmate during the investigation that fits the description of the missing or stolen item. The supervisor shall give the inmate a Personal Property Form for the item. He shall review the Personal Property Forms for verification of ownership.
 3. Once the supervisor completes the investigation, a copy of the theft report shall be sent to the Property Room Supervisor, Internal Affairs Office, the inmate's housing unit, and the supervisor of the area of occurrence.
- B. If an inmate files a Department of Corrections Theft Report Form found in CPP 14.1 Investigation of Missing Inmate Property, and the item was lost, destroyed, or stolen due to the filing inmate's negligence, or the filing inmate filed the theft report after the five (5) day period in accordance with CPP 14.1 Investigation of Missing Inmate Property, the inmate shall wait for six (6) months before he may be authorized to order a replacement for the item.
- C. This policy shall be reviewed annually and updated as necessary.

 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number KSP 17-02-01	Total Pages 6
	Date Filed March 7, 2023	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-3C-03, 5-ACI-3D-07, 5-ACI-3D-08, 5-ACI-5A-01, 5-ACI-5A-02, 5-ACI-5A-03, 5-ACI-5A-04, 5-ACI-5A-05, 5-ACI-5A-06, 5-ACI-5B-04, 5-ACI-5B-05, 5-ACI-7D-15 CPP 13.2, 13.13, 17.1, 17.2, 17.3, 18.1, 18.5 KSP 13-02-03, 10-02-01, 17-01-01	Subject INMATE RECEPTION AND ORIENTATION	

I. PROCEDURE

A. General

1. Before arrival at the institution, the appropriate Unit Administrator or designee shall assign the inmate to a cell, based upon the proper housing review.
2. Upon arrival, designated security staff shall escort the inmate to an appropriate area for a strip search. If authorized monies are found during the search, security staff shall forward it to the Inmate Accounts Office.
3. If the transporting officers deliver an inmate with paper records, which are not medical in nature, the records shall be provided to the Offender Information Services Office.
4. If an inmate arrives with paper medical records, designated security staff shall deliver the medical records to the medical unit, on the date received.
5. The Health Services Administrator or designee shall review available medical records to determine the medical and mental health needs of an arriving inmate (KSP 13-02-03).
6. The inmate shall be immediately taken to the medical unit for a medical and mental health screening.
7. The inmate shall then be escorted to the yard office for photo identification. The inmate shall be informed of his cell assignment. The inmate shall be provided with institutional visitation information at this time. (See Section D).

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8. The inmate shall be taken to the property office where his property shall be inventoried and transporting jumpsuits taken. An inmate going to the protective custody unit or restrictive housing shall be escorted to the property office. Authorized inmate property shall be returned depending on housing assignment (refer to KSP 10-02-01 and 17-01-01).
9. Processing security staff shall ensure each inmate is provided a meal, if needed based upon the time of arrival.
10. After property has been returned, an inmate entering the general population shall be released to the yard, according to the institutional schedule, and an inmate being housed in restrictive housing units shall be escorted to the appropriate housing unit.
11. A general population inmate shall be informed by the processing security staff of the location of the clothing house, to obtain personal supplies, if requested.
12. A restrictive housing inmate shall be issued allowable supplies within his unit, if requested.
13. An inmate received or returning from an overnight stay in a jail or halfway house, shall be showered and deloused by medical staff. The inmate's clothing shall be laundered.

B. Records

The Offender Information Services Office shall:

1. Distribute correct names and numbers to the following:
 - a. Deputy Wardens;
 - b. Laundry House;
 - c. Inmate Property;
 - d. Mail Room;
 - e. Medical Unit;
 - f. Yard Office;
 - g. Inmate Accounts Office;
 - h. Unit Administrators;

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i. Internal Affairs; and

j. Pharmacy.

2. Audit each inmate record to ensure the following:

a. Sentence calculations are correct and include any parole eligibility date, applicable detainers, and records check.

b. Information in the offender management system is in the appropriate area to include a current resident record card. Appropriate information shall be distributed to:

(1) Medical Unit; and

(2) Unit Administrators.

C. Inmates Receiving the Death Sentence

1. An inmate receiving a death sentence shall be processed directly to the Kentucky State Penitentiary from the court.

2. Designated security staff shall process the inmate in the same manner as described in Section A of this policy. They shall ensure the inmate is given a shower, and deloused by medical staff before placement in administrative segregation.

3. An inmate entering the institution with a death sentence shall be initially placed in administrative segregation to adjust to an institutional setting, for formal orientation, and thorough medical screening.

a. Medical screening shall include mental health and dental evaluations.

b. Medical staff shall document any scars, descriptions of tattoos, amputations, birthmarks, deformities or any other identifying marks. A copy shall be forwarded to the Offender Information Services Office.

4. Fingerprinting and Photographing

a. A set of fingerprint cards shall be prepared on all new death row unit inmates. (A set shall contain three (3) cards with photos).

b. Two (2) completed fingerprint cards and photos shall be forwarded

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to the Kentucky State Police (one for the State Police to provide to the FBI). The third card shall be placed in the institutional record.

5. Offender Information Services

- a. Transporting authorities shall deliver a certified copy of the judgement to the Offender Information Services Office. The office staff shall determine if the inmate is legally committed.
- b. Additional responsibilities of the Offender Information Services Office shall be as follows:
 - (1) Assign an institutional number to the inmate and record it in the records logbook;
 - (2) Make notification as stated in section B of this policy in addition to the Public Information Officer and Central Office Offender Information Services;
 - (3) Prepare an index card;
 - (4) Record the emergency notification phone number that the inmate has provided, his assigned classification, and the Classification and Treatment Officer;
 - (5) Place appropriate information in the Kentucky Offender Management System (KOMS) and forward appropriate copies to Central Office Offender Information Services, as it becomes available;
 - (6) Check to determine if the Pre-Sentence Investigation Report includes:
 - (a) Legal aspects of the case;
 - (b) Summary of criminal history, if any;
 - (c) Social history;
 - (d) Medical, dental, and mental health history;
 - (e) Occupational experience and interests;
 - (f) Educational status and interests;
 - (g) Vocational programming;

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- (h) Recreational preference and needs assessment;
- (i) Psychological evaluation;
- (j) Staff recommendations; and
- (k) Pre-institutional assessment information.

6. Classification

- a. All new commitments with a death sentence shall be interviewed by the assigned unit program staff and have the inmate's institutional records review within three (3) working days of the inmate's entry to the institution.
- b. All new commitments with a death sentence shall meet the Classification Committee for initial classification within two (2) weeks and shall be given a forty-eight (48) hour notice of impending services.
- c. The assigned Classification and Treatment Officer shall prepare the designated paperwork and custody document.
- d. Refer to Corrections Policy and Procedure 18.5 regarding custody status.
- e. The Classification Committee shall review the inmate's adjustment and recommend an approximate date to be released from administrative segregation to the Special Security Unit.

7. Orientation

New commitments with the death sentence shall receive an orientation packet within three (3) days. Orientation shall again occur at the time of actual placement on the Special Security Unit.

D. Formal Orientation

- 1. Within three (3) working days of an inmate's entry into the institution, the assigned Classification and Treatment Officer or Unit Administrator, shall interview the inmate and review the inmate's institutional records.
- 2. Unit staff shall complete orientation of an inmate within five (3) business days, with the exception of providing an inmate written information regarding visiting procedures.

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3. Visiting information shall be provided to an inmate within twenty-four (24) hours of arrival by the processing security staff.
4. Classification staff shall ensure the visitation packet contains:
 - a. Facility address, phone number, directions, and information about local transportation;
 - b. Days and hours of visitation;
 - c. Approved dress code and identification requirements;
 - d. Items authorized in the visiting room;
 - e. Special rules for children;
 - f. Authorized items that visitors may bring to an inmate; and
 - g. Special visits information.
5. Classification and Treatment Officers (CTO) shall notify inmates of scheduled orientation session.
6. Staff shall meet face to face with the inmate and verbally review all aspects of the orientation packet with the inmate.
7. Classification and Treatment Officers (CTO) shall distribute orientation packet, and CPP 18.1 and ensure each inmate signs a statement confirming he has received and been given the opportunity to discuss the material with his CTO. The signed confirmation shall be scanned into the inmate record in the offender management system. (Attachment I).
8. Classification and Treatment Officers (CTO) shall ensure those inmates with a verifiable disability are provided necessary communication equipment or qualified interpreters for all inmate services and processes.
9. Classification and treatment staff shall provide assistance to enable foreign nationals to contact the diplomatic representative of their country of citizenship.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Deputy Warden for Programs.

**KENTUCKY STATE PENITENTIARY
INMATE ORIENTATION FORM**

INMATE NAME: _____ NUMBER: _____

ADA accommodation requested? Yes ☐ No ☐

THIS FORM IS TO BE COMPLETED WITHIN SEVEN (7) WORKING DAYS AFTER ASSIGNMENT TO KENTUCKY STATE PENITENTIARY. THE FORM SHALL BE EXPLAINED AND REVIEWED WITH A MEMBER OF THE CASE MANAGEMENT STAFF.

RECEIVED/DISCUSSED


(X)	(X)	INMATE HANDBOOK
(X)	(X)	DEPARTMENT OF PUBLIC ADVOCACY ACCESS MEMO
(X)	(X)	CATEGORY OF OFFENSES AND PENALTIES CPP 15.2
(X)	(X)	INMATE PROPERTY KSP 17-01-01
(X)	(X)	VISITING PROCEDURE KSP 16-01-01
()	(X)	MAIL AND PACKAGE REGULATIONS KSP 16-02-01
(X)	(X)	INDIGENT POSTAGE ALLOWANCE KSP 14-04-02
()	(X)	INMATE ACCOUNTS KSP 02-12-01
()	(X)	MEDICAL ACCESS PROCEDURES KSP 13-02-04
()	(X)	INMATE GRIEVANCE MECHANISM KSP 14-06-01
(X)	(X)	INMATE SEARCH PROCEDURES - HANDBOOK
		CLASSIFICATION, CUSTODY, TRANSFER AND REVIEW DATES
()	(X)	CPP 18.1
()	(X)	PRISON RAPE ELIMINATION ACT CPP 14.7- HANDBOOK
()	(X)	INMATE RIGHTS AND RESPONSIBILITIES KSP CH. 14
()	(X)	GENERAL RULES OF THE KENTUCKY STATE PENITENTIARY
()	(X)	CONTRABAND/DANGEROUS CONTRABAND
()	(X)	OFFICIAL COUNTS - HANDBOOKS
()	(X)	INMATE I.D. CARDS - HANDBOOKS
()	(X)	MERITORIOUS GOOD TIME CPP 15.3 - HANDBOOK
()	(X)	STATUTORY GOOD TIME CPP 15.3 - HANDBOOK
()	(X)	DETAINERS
()	(X)	FOOD SERVICE/MEAL SCHEDULE HANDBOOK
()	(X)	EDUCATION KSP CH. 20 - HANDBOOK
()	(X)	WORK AND PROGRAM ASSIGNMENT KSP CH 19 - HANDBOOK
()	(X)	RECREATION KSP 22-01-01
()	(X)	PAROLE BOARD KSP 18-10-01 - HANDBOOK
()	(X)	MERITORIOUS HOUSING KSP 18-01-05 - HANDBOOK
()	(X)	CLOTHING ISSUE KSP 17-01-03 - HANDBOOK
()	(X)	INMATE ORGANIZATIONS KSP 22-02-01 - HANDBOOK
()	(X)	LAUNDRY KSP 12-06-01
()	(X)	HAIR AND GROOMING STANDARDS CPP 17.1
()	(X)	TELEPHONE USAGE KSP 16-03-02 - HANDBOOK
()	(X)	PSYCHOLOGICAL SERVICES KSP 13-02-09
()	(X)	LAW LIBRARY/LEGAL AIDES KSP 14-04-01
()	(X)	INMATE PAY KSP 19-04-01
()	(X)	OTHER

I HAVE UNDERGONE THE FORMAL ORIENTATION OF THE KENTUCKY STATE PENITENTIARY. I HAVE HAD THE OPPORTUNITY TO RECEIVE INFORMATION ON AND DISCUSS THE ABOVE LISTED TOPICS IN THIS ORIENTATION AND UNDERSTAND THE SAME.

SIGNED _____

DATE _____

STAFF WITNESS/SIGNATURE _____

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Authority/References KRS 196.035, 197.020 ACA 5-ACI-3D-04, 5-ACI-5B-01, 5-ACI-5B-03, 5-ACI-5B-08, 5-ACI-5B-09 CPP 10.2, CPP 18.1, CPP 29.1, CPP 29.2 Inmate Classification Manual	Subject CLASSIFICATION COMMITTEE	

I. PROCEDURE

A. Objectives of the Classification Committee

1. The Classification Committee shall review each inmate's classification status at least every six (6) months.
2. The Classification Committee shall assign inmates to all jobs, programs, and housing without discrimination based on:
 - a. Race;
 - b. Religion;
 - c. National origin;
 - d. Sex;
 - e. Disability; and
 - f. Political views.
3. Refer to CPP 18.1 for additional objectives of the Classification Committee.

B. Classification Manual

Classification staff shall use the Department of Corrections Inmate Classification Manual.

C. General Functions of the Classification Committee

Refer to CPP 18.1, CPP 29.1 and CPP 29.2

D. Structure and Duties of the Unit Reclassification Committees

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1. The Unit Reclassification Committee shall be composed of two (2) members:
 - a. Unit Administrator; and
 - b. Classification and Treatment Officer.
2. The Unit Administrator or Assistant Unit Administrator shall serve as chairperson.
3. The committee shall oversee the unit reclassification process. A transfer recommendation shall be forwarded to the Deputy Warden for Programs for review.
4. Duties of the members of the Unit Reclassification Committee
 - a. The chairperson shall:
 - (1) Oversee the committee and refer to policy and procedures that govern a particular issue; and
 - (2) Designate a substitute if a committee member is absent.
 - b. A custody representative may advise the committee on security and custody factors pertinent to the committee decision if deemed appropriate.
 - c. Any committee action and reason for the action shall be documented in case notes in the inmate's electronic file (KOMS), along with committee member names.
 - d. The inmate shall be excluded from the hearing during the final decision-making process, however, inmate input regarding classification shall be considered.
 - e. The Unit Classification Committee shall document any committee action on the appropriate form. A copy shall be distributed to the Warden, Deputy Warden for Programs, or their designee.
 - f. An inmate meeting the Classification Committee shall be advised of the committee's recommendation immediately upon reaching a decision.
 - g. Written notice of the committee's recommendation shall be provided to an inmate considered by the committee, but not present at the hearing, or upon the inmate's request.

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- (1) The written notice shall only indicate any change in the inmate's classification to include approval or denial of requested action; and
- (2) Shall be forwarded to the inmate within three (3) working days following the Classification Committee Hearing.

E. Appeal Process

1. An inmate may appeal the decision of the Classification Committee. Refer to CPP 18.1.
 - a. An appeal shall be forwarded by the inmate to the Deputy Warden for Programs within five (5) working days of the Committee action.
 - b. The Deputy Warden for Programs shall have fifteen (15) working days after receipt of the appeal to forward approval of the Classification Committee action or recommendation regarding the appeal to the Classification Committee chairman.
 - c. If the Deputy Warden for Programs grants the appeal, the Classification Committee chairman shall determine further action or follow the directive if indicated in the granted appeal.
2. A copy of the appeal shall be forwarded from the Deputy Warden for Programs to:
 - a. The inmate;
 - b. Classification Committee Chairman;
 - c. Classification and Treatment Officer; and
 - d. The inmate's electronic file.
3. An inmate may appeal the decision of the Deputy Warden to the Director of Population Management in Central Office.

F. Special Management Inmates


1. A two (2) member classification committee shall review disciplinary, or administrative control status inmates in accordance with CPP 10.2.
2. Protective Custody reviews in accordance with CPP 18.1 shall have a classification committee consisting of two (2) members.

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3. Administrative reviews may consist of a minimum of two (2) classification members, one of which shall be a Unit Administrator.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Deputy Warden for Programs.

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	Date Filed NOV 14 2022	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-7A-13 CPP 15.2	Subject MERITORIOUS HOUSING UNIT	

I. PROCEDURE

A. Eligibility Criteria

1. An inmate requesting to be assigned to the meritorious housing unit shall meet the following requirements:
 - a. Six (6) months consecutive clear conduct after conviction of a Category III through VI as defined in CPP 15.2. Conviction of any Category VII shall require twenty-four (24) months of consecutive clear conduct if the conviction has occurred within the last five (5) years; and
 - b. At least three (3) current months of employment to an institutional work assignment. An inmate may have changed assignments but shall not have been formally dismissed from the previous assignment.
2. An inmate who meets these criteria prior to transfer to Kentucky State Penitentiary for non-disciplinary reasons may be considered for Meritorious Housing Status if an institutional job or program assignment is obtained within thirty (30) days after being transferred to Kentucky State Penitentiary.
3. A request may be denied based on the preservation of internal order and discipline, the maintenance of institutional security against escape or unauthorized entry, and the rehabilitation of the inmate.

B. Request Procedure

1. An eligible inmate who desires meritorious status shall complete a Meritorious Housing Unit Request Form and submit it to the Classification and Treatment Officer.
2. The Classification and Treatment Officer shall review the inmate's electronic file in order to determine eligibility.

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3. The Unit Administrator shall review the request and assign appropriate housing, if approved.
4. If an inmate is approved for the Meritorious Housing Unit and no vacancy exists, the inmate shall be placed on a waiting list in the order the inmate's assignment was approved.

C. Removal from the Meritorious Housing Unit Assignment

An inmate who becomes ineligible under the eligibility criteria outlined in Section (I)(A) shall be reviewed for reassignment by the Unit Administrator.

D. Incentives

Special privileges for an inmate assigned to the Meritorious Housing Unit shall be afforded to provide incentive for the inmate to develop an institutional record that allows for continued assignment to the unit. Those privileges shall include:

1. Phone calls;
2. Use of washing machines and dryers;
3. Showers in the unit;
4. Use of a microwave;
5. In-House Merit Time (Day or Evening);
6. Use of unit kiosk(s); and
7. Use of Gaming Systems.

E. Evening In-House Merit Time

1. A meritorious status inmate shall be eligible to participate in Evening Merit Time outside the inmate's cell. Times shall be adjusted according to winter and summer schedules and posted in the unit.
2. Rules concerning Evening Merit Time
 - a. An inmate desiring to come out during Merit Time shall do so at the posted let-out time.

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- b. Cell doors shall not be left open during Merit Time. The cellhouse officer shall announce let-in at the top of the hour and on the half hour to allow an inmate an opportunity to return to the inmate's cell before the completion of Merit Time.
 - c. An inmate shall remain on the assigned housing walk except when using the shower, laundry, telephone, microwave, kiosks, or participating in recreational activities that shall take place in the designated recreational area only.
 - d. All games shall be checked out through the control center officer by use of the inmate's identification card.
 - e. Horseplay or loud, disruptive behavior shall be prohibited.
 - f. Before final lock-up, the unit shall be cleaned. Cleaning shall be the responsibility of all inmates using Merit Time out of their cells.
 - g. Inmates assigned to cellhouse jobs or instructed to do specific tasks in the unit shall complete those jobs and tasks prior to participating in meritorious privileges.
3. Failure to comply with the rules may lead to the suspension of privileges either individually or as a unit.


F. Day In-House Merit Time

Day In-House Merit Time shall follow the same rules as the Evening In-House Merit Time with the exception of the following:

- 1. An inmate may participate in only one In-House Merit Time period per day. If an inmate participates in the Day In-House Merit Time period, he shall not participate in the Evening In-House Merit Time for that same day.
- 2. Time of let-out shall be after the yard opens to General Population. Inmates who wish to participate shall notify the Walk Officer if they wish to participate in In-House Merit Time.
- 3. Before dayshift final lock-up, the unit shall be cleaned. Cleaning shall be the responsibility of all inmates using Merit Time out of the cell.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the General Population Unit Manager.

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	Date Filed <p style="text-align: center;">NOV 14 2022</p>	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-5B-01, 5-ACI-5B-02, 5-ACI-5B-03, 5-ACI-5B-06 CPP 18.1, 18.5, 29.1, 29.2	Subject <p style="text-align: center;">CLASSIFICATION DOCUMENT AND CASE PLANNING</p>	

I. DEFINITIONS

Refer to CPP 18.1, 18.5, 29.1 and 29.2.

II. PROCEDURES

A. The initial classification document shall be prepared and completed by the Assessment Center Classification Committee. The only exception shall be an inmate under a death sentence, whose initial classification document shall be prepared and completed by the Classification and Treatment Officer and the Classification Committee at Kentucky State Penitentiary.

B. The Classification and Treatment Officer or the Classification Committee shall use a reclassification document for:

1. Updating custody levels;
2. Transfer between institutions;
3. Receipt of a detainer or additional charge;
4. Return from escape;
5. Return from regional jail; and
6. Return from a community center.

C. Refer to CPP 18.1 for additional procedures regarding the Classification Document.

D. Refer to CPP 29.1 and 29.2 for procedures regarding risk assessment and case planning. These functions are classification committee actions.

E. Reduction in Custody


If considering an inmate for a reduction in custody level, the appropriate document located in KOMS shall be prepared by the assigned Classification and Treatment

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Officer and submitted to the Classification Committee for recommendation. If approved by the Classification Committee, the document shall be forwarded to the Classification Branch Manager for approval or denial.

III. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Deputy Warden for Programs.

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Authority/References KRS 196.035, 197.020 ACA 5-ACI-4A-05, 5-ACI-4A-27, 5-ACI-3D-08, 5-ACI-5D-15 CPP 10.2, 17.1, 18.1, 18.15 KSP 14-04-01, 14-06-01, 16-01-01, 16-03-02, 17-01-01, 20-04-01	Subject <p style="text-align: center;">PROTECTIVE CUSTODY UNIT</p>	

I. DEFINITIONS

"Protective custody" means a special management program designed to provide for the safety and security of an inmate who is in danger of being harmed by any other inmate or who, for various reasons other than a rule violation, is unable to adjust to living in the general inmate population.

II. PROCEDURE

A. Purpose and Goal

Assignment to Protective Custody shall be in accordance with CPP 10.2. The goal of the inmate and the unit staff shall be the inmate's return to General Population status, at the earliest possible time, consistent with the inmate's safety.

B. Placement in Protective Custody

1. Refer to Corrections Policy and Procedure (CPP) 18.15.

- a. If an inmate makes a request for Protective Custody, the staff member shall immediately notify the shift supervisor. An inmate may request this placement from any staff member.
- b. The shift supervisor or his designee shall interview the inmate and place the inmate in Administrative Segregation, in accordance with CPP 10.2 for further review and investigation by Classification staff.

2. Release from Protective Custody- refer to CPP 18.15.

C. Administrative Review for Protective Custody Unit

The Protective Custody Classification Committee shall review an inmate assigned to the Protective Custody Unit every seven (7) days for the first sixty (60) days, and every thirty (30) days thereafter. The following criteria shall apply:

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1. The committee shall be composed of the Unit Administrator or his designee, one (1) other treatment staff member, and one (1) additional staff member.
2. The Classification and Treatment Officer assigned to the Protective Custody Unit shall provide relevant information and any recommendation to the Classification Committee.

D. Medical and Mental Health

Medical and mental health services shall be provided in accordance with CPP 10.2 and CPP 13.12.

E. Barber Services

1. The Protective Custody Classification Committee shall assign one (1) inmate barber.
2. An inmate may use barber services twice per month through scheduled appointments.

F. Grievance Procedure

Refer to KSP Policy 14-06-01.

G. Commissary

The Protective Custody commissary schedule shall be established by the Major in consultation with the commissary manager and noted in the general schedule.

H. Education Program

Refer to KSP Policy 20-04-01.

I. Religious Services

Religious services shall be conducted according to a schedule established by the Chaplain and approved by the Deputy Warden of Operations.

J. Meals

Drinks and food shall be delivered to the unit from the institutional kitchen. Inmates serving the meal shall wear hairnets or hats and plastic gloves and shall be directly supervised by security staff. The trays and leftover food shall be picked up and returned to the kitchen. Food shall not be left in the unit.

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K. Personal Property

Protective Custody inmates shall be allowed the same personal property authorized by CPP 17.1. Inmates assigned to the Protective Custody Unit shall be restricted to clothing green in color for identification purposes.

L. Personal Hygiene

1. Protective Custody inmates shall be allowed a shower in accordance with CPP 10.2.
2. Showering on the walk shall not be allowed, unless approved by the Unit Administrator.

M. Laundry

1. Laundry services shall be available in the laundry house during scheduled yard time.
2. An iron shall be available to an inmate wishing to iron his clothing.

N. Uniforms

1. A Protective Custody inmate shall be issued the following state issued uniform items to be worn if he is off the unit, to ensure he shall be readily identifiable to staff:
 - a. Four (4) pairs of green pants;
 - b. Four (4) green shirts (a combination of short sleeve and long sleeve shirts); and
 - c. One (1) coat.
2. Protective Custody inmates shall only possess items in the quantity authorized in CPP 17.1.
3. Protective Custody inmates out of the housing unit shall wear a green Protective Custody uniform to receive services or be present in areas that are not designated as a recreational area.

O. Phone Calls

Refer to KSP Policy 16-03-02.

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P. Visits

Refer to KSP Policy 16-01-01.

Q. Library Services

Protective Custody inmates shall be allowed access to the library during their scheduled yard time.

R. Legal Services


Refer to KSP Policy 14-04-01.

S. Recreation

Recreation shall be allowed seven (7) days per week for a period of two (2) hours (Monday through Friday). The institutional schedule shall be followed to adhere to the daily designated out of cell time periods.

III. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Unit Administrator for the Protective Custody Unit.

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	Date Filed NOV 14 2022	Effective Date
Authority/References KRS 196.035 and 197.020 ACA 5-ACI-7A-07, 5-ACI-7A-06, 5-ACI-7A-01 CPP 19.3	Subject INMATE WORK PROGRAMS AND SAFETY INSPECTIONS OF INMATE WORK LOCATIONS	

POLICY AND PROCEDURE:

The purpose of this policy is to provide a uniform work program, including skill training, good work habits, and therapeutic value in directing energy into useful, constructive channels of endeavor with a base wage scale, and to ensure periodic safety inspections of work assignment locations.

A. JOB POSITIONS

1. The inmate work program shall be administered by the Program Director.
2. A work assignment shall be made without regard to the inmate's:
 - a. Race;
 - b. Religion;
 - c. National origin;
 - d. Sex;
 - e. Political belief; or
 - f. Disability.
3. Every effort shall be made to provide a disabled inmate access to work programs; however, the ability to perform specified job tasks shall be considered.
4. The Program Director shall compile and issue an annual allocation report that states the number of inmate positions assigned to each department. Random reviews shall also be conducted.
5. After an inmate is classified to a job, a department head or his designee shall be responsible for assigning job duties.

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6. Any change in the number of allocated positions for a department shall be approved by the Program Director. Any request shall be in writing.
7. Whether to fill a position allotted for a department shall be at the department head's discretion.

B. PAY SCALE

1. Refer to CPP 19.3.
2. Each department head or designee shall be responsible for completing the monthly time roster and forwarding it to the Inmate Accounts Office at the end of the month.

C. ATTENDANCE POLICY

1. The assigned time for an inmate reporting to work may vary for different positions, and the work supervisor shall set the specific working time. The supervisor shall attempt to structure the workday to approximate the workday in the community. An excused absence from work shall include:
 - a. Sick Call;
 - b. Academic programs;
 - c. Legal work;
 - d. Adjustment Committee hearing;
 - e. Classification Committee;
 - f. Official institutional programming;
 - g. Grievance Committee (for the grievant);
 - h. Visits; and
 - i. Authorization from inmate's immediate work supervisor.
2. An inmate with an excused absence, and assigned to one (1) of the following jobs, shall report to the officer at the Four (4) Wall Stand gate to give his reason for the absence and then return to his cell:
 - a. Prison Industries;
 - b. Academic school; and

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c. Vocational school.

3. An inmate shall not be compensated for an excused absence.
4. An unexcused absence may result in disciplinary action and dismissal from assignment.


D. HEALTH AND SAFETY INSPECTIONS

To ensure that work, industry, and vocational education programs meet minimum applicable federal, state, and local work, health, and safety standards, the:

1. Institutional duty officer shall conduct a weekly inspection in accordance with KSP Policy 01-09-01;
2. Institutional safety officer shall conduct a monthly inspection;
3. Institution shall request an inspection by the Kentucky State Fire Marshal's Office a minimum of once each calendar year;
4. Institution shall request an inspection by a qualified safety official a minimum of once each calendar year; and
5. Institution shall request that the local Health Department conduct an inspection of food service work areas at least annually.

E. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Program Director.

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Authority/References KRS 196.035, 197.020 ACA 5-ACI-5B-09, 5-ACI-7A-01, 5-ACI-7A-02, 5-ACI-7A-09 CPP 18.1	Subject UNIT CLASSIFICATION COMMITTEE INMATE WORK ASSIGNMENTS	

I. PROCEDURE

A. Job Openings

1. Any job vacancy shall be submitted by the work supervisor to the appropriate Unit Administrator's Office for job advertisement.
2. A vacant position shall be advertised to the inmate population as soon as possible after a job opening occurs with the following information:
 - a. Job title;
 - b. Location;
 - c. Special requirements, if any; and
 - d. Supervisor's comments, if any.
3. An inmate shall not be paid for working until the appropriate Classification Committee has classified him to that position.

B. Application Procedure

1. An inmate wishing to be considered for a position shall apply in writing listing his current assignment (if any) and the requested assignment to his assigned Classification and Treatment Officer (CTO).
2. The CTO shall review the application, determine if the inmate has been assigned to his current job for 90 days, and make any recommendation regarding the requested assignment. The CTO shall document on the application whether the inmate is eligible or ineligible to change jobs based on the 90 day requirement, and sign the application.
3. The CTO shall forward the application to the Unit Administrator or designee.

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4. The Unit Administrator shall ensure that the Classification Committee is provided with a list of applicants to be considered.
5. The Classification Committee shall review each inmate individually, and approve or disapprove the assignment in writing. Approved assignments shall then be documented in the Kentucky Offender Management System (KOMS).
6. Disapproved applications shall be returned to the CTO with comments.
7. Once assigned to a job, an inmate may not request reassignment for ninety (90) days unless approved by the Unit Administrator.
 - a. If an inmate requests reassignment to vocational or academic school, the ninety (90) day limitation shall not apply.
 - b. A request for dismissal may be submitted by a work supervisor at any time without regard to the ninety (90) day requirement. The inmate shall be suspended without pay until reviewed by the Classification Committee.
8. The Deputy Warden of Programs may assign an inmate to a specific job if necessary due to an emergency.
 - a. The assignment shall be documented in KOMS and indicated on the move sheet with the abbreviation "EMERG". Appropriate notification to the respective Unit Administrator's Office shall be made for proper documentation.
 - b. The emergency assignment shall be documented and a written reason for assignment shall be forwarded to the:
 - (1) Job Classification Committee file maintained by the Unit Administrator; and
 - (2) Inmate Accounts.
 - c. In the absence of the Deputy Warden of Programs, a request for an emergency job assignment shall be directed to the Warden or Unit Administrator.

C. Dismissal Procedure

1. Any supervisor recommending dismissal of an inmate from a work assignment shall submit the appropriate paperwork reflecting the reason for the dismissal to the appropriate Unit Administrator and indicate if disciplinary action was taken.

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2. The appropriate paperwork shall be forwarded to the Unit Administrator, at least two (2) days in advance of the next scheduled meeting. The unit committee shall review the situation with the inmate, and either dismiss the inmate from the assignment, place him on ninety (90) day unassigned status, reassign him to another position, or permit him to remain on the job.
3. The Unit Administrator or designee shall inform the supervisor of the action taken if contrary to the supervisor's request.
4. An inmate shall be dismissed from his job assignment due to an absence from his job for seven (7) calendar days or more. The Classification Committee, at the inmate's request, shall review a dismissal for any reason other than finalized disciplinary action to determine if job reinstatement, placement in another job, or continuation of unassigned status is applicable.
5. An inmate may be laid off for an indefinite period for reasons to include lack of work and completion of special projects. Pay shall not be awarded for the period of lay off and an inmate may be eligible to seek other employment.
6. Once an inmate is dismissed from a work or program assignment, he shall not be considered for reassignment back to that position for sixty (60) days.

D. Unassigned Status and Ninety (90) Days Unassigned Status

1. The Classification Committee may classify an inmate to unassigned status or ninety (90) day unassigned status following a work or program dismissal.
2. An inmate may be classified to ninety (90) day unassigned status if he:
 - a. Refuses to work;
 - b. Is dismissed from his job assignment without being reassigned to a new assignment (the Classification Committee may defer the case for one (1) week to allow the inmate to seek other employment); or
 - c. Requests or volunteers for ninety (90) day unassigned status.
3. If an inmate is classified to ninety (90) day unassigned status, he shall not be allowed to apply for a job for a period of ninety (90) days.
4. If an inmate classified to ninety (90) day unassigned status wishes to participate in the academic school program or vocational school, he shall be reviewed by the Classification Committee regardless of the amount of time he has been on that status.

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E. Controlled Work Assignment

1. A Controlled Work Assignment shall consist of any job considered sensitive due to its location within the institution and the need for administrative screening prior to assignment.
2. The following job assignments shall be designated as Controlled Work Assignment:
 - a. GP Clothing House Clerk (1);
 - b. GP Sanitation Clerk (2);
 - c. PC Sanitation Clerk (1);
 - d. PC Institutional Religious Center Clerk (1);
 - e. FS Laundry (2);
 - f. FS Stockroom (3);
 - g. PC Laundry (2);
 - h. GP Medical Special Project (1);
 - i. GP Institutional Religious Center Janitor (2);
 - j. PC Institutional Religious Center Janitor (1);
 - k. GP Medical Janitor (2);
 - l. GP Visitation Area (Minimum Security Only) (2);
 - m. PC 5CH Stairwell Janitor (1);
 - n. GP 5CH Stairwell Janitor (1);
 - o. GP Sanitation Depot Janitor (1);
 - p. PC Sanitation Depot Janitor (1);
 - q. GP Institutional Religious Center Librarian (1);
 - r. PC Institutional Religious Center Librarian (1);
 - s. GP Clothing House Tailor (2);


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- t. GP Institutional Religious Center Worker (2);
 - u. GP Prison Industries (100);
 - v. PI Maintenance (1);
 - w. GP Yard Office Janitor (1); and
 - x. Academic School Janitor (1).
- 3. Classification staff shall refer to this list if posting job vacancies and sorting applications prior to an inmate being considered for placement in a Controlled Work Assignment. A questionnaire shall be completed by a CTO or UA and attached to the job application.
 - a. This shall be routed by the classification staff through all Deputy Wardens for further review. Approval of all Deputy Wardens shall be required for assignment to the job.
 - b. If approved, the application shall be forwarded to the UA for assignment. If denied, the application shall be returned to the respective UA.
- 4. The following criteria shall be considered in the review for a Controlled Work Assignment:
 - a. History of possession of any weapon;
 - b. History of smuggling of drugs or contraband;
 - c. History of escape from a secure institution;
 - d. History of involvement in the taking of a hostage or kidnapping activities; and
 - e. History and diagnosis of mental illness.

Any of these factors may be grounds to deny an inmate's application to a Controlled Work Assignment.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the General Population Unit Administrator.

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I. PROCEDURES

A. Industrial Programs

The following Correctional Industries program shall be ongoing at the Kentucky State Penitentiary:

1. Garment Plant - Production shall include a complete line of inmate clothing:
 - a. Inmate uniforms;
 - b. Kitchen whites;
 - c. Jump suits;
 - d. Scrub pants and shirts;
 - e. Coats;
 - f. T-shirts;
 - g. Boxer shorts;
 - h. Aprons;
 - i. Sheets;
 - j. Blankets;
 - k. Pillow cases;
 - l. Bath towels;

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- m. Wash cloths;
- n. Laundry bags; and
- o. Other items as specified by all correctional facilities and other governmental agencies.

B. Program Establishment, Authority, Responsibility, and Accountability

- 1. The program shall be managed by an Operations Manager that coordinates with the Deputy Warden of Operations regarding institutional policies and other institutional matters.
- 2. The Operations Manager is accountable to, and is directly supervised by, the Assistant Director of Correctional Industries regarding purchasing, production quotas, cost accounting, inventories, pricing, and development of new products and marketing. The personnel files and all timekeeping records shall be maintained in Central Office.
- 3. A cost accounting system for each industry unit shall be designed, implemented, and maintained in accordance with generally accepted accounting procedures. Profit and loss statements, financial documents, payment, and receipt documents shall be kept at Correctional Industry headquarters in Frankfort, Kentucky. All purchasing payments and receipts shall be processed through the Finance and Administration Cabinet.
- 4. The Operations Manager of the Kentucky State Penitentiary shall serve as a member of the Warden's Management Team.

C. Job Assignments

- 1. An inmate shall apply for an advertised industry vacancy by submitting an application to his case manager. The application shall be forwarded to the Operations Manager for review to schedule an interview. The Operations Manager shall return the application to the case manager, recommending approval or denial of the applicant. Job assignments shall be filled through the classification process.
- 2. Before assignment, security and program determinations necessary for any individual to be eligible for industries work shall be made by the Classification Committee.
- 3. Every effort shall be made to provide inmates with disabilities access to the industries work program. An inmate's ability to perform specified job tasks shall be considered.

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4. The quota for the total number of workers at Correctional Industries shall be established by the Operations Manager, in conjunction with the various supervisors of each operating unit of the Correctional Industries program, and reflect the realistic work load needs of each Correctional Industries operating unit. The quota may fluctuate from season to season, based upon production needs.

D. Inmate Compensation and Job Evaluations

1. Compensation

- a. An inmate working in Correctional Industries shall be paid based on:
 - (1) Skill level;
 - (2) Tenure; and
 - (3) Quality of work.
- b. Pay shall be calculated by the hours worked, which shall be documented by Correctional Industries staff.
- c. The standard rule of pay shall be: NO WORK - NO PAY. Time shall be documented when arriving to work and when leaving work for any reason.
- d. Excused absences from work shall include:
 - (1) Sick Call;
 - (2) Academic programs;
 - (3) Legal work;
 - (4) Adjustment Committee hearing;
 - (5) Classification Committee;
 - (6) Sex Offender Program;
 - (7) Counseling programs;
 - (8) Grievance Committee (for the grievant);
 - (9) Visits; and

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- (10) Authorization from the inmate's immediate work supervisor.
- e. An inmate shall not be compensated for excused absences.
- f. Pay Grade Structure
 - (1) The pay grade structure for inmates working in Correctional Industries:
 - (a) 1st Grade - \$1.02 per hour;
 - (b) 2nd Grade - \$.84 cents per hour;
 - (c) 3rd Grade - \$.66 cents per hour; and
 - (d) 4th Grade - \$.54 cents per hour.
 - (2) A Work for Time Credit inmate shall be paid at ½ these rates.
 - (3) The only beginning pay rate shall be the Governmental Service Program (GSP) at the rate established by the Department of Corrections pursuant to CPP 19.1.
- g. An inmate shall not be paid for emergency days that include:
 - (1) Lockdowns;
 - (2) Fog days;
 - (3) Mechanical breakdowns; and
 - (4) Staff shortages.
- h. An inmate working beyond the normal work hours in a calendar week shall be paid at one and one half (1 1/2) times his normal work scale for the excess time.
- i. An inmate shall be paid for time lost due to an unavoidable injury suffered while performing duties in Correctional Industries that is subsequently verified by a physician. Payments shall not exceed thirty (30) days unless approved by the Division Director. The maximum allowable pay for time lost due to unavoidable injury shall be six (6) months.
- j. An inmate elected to serve as a member of the institutional Grievance Committee shall be paid at the rate of \$0.50 per day.
- k. A transferred inmate that was previously employed in Correctional Industries shall receive priority on the Industries waiting list if one

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exists. An effort shall be made to place that inmate in a comparable job and grade level.

2. Job Evaluations

a. An inmate worker shall be advised of the job performance evaluation and its criteria by the Operations Manager or designee.

b. A job evaluation shall assess:

- (1) Job performance;
- (2) Skills;
- (3) Work habits;
- (4) Safety procedures; and
- (5) Attendance records.

c. Job performance evaluations shall be completed by an inmate's direct staff supervisor and reviewed for the following:

- (1) Demotions;
- (2) Job changes;
- (3) Pay reductions; and
- (4) Dismissals.

d. Promotions

(1) After successful completion of a probationary period, the time in grade for promotions shall be as follows:

- (a) 4th to 3rd Grade - 30 Days
- (b) 3rd to 2nd Grade - 60 Days
- (c) 2nd to 1st Grade - 90 Days

(2) A promotion shall be effective on the first of the month.

(3) A promotion request shall be submitted to the Operations Branch Manager through the Operations Manager.

(4) The Operations Branch Manager of Correctional Industries shall have the final approval on a promotion.

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E. Work Schedule and Attendance Policy

1. The number and duration of workday interruptions shall be minimized, to provide that the inmate workday approximates the workday in the community.
2. An inmate assigned to Correctional Industries shall report to Four (4) Wall Stand gate, at the designated time, and shall remain at work until released (approximately 1:30 p.m.).
3. An inmate with excused absences shall report to the officer at Four (4) Wall Stand gate to inform the staff of his reasons for the absence and then return to his cell.
4. An unexcused absence may result in disciplinary action and dismissal from the assignment.
5. A security officer shall inform the work supervisor of an inmate not reporting to work and the reason why, if known. The supervisor shall verify the location of the absent inmate.
6. If called to the yard for any reason, the inmate shall remain on the yard unless otherwise directed.
7. An inmate expecting a visit shall report to work as scheduled and shall be processed to the yard once the visit is verified.
8. An inmate with three (3) consecutive unexcused absences shall be recommended for termination by his work supervisor to the Classification Committee.

F. Safety and Training

1. All inmates assigned to Correctional Industries shall undergo an orientation explaining all rules upon initially reporting for employment. The inmate's and supervisor's signatures shall document completion of orientation.
2. The supervisor shall train an inmate performing tasks on machinery in the proper use and care of the machinery.
3. Assigned staff and inmates shall adhere to the following safety rules:
 - a. Eye protection shall be worn, if required;
 - b. Protection devices and equipment shall be used, as necessitated by the job or as directed by supervisors;

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- c. Operation of machinery shall require proper guarding and training;
 - d. An employee of the Garment Plant performing a bar-tacking operation shall use safety glasses, if the machine is not properly shielded; and
 - e. Smoking shall not be allowed on the premises.
- 4. Failure to abide by these terms of employment may result in termination.
 - 5. A safety committee composed of one Correctional Industries supervisor and one inmate from the plant, as appointed by the Operations Manager, shall meet quarterly to discuss issues and conduct periodic inspections of work areas.
 - 6. The safety committee shall inspect operations for safety violations and make recommendations for improvement. All recommendations shall be submitted to the Operations Manager and copied to the Division Director.

G. Inspections


- 1. All programs operating within the Correctional Industries complex shall be inspected to ensure compliance with applicable federal, state, or local health and safety standards. Refer to KSP 19-04-01.
- 2. Each Correctional Industries operating unit shall implement quality control procedures that provide for raw material, in-process, and final product inspection. Inspections shall occur throughout all phases of processing to ensure conformance expectations are met.

H. Non-Corrections Advice and Assistance

It shall be the policy, procedure, and practice that the Correctional Industries Operations Manager utilizes the advice and assistance from labor, business, education, and industrial organizations to assist in providing methods and skills relevant to the job market, development, production, and marketing. This may be accomplished through correspondence, facility tours, training, meetings, conferences, product sales visitors, and like methods.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Deputy Warden of Operations in consultation with the Correctional Industries Operations Manager.

 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number KSP 20-04-01	Total Pages 5
	Date Filed NOV 14 2022	Effective Date
Authority/References KRS 196.035, 197.020, and 197.045; ACA 5-ACI-6D-02, 5-ACI-5-ACI-6D-03, 5-ACI-6D-04, 5-ACI-6D-05, 5-ACI-6D-06, 5-ACI-6D-07, 5-ACI-6E-01, 5-ACI-6E-05, and 5-ACI-6D-08; CPP 19.3 and CPP 20.1	Subject EDUCATIONAL COURSES	

I. POLICY AND PURPOSE

It shall be the policy of the Kentucky State Penitentiary (KSP) to provide education courses to any eligible inmate incarcerated at the institution. The KSP education courses shall include courses that assist inmates with obtaining a General Educational Development (GED) diploma. Initial GED testing shall be free, but any additional testing shall be at the inmate's expense.

II. PROCEDURE

A. ORGANIZATION AND STAFFING

1. The Regional Education Administrator or designee shall coordinate any education course at KSP.
2. Those who are employed by KCTCS and assigned to KSP shall follow all policies and practices of the Department of Corrections and the institution while assigned to KSP.

B. EDUCATION CURRICULUM

1. The education curriculum, which shall be available to any eligible inmate, shall minimally include:
 - a. Educational philosophy and goals;
 - b. Communication skills;
 - c. General education;
 - d. Basic academic skills;

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- e. GED preparation;
- f. Technical education; and
- g. Post-secondary education.

-
- 2. As required by Corrections Policy and Procedure (CPP) 20.1, education courses shall include a written, standardized and competency based curriculum. Appropriate materials and classroom resources shall support the education courses.
 - 3. The institution shall use a community advisory committee in developing and updating educational programming. The committee may use business, industry, and community resources in developing all academic and technical programs for the inmates.

C. COURSE CERTIFICATION AND ASSESSMENT

- 1. Refer to CPP 20.1 for education course certification.
- 2. During the certification of an education course at KSP, both the academic and technical courses shall be assessed against stated objectives as determined by the certifying authority.

D. COURSE ACCESSIBILITY AND ASSESSMENT OF STUDENTS

- 1. An educational opportunity shall be available to any inmate on the basis of interest, need, and capability.
- 2. Basic adult education and technical courses may be considered as an institutional job assignment. Each course shall be offered at times that allow the majority of eligible inmates to take advantage of educational opportunities. An academic educational course shall be a one-half day assignment, therefore enabling an inmate to participate in another job or program assignment. A technical course shall be a full day assignment.
- 3. An academic education course shall allow for flexible scheduling. A technical education student shall enter based on the schedule outlined in the post-secondary model. The following procedure shall be followed if an inmate wishes to enter an educational course:
 - a. An interested inmate shall apply to the Regional Education Administrator or designee.

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- b. An application shall be submitted to the Classification Committee for official assignment into a course.
 - c. A student assigned to an educational course shall sign a statement of agreement, which explains procedures that govern the operation of the course.
 - d. A student assigned to an educational course shall be administered appropriate assessment tests and given orientation.
 - e. A student who enters the Adult Basis Education course shall be assigned to the appropriate level based on the assessment results.
 - f. A specific individualized education plan shall be developed for each student. Appropriate modules shall be assigned and assessments performed to allow a student to progress at his own learning pace.
 - g. A technical student shall be required to complete all necessary curriculum coursework to receive credit.
4. A student who voluntarily withdraws or is dismissed with cause from an education course shall not be re-admitted to any educational course for a minimum of sixty (60) days. A student shall be allowed to transfer from one educational course to another if approved by the Regional Education Administrator or designee.

E. TECHNICAL AND ACADEMIC INTEGRATION

- 1. Students enrolling in career and technical courses shall demonstrate, through the submission of scores on specified assessment instruments, that they possess the minimum academic skills essential for success. Students who do not demonstrate these academic skills shall use the academic course to remedy the identified skill deficiencies.
- 2. A career and technical student shall be required to complete the entire curriculum and any other course requirements to earn a career and technical credential.

F. EDUCATIONAL ACHIEVEMENTS

- 1. An educational achievement for any student shall be emphasized.
- 2. Instructors shall represent the first line of counseling and encouragement for students.

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3. If a student receives his GED, college degree, or career and technical course completion, educational good time shall be awarded according to CPP 20.1.
4. A graduation ceremony or educational monetary incentive awards may be used to recognize a student's accomplishment.
5. As an incentive for participation in education courses, an inmate may receive pay for assignment to an educational course (refer to CPP 19.3).

G. COLLEGE PROGRAMS

An inmate may be allowed to enroll in college correspondence courses subject to CPP 20.1, if the course complies with the security procedures of the institution. An inmate shall assume responsibility for any expenses or tuition as noted in CPP 20.1.

H. LIVE WORK PROJECTS FOR A TECHNICAL COURSE

1. A live work project may be used to provide work experience for an inmate enrolled in a career and technical course.
2. Refer to CPP 20.1 for procedures for accepting a live work project.
3. Compensation shall not be paid directly or indirectly to any KSP employee or inmate for a service.

I. EDUCATION RECORDS


1. The education courses shall be supported by a system of:
 - a. Record keeping;
 - b. Departmental communication; and
 - c. Professional evaluation and assessment.
2. For each student, an instructor shall maintain:
 - a. Attendance records;
 - b. Test scores;
 - c. Progress notes; and
 - d. Other pertinent information as needed.

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3. Data shall be made available to qualified personnel on a need to know basis.
4. A copy of GED and technical diplomas shall be placed in the inmate's file in the offender management system. An additional copy shall be maintained in the education center file.

III. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Regional Education Administrator.

 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number KSP 22-04-01	Total Pages 5
	Date Filed NOV 9 4 2022	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-7C-01	Subject ARTS AND CRAFTS PROGRAM	

I. POLICY and PROCEDURE

A. Arts and Crafts Selection and Approval

1. An inmate shall request prior approval to complete an arts and crafts project. The request shall be in writing and shall indicate the type and description of project the inmate wishes to complete.
2. The written request for approval shall be used to track the project beginning with the initial request and concluding with the final disposition of the project. The inmate shall retain a copy of the written approval until final disposition of the completed project.
3. The requested project shall require approval from the Recreation Supervisor or the Recreation Leader designated as the Arts and Crafts Supervisor and the Property Officer or designee before ordering and upon receipt of project supplies.
4. The Recreation Department shall maintain a list of all approved projects.
5. Arts and crafts work shall be done in an inmate's cell.
6. Supplies shall be stored in an approved container and shall be neat, clean, and orderly.
7. An inmate shall not paint, draw, or mark on the cell walls or other state property.

B. Completion Deadlines

1. Completion deadlines shall be established by the Arts and Crafts Supervisor upon receipt of the approved project supplies. An extension may be granted, if an inmate is actively working on a project, but is unable to complete it by the established deadline.
2. An inmate shall not be allowed to work on more than two (2) projects at a time. The written approval shall list one (1) item only.

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3. If a participant's project is withdrawn for a disciplinary reason related to the program, he may lose future privileges or be temporarily suspended from the program.
4. Artwork and a painting shall have a completion deadline of one hundred twenty (120) days.
5. An inmate shall be allowed two (2) model projects. A model, purchased through the Inmate Commissary, shall be completed within thirty (30) days. An additional model kit shall not be ordered until the previous model is disposed of.

C. Arts and Crafts Supplies

1. A list of approved arts and crafts supplies, including allowable quantities and approved catalogs shall be posted by the Recreation Department and updated as necessary. Arts and Crafts orders shall only be accepted from approved vendors. Arts and crafts supplies shall be ordered through the Kentucky State Penitentiary Recreation Department or purchased in the Inmate Canteen. The Recreation Supervisor shall maintain a logbook of all orders taken and received.
2. Orders and CPOs for arts and crafts supplies shall be turned into the Recreation Department on Thursdays. The orders shall then be reviewed by Recreation and security personnel to make certain that they comply with the security standards of the institution.
3. An order shall be limited to the allowable quantity of each item. This limit shall apply to the quantity of each item that an inmate may have in his possession at any time.
4. If the order is disapproved, the inmate shall be informed in writing of the reason for the rejection. Once the order is approved, it shall be turned into the Inmate Accounts for processing by Recreation Staff. The Arts and Crafts Supervisor shall assign an order number to the project and record the processing date.
5. All incoming art materials and supplies shall be received by mailroom personnel. Supplies ordered from the inmate canteen shall be taken to the mailroom for review and distribution. Mailroom personnel shall notify the Arts and Crafts Supervisor or the Recreation Department supervisor of the receipt of supplies.
6. The Arts and Crafts Supervisor shall review the received items against the original order. If approved, he shall coordinate a review of the items by the

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property officer, who shall record the supplies on the inmate's property inventory list.

7. If received items do not meet the security requirements of the institution, as determined by the recreation staff or property officer, the items shall be mailed back at the inmate's expense.

D. Completions, Disposal, and Sale of Arts and Crafts Projects

1. Within thirty (30) days after completion, a project shall leave the institution. A completed project shall not be retained by an inmate. The Arts and Crafts Supervisor shall ensure that the property officer adjusts the inmate's property inventory to reflect a deduction of supplies used in the completed project.
2. The method of disposal shall be one of the following:
 - a. Offered for sale in the visiting area; or
 - b. Mailed to an immediate family member at inmate expense.
3. Sale of items in the visitation area
 - a. If an inmate wishes to offer his project for sale in the visiting area, he shall submit a written request to the Recreation Department and the Recreation Supervisor shall determine an appropriate sale value for the item. Fifteen percent of the proceeds shall be donated to the inmate recreation club.
 - b. After approval is granted, the Recreation Supervisor shall place the project, with a sales tag on it, in the visiting area display case.
 - c. The Recreation Supervisor shall leave a copy of the approval with the visiting area staff.
 - d. A visitor wishing to purchase an item shall be given a copy of the signed approval to mail to the Inmate Accounts Office with a U.S. Postal Money Order for the total amount plus applicable state sales tax within one (1) week.
 - e. If the money order is received, the Inmate Accounts Office shall post the funds to the inmate's account.
 - f. After the money order is received, the Inmate Accounts Office shall inform the Recreation Supervisor that the purchased item may be released to the buyer.

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- g. The Recreation Supervisor shall place a copy of the sales receipt with the purchaser's name in the visitation mailbox. The item shall be released to the purchaser on his next visit. A purchased item shall be picked up in the visiting area. A purchased arts and crafts item shall not be mailed out of the institution.
 - h. ~~An arts and crafts project shall not be commissioned for purchase~~ by a particular visitor. A project placed in the display case shall be sold on a first come, first served basis.
 - i. A purchase of an arts and crafts item shall be final. The items shall not be returned for repair, readjustment, or correction.
 - j. The institution and its employees shall not be held accountable for loss, damage, or destruction of an item placed in the visiting area, or left in the care of the Recreation Supervisor to be placed in the visiting area. Staff shall, however, take precautions to prevent loss or damage.
 - k. An arts and crafts project placed in the display case may remain on display for a period of ninety (90) days. After ninety (90) days, an inmate may lower the price of the project and it may remain in the display case an additional thirty (30) days. If the inmate does not wish to lower the price, or the project does not sell after the thirty (30) day extension, it shall be disposed of by the other approved method.
 - l. The project shall not be returned to the inmate.
4. Mailing arts and crafts items
- a. If an inmate wishes to mail his project home, he shall obtain written approval from the Recreation Supervisor.
 - b. The project shall be mailed to the inmate's immediate family.
 - c. The project shall be inspected and approved for mailing by the Recreation Supervisor, who shall complete an authorization for release before it is mailed.
 - d. An inmate shall take the project to the mailroom for wrapping and processing. Postage costs shall be borne by the inmate.
5. If an inmate is unable to dispose of a completed project by one (1) of the above methods, he shall choose between donating the project and having

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the project destroyed. A completed project shall not be retained by an inmate and an inmate shall not complete a project to sell or give to another inmate.

E. Security Searches

An inmate shall be required to comply with all procedures for the completion and disposal of an arts and crafts project. If an inmate does not have written approval from the Recreation Department for a project, it shall be seized as contraband. For security purposes all items shall be subject to search by staff. A project may be x-rayed or disassembled as deemed necessary.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Recreation Program Supervisor.

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	Date Filed NOV 14 2022	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-1G-01, 5-ACI-5C-07, 5-ACI-7F-01, 5-ACI-7F-02, 5-ACI-7F-03, 5-ACI-7F-04, 5- ACI-7F-05, 5-ACI-7F-06, 5-ACI-7F-07, 5-ACI- 7F-08 CPP 9.4, 16.1, 14.3, 23.1, 26.1.	Subject <div style="text-align: center;"> RELIGIOUS SERVICES </div>	

I. DEFINITIONS

“Chaplain” is defined in CPP 23.1.

“Faith group representative” means an authenticated representative of a faith group that has been recommended by a staff chaplain and approved by the Deputy Warden of Operations.

“Religious activity” means an activity or service conducted by or under the auspices of the Chaplain and designated specifically for worship, religious instruction, spiritual guidance or counseling.

“Religious volunteer” means a certified or non-certified volunteer as defined in CPP 26.1.

II. PROCEDURE

A. Chaplain’s Responsibilities

1. Religious Program Coordination

- a. The Chaplain shall plan, direct, and coordinate all aspects of religious support, including approval and training of volunteers in accordance with CPP 26.1.
- b. The Chaplain shall discuss the selection, use, and supervision of religious volunteers with the Program Director and Deputy Warden of Operations before implementation of a new religious activity.
- c. The Chaplain shall ensure that any outside religious representative or volunteer is approved by Internal Affairs, and is acquainted with, and abides by, any published rule pertaining to the security of the institution.

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- d. The Chaplain shall serve as a religious representative for the institution.
- e. The Chaplain shall coordinate the use of religious speakers and groups from the community to enhance the religious programming offered by the Kentucky State Penitentiary.

- f. The Chaplain shall make certain that the religious programs provided by the Kentucky State Penitentiary are in compliance with all American Correctional Association's Standards (ACA) and the ACA files associated with religious programming are up-to-date and complete.
- g. The Chaplain shall submit monthly reports to the Program Director indicating:
 - (1) The number of emergency notifications delivered to inmates;
 - (2) The number of inmates attending each of the scheduled religious programs;
 - (3) The number of religious outside guests entering the institution for the month;
 - (4) A description of the special religious programs for the previous month; and
 - (5) A schedule of the religious programming planned for the upcoming month.
- h. The Chaplain shall submit annual and special reports as requested by the Program Director and Deputy Warden of Operations.
- i. The Chaplain shall maintain inventories of religious programming equipment, supplies, and materials.
- j. The Chaplain shall ensure that institutional security and safety of staff and volunteers are a significant concern at all times.
- k. The Chaplain shall ensure inmates at Kentucky State Penitentiary meet requirements to participate in the Kosher Meal Plan. A weekly count of approved participants shall be forwarded to the Food Service Director and designated central office staff.

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2. Emergency Notifications

- a. The Warden's designee or Chaplain shall notify the inmate's family of a serious illness or the death of an inmate.
- b. The Chaplain, or Shift Supervisor if the Chaplain is not readily available, shall notify the inmate, after verification, of a serious illness or death in the inmate's immediate family. The Chaplain shall coordinate necessary telephone calls to the family and submit bedside or funeral trip requests if appropriate in accordance with CPP 9.4.

3. Religious Services

- a. The Chaplain shall coordinate religious programs within the institutional activity schedule.
- b. Inmates shall not conduct group services outside of the Institutional Religious Center without prior approval from the Chaplain.
- c. Other areas of the institution may be used for religious activities such as the dining room for feasts or the yard pavilion for concerts. The Chaplain shall assist with making arrangements and obtaining prior approval through the appropriate staff over the area.
- d. The Chaplain shall develop and supervise various religious activities, which may include the following:
 - (1) Religious classes (lecture, instruction, discussions);
 - (2) Prayer group;
 - (3) Self-taught religious study course;
 - (4) Spiritual growth group;
 - (5) Religious correspondence course;
 - (6) Instruction in doctrine, rites, and ideals of various religious faiths by faith group representatives; or
 - (7) Outside religious groups.

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- e. If a religious leader of an inmate's faith is not represented through the chaplaincy staff, volunteers, or other faith group representatives, the Chaplain shall assist the inmate in contacting a person that has the appropriate credentials from the faith's judicatory. That person may minister to the inmate under the supervision of the Chaplain.
- f. ~~An inmate may request religious services not currently provided by following the procedure set forth in CPP 23.1 (II)(G)(8) if the inmate requires religious services not currently represented at KSP.~~

B. Special Religious Needs

- 1. An inmate may make arrangements through the Chaplain to obtain personal copies of religious books, materials, and publications that are not carried by the approved DOC property vendors. If the item is not addressed in the Religious Reference Manual, the inmate may request the item by following the procedure set forth in CPP 23.1 (II)(G)(8).
- 2. Any book, material, or publication so retained shall be in compliance with the rules regarding inmate personal property.
- 3. The cost shall be borne by the inmate.
- 4. Liturgical apparel and devices like a head shield and a prayer rug may be used during the religious activity as described in the Religious Reference Manual. If the item is not addressed in the Religious Reference Manual, the inmate may request the item by following the procedure set forth in CPP 23.1 (II)(G)(8).
 - a. This equipment may be stored in the Institutional Religious Center storage area or kept by the inmate if in accordance with institutional procedures on inmate personal property.
 - b. An inmate may wear a religious medallion or ornament as specified by CPP 17.1, if it does not interfere with the safe and orderly operation of the institution and does not impose any security threat for the item to be used as a weapon. All religious medallions or ornaments shall be worn out of view.
 - c. For security purposes, religious material and items shall be subject to inspection.
 - d. Obligatory individual prayer shall normally be permitted in any area of the institution.

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C. Pastoral Counseling

1. The Chaplain shall interview an inmate referred by staff. Staff making the request shall provide the Chaplain with sufficient information, relative to the inmate, so that the Chaplain may proceed with counseling in an appropriate matter.
2. Upon request from an inmate, the Chaplain or certified religious volunteer shall respond to this request, as meets the urgency of the situation and as promptly as possible.
3. An inmate visit by a clergy member as designated in CPP 16.1 who is not an institutional volunteer shall be conducted in the visitation area during regular visitation hours.
4. Any member of a religious group that visits the Institutional Religious Center to participate in a religious activity shall be prohibited from visiting an inmate in the visiting room. Any member of a religious group that violates this policy shall be prohibited from continuing to participate in Institutional Religious Center religious services.
5. The Chaplain or certified religious volunteer may offer pre-marital counseling and either conduct or arrange for a marriage ceremony in accordance with CPP 14.3.

D. Religious Volunteers

1. General Requirements
 - a. A religious volunteer shall meet all requirements for orientation.
 - b. A religious volunteer shall maintain good rapport with institutional staff.
 - c. A religious volunteer shall not criticize or speak in opposition to an institutional policy or procedure while functioning as an approved volunteer.
 - d. A religious volunteer shall agree not to ridicule or show disrespect for other religious beliefs.
 - e. A religious volunteer shall abide by institutional rules and time schedules.

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- f. Religious volunteers shall have the group leader submit participant names and a detailed equipment list at least two weeks prior to a religious activity.

E. Security Responsibilities

1. Any event scheduled in the Institutional Religious Center shall be coordinated by the Chaplain and subject to approval by the Program Director and Deputy Warden of Operations.
2. The Institutional Religious Center shall be opened as scheduled, including special programming.
3. An inmate shall not be in the Institutional Religious Center without staff supervision at any time. If staff or a certified volunteer are not available, the Institutional Religious Center shall be closed.
4. An Institutional Religious Center schedule, including any special event, shall be posted around the institution in a timely manner.
5. Any disturbance or inappropriate activity in the Institutional Religious Center shall be reported, immediately, to the Yard Office. If necessary, Institutional Religious Center personnel shall request that security dispatch sufficient personnel to maintain order and control.
6. Any area of the Institutional Religious Center, which is not supervised, shall be cleared and locked.
7. Any Chaplain on duty, upon preparing to leave the Institutional Religious Center, shall be certain that all inmates are out, all equipment is accounted for and secured, and that all doors, inside and outside, are locked. A door shall not be left unsecured at any time if the Chaplain leaves the Institutional Religious Center.
8. An Institutional Religious Center guest shall not be left without supervision either in the Chapel or elsewhere in the institution.

III. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Program Director.

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	Date Filed NOV 14 2022	Effective Date
Authority/References KRS 196.035, 197.020 ACA 5-ACI-5F-01 CPP 25.3	Subject RELEASE PREPARATION PROGRAM	

I. POLICY AND PURPOSE

The purpose of this policy is to ensure that all inmates have access to a program of release preparation prior to their release to the community.

II. PROCEDURE

A. The Institutional Reentry Coordinator shall implement the Portal/New Directions Program at the Kentucky State Penitentiary.

1. An inmate within 18 months or less of his parole eligibility date or Mandatory Reentry Supervision (MRS) date shall be given the opportunity to participate in the program.
2. An inmate within 18 months or less of his serve-out date or minimum expiration date shall be given an opportunity to participate in the program.
3. An inmate who is assigned to any Restrictive Housing Unit (RHU) and nearing his institutional discharge shall be allowed to participate in the program if released from Restrictive Housing Unit (RHU) prior to his discharge date.
4. The Reentry Coordinator shall work with inmates in RHU, who will discharge from that unit, on an individual basis, addressing basic release information and ensure a reentry plan is established.
5. The program shall include, at the minimum, the subjects outlined in CPP 25.3.
6. Upon an inmate's satisfactory completion of the program, staff shall enter the necessary documentation of completion in the inmate's electronic file (KOMS), including time and attendance and all certificates.


B. Institutional staff and community-based agencies may be invited to participate

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as guest speakers in the Portal/New Directions Release Program to provide meaningful information to the inmates participating in the program. Refer to CPP 25.3.

III. MONITORING AND EVALUATION

Monitoring and evaluation of the policy shall be the responsibility of the Deputy Warden for Programs.

 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number <p style="text-align: center;">KSP 25-01-02</p>	Total Pages <p style="text-align: center;">5</p>
	Date Filed <p style="text-align: center;">NOV 14 2022</p>	Effective Date
Authority/References KRS 17.510, 196.035, 197.020, 197.170 ACA 5-ACI-5F-05 CPP 25.2, 25.11	Subject <p style="text-align: center;">INMATE RELEASE PROCEDURE</p>	

I. PROCEDURE

A. Policy

The inmate release procedure shall ensure an orderly release of an inmate from the Kentucky State Penitentiary at the end of his term and shall include:

1. Verification of identity;
2. Verification of release papers;
3. Completion of release arrangements, including notification of the appropriate individuals and authorities in the jurisdiction of release, if required;
4. Return of personal effects or contraband;
5. A check to see that no institutional property leaves the institution;
6. Arrangements for completion of any pending action, including a grievance or claim for damages or lost possessions;
7. Medical screening and arrangements for community follow-up if needed; and
8. Instructions on forwarding mail.

B. Release Process

1. Offender Information Services Office
 - a. The Offender Information Services Office shall review and verify the authenticity of release papers, and prepare a Notice of Discharge for the inmate being released.

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- b. The Notice of Discharge shall serve as a notification to public officials. Notification shall be conducted according to KRS 197.170 and CPP 25.2. In addition, the Offender Information Services Office shall notify other agencies requesting notification of an inmate's release in accordance with KRS 197.170 and CPP 25.11 Victim Services.
- c. If possible, the Offender Information Services Office shall notify institutional staff three (3) working days before an inmate's release.
- d. The Offender Information Services Office shall determine which method of release an inmate requires, and inform the appropriate personnel.
 - (1) If an inmate requires a bus ticket, designated staff shall notify the Business Office.
 - (2) If an inmate is being picked up, the processing officer or Reentry Coordinator shall inform the front gate officer who to expect.
 - (3) Within ten (10) working days of release, Offender Information Services staff shall advise an inmate convicted of a sex related offense of his duty to register in compliance with KRS 17.510.
 - (4) On the day of release, Offender Information Services staff shall provide applicable paperwork to an inmate, including any reporting instructions if released by parole, or Mandatory Release Supervision (MRS). If an inmate is being released by Minimum Expiration, Maximum Expiration, or court order, Offender Information Services staff shall advise the inmate of the pertinent facts on the Notice of Discharge, and provide it to him before release.
 - (5) If the release is on a weekend or a holiday, an inmate shall be processed the day before and all release papers shall be sent to the Captain's Office. The shift supervisor shall ensure the inmate receives any necessary instructions or money before release.

2. Inmate Responsibilities

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- a. An inmate shall obtain the Final Release document from his assigned Classification and Treatment Officer, Restrictive Housing Unit designated unit staff, processing officer, or Reentry Coordinator.
 - b. An inmate shall take the Final Release document to the following departments, and request each respective supervisor to complete the appropriate documents:
 - (1) Library;
 - (2) Grievance;
 - (3) Property;
 - (4) Mail;
 - (5) Medical Department;
 - (6) Offender Information; and
 - (7) Inmate Accounts through the Classification and Treatment Officer.
 - c. Kentucky State Penitentiary staff shall also ensure that arrangements have been made for completion of any pending action, including a grievance or claims for damages or lost possessions.
 - d. Upon completing the above steps, an inmate shall submit the appropriate documents to the processing officer.
 - e. After verifying the document's completion, the processing officer shall review the documents with the inmate and both shall sign and date the documents.
 - f. An inmate assigned to segregation shall be assisted by his assigned Classification and Treatment Officer in the completion of the appropriate documents.
3. Disposition of documents
- a. Upon completion of the above steps, the original documents shall be

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forwarded to the Offender Information Services Office (OIS).

- b. If the inmate is released by the Shift Captain (holidays, evenings, or weekends), the documents shall be signed and forwarded to OIS office.

C. Release Requirements

1. Weekend releases

For release of an inmate on a weekend or holiday, advance notice shall be given by the Offender Information Services staff to allow for the completion of release documents before the inmate's release date.

2. Body receipt

A custody and body receipt shall be completed on an inmate released to authorities for purpose of court proceedings.

3. Property controls

- a. Security staff shall check an inmate's property to ensure no institutional property leaves the institution. Security staff shall also ensure the return of all personal effects or contraband. Appliances shall be inventoried to ensure that an inmate takes all appliances listed on his inventory sheet.
- b. An inmate shall sign and date the appropriate documents, verifying that he has received all personal property and returned all institutional property.

4. Inmate identification cards

- a. Any inmate discharged by transfer or hold tickets to another institution shall relinquish his identification (ID) card to the transporting officers. Transportation officers shall relinquish the ID card to the receiving institutional authorities.
- b. A discharged inmate shall retain his identification (ID) card. The upper corner of the ID opposite the inmate photo shall be clipped to indicate the inmate has been discharged for reasons to include:

- (1) Parole;

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- (2) Minimum Expiration;
- (3) Maximum Expiration;
- (4) Court ordered release;
- (5) Mandatory Reentry Supervision (MRS);
- (6) Home Incarceration Program (HIP);
- (7) Post Incarceration Supervision;
- (8) Sex Offender Conditional Discharge; and
- (9) Sex Offender Post Incarceration Supervision.

5. Medical care provision

- a. To ensure continuity of medical care from admission to discharge, the medical staff shall conduct a medical screening and arrange for community follow-up if needed.
- b. If travel is required, pertinent data (including medication, behavior management procedures, and other treatment or special requirements for observation and care during travel) shall be documented. The documentation shall be readily accessible to, and easily understood by, transportation staff or others that may be called upon to attend to an inmate during travel. Medication or special treatment required in route, along with specific written instructions for administration, shall be furnished to transportation staff.
- c. A 30-day supply of current medications shall be provided for planned discharges. Unplanned discharges shall be provided with the remainder of their medication, not to exceed a 30-day supply.

II. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Deputy Warden for Programs.

 <p style="text-align: center;">KENTUCKY STATE PENITENTIARY</p>	Policy Number KSP 25-10-01	Total Pages 2
	Date Filed March 7, 2023	Effective Date
References KRS 196.035, 197.020, 197.170, 439.265 Offender Records Manual	Subject DISCHARGE OF INMATES BY SHOCK PROBATION	

I. POLICY

The policy provides a means of expediting an immediate discharge pursuant to the order granting shock probation. The following procedures shall verify that the order is has been received and the inmate is appropriately released.

II. PROCEDURE

A. Upon receipt of an order granting shock probation, the Offender Information Services Office shall immediately:

1. Verify authenticity of the order by contacting the circuit clerk of the court in which the order is entered.
2. Scan the order into the Kentucky Offender Management System (KOMS) within the appropriate inmate's electronic file.
3. Determine the housing institution of the inmate. If the inmate is not housed at Kentucky State Penitentiary, notification of the order shall be sent by e-mail or faxed to the Offender Information Services Office of the appropriate institution.
4. If an in person court appearance results in the judge granting shock probation, the inmate shall still be returned to the institution for Offender Information Services staff to perform required processes.

B. Upon verification of the order and housing of the inmate, the Offender Information Services Office shall:

1. Inform the Central Office Offender Information Services Branch that the order has been received.
2. Determine if the inmate is serving on any additional indictment other than the one (1) stated in the order.

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3. Review the offender management system for any pending additional sentence, detainer, or court trip.
- C. If the inmate has a pending action or is serving on an additional indictment, the Offender Information Services Office shall:
1. By phone, inform the circuit judge who ordered the discharge by shock probation, so the judge may decide to resolve the order or let it stand.
 2. If the order is allowed to stand, discharge the inmate by shock probation on the stipulated indictment only, and hold the inmate to continue service of the remaining sentence.
- D. If the inmate does not have any pending action and is not serving on an additional indictment, he shall be discharged by shock probation.
1. The Offender Information Services Office shall enter the appropriate discharge information into the offender management system.
 2. The Offender Information Services Office shall notify the individuals specified by KRS 197.170 of the inmate's release.
- E. **MONITORING AND EVALUATION**
- Monitoring and evaluation of this policy shall be the responsibility of the Deputy Warden for Programs.