

501 KAR 6:070
KENTUCKY CORRECTIONAL INSTITUTION FOR WOMEN.
POLICIES AND PROCEDURES

SUMMARY OF MATERIAL INCORPORATED BY REFERENCE

The total number of pages incorporated by reference in the amendment is 186.

- 01-03-01 Communication Between Staff and Inmates is revised to delete the exclusion of Assessment Center staff from the evening schedule and update ACA standards in the Authority/References box to reflect 5th edition Expected Practices.

- 02-04-01 Accounting Procedures is revised to delete reference to postal money orders, delete section allowing an inmate to forward money to persons outside the facility, delete section allowing an inmate to deposit money into an interest bearing account, add direction regarding electronic JPay deposits and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.

- 05-01-01 Outside Consultation, Research and Student Interns is revised to delete section denying medical research, add that an inmate may agree to participate in medical or pharmaceutical research, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.

- 06-01-01 Offender Information is revised to replace the issuance of an Inmate Handbook with Assessment Center personnel notifying the inmate how to access the handbook on the kiosk, correct grammar errors, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.

- 08-02-01 Fire Safety Practices is revised to change Fire Safety Specialist to Safety Coordinator, remove specific location of the automated external defibrillator (AED), update the number of required quarterly fire drills from one per shift to three per shift, change Special Management Unit to Restrictive Housing Unit, change Procedures Officer to Procedures Development Specialist II, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.

- 08-02-02 Fire Evacuation Routes is revised to change Fire Safety Specialist to Safety Coordinator, change AC1 to MB1, change AC2 to MB2, change AC3 to Annex, change Special Management Unit to Restrictive Housing Unit, change Procedures Officer to Procedures Development Specialist II, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.

- 09-01-02 Inmate Move Sheet is revised to add deadlines for inmate moves to be submitted, to add a deadline for afternoon moves to be completed, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.

- 09-06-05 State Vehicles and Private Vehicles is revised to update smoking not allowed in state vehicles to use or possession of tobacco products in state vehicles shall not be allowed, change the 8am to 4pm shift to the 6am to 6pm shift, change the Landscape Supervisor to Landscape Officer, update the notification location for damaged Fleet cards to the Business Office, add that if a staff member requests approval to use his or her private vehicle for official purpose that it is the staff member's responsibility to maintain vehicle insurance, add requirement that windows be rolled up on parked private vehicles, add requirement that private vehicles not be left running unattended, clarify what a violation is regarding vehicle maintenance, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 09-10-02 Inmate Entry and Exit Procedure is revised to update that an inmate will have a colored card attached to the identification card to indicate housing instead of a colored dot, update the colors for each location, change the term Walkman to radio, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices .
- 09-13-01 Tobacco Free Environment is revised to change Senior Captain to Major, to add electronic cigarettes and vaping devices to the definition of tobacco products, and to remove ACA Standards and CPP's from the Authority/References box.
- 10-01-01 The Restrictive Housing Unit General Operations and Regulations title is changed to Restrictive Housing Unit and Lonnie Watson Center C-wing General Operations and Regulations, the requirement that inmates with maximum custody level be escorted by at least two staff, handcuffed behind the back and in shackles when leaving their cells is deleted; requirement that a general population inmate entering the unit shall be frisk or pat searched when entering and exiting the unit is added; an inmate may request hair care services every four weeks instead of every six weeks; the shifts in the mail services section is revised to shifts designated by the RHU Post Order; instances where an inmate is not allowed to shave or shower must be documented and reviewed by the senior correctional supervisor in charge is added; recreation shall be offered to inmates in RHU for two hours and fifteen minutes seven days per week is added; nail clippers from items not given to inmates on Maximum Assaultive Status or on watch is deleted; and ACA Standards in Authority/References box are revised to 5th edition Expected Practices.
- 10-01-04 Death Row is revised to update exercise to correspond with CPP 10.2 and KCIW 10-01-01 and update ACA standards in the Authority/References box to reflect 5th edition Expected Practices.
- 11-02-01 Menu Preparation and Special Diets is revised to change Special Management Unit to Restrictive Housing Unit and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.

- 12-01-01 Laundry, Clothing and Personal Hygiene is revised to add requirement for the Laundry Supervisor to maintain an adequate inventory of inmate uniforms to ensure that all inmate receive uniforms upon admission and may exchange as needed, delete that kitchen workers shall wash their kitchen uniforms and towels in the kitchen laundry, update that an inmate may request hair care services every four weeks instead of every six weeks, add that an inmate on recreation restriction shall be allowed to request hair care services if within the four week time frame, add process for an inmate in the Restrictive Housing Unit and Lonnie Watson Center C-wing to request hair care services, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 12-02-01 Pest Control is revised to change Material Safety Data Sheet (MSDS) to Safety Data Sheet (SDS) and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 12-04-04 Sanitation Plan is revised to delete the requirement for janitorial classes, change Material Safety Data Sheet (MSDS) to Safety Data Sheet (SDS), add the requirement for all inmates to watch a sanitation training video during orientation, update that janitorial job duties for Lonnie Watson Center A wing shall be determined by the Correctional Unit Administrator instead of nursing staff, update that cleaning supply orders may be weekly instead of twice per month, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 13-01-01 Provision of Medical and Dental Care is revised to change Special Management Unit to Restrictive Housing Unit, update that an inmate in RHU or C-wing may be escorted to Medical when treatment cannot be adequately provided in the unit, delete pill call from the required daily announcement, add requirement for pill call to be conducted in RHU and C-wing twice daily, update that an inmate may participate in medical or pharmaceutical research, add specification that full dental exam and oral hygiene education be completed with thirty days of admission, delete vision care is provided at the Kentucky State Reformatory, change Common Core to In-Service, change Nurse Service Administrator to Health Service Administrator, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 13-01-02 Health Appraisal and Periodic Exams is revised to add a section covering the frequency of visits and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 13-02-01 Family Notification is revised to update that the Chaplain or Shift Supervisor shall notify emergency contact instead of medical or a CTO and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices
- 13-03-01 Emergency Care is revised to add notification of Deputy Warden in a life threatening emergency, delete the American Red Cross and replace with a

certified company chosen by the Department, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.

- 13-04-02 Psychiatric and Psychological Services is revised to change mental retardation to intellectual disability, add requirement for Mental Health staff to visit the Restrictive Housing Unit and Lonnie Watson Center C wing weekly unless attention is needed more frequently, add requirement for security staff to announce Mental Health staff on the wing and record their visit on the log, add requirement for Mental Health to sign the appropriate log, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 13-07-01 Detoxification and Alcohol or Chemical Dependency is revised change codependency to comorbidity and update ACA standards in the Authority/References box to reflect 5th edition Expected Practices.
- 13-09-01 Suicide Prevention and Intervention is revised to change CPP 4.2 to CPP 4.7, change Administrative Custody to Administrative Segregation, delete the requirement for an occurrence report be sent to various staff by the Shift Supervisor, and update notification of line staff to appropriate staff, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 13-09-02 Inmate Observer Program is revised to update that the observers receive a ten-minute break every two hours instead of every one hour, that the observers receive a thirty-minute lunch break instead of a one-hour lunch break, and ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 13-14-01 Health Services is revised to update the requirement that the institutional physician shall serve as the Health Authority to the Health Authority shall be designated by the Health Services Division, change the Nurse Service Administrator to the Health Services Administrator, change Common Core to In-Service, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 13-14-04 Injury Prevention is revised to update Extraordinary Occurrence Report (EOR) to Incident Report, change Nurse Service Administrator to the Health Services Administrator, change Safety Specialist to Safety Coordinator, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 16-01-01 Inmate Correspondence is revised to add section on prohibited items to include duplicate photos that are of anything other than family and friends, add that violations may be referred to the County Attorney, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 16-02-01 Access to Telephones is revised to change Senior Captain to Major, change Internal Affairs Officer to Internal Affairs Captain, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.


- 16-03-01 Inmate Visiting is revised to require the Shift Supervisor to notify Internal Affairs and the Warden if a visitor appears under the influence; update that visitors will have access to restrooms in the front of the Administration Building; add that children shall not be allowed to run around the Visitation Room and the behavior may lead to termination of the visit; add that hats, leggings, hooded sweatshirts and pants or shorts with holes shall not be worn by visitors; delete earrings and necklace from items allowed to be worn by an inmate to visiting; add hair tie to items allowed to be worn by an inmate to visiting; revise number of hours weekly for bonding visits from eight to ten; update procedure for minister visits to require set up through the Chaplain; and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 17-01-01 The Assessment Center Operations and Programs title is changed to Assessment and Classification Center Operations and Programs; the Assessment and Classification Center CTO shall provide visitor information; the Assessment and Classification Center Supervisors shall verify next of kin for an inmate to be used during an emergency; the requirement to work in kitchen if medically cleared is added; the receipt of visiting form upon move from the Assessment Center is updated to upon being classified; and ACA Standards in Authority/References box are revised to reflect 5th edition Expected Practices.
- 17-02-01 Admission Procedure is revised to change the LSS2000Live Scan to the Live Scan Desktop 500PPI, maximum custody inmates from list of inmates requiring single occupancy room is deleted, and ACA Standards in Authority/References box are revised to reflect 5th edition Expected Practices.
- 17-05-01 Inmate Personal Property is revised to add that an appliance or musical instrument shall be from an approved vendor and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 18-01-03 Honor Program is revised to require an inmate to be at KCIW and out of the Assessment Center to apply for the honor program, to reorganize the requirements of the honor program and the application process, add that an inmate may not be dismissed from programming, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 18-05-01 Special Needs Inmates is revised to add the screening process on pregnant inmates by the Infant Placement Coordinator and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 18-05-02 Youthful Offender is revised to add Classification Committee, add requirement that the youthful offender may go to the Recreation Department for two hours and fifteen minutes daily and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.

- 19-01-01 Inmate Work and Program Assignment is revised to add requirement that a request to assign an inmate to any work or program assignment that includes the use of computers and computer technology shall be reviewed by the Classification Committee and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 20-01-01 Educational Program is revised to update that an inmate may enter an academic program as openings occur, change Special Management Unit to the Restrictive Housing Unit, update requirements to take the GED Ready Test, add that the inmate must pay any charge for a re-test after exhausting the three times allowed by the institution, remove specific vocation programs listed, update enrollment to Regional Education Administrator, update testing score requirements and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 21-01-01 Library Services is revised to change Special Management Unit to Restrictive Housing Unit, delete reference to the Librarians typewriter, add the availability of DVD's, add the computerized check out procedure, change reference of the Adjustment Committee to the Adjustment Officer, reorganize sections to have available materials and check out procedures as a standalone sections, update sections regarding the issuance of restitution when appropriate, delete redundancy with CPP, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 22-01-01 Recreation and Inmate Activity is revised to delete redundancy, change Special Management Unit to Restrictive Housing Unit, delete listed requirements from the monthly report and the section on evaluation & monitoring, add that participation is voluntary, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 22-01-02 Arts & Crafts Program is revised to add details regarding the restriction of privilege, delete painting as an arts & crafts option, delete donation as an option for left over supplies, add that leftover supplies may be stored for up to 45 days before mailing, delete one package per month limitation, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 22-01-04 Inmate Club Activities is revised to delete requirement for Robert's Rules of Order be followed in club meetings, delete requirements for memo of explanation and duplicate receipt, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.
- 23-01-01 Religious Services is revised to change Special Management Unit to Restrictive Housing Unit, update that a Correctional Officer may be assigned to provide security, update all locations on Chapel to Institutional Religious Center, update final approval on minister visits to a Deputy Warden, and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.

- 24-01-01 Social Services Program is revised to change psychiatrist to psychiatric provider and update ACA standards in the Authority/References box to reflect 5th edition Expected Practices.
- 25-02-01 Temporary Release and Community Release is revised to update transfer criteria to a community center from within eighteen months of parole eligibility to twenty four months of parole eligibility and update ACA standards in the Authority/References box to reflect 5th edition Expected Practices.
- 26-01-01 Volunteer Services Program is revised to delete the requirement for a pre and posttest for volunteers and update ACA Standards in Authority/References box to reflect 5th edition Expected Practices.

DELETIONS:

- 13-14-02 Operational Guidelines for the Mental Health Area of the Lonnie Watson Center
- 19-02-01 Governmental Services


 <p style="text-align: center;">KCIW Policies and Procedures</p>	Policy Number	Total Pages
	KCIW 01-03-01	1
	Date Filed	Effective Date
	JAN 13 2021	
Authority/Reference KRS 196.035, 197.020 ACA Standards 5-ACI-1A-16, 5-ACI-3A-06, 5-ACI-3A-10, 5-ACI-3A-11, 5-ACI-5E-09 KCIW 09-07-02	Subject <p style="text-align: center;">COMMUNICATIONS BETWEEN STAFF AND INMATES</p>	

POLICY and PROCEDURE

A. Availability of Staff

1. An inmate may request to see the Warden, Deputy Wardens, or any staff member.
2. The following staff members shall be available to talk with an inmate on a formal or informal basis:
 - a. Correctional Unit Administrators II;
 - b. Correctional Unit Administrators I;
 - c. Classification and Treatment Officers;
 - d. Chaplain;
 - e. Teachers and Counselor;
 - f. Medical Staff;
 - g. Admission and Classification Staff;
 - h. Social Service Staff;
 - i. Institutional Psychologists;
 - j. Shift Supervisors;
 - k. Recreation Staff; and
 - l. Re-entry Coordinator.
3. Each CUA I and CTO, shall work scheduled evenings to enhance their accessibility to an inmate.
4. The Duty Officer shall tour each inmate living and activity area weekly to provide informal inmate contact.
5. Security supervisory staff shall tour the institution as outlined in KCIW 09-07-02.

B. This policy shall be reviewed annually and revised as needed.

 <p style="text-align: center;">KCIW Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References ACA Standards 5-ACI-1A-15, 5-ACI-1B-07 through 5-ACI-1B-10, 5-ACI-1B-12, 5-ACI- 1B-15, 5-ACI-1B-21 KRS 196.035, 197.020 CPP 2.5	Subject ACCOUNTING PROCEDURES	

POLICY and PROCEDURE

A. Accounting Procedures

1. The Business Office staff shall follow directives provided by the Finance and Administration Cabinet and Central Office. The accounting procedures shall ensure an orderly, accurate, and complete record of money transactions.
2. The accounting procedure shall be reviewed annually by the Business Office.

B. Audits

1. The Warden or designee shall perform an internal desk audit of all bank accounts, as needed.
2. An audit of all cash accounts, other than the Canteen, may be done annually by contracting with an independent auditor. If the Warden does not receive an annual audit report for the Kentucky Centralized Inmate Commissary, Incorporated, he may schedule an audit by an outside agency or a private auditing firm at least every three years.

C. Cash, Checks, and Electronic JPay Deposits

1. Money and checks prepared for deposit shall be secured daily in the safe or vault until deposited.
2. A checking account shall require two (2) authorized staff signatures.
3. An appropriate cash receipt document shall be used to transfer money collected to the State Treasurer, including money from refunds, reimbursement, and Workers Compensation checks.


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4. Money accompanying a new admission shall be forwarded to Inmate Accounts, posted to the individual's account, and locked in the Business Office safe for deposit.
5. Electronic JPay deposits received for inmates shall be credited to the inmates' accounts each business day unless a crime or fraud is suspected. If a crime or fraud is suspected, the deposit shall be held until reviewed and approved for release by Internal Affairs. If not approved for release to the inmate received for, the deposit shall be returned to sender.

D. Inmate Accounts

1. Inmate monies shall be maintained in a separate account for use by the inmates who have monies deposited. The account shall be administered by Inmate Accounts.
2. An inmate may authorize the expenditure of personal money to an approved outside vendor or for a purchase from a club or special Canteen order.
3. Funds shall not be expended from Inmate Accounts without written authorization from the inmate requesting the release of funds, except by a court order, an order for restitution, other valid legal process, or method authorized by CPP.
4. An inmate being released on parole or expiration of sentence with a balance in her inmate account shall be issued a check upon her release if the amount is five dollars (\$5) or less. The inmate shall be issued a debit card for an amount over five dollars (\$5). Funds posted after her release shall be forwarded to her if a forwarding address was provided. If no forwarding address was provided, the balance shall be transferred to the "Parolee Account." This account shall be cleared out on a yearly basis and transferred to the Kentucky State Treasurer.
5. The Inmate Account monies shall be maintained at an insured financial institution.
6. Inmate accounts may be audited annually by an independent auditor or by Central Office staff.
7. Credit shall not be extended. This shall include any club account, canteen credit, and inmate accounts. An inmate shall not sign for a club-sponsored sale without the proper funds in her account.

- E. The policies and procedures governing funds shall be reviewed annually by staff members designated by the Warden and revised as needed.

 <p style="text-align: center;">KCIW Policies and Procedures</p>	Policy Number	Total Pages
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Authority/References	Subject	
ACA Standards 5-ACI-1F-13 through 5-ACI-1F-18 5-ACI-6C-09 CPP 3.9, 5.1, 5.2 KRS 196.035, 197.020	<p style="text-align: center;">KCIW 05-01-01</p> <p style="text-align: center;">JAN ' 3 2021</p> <p style="text-align: center;">2</p> <p style="text-align: center;">OUTSIDE CONSULTATION, RESEARCH AND STUDENT INTERNS</p>	

POLICY AND PROCEDURE

- A. The institution shall support and assist research projects which meet the criteria outlined in CPP 5.1. If any employee of the institution is approached concerning participation in medical research programs that use inmates the employee shall immediately notify the Warden, who shall notify the proper Department of Corrections staff.
- B. Conditions of Participation (Refer to CPP 5.1): An inmate or staff member shall not be offered an incentive to participate in a research project. The Commissioner of the Department of Corrections may make an exception to this rule in consultation with the researcher.
- C. Voluntary Participation
1. An inmate may agree to participate in a medical or pharmaceutical research program that is non-cosmetic, and non-experimental behavioral research; but final approval shall remain with the Warden.
 2. The Warden, Deputy Wardens, and other designated personnel shall review the research design prior to approval being given.
 3. If approved by the Warden, the participating inmate shall sign the appropriate documentation.
- D. Funding
1. Funding which may jeopardize the independence of the institution or of the Department of Corrections shall not be accepted.
 2. An independent researcher shall be solely responsible for funding and the accurate accounting of it for his project.
- E. Refer to CPP 5.1 for the rules on publication rights.

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F. Monitoring and Evaluation

1. The monitoring and evaluation of this procedure shall be the responsibility of the Warden in conjunction with Department of Corrections personnel.
2. The Warden may also appoint a designee to assist with monitoring and evaluation.
3. Institution staff shall provide assistance to research personnel in carrying out the research and evaluation.


G. Distribution of Findings

1. Research results shall be made available to the Warden and the Department of Corrections Executive Staff prior to publication or dissemination.
2. After review of the research results by the Executive Staff in Central Office and the Warden, copies of the report shall be made available to interested persons.

H. Outside Consultation and Student Interns

1. A college, university, or outside agency may be consulted regarding institutional policy or procedure and to coordinate planning using the following guidelines:
 - a. All consultation and correspondence shall require prior approval of the Warden;
 - b. If the communication is verbal, a written report shall be submitted to the Warden including:
 - (1) Person, institution, or agency consulted;
 - (2) The nature of the consultation; and
 - (3) Any suggestions, opinions, recommendations, and results of the communications;
 - c. If the request is written, a copy of all correspondence shall be provided to the Warden; and
 - d. The results of any consultation shall be considered by the Warden and designated for possible implementation through institutional policy, procedure, and planning.
2. A college or university student may be placed as an institutional intern at KCIW. The Student Intern Program shall be conducted under the rules established in CPP 3.9.

I. This policy shall be reviewed annually and revised as needed.

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Authority/References ACA Standards 5-ACI-1E-01 through 5-ACI-1E-05, 5-ACI-1F-09, 5-ACI-5F-01 through 5-ACI-5F-06 KRS 61.870, 61.876, 196.035, 197.020, 197.025, 197.170, 431.076, 439.510, 439.990 CPP 1.11, 6.1, 6.6, 18.1, 18.2	Subject OFFENDER INFORMATION	
	KCIW 06-01-01	8
	JAN 13 2021	

POLICY AND PROCEDURE

The Offender Information personnel at the Kentucky Correctional Institution for Women shall use the electronic offender management system (Kentucky Offender Management System (KOMS)) to maintain a cumulative, organized, and accurate record of necessary information for each inmate.

A. Determination of Legal Commitment

1. An inmate shall be admitted to the institution with proper documentation to ensure legal commitment to the Department of Corrections. Types of commitments shall include the following:
 - a. Commitment by Circuit Court Order
 - (1) Name of individual to be incarcerated;
 - (2) Indictment number;
 - (3) Charge;
 - (4) Length of sentence;
 - (5) Order requiring confinement by Corrections; and
 - (6) Signature of sentencing judge.
 - b. Parole Violation Warrant
 - (1) Warrant authorizing return;
 - (2) Name of individual to be incarcerated;
 - (3) Original charge for which individual was incarcerated;
 - (4) Reason for issuance of a Parole Violation Warrant;
 - (5) Date Warrant was issued; and
 - (6) Signature of member of the Parole Board authorizing the Warrant.
 - c. Transfer from Another Institution Within Corrections
 - (1) Verbal or written transfer authorization from appropriate Central Office staff as outlined in CPP Chapter 18.

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(2) These transfers may include contract prisoners from county jails.

d. Transfer from a Federal or State (Other than Kentucky) Correctional Agency

(1) Signed authorization from the appropriate correctional agency indicating the authority and circumstances under which the individual is committed; and

(2) A Federal or State Court Order containing the elements listed for a Circuit Court Order received by Central Office.

e. Returned Court Order Shock Probation Violator

A Court Order revoking the individual's shock probation signed by the Sentencing Judge.

2. If the receiving officer is not provided with adequate documentation as required in Section A, the Offender Information personnel shall follow these procedures:

a. Attempt to contact the sentencing authority, Parole Board, transferring authority or committing agency to obtain proper documentation for commitment.

b. If proper documentation cannot be obtained, the case shall be referred to the Warden, or, in the absence of the Warden, the Deputy Warden or Duty Officer for a final decision regarding commitment and admission of the individual.

c. The Transportation Officer shall not be permitted to leave the institution and a transportation receipt shall not be signed prior to determining if the individual will be accepted as a legal commitment.

d. If the inmate is determined to be legally committed to the institution, institutional admitting staff shall issue a receipt to the Transporting Officer.

B. Registration Number

1. Upon admission, Assessment Center personnel shall issue a registration number for each new entry. The KOMS computer system shall be consulted for information concerning an existing number.

2. If the inmate has previously served time on a sentence at the institution her institutional number shall be reactivated.

3. If the inmate is a new commitment, she shall be issued the next consecutive number assigned by KOMS.

4. This number shall be placed on all documents pertaining to the inmate and all information shall be stored using this institutional number.

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- C. Assessment Center personnel shall issue a written receipt for money, driver's license and other personal papers taken from the inmate upon admission.
1. The money and a copy of the receipt shall be delivered to the Business Office and deposited to the inmate's account.
 2. Personal papers shall be mailed outside the institution at the inmate's expense.
- D. Assessment Center personnel shall notify an inmate of how to access the Inmate Handbook on the kiosks which describes the rules, due process, and available programs of the institution. Each inmate shall sign an acknowledgement of receipt upon receiving instruction on how to access the Inmate Handbook. The signed documentation shall then be scanned into the inmate's electronic file.
- E. Identification
1. A digital photo shall be taken of the inmate and an identification tag made from this photo.
 2. If an inmate escapes, an authorized criminal justice agency shall be supplied a copy of the photograph of the inmate.
 3. Any inmate admitted with noticeable physical injuries shall be photographed or videotaped immediately.
 - a. The appropriate reports shall be completed indicating the action taken by Assessment Center staff. The inmate's statement as to how the injury occurred shall be audio or video recorded.
 - b. Information shall be submitted to the Warden to determine if an Internal Affairs investigation shall be conducted. The appropriate reports shall be completed and submitted to Corrections Central Office.
- F. Fingerprinting
1. Fingerprints shall be completed electronically on all new admissions, return parole violators, return shock probation violators, returned by court orders, and returned escapees using LiveScan.
 2. The inmate's fingerprints shall be electronically submitted to the Kentucky State Police.
- G. Daily Report of Inmate Population Movement
1. Operations shall be notified by Assessment Center personnel if an inmate is received. The admissions name, number, and housing assignment shall be recorded in Operations. The Entrance Station and Central Control Officers shall also be notified of the admission.

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2. Operations shall be notified of an inmate ready for discharge. The discharged inmate's name shall be removed from the count sheet with the date of release and method of release.
3. Offender Information personnel shall record the number and type of admissions and discharges each day.
4. Any inmate out of the institution for a court trip or furlough shall be listed in the appropriate logs and count sheets. The count sheet shall contain the inmate's name, destination, and departure date.
5. The electronic offender management system shall be used as the master index identifying all inmates committed or assigned to the institution.
6. The institution move sheet shall be used as an intra-institution daily report of inmate population movement and status.

H. Electronic Inmate File

1. Upon admission, Offender Information personnel shall enter pertinent information necessary for sentence calculation and classification into the electronic file of the inmate. As the inmate progresses through her incarceration, necessary information relating to her case shall be entered in her electronic file.
2. Expunged inmate disciplinary records shall be maintained in the inmate's electronic file, but shall be inaccessible except to approved offender information staff or executive staff.
3. Criminal records ordered expunged by a circuit court in accordance with KRS 431.076 shall be maintained as sealed records in the inmate's electronic file and responses to any request for such records shall be handled as if no records exist on the matter.
4. A log shall be maintained by records staff for all approved requests for access to the confidential material and shall include:
 - a. Name of person requesting access;
 - b. Date of request;
 - c. Name of person authorizing the request;
 - d. Name and institutional number of the inmate;
 - e. Purpose of the request; and
 - f. Offender Information staff member's initials.
5. An open records request shall be handled in accordance with CPP 6.1.
6. The Offender Information Branch in Central Office shall audit all sentence calculations and parole eligibility dates computed by the Institutional Offender Information Office for accuracy.

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7. In addition to the individual files, the following information shall be maintained in the electronic offender management system:
 - a. All admissions and discharges;
 - b. An alphabetical listing of inmates; and
 - c. County of commitment index.
8. A system of population reporting shall be calculated according to the limits indicated and submitted to Central Office staff daily, monthly, and annually.

I. General Requirements for Discharges

1. Verify identity of inmate;
2. Verify release papers;
3. Check for disposition of any pending disciplinary action;
4. Check for any pending detainer;
5. Obtain an address for forwarding mail;
6. Obtain check-out sheet; and
7. Activate VINE system.

J. Types of Discharges

1. Furloughs
 - a. The Classification and Treatment Officer shall be responsible for implementing the furlough process.
 - b. The Shift Supervisor shall ensure the positive identification of the inmate before she is released on furlough.
 - c. The Shift Supervisor shall ensure the designated family member signs the appropriate form before releasing the inmate on furlough.
 - d. The inmate may make prior arrangements with the Inmate Accountant to withdraw funds from her account to take on furlough. The check shall be secured in Operations until the inmate is released on furlough.
 - e. Medical personnel, in cooperation with the Shift Supervisor, shall ensure the inmate takes with her any necessary medication or arranges for community follow-up if needed.
 - f. The inmate's property shall be checked for contraband before her departure.
 - g. Ten (10) working days prior to the inmate's release, the Victim Information Notification Everyday (VINE) system shall be notified and notices sent to the officials in the jurisdiction in which the inmate will be furloughed, and the circuit clerk and probation and parole office of the sentencing county.

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2. Parole or Minimum Expiration

a. If an inmate is ready to be released on parole or by minimum expiration, Offender Information personnel shall be responsible for the following:

- (1) The inmate shall be given a release form for each designated area supervisor to sign.
- (2) The inmate shall be informed that all her personal property shall be taken with her. This property shall be inspected to ensure that state property or contraband is not removed from the institution.
- (3) If an inmate receives parole, Offender Information personnel or the Re-entry Coordinator shall read and explain the parole certificate, conditions of supervision, and reporting instructions to the inmate.
- (4) The Inmate Accountant shall prepare a check or debit card closing the inmate's account.
- (5) The Shift Supervisor shall have the release of the inmate documented in the appropriate logs and count sheets.
- (6) Offender Information personnel shall determine if the inmate has someone to pick her up or if she requires transportation to the bus station. If needed, Offender Information personnel shall get information about bus schedules and prepare a voucher for a bus ticket. The Shift Supervisor shall arrange transportation for the inmate to the bus station.
- (7) If the inmate has someone to pick her up, Operations shall notify the Central Control Officer of the inmate's release.
- (8) The Central Control Officer shall positively identify the inmate before she is released from the institution.

b. If an inmate receives parole, the discharging staff member (Central Control Officer, Operations Supervisor, or Transportation Officer) shall ensure the inmate has her parole certificate and all release paperwork on her person before she is released.

3. Release by Court Order

a. If an inmate is released from the institution by a Shock Probation Order or other form of Court Order, Offender Information personnel shall:

- (1) Contact the Court for verification of all paperwork received.

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(2) Contact the Department of Corrections Central Office to audit and approve the release.

(3) Follow all steps in J.2.a., (1)-(8) above.

b. If an Order of Appearance is received and an inmate will be released into other custody temporarily, personnel shall notify the Shift Supervisor of the need to transport the inmate and provide the transporting officer with a copy of the Court Order.

4. Transfers from KCIW

a. Upon transfer to the Kentucky State Reformatory Nursing Care Facility or the Western Kentucky Correctional Complex, the receiving institution shall have immediate access to the electronic inmate file and to the inmate's electronic medical record (EMR). Offender Information staff shall scan necessary records from the institutional inmate record into KOMS prior to transfer. If the scanning cannot be completed prior to transfer, Offender Information staff shall contact the receiving institution to determine if any information from the record is needed immediately.

b. Upon transfer to a Community Center, Class D or Class C Program, the medical record shall be sent with the inmate or be forwarded within seventy-two (72) hours. Any records not available in KOMS shall be forwarded to Central Office Community Services.

5. File Retention

a. If an inmate leaves the institution on parole, shock probation, or minimum or maximum expiration of sentence, her paper institutional file, if any, shall be maintained in the inactive section of the Offender Information Office files.

b. KCIW shall follow the records retention schedule.

K. Notifications


1. If an inmate is released from the institution on furlough, parole, minimum expiration, shock probation, maximum expiration, or other form of Court Order, the following shall be notified electronically via computer:

a. Judge of the Circuit Court in the jurisdictions of commitment and to which the inmate will be released. If the name of the judge is not known, notice shall be forwarded to the Circuit Court.

b. Commonwealth Attorney in the jurisdiction of commitment and to which the inmate will be released.

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- c. County Attorney in the jurisdiction of commitment and to which the inmate will be released.
 - d. Sheriff of the county of commitment and to which the inmate will be released.
 - e. Chief of Police in the city and county to which the inmate will be released.
 - f. State Police in the District to which the inmate will be released.
 - g. Probation and Parole Office in the jurisdiction of commitment and to which the inmate will be released.
2. Offender Information personnel shall notify victims by certified mail at least two (2) weeks prior to the inmate serve out date and victims of inmates released on parole or shock probation by telephone the day the inmate is to leave the institution, if requested. The VINE System shall be notified of the inmates who are released.
- L. Inmate Release to Detainers
1. If an inmate is released by minimum or maximum expiration of sentence to a detainer, and the detaining authority does not pick up the inmate as scheduled, the Offender Information Office shall call the detaining authority to confirm that the inmate is still wanted.
 2. If the detaining authority still wishes to pick up the inmate, he shall be informed to assume custody of the inmate prior to midnight or make arrangements with the Shelby County Detention Center to house the inmate until she can be picked up.
 3. All expenses for housing the inmate at the Shelby County Detention Center shall be the responsibility of the authority requesting the detention.
 4. If the inmate is being released on parole or shock probation, she may be held by KCIW until the next day if absolutely necessary and upon request of the detaining authority.
- M. The policies and procedure governing record management shall be reviewed annually by the Warden, Procedures Officer, and Offender Information personnel and revised as needed.

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<p>Authority/References</p> <p>ACA Standards 5-ACI-2A-02M, 5-ACI-3B-01M through 5-ACI-3B-04M, 5-ACI-3B-06, 5-ACI-3B-09 through 5-ACI-3B-12M, 5-ACI-6B-09, 5-ACI-7B-01</p> <p>National Fire Protection Agency 101 Fire Safety Manual KRS 196.035, 197.020 815 KAR 10:060 CPP 8.2, 17.1 KCIW 08-02-02</p>	<p>Subject</p> <p style="text-align: center;">FIRE SAFETY PRACTICES</p>	

I. DEFINITIONS

“Fire bill” means instructions that instruct employees in what to do if there is a fire and are posted near all normal exits, fire extinguishers, and telephones.

“Fire drill” means a practice session that all persons are evacuated from an area to teach participants the best means of exit, if a fire occurs.

“Safety Coordinator” means the individual that has responsibility for all fire related activities within the institution.

II. POLICY and PROCEDURE

A. The institution shall employ a qualified Safety Coordinator who shall remain on call for routine fire equipment problems or fire safety emergencies. Fire safety responsibilities for the Safety Coordinator shall be as follows:

1. Perform a comprehensive and thorough inspection of all areas of the institution weekly and monthly for compliance with safety and fire prevention standards;
2. Inspect or secure inspections for the following:
 - a. Fire extinguisher (monthly; and annual service by outside company);
 - b. First Aid kits (monthly in conjunction with Medical Department);
 - c. Alarm system (quarterly fire drills; and annual test and inspection by outside agency);
 - d. Sprinkler system (monthly and annual test and inspection by outside source);
 - e. Smoke detectors (annual test and inspection by outside source);
 - f. Emergency lights and exit lights (weekly, monthly, and quarterly);

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- g. Fire hydrants (monthly);
 - h. Eye wash station inspection (monthly); and
 - i. Automatic External Defibrillators (weekly).
 3. Request that the state Fire Marshal conduct an annual inspection of the institution;
 4. Ensure quarterly fire drills are conducted, to include three (3) on each shift, and be on site for at least one (1) of the drills for each shift. The drills shall be documented and conducted under varying conditions to familiarize staff and inmates with secondary evacuation routes;
 5. Emergency power generators test run weekly, load test quarterly;
 6. Submit a monthly report on fire safety concerns, problems, and needs to the Deputy Warden of Security and the Warden; and
 7. Submit copies of inspections and testing of equipment to the Deputy Warden of Security.
- B. Fire Drills or Fire Emergency:
 1. Staff Member Responsibilities:
 - a. If a fire occurs in any area, a staff member shall follow the steps on the fire bills posted throughout the institution. If possible, windows and doors shall be closed to reduce oxygen supply to the fire.
 - b. Fire extinguishers shall be located throughout the institution. If feasible, a staff member in the affected area shall use the provided extinguishers to attempt to contain the fire; however, their primary responsibility shall be the safe evacuation of all persons from the area.
 - c. If evacuation is necessary for a fire drill or fire emergency, staff shall assist all inmates in evacuating the area using the exit routes for that area. Security staff shall key and check all areas to ensure all inmates have evacuated the area before leaving the post. After all areas are checked, the doors shall be closed.
 - d. The Shift Supervisor shall instruct an officer to check smoke alarm indicator lights if an officer resets a fire alarm system.
 2. Fire bills shall be posted near all normal exits and in other areas of the institution and contain the following steps to follow during a fire:
 - a. Sound the alarm by pull alarm, telephone, radio, or voice;

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- b. Dial 2200 (Operations), 3350 (Central Control), and 2207 (Entrance Station) to report a fire or emergency and include:
 - (1) Staff member name;
 - (2) Location;
 - (3) Type of emergency;
 - (4) If a life is in danger; and
 - (5) Telephone number from which call is being made.
 - c. Evacuate if necessary;
 - d. Give assistance if needed; and
 - e. Contain fire if possible.
3. Assistance from Outside Agency:
- a. If outside help is needed, the Shift Supervisor shall notify the Central Control Officer or the Entrance Station Officer to call county alarm by dialing 222-0111. The officer shall request the services of the Pewee Valley Fire Department.
 - b. The following information shall be relayed:
 - (1) Staff member name;
 - (2) Institution name and address;
 - (3) Institution phone number;
 - (4) Buildings involved;
 - (5) If anyone may be trapped inside buildings;
 - (6) Any known injuries; and
 - (7) The officer making the call shall stay on the line until the Fire Department personnel ends the call.
 - c. The following staff may be contacted by the Shift Supervisor per orders of Warden, Deputy Wardens or Duty Officer including:
 - (1) Warden;
 - (2) Duty Officer;
 - (3) Deputy Wardens;
 - (4) Safety Coordinator;
 - (5) Off duty staff; and
 - (6) Institutional Correctional Emergency Response Team (CERT).
 - d. The following notifications may be made by order of the Warden, Deputy Warden, or Duty Officer:
 - (1) Deputy Commissioner by Warden or designee;

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- (2) State Fire Marshal (if building damage, injury, or death occurs) and for suspected arson;
- (3) Community Medical assistance if needed;
- (4) Other correctional institutions in the area; and
- (5) Coroner and State Police (if death occurs).

C. Fire Components of the Simplified Fire Safety System:

1. Ignition Control

- a. Portable electric heaters and electric blankets shall not be located in living areas. Extension cords purchased from the Canteen only may be allowed in some areas at the discretion of the Safety Coordinator.
- b. Combustible materials or clothing items shall not be placed on radiators or accumulated in stairwells.
- c. Electrical outlets or circuits shall not be overloaded.
- d. Damaged or faulty equipment needing repairs shall be sent to the Maintenance Department and a work request shall be submitted.

2. Fuel Control

- a. Refer to CPP 17.1 for limits on legal materials and personal mail.
- b. Paper bags or cardboard boxes shall not be used as trash containers or storage containers. Plastic garbage bags shall not be used for storage in living areas.
- c. Nothing shall be stored on top of lockers.
- d. Trash shall be removed daily.
- e. An inmate shall not be authorized to have toxic, caustic items or flammable liquids in her possession.
- f. Aerosol cans shall not be allowed.
- g. Flammable, caustic, toxic materials shall be stored in the toxic building outside the main compound. The building shall be marked and secured.
- h. The Education Center shall use cabinets designed for the storage of combustible materials. Rags shall be stored in an approved container designed for their safe storage. The container shall be emptied and cleaned at the end of each working day.

3. Occupant Protection

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- a. All areas of the institution shall have written evacuation routes posted as well as exit signs and emergency lighting.
- b. Fire exits shall not be blocked.

4. Fire Detection and Suppression

KCIW shall maintain the following equipment:

- a. Fire Extinguishers
Various types of fire extinguishers shall be located throughout the institution. There shall be three (3) basic types of extinguishers:
 - (1) Wood, Textiles, Paper, Rubbish – A;
 - (2) Burning Liquids – B; and
 - (3) Electrical Equipment – C.
- b. Sprinkler Systems
- c. Fire Alarm System
The fire alarm system shall consist of:
 - (1) Pull boxes;
 - (2) Smoke detectors;
 - (3) Heat detectors;
 - (4) Panel boxes; and
 - (5) Audio and Visual Alarms.
- d. Exit lights, emergency generator and lighting, fire doors, and fire escapes.

D. Open Burning


- 1. Any open burning shall require prior authorization from the Warden, Deputy Wardens, Duty Officer, or the Safety Coordinator.
- 2. Oldham and Shelby County Dispatch shall be notified by one of the above listed for permission to burn.

E. The shift supervisor shall have access to a second set of keys to locked areas in the Entrance Station to provide a backup system of release. The Central Control Center shall have duplicate keys to other locked buildings to provide a backup system of release.

F. The Restrictive Housing Unit (RHU) and Lonnie Watson Center C-wing shall have a means of manually opening all cells in an emergency. Back-up fire door keys shall be available in the Entrance Station.

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- G. Polyurethane material shall not be authorized in the institution living areas.
- H. This policy shall be reviewed annually by the Safety Coordinator, Procedures Development Specialist II, and other staff designated by the Warden. Revisions shall be made as needed.

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Authority/References ACA Standards 5-ACI-1D-12, 5-ACI-3B-11M, 5-ACI-3B-12M CPP 8.2 KCIW 08-02-01, 09-03-02 KRS 196.035, 197.020	Subject FIRE EVACUATION ROUTES	

I. DEFINITIONS

“Area Evacuation” means the evacuation of staff, inmates, and visitors from the area in alarm only.

“Total Evacuation” means the evacuation of all staff, inmates, and visitors from all areas of the institution.

II. POLICY and PROCEDURE

Kentucky Correctional Institution for Women (KCIW) shall provide a plan and procedure for the safe evacuation of inmates, staff and visitors if there is a fire.

A. General Rules

1. If an alarm sounds, the Central Control Officer or Unit Officer shall be responsible for notifying the Shift Supervisor of the area in alarm.
2. The Shift Supervisor shall immediately send a supervisor to the affected area to physically inspect and attempt to determine the cause of the alarm and action to take. An alarm shall not be turned off or silenced until proper procedures have been followed to ensure safety of staff, inmates and visitors.
3. The shift supervisor shall receive the number of staff and visitors logged into the institution from the Central Control officer. The shift supervisor shall then receive a count of staff and inmates from all areas. This shall be compared with the count from Central Control. All visitors shall be instructed to report to the Administration Building.
4. All alarms and actual fires shall be documented to the Safety Coordinator by the Shift Supervisor or designee. If an area suffers substantial damage or injury, the affected area shall be designated as off limits. If the Safety Coordinator is off duty, the Supervisor shall contact him to notify him of the situation. If necessary, the Safety Coordinator shall report to the institution.

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5. Staff in the affected area shall key and check all areas to ensure everyone has evacuated before leaving the post. Doors shall be closed as checks are completed. In a general alarm, staff members shall assemble in designated areas and await further instructions from the Shift Supervisor. In an area alarm, staff and visitors shall evacuate the area and assemble at least fifty (50) feet from the emergency site. Inmates shall evacuate the area and line up two (2) abreast as directed by staff at least fifty (50) feet from the emergency site.
6. The Shift Supervisor and the Safety Coordinator shall determine if evacuating only the area in alarm is sufficient or if a general alarm shall be sounded to evacuate all areas of the institution. If the general alarm sounds, the Shift Supervisor or Safety Coordinator shall notify the Entrance Station Officer to sound the siren for a minimum of thirty (30) seconds. Following the siren, the Entrance Station Officer shall announce, via the public address system and radio for all areas to evacuate. The alarm shall continue to sound until the Shift Supervisor or Safety Coordinator gives the "all clear."
7. Fire exits shall be clearly marked by exit signs. Fire exit keys shall be notched to facilitate identification.
8. Work details outside the compound shall return to the institution and assemble at the sally port in the grassy area.
9. In a general alarm for total evacuation, an institutional count shall be taken and two (2) officers shall have the same count of assembled inmates before the Shift Supervisor clears the count.
10. If emergency equipment including fire trucks enter the compound, inmates shall be secured in areas away from the emergency site.
11. After the Shift Supervisor has accounted for all staff, visitors, and inmates, he shall announce the "count is clear" by using the public address system or other available means.

B. Institution Area Evacuation Routes:

1. Main Building Third Floor:
 - a. If the alarm sounds, staff and inmates shall evacuate via the Annex stairwell to the first floor and assemble on the front yard of the main compound.
 - b. If fire or smoke blocks the Annex stairwell staff and inmates shall evacuate through the MB2 stairwell and proceed to the designated assembly area.
2. Main Building Second Floor, MB2, Annex, and the Special Living Unit (SLU):

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- a. If the alarm sounds, staff and inmates shall evacuate via the second floor stairwell to the first floor and assemble on the front yard of the main compound.
 - b. If fire or smoke blocks the stairwell on the second floor, staff and inmates shall evacuate through the fire doors at the end of MB2 and Annex and proceed to the designated assembly area.
3. Vocational Complex:
- a. If the alarm sounds, staff and inmates shall evacuate through the Education Center main lobby, out the front door and assemble on the sidewalk leading to Ridgeview behind the Recreation Building.
 - b. If fire or smoke blocks the main hall or lobby of the Education Center, staff and inmates shall evacuate through the doors in each classroom leading directly to the outside of the building and proceed to the designated assembly area.
4. Library, Grievance, Legal Aide, Transportation, and Property Room:
- a. If the fire alarm sounds, staff and inmates shall evacuate out the back door next to the Landscape Office and assemble on the front yard of the Main Compound.
 - b. If fire or smoke blocks the back door, staff and inmates shall evacuate via the stairwell to the Education Center main lobby, out the front door and proceed to the designated assembly area.
5. Main Building First Floor (MB1, Dayroom and G Dorm):
- a. If the alarm sounds, staff and inmates shall evacuate through the main hallway out the front door and assemble on the front yard of the main compound.
 - b. If fire or smoke blocks the main hallway, staff and inmates in AC1 and Dayroom shall immediately evacuate through the fire escape door in the rear of the Assessment Center. They shall proceed to the designated assembly area.
 - c. If fire or smoke blocks the main hallway, staff and inmates in G Dorm shall immediately evacuate through the fire escape door in room number nine (009) and proceed to the designated assembly area.
6. Laundry:

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- a. If the alarm sounds, staff and inmates shall proceed up the basement stairwell to the first floor, continue through the hallway out the front door and assemble on the front yard of the main compound.
 - b. If fire or smoke blocks the main hallway, the officer supervising the area shall notify the Shift Supervisor to evacuate the laundry through the back entrance of the building. After passing through the back entrance to the rear parking lot, staff and inmates shall proceed around the building through Gate Six (6) to the designated assembly area.
7. Administration Building:
- a. If the alarm sounds, staff and inmates shall evacuate the Administration Building through the door facing the Main Compound. Staff shall assemble on the walkway leading to the Correctional Industries Building. Inmates shall assemble on the sidewalk leading to the Restrictive Housing Unit.
 - b. If fire or smoke blocks the door of the main exit route, staff shall exit through the door at the end of the hallway leading toward Correctional Industries and shall proceed to the designated assembly area. Inmates shall exit into the Visiting Yard and assemble next to the brick wall.
8. Kitchen and Dining Room:
- a. If the alarm sounds, staff and inmates shall evacuate through the door facing the Main Building and assemble on the sidewalk leading to the Institutional Religious Center.
 - b. If fire or smoke blocks the door facing the Main Building, staff and inmates shall evacuate out the door facing the Administration Building and proceed to the designated assembly area.
9. Recreation Area:
- a. If the alarm sounds, staff and inmates shall evacuate through the main entrance of the recreation area on the north side of the building and assemble in the delivery area behind the Recreation Building.
 - b. If fire or smoke blocks the main door, staff and inmates shall evacuate using the two (2) side emergency doors and proceed to the designated assembly area.
10. Correctional Industries:
- a. If the alarm sounds, inmates and staff shall evacuate through the front entrance lobby area out the front door proceeding through Gate Twenty-

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nine (29) and shall assemble on the side walk leading to the Administration Building.

- b. If fire or smoke blocks the front door, inmates and staff shall evacuate using the fire doors at the rear and side of the building, proceeding to the front of the building through Gate Thirty-one (31) and proceed to the designated assembly area.

11. Visiting Room:

- a. If the alarm sounds, officers shall direct all visitors to exit through the visiting entrance door past Central Control. Visitors shall assemble in front of the Administration Building.
- b. If fire or smoke blocks the main door, visitors shall evacuate down the hallway next to Central Control and out the fire door leading toward Correctional Industries and assemble on the sidewalk.
- c. Officers shall direct all inmates to exit through the back doors of the Administration Building and to assemble on the sidewalk leading to the Restrictive Housing Unit.
- d. If fire or smoke blocks the back door to the Administration Building, inmates shall evacuate using the door that exits into the visiting yard, lining up next to the brick wall.
- e. If an evacuation occurs during normal visiting hours, the time that elapsed during the evacuation shall be added to the visiting time. This shall apply only to those who are actually visiting when the alarm sounds.

12. Institutional Religious Center:

- a. If the alarm sounds, staff and inmates in the sanctuary area shall evacuate via the front door and assemble in the front yard of the main compound.
- b. If fire or smoke blocks the front door, staff and inmates shall evacuate out the rear door next to the choir stands and proceed to the designated assembly area.
- c. If the alarm sounds, staff and inmates in the counseling side of the Institutional Religious Center shall evacuate via the door next to the Chaplain's office and assemble in the front yard of the main compound.
- d. If the side door next to the Chaplain's office is blocked by fire or smoke, staff and inmates shall evacuate through the side door adjacent to the restrooms and proceed to the designated assembly area.

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13. Operations:

- a. If the alarm sounds, staff and inmates shall evacuate through the door facing the main compound. Staff members shall assemble on the walkway inside the compound leading to the Main Building. Inmates shall assemble in the front yard of the main compound.
- b. If fire or smoke blocks the door leading to the main compound, staff and inmates shall exit through the side or rear doors facing the rear of the building between perimeter fences and proceed through the gate to the main compound and the designated assembly area.
- c. The shift supervisor shall ensure that adequate staff are available to assist with an evacuation of Operations due to the varying custody levels of inmates that are present in the building at various times.

14. Lonnie Watson Center:

- a. If the alarm sounds, staff and inmates shall evacuate the area by utilizing the exit doors facing the main compound and the door facing Box 3 and assemble in the entrance area of the Recreation Building.
- b. If fire or smoke blocks the main exit doors, staff and inmates shall evacuate through the fire doors located in the bathrooms at the end of each wing and proceed to the designated assembly area.

15. Minimum Security Unit (MSU):

- a. If the alarm sounds, inmates and staff shall evacuate out the front door of the building and assemble in front of the Warehouse facing the Entrance Station.
- b. If fire or smoke blocks the front door of the building, staff and inmates from the basement and first floor shall evacuate through the rear door. Staff and inmates on the second floor shall evacuate through the fire door at the end of the second floor hallway. Staff and inmates shall then proceed to the designated assembly area.

16. MSU Dayroom: If the alarm sounds, inmates and staff in the dayroom shall evacuate through the front doors and proceed to the designated assembly area.

17. Staff working Entrance Station and Box 3 shall remain on post unless an emergency occurs which affects the tower itself. If the steps are blocked or inaccessible, an escape ladder shall be used.

18. Pine Bluff Dormitory:

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- a. If the alarm sounds, staff and inmates from C and D Wing dormitories shall exit out the side exit doors, proceed through the Box 3 ball field gate, and assemble in the gravel area in front of the Recreation building.
- b. Staff and inmates from A and B Wing dormitories shall exit out the front exit door, proceed through Gate Fourteen (14), and assemble in the gravel area in front of the Recreation building.
- c. If fire or smoke blocks the main evacuation routes, staff and inmates shall evacuate through the fire doors located in the bathroom of each wing and proceed to the designated assembly area.

19. Restrictive Housing Unit (RHU):

- a. If the alarm sounds, staff and inmates shall exit through the assigned exit door out of the building to the right side of the recreation bull pen area, through the gate at the end of the bull pen, and proceed to Gate Twenty (20) behind RHU facing the Administration Building.
- b. If fire or smoke blocks the main exit, staff and inmates shall exit out the fire doors at the end of the halls and proceed out the catwalk to the front of the recreation area.
- c. The decision to evacuate Death Row, Contract, Protective Custody and Maximum Assaultive Status inmates during fire drills shall be the decision of Operations, the Unit Administrator, or designated supervisor of the Restrictive Housing Unit.

20. Ridgeview:


- a. If the alarm sounds, staff and inmates shall evacuate the unit by using the assigned exit doors in each dayroom and shall proceed down the walkway to the Box 3 ball field gate area.
- b. If fire or smoke blocks the main evacuation routes, staff and inmates shall evacuate through the fire doors located at the end of each wing, turn right and proceed through Gate Twenty-Four (24) to the designated assembly area.

C. Housing During a Fire or Emergency Situation:

- 1. If a living unit remains functional or may be made functional by locking off a section, it shall be used for housing inmates.
- 2. The Shift Supervisor shall designate the areas in which the inmates shall be secured if a living unit is destroyed or damaged. Recreation, Institutional Religious Center, or the Visiting Area may be used as alternate areas.

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3. If all buildings inside the main compound are destroyed or unfit for occupation, the Restrictive Housing Unit, Lonnie Watson Center, Pine Bluff, or Ridgeview shall be used with the fence around these areas secured.
 4. Before any inmates are moved, the ranking officer shall have the area checked and post any necessary staff to secure the area. The staff shall be equipped with radios and shall remain in constant communication.
 5. The Warden, Duty Officer or Shift Supervisor shall decide which course of action to take if some, or all of the main compound, Lonnie Watson Center, Minimum Security Unit, Restrictive Housing Unit, Pine Bluff, or Ridgeview are damaged or destroyed considering all factors including weather, or possible further damage.
 6. The Warden, Duty Officer, or Shift Supervisor shall direct staff to hold all inmates in an area of the fence which is intact using armed Correctional Officers, after receiving authorization as described in KCIW 09-03-02, and proceed to move them to an unaffected, secured area.
 7. Medical personnel from the institution and surrounding institutions shall respond on site. Vehicles from surrounding institutions may be used for transportation to area hospitals.
 8. The Warden shall notify the appropriate authorities in the Department of Corrections Central Office and advise them of the condition of the institution and request assistance as needed.
 9. If major damage or destruction occurs to living units, the Warden in conjunction with the authorities in the Department of Corrections Central Office shall locate alternative housing and transportation for the inmate population.
- D. No information shall be released to the public or media concerning the condition of the institution or events at the institution by anyone other than the Warden or designee.
- E. KCIW shall request certification of the fire evacuation plan from the State Fire Marshal.
- F. This procedure shall be reviewed annually and revised as needed by the Warden, Safety Coordinator, and Procedures Development Specialist II and reissued to the local fire jurisdiction.

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Authority/References ACA Standards 5-ACI-3A-13, 5-ACI-3A-14 KRS 196.035, 197.020	Subject INMATE MOVE SHEET	

I. DEFINITION


“Move Sheet” is defined as a daily record of inmate bed assignment changes.

II. POLICY and PROCEDURE

A. Inmate Move Sheet

1. All inmate bed moves shall be submitted to the Operations Supervisor by designated unit staff Monday through Friday, excluding holidays, no later than 9:00 a.m. for morning moves and 12:30 p.m. for afternoon moves.
2. Inmate moves shall then be entered into the Kentucky Offender Management System (KOMS) by the Operations Supervisor.
3. After all inmate moves have been entered into KOMS the move sheet shall be generated and distributed to all housing units.
4. The housing unit officer shall ensure that all applicable inmates are informed of their move upon receipt of the move sheet.
5. All inmate move requests submitted after the move sheet has been distributed, shall require approval by a Unit Administrator or higher ranking staff before the move may be made.

B. This policy shall be reviewed annually and revised as needed.

 <p style="text-align: center;">KCIW Policies and Procedures</p>	Policy Number	Total Pages
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<p>KRS 196.035, 197.020 ACA Standards 5-ACI-3A-24, 5-ACI-3A-27 CPP 9.6, 9.9 KCIW 09-02-01, 09-06-02, 09-06-04</p>	<p>KCIW 09-06-05</p> <p>JAN 13 2021</p> <p>5</p> <p>STATE VEHICLES AND PRIVATE VEHICLES</p>
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POLICY and PROCEDURE

The following policy shall outline procedures for the use and parking of institutional vehicles and private vehicles for institutional order, security, and staff information.

A. Institutional Vehicles

1. Institutional vehicles shall be designated by decal markings and license plates.
2. Institutional sedans and small vans shall be parked in the sally port. Large vans and trucks shall be parked outside the fence in front of the warehouse.
3. The warehouse vehicle may be parked outside the warehouse.
4. The Entrance Station Officer shall log the driver's name, destination, time of departure, beginning and ending mileage, number of the vehicle, and exchange a name chit for the assigned vehicle's keys.

B. Operation of Institutional Vehicles

1. Staff shall use institutional vehicles for institutional business only.
2. Only staff with a valid driver's license may operate state vehicles.
3. The Commonwealth of Kentucky is self-insured for the operation of its vehicles. A staff member may obtain personal automobile insurance, but shall not be reimbursed for purchasing additional insurance.
4. If unoccupied, state vehicles shall be locked, the windows rolled up, and radios turned off.
5. Unoccupied vehicles shall never be left running for any reason.

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6. Use or possession of tobacco products as defined by KCIW 09-13-01 shall not be allowed in any state vehicle.
7. A staff member who knows in advance that a vehicle is needed shall reserve the vehicle with the Shift Supervisor. The Shift Supervisor shall determine priorities for use.
8. The driver shall be responsible for any damages to a vehicle resulting from misuse, abuse, or negligence.

C. Vehicle Maintenance

1. A staff member who checks out a vehicle shall be responsible for the vehicle and shall complete a written report to the Shift Supervisor before the tour of duty ends if the state vehicle is dirty, if a mechanical problem exists, or if there is any damage or scratches.
2. Periodic vehicle checks shall be made and causing or not reporting damage may result in disciplinary action.
3. Vehicles shall be used in the following manner:
 - a. The engine shall not be raced during the initial warm up period.
 - b. Designated service stations shall be used for fill-ups outside of the institution. A fleet card shall be issued to each state vehicle and shall be used. Prior to fill up the staff member shall check with the service station staff to determine if the fleet card is accepted.
 - c. Vehicles shall be rotated in usage so the mileage stays as equal as possible at month's end.
 - d. The 6am to 6pm Shift Supervisor shall keep track of the mileage. Accurate records shall be maintained.
 - e. Fluid levels shall be checked weekly and documented in the Landscape Office.
 - f. Vehicles shall be washed weekly, weather permitting.
 - g. Mechanical problems shall be reported in the Entrance Station Officer's logbook by the staff member using the vehicle. A maintenance request for automobile repair shall be placed in the Landscape Supervisor's mailbox. An unsafe vehicle or a vehicle requiring maintenance shall not be issued by the Entrance Station Officer.

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- h. An institutional vehicle may be pulled from use for regular maintenance needs.

D. Vehicle Breakdown

In the case of a breakdown or need for repair while away from the institution, the staff member responsible for the vehicle shall:

1. Notify the nearest State Police Post of problem.
2. Notify the institution of the location and problem by cell phone, if possible.
3. Raise the hood of the vehicle to alert other drivers to the mechanical breakdown.
4. Remain in the vehicle with any inmates until assistance arrives and not secure an inmate to any part of the vehicle.
5. Keep inmates under direct observation at all times and not remove restraints unless it is a life-threatening situation for the inmate. If leaving the area, the inmate shall accompany the staff member.
6. If vehicle breakdown occurs and repairs are not possible for several hours, notify the local Sheriff's Department for permission to house the inmates in the local jail temporarily.
7. Provide fleet card, gasoline, oil, and repair receipts to the Shift Supervisor. The Shift Supervisor shall turn in receipts to the Business Office.

E. Accident Procedure

In the case of an accident, the staff member responsible for the vehicle shall:

1. Call the State Police, local police, and the institution, if possible.
2. If it is not possible to call police, ask any involved drivers to call the police. When the police arrive, ask them to notify the institution.
3. Remain in the vehicle until assistance arrives unless an inmate is in a life-threatening situation. Keep the inmates under direct observation at all times. If leaving the area, the inmates shall accompany the staff member.
4. Not secure an inmate to any part of the vehicle.
5. Not remove the restraints unless the inmate is in a life-threatening situation.

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6. Upon return to the institution, complete accident documentation and a written report in detail. Documentation and any receipts shall be submitted to the Shift Supervisor. The staff member shall notify the Entrance Station Officer and the institutional Landscape Officer of the problems experienced in the vehicle. A written report shall be submitted to the Warden before the employee's tour of duty ends.

F. Use of Fleet Cards

1. A fleet card shall be assigned with each vehicle for staff traveling on authorized institution business.
2. The fleet card shall be used only for the state vehicle for which it is issued.
3. Gasoline purchases shall include on the purchase ticket the cost per gallon of gasoline, the number of gallons, the license number of the vehicle written in appropriate space on the ticket and the mileage upon purchase written on the ticket, and staff member's signature.
4. A lost fleet card shall be reported immediately to the Shift Supervisor, Warden, and Division of Transportation Services in Frankfort by the Warden or Duty Officer.
5. A damaged fleet card may be replaced by submitting the damaged card to the Division of Transportation Services through the Business Office.
6. Fleet card receipts shall be submitted to the Business Office by the Shift Supervisor by the end of each month.
7. All repairs and maintenance shall be performed by the Department of Highways facilities except as stipulated under the fleet card provisions.

G. Inventory of Keys and Vehicles

1. All vehicles and their keys shall be accounted for by observation, the logbook, and chit system at the end of each shift by the Entrance Station Officer and the oncoming shift officer.
2. Any discrepancies shall be logged with notification submitted to the Shift Supervisor.

H. Private Vehicles

1. Staff members shall park in the designated staff parking lots with the doors of a private vehicle locked and all windows rolled up.


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2. Private vehicles shall not be left running unattended.
3. Vehicle keys or items designated as contraband shall not be left in employee vehicles.
4. Private vehicles shall not be brought into the compound without the authorization of the Warden, Deputy Warden of Security, or Duty Officer. Vehicles shall be searched upon entry and exit.
5. A staff member requesting approval to use his or her private vehicle for official purposes shall maintain vehicle insurance.

I. Inmate Drivers

1. A minimum custody inmate may be authorized to operate a state vehicle within the sally port for maintenance purposes.
2. An inmate driver shall obtain the vehicle keys from and return them to the Entrance Station Officer.
3. An inmate operating a state vehicle shall have a valid Kentucky operator's licenses.
4. An inmate's license shall be maintained in the inmate's institutional record file.
5. An inmate shall not be required to have her license in her possession while operating a state vehicle on institution property.

J. This policy shall be reviewed annually and revised as needed.

 <p style="text-align: center;">KCIW Policies and Procedures</p>	Policy Number	Total Pages
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ACA Standards 5-ACI-2G-01, 5-ACI-2G-02, 5-ACI-3A-14, 5-ACI-3A-33M KRS 196.035, 197.020	INMATE ENTRY AND EXIT PROCEDURE	

POLICY and PROCEDURE

The Kentucky Correctional Institution for Women shall have two (2) sally port entrance and exit areas which breach the institution's perimeter fence line. The Correctional Industry gates shall not be used for inmate access. The following procedure shall outline inmate entry and exit through the Entrance Station sally port area and inmate access to and from the main compound of the Institution.

A. General Procedures for Inmate Entry and Exit

1. Positive identification shall be made of all inmates entering and exiting the main compound.
2. Sufficient time shall be used to positively identify each inmate if several inmates are entering or exiting at the same time.
3. An inmate shall not enter or remain in the sally port area if a weapon will be issued, returned, or is present in the sally port.

B. Identification Cards

1. All inmates of the institution shall be issued a white plastic identification card. It shall be worn at all times on the left collar on the outermost garment, in plain view, with the inmate's picture facing outward.
2. Minimum Security Unit (MSU) inmates shall have yellow identification cards as a second ID with a number corresponding with the numbers on the MSU ID holder in the Entrance Station.
3. An inmate identification card shall also have a colored card attached to the identification card to identify the inmate's living area to include:
 - a. MSU: Yellow card and a white dot for Honor Status
 - b. Main Building: Red card

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- c. Pine Bluff: Blue card and a blue dot for Honor Status
 - d. Ridgeview: Green card and black dot for the Substance Abuse Program (SAP) and a green dot for the Willow Program
 - e. Lonnie Watson Center: Purple card
4. An inmate with a chronic medical condition shall have a red Medical Alert tag which shall be worn with the ID at all times.

C. Entry and Exit

1. Inmate Identification

An inmate entering or exiting the main compound through the sally port area shall be positively identified by use of an inmate picture ID card, by personal recognition or identification of the inmate by the Entrance Station Officer or Sally Port Officer, by use of classification and Move Sheets and other means to ensure that only an authorized inmate enters or exits the compound. The inmate shall have:

- a. Appropriate custody classification;
- b. Appropriate housing classification;
- c. Appropriate work assignment or program classification;
- d. Authorization by the appropriate staff;
- e. Positive identification by staff; and
- f. A verified, legitimate reason for entry or exit.

2. Exit Procedure for Outside Work Details

- a. An inmate going to work a detail outside the main compound, but remaining on institution property shall give the Entrance Station Officer her ID tag to be placed in the appropriate slot on the ID holder.
- b. An inmate going to an outside work detail shall give the transporting officer her ID card, who shall then give the ID card to the Entrance Station Officer for placement on the ID holder.
- c. A Medical Alert tag shall remain with the inmate.

3. Exit Procedures for Court or Medical Trips

- a. The transporting officer shall complete a transportation form and shall take copies to Operations and the Entrance Station.
- b. The ID card of the inmate shall remain with the transporting officer.
- c. The trip shall be announced out and back in to Operations by the Entrance Station Officer.

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4. Entry and Exit Procedures for Minimum Security Inmates
 - a. All MSU inmates entering or exiting the main compound shall be frisk searched.
 - b. Each inmate entering the main compound from the MSU shall receive her yellow ID card from the Entrance Station Officer in exchange for her white institutional ID.
 - c. If a MSU inmate exits the main compound, the Entrance Station Officer shall compare the ID picture with the appearance of the inmate. The name of the inmate shall also be compared with the name on the MSU bed chart. If the name, picture, or bed chart does not correspond, the inmate shall not be allowed to go out the gate until cleared by the Shift Supervisor.
 - d. A MSU inmate leaving the main compound shall leave her yellow ID with the Entrance Station Officer to be placed in the corresponding slot on the ID holder and be issued her white institutional ID in exchange.


5. Authorized Items for Entry and Exit
 - a. The Entrance Station or Sally Port Officer shall control the amount of property an inmate brings into the main compound. The officer shall pat search the inmate and if the officer determines the property is excessive, the officer may not allow the inmate to bring the property onto the main compound.

 - b. Only the items necessary for work, program assignments, or other authorized assignments shall be permitted into the main compound from the Minimum Security Unit with the exception of the following:
 - (1) One (1) empty cup;
 - (2) Sanitary napkins and tampons;
 - (3) Red canteen bag on assigned canteen day;
 - a) Canteen purchases may be carried out of the main compound using the red canteen bags only.
 - b) The inmate shall have a valid receipt verifying canteen purchases.
 - c) Canteen purchases shall not be opened while on the main compound.
 - (4) Educational, legal, and library material; and
 - (5) Radio and headphones.
 - a) Radio and headphones may only be taken on the main compound during assigned recreation time.

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b) Headphones shall not be worn while an inmate is in the sally port area or waiting to enter the sally port.

D. This policy shall be reviewed annually and revised as needed.

 <p style="text-align: center;">KCIW Policies and Procedures</p>	Policy Number	Total Pages
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KRS 196.035, 197.020, 520.010, 520.050, 520.060	TOBACCO FREE ENVIRONMENT	
	KCIW 09-13-01	2
	JAN 13 2021	

I. DEFINITIONS

“Contraband” is defined by KRS 520.010 and CPP 9.6.

“Detention facility” is defined by KRS 520.010.

“Possession” is defined by KRS 500.080.

“Tobacco products” means cigarettes, loose tobacco, cigars, pipe tobacco, and smokeless tobacco products consisting of snuff, dip, chewing tobacco, electronic cigarettes and vaping devices. This shall also include matches and lighters.


II. POLICY and PROCEDURE

It shall be the policy of the Kentucky Correctional Institution for Women (KCIW) to prohibit the use of all tobacco products at KCIW.

- A. All areas of KCIW, including parking areas shall be free from tobacco product usage.
- B. Tobacco products shall be strictly prohibited on institutional grounds and in state vehicles.
- C. All KCIW staff shall be responsible for enforcement of this policy. Failure to abide by this policy shall result in disciplinary action and possible referral for prosecution.
- D. A violation of this policy shall be immediately reported via telephone to the shift supervisor.
- E. Once notified, the shift supervisor shall immediately report the violation via telephone to the Warden.

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- F. The shift supervisor shall instruct the reporting employee to prepare a written report documenting the details of the violation. A copy of the report shall be sent to the Warden, Deputy Warden of Security, the Major, and the Internal Affairs Captain.
- G. A visitor who violates this policy or who is found to be attempting to smuggle tobacco products to an inmate shall have his visit terminated and shall leave the institution. Violators shall also be subject to restriction of their visiting privileges and may be referred for prosecution.
- H. This policy shall be reviewed annually and revised as needed.

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Authority/References ACA Standards 5-ACI-4A-04 through 5-ACI-4A-27, 5-ACI-6A-03 KRS 196.035, 197.020, 503.090 CPP 9.1, 10.2, 14.6, 15.2, 15.6, 16.2 KCIW 13-09-02, 16-03-01	Subject <p style="text-align: center;">RESTRICTIVE HOUSING UNIT AND LONNIE WATSON C-WING GENERAL OPERATIONS AND RULES</p>	

I. DEFINITIONS

“Administrative Control Status” is defined by CPP 10.2.

“Administrative Segregation” is defined by CPP 10.2.

“Death Row” is defined by CPP 10.2

“Disciplinary Segregation” is defined by CPP 10.2.

“Inmate Observer” means a trained inmate to monitor another inmate on watch status. Refer to KCIW 13-09-02.

“Protective Custody” is defined by CPP 10.2.

“Seg loaf” means a baked loaf of blended ingredients which provides nutrition and can be eaten without utensils.

II. POLICY and PROCEDURE

The Kentucky Correctional Institution for Women shall maintain a Restrictive Housing Unit (RHU) and Lonnie Watson C-wing (C-wing) to house inmates assigned to Disciplinary Segregation, Administrative Segregation, Protective Custody, Administrative Control Status, Death Row, and Maximum Assaultive Status (MAS) as referenced in CPP 10.2. Contract prisoners may be held in the RHU if they are a threat to the security and operation of the institution.

A. Criteria for Inmate Assignment

1. A Detention Order shall be completed in the Kentucky Offender Management System (KOMS) in accordance with CPP 10.2 prior to placing an inmate in the RHU or C-wing under Administrative Segregation Status, Administrative Control Status, or due to a request for Protective Custody.

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2. A detention order shall require approval of the Shift Supervisor. The inmate shall be given an opportunity to respond. The inmate response shall be recorded on the Detention Order.
3. The Shift Supervisor shall ensure the Detention Order and any other required documentation are correct and complete.
4. Healthcare staff shall be consulted for housing determination between RHU and C-wing if there are healthcare or mental health matters that need to be considered prior to placement.

B. Unit Security

1. Staff Observation and Rounds
 - a. Security staff shall tour all walks of RHU and C-wing at a minimum of once every thirty (30) minutes at irregular intervals. All inmates shall be visually observed on tours. Security staff shall document all tours.
 - b. More frequent or constant observation of an inmate may be ordered by the Shift Supervisor, Correctional Unit Administrator, the Medical Department or Mental Health Services.
 - c. Any inmate who is violent or mentally disordered or who demonstrates unusual or bizarre behavior or self-harm shall receive more frequent observation. A suicidal inmate shall be placed under continual observation through placement in an observation cell with constant camera observation, one-on-one staff supervision or one-on-one observation by an Inmate Observer. Observation shall be documented on a log. A qualified mental health professional shall determine the type of observation.
2. Any inmate on MAS status or Death Row shall be escorted by a minimum of two (2) staff and shall be placed in handcuffs behind her back and leg shackles if leaving her cell. Other inmates housed in RHU and C-wing shall be escorted by a minimum of one (1) staff and shall be placed in handcuffs if leaving their cell.
3. Only staff assigned to the RHU shall access the Unit Control Center unless authorized by the Correctional Unit Administrator, Shift Supervisor, or higher-ranking staff member.
4. Each visitor to RHU and C-wing shall be required to sign the appropriate visitor log upon entering the Unit. Supervisors shall sign all logs in red.

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5. An inmate entering and exiting the RHU or C-wing shall be strip-searched. All inmate property brought into the unit shall be searched.
6. A general population inmate entering the RHU or C-wing shall be frisk or pat down searched when entering and exiting the unit and may be strip-searched at the discretion of the Correctional Unit Administrator. Any item in her possession shall be searched.

C. Inmate Uniform

1. An inmate assigned to the RHU or C-wing shall wear state issued clothing and shoes, except the inmate shall be allowed to wear her personal underclothing.
2. All clothing items shall be subject to approval by the Correctional Unit Administrator, Shift Supervisor, or higher authority if sufficient security or safety reasons exist. Any denial of property items otherwise normally allowed shall be documented.
3. A RHU or C-wing inmate shall be required to wear the following color and type of uniform if she is outside her cell;
 - a. Green uniforms for segregation,
 - b. Yellow for Contract and Protective Custody, and
 - c. Red for Death Row.

D. Meal Service

1. Meal service in the RHU and C-wing shall be in accordance with CPP 10.2.
2. Meal service shall be transported from the kitchen to the RHU and C-wing on individual trays.
 - a. All trays shall be inspected by unit staff for contraband and tampering.
 - b. Staff delivering the meal to the inmate shall wear plastic gloves.
 - c. Staff shall document the delivery of each meal on the designated log and note any exception or refusal of a meal or claim of a hunger strike.
 - d. The following information shall be logged into the general log and appropriate individual log if necessary:
 - (1) Time food served;
 - (2) Time food was removed from the unit;
 - (3) Inmate receiving alternative menu;

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- (4) Any inmate refusing to eat; and
 - (5) Any inmate misuse of food or serving utensils.
- e. Refusal to take any meal shall be reported to the Correctional Unit Administrator or Supervisor. Any inmate claiming to be engaging in a hunger strike shall be reported to the Correctional Unit Administrator, the Medical Department and Mental Health Services. The occurrence shall be documented.
 - f. An inmate shall have twenty (20) minutes to consume her meal.
 - g. After the meal, staff shall collect and account for the trays and utensils. Leftovers, utensils, and trash shall be returned to the kitchen.
 - h. An inmate shall not be allowed to keep any food item from her tray in her cell.
 - i. An inmate shall not be involved in any way in the food serving process.
 - j. An inmate requiring an alternative diet for religious or health reasons shall make this request through the RHU or C-wing Supervisor and the completion of the appropriate form.
 - k. Food shall not be used as a reward or disciplinary measure.
 - l. Paper serving products or a seg loaf may be used for reasons of health or safety according to the provisions of CPP 10.2.
 - m. If the behavior of an inmate warrants the use of paper serving products or a seg loaf, the Warden shall be notified prior to the change. The warden may grant or deny approval for the use of an alternative meal service according to CPP 10.2.

E. Visitation

- 1. Visitation shall be conducted in the non-contact visitation booths in the RHU or visiting room in accordance with KCIW 16-03-01.
- 2. Visits for an inmate in RHU or C-wing shall be one (1) hour in length.
- 3. An inmate in RHU or C-wing shall request a visit in writing at least seven (7) days prior to the visit. The visit may be approved and scheduled by the Correctional Unit Administrator.

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4. Legal Aides, Grievance Aides, and other visitors to the unit may visit with the inmate in the non-contact visiting booth in the RHU with the approval of the Correctional Unit Administrator or designee.

F. Telephone Privileges

1. Within the first two (2) days of assignment to RHU or C-wing, an inmate shall be allowed one (1) call.
2. An inmate housed in the RHU or C-wing on Administrative Segregation or Protective Custody status shall be allowed to make one (1) phone call per month at times designated by the Correctional Unit Administrator.
3. An inmate housed in the RHU or C-wing on Disciplinary Segregation or Administrative Control status shall be allowed to make one (1) phone call per month, after serving sixty (60) days, at times designated by the Correctional Unit Administrator.
4. Telephone privileges may be denied or suspended by the Correctional Unit Administrator or the Adjustment Officer due to poor behavior or misuse of phone privileges.
5. The RHU or C-wing staff shall supervise the call. A phone call shall be limited to fifteen (15) minutes.
6. Each call shall be logged on the appropriate log sheet.

G. Recreation

1. Recreation shall be offered to inmates in RHU and C-wing daily, for two (2) hours and fifteen (15) minutes. Each inmate shall be encouraged to take her exercise period outdoors in the unit recreation yard, weather permitting.
2. The Correctional Unit Administrator or designee shall decide if recreation time will be taken indoors or outdoors based upon staffing and weather conditions.
3. If an inmate refuses to accept recreation time as the Correctional Unit Administrator or designee has designated, the opportunity for that day shall be forfeited.
4. The maximum number of inmates that may take outdoor recreation together at one (1) time shall not exceed eight (8) and they shall use individual bullpens.

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5. An inmate may receive recreation alone or recreation privileges may be denied or suspended by the Correctional Unit Administrator or designee based on security or safety concerns.
6. Any variation in the regular recreation schedule shall be documented for other shifts.

H. Access to Legal Aides, Legal Services, and Adjustment Committee

1. An inmate Legal Aide assigned to provide services to the unit shall be reviewed and approved by the Legal Aide Staff Supervisor. The Legal Aide Staff Supervisor shall periodically rotate services for the unit.
2. The inmate Legal Aide assigned to the RHU or C-wing shall be required to visit the unit a minimum of two (2) days per week as determined by the Correctional Unit Administrator.
3. Inmate Legal Aides shall be, at a minimum, frisk searched and all materials brought to the Unit shall be searched to ensure the materials are legal work and no contraband is present. Legal work shall not be read. An inmate and Legal Aide wishing to exchange legal paperwork in the RHU or C-wing shall receive permission from unit staff prior to the exchange.
4. In order to receive legal services, the inmate shall coordinate her request for forms, supplies, copies, legal telephone calls, reviews of policies and access to legal property through the Correctional Unit Administrator or designee.
5. The Inmate Legal Aide shall meet with an inmate in the unit in the non-contact visitation booth, or speak to an inmate through the glass of the observation cell if the inmate's behavior prohibits her leaving her cell.
6. An inmate housed in RHU or C-wing shall utilize the Legal Aide assigned to the unit for representation at Adjustment Committee or other institutional hearings in which an inmate is entitled to have a legal representative.
7. Adjustment Committee for an inmate housed in RHU or C-wing shall be conducted in accordance with CPP 15.2 and CPP 15.6.
8. Adjustment Committee hearings involving an inmate with a disciplinary report housed in the RHU or C-wing shall be conducted in the unit in an area designated by the Correctional Unit Administrator.

I. Inmate Grievances

1. An inmate housed in the RHU or C-wing shall have access to the Inmate Grievance mechanism in accordance with CPP 14.6.

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2. The Inmate Grievance Coordinator shall assign an Inmate Grievance Aide to visit the RHU and C-wing at a minimum of two (2) days per week to provide services to any inmate housed in the unit.
3. The Inmate Grievance Aide visiting the unit shall, at a minimum, be frisk searched and any material shall be thoroughly searched by staff. Staff shall not read any material relating to a grievance.
4. The Inmate Grievance Aide shall meet with an inmate in the unit in the non-contact visitation booth or through the glass of the observation cell if the behavior of the inmate prohibits her leaving her cell.
5. Any paperwork being passed between the inmate and the Inmate Grievance Aid shall be searched and scanned by staff for contraband and to ensure it is grievance related materials.
6. Inmate Grievance Committee shall be held in the RHU or C-wing if an inmate has a grievance scheduled for hearing. The committee shall be held in an area of the unit determined by the Correctional Unit Administrator.

J. Library Services

1. Library services for the unit shall be coordinated by the institutional Librarian and satellite library services shall be provided.
2. Each inmate shall be provided the opportunity to receive and exchange reading materials weekly.

K. Inmate Property

1. Upon admission to the RHU or C-wing inmates shall be escorted to the unit. Inmates shall be required to pack their property unless security or safety reasons dictate otherwise.
2. Two (2) staff members shall be required to pack inmate property if the inmate is not present during the time her property is packed. The property shall be placed in the RHU or C-wing Property Room.
3. RHU and C-wing staff shall strictly control the unit property room. An inmate shall not be allowed to enter the property room without staff escort.
4. An inmate shall not be allowed to obtain any additional allowable items from her personal property. The only exception to this rule shall be an inmate requesting legal paperwork. The inmate shall provide proof that the items requested are active and time sensitive. An exception shall require approval of the Correctional Unit Administrator II or designee.

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5. A list of property allowed in the RHU or C-wing shall be made available to the inmate upon entry into the unit.

L. Hair Care Services

1. An inmate housed in the RHU or C-wing shall be allowed access to hair care services. She may request services once every four (4) weeks in accordance with KCIW 12-01-01.
2. An inmate shall make a written request to the Correctional Unit Administrator (CUA) if she desires to receive hair care services. The CUA shall schedule an approved appointment through the Recreation Department. The appointment shall be completed in RHU or C-wing.
3. The Correctional Unit Administrator may allow an exception to the time rules for services if a legitimate reason exists.
4. An inmate hair care service worker from the general population may perform hair care services in the unit if approved by the Corrections Unit Administrator.
5. All hygiene supplies with the exception of shampoo and conditioner shall be provided by the RHU or C-wing. Shampoo and conditioner shall be provided to indigent inmates.

M. Tours

Designated staff shall visit the RHU and C-wing and tour the unit as required in CPP 10.2. More frequent visits shall be conducted as necessary.

N. Canteen

1. An inmate housed in the RHU or C-wing shall have the opportunity for Canteen purchases once per week as scheduled by the Canteen Operator and Correctional Unit Supervisory staff. RHU or C-wing inmates may spend up to \$20.00 per week at the Inmate Canteen, unless limited to a lower amount by CPP 10.2. They may order by using the designated form for the RHU or C-wing.
2. Canteen items allowed for purchase in the RHU or C-wing shall be limited to selected hygiene items, reading and writing materials, and stamps. Each inmate shall be informed of allowable Canteen purchase limits upon entry into the RHU or C-wing. Any special orders shall be approved by the Correctional Unit Administrator or designee.

O. Mail Services

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1. An inmate housed in the RHU or C-wing shall have access to mail services in accordance with CPP 16.2
2. Outgoing mail shall be collected by staff on the shift designated in the RHU or C-wing Post Order and dropped in the unit mailbox.
3. Incoming mail shall be distributed by the shift designated in the RHU or C-wing Post Order.
4. No inmate shall handle or process the mail of another inmate.
5. An inmate shall not accumulate mail in her cell to a point that it becomes a sanitation or safety problem.
6. Legal mail shall be signed for and opened by the inmate in the presence of staff.

P. Health Services

1. An inmate housed in the RHU or C-wing shall be provided access to medical services comparable to an inmate in the general population.
2. A primary care provider shall tour the RHU and C-wing at least one (1) time per week.
3. Sick call shall be conducted in the RHU and C-wing by qualified medical staff daily.
4. Each inmate shall be informed of the sick call sign-up procedures and the pill call schedule upon being transferred into the RHU or C-wing. Medication, both prescription and over-the-counter, shall be dispensed by medical staff during scheduled pill calls in the RHU and C-wing.
5. An inmate may be allowed to retain some prescription medications in her cell. This shall include an inhaler and a reasonable amount of medicated skin cream, with the approval of the Correctional Unit Administrator or designee and medical staff.
6. Dental services shall be provided to inmates housed in the RHU and C-wing.

Q. Showers

1. An inmate assigned to the RHU or C-wing shall be afforded an opportunity to shower three (3) times weekly unless the inmate's behavior or security or safety considerations dictate otherwise.


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2. Only one (1) inmate per wing shall be allowed out to shower at a time.
3. An inmate may request to use a razor during her shower time. An inmate on Maximum Assaultive Status or on a watch shall not be given a razor. An inmate shall return any razor provided after use and a staff member shall closely inspect it for tampering.
4. An extra shower shall be permitted, if requested and approved by the Correctional Unit Administrator, prior to a Parole Board hearing, court appearance, or for other similar reasons.
5. If an inmate is not allowed to shave or shower as authorized above, it shall be documented and reviewed by the senior correctional supervisor in charge.

R. Linen and Laundry

1. An inmate shall be required to exchange uniforms at least three (3) times per week, and normally during shower time. She shall be offered a clean uniform daily.
2. Blankets shall be exchanged once per month.
3. Towels and washcloths shall be exchanged three (3) times per week.
4. All RHU and C-wing clothing, linens, and towels shall be laundered in the unit as scheduled and supervised by unit staff.

S. This policy shall be reviewed annually and revised as needed.

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ACA Standards 5-ACI-4A-10, 5-ACI-4A-15, 5-ACI-4A-25, 5-ACI-5B-01 CPP 10.2, 17.1 KCIW IPP 10-01-01, 16-01-01, 21-01-01 KRS 196.035, 197.020	DEATH ROW	

I. DEFINITION

“Death Row” is defined in CPP 10.2.

II. POLICY and PROCEDURE

A. Reception

1. The admitting staff shall notify the following staff of Kentucky Correctional Institution for Women of the admission of a Death Row inmate:
 - a. Warden;
 - b. Deputy Wardens;
 - c. Operations;
 - d. Offender Information;
 - e. Assessment Center Staff;
 - f. Health Services; and
 - g. Mental Health Services.
2. A Death Row inmate shall be processed into the institution in the Restrictive Housing Unit (RHU).

B. Orientation of Death Row Inmates

1. The Assessment and Classification Center Unit Administrator or designee shall inform the inmate of institutional rules, operations, and programs through formal orientation and in conjunction with established time frames.
2. All orientation for new commitments shall be completed within fourteen (14) days.

C. Classification

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1. During the first two (2) weeks following admission, a Death Row inmate shall be interviewed by classification staff to prepare a classification document.
 2. The status of a Death Row inmate shall be reviewed every six (6) months or more often as deemed necessary by the unit supervisor. At that time job and program assignments shall be reviewed.
 3. Contact with the unit supervisor or other staff shall be made by informing the RHU Unit staff of the request or by written request through institutional mail.
 4. After one (1) year in the institution, depending upon the inmate's conduct and the absence of conflicts with staff or other inmates, a work assignment may be considered.
 5. A job assignment, if made, shall be consistent with maintaining the order and security of the institution and shall be approved by the Deputy Warden of Security and the Warden.
- D. See KCIW 10-01-01 for meals for Death Row inmates.
- E. Under normal operating conditions, a Death Row inmate shall be given the opportunity to shower seven (7) days a week.
- F. See KCIW 10-01-01 for hair care services.
- G. A Death Row inmate shall have weekly laundry services. A Unit Officer shall inspect the laundry before sending it to be laundered and upon return from the unit laundry.
- H. Death Row Inmate Property
1. Personal clothing of a Death Row inmate shall follow the rules for the general population in accordance with CPP 17.1.
 2. A Death Row inmate shall wear a red uniform as issued by the institution. No clothing except undergarments shall be worn under the red institutional clothing.
 3. With the exception of a coat or jacket, no clothing shall be worn over the red institutional clothing.
 4. A Death Row inmate may be authorized four (4) personal appliances from the approved property list in accordance with CPP 17.1.

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5. A television and VCR or DVD player shall be available for a Death Row inmate to view tapes and CDs of the inmate's trial or hearing.
6. Items kept in the cell shall be on the approved institutional property list and authorized by the Warden and Deputy Warden of Security in accordance with CPP 17.1.

I. Security

1. A Death Row inmate shall be strip searched when entering or leaving the Restrictive Housing Unit.
2. If a Death Row inmate exits the RHU for a destination within the institution, she shall be placed in full restraints.
3. Two (2) staff members shall escort a Death Row inmate to and from a destination outside the RHU.
4. Unit Officers shall conduct random cell inspections.
5. Counts of Death Row inmates shall be conducted at designated times and in accordance with institutional counts.
6. A Death Row inmate may have minimal interaction with other inmates under staff supervision.
7. A minimum of two (2) officers and one (1) supervisor shall be required during all transportation of a Death Row inmate. More staff may be assigned at the discretion of the Warden. The Warden shall be consulted prior to any movement of a Death Row inmate.
8. Full restraints including a "Black Box" shall be used during all transportation of a Death Row inmate.
9. During emergency evacuations, a Death Row inmate shall follow the procedures for RHU.

J. Health Services

1. Qualified medical personnel shall conduct the medical and dental screening on a Death Row inmate upon admission.
2. A detailed health appraisal and periodic health examinations shall be conducted by qualified medical personnel.

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3. Institutional nursing personnel shall visit the RHU daily to see inmates and dispense medications. The primary care provider shall tour the RHU each week.
4. Dental services shall be made available to a Death Row inmate.

K. Psychological and Psychiatric Services

1. A psychological or psychiatric evaluation shall be completed on a Death Row inmate within seven (7) working days of admission. A qualified institutional psychologist shall conduct the examination.
2. Subsequent evaluations shall take place every thirty (30) to ninety (90) days thereafter by the psychologist with psychiatric services provided as needed or requested.

L. Legal Aide and Grievance

1. Institutionally approved Legal Aides shall provide services to all inmates in the RHU.
2. A Legal Aide shall conduct research, obtain legal books, and perform copy work as needed.
3. Legal supplies may be requested through the Legal Aide and reviewed for approval by the Legal Aide Staff Supervisor.
4. A Death Row inmate living in the RHU shall have the opportunity to use the Legal Aide resources with direct staff supervision.
5. The established inmate Grievance Committee and Adjustment Committee which serves the general population shall provide services to a Death Row inmate.

M. Library Services: The institutional Librarian shall distribute, collect, and exchange library materials for Death Row inmates housed in the RHU. Refer to KCIW 21-01-01.

N. Mail and Packages: A Death Row inmate shall have the same mail privileges as the general population. Refer to KCIW 16-01-01.

O. All telephone calls, except verified attorney calls, shall be subject to monitoring by the staff.

1. A Death Row inmate shall be allowed to make personal telephone calls.

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2. Telephone calls shall not exceed fifteen (15) minutes in length.
3. A Death Row inmate may be allowed other phone calls which shall be arranged through her Classification and Treatment Officer (CTO) or Unit Administrator.

P. Visiting

1. Visiting hours shall be Saturday, Sunday and state holidays 8:30 a.m. to 3:00 p.m. for a Death Row inmate.
2. Visits for Death Row shall be held in the RHU visiting areas.
3. Attorney visits shall be scheduled at least forty-eight (48) hours in advance through the CTO or Unit Administrator. The Shift Supervisor shall be notified of the scheduled visit.
4. Attorney visits shall be held in the RHU. A Death Row inmate may have contact visits with attorneys in the unit if requested and approved by the Warden or designee.

Q. Recreation in the Restrictive Housing Unit

A Death Row inmate shall receive exercise in accordance with CPP 10.2 and KCIW 10-01-01.

R. Education

1. The academic staff shall interview and assess the educational needs of a Death Row inmate.
2. The academic staff may provide educational materials as requested by a Death Row inmate with approval of the Warden or designee.
3. Academic staff may visit the RHU as needed to review and score educational materials and to provide assistance to a Death Row inmate who is doing school work.
4. A Death Row inmate may enroll in correspondence courses.

S. Canteen

1. Canteen orders shall be submitted in writing to the unit officer in the RHU. The days of the orders shall be the same as that of other inmates in the RHU.

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2. The Canteen staff shall have the responsibility of posting the Canteen's current itemized list in the RHU.


T. Religious Services

1. A Death Row inmate housed in the RHU may request religious services from the institutional Chaplain.
2. The institutional Chaplain or assistants shall tour the RHU weekly. Church services may be provided in the RHU upon request.

U. Eligibility for General Population Housing Transition

1. A Death Row inmate may be considered for a general population housing transition plan, after a period of observation, based on her behavior and mental health status. This observation period shall last a minimum of one (1) year.
2. The transition plan shall be initiated by the Treatment Team and submitted to the Warden for approval.

V. This procedure shall be reviewed annually and revised as needed.

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	KCIW 11-02-01	2
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Authority/References ACA Standards 5-ACI-4A-18, 5-ACI-5C-04M through 5-ACI-5C-07, 5-ACI-7F-05 CPP 11.2, 11.4, 23.1 KRS 196.035, 197.020	Subject MENU PREPARATION AND SPECIAL DIETS	

POLICY and PROCEDURE

A. Master Menus

1. Weekly menus shall be posted on the cook's bulletin board in the kitchen and on the bulletin boards throughout the institution. Menus shall be posted in all living areas including the Restrictive Housing Unit and Lonnie Watson Center C-wing.
2. All substitutions shall be approved by the contracted Food Service Director and shall provide equal nutritional value. Records of menu substitutions shall be maintained on file and a copy sent to the Food Services Central Office staff for review on a monthly basis.
3. A soup or dessert item may be added to the lunch menu. The following items shall be served as indicated on the cycle menu:
 - a. A fruit or fruit item shall be served on a daily basis;
 - b. A vegetable shall be served on a daily basis;
 - c. A beverage fortified with vitamin C shall be served on days the Master Menu calls for it; and
 - d. Milk fortified with vitamin D shall be served once per day.

B. Special Diets – Refer to CPP 11.4.


C. Alternative Meal Service - Refer to CPP 11.4.

D. Menu Evaluations

1. Evaluations of menus shall occur quarterly. The contracted food service personnel shall be in attendance and shall request the attendance of the Registered Dietician.
2. The contracted food service personnel shall sign the menus to verify nutritional adequacy.

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- E. Refer to CPP 23.1 and KCIW 11-07-01 for religious diets.
- F. This policy shall be reviewed annually and revised as needed.

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<p>ACA Standards 5-ACI-3B-05M, 5-ACI-4A-17, 5-ACI-3D-18, 5-ACI-5A-01, 5-ACI-5D-06 through 5-ACI-5D-12, 5-ACI-5D-14, 5-ACI-5D-15 KRS 196.035, 197.020 CPP 14.2, 17.1, 19.3</p>	<p style="text-align: center;">KCIW 12-01-01</p> <p style="text-align: center;">6</p> <p style="text-align: center;">JAN 13 2021</p> <p style="text-align: center;">LAUNDRY, CLOTHING, AND PERSONAL HYGIENE</p>	

POLICY and PROCEDURE

It shall be the policy of the Kentucky Correctional Institution for Women to provide laundry facilities to ensure adequate clean clothing for each inmate. An inmate shall be held accountable for all clothing and bedding issued to her.

A. Availability

1. The Main Laundry and Unit Laundries shall operate according to posted schedules unless unusual circumstances occur.
2. An inmate shall be provided the opportunity to have at least three (3) full sets of clean clothing per week by having access to washers and dryers.
3. Each inmate, except Restrictive Housing Unit (RHU) and Lonnie Watson Center (LWC) C-wing, shall be authorized two (2) hours per week to wash, dry, and iron clothing. The time limit shall be somewhat flexible as some inmates need less time and others need more. An inmate shall stamp personal clothing with her name or number to reduce the possibility of misplacement. An inmate shall wash linens and state clothing issued for her use.
4. Institutional linens and towels shall be exchanged weekly. Blankets shall be exchanged monthly. They shall be washed after being returned to the laundry and before being reissued to another inmate to ensure proper sanitation.

B. Main Building Laundry Supervisor Duties

The laundry supervisor shall:

1. Perform a daily security check to ensure all equipment is working properly. This shall occur at the beginning and end of each shift. All equipment shall

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be turned off at the end of shift.

2. Supervise the laundry workers and all other inmates in the area.
3. Maintain the cleanliness and sanitation of the area.
4. Maintain an adequate inventory of inmate uniforms to ensure that all inmates receive uniforms upon admission and may exchange uniform clothing as needed. The clothing issued shall be properly fitted, seasonally suitable, durable and presentable.
5. Issue bedding, linens and personal supplies to all new admissions.
6. Issue state khaki uniform clothing to all inmates following initial classification.
7. Issue special clothing to Landscape, Maintenance Crew, and Janitorial Pool details as needed.
8. Hold inmates accountable for the use and issuance of clothing and bedding by requiring inmates to sign a state clothing card.
 - a. The card shall remain on file with the Laundry Supervisor.
 - b. An inmate discharged from the institution or transferred shall not be released until the Laundry Officer or designee signs the checkout sheet of the inmate indicating state property has been returned.
 - c. An inmate shall not alter state clothing. For example, cutting off state pants to make shorts or cutting the sleeves out of clothing shall be prohibited. Uniform pants may be hemmed.
9. Provide for the thorough cleaning and disinfecting of inmate personal clothing (in conjunction with admitting staff) before storage or before allowing the inmate to keep and wear the clothing.

C. Laundry Workers

1. Each living unit laundry and the Main Laundry shall have inmate laundry workers assigned.
2. The inmate laundry workers shall keep the areas clean, wash unit property, and shall be supervised by unit staff.

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D. Equipment

1. The following equipment shall be available for an inmate to use during her scheduled individual laundry time in her living unit:
 - a. Washers and dryers; and
 - b. Sinks
2. Inmate laundry in the RHU and LWC C-wing shall be washed in the unit.

E. Laundry Supplies

1. Detergent shall be automatically dispensed into the washers.
2. An inmate may purchase laundry supplies from the canteen.

F. Issuance of Clothing, Bedding, Linens, and Personal Hygiene Items to New Admissions

Clothing and Hygiene Items

1. The institution shall provide state clothing to all inmates.
2. One (1) blue scrub type uniform and a khaki coat shall be issued to each admission. The blue uniform shall be exchanged daily, excluding Saturdays and Sundays. Two (2) blue uniforms shall be issued on Friday.
3. All inmates shall receive the following items:
 - a. Two (2) bars of soap a month (standard size);
 - b. Toothpaste, or denture cleaner and adhesive;
 - c. One (1) toothbrush every three (3) months;
 - d. Disposable razors and shaving cream;
 - e. One (1) roll of toilet paper per week on laundry day, and two (2) rolls one (1) week per month; and
 - f. Sanitary napkins if needed.
4. Monthly Issue

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- a. General population inmates shall be issued sanitary napkins by unit staff on one (1) laundry day per month if needed.
- b. RHU and LWC C-wing inmates shall be issued sanitary supplies as needed by the Unit Officer.

5. Special Clothing Issuance

- a. Maintenance Crew, Landscape Workers, Janitorial Pool, and Outside Work Details shall be issued special clothing and equipment as needed for wear in performing their job duties. This clothing may include boots, gloves, hat, goggles, special masks and safety glasses.
- b. Special clothing shall be worn only on the job.
- c. Food Service workers shall be issued, via the kitchen staff, uniforms, shoes, and hairnets for wear when performing their job duties.
- d. An inmate in Disciplinary Segregation shall wear state issued clothing.
- e. An Assessment and Classification Center inmate shall wear a blue uniform until classified into the general population and issued khakis.

G. Linens and Bedding

1. Amount allowable may be found in CPP 17.1.
2. Linen Exchange
 - a. The institution shall have linens, towels, and bedding to provide a one-for-one weekly exchange for all inmates who request them.
 - b. An inmate may bring her dirty bedding to the laundry once a week and receive clean bedding in exchange
3. Every effort shall be made to store enough linen, bedding and clothing to exceed the inmate population to prevent delay in replacing items lost, worn out, or destroyed.

H. Grooming Requirements

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1. Fingernails shall extend no more than $\frac{1}{4}$ inch beyond the tip of the finger as measured from the palm side of the hand.
2. Fingernails shall be shaped in a way that will not present a danger to staff or other inmates.
3. Fingernails shall be maintained in a clean and neatly trimmed condition.


I. Hair Care Center

An inmate shall have freedom in grooming unless her appearance conflicts with the institution's requirements for safety, security, identification, or hygiene.

1. The institution shall maintain a hair care center in the Recreation Department.
2. An inmate may request an appointment for hair care once every four (4) weeks. If the inmate does not come to the appointment or cancels the appointment, she shall wait a minimum of four (4) weeks to reschedule unless special circumstances exist as verified by staff.
3. An inmate on recreation restriction shall be allowed to request an appointment if within the four (4) week time frame from the last completed appointment.
4. If an inmate has an appointment for hair care scheduled and is placed in the RHU or LWC C-wing, she shall notify the Correctional Unit Administrator of the pre-existing appointment. The CUA shall verify the appointment with Recreation staff and coordinate to have the appointment completed in the unit as close to the originally schedule date as possible, taking into consideration the unit schedule.
5. An inmate may request an appointment by filling out a request form and returning the form to the Recreation Department. This form shall be located in all living units. An inmate who submitted a request shall receive an appointment slip back from the Recreation Department confirming the appointment.
6. A RHU and LWC C-wing inmate shall be provided services similar to the general population unless it jeopardizes the security of the unit.
7. An inmate whose appearance drastically changes shall have a new ID picture taken and a new ID card made and shall be charged the replacement cost.

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8. For an inmate to provide hair care services, the inmate shall be classified by the Classification Committee to the work assignment and be paid according to the inmate wage scale in CPP 19.3.
 9. An inmate shall be medically cleared to be allowed to work in hair care.
 10. All supplies and equipment shall be used in the hair care center and not issued to an individual inmate.
 11. An inmate shall not order or buy hair care products for another inmate. An inmate shall not give, sell, or trade a product she has ordered or bought to another inmate.
 12. All caustic, toxic, hazardous, and flammable supplies and materials shall be stored in a locked cabinet in the hair care center and issued to the operator via a logbook. Upon the return of the item, it shall be logged back in before the supervisor leaves the area at the end of the shift.
 13. Hair care supplies may be purchased in the Inmate Canteen. A canteen employee shall mark the item with the name and number of the inmate purchasing the product. All purchased products shall be picked up by a staff member from the Recreation Department.
 14. All permanents or hair treating products shall be stored in a secure location in the hair care center. They shall be logged out to an individual operator.
 15. A monthly inventory of all hair care tools assigned to the hair care center shall be completed and submitted to the Institutional Tool Control Officer.
- J. This policy shall be reviewed annually and revised as needed.

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	KCIW 12-02-01	1
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Authority/References ACA Standard 5-ACI-5D-04M KRS 196.035, 197.020	Subject PEST CONTROL	

POLICY and PROCEDURE

A. Pest Control Service Agreement

1. The institution shall have a pest control service agreement with a local company to control pests and vermin.
2. The contract shall be renewed annually with service provided monthly.


B. Additional Controls

1. Traps shall be used in areas indicating evidence of rodents or other pests. Bait boxes and roach traps shall be used in pipe chases and utility rooms that are not accessible to inmates.
2. Glue traps shall be used in the Food Service Department and areas that are accessible to inmates.
3. Bait containers shall be checked to ensure an adequate, continuous supply is available.

C. KCIW shall request inspections by the Shelby County Health Department every six (6) months.

D. SDS information shall be maintained for all caustic or toxic pest control measures.

E. This policy shall be reviewed annually and revised as needed.

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Authority/References ACA Standards 5-ACI-5D-01M, 5-ACI-5D-03M, 5-ACI-5D-05 KRS 196.035, 197.020	Subject SANITATION PLAN	

POLICY and PROCEDURE

A. Housekeeping Plan

The staff member responsible for housekeeping plans shall be the Sanitation Officer.

B. Housekeeping Procedures

1. Cleaning Products

- a. A premeasured system of cleaning products shall be used for sanitation. These products shall be a part of the Portion-Pac System of sanitation.
- b. Other products may be used as needed and only under staff supervision.
- c. Portion Pacs shall be clearly marked with directions for use.
- d. A depot system of pre-mixing the Portion Pacs shall be used.
- e. Safety Data Sheets shall be made available in areas cleaning supplies are stored.
- f. Inmates shall receive cleaning supplies for their areas daily.

2. Training

All inmates shall watch a training video on sanitation during Orientation.

3. Living Areas

- a. Sanitation duties in living areas including bathrooms shall be performed by inmate janitors under the supervision of the officer assigned to that area, unless otherwise noted.

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- b. Inmate janitors shall be assigned through the On-the-Job-Training Program.
 - c. Although procedures may specify daily or weekly cleaning schedules, sanitation duties shall be performed throughout the shifts as needed.
 - d. Each inmate shall be responsible for cleaning and sanitizing her own room or living area.
 - e. Trash containers shall be emptied, as needed, a minimum of once per shift.
 - f. Cleaning supplies, mops, and brooms shall be obtained from living unit officers and an inventory shall be maintained.
 - g. Distribution of cleaning supplies shall be on a scheduled basis twice per month to departments and living area.
4. Cleaning of Common Areas
- a. All corridors and stairways shall be swept and mopped daily.
 - b. All showers, tubs, sinks, and toilets shall be cleaned daily.
 - c. All day rooms shall be swept and mopped daily.
 - d. Garbage cans shall be emptied daily and washed at least weekly or more often as needed.
 - e. Water fountains and ice machines shall be cleaned daily.
 - f. Windows shall be cleaned weekly.
 - g. Kitchen areas shall be swept and mopped daily. Counter tops and appliances shall be wiped daily and cleaned weekly.
 - h. Floors shall be swept and mopped daily, stripped and rewaxed semiannually or as needed.
 - i. Walls and furnishings shall be cleaned as needed.
5. Restrictive Housing Unit (RHU) and Lonnie Watson Center (LWC) C-wing: Sanitation duties in the RHU and LWC C-wing shall be performed by designated inmates under the supervision of the officer assigned to the area.

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6. Program Area Sanitation: Sanitation in program areas shall be performed by inmates under staff supervision.
 - a. Restrooms shall be swept and mopped daily.
 - b. Toilets and sinks shall be cleaned daily.
 - c. Floors, common areas, and hallways shall be swept and mopped daily and waxed as needed.
 - d. Offices shall be swept, dusted, and mopped daily.
 - e. Trash cans shall be emptied daily and washed as needed.
 - f. Storage areas shall be cleaned as needed.
 - g. Windows shall be cleaned weekly.
 - h. Water fountains and ice machines shall be cleaned daily.
 - i. Walls and furnishings shall be cleaned as needed.
 - j. Floors shall be waxed and buffed as needed.

7. Food Service Area

Sanitation procedures for the Food Service area shall be described in the contracted company's food service Operation's Manual.

8. Visiting Areas

- a. Sanitation duties in the visiting building shall be performed by inmate janitors under staff supervision.
- b. The building shall be cleaned following the regular scheduled visiting.
- c. See program areas sanitation schedule (Section B.5).

9. LWC A-wing

Janitorial job duties shall be determined by the Correctional Unit Administrator (CUA) over LWC. Janitorial staff shall be supervised by the security staff on duty.

C. Landscape and Yard Sanitation

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1. Inmates assigned to the Landscape crew shall maintain the cleanliness of the yard, under the supervision of the Landscape Officer, Landscape Officer Assistant, or Sanitation Officer.
2. Trash shall be removed and all areas cleaned on a daily basis.
 - a. All trash barrels or cans shall be emptied daily.
 - b. Dumpster lids shall be kept closed.
3. Grass shall be mowed and trimmed weekly seasonally.
4. Leaves shall be raked daily seasonally.
5. Appropriate custody level inmates assigned to Landscape under the supervision of the Landscape Officer shall maintain the areas outside the perimeter fence including mowing and raking, on a seasonal basis.

D. Recycling

1. All living and program areas shall separate aluminum cans from other trash and place in recycling bins provided in each area.
2. Inmates assigned to Landscape shall collect and store the aluminum cans.
3. Staff shall periodically take the cans to a recycling center.

E. Inspections

1. Staff members assigned to an area shall ensure that the area is maintained in a sanitary condition by periodic inspection throughout their shifts.
2. The Sanitation Officer shall conduct thorough and comprehensive weekly and monthly inspections of all institution areas and document those results on the Sanitation Inspection form. The Procedures Department shall maintain a master file of all inspection documentation.
3. During their inspections, the Warden, Deputy Wardens, Duty Officer, and CUAs shall note any sanitation deficiencies. Documentation of these deficiencies shall be submitted to proper staff for corrective action.
4. KCIW shall request an annual inspection of the institution by the Shelby County Health Department.
 - a. The Warden shall notify the respective department heads to correct deficiencies and submit follow-up documentation to her office.

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- b. The Shelby County Health Department shall be notified as deficiencies have been corrected.

F. Sanitation Supplies and Equipment

1. Inventory

- a. The Warehouse shall be responsible for ordering and maintaining an adequate inventory of the following cleaning supplies and equipment for the institution:


- (1) Portion Pac;
- (2) Mop buckets;
- (3) Brooms;
- (4) Buffing pads;
- (5) Mop handles;
- (6) Dust mops;
- (7) Dust mop heads; and
- (8) All other janitorial products.

- b. The main supply of these products shall be kept in the Warehouse.
- c. The Warehouse shall maintain files and records necessary to assure each area receives a sufficient supply of cleaning materials.
- d. An inventory of cleaning supplies in each area shall be maintained.

2. Distribution of Supplies

- a. The Warehouse shall issue cleaning supplies and equipment on a weekly basis.
- b. Each area needing cleaning supplies shall place an order through the Warehouse weekly by submitting the appropriate form prior to a pre-designated day of the week.
- c. The Warehouse shall fill the order and keep the list.
- d. Amounts of various cleaning products necessary to maintain the sanitation of each area shall be projected by the Sanitation Officer.
- e. Areas or departments which run out of cleaning supplies before the scheduled week shall obtain additional supplies from the Warehouse.

- G. This policy shall be reviewed annually and revised as needed.

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	Date Filed	Effective Date
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<p>ACA Standards 5-ACI-4A-01M, 5-ACI-6A-01M through 5-ACI-6A-06, 5-ACI-6A-12M, 5-ACI-6A-14M, 5-ACI-6A-16M, 5-ACI-6A-19 through 5-ACI-6A-21M, 5-ACI-6A-40M, 5-ACI-6C-04M, 5-ACI-6C-05, 5-ACI-6C-13M, 5-ACI-6D-07 CPP 13.2, 13.9, 9.1 KRS 196.035, 197.020</p>	<p style="text-align: center;">KCIW 13-01-01</p> <p style="text-align: center;">8</p> <p style="text-align: center;">JAN 13 2021</p> <p style="text-align: center;">PROVISION OF MEDICAL AND DENTAL CARE</p>	

POLICY and PROCEDURE

A. Access to Healthcare

An inmate shall have access to healthcare at the institution.

1. Institutional staff shall not approve or disapprove a request for healthcare.
2. Access to healthcare shall be explained orally and in writing to an inmate upon her admission by medical staff.
3. A non-English speaking inmate shall have the procedure to access healthcare explained or written in her language.

B. Continuity of Care

Continuity of care from admission to discharge from the institution including referral to community care when indicated shall be provided.

1. The institutional primary care provider may refer an inmate to community care if indicated.
2. Appropriate health information shall be shared with the community provider in accordance with consent requirements.
3. Pertinent medical information shall be shared with the inmate upon discharge and referrals made as indicated.

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4. An inmate, who needs healthcare beyond the resources available at the institution, as determined by the responsible primary care provider, may be transferred under appropriate security provisions to a facility that can provide the care necessary for the well-being of the inmate.
5. The healthcare records of an inmate shall be reviewed by a qualified healthcare professional upon arrival from an outside healthcare entity, including those from inside the correctional system.

C. Informed Consent

1. Informed consent standards in the jurisdiction shall be observed and documented for medical care.
2. Informed consent shall be explained in a language understood by the inmate.
3. A mentally competent inmate may refuse any medical, dental or mental health treatment and shall sign a medical refusal form to document the refusal. This shall be witnessed by a staff member. Medical staff shall inform the inmate of any potential harm to health resulting from refusal of the treatment. The refusal shall be scanned in the inmate's electronic medical record (EMR).
 - a. Any treatment rendered against the wishes of the patient shall be in accordance with state and federal laws and regulations.
 - b. If an emergency situation requires immediate intervention for the life and safety of the inmate, informed consent requirements may be waived.
 - c. Consent for invasive procedures shall be obtained by the provider according to the standards for treatment.

D. Sick Call

Sick call shall be conducted daily.

1. A written request to see medical personnel may be submitted by the inmate. These requests shall be reviewed daily. A request and any necessary appointment shall be prioritized according to the urgency of the complaint.
2. An inmate with an urgent medical problem may report to the Health Services Department for sick call at posted times. Licensed healthcare staff shall assess the inmate's medical complaint and either treat by using standing orders or refer the inmate to the institutional primary care provider as indicated.

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3. An inmate housed in the Restrictive Housing Unit (RHU) or Lonnie Watson Center (LWC) C-wing shall be assessed in the living area for medical complaints. An inmate may be escorted to the Health Services Department to be examined as indicated by the healthcare clinician if treatment cannot be adequately provided in the unit.

E. Restrictive Housing Unit (RHU) and Lonnie Watson Center (LWC) C-wing

1. If an inmate is transferred to RHU or LWC C-wing, medical staff shall be informed immediately and shall provide a screening and review.
2. If an inmate housed in the LWC A-wing is transferred to RHU or LWC C-wing, medical staff shall be notified immediately for assessment and review of the inmate if she:
 - a. Is unable to complete activities of daily living independently; or
 - b. Requires medical monitoring for a serious health condition.
3. Medical staff shall visit RHU and LWC C-wing inmates daily unless medical attention is needed more frequently. RHU and LWC C-wing security staff shall announce the nurse is on the wing and record the visit in the unit log. Medical staff shall sign in on the appropriate log.
4. Pill call shall be conducted in RHU and LWC C-wing twice daily.
5. Medical staff shall be notified if an emergent medical problem presents in RHU or LWC C-wing and shall respond to the inmate to assess.
6. If an inmate classified to RHU or LWC C-wing has a decline in health, the inmate shall be evaluated by the Health Authority or a primary care provider for potential transfer to the Medical Annex.
7. The primary care provider shall visit RHU and LWC C-wing once weekly for clinic and as needed.

F. Inmate Participation in Research

An inmate may agree to participate in a medical or pharmaceutical research program that is non-cosmetic and non-experimental behavioral research as approved through CPP 5.1. This policy shall not preclude individual treatment of an inmate based on need for a specific medical procedure that is not generally available.

G. Elective Surgery

Refer to CPP 13.2 for elective surgery.

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H. Routine and Emergency Dental Services

1. Routine and emergency dental services shall be provided to an inmate under the direction and supervision of a dentist licensed in Kentucky.
2. A full dental examination shall be completed by a dentist within thirty (30) days of admission.
3. Oral hygiene, oral disease education, and self care instruction shall be provided by a qualified health care provider within thirty (30) days of admission.
4. A defined charting system shall be completed that identifies the oral health condition and specifies the priorities for treatment by category.
5. Consultation and referral to dental specialists, including oral surgery, shall be provided if necessary.
6. Dental services shall include:
 - a. Treatment of dental pain;
 - b. Sedative fillings;
 - c. Extractions of non-restorable teeth;
 - d. Gross debridement of symptomatic areas; and
 - e. Repair of partials and dentures for an inmate with less than twelve (12) months detention.
7. Reference CPP 13.9 for dental classification and priorities for dental treatment.
8. Reference CPP 13.9 for procedure on dental prosthesis, orthodontic devices, or root canals:
 - a. An inmate may purchase partials or dentures at her own expense.
 - b. The dentist shall maintain a list of inmates requesting dentures and prioritize completion based on function and aesthetic need.
9. The institutional dentist shall be on twenty-four (24) hour call for dental emergencies.
 - a. Emergency dental care shall be defined as a service required to manage a sudden onset of:
 - (1) Pain not relieved by routine palliative treatment or medication;

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- (2) Trauma to teeth or bone (mandible maxilla); or
- (3) Post-dental procedure complications.

b. The dental staff on duty or healthcare staff shall assess any dental emergency in the absence of the Dentist. The healthcare staff shall make an initial screening assessment of the case and notify the institutional dentist. If the dentist is not available, the nursing staff shall notify the institutional primary care provider on call, who shall direct management of the case.

I. Obstetrical Services

Obstetrical services shall be provided by a licensed physician or nurse practitioner certified to practice obstetrics.

1. A pregnancy test shall be done to verify pregnancy, if needed.
2. An inmate shall be seen by the obstetric care provider according to standards for prenatal care, delivery, and postpartum services.
3. High-risk prenatal care shall be provided by the obstetric care provider and referred as needed for necessary care.
4. Management of the chemically addicted pregnant inmate shall be provided by a multidisciplinary team to include the obstetric care provider, institutional primary care provider, psychologist, and psychiatrist.
5. The delivery of the baby shall be arranged with a licensed hospital equipped with obstetrical services and with a labor and delivery unit.
6. During prenatal visits with an obstetric care provider, a pregnant inmate shall be assessed for appropriate nutrition to maintain healthy development of the baby. Prenatal vitamins shall be provided to an inmate during pregnancy.
7. Postpartum follow-up shall be provided by the obstetric care provider after the delivery of the baby.

J. The institutional staff shall provide counseling and assistance to a pregnant inmate.

1. If the child is to be placed with family or friends, vital information shall be provided to the program staff member acting as the Infant Placement Coordinator for notification and custody arrangements for the infant child. Delivery hospital staff shall also be notified of the plans for the child. This information shall be placed in the inmate's casework file.

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2. If the child is to be placed with the Department for Community Based Services (DCBS), a conference with the Shelby County DCBS social worker, the Infant Placement Coordinator and the inmate shall be scheduled and documented in the inmate's casework file.

K. Vision Care

A licensed optometrist or ophthalmologist shall be available to inmates at the Kentucky Correctional Institution for Women at least one (1) day per week.

1. Examinations shall be by appointment only.
2. Services shall be defined as maintenance, directed to primary eye care. This shall include basic refraction, pathology screening and treatment; monitoring and treatment of systemic disease as relates to the eye, and dispensing, repairing and adjustment of glasses.
3. If an abnormality of the eye or vision is noted that the staff optometrist is not able to treat on site or feels further evaluation is needed, a referral shall be arranged to an outside consultant.
4. Tinted lenses shall be prescribed only as medically indicated. Conditions shall include: cataracts, post cataract surgery, iridectomy, long term use of mydriatics or cyclopegics, chronic iritis, recurrent corneal erosion, retinitis pigmentosa, ocular albinism, and clinically significant corneal scarring.
5. Contact lenses shall not be prescribed for cosmetic purposes for any reason. Therapeutic fitting of contact lenses shall be provided only if medically necessary. These cases shall include:
 - a. Bandage contact lens used in corneal foreign bodies or dystrophies;
 - b. Severe irregular astigmatism; and
 - c. Keratoconus and aphakia.

L. Second Opinion

Refer to CPP 13.2 for a second medical opinion.

M. Transfer or Substantial Travel

1. Transportation for timely access to services that are only available outside the institution shall address the following issues:
 - a. Prioritization of medical need;

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- b. Urgency (ambulance or standard transport);
 - c. Use of medical escort to accompany security staff, if indicated; and
 - d. Transfer of medical information.
2. The safe and timely transportation of an inmate for medical, mental health, and dental appointments, both inside and outside the institution, shall be the joint responsibility of security personnel and the Health Services Administrator.
3. Prior to transfer or other substantial transportation, the inmate or her EMR shall be evaluated by healthcare personnel to assess the inmate's suitability for travel.
4. The Shift Supervisor or designee shall notify healthcare staff when requiring an inmate evaluation or an EMR review.
5. If travel is approved:
 - a. Any pertinent data, medication, treatment, or special requirement for observation or management during travel shall be documented by healthcare staff;
 - b. This information shall be accessible and easily understood by transportation staff; and
 - c. Information shall be made available to the receiving institution or center staff or anyone with a documented "need to know" basis by the transportation staff.
6. Medication or other special treatment required while en route shall be given to the transportation officer along with any specific written instruction for administration by the healthcare staff.
7. Reference KCIW 09-02-01 for transfer under appropriate security provisions to outside healthcare facilities.

N. Infectious Diseases

1. Reference CPP 13.10 for procedures related to infectious diseases.
2. The institutional Health Authority and the Health Service Administrator shall oversee the care and treatment of an individual with an infectious disease according to current management guidelines for infection control.
3. An inmate diagnosed with HIV or other infectious disease displaying clinical signs, symptoms, and findings shall be placed in an appropriate housing area according to the guidelines for infection control.

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4. If a patient develops overt signs and symptoms or the illness has progressed to the need for more intensive medical and nursing supervision, appropriate housing and treatment shall be designated by the institutional primary care provider or as recommended by a specialist.
5. Written material shall be made available to staff and inmates on the control, treatment and prevention strategies of infectious diseases.
6. Training regarding the HIV virus, Tuberculosis and Acquired Immune Deficiency Syndrome shall be provided for all staff during New Employee Orientation (NEO) and In-Service Training.
7. An inmate shall receive training about HIV and AIDS during the institutional orientation program. This shall be mandatory for all admissions to the institution.
8. A multi-disciplinary team that includes clinical, security, and administrative representatives shall meet at least quarterly to review and discuss communicable disease and infection control activities.

O. Health Education

1. Health education shall be provided to inmates by the Health Services Department, Assessment Center staff during orientation to the institution, Mental Health Services, Dietary Department, and Academic Programs.
2. Health education shall include the following:
 - a. HIV and AIDS;
 - b. Hepatitis;
 - c. Chronic diseases and disabilities, for example diabetes, hypertension, heart disease, and emphysema;
 - d. Dental hygiene;
 - e. Dietary counseling and nutrition;
 - f. Personal hygiene;
 - g. Venereal diseases;
 - h. Tuberculosis;
 - i. Self breast examination;
 - j. Substance abuse;
 - k. Self administered medication program;
 - l. Family planning; and
 - m. Prenatal care.

P. Use of Restraints: Refer to CPP 9.1.

Q. This policy shall be reviewed annually and revised as needed.

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Authority/References ACA Standards 5-ACI-6A-10M, 5-ACI-6A-21M, 5-ACI-6A-22M, 5-ACI-6A-23, 5-ACI-6A-25M CPP 13.2, 13.3 KRS 196.035, 197.020	Subject HEALTH APPRAISAL AND PERIODIC EXAMS	

POLICY and PROCEDURE

A. Health Screenings and Evaluations

1. An inmate, excluding an intrasystem transfer, shall have a medical, dental, and mental health screening performed by licensed health care staff upon arrival to the institution. The findings shall be recorded on a screening form approved by the Health Authority.
2. The screening documentation shall include at least the following:
 - a. Inquiry into:
 - (1) Current illness and history of health problems, including venereal diseases and other infectious diseases;
 - (2) Dental problems;
 - (3) Mental health problems;
 - (4) Use of alcohol and other drugs, including type of drugs used, mode of use, amounts used, frequency used, date or time of last use, and history of any problems that may have occurred after ceasing use;
 - (5) Past and present treatment or hospitalization for mental disturbance, suicide attempts, or medical problems;
 - (6) Possibility of pregnancy and history of female problems; and
 - (7) Other health problems designated by the primary care provider.
 - b. Observation of:
 - (1) Behavior, including state of consciousness, mental status, appearance, conduct, tremor, and sweating;
 - (2) Body deformities, ease of movement, etc.; and
 - (3) Condition of skin, including trauma markings, bruises, lesions, jaundice, rashes and infestations, recent tattoos and needle marks or other indications of drug abuse.
 - c. Medical disposition of inmate:

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- (1) General population;
- (2) General population with prompt referral to appropriate healthcare service;
or
- (3) Referral to appropriate healthcare service for emergency treatment.

B. Intrasystem Transfers

1. An inmate received from an intrasystem transfer shall receive a health screening by licensed healthcare staff. The findings shall be recorded on the screening form approved by the Health Authority.
2. The screening shall include at least the following:
 - a. Inquiry into:
 - (1) Whether the inmate has received treatment for a medical, dental or a mental health problem;
 - (2) Whether the inmate shall be presently on medication; and
 - (3) Whether the inmate shall have a current medical, dental, or mental health complaint.
 - b. Observation of:
 - (1) General appearance and behavior; and
 - (2) Physical deformities, evidence of abuse or trauma.
 - c. Medical disposition of inmate:
 - (1) General population;
 - (2) General population with appropriate referral to healthcare services; or
 - (3) Referral to appropriate healthcare service for emergency treatment.
3. The record of the inmate shall be retrieved from archives and reviewed, if one exists.

C. Identification of Alcohol and Drug Abuse

1. Screening by mental health staff shall provide for early identification and treatment of an inmate with alcohol and drug abuse problems through a standardized assessment on each inmate.
2. The assessment shall be documented and include, at a minimum, the following:
 - a. Screening and sorting;
 - b. Clinical assessment and reassessment;
 - c. Medical or mental health assessment for appropriate drug and alcohol program assignment to the needs of the individual inmate;

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- d. Referrals; and
- e. Monitoring and drug testing.

D. Comprehensive Health Appraisal

1. The Health Services Department shall complete a comprehensive health appraisal for each inmate, including intrasystem transfers, within fourteen (14) days of arrival at the institution.
2. If documented evidence of a health appraisal within the previous ninety (90) days exists, a new health appraisal shall not be required, except as determined by the Health Authority.
3. Health appraisal shall include the following within fourteen (14) days after arrival for all inmates.
 - 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 venereal disease and tuberculosis;
 - d. Record of height, weight, pulse, blood pressure, and temperature; and
 - e. Other tests and examinations as appropriate.
4. Within fourteen (14) days after an inmate's arrival, the medical staff shall:
 - a. Perform medical examinations, including review of mental and dental status for an inmate with significant health problems discovered on earlier screening to include: cardiac problems, diabetes, or communicable diseases, no identified acute or chronic disease, and no identified communicable diseases;
 - b. Review results of the medical examination, tests, and identify problems by a physician or other qualified healthcare staff, if authorized in their scope of practice;
 - c. Begin therapy if appropriate; and
 - d. Develop and implement treatment plan, including recommendations concerning housing, job assignment, and program participation.

E. Collection and Recording of Health Appraisal Data

1. The process of collecting and recording of health appraisal data shall be completed in a uniform manner as determined by the Health Authority.
2. Health history and vital signs shall be taken by licensed healthcare personnel or health trained personnel.
3. Collection of all other health appraisal data shall be performed only by qualified, licensed healthcare personnel.

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4. Review of the results of the medical examination, tests, and identification of problems shall be performed by a physician or nurse practitioner as authorized in their scope of practice.

F. Periodic Examinations

The institutional primary care provider shall perform periodic health examinations for each inmate.


1. An inmate shall have vaginal examinations and PAP Smears as recommended by medical standards of care.
2. Mammograms shall be obtained according to recommended medical standards.
3. Licensed medical staff shall examine an inmate prior to her release.

G. Frequency of Visits

The frequency of how often an inmate with a specialized medical condition is seen or how often vitals are taken by healthcare staff may be patient specific and determined by the primary care provider.

H. Medical Alert System: Reference CPP 13.3 for procedures to provide immediate recognition of an inmate who has specific illnesses.

I. This policy shall be reviewed annually and revised as needed.


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	KCIW 13-02-01	2
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Authority/References ACA Standards 5-ACI-6C-02, 5-ACI-6C-16 KRS 196.035, 197.020	Subject FAMILY NOTIFICATION	

POLICY and PROCEDURE

- A. The Kentucky Correctional Institution for Women shall notify the designated emergency contact of an inmate in the case of serious illness or injury.
- B. Upon admission to the institution, information shall be obtained from the inmate by admitting staff and medical staff regarding whom to notify if there is a medical emergency. This information shall be scanned into the Electronic Medical Record (EMR) and the institutional file of the inmate.
- C. Admission and medical personnel shall request the inmate to provide information concerning an emergency contact in case of a serious illness or injury.
- D. Serious Illness or Injury
1. In the event of a life threatening injury or illness to an inmate, the designated person shall be notified as quickly as possible using the information contained in the EMR or Kentucky Offender Management System.
 2. The Chaplain or Shift Supervisor shall notify the individual listed as the emergency contact for the inmate.
 3. The Institution Duty Officer shall be notified by the Shift Supervisor. The Duty Officer shall determine if the situation warrants the notification of the Warden and the Deputy Commissioner of Adult Institutions.
- E. Scheduled Surgery
1. The security staff member assigned to monitor the inmate at the hospital shall notify the Shift Supervisor upon the inmate being taken to surgery and to the recovery room. The Shift Supervisor shall notify medical staff if complications occur during surgery.
 2. If the inmate's condition becomes life threatening, those individuals designated by the inmate shall be notified immediately by the Chaplain or Shift Supervisor.
- F. Childbirth

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1. If an inmate requests an individual be notified of the birth of her baby, the information sheet shall be placed in the Supervisor's log book in Operations and in her institutional file. Notification shall then be made by either the Shift Supervisor or designee.
 2. The security staff member monitoring the inmate at the hospital shall notify the Shift Supervisor when the baby is born. The Shift Supervisor shall notify medical staff.
- G. This policy shall be reviewed annually and revised as needed.

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ACA Standards 5-ACI-6A-08M, 5-ACI-6B-07M, 5-ACI-6B-09, 5-ACI-6C-16
KRS 72.020, 72.025, 196.035, 197.020
CPP 13.2

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EMERGENCY CARE

POLICY and PROCEDURE

A comprehensive written plan for the management and availability of twenty-four (24) hour emergency medical, dental, and mental health care shall be maintained in the Critical Incident Manual for the institution.

A. First Aid and Crisis Intervention

1. Licensed healthcare personnel shall be available in the institution on all shifts.
2. Correctional staff shall be certified in First Aid and CPR (cardiopulmonary resuscitation) and shall be available to respond to a health related emergency within a four (4) minute period. All Security staff shall carry a micro shield on their person.
3. First aid and life saving measures shall be initiated by the first staff member on site for a non-life-threatening emergency.
 - a. The Shift Supervisor and healthcare personnel shall be notified.
 - b. The licensed healthcare provider may go to the emergency site or request the victim be brought to the Health Services Department.
 - c. Emergency care shall be provided at the institution by licensed healthcare personnel under the direction of the institutional physician, dentist, psychologist, or psychiatrist.
4. First Aid Kits shall be available in designated areas of the institution. Reference the Critical Incident Manual for specified locations.
 - a. Replacement of depleted items shall be completed by each area by returning the First Aid Kit to the Health Services Department.

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- b. The location of each First Aid Kit shall be reviewed and approved annually by the Health Authority in conjunction with the institutional Safety Specialist.

B. Emergency Evacuation from the Institution

1. If an individual requires healthcare services beyond that available at the institution, the primary care provider shall direct that the individual be transported to an outside facility for further care.
2. The institutional primary care provider shall decide the necessary mode of transportation to be used:
 - a. State car or van
 - b. Local Emergency Medical Services shall transport emergency cases requiring an ambulance
 - c. Stat-Flight services by helicopter may be used in an extreme emergency

C. Life Threatening Emergency

1. Life-saving measures shall be initiated by the first person on site.
2. The Shift Supervisor and healthcare personnel on duty shall be notified.
3. The on-site licensed healthcare personnel may decide emergency transport by Shelby County Emergency Services or Kentucky State Reformatory (KSR) Emergency Services to the appropriate hospital.
4. The Shift Supervisor or designee shall notify Shelby County Emergency Services or KSR Emergency Services of the 911 situation.
5. Stat-Flight services may be used, if necessary.
6. The Duty Officer, Deputy Wardens, Warden, Institutional Chaplain and Health Authority shall be notified. The Warden or designee shall determine if the situation warrants the notification of the Deputy Commissioner for Adult Institutions.
7. The on-site licensed healthcare personnel shall notify the Director of the Health Services Division.

D. Designated Emergency Rooms and Emergency On-Call Availability

1. The Critical Incident Manual shall contain a complete list of available hospitals able to provide emergency medical services for inmates.

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2. The institution primary care provider, dentist, psychologist, and psychiatrist shall be on twenty-four (24) hour call for an inmate emergency. Specialists on the approved providers' list shall be available for emergency treatment at outside hospitals.

E. Security Procedures for Immediate Transfer

1. The Shift Supervisor or designee shall assure the immediate transfer of any life-threatening emergency in a secure and safe manner.
2. Reference KCIW 09-02-01 for emergency transportation.

F. Response Time and Training


1. Correctional staff, healthcare personnel, and other personnel shall be trained to respond to health related situations within a four (4) minute response time.
2. The training program shall be conducted on an annual basis and established by the responsible Health Authority in cooperation with the Warden. The training program shall include the following:
 - a. Recognition of signs and symptoms, and knowledge of action required in potential emergency situations;
 - b. Administration of first aid and cardiopulmonary resuscitation (CPR);
 - c. Certification in Cardiopulmonary Resuscitation (CPR) in accordance with a certified company chosen by the Department;
 - d. Methods of obtaining assistance;
 - e. Signs and symptoms of mental illness, intellectual disability, violent behavior, acute chemical intoxication and withdrawal, and chemical dependency;
 - f. Procedures for patient transfers to appropriate medical facilities or health care providers; and
 - g. Suicide intervention.

G. Death Guidelines

1. The coroner shall be notified if an inmate dies at the institution.
2. The following shall also be notified immediately by the Shift Supervisor:
 - a. Warden or designee who shall notify the Deputy Commissioner of Adult Institutions;
 - b. Duty Officer;
 - c. Deputy Wardens;
 - d. Institutional Health Authority;

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- e. Onsite nurse who shall notify the Medical Director;
 - f. Kentucky State Police, Post 12; and
 - g. Chaplain.
3. If a death occurs staff shall:
- a. Restrict any unauthorized person from the area
 - b. Not move the body, unless the circumstances indicate that life saving measures should be attempted
 - c. Not disturb the area or evidence around the body
4. The Warden or designee shall notify the family of the deceased inmate as soon as possible.
- H. This policy shall be reviewed annually and revised as needed.

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<p>ACA Standards 5-ACI-6D-10, 5-ACI-6A-04, 5-ACI-6A-05, 5-ACI-6A-07, 5-ACI-6A-08M, 5-ACI-6A-21M, 5-ACI-6A-22M, 5-ACI-6A-25M, 5-ACI-6A-28M, 5-ACI-6A-33, 5-ACI-6A-35M, 5-ACI-6A-37, 5-ACI-6B-02M, 5-ACI-6B-08M, 5-ACI-6B-11, 5-ACI-6C-03M, 5-ACI-6C-12, 5-ACI-6D-01 CPP 18.11 KRS 196.035, 197.020</p>	<p style="text-align: center;">KCIW 13-04-02</p> <p style="text-align: center;">JAN 13 2021</p> <p style="text-align: center;">5</p> <p style="text-align: center;">PSYCHIATRIC AND PSYCHOLOGICAL SERVICES</p>	

POLICY and PROCEDURE

- A. Mental health services for an inmate in need shall include services provided by a qualified mental health professional who meets education, licensure, and certification criteria specified by his respective professional discipline.
1. A mental health provider shall comply with appropriate state and federal licensure, certification, or registration requirements and restrictions.
 2. The duties and responsibilities of mental health personnel shall be governed by a written job description approved by the Mental Health Authority.
 3. Verification of current credentials and job description shall be on file in the institution.
 4. The Mental Health Authority shall coordinate training provided to security and other institutional personnel regarding signs and symptoms of mental illness, intellectual disability, chemical dependency, and suicide prevention and intervention.
- B. Detection, diagnosis, treatment and referral of an inmate with a mental health problem.
1. All intersystem and intrasystem intake shall receive an initial mental health screening during admission to the institution by mental health trained or qualified mental health personnel. The mental health screening shall include:
 - a. Inquiry into whether the inmate:
 - (1) Has present suicidal ideation;
 - (2) Has a history of suicide attempts;
 - (3) Is presently maintained on psychotropic medication;
 - (4) Has a current mental health complaint;

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- (5) Is being treated for a mental health problem;
 - (6) Has a history of inpatient or outpatient treatment; and
 - (7) Has a history of treatment for substance abuse or dependence.
 - b. Observation of:
 - (1) General appearance and behavior;
 - (2) Evidence of abuse or trauma; and
 - (3) Current symptoms of psychosis, depression, anxiety or aggression.
 - c. Recommendations for disposition of the inmate:
 - (1) General Population;
 - (2) General Population with appropriate referral to mental health services; and
 - (3) Appropriate mental healthcare service for emergency treatment
2. Each intersystem admission shall undergo a mental health appraisal by qualified mental health personnel within fourteen (14) days of admission. If there is documented evidence of a mental health appraisal within the previous ninety (90) days, a new mental health appraisal shall not be required, except as determined by the designated mental health authority. Mental health examinations shall include:
 - a. Review of available historical record of inpatient and outpatient psychiatric treatment;
 - b. Review of history of treatment with psychotropic medication;
 - c. Review of history of psychotherapy, psychoeducational groups, and classes or support groups;
 - d. Review of history of drug and alcohol treatment;
 - e. Review of educational history;
 - f. Review of sexual abuse-victimization and predatory behavior;
 - g. Assessment of current mental status and condition;
 - h. Assessment of current suicidal potential and person-specific circumstance that increase the risk of suicide potential;
 - i. Assessment of violence potential and the person-specific circumstance that increase the risk for violence;
 - j. Assessment of drug and alcohol abuse or addiction;
 - k. Use of additional assessment tools, as indicated;
 - l. Referral to treatment as indicated; and
 - m. Development and implementation of a treatment plan, including a recommendation concerning housing, job assignment, and program participation.
3. The psychologist shall provide the appropriate documentation to Offender Information Services and scan it into the inmate's electronic medical record (EMR).
4. An appraisal for an inmate sentenced as "Guilty but Mentally III" shall be completed within three (3) working days of admission.
5. A staff member shall use an occurrence report to document the following behaviors:

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- a. Bizarre, odd or unusual behavior;
 - b. Occurrence of family crisis;
 - c. Apparent deterioration in mental functioning; and
 - d. Suicide threats or suicidal ideation.
6. Any staff member may refer an inmate to the institutional psychologist for psychological screening.
- C. Mental health staff shall provide services in a supportive environment during all stages of the inmate's period of incarceration.

 1. Psychiatric and psychological data shall be reviewed as available.
 2. Except in an emergency, there shall be joint consultation between the Warden or designee and the mental health provider or designee prior to taking action regarding an identified mentally ill or intellectually disabled inmate in the following areas:
 - a. Housing;
 - b. Classification;
 - c. Program or work assignment;
 - d. Disciplinary procedure; and
 - e. Transfers.
 3. Appropriate documentation concerning the above shall be provided by Division of Mental Health staff upon request.
 4. Mental health staff shall visit the Restrictive Housing Unit (RHU) and Lonnie Watson Center (LWC) C-wing inmates weekly unless mental health attention is needed more frequently. RHU and LWC C-wing security staff shall announce the mental health staff is on the wing and record the visit in the unit log. Mental health staff shall sign in on the appropriate log.
 5. An institutional psychologist shall provide written assessment for an inmate housed in RHU or LWC C-wing for thirty (30) days and at subsequent ninety (90) day intervals and scan reports into the inmate's electronic medical file.
 6. Outpatient psychiatric services shall be available as needed.
 - a. An initial psychological screening shall be completed by the psychologist to determine if the inmate needs psychiatric services.
 - b. Any referral shall be made through the institutional psychologist.
 7. Group counseling services shall be available to an inmate.
 - a. The Assessment and Classification staff shall discuss available counseling services and access procedures with a new admission.

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- b. The inmate shall be referred to the services using the appropriate documentation by any staff member or by the inmate.
 - (1) The responsible staff member shall interview the inmate to determine if appropriate for the group.
 - (2) The inmate shall complete the application form for the group she wants to attend.

- D. Participation in any of the psychological or psychiatric services available at this institution shall be voluntary with the exception of involuntary medication under CPP 13.7 and involuntary hospitalization under CPP 18.11.
 1. The confidentiality of psychiatric services, test results, and evaluations shall be protected.
 2. An inmate shall have the option to refuse any psychiatric or psychological service offered to her.

- E. Voluntary and Involuntary Transfer to Psychiatric or Psychological Services in the Lonnie Watson Center (LWC) at KCIW
 1. If psychiatric and psychological services are required and exceed those available in general population, a transfer to LWC C or D wing (mental health unit) shall be initiated.
 - a. The determination to pursue a voluntary transfer shall be made by the KCIW psychologist based on the inmate's history, her present behavior, and the staff's judgment of the inmate's ability to comprehend the consequences and stipulations of the voluntary commitment form.
 - b. The inmate shall be given notice that a transfer is being considered.
 - c. The Warden or designee shall be notified that a voluntary transfer is being initiated.
 2. This service may be initiated during regular working hours or on a twenty-four (24) hour emergency basis as described in the following sections regarding voluntary and involuntary admissions.
 3. Voluntary Admission: The explaining and signing of the voluntary admission document shall be witnessed by a mental health professional and one (1) correctional staff member.
 4. Emergency Mental Health Services
 - a. A psychologist, psychiatrist, or healthcare staff member shall make a determination as to whether the mental health emergency is life threatening, non life-threatening, or requires further evaluation.

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- b. In any life-threatening emergency, suicide attempt, or threat of harm to another person, the inmate may be confined for her protection or the protection of others until mental health staff is contacted. Mental health staff shall determine if the individual is placed on a suicide watch (constant observation) or a behavior watch (15-minute interval observations).
 - c. Only the psychiatrist or the psychologist shall remove an inmate from a watch.
5. Involuntary Admission or Vitek Proceedings: If the inmate refuses to sign a voluntary admission, is judged incapable of understanding the consequences of admission, and if a Division of Mental Health staff person recommends admission, the procedure outlined in CPP 18.11 shall be followed.
- F. The Mental Health Program Administrator shall be responsible for arranging inmate access to all mental health services.
 - G. Final medical judgments regarding psychiatric patients receiving services shall lie with the designated psychiatrist as the Mental Health Authority.
 - H. There shall be continuity of care for an individual identified to exhibit mental health problems from admission to discharge including referral to community after care if indicated.
 - I. The confidentiality of psychiatric or psychological records shall be maintained in a manner consistent with community standards of care with the psychologist, medical, Offender Information Services, and Classification and Treatment Officer controlling their own files.
 - J. This policy shall be reviewed annually by the appropriate institutional psychologist and revised as needed.

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Authority/References ACA Standards: 5-ACI-6A-41, 5-ACI-6A-42 KRS 196.035, 197.020	Subject DETOXIFICATION AND ALCOHOL OR CHEMICAL DEPENDENCY	

I. DEFINITIONS

“Detoxification” means the gradual, medically monitored withdrawal of an individual from a drug.

II. POLICY and PROCEDURE


A. Detoxification and Chemical dependency procedures:

1. If an inmate is diagnosed as chemically dependent by the institution primary care provider and detoxification is required, an individualized treatment program based on the inmate’s medical needs shall be developed. Institution medical staff and mental health staff may be used for a multidisciplinary team if necessary for the effective clinical management of a chemically dependent inmate.
2. The treatment plan shall include:
 - a. A statement of short term medical goals;
 - b. A statement of long term medical goals;
 - c. The specific course of therapy; and
 - d. A provision for referral to supportive or rehabilitative services if necessary.
3. The institution primary care provider and supporting medical staff shall develop and implement a treatment plan for the detoxification of a special risk inmate which may include a :
 - a. Psychotic inmate;
 - b. Seizure prone inmate;
 - c. Pregnant inmate; or
 - d. Geriatric inmate.
4. The detoxification process shall be initiated under the direction of the medical staff in the institution or through a necessary community referral via the

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institution primary care provider in accordance with institution security procedures. An inmate experiencing severe, life-threatening intoxication (overdose) or withdrawal shall be transferred under appropriate security conditions to the emergency room at a hospital in which specialized care is available.

5. The institution medical staff shall inform the institution Substance Abuse Program counseling staff and the mental health staff of the diagnosis of chemical dependency.
 6. An institutional counseling group shall be available on a regular basis for an inmate with a history of alcohol or drug abuse.
 - a. A referral to the counseling group may be made by any staff member or the inmate.
 - b. Participation in an institution counseling group shall be voluntary.
 7. The Substance Abuse Program (SAP) at the Kentucky Correctional Institution for Women shall offer treatment for an inmate diagnosed with chemical dependency. Referrals to the SAP Program may be made by any staff member or the inmate. The SAP Program shall provide for the clinical management of a chemically dependent inmate and shall include the following:
 - a. A standardized diagnostic needs assessment administered to determine the extent of use, abuse, dependence, or comorbidity;
 - b. An individualized treatment plan developed and implemented by a multidisciplinary clinical team that includes medical, mental health and Substance Abuse Program professionals;
 - c. Prerelease relapse-prevention education including risk management; and
 - d. An aftercare discharge plan that includes the inmate.
- B. This policy shall be reviewed annually and revised as needed.

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<p>ACA Standards 5-ACI-1D-12, 5-ACI-4A-11, 5-ACI-5B-11, 5-ACI-5B-11, 5-ACI-6A-31M, 5-ACI-6A-32M, 5-ACI-6A-35M, 5-ACI-6A-37, 5-ACI-6B-08M, 5-ACI-6C-06, 5-ACI-6B-02M, 5-ACI-6E-01 CPP 13.2 KRS 196.035, 197.020</p>	<p>SUICIDE PREVENTION AND INTERVENTION PROGRAM</p>	
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POLICY and PROCEDURE

A. Prevention

Basic Pre-Service Training

Refer to CPP 4.7 for training requirements.

B. Intervention

1. Initial Assessment


- a. All intersystem and intrasystem admissions shall be screened by qualified mental health or mental health trained staff for the presence of suicide risk.
- b. An inmate considered high-risk by the psychologist shall receive treatment and counseling or be placed in the Lonnie Watson Center (LWC) C or D wing.
- c. If the service of the Department psychiatrist is not immediately available, an inmate considered a potential suicide risk shall be referred directly to the Mental Health Department and the Shift Supervisor.

2. General Population

- a. An inmate with a demonstrated suicidal ideation and housed in the general population shall be reported by a staff member to the Shift Supervisor.
- b. The supervisor shall document the necessary information in the shift log and shall notify appropriate staff as necessary.
- c. The most experienced staff member available shall assess the condition of the inmate and situation, as well as initiate the process of evaluation.

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- d. Consultation with the on-call psychologist shall be pursued if the inmate is placed in the LWC C-wing on suicide or behavior watch.
3. Psychiatric Emergency Involving a Suicidal Inmate
 - a. The Warden or designee, mental health staff, or medical staff may request a psychological evaluation of an inmate whose behavior is considered suicidal.
 - b. An inmate exhibiting high level suicidal behavior shall be placed in Administrative Segregation under suicide watch by at least one (1) trained Correctional Officer or an Inmate Observer consistent with KCIW IPP 13-09-02. This watch shall be on a continuous basis until a psychiatrist or psychologist performs an evaluation.
 - c. A psychological evaluation shall be performed as soon as possible.
 - d. An inmate evidencing low level suicidal behavior shall be treated in the following manner:
 - (1) Staff shall document the behavior and provide a staff member to observe and talk with the inmate.
 - (2) A fifteen (15) minute watch may be ordered to provide observation of the inmate. However, isolation may not be best for the inmate. The risk of isolation shall be weighed against the benefit.
 - (3) Consultation with the on call psychologist shall be available twenty-four (24) hours each day.
- C. Correctional staff shall document the behavior of an inmate with active suicidal ideation appropriately.
 - D. This policy shall be reviewed annually and revised as needed.

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Authority/References ACA Standard 5-ACI-6B-12 KRS 196.035, 197.020	Subject INMATE OBSERVER PROGRAM	

POLICY and PROCEDURE

The Inmate Observer Program shall use a trained inmate to monitor another inmate on watch status.

A. Selection

1. An inmate shall submit a request to be trained and employed as an Inmate Observer. An Inmate Observer shall be considered on an individual basis and shall be approved by the mental health, medical health, and administrative staff before being admitted to the program. The assignment shall be posted as required.
2. Criteria used in the selection process shall include:
 - a. Disciplinary history;
 - b. Nature of crime;
 - c. Mental and medical health status;
 - d. Educational achievement; and
 - e. Interpersonal skills.

B. Training

1. An Inmate Observer shall complete a training program offered by a member of the mental health or medical staff. The Classification and Treatment Officer shall document completion of training in the inmate's institutional file.
2. The training program shall include:
 - a. Confidentiality and privacy considerations;
 - b. Signs and symptoms of mental illness and self injurious behavior;
 - c. How to summon staff during any shift;
 - d. Appropriate recording of behavior; and
 - e. Appropriate interaction with inmate being observed.

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3. Additional training may be offered or required for an Inmate Observer.

C. Hours and Compensation

1. An Inmate Observer shall work eight-hour shifts and may be required to work seven days per week. The rate of pay shall be a category III.
2. An Inmate Observer shall have a ten (10) minute break every two hours and shall have a thirty (30) minute meal break every shift.


D. Monitoring of Inmate Observer

Staff in the immediate area shall supervise an Inmate Observer. Supervision shall consist of checks every fifteen (15) minutes. An Inmate Observer shall not be assigned to a watch without adequate provisions for staff supervision and the ability to obtain rapid assistance.

E. Removal

An Inmate Observer may be removed from the position upon the recommendation of two staff. Removal may occur for inattentiveness or other acts of indiscretion.

F. This policy shall be reviewed annually and revised as needed.

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POLICY and PROCEDURE

A. Responsible Health Authority

1. The institution shall have a Health Authority designated by the Health Services Division. If the designated Health Authority is a non-physician, final clinical judgment shall rest with the collaborating physician or the Director of the Health Services Division who shall provide collaborative support and consultation to the non-physician health authority.
2. The Health Service Administrator shall be a licensed registered nurse and shall have overall responsibility for healthcare services within the institution pursuant to a written job description.
3. All medical, psychiatric, and dental matters involving medical judgment shall be the sole province of the responsible healthcare care practitioner, respectively, and shall not be countermanded by non-clinicians.
4. The institution Health Authority shall meet with the Warden at least quarterly. Healthcare statistics shall be reported to the Warden monthly and compiled into an annual summary of the healthcare delivery system and health environment.
5. Each policy and procedure in the Health Services Department shall be reviewed annually by the Health Authority and the Warden and revised as needed.
6. Programs and daily operations in the Health Services Department shall be reviewed and revised in the institution's annual planning document. Each document shall bear the date of the most recent review or revision.
7. The institutional Health Authority shall meet regularly with the Warden, Deputy Wardens and Mental Health Authority.

- B. All healthcare staff shall provide a copy of their active licensure, certification, or registration to the Health Service Administrator.

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1. Written job descriptions shall include the required professional qualifications and the individual's specific role and duties in the delivery of healthcare services and be approved by the Health Authority.
 2. A copy of each healthcare staff's license shall be maintained in the office of the Health Service Administrator.
- C. Physician services shall be as follows:
1. A physician shall be in the institution on a regular schedule and on-call twenty-four (24) hours a day for emergencies.
 2. A licensed dentist shall be in the institution on a regular schedule and on-call twenty-four (24) hours a day for emergencies.
 3. A psychiatrist shall be in the institution a minimum of one day a week. A psychologist shall be on-call twenty-four (24) hours a day for emergencies and shall be contacted by the nurse on duty as needed. The psychologist shall not take medication orders.
 4. An obstetric or gynecological physician or nurse practitioner shall be in the institution on a regular basis to provide care for pregnant inmates, gynecological services and be on-call twenty-four (24) hours a day for emergency deliveries.
 5. A provider list of healthcare specialists shall be maintained to meet the medical needs of an inmate.
- D. There shall be nursing coverage by licensed practical nurses or registered nurses twenty-four (24) hours per day, seven (7) days per week. Nurses shall be licensed with and follow practice guidelines of the Kentucky Board of Nursing.
- E. All treatment by healthcare staff other than a physician, dentist, psychologist, optometrist, podiatrist, or other independent provider shall be performed pursuant to written standing or direct order by healthcare staff authorized by law to give these orders.
1. Nurse Practitioners may practice under the limits of applicable laws and regulations as defined by the advanced practitioner registered nurse guidelines of the Kentucky Board of Nursing.
 2. Any students or interns delivering healthcare in the institution shall work under direct staff supervision, commensurate with their level of training. There shall be a written agreement between the educational facility that covers the scope of work, length of agreement, and any legal or liability issues. Students or interns shall agree in writing to abide by all institution policies, including those relating to the security and confidentiality of information.

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- F. Mental health staff licensed in psychology shall be on staff full time and on call twenty-four (24) hours a day for emergencies.
- G. Assessment center security staff shall be trained to perform visual screenings on new intakes upon arrival to the institution to identify medical or mental health problems which require immediate attention by medical or mental health staff.
- H. An inmate may be used for familial type duties including assistance in feeding, transporting in wheelchairs, assisting with ambulation, or to meet social and companionship needs of a convalescent inmate.
 - 1. An inmate shall not be placed in a position of responsibility for the provision of healthcare.
 - 2. The inmate may function, with appropriate training and supervision, to assist a convalescent inmate in activities of daily living.
 - 3. An inmate shall not be used for the following duties:
 - a. Performance of direct patient care services;
 - b. Scheduling healthcare appointments;
 - c. Determining access of other inmates to healthcare services;
 - d. Handling or having access to surgical instruments, syringes, needles, medications, or health records; and
 - e. Operating diagnostic or therapeutic equipment.
- I. Space, equipment, supplies, and materials for health services shall be provided and maintained as determined by the Health Authority.
- J. Exposure Control Plan – Refer to 13.10
 - 1. A written Exposure Control Plan shall be available to each employee for review. The plan shall be located in:
 - a. Operations;
 - b. Health Services Department; and
 - c. Any other area that is deemed appropriate.
 - 2. The Kentucky Correctional Institution for Women Exposure Control Plan shall identify each job classification and the specific task and procedure in locations where occupational exposure to blood may occur, without regard to personal protective equipment and clothing.
 - 3. Personal protective equipment shall be made available for use if exposure to blood or other potentially infectious body fluids may occur.

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- a. Personal protective equipment shall include a gown, mask, goggles, disposable single use gloves, and micro shield. This equipment shall be made available throughout the institution and shall be the responsibility of the supervisors to assure an adequate supply is available.
 - b. Each applicable staff member shall be issued disposable gloves and a CPR shield.
4. Hepatitis B Vaccine (HBV) shall be made available to all staff.
 5. All staff shall receive training in blood-borne pathogens and the HBV vaccine.
 - a. A new employee shall receive the training during New Employee Orientation at the institution and at Corrections Training Basic Academy.
 - b. Current staff shall receive updated training during In-service.
 - c. All training shall be documented according to the requirements of the Exposure Control Plan.
 6. If a staff member is exposed to blood or other potentially infectious body fluid, the staff member shall be referred immediately to his private physician or local emergency room for treatment. Proper documentation shall be completed prior to the end of the shift.
- K. The Blood-borne Pathogens Exposure Plan shall be reviewed annually and updated as needed.
 - L. Appropriate clean-up kits and supplies shall be made available throughout the institution for use with body-fluid clean-up. All staff shall be made aware of the clean-up kits and their use.
 - M. This policy shall be reviewed annually and revised as needed.

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	Date Filed	Effective Date
Authority/References ACA Standards 5-ACI-6E-05 CPP 3.18, 8.6 101 KAR 2:150 KRS 196.035, 197.020, 342.038	Subject INJURY PREVENTION	

POLICY and PROCEDURE

The Kentucky Correctional Institution for Women shall have in place a plan to identify and prevent injury to staff and inmates. This plan shall include training, an analysis of the institution's injury experience and include methods for identification of problems and preventative or corrective measures.

A. Training

1. Staff shall be trained in areas that injuries potentially occur. Training shall be in line with the job duties of the staff member and may include:
 - a. First Aid/CPR/AED;
 - b. Non-violent crisis intervention;
 - c. Use of force;
 - d. Firearms safety;
 - e. Use of chemicals;
 - f. Self defense techniques;
 - g. Communication with inmates;
 - h. Emergency preparedness; and
 - i. Suicide prevention.

2. Inmates shall be trained in areas where injuries may potentially occur. Training shall be in line with inmate housing and job assignment and may include:
 - a. Fire safety;
 - b. Equipment safety and operation; and
 - c. Use of chemicals.

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B. Injury Reporting

1. Staff Injury

See 101 KAR 2:150 for the Kentucky Safety Program requirements and accident investigation report on the Personnel Cabinet website. Refer to CPP 8.6 for Incident Report requirements.

2. Inmate Injury

An injury to an inmate shall be documented in the electronic medical record (EMR) of the inmate. Refer to CPP 8.6 for Incident Report requirements.

3. A copy of any staff or inmate accident report and any injury related Incident Report shall be forwarded to the Health Service Administrator and Safety Coordinator.

C. Analysis

1. The Health Services Administrator and Safety Coordinator shall review the incident report and accident form upon receipt and determine if immediate corrective action is needed. If immediate action is needed, the Health Service Administrator or Safety Coordinator shall recommend the action to the Deputy Warden of Security, the Deputy Warden of Programs, and the Warden.


2. If immediate corrective action is not necessary, the Safety Coordinator shall prepare a monthly accident report for the Warden's review. This report shall include:

- a. A list of any accidents;
- b. Identification of a trend or problem area; and
- c. Any corrective measure that has been implemented.

3. The Safety Coordinator shall also present a quarterly report to the KCIW Safety Committee meeting for review and corrective measures.

D. Supervisors shall ensure that staff members complete a Workers Compensation form for any reported injury or shall document any refusal to do so on behalf of the reporting employee. See CPP 3.18, "Employee Insurance Coverage." Upon refusal, the supervisor shall complete a Workers Compensation form for the employee and notify the Personnel Office.

E. This policy shall be reviewed annually and revised as needed.

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<p>ACA Standards 5-ACI-1D-02, 5-ACI-4A-20, 5-ACI-3D-02, 5-ACI-5F-05, 5-ACI-7D-01 through 5-ACI- 7D-05, 5-ACI-7D-07 through 5-ACI-7D-10 CPP 15.7, 16.2 18 USC §1341 KRS 196.035, 197.020</p>	<p>INMATE CORRESPONDENCE</p>	
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POLICY and PROCEDURE

A. Outgoing Mail

1. There shall be no limit on the volume of letters an inmate may send or receive, if the inmate bears the cost.
2. Outgoing inmate mail shall be placed in one (1) of the institutional mailboxes located throughout the institution. The mail shall be taken to the U.S. Post Office daily. If the institution uses a post office box, then incoming mail shall be picked up from the U.S. Post Office daily, Monday through Friday, excluding holidays.

B. Contraband Found in the Mail

Contraband that is illegal shall be turned over to law enforcement authorities.

C. Prohibited Items

An inmate shall not receive duplicate photos through the mail that are of anything other than family or friends.

D. Mail Fraud and False Representation

1. Potential fraud (18 USC §1341) shall be turned over to the United States Attorney's Office for possible prosecution in the Federal Courts.
2. If deemed appropriate, violations shall also be referred to the Commonwealth's or County Attorney for prosecution.

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3. Any inmate attempting to commit fraud or misrepresentation through the mail shall receive a disciplinary report.

E. Forwarding or Returning of Privileged Mail

1. Privileged mail received for an inmate out of the institution on the date the mail was received shall be stamped "Privileged Mail".
2. A designated staff member shall keep a log documenting the forwarding or return of privileged mail.

F. Indigent Inmate Mail

1. Outgoing privileged mail for an indigent inmate shall be handled through the Legal Aide Staff Supervisor.
2. The Supervisor shall verify the inmate's indigent status with Inmate Accounts.
3. A limit shall not be placed on letters to maintain access to the court or an attorney.
4. An indigent inmate shall request writing paper, postage and envelopes from her Classification and Treatment Officer.

G. Publications

Publications shall not count toward the authorized number of vendor packages.

H. Restrictive Housing Unit (RHU) and Lonnie Watson Center (LWC) C-wing

1. An inmate in RHU or LWC C-wing shall have the same correspondence privileges as the general population.
2. An inmate in RHU or LWC C-wing shall give her properly addressed outgoing mail to the 6:00 p.m.- 6:00 a.m. shift officer. The mailroom staff shall pick up the mail in RHU and LWC.
3. The incoming mail for an inmate in RHU or LWC C-wing shall be delivered by the 6:00 a.m. - 6:00 p.m. shift officer assigned to the unit.
4. Privileged mail for an inmate in RHU or LWC C-wing shall be distributed in the same manner as the general population, except it shall be delivered and signed for in RHU and LWC after positive identification of the inmate is confirmed by the Mailroom staff.

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I. Storage of Personal Mail and Privileged Mail


1. The amount of personal mail or privileged mail shall be limited by the ability to store it in the designated storage area and shall not exceed two (2) cubic feet. Cardboard boxes shall not be allowed.
2. If the amount of personal mail or privileged mail becomes a fire, sanitation, security, or housekeeping hazard, the inmate shall be required to dispose of it or mail it out of the institution at her cost.

J. Intra-Institutional Mail

1. Inmate to inmate intra-institutional mail shall be placed in the mailboxes located throughout the institution. It shall be stamped and processed through the U.S. Post Office.
2. Intra-institutional inmate to staff mail shall be processed through the institutional Mail Room and shall not require postage.

K. An inmate shall not sort, process, carry, or deliver mail.

L. This policy shall be reviewed annually and revised as needed.

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ACA Standard 5-ACI-2C-11, 5-ACI-4A-25, 5-ACI-4A-26, 5-ACI-3D-02, 5-ACI-7D-11 KRS 196.035, 197.020 CPP 10.2, 15.7, 16.3 KCIW 16-01-01	KCIW 16-02-01 JAN 13 2021 ACCESS TO TELEPHONES	

POLICY and PROCEDURE

A. Telephone Availability

1. Coinless pay telephones shall be available in all living areas for inmate use according to posted schedules.
2. An inmate shall only use the telephones in her own living unit and yard area.
3. If illegal activity is suspected and requires investigation and surveillance, the Shift Captain, Warden, Deputy Wardens, Major, Internal Affairs Captain, and Duty Officer shall be notified.
4. Call Forwarding and information service calls shall be prohibited.
5. An inmate may arrange to telephone her attorney or other necessary legal call through her Classification and Treatment Officer (CTO). The inmate shall demonstrate that the matter cannot be handled through the mail due to a court ordered deadline. The inmate or her attorney shall pay for these calls unless she is indigent. Calls for this purpose shall be made from the CTO's Office.
6. A fifteen (15) minute limit on calls shall be enforced by staff if several requests have been made for telephone usage. Telephones shall automatically shut-off after the time limit. An Honor Status inmate may have the privilege of longer phone calls.
7. Disruption in a telephone waiting line may result in disciplinary action.
8. A call to a social services agency regarding the inmate's family may be allowed by the CTO on a case-by-case basis.

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9. During verified emergencies, an inmate shall make arrangements with her CTO to pay for the phone call. Set charges shall be paid for a fifteen (15) minute phone call. The CTO shall forward the documentation to Inmate Accounts after the call is completed. The completed documentation shall contain the following information:

- a. Inmate name and institution number;
- b. Date call made;
- c. Phone number and area code;
- d. Amount to be paid;
- e. Inmate signature; and
- f. CTO signature.

10. A telephone call shall not be placed for an inmate to a phone that is blocked unless it is an emergency situation or a legal matter that cannot be handled through the mail due to a court ordered deadline.

B. Indigent Inmate Calls

1. A telephone call to any attorney or the judicial system for an indigent inmate, as defined in CPP 15.7, shall be made only after the CTO has verified the circumstances.
2. If a legal deadline cannot be verified, the inmate shall be instructed to use the U.S. Mail.

C. Incoming Calls for Inmates

1. During normal working hours any incoming call for an inmate shall be referred to a CTO. Messages shall not be delivered directly to inmates.
2. Outside of normal working hours, if a CTO is not in the institution, the Shift Supervisor shall determine if the call is an emergency as defined by CPP 16.3. If it is not an emergency, the caller shall be instructed to call back and speak to a CTO during normal working hours or leave the CTO a voice mail message.
3. If the call is an emergency, the Shift Supervisor shall take all the necessary information and verify the information, before notifying the inmate, Duty Officer, and Chaplain, if applicable.

D. Assessment and Classification Center Telephone Access


Opportunity for telephone use by new admissions shall be provided within seventy-two (72) hours of admission.

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E. Medically Restricted Inmates

1. A medically restricted inmate shall use the telephones located inside the medical dayroom area of the Lonnie Watson Center.
2. A medical inmate who is not restricted may continue to use the inside or yard phones according to the schedule.

F. This policy shall be reviewed annually and revised as needed.

 <p style="text-align: center;">KCIW Policies and Procedures</p>	Policy Number	Total Pages
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Authority/References ACA Standards 5-ACI-3A-20, 5-ACI-4A-19, 5-ACI-4A-21, 5-ACI-3D-17, 5-ACI-7D-14, 5-ACI-7D-16 through 5-ACI-7D-18, 5-ACI-7D-21, 5-ACI-7D-22 KRS 196.035, 197.020, 520.050, 520.060 CPP 9.8, 16.1	KCIW 16-03-01 JAN 13 2021	8 Effective Date
Subject		
		INMATE VISITING

POLICY and PROCEDURE

A. General Rules for Visiting

1. Visiting shall be conducted on Saturdays, Sundays, and designated state holidays from 8:30 a.m. to 3:00 p.m.
2. A limit shall not be placed on multiple visits for any particular inmate unless visiting space is limited, numbers reach capacity, or visiting restrictions are established pursuant to CPP 16.1 and this policy. A visitor shall not be processed into the visiting area thirty (30) minutes before visiting hours end.
3. Any visitor who becomes disruptive or who does not follow the visiting rules shall be instructed to leave and the visit shall be terminated. Approval shall be obtained from the Shift Supervisor before the visit is terminated.
4. If a visitor appears to be under the influence of drugs or alcohol, the Shift Supervisor shall notify Internal Affairs, the Warden, and the Kentucky State Police Post 12.
5. If an institutional disturbance occurs, all visiting shall be terminated and visitors shall be required to leave the institution immediately in an orderly manner. Termination shall only be ordered by the Shift Supervisor, Deputy Wardens, Duty Officer, or the Warden.
6. A regular visit may last the duration of scheduled visitation hours on each visitation day. If the visiting area reaches capacity and there are visitors waiting, the Shift Supervisor shall shorten a visit on a first in, first out basis, to ensure that all visitors have the opportunity to visit. If visiting time is shortened the reason shall be documented.

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7. A visitor shall not give anything to the inmate unless previously approved through the Shift Supervisor. Any unauthorized item passed between inmate and visitor shall be confiscated, disciplinary action shall be taken, and the visit terminated.
8. A visitor shall have access to restroom facilities located at the front of the Administration Building. An inmate may use the restroom outside the visiting area.
9. The Visiting Room Officer shall determine seating and placement of inmates and visitors in the visiting area.

B. Authorized Visitors

1. There shall be no limit set on the number of children who may visit, however, any children brought to visit shall be on the inmate's approved visiting list. Children shall be supervised by an adult visitor and shall not be allowed to run around the Visitation Room. This behavior may lead to termination of the visit.
2. Each inmate shall be authorized up to three (3) adult visitors per visit. If there are more than three (3) adults, or if additional visitors arrive, the inmate shall choose which persons may visit.
3. Each visitor may visit with one (1) inmate per visit unless the inmates are members of the same immediate family and prior approval has been obtained from the Deputy Warden of Security.
4. **Ministers, Attorneys, and Social Services**
 - a. An inmate may be authorized a special visit from a minister possessing appropriate credentials. This visit shall be arranged through the Chaplain. A minister shall be on the inmate's visiting list prior to the special visit as required in CPP 16.1.
 - b. An inmate may be authorized a special visit from a social service representative or attorney. This visit shall be arranged through her CTO.
 - c. The special visit shall be requested forty-eight (48) hours in advance. The inmate shall contact the Chaplain or her CTO to verify if the special visit was approved.
 - d. A Deputy Warden may approve or deny a special visit.

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5. Professional Business Matters

An inmate shall not actively engage in or operate a business while incarcerated or conduct professional business through visiting.

6. Personal Business Matters

A special visit shall be arranged for any purpose requiring a decision that substantially affects the assets or property of the inmate as an individual or part of a family unit.

C. Visitor Entry Procedure

1. A visitor shall park and secure his vehicle in the visitor parking area in front of the Administration Building.

2. A visitor may bring in only the items listed below:

- a. One (1) picture identification;
- b. Car keys (without key chains or electronic door devices);
- c. \$40.00 per person, no bill larger than \$10.00;
- d. One (1) small, clear plastic change purse (no billfold);
- e. One (1) pair prescription eyeglasses;
- f. One (1) coat;
- g. Jewelry visitor is wearing (jewelry shall not be excessive); and
- h. Necessary medication that is in an authorized container.

3. A visitor with a baby may bring the following:

- a. Four (4) disposable diapers;
- b. One (1) small package of baby wipes;
- c. Three (3) clear plastic baby bottles or Sippy cups;
- d. One (1) pacifier; and
- e. One (1) baby blanket.

4. An attorney shall show his bar card and may bring in a briefcase. The contents shall be searched for contraband but not read.

5. A visitor from another Department of Corrections institution or Central Office shall be allowed to bring in a purse or briefcase. The contents shall be searched for contraband, but not read.

6. Staff shall verify in the Kentucky Offender Management System (KOMS) that the inmate visitor is approved to visit.

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7. All visitors shall be required to sign-in upon arrival. The sign-in information shall include:
 - a. Date;
 - b. Time;
 - c. Name;
 - d. Social Security Number;
 - e. Date of Birth;
 - f. Address;
 - g. Name of the inmate visiting; and
 - h. Relationship to the inmate.
8. After the visitor has been logged in and verified in KOMS he shall be pat searched by a staff member of the same gender. Infant children shall be searched by a female staff member.
9. A designated visiting staff member shall call the living unit of the inmate and advise the unit officer of the visit. The visiting staff member shall log:
 - a. The date and time the phone call was made;
 - b. The name of the inmate;
 - c. The name of the Living Unit; and
 - d. The name of the officer notified.
10. The unit officer shall notify the inmate of her visit. The unit officer shall log:
 - a. The date and time the phone call was received;
 - b. The name of the inmate;
 - c. The time the inmate was notified of the visit; and
 - d. The name of the staff that called.
11. The visiting time of the inmate shall start after she is processed in. This time shall be logged.

D. Dress Code For Visitors

The following dress code shall be followed:

1. A visitor, child (other than an infant) or adult, shall not be admitted with bare feet. All shoes shall be closed toe and heel.
2. Underclothes shall be worn. A female visitor shall wear a bra and panties.

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3. A dress and skirt shall not have more than a two (2) inch slit in the back only. A dress and skirt shall be no shorter than four (4) inches above the knee. Wrap-around clothing shall not be worn.
4. Low cut or provocative clothing shall not be worn. Buttons shall be buttoned so that cleavage cannot be seen. Clothing made of sheer, transparent, net, or mesh material shall not be worn.
5. A visitor shall not wear any garment which unduly exposes the shoulders, chest, back, stomach, midriff, or underarms. Tank tops, string tops, muscle shirts, or halter tops shall not be worn.
6. Shorts shall not be shorter than four (4) inches above the knee.
7. Any minor, age twelve (12) or older shall comply with the adult dress code.
8. Profane, vulgar, inflammatory, offensive or obscene wording, design, or insignias on any article of clothing shall not be worn.
9. Hats shall not be worn.
10. Leggings shall not be worn.
12. Hooded sweatshirts shall not be worn.
11. Pants or shorts shall not have holes in them.

E. Visiting Rules for Inmates

1. Each inmate entering the visiting area shall leave her I.D. card with the Visiting Room Officer.
2. An inmate shall not take more than the following items to a visit:
 - a. One (1) plain band style ring;
 - b. Room and locker key;
 - c. One (1) hair tie; and
 - d. Her prescription eyeglasses, but not sunglasses.

F. Restriction or Refusal of Visitor Admission in Accordance with CPP 16.1

1. A visitor may be denied a visit at any time for any of the reasons cited in CPP 16.1. The Duty Officer or Shift Supervisor may deny a visit for any documented reason.

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2. After a one (1) year period, an ex-offender, parolee, or probationer may request, in writing, to the Warden for consideration of visiting, including the name of the inmate he or she wishes to visit. If on parole or probation status, the visitor shall have his probation and parole officer submit the request including the ex-offender's probation status. This approval is not guaranteed and shall be on a case-by-case basis.
3. A master log of any visitor denied a visit or terminated from visiting shall be maintained in the visiting area and entered into KOMS.
4. Any person restricted from visiting shall receive written notification of the restriction, the reason and duration. The Deputy Warden of Security may be contacted to reconsider the restriction.

G. Administrative Restriction of Visiting

1. An inmate found guilty by the Adjustment Committee of use, possession, or smuggling of drugs shall have visits restricted to non-contact, family only visits for a minimum of six (6) months.
2. The inmate shall be notified of the reason and restriction placed on visits using the appropriate documentation.
3. Restricted visits shall take place in one (1) of the non-contact visiting booths.
4. Restricted visits shall be one (1) hour in length.
5. After six (6) months, the inmate may request in writing to the Deputy Warden of Security a restoration of regular privileges. The inmate shall be notified in writing of the approval or denial of the request.
6. Any other serious visiting or security problem may result in a visiting restriction, as determined by the Warden or Deputy Warden of Security. The above notification and restriction process shall be followed.

H. Search Procedures for Inmates

1. At the beginning of each visit, the inmate shall be frisk searched by a female officer in the designated area of the Visiting Room.
2. At the completion of the visit, the inmate shall be strip searched by a female officer in the designated part of the visiting area.

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3. An inmate shall not have contact with any inmate or visitor after completion of the exit strip search.
4. A body cavity search of an inmate shall be conducted only if reasonable suspicion exists and the Warden, Deputy Warden, or Duty Officer has authorized the search. If all of those listed are unavailable and immediate action is necessary, the Shift Supervisor may authorize the search. The Warden and Duty Officer shall be informed as soon as possible.
5. A body cavity search shall only be conducted by trained medical personnel under private, sanitary conditions.
6. An inmate shall notify staff if she needs to use the restroom during visitation. She shall be observed by female staff while using the restroom.

I. Search Procedures for Visitors

1. The documentation required by CPP 9.8 shall be completed on all visitors and vehicle searches beyond a pat down or frisk search.
2. If dangerous contraband is found, the visitor shall be detained until the appropriate law enforcement agency arrives.
3. Any visitor who does not follow the visiting procedures shall be issued a warning or may be banned from visiting for a designated period of time.

J. Restrictive Housing Unit (RHU) and Lonnie Watson Center (LWC) C-wing Visits

1. An inmate assigned to RHU or LWC C-wing shall request a visit in writing at least seven (7) days prior to the visit. This visit may be approved and scheduled by the Unit Administrator or Classification and Treatment Officer.
2. An inmate in RHU or LWC C-wing shall visit in a non-contact booth in the Visiting Room or a controlled location in RHU as deemed necessary by the Shift Supervisor.
3. Visits for an inmate in RHU or LWC C-wing shall be one (1) hour in length.

K. Bonding Visits

1. The Bonding Visit Program shall allow a child from birth through age three (3) to be brought to the institution for a visit with his mother.
2. The child's caregiver shall bring the child to the institution and shall remain during the visit.


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3. An inmate may have a bonding visit for up to ten (10) hours per week, with a maximum of two (2) hours per visit.
4. The bonding visit may be requested through the designated staff member assigned to supervise the Bonding Visit Program. The appropriate documentation shall be submitted to the Deputy Warden of Security for approval.
5. A bonding visit shall be scheduled based on designated hours and days available, typically Monday through Friday. A bonding visit shall be scheduled at least five (5) days in advance.
6. Only one (1) bonding caregiver shall be scheduled at one (1) time. The caregiver may bring the children of more than one (1) inmate if the caregiver has custody of the children of more than one (1) inmate.
7. A bonding visit may occur in the Visiting Room or in the Institutional Religious Center.
8. If the child has to use the restroom during the visit he shall be escorted by the caregiver. The inmate shall not escort the child to or from the restroom.

L. Assisting Visitors with Transportation and Directions

1. Directions to the institution shall be available to an inmate so that she may provide family and friends with clear and accurate directions.
2. Directions shall be made available to anyone who contacts the institution by letter or telephone.
3. Each visitor shall be assisted in obtaining information about transportation by the use of ridesharing information in the visiting area and by posting information about public transportation in the visiting area.
4. A visitor may review the Department of Corrections website for driving directions to the Kentucky Correctional Institution for Women.

M. This policy shall be reviewed annually and revised as needed.

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Authority/References ACA Standards 5-ACI-3C-03, 5-ACI-5A-01 through 5-ACI-5A-03, 5-ACI-5A-05, 5-ACI-5A-08, 5-ACI-5B-05, 5-ACI-6A-01M, 5-ACI-6A-21M through 5-ACI-6A-25, 5-ACI-6A-31, 5-ACI-6A-32M, 5-ACI-5E-01, 5-ACI-7D-05 KRS 17.170, 196.035, 197.020 CPP 10.2, Chapters 16, 17, and 18 KCIW IPP 11-04-01	KCIW 17-01-01	9
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	Subject ASSESSMENT AND CLASSIFICATION CENTER OPERATIONS AND PROGRAMS	

POLICY and PROCEDURE

- A. The Kentucky Correctional Institution for Women shall receive, process, evaluate, and classify all female offenders committed to Corrections. The Assessment and Classification Center within the institution shall be autonomous.
- B. Assessment and Classification Center Programs
1. The Assessment and Classification Center shall conduct two (2) orientation programs.
 2. Program I shall be an up to two (2) week orientation and evaluation program for the inmate who enters the system for the first time or has been out of the Corrections system for over twelve (12) months. The program shall focus on:
 - a. Familiarizing the inmate with the rules, guidelines, policies, and procedures of the institution and Corrections Policy and Procedure;
 - b. Familiarizing the inmate with programs and opportunities available; for example, recreation, religious programs, educational programs, and work assignments;
 - c. Relating to the inmate the behaviors that are expected;
 - d. Participation of the inmate in various programs, Living Skills and Group Sessions; and
 - e. Safe and appropriate institutional placement with emphasis on risk, potential, and program needs.

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3. Program II shall be an accelerated program for the inmate who has been in the Corrections system within the last twelve (12) months. Except in unusual circumstances, this program shall be completed within one (1) week of admission.
 4. Program II shall be for an inmate who has returned as a parole or shock probation violator, returned as an escapee, returned from court after having been gone over six (6) months, or transferred back to the institution from another institution. The focus of Program II shall be:
 - a. Familiarizing the inmate with the rules, guidelines, policies, and procedures of the institution and Corrections;
 - b. Familiarizing the inmate with programs and opportunities available, for example, recreation activities, religious programs, educational programs and work assignments;
 - c. Relating to the inmate the level of performance expected of her; and
 - d. Safe and appropriate institutional placement with emphasis on risk, potential, and program needs.
- C. General Functions and Responsibilities of the Assessment and Classification Center
1. The Assessment and Classification Center shall develop an incarceration plan for each individual inmate the Center processes and classify every incoming female offender.
 2. The incarceration plan shall indicate program direction, work assignment, custody level, and institutional placement to be followed during incarceration.
 3. The Assessment and Classification Center staff, with the assistance of other institution staff, shall develop and implement testing or evaluation programs as appropriate to facilitate the development of a plan which reflects the needs of the individual.
 4. The Inmate Handbook shall be available in an audio format for a non-reading inmate and a version of the handbook which is translated into Spanish shall be available for a Spanish speaking inmate.
 5. Each inmate shall be assigned a Classification and Treatment Officer.

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6. Assessment and Classification Center staff shall provide all required services to an inmate who is assigned to the Assessment and Classification Center.
7. Staff shall use the Pre-Sentence Investigation report as the summary admission report. This shall include, at a minimum, the following:
 - 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 interests and experience;
 - f. Educational status and interest;
 - g. Vocational Programming;
 - h. Recreational preference and needs assessment;
 - i. Psychological evaluation;
 - j. Staff recommendations; and
 - k. Pre-institutional assessment information.
8. Upon completion of the initial processing, each inmate shall be assigned to the Assessment and Classification Center for initial housing.
9. The Assessment and Classification Center shall consist of dayrooms, dormitories, showers, bathroom facilities, and staff office area.
10. A new commitment, parole violator, or escapee who has never been to KCIW shall be housed in the Assessment and Classification Center.
 - a. Each Assessment and Classification inmate shall remain in the unit except for the following reasons:
 - (1) Program participation;
 - (2) Meals;
 - (3) Medical services;
 - (4) Canteen;
 - (5) Religious services;
 - (6) Recreation;
 - (7) Library, Legal Aide, Grievance; and
 - (8) Institutional Page.
 - b. An inmate shall have free movement between the Assessment and Classification Center living area and the dayroom until lights out.

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- c. An inmate may go to the security staff for assistance if the Assessment and Classification Intake Orientation Officer is not available.
- d. An inmate shall not move from the area during Program hours unless she has a pass in accordance with institutional rules.

D. Medical Services

- 1. Each Assessment and Classification Center inmate shall receive a preliminary health evaluation, medical screening, and dental screening.
- 2. An inmate assigned to the Assessment and Classification Center shall have the same access to sick call as the general population, according to a posted schedule.
- 3. An Assessment and Classification Center inmate shall report to the medicine line to receive medication at the scheduled times.

E. Psychological Services

- 1. Non-emergency Situations
 - a. A new admission shall be screened upon admission and shall undergo a mental health appraisal within fourteen (14) days.
 - b. If hospitalization or medication is deemed necessary, the psychologist shall inform the appropriate personnel to ensure the medical or psychological needs of the inmate are met.
- 2. Emergency Situations:
 - a. If a staff member believes an inmate may be in immediate need of a mental health referral, the staff member shall contact the on call psychologist. The psychologist shall evaluate the inmate and take appropriate action, which may include placement in the Lonnie Watson Center (LWC).
 - b. If the inmate needs immediate attention between the hours of 4:00 p.m. and 8:00 a.m. or on weekends or holidays, the on call psychologist shall be contacted. The staff on duty shall complete an occurrence report on the situation. Operations shall contact the on call mental health staff.

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- c. If an inmate enters the institution with a “guilty but mentally ill” conviction staff shall refer her within three (3) days of admission to the Mental Health Department. If the inmate enters after business hours, Operations shall notify the on call mental health staff.

F. Program and Job Participation

1. Each inmate shall be involved in daily programming as scheduled by Assessment and Classification staff.
2. An inmate shall be required to work in the kitchen for a minimum of sixty (60) days if cleared by healthcare staff to do so.

G. Recreation

1. An inmate assigned to the Assessment and Classification Center may have access to table games, television, and playing cards maintained in the unit dayrooms. An inmate may use these if not in scheduled programs.
2. Recreation shall be available daily. An Assessment and Classification inmate shall have access to the recreation facilities and activities by a posted schedule.
3. A television shall be located in the unit dayroom. The television shall be kept at a normal volume and turned off if not being watched.
4. An Assessment and Classification inmate assigned to the Restrictive Housing Unit shall receive recreation as scheduled in the unit.
5. Any restriction in recreation privileges shall be made through the disciplinary process or on an emergency basis by the authority of the Unit Administrator or designee.

H. Dress and Clothing Regulations

1. An Assessment and Classification Center inmate shall be given state issued blue uniforms to be worn each day.
2. An inmate shall be issued other state clothing as required.

I. Canteen Privileges

1. An Assessment and Classification Center inmate shall have access to the Canteen according to a posted schedule.

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2. An inmate may purchase up to one hundred twenty-five dollars (\$125.00) weekly from the Canteen.

J. Property

1. Items in the Assessment and Classification Center shall be for the use of inmates assigned to the area. While assigned, each inmate shall be responsible for the cleanliness and care of her personal and issued state property.
2. Each living area shall have the following:
 - a. Bed;
 - b. Mattress;
 - c. Pillow;
 - d. Storage;
 - e. Chair; and
 - f. Night Stand.

K. Visiting

1. Written information regarding procedures governing visitation shall be made available to an inmate within twenty-four (24) hours after arrival at the institution. At a minimum, the information shall include, but not be limited to, the following:
 - a. Institution address, phone number, directions to the institution, and information about local transportation;
 - b. Days and hours of visitation;
 - c. Approved dress code and identification requirements for visitors;
 - d. Items authorized in the visitation room;
 - e. Special rules for children;
 - f. Authorized items that visitors may bring to give inmates; and
 - g. Special Visits.
2. An Assessment and Classification Center inmate shall not be permitted visits until she has been classified in the Assessment Center for over sixty (60) days.
 - a. The Assessment and Classification Center CTO shall provide the inmate with visitor information forms once she is classified. A visitor information form shall be mailed by the inmate to the potential visitor.

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- b. Upon completion of the form, the potential visitor shall mail the form for processing to the designated personnel. All visitor information forms shall be returned for processing within the first thirty (30) days of the inmate's Assessment and Classification Center classification.

L. Telephone Calls

A new admission to the unit shall be given the opportunity to use a telephone located on the yard and in the Main Building within seventy-two (72) hours after admission, according to the yard schedule.

M. Legal Services, Grievance, and Library

1. An Assessment and Classification Center inmate shall have access to trained inmate Legal Aides and Grievance Aides.
2. An inmate shall have staff authorization and a pass to leave the unit to go to the Legal Aide or Grievance Office.
3. The institutional Librarian shall provide an orientation for the Assessment and Classification Center inmate covering library services and materials.

N. Religious Services

An Assessment and Classification Center inmate shall have the same access to religious services and counseling as the general population.

O. Fire Prevention and Evacuation

1. Fire evacuation routes, fire bills, and extinguishers shall be available in the Assessment and Classification Center.
2. If an evacuation is necessary, the posted escape routes shall be followed.
3. Unit staff shall assist in the evacuation for a calm and orderly movement of inmates to safety. Each Assessment and Classification Center inmate shall report to her assigned position on the yard.

P. Sanitation

1. An Assessment and Classification Center inmate shall be responsible for the cleanliness of her immediate living area. All personal items shall be stored in lockers or storage bins. The living area shall be kept clean at all times.

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2. An inmate shall have her bed area clean and bed made by 8:00 a.m. An inmate shall have her bed made by 10:00 a.m. on weekends and holidays.
3. Personal Hygiene
 - a. Showers shall be available daily according to a posted schedule.
 - b. An inmate shall be appropriately dressed and groomed during program hours.
 - c. An Assessment and Classification Center inmate shall have access to the Institutional Hair Care Center as scheduled by the Recreation Supervisor.
 - d. An inmate shall not shower during count times.
 - e. All commodes shall be flushed after each use and showers and water faucets shall be turned off after each use.
 - f. Used sanitary supplies shall be properly disposed of by the inmate.
4. All clothing, towels, and washcloths not stored in a locker shall be hung at the foot of the bed.
5. No photographs, clippings, or other material shall be displayed or posted on the walls or outside of a locker.
6. Newspapers, magazines, and letters shall not be accumulated to present a fire or sanitation hazard.
7. Dining Room and Meal Procedure (Refer to KCIW 11-04-01)


Assessment and Classification Center inmates shall report to the dining room as a group when paged.

Q. Family Contacts

1. Unit Program staff may assist an inmate in contacting family if there is any difficulty in reaching them.
2. The Assessment and Classification Center Supervisors shall verify names and telephone numbers of next of kin for an inmate to be used during an emergency.

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- R. During the initial orientation period in the Assessment and Classification Center, a mandatory verbal counseling session concerning HIV and AIDS shall be held with each new admission. A pre-authorized script concerning AIDS information shall be used for the inmate orientation. Each inmate shall sign when she has received this information upon admission.
- S. Any inmate admitted to the institution shall have a DNA sample collected pursuant to KRS 17.170 for provision to the Kentucky State Police.
- T. This policy shall be reviewed annually and revised as needed.

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Authority/References ACA Standard 5-ACI-5A-01 CPP 18.7 KRS 196.035, 197.020	Subject ADMISSION PROCEDURE	

POLICY and PROCEDURE

A. Determination of Legal Commitment

An inmate shall be admitted to the Kentucky Department of Corrections with proper documentation to ensure legal commitment. Types of commitments shall be:

1. Commitment by Circuit Court Order

- a. Name of individual to be incarcerated;
- b. Indictment number;
- c. Charge;
- d. Length of sentence;
- e. Order requiring confinement by the Department of Corrections; and
- f. Signature of sentencing judge.

2. Parole Violation Warrant

- a. Warrant authorizing return;
- b. Name of individual to be incarcerated;
- c. Original charge for which individual was incarcerated;
- d. Reason for issuance of parole violation warrant;
- e. Date warrant was issued; and
- f. Signature of member of Parole Board authorizing warrant.

3. Transfer From Another Institution Within the Department of Corrections

Verbal or written authorization from appropriate Central Office staff as required in CPP 18.7.

4. Transfer from a Federal or State Correctional Agency other than the Kentucky Department of Corrections

- a. Signed authorization from appropriate correctional agencies shall indicate the authority and circumstance under which the individual is committed.
- b. A federal or state court order shall contain the information listed in Section A.1.

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5. Return Shock Probation Violator

- a. A court order shall revoke the individual's shock probation signed by the sentencing judge.
- b. If adequate documentation is not provided to receiving staff as required in Section A during regular business hours, the Offender Information personnel and Assessment and Classification Center staff shall be contacted. If the Admission occurs after regular business hours, the Warden, Deputy Wardens, or Duty Officer shall be contacted.
 - (1) Offender Information personnel shall attempt to contact the sentencing authority, Parole Board, transferring authority, or committing agency to obtain proper documentation for commitment.
 - (2) If proper documentation cannot be obtained, the case shall be referred to the Warden, Deputy Wardens, or in their absence the Duty Officer, for a final decision regarding commitment and admission of the individual.
 - (3) Transporting officers shall not depart the institution and no transportation receipt shall be signed prior to determination that the individual will be accepted as a legal commitment.
- c. The Assessment and Classification Center staff shall:
 - (1) Determine if the inmate is legally committed to the institution by court order and issue a body receipt to the transporting officer; and
 - (2) Issue a written receipt to the inmate for money brought in upon admission. The money and a copy of the receipt shall be placed in the safe until deposited.

B. Inmate Number

Each commitment shall be assigned an inmate number by Assessment and Classification Center personnel.

1. During admission, the Offender Information Office shall be contacted regarding an inmate number for each new entry. The institutional files and the Kentucky Offender Management System (KOMS) shall be checked for information concerning an existing number.
2. The inmate number shall be placed on all documents pertaining to the inmate and all information shall be filed using this number.

C. Initial Search Procedures

1. After determination of the inmate's legal commitment and the transporting officers being issued a receipt, the new admission and her property shall be processed for admission.

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2. The inmate shall be searched for contraband by a pat down or frisk search.

D. Inmate Property

Any property brought into the institution by the inmate shall be inventoried and stored or disposed of by the Assessment and Classification Center staff in accordance with KCIW 17-05-01.

E. Strip Search and Showering

1. The inmate shall undergo a strip search. The staff member shall inspect the individual for contraband.
2. If there is reason to suspect contraband may be hidden in a body cavity, Assessment and Classification Center staff shall contact the Warden, Deputy Warden, or in their absence the Duty Officer to request a body cavity search. Trained medical personnel shall conduct and document the search in a sanitary location.
3. After completion of the strip search, the admitting personnel shall record any scars, tattoos, amputations, birthmarks, deformities, obvious injuries, or other identifying marks on the Physical Identification form for each inmate.
4. Tattoos shall be photographed for documentation.
5. Each inmate shall be required to take a thorough shower and wash her hair and pubic area with a treatment for the prevention of body lice.

F. Initial Clothing Issue

Upon completion of the procedures described in Section A through E, each inmate shall receive Assessment and Classification Center uniforms to wear during her stay in the unit in accordance with KCIW 17-01-01. She shall receive undergarments, shoes, state coat, or other needed items to supplement her allowed personal items.

G. Photography

1. The inmate shall be photographed with a number board indicating the inmate's name, number, and date of admission.
2. A color photograph shall be taken of the inmate. Pictures shall be a front view. The pictures shall be uploaded into the KOMS file of the inmate.
3. Any inmate who is admitted with noticeable physical injuries or complaints shall be immediately photographed or videotaped.
 - a. If an admission appears to be injured to include bruising, she shall be photographed or videotaped with specific attention to the injured areas.

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- b. The appropriate documentation shall be completed indicating the action taken by the admission staff. The inmate's statement of how the injury occurred shall be tape recorded or videotaped.
- c. The inmate shall be referred to the Medical Department for evaluation and treatment. Documentation shall also be placed in the inmate's medical record.
- d. The tapes or pictures shall be forwarded to the Warden for investigation by Internal Affairs.

H. Fingerprinting

All new admissions shall be finger printed on the Live Scan Desktop 500PPI. The information shall be electronically transmitted to the Kentucky State Police for further disposition.

I. Identification Cards

1. Each inmate shall be issued an identification card. The card shall be worn in plain view on the upper left chest area anytime the inmate is not in her immediate living area.
2. If the identification card is lost, stolen, or damaged or the inmate changes in appearance, a new card shall be made and the inmate shall be charged the prevailing cost for a new identification card.
3. The inmate shall notify staff if her identification card is lost, stolen, or damaged and that a new card is needed.

J. Initial Health Screening


1. Admitting staff shall notify medical personnel of all admissions.
2. Assessment and Classification personnel shall complete an initial medical screening of all admissions.
3. Medical personnel shall complete initial medical, dental, and mental health screening in accordance with requirements in CPP 13.2.

K. Housing and Orientation

1. After processing the admission, the inmate shall receive an initial housing assignment in the Assessment and Classification Center.
2. Single occupancy rooms shall be available if indicated for the following:
 - a. Inmates with severe medical disabilities
 - b. Inmates suffering from serious mental illness
 - c. Sexual predators

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- d. Inmates likely to be exploited or victimized by others
 - e. Inmates who have other special needs for single housing
3. Orientation shall begin upon admission to the institution, including receipt of written orientation materials and an Inmate Handbook. The handbook shall be available in an audio format for non-readers.
- L. This policy shall be reviewed annually and revised as needed.

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	Date Filed	Effective Date
Authority/References ACA Standards 5-ACI-5A-06, 5-ACI-5A-07, 5-ACI-5A-08, 5-ACI-5D-08, 5-ACI-5D-11 CPP 9.6, 9.8, 15.2, 17.1 KRS 196.035, 197.020, 520.050, 520.060 KCIW IPP 10-01-01	KCIW 17-05-01	9
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	Subject INMATE PERSONAL PROPERTY	

POLICY and PROCEDURE

A. Assessment Center Property Rules

1. All clothing and personal property brought into the institution upon admission shall be searched, inventoried, and processed by admitting staff in the presence of the inmate.
2. An itemized written list shall be prepared to document inmate personal property. One (1) copy shall go to the inmate file, one (1) copy shall go to the inmate, and one (1) copy shall remain with the property.
3. Property shall be divided into the following categories: issued property, stored property, property to be cleaned or disinfected, excess property, and disposable property.
4. The amount of personal property authorized while assigned to the Assessment and Classification Center shall be restricted to the items on the authorized personal property lists in CPP 17.1 and by limitations in this policy and procedure.
5. Personal property shall be neatly stored in the area provided and shall not accumulate to become a security, fire, sanitation, or housekeeping hazard. Nothing shall be stored under a bed or on top of the storage area provided.
6. Paper products, tablets, legal mail, personal mail, and books shall be limited by the ability to store the items in the authorized storage area which provide a maximum space of two (2) cubic feet of storage. Cardboard boxes shall not be used.
7. A property list that meets institutional and Assessment and Classification Center rules shall be issued to an inmate during the admission process.

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- a. Each inmate shall be issued two (2) Assessment Center blue scrub type uniforms upon admission. Uniform tops and pants shall be exchanged daily Monday through Friday; three (3) uniforms shall be issued on Friday. Other state clothing shall be issued as required.
 - b. Each inmate shall be issued underwear, bras, and socks. An inmate may keep and wear her own underwear and socks after they are laundered.
 - c. Deodorant soap shall be issued to each admission.
 - d. Each inmate shall receive sheets, blanket and towels, additional clothing as needed, sanitary supplies and additional hygiene items as needed from the institutional laundry to supplement allowed personal property.
 - e. Upon completion of assessment, an inmate shall return the Assessment and Classification Center blue uniforms to the laundry.
 - f. Khaki state uniforms shall be issued in accordance with CPP 17.1 when the inmate moves to the general population or is classified.
8. Unauthorized Assessment Center property shall be stored in the Institutional Property Room until the inmate moves to the general population. The inmate shall sign for property she receives.
 9. Property that is issued or stored property but is in need of thorough cleaning or disinfecting shall be sent to the Institution laundry for proper cleaning before issuance or storage.
 10. Excess Property
 - a. Property that is in excess of Assessment and Classification Center and institutional rules, but does not constitute a threat to security may be stored in the property room up to forty-five (45) days. The inmate may send the property out of the institution during this period by the following methods:
 - (1) Mail the property out of the institution at her own expense. The Property Officer may assist in the mailing process.
 - (2) Donate the property to a charitable organization as determined by the institution.

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(3) Leave the property to be destroyed if none of the above takes place within forty-five (45) days.

b. The method used shall be documented and the document signed by the inmate. The documentation shall be distributed to the inmate, the institutional file, and one (1) copy shall remain with the Property Officer.

11. Unauthorized Assessment and Classification Center property which constitutes a threat to the order and security of the institution shall be disposed of during the admission process as stated in CPP 9.8.

B. Clothing, Bedding, and Linen

1. Each unit laundry shall be operated according to a posted schedule with each inmate receiving a time each week to launder her clothing and personal linen.

2. The unit staff shall schedule each inmate (except Restrictive Housing Unit, Lonnie Watson Center C-wing, and a medically restricted inmate) for two (2) hours per week to wash, dry, and iron clothing.

3. Linens and towels shall be washed weekly. Blankets shall be washed monthly and before reissue to another inmate.

4. The following procedure shall be followed for worn mattresses, pillows, or clothing:

a. The inmate shall notify the unit staff who shall verify the need for replacement; and

b. The unit staff shall indicate the replacement on the inmate's property records.

C. Inmate Personal Property

1. Inmate personal property may be brought into the institution upon admission, received by a vendor package, or purchased through the Inmate Canteen.

2. Inmate personal property shall be limited to those items listed in CPP 17.1 and items sold in the Inmate Canteen. Possession of items in excess of policy shall be a violation of the Offenses and Penalties policy. The administration shall reserve the right to deny an item on the list based on institutional security.

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3. An inmate shall not order more than one (1) vendor package a calendar quarter for a total of no more than four (4) per calendar year.
4. The Property Officer shall open and inspect a vendor package that arrives at the institution for an inmate.
5. The Property Officer shall compare the order form for the vendor package with the contents of the package. An item not included on the order form shall be refused.
6. The inmate shall be called to pick up authorized property within seventy two (72) hours of receipt excluding weekends and holidays.
7. The inmate shall be issued a rejection notice for any item or package that is unauthorized.
8. A package in excess of the number of authorized packages shall be refused by the institution and at the expense of the inmate. An inmate shall receive a disciplinary report for an excess package.
9. The inmate shall follow the established mail out procedure for any excess or unauthorized property or items.
10. Appliances
 - a. An appliance shall be new, ordered directly from an approved vendor, and UL approved.
 - b. An inmate transferring from another facility may bring back a clear appliance purchased through the Department of Corrections.
 - c. An appliance shall be inspected by the Property Officer and engraved with the inmate's number.
 - d. Altered electrical wiring or appliances shall be considered dangerous contraband. The circumstances surrounding the altered appliance and equipment shall determine whether the inmate will be charged with possession of contraband or possession of dangerous contraband.
11. Musical Instruments
 - a. A musical instrument shall not be counted as a vendor package if received alone.

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- b. An instrument shall be new and received from an approved vendor.
- c. A keyboard shall be limited in size per CPP 17.1 and shall be used with headphones only.
- d. A musical instrument shall be kept in the inmate's living area.
- e. A guitar may be played outdoors or during designated recreation time.

12. Musical Instrument Purchasing Procedure

An inmate may purchase a musical instrument as allowed by CPP 17.1. The following procedure shall be used:

- a. An inmate shall fill out a Musical Instrument Order Form and a money order slip from the Recreation Department in order to purchase a musical instrument. Recreation staff shall take the order and money slip to Inmate Accounts. Inmate Accounts shall process the money slip and mail the order form.
- b. The musical instrument and accessories shall be sent to the Recreation Department. Recreation Staff shall notify the inmate to come and pick up the instrument.
- c. Recreation Staff shall open the package in the presence of the inmate, properly dispose of an unauthorized item, and give the approved item and property form to the inmate. The inmate shall take the approved item and the property form to the Property Officer.
- d. The Property Officer shall ID the appropriate item, place the item on the permanent property sheet of the inmate and sign the property form from the Recreation Department.
- e. The inmate shall return the property form to the Recreation Department.

D. Restrictive Housing Unit (RHU) Inmate Property

- 1. RHU inmate personal property shall be permitted as stated in KCIW 10-01-01.

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2. No appliance shall be authorized in the RHU with the exception of a Death Row inmate who may possess appliances from the authorized list and personal property equivalent to the general population.
3. Prior to admission to RHU, the inmate and a unit officer shall inventory and pack any property belonging to the inmate. All personal property unauthorized in RHU shall be stored in the RHU Property Room.
4. If an inmate is unable to bring her personal property to the RHU, whether physically unable or demonstrating behavior which is a security risk:
 - a. Two (2) officers shall collect all items of personal property from the inmate's living area.
 - b. Two (2) officers shall inventory the property and secure the property in the RHU Property Room, sign the property form and give a copy to the Unit Supervisor.
5. Upon release from the RHU to the general population:
 - a. The inmate shall receive her property from the RHU officers.
 - b. The inmate shall check her property in the presence of an officer to verify that all personal property is present.
 - c. The inmate shall sign the appropriate documentation accepting her property from storage. The signed documentation shall be given to the Unit Supervisor.

E. Unauthorized Personal Property - General Population

1. All unauthorized or excess personal property shall be confiscated and inventoried using the appropriate documentation. The inmate shall be informed of the procedure and given forty-five (45) days to dispose of all unauthorized items.
2. Unauthorized or excess personal property shall be confiscated from an inmate. The officer shall give the inmate a receipt and the property shall be forwarded to the Property Room Officer.
3. An officer who confiscates the property shall issue a disciplinary report due to violation of property rules.
4. Excess or unauthorized personal property shall be mailed out of the institution at the inmate's expense. Packaging materials shall be provided.

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5. The Property Room Officer shall weigh the package. It shall be the inmate's responsibility to provide postage within a stipulated time period.
6. If the inmate chooses not to mail the property to anyone, she may request that the property be donated to a charitable organization of the institution's choice.

F. Storage of Unauthorized or Excess Personal Property

1. Excess or unauthorized personal property shall not be kept in storage more than forty-five (45) days.
2. All items of personal property placed in storage shall be listed on a master property storage list. All unauthorized or excess items of personal property shall be identified by the reference control number, the inmate name, number, and date the property was placed in the property room.
3. All property shall be stored appropriately. Wet clothing, wet shoes, or perishable items shall not be stored. Each container shall contain the inmate's property and a copy of the personal property receipt in easy view. The container shall be sealed and tagged with the reference control number for easy identification.
4. If there is a discrepancy between the property container and the property receipt, the Property Room Officer shall send a memorandum to the Property Room Supervisor and the Deputy Wardens describing the discrepancies.

G. Contraband

1. "Contraband" is defined in CPP 9.6.
2. An inmate who knowingly possesses or introduces dangerous contraband into the institution shall be subject to the administrative disciplinary procedures as outlined in CPP 15.2, and may be referred for prosecution pursuant to KRS 520.050 or 520.060.
3. Possession of any items or excessive quantities of items not issued through authorized means shall be considered contraband or dangerous contraband as defined in CPP 9.6.
4. Any property found in the living area of an inmate shall be considered the property of the inmate, unless staff is investigating a theft report by another inmate.

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H. Inmates Returning to the Institution

1. The property of an inmate returning to the Institution from a Community Center or halfway house shall be processed in the same manner as a new commitment.
2. Personal property documentation shall be completed with unauthorized or excess property being stored for forty-five (45) days. The Property Room Officer shall verify that the clothing and property correspond with the property list that arrives with the inmate.
3. An inmate returning to the institution from another facility shall be allowed to keep in their possession items on the authorized property list in CPP 17.1.

I. Inmates Transferring Out of the Institution

1. Prior to transfer, an inmate shall have her personal property inventoried by staff.
2. The staff shall inventory all personal property and state items except undergarments with the inmate present.
3. The staff shall itemize any additional inmate personal property. Personal property documentation shall be completed in four (4) copies.

J. Inmates Temporarily Assigned Outside the Institution

Personal property belonging to an inmate who has been transferred temporarily (furlough, court trip, hospital stay), shall be taken to the property room, inventoried, and stored until the inmate returns to the institution. The Warden may make an exception on a case-by-case basis.

K. Inmates Released from the Institution on Conditional Release or Expiration of Sentence

1. The inmate shall take all state property to the unit staff and receive a release for state property she returns.
2. The inmate shall take all personal property to the unit staff. The inmate and staff shall check all personal property on the appropriate property form. The property shall then be sealed and secured until the inmate is released.
3. If the inmate has no personal clothing to wear out of the institution she shall be issued appropriate state or donated clothing.


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L. Death, Serious Injuries, Terminal Illness, or Escape

If an inmate dies, suffers serious injuries, is terminally ill, is transferred, or escapes the following procedures shall apply:

1. Death, Serious Injury, or Terminal Illness:
 - a. All personal property belonging to the inmate shall be inventoried by two (2) staff members and secured in the Property Room.
 - b. The inmate's jewelry shall be placed in an evidence bag, photographed, labeled, sealed, and placed in the institution safe.
 - c. Personal property of the inmate shall be released to the following:
 - (1) State Police;
 - (2) Estate Administrator (death);
 - (3) Hospital Administration (illness or injury); or
 - (4) Person appointed by the court.
 - d. To release the property of the deceased, a copy of a court order shall be necessary stating to whom the property shall be released or stating who is an executor or administrator for the estate.
2. Personal Property Belonging to an Escapee:
 - a. All personal property of an escapee shall be inventoried by at least two (2) staff members and secured in the property room.
 - b. All items of jewelry shall be placed in an evidence bag, photographed, sealed, and placed in the institution safe.
3. The person receiving the personal property of an inmate shall sign the appropriate documentation for all property being released.

M. This policy shall be reviewed annually and revised as needed.

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Authority/References ACA Standards 5-ACI-5B-01, 5-ACI-5B-07, 5-ACI-5B-09 KRS 196.035, 197.020	Subject HONOR PROGRAM	


POLICY and PROCEDURE

- A. The Honor Program shall be for an inmate who has demonstrated responsibility, a positive attitude, and has proven herself to be of exemplary behavior while at the Kentucky Correctional Institution for Women (KCIW).
- B. An inmate may apply for the Honor Program if she:
1. Has been an inmate at KCIW for at least ninety (90) days and is classified out of the Assessment and Classification Center.
 2. Has not been found guilty of a Category III or above offense within the last six (6) months, has not been found guilty of four (4) or more Category I or II offenses within the last six (6) months, and is currently in programming, work, or treatment;
 3. Has maintained clear conduct for one (1) year after receiving non-restorable good time loss;
 4. Has not been dismissed from employment or programming within the last ninety (90) days;
 5. Has not been removed from honor status within the last six (6) months. This shall include a refusal to move into an assigned honor housing placement or withdrawal of name from honor list;
 6. Is demonstrating positive behavior as indicated by the unit records, case records, awards of Meritorious Good Time, letters of commendation, and work or program involvement; and
 7. Completes an application for honor housing and submits it to the appropriate Classification and Treatment Officer (CTO).
 8. An honor status inmate transferred to another institution and returned to KCIW within ninety (90) days through no fault of her own or an inmate transferred to KCIW from another institutional meritorious program may

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make immediate application for honor housing and be placed on the waiting list.

- C. Placement on honor status shall be made from a waiting list.
 - 1. An inmate shall submit a request to her CTO to have an Honor Status Application completed. The CTO shall complete the application and forward it to the Correctional Unit Administrator (CUA) for review.
 - 2. The CUA shall review to ensure that all information is accurate and forward to the Honor Housing Unit Director or designee. If eligible for the Honor Program, the Honor Housing Unit Director or designee shall document, by date, the receipt of the application and place the name of the inmate on the waiting list. If not eligible for the Honor Program, the Honor Housing Unit Director shall document the reason for ineligibility in the institutional file of the inmate and notify the inmate.
 - 3. If a vacancy in honor housing opens, the appropriate staff shall re-examine the record for eligibility and place the next matching inmate on the waiting list into meritorious housing.
- D. An inmate in honor housing shall have various privileges as posted in honor units or granted by the Warden.
- E. An inmate on honor status shall maintain the following expectations:
 - 1. She shall continue involvement in work or program assignment;
 - 2. She shall adhere to the unit rules and regulations as well as the direction given by the unit staff;
- F. An inmate may appeal her removal from honor status to the Deputy Warden of Programs within five (5) working days.
- G. An inmate on the waiting list or residing in honor housing may voluntarily ask to be removed. The inmate shall wait one hundred eighty (180) days before being eligible for resubmission to the honor status waiting list.
- H. This policy shall be reviewed annually and revised as needed.

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Authority/References ACA Standards 5-ACI-5B-11, 5-ACI-6A-07, 5-ACI-6A-18M, 5-ACI-6A-37, 5-ACI-6C-06, 5-ACI-5E-10, 5-ACI-5E-11 KRS 196.035, 197.020 CPP 10.2, 18.1 KCIW 13-04-02	Subject <p style="text-align: center;">SPECIAL NEEDS INMATES</p>	

I. DEFINITIONS

“Special Needs” means one who exhibits the presence of a major mental disorder or has a history of mental disturbance or displays a severe and persistent impairment in the ability to reason, make appropriate judgments, or control impulsive behavior.

“Special Category” means one who has a significant history of alcohol or substance abuse, is pregnant, or has been convicted of a sex offense.

II. POLICY and PROCEDURE

A. The Kentucky Correctional Institution for Women shall provide, as much as possible, appropriate housing, programs, and work assignments for those inmates identified as Special Needs and Special Category inmates.

B. Identification and Supervision of Special Needs Inmates

1. Special Needs status may be designated by the following means:

a. The Assessment and Classification Center Classification and Treatment Officer (CTO), or other CTOs, if an inmate is no longer in the Assessment and Classification Center, shall review files and interview inmates for referral to Psychological Services for a Special Needs status designation evaluation.

b. During the intake process, the evaluating psychologist may indicate need for further evaluation or observation in order to determine the appropriateness for Special Needs designation for inmates.

2. The CTO and the intake psychologist shall encourage the inmate with a history of abuse or dependence to enroll in the appropriate treatment program.

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3. Based on the psychological evaluation, the psychologist shall make the decision about Special Needs status designation. The psychologist shall complete the appropriate documentation.
4. A mental health staff member shall distribute an updated listing of Special Needs inmates monthly to appropriate staff.
5. A Special Needs inmate shall not be subjected to a classification or disciplinary action, or a change of housing prior to consultation with a psychologist unless immediate action is required. The Classification Committee Chairperson shall contact an institutional psychologist prior to classification hearings and changes of housing of Special Needs inmates. The Adjustment Officer shall contact the psychologist prior to disciplinary hearings of Special Needs inmates.
6. If a Special Needs inmate is subjected to classification, disciplinary action, or a change of housing prior to consultation with the psychologist, the Classification Committee or Adjustment Officer shall confer with an institutional psychologist the next workday about the appropriateness of the action.
7. If a Special Needs inmate is scheduled to appear before the Adjustment Officer, a psychologist shall review the disciplinary paperwork prior to the hearing. The psychologist shall complete and forward the appropriate paperwork to the Adjustment Officer.
8. Special Needs inmates shall be given appropriate program and work assignments unless they are medically or psychologically unable to perform the assignments.

C. Identification and Treatment Referral of Alcohol and Substance Abusers

1. An inmate with a history of significant drug or alcohol use shall be identified by the following means:
 - a. The Assessment and Classification Center CTO, or other CTOs if an inmate is no longer in the Assessment and Classification Center, shall review files and conduct interviews to identify persons with histories of alcohol and substance abuse.
 - b. During the intake process, the evaluating psychologist shall review responses on the intake form to determine the appropriateness of referral to the in-house substance abuse program or other self-help group that addresses addictions.
2. The CTO and the intake psychologist shall encourage the inmate with a history of abuse or dependence to enroll in the appropriate treatment program.
3. Inmates with severe addiction problems shall be encouraged to apply for admission to the intensive in-house Substance Abuse Program. All inmates with a history of abuse shall be urged to participate in one or more of the self-help

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groups (Alcohol Anonymous, Narcotics Anonymous) or apply for the Pre-Treatment Drug and Alcohol Education class.

4. The staff of the Substance Abuse Program shall select inmates for participation in the program and the instructor, in conjunction with the Deputy Warden of Programs, shall select inmates for participation in a Pre-Treatment Drug and Alcohol Education class.


D. Sex Offenders

1. The Assessment and Classification Center CTO, or other CTOs if an inmate is no longer in the Assessment and Classification Center, shall review files to identify inmates who are serving sentences for sex offenses.
2. A memorandum shall be sent to sex offenders advising them of the Sex Offender Treatment Program and the requirements for admission.
3. It shall be the inmate's responsibility to apply to the Sex Offender Treatment Program.

E. Pregnant Inmates

1. Pregnant inmates shall be identified upon their arrival at the institution. These inmates shall be screened by the Medical Department and provided the full range of prenatal care.
2. Pregnant inmates shall be screened by the Institutional Infant Placement Coordinator and provided paperwork for possible placement of unborn child unless involvement has been initiated by the Department of Child Based Services (DCBS).
3. Pregnant inmates shall be allowed to participate in programs and shall be given work assignments as approved by the Medical Department.
4. Pregnant inmates shall be housed in Medical only if the Medical Department deems appropriate.
5. When the pregnant inmate goes into labor, she shall be transferred to an outside hospital for delivery of her baby.
6. Proper notification to the newborn's custodian or DCBS (if necessary) shall be made after the inmate is returned from the outside hospital.

- F. This policy shall be reviewed annually and revised as needed.

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KRS 196.035, 197.020, 635.025, 640.070 CPP 18.3 ACA 5-ACI-5B-13 through 5-ACI-5B-11 28 CFR 115.14	KCIW 18-05-02 JAN 13 2021 Youthful Offender	

DEFINITION

“Direct staff supervision” means security staff are in the same room with and within reasonable hearing distance of the resident or inmate.

“Youthful Offender” means an offender who is less than eighteen (18) years of age.

POLICY AND PROCEDURE

I. Commitment of a Youthful Offender

A Youthful Offender shall only be accepted at KCIW in accordance with KRS 635.025 and KRS 640.070.

II. Housing for a Youthful Offender

- A. A Youthful Offender shall not be placed in a housing unit in which the Youthful Offender will have sight, sound, or physical contact with any adult inmate through use of a shared dayroom or other common space, shower area, or sleeping quarters.
- B. A Youthful Offender committed to KCIW shall be housed in Lonnie Watson Center (LWC) C-wing.
- C. Any adult inmates housed in LWC C-wing shall be relocated prior to the Youthful Offender’s arrival.
- D. A Youthful Offender outside of her housing area for any reason shall be under direct staff supervision.

III. Classification and Program Needs

- A. The classification plan for a Youthful Offender shall determine the level of risk and program needs developmentally appropriate for adolescents. The classification plan shall include consideration of physical, mental, social, and educational maturity of the Youthful Offender.

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- B. If her behavior warrants, a Youthful Offender may attend any programming recommended by the Unit Management Team/Classification Committee.
- C. A Youthful Offender shall not be denied any legally required special education services.
- D. A Youthful Offender shall have access to work opportunities to the extent possible.

IV. Recreation

- A. A Youthful Offender may go to the Recreation Department for two (2) hours and 15 (fifteen) minutes daily as scheduled by Recreation Staff. During her recreation period, adult inmates shall not be allowed to recreate or communicate with the Youthful Offender.
- B. Recreation may be denied due to exigent circumstances or if the behavior of the Youthful Offender does not warrant.


V. Telephone Use

- A. A Youthful Offender may request telephone calls. Telephone calls shall be approved by the Unit Management Team.
- B. Telephone use may be denied due to exigent circumstances or if the behavior of the Youthful Offender does not warrant.

VI. Visitation

A Youthful Offender may be allowed visitation privileges as scheduled and approved by the Unit Management Team.

- VII. This policy shall be reviewed annually and revised as needed.

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Subject		
INMATE WORK AND PROGRAM ASSIGNMENTS		

POLICY and PROCEDURE

A. General Information on Assignments

1. A work and program assignment shall be made by the Classification Committee with input from the inmate without regard to race, religion, national origin, sex, handicap, or political views. An effort shall be made to provide a constructive work and program experience relevant to the current job market.
2. An inmate shall be given a work or program assignment unless specifically excused by medical staff. This assignment may be work, programming or a combination.
3. An inmate shall attend her work or program assignment and participate in an orientation program.
4. An inmate, under twenty-one (21) years of age, lacking basic education skills shall be required to participate in a basic education program.
5. An inmate shall participate in any program ordered by the sentencing court or required by statute.
6. An inmate shall be paid for her work and education program participation as outlined in CPP 19.3. An inmate taking at least two (2) three (3) hour college courses may use college for her work and program assignment. An inmate shall not be paid for her college participation.
7. An inmate may request to change her work and program assignment. The signature of the current and proposed supervisor shall be obtained and submitted to the Classification and Treatment Officer. The Classification Committee shall approve or disapprove the change.

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8. A supervisor may recommend that an inmate be fired for unsatisfactory performance by submitting the appropriate documentation to the Classification Committee through the Classification and Treatment Officer.
9. An inmate with a disability, as defined by the Americans with Disabilities Act, shall receive reasonable accommodation in a job assignment.
10. A request to assign an inmate to any work or program assignment that includes the use of computers and computer technology shall be reviewed by the Classification Committee.

B. Inmate Work Assignments

1. The categories of inmate work assignments shall include Correctional Industries, Governmental Services, On-the-Job Training, and On-the-Job Training with Classroom Instruction.
2. Correctional Industries
 - a. Correctional Industries at the institution shall be under the administrative control of Kentucky Correctional Industries.
 - b. The current institutional plant operated by Correctional Industries shall include:
 - (1) Mail Services;
 - (2) Braille Transcription;
 - (3) Warehousing;
 - (4) Soap Plant; and
 - (5) Portion Pac Production
 - c. An inmate assigned to a job in Correctional Industries shall be paid an hourly wage as determined by Kentucky Correctional Industries.
 - d. The Classification Committee shall make the determination to assign an inmate to Correctional Industries. Selection criteria shall include:
 - (1) A minimum parole eligibility or minimum expiration date of one (1) year;
 - (2) A GED certificate or enrollment in a GED class; and
 - (3) Approval of the Deputy Warden for Security and Deputy Warden for Programs.

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3. Governmental Services

- a. An inmate with the appropriate custody level may be given the opportunity to gain valuable experience by working for various state agencies in the community.
- b. Approval shall be required from the Classification Committee, the Deputy Warden of Programs, and the Deputy Warden of Security for an inmate to be assigned to work in a Governmental Services job.

4. On-the-Job Training

On-the-Job Training (OJT) shall include any job other than Correctional Industries and Governmental Services. Most of these jobs shall be institutional based and shall exist in most departments and units of the institution.

5. On-the-Job Training with Classroom Instruction

- a. On-the-Job Training with Classroom Instruction shall be a job that includes classroom instruction and actual work experience. These jobs shall exist in Food Service and Janitorial and Landscape pools.
- b. Orientation class shall be conducted for a new food service worker as needed.
- c. An orientation class shall be conducted for a new janitorial worker as needed. The class shall receive demonstrations of the various kinds of cleaning supplies and proper procedures for cleaning a correctional institution.
- d. A landscape equipment and safety class shall be offered as needed. The class shall receive training and demonstration of the proper use of a lawn mower, weed eater equipment, and tractor.


C. Inmate Work Day

1. An inmate shall be assigned to work specific hours on a specific shift that approximates the workday in the community.
2. Inmate counts shall be conducted at a time and in a manner that causes as little disruption as possible in the inmate workday.

D. Evaluation

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1. The institutional Safety Coordinator shall conduct periodic inspections of work, industry, education and vocational programs to review compliance with minimum health and safety standards.
 2. KCIW shall request semi-annual inspections of all areas of the institution by the Shelby County Health Department.
 3. The institution shall use advisory groups from education, business, industry and other organizations to improve program operation and effectiveness.
- E. This policy shall be reviewed annually and revised as needed.

 <p style="text-align: center;">KCIW Policies and Procedures</p>	Policy Number	Total Pages
	KCIW 20-01-01	4
	Date Filed	Effective Date
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Authority/References ACA Standards: 5-ACI-8B-01 through 5-ACI-7B-14 KRS: 196.035, 197.020 CPP: 20.1	Subject EDUCATIONAL PROGRAMS	

POLICY and PROCEDURE

Kentucky Correctional Institution for Women (KCIW) shall provide a comprehensive, certified, and continuous education program. The technical programs shall lead to diploma or certification in a variety of fields. The academic programs shall extend from special needs and basic literacy through the General Educational Development (GED) certificate at no cost to the inmate. College programs leading to an associate's degree shall be available to all inmates who have completed high school or have a GED certificate and meet the requirements of the college.

A. Program Development and Support

1. Advice and direction may be sought from advisory committees with membership from local business, industry, and trade groups for the technical education programs as they relate to employment opportunities.
2. A standardized, competency-based curriculum shall be used in the academic and technical programs.
3. The Department of Corrections (DOC) Education Branch shall evaluate instructors and shall monitor their certification and professional development.

B. Educational Opportunities

1. Enrollment for all educational programs shall be through the Regional Education Administrator in the Education Center.
 - a. Enrollment shall be on the basis of interest, need, and capacity. If space is limited, a waiting list for academic classes and an applicant pool for technical programs shall be maintained.
 - b. An educational program shall be considered a job assignment for an inmate attending three (3) hours of class per day. If scheduling permits, an inmate with the permission of her supervisor may attend school in addition to being assigned to another job in the institution.

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- c. Flexible scheduling in the academic programs shall permit an inmate to enter at any time and proceed at her own pace. Technical programs shall register an inmate as openings occur.
- d. Upon enrollment, the inmate shall sign a contract agreeing to abide by stated school rules and to remain in class a minimum of sixty (60) days. Failure to honor the contract shall result in a breach of contract being placed in the inmate's file.

2. Academic Programs

- a. Academic program night classes may be offered for an inmate unable to attend the day program because of her work assignment.
- b. An inmate assigned to the Restrictive Housing Unit may request academic services to increase a specific skill.
- c. An inmate shall have the opportunity to take the GED Ready Test once she has achieved a score of 501 in Reading and 496 in Math on the Test of Adult Basic Education (TABE).
- d. An inmate shall have the opportunity to take the four (4) GED subject area tests once she has passed each subject area GED Ready Test with a score of 145 or higher.
- e. An inmate shall pay the prevailing charge for any re-test after she has exhausted the three (3) times allowed by the institution.

3. Technical Programs

- a. Technical education classes shall be available at no cost to an inmate who wishes to pursue a vocation.
- b. An applicant for the technical programs shall meet the following requirements prior to admission:
 - (1) Have scored 501 in reading and 496 in math or higher on the Test of Adult Basic Education (TABE);
 - (2) Have a verified GED certificate or high school diploma; and
 - (3) Maintain clear conduct.
 - (4) Have enough time before meeting the Parole Board or serving out to complete the program.

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- c. To be awarded a technical certification, an inmate shall:
 - (1) Meet entry and exit requirements for the technical program. An inmate who fails to meet this level shall use the academic program to meet this requirement;
 - (2) Complete the required technical and related courses as listed in the National Occupational Competency Testing Institute (NOCTI) or National Center for Construction Education and Research (NCCER) guidelines;
 - (3) Complete the minimum classroom attendance requirements for the technical program; six (6) months for Microsoft and C.T. Fundamentals and ten (10) months for all other vocational programs;
 - (4) Exhibit competency in the field by passing an examination as required by NOCTI or NCCER; and
 - (5) Earn a silver level or higher certificate for the National Career Ready Test.

4. College Programs

- a. KCIW may offer an on-site evening college program. An inmate who cannot afford to pay for her college courses may apply for a scholarship from the institution Inmate Canteen Fund by completing a scholarship application.
- b. College-level correspondence courses shall be supervised through the Education Center with approval from the Deputy Warden of Programs and the Education Branch Manager.

C. Educational Staff

Academic and technical instructional personnel shall meet the certification requirements for professional education as specified by the DOC Education Branch.

D. Educational Counseling

- 1. Any new inmate or returning parole violator who has assessment scores over one (1) year old shall be given the TABE within thirty (30) days of arriving at the institution if she:
 - a. Does not have a high school diploma or GED certificate;
 - b. Wishes to enroll in a technical program, or

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c. Wishes to know strengths or weaknesses in the areas of reading and math.

2. An inmate who indicates she does not have a high school diploma or GED certificate shall be placed on the waiting list.
3. If an opening occurs in an academic class, the Regional Administrator or designee shall offer the space to the next inmate on the waiting list. If the inmate accepts, the academic instructor shall help complete enrollment and help establish short term and long-term goals.
4. A technical student shall receive counseling from the Technical Program instructors in course requirements and completion.


E. Educational Records

1. A student information folder shall be maintained in a central file in the office of the student's instructor in the classroom.
2. If an inmate exits a program, the on-site educational record shall be placed in an inactive file for a period of five (5) years.
3. If an inmate is transferred to another correctional facility, serves out, or is paroled, a copy of the educational record shall be forwarded to the appropriate party upon request.
4. A high school transcript or General Educational Development (GED) certificate obtained shall be scanned into Education History section of the inmate file in the Kentucky Offender Management System.
5. An educational record shall be confidential, except for the completion of programs. Information may be supplied to the appropriate personnel on a need-to-know basis.

F. Recognition of Educational Achievements

1. Educational Good Time shall be awarded according to CPP 20.1 to an inmate who receives a GED certificate, completes a technical program, or earns an Associate of Arts or Associate of Science degree from an on-site college program approved by and provided through the Department of Corrections.
2. Each Technical Program graduate, Associate Degree graduate, and individual who obtains a GED certificate shall be recognized by the school.

G. This policy shall be reviewed annually and revised as needed.

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Authority/References ACA Standards 5-ACI-7E-01 through 5-ACI-7E-07 CPP 14.4 KRS 196.035, 197.020	Subject LIBRARY SERVICES	

POLICY and PROCEDURE

A. General

1. The Librarian shall supervise all library operations and enforce all library policies and procedures.
2. An inmate shall be paged to the library according to housing assignment.
3. Library privileges shall be subject to institutional rules.
4. Library Rules
 - a. An inmate shall sign the Library log when entering and leaving the library;
 - b. Library materials shall be returned by the due date;
 - c. Noise shall be kept at a reasonable level;
 - d. Contraband shall not be concealed or transported in library material;
 - e. Library materials shall not be damaged, destroyed, or stolen;
 - f. An inmate shall not loan library material to another inmate;
 - g. An inmate shall not play cards or games while in the library;
 - h. An inmate shall not enter behind the desk area into the Library administrative space, except for Library Aides or the Library Janitor;
 - i. An inmate shall maintain a reasonable distance between herself and another inmate;
 - j. An inmate shall not eat or drink in the library. However, beverages shall be permitted in the sink area only to Library Aides;
 - k. An inmate shall not remove a library book from the institution; and

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1. An inmate shall follow posted signs for use of library equipment.
 5. An inmate shall be informed of all library rules and procedures upon admission to the institution.
- B. Personnel
1. Inmate Library Aides
 - a. Vacant Library Aide positions shall be posted. Each interested inmate shall complete an application. The librarian shall review the application and administer a library skills test, and interview the final candidates.
 - b. The Librarian shall make a recommendation to the Classification Committee based on interview results.
 - c. The Librarian shall train Library Aides in the operation and procedures of the library.
 - d. Inmate Library Aides shall facilitate the delivery of library services.
 2. The Librarian shall:
 - a. Promote the use of library materials within a pleasant and functional space;
 - b. Ensure the protection of inmates and staff and control all inmate movement within the area if a correctional officer is not present;
 - c. Assist inmates in locating library materials and be knowledgeable of materials available;
 - d. Attempt to prevent the destruction of all state property and materials within the area;
 - e. Report all incidents and institutional rule violations immediately to Security and forward a written incident report; and
 - f. Notify Security if in need of assistance or if a fight or major disturbance appears imminent.
- C. Services
1. The institution shall provide a variety of reference, reading, and audiovisual materials for educational and recreational purposes relevant to the needs and interests of the inmate population, including:

- a. Magazines;
 - b. Newspapers;
 - c. Compact discs;
 - d. Reference materials;
 - e. Large print books;
 - f. Inter-Library loans;
 - g. DVDs.
2. An inmate shall check out and assume responsibility for use of the library materials before leaving the library.

D. Accessibility

1. The library shall be open on weekdays, including two (2) evenings per week, according to a posted schedule.
2. Library services shall be available on a daily basis and on weekends and holidays through the use of unit satellite libraries.
3. Inmates in the Restrictive Housing Unit (RHU) and Lonnie Watson Center C-wing (LWC C wing) shall receive library services twice a week.
 - a. Paperback library books shall be available in RHU and LWC C wing.
 - b. An inmate in RHU and LWC C wing shall submit a reading material request to the Unit Officer who shall log the request and forward it to the library.
 - c. A request submitted to the librarian shall be delivered to the RHU and LWC C wing. The Unit Officer shall inspect the materials for contraband, log the delivery, and give the materials to the inmate.
 - d. The Unit Officer shall inspect materials being returned to the library for contraband.
4. The library shall be in a central location. The library shall be handicap accessible.

E. Materials Available

1. Magazines and Newspapers
 - a. A magazine shall be read in the library during the month of publication.
 - b. A selection of local Kentucky community newspapers shall be available for reading in the library.

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- c. A newspaper shall be available in the library on the day received at the institution and continue to be available in the library for three (3) days. After three (3) days a newspaper may be used by the Substance Abuse Program (SAP) or the Willow Program.

2. Books

- a. A book may be checked out for fourteen (14) days and may be renewed once up to a total of four (4) weeks, if there has been no prior request for it by another inmate.
- b. A reference book shall only be used in the library.

3. Audio and Video Materials

- a. Compact discs and DVDs may be checked out with a seven (7) day check out period.
- b. Audio and video material may not be renewed.

F. Check-out Procedures

1. An inmate shall not have more than ten (10) items checked out at one time.
2. To check out an item, an inmate shall present the item to the Librarian or Library Aide for processing and check out using the Library computer automation system.
3. The due date shall be provided to the inmate for each item.
4. If an inmate fails to return or renew library material and it is more than three (3) working days late, the inmate's name shall be placed on an overdue list. If library material are three (3) weeks overdue, a notice shall be sent to the inmate stating that if the library material checked out to her is not returned a disciplinary report shall be issued with the possibility of restitution for the materials being issued by the Adjustment Officer. If the materials are not returned after the notice is sent out, a disciplinary report shall be issued.
5. All library material shall be handled carefully and returned in good condition. A disciplinary report shall be issued for any library material returned damaged or destroyed with the possibility of restitution for the materials being issued by the Adjustment Officer.
6. Other library materials shall not be checked out by an inmate who has been issued a disciplinary report for damaged or destroyed library items until her issued disciplinary report has completed the Adjustment process and any issued restitution has been paid.

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7. Restitution issued by the Adjustment Officer shall be placed in the Library Account to be used by the Librarian for book replacement or supplies.


F. Clearance Before Leaving the Institution

1. All inmates shall seek library clearance prior to being released on parole, transfer, furlough, or expiration of sentence to verify return of all library materials and payment of any replacement fees.
2. If return of all library materials has been verified, the institutional release form shall be signed by the Librarian or a staff representative familiar with the library's check out procedures.

G. Staff Use of the Library

Staff shall not use the inmate library.

- H. This policy shall be reviewed annually and revised as needed.

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Authority/References ACA Standards 5-ACI-7C-01 through 5-ACI-7C-06 KRS 196.035, 197.020 CPP 10.2, 17.2 KCIW 10-01-01, 10-01-04, 22-01-04	Subject RECREATION AND INMATE ACTIVITY	
	KCIW 22-01-01	3
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POLICY and PROCEDURE

It shall be the policy of the Kentucky Correctional Institution for Women to provide a comprehensive program for inmate recreation and other activity designed to promote physical health and mental well-being. This program may include leisure time activity and outdoor exercise.

A. Recreation Personnel

1. The Recreation Department shall operate on a seven (7) day schedule under the supervision of the Deputy Warden of Programs, a Recreation Supervisor and staff.
2. The institution shall classify inmate Recreation Aides to assist the Recreation staff. An inmate Recreation Aide shall receive on-the-job training by Recreation staff.

B. Facilities, Program, and Equipment

1. The institution shall maintain a multipurpose recreational area.
 - a. Open recreation time may include pool, ping pong, table games, video games, video work out, exercise equipment, gym, softball, volleyball, tennis, basketball, karaoke, arts and crafts, badminton, table games and horse shoes.
 - b. Exercise classes, tournaments, and league play may be specifically scheduled.
 - c. Other activities may include all types of music (including visiting bands or other professional groups), visits by theater and other professional entertainment groups or individuals, arts and crafts night, and all female athletic teams.
2. Outdoor activities may include jogging, horseshoes, badminton, volleyball, walking, softball, tennis, pickle ball, soccer, and basketball.

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3. Equipment

- a. An accurate inventory of recreational equipment shall be maintained by the Recreation Supervisor.
- b. The Recreation Supervisor shall submit a monthly report to the Deputy Warden of Programs.

4. Funding shall be available each year through the Inmate Canteen budget.

- a. An annual line item budget shall be prepared by the Recreation Supervisor to direct expenditures of these funds.
- b. A purchase order shall be submitted by the Recreation Supervisor to the Deputy Warden of Programs for approval by the Warden for expenditures made from this account.

C. Inmate Involvement

1. The Inmate Recreation Planning Committee shall be offered to involve inmates in recreational planning. Inmate participation is voluntary.
2. This committee shall be composed of several inmate members representing the inmate population and shall meet regularly with the Recreation Planning Committee Sponsor or Co-Sponsor.
3. A member shall be chosen in accordance with the bylaws of the organization.
4. The inmates selected may have different recreation interests, and shall be representative of the inmate population in terms of age, race, and ethnic groups.
5. This Committee may offer constructive ideas for the Recreation Department programs and special activity.
6. The committee may relay the ideas of the general population to the Recreation Leaders including:
 - a. Weekend games and activities;
 - b. Team sports;
 - c. Leisure time activities; and
 - d. Holiday events.
7. The committee members may assist in implementing approved, club sponsored activities under the supervision of the recreation staff.

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D. Access to Services

1. Recreation planning shall attempt to achieve appropriate levels of stability and flexibility.
 - a. Events shall be routinely available to enable an inmate to plan to attend.
 - b. Events shall be planned and scheduled on a flexible basis to provide variety and increase participation.
2. A recreation schedule shall be posted monthly in all living areas on the institutional message channel and in Recreation to provide notice to the inmate population.

E. Restrictive Housing Unit Recreation

Refer to KCIW 10-01-01 and CPP 10.2.

F. Death Row Recreation

Refer to KCIW 10-01-04.


G. Community Participation

1. The Recreation Department shall involve community resources if possible.
2. An all-female sport team from the community may participate in a game against an inmate team.
3. Special guests, guest speakers, entertainers, or special interest volunteers, may be utilized to expand the variety of activity offered.
4. The appropriate staff shall be notified by memorandum of the time and purpose of special group and entertainment visits.
5. Minor children shall not be admitted without the specific approval of the Warden, Acting Warden, or Duty Officer.
6. A Parenting graduate may qualify for a quarterly Kids Day.

H. Inmate Club Activity

Refer to KCIW 22-01-04.

- I. This policy shall be reviewed annually and revised as needed.

 <p style="text-align: center;">KCIW Policies and Procedures</p>	Policy Number	Total Pages
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Authority/References ACA Standards 5-ACI-7C-01, 5-ACI-7C-04 through 5-ACI-7C-06 KRS 196.035, 197.020 KCIW 17-05-01	Subject <p style="text-align: center;">ARTS AND CRAFTS PROGRAM</p>	

POLICY and PROCEDURE

It shall be the policy of the Kentucky Correctional Institution for Women (KCIW) to encourage inmates to express their artistic abilities and pursue their interests in arts and crafts projects. This program shall be considered a privilege afforded to an inmate who follows the rules.

A. Selection and Approval of Projects

1. All arts and crafts projects regardless of the type shall have the prior approval of the Recreation Supervisor or designee.
2. An inmate shall not be involved in more than one (1) project at a time without the approval of the Recreation Supervisor. A new project shall not be started until the previous project has been mailed out.
3. The Warden or Deputy Wardens may terminate an individual program by written memorandum.
4. An inmate shall obtain written authorization from the Recreation Supervisor to participate in Arts and Crafts. This authorization shall be valid for thirty (30) days from the receipt of the material. An inmate may request a renewal of this authorization from the Recreation Supervisor before the expiration date. Renewal of a project may be denied by the Recreation Supervisor.
5. The Recreation Supervisor shall keep a copy of the authorization documentation.
6. An inmate who violates the rules of this procedure shall be subject to disciplinary action and restriction of privilege.
7. An inmate who has authorization withdrawn for any reason may lose all future privileges or may be temporarily suspended from the program depending on the seriousness of the offense.

B. Projects

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1. An inmate may choose from a variety of handicrafts, knitting, crocheting, and drawing projects.
2. Each individual project shall be completed within thirty (30) days.
3. All projects and materials shall be stored in a locker or cabinet if the inmate lives in a dormitory or multiple occupancy room.
4. If an inmate lives in an individual cell, the project shall remain in the cell.
5. Within thirty (30) days of completion, a project shall be mailed out of the institution at the inmate's expense or shall be added to the inmate's personal property list with the rules set forth in CPP 17.1.
6. Left over supplies specific to that project shall be mailed out with the project. Supplies may be stored in Recreation with Recreation staff approval for up to 45 days. If not mailed out within 45 days all left over supplies will be disposed of.

C. Acquisition of Materials

1. Arts and crafts materials and supplies shall only be available as provided for in this procedure.
2. The Recreation Supervisor shall provide the appropriate documents for purchase and shall approve or disapprove all requests for arts and crafts materials and supplies from an approved list and an approved vendor.
3. The appropriate documentation shall go to the vendor with a copy to the Recreation Supervisor.
 - a. An arts and crafts package shall come directly from an approved arts and crafts vendor.
 - b. A package shall not contain more items than would normally be used on the approved project.
 - c. An arts and craft package shall not weigh more than fifteen (15) pounds. Any exception shall require explicit approval by the Recreation Supervisor.
4. The package shall be searched by staff.
5. If the contents of the package are approved, the package shall be taken to the Recreation Department for the inmate to pick up.
6. A rejected package shall be returned at the inmate's expense. Refer to KCIW 17-05-01.

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7. The Recreation Department shall maintain a log of all arts and crafts packages received.

D. Security

1. An inmate shall comply with all procedures set forth for an arts and crafts project.

2. All materials and projects shall be subject to search at any time and to seizure or dismantling by staff if security is jeopardized or this procedure is not followed.

E. This policy shall be reviewed annually and updated as needed.

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	KCIW 22-01-04	5
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Authority/References ACA Standard 5-ACI-1B-20, 5-ACI-7C-01, 5-ACI-7C-06 KRS 196.035 and 197.020	Subject INMATE CLUB ACTIVITIES	

POLICY and PROCEDURE

A. Club Formation

1. Proposed clubs may submit an application for formation to the Warden. The proposal shall include:
 - a. The club's purpose and the service to be provided to the institution;
 - b. Proposed meeting schedule;
 - c. Sponsor's signature (staff member);
 - d. Signature of Club Coordinator; and
 - e. Signature of the Deputy Warden of Programs.
2. If the Warden approves the application, she shall assign a sponsor for the club. A sponsor shall normally be Program Services Staff who is overtime exempt. Other staff shall obtain permission from a supervisor before assignment is proposed. This assignment shall be considered a job task and terminated only by permission of the Club Coordinator and the Warden.
3. Each approved club shall submit a constitution and bylaws to the Warden within thirty (30) days. The Club Officers, the Club Sponsor, the Club Coordinator, and the Deputy Warden of Programs shall sign the bylaws before submitting them to the Warden for approval.
 - a. A signed copy of the Club Constitution and bylaws shall be submitted to the Club Coordinator, Deputy Warden of Programs, Recreation Supervisor, and the Warden.
 - b. Bylaws shall be reviewed annually and revised as needed at the direction and under the supervision of the Club Coordinator.
4. The Club Constitution and bylaws shall include at least the following information:
 - a. Purpose and service to the institution;
 - b. Membership;
 - c. Officers and duties;
 - d. Procedure for elections;
 - e. Membership responsibilities;

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- f. Suspension or removal from the club; and
- g. Procedure to amend the Constitution or bylaws.

- 5. A club shall obtain approval of The Warden, Deputy Warden of Programs and Club Coordinator, prior to changing the Club Constitution or bylaws.

B. Supervision

- 1. The Warden shall appoint a Club Coordinator. The coordinator shall be responsible for the overall supervision of club activities and shall report through the Deputy Warden of Programs to the Warden.
- 2. All clubs shall be considered recreational activities. Club participation shall be voluntary. The Assessment and Classification Unit Administrator shall inform an inmate of club participation opportunities.
- 3. A club sponsor shall hold veto power over all club activities and shall ensure that the clubs operate according to this policy and procedure and within their own constitution and bylaws.
 - a. A club sponsor shall ensure that all activities including the expenditure of club funds is determined by a vote among members.
 - b. A club sponsor shall keep a record of club meeting minutes and approved project proposals.
 - c. Documentation of club activities shall be made on a regular basis to the Club Coordinator.
- 4. A club may meet without the Sponsor with the authorization of the Sponsor, the Club Coordinator, and the Shift Supervisor.

C. Club Meetings

- 1. A secret ballot shall be used for an election or other vote on an important issue, for instance the removal of a Club Member.
- 2. All discussions and proposals during a meeting shall be recorded in the minutes.
- 3. The minutes of the club meetings shall be distributed to the Club Sponsor, Club Coordinator, and the Officers of the Club by the Club Secretary.

D. Suspension of Activities

- 1. The Warden, Club Coordinator, or Sponsor may suspend club activities for the following reasons:
 - a. Failure to operate for the benefit of the institution;

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- b. Failure to operate within policies and procedures;
- c. Failure to operate within the club's own Constitution and bylaws; or
- d. Other activity deemed inappropriate for the institution or detrimental to the security of the institution.

2. The length of the suspension shall be decided by the Sponsor, Club Coordinator, and the Warden.
3. If a Club disbands with money remaining in the club account, that money shall be transferred to the institution's Donations Account to be used for the benefit of the institution by the Warden.

E. Fund Raising Projects

1. All inmate clubs shall be operated toward the betterment of the institution.
2. Funds may be raised for the following:
 - a. Hygiene packs for new admissions;
 - b. Institutional recreational, entertainment, or special needs;
 - c. Institutional inmate Christmas gifts; and
 - d. Approved charities outside the institution.
3. Within a calendar year, each club shall expend its profit according to the following:
 - a. Sixty percent (60%) towards institutional projects and benefit;
 - b. Twenty percent (20%) for individual club activities; and
 - c. Twenty percent (20%) may be carried over to the next calendar year.
4. Expenditures shall be reasonable as determined by the Warden, Deputy Warden of Programs, Club Coordinator, and Club Sponsor.
5. The Club Coordinator shall ensure consistency among clubs in scheduling activities and using club funds.
6. All fund raising projects shall be submitted to the Deputy Warden of Programs in written format for approval through:
 - a. The Club Sponsor;
 - b. The Club Coordinator; and
 - c. Any staff that is involved as deemed necessary by the Club Coordinator

F. Proposal

1. Format
 - a. The proposal shall summarize the planned project including any expenditure of club funds.

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- b. The proposal shall include the date, time, and location proposed for the project.
 - c. The proposal shall include the staff member who is responsible for supervising and coordinating the project.
2. Each time a special project or event is proposed, a new written proposal shall be submitted.
 3. If a sale is proposed, the sale's impact on the institutional Canteen shall be considered. Direct competition shall be discouraged.
 4. No project shall be considered exclusively the domain of any individual club; however, a club may be encouraged to select a fund raising project that represents that club.

G. Sales

1. An inmate shall not sign up for or purchase items for another inmate.
2. No credit shall be extended.
3. A staff member shall not purchase from a club sale.
4. A staff member shall not donate to a club project or sale.
5. A "home cooked" food project shall not be allowed.
6. The Club Sponsor or designee shall be present for delivery, set up, and distribution of items for club sale.
7. The Sponsor shall be responsible for inventory before and after the sale.
8. Only a staff member shall have keys to a club storage area.
9. A club may use a thirty percent (30%) markup on an item.
10. A club shall pay all applicable sales taxes and shall not receive a discount from a vendor without authorization.
11. A club member shall not receive a special discount on a sale item. A club member shall follow standard procedure for purchasing an item. A special purchase shall not be made for a club member.
12. A Special Security inmate may receive a sale item at the discretion of the Deputy Warden of Security.
13. An inmate in Disciplinary Segregation, Protective Custody, Administrative Segregation, Detention, or restricted to a living area shall not have a sale item delivered.

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H. Club Correspondence

1. No correspondence from an inmate club shall leave the institution without the Club Sponsor and Club Coordinator's approval and signatures.
2. A letter of solicitation shall not be sent without the Warden's approval and signature.


I. Accounts

1. A club treasurer shall keep a record of the club account under the supervision of the Club Sponsor.
2. The Inmate Account Office shall keep a master set of accounts for the club funds.
3. Discrepancies between an account maintained by the Club Treasurer and the account in the Inmate Account Office shall be reviewed by appointment with the Inmate Account Office.
4. The Club Treasurer shall be responsible for keeping duplicate receipts for deposits and purchases.

J. Accounting Procedures

1. A separate interest bearing account shall be established and maintained by the Inmate Account Office for all inmate clubs. The account shall be balanced monthly. Any interest earned on this account shall be used for the benefit of the inmates.
2. A purchase order shall be submitted to the Deputy Warden for Programs and the Warden for approval when a club would like to make a purchase. The purchase order shall state if a check is needed.
3. A club account check shall be written only to a vendor and shall not be written to a staff member or to cash.
4. A Club Sponsor shall submit to the Inmate Account Office an itemized receipt for a purchase made within one (1) working day of the purchase.
5. A Club Sponsor shall receive a monthly statement from the Inmate Account Office.
6. A check request and a memorandum explaining the refund shall accompany a refund to an inmate from a club. The request and memo shall be sent to the Club Coordinator by the Club Sponsor and sent to the Deputy Warden of Programs and Warden for approval.
7. An inmate club shall always have sufficient money in the account to cover all expenditures.

K. This policy shall be reviewed annually and updated as needed.

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Authority/References ACA Standards: 5-ACI-5E-07, 5-ACI-7F-01 through 5-ACI-7F-08 CPP 14.3 KRS 196.035, 197.020	Subject RELIGIOUS SERVICES	

POLICY and PROCEDURE

A. Institutional Chaplain

1. A full-time Chaplain shall provide Chaplainry services at the institution on a routine basis.
2. Interdenominational services shall be held weekly. Catholic services may be held weekly by outside resources. Representatives of all faith groups shall be available to inmates. If a religious leader of an inmate's faith is not represented through the Chaplainry staff or volunteers, the Chaplain shall assist the inmate in contacting a person with the appropriate credentials from that faith judicatory who may minister to the inmate under the supervision of the Chaplain.
3. A comprehensive pastoral counseling program shall be provided by the Chaplain. Individual, family, and group counseling shall be provided after proper screening is completed by Chaplainry personnel.

B. Scheduling of Services

1. Religious services and programs shall be available to all inmates. Religious services shall be provided for different faiths according to a posted schedule.
2. The schedule shall be arranged to provide for worship and meditation as prescribed by the inmate's faith if possible.
3. The religious program at the institution shall be planned, scheduled, and coordinated by the Chaplain with the approval of the Deputy Warden of Programs.
4. The schedule of religious activities shall be provided by the Chaplain on a monthly basis. The schedule shall contain the time of each service and the names of those conducting the service. If the Chaplain cannot be present with a religious group and supervise the Institutional Religious Center (IRC), other arrangements shall be made. The Shift Supervisor shall be notified of the arrangement.

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5. The Chaplain or assistant shall provide a copy of the written materials of non-denominational services given at the institution to inmates in the Special Management Unit.
6. Communion shall be provided on a monthly basis. Inmate participation shall be voluntary.

C. Determining Inmate Religious Needs

1. Each inmate shall be asked to complete a religious preference questionnaire. The results of the Religious Preference Questionnaire shall be used, in part, to determine the need for services and staffing.
2. An inmate desiring to affiliate with a religious denomination or sect, or change her affiliation shall be free to do so upon completion of the appropriate documentation. Religious services shall be open to all inmates.
3. The Chaplain and the Deputy Warden of Programs shall reassess the needs for religious services and staffing on a continuing basis.
4. An inmate shall be permitted to correspond with ministers, clergymen, priests, spiritual leaders or others in an official capacity in religious denominations or sects.
5. An inmate shall be regularly advised of the availability of religious services in the same manner as all other programs and services. These activities shall be posted on unit bulletin boards and listed in the monthly calendar.
6. An inmate who practices any faith defined by the Kentucky Department of Corrections Religion Reference Manual may receive and possess items permitted for worship. Any practice or item necessary for worship may be denied if it poses a risk to the safety and security of the institution.

D. Staffing Religious Programs

1. The institutional Chaplain shall have primary responsibility for planning, coordinating, and scheduling religious services and programs. The institutional Chaplain and any other Chaplain employed by the Department of Corrections shall have physical access to all areas of the institution to minister to inmates and staff.
2. The Chaplain shall be available some evenings and on weekends to provide religious and counseling opportunities to the inmate population.
3. The Chaplain or student assistant shall make regular pastoral visits to the Restrictive Housing Unit and the Lonnie Watson Center C-wing.

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E. Religious Dietary Needs

1. Any special religious dietary needs that cannot be met by existing Food Service shall be determined by the Chaplain, who shall advise the Deputy Wardens of the needs.
2. Special diets shall be based upon established religious doctrine and teaching of the faith involved.
3. An inmate shall be allowed to observe fasting days and special holy days of her faith. This shall require special coordination with the Food Service Department and the Chaplain.

F. Visiting Minister Program

1. Each inmate shall be given the opportunity to receive visits from a minister or spiritual advisor. The minister or spiritual advisor shall be on the inmate's visiting list.
2. The minister or spiritual advisor shall be the clergy of a congregation or shall be a church staff member designated to visit for the congregation in lieu of the clergy.
3. Community ministers and resource groups shall be used to ensure the religious needs of all inmates are met. All groups conducting religious services at the institution shall be under the supervision of an ordained minister or equivalent.
4. Visiting groups shall not exceed ten (10) members unless authorized by the Chaplain.
5. Ministerial visits shall be approved and coordinated by the Chaplain with final approval by a Deputy Warden.
6. Any religious meeting that results in disorder, demonstrations, or threats to institutional security shall be discontinued.

G. Religious Literature

1. Inmates shall be authorized to receive religious literature and publications that may be sent through the U.S. Mail.
2. Religious literature shall be made available in the IRC to all inmates without discrimination.
3. These materials shall not be accumulated by inmates to the degree they become a potential fire hazard or jeopardize institutional order and security.

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H. Additional Duties and Responsibilities of the Chaplain

1. The Chaplain may counsel an inmate concerning religious problems or institutional adjustment and provide a supportive ministry to an inmate in times of crisis.
2. The Chaplain may provide family counseling upon request.
3. The Chaplain shall furnish information on available religious services and may counsel an inmate on an individual basis to determine personal needs.
4. The Chaplain shall be available to report family tragedies, for example, critical injury, illness, or death to an inmate and counsel her accordingly.
5. The Chaplain shall ensure that program needs and goals are communicated to the appropriate persons, provide pastoral care to staff, participate in staff training and committees, and attend meetings as required.
6. The Chaplain shall plan, direct, and coordinate all aspects of the religious program, including approval and training of both lay and clergy volunteers from faiths represented by the inmate population.
7. The Chaplain shall ensure that supplies and equipment are available for cleaning the IRC on a regular basis.
8. The Chaplain shall submit monthly and annual reports to the Deputy Warden of Programs concerning each planned activity.
9. The Chaplain in cooperation with the Warden or designee shall develop and maintain communications with faith communities and shall review for approval or disapproval donations of equipment or materials for use in religious programs.

I. Duties of Student Chaplain Counselor

1. The institution shall encourage the use of student chaplains on a regular basis. The Chaplain in conjunction with the student's school supervisor shall provide direct supervision of each student.
2. All prospective student interns shall be screened by the Chaplain and provided orientation to the rules and policies and procedures of the institution.
3. The number of students accepted each semester shall depend upon institutional need and availability.

J. Screening for Outside Religious Groups

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1. All religious organizations requesting admittance to the institution shall be referred to the Chaplain. Criteria for selections shall be:
 - a. Institutional need for services;
 - b. Verification of organization's credibility; and
 - c. Availability of institutional space and time.
2. Upon approval by the Chaplain, the group shall be assigned a regular meeting time. This time shall be entered on the master schedule and all appropriate personnel shall be notified.

K. Marriage of Inmates - Refer to CPP 14.3

L. Public Prayers

If attendance is voluntary, public prayers may be made at:

1. A religious program conducted by the Chaplain or by approved religious volunteers; and
2. A program sponsored by a religious organization.

M. Facility and Equipment


1. Religious services and counseling sessions shall be held in the IRC.
2. The IRC shall provide adequate space and equipment to conduct and administer religious programs.
3. An inmate Chaplainry Aide shall assist the Chaplain with typing and printing of the bulletins. A pianist may assist with the choir presentations and play for the services.
4. The institution shall provide for the availability of non-inmate clerical staff for confidential material.

N. Institutional Religious Center Security Procedures

1. The IRC shall be open as scheduled except for special religious events.
2. The Chaplain, through the Deputy Warden of Programs and the appropriate Shift Supervisor, shall coordinate all events scheduled in the IRC.
3. A Correctional Officer may be assigned to provide security for the IRC in the absence of the Chaplain or assistant.

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4. Any disturbance in the IRC shall immediately be reported to Operations.
 5. An IRC schedule shall be published in the institution monthly calendar and contained in the weekly bulletin. Any changes in that schedule shall be announced as soon as possible.
 6. Keys to the IRC shall be maintained in the Administration Building Central Control Center.
 7. Inmates shall not have access to or possession of IRC keys.
 8. Before leaving the IRC, staff shall:
 - a. Lock inside doors;
 - b. Turn off all lights including bathroom lights;
 - c. Set heat back in winter and air conditioning up in summer;
 - d. Check all areas to ensure inmates have left the IRC; and
 - e. Lock and check all outside doors.
 9. Officers assigned to the compound shall include the IRC if checking the perimeter.
- O. This policy shall be reviewed annually and revised as needed.

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POLICY and PROCEDURE

A. Social Services Program

1. The Social Services Program shall be coordinated and supervised by the Deputy Warden of Programs, and administered and supervised by the Warden, a qualified professional with a degree and experience in social sciences or a related field.
2. Persons qualified either by formal education or by training shall provide counseling services to the inmate population.
3. Social Service staff shall be available to counsel inmates upon request. Provision shall be made for counseling and crisis intervention services.

B. Inmate Needs

1. Upon arrival at the institution, each inmate shall be assigned a Classification and Treatment Officer (CTO). The CTO shall ensure that the inmate is aware of and encouraged to take advantage of counseling services and treatment programs that meet her needs.
2. CTOs shall have a flexible schedule so they may provide informal situational counseling on an as needed basis and may provide continued personal contact with the inmate.
3. CTOs shall assist with routine inmate concerns and matters that do not suggest the presence of a psychiatric condition or major psychological problem.
4. Cases which indicate the possible presence of psychological problems shall be referred to an institutional psychologist.
5. The needs of the inmate population shall be identified annually to ensure that needed programs and services are available. This shall include programs to meet the needs of inmates with specific types of problems.

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6. Upon receipt of information from school staff, the Classification Committee shall assign an inmate to educational programs. Educational offerings shall consist of basic literacy education, GED programs, technical education and college degree programs.
7. The primary methods of gaining admission to treatment programs and opportunities shall be through self-initiation, referrals, and applications.


C. Staffing

1. The institutional psychologist shall be available to provide mental health programming.
2. A Department of Corrections psychiatric provider shall be available part-time.
3. Counseling may be provided by certified volunteers or students under staff supervision.
4. The Chaplain may provide counseling and crisis intervention for individuals or groups.
5. Substance abuse counseling and treatment shall be available.
6. Various self-help support groups including Alcoholics Anonymous and Narcotics Anonymous may be available.
7. A Re-entry Coordinator shall provide services to those inmates nearing the end of their incarceration.

D. Community Resources

1. Community resources may be used to provide specialized help in designing programs and education for specialized topics of discussion.
2. Support services for re-entry and placement may be available from community resources and through the institutional Re-entry Coordinator.

E. This policy shall be reviewed annually and revised as needed.

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	TEMPORARY RELEASE AND COMMUNITY RELEASE	

POLICY and PROCEDURE

This procedure shall be established to provide eligible inmates with opportunities for graduated release through a systematic decrease of supervision and corresponding increase in responsibility by participation in furlough programs or placement in halfway houses.

A. Community Centers

1. The inmate shall meet the following criteria in order to be recommended for transfer to a community center:
 - a. Within twenty-four (24) months of her parole eligibility date;
 - b. No outstanding Statutory Good Time Loss, restorable or non restorable.
2. Placement Priorities - Refer to CPP 25.6
3. Community Center Code of Conduct

All inmates interested in placement in a community center shall agree to the following criteria in writing:

- a. Report directly to the center upon leaving the institution;
- b. Participate in counseling sessions as recommended by the center program staff;
- c. Random urine samples, random shakedowns, and other substance abuse detection methods, i.e., breathalyzer;
- d. Accept responsibility for all personal property while at the center;
- e. Work on any center work detail the staff assigns any day of the week;
- f. Abide by any rules or policies of the center; and
- g. Any other special conditions noted.

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B. Regional Jail Program (Class C or D Programs)


The purpose of the program shall be to divert inmates with short sentences to regional jails located close to their county of residence in order to enhance the inmates' reintegration. The program shall be an interdepartmental responsibility and shall be administered according to the requirements in CPP 25.6.

1. An inmate shall not be recommended for transfer to a Class D jail program if the inmate's projected release date is within sixty (60) days of transfer.
2. An inmate meeting the following criteria may be recommended for transfer to a Class C jail program:
 - a. Convicted of only Class D felony with over 5 year sentence or Class C felony regardless of sentence length or a combination of the two; and
 - b. Maintains Community Custody classification.

C. Home Incarceration Program

Refer to CPP 25.12 for eligibility.

- D. This policy shall be reviewed annually and updated as needed.

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Authority/References ACA Standards 5-ACI-1G-01 through 5-ACI-1G-07 CPP 26.1 KRS 196.035, 197.020	Subject VOLUNTEER SERVICE PROGRAM	

I. DEFINITIONS

“Volunteer Services” means any service which involves contact or interaction between an inmate of the institution and any citizen, at least eighteen (18) years of age, who does not receive a salary or college credit for performing the service.

“Certified Volunteer” is defined in CPP 26.1.

“Occasional Volunteer” means any volunteer who provides a one-time, on-call, or single-task service.

“Professional Volunteer” means a licensed or certified person rendering professional services on a volunteer basis.

“Volunteer Coordinator” is defined in CPP 26.1.

II. POLICY and PROCEDURES

A. Recruitment Method

1. The Volunteer Coordinator may contact individuals from all cultural and socioeconomic segments of the community via speeches and contacts with various churches, religious organizations, media, and civic organizations.
2. A volunteer shall participate in the program at a level commensurate with his qualifications and expertise.
3. The credentials of persons volunteering to render professional services shall be verified with the appropriate licensing or certifying agencies.

B. Application Procedure

1. A written application shall be submitted to the Volunteer Coordinator and shall include background information, references, reasons for volunteering,

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and volunteer interest.

2. A personal interview may be scheduled with the Volunteer Coordinator or the staff member appointed by the Volunteer Coordinator to work with the volunteer.
3. A reference, criminal history, and professional credentials check shall be completed by the Volunteer Coordinator.

C. Goals

1. A volunteer may be involved in a broad array of services which support the inmate, facilitate the achievement of institutional goals, and ease the inmate's re-entry into society upon release.
2. A volunteer may participate in the establishment and review of policies and procedures for the volunteer program.

D. Training

1. A volunteer shall complete a training and orientation program. The program shall require approximately four (4) hours at the institution.
2. General Topics of Volunteer training include:
 - a. Expectations of the volunteer in joining the program;
 - b. Role and duties of the volunteer;
 - c. Chain of command for a volunteer;
 - d. Responsibilities and accountability procedures;
 - e. Visiting policies and procedures;
 - f. General information regarding prison operations and life-styles of inmates;
 - g. Information as to acceptable and unacceptable relationships with inmates; and
 - h. Necessary information regarding security procedures especially those governing confidentiality.
3. A volunteer shall be issued a handbook, Code of Ethics policy, and confidentiality procedure with which to review or refresh any area of training as a volunteer. A volunteer shall sign the agreement to abide by the confidentiality procedure.
4. Upon arrival at the institution, a volunteer shall be issued an institution identification card in exchange for the volunteer's driver's license. The Volunteer Coordinator shall maintain an individual file on volunteers that

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shall include address, telephone number, individual picture, and other job related information.

5. A master list of all active volunteers shall be kept in the Entrance Station, Central Control, the Chaplain's Office and the Volunteer Coordinator's Office.
6. All training shall be completed prior to actual assignment as a volunteer.
7. A periodic meeting may be scheduled between the Volunteer Coordinator and the volunteer to discuss and resolve any problems that may develop.
8. Each volunteer shall agree in writing to abide by the policies and procedures established by the institution and the Department of Corrections.

E. Evaluation Process

1. Each volunteer shall be evaluated on an on-going basis by the Volunteer Coordinator and by self-evaluation every six (6) months to determine the volunteer's progress.
2. The volunteer's evaluation may be discussed with the volunteer by the Volunteer Coordinator or designee.
3. A completed evaluation shall remain on file with the Volunteer Coordinator for a period of 3 years.

F. Administration of Volunteer Program

1. An inmate shall be informed of the availability of volunteer services and the nature of those services in the institution Orientation Program.
 - a. Any inmate may submit a written request to the Volunteer Coordinator for a volunteer visitor.
 - b. Any staff member may refer an inmate to the Volunteer Coordinator for a volunteer visitor if that inmate is seen as being in particular need of support.
2. A volunteer shall be encouraged to submit written suggestions for improvement of the program to the Volunteer Coordinator.
 - a. A volunteer shall be encouraged to attend meetings that pertain to the volunteer services program.

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- b. A volunteer shall be encouraged to aid in the development of policy and procedures related to volunteer services.
- 3. The Warden may limit, postpone, or terminate the services of a volunteer or organization.
- 4. Reports
 - a. The Volunteer Coordinator shall submit a monthly report, volunteer information, and changes upon request.
 - b. The Volunteer Coordinator and the Chaplain shall submit an annual report that shall describe the makeup, focus, and accomplishments of the volunteer program to the Warden and Deputy Warden of Programs.
- G. This policy shall be reviewed annually and revised as needed.