

KCIW MISSION STATEMENT

To provide humane program and service opportunities for female offenders that will enhance their community re-integration and economic self-sufficiency; and that will be administered in a just and equitable manner within the least restrictive environment consistent with public, staff and inmate safety.

PREFACE

As an incarcerated female, certain rights and privileges are denied to you. However, you retain and have available to you many others and it will benefit you to become acquainted with them. There are two primary sources of information in this regard: (1) Corrections Policies and Procedures (CPPs) govern all Kentucky correctional institutions, and (2) KCIW Institutional Policies and Procedures (IPPs) apply only to this institution. Each of these sources is available to you and may be found in the Legal Aid Office. Policy changes will be posted on the bulletin boards in the living units and the library. You will want to check on a regular basis for any policy changes.

ASSESSMENT AND ORIENTATION (CPP 17, CPP 18.1, and KCIW IPP Chapter 17)

For approximately two weeks, you will be undergoing a two-phase orientation process. The initial phase of Assessment and Classification will introduce you to the Department of Corrections and allow staff to obtain general information about you. During the Assessment phase, you will undergo medical, academic, and psychological assessment as well as a variety of interviews. You will receive a specific list of rules for inmates in the Assessment Center as a starting point to become acquainted with the regulations and programs at KCIW. At the end of the assessment phase, you will be assigned to Institutional Orientation.

During the second phase of Institutional Orientation you will learn about institutional regulations and opportunities for self-improvement. At the end of the Institutional Orientation, you will meet the Classification Committee and will be given a work and/or program assignment. Thereafter, the Classification Committee will review you at least once a year. You may request a review prior to your scheduled review date when clearly justified.

You will be assigned a Classification and Treatment Officer (CTO) depending on the unit you are assigned to. The CTO will discuss your background and specific needs, determine your work and program assignment, and help you establish a set of goals to pursue during your incarceration.

NOTICE:

Information contained in this handbook is subject to change. Unit bulletin boards shall contain all updates and clarifications when changes occur. If you have any questions about this handbook, please feel free to ask your Unit Administrator or CTO.

This Handbook must be returned to unit staff upon transfer or discharge from KCIW.

DIRECTIONS TO KCIW

From Louisville Area:

I-71 North to Gene Snyder Freeway South (I-265), take Exit 30 (Pewee Valley/Anchorage) to Highway 146 East (LaGrange Road) approximately 3 miles; look for KCIW institution sign, turn right on Highway 362 (Ash Avenue), approximately 2 ½ miles to the institution on the left.

From Lexington Area:

I-64 West, Gene Snyder Freeway North (I-265), take Exit 30 (Pewee Valley/Anchorage) to Highway 146 East (LaGrange Road) approximately 3 miles; look for KCIW institution sign, turn right on Highway 362 (Ash Avenue), approximately 2 ½ miles to the institution on the left.

From Covington Area:

I-71 South to Gene Snyder Freeway South (I-265), take Exit 30 (Pewee Valley/Anchorage) to Highway 146 East (LaGrange Road) approximately 3 miles; look for KCIW institution sign, turn right on Highway 362 (Ash Avenue), approximately 2 ½ miles to the institution on the left.

From Paducah Area:

I-24 to Western Kentucky Parkway, I-65 North to Gene Snyder Freeway North (I-265), take Exit 30 (Pewee Valley/Anchorage) to Highway 146 East (LaGrange Road) approximately 3 miles; look for KCIW institution sign, turn right on Highway 362 (Ash Avenue), approximately 2 ½ miles to the institution on the left.

GPS Address:

2460 Ash Avenue
Louisville, Ky.

**PRISON RAPE ELIMINATION ACT/PREA
(CPP 14.7)**

The Prison Rape Elimination Act (PREA) was signed into federal law in September 2003. The main purposes of this act is to establish a zero tolerance standard for rape in prisons; make the prevention of prison rape a top priority; and to maintain the national standards for the detection, prevention, reduction, and punishment of prison rape that went into effect in August 2013. Inmates receive PREA information upon admission and a comprehensive PREA education within thirty (30) days of arrival.

Inmates have the right to be free from sexual abuse and sexual harassment. This law is directed towards all sexual acts relating to: inmate to inmate and staff to inmate.

Any sexual act, sexual contact, or sexual offense between an inmate and staff member, contractor, volunteer, visitor, or other inmate shall be prohibited. No inmate either incarcerated or under the supervision of the Department of Corrections can give consent to any sexual relationship with a staff member. **The Department of Corrections has a zero tolerance toward all forms of sexual assault and sexual harassment.**

Prohibited behaviors include:

- a. Any sexual advance by staff members
- b. Requests for sexual favors by staff members
- c. Threats by staff for refusing sexual advances
- d. Verbal or physical conduct of a sexual nature toward an inmate by staff members
- e. Any behavior defined as sexual abuse, sexual contact, sexual harassment, sexual offense, or voyeurism in CPP 14.7

How inmates can protect themselves from becoming victims:

- a. Stay away from areas such as closets, stairwells, and isolated/unoccupied restrooms. Don't frequent or make known you are in these areas alone on a regular or frequent basis.
- b. Stay within eyesight of correctional staff whenever possible.
- c. Be aware of your body language: avoid conversation involving sexual topics, family relationships, sexual experiences, or financial status as they may be misinterpreted, or give cause for being taken advantage of or developing a sexual relationship.
- d. Don't get in debt or borrow or loan....you may be expected to repay debt with sex.
- e. Avoid purchasing large amounts of canteen items or giving the impression you have money available to you. You may be strong-armed or approached to pay for protection, etc.
- f. Know that victims are selected by stronger inmates seeking out those that appear weaker (either physically or mentally) and are frequently similar to domestic violence situations.

Methods of Reporting Incidents of Sexual Abuse/Assault:

- a. Report to any staff member that you feel comfortable with
- b. Call the PREA hotline
 - *7732 to report to a DOC official or
 - *5532 to report to an agency outside DOC

- c. Drop a note to Internal Affairs, the PREA Compliance Manager, or any staff member you feel comfortable with.
- e. Tell a family member who can then report it to a Department of Corrections staff
- f. File a grievance (You may submit a grievance without submitting it to a staff member who is subject of your complaint and your grievance will not be referred to a staff member who is the subject of your complaint).

Inmates have the right to be free from retaliation for reporting sexual abuse or sexual harassment; it is strictly prohibited and is grounds for disciplinary action.

Remember, inmates can report to anyone at any time. This includes incidents that went unreported at other locations or incidents that went unreported months or even years ago.

Please be advised that a staff person of the male gender could be on the unit at any time. There are signs posted in each housing area that will notify inmates when male staff are present. In addition, an announcement will be made daily on the 6am – 6pm & 6pm – 6 am shifts daily to notify inmates when male staff are present. Keep in mind that these announcements will only be made when male staff takes over a housing area and not each time staff enter a wing of that area.

Help for Victims of Prison Rape

If you have been raped, sexually assaulted or experienced sexual abuse, you can seek help from your local rape crisis center. The local rape center is The Center for Woman and Families, located at:

P.O. Box 2048
927 South Second Street.
Louisville KY, 40201

These services may include:

- a. 24 Hour Confidential Crisis Line 1-844-237-2331 (this can be called from any inmate phone).
- b. Hospital Accompaniment for SAFE (Sexual Assault Forensic Exam), including support during in Hospital investigatory interviews by law enforcement; and Emotional Support Services, including Crisis counseling with a rape crisis advocate.

In order to access services, contact your case manager, shift supervisor or **PREA** Compliance Manager.

Remember Rape crisis advocates are not attorneys and cannot provide legal advice. Communications between victims and rape crisis centers (RCCs) are confidential pursuant to KRS 211.608, although RCCs are mandated reporters of child abuse, spouse abuse and vulnerable adult abuse under KRS 600.020(1), KSR 620.630, KRS 209.020(4), KRS 209A.020(4) and KRS 209A.030.

AMERICANS WITH DISABILITIES ACT (ADA)

KCIW is required to comply with the Americans with Disabilities Act (ADA). A disability is a physical or mental impairment that substantially limits a major life activity such as seeing, hearing, walking, bathing or breathing. (Temporary conditions, like a broken leg, are not considered a disability.) Under the Americans with Disabilities Act, KCIW will ensure that inmates with disabilities have access to all services, privileges, facilities, advantages, and accommodations that is equivalent to access provided similarly situated non-disabled inmates.

KCIW will communicate effectively with inmates who are deaf and/or blind, ensuring that they can receive information from and provide information to staff. When needed for effective communication, KCIW will provide “auxiliary aids and services.” This means devices or services that assist in communication, such as interpretation, hearing aids, captioning, videophones, amplifiers, etc.

HOWEVER, if something a disabled inmate seeks—a particular job, for example—would be dangerous, posing a direct threat of injury or death to the inmate or others, KCIW can bar the inmate’s access to that job after individualized consideration and consultation with appropriate medical experts.

KCIW has an assigned ADA Coordinator who is responsible for training and advising staff in ADA matters and monitoring ADA concerns such as accessibility requirements and accommodations. The ADA Coordinator also reviews requests for adaptive equipment and accommodations as well as ADA complaints. To contact the ADA Coordinator, you may attend their open door hours or send written correspondence via Institutional Mail.

There is a federal court Settlement Agreement that governs services for deaf and hard-of-hearing inmates. It is available, along with additional information about such services, for all inmates to read on request, in the Inmate Legal Library.

RIGHTS AND RESPONSIBILITIES

1. The right of medical care and dental services needed to maintain basic health including the right to appear at daily sick call. The responsibility to use these services only when necessary.
2. The right of access to courts includes:
 - a. The right to have access to attorneys, designated counsel substitutes, and/or a law library.
 - b. The right to confidential contact with attorneys and their authorized representatives by uncensored correspondence, telephone communication, or visits.
 - c. The right of access to legal assistance from individuals with legal aid training and use of the law library.
 - d. The right of access to services and supplies related to legal matters.
 - e. The right to petition the court, to utilize the services of an attorney or counsel substitute, and to use the law library.
3. The right to be protected from personal abuse and corporal punishment. The responsibility to obey orders given to you by staff of this institution.
4. The right to be addressed by name rather than institutional number. The responsibility to address staff and other inmates by name.
5. The right to a healthful environment that includes, but is not limited to:
 - a. Clean and orderly surroundings
 - b. Toilet, bathing, hand washing, and laundry facilities
 - c. Proper lighting, ventilation, and heating
 - d. Compliance with all state and federal fire and safety regulations
 - e. Wholesome and nutritionally adequate diet
 - f. Clean, fitting, and seasonal clothing
6. The responsibility not to waste food, to follow laundry and shower procedures and to maintain neat and clean living quarters.
7. The right of access to recreational opportunities and equipment including, when weather permits, outdoor exercise. The responsibility to use these in a safe and positive manner.
8. The right to be safeguarded from medical and pharmaceutical testing for experimental or research purposes and to volunteer in non-pharmaceutical testing. The responsibility to provide honest and truthful responses to non-medical and non-pharmaceutical testing.
9. The right to be searched in a manner that is legal and respectful of personal dignity and property. Searches (strip and/or body cavity) are authorized only by the Warden or designee except when immediate action is warranted. The Warden or designee is informed as soon as possible after the search. You have the responsibility of cooperating with staff when searches are being conducted.

10. The right to be free from discrimination based on race, religion, nationality, sex, handicap, age, or political belief. The responsibility not to discriminate against others for the same reasons.
11. The right to refuse participation in institutional programs except orientation, work assignment, basic education and programs mandated by law. The responsibility to work assigned jobs and to attend assigned programs until completion or authorized release.
12. The right to be governed by written rules that specify prohibited inmate behavior and penalties for rule violations. The responsibility not to violate these rules.
13. The right to receive an Inmate Handbook that states institutional rules and regulations including disciplinary procedures and to receive explanation of rules and procedures by staff or qualified person under supervision of staff if there is a literacy or language problem. The responsibility to follow and obey these rules.
14. The right to the following due process safeguards for minor rule violations:
 - a. To be informed of the specific charges of misconduct and given the opportunity to respond to the charges.
 - b. To be notified if a disciplinary report is placed in the institutional file and to be given a copy. Hearing officer reports shall not be placed in the inmate file.
 - c. If found not guilty, all references to the violation shall be removed from the file (expunged).
15. The right to the following due process safeguards for major rule violations:
 - a. Written rules specifying offenses
 - b. Rules provide a range of punishment for violations
 - c. Receipt of a copy of Disciplinary Report
 - d. Receipt of a written notice of charges prior to hearing
 - e. Receipt of written notice of the anticipated date and time of hearing unless waived, at least 24 hours notice of hearing
 - f. Hearing before an impartial committee or hearing officer
 - g. Presence at hearing except during deliberation phase or if institutional security may be endangered
 - h. To hear evidence except confidential information
 - i. To make your own statements
 - j. To call relevant witnesses
 - k. To be represented by staff, inmate legal aide, or self
 - l. To a decision based solely on evidence presented
 - m. A decision rendered in writing
 - n. Records are made of hearing
 - o. An appeal process is available
 - p. Inmate is notified of right to appeal to the Warden
 - q. Inmate is notified of appeal outcome
 - r. Record is expunged if guilt is not established
16. The responsibility to provide your legal representative and the Adjustment Committee with accurate information which would assist in a fair and equitable decision regarding your case.
17. The right to a written inmate grievance procedure and assurance of no reprisal for using procedure. The responsibility to use the grievance mechanism in an honest and constructive manner.
18. The right to a classification system governed by written policies and procedures with provision for input from the inmate. The responsibility to use the classification system constructively.
19. The right of freedom in personal grooming unless a valid state/security interest justifies otherwise. The responsibility not to jeopardize safety, security, identification, and hygiene requirements in the exercise of this freedom. The responsibility not to dress in a manner that embarrasses staff or fellow inmates.
20. The constitutional right to practice religion subject to the limitations necessary to maintain institutional order and security. The responsibility not to inflict religious beliefs upon others.

21. The right to receive visits subject to the limitations necessary to maintain institutional order and security. The responsibility to use visits in a positive manner.
22. The right to communicate or correspond with persons or organizations subject to the limitations necessary to maintain institutional order and security. The responsibility to communicate honestly and not to misuse the mail or telephone services.
23. The right of reasonable access to the general public through the communication media, subject to the limitations necessary to maintain institutional order and security. The responsibility to present fair and honest information when dealing with the news media.

COUNTS

At various times throughout the day and night, you will be counted to ensure your continued presence within the institution. You will be required to return to your living areas immediately upon the announcement of count on the public address system. You shall not stop for any reason. You shall remain in your living area until the announcement of "count is clear" is made on the public address system. You shall remain visible, obey the staff orders and the instructions delivered on the public address system. There will be no movement or talking by the inmate population during an institutional count.

During normal waking hours, inmates are called to return to their bed areas in preparation for count approximately 10 minutes prior to announced count. Scheduled counts: 12:15 a.m., 1:30 a.m., 3:00 a.m., 4:30 a.m., 5:30 a.m., 7:15 a.m., 12:15 p.m., 3:30 p.m., 5:30 p.m., 9:45 p.m., and 11:15 p.m.

The following counts are standing counts: 7:15 a.m., 12:15 p.m., 3:30 p.m., 5:30 p.m. and 9:45 p.m.

SEARCHES (KCIW IPP 09-12-01 and CPP 9.8)

Inmates, their living areas and property are subject to searches at any time. Review the CPP and IPP for your rights and responsibilities.

URINALYSIS/BREATHALYZER

Inmates may be asked at anytime to undergo urinalysis or breathalyzer tests at the direction of staff. These tests shall be conducted on a random basis in order to maintain a safe and secure environment.

REFUSAL TO SUBMIT TO THESE TESTS MAY RESULT IN A DISCIPLINARY REPORT.

SMOKING (KCIW IPP 09-13-01)

Effective July 1, 2007, KCIW became a tobacco free environment. All tobacco products, including matches and lighters, are considered contraband as defined in KRS 520.010, and are not allowed on institutional grounds, including parking areas.

EMERGENCY PROCEDURES

Fire evacuation plans are posted throughout the institution. There is a complete fire alarm system throughout the institution. Fire Safety orientation is presented during inmate orientation.

SEVERE WEATHER PROCEDURES

In the event of severe weather or the threat of severe weather, inmates shall be instructed by staff where to go and what to do. All inmates shall remain quiet and comply with directions given by staff. These procedures are in place for your safety and protection.

BASIC RULES FOR A FIRE OR A FIRE DRILL

1. The Fire Safety Specialist shall conduct fire drills on all shifts at least once per calendar quarter.

2. Each inmate should know the evacuation plan for her living area and work area. A copy of the fire evacuation plan for each building shall be posted at normal exits, stairways and other points as necessary. If an emergency occurs, follow the instructions of the staff.
3. Evacuate in a quick and orderly manner, not more than two abreast. Do not stop to gather any possessions. Do not run. Leave room doors open when evacuating – officers will close the doors when they check the rooms.
4. A count shall be taken to ensure everyone is evacuated safely and is accounted for.
5. There shall be no talking during a fire drill or evacuation. Inmates must remain in line two abreast until they are told to return, or the count clears.

CANTEEN (KCIW IPP 02-05-01 and CPP 2.1)

Each living area has a designated canteen schedule. The schedule is posted in each living area.

INMATE ACCOUNTS AND STATE PAY To enable inmates to make purchases at KCIW, each inmate has a computerized account. Deposits may be made into these accounts by using the money transfer services of JPay. For the convenience of their customers JPay provides the following options for money transfer:

- Online at jpay.com
- J-Pay Mobile App
- Toll-Free Phone for Customer Care 800-574-5729
- MoneyGram (Wal-Mart & CVS) receive code 1232
- Selected DOC Lobby Kiosks

Please see the informational handouts in your area for up to date information on money transfer fees.

Inmate Account balance may not exceed \$1,000.

All transfers through JPay and checks received from Government Agencies, insurance settlements & investment checks shall be received with a receipt posted on to the kiosk account of the inmate. All other money in the form of personal checks, cash, and coins is contraband. Cash, coins, and checks brought in during intake will be deposited into the Inmate's account and a receipt will be given to the inmate.

It is the responsibility of each inmate to maintain her account. Up to date information about each account is available on the kiosks in each living area.

Inmates may authorize expenditures from their accounts for purchases from approved vendors, Canteen, and inmate clubs. (See CTO for details.)

Inmates who maintain balances of \$5 or less on their accounts for 30 days are considered indigent.

See CPP 19.3 or KCIW IPP 19-01-01 for further information about state pay.

MEALS

The food service operations are supervised by experienced food service personnel. The meals served meet or exceed the dietary allowances as stated in the Recommended Dietary Allowances and National Academy of Sciences. Food flavor, texture, temperature, appearance, and palatability are considered in preparation. Additionally, meals are served under conditions that permit as much freedom from regimentation as possible.

Three (3) meals, two (2) of which are hot meals, shall be provided at regular meal times during each 24 hour period. Institutional food is never used as a reward or punishment measure. Menus are posted a week in advance. Religious diets must meet the criteria of the Department and be approved by the Institutional Chaplain. *Alternative meals such as the Heart Healthy Diet are available to all inmates and posted on the monthly menu.* Inmates are paged by Unit to the Dining Room at meal times.

MAIL
(KCIW IPP16-01-01 and CPP 16.2)

Inmates may send or receive mail from any addressee as outlined in CPP 16.2. An inmate is only allowed to use the name under which she was convicted. All outgoing mail shall contain sufficient postage affixed in the upper right-hand corner and the proper return address affixed on the front of the envelope in the upper left-hand corner.

Inmate's Name and Number
Kentucky Correctional Institution for Women
P.O. Box 337, Inmate's Living Area
Pewee Valley, Kentucky 40056

No pre-printed return address labels shall be allowed. Mail without proper postage or proper return address will be returned to the sender. If the sender cannot be determined the mail will be rejected and sent back to the post office. All incoming or outgoing correspondence shall be subject to inspection in accordance with CPP 16.2.

Indigent inmates may obtain access to postage, paper and envelopes from their CTO to send two letters each week in order to maintain community and family ties. The institution does not place any limits on supplies that indigents need for access to courts and their attorneys.

Incoming mail shall be opened, inspected for contraband, sorted and distributed to the living units by the postal technicians and shall be distributed to inmates.

Incoming mail from a licensed attorney, government office, state or federal court, and the news media is considered privileged mail. All correspondence of this type shall be distributed to the inmate by the postal technicians or designee on the date it is received at the Institution. Inmates shall be required to open the privileged correspondence in the presence of the postal technicians or designee for contraband inspection. The inmate shall then sign and date the "Privileged Mail" receipt log. Mail from legal aides at other institutions is not considered legal mail.

Inmates are permitted to correspond with other inmates housed within the Kentucky Department of Corrections and are no longer required to submit an Inmate Correspondence form to the Warden.

Legally married spouses, who are inmates, may send money to one another with the approval of the Wardens (or designee) of each institution. Requests may be submitted to the Deputy Warden of Programs.

PACKAGES

Vendor packages may be ordered from Access Securepak only. All inmates may place weekly Access orders. An inmate may receive one property vendor package from Access Securepak per calendar quarter, for a total of four per year, through the Inmate Canteen. An inmate may also receive one food package from Access Securepak per calendar quarter, for a total of four per year, through the Inmate Canteen. There is no monetary limit on the property vendor package, but there is a \$125.00 limit on the food package order per quarter. Family and friends may also order for an inmate through Access Securepak at <https://www.accesscatalog.com>. If family and friends make an order for an inmate, that counts as the inmates quarterly order. Inmates within the first 60 days of departure from the Assessment and Classification Center will be allowed one additional vendor package.

The Warden or designee may approve additional packages for inmates due to a medical need or other documented reason.

Arts and craft items may only be received in packages ordered through the Recreation Department from approved vendors only. Arts and crafts packages may be received in addition to regular packages. Inmates shall get approval from Recreation staff before ordering arts and crafts items.

Inmates are not permitted to order or purchase items for other inmates. Otherwise, packages shall be returned to the sender at the inmate's expense. All packages shall be thoroughly searched prior to being released to the inmate. Any unauthorized items shall be mailed from the institution within 45 days at the inmate's expense. No cash or money orders

can be included with packages. All appliances shall be purchased new from an approved vendor. Designated approved appliances shall not count as a vendor package.

The Property Room shall designate days and times that inmates may come to the area to mail packages from the institution. All incoming packages shall be distributed within 72 hours of receipt excluding weekends and holidays.

PHONE CALLS (CPP 16.3)

Telephones are available to all inmates. Restrictions apply to inmates housed in disciplinary segregation. Telephones are located in each of the Living Units for inmate use. There is a charge for the placement of each telephone call, plus a toll charge on long distance calls. In order to make future calls, you will have to follow the voice enrollment process outlined below. All calls made after the inmate has enrolled will be confirmed against that enrollment.

When enrolling, please note the following:

1. The name you record will be used for verification to allow phone calls and will be the name played to the called party for ALL calls going forward.
2. State your first name and last name. Speak it for at least a second. (The shorter the sound bite, the harder to match).
3. You should have a pause between their first name and last name.
4. You MUST state your name clearly and the same way each time, in order to have the name verified correctly.

Enrollment Process:

System prompt: For English Press 1, Para Espanol, marque 2

System prompt: Please enter your PIN number now

System prompt: Please enter your phone number now

System prompt: You are about to enroll your voice print in the system. Please stand or sit up straight remove any foreign objects from your mouth and speak clearly in your normal voice. Please follow the instructions carefully.

System prompt: You will be asked to verify your name, please say your full name after the beep.

**Inmate states their full name, if it is good voice print,

System prompt: Your full name accepted, Sample number 2, please say your full name after the beep.

**Inmate states their full name again, if it is good voice print

System prompt: Your full name accepted, Sample number 3, please say your full name after the beep.

**Inmate states their full name again, if it is good voice print and if system getting consistent three voice prints, then

System prompt: Your enrollment was successful. Thank You.

Note: Make sure you hear that the enrollment was "successful". If you do not hear this prompt, the recording was not completed properly.

Enrollment call finished and call terminated.

REMEMBER: If you state your full name and it is too short, too loud, too soft or does not sound alike, the system will not accept the name. You may hear the following prompts:

System prompt: I am sorry I am having trouble hearing you. Please speak a little louder.

Or: Your voice print is too loud. Please speak a little softer.

Or: I am sorry your voice print is too noisy. Please try again.

Or: I am sorry your voice print got cut off. Please try again.

Or: Your voice print is too long. Please try again.

Or: Your voice prints don't sound alike. Please try again.

Or: I am sorry I did not recognize your voice.

Calls Process After Successful Enrollment:

- You will be prompted to enter PIN
- You will be prompted to state name—REMEMBER—it should be stated the exact way it was recorded
- Once approved (voice print matches as the authorized user), the call is then permitted
- Your name is identified to the called party during call acceptance with this same recorded name

If the verification is not approved, the call will be denied. You will receive a message stating that the voice was not verified and the call will end, forcing you to start a new, fully controlled call.

The telephone company sets the rates and means of payments. No inmate may receive incoming calls.

Please note that upon arrival at KCIW you may not be able to place a call until information regarding your arrival at KCIW is entered into the program.

Telephone use is a privilege, not a right, and consequently may be restricted as a result of disciplinary reports. The lengths of telephone calls are limited in duration. The institution may monitor outgoing calls as a security measure. **Inmates making, or attempting to make, third-party calls are subject to disciplinary action.** Unit Administrators may approve special phone calls.

PROPERTY

PERSONAL PROPERTY

Authorized personal property is listed in CPP 17.1. All items of authorized property shall be stored only in the designated storage areas in accordance with KCIW IPP 17-05-01.

AUTHORIZED PROPERTY LIST (CPP 17.1)

ITEM OF CLOTHING	QUANTITY MALE	QUANTITY FEMALE
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All clothing shall be machine washable. None shall be padded, fiber or down-filled, or items prohibited by this policy.

The following clothing shall be issued by the state:

coat	1	1
uniform shirts	4	4
uniform pants	4	4
footwear*	*	*
belt	1	1

The following may be issued by the state or purchased by the inmate:

poncho (shall be translucent; state issued for work purposes only)	1	1
undershorts (white only, maximum of 5 state issued)	10	0
underpants (white only, maximum of 5 state issued)	0	10
t-shirts, short or long sleeve (cotton, white only; state issued for work purposes only-short sleeve)	10	10
bras (white only; maximum of 3 state-issued) (may possess underwire bras if underwire or stays are plastic)	0	7
socks or cotton footies (white only, maximum of 3 state-issued)	10	10

The following clothing items may be purchased by the inmate:

sweatpants (plain, light gray only)	3	3
sweatshirts without hoods (light gray only)	3	3
tank tops (white only) - females only shall possess sleeveless, crew-neck style	3	3
athletic supporter	1	0
underwear, long or thermal (white only, set)	2 pairs	2 pairs
gym shorts (light gray only) (no spandex or bicycling type shorts)	3	3
pajamas (white, gray, or beige)	2	2
robe (white only)	1	1
ear plugs (pairs, foam only)	4	4
gloves (cotton)	1 pair	1 pair

handkerchiefs (white only)	10	10
ball caps (khaki only, catalog purchase only)	1	1
toboggans (khaki only, without mask)	1	1
bucket hats (khaki only)	1	1
gym shoes (white only, shall not exceed 7" from the bottom of the heel to the top of the shoe)	*	*
shower clogs (canteen purchase only)	1 pair	1 pair
work boot (black only, no lug sole, shall not exceed 6" in height, no steel toe or steel shank)	1 pair	1 pair

* An inmate may have in his possession a total of three (3) pairs of shoes which may include: one (1) pair of state issued shoes or purchased work boot, one (1) pair of personal gym shoes, and one (1) pair of shower clogs; or two (2) pairs of personal gym shoes and one (1) pair of shower clogs.

ITEM	BEDDING, TOWELS, AND SO ON	QUANTITY	QUANTITY
		MALE	FEMALE
towels (white only, standard bath size only, large beach towels not authorized)		5	5
washcloths (white only)		5	5
sheets (white only, twin size only)		4	4
pillow cases (white only)		2	2
personal blankets, spreads quilts (non-electric, machine washable; beige only, twin size only, shall not be padded or fiber or down filled)		2	2
pillow (state issue only)		1	1
mattress (state issue only)		1	1
laundry bag (mesh only)		1	1
shower bag (mesh only)		1	1

ITEM	PERSONAL	QUANTITY	QUANTITY
		MALE	FEMALE
watch (maximum declared value \$50.00, no memory capability)		1	1
necklaces with or without religious medallions (no more than 24" in length and 1/4" wide, no homemade arts and craft necklace or medallion; maximum declared value \$50.00 each)		2	2
rings (Legally married only. Plain band style only; no jewels, stones, or raised surfaces; maximum declared value of \$100.00 each)		1	1
earrings (pair; ball post style or ball stud style only, no jewels or stones) (maximum declared value \$50.00)		0	1
comb or hair pick (plastic only)		2	2
hair brush		1	1
hair accessories (bows, barrettes, combs, ties)(black only)		0	8
mirror (plastic, not larger than 8" x 10")		1	1
sewing kit (no scissors)		1	1
photo album not larger than 12" x 14"		1	1
ice chest (up to 10 quart maximum, shall be molded plastic with non-removable liner, no styrofoam)		1	1
photo and frames, not larger than 8"x 10" (no glass)		2	2
drinking cup, mug or tumbler (plastic only; insert for hot pot not included; maximum 16 oz.)		1	1
wallet		1	1
eye glasses (prescription)		2	2
reading glasses (plastic frames with no internal wire only)		1	1
sunglasses (non-reflective lenses, maximum declared value \$50.00)		1	1
nail clipper (no knife blades or screw drivers)		1	1
locks (where permitted or not issued)		2	2
plastic bowl and lid (maximum depth 7" and diameter 7")		3	3
Can opener		1	1

*Heavy chains, medallions, belt buckles or other decorative or non-essential items that may be used as weapons shall not be allowed.

ITEM	APPLIANCES, MUSICAL INSTRUMENTS	QUANTITY MALE	QUANTITY FEMALE
Homemade appliances or appliances that are altered or have spliced cords shall not be permitted for possession. All appliances shall meet safety standards and shall be U.L. approved grounded.			
	clock, (stem wind or battery powered only, size no larger than 4" overall)	1	1
	fan (No box style; 8" maximum blade length; permitted in non-climate controlled living areas only. Institutional storage shall be provided for climate controlled facilities.)	1	1
	radio, cassette player, CD player or combination player (Walkman or Discman type (play only) - 2" x 6" x 8") (Shall be used with ear phones only)	1	1
	CD Carrier (soft sided, clear only, maximum capacity 4 CDs	2	2
	Adapter	1	1
	TV minimum 9" - maximum 13" screen with headphone jack, no attached VCRs; shall be used with head phones only; no handheld TVs	1	1
	Remote control (clear only; only if inmate owns TV)	1	1
	headphones: for use with radio, cassette or TV (only if inmate owns TV and radio)	1 per appliance	1 per appliance
	Headphone splitter (only if inmate owns headphones)	1	1
	typewriter, manual or electric (no memory capability)	1	1
	departmental approved electronic gaming system	1	1
	games (games rated "Adult" or "Mature" are prohibited)	5	5
	hot pot or immersion heater 6 cup maximum, clear insert may be purchased separately and shall not be counted as an additional container)	1	1
	typewriter ribbon (only if typewriter is owned by inmate)	2	2
	Media Tablet (Department approved model only) shall be clear plastic and be used with approved headphones	1	1
	cassette tapes or compact discs –only if compatible player is owned by the inmate (no blank tapes, clear plastic only)	15	15
	extension cord (maximum length 10', maximum 3 outlets,) co-axial cable (maximum length 10')	1	1
	surge protector (clear only)	1	1
	calculator (pocket size, solar powered only no programmable memory capability)	1	1
	hand-held hair dryer	1	1
	electric hair curlers, curling iron, or straightening iron	0	1
	<u>Musical Instrument</u>	1	1
	guitar - (Acoustical or electric. Electric may be used with personal headphone sound system that plugs directly into jack. Separate amplifiers are not permitted. Value of \$300 or less.);		
	harmonica;		
	keyboard - (battery-powered only, used with earphones only, shall be 41" or less in length and a value of \$300 or less.);		
	banjo (value of \$300 or less)		

mandolin (value of \$300 or less)

instrument case for guitar, banjo, mandolin, or keyboard (hard shell or soft case) 1 1

ITEM	CONSUMABLES	QUANTITY	QUANTITY
		MALE	FEMALE
razor (non-electric and disposable only)		4	4
bar soap		2	2
toothpaste		2	2
denture cleanser – (Polident Dentu-Crème only)		1	1
denture adhesive		1	1
toothbrush		2	2
toilet paper rolls		4	4
shave cream		2	2
hair cream, dressing, mousse		2	2
doo-rag (white only; worn in bed area only)		1	1
hair conditioner		1	1
shampoo		2	2
hair spray (non-alcoholic and non-aerosol)		1	1
deodorant		2	2
body powder		1	1
foot powder		1	1
foot salves		2	2
lotion		1	1
mascara		0	1
blush		0	1
cosmetic face powder, loose or compact without mirror (no compacts with mirror)		0	1
eyebrow pencil		0	1
liquid make-up		0	1
eye shadow		0	2
sanitary napkins and tampons packages		0	2
after shave, non-alcoholic		1	0
perfume, non-alcoholic		0	1
lipstick		0	2
clothes hangers (shall be plastic)		10	10

No aerosol cans of consumables shall be permitted.

Other items may be possessed in reasonable quantities only and may include: stationary (white only), pens (clear only, blue or black ink only), batteries, playing cards, table games (no dice), authorized art and hobby craft supplies, and shoe shine materials to include water based shoe polish, one (1) black and one (1) white. The items shall be purchased through the inmate canteen or departmental approved vendor.

An inmate shall possess no more than:

- (a) forty (40) stamps;
- (b) a box of fifty (50) envelopes; or
- (c) one (1) box of stationary at a time.

An inmate shall not be permitted to own or use self-adhesive address labels. An additional lock may be owned if authorized by institutional rule and is located away from the living area to secure recreational equipment or art and hobby craft supplies.

LAUNDRY

All inmates shall have access to laundry facilities and certain clothing/hygiene supplies. Inmates shall see the Main Building Laundry Officer or appropriate living unit staff to schedule laundry times.

An inmate shall not be allowed to do laundry for another inmate. Laundry rooms are unauthorized areas unless the inmate is scheduled to be there. No food or drinks are allowed in the Laundry Rooms.

A 15-minute break may be taken after clothes are put into the dryer. Shoes shall not be placed in dryers or left in common areas to dry.

DO NOT OVERLOAD WASHERS OR DRYERS. Inmates are required to check and remove lint from the lint traps on the dryers before and after use.

Inmates shall be allowed to iron their clothing during their scheduled laundry times. An inmate shall give her ID tag to the officer to receive an iron. The ID tag shall be returned upon return of the iron. State issued irons shall not be passed from one inmate to another. The inmate shall clean the iron before returning it to the officer. Only water may be placed in the steam irons. Additional ironing times will be allowed Monday through Friday from 4:15 p.m. until the dayroom closes, and on weekends and Holidays during dayroom hours.

STATE ISSUE OF CLOTHING AND SUPPLIES (KCIW IPP 12-02-01)

An inmate may request clothing items from the Main Building Laundry Officer by submitting a written request. The inmate shall be responsible for state issued items. These items shall be returned to the Main Building Laundry Officer when no longer needed. If state property is not returned, the inmate shall be charged for the items.

VISITING

Visiting shall be conducted on Saturday, Sunday, and designated State holidays from 8:30 am to 3:00 pm. Visitors must register no later than 2:30 pm. A/C inmates shall not be allowed to have visits until they have been classified and placed in General Population, or have resided in the Assessment Center for more than 60 days without being classified. You must then obtain a Visitor Information Form from your assigned caseworker. The completed form must be mailed back to Visitor Registration and post marked within thirty (30) days or it will not be processed.

General Population inmates may update their visitor list twice each calendar year based on the last digit of the inmate's institutional number. The completed form must also be postmarked within thirty (30) days of the assigned month.

January and July	1 and 2
February and August	3
March and September	4 and 5
April and October	6
May and November	7 and 8
June and December	9 and 0

* Visitors will not be allowed to visit if their name does not appear on the approved visiting list.

The institution offers a Bonding Visit Program for children from birth to three (3) years old in the nursery located in the Chapel. Bonding visit shall take place Monday-Friday between the hours of 8:30 am and 3:00 pm, and must be scheduled in the Chapel five days in advance.

Your Unit Officer will inform you when you have a visit. It is your responsibility to report to the Administration Building in a timely manner. You must be dressed in your state issued uniform and may only have the following items in your possession:

- One (1) plain band style ring
- One (1) pair of ball post earrings
- One (1) necklace, not more than ¼ inches in width and no more than 24 inches in length with or without a religious medallion
- Room and locker key
- Prescription eyeglasses

Inmates will be frisk searched prior to the visit and strip searched after their visit.

It is your responsibility to inform your visitor of rules and guidelines for visiting you here at KCIW. Visiting rules may be viewed on **KCIW's** web site:

<http://www.corrections.Ky.Gov>. Also, pamphlets are available at the registration desk.

Please inform your visitors that KCIW is a tobacco free institution and their use is strictly prohibited on our property and that includes smoking in the parking lot. Visitors caught violating this policy may be restricted from visiting you.

Detailed rules of visiting are located in CPP 16.1 and KCIW 16-03-01. It is your responsibility to familiarize yourself with these policies. The policies are located in the legal aid office and library.

VISITING RULES

1. When paged to the visiting area, inmate IDs shall be left with the visiting room officer before entering the visiting area.
2. Visits may include three adults at any one time and an unlimited number of children.
3. All visits may last the duration of the allotted visitation time each visitation day.
4. All adult visitors shall be required to have proper picture identification.
5. All visitors shall be subject to search.
6. Nothing may be received for inmates through visiting from visitors.
7. All inmate jewelry shall be listed upon the inmate's entry into Visiting. The following jewelry is authorized:
 - a. one pair of ball post earrings
 - b. one necklace, not more than ¼ inches in width and no more than 24 inches in length with or without a religious medallion
 - c. one plain band style ring
8. Inmates shall not wear watches to visiting.
9. Inmates shall not wear sunglasses to visiting.
10. Visitors may bring a maximum of \$40 into visiting to purchase items from vending machines; however sharing of food items is not permitted between visitors and inmates.
11. The inmates are not allowed to carry any items from the visiting room.
12. Inmates shall be dressed appropriately in the required uniform.
13. No packages or property may be sent out through visiting.
14. Inmates needing to get up from the table will raise their hand while remaining seated until a staff member is available for escort.
15. At the end of the visit, the inmate is to remain seated at their assigned table until staff is available to escort them to the strip out room.

OUTSIDE LAWN VISITING RULES-AVAILABLE TO HONOR STATUS INMATES ONLY

1. Lawn visits shall be limited to inmates with Honors Status only. When it becomes necessary to utilize an outside table waiting list, a two (2) hour table limit shall be implemented.
2. Once your outside lawn visit begins, you may return to the inside visitation room one time, prior to the conclusion (end) of your visit, for reasons such as inclement weather, restroom, or vending.
3. A lawn visit shall not be terminated because of rain, provided tables are available in the inside visiting area. All visits shall be terminated on a "first in and first out" basis should the need for space arise.

4. An inmate or visitor shall not straddle the bench of the picnic table or lie on the bench or table or sit on top of the table. When sitting at the picnic table the inmate shall always sit facing the Administration Building.
5. Children shall be controlled by the visiting adults at all times. Children shall not be permitted to stand, crawl or sit on the tabletops. Children using the outdoor play area shall be under the supervision of a visiting adult at all times. The outdoor play equipment shall be restricted to children 12 years old and under.

A mail and visiting regulations handout is available from the Assessment Center (A/C) Director to send to your relatives and friends.

Refer to KCIW IPP 16-03-01 and CPP 16.1 for information regarding the following:

- a. eligibility requirements for visitors
- b. reasons for excluding certain visitors
- c. visitor check-in process
- d. visitor dress code
- e. requirements regarding food being brought in during visits
- f. rules regarding public displays of affection
- g. special visits

NON-CONTACT RESTRICTED VISITS

Restrictive Housing Unit (RHU), Special Living Unit (SLU), and Lonnie Watson Center (LWC) C-Wing inmates and inmates who are administratively restricted from regular contact visiting for disciplinary reasons may utilize the no contact visiting areas.

The following guidelines shall govern non-contact visitation for general population:

1. The individual is convicted of a: Category IV, Item 2; Category IV, Item 5; Category IV, Item 18; Category VI, Item [3;][Category 6, Item 14; Category 6, Item 15] disciplinary report.
2. All visits shall be restricted for a period of at least six months. Upon completion of the restricted period, an inmate may request a review of her file and behavior for a possible reinstatement of contact visits. This request shall be in writing and submitted to the Deputy Warden of Security.
3. All visits shall take place in a non-contact visiting booth.
4. All visits shall be received during Saturday, Sunday visiting hours and designated state holidays.
5. No outside, bonding or other special visits shall be allowed while on restrictions.
6. All visits shall be limited to no more than two visitors at a given time and shall be no more than one hour in length with no more than two visits per week.
7. All non-contact visits shall be scheduled through your institutional CTO, a minimum of seven days in advance, using the form which will be provided. This procedure is necessary to schedule the limited number of non-contact visiting booths.

NON CONTACT VISITS–RESTRICTIVE HOUSING UNIT (RHU), SPECIAL LIVING UNIT (SLU), and LONNIE WATSON CENTER (LWC) C-WING.

1. All visitation requests shall be submitted at least seven days in advance.
2. Visitation request forms shall be distributed on Fridays by the Unit Administrator or designee. These forms shall be completed and returned on the same day.
3. Visits shall be scheduled through the case manager and shall be approved by the Unit Administrator.

4. Inmates shall be frisk searched prior to visits and strip searched after visits.
5. RHU inmates shall receive the same visiting opportunities as the general population unless institutional order and security may be endangered.
6. Visitation shall take place in one of the RHU non-contact visitation booths or one of the non-contact visitation booths in the Administration Building.
7. Visits shall be conducted on Saturdays, Sundays, and designated legal holidays according to a posted schedule.
8. Legal Aides, Grievances 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.

FUNERAL TRIPS AND BEDSIDE VISITS (KCIW IPP 25-03-01)

Inmates may be approved to visit an immediate family member who is terminally ill in a hospital or they may be approved to go to the funeral home visitation of an immediate family member. See your CTO for further information.

HEALTH SERVICES DEPARTMENT

The Health Services Department provides a wide range of services to the inmate population at the Kentucky Correctional Institution for Women. The prevention of disease is encouraged through healthy life choices, management of chronic medical conditions and emergency medical treatment.

The Health Services Department is a restricted area. Inmates shall not enter this area except when authorized or during scheduled times. In an emergency situation, inmates shall see their unit staff or a work supervisor.

Open Medical sick call is daily. Between 5:45 and 6:05 a.m. inmates will report to the recreation area and sign in, at that time all inmates will receive a blank sick call slip. Sick call slips will be filled out and held by inmates until they are seen by the sick call nurse. Inmates will need to put any medication refill request in the appropriate box in the medical foyer. Medical staff will see each inmate to address her medical needs.

Dental sick call will be held on Tuesday, Wednesday, and Friday mornings. Any dental condition deemed an emergency will be treated using standing orders until the patient can be seen by the Dental Department. Dentures are available but shall be paid for by the inmate prior to the impressions and ordering of the dentures.

Inmates are expected to report to medical for scheduled appointments. Failure to do so will result in disciplinary action.

If an inmate is given a medical knock-off from daily job assignment or program activities, she shall be restricted to her bed until the next morning except for meals and medication lines. This does not include inmates recovering from surgery, acute and/or chronic medical condition.

The Self-Administration of Medications (SAM) is available for all medications on the approved SAM list and will be distributed at 1:00 pm. Inmates are allowed to keep these medications in their living area, locked in their locker. Security shall check to assure the correct medication is in the inmate's possession. An inmate shall receive disciplinary action for misusing any medication or not keeping it secure in their locker.

Inmates shall be charged a \$3.00 co-payment for each medical service, unless it is ordered by medical staff. No inmate shall be denied health care if she cannot make the payment due to indigence or lack of funds at the time of the visit. If the inmate is not indigent, the inmate's account shall be frozen until funds are available.

Inmates who have been diagnosed with certain chronic medical conditions shall be issued Medical Alert cards. The card shall be red in color and worn behind their state identification card.

There is a twenty bed medical area of the Lonnie Watson Center. It is used to house inmates needing short-term medical observation or special housing needs. The inmates housed in this unit shall abide by the rules and regulations of the general population. Inmates cannot refuse placement in the medical area.

MEDICATION

Two daily pill calls are available for inmates to receive prescription medications. These are scheduled in the morning and evening at posted times. Medications shall not be given at other times except for emergency situations or as deemed appropriate by medical staff. Security staff shall be present during pill line to watch inmates take their medications. During pill line, inmates shall behave in a quiet and orderly manner, without talking with other inmates. Inmates may not bring or carry any personal property to the pill line. Inmates shall not run to pill call. There is a \$3.00 co-pay for each non-formulary prescription and for each refill of that prescription, unless indigent as defined in CPP 15.7.

Over-the-counter medications are available in the canteen. These over-the-counter medications shall not be provided by the institution unless the inmate is indigent, housed in the segregation unit, or needs treatment for an acute medical problem as deemed necessary by medical staff.

CLASSIFICATION

(CPP 18.1, CPP 18.5, KCIW IPPs 18-01-01)

There are two types of classification committees: the Assessment Center Initial Classification Committee and the Unit Reclassification Committees. An inmate shall meet the Assessment and Classification Center Committee shortly after she arrives at the institution. Inmates shall meet the Unit Reclassification Committee after they complete the initial Assessment and Orientation process and have work and/or program and living unit assignments.

Classification is an ongoing process of assessment, assignment, monitoring and reassessment. The inmate shall be given copies of the custody review, which is completed at least once a year.

After an inmate completes the initial assessment process, she shall meet the Assessment and Classification Center Committee. This committee shall do an initial custody rating, conduct an assessment of abilities and skills, make a work/program assignment, and a housing recommendation.

An inmate shall meet the Unit Reclassification Committee at a minimum of once a year based upon the last digit of her inmate number:

January	1	June	6
February	2	August	7
March	3	September	8
April	4	October	9
May	5	November	0

The Unit Reclassification Committee may meet at other times when unit staff deem necessary or at the request of the inmate. The inmate shall be given 48 hours notice before her regularly scheduled review and before a staff initiated review.

When an inmate requests a classification review, she shall submit, at least one day in advance of the classification committee meeting, a properly completed classification sheet to her CTO.

An inmate may request one such special classification each year.

The inmate may meet with the Classification Committee to express any concerns and wishes. She may appeal the committee decision to the Warden within five working days. The Warden's decision may be appealed to the Director of Population Management at the Department of Corrections, P.O. Box 2400, Frankfort, KY 40602-2400. Inmates living in A/C upon their 1st classification whether it is an initial or reclass have five days to appeal their classification to the same address.

OFFENDER INFORMATION

GOOD TIME

There are three different types of Good Time for which you may receive credit: Statutory, Meritorious and Educational. **Remember that program participation, participation in regular work, counseling, and education programs are key factors for good time awards and evaluated by the Parole Board.**

STATUTORY (KRS 197.045)

Statutory time is given automatically to each inmate who qualifies by law and equals one-fourth of the sentence. When this time is awarded the inmate is given a minimum expiration date. The awarding of this time creates the difference between the minimum and maximum expiration dates. Statutory time is subject to forfeiture, or loss, if convicted of a major disciplinary violation by the Adjustment Committee or Hearing officer.

MERITORIOUS (CPP 15.3)

All inmates shall be considered monthly for Meritorious Good Time. An inmate may receive seven days of Meritorious Good Time each month minus seven days for any month she receives a Category III or above disciplinary conviction. Any time reviewed prior to April 15, 2008 will be eligible for 5 days per month. An inmate is not eligible for Meritorious Good Time awards if she has any non-restorable good time loss that is less than five calendar years old, more than 90 days good time loss or is serving a life sentence. A sex offender convicted after July 15, 1998 is eligible for Meritorious Good Time only after meeting certain conditions.

Meritorious Good Time is subject to forfeiture after all statutory good time is lost. When MGT is forfeited, it is NOT subject to restoration.

EDUCATIONAL (CPP 20.1)

Inmates may receive 90 days of Good Time when they earn a GED, technical diploma, Associate degree, or certain DOC Programs. Educational diplomas earned prior to incarceration do not count toward this good time. Educational Good Time is not subject to forfeiture. Inmates who earn a diploma after sentencing and were in jail on controlled intake awaiting transfer to KCIW shall be considered for 90 days of Educational Good Time.

WORK FOR TIME CREDIT (CPP 19.2 and 19.3)

If eligible, an inmate shall earn 1 day of Work for Time Credit (WFTC) for every 40 hours of work completed and ½ pay. Work for Time Credit is subject to forfeiture when all statutory good time and meritorious good time has been forfeited.

RESTORATION OF FORFEITED GOOD TIME (CPP 15.5)

Good time loss resulting from any Category III through Category VI rule violation, as described in CPP 15.2, may be restored in accordance with Kentucky Department of Corrections CPP's.

Good time loss resulting from any Category VII rule violation, as described in CPP 15.2, shall not be subject to restoration.

JAIL CREDIT TIME

Inmates are given credit for the amount of time served in jail prior to their date of final sentencing on any crime committed after January 1, 1975. Institutional time starts on the day of sentencing, even if the inmate is still being housed in the jail. Therefore, this time is not considered jail time.

If an inmate believes she has not received the correct amount of jail time, she must contact the Probation & Parole office where her PSI was completed. The sentencing judge shall approve any changes for the jail credit to be applied.

RESIDENT RECORD CARDS (TIMESHEETS)

When an inmate enters the Assessment and Classification Center at KCIW, all paperwork must be received from the court and Probation & Parole Office in order for the information to be entered on the resident record card. After all information is entered, the paperwork is submitted to Central Office Offender Information Branch.

Upon audit of the resident record card by Central Office staff, each inmate will receive one free copy of her official resident record card. This process may take some time. Do not send numerous requests for a resident record card. Inmates will receive a resident record card during their anniversary month.

Any change of an inmate's information which affects the sentencing information contained in the resident record card shall be entered by Offender Information and forwarded to Central Office Offender Information. Upon audit the inmate will again receive one free copy of her official resident record card.

An inmate may request additional copies of her official resident record card or an unofficial record card from Offender Information at a cost of 10 cents per page.

PROGRAMS AND SERVICES

EQUAL OPPORTUNITY

All Kentucky Correctional Institution for Women activities and programs are administered in accordance with the applicable nondiscrimination laws and regulations and the Americans with Disabilities Act. Questions should be addressed to: EEO Coordinator; Kentucky Correctional Institution for Women; P. O. Box 337; Pewee Valley, KY 40056.

EDUCATION CENTER

Educational opportunities shall be available to inmates ranging from basic literacy to college courses. Completion of the GED, a technical program or associate degree shall earn the inmate 90 days of Educational Good Time.

Academic education is offered weekdays and designated evenings each week. An inmate who has not completed high school may earn a GED and receive a \$150.00 award for earning her GED at the institution. If she is a high school graduate, she may brush up on her academic skills in order to qualify for a specific technical education program.

Technical education opportunities are available to all qualified inmates. Vocational counseling is also available to ensure that an inmate is placed in the phase of the program best suited to her needs and abilities. The school offers Horticulture and Business Studies. Jefferson Community and Technical College offers the Associate of Arts, Associate of Science, and Associate of Applied Science degrees. Inmates interested in college or post secondary correspondence courses shall contact the Education Center Director.

GRIEVANCE PROCEDURE (CPP 14.6)

The inmate grievance procedure is designed to provide a method of resolving inmate complaints **after all other efforts to resolve the problem have failed**. Before you file a formal grievance, you should try to resolve the problem informally with a staff member who can help resolve the problem. The purpose of the grievance process is to resolve the situation at the lowest possible level as quickly and fairly as possible.

The Grievance Office is located in the Main Building and is open during program hours. Inmates that work outside the institution may drop a note to schedule an appointment for after program hours. Grievance Aides who have been trained in the grievance process shall help you process your grievance through the informal resolution, committee and appeal process. Grievance forms may be obtained from the Grievance Office and must be hand written legibly in blue or black ink.

All grievance work must be conducted within the Grievance Office. Do not approach grievance workers regarding grievances outside of the office.

LEGAL AID SERVICES (KCIW IPP 14-02-01 and CPP 14.4)

In order to assure each inmate's right of access to the courts, the institution maintains a Legal Aide Office. The Legal Aid Office is located in the Main Building and is open during program hours. Inmates that work outside the institution may drop a note to schedule an appointment for after program hours. Nexus Lexus, an online legal research service, as well as a selection of legal books and materials are available for research needs. Legal Aides are available to serve as representatives in Adjustment Committee proceedings. Inmates housed in the Restrictive Housing Unit (RHU) shall only have access to the Legal Aide who is specifically assigned and as scheduled.

Assigned Legal Aides are responsible for assisting inmates in legal matters and receive institutional pay. **Legal Aides are not allowed to accept money or any other compensation for carrying out their assignment.** Legal Aides complete a training course provided by the Department of Public Advocacy (DPA), however they are not attorneys. The institution assumes no responsibility for the quality of Legal Aide work or assistance. Neither does the institution assume any responsibility for deadlines missed by Legal Aides or lost materials. It is still your responsibility to make the final decision relative to your case or legal actions and meet any court ordered deadlines.

An inmate may write to the DPA office at any time to request legal assistance or counsel on a criminal legal matter. The office address is: Department of Public Advocacy; 207 Parker Drive, Suite 1; LaGrange, Kentucky 40031.

INMATES MUST HAVE PASSES TO GO TO THE LEGAL AID AND GRIEVANCE OFFICE.

All Legal Aid services must be conducted within the Legal Aid Office. Do not approach Legal Aid workers regarding Legal Aid business outside of office hours.

KCIW INSTITUTIONAL PROGRAMS

Mental Health

Domestic Violence
Willow
Mindfulness Group
Challenges
Substance Abuse Program
Seeking Safety

Bible Study
Bonding Visits
Choir
Girl Scouts Behind Bars
Grief Care
Pastoral Counseling
REC (Residents Encounter Christ)
Volunteer Visitors
Worship Services

Classification and Treatment Officers

Bonding Visits
Pathfinders
Paws with Purpose
New Directions
AA—Alcoholics Anonymous
NA—Narcotics Anonymous Pawsitive Puppy Pals Club
Shaken Baby Syndrome
RPC (Recreation Planning Committee)
Reflections
MRT (Moral Recognition Therapy)

Library

20/20 Book Club

Education Center

College Classes—Jefferson Community & Technical College (JCTC)
Correspondence Classes
GED and Pre-GED classes
Parenting
Technical School programs (Business Studies, Horticulture)

Chapel

Aunt Mary's Reading Program

Recreation

Kids Day

LIBRARY (KCIW IPP 21-01-01)

The KCIW library facilities are available to all inmates and staff. Rules are posted at the Library. Resources include books, interlibrary loan services, reference materials, magazines, newspapers, catalogs, telephone books, CPPs and IPPs. The Library is open according to a posted schedule. There are also bookshelves containing reading material located in each living unit.

MENTAL HEALTH SERVICES (KCIW IPP Chapter 13 and 24-01-01)

A variety of mental health services shall be available for the inmate population. All inmates shall undergo a mental health screening and follow-up within fourteen days of admission. Mental health staff will discuss treatment options with inmates at that time. Anytime following admission, inmates may be referred to Mental Health by contacting their CTO or signing up for Medical Sick Call. Any institutional staff may be contacted in case of a mental health emergency and appropriate referral will follow.

Inmates may obtain a referral to the Sex Offender Treatment Program (SOTP) from their CTO.

MENTAL HEALTH AREA OF LWC (KCIW IPP 13-14-02)

The Mental Health Area of the Lonnie Watson Center (LWC) at KCIW houses an intensive mental health treatment program. This program addresses the gender-specific mental health needs of the female offender with a goal toward improvement of individual functioning. Those female offenders who meet certain criteria may be transferred voluntarily or involuntarily to this Unit for treatment. The duration of the program is at least seven months. As participants progress through the program and demonstrate improved functioning, they are allowed greater privileges.

RECREATION

(CPP 17.1, KCIW IPPs 17-05-01, 22-01-01, and 22-01-02)

The Recreation building and ball field are restricted areas. Recreation and ball field schedules are posted in each Living Unit. Inmates may only go to the Recreation building or be on the ball field during their Living Units scheduled time. Inmates may participate in a variety of indoor and outdoor recreation activities and programs. These activities include, but are not limited to, movies, individual video workout, pool, tennis, video games and team sports (i.e. volleyball and pickleball). Recreation also oversees arts and crafts projects and the purchase of musical instruments. See Recreation staff regarding the purchase of musical instruments and a list of allowed arts and crafts/sewing items.

A calendar of monthly recreational opportunities, event sign-up, token times, karaoke schedule, Wii schedule, and the monthly movie list is posted throughout the institution and in each living unit. The Recreation Planning Committee, an inmate organization, sponsors and promotes recreational events and also assists with other events.

RELIGIOUS PROGRAMS (KCIW IPP 23-01-01)

A variety of religious activities are available including Mass, Sunday Services, and Bible Study. If an inmate has a religious preference for which no services are available, the Chaplain shall be contacted. Religious activities are listed on the monthly Chapel calendar. Numerous community religious groups come to the institution throughout the year to provide additional services.

The Chapel is a restricted area 24 hours a day, seven days a week. Inmates may go to the Chapel when they are paged for a scheduled event or when a staff member has given them permission to go to the area.

It is the inmate's responsibility to update her Religious Preference. A Religious Preference change form is available from the Chaplain. There is a thirty (30) day waiting period for the change to go into effect.

SELF-HELP ORGANIZATIONS

There are a variety of classes and self-help groups available at KCIW. The best way to learn about them is to check the bulletin board in your living area.

THERAPEUTIC COMMUNITY - SUBSTANCE ABUSE PROGRAM

The Therapeutic Community - Substance Abuse Program (TC-SAP) at KCIW is a chemical dependency treatment program. Our treatment uses the Twelve Step approach to recovery. Treatment includes but is not limited to, education about the disease of chemical dependency, relapse prevention, errors in thinking, group counseling, and Twelve Step meetings. The goal of the program is to help women begin to make life changes that will result in sobriety along with responsible decision making.

TC-SAP is a minimum of six months long and includes four phases. Orientation followed by phase one, two and three. Advancement from one phase to the next requires completion of assignments in addition to demonstrating behavior changes. After completion of TC-SAP, at the time of parole, TC-SAP graduates are required to continue aftercare recovery so that they may continue their recovery in the community.

TC-SAP is a voluntary program. Anyone interested in entering TC-SAP may get an application from her CTO or drop a note to TC-SAP to request an application.

WORK ASSIGNMENTS (CPP 19.3)

All inmates are expected to have program or work assignments. If an inmate is classified to medically unassigned status and is unable to work as determined by Health Services, she does not have to meet this requirement. If inmates utilize school or college enrollment as their assignments, they shall attend school at least three hours each day five days a week or take at least two college classes per quarter or semester.

PASS SYSTEM

Movement is controlled through the use of a pass system during the hours of 8:30 a.m. to 11:00 a.m. and 12:30 p.m. to 3:00 p.m. In order to proceed from one location to another during these times, an inmate shall receive a pass from her work/program supervisor or living unit staff. Passes may be requested at 8:30 or 12:30 or on the hour at other times as the officer's job duties allow.

LIVING AREA ASSIGNMENTS

Inmates shall be assigned to the different living areas for a variety of reasons, including custody, levels of required supervision and medical needs. KCIW is divided into five living units. Each unit has a Unit Administrator and an Assistant Unit Administrator. Each unit also has at least one Classification and Treatment Officer. The Unit Administrator or Assistant Unit Administrator shall approve any bed changes.

Based upon assigned living areas, inmates shall have certain color ID tags, certain color tags placed behind their ID tag, and/or certain color dots on their tags.

Main Building	Red tag
Ridgeview	Green tag
TC/SAP	Black dot with green tag
Willow	Light green dot with green tag
Pine Bluff General.....	Light blue tag
Pine Bluff Honor	Blue dot with light blue tag
Minimum Security Unit.....	Yellow tag w/appropriate dots and stamps
Lonnie Watson Center.....	Purple tag

Minimum Security Unit (MSU)

The Minimum Security Unit (MSU) is located outside the fence and houses inmates with minimum and community custody.

GENERAL CLEANING RULES

1. Inmates are responsible for keeping their living areas and units clean and in order at all times.
 - a. Routine checks shall be made by staff to monitor the cleanliness of all areas within the institution.
 - b. Failure to keep living areas clean may result in disciplinary action.
2. Only trained JP inmates shall be allowed to use the unit buffers.
3. Inmates shall return all cleaning supplies to the proper locations after use.

GENERAL CLOTHING/PERSONAL HYGIENE RULES

1. In accordance with CPP 17.1, inmates shall be required to wear state issued uniforms at all times except:
 - a. While in designated recreation areas;
 - b. To and from designated recreation areas (including physical therapy); and
 - c. While in inmates' living area or dormitory, if off-duty.*

*The dormitory yards are considered part of the inmates' living area. The recreation area includes the ball field.

An inmate shall wear state issued uniforms that are neat, clean and appropriate for the season and occasion. No sagging pants.

2. In accordance with CPP 17.1, between November 1 and March 1 of each year, an inmate may wear a sweat suit so long as her uniform is worn over it and properly zipped and buttoned. A sweatshirt may not be worn over the inmate uniform. CPP 17.1 also permits inmates to purchase two (2) sets of long or thermal underwear (white only) to be worn under the uniform shirt (long or short sleeve). Assessment and Classification Center inmates will be allowed to wear their white thermal underwear under the blue AC uniform between November 1 and March 1.
3. Inmates may not wear their clothing in a manner that makes their underclothes visible.
4. An inmate may wear head covering when sleeping (doo-rag, scarf) and for religious purposes. The head coverings may be scarves, but shall be white in color. Homemade head coverings shall not be allowed. The sleeping scarves may be purchased in the canteen. Religious based head coverings shall be authorized and provided by the Chapel. (One head covering per inmate, per year). The sleeping scarves and doo-rags are not allowed on the yard.
5. No hair rollers are permitted during program hours. Curlers may be worn in the beauty shop and in the living areas after program hours.
6. All on duty institutional maintenance, landscape, kitchen workers and outside details shall wear closed toe shoes. Some supervisors, for safety, may require boots. Work clothing such as khakis, coveralls, work boots and kitchen uniforms shall be worn during working hours. Inmates must change out of their work clothing within 30 minutes of returning to their unit after work.
7. Shoes shall be worn at all times. Footies, flip-flops and shower clogs are permitted only in living and dayroom areas (this does not include the yard), and shall not be worn while in the khaki uniform (except with medical approval). Inmates are not required to wear socks with their shower shoes.
8. A bra and underpants shall be worn.
9. Inmates may wear bed clothing in dayroom areas between 8:00 p.m. to 8:00 a.m. as long as robes are worn over the bed clothing.
10. Inmates shall change clothing in the shower areas only.
11. Inmate ID tags shall be worn at all times when inmates are not in their bed areas. The ID tag shall be worn on the left chest or collar with the photograph clearly visible. ID tags shall not be cluttered with unauthorized stickers, keys, or decorations. ID tags have bar codes that activate individual accounts in the Canteen. ID tags shall be secured as though they were credit cards. Any missing ID tag shall be reported immediately to your unit staff. I.D. tags shall be replaced at the inmate's expense.
12. All clothing shall fit in the inmate's storage area. Clothing shall not be left on the beds or chairs.
13. Inmates may not transfer or "leave" clothing to other inmates when leaving the institution on parole or serve out.
14. Inmates shall sleep in appropriate clothing. Both the lower and upper parts of the body shall be covered.
15. Inmates shall shower regularly and practice good hygiene.
16. Used sanitary napkins or tampons shall be wrapped in toilet paper and placed in proper receptacles. They should never be flushed or thrown on the floor.
17. Inmates may have a maximum of three disposable razors in their possession at a time. In order to receive a replacement, the used razor must be returned to the officer in charge of supplies.
18. Fingernails may be no longer than one-fourth inch beyond the tips of the fingers from the palm side of the hand.

19. Inmates shall wear tennis shoes when playing sports.

GENERAL LIVING AREA RULES

1. All inmates shall use personal televisions, radios, tablets and CD players with headphones at all times, unless watching closed-captioned television which may be used with the volume off and no headphones. The volume shall remain low enough not to be heard by others at any time. All personal televisions, radios, tablets and CD players shall be turned off before inmates leave their bed areas.
2. All personal televisions of general population inmates shall be turned off from 11:30 p.m. to 7:00 a.m. weekdays and from 12:00 a.m. to 8:00 a.m. on weekends/holidays. Personal televisions may be watched during classified free time and lunch period (11:00 a.m. to 12:00 p.m.).
3. Institutional televisions shall be turned on during program hours to the institutional channel only. Televisions may be turned on from 7:00 a.m. to 7:30 a.m., and from 11:00 a.m. to 12:00 p.m. on weekdays. Televisions may not be turned on until 8:00 a.m. on weekends and holidays. Institutional televisions in the general population areas shall be turned off by 11:00 p.m. Unit TV room doors shall remain closed at all times to prevent excessive noise in the unit. No eating or drinking is permitted in Unit TV rooms.
4. Inmates may not change a dormitory or unit television channel when a program is in progress. At the end of the program, a vote may be taken in the presence of a Correctional Officer to DETERMINE BY MAJORITY the program to be watched. All inmates participating in the voting shall remain until the program ends.
5. No food or drinks are allowed in the Laundry Rooms or TV Rooms. (This does not include dayrooms)
6. Approved electrical appliances may be used in cells, bathrooms, dorms or rooms. All electrical appliances shall be turned off when inmates leave these areas. Failure to abide by this rule may result in the confiscation of the appliance(s). An inmate may only use an appliance that is assigned to her living area. Inmates are prohibited from using or going to another living area to use an appliance.
7. Spliced cords or homemade electrical appliances shall not be permitted.
8. Trash cans are provided throughout the buildings and yard. Recycling bins are also provided for aluminum cans. Paper and cardboard containers shall not be used as trash cans.
9. Do not pour floor stripper or wax down sinks, commodes, or water fountains.
10. Do not pour food or grease down sinks, water fountains or commodes.
11. Inmates shall not enter any area unless assigned or paged to that area.
12. Inmates shall not loiter in stairways, hallways, steps, atriums, or on sidewalks.
13. Inmates may not enter an office without first knocking and receiving permission to enter.
14. Inmates shall not enter any security office.
15. Inmates shall not visit or be in another inmate's bed area, cubicle or room for any reason at any time.
16. Inmates shall not sleep in each other's beds or change bed assignments.
17. Beds and lockers in living areas shall not be rearranged or moved without staff approval.
18. Inmates shall keep their doors closed at all times, except during count and when cleaning their rooms. The inmates assigned to the rooms are responsible for cleaning the exterior of their doors.

19. No items are permitted on windowsills. Nothing may be taped or pasted to the walls, bed lights, windows, TV's, or the outside of lockers.
20. Inmates shall not use toothpaste as an adhesive on bulletin boards, wall lockers, desks, doors, windows, bed lights or any painted surface.
21. Beds shall be made prior to 8:00 a.m. on weekdays and by 10:00 a.m. on weekends and holidays. Bed lights must be turned off when the inmate is sleeping or leaves her bed area.
22. All beds shall have the blankets tucked under the mattresses.
23. Chairs shall be placed on beds in dorms during the week until the floors are cleaned and buffed.
24. Inmates are allowed to display 3 pictures (no larger than 8 x 10), and store a television, clock, clean cup, and Bible or book on their nightstand or shelf. All other property shall be properly stored.
25. Inmates may hang damp towels or washcloths on the end of the bed or on hooks until dry in areas where wall lockers are not available.
26. Inmates are allowed one pair of shoes, laundry bag, and cooler under the bed. The laundry bag may be placed on the bed rail.
27. Inmates shall not have dirty dishes in rooms at any time. This creates a health hazard and inmates may receive a disciplinary report.
28. Stuffed objects and personal pillows are not permitted. No personal property may contain polyurethane (foam), or any toxic or flammable material.
29. Locker doors shall remain closed and locked unless the inmate is removing property from or placing property in her locker.
30. Nothing may be stored or placed on top of the wall lockers, or on top of bed lights.
31. Tattooing or piercing any body part is prohibited. Earrings may only be worn in the ear lobes.
32. Inmates may shower from 5:45 a.m. to 10:45 p.m., seven days a week. Kitchen workers may start at 5:00 a.m. Inmates shall not shower during any count time, regardless of whether the count is announced or not.
33. Hanging personal property in the bathrooms is not permitted.
34. Inmates shall not congregate in bathroom areas for any reason.
35. Inmates shall not wash dishes, clothing, or hair in the bathroom sink.
36. Inmates shall not wash hair in the kitchen or janitorial sinks.
37. Inmates are required to keep a reduced noise level at all times in the dorms and dayroom areas, so as not to interfere with the activity of others.
38. An inmate may lie on her bed and sleep during program hours if she has a medical knock-off or was released from work for a specific time period as long as the bed is made.
39. Inmates classified/scheduled to work from the hours of 12:00 a.m. to 8:00 a.m. are allowed to remain in their beds during program hours, and are exempt from having their doors open during announced counts, if the inmate worked that morning and is asleep.
40. Inmates shall not sleep in common areas such as dayrooms or TV rooms, nor lay their heads on the tables or slump in chairs.

41. Inmates shall not keep or feed any animals or bring animals, insects or reptiles inside of any building, to exclude PAWS with Purpose dogs, inmates shall not have live plants in the living areas.
42. Inmates shall not be behind locked doors at any time.
43. Inmates shall not beat on staff doors, slam doors or behave in a discourteous manner at any time.
44. If an inmate is paged, she is required to report to that page, and if paged to an area other than her living unit she must wear the khaki uniform when reporting to the page. Failure to report to the page may result in disciplinary action.
45. Inmates are allowed to sign money slips at times designated by their CTO.
46. Inmates are not authorized to enter any staff bathroom at any time except for cleaning purposes.
47. It is the responsibility of each inmate to read bulletin boards in her living area for new memos or rules that may be posted. Each inmate needs to periodically check the institutional closed circuit TV channel, Channel 18, for announcements.
48. Inmates are allowed to have a maximum of 10 copies of any particular photo of themselves in their possession.
49. The areas around the Vocational/Academic School and behind the Main Building are restricted areas.
50. All areas within 50 feet of Recreation are restricted and unauthorized except for inmates who have been paged.
51. Inmates who are assigned extra duty and are classified to work on the 6 pm-6 am shift are allowed to perform extra duty on the 6 am-6 pm shift. Inmates with a classified off day during the week are allowed to perform their extra duty assignments on their off days. Unassigned status inmates shall not perform extra duty assignments during program hours.
52. Inmates shall not run.
53. Inmates shall remain on the sidewalks. Inmates assigned to Ridgeview will utilize the sidewalk located between Recreation and the Pine Bluff fence. Pine Bluff inmates shall not be permitted to use this sidewalk.
54. Inmates shall not walk over, through or on flowerbeds. Inmates shall not pick the flowers.
55. Inmates shall not throw trash on the ground.
56. The following dorm light schedule shall be followed in all living units. Quiet time begins in all dorms at lights off.

Monday through Friday	lights on at 5:45 a.m.
Sunday through Thursday	lights off at 9:00 p.m.
Weekends and Holidays*	lights on at 9:00 a.m.
Weekends and Holidays*	lights off at 10:00 p.m.

Bed lamps are authorized only during lights off.
- *Weekends are Friday night through Sunday morning. Holidays are state recognized Holidays only. The weekend and Holiday schedule applies to the night before a Holiday as well.
57. Outside phones shall not be used when the yard is closed. Inside phones may be used from 9:00 a.m. until dayroom closes.
58. No open food or cooked food is permitted on the yard. The only item allowed will be a beverage.
59. A maximum of six (6) inmates shall be permitted at any picnic table and all inmates shall sit at the picnic table facing in with both feet on the ground and their legs under the table.
60. No verbal communication shall be allowed or tolerated between general population inmates and inmates in Therapeutic Community, Restrictive Housing Unit, or Special Living Unit.
61. Inmates shall not be permitted to go to the outside mailbox when the yard is closed. If you pass the outside mailbox on the way to the dining room, pill call, or your program area then you may put mail in the mailbox.

62. Inmates may iron their clothes during their assigned laundry times or as designated by unit administrator.
63. Inmates on bed restriction as assigned by the Adjustment Officer or Unit Hearing Officer are required to have a pass any time they leave their assigned living unit.
64. Inmates may come to their unit control center to sign out items from the officer from five minutes before the hour until five minutes after the hour or at other times as the officer's job duties allow.
65. Inmates who are issued keys to doors in their living areas are required to keep their door locked whenever the room is unattended by its assigned inmates.
66. Lost room keys will cost \$20.00 to replace.

DAYROOM AREA RULES

1. Dayroom Access shall be permitted each day during the following times:
 6:00 am until 7:15 am count clears
 When 7:15 am count clears until 12:00 pm
 When 12:20 pm count clears until 3:00 pm
 When 3:20 pm count clears until 5:20 pm (when called in for the 5:40 count)
 When 5:40 pm count clears until 9:30 pm General Population will have dayroom access
 Honors status inmates will have access from 10:00 pm until midnight.
2. Honor status inmates will be allowed to stay in the dayroom until 12:00 a.m., seven days a week.
3. Only four (4) inmates shall be permitted at each dayroom table. Saving tables shall not be allowed. Tables are on a first come, first served basis.
4. Noise levels shall be kept low at all times in dayroom area. In the event that the dayroom is closed due to excessive noise; inmates that are in the process of cooking or eating, and have not contributed to the noise level, may remain in the dayroom until they are finished. Inmates may also be allowed to come out to use the microwave, get ice, or use the telephone.
5. Cards and table games shall be put away before leaving dayroom areas. All empty soda cans and garbage shall be disposed before leaving the dayroom area.

MICROWAVE USE AND KITCHEN RULES

1. General population inmates may prepare meals in the living unit instead of going to the dining room. General population inmates may only use the microwaves located in the living unit dayroom to prepare meals.
2. General population inmates may only use the sinks in the kitchen areas to wash their personal dishes with staff permission. Inmates may not wash dishes in the bathrooms.
3. Kitchen and food preparation areas shall be kept clean at all times. Inmates shall not leave dirty dishes in the unit at any time.
4. Inmates are not allowed to carry cooked food or microwaved foods to their bed areas or to other areas within the institution. All cooked and microwaved food shall be eaten in the dayroom area. No cooked food may be stored in rooms. It shall be eaten or discarded.
5. Inmates shall not share food.
6. General population inmates shall not store food in the refrigerators or freezers.
7. Microwaves shall be cleaned after each use.
8. No metal objects or aluminum foil may be placed in the microwaves.

9. An inmate shall not leave the area when using the microwave.
10. Inmates may not use the microwave for longer than 15 minutes at a time.
11. Only two inmates may be at the microwave at a time. One cooking and one who is next in line preparing her food.

Kitchen Use and Cooking Privileges for Honor Status Inmates

1. The Pine Bluff and MSU kitchens are for Honor Status inmate use only.
2. Inmates may use the unit kitchens (to include dishes and appliances) from 6:00 a.m. to 12:00 a.m. to prepare meals instead of going to the Dining Room.
3. Inmates are allowed up to one hour, once per shift, to cook. All cooked food shall be eaten within one hour of preparation in the dayroom at the tables designated for eating only. The remainder of the cooked food shall be stored in appropriate containers and removed from the area. Laundry bags, paper bags, or garbage bags shall not be used in the refrigerators or freezers for food storage.
4. No more than four (4) inmates, total, shall be allowed in the kitchen area at one time.
5. Inmates shall be required to finish cooking, eating, cleaning up, and be out of the kitchen by the time they are called back for count.
6. Inmates are allowed to own up to two food storage boxes (one refrigerator box and one freezer box) purchased from the canteen, to be used in the refrigerator or freezer. Inmates shall check with the Unit Administrator or CTO for space availability prior to purchasing a food storage box and must have a lock.
 - a. Inmates are required to have their names and numbers marked on the food storage box with permanent ink or engraved.
 - b. Inmates are required to give spare keys or combination numbers for the boxes to the Assistant Unit Administrator.
 - c. Food boxes may not be left for other inmates when an inmate leaves the unit.
 - d. Food boxes shall be mailed out or disposed of if the inmate is returned to a general population unit.
 - e. The tray inside the storage box shall be disposed of or mailed out at the inmate's expense.

SPECIFIC RULES FOR ASSESSMENT/CLASSIFICATION (A/C) CENTER INMATES

1. A/C inmates in the blue uniform may have gray sweatshirts, sweatpants, gym shorts, and white t-shirts as allowed by CPP 17.1. The following guidelines apply as to when and where you can and cannot wear your grays:

Can wear non-uniform:

- a. Bed area (Only after 4:00 p.m. during the week and all day during weekends and holidays)
- b. Dayroom (Only after 4:00 p.m. during the week and all day during weekends and holidays)
- c. Recreation
- d. Institutional emergency that requires evacuation

Must wear uniform:

- a. Responding to a page
- b. Medicine Line
- c. Yard
- d. Canteen
- e. Laundry
- f. Dining Room

Failure to comply with these directives may result in disciplinary action.

2. All A/C inmates shall remain in the A/C unit except to go to the following:

- a. Program participation (School, Orientation, Testing, Library)
 - b. Meals—A/C inmates shall report to the dining room when paged.
 - c. Health Services Department
 - d. Canteen
 - e. Religious services
 - f. Specific area, when paged to report
 - g. Designated yard area only
 - h. Scheduled Recreation time
3. Recreational activities, such as games, puzzles, and other recreational materials, shall be provided for inmate access in the A/C unit.
 4. The Library, Legal Aide area, and Recreation Building shall be open for A/C inmates at designated times.
 5. A/C inmates may go to the Canteen each week according to the posted schedule.
 6. A/C inmates shall not be allowed in another A/C inmate's bed area or cell.
 7. A/C inmate shower schedule is 5:45 a.m. to 10:45 p.m., seven days a week. Showers shall not be taken during count times.
 8. A/C inmates shall dispose of feminine products in the proper container. These items are not to be flushed down the toilet.
 9. Loitering is not permitted around or behind the Officer's Desk on the second floor. All A/C2 and A/C3 inmates shall remain in their assigned living areas.
 10. A/C inmates are not permitted in G-Dorm or the Day Room Living Area.

SPECIFIC RULES FOR MINIMUM SECURITY UNIT (MSU) INMATES

1. MSU ID tags consist of one yellow ID tag and one white. In the event that either tag is lost, misplaced or stolen, the bearer of the ID tag shall be housed inside the fence, until the tag is found or replaced. A replacement fee shall be charged to the inmate's account if the tag is not found and must be replaced.
2. Inmates traveling to and from the MSU shall be frisk-searched. Inmates that have a work assignment on the Main Compound may bring onto the Main Compound only the following items: school/library books, feminine hygiene products for the day, and one empty cup. On their scheduled canteen day, MSU inmates may bring their empty canteen bag. Inmates going to and from Recreation will be allowed to carry Walkmans (must be turned off).
3. Inmates shall only be permitted to enter/exit the sally-port area as institutional schedule dictates; (i.e. library schedule, school, appointments, recreation, chapel activities, etc.) Inmates will also be permitted to respond to institutional pages or scheduled appointments.
4. The officer working MSU shall assemble the inmates as a group prior to sending them down to enter the sally-port area to go onto the Main compound for meals, job assignments/school, etc.
5. Only Honor Status inmates may use the MSU kitchen. See the Kitchen Use and Cooking Privileges section under Honor Status and Honor Housing.

HONOR STATUS AND HONOR HOUSING KCIW IPP 18-01-03

The institution maintains an Honor Program for inmates meeting the criteria set forth in KCIW IPP 18-01-03. Basic criteria require six (6) months clear conduct, and not let go from any job within the past 90 days. Inmates transferred from other facilities' Honor Housing Units and meeting KCIW's criteria may make immediate application and be placed on the waiting list. All other eligible inmates must reside at the institution at least ninety (90) days.

DISCIPLINARY PROCEDURES (CPP 15.6)

3. Failure to appear, without prior approval, at a classification hearing, orientation meeting, medical appointment or any other scheduled meeting	2	8
4. Interfering with the taking of a drug urinalysis test, breathalyzer or search	2	8
5. Smuggling of contraband items into, out of or within the institution	2	8
6. Engaging in extortion or blackmail	2	8
7. Refusing or failing to comply with institutional count or lockup procedures	2	8
8. Nonviolent demonstration or inciting a nonviolent demonstration that may lead to a disruption of institutional operations	2	8
9. Unauthorized absence from the institution	2	8
10. Negligent or deliberate destruction, alteration or defacing of state, personal or community property of less than \$100 in value	2	8
11. Obtaining money, goods, privileges, or services under false pretenses	2	8
12. Sexual behavior	2	8
13. Gambling or possession of gambling paraphernalia	2	8
14. Stealing or possession of stolen personal, state, community or another's property under \$100	2	8
15. Unauthorized transfer of money or property	2	8
16. Possession of tattoo or body-piercing paraphernalia	2	8
17. Indecent exposure	2	8
18. Misuse of authorized or issued medication	2	8
19. Making threatening or intimidating statements	2	8
20. Refusing to submit to a breathalyzer or search	2	8
21. Pursuing or developing a relationship that is unrelated to correctional activities with a non-inmate	2	8
22. Possession of drug paraphernalia, including any recipes, directions and descriptions for producing unauthorized drugs	2	8
23. Stalking	2	8
24. Cruelty to animals	2	8
25. Placing personal ads in any publication or with any internet provider that includes false, deceptive or misleading personal information, photographs, or drawings	2	8
26. Possession of unaccountable canteen items	2	8

CATEGORY V
(Major Violations)

	Minimum Penalty	Maximum Penalty
1. Negligently or deliberately destroying, altering or defacing of state, personal, or community property valued at \$100 or more	4	9
2. Destroying or tampering with life safety equipment, locking or security devices	4	9
3. Eluding or resisting apprehension	4	9
4. Loan sharking, collecting or incurring debts	4	9
5. Stealing or possession of stolen personal, state or community property over \$100	4	9
6. Bribery	4	9
7. Tampering with physical evidence or hindering an investigation	4	9
8. Using mail to obtain money, goods or services by fraud	4	9
9. Possession of or displaying gang paraphernalia	4	9
10. Involvement in gang activity	4	9
11. Physical action against another inmate if three (3) or more inmates are involved	4	9
12. Violent demonstration	4	9

CATEGORY VI
(Major Violations)

	Minimum Penalty	Maximum Penalty
1. Escape	6	10
2. Deliberately or negligently causing a fire	6	10

3. Possession or promoting of dangerous contraband	6	10
4. Possession of money \$20 or more in excess of authorized amount if possession of money is authorized	6	10
5. Possession of tokens or money if not authorized	6	10
6. Possession of staff uniform clothing or uniform related items	6	10
7. Taking property by force or threat of force	6	10
8. Using an authorized object as a weapon or to facilitate escape	6	10
9. Refusal to submit to medical testing	6	10
10. Creating or causing a health hazard	6	10
11. Enforcing or threatening gang activity	6	10
12. DELETED	6	10
13. Tattooing or piercing self or others or allowing self to be tattooed or pierced	6	10
14. Unauthorized use of drugs or intoxicants after testing positive a third time or more, after July 13, 1998	6	10
15. Refusing or failing to submit to a drug urinalysis test within three (3) hours	6	10
16. Possession, creating or distributing any writing or photography of which child pornography, including violence, bondage and the like, is the subject, whether factual or fictitious.	6	10
17. Prostitution as defined in KRS 529.010	6	10

CATEGORY VII
(Major Violations)

	Minimum Penalty	Maximum Penalty
1. Physical action against an employee or non-inmate	11	11
2. Physical action resulting in the death or serious injury of another inmate	11	11
3. Sexual assault	12	12
4. Physical action resulting in the death or injury of an employee or non-inmate	12	12
5. Hostage taking	12	12
6. Concealing an item that punctures or penetrates the skin of an employee conducting a search	12	12
7. Inciting to riot or rioting	11	12

DISMISSED LAWSUITS

1. An inmate who has filed a civil action that results in dismissal by a court based upon a finding that the action is malicious, harassing, or factually frivolous shall be charged with violating this section, which shall be a major violation, and issued a disciplinary report.
2. If the Adjustment Committee or Adjustment Officer finds the inmate to have violated this rule, the punishment shall be the forfeiture of one hundred eighty (180) days of non-restorable good time. This penalty, or any portion of it, may be suspended.
3. All other provisions of this policy shall apply to these charges.
4. For classification purposes, this violation shall be considered at the level of a Category VI. The penalty imposed shall also apply to an inmate serving a life sentence for record keeping and classification purposes.

INCHOATE OFFENSES

1. A person may be found to have committed the violation listed in this policy if he:
 - a. Attempts to commit the violation;
 - b. Solicits another or others to commit the violation;
 - c. Conspires with another or others to commit the violation;
 - d. Aids the action of another or others in committing the violation.

PENALTY CODE – GENERAL PRINCIPLES

1. Two (2) penalties may be assessed for each violation so long as one (1) penalty is penalty 1 through 5.
2. Disciplinary segregation may be ordered to be served consecutively for each violation.
3. Time spent in detention shall be credited against any subsequent discipline imposed.
4. If two (2) minor violations are committed within ninety (90) days the penalty range for the second violation may be increased from 1-4 to 2-6.

PENALTIES

1. Reprimand and warning.
2. Restriction of privileges not to exceed six (6) months, excluding exercise periods. This shall not exclude restriction from use of recreational facilities in the institution.
3. Extra duty assignment for a specific period of time not to exceed forty (40) hours.
4. Restitution

Notwithstanding the range of penalties set forth in C. above, the Adjustment Committee, Adjustment Officer or Unit Hearing Officer may order restitution for:

- a. destruction, injury, improper use, removal or theft of property of the state, employees, visitors or other inmates.
 - b. self infliction of injury or faking illness or injury;
 - c. infliction of injury to others;
 - d. obtaining money, goods, privileges or services under false pretenses or other unauthorized means;
 - e. reimbursement of laboratory fees for drug, body fluids or tissue testing;
 - f. reimbursement for the costs of an escape;
 - g. any other costs that have been incurred due to any rule violation.
5. Loss of privileged housing or meritorious living conditions.

6. Assignment to disciplinary segregation for a maximum of fifteen (15) days, each offense.
7. Loss of up to sixty (60) days good time, each offense.
8. Loss of up to sixty (60) days good time and assignment to disciplinary segregation to a maximum of fifteen (15) days, each offense.
9. Loss of up to ninety (90) days good time and assignment to disciplinary segregation for a maximum of thirty (30) days, each offense.
10. Loss of up to one hundred eighty (180) days good time and assignment to disciplinary segregation for a maximum of thirty (30) days, each offense.
11. Loss of up to two (2) years NON-RESTORABLE good time, and assignment to disciplinary segregation for a maximum of thirty (30) days, each offense.
12. Loss up of to four (4) years NON-RESTORABLE good time and assignment to disciplinary segregation for a maximum of thirty (30) days, each offense.

REDUCTION IN ASSIGNMENT TO DISCIPLINARY SEGREGATION

The Classification Committee may recommend a reduction of disciplinary segregation time to the Warden as provided in CPP 10.2.

1. Criteria for reduction shall be contained in CPP 10.2.
2. The Warden, or institutional duty officer, may reduce disciplinary segregation time in an emergency situation if cell space is needed.

SUSPENSION OF DISCIPLINE

Any part of imposed discipline may be suspended for a period of up to six (6) months as provided in CPP 15.6.

NOTIFICATION TO INMATES AND STAFF

Inmates and staff shall be notified of changes in this policy. An inmate shall be notified of the changes as part of the orientation process upon reception at all institutions. Copies of changes shall be posted in areas accessible to inmates and staff.