


# **Pulaski County Detention Center Policy and Procedure**



*Effective: February 14, 2017*


# Pulaski County Detention Center Policy and Procedure

<b>Mission Statement</b>		
	<b>Chapter: Philosophy of the Agency</b>	<b>Mission Statement</b>
	<b>Date Implemented: 2/14/2017</b>	
	<b>Applicable Kentucky Statute:</b>	
	<b>Applicable Kentucky Regulation:</b>	
	<b>Available To: All</b>	
<b>Review Date: 1/11/2017</b>		

## Mission Statement

Our mission at the Pulaski County Detention Center is to set the standard for correctional agencies in the Commonwealth of Kentucky. We will use proactive programs, interpersonal communications along with modern methods of custody, care and control of inmates. As members of this agency we will maintain a professional environment that encourages positive behavior in order to deliver responsible individuals back into our communities. We will remain committed to our purpose of protecting the community by securely housing inmates placed in our custody by the courts and make every effort to positively impact their lives during their period of incarceration. Each member of this agency will strive to become the model others want to copy and display an unrelentless commitment to excellence in our field of corrections.

# Pulaski County Detention Center Policy and Procedure

Data Dictionary		
	<b>Chapter: Administration Organization and Management</b>	<b>POLICY 1.01</b>
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Statute:</b>	
	<b>Applicable Kentucky Regulation:</b>	
	<b>Available To: All</b>	
	<b>Review Date: 2/14/2017</b>	

## *Definitions*

*For the purpose of this policy, the following words are defined as:*


1. **Accident**- An incident which results in the death of a human being or bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident.
  
2. **Alcohol**- The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.
  
3. **Agency** – Pulaski County Detention Center/ Officer of the Jailer.
  
4. **Alcohol Concentration**- The alcohol in a volume of breath expressed in terms of grams of alcohol per 219 liters of breath as indicated by an eventual breath test.
  
5. **Breath Test** – A type of test performed on air generated from the act of exhalation.
  
6. **Commissary** – Items available for purchase by inmates (i.e. soda, candy, chips, etc.)

7. **Commissary Account** – The agency banking account utilized for commissary transactions.
8. **Contemporaneous** – Existing or occurring in the same period of time.
9. **Contraband**- Any item that is capable of use to endanger the safety or security of the facility or any item that is not authorized by facility policy and procedure.
10. **Controlled Substance**- A drug or chemical whose manufacture, possession, or use is regulated by the government.
11. **Daily Log**- An accountability log that documents daily activities within the shifts.
12. **Dereliction** – The shameful failure to fulfill one’s obligations.
13. **Egress** – The action of going out or leaving a place.
14. **Facility Management Systems** – Software application utilized in the management of daily facility functions.
15. **Fraternizing** – The action of associating with;
16. **Full-Time Employee** – An employee who works a period of 22 hours or more per week every week.
17. **Grievance** – A form filed to voice any complaint or hardship, whether legitimate or falsely claimed.
18. **Headcount**- Performed by calling off names from the cell headcount to verify inmate’s presence.
19. **He/She** – Him or her, male or female, when applies;

20. **Indigent** – Poor/need;
21. **Ingress** – A place of means of access; entering;
22. **Inmate Trust Account** – Agency account for the securing of inmate funds.
23. **Investigation**- To observe or study by close examination and systematic inquiry.
24. **Medical Review Officer (MRO)**- A licensed Doctor or Osteopathy with knowledge of drug disorders who is employed or used to conduct drug tests in accordance with policy.
25. **Non-Supervisory** – Employees acting in a non-supervisory position.
26. **Part-Time** – Any employee working less than 25 hours per week.
27. **QMHP** – Qualified Mental Health Professional
28. **Random Selection Process**- Means that alcohol and drug tests are unannounced.
29. **Rancor** – Bitterness or resentment;
30. **Reasonable Cause** –When the employer believes the actions, appearance or conduct of an employee who is on-duty or present for duty is indicative of substance abuse.
31. **Reprimand** – Disciplinary action;
32. **Safety Sensitive Function**- An employee is performing, ready to perform, or immediately available.
33. **Service Credit** – Months/Years of service to the agency.

34. **Sick Call** – A form filed by inmates requesting medical attention from professional medical staff.
35. **Substance Abuse Professional (SAP)**- This is a doctor who specializes in counseling or helping a person deal in his/ her substance abuse problems.
36. **Supervisor** – A person who supervises or oversees work done by others.
37. **Under the Influence**- An individual is considered under the influence of intoxicants when the individuals' blood alcohol content exceeds 00.2%.
38. **Urine Analysis** – A test performed to detect narcotics in the human body.
39. **Writ** – A form of written command in the name of a court or other legal authority to act.

# Pulaski County Detention Center Policy and Procedure

Organization of Facility/ Policy and Procedures		
	<b>Chapter: Administration, Organization and Management</b>	POLICY 1.02
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Statute: KRS 196.035, 197.020, 441.055</b>	
	<b>Applicable Kentucky Regulation: 501 KAR 3:02 (1)</b>	
	<b>Available To: All</b>	
	<b>Review Date: 2/14/2017</b>	

**Policy:**

**1.02.0**

The Pulaski County Detention Center shall develop and maintain an organizational chart, as well as a Policy and Procedures manual that has been adopted by the Fiscal Court. The Policy and Procedures Manual shall be reviewed annually. Any amendments made shall be noted and approved by the Fiscal Court.

**Procedure:**

**1.02.1**

Organizational Chart of the facility’s Chain of Command.

**1.02.2**

The written policy and procedures manual shall be made available to employees. Employees shall sign documentation attesting they have read and will comply with the agency’s policy and procedure manual.

**1.02.3**

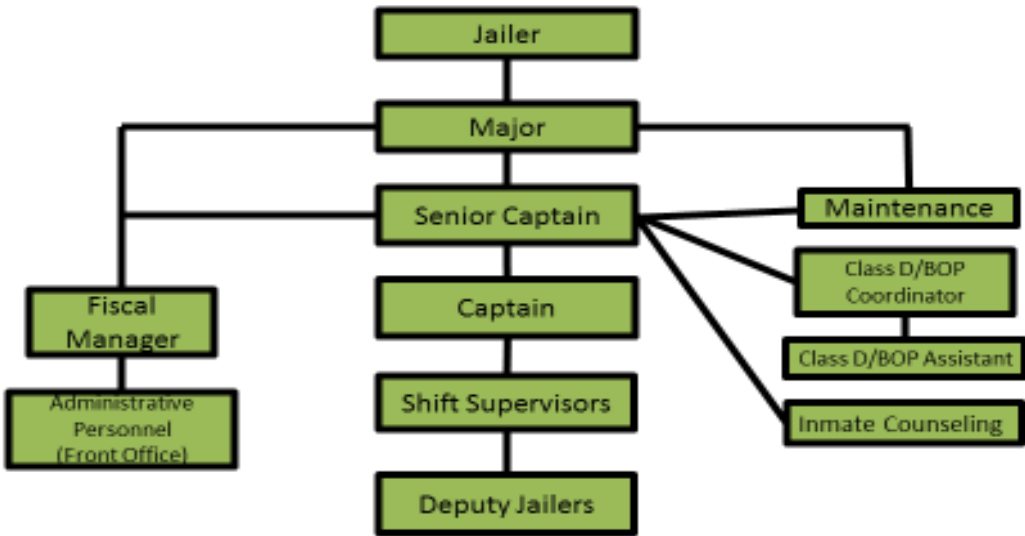
The policy and procedures manual shall include, at a minimum, the following aspects of the agency’s operation:

- Administration
- Fiscal management
- Personnel
- Security and control
- Sanitation and management
- Medical services
- Food services

- Emergency/ Safety procedures
- Classification
- Inmate programs
- Inmate services
- Admission and Release
- Training
- Inmate Grievance Procedures




PULASKI COUNTY DETENTION CENTER CHAIN OF COMMAND FLOW CHART



Reviewed December 2016

# Pulaski County Detention Center Policy and Procedure

<b>Dissemination of Public Information</b>		
	<b>Chapter: Administration, Organization and Management</b>	POLICY 1.03
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Statute: KRS 196.035, 197.020, 441.055</b>	
	<b>Applicable Kentucky Regulation: 501 KAR 3:020</b>	
	<b>Available To: All</b>	
<b>Review Date:</b>		

**Policy:**

**1.03.0**

The Jailer or his/her designee shall be the only points of contact for request of information concerning operations or events at the Pulaski County Detention Center. The public and inmates may be granted access to these rules/ Policy and Procedures.

**Procedure:**

**1.03.1**

With a signed Media Consent Form by the inmate being interviewed, media shall be permitted to interview any inmate given exception if the facility's safety and security will be jeopardized. Interview request made by media for inmates that appear not to have the mental capacity to make sound decisions (Unless cleared by a mental health provider), are intoxicated, currently violent, or court ordered (gag order) to not make statements, shall not be permitted to interview an inmate.

**1.03.2**

All official statements to the news media will be made by the Jailer or his/her designee only. No information other than that released to the public by the Jailer and/or his designee will be supplied to any private citizen or relative.

**1.03.3**

All requests for the release of inmate or employee information shall be addressed to the Jailer and/or designee. General inmate information shall be available via web access.

**1.03.4**

Open Records Requests can be submitted Monday- Friday between the hours 8:00 AM and 4:00PM (excluding holidays). The Jailer or his/her designee shall have three (3) working days to examine and respond to the request. (KRS 61.880)

**1.03.5**

The Jailer shall designate a member of the upper command staff to respond to requisitions for public records. The designee shall collaborate with the Jailer or his/her designee to determine if the requested documents interfere with the safety and security of the operations of the facility, its administration, and/or inmates.

**1.03.6**

No information shall be made available that interferes or jeopardizes the safety and security of the operations of the facility. No information shall be released to anyone that is detrimental to another inmate.


**1.03.7**

Individuals requesting copies of records from the facility will be charged twenty-five (.25) cents per page and one (1.00) dollar per twenty-five (25) pages for postage, which must be paid in full before receipt of the requested document.

**1.03.8**

If documents are temporarily unavailable or will take an extended amount of time to gather, the requesting party will be informed of the earliest date in which you can expect them. Open records requests will not be granted on records involved in an open case investigation.

# Pulaski County Detention Center Policy and Procedure

<b>Information Systems and Inmate Records</b>		
	<b>Chapter: Administration, Organization and Management</b>	<b>POLICY 1.04</b>
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Statute: KRS 61.870-61.890</b>	
	<b>Applicable Kentucky Regulation: 501 KAR 3:020 E (5)</b>	
	<b>Available To: All</b>	
	<b>Review Date: 2/14/2017</b>	

**Policy:**

**1.04.0**

The Pulaski County Detention Center shall maintain an inmate records system, public information access, and daily activity logs. Facility information shall be stored in a secure manner so that they are protected from loss, theft, tampering and/or destruction. All unusual or extraordinary occurrences shall be reported to the Kentucky Department of Corrections.

**Procedure:**

**1.04.1**

Facility/inmate information shall be processed into the Facility’s Inmate Records System promptly to insure protection from loss, theft, tampering and/or destruction of information. All written documents shall be electronically archived in the facility’s management system.

**1.04.2**

Inmate records shall be retained five (5) years as required by the Department of Libraries and Archives pursuant 725 KAR Chpt.1. Inmate records as required by 501 KAR 3:120 and 3:130 for admission and release shall be retained for five (5) year for each inmate.

Additional information shall include but not be limited to:

- Court Orders
- Personal property receipts
- Infraction reports
- Reports of disciplinary actions

- Work record and program involvement
- Unusual occurrences and in the event of death of an inmate, disposition of the inmates' property and remains.

### **1.04.3**

A telephonic report shall be made by the Jailer or his/her designee to the Kentucky Department of Corrections of any unusual or extraordinary occurrences within twenty-four (24) hours of the occurrence. A written report shall be made within forty-eight (48) hours of the occurrence and forwarded to the Kentucky Department of Corrections. All unusual or extraordinary occurrences will be reported to the Jailer via the chain of command. A written report shall be made by the Deputy Jailer(s) involved and the Shift Supervisor prior to the end of the shift following the occurrence.

Extraordinary or unusual occurrences shall include, but not limited to:

- Death of a prisoner.
- Suicide or attempted suicide that constitutes a serious health situation
- Serious injury, whether accidental or self-inflicted
- Escape or attempted escape from confinement
- Fire
- Riot
- Battery, whether by jail personnel or prisoner;
- Sexually abusive conduct
- Occurrence of contagious or infectious disease, or illness within the facility
- Violent acts or behavior by either mental inquest detainees held under KRS Chapter 202A or prisoners known to be or suspected to be mentally ill or mentally retarded
- Any serious event that threatens the safety or security of the facility or agency personnel

### **1.04.4**

Deputy Jailers shall keep a log of daily activities happening within their area. This log shall be stored electronically in the facility's management system.

This log shall include but not be limited to:

- Headcount of inmates
- Feeding of inmates
- Well-being of inmates
- Medication Pass to inmates
- Mail Pass to inmates
- Recreation given to inmates

**1.04.5**

The Jailer or his designee shall provide the Department of Corrections with a weekly population update consisting of the number of State prisoners, Federal prisoners, and County inmates. Movements of State prisoners shall be reported on a daily basis via electronic format to the Division of Local Facilities.

**1.04.6**

Medical records shall be maintained by the Jailer's designee; as required by the Department of Libraries and Archives pursuant to 725 KAR Chapter 1.

**1.04.7**

The department shall not be required to comply with request for any record from any inmate confined in jail or any facility or an individual on active supervision under the jurisdiction of the department, unless the request is for a record which contains specific reference to that individual. (KRS 61.872)

**1.04.8**

Confined Inmates in the facility requesting documents that contain specific reference to that individual shall be charged twenty-five (.25) cents per copy and must mail their open records request to the facility at the address listed below for further consideration.

Pulaski County Detention Center  
Office of the Jailer  
300 Hail Knob Road  
Somerset, KY 42501

**1.04.9**

All persons confined in the facility shall challenge any denial of an open record with the Attorney General by mailing or otherwise sending the appropriate documents to the Attorney General within twenty (20) days of the denial pursuant to the procedures set out in this statute before an appeal can be filed in a Circuit Court. (KRS 61.880)


**1.04.10**

All records containing information expunged pursuant to law shall not be made available to the public.

**1.04.11**

The administrative regulations and policy and procedures of the agency that address security and control of inmates shall not be accessible to the public or the inmates.

# Pulaski County Detention Center Policy and Procedure

Facility Budget		
	<b>Chapter: Fiscal Management</b>	POLICY 2.01
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Statute: KRS 43.070</b>	
	<b>Applicable Kentucky Regulation: 501 KAR 3:030 (1-6)</b>	
	<b>Available To: All</b>	
	<b>Review Date: 2/14/2017</b>	

**Policy:**

**2.01.0**

The Pulaski County Jailer shall present a line item budget to the Pulaski County Fiscal Court using the guidelines provided by the State Financial Office. The facility’s budget shall be audited in accordance with the requirements of KRS 43.070.

**Procedure:**

**2.01.1**

The auditing and preparation of the Pulaski County Detention Center budget shall be the responsibility of the Jailer and his/her designees. The budget is to be prepared and submitted to the budget committee before April 15. The Fiscal Court will adopt the budget before April 31 of each year. The facility’s budget shall be audited in accordance with the requirements of KRS 43.070.

**2.01.2**


Fiscal records of the Jailer shall include wages, salaries, food, medical and operating supplies, accounts payable and accounts receivable.

**2.01.3**

The Jailer or his/her designee shall inventory all equipment each year in accordance with the procedures approved by the Fiscal Court. The Jailer shall submit this report to the Pulaski County Fiscal Court once per year.



# Pulaski County Detention Center Policy and Procedure

Inmate Accounting Methods, Procedures and Control		
	<b>Chapter: Fiscal Management</b>	POLICY 2.02
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Statute: KRS 68.020, 441.235</b>	
	<b>Applicable Kentucky Regulation: 501 KAR 3:030 (2)</b>	
	<b>Available To: All</b>	
	<b>Review Date: 2/14/2017</b>	

**Policy:**

**2.02.0**

The Pulaski County Detention Center shall use the “Modified Accrual Basis of Accounting” for cash receipts and disbursements and other generally accepted accounting principles established by state regulations. Internal controls shall apply to all financial transactions. Monies shall be accounted for from the time of receipt to the time of deposit. Inmate funds shall be audited annually by an independent agency.

**Procedure:**

**2.02.1**

Inmate funds shall be collected and secured through the following processes:

Money Accepted at Intake:

- Each inmate shall deposit all currency into the intake area kiosk.
- In the event an inmate is incapacitated to the point of not being capable of physically depositing currency into the kiosk, they shall be assisted by an officer and a receipt given.

Money Accepted after Initial Booking

- Friends and family may place funds 6:00 AM to 9:00 PM daily into the visitor’s lobby kiosk.

#### Inmate Release with funds:

- The booking clerk releasing the inmate may issue the inmate an ATM Debit Card with the balance of the inmate's funds on the card. The clerk shall verbally explain the proper use of the card as well as the associated fees that may result in a delay of using the card in a timely manner. In the event the debit card process is unavailable, a check may be issued following the 1<sup>st</sup> business day after the inmate's release.
- For inmates being transferred to other facilities, a check for the amount of the inmate's balance will be issued by the Accounting Clerk and will be sent to the facility to which the inmate is being transferred.

#### Audits:

- An annual audit of inmate funds will be conducted in accordance with state law by the jailer or his designee.

#### Inmate Subsistence Fee:

- It is the policy of the Pulaski County Detention Center to have inmates defray the cost of their incarceration to help alleviate the increasing financial burden for housing and care. County Inmates will be charged a \$55.00 booking fee upon entering the facility, and a \$5.00 per day housing fee for each day the inmate is incarcerated at the Pulaski County Pulaski Center.

#### 2.02.2

- Funds from the inmate account for the fees accessed shall be deducted at the time of deposit. The amounts debited against the inmate account will remain as open accounts until cleared by Accounting.
- Only 50 (fifty) percent of the total amount deposited shall be collected towards fees until the balance is fulfilled.

**2.02.3**

Accounts left with a negative balance will be regarded as open accounts. Any payments made on these accounts may be forwarded to a collection agency for payment of the remaining balance.

**2.02.4**

If an inmate returns to the Pulaski County Detention Center with a new booking number and funds become available, the Inmate Accounting staff will apply the funds to the old account first if there is an outstanding balance. Normal retention periods and records destruction criteria will apply.


**2.02.5**

The Jailer or his/her designee shall require that checking accounts are reconciled monthly and that facility deposits are made daily or as scheduled by any vendor.

**2.02.6**

The county treasurer shall maintain fiscal records which clearly indicate the local cost for operating the jail in accordance with KRS 68.020 and 441.235.

# Pulaski County Corrections Policy and Procedure

<b>Inmate Commissary: Accounts, Audits and Schedules</b>		
	<b>Chapter: Fiscal Management</b>	POLICY 2.03
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Statute:</b>	
	<b>Applicable Kentucky Regulation: 501 KAR 3:030 (3)</b>	
	<b>Available To: All</b>	
	<b>Review Date: 2/14/2017</b>	

**Policy:**

**2.03.0**

A commissary shall be maintained permitting the use of personal funds for the purchase of approved items not furnished by the Pulaski County Detention Center. A Commissary account shall be established separate from the inmate trust account.

**Procedure:**

**2.03.1**

A Commissary fund shall be established within the Pulaski County Detention Center and prices shall be set so as not to exceed the fair market value for comparable products sold in the commissary. Information shall be provided to the inmates listing the prices and special conditions governing each sale. The commissary shall not sell food that competes with the facilities food program. The commissary shall not stock or sell any item that requires refrigeration nor shall they stock, sell, or possess for sale any items of metal, tin or glass, or any other major substance or item, that may be employed as a weapon.

**2.03.2**

Profits from the commissary shall be used for overall inmate welfare and shall be governed by the Jailer or his/her designee.

**2.03.3**

The Jailer shall determine what expenditures are to be made and shall prepare a budget for such expenditures on an annual basis and accounts shall be audited in accordance with state statutes.

#### **2.03.4**

The Pulaski County Detention Center shall maintain a schedule of commissary hours that allow inmates to order items and this schedule shall be posted in the Inmate Orientation Manual.

#### **2.03.5**

Family and friends may make deposits into the inmate account for use of commissary purchases.

#### **2.03.6**

The Jailer's designee shall:

- Receive the processed commissary menus and purchases from the kiosk.
- Distribute purchased items to each housing area.
- Require each inmate's signature for the commissary purchased.

#### **2.03.7**

The Jailer or his/her designee will reconcile the Commissary Checking Account monthly. This duty shall be performed by the Jailer or his/her designee separate from that of the daily commissary account clerk's function. Any interest accrued will be used to the benefit of the inmates.

#### **2.03.8**

The commissary is a privilege provided for the exclusive use and benefit of all inmates and may be suspended/ restricted for violation of facility rules and laws.

#### **2.03.9**

Inmates shall not be permitted to keep in their possession money, checks, money orders, or any other legal tender. All monies and legal tender shall be surrendered by the inmate during the booking process and shall be deposited in the inmate's trust account. The inmate may make purchases from the commissary using said account if funds are available.

**2.03.10**

The Jailer or his/her designee may use inmate trust funds to pay any jail fees, fines, child support, medical bills, and other lawful debt of an inmate.

**2.03.11**

The records of income, expense, and disbursements of the facility's commissary fund shall be examined annually by the Auditor of Public Accounts concurrently with the annual audit of the county conducted in accordance with KRS 43.070.

**2.03.12**

If the county Judge/Executive notifies the Auditor of Public Accounts with specific or known jail canteen fund concerns or irregularities, the auditor shall thoroughly investigate the noted concerns or irregularities in the examination if, in the auditor's judgment, the investigation is warranted.


**2.03.13**

The jailer shall forward a copy of the report of any facility commissary audit to the Department of Corrections.

**2.03.14**

The cost of the commissary fund audit shall be paid from the commissary fund as an allowable expense. If the facility's commissary fund is insufficient to cover the expense of the examination, the expense shall be borne by the county jail fund.

# Pulaski County Detention Center Policy and Procedure

Equal Employment Opportunity		
	Chapter: Personnel	POLICY 3.01
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute: KRS 510.210 (1c)	
	Applicable Kentucky Regulation:	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**3.01.0**

The Pulaski County Detention Center seeks to provide equal employment opportunity to all its employees and applicants for employment. To prohibit discrimination based on race, color, religion, sex, national origin, age, disability, or because the individual is a user or non-user of tobacco products, the agency promotes equal opportunity in matters of hiring, training, promotion, pay, employee benefits and other conditions of employment.

**Procedure:**

*Americans with Disabilities Act of 1990*

**3.01.1**

This agency complies with the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The agency will provide reasonable accommodation to qualified individuals with disability who, with or without an accommodation, can perform the essential function of the job, unless the accommodation will impose an undue hardship for the agency.


- A. Any person (employee or citizen) who believes that he or she has been subjected to prohibited discrimination may personally, or by representative, file a grievance with the Office of the Jailer. A person who has not personally been subjected to discrimination may also file a grievance.

B. When a person (citizen, applicant, or employee) believes he or she has been adversely affected by an act or decision by the agency, and that such act or decision was based on disability status, that person shall have the right to process a grievance in accordance with the following procedure:

1. **Step One:** An aggrieved person must submit a written statement to the Jailer setting forth the nature of the discrimination alleged and facts upon which the allegation is based.
2. **Step Two:** The Jailer shall contact the complainant no later than fifteen (15) days after receiving the written statement to establish an informal meeting with the objective of resolving the matter informally. However, in no case shall the informal meeting be conducted sooner than five (5) days nor more than forty-five (45) after receiving the written statement. There shall be prepared a written documentary of the discussion at the informal meeting, which shall be preserved in the records of the agency.
3. **Step Three:** Within fifteen (15) days of the informal meeting, the Jailer shall issue a written decision on the matter, and the decision shall be the final procedure for the complainant at the local level.



# Pulaski County Detention Center Policy and Procedure

Drug Free Workplace		
	Chapter: Personnel	POLICY 3.02
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation:	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**3.02.0**

It shall be the policy of The Pulaski County Detention Center that its workplace shall be Drug-Free in compliance Drug-Free Workplace Act of 1988 (PL 100-690, Title V, Subtitle D), including any future amendments. This publication provides details of this policy, a statement on dangers of drugs in the workplace, sources of information and assistance and is the basis of a form each employee is required to sign assuring compliance.

It is the policy of the agency that no employee shall engage in unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in schedules I-V of the Controlled Substance Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1308.11 – 1308.15, including any future additions or amendments.

**Procedure:**

**3.02.1**

The purpose of this policy is to avoid the dangers of drugs in the workplace as described further in this publication. Another purpose is to advise employees of available sources of counseling, rehabilitation, and employee assistance.

**3.02.2**

Each employee is notified hereby that they shall notify the Jailer within five (5) calendar days of any criminal drug statute arrest or conviction. Within thirty (30) calendar days the Jailer shall take appropriate action.


**3.03.3**

Employees found to be abusing drugs, but not convicted of any drug statute violation, will be subject to appropriate personnel action up to and including termination, or are required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes. The agency is not required to pay for this service.

**3.03.4**

Any employee violating the terms of this policy is subject to immediate dismissal.

# Pulaski County Detention Center Policy and Procedure

Harassment Policy		
	Chapter: Personnel	POLICY 3.03
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation:	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**3.03.0**

The Pulaski County Detention Center is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, the agency will not tolerate harassing conduct that affects tangible job benefits, that interferes with an individual’s work performance, or that creates an intimidating, hostile, or offensive working environment by anyone, including any superior, co-worker, vendor, client, or citizen.

**Procedure:**

**3.03.1**

Harassment on the basis of race, color, religion, gender, national origin, age, or disability constitutes discrimination in the terms, conditions, and privileges of employment. Harassment is verbal, physical, or visual conduct which degenerates or shows hostility or aversion toward an individual because of his/ her race, color, religion, gender, national origin, age, or disability, or that of his/ her friends, or associates, and that:

1. Has the purpose of effect of creating an intimidating, hostile, or offensive work environment.
2. Has the purpose or effect of unreasonably interfering with an individual’s work performance.
3. Otherwise adversely affects an individual’s employment opportunities.

Harassing conduct includes, but is not limited to, the following:

1. Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, religion, gender, national origin, age, or disability.
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability that is placed on walls, bulletin boards, or elsewhere on the employer's premises, or circulated in the workplace.

### *Sexual Harassment*

#### **3.03.2**

Sexual Harassment deserves a special mention. Inappropriate sexual advances, request for sexual favors, and other physical, verbal, or visual conduct based on sex, constitutes sexual harassment when:

1. Submission to such conduct is either explicit or implicitly made a term or condition of individual's employment.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions effecting such individual; or
3. Such conduct has the purpose or effect of reasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working environment.

Sexual Harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", "jokes about gender specific traits", foul/obscene language or gestures, displays of foul/obscene language or gesture, displays of foul/obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body.

### *Harassment and Sexual Harassment Complaint Procedures*

#### **3.03.3**

All employees are responsible for helping to assure the agency avoids sexual harassment, and have the responsibility for reporting any occurrence of harassment, or sexual harassment. Employees encountering harassment

should tell the offending person that their actions are inappropriate and offensive. The employee shall document all incidents of harassment in order to provide the fullest basis for investigation. If you feel that you have experienced or witnessed harassment you are to notify either your supervisor or the Jailer. If the person involved in the harassment is the supervisor or department head, report the situation to the Jailer. If the person involved is the Jailer report the situation to the county attorney. Reports are to be made as soon as practicable within twenty-four (24) hours and preferably in writing. Oral reports, however, will also be taken in the case of unusually sensitive circumstances. The agency's policy is to investigate all such complaints. To the fullest extent practicable the agency will keep the complaints and terms of their resolution confidential. If an investigation confirms that harassment has occurred, the agency will take corrective action in accordance to the nature and extent of the offense. The agency prohibits retaliation against any employee bringing a claim of sexual harassment.

*Harassment and Sexual Harassment False Accusation Procedure*

**3.03.4**


The agency recognizes false accusation of harassment and sexual harassment can have a serious effect on innocent men and women. Individuals falsely accusing another of harassment or sexual harassment will be disciplined in accordance with the nature and extent of his or her false accusation.

*Harassment and Sexual Harassment Employee Inquiry Procedure*

**3.03.5**

The agency encourages any employee to raise questions he or she may have regarding the harassment or sexual harassment policy with his or her immediate supervisor, a higher supervisor, or the Jailer.

# Pulaski County Detention Center Policy and Procedure

Employment Process		
	Chapter: Personnel	POLICY 3.04
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation:	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**3.04.0**

The Jailer is hereby designated as the agency’s Personnel Administrator. In the capacity, the Jailer may delegate such duties and functions as he deems appropriate. Nothing contained in this section of the agency’s Personnel Policies, including the successful completion of an initial or promotional introductory period, shall alter the “at will” employment status between the agency and the employee. The employee or the agency may terminate the employment relationship during or after the initial or promotional introductory period for any lawful reason.

**Procedure:**

*Announcement of Positions*

**3.04.1**

1. Announcement of a position shall include such information as to where to apply; deadlines for the application, title, and pay ranges for the position, summary of duties of the position, and the position qualifications required. All written announcements of a position shall contain the following statement: “An equal opportunity employer”
  
2. The agency’s workforce may be notified by posting of job vacancies or newly established positions in a conspicuous place to which all employees have access. Employee’s requests for consideration of the position shall be made to the Jailer through chain of command in writing prior to the closing date.

*Applications for Positions*

**3.04.2**

1. The application form by which a person applies for a position shall require legally authorized:
  - A. Information about the applicant's training and experience;
  - B. References and signed release form; and
  - C. Any necessary additional information that is required for an evaluation of the applicant's fitness for the position for which he/ she applies.
2. Each application shall be reviewed by the Jailer or such other persons as the Jailer deems appropriate.
3. No person may be appointed to a position unless verified information on an official application form indicates that the person meets the required qualifications set forth in the position description for the position.
4. All application forms filed with the agency shall be kept by the Jailer, or his designee, for the time required by law.
5. All applicants shall be given a copy of the position description specifying the job requirements and necessary qualifications.

*Employment Requirements*

**3.04.3**

*Sworn Employees*

1. Becoming an employee of the Pulaski County Detention Center requires a high level of personal character and several things may disqualify a candidate such as, but not limited to the following:
  - A. The agency will not hire anyone who is known to currently abuse drugs or alcohol.

- B. Giving false or incomplete background information
- C. Applicants with felony convictions, or any conviction that would be a felony in Kentucky, convicted of a domestic violence crime whether a misdemeanor or felony will be denied employment.
- D. Used (“tried”) any dangerous drug or illegal narcotic, or other than marijuana, in any combination in the past seven (7) years or exceeds five (5) times lifetime or once (1) since obtaining the age of twenty-one (21). This includes, but is not limited to, Cocaine/ Crack, Heroin, Opium, Morphine, LSD/ ACID, Methamphetamine/ Speed, Peyote, Mescaline, or derivatives thereof.
- E. Used (“tried”) marijuana in the past one (1) year if 23 years of age and less or three (3) years if 24 years or more.
- F. Sold, produced, cultivated, or transported marijuana or dangerous drugs/ narcotics.
- G. Convicted two (2) times or more of DUI in any state
- H. Convicted of a DUI, Alcohol Intoxication or Public Intoxication in the past five (5) years
- I. Failure of pre-employment drug testing or background check
- J. Passing a physical fitness test comprised of the following minimums:
  - 1. 1 mile run (15 minutes or less)
  - 2. 300-meter run (Male 76/Female 82 seconds or less)
  - 3. 14 Push-ups (Two minutes or less)
  - 4. 13 Sit-ups (One minute or less)

(The Jailer or his designee may waive the physical fitness test for prior Corrections, Law Enforcement or Military experience)

- K. Applicants must score a minimum of 70% on a written entrance exam covering normal skills required for the position applied.



### *Non-Sworn Employees*

1. Becoming an employee of the Pulaski County Detention Center requires a high level of personal character and several things may disqualify a candidate such as, but not limited to the following:
  - A. The agency will not hire anyone who is known to currently abuse drugs or alcohol.
  - B. Giving false or incomplete background information
  - C. Applicants with felony convictions, or any conviction that would be a felony in Kentucky, convicted of a domestic violence crime whether a misdemeanor or felony may, at the discretion of the Jailer after a full background investigation, be employed in any non-sworn position. Effective for employees hired after January 12, 2016.
  - D. Used (“tried”) marijuana in the past one (1) year if 23 years of age and less or three (3) years if 24 years or more.
  - E. Failure of pre-employment drug testing or background check
  - F. Applicants must score a minimum of 70% on a written entrance exam covering normal skills required for the position applied.


### *Conditional Offer of Employment*

#### **3.04.4**

Applicants having been selected for introductory status pending the below processes shall be notified in writing advising of intent to hire based upon future satisfaction of the following employment conditions:

- A. Satisfactory background investigation
- B. Successful completion of drug test
- C. Medical physical examination
- D. FBI Finger Print
- E. Any other requirement by the Pulaski County Detention Center

# Pulaski County Corrections Policy and Procedure

Employment Status/ Processes		
	Chapter: Personnel	POLICY 3.05
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation:	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**3.05.0**

It is the policy of the Pulaski County Detention Center that the following procedures be utilized to provide a fair and equal employment experience for all employees.

**Procedure:**

*Appointment of Positions*

**3.05.1**

1. There are three (3) types of appointments:

A. ***Introductory:*** The first 180 days of service in a position to which an employee has been appointed, promoted, re-employed, or reinstated shall constitute an introductory period. Upon successful completion of the first 180 days introductory period, the employee shall receive regular status. *The introductory period start upon completion of the employees training period.*

If at any time during the introductory period the appointing authority determines that the services of the employee have been unsatisfactory or are no longer needed, an employee may be separated from his/ her position without the right of appeal or a hearing.

B. ***Full-Time Employee-*** *An employee who works a minimum of 100+ hours-per month on a regularly scheduled basis:* After successful completion of an Introductory Period, Full

Time appointments are made on a full-time basis, to full time established positions, for indefinite period.

**C. *Part- Time Employee- An employee that works less than 100 hours-per month:*** Appointments may be made on a Part-Time basis, to part-time positions, for an indefinite period.

2. Full-time employees shall be entitled to all benefits as provided in these policies beginning on the first of the month following the completion of the 180-day Introductory Period. Health Insurance benefits shall begin for any full-time or introductory employee sixty (60) days into their employment in accordance with the Affordable Healthcare Act. Part-time employees shall not be entitled to any benefits unless otherwise stated in these policies.
3. In determining the qualification of an application for a position the Jailer or his/her designee may consider one or more of the following:
  - A. Information the applicant supplies on an application form prescribed and supplied by the agency.
  - B. Written, performance, or post job- offer physical examination;
  - C. Interviews;
  - D. Information and evaluations supplied by the references the applicant identifies on the application form; and
  - E. Any other appropriate means
4. There are two (2) classifications of employees hired by the detention center:
  - A. Sworn Personnel (Those having arrest powers.)
  - B. Non-Sworn Personnel (Those without arrest powers.)
5. All persons who qualify for an appointment to a position of a particular classification shall be considered by the Jailer or his/her designee for appointment. No person may be appointed to a position

unless verified information on an official application form indicates that the person has the desired qualifications set forth in the position description.

6. All agency employees shall be appointed or removed by the Jailer or his/her designee.

### *Orientation of Newly Employed Personnel*

#### **3.05.2**

1. An orientation shall be made available to all employees by training staff as soon as possible during the first day of employment.
2. The orientation shall consist of the following elements:
  - A. Explanation of the purpose and goals of the agency.
  - B. Overview of the agency's history, structure, and operations;
  - C. Overview of the agency's Policies and Procedures; and
  - D. Other elements deemed appropriate
3. Employees are expected to be familiar with the contents of these policies, and are encouraged to discuss any questions with their supervisor.
4. All employees shall confirm by signature within 30 days of hire that they have read, understand and will implement the Policies and Procedures of the Pulaski County Detention Center.

### *Personnel Records*

#### **3.05.3**

1. A personnel file shall be maintained for each agency employee by the personnel officer. All changes in the status of employees shall be recorded in these files, which shall be retained in accordance with the applicable state and federal laws. The personnel file shall contain the following:
  - A. The employees name, address, and phone number or phone where employee may be reached

- B. Position Title
  - C. Hiring Date
  - D. Department Assignment
  - E. Salary
  - F. All changes in status as agency employee
  - G. Labor Standards, EEO-4, Immigration Requirements
  - H. Whatever additional information the agency requires, other governing laws, or county requirements
2. Employee medical records of a confidential nature shall be maintained separately from other employee files.
  3. Personnel records of the agency shall be public records as defined and controlled by the appropriate Kentucky Revised Statutes. They will be retained in accordance with the retention schedules adopted by the State Archives and Records Commission.

*Promotions*

**3.05.4**

1. When a vacancy occurs in a position above the entrance level, consideration shall be given to promotion of current qualified employees who submit a written request for consideration of the position. However, if the Jailer deems that the best interests of the agency necessitate the appointment of an applicant not currently employed by the agency, the position may be filled by appointment of the person outside the agency.
2. An employee occupying a regular position may be promoted from one position to a higher position only if he/she possesses the minimum qualifications for the higher position and if the position is vacant.
3. Any employee who has served an initial introductory period and is promoted within the agency to a new position shall be on an introductory period in the new position for a period of 180 days.

While on an initial introductory period an employee may be dismissed at any time without the right of appeal.

4. An employee serving a promotional introductory period may be reinstated, without right of appeal, to the position from which he/she was promoted or to a position comparable to the one from which he/she was promoted.
5. Prior to the completion of the initial 180-day introductory period but not less than three (3) months the employee's performance shall be evaluated on a preliminary basis by the supervisor or department head. A determination shall be made at that time relevant to continuation of the introductory period.
6. If an employee terminates before the end of the introductory period, no payment will be made for any benefits earned or accrued.

*Transfer*

**3.05.5**

1. Any employee occupying a regular position may request a transfer from one position to another comparable position, provided the position to which the employee is transferred is one for which he/she possesses the appropriate minimum qualifications, and provided that the position is vacant. The request must be in writing.
2. A full-time employee occupying a regular position shall be given consideration for the transfer; however, if the Jailer or his/her designee deems that the best interests of the agency necessitate the appointment of an applicant not currently employed by the agency or of another qualified agency employee the position may be filled at the discretion of the jailer or his/her designee.

*Demotion*

**3.05.6**

In the event an employee becomes unable to perform the duties as stated in the position description, at the Jailer's discretion he/she may be transferred or demoted in lieu of taking any disciplinary action, provided the employee meets the qualifications for the demoted position, and the position is vacant.

## *Resignation*

### **3.05.7**

1. An employee wishing to resign should inform his/her supervisor or department head of the intended resignation as soon as possible after the decision is made. The notice shall be in writing, and shall include the effective date of the resignation. In the event that an employee wishes to resign and does so by verbal notification to the Jailer or his/her designee the resignation shall become effective at the time of notification. In the event of a verbal resignation by an employee the accepting agency authority shall document the event and notify the necessary agency personnel, placing the report in the subject's employment file.
2. Any employee who is absent from work without notifying the designated supervisor of the reasons for absence may be considered to have voluntarily resigned his/ her employment with the agency.

## *Layoffs/ Restructuring*

### **3.05.8**

1. The Jailer may layoff an employee or employees because of lack of work or funds. The order of layoff shall be determined by the needs of the agency
2. Consideration shall be given to the seniority and merit of persons being considered to be laid off.
3. Initial introductory employees shall be laid off before employees occupying regular positions effected by the layoff.
4. Two (2) weeks before the effective date of the layoff of an employee occupying a regular position, the Jailer or his/her designee shall notify the employee of the layoff in writing. The notice shall explain the reason for and the duration of the layoff (if known); a copy of the notice shall be placed in the employees personnel file.
5. An employee who is laid off may, at the Jailer's discretion, be eligible for re-employment in other positions, provided that he/she meets the qualifications for the position and provided that the position is vacant.

*Retirement*

**3.05.9**

The agency does not have a mandatory retirement age for its employees. It does participate in the County Employees Retirement System (CERS). Employees are eligible to participate in the County Employees Retirement System beginning with the first payroll check issued.

*Exit Interview*

**3.05.10**

Employees departing employment with the agency are encouraged to participate in an exit interview. Such an interview enables the personnel officer to obtain information to reduce employee turnover, provide better employee selection, improve working conditions, and obtain information that could lead to improved employee morale.


*Re-Employment/ Re-Instatement*

**3.05.11**

1. The Jailer and his/her designee may re-employ any former employee who has resigned from the agency with a satisfactory employee record or has been laid off because of lack of work or funds.
2. The Jailer and his/her designee shall re-instate employees into the former position or a comparable position. In the event of re-employment/re-instatement, an employee's seniority shall be based upon the most recent date of hire.



# Pulaski County Corrections Policy and Procedure

Progressive Discipline		
	Chapter: Personnel	POLICY 3.06
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation:	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**3.06.0**

Generally, the Pulaski County Detention Center believes in the application of Progressive Discipline. However, the Jailer reserves the right to skip any step or requirement in the disciplinary action sequence outlined below depending on the severity of the misconduct or when the facts or circumstances otherwise warrant. When an employee fails to follow any rule, regulation, operating procedure or job requirement, one of the following measures shall apply depending upon the circumstances involved and the severity of the offense:

**Procedure:**

*Verbal Warning*

**3.06.1**

1. In the case of a minor infraction, the immediate supervisor or department head shall administer the verbal reprimand without rancor as soon as possible after the offense.
  
2. The date of the verbal reprimand, along with a description of the occurrence which prompted the reprimand and any comments the employee may have made, shall be noted by the person giving the reprimand in his/ her own supervisory file.

*Written Warning*

**3.06.2**

1. In the case of either a second minor infraction or a more serious first infraction, the immediate supervisor or department head shall give the

employee a written warning specifying the reason(s) for such warning and noting any previous verbal and/or written warning(s).

2. After issuing a written warning the Jailer may choose to have the employee's performance reviewed on a daily basis for improvement. In doing so, the Jailer or his/ her designee shall explain the consequences of continued infractions.
3. The employee shall sign the written warning or the warning shall be signed by a witness; a copy of the written warning shall be forwarded to the personnel officer to be placed in the employee's personnel file.
4. Notice of any refusal to acknowledge the written warning shall be forwarded to the Jailer or his/her designee for suspension and any other discipline to be determined. Failure to sign the acknowledgement shall be considered insubordination.

### *Suspension*

#### **3.06.3**

1. After either a serious violation or a repeated minor violation, the supervisor or department head shall request, in writing, that the Jailer or his/her designee suspend the employee with or without pay. The request shall include the reason(s) for the suspension, if any, along with the details of previous disciplinary action/s taken against the employee if any.
2. The Jailer or his/her designee may suspend an employee for any period up to and including four (4) calendar weeks, depending upon the offense's severity.
3. When a decision to suspend an employee is made, the Jailer or his/ her designee shall provide written notification to the employee within three (3) working days. The notice shall include the reason(s) for the suspension, if any, and the duration of the suspension.
4. Employees suspended without pay for a period of four (4) calendar weeks shall forfeit all fringe benefits, including accrual of vacation and sick time, with the exception of medical coverage.

*Suspension with Pay*

**3.06.4**

In situation where the agency has become aware of alleged misconduct by an employee which, if substantiated, could result in disciplinary action, the appointing authority may suspend the employee with pay, if it is determined the action is necessary to assure public confidence in governmental oversight of its employees, or to assure the integrity of the agency's inquiry to the allegations.

In the event it is necessary to suspend an employee with pay, the following procedures shall be observed:

1. The agency shall, if possible, immediately provide verbal notification to the employee, followed by written notification, within three (3) working days, informing him/her of the suspension and the nature of the allegations being investigated.
2. Consistent with existing personnel procedures, the agency shall immediately begin an investigation into the allegation against the employee. This investigation shall be carried out expeditiously, and in no instances shall it be delayed beyond what is considered reasonable and necessary to conduct a complete investigation.
3. Upon reaching a determination as to the culpability of the employees, the appointing authority shall take action, as follows:
  - I. In the event, the allegations against the employee are valid; the appointing authority shall invoke disciplinary action as deemed appropriate. These actions shall not include payment of wages in the event the suspension is extended beyond the investigative period; or
  - II. In the event the allegations against the employee are proven to be false, the employee shall immediately be reinstated to his/her position.
4. During the time an employee is on suspension with pay he/ she is considered to be performing services for the agency. Therefore, the employee must remain available to return to work within twenty-four

- (24) hours of receiving written or verbal confirmation of his/ her reinstatement from the appointed authority. In the event the employee is notified of this reinstatement verbally, the agency shall provide written verification within one (1) working day.
5. Nothing in this policy or procedure should be construed as limiting the authority of the agency to suspend an employee without pay in those instances where such action is deemed appropriate.

### *Dismissal*

#### **3.06.5**

When an offense is repeated, or misconduct is serious enough for discharge on the first offense, a supervisor or department head may recommend dismissal of an employee. The recommendation shall include reason(s) for dismissal, if any details of previous disciplinary action taken against the employee if any, and the recommended effective date and time of discharge.

### *Right to Respond*

#### **3.06.6**

1. An employee who has been notified of discipline/dismissal has the right to appear personally or with counsel before the Jailer to respond to the discipline or letter of dismissal.
2. The request to respond must be made within five (5) working days of the employee's receipt of the letter of dismissal, excluding the day it was received. If the employee does not submit such a request during five (5) working days, it will be deemed that the employee has waived his/her right to respond.
3. The employee's meeting with the Jailer shall be held within five (5) working days after receipt of the employee's request, excluding the day it was received.
4. The meeting shall be informal. It gives the employee the opportunity to respond to charges contained in the letter of dismissal.
5. Within five (5) working days excluding the day of the meeting, the Jailer shall make a final determination on the appeal. The employee will be notified, in writing, of the Jailer's decision. The decision of the Jailer shall be final.

6. Such action shall be recorded in the employees personnel file.

*Common Infractions*

**3.06.7**

The following is a list of common infractions. While this list does not include all actions that call for disciplinary action, it is intended as a guide to assist in avoiding activities that are in conflict with the principles and goals of this agency.


- A. Absenteeism, Lateness, extended meal times;
- B. Gambling while on duty;
- C. Abuse of sick leave;
- D. Insubordination;
- E. Theft, abuse, misuse of agency property;
- F. Leaving work without authorization;
- G. Intoxication or use of intoxicants while on duty;
- H. Reporting to work under the influence of alcohol or other drugs;
- I. Provoking or inciting a fight, or fighting during work hours;
- J. Deliberate falsification of official records;
- K. Harassment/ Sexual Harassment;
- L. Conduct unbecoming of an officer;
- M. Lack of professionalism;
- N. Failure to represent agency standards;
- O. Fraternalizing with inmates/ former inmates;
- P. Violation of established agency policies.

*Political Activity*

**3.06.8**

1. No employee, as a condition of employment or continued employment, shall be required to contribute to a campaign or campaign for any candidate of political office.
2. No employee of the agency shall engage in political activity during his/ her assigned duty hours or while in uniform.
3. No employee of the agency shall file as a candidate for any political office while employed by the agency.

# Pulaski County Detention Center Policy and Procedure

Workplace Safety		
	<b>Chapter: Personnel</b>	<b>POLICY 3.07</b>
	<b>Date Implemented:</b>	
	<b>Applicable Kentucky Statute:</b>	
	<b>Applicable Kentucky Regulation:</b>	
	<b>Available To: All</b>	
	<b>Review Date: 2/14/2017</b>	

**Policy:**

**3.07.0**

The health and safety of employees is a primary concern for the Pulaski County Detention Center. As a condition of employment, employees are required to comply with all safety procedures that are established for the position held by the employee, including the use of seatbelts when driving or riding in any agency vehicle. Additionally, any employee who becomes aware of any unsafe or hazardous condition shall report the situation to their supervisor or department head immediately.


**Procedure:**

**3.07.1**

1. All work-related injuries must be reported to the employee’s immediate supervisor or the department head as soon as possible after the injury occurs, but no later than the end of the employees shift. In the event, a supervisor or department head receives notification from an employee of a work-related injury, the supervisor or department head shall investigate and document the event using the “First Report of Injury” form. The facts of the incident shall be forwarded to the Jailer through the chain of command.
  
2. Failure to comply with the established workplace safety rules, report workplace injuries, or failure to report unsafe/ hazardous conditions of which the employee is aware will result in personnel action, up to and including termination from employment.

3. Personal use of a county owned vehicle is forbidden. All persons, other than agency employees, are not covered by the agency's liability and/ or automobile insurance policies. Failure to comply will result in personnel action up to and including termination of employment.

# Pulaski County Detention Center Policy and Procedure

Drug and Alcohol Testing		
	Chapter: Personnel	POLICY 3.08
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation:	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**3.08.0**

Consistent with the agency’s policy to maintain a safe, healthy, drug-free work environment in compliance with the Drug Free Workplace Act of 1988 and the Omnibus Transportation Employee Testing Act of 1991, and in the interests of assuring safety to the general public by employing persons in safety sensitive positions that do not abuse alcohol or illegal drugs, the following policies are adopted and strictly adhered to by the agency. For purposes of complying with federal drug and alcohol regulations, the substance abuse testing procedures for employees covered by the Omnibus Transportation Act of 1991 (commercial driver’s license) shall be established and administered separately from the agency’s overall substance abuse testing program.

This policy applies to all employees that are subject to appointment by the Jailer or his/her designee.

**Procedure:**

*Definitions*

**3.08.1**

1. ***Accident-*** For the purposes of this policy, an “accident” is an incident which results in the death of a human being or bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident. Additionally, any incident which results in a vehicle towed from the site also constitutes an accident. All incidents meeting these standards shall



be considered cause for post-accident drug/alcohol testing of the employee.

2. **Alcohol-** The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl and isopropyl alcohol.
3. **Alcohol Concentration (for content)-** The alcohol in a volume of breath expressed in terms of grams of alcohol per 219 liters of breath as indicated by an evidential breath test.
4. **Controlled Substance-** Has the meaning as assigned by 21 U.S.C.802 and includes all substances listed Scheduled I-V as they may be revised from time to time (21 CFR 1308) I.E., marijuana (THC metabolite), cocaine, amphetamines; opiates (including heroine); phencyclidine (PCP).
5. **Driver-** Any person that operates a commercial motor vehicle. This includes, but is not limited to: full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors who are either directly employed by or under lease to any employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer. Any employee who operates an agency utilized vehicle for the purpose of performing agency functions.
6. **Medical Review Officer (MRO)-** Means a licensed MD or D.O. (doctor of osteopathy) with knowledge of drug abuse disorders who is employed or used to conduct drug tests in accordance with this policy.
7. **Performing a safety sensitive function-** An employee is considered to be performing a safety sensitive function during any period in which he/ she is performing, ready to perform, or immediately available. This includes any employee who performs a duty(s) that is a sworn peace officer or other classifications identified within the random selection section of this policy.
8. **The random selection process-** Means that alcohol and drug tests are unannounced.

**9. Reasonable Cause-** Means that the employer believes the actions, appearance, or conduct of an employee who is on-duty or present for duty is indicative of substance abuse. Justification for such a conclusion may be actions, appearance, or conduct consistent of those conditions identified within this policy, or other identifiable actions, appearance of conduct that raise the suspicion of appropriately trained persons. Reasonable suspicion will be determined by at least one (1) supervisory personnel and other employee who will attest to their observations. The Jailer or his/ her designee will make a final determination.

**10. On-Duty Time-** Means all time from the time the employee begins work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.

**11. Drug and Alcohol Tests-** The compulsory production and submission of urine, breath, or blood sample by an employee in accordance with procedures contained herein for chemical analysis to detect drug and/ or alcohol use.

**12. Under the Influence-** An individual is considered to be under the influence of intoxicants when the individual's blood alcohol content exceeds 0.02%. An individual is considered to be under the influence of a controlled substance when any detectible amount of the controlled substance is identifiable through employee testing.

**13. Positive Drug Screen-** Means positive identification of alcohol, a drug or metabolite which has been confirmed by laboratory test.

**14. Detectable Amount-** For the purpose of this policy, detectable amount is defined as the cut-off level defined by federal or state regulation.

**15. Employee-** Any individual employed by the agency.

**16. Substance Abuse Professional (SAP) -** This is a doctor who specializes in counseling or helping a person deal in his/her substance abuse problems.

The Jailer or his/her designee will serve as the program administrator of this policy.

*Prohibitions*

**3.08.2**

The following conduct is strictly prohibited and will subject the employee to immediate discipline:

***1. Alcohol Prohibitions***

- A. The unlawful buying, selling, transportation or possession of alcohol while on duty.
- B. Use during the (12) twelve hours prior to reporting for duty.
- C. Reporting for normal duty or remaining on duty to perform work with an alcohol concentration of 0.02% or greater.
- D. Use of alcohol during twenty-four (24) hours following an accident, or until he/she undergoes a post-accident test.

Employees found to have an alcohol concentration of 0.02% or greater, but less than 0.04%, shall immediately be removed from their duties, and shall not perform safety sensitive functions, including driving, for a period of twenty-four (24) hours following the alcohol test. This may be determined by the shift supervisor through use of a preliminary breath test. The employee may receive a written reprimand which indicates any further violations of the policy will result in the employee's dismissal, however, at the Jailer or his/her designee's discretion the offense may be grounds for immediate dismissal.

Employees found to have an alcohol concentration of greater than 0.04% shall immediately be removed from their duties and subjected to other actions outlined in this policy, including personnel actions, up to and including dismissal from employment.

***2. Drug Prohibitions***

The use of any drug is prohibited if the drug could affect job performance, including, but not limited to;

- A. Use of any drug, except by doctor's prescription, and then only if the doctor has advised the employee that the drug will

- not adversely affect the employee's ability to safely perform the duties of his/ her job;
- B. Test positively for drugs; and
  - C. Refusing to take a required test

### *Notifications*

#### **3.08.3**

1. Failure to notify the supervisor if alcohol or a controlled substance is ingested unintentionally or if the employee is made to ingest a controlled substance so that appropriate medical steps may be taken to insure the employee's health and safety, disciplinary action may be taken.
2. Any employee(s) shall notify their supervisor of any alcohol/ criminal drug statute charge or conviction within five (5) days. Any alcohol/drug abuse or misuse may result in disciplinary action. However, notification of such does not insulate the employee from disciplinary action.
3. An employee will not be disciplined for reporting personal use of alcohol and prescribed medication when called to perform additional duties outside normal work hours.
4. An employee will inform his department head or the supervisor of any therapeutic drug and/or prescription drug use that could adversely affect his/her performance prior to performing any duties.
5. Employees found to be in violation of the agency's substance abuse policies are subject to appropriate personnel action, up to and including dismissal from employment.

The agency shall contract with a certified laboratory that utilizes a medical review officer to review positive results.

### *Types of Testing*

#### **3.08.4**

##### ***1. Pre-Employment Testing***

All offers of employment are made contingent upon passing an alcohol and drug test. If the test is confirmed positive for alcohol or drugs, the candidate will be disqualified with no further action to be

taken. Job applicants who are denied employment because of a positive test may reapply for employment after six (6) months. The records will be maintained in the applicant's confidential medical file.

## **2. *Reasonable Suspicion***

If an employee's work performance or behavior is indicative of possible alcohol or drug abuse or misuse as demonstrated by the following behaviors/ symptoms, or if the employer observes specific, contemporaneous, conduct pertaining to the appearance, behavior, speech, or body odors of the employee that indicate that he/she may be in violation of this policy, an appropriately trained supervisor will require the employee to submit a breath test or urine analysis. The following conditions, which should not be construed to be all inclusive, are signs of possible alcohol or drug use;

- Abnormal dilated or constricted pupils
- Glazed stare/ redness of eyes
- Change of speech
- Constant sniffing
- Increased absence
- Redness under nose
- Sudden weight loss
- Needle marks
- Change in personality
- Increased appetite for sweets
- Forgetfulness- performance faltering- poor concentration
- Borrowing money from co-workers, seeking an advance in pay, or other unusual displays of need for money
- Constant fatigue or hyperactivity
- Smell of alcohol
- Difficulty walking
- Dulled mental processes
- Slowed reaction rate

A. Supervisors must immediately notify the Jailer or his/her designee if they have reason to believe one or more of the listed conditions are indicated and the substance abuse is affecting the employee's performance or behavior in any manner. Job

performance and policy violations must be specific. Supervisors should immediately relieve the employee of their duties if they believe the employee is under the influence of an intoxicating substance.

- B. After informing the Jailer or his/her designee, the supervisor based upon reasonable suspicion will immediately arrange for the specified test.
- C. The employee will be required to release any evidence relating to the observation for further testing. Failure to comply WILL RESULT IN IMMEDIATE TERMINATION. All confiscated evidence will be receipted with signatures of both the receiving supervisor and the provider.
- D. The supervisor shall, within twenty-four (24) hours, or before the results of the alcohol /controlled substance testing are released, document the particular facts related to the behavior or performance problems and present documentation to the Jailer through chain of command.
- E. The Jailer or his/her designee shall cause the removal of the employee from agency property and insure that the employee is transported to the collection site. Under no circumstances will the employee be allowed to drive any agency vehicle until a confirmed negative test result is received.
- F. The employee will not be allowed to drive and must either obtain a ride from the workplace, or will be driven home by the supervisor's designee. The employee shall be placed on unpaid administrative leave until the results of the test are known.
  - 1. Employees whose test is confirmed positive shall remain on unpaid administrative leave until the Jailer or his/her designee makes a decision for the appropriate action.
  - 2. Employees arrested for DUI or under the influence of alcohol/other drugs while on the job will be immediately terminated.

3. Employees arrested for DUI or under the influence of alcohol/other drugs while off duty shall notify the jailer or his/her designee through the chain of command within three (3) days of the arrest. The Jailer or his/her designee may take immediate action up to termination if necessary.

### **3. *Post – Accident Testing***

All employees are required to provide a breath test and/or a urine specimen to be tested immediately after an accident. The employee shall remain readily available for testing or he/she will be deemed to have refused testing. If the employee is seriously injured and cannot provide a specimen at the time of that accident, he/she shall provide the necessary authorization for obtaining the hospital reports and other documents that would indicate whether there were any controlled substances in his/her system.

- A. Supervisors must immediately notify the Jailer or his/her designee if they have reason to believe one or more of the listed conditions are indicated and the substance abuse is affecting the employee's performance or behavior in any manner. Job performance and policy violations must be specific. Supervisors should immediately relieve the employee of their duties if they believe the employee is under the influence of an intoxicating substance.
- B. After informing the Jailer or his/her designee, the supervisor based upon reasonable suspicion will immediately arrange for the specified test.
- C. The employee will be required to release any evidence relating to the observation for further testing. Failure to comply **WILL RESULT IN IMMEDIATE TERMINATION**. All confiscated evidence will be receipted with signatures of both the receiving supervisor and the provider.
- D. If upon questioning by the supervisor, the employee admits to use but requests assistance, the Jailer or his/her designee may arrange for the assessment by a substance abuse professional. Reassignment to job duties will be conditioned on completing the SAP's guidelines and return to work for questioning.

- E. The supervisor shall, within twenty-four (24) hours, or before the test results of the alcohol or controlled substance testing are released, document the particular facts related to the behavior or performance problems and present documentation to the Jailer or his/her designee through the chain of command.
- F. The Jailer or his/her designee shall cause the removal of the employee from agency property and insure that the employee is transported to the collection site. Under no circumstances will the employee be allowed to drive any agency vehicles until a confirmed negative test result is received.
- G. All supervisors will receive a minimum of one (1) hour training on alcohol abuse and one (1) hour training on drug abuse to assist them in identifying abuse behavioral characteristics.

Adherence by the employee to post- accident testing requirements is a condition of continued employment with the agency.

#### **4. *Random Selection***

In addition to employees required to being randomly tested by the Omnibus Transportation Testing Act of 1991, the agency will conduct mandatory random testing for all employees who perform safety sensitive functions, as follows:

- A. A selection process which removes discretion in selection will be utilized.
- B. The random testing will be reasonably spaced during a twelve (12) month period.
- C. Once notified, the employee will immediately proceed to the collection site. The employee will not be notified prior to duty that he/she is to be tested. If the employee is not scheduled to work within 72 hours, he/she will not be randomly tested until drawn again.

For the purposes of this policy, the agency has determined that all positions impact the safety and well-being of the inmates and community, and are therefore subject mandatory random testing.



## ***5. Return to Duty Testing***

Before an employee returns to duty after engaging in conduct prohibited by this policy, the employee shall undergo a return to duty alcohol test with a result of less than 0.02% alcohol concentration, or receive a confirmed negative result from a controlled substance urine analysis test and may be subject to continued routine testing.

### ***A. Breath Alcohol Testing***

Breath alcohol testing will be conducted at a prearranged location by a qualifying Breath Alcohol Technician according to CFR 49 Part 40 procedures. Refusal to provide breath will be considered a positive test and the employee will be removed from a safety-sensitive function until resolved.

### ***B. Specimen Collection***

Specimen collection will be conducted in accordance with the applicable state and federal law. The collection procedures will be designed to insure the security and integrity of the specimen provided by each employee, and those procedures will strictly follow federal chain of custody guidelines. Every effort will be made to maintain the dignity of each employee submitting specimen for analysis with accordance to these procedures.

### ***C. Laboratory Analysis***

Only a laboratory certified by the Department of Health and Human Services to perform urine analysis for the detection of the presence of controlled substances will be utilized by the agency. The laboratory will be required to maintain strict compliance with federally approved chain of custody procedures, quality control, maintenance and scientific analytical methodologies.

### ***D. Follow-up Testing***

Following a determination that an employee is in need of assistance in resolving problems associated with alcohol misuse and /or use of controlled substances, the agency shall

see that the employee is subject to unannounced follow-up testing as directed by the SAP as required by 382 CFR 605 (c) (2) (ii). Follow-up alcohol testing shall be conducted only when the employee is performing safety- sensitive functions, just before the employee is to perform or just after the employee has performed safety- sensitive functions.

## ***6. Consequences; Appeal of Test Results***

- A. Alcohol and drug abuse may not only threaten the safety and productivity of all employees, but causes serious individual health consequences.
- B. An employee testing positive for alcohol or drug use is subject to disciplinary action. Refusal to submit to testing will result in immediate termination. Refusal includes not providing a breath or urine sample as directed, neglecting to sign appropriate control forms, using alcohol within twenty-four (24) hours of an accident unless a test sample has been taken earlier, or engaging in conduct that clearly obstructs the testing process.
- C. Any employee testing positive for the presence of a controlled substance will be contacted by the Jailer or his/her designee. The employee will be allowed to explain and present medical documentation to explain any permissible use of drugs. All discussions between the employee and the Jailer or his/her designee will be confidential. If medically supportable reasons exist to explain the positive result, the test result shall be considered as negative.
- D. Within 72 hours after the employee has been notified of a positive test result for drugs, he/she may request a re-test of the split sample. The signed request will be provided to the Jailer or his/her designee in writing, who will then initiate the new laboratory analysis. If a different result is detected by the subsequent laboratory the test will be voided. A new sample may be requested as appropriate.

**7. Confidentiality**

Under no circumstances, unless required or authorized by law, will alcohol or drug testing information or results for any employee or applicant be released without written request from the applicable employee.

Employees are entitled, upon written request, to obtain copies of any records pertaining to his/her use of alcohol/controlled substances, including any records pertaining to his/her alcohol or controlled substances test. The agency will have three (3) working days to provide copies.


Collection of breath and urine samples must always be documented. Urine samples will be sealed with a tamper proof system in the presence of the employee to insure all tests can be correctly traced to the employee.

Drug and alcohol test analysis from the DHHS approved laboratory will be forwarded directly to the MRO for confidential record keeping.

**8. Record Retention**

The agency shall maintain records of its alcohol misuse and controlled substance abuse prevention programs in a secured location as prescribed by 382 CFR 401.

# Pulaski County Detention Center Policy and Procedure

Work/ Compensation		
	<b>Chapter: Personnel</b>	<b>POLICY 3.09</b>
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Statute:</b>	
	<b>Applicable Kentucky Regulation:</b>	
	<b>Available To: All</b>	
	<b>Review Date: 2/14/2017</b>	

**Policy:**

**3.09.0**

It shall be the policy of the Pulaski County Detention Center to provide its employees with an understanding of prudent information affecting their employment.

**Procedure:**

*Hours of Work*

**3.09.1**

1. Each employee shall work according to a schedule of hours determined by his/her supervisor. Non- supervisory full time employees shall work a minimum of 40 hours per week.
  
2. Some non-supervisory employees may be required to work ten (10) hour shifts consisting of four (4) shifts per week.  
  
 Some non-supervisory employees may be required to work eight (8) hour shifts consisting of five (5) shifts per week with two (2) days off.
  
3. Full-time supervisory employees shall work 40 hours a week.
  
4. Part-time employees shall work no more than 99 hours per month.
  
5. When manpower allows, schedules ~~will~~ *may* be assigned based upon seniority and ability to execute the assigned position. Assignments will be based upon agency *need or* necessity.

6. Staff may be scheduled for mandatory over-time during times of manpower shortages of events requiring additional manpower
7. In order for employees to receive compensation for hours worked, they must clock in/out at the designated time station. In the event of failure to do so, the employee must submit a time correction request within 48 hours after realizing the failure to clock in/out or notification from the personnel officer of missing time.

*Compensation and Raises*

**3.09.2**

1. Full-time employees who work for the agency will have a starting pay of the base rate assigned to the position of hire.
2. Each year the Jailer shall have at his/her discretion the ability to award one (1) employee with a one (1) time performance incentive of fifty (50) cents per hour as a result of being deemed the “Employee of the Year”. The compensation shall appear on the first pay period following the beginning of the new fiscal year.
3. Pay Scales for all positions shall be as follows:

Major	Salary	<del>\$43,500 - \$50,000</del> <b>\$46,000 - \$65,000</b>
Senior Captain	Salary	<del>\$40,000 - \$45,000</del> <b>\$45,000 - \$55,000</b>
Captain	Salary	<del>\$35,000 - \$40,000</del> <b>\$42,000 - \$52,000</b>
Sergeant	Salary	<del>\$23,800 - \$35,500</del> <b>\$26,500 - \$40,000</b>
Deputy Jailer 1 <sup>st</sup> -Class	Salary	<del>\$28,000 - \$35,000 (16+)</del> <b>\$24,960-\$38,000</b>
<del>Deputy Jailer 2<sup>nd</sup>-Class</del>	<del>Salary</del>	<del>\$24,800 - \$28,000 (6-15)</del>
<del>Deputy Jailer 3<sup>rd</sup>-Class</del>	<del>Salary</del>	<del>\$21,840 - \$25,800 (1-5)</del>
Maintenance Supervisor	Salary	<del>\$27,000 - \$35,000</del> <b>\$30,000 - \$50,000</b>
Maintenance Personnel	Salary	<del>\$25,000 - \$27,000</del> <b>\$30,000</b>
Janitor/Maintenance	Salary	<del>\$20,800 - \$24,800</del> <b>\$28,000</b>
Administrative Personnel	Salary	<del>\$20,800 - \$25,000</del> <b>\$29,000</b>
<del>Transport Officer</del>	<del>Salary</del>	<del>\$20,800 - \$33,800</del>
Fiscal Administrator	Salary	<del>\$30,000 - \$40,000</del>
Accounting Clerk	Salary	<del>\$20,800 - \$25,000</del> <b>\$30,000</b>
Receptionist	Salary	<del>\$20,800 - \$24,800</del> <b>\$25,000</b>
<del>Transportation Coordinator</del>	<del>Salary</del>	<del>\$20,800 - \$32,500</del>
Training Officer	Salary	<del>\$20,800 - \$32,500</del> <b>\$28,000 - \$37,000</b>

I/M Counseling Coordinator	Salary	<del>\$25,000 - \$40,000</del> <i>\$30,000 - \$50,000</i>
I/M Counseling Assistant	Salary	<del>\$23,800 - \$32,500</del> <i>\$24,000 - \$29,000</i>

Deputy Jailer Education/Experience Incentive: Hiring Date after January 4, 2015

\$500.00 Incentive for Part-Time Deputies transferred to Full-Time position as Deputy, 2 years prior military, 2 years law enforcement or corrections 60 hours or more of college credit, 2 years in job classification plus 200 hours of certified training authorized by the Jailer or his designee. Employees may only obtain the incentive through one (1) of the above means. No employee will receive more than one (1) incentive during their employment with the Pulaski County Detention Center.

*All non-sworn employees are to receive an additional \$0.50 (to their starting rate of pay) at six (6) months and One (1) year respectively.*

*Overtime*

**3.09.3**

1. In order to determine whether an employee will receive overtime pay for work in excess of forty (40) hours per week, each class shall be declared “exempt” or “non-exempt” in accordance with provisions with existing labor laws. Exempt employees shall not be compensated in cash for overtime worked. Non-exempt employees shall receive overtime pay at the rate of one and one half (1.5) times the hourly wages for actual hours worked in excess of forty (40) hours in any work week.

2. Compensatory Time

a. Pursuant to KRS 337.285 as amended, upon written request by a county employee and upon a written agreement reached between the fiscal court and the county employee before the performance of the work, a county employee **who is authorized** to work one (1) or more hours in excess of the regularly scheduled hours worked each week may be granted compensatory leave on an hour-for-hour basis.

- b. For all hours of compensatory time worked in excess of forty (40) hours per a given work week, may be granted compensatory time in lieu of overtime pay at the rate not less than one and one half (1.5) hours for each hour the county employee is authorized to work in excess of forty (40) hours in a work week.
  - c. "County Employee" is defined as a regular full-time employee of the Pulaski County Detention Center.
  - d. The employer shall permit the use of compensatory leave within a reasonable period after the request, if the use does not unduly disrupt the operations of the employer.
  - e. Full time employees may accrue not more than two hundred forty (240) hours of compensatory time. Once an employee has accumulated the maximum allowable hours of compensatory time, that employee shall, for additional overtime hours of work, be paid overtime compensation.
  - f. Compensatory time compensation for time off shall be paid at the regular rate earned by the employee at the time the county employee receives the payment.
  - g. Upon an employee's termination of employment, all unused accrued compensatory time shall be paid at a rate of compensation not less than the average regular rate received by the employee during the last three (3) years of the employee's employment or the final regular rate received by the employee, whichever is higher.
3. Time off with pay (such as vacation, holiday or sick leave) shall not be considered as hours worked for overtime pay purposes.
4. Overtime worked shall be approved in advance by the employee's immediate supervisor whenever possible and shall be kept at a minimum consistent with essential services and the agency's financial resources.

*Outside Employment*

**3.09.4**

Employees of the agency owe their primary work allegiance and energies to their agency job. Any outside employment/volunteer work which interferes with or creates a conflict of interest with the agency is prohibited.

*Employee Benefits*

**3.09.5**

***1. Breaks***

- A. Employees assigned to an eight (8) hour work schedule shall receive one (1) thirty (30) minute lunch break to be determined by the employee's immediate supervisor.
- B. Employees assigned to a ten (10) hour work schedule shall receive one (1) paid thirty (30) minute lunch break to be determined by the employee's immediate supervisor. The employee must take the lunch break at the facility.
- C. All employees will receive Two (2), Fifteen (15) minute breaks for which they do not have to clock in or out.
- D. Understanding the demands of a correctional environment, breaks will be allotted on the basis of availability and must be approved by the immediate supervisor.

***2. Holiday***

***Full-Time Essential Staff***

Majors, Captains and Sergeants shall have One Hundred and Four (104) hours of holiday time per year and may be taken as approved by their supervisor during the calendar year.

All Full-Time Deputy Jailers shall have One Hundred and Four (104) hours of holiday time per year. Holiday hours ~~must~~ *may* be time off work ~~and~~ *or* may ~~not~~ be taken as extra pay. Holiday time for those



not employed on January 1<sup>st</sup> of each year will have their allotted holiday hours prorated.

Holiday hours will be allotted at twenty-six (26) hours per quarter.

- Quarter 1 January 1 - March 31
- Quarter 2 April 1 - June 30
- Quarter 3 July 1 – September 30
- Quarter 4 October 1 – December 31

**Full-Time Non-Essential Staff**

January 1, New Year’s Day	All Staff Off
Martin Luther King, 3 <sup>rd</sup> Monday January	Minimum 1 Staff
President’s Day, 3 <sup>rd</sup> Monday February	Minimum 1 Staff
Good Friday, Friday before Easter	Minimum 1 Staff
Memorial Day, Last Monday in May	All Staff Off
Independence Day, July 4 <sup>th</sup>	All Staff Off
Labor Day, 1 <sup>st</sup> Monday September	All Staff Off
Veteran’s Day 11 <sup>th</sup> Day November	Minimum 1 Staff
Thanksgiving Day, 4 <sup>th</sup> Thursday November	All Staff Off
Friday Following Thanksgiving	All Staff Off
Christmas Eve, December 24 <sup>th</sup>	All Staff Off
Christmas Day, December 25 <sup>th</sup>	All Staff Off
New Year’s Eve, December 31 <sup>st</sup>	Minimum 1 Staff

Any full-time employees occupying regular positions shall receive their regular work day hours of holiday time at the regular rate of pay.

For positions that are scheduled Monday through Friday, when any holiday listed above falls on a Saturday, it will be observed on the preceding Friday. When any holiday listed above falls on a Sunday, it will be observed on the following Monday.

Personnel who work on a holiday shall take time off during the current yearly quarter with authorization from their supervisor.

~~In addition to the above, any day may be designated as a holiday by proclamation of the County Judge/Executive, with the approval of the~~

~~Fiscal Court, or the appropriate Executive Authority. In the event other holidays are proclaimed, personnel shall take time off with supervisor approval during the yearly quarter of the proclaimed holiday. Personnel failing to take their holiday during the yearly quarter of the holiday shall forfeit the holiday.~~

All holiday time shall be requested at least two (2) weeks prior to the requested holiday time off. All requests will be granted on a first come basis pending manpower needs.

Holidays may or may not be granted if connected to any vacation or compensatory time scheduled. Holiday time will be denied if sick time is taken the day before or after the holiday is taken.

No holiday time will carry over from one quarter to another without prior valid authorization from the Employees Sergeant verifying exigent circumstances, with final approval from the employee's Captain and the Major.

Absolutely no holiday time may be carried over to the next year without exigent circumstances and prior written permission from the Jailer.

Should any day, other than those listed in the Pulaski County Personnel Policy, be designated as a holiday by proclamation, by the County Judge Executive, employees will receive compensation pay for these days.

Holiday time will not be paid at employee's time of separation from employment.

### ***3. Vacation Leave***

- A. Each full-time employee of the county shall be allowed vacation time with pay. Vacation leave shall be accrued as follows:
  - I. Beginning of employment thru 8 years  
6.67hrs/month
  - II. Beginning of 9 years thru 13 years

10.00hrs/month  
III. Beginning of 14 years and up  
13.33hrs/month

- B. Employees will accumulate vacation time from the beginning date of employment; however, vacation time will not be granted until the employee has successfully completed the introductory period. Should the employee NOT successfully complete the introductory period, all vacation time earned will be forfeited.
- C. No employee shall be given any hours that have not been accrued prior to the start of vacation.
- D. Absence on account of sickness, injury, or disability in excess of that authorized for such purposes may, at the request of the employee and at the discretion of the department head, be charged against the employee's vacation time, *comp-time or holiday*.
- E. Accumulated vacation time shall be granted in accordance with the operating requirement, insofar as practicable, with the requests of the employees. All vacation requests must have approval from the department head *supervisor*. The department head *supervisor* may deny any request that violates department policy or reduces workforce below an acceptable level for the period requested.
- F. Employees are charged with vacation time for absence only on day upon which they would otherwise work and receive pay.
- G. Employees shall be paid in lump sum for accumulated vacation time, not to exceed 240 hours, when separated by resignation, retirement, or involuntary termination, if introductory period has been successfully completed; otherwise, vacation pay is not required to be paid.
- H. ~~County~~ *Detention Center* employees may take a minimum of ~~(4) four~~ vacation hours *one (1) hour of vacation per request*.
- I. Employees may exchange accrued vacation time for monetary compensation, IF the following criteria is met.
  - 1. Employee cannot drop below 80 hours after the exchange

2. Employee is limited to 40 hours semiannually or 80 hours annually.
  3. Requests will be in 40 hour increments only
  4. Exchange will be available 1<sup>st</sup> week of July or December
  5. Employee who exchanges vacation time and within a period of 12 months from the exchange date uses all SICK and VACATION hours, employee is not eligible for donated time until hours exchanged are taken without pay.
- J. Vacation leave should be requested at least thirty (30) days in advance. Vacation leave may be disapproved if the employee's services are required during the requested period of leave.
- K. When a former employee is reinstated, the person shall be considered a new employee for vacation leave purposes.
- L. Employees absent because of sickness, injury, or disability may use accrued vacation leave only after accrued sick leave has been exhausted and it is authorized by the Jailer.

#### **4. Sick Leave**

Sick leave is provided so that the employee will not be seriously handicapped financially if he/she is unable to work because of illness. Sick leave abuse may be cause for dismissal.

1. All employees occupying full-time regular positions shall receive eight (8) hours of sick leave credit for each month of service.
  - A. Sick leave credit may be utilized by employees when they are unable to perform their duties because of sickness, injury, child birth, or when they are quarantined, or when their absence from work is required due to sickness in the immediate family.
  - B. All foreseeable leave for such purposes shall require specific prior written approval of ~~the department head~~ the employees supervisor.

- C. In the event that sick leave is taken, the Jailer or his/her designee may require a certificate from a medical doctor giving information as to the circumstances involved; or
  - D. In the event that sick leave is taken for three (3) consecutive days, the Jailer or his/her designee shall require a certificate from a medical doctor giving information as to the circumstances involved.
2. For accrual purposes, a new employee who reports for work on the first (1st) day of the month shall accrue the full amount of that month.
  3. Employees will be granted one “personal day” per year. This will be charged to sick leave and does not require a doctor’s excuse. “Personal days” do not accumulate. NOTE: A PERSONAL DAY WILL NOT BE GRANTED UNDER ANY CIRCUMSTANCE, THE DAY BEFORE, AFTER, OR ON A SCHEDULED HOLIDAY, *VACATION OR C-TIME DAY*.
  4. Consistent with Pregnancy Discrimination Act of 1978, pregnancy/ childbirth shall be treated as a temporary disability, and is eligible for use of sick leave. The ability of the employee to return to work shall be determined by the employee’s physician, consistent with the individual medical needs of the employee. Before returning to work the employee must provide documentation from the physician indicating the employee may return to his/ her job.
  5. Employees absent from work due to pregnancy/ childbirth may utilize vacation leave after all sick leave has been utilized. Leave beyond the employee’s accrued balances shall be leave without pay. During leave due to pregnancy/ childbirth, vacation days shall continue to accrue and shall be credited if the employee returns to work. Insurance benefits will continue to be paid for fulltime employees who provide written certification of their intent to return to work following childbirth. An employee who is not planning to return to work following childbirth is requested to submit a

timely resignation to allow the agency's staffing needs to be met. To the extent if possible, an employee shall submit her written request for such leave in advance, indicating the approximate dates of absence from work, and her anticipated return to work date.

6. When an employee takes sick leave, the shift ~~Captain~~ *supervisor* shall be informed *by phone call or in person*, of the fact and their reason(s) thereof at least one (1) hour prior to the start of the scheduled shift. Failure to notify the designated supervisor may be cause for disallowing the use of sick leave during the period of absence.
7. Absence for a part of a day that is chargeable to sick leave shall be charged proportionately in an amount not smaller than one (1) hour.
8. The agency personnel officer shall keep records of sick leave allowance, sick leave taken, and balance of sick leave allowance for individual employees. An employee fraudulently obtaining sick leave, or a ~~department head/~~ supervisor falsely certifying sick leave allowance for absence from work, may be suspended or dismissed. Abuse of sick leave shall be cause for disciplinary action, up to and including dismissal.
9. Absences on account of sickness, injury or disability in excess of that authorized for such purposes may, at the request of the employee, and with the approval of the Jailer, be charged to vacation leave credit.

### *Family and Medical Leave Act of 1993*

#### **3.09-G**

The Family and Medical Leave Act of 1993 requires "covered" employers with at least 50 employees to provide "eligible" employees with up to twelve (12) work weeks of unpaid, job-protected leave in a twelve (12) month period for specified family and medical reasons.

#### ***Employee Eligibility***

To be eligible for FMLA benefits, an employee must:

1. Work for a covered employer
2. Have worked for the employer for twelve (12) months
3. Have worked at least 1,250 hours over the previous twelve (12) months; and
4. Work at a location in the United States or in any Territory or possession of the United States where at least 50 employees are employed by the employer within 75 miles.

### ***Leave Entitlement***

The agency will grant an eligible employee up to a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period beginning from the date that the employee's first FMLA leave begins, for one (1) or more of the following reasons:

1. For the birth and the care of the new born child of the employee.
2. For placement with the employee of a son or daughter for adoption or foster care;
3. To care for an immediate family member (spouse, child, or parent) with a serious health condition; or
4. To take medical leave when the employee is unable to work because of a serious health condition.

In the event the agency employees both the husband and the wife, the aggregate amount of leave allowed for purposes of child birth or adoption, or taking care of a sick parent is no more than twelve (12) work weeks during any twelve (12) month period.

### ***Serious Health Conditions***

In context of this policy a "serious health conditions"; Means an illness, injury impairment, or physical or mental condition that involves one of the following:

1. ***Hospital Care***- Inpatient care (I.E. an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

2. ***Absence Plus Treatment-*** A period of incapacity of more than three (3) consecutive days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:
  - A. Treatment two or more times by a healthcare provider, by a nurse or physician's assistant under direct supervision of a healthcare provider, or by a provider of healthcare services (e.g. physical therapist) under the orders of, or on referral by, a healthcare provider; or
  - B. Continues over an extended period of time (including recurring episodes of a single underlying condition); and
  - C. May cause episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc.)
3. ***Permanent/ Long Term Condition Requiring Supervision-*** A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not to be receiving active treatment by, a healthcare provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.
4. ***Multiple Treatments (Non-Chronic Conditions)-*** Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury; or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), and kidney disease (dialysis).

### ***Notification***

Birth or adoption or foster care of child, or any planned medical treatment for a serious health condition shall require a thirty (30) day notice unless



there is a medical emergency or unforeseen event. Each employee shall make a reasonable effort to schedule the treatment or adoption so that it isn't unruly or disrupts the agency's operation.

### ***Timing of Leave***

The twelve (12) week leave may be taken consecutively or intermittently if medically necessary. Employees needing intermittent FMLA leave must attempt to schedule their leave so as to not disrupt the agency's operations. The agency reserves the right to assign such employee to an alternative position with equivalent pay and benefits during the period of intermittent leave if such position better accommodates the employee's need for FMLA leave.

### ***Certification***

The agency will require that a claim for medical leave be supported by a medical care provider's certification. To comply with this requirement an employee requisition such leave will be provided with a copy of Form WH-380, Certification of Health Care Provider, developed and approved (March 1995) by the United States Department of Labor.

In the event the agency has reason to doubt the adequacy of the medical certification, the agency may seek a second, non-binding opinion at the agency's expense. If that opinion differs from the opinion obtained by the employee, a third, binding opinion can be obtained, at the agency's expense, from a health care provider agreed upon by the employee and the agency.

### ***Substitution of Paid Leave***

It is the policy of the Pulaski County Detention Center, that employees will be required to substitute accumulated paid leave for FMLA leave. Respectively, the employee shall utilize sick leave and vacation leave in place of unpaid leave. To the extent the employee does not have twelve (12) weeks of accumulated leave, the remainder shall be unpaid leave.

### ***Benefits During Leave***

During the period of an employee's FMLA leave the agency will provide all health care benefits that are provided as part of the employee's employment.

### ***Rights and Benefits Upon Return to Work***

Upon return to work from FMLA leave, and employee shall be restored to the position he/she held when the leave began, or to an equivalent position with the equivalent pay, benefits, and other terms and conditions of employment. In instances where an employee has taken FMLA leave due to personal illness, the employee will be required to provide certification from a medical care provider of the employee's fitness to return to work.

The agency expressly reserves the right to deny the previous job to "key employees" in instances where such restoration would result in substantial and grievous economic injury to the agency. "Key employee" is defined as a salaried FMLA-eligible employee who is among the highest ten (10) percent of all agency employees.

### ***Funeral Leave***

1. Employees occupying regular positions shall be granted three (3) consecutive paid working days off in case of death in the immediate family.
2. Immediate family shall include parents, grandparents, spouse, brothers, sisters, children, immediate in-laws, step-family, or foster family. *Immediate In-Laws is defined as a spouse's parents, siblings or grandparents.*
3. In the event an employee desires to extend leave beyond three (3) working days due to a death in the immediate family, the employee may use sick leave, vacation leave, *c-time* or time without pay upon receiving approval from the Jailer or his /her designee.

### ***Special Leave***

1. The Jailer may authorize special leaves and absence with or without pay for employees occupying regular positions for any period or periods not to exceed two (2) weeks in any calendar year for purposes deemed beneficial to the agency.
2. Upon recommendation, the Jailer may authorize special leaves with or without pay for the employees in regular positions for any period or periods for purposes that are deemed beneficial to the agency.

### ***Military Leave***


Any employee occupying a full-time regular position with the agency who is a member of the National Guard or any reserve component of the Armed Forces of the United States, or of the Reserve Corp of the United States Public Health Service, shall be entitled to military leave for intervals not exceeding fifteen (15) calendar days in any one calendar year for the purpose of attending annual mandatory training.

Any request in writing for military leave must be presented to the Major not less the two (2) weeks prior to the beginning of the leave period.

### ***Jury Duty***

1. In the event an employee is requested to serve on a jury, he/she shall be compensated at the normal rate of pay while serving on jury duty *for regular scheduled work days*. All employees serving on jury duty shall be absent *only* during the times required by the courts.
2. Agency employees required to appear in court in a case related to their employment shall be paid at the same rate of pay they normally receive. When court time and normal work hours exceed forty (40) hours in a specific week, the overtime rate shall be paid.
3. An employee involved in a personal case, either as a plaintiff or defendant, in a suit not resulting from duties performed on behalf of the agency, may be granted leave, provided such leave is deducted from the employee's accrued vacation time or classified as leave without pay.

# Pulaski County Detention Center Policy and Procedure

Insurance		
	<b>Chapter: Personnel</b>	POLICY 3.10
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Statute:</b>	
	<b>Applicable Kentucky Regulation:</b>	
	<b>Available To: All</b>	
	<b>Review Date: 2/14/2017</b>	

**Policy:**

**3.10.0**

Medical insurance is available to all full-time agency employees sixty (60) days after the hire date. Responsibility for health insurance premiums will be as determined by the fiscal court of Pulaski County from time to time.

**Procedure:**

**3.10.1**

**1. Employee’s Primary Health insurance**

The employee’s health insurance is provided by the agency.

-Additional coverage for employee/spouse, employee/ children, employee/ family shall be the responsibility of the employee. All participating employees are subject to the terms of the group insurance plan provided.

*Worker’s Compensation Insurance*

**3.10.2**

Worker’s compensation insurance provides medical and hospitalization expense benefits as well as partial payment in lieu of salary for workers injured on the job. The agency pays 100% of this form of insurance.

*Unemployment Insurance*

**3.10.3**

All employees are covered under this program. The agency pays 100% for the costs of this coverage. An individual who terminates his/ her employment with the agency may or may not be eligible to receive payments

under this program, depending on the circumstances involved in the termination.

*Social Security*

**3.10.4**

The agency and the employee both contribute to the social security program by rates specified by the U.S. Congress.

*Consolidated Omnibus Budget Reconciliation Act- (COBRA)*

**3.10.5**

The Consolidated Omnibus Budget Reconciliation Act requires employers sponsoring group health plans to offer employees and certain eligible dependents the opportunity to purchase a temporary extension of health coverage, at group rates, in certain instances when coverage under the plan would otherwise end. The following information is intended to give employees of the agency information regarding your rights and obligations under this federal legislation.

***1. Qualifying Events***

Employees and eligible dependents provided health insurance by the agency are entitled to purchase continuation coverage if a “qualifying event”, as described below occurs:

- A. ***Termination of employment/ reduction of hours***- an employee and eligible dependents can purchase up to eighteen months (18) of COBRA if the employee (and eligible dependents) lose health coverage as a result of the employee terminating employment other than (the result of gross misconduct) or reducing the employee’s hours of employment
  
- B. ***Death, Divorce, Entitlement to Medicare, or Loss of Dependent Status***- An employee’s eligible dependents can purchase up to thirty-six (36) months of COBRA coverage if the dependents lose health coverage because of the employee’s death, divorce/ legal separation, or entitlement to Medicare, or because the dependent ceased to be an eligible dependent under the plan.

### ***Eligible Dependent***

A dependent is eligible to purchase COBRA coverage if the dependent was covered under the group plan on the day before a COBRA event and will lose coverage as a result of the COBRA event. Each affected employee and dependent can make a separate election whether or not to purchase COBRA coverage. An employee or dependent cannot, however, elect COBRA if he/she were entitled to receive Medicare on the day before the COBRA event.

### ***Employer Notification of Employee/ Dependent Eligibility***

Upon an employee being hired into a position that is provided health insurance by the agency, the employee shall be provided notification of the COBRA program and its applicability to the program. Additionally, within fourteen (14) days of a qualifying event, the agency will provide the employee and eligible dependents with notification of the opportunity to purchase COBRA coverage.

### ***Time Frame for Selecting Coverage***

The deadline for making a COBRA election is sixty (60) days after the later of the date required COBRA notice is sent or the date coverage would otherwise end if COBRA coverage is not elected.

### ***Premium for COBRA Coverage***

Employees or eligible dependents who elect to purchase COBRA coverage will be charged 102% of the cost of providing the coverage. Under certain circumstances, employees who are determined by the Social Security Administration to be disabled when their employment is terminated are entitled to extend their coverage from 18 to 29 months. In such cases the premium for the additional nine (9) months of coverage may be as much as 150% of the costs of providing coverage.

### ***Payment of Premium***

The first premium payment must be made within 45 days after the date the employee or dependent elects to purchase COBRA coverage. Beginning with the 2<sup>nd</sup> month after the election date, all premiums must be paid on a


monthly basis and each monthly premium is due on the 1<sup>st</sup> day of the month. Payments can be paid no later than the 30<sup>th</sup> day of the month.

### ***Termination of Coverage***

The COBRA coverage period will end on the 1<sup>st</sup> to occur on the following dates:

- The date the 18<sup>th</sup>, 29<sup>th</sup>, or 36<sup>th</sup> month maximum coverage period ends;
- The date the employer terminates all group health plans;
- The first day an employee or dependent fails to timely pay the COBRA premiums;
- The date the employee or dependent is covered under another group health plan, unless other group plan excludes or limits coverage for a pre-existing condition affecting the employee or dependent; or
- The first date the employee or dependent is entitled to Medicare benefits.

# Pulaski County Detention Center Policy and Procedure

Employee Resources		
	Chapter: Personnel	POLICY 3.11
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation:	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**3.11.0**

It shall be the policy of the Pulaski County Detention Center that all employees are aware of resources and processes provided by the agency to assist them during their term of employment.

**Procedure:**

**3.11.1**

The agency may pay for educational programs for employees in an effort to enhance their professional/personal growth improving their efficiency and effectiveness. The agency’s ability to provide for the training will depend upon the availability of funds. The assistance will be determined annually on an individual basis in a consistent and fair manner. Participation in career development programs shall be approved in advance by the Jailer at his/her sole discretion.

*Inclement Weather*

**3.11.2**

In the event of inclement weather in which travel conditions to and from work may jeopardize the safety of employees, the agency may find it necessary to provide transportation to insure the safety and security of the facility are not compromised. Employees may be housed during emergencies.

Where individual circumstances exist, such as longer than average distance of travel to and from the workplace, the employee must notify the on-duty shift supervisor in a timely manner in order to request transportation services.



*Expense Reimbursement*

**3.11.3**

1. Any employee of the agency incurring expenses for prior approved agency related business for travel, meals, and expenses outside the county shall be reimbursed as follows:
  - A. Official travel in privately owned vehicles shall be reimbursed at the rate to be set by the Pulaski County Fiscal Court.
  - B. Air travel shall not be first class unless other rates are unavailable. Under reasonable circumstances or for necessary expediency, the Jailer may authorize other travel means.
  - C. Other necessary expenses may be authorized and approved for reimbursement at the actual rate of expenditure, as deemed appropriate. This shall include expenses for meals and lodging.
  - D. Conference and registration fees shall be approved in advance by the Jailer or his/her designee, and may be prepaid when necessary and appropriate.
  - E. Use of rental vehicles must be approved in advance, or justification provided that shows the use of such vehicle was more feasible than other types of available transportation.
  - F. Other necessary expenses which were unforeseeable prior to travel may be approved by the Jailer or his/her designee, upon presentation of documentation of the need for such expense.
  
1. Receipts for all expenditures shall be obtained and attached to the request for reimbursement, which must be completed as soon as possible upon completion of travel. Each receipt shall have documented:
  - A. Name of the purchaser
  - B. Reason for expense
  - C. Time/ Date

2. Request for reimbursement submitted later than 72 hours after return from assignment may not be approved.
3. All receipts for reimbursement shall be signed by the approving supervisor.

### *Grievance Procedure*

#### **3.11.4**

From time to time, differences may arise between employees and employers. Every attempt should be made by both to resolve these differences on an informal basis.

Pending failure of resolution on an informal basis, any grievance or dispute which may arise from employment with the agency shall be resolved in the manner following:


#### ***Step One:***

- A. The aggrieved employee shall present the grievance to the Major within three (3) working days of knowledge of the occurrence.
- B. The grievance (and all subsequent appeals) shall be in writing, and shall set forth the reasons and grounds for the grievance along with a statement of the relief sought. The Major shall attempt to adjust the matter and shall respond to the employee in writing within three (3) working days.
- C. If the grievance is with the Major, the aggrieving employee will begin the grievance procedure at Step Two.

#### ***Step Two:***

- A. If the grievance remains unresolved, it may then be presented by the aggrieved employee to the Jailer within three (3) working days after receiving the Major's written response.
- B. The Jailer shall hear both parties and shall resolve the grievances within ten (10) working days. The decision of the Jailer shall be final.

# Pulaski County Detention Center Policy and Procedure

Staff Training		
	<b>Chapter: Personnel</b>	POLICY 3.12
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Statute: KRS 441.017</b>	
	<b>Applicable Kentucky Regulation: 501 KAR 3:160</b>	
	<b>Available To: All</b>	
	<b>Review Date: 2/14/2017</b>	

**Policy:**

**3.12.0**

All members of the Pulaski County Detention Center shall be provided adequate training to afford the opportunity to receive information which will help to improve skills and effectively perform their duties. These members will receive training each subsequent year appropriate for his/her position. The training curriculum will meet the Department of Corrections standards and will be compliant to any amends. The Jailer or his/her designee shall evaluate each employee’s fitness and training to ensure satisfactory performance of duties. The Pulaski County Detention Center will provide a Corrections Training Officer (CTO) who shall maintain a formal CTO program for employee training.

**Procedure:**

*New Member Training*

**3.12.1**

All new members will receive a minimum of two hundred forty (240) hours of supervised training with a Corrections Training Officer (CTO). The training will be conducted at the Pulaski County Detention Center as well as other sites.

**3.12.2**

The training staff shall provide each new member with a copy of the Personnel Policy and applicable Policy and Procedures during initial orientation. Topics that are covered include but not limited to:

- Working conditions
- Code of Ethics
- Personnel Policy Manual

- Employees' rights and responsibilities
- Overview of the Criminal Justice System
- Staff rules and regulations
- Personnel Policies
- Programs overview
- Employee Handbook

### **3.12.3**

All new sworn and support employees, who have regular or daily inmate contact, will receive a minimum ~~sixteen~~ *twentyfour* (~~16~~*24*) hours of DOC mandated training within the first year of employment.

### **3.12.4**

All sworn staff and employees shall receive a minimum of four (4) hours of mental health training within their first ~~year~~ *thiry (30) days* of service.

### **3.12.5**

National Incident Management System (NIMS) training or equivalent will be completed within one year of hire.

### **3.12.6**

A Field Training and Evaluation Program for sworn personnel shall be established with standard evaluation guidelines and goals designed to provide a sound structure and basic foundation for the learning process. It will be carefully scrutinized on a regular basis to ensure the program is up-to-date in providing standardized training and evaluation.

### **3.12.7**

New clerical/support employees who have minimal inmate contact will receive a minimum 16 hours of training during their first ~~year~~ *thirty (30) days* of employment.

### **3.12.8**

All personnel, including contract employees, shall be trained in the following:

- Emergency preparedness plans
- Prison Rape Eliminate Act (PREA)
- Intrapersonal Communication
- Contraband

- Inmate Manipulation
- Professional Conduct

### **3.12.9**

Non-Sworn staff with minimal inmate contact shall receive a minimum of 8 hours of training during each subsequent year of employment and shall include:

- Airborne/blood borne pathogens and biohazards
- Fire and evacuation procedures
- Sexual abuse/assault awareness, prevention, response, confidentiality, and reporting procedures(PREA)

### *Annual Training*

### **3.12.10**

Sworn members shall complete a minimum of 24 hours of annual training to refine their skills. The annual refresher training may include:

- Airborne/blood borne pathogens and biohazards;
- First aid
- Cardiopulmonary Resuscitation (CPR)
- Fire and evacuation procedures
- Emergency plan and procedures
- Sexual abuse/assault awareness, prevention, response, confidentiality, and reporting procedures (PREA)
- Response to resistance
- Defensive tactics
- Weapons certification (for those authorized)

### *Firearms Training*

### **3.12.11**

Sworn staff may be instructed in the use and proper handling of firearms and must qualify on a yearly basis. The training shall be coordinated and conducted by training staff, firearms instructor, or other outside agency law enforcement member instructor certified by:

- Kentucky Department of Corrections
- Kentucky Law Enforcement Council
- Kentucky State Police

**3.12.12**

Firearms certifications shall be conducted at a firing range approved by the Jailer.

**3.12.13**

All qualified sworn members in uniform while outside of the correctional center shall carry a qualified firearm.

*Chemical Agent Training*

**3.12.14**

Sworn members will be familiarized with chemical agents and in the treatment of individuals exposed.

**3.12.15**

Training in the use of chemical agents may be provided by an outside agency skilled in such use or by the jail's training personnel.

*Taser Training*

**3.12.16**

All sworn members (as needed) shall be trained and certified by TASER International certified instructors in the use and deployment of the Taser. Exposure may be required by training staff for qualification.

*Self-defense Training*

**3.12.17**

All sworn members may receive training in self-defense tactics and disturbance control techniques.

**3.12.18**

An instructor certified in self-defense may provide training in Defensive Tactics.

*Non-Sworn Member Training*

**3.12.19**

Volunteers and program practitioners shall complete an orientation-training program annually appropriate to the nature of their assignments. The orientation of volunteers and program practitioners shall be conducted by the training staff. Training shall include:

- Emergency preparedness plans
- Prison Rape Eliminate Act (PREA)
- Intrapersonal Communication
- Contraband
- Inmate Manipulation
- Professional Conduct

*Physical Fitness*

**3.12.20**

The Jailer or his/her designee shall insure that all employees maintain a level of physical fitness that allows them to perform their assigned duties satisfactory to facility standards.

*Administrative Duties*

**3.12.21**

The facility shall maintain records and details of training and certifications of each employee in the Facility Management System.

**3.12.22**

Each deputy shall have a training file that indicates the training programs received by the deputy to include:

- Subject Matter of The Training
- Date of the Training
- Number of hours
- Proficiency scores where applicable

**3.12.23**

The training staff shall develop appropriate curriculum as well as an approved lesson-plan of each in-house training session which shall indicate the following:

- Subject Matter
- Course Objectives
- Course Content
- Handout Material
- Dates Training was Given
- Instructor of Training
- Citations of reference

**3.12.24**

Each employee shall have access to their individual training records.

**3.12.25**

The facility shall also retain as part of agency records, documentation relating to any external program an officer attends as part of continued training.

*Other Training Criteria*

**3.12.26**

No jail staff member is permitted to carry any weapon or device without proper certification and/or training.

**3.12.27**


Cardiopulmonary Resuscitation (CPR) certification shall be given by an approved instructor certified by: the American Red Cross, American Heart Association, or an equivalent nationally recognized organization.

**3.12.28**

The Jailer shall receive a minimum of forty (40) hours in service training certified by the DOC to qualify for the training expense allowance under KRS 441.017.



# Pulaski County Detention Center Policy and Procedure

Code of Ethics		
	<b>Chapter: Personnel</b>	<b>POLICY 3.13</b>
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Statute:</b>	
	<b>Applicable Kentucky Regulation: 501 KAR 3:040 E7-8</b>	
	<b>Available To: All</b>	
	<b>Review Date: 2/14/2017</b>	

**Policy:**

**Policy: Code of Ethics**

**3.13.0**

The Pulaski County Detention Center has established and maintains a Code of Ethics that promotes professionalism and integrity that governs all that fall under the bond of the Office of the Jailer. This Code of Ethics addresses expected conduct on and off-duty as it relates to staff, inmates, inmates’ families, other agencies, and the general public. The policy isn’t inclusive of all conduct that may have an adverse reflection toward the agency, but shall provide structured guidelines towards the goal of professionalism.

**General Statement:**

All members of the Pulaski County Detention Center staff shall refrain from engaging in any activities that would adversely affect the safety, security, integrity, and/or reputation of this agency or any of its members. Each member’s actions, whether official or personal, are closely scrutinized because of the nature of employment, creating a higher standard of acceptance. Therefore, each member shall be aware of their actions and the possible consequences. Each member shall be guided by this policy.

**Procedure:**

**3.13.1**

Pulaski County Detention Center members shall adhere to facility Policy and Procedures, Federal, State, Local, and all other laws applicable to the general public.

**3.13.2**

Pulaski County Detention Center members involved in legal proceedings where they are the defendants of a civil action or a legal process in which they have been served (i.e. warrant or civil summons) shall notify the Jailer or his/her designee within Three (3) working days.

**3.13.3**

Any member of Pulaski County Detention Center who willfully disobeys or disregards any direct, verbal, or written order of a supervisor shall be considered insubordinate.

**3.13.4**

In the event of a conflicting order(s), you respectfully call to the attention of the supervisor giving the last order(s) of the conflict. If the last supervisor does not change the order, it is to be obeyed and you are hereafter relieved of the responsibility for disobedience of the first order.

**3.13.5**

Supervisors shall not issue an order which would require a subordinate to commit any illegal, immoral, or unethical act(s). No personnel shall be required to follow any order which is illegal, immoral or unethical.

**3.13.6**

No member of the agency shall commit any act of conduct unbecoming of the agency. Conduct unbecoming includes but is not limited to:

- Any criminal act
- Dishonesty or improper conduct

- Failure to cooperate with Agency investigations
- Excessive Absenteeism
- Using profane language in public
- Verbal threats directed to another person
- Assault on fellow personnel
- Sexual harassment
- Association with or fraternizing with any known criminal element
- Any conduct determined by the agency to be unbecoming

### **3.13.7**

Members shall treat other members with personal respect and courtesy. Profane, demeaning, insulting, and threatening language directed toward other personnel shall not be tolerated.

### **3.13.8**

Members shall not make false accusations against other members.

### **3.13.9**

Members shall not bring any type of recording device, to include cellular phones, into secured areas of the facility, unless authorized by the Jailer or his/her designee.

### **3.13.10**

No member shall remove County property from the facility without approval.

### **3.13.11**

Dereliction of duty on the part of any member is cause for immediate disciplinary action up to and including termination. The following acts/omissions constitute dereliction of duty, but are not all inclusive:

- Serious/repeated violation of any rule, regulation, or Policy
- Failure to properly report an incident occurring within the facility
- Absence without authorized leave, including failure to report on time or leaving your post without authorization
- Failure to assist or support a fellow member
- Failure to perform duties without a valid reason
- Failure to complete and/or unauthorized absence from required training
- Displaying reluctance to properly perform assigned duties
- Acting in a manner tending to bring discredit upon the employee or the agency.
- Neglect of duty
- Sleeping on duty
- Any other conduct/act determined by the facility to be conduct unbecoming

### **3.13.12**

Members shall perform their duties in a manner which will establish and maintain the highest standards of efficiency in carrying out functions of their tasks and the objectives of the agency. The following acts/omissions constitute incompetence, but are not all inclusive:

- Lack of knowledge or application of the Policy and Procedures'
- Unwillingness or inability to perform assigned tasks
- Failure to consistently conform to agency standards
- Failure to take appropriate actions during an incident
- Repeated infractions of Policies and Procedures
- Repeated poor evaluations

### **3.13.13**

Members shall submit all necessary reports in accordance with established Policy and Procedures. Reports shall be accurate, complete, and timely. All reports shall be turned in no later than the end of the member's shift.

### **3.13.14**

Members are prohibited from involvement in the following activities with inmates, inmates' families, inmates' visitors, or friends of inmates:

- Soliciting or bartering
- Acceptance of any gift, personal favor, or loans
- Selling of any goods
- Any other activity that may have an adverse reflection on job performance or the agency

### **3.13.15**

Members shall have the responsibility to take care of the needs of inmates.

### **3.13.16**

Members shall treat inmates and visitors with respect, courtesy, and firmness. Profane, demeaning, insulting, and threatening language directed toward any inmate or persons is prohibited.

### **3.13.17**

Members are prohibited from participating in a personal relationship with any current inmate or former inmate (within 90 days) beyond what is required to perform official duties.

### **3.13.18**

Members shall not bring or permit others to bring contraband into the facility, nor may contraband be given to or made accessible to inmates.

### **3.13.19**

Members shall not grant or promise inmates special privileges or favors not available to all inmates.

### **3.13.20**

Members are not to visit, write, call or correspond through any means with any inmate housed in the Pulaski County Detention Center under any circumstance. *Any correspondence with a former or current inmate must be reported and or given to your supervisor.*

### **3.13.21**

Members shall limit visits, phone calls, and other correspondence with inmates at other facilities to immediate family.

### **3.13.22**

All members must not engage in discussions critical of or otherwise about staff or the agency with or within the presence of inmates.

### **3.13.23**

Members shall not discriminate against any inmate on the basis of race, religion, creed, gender, national origin, or any individual characteristics.

### **3.13.24**

Members shall not subject inmates to mental and/or verbal abuse.

### **3.13.25**

Members shall not inquire about, disclose, or discuss details of inmate's criminal charges other than what is necessary in performance of duty.

### **3.13.26**

Inmate visitors shall be treated respectfully and with courtesy even though firmness is sometimes required.

### **3.13.27**

Members shall avoid associations or dealings with any person or persons whom they know or should know that are involved in criminal activity,

under criminal investigation, suspected or known felons, sexual offenders, or anyone else that could reflect poorly on the agency. Exceptions may include personnel's necessary involvement to perform official duties or that that may be unavoidable due to personal relationships to the employees' immediate family members.

**3.13.28**

Members shall not enter or visit any establishment or dwelling that they know or should have known houses illegal activity except in the performance of their duty or acting under the orders of a superior officer.


**3.13.29**

Members shall maintain a working telephone and inform the agency of any telephone number change.

**3.13.30**

Any violation of the Pulaski County Detention Center Code of Ethics shall be made part of the members personnel file along with any discipline determined necessary.

# Pulaski County Detention Center Policy and Procedure

Uniform and Hygiene Regulations		
	Chapter: Personnel	POLICY 3.14
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation:	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**3.14.0**

It shall be the policy of the Pulaski County Detention Center that all members shall wear a service uniform and shall present themselves as neat and professional. All members shall adhere to this policy unless authorized an alternative uniform or otherwise directed by the Jailer or his/her designee. Apparel that detracts from your professional appearance shall not be worn with the uniform.

**Procedure:**

**3.14.1**

Full-Time Deputy Jailers and non-sworn personnel will be issued uniforms to include shirts and trousers.

**3.14.2**

Issued uniforms will be kept in a clean and serviceable condition. Requests for a replacement item of the uniform shall be made to the member’s shift supervisor if it becomes un-serviceable, too small or large, discolored, damaged or lost.

**3.14.3**

Uniforms shall be worn in a professional manner. It should be free from wrinkles and personal alterations other than made for fitting. The uniform shirt shall be tucked in at all times. Trousers shall be worn at the natural waist and altered so that they do not touch the ground at the heel. The cuff should be no longer than one break on the shoe in the front.

**3.14.4**

Deputy *short sleeve* uniforms *shirts* shall be worn with short sleeve tan t-shirt undergarment. Long sleeve black undershirts may be worn *with short or long*



*sleeve uniform shirts* during cold temperatures. No other color is permitted. Non-sworn personnel shall wear blue uniforms shirts and khaki pants.

### **3.14.5**

*Sworn and non-sworn* personnel must supply their own ~~duty~~ boots or shoes and they shall be all black, non-suede leather and Non-Steel-Toe. Non-Skid soles are required. *Solid black leather athletic shoes may be approved by a supervisor.* This procedure is to be enforced unless otherwise authorized by the Jailer or his/her designee.

### **3.14.6**

No item of clothing shall be worn with the issued uniform that is not issued or approved for wear by the Jailer or his/her designee. During inclement weather, personal jackets *or outerwear* may be worn if jackets are not supplied. *Insignia's and/or other identifying parts of the uniform should be visible when possible. Only issued caps may be worn with uniforms.*

### **3.14.7**

Nylon duty belts with keepers shall be ~~permitted~~ issued for wear with the uniform with all issued equipment.

### **3.14.8**

Members ~~shall be clean shaven~~ *may have facial hair which is no more than 1/4 inch neatly trimmed*, groomed and shall bathe regularly. Males shall maintain their hair in a neat manner and cut above the ear and off the collar. Sideburns extending below the earlobe are not permitted. Females shall wear their hair in a manner that *is safe and* professional ~~in both appearance and style. Unsecured hair may not be worn longer than 3 inches below the bottom of the collar. Longer hair may be worn in an upward sweep or bun or tied up, which conforms to the aforementioned requirements.~~

### **3.14.9**

The Pulaski County Detention Center understands employees and future employees may have tattoos. Employees obtaining tattoos are encouraged to maintain a professional level of appearance. No employee shall have an exposed tattoo which professes or displays any symbol or writing expressing hate toward any group or persons, discrimination based on race, color, religion, sex, national origin, age or disability. The Jailer shall have the right to determine if a specific tattoo is determined to be offensive and the employee will be required to cover the tattoo. Any failure to abide by this policy shall be considered insubordination.


**3.14.10**

Members shall not normally wear their uniform off-duty (only worn to and from work related duties).

**3.14.11**

Alcoholic beverages are not to be purchased or consumed while wearing any part of the issued uniform.

# Pulaski County Detention Center Policy and Procedure

Job Descriptions		
	Chapter: Personnel	POLICY 3.15
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation:	
	Available To: All	
	Review Date: 2/14/2017	

Policy:

### **3.15.0**

Job Descriptions/Classifications are listed below. Job descriptions may not include all job duties. All positions perform any other duties at the discretion of the Jailer, and other Supervisors.

## PULASKI COUNTY POSITION DESCRIPTION

Class Title: Administrative Personnel/Booking Clerk/Central Operator

General Description of Duties: Assist the Jailer and Supervisors in administrative duties.

Characteristics of The Class: Non-sworn Personnel who do not supervise or direct inmates or prisoners. Perform office or administrative duties.

Examples of Duties: Administrative personnel are also responsible for all record keeping and maintenance of inmate records, accounts payable, accounts receivable, personnel/benefits, and the commissary. They pay outgoing bills; send statements for incoming monies; do payroll; and maintain computers and office equipment. They also have responsibility for bill paying, record keeping, receivables and inventory for the commissary. Processing written/electronically submitted requests by inmates. Including, but not limited to, Grievances, phone problems, medical information, visits, charges/detainers and notarizing documents, booking in inmates and bonding out process. They are also responsible for the operation of Central Control for the control of all doors, alarms, and keys. They also perform any other non-deputy duties at the discretion of the Jailer, and Supervisors.

Required Qualifications: High School graduate or equivalent; at least 21 years of age; pass an extensive background investigation prior to hiring; possess a valid Kentucky operator's license.

Training and Experience: Must be knowledgeable in use of windows based computers, spread sheets, be courteous and able to communicate well with all types of persons and be able to perform other general office or clerical duties.

## PULASKI COUNTY POSTION DESCRIPTION

Class Title: Captain

Characteristics of The Class: Captains are sworn deputies with the power of arrest. They are responsible for the supervision, care, and control of inmates from the moment they are brought to the facility until they are released. The Captain serves under the supervision of the Major and the Jailer. The captain is actively involved with the jailer in setting policies and procedures for the operation of the jail. This position is third in command to the Jailer and acts in his capacity when both the Jailer and the Major are unavailable. The position of Captain is that of a supervisor over the Sergeants, Deputy Jailers and all non-sworn staff. Firearms are carried.

Examples of Duties: Monitoring inmates on work assignments. Monitoring employee schedules. Overseeing day-to-day duties of the Deputy Jailers. Makes administrative decisions as needed and performs other administrative functions. Booking and releasing of inmates. Helping to maintain the smooth operation of the facility. All assignments received from the Jailer or Major

Required Qualifications: High School graduate or equivalent; at least 21 years of age; have no felony convictions; pass an extensive background investigation prior to hiring; possess a valid Kentucky operator's license; be able to pass a physical for the hazardous duty retirement.

Training and Experience: Must be knowledgeable in all aspects of the jail operation, as well as jail policies and procedures, state requirements, and the court system.

Special Knowledge, Skills, and Abilities: Must be able to make decisions as needed and work with the deputy jailers and supervisors as a leader and maintain a professional position.

## PULASKI COUNTY POSITION DESCRIPTION

Class Title: Deputy Jailer (Male & Female)

Characteristics of The Class: Deputy Jailers are sworn Deputies with the power of arrest. They are responsible for the supervision, care, and control of inmates from the moment they are brought to the facility until they are released. Deputy Jailers serve under the direct supervision of the sergeant, captain, and major. Their work involves constant supervision of the inmates and the security perimeter for safety and security purposes. Firearms are carried.

Examples of Duties: Body searches (pat-down or strip); dressing out the inmates; restraining violent inmates; transporting; serving meals; passing out and collecting linens, laundry, razors, and hygiene items; emergency care as needed; maintaining pod logs. These officers are also responsible for the operation of Central Control for the control of all doors, alarms, and keys. Must be trained and certified on firearms annually, self-defense (PPCT), Taser, Pepper Spray and other areas to be determined by jail supervision.

Required Qualifications: High School graduate or equivalent; at least 21 years of age; have no felony convictions; possess a valid Kentucky operator's license; be able to pass a physical for the hazardous duty retirement. Must pass a minimum set physical agility test, health physical and an extensive background investigation prior to hiring.

Training and Experience: Knowledge of the court system helpful. Previous correctional experience beneficial. Will be trained in CPR and first aid as required by the Kentucky Department of Corrections.

Special Knowledge, Skills, and Abilities: Must be able to work with the inmates while maintaining a professional position. Must be conscientious at all times while on duty.

## PULASKI COUNTY POSITION DESCRIPTION

Class Title: Chief Deputy Jailer/Major

Characteristics of The Class: A Major is a sworn Deputy with the power to arrest. They are responsible for the supervision, care, and control of inmates from the moment they are brought to the facility until they are released. The major serves under the supervision of the Jailer. The Major is directly involved with the Jailer in setting policies and procedures for the operation of the jail. This position is first in command under the Jailer and acts in his capacity in the absence of the Jailer. The position of major is that of a supervisor over the staff. Firearms are carried when transporting.

Examples of Duties: Monitoring inmates on work assignments. Completing progress evaluations on state and federal inmates. Administrative decisions as needed. Monitoring the home incarceration program. Scheduling, developing policy, leads the recruiting and hiring process, internal investigations and helping to maintain the smooth operation of the facility.

Required Qualifications: High School graduate or equivalent; at least 21 years of age; have no felony convictions; possess a valid Kentucky operator's license; be able to pass a physical for the hazardous duty retirement.

Training and Experience: Must be knowledgeable in all aspects of the jail operation, as well as jail policies, state requirements, and the court systems.

Special Knowledge, Skills, and Abilities: Must be able to make decisions as needed and work with the Deputy Jailers and supervisors as a leader and maintain a professional position.

## PULASKI COUNTY POSITION DESCRIPTION

Class Title: Sergeant

Characteristics of The Class: Sergeants are sworn Deputies with the power to arrest. They are responsible for the supervision, care, and control of inmates from the moment they are brought to the facility until they are released. Sergeants serve under the supervision of a captain. Their work involves constant supervision of the inmates and the security perimeter for safety purposes. This is a supervisory position. Firearms are carried when transporting.

Examples of Duties: Keeping head counts. Daily logs and incident reports. Monitoring employee schedules and the activities of the inmates. The booking and releasing of inmates. Administrative decisions as needed. Overseeing the operations of the facility during their shifts. Disciplinary/Internal investigations as needed, supervision of all Deputies and non-Sworn personal in the secure area of the jail.

Required Qualifications: High School graduate or equivalent; at least 21 years of age; have no felony convictions; possess a valid Kentucky operator's license; be able to pass a physical for the hazardous duty requirement. Having served as a correctional officer could serve as a prerequisite for this position.

Training and Experience: Must knowledgeable in all aspects of the jail operation, as well as jail policies and procedures, state requirements, and the court systems.

Special Knowledge, Skills, and Abilities: Must be able to make decisions as needed and work with the correctional officers and supervisors as a leader and maintain a professional position.



## PULASKI COUNTY POSITION DESCRIPTION

Class Title: Maintenance Supervisor

Characteristics of The Class: The Maintenance Supervisor is a sworn Deputy. The Maintenance Supervisor's job classification is that of facility maintenance. The Maintenance Supervisor will be required to work within the security perimeter of the facility. The Maintenance Supervisor may be assigned inmates to a work detail with those inmates being the same community service/minimum security inmates, which are assigned to other county facility work details.

Examples of Duties: The maintenance supervisor is responsible for the inmates working under his supervision at the detention center. He is responsible for maintaining and repairing the entire security system, the heating/air conditioning equipment, boiler, electrical circuitry, lighting and plumbing. This position oversees ground upkeep and maintenance of outdoor facilities and oversees all construction or maintenance projects.

Required Qualifications: High school graduate or equivalent; at least 21 years of age; have no felony convictions; pass an extensive background investigation prior to hiring; possess a valid Kentucky operator's license.

Training and Experience: Must have experience and extensive knowledge about the maintenance and operations of a variety of equipment and be able to conduct the repairs on such. Must be able to work well as a supervisor to the inmates that assist him.

Special Knowledge, Skills and Abilities: Must be able to work well as a supervisor to the inmates that might assist him. Must be conscientious at all times while on duty. Must have the skills, abilities and initiative to repair all equipment in the facility without any direct supervision.

## PULASKI COUNTY POSITION DESCRIPTION

Class Title: Commissary Personnel

**General Description of Duties:** Sort and distribute inmate commissary purchases, maintain supplies stored in commissary room, run cleaning cart in cells daily as required.

**Characteristics of The Class:** Non-sworn Personnel who do not supervise or direct inmates or prisoners. Performs commissary and cleaning duties.

**Examples of Duties:** Inventories inmate commissary purchases; distributes commissary purchases to inmates; runs cleaning carts into cells each day as needed and performs other duties required by supervisors.

**Required Qualifications:** High School graduate or equivalent; at least 21 years of age; pass an extensive background investigation prior to hiring; possess a valid Kentucky operator's license.

**Training and Experience:** Must be knowledgeable in use of windows based computers; be courteous and able to communicate well with all types of persons and be able to perform other general office or clerical duties.

## PULASKI COUNTY POSITION DESCRIPTION

Class Title: Custodial Personnel

General Description of Duties: Cleaning and Janitorial duties throughout the jail as needed.

Characteristics of The Class: Non-sworn Personnel who do not supervise or direct inmates or prisoners. Performs custodial and janitorial duties.

Examples of Duties: Sweeping and mopping floors; removing trash/clean out trash; dusting; cleaning windows; running the cleaning cart in jail cells for cleaning.

Required Qualifications: High School graduate or equivalent; at least 21 years of age; pass an extensive background investigation prior to hiring; possess a valid Kentucky operator's license; must be able to perform physical labor associated with custodial duties.

## PULASKI COUNTY POSITION DESCRIPTION

Class Title: Mental Health Therapist/Program Coordinator

General Description of Duties: Non-Sworn position providing counseling services to inmates; provide life enriching classes to inmates; assess mental health needs, facilitate drug rehabilitation and other life development courses or programs to help prepare inmate with re-entry; to assist deputies with short term inmates who are in mental crisis; other counseling duties as needed or assigned.

Characteristics of The Class: Non-sworn Personnel who do not supervise or direct inmates or prisoners. Performs or supervises individual and group counseling and provides psychoeducational programs to inmate/prisoners as needed or required.

Examples of Duties: Perform any other non-deputy duties related to counseling or education of inmates or prisoners at the discretion of the Jailer and Major. (Searching and applying for grants, coordinating services within the community to ensure successful re-entry, public relations, and providing education to families)

Required Qualifications: Minimum requirement is a Bachelor's Degree in Mental Health or a related field; training in specific curriculums; at least 21 years of age; pass an extensive background investigation prior to hiring; possess a valid Kentucky operator's license.

Training and Experience: Must be able to provide mental health assessments and develop individualized treatment plans. Must be comfortable working with the incarcerated population and be able to identify and treat specific needs of the individual. Only practicing within the realm of licensure and treatment specialties. Case referrals and coordination are an essential component of this position.

## PULASKI COUNTY POSITION DESCRIPTION

Class Title: Mental Health Therapist/Program Assistant

General Description of Duties: Non-Sworn position providing counseling services to inmates; provide life enriching classes to inmates; assess mental health needs, facilitate drug rehabilitation and other life development courses or programs to help prepare inmate with re-entry; to assist deputies with short term inmates who are in mental crisis; other counseling duties as needed or assigned. Works under the supervision of the Mental Health Therapist/Program Coordinator.


Characteristics of The Class: Non-sworn Personnel who do not supervise or direct inmates or prisoners. Performs or supervises individual and group counseling and provides psychoeducational programs to inmate/prisoners as needed or required.

Examples of Duties: Perform any other non-deputy duties related to counseling or education of inmates or prisoners at the discretion of the Jailer and Major. (Searching and applying for grants, coordinating services within the community to ensure successful re-entry, public relations, and providing education to families)

Required Qualifications: A Bachelor's Degree in Mental Health or a related field is preferred but not required; training in specific curriculums; at least 21 years of age; pass an extensive background investigation prior to hiring; possess a valid Kentucky operator's license.

Training and Experience: Must be able to provide mental health assessments and develop individualized treatment plans. Must be comfortable working with the incarcerated population and be able to identify and treat specific needs of the individual. Only practicing within the realm of licensure and treatment specialties. Case referrals and coordination are an essential component of this position.

# Pulaski County Detention Center Policy and Procedure

Inmate Admissions		
	Chapter: Inmate Admissions and Release	POLICY 4.01
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute: KRS 441.045, 441.055	
	Applicable Kentucky Regulation: 501 KAR 3:120 E2	
	Available to: All	
	Review Date: 2/14/2017	

**Policy:**

**4.01.0**

No person shall be accepted into the custody of the facility without clear and documented authority. No persons shall be admitted or released into/from the custody of the facility unless the Law Enforcement Officer is positively identified. All inmates accepted into the facility must be deemed medically fit for incarceration.

**Procedure:**

*Legal Authority*

**4.01.1**

The booking clerk/deputy shall review the documents obtained from the escorting officer of new intakes for proper execution. Documents required shall be of the following:

- Arrest Warrant signed by a judge
- Probable Cause Affidavit
- Probation and Parole Detainer
- Court Order (written or verbal) signed by a judge
- Citation issued by arresting officer
- United States Marshals Writ or Warrant
- Jail Order of Commitment

*Identification*

**4.01.2**

If the officer is not personally known by the booking clerk or other members present, the booking clerk/deputy shall request the officer show their agency badge and Law Enforcement picture identification.

## *Refusal*

### **4.01.3**

If the escorting deputy cannot or does not produce the proper identification, the supervisor shall refuse the arrestee's admission to the facility. Arrestees may also be refused if supervisor deems the arrestee is not medically fit for incarceration. The shift supervisor may also seek the opinion of any medical staff on duty in making such decisions. The supervisor shall ~~notify a Captain, Major and/or Jailer of the incident if necessary~~ *complete a Refusal to Accept Prisoner form.*

## *Suicidal Arrestees*

### **4.01.4**

It shall be the Jails policy that arrestees making suicidal threats shall be taken into our custody and treated as per Policy & Procedure.

### **4.01.5**

Intake procedures shall be in accordance with 501 KAR 3:120 and KRS 441.045, 441.055. Intake officers shall make themselves familiar with these statutes.

### **4.01.6**

The jail management system (Jail Tracker) meets all the requirements under the Kentucky Jail Standards for inmate intake and release information. The system is used in lieu of the "Intake Form". In the event that the information may not be able to be submitted to the jail management system, the following information will be required from each inmate:

- Time and date of commitment
- Name, alias, nickname, maiden name if applicable
- Official Charge- cite 8-digit citation number
- Authority Ordering Commitment
- Unit of Government to be Billed
- Signature and title of arresting or committing officer
- Date of Birth
- Race
- Sex
- Height and Weight
- Current or Last Known Address
- Telephone Number


- Marital Status
- Religious Preference
- Spouse or Next of Kin
- Emergency Contact (name, relation, address, telephone number)
- Employer, place of employment, telephone number
- Social Security Number
- Health Status (including current medication, known allergies, diets, or other special medical needs)
- Blood Type, if known
- The name of any known person in jail whom the arrestee may have conflict with
- Mental Health History
- Any known history of sexual assaults in other facilities.

**4.01.7**

The intake form shall become a permanent part of the various inmate records maintained by the facility.



# Pulaski County Detention Center Policy and Procedure

Inmate Searches/ Property		
	Chapter: Inmate Admissions and Release	POLICY 4.02
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation:	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**4.02.0**

Any inmate being admitted or returning to the facility shall be thoroughly searched. The personal property of inmates shall be collected at intake and securely stored and handled with care to prevent loss or damage until the inmate is released.

**Procedure:**

*Confiscation*

**4.02.1**

The searching deputy shall collect all personal property from the inmate during the booking process. Items to be collected include:

- Personal Clothing
- Currency
- Belts, Ties, Hats, Jackets and Coat
- All the contents of the inmate’s pockets
- Other items not part of inmate clothing (e.g., purses, backpacks, keys, watches, jewelry)

**4.02.2**

All property collected from an inmate shall be listed on the inmate property card. Non-clothing items shall be described on the property card requiring the signature of the inmate as well as the intake deputy.

### **4.02.3**

Inmate property shall be *placed in vacuum sealed bag and* stored in the property room. The inmates and intake deputy shall sign the sealed property bag to verify contents.

### **4.02.4**

Currency shall be counted in front of the inmate and placed into the booking kiosk. The booking clerk shall then scan the receipt showing the deposited funds into the inmates file in the jail management system.

### *Permitted Property*

#### **4.02.5**

The Pulaski County Detention Center shall require confiscation of all personal property of new intakes with the exception of permitted items. That list shall include:

- Eye Glasses
- Medical Alert Jewelry.
- One plain wedding band (intact)
- Other items for medical purposes on an as needed basis

### *Excess Property*

#### **4.02.6**

Property brought into the facility that cannot be stored in the plastic property bags will be stored in the property room temporarily, labeled and entered into the jail management system. The inmate shall have 7 days in which to release said property to family or friend. Failure to do so shall result in property being disposed of or donated to charity. Excess property brought in on transports will be refused at the door and denied entry. Excess property is classified as, but not limited to, anything other than legal mail, religious material, ~~5 pictures~~, and the clothes the inmate has on the person.

### *Court Clothing*

#### **4.02.7**

Inmates scheduled for arraignment in District or Circuit Court shall be required to wear clothing provided by the facility. If an inmate is scheduled for trial, the inmate's family or attorney may bring appropriate court clothing if ordered by the court. The inmate must release the court clothing

to the custody of family or friends within 24 hours of the conclusion of the trial. Clothing left for periods longer than 24 hours may be donated to charity.

### *Third Party*

#### **4.02.8**

Personal property released to a third party must have inmate's signature of approval and the signature receipt of the third party. The third party must present an identification card. A supervisor, may release items which can be determined to belonging to the third party identified.

### *Release of Property to Law Enforcement*

#### **4.02.9**

Any agency requesting an inmate's property must have signed consent of the inmate or a court order.

### *Searches*

#### **4.02.10**

Upon entry to the facility, all inmates shall be thoroughly searched:

- All inmates shall be subject to a thorough pat-down search, full body scan and/or metal detector scan.
- All illegal substances or weapons found during the initial search shall be returned to the arresting officer if it pertains to the officer's arresting charges and the officer is present.
- Deputies conducting searches shall be of the same gender.

### *Strip Search*

#### **4.02.11**

Any inmates entering the facility or transferred from other facilities may be escorted to a private cell by a deputy of the same gender and required to remove their clothing and a strip search conducted. At no time shall a member touch the inmate during this procedure, unless to control an inmate as per the force continuum. The strip search log will be completed for each strip search conducted.

#### **4.02.12**

Members shall not conduct "Cavity Searches" by touching or probing body cavities. The member shall instruct the inmate to remove any suspected or seen items from cavity areas.

**4.02.13**

If a weapon is seen, the deputy shall immediately seize it, and not allow the inmate to touch or remove it.

*Illegal contraband and firearms*


**4.02.14**

Any contraband recovered from an inmate (other than a weapon) after the arresting officer has departed shall be considered evidence and the inmate charged with the appropriate criminal statute as necessary. The evidence shall be properly bagged in evidence bags and placed in an evidence locker as soon as possible. An incident report shall be completed by the deputy and forwarded via chain of command.

**4.02.15**

Any weapons recovered from an inmate in the facility shall immediately be made safe. The deputy shall properly bag the firearm as evidence and place the weapon in the evidence locker. An incident report shall be completed and forwarded via chain of command.

# Pulaski County Detention Center Policy and Procedure

Inmate Rules & Regulations Booklet		
	Chapter: Admissions and Release	POLICY 4.03
	Date Implemented: 1/12/2016	
	Applicable Kentucky Revised Statutes:	
	Applicable Kentucky Administrative Regulations	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**4.03.0**

Inmates shall be advised of the inmate orientation manual and its availability after the intake process and before being assigned to permanent housing. The manual is located in the housing unit terminals and tablets and outlines the inmate rules, regulations, schedules, and disciplinary procedures used in the facility.


**Procedure:**

**4.03.1**

If the inmate cannot read, assistance shall be given on a case by case basis. The manual shall include:

- Hours of rising and retirement
- Meal schedules
- Mail, phone and visitation schedules
- Commissary rules and schedules
- Work assignments
- Medical access procedures
- Rules of inmate conduct
- Disciplinary procedures
- Program information
- Procedure to register grievances

# Pulaski County Detention Center Policy and Procedure

Inmate Release		
	Chapter: Inmate Admissions and Release	POLICY 4.04
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation: KAR 501 3:120 E 3(1-3)	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**4.04.0**

No inmate shall be released or transferred to another facility unless the legality and authority of the action is clearly established and the identity of the inmate is verified.

**Procedure:**

*Examination of document*

**4.04.1**

The booking clerk or supervisor receives all orders for release from the Court. The release document should be verified by the shift supervisor and the booking clerk. If there is a question of the release orders validity, the shift supervisor shall contact the Jailer or his/her designee.

*Detainer check*

**4.04.2**

The booking clerk or supervisor shall confirm that the inmate has no detainer, holders or warrants.

**4.04.3**

If additional detainer, holder, or warrants are discovered in the case of a transfer, and there is no indication of the priority of the detainer, holder, or warrant the Jailer or his/her designee shall be immediately contacted so that the conflict may be resolved. If a detainer, holder, or warrant is discovered, the booking clerk or supervisor shall contact the agency issuing such by the quickest means possible. The inmate shall not be released from the facility until these checks have been made.

## *Release/Transfer*

### **4.04.4**

After the shift supervisor, and booking clerk have confirmed release eligibility and the inmate's identity, all facility property shall be collected from the inmate.

- In the case of a transfer, the authorized receiving authority shall be properly identified and shall sign an authorized receipt form.
- In the case of an out of state extradition, the Jailer or his/her designee shall consult with the Commonwealth Attorney.

The releasing deputy shall begin the release process and shall observe the inmate change into their personal clothing so that contraband, physical injury, or illness may be noted. If the deputy observes anything unusual, the shift supervisor shall be immediately notified. *All inmate shall be fingerprinted, for current charges, prior to their release (per KRS 441.046.*


## *Inmate Property*

### **4.04.5**

The releasing deputy shall obtain the personal property from the property room and conduct an inventory of the inmate's personal affects.

- The inmate shall sign the property form and acknowledge the receipt of all their property. In the event that the inmate refuses to sign the form, a second deputy shall sign as a verifier.
- If the inmate is being transferred to another facility and is expected to return within 24 hours, the inmate will not receive their personal property or money.
- All claims regarding errors in the return of property shall be directed to the Jailer or his/her designee.
- Any property left after the release of an inmate shall be picked up by a family member designated by the inmate within 45 days of the release. If the property is not picked up within this time frame it shall be considered abandoned and will be disposed of.

# Pulaski County Detention Center Policy and Procedure

Inmate Fees and Obligations		
	Chapter: Inmate Admissions and Release	POLICY 4.05
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute: KRS 441.265 (1-3)	
	Applicable Kentucky Regulation:	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**4.05.0**

It is the policy of the Pulaski County Detention Center to seek reimbursement for housing, booking, and applicable medical fees as outlined in KRS 441.265. The agency may permit payment of these fees through a negotiated reimbursement.

**Procedure:**

*Medical/Dental Expenses*

**4.05.1**

All medical, pharmaceutical, and dental co-pays, incurred as a result of services provided, shall be accessed to the inmate’s trust account.

*Refusal of treatment*

**4.05.2**

An inmate may refuse medical treatment, unless that treatment is determined by medical personnel, that lack of treatment will be detrimental to the inmate’s health, the health of other inmates, or the security and daily operation of the facility. Implied consent of treatment shall be determined for any inmate with mental disabilities, loss of consciousness or court order.

*Indigent Inmates*

**4.05.3**

All inmates shall be provided necessary medical treatment regardless of the inmate’s ability to pay.



*Negotiated Reimbursement*

**4.05.4**

Upon release, an inmate may choose to participate in a negotiated reimbursement of all fees and expenses incurred during their tenure of incarceration.

*Negative Inmate Account Balance*

**4.05.5**

In the event of a negative account balance, funds shall be deducted when deposits are made to the inmate's account. This negative balance shall carry over indefinitely in the case of future incarceration.

*Contract with Outside Agencies*

**4.05.6**


The Fiscal Court, upon the advice of the Jailer, may contract with one (1) or more agencies or private vendors to perform billing or collection of outstanding balances.

*Civil Remedies*

**4.05.7**

Within twelve (12) months of the inmate's release from confinement, the County Attorney, Jailer, or Jailer's designee may file a civil action to seek reimbursement from any persons having a negative balance in their inmate fund for services and fees billed through the authority of KRS 441.265, and a negotiated reimbursement was refused, or defaulted upon.

# Pulaski County Detention Center Policy and Procedure

Classification		
	<b>Chapter: Classification</b>	<b>POLICY 5.01</b>
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Statute:</b>	
	<b>Applicable Kentucky Regulation: 501 KAR 3:110 E1 (1-5)</b>	
	<b>Available To: All</b>	
	<b>Review Date: 2/14/2017</b>	

**Policy:**

**5.01.0**

Inmates shall be classified during the initial booking process for the safety and security of the facility. Inmates will be housed and administratively segregated by classification to the extent of which the physical plant allows. The classification process shall not discriminate by race, color, creed, or national origin.

**Procedure:**

**5.01.1**

Prior to giving a housing assignment, the shift supervisor shall review the admission records and facility records of prior stays concerning the following information:

- Sex
- Age
- Charge
- Housing Status (Sentenced, Non-Sentenced, Agency level, Work Release)
- History of violent or disruptive behavior
- Evidence of mental or physical handicap
- Evidence of disease
- Evidence of suicide attempts
- Law Enforcement Officer
- Celebrity
- Conflicts of any type

## *Classification*

### **5.01.2**

During the initial booking process, a supervisor or booking clerk shall obtain all necessary information and place into the Jail Management System for the purpose of classification to be used by the shift supervisor. This information may include but is not limited to:

- Male/ Female/Cross-gender
- Age
- Violent History
- Housing Status
- Special Problems
- Flight Risk
- Trustee
- Red Dot
- Conflict

## *High Risk Classification*

### **5.01.3**

Any inmate deemed to be a flight risk, has committed or threatened a violent act against a deputy or other officer, serious assault of another inmate, a death row inmate, or any other inmate deemed to be a security risk, shall be assigned High Risk status. High Risk inmates shall:

- Be administratively segregated if deemed needed
- Be escorted by two (2) Deputies during movement
- Be cuffed with hands behind the back during movement.
- Must be shackled and belly chained (if applicable) during transports.
- Must remain in their housing area unless at recreation or for medical purposes.
- Deputies must call out movement of a High-Risk inmate over the radio.

High Risk status may be assigned by any deputy with the approval of the shift supervisor. An inmate other than death row inmates may be removed from High Risk status by order of the Jailer, Major or a Captain.

*Classification Changes*

**5.01.4**

An inmate’s classification may be modified to reflect changes of the inmate’s status, including but not limited to:

- Court appearance by the inmate
- Disciplinary hearing action
- Re-evaluation of the inmate’s physical, emotional, or mental condition.

*Suicide Risk*

**5.01.5**

Inmates that make suicidal statements or suicidal threats to staff shall be placed on suicide watch. The inmate shall immediately be restrained by placing handcuffs on him/her and the shift supervisor shall be notified. Upon arrival, the shift supervisor shall determine where the inmate should be housed. Initially, all suicidal inmates shall be considered a high or critical risk suicide threat. The suicide risk level cannot be lowered or removed except by a qualified mental health professional (QMHP). At the request of the shift supervisor, medical personnel shall immediately contact the Crisis Suicide Prevention Line. Once the QMHP has evaluated the inmate, the levels may be reduced or raised accordingly. A fifteen (15) minute status check shall be performed for high and critical risk inmates for the duration of the watch.

**Levels of Risk**

	<b>CRITICAL</b>	<b>HIGH</b>	<b>MODERATE</b>	<b>LOW</b>
<b>HOUSING</b>	<i>Restrained/ Restraint Chair</i>	<i>Safe cell/ Single Cell</i>	<i>General Population</i>	<i>General Population</i>
<b>OBSERVATION</b>	<i>Constant/15 Minute Status Check</i>	<i>15 minute Status Check</i>	<i>Individualized Observation</i>	<i>Normal</i>
<b>PROPERTY</b>	<i>None</i>	<i>Suicide Blanket /None</i>	<i>Any</i>	<i>Any</i>
<b>DRESS</b>	<i>Suicide Smock</i>	<i>Suicide Smock</i>	<i>Jump Suit</i>	<i>Jump Suit</i>
<b>FOOD</b>	<i>Finger</i>	<i>Finger</i>	<i>Regular</i>	<i>Regular</i>

*Disciplinary Segregation*

**5.01.6**

Inmates may be separated from the general population while serving a violation of the Inmate Code of Conduct.

*Administrative Segregation*

**5.01.7**

Administrative segregation shall be employed to separate inmates from the general population that:

- Cannot adjust to the general population
- Pose serious threats to themselves, other, or the security of the facility
- Have a valid need for protection from other inmates
- Has a communicable disease
- Persons charged with an infamous crime
- Witnesses
- Law enforcement

**5.01.8**

The decision to house an inmate in administrative segregation shall be made by the shift supervisor using, but not limited, to the following criteria;

- A request for segregation by the inmate.
- Disruptive or potentially violent inmates or behavior that causes the Officer to believe that removal from the general population is needed for the inmate's welfare, the welfare of other inmates, or the safety and security of the facility.
- Continued complaints from general population
- Need for protection (Sex Offenders)
- Recommendations from the defense or prosecuting attorney or Judge

**5.01.9**

Inmates that have requested administrative segregation may request to be transferred back into the general population.

*Records*

**5.01.10**

Inmates moved to or out of administrative segregation shall be recorded in the Jail Management System.

*Segregation review*

**5.01.11**


Segregation review shall be reviewed on a case by case basis as needed.

*Detoxification Area*

**5.01.12**

There shall be an area provided to separate intoxicated inmates from the general population. All intoxicated inmate's status will be visually checked to establish life and well-being at approximately 20 minute intervals and the check recorded.

# Pulaski County Detention Center Policy and Procedure

Housing Assignments		
	Chapter: Classification	POLICY 5.02
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation: 501 KAR 3:10 E1 (2)	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**5.02.0**

Housing at the facility shall conform to the established classification system for reasons of consistency, fairness, security and safety.

**Procedure:**

*Separation*

**5.02.1**

The classification system separates the following categories of inmates;

- Male and female inmates
- Mental detainees
- Violent inmates
- Law Enforcement
- Protective Custody

*Housing Assignments*

**5.02.2**

Inmates will be assigned housing as follows given consideration to factors such as: inmate population and physical plant factoring.

- *Adult Males Maximum Security*- All inmates with violent Felony charges or those with a propensity for violence, Sexual Offenders (Segregated), Mentally Disabled, Inmates serving facility discipline administratively segregated inmates and High Risk Inmates.
- *Adult Males Medium Security* –All inmates with non-violent Felony charges, Misdemeanor charges, and/or Traffic Misdemeanors. In the

case of Minimum Security overcrowding, any non-violent inmates in need of housing.

- *Adult Males Minimum Security* – All inmates sentenced to serve “County Time” of 365 days or less, Trustees and inmates with Misdemeanor traffic charges, physical disabilities awaiting trial.
- *Adult Females Maximum Security* - All inmates with violent Felony charges or those with a propensity for violence, Sexual Offenders (Segregated), Mentally Disabled, Inmates serving facility discipline administratively segregated inmates, High Risk Inmates.
- *Adult Females Medium Security* - All inmates with non-violent Felony charges, Misdemeanor charges, Traffic Misdemeanors. In the case of Maximum Security overcrowding, any non-violent inmates in need of housing
- *Adult Female Minimum Security* - All inmates sentenced to serve “County Time” of 365 days or less, Trustees and inmates with Misdemeanor traffic charges, physical disabilities awaiting trial

*Work release and community service inmates*

### **5.02.3**


These inmates shall be housed in Restricted Custody Center (C-POD).

No inmate will be released for work to anyone with any of the following:

- Current Criminal Charges
- Any Felony Convictions
- Any Misdemeanor Criminal charges in the past ten (10) years
- Any DUI related offense in the past eight (8) years



# Pulaski County Detention Center Policy and Procedure

Observation/ Surveillance		
	Chapter: Facility Security	POLICY 6.01
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation: 501 KAR 3:060 E 2 (1-3)	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**6.01.0**

All sworn members shall remain diligent in observing the inmates in their charge providing proper care, custody, and control to ensure the security of the facility, safety of staff, and inmates.

**Procedure:**

*Regular Observation*

**6.01.1**

Deputies shall conduct irregular visual checks of each inmate in their area of responsibility to ensure health, safety, and wellbeing. The irregular intervals shall not exceed one (1) hour and shall be recorded.

*Special Observation*

**6.01.2**


Inmates housed in administrative segregation, temporary holding areas, mental inquest detainees, suicidal detainees, and high medical observation areas shall be observed on an irregular basis at intervals of approximately 15 minutes to ensure health, safety, and wellbeing. Deputies shall record each observation.

*Video Monitoring*

**6.01.3**

When available, video monitoring shall be used to observe areas of circulation, sally ports, perimeter security, points of egress, living areas, and common areas, *or any other area as directed by the Jailer.*

# Pulaski County Detention Center Policy and Procedure

Facility Inmate Counts		
	Chapter: Facility Security	POLICY 6.02
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation:	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**6.02.0**

To ensure proper inmate accountability, deputies shall conduct frequent and accurate inmate counts.

**Procedure:**

*Headcounts*

**6.02.1**

A physical facility head count shall be completed by the assigned deputies in their designated housing areas. The facility count shall be verified and validated by the shift supervisor following the process. The headcount shall be recorded into the Jail Management System.

*Inmate Count Frequency*

**6.02.2**

The facility shall have a minimum of three (3) documented counts every 24 hour period. Additional headcounts may be executed at the direction of the shift supervisor.

*Headcount Discrepancy*

**6.02.3**


If the physical inmate count does not agree with the recorded facility count, a recount shall immediately be performed. A review of inmate movement, intakes, and releases shall also be completed. If a recount is performed and the count does not agree, the Jailer and his/her designee shall immediately be contacted. Any necessary action will be at the instruction of the Jailer or his/her designee.

*Records*

**6.02.4**

All inmate movement to and from each housing unit shall be documented in the Jail Management System.

# Pulaski County Detention Center Policy and Procedure

Security Procedures		
	<b>Chapter: Facility Security</b>	POLICY 6.03
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Statute:</b>	
	<b>Applicable Kentucky Regulation: 501 KAR 3:060 E3</b>	
	<b>Available To: Personnel</b>	
	<b>Review Date: 2/14/2017</b>	

**Policy:**

**6.03.0**

Deputies shall remain diligent in their duties during their shift, constantly remaining alert, noting and correcting any issues. Deputies shall use all legal means for maintaining the safety and security of the facility, staff, and inmates.

**Procedure**

*Inmate Housing Area Searches*

**6.03.1**

The shift supervisor shall ensure that area searches are being conducted on an irregular basis by housing deputies. Random inmate housing area searches shall be made on a minimum of once per week or whenever reason exists to believe that contraband has been introduced into the facility, or safety and security may become compromised.

**6.03.2**

All contraband collected shall be properly disposed of or placed into evidence. Inmate disciplinary procedures may be initiated for contraband violations at the discretion of the deputies. An incident report shall be made when inmate disciplinary actions have been taken or major contraband discovered.

*Inspections*

**6.03.3**

The Jailer or his/her designee shall conduct weekly inspections of all security and safety equipment. The equipment inspected shall include:

- Locks
- Cell doors, cell areas, and the security perimeter
- Video and monitoring devices
- First aid kits
- Fire extinguishers and hoses
- Smoke detectors and fire alarms
- Window castings and bars
- Emergency communications equipment
- Emergency electrical generator and systems

*Storage*

**6.03.4**

All hazardous or potentially dangerous materials, substances, tools and supplies shall be properly secured outside the security perimeter of the housing areas.

*Usage*

**6.03.5**

All hazardous or potentially dangerous materials, tools and supplies shall be used by trustees under the direct supervision of a deputy.

*Trustee Searches*

**6.03.6**

All work release inmates and trustees conducting work outside of the facility shall be strip searched upon returning to the housing area.

*Restrictions*

**6.03.7**

Inmates shall never be permitted to assist in or perform security duties, nor shall an inmate be assigned to a position of authority over another inmate or staff member.

*Secure Passages*

**6.03.8**


All doors shall remain closed and secured at all times. At no time may any security doors be propped open or left unsecured.

*Inmate Movement*

**6.03.9**

Inmates shall not be permitted to move within the facility without escort by a deputy or direct observation.

# Pulaski County Detention Center Policy and Procedure

Lethal/ Non-Lethal Weapons		
	Chapter: Facility Security	POLICY 6.04
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation: 501 KAR 3:060 E3	
	Available To: Personnel	
	Review Date: 2/14/2017	

**Policy:**

**6.04.0**

To insure safety, no potentially lethal weapon shall be possessed within the secure area of the facility. In the event of extreme circumstances, the use of lethal weapons may only be utilized at the direction of the Jailer or his/her designee.

**Procedure:**

**6.04.1**

Any potentially lethal weapon possessed by deputies entering the secure area of the facility shall be properly stored in the designated weapons safe supplied by the agency prior to entry. A notice shall be conspicuously posted at all points of entry to the secure area of the facility notifying that it is illegal to possess a weapon inside the facility with directions to the weapons storage device.

**6.04.2**

All lethal weapons not assigned to a sworn deputy shall be stored in a weapons safe located in the non-secure area. All non-lethal control devices shall be stored in a secure manner as designated by the Jailer or his/her designee.

**6.04.3**

These items shall be logged in and out, and inventoried by weapons instructors on a regular basis. Irregularities shall be reported to the Jailer via the chain of command.

#### **6.04.4 Carrying of handguns on and off duty**


*All sworn personnel are required to carry a firearm while on duty and/or in uniform while they are away from the Detention Center. No firearms will be carried inside the secure area of the Detention Center unless specifically authorized by the Jailer per Kentucky Revised Statute.*

*All sworn personnel, while carrying a firearm off duty, shall wear/keep the firearm concealed. Public display of a weapon while not in uniform will not be permitted so as to not cause annoyance or alarm to the public.*

*Your peace officer status under USC Title 18 Sec. 926B gives you authority to carry concealed weapons so you do not expose yourself as a target but allows you to protect yourself first and the general public second.*



# Pulaski County Detention Center Policy and Procedure

Response to Resistance		
	Chapter: Facility Security	POLICY 6.05
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute: KRS 503	
	Applicable Kentucky Regulation:	
	Available To: Personnel	
	Review Date: 2/14/2017	

**Policy:**

**6.05.0**

Sworn deputies may use only that amount of force which is reasonably necessary to affect lawful objectives. Deputies shall become familiar with the Use of Force Continuum. Deputies shall be trained utilizing the response to resistance policy as set forth in this directive prior to being authorized to carry a lethal weapon, less than lethal weapon, or physically engage an inmate.

**Procedure:**

*Physical Force*

**6.05.1**

The use of physical force by a deputy is justifiable when he or she:

- Believes that such force is necessary to make an arrest, control an inmate, or insure compliance of a lawful order.
- Acts in a manner to prevent injury or death to himself, a co-worker, a member of the public, the subject, or another inmate.

*Deadly Force*

**6.05.2**

The use of deadly force, by a deputy while acting as a peace officer, is justifiable only when lower levels of force are deemed ineffective:

- The arrest or control is for a felony involving the use of or threatened use of physical force likely to cause death or serious physical injury
- The deputy believes that the person on whom force is to be used is likely to endanger the life of another person unless stopped without delay.

- Deadly physical force, by a deputy may be necessary to prevent the escape of a person from jail.

**The Kentucky revised statutes state the following regarding use of force:**

**KRS 503.090 Use of physical force in law enforcement.**

(1) The use of physical force by a defendant upon another person is justifiable when the defendant, acting under official authority, is making or assisting in making an arrest, and he:

- (a) Believes that such force is necessary to affect the arrest;
- (b) Makes known the purpose of the arrest or believes that it is otherwise known or cannot reasonably be made known to the person to be arrested;
- (c) Believes the arrest to be lawful.

(2) The use of deadly physical force by a defendant upon another person is justifiable under subsection (1) only when:

- (a) The defendant, in effecting the arrest, is authorized to act as a peace officer; and
- (b) The arrest is for a felony involving the use or threatened use of physical force likely to cause death or serious physical injury; and
- (c) The defendant believes that the person to be arrested is likely to endanger human life unless apprehended without delay.


(3) The use of physical force, including deadly physical force, by a defendant upon another person is justifiable when the defendant is preventing the escape of an arrested person and when the force could justifiably have been used to effect the arrest under which the person is in custody, except that a guard or other person authorized to act as a peace officer is justified in using any force, including deadly force, which he believes to be necessary to prevent the escape of a person from jail, prison, or other institution for the detention of persons charged with or convicted of a crime.

**6.05.3**

*Any employee using physical force or deadly physical force shall complete a Use of Force Form before the end of their assigned duty shift. The Use of Force Form will then be forwarded to the on duty supervisor for review and then to command staff.*

# Pulaski County Detention Center

## Policy and Procedure

Inmate Transports		
	Chapter: Facility Security	POLICY
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation: 501 KAR 3:060 3. (11)	
	Available To: Personnel	
	Review Date: 2/14/2017	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 40%;"><b>6.06</b></div> </div>		

**Policy:**

**6.06.0**

When transporting inmates outside of the facility, custody, security of the inmate, and the safety of the public is paramount.

**Procedure:**

*Restraints*

**6.06.1**

The transportation deputy(s) shall secure the inmate maintaining proper custody and control. Necessary restraints shall be utilized while inmates are outside of the secure facility. The only exception to this procedure is if the inmate is pregnant then the use of leg shackles shall not be applied.

**6.06.2**

The transportation deputy(*s*) assigned to the transport shall be responsible for the following:

- Notifying any deputies assigned to the detail
- Information of any and all inmate charges/ history for the purpose of security.
- Any and all inmates leaving from or returning to the facility.
- Property belonging to the inmate(s)
- Mechanical Restraints
- Obtaining and securing vehicle(s) to be used
- Proper documentation of transport
- Radio and/ or cellular phone
- Medication for inmates
- Body Receipts
- Money and/ or credit cards to be used on the detail
- Miscellaneous receipt (fuel, money, etc.)

### **6.06.3**

The transportation deputy(s) shall be responsible for any and all decisions made on the transport detail unless the supervisor has otherwise addressed any issues. *A minimum of Two (2) deputies should be used for all transports when manpower allows.*

### **6.06.4**

Inmates will only be unsecured as needed by the attending physician. The deputy shall not lose direct sight of the inmate while outside of the vehicle. An inmate requiring use of restroom facilities shall be permitted to do so at the deputy's discretion and only after the area the inmate is required to use is checked for weapons or hazardous contraband. If possible, the deputy will accompany the inmate while he/she uses the facility.

### **6.06.5**

At no time is the inmate permitted to have or meet visitors unless permitted by the Jailer, nor are they to converse with citizens while in public.

### **6.06.6**

All inmates are to be secured by a properly functioning seat belt on all transports (including work release inmates moving to and from their work assignment or any other movement in a vehicle).

### *Documents*

### **6.06.7**

The transportation deputy(s) shall insure that all applicable forms and court orders are valid, and positively identify the inmate being transported. All transportation of inmates shall be documented in the central control log.

### *Search*

### **6.06.8**

All inmates shall be searched before leaving the facility. Before conducting a transport of any type, the deputy shall inspect the vehicle for maintenance problems, and report them to the shift supervisor. Before and after every transport, the deputy shall conduct a visual search of the exterior of the vehicle, and a physical search of the interior, looking for contraband or other unauthorized items.

*Emergency Transport*

**6.06.9**

While transporting or escorting an inmate (In the instance of an EMS transport to the emergency room) from the facility, a qualified deputy shall be armed with an agency issued firearm or authorized personnel firearm. In the instance of an EMS transport, the deputy will escort the inmate in the ambulance. Cooperative inmates shall be secured by handcuffing one wrist to the bed or gurney while in transport and at the emergency room or when confined to the hospital if possible.

**6.06.10**

In the event of a transport to the emergency room, the escorting deputy(s) shall notify the shift supervisor promptly when the status (admission) of the inmate is determined by hospital staff.

*Federal Inmates*

**6.06.11**

Federal Inmates are to be transported with a minimum of two (2) deputies.

**6.06.12**

Federal Inmates shall not be transported unless a writ is provided or otherwise permitted by the United States Marshal Service except in the case of a medical emergency.

*Combative or High Risk Inmates*

**6.06.13**

High Risk or Combative inmates shall be secured, while on transport, with a minimum of handcuffs and leg irons at all times, other than during meals.

**6.06.14**

During meals, the deputy shall permit the inmate to free one hand to feed them self, and then the hand must be re-secured when they finish. Combative inmates may be further restrained by hospital restraints.

**6.06.15**


All combative or high risk inmates shall be escorted by two (2) or more deputies.

*Special Situations*

**6.06.16**

In the event that the transportation vehicle becomes inoperable during the transport, the deputy will notify the shift supervisor immediately via cell phone. If no cell phone service is available, the deputy shall attempt to have a passing motorist notify local authorities to assist him/her. Under no circumstances is the vehicle and inmate(s) to be left without supervision.

# Pulaski County Detention Center Policy and Procedure

Restraints		
	Chapter: Facility Security	POLICY 6.07
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation: 501 KAR 3:060 E 3. (12,13)	
	Available To: Personnel	
	Review Date: 2/14/2017	

**Policy:**

**6.07.0**

The use of restraining devices shall never be used for punishment. Retraining devices should only be used for the security of the facility, control of an inmate, prevention of escape, protection of the inmate from self-injury or injuring others. In no instance shall an inmate placed in physical restraints be left unattended.

**Procedure:**

*Restraints*

**6.07.1**

Restraints shall be applied to an inmate(s) consistent with training provided by the agency. Restraints shall not be applied in such a manner as to intentionally injure the inmate(s).

*Handcuffs and Leg Irons will not be applied over any clothing. Think, metal to skin. Staff should always position themselves to the side of the inmate in a modified T-Stance, remaining focused. Keep in mind, staff are always vulnerable and should never let their guard down. When an inmate is handcuffed inside the secure facility, he/she shall place their hands behind their back, palms out. The staff member shall apply the handcuffs with the keyways facing out, toward the staff member.*

*Staff shall always double lock any restraints utilized.*

*For outside escorts, i.e., medical trips, Federal Court, inmates will be restrained utilizing the Black/Blue box, Handcuffs, Belly (Martin) Chain, Leg Irons and a Padlock. Specifically, instruct the inmate to extend his/her arms in front of them, with their palms facing each. Apply the handcuffs*

*with keyways facing in toward the inmate and double lock. Apply the black/blue box. Apply the belly chain by ensuring it is above the hips, but below the bellybutton of the inmate. A good method of gauging proper tightness is to make snug, then back off one link. Run the eyelet of the chain through the slot of the black/blue box. Bring the excess chain up beside the box, back over the top of the box, down through the eyelet and along the side of the inmate. Padlock to the side of the inmate. NEVER padlock in front where the inmate could manipulate the lock. Have the inmate sit in a restraint chair, and apply the leg irons with the key ways facing down, then double lock. Removal of restraints shall be conducted in reverse order of the application.*

### **6.07.2**

Inmates placed in restraints shall be consistently observed to insure health and wellbeing.

#### *Documentation*

### **6.07.3**

In the event any inmate, is placed into restraints or the restraint chair, to control the inmate, an incident report shall be written before the end of the deputy's shift. Additionally, a use of force report shall be made *if force was used to apply the restraints*. The use of restraints on an inmate shall not be considered a response to resistance in itself.


#### *Medical*

### **6.07.4**

No inmate shall remain in restraints for more than two (2) hours without an examination by competent medical personnel. The shift supervisor shall insure that inmates in restraints are checked approximately every 15 minutes to insure proper circulation and make sure the restraints do not interfere with the inmate's breathing. In addition, all inmates shall be checked by the medical department after release from the restraints



# Pulaski County Detention Center Policy and Procedure

Key Control		
	Chapter: Facility Security	POLICY 6.08
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation: 501KAR 3:060 E3 (14)	
	Available To: Personnel	
	Review Date: 2/14/2017	

**Policy:**

**6.08.0**

Key control is vital to the security of the facility. At no time shall an inmate be allowed to possess any type of facility key. Key control within the facility shall be the responsibility the shift supervisor.

**Procedure:**

**6.08.1**

Inmates shall never be in possession of facility keys, or vehicle keys.

**6.08.2**

All keys for locks within the facility shall be secured and inaccessible to unauthorized persons.

**6.08.3**

All keys issued shall be returned at the end of the deputy’s shift.

**6.08.4**

One complete set of keys shall be maintained and secured at the following location:

- Somerset Police Department

**6.08.5**

All locks on exterior doors or gates shall be keyed differently from interior locks.


**6.08.6**

Medication keys shall be maintained by the medical staff or the shift supervisor at all times.

**6.08.7**

A key tracking system shall be established and maintained in accordance to the Kentucky Department of Corrections requirements.

# Pulaski County Detention Center Policy and Procedure

Security Procedures		
	Chapter: Facility Security	POLICY 6.09
	Date Implemented: 2/14/17	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation:	
	Available To: Personnel	
	Review Date:	

**Policy:**

**6.09.0**

It is the policy of the Pulaski County Detention Center to provide written Guidelines in the use and application of the SOTER RS Body Scanner. This policy outlines responsibilities and describes the requirements and implementation of the radiation safety program for the use of Limited-use and General-use Personnel Security Screening Systems.

The Body Scanner will be utilized at intake for all inmates that enter the Pulaski County Detention Center or leave the facility and return (i.e. court, medical appointment, hospital, etc). The Body Scanner will also be utilized for all offenders that enter the Pulaski County Detention Center Restricted Custody Center. The Body Scanner may be utilized to search staff or contractors on a random basis or if there is reasonable suspicion they are bringing in contraband into the secure facility. Prior approval to scan staff or contractors must be given by the on-duty supervisor or higher ranking staff.

**Procedure:**

**6.09.1 Definitions**

ALARA – As Low as Reasonably Achievable. Economic and social factors shall be taken into account.

Bystander - Any person other than the individual being screened who is not directly associated with operation of the system.

Effective Dose - Sum of the tissue-weighted equivalent doses in all the tissues and organs of the body.

General-use system (Screening Mode) - A personnel screening system that delivers a reference effective dose equal to or less than 0.25  $\mu\text{Sv}$  (25  $\mu\text{rem}$ ) per screening as defined in this standard. Given proper justification and certain restrictions, general - use systems may be operated without specific controls that would limit the number of individuals scanned or the number of scans per individual in a year.

Inspection Zone - A well-defined (demarcated by tape, paint, rope barrier, etc.) area around the personnel security screening system where no one but the individual being scanned is authorized during the operation of the device. Purpose of the zone is radiation exposure control.

Limited-use system (Scanning Mode) - A personnel screening system that is capable of delivering a reference effective dose greater than 0.25  $\mu\text{Sv}$  (25  $\mu\text{rem}$ ) per screening but shall not exceed a reference effective dose of 10  $\mu\text{Sv}$  (1 mrem) per screening as defined in this standard. Limited-use systems require additional controls and documentation to ensure that annual individual dose limits are not exceeded.

Operating institution (also institution, user, end user) - A Government or private organization that controls the deployment of screening systems at one or more facilities.

Operator - Any employee associated with the operation of the system whose responsibilities include at least one of the following: initiating or stopping the scan, verifying the system is operating correctly, providing information and instructions to the screened individuals, and controlling access to the inspection zone. This does not include other employees, such as individuals who may be remotely viewing the image results but are not directly responsible for the other functions.

Personnel security screening system - A system designed for the detection of contraband and weapons concealed on or inside a person (in the body of this standard also referred to as “screening system” or “system”).

Scan - The operation necessary to produce one image (e.g., front view) from one radiation source. In some cases, several scans may be required for a single screening of the subject.

## **6.09.2**

### **Responsibilities**

1. The Pulaski County Jailer will:
  - a. Make the ultimate decision to use security-screening systems and be ultimately responsible for radiation safety.
  - b. Designate an individual responsible for radiation safety. This individual must have training and experience commensurate with the scope of the radiation safety program.
  - c. Designate authority to approve and manage the day-to-day use of the system.
  
2. The individual responsible for radiation safety will:
  - a. Formulate, implement, and exercise staff supervision over the radiation safety program.
  - b. Formulate, implement and supervise an active, documented program to keep ionizing radiation doses to levels that are ALARA.
  - c. Advise and assist the agency management and personnel in all matters regarding radiation safety.
  - d. Review current and proposed uses of the system for compliance with applicable regulatory requirements and guidance.
  - e. Ensure radiation safety considerations are incorporated into system operating procedures.
  - f. Review and approve the location/relocation of security screening systems to ensure compliance with radiation safety criteria and manufacturer's recommendations/specifications. Other individuals may need to review and approve the location/relocation of security screening systems to ensure compliance with other safety/engineering requirements (e.g., floor loading, electrical, and/or operational process).
  - g. Ensure that radiation safety surveys are performed in areas around security screening systems at least annually.

- h. Ensure surveys are performed with appropriately calibrated equipment and documented accordingly.
  - i. Ensure that dosimeters, if issued, are used, collected and processed properly.
  - j. Maintain an inventory of radiation producing devices.
  - k. Maintain radiation safety records in accordance with applicable federal regulations and agency policies.
  - l. Ensure initial and annual (refresher) radiation safety training is provided to system operators and other personnel.
  - m. Coordinate investigations of radiation safety related system defects, damage, malfunctions, and violations of radiation safety procedures.
  - n. Immediately terminate any unsafe activity involving personnel security screening systems.
  - o. Ensure that the radiation safety program is reviewed at least annually. This review will ensure that the program is adequate to ensure the safety of personnel and that the program is being followed. At least once every three years, an external qualified expert will perform this review.
3. Operators will:
- a. Follow all applicable procedures, regulations, and training.
  - b. Immediately report any unsafe situation, damage to or malfunction of the security screening system, violation of regulations or radiation safety procedures to their supervisor and/or the individual responsible for radiation safety.
  - c. Ensure only trained and authorized personnel operate the security screening systems.
  - d. Maintain system use and maintenance log(s) as described in section A.2.k and update as appropriate.
4. Other staff will:
- a. Follow all applicable Policies and Procedures.
  - b. Immediately report any unsafe situation, damage to or malfunction of the security screening system, violation of regulations or radiation safety procedures to their supervisor and/or the individual responsible for radiation safety.

### **6.09.3**

#### **Equipment Life Cycle Management**

##### 1. Licensing/Regulations

- a. The Kentucky Cabinet for Families and Health requires that all radiation emitting machines be registered. This registration ensures that each x-ray tube and the facility in which it is used are registered with the State. Registration is required before operating any radiation machine or modifying any facility in which an x- ray machine is to be used for dental and medical diagnosis and therapy, industrial, scientific or veterinary purposes.
- b. The Pulaski County Detention Center will follow all county rules with regards to property inventories and the numbering.
- c. Installation:
  - (1) Security screening systems shall be installed in accordance with the manufacturer's installation instructions. Only properly trained individuals will install security-screening systems.
  - (2) From a radiation safety standpoint, security-screening systems must be installed in locations that are as far as reasonably possible from routinely occupied areas, subject to the operational requirements. Consideration must also be given to the direction of the x-ray beam relative to occupied areas, traffic flow, the number of scans per day, the effective dose per scan, and locations of existing walls or structures that can provide shielding.
  - (3) During installation, the area for the Inspection Zone for the system shall be determined, documented and clearly delineated.
- d. Maintenance.
  - (1) Qualified personnel will perform all maintenance. Maintenance records will be maintained in accordance with section A.2.k of this policy
  - (2) Routine Preventive Maintenance. Preventive maintenance will be performed in accordance with the manufacturer's recommended maintenance

schedule.

- (3) Non-Routine Maintenance. Provisions must be made when purchasing a system for the possibility of repairs outside of the recommended preventive maintenance schedule.

e. Relocation/Transfer

- (1) Security screening systems will not be relocated without appropriate approval from the Pulaski County Jailer. Many factors, such as radiation safety, electrical safety, traffic flow, floor loading, etc., need to be considered when relocating a security screening system.
- (2) Security screening systems will not be transferred to another organization without appropriate approval.
- (3) Any relocation or transfer will require registration with the Kentucky Cabinet for Families and Health.

f. Disposal.

- (1) The disposal of x-ray systems will be coordinated with the Pulaski County Haz-Mat Team to ensure proper disposal of all hazardous materials, such as cooling oil and lead shielding.
- (2) The Pulaski County Detention Center must notify the Kentucky Cabinet for Families and Health in writing when they no longer own the x-ray unit and provide documentation from a registered service company that the radiation machine has been rendered inoperable, removed, or sold.

#### **6.09.4 Training**

1. Each operator will be provided with training on the operation and use of the security screening system(s). At a minimum, this training will include pre-operational checks, operation of the system, subject positioning, interpretation of images, procedures to be followed if the system is damaged or malfunctions, and practical operational experience. Periodic updates will be provided as the security screening systems or relevant threats change.
2. Each individual associated with the operation of the security screening system will be provided Radiation Safety Training prior



to performing security-screening operations. At a minimum, this training will include the following:

- a. The types of radiation
  - b. Sources and magnitudes of typical exposures
  - c. Radiation units
  - d. Concept of time, distance, and shielding
  - e. Concept of ALARA
  - f. Biological effects
  - g. Radiation risk
  - h. Basic risk communication concepts
3. Other individuals who work near the security screening system, but are not directly associated with its operation will be provided with basic radiation awareness training.

This will be a simplified version of the radiation safety training discussed above and include information pertinent to the system around which they will be working.

#### **6.09.05 Surveys**

1. A formal radiation survey by a qualified expert is required upon installation and at least once every twelve months.
2. The survey will verify the effective dose per scan, radiation leakage, the adequacy of the inspection zone and other parameters specified by the manufacturer

#### **6.09.06 Pre-scan**

1. Pre-operational Checks
  - a. Before operating the System, walk around the system to perform a visual inspection. Check on these items: (ODSNA-UM Sec 6) (1) The emergency buttons (E-Stop) on the X-ray unit and the console are released.
  - b. There are no obstacles around the platform.
  - c. The cables on the unit are not bent or broken.
2. Notification and Communication Plan
  - a. Each individual screened will be provided with information

regarding the security screening process. The Information on Security Screening will be given to each person screened. At a minimum, this information will include the following:

- (1) The system emits radiation.
  - (2) The dose per scan from the system and the number of scans that would result in an effective dose of 25 mrem.
  - (3) Comparisons of the dose to other common exposures (such as natural background radiation).
- b. All inmates/offenders will be prescreened utilizing the SOTOR Prescreening Form. This form will be signed and dated by the inmate/offender.
  - c. If the inmate has additional questions, an Inmate Request Slip can be sent to the Radiation Safety Officer.
3. Security/Access
- All access to the Body Scanner will be through the utilization of a username and password. This username and password will be issued by the Scanner Administrator or designee.
4. System damage or malfunction
- a. In the event of damage to the system or a system malfunction, the system will be removed from service until appropriate maintenance or repair personnel have corrected the problem. In no case, will damaged or malfunctioning equipment be used for security screening.
  - b. Any damage or malfunction will be documented on an Incident Report and forwarded to the Radiation Safety Officer.

#### **6.09.07 Scanning Procedures**

1. All inmates/offenders are subject to SOTOR Prescreening Questionnaire prior to the utilization of the body scanner.
2. Gender
  - a. If possible, all body scans will be conducted by an officer of the same sex as the inmate/offender being scanned.
  - b. If possible, all cross-gender inmates/offenders will be scanned by the sex that the inmate/offender feels most comfortable with.
  - c. In the event that an officer of the same sex as the person being scanned is not available, a scan will be conducted by a person of the opposite sex.
3. The following are prohibited from being scanned
  - a. Inmates/Offenders utilizing a wheel chair will not be scanned with the SOTER Body Scanner and will be subject to alternate search procedures.
  - b. If a pregnancy is confirmed for a committed inmate, the inmate will not be scanned with the SOTER Body Scanner for the duration of her pregnancy and will be subject to all other search procedures as it relates to policy x-xxx (Searches and Shakedowns).
  - c. Inmates/Offenders who state they have recently undergone chemotherapy/radiation therapy will be subject to verification of such status by the Medical Unit.
  - d. Inmates/Offenders with a pacemaker will not be scanned with the SOTER Body Scanner and will be subject to alternate search procedures.
  - e. Juveniles shall not be scanned for any reason
4. The inmate/offender shall remove all items from his/her pockets prior to the scan.
5. The inmate/offender will be pat searched and will then be instructed by the scan operator on the proper manner to enter the body scanner.
6. Jackets and/or any other outer clothing will remain on the

offender/inmate while they are scanned.

7. The inmate/offender will be instructed to stand on the platform and place each foot on the footprints.
8. The inmate/offender will be instructed to stand still while the body scanner platform moves them through the scanning process. The scan takes approximately seven (7) seconds.
9. The operator will not make any suggestive or inappropriate statements concerning medical conditions or physical attributes of the person being scanned.
10. The images generated by the Body Scanner may only be viewed by the operator unless the person scanned is believed to be in possession of contraband or a supervisor request the review of the scan.
11. In the event that an inmate/offender may be concealing contraband, the shift supervisor will be contacted immediately:
  - a. If the person scanned is a new arrestee, the arresting agency will secure the contraband, or if the contraband is internal, the detainee will be refused and the arresting officer will depart with the offender to the hospital. A hospital release will be required to accept this offender. A refusal to be treated at the hospital does not constitute a medical release.
  - b. If the person being scanned is a committed inmate, the Deputy will maintain contraband/evidence in his/her possession until advised to do otherwise by the Supervisor.
  - c. An Incident Report and a Chain of Custody Form shall be completed by the deputy.
12. *Employees may be required to submit at random or for cause to a body scan when requested by a supervisor. The general public entering the secure area of the Detention Center may also be required to submit to a body scan when requested by Detention Center Personnel.*

**6.09.08 Refusals to be Scanned**

1. Offenders/Inmates that refuse to be scanned will be placed in a Holding Cell with the water turned off.
2. Inmates will be processed and will have no contact with inmates that have been scanned.
3. Offenders/Inmates placed in the Holding Cell will be afforded the opportunity to have the water turned on every two hours.

**6.09.09 Positive Scans**

1. Positive Scans on staff or contractors:
  - a. The Corrections Bureau Chief or the Assistant Corrections Bureau Chief will be notified immediately of all positive scans on staff or contractors. The Corrections Bureau Chief or the Assistant Corrections Bureau Chief will decide the next course of action.
2. Positive Scans on inmates:
  - a. If the contraband is internal on a Central Booking Offender the arresting agency will be advised immediately, the detainee will be refused and the arresting officer will depart with the offender to the hospital.
  - b. If the contraband is external on a Central Booking Offender the arresting officer will be advised to take control of the contraband from the offender.
  - c. If the contraband is internal on a committed inmate:
    - (1) A supervisor will be advised immediately.
    - (2) Medical Staff will be advised immediately and recommend course of action.
  - d. If the contraband is external on a committed inmate, the scanning officer will search the inmate per policy X-XXX (Searches and Shakedown). All contraband found will be secured and an Incident Report (form No) and a Chain of Custody Form (form No) will be completed.

3. **Images**
- a. All images will be stored on the SOTER RS Scanner computer.
  - b. Images showing no contraband will be deleted from the computer.
  - c. In the event contraband is found, a printed copy of the scan will be attached to the Incident Report (form No). Only a system administrator may copy and print a scan image. The Incident Report will state the scan number assigned by the SOTER RS, description and location of the contraband on the body, and the operators' name.
  - d. If an image is attached to an incident report, a copy of the image will be sent to the Administrator for archiving.


4. **Recordkeeping**

- a. Use and Maintenance Logs
  - 1. Records of upgrades, modifications, maintenance and repair will be maintained for the life of the system by the Commander of Accreditation.
- b. Survey Records
  - 1. Records of radiation surveys will be maintained for the life of the systems by the Commander of Accreditation. Survey records will include the following:
    - (aa) System make, model, serial number, and location
    - (bb) Surveyor
    - (cc) Survey date
    - (dd) Instrumentation make, model, serial number, and calibration dates.
    - (ee) Results of visual inspection of system safety features
    - (ff) Background measurements
    - (gg) Survey measurements
    - (hh) Survey diagram
  - (ii) System parameters at which measurements were

made

- c. Training Records
  - 1. Records of training will be maintained that contain the date of training, an outline of the training, and the names of those in attendance.
  
- d. Scanned individuals
  - 1. For individuals who could receive radiation doses approaching 0.25 mSv (25 mrem) in a year, such as employees or frequent visitors, records will be maintained to demonstrate that the administrative control of 0.25 mSv (25 mrem) in a year is not exceeded. These records will include the following:
    - (aa) The maximum estimated effective dose per scan or the actual effective dose per scan, if known.
    - (bb) The number of times and dates when the individual was scanned.
    - (cc) The cumulative effective dose to the individual over the past 12 months.

# Pulaski County Detention Center Policy and Procedure

Fire Plan		
	Chapter: Safety and Emergency Procedures	POLICY 7.01
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statue:	
	Applicable Kentucky Regulation: 501KAR3:070 E1. (1) A-F	
	Available To: Personnel	
	Review Date: 2/14/2017	

**Policy:**

**7.01.0**

Pulaski County Detention Center shall have an emergency fire plan. The Detention Center Staff shall make every effort to prevent the occurrence of fires in the facility through proper supervision of inmates and control of flammable materials in all areas of the facility. In the event of a fire, the primary objective shall be the protection of lives of inmates, staff, and visitors.

**Procedure:**

*Prevention*

**7.01.1**

The Jailer or his/her designee shall be responsible for:

- Insuring that all fire detection and alarm equipment is tested on an annual basis and inspected on a monthly basis
- Insuring that a floor plan outlining evacuation routes and location of firefighting equipment is kept current and posted

**7.01.2**

Deputies shall enforce the following rules:

- Trash is disposed of on a daily basis
- No hoarding or excessive storing of paper products or other flammable materials
- Other fire hazards are addressed with concern.



*Fire Plan*

**7.01.3**

The Jailer or his/her designee shall work with local fire officials to develop an evacuation plan, which shall be posted within the facility.

**7.01.4**

The Training Staff shall insure fire safety briefings are completed quarterly and documented in the Jail Management System.

**7.01.5**

The evacuation plan shall be included in training exercises and the training manual along with the fire plan.

*Fire Zones*

**7.01.6**

The facility shall be divided into fire zones with the assistance of local fire officials for ease in locating a fire and simplifying evacuation.

*Discovery*

**7.01.7**

If a fire of a serious nature or of major proportions should occur, the staff member who first detects the fire shall immediately notify Central Control by the most expedient means of communication available, (i.e., radio, telephone, intercom, or runner) to notify 911.

**7.01.8**

The discovering member shall report any pertinent information relating to the fire:

- The location of the fire.
- The discovering member's name.
- The methods by which the affected main control center can maintain communications with the affected housing area (i.e. radio, telephone).

*Notification*

**7.01.9**

The shift supervisor shall be immediately notified of any fire emergency.

**7.01.10**

If a second party other than facility personnel is notified of a fire emergency, the notified member shall first investigate the notice for accuracy before following through the fire procedure.

**7.01.11**

The Shift Supervisor shall be responsible for:

- Notifying all facility personnel of a fire and the fire zone
- Contacting Pulaski County 911 and request back-up as needed
- Notify upper command staff

*Response*

**7.01.12**

Deputies shall remove all inmates within the affected fire zone and escort them to the appropriate evacuation areas.

**7.01.13**

All other deputies shall secure inmates in their cells in unaffected areas, escort visitors out of the building, and then proceed to the affected fire zone for assistance.

**7.01.14**


The ranking deputy on scene shall be responsible for directing and coordinating the efforts with outside law enforcement agencies until the Jailer or his/her designee arrives on scene.

**7.01.15**

All injured persons (members and inmates) shall receive immediate medical attention by members of the medical staff. If additional medical treatment is deemed necessary, the injured person(s) will be immediately transported to the nearest hospital. If the individual being transported is an inmate he/she will be escorted by sworn staff as per Policy and Procedure 6.06.

# Pulaski County Detention Center

## Policy and Procedure

Escape Plan		
	Chapter: Safety and Emergency Procedures	POLICY 7.02
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation: 501 KAR 3:070 E (2) A	
	Available To: Personnel	
	Review Date: 2/14/2017	

**Policy:**

**7.02.0**

In the event custody of an inmate is breached, all deputies and personnel shall use the highest priority to apprehend the escapee.

**Procedure:**

*Discovery*

**7.02.1**

The Deputy shall upon discovering the escape or escape attempt:

- Notify the Supervisor and Central Control; provide name and last known location
- Circumstances surrounding escape, how accomplished, etc.
- If known, direction of travel, location or route followed, and if in pursuit
- Establish area as a crime scene
- Allow only authorized personnel in the area

**7.02.2**

Central Control personnel shall:

- Start a hand-written board count, by cell, showing number of inmates present, those out of the housing area, where they are and organize movement count areas
- Maintain control room log, showing time notified of escape, all notifications and everyone entering and leaving area.
- Turn off inmate phones
- Have movement sheet and housing area count available to the Shift Supervisor and floor staff

### **7.02.3**

The Supervisor shall:

- Respond to the area calling for additional staff members to assist
- Lock the facility down and initiate a head count and secure the facility of all non-essential personnel
- Confirm the escape and notify the Captain
- Confirm the inmate's identification
- Enter inmates escape status in Jailtracker
- Assign additional staff to
  - Control room
  - Lock-down and head count
  - Crime scene preservation

### **7.02.4**

After scene has been cleared, the supervisor shall:

- Release crime scene deputy
- Release non-essential personnel to return to their post
- If damaged, place the area off-line until repaired by facility maintenance
- Debrief staff, have those involved complete reports
- Review, sign and forward reports to the Jailer or his/her designee with crime scene log and photos placed into evidence.

### *Notification*

### **7.02.5**


The Captain shall notify the:

- Major
- The Kentucky State Police or Local Law Enforcement
- Print photographs of the inmate
- If federal prisoner, contact U.S. Marshal's Office, FBI Office
- Contact local law enforcement agencies at the direction of the Jailer.
- The Department of Corrections shall be notified by telephone of the incident immediately and a written Extra-Ordinary Report of the incident shall be submitted within 48 hours.
- Activate VINE through use of the Emergency Override Line

### **7.02.6**

Residents of the immediate area shall be notified by local law enforcement and by local area road check points, if necessary.

# Pulaski County Detention Center Policy and Procedure

Hostage Situations		
	Chapter: Safety and Emergency Procedure	POLICY 7.03
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation: 501KAR 3:070 E1 (2) B	
	Available To: Personnel	
	Review Date: 2/14/2017	

**Policy:**

**7.03.0**

In the event an inmate, visitor or staff member is taken hostage, protection of the hostage, prevention of escape, and preservation of life shall become the primary objective.

**Procedure:**

*Isolation of Area*

**7.03.1**

Deputy Jailers shall immediately isolate the area in which the hostage is being held to prevent other inmates from joining the abductor and to prevent the abductor from leaving the area.

*Notification*

**7.03.2**

All Deputy Jailers at the facility will be notified of the hostage situation and location. Command Staff shall be notified as soon as possible.

*Negotiator*

**7.03.3**

The Jailer or next available ranking officer shall appoint a negotiator. The negotiator shall:

- Make every effort to facilitate a peaceful and uneventful resolution to the situation.
- Be provided with all files, records, background, and history of the abductor.
- Not allow the perpetrator to leave the facility.
- Note the demands of the perpetrator.

*Response to Resistance*

**7.03.4**

Only the amount of force necessary to prevent the abductor from escaping or causing serious bodily injury or death to the hostage, staff member, member of the public, or other inmates shall be used.

*Weapons*

**7.03.5**


No firearms shall be introduced into the facility unless authorized by the jailer or his/her designee.

*Reports*

**7.03.6**

Deputy Jailers involved in the hostage situation shall submit a report before leaving the shift.

# Pulaski County Detention Center Policy and Procedure

Riot Situations		
	<b>Chapter: Safety an Emergency Procedures</b>	POLICY 7.04
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Standards:</b>	
	<b>Applicable Kentucky Regulations:</b>	
	<b>AVAILABLE TO: Personnel</b>	
	<b>LAST REVIEWED: 2/14/2017</b>	

**Policy:**

**7.04.0**

In the event of a riot situation, procedures to bring rioting inmates and the area they possess under control will be activated. The minimum amount of force necessary to maintain safety, security, and preservation of life will be utilized.

**Procedure:**

*Isolation of Area*

**7.04.1**

Deputy Jailers shall isolate the area of the rioters and lock up inmates not involved in a confinement area outside the isolation perimeter.

*Hostages*

**7.04.2**

If hostages are involved, please refer to P&P 7.03.

*Notification*

**7.04.3**

As soon as the situation permits, upper command staff shall be notified of the situation. The ranking member of the command staff will decide on the manpower necessary to quell the riot and request necessary assistance.

*Action*

**7.04.4**

The Jailer or his/her designee shall decide on the appropriate action to take against the rioters.

*After-Care*

**7.04.5**

After the situation has been subdued, the Jailer or his/her designee shall:

- Insure injuries to staff and inmates are treated
- Identify and isolate rioters from general population
- Assess the damage, Photograph (if needed), and provide the appropriate maintenance measures.
- Restore normal operations to the facility.

*Weapons*

**7.04.6**

No firearm shall be introduced into the facility unless authorized by the Jailer or his/her designee.


*Investigations*

**7.04.7**

A thorough investigation into the incident shall be completed to document the initial cause of the situation, as well as appropriate response during the event.



# Pulaski County Detention Center Policy and Procedure

Mass Illness		
	<b>Chapter: Safety and Emergency Procedures</b>	<b>POLICY 7.05</b>
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Standard:</b>	
	<b>Applicable Kentucky Regulation: 501KAR3:070 E 1(2)(D)</b>	
	<b>Available To: Personnel</b>	
	<b>Review Date: 2/14/2017</b>	

**Policy:**

**7.05.0**

In the event of mass illness, the Jailer or his/her designee shall insure that all inmates are examined and treated. Every effort shall be made to discover the initial source of contamination and necessary measures implemented to prevent further illness.

**Procedure:**

*Medical*

**7.05.1**

All inmates affected shall be examined and treated by the facility's designated medical personnel.

*Contamination*

**7.05.2**

All contaminated substances and/or material shall be preserved for analysis by the Pulaski County Health Department or Center for Disease Control.

*Notification*

**7.05.3**

The Jailer and his/her designee shall notify the Pulaski County Health Department and supply them with the information pertinent to the incident.

*Health Regulation*

**7.05.4**


All local, state, and federal health and sanitation regulations will be complied with.

*After-Care*

**7.05.5**

The Jailer or his/her designee will insure that any conditions or procedures which would contribute to avoiding further occurrences or are ordered by health officials, are fully complied with.

# Pulaski County Detention Center Policy and Procedure

Mass Arrest		
	Chapter: Safety and Emergency Procedures	POLICY 7.06
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation: 501KAR 3:070 E1. (2) (E)	
	Available To: Personnel	
	Review Date: 2/14/2017	

**Policy:**

**7.06.0**

In the event that a significant number of persons requiring detention as a result of a mass arrest, safety and secure housing shall be the main priority of Pulaski County Detention Center.

**Procedure:**

**7.06.1**

Upon being notified of a mass arrest, the receiving member shall notify the command staff.

**7.06.2**

The ranking officer shall implement the following procedures as needed:

- Coordinate with the presiding judge to establish a special advisory court if deemed necessary.
- Assign deputies to secure additional housing
- Set up an alternate intake site in the vicinity of the alternate booking area.
- Establish additional perimeter patrols to control points of egress.
- Assess staffing levels and determine what additional personnel requirements are necessary.


- Establish an area for initial telephone calls.
- Establish an attorney interview area.
- Establish adequate equipment and supplies for care of detainees.

*Food Services*

**7.06.3**

Upon notification, the Food Services Manager will assess present supply levels and initiate stockpiling of additional material if needed.

# Pulaski County Detention Center Policy and Procedure

<b>Natural Disaster/Mass Movement</b>		
	<b>Chapter: Safety and Emergency Procedures</b>	<b>POLICY 7.07</b>
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Statute:</b>	
	<b>Applicable Kentucky Regulation: 501KAR 3:070 E1 (2)(F)</b>	
	<b>Available To: Personnel</b>	
	<b>Review Date: 2/14/2017</b>	

**Policy:**

**7.07.0**

A written evacuation plan is provided for use in the event of a natural disaster. The purpose of this directive is to establish guidelines for prompt, orderly, and the secure evacuation of the facility, in case of an emergency with consideration of the lives at stake.

**Procedure:**

*Decision*

**7.07.1**

The decision to proceed with evacuations will be made by the Jailer. In the event the Jailer may not be able to make the decision, the ranking officer available is entrusted with this decision.

*Evacuation*

**7.07.2**

When an evacuation is imminent, all supervisors will proceed as follows:

- Report to the Jailer or designee immediately, for instructions.
- Supervisors will complete assignments given by the Jailer or designee as rapidly as possible.
- Supervisors will keep the Jailer or designee informed at all times of the progress of each detail assigned.
- Supervisors will notify the Jailer immediately when all assigned tasks have been completed.

*Pre-Evacuation Procedures*

**7.07.3**

The Chief Judge, in consultation with the Jailer or designee, shall be contacted for permission to release certain inmates from custody. The decision to proceed with inmate releases will be made by the Jailer or his/her designee.

**7.07.4**

Inmates shall be released in the following stages:

- Work Release Inmates
- Designated county sentenced inmates.
- D.O.C. sentenced and federal inmates will be shipped to their respective facilities.
- Designated non-sentenced misdemeanors.
- Designated non-violent felons.

*Officer Responsibilities*

**7.07.5**

All personnel are responsible for maintaining a current phone number for the Alert Roster at all times.

**7.07.6**

It will be the responsibility of all personnel, when alerted, to know exactly when and where to report. All personnel should make arrangements for the safety and security of their home and family prior to any emergency or extended absence. The facility is not designated as a civilian shelter.

**7.07.7**

All personnel have a responsibility to respond when called, regardless of duty status at the time (vacations etc.). Approval for absence from an alert notification can only be obtained from the staff member's on-duty shift supervisor. If prevented from reaching the facility by weather, flooding, etc., immediate contact should be made with the shift supervisor or designee if possible.

*Records*

**7.07.8**

At the point when all inmates have been evacuated and secured, personnel, if not exposed to hazards or dangers, shall remove jail records, weapons, valuable inmate property, medication, food, and linens from the facility.

*Damage Assessment and Repair*

**7.07.9**

The Jailer or his/her designee shall inspect the facility following the natural disaster and shall obtain a professional consultation in an effort to return the facility to habitation.

*Alternative Confinement*


**7.07.10**

The Jailer or his/her designee shall determine in advance, as part of the natural disaster plan, which facilities shall be utilized for confinement of inmates should the Pulaski County Detention Center be inhabitable for more than twenty-four (24) hours.

**7.07.11**

The Pulaski County Detention Center shall enter into a reciprocating agreement with other county Jailers that agree to provide additional housing for the Pulaski County Detention Center in the event of a natural disaster, mass arrest, and/or any other emergency situation.

# *Pulaski County Detention Center Policy and Procedure*

<b><i>Corrections Emergency Response Team (C.E.R.T.)</i></b>		
	<i>Chapter: Safety and Emergency Procedures</i>	<b><i>POLICY 7.08</i></b>
	<i>Date Implemented: 2/1/2018</i>	
	<i>Applicable Kentucky Statute: KRS 503.090</i>	
	<i>Applicable Kentucky Regulation: 501 KAR 3:060</i>	
	<i>Available To: Personnel</i>	
	<i>Review Date:</i>	

***Policy:***

**7.06.0**

*In the event that an inmate or other persons within the Pulaski County Detention Center create a disturbance to the order inside the facility or threat to other inmates, employees, visitors, any other persons at the facility the C.E.R.T. may be activated to de-escalate or resolve any disturbance or actions which threaten the security or integratory of the facility and its operation. Activation of C.E.R.T. shall only be made by the Jailer, Command Staff or a supervisor on duty.*

***Definitions:***

***Corrections Emergency Response Team “C.E.R.T. means a specially designated group of staff members who are organized, trained, and equipped to assist in handling certain types of emergency situations at Correctional Institutions.***

***Emergency situation’s means hostage taking, serious Inmate disorder, riot, and other situations that a show of force or the application of force may help resolve the situation in a manner deemed favorable to the facility.***



***Procedure:***

**7.08.1**

*The CERT shall be staffed, organized, and equipped to restore and maintain order if an event occurs which seriously threatens or disrupts the safe and orderly operations of an institution or facility.*

**7.08.2**

*The CERT does not eliminate the possible need for use of local Police, Sheriff, State Police, or National Guard.*

**7.08.3**

*Establishment of CERT*

- 1. Each member shall be a full time Deputy, completed their six (6) month probationary period, and meet the training requirements established by this facility.*
- 2. CERT team shall consist of at least five (5) members. One (1) being a leader and the only person giving commands and directions.
  - a. In case the designated leader is not present, then the next senior officer on the team, is to assume role of Team Leader.**
- 3. In case the CERT team is called upon, by a supervisor, for a situation unresolved by other means, then the CERT leader is in command the situation or event, even over a deputy of higher rank or seniority.
  - a. In case the designated leader is not present, the next senior CERT officer assumes command, even over a deputy of higher rank or seniority.*
  - b. If there is a situation of conflict of interest by the CERT leader, then that person is to relinquish role of leader.*
  - c. If there is a decision of no confidence made by the Jailer or their designate, then the leader is to be replaced by the**

*next senior CERT officer to assume the role.*

4. *If a situation is still not resolved by CERT, then it is the decision of the Jailer or his/her designee, to call upon other institutions or agencies to assist.*
  - a. *Other institutions shall abide by the Policy and Procedures of this facility.*
  - b. *Agencies such as police and National Guard, if called, shall take command of the situation and CERT shall assist as directed or needed.*
  
5. *If the CERT team or any of its members should be called to help another facility or institution, then the assisting member or members shall conduct themselves as representing this facility.*
  - a. *Members of this facility, if assisting another facility or agency, shall follow the orders of their designated leader, and follow the policy and procedures of that facility or agency.*
  
6. *CERT team and members shall always abide by policies, procedures and use of force continuum of any facility or institution on whose grounds they are on, including this facility.*

#### **7.08.4**

##### *Clothing and Equipment (Individual)*

1. *CERT shall wear the assigned uniform of PCDC while at the facility or at other facilities or institutions.*
  
2. *CERT can wear utility belts in situation's to carry certain equipment or items needed.*
  
3. *CERT can wear just the undershirt while in gear or something black if long sleeves is needed due to weather conditions.*

4. *CERT members shall be issued the following items:*
  - a. *One (1) riot helmet.*
  - b. *One (1) pair of goggles.*
  - c. *One (1) pair of gloves*
  - d. *One (1) upper body protection system.*
  - e. *One (1) set of forearm protectors.*
  - f. *One (1) set of shin protectors.*
  - g. *One (1) gas mask.*
  - h. *One (1) gas mask pouch.*
  - i. *One (1) equipment bag*

### **7.08.5**

#### *Team Equipment and Weapons*

1. *CERT team shall be equipped to operate under any weather and atmospheric conditions likely to be encountered within the state.*
2. *Equipment may be borrowed from the military, state, or local law enforcement and can be maintained or borrowed as needed as long as the intended users are certified or authorized to use such equipment or weapons while following facility policy and procedures and use of force.*
3. *Team equipment shall be checked prior to and after use and maintained as needed to ensure optimal use and minimize malfunctions.*
4. *Each member shall be qualified to use anything used by the team which may include training as needed.*


### **7.08.6**

#### *Training*

1. *CERT members shall be trained by certified instructors of the required skill or weapon use in order to be effective team members.*

2. *Members can and may be required to travel for specific training.*
3. *The CERT team itself shall meet at least once a month to review, practice, or plan for situations. Sometimes more than once a month as needed.*
4. *Training shall include instructions in fundamentals of riot control, disturbance suppression, and action taken in emergency situations.*

# Pulaski County Detention Center Policy and Procedure

HealthCare / Medical Emergencies		
	Chapter: <b>Medical Services</b>	Policy 8.01
	Date Implemented: <b>1/12/2016</b>	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation: <b>501 KAR 3:090</b>	
	Available To: <b>All</b>	
	Review Date: <b>2/14/2017</b>	

**Policy:**

**8.01.0**

Inmates shall be provided medical care consistent with the requirements of the Kentucky Jail Standards. Medical care at the facility shall be given by the medical provider contracted by the Jail. Inmate medical care needs that are not within the capabilities of the in-house medical staff may require the services of outside medical personnel and facilities.

**Procedure:**

*Medical Emergencies*

**8.01.1**

Agency staff shall be provided training in recognition of serious medical conditions and appropriate procedures to utilize in the event of a medical emergency.

**8.01.2**

In the event a facility staff member becomes aware of a medical emergency, they shall notify the in-house medical staff to respond immediately. After notifying medical staff the officer shall act in an assist capacity.

**8.01.3**

Medical personnel shall respond to all facility medical emergencies.

**8.01.4**

In the event that a medical emergency occurs when in-house medical staff is not available, members shall have 911 notified and act within their training capabilities to provide necessary medical services until qualified medical personnel arrive.

**8.01.5**

Medical personnel may authorize non-emergency or emergency transportation to the hospital in conjunction with EMS. All medical transports shall be made in accordance with Policy and Procedure 6.06.

**8.01.6**

Medical protocol sheets shall be posted in the medical office.

**8.01.7**


Medical staff shall deliver services as required by law, and shall not be restricted by the Jailer in the performance of their duties except to adhere to facility security requirements.

*Medication Pass*

**8.01.8**

Medical staff shall be escorted by sworn personnel during medication pass to insure security and safety of medical personnel. Officers shall visually inspect the inmate's mouth to ensure proper use of the medication.

# Pulaski County Detention Center Policy and Procedure

<b>Inmate Health Screening</b>		
	<b>Chapter:</b> Medical Services	POLICY 8.02
	<b>Date Implemented:</b> 1/12/2016	
	<b>Applicable Kentucky Statute:</b>	
	<b>Applicable Kentucky Regulations:</b> 501 KAR 3:090	
	<b>Available To:</b> All	
	<b>Review Date:</b> 2/14/2017	

**Policy:**

**8.02.0**

Upon the intake of an inmate, prior to classification and assignment of long term housing, a medical screening interview shall be conducted.

**Procedure:**

*Screening*

**8.02.1**

All inmates shall be interviewed and screened during the booking process. Personnel shall screen inmates and record:


- Current illness and health conditions
- Medications taken by the inmate
- Special health requirements
- Behavioral observation, state of consciousness
- Level of intoxication (If any)
- Condition of skin, to include rashes and infestations
- Dental conditions.
- If they are a victim of facility rape

*Records*

**8.02.2**

Medical records shall be stored for 10 years after the inmate is released. Inmate health records shall be updated and reopened upon an inmate being re-incarcerated.

# Pulaski County Detention Center Policy and Procedure

Medical Access		
	Chapter: Medical Services	POLICY 8.03
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation: 501KAR 3:090 E1 (10, 15,16,18)	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**8.03.0**

It is the Policy of the Pulaski County Detention Center that any inmate shall have the opportunity to submit medical correspondence each day for review by qualified medical personnel to insure appropriate medical attention.

**Procedure:**

*Notification of Access*

**8.03.1**

At the time of admission during the screening process, personnel shall inform each inmate of the procedures for obtaining medical care. A signature from the inmate shall be required to confirm an understanding of this process.

*Requests*

**8.03.2**

Inmate request for medical attention shall be submitted on the in-cell kiosk for timely review by medical personnel.

*Sick Call*

**8.03.3**


A Sick Call response shall be conducted by the medical staff per policies of the Department of Corrections and in compliance with applicable laws and regulations.

**8.03.4**

Deputy Jailers shall escort inmates to the medical exam area and remain present during all interactions between inmates and medical staff.



# Pulaski County Detention Center Policy and Procedure

Food Service Provider		
	Chapter: Food Services	POLICY 9.01
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation: 501KAR 3:100 E	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**9.01.0**

To maintain the health of the inmates, foods served in the facility shall be of the highest quality and the greatest variety possible within budgetary constraints. Food shall not be withheld as punishment.

**Procedure:**

**9.01.1**

The contracted food supplier shall provide inmates within the facility with three (3) meals per day, as per Kentucky Jail Standards.

*Nutrition*

**9.01.2**

Inmates shall receive a diet consisting of a minimum of 2,800 calories per day. Meals shall be palatable and served at the proper temperature.

*Schedule*

**9.01.3**

Inmates shall receive three (3) meals per day, one (1) of which shall be hot. No more than 14 hours shall elapse between meals. The meal schedule is served as follows:

- Breakfast..... 6:00 AM
- Lunch ..... 11:00 AM
- Dinner ..... 4:00PM

*Special Diets*

**9.01.4**

Special diets for health purposes may be authorized by the medical staff/ command staff.

*Religious Diets*

**9.01.5**

Special diets shall be provided where reasonably possible when inmate's religious beliefs require adherence to dietary requirements. Provisions shall be made for such special diets as approved after consultation with a certified dietician or other religious authority.

*Hygiene*

**9.01.6**

All trustees assigned to food preparation may be screened by medical staff to ensure that are in good health. This applies to contracted kitchen staff as well.

*Inmate refusal*

**9.01.7**

Inmates may accept or refuse meals offered to them. This may be deemed as a suicidal attempt at the discretion of the shift supervisor.

*Security*

**9.01.8**

The contracted kitchen personnel shall ensure that all utensils are accounted for after every meal preparation.

*Storage and food handling*

**9.01.9**

The facility shall maintain a sanitary and temperature controlled storage area for all food. Food shall not be prepared or stored in the inmate living areas.

*Inspection*

**9.01.10**


Deputies shall inspect each meal for proper preparation time, quality, quantity, and temperature.

*Procedure*

**9.01.11**

Each inmate shall receive a meal in a timely manner in accordance to the schedule and headcount.

# Pulaski County Detention Center Policy and Procedure

Sanitation		
	<b>Chapter: Environmental Conditions</b>	POLICY 10.01
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Statute: 441.012</b>	
	<b>Applicable Kentucky Regulation: 501KAR 3:080 1 (1,2,3,4,8,9)</b>	
	<b>Available To: All</b>	
	<b>Review Date: 2/14/2017</b>	

**Policy:**

**10.01.0**

It is the policy of the Pulaski County Detention Center to provide a clean and healthy environment for inmates and staff. The Jailer or his/her designee shall insure that the facility be equipped and maintained in a sanitary manner.

**Procedure:**

*Pest Control*

**10.01.1**

The Jailer or his/ her designee shall provide for the control of vermin and pests. The facility will be treated on a monthly basis for preventative measures. Upon notification that any area of the facility be affected with rodents, insects, or body lice, any necessary action shall be taken.

*Waste Disposal*

**10.01.2**

The Jailer or his/her designee will ensure that sanitary measures to dispose of liquid and solid waste are available and utilized. Trash and/or garbage shall be removed daily.

*Mechanical Equipment*

**10.01.3**

A plan shall be put into place to periodically clean and inspect mechanical equipment within the facility, including but not limited to:

- Kitchen Equipment
- Heating and Cooling Systems
- Vents and Drains
- Lighting

*Cleaning Schedule*

**10.01.4**

To insure systematic sanitation of the Pulaski County Detention Center, a schedule shall be created indicating areas within the facility to be cleaned and the frequency of the cleaning of the area.

**10.01.5**

At minimum, shower areas will be cleaned daily. All floors, toilets, shower areas, and sinks will be washed daily or more often if necessary.

*Ventilation*

**10.01.6**


The facility shall provide fresh circulating air within inmate living and activity areas.

*Inspection*

**10.01.7**

As required by KRS 441.012, the facility shall be inspected by the Department of Corrections semi-annually.

# Pulaski County Detention Center Policy and Procedure

Hygiene		
	<b>Chapter: Environmental Conditions</b>	POLICY 10.02
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Statute:</b>	
	<b>Applicable Kentucky Regulation: 501KAR 3:080</b>	
	<b>Available To: Personnel</b>	
	<b>Review Date: 2/14/2017</b>	

**Policy:**

**10.02.0**

All inmates of the Pulaski County Detention Center shall be encouraged to maintain their personal hygiene. Inmates shall be provided all necessary supplies and facilities to do so.

**Procedure:**

*Bedding*

**10.02.1**

Pulaski County Detention Center shall furnish clean, sanitized bedding to each inmate upon intake and shall be cleaned on a regular basis according to the schedule.

*Towels*

**10.02.2**

Each inmate shall be issued a clean towel upon admission to the long term housing area and shall be laundered in accordance to the schedule.

*Bathing*

**10.02.3**

All inmate shall be showered during the booking process and placed in a jail uniform. ~~All inmates shall be provided access to a bathing facility within twenty four (24) hours of admission.~~

**10.02.4**

All inmates in the facility shall be provided with hot and cold running water for bathing. Showers, located in each cell area, shall be available to inmates daily.

*Shaving/ Grooming*

**10.02.5**

Inmates shall be permitted to shave, and cut their hair on a regular basis. In the case where potential injury to one self or others exists, shaving equipment and barber services may be restricted.

**10.02.6**

The facility shall create a shaving schedule that provides the inmate an opportunity to shave at minimum two (2) times per week

**10.02.7**

No inmate shall be forced to shave or cut their hair unless deemed for medical purposes or orders from a medical authority.

**10.02.8**

All haircuts and shaving must be reasonable and not cause a disruption.

*Personal Care Pack*

**10.02.9**

All inmates shall be provided with or made able to obtain the following hygienic items:


- Soap
- Toothbrush
- Toothpaste
- Toilet Paper
- Female Sanitary Supplies (where applicable)

*Indigent Inmates*

**10.02.10**

Indigent inmates shall be furnished these items by the jail if the inmate is deemed indigent.

# Pulaski County Detention Center Policy and Procedure

Inmate Programs		
	<b>Chapter: Inmate Programs and Services</b>	POLICY 11.01
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Statute:</b>	
	<b>Applicable Kentucky Regulation: 501KAR 3:130</b>	
	<b>Available To: All</b>	
	<b>Review Date: 2/14/2017</b>	

**Policy:**

**11.01.0**

The Pulaski County Detention Center shall provide programs to meet the inmate’s physical, social, educational, religious, and recreational needs.

**Procedure:**

*Review*

**11.01**

The Jailer or his/her designee shall review inmate services and programs to ensure compliance with the Kentucky Jail Standards.

*Coordination*

**11.01.2**

The Jailer shall coordinate with community services or develop services within the facility to provide inmate programs.

*Access*

**11.01.3**

Inmates shall be offered the opportunity to attend programs and services, unless administratively segregated or on suicide watch.

*Schedule*

**11.01.4**

Inmates shall be provided with a schedule of programs.




*Specific Programs*

**11.01.5**

Programs and services shall include, but not be limited to:

- Religious Programs
- GED
- College Preparation
- Re-Entry
- Celebrate Recovery
- Criminal Thinking
- Parenting
- Work Release Program
- Anger Management
- Life Skills
- Responsible Living
- GREEN Program
- Any other program or service deemed appropriate by the Jailer

# Pulaski County Detention Center Policy and Procedure

Recreation		
	Chapter: Inmate Programs and Services	POLICY 11.02
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation: 501KAR 3:130	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**11.02.0**

In order to reduce idleness, vandalism, and to encourage overall health, inmates of the Pulaski County Detention Center shall be provided adequate opportunities to engage in recreation to the extent that the facility and personnel allow.

**Procedure:**

*Physical Exercise*

**11.02.1**

All inmates shall have a minimum of 1 hour of recreation outside of their cell in either the indoor or outdoor recreation two (2) times per week.

*High Risk Inmates*

**11.02.2**

Inmates that pose a threat to the safety and security of the facility shall be denied outdoor recreation and shall be offered indoor recreation.

*Leisure Time*

**11.02.3**

Inmates shall be offered the opportunity to participate in leisure time activities in their housing area such as:


- Board Games
- Television
- Card Games

*Supervision*

**11.02.4**

During recreation, supervision shall be maintained by the Deputy Jailers.

# Pulaski County Detention Center Policy and Procedure

Religious Programs		
	Chapter: Inmate Programs and Services	POLICY 11.03
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation: 501KAR 3:130 E4	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**11.03.1**

Every reasonable attempt shall be made by the Pulaski County Detention Center to facilitate free exercise of religious beliefs by inmates. The exercise of religious beliefs shall be limited only by legitimate security and operational considerations.

**Procedure:**

*Regular Church Services*

**11.03.2**

Arrangements with local clergy shall be made to conduct regularly scheduled services each week.

*Announcement*

**11.03.3**

When the representative of the clergy has been escorted to the designated area, each inmate is afforded an opportunity to attend unless administratively segregated or withheld for security or safety purposes.

*Inmate Choice*

**11.03.4**


Inmates are not required to attend or participate in religious services.

*Individual Services*

**11.03.5**

An inmate may meet with his/her own pastor or representative of a religion for purposes of confession, pastoral counseling, and/or worship. This must be requested in writing and then arrangements will be made.

# Pulaski County Detention Center Policy and Procedure

Meaningful Activity		
	Chapter: Inmate Programs and Services	POLICY 11.04
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation: 501KAR3:130 Sec 1	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**11.04.0**

In order to reduce idleness, vandalism, sickness, and to encourage individual responsibility, inmates of the Pulaski County Detention Center shall be provided every opportunity to engage in meaningful work.

**Procedure:**

*Cell Inspection*

**11.04.1**

All inmates are expected to keep their own corridors in clean and sanitary order. This shall be inspected daily by the assigned deputy jailer.

*Non-Compliance*

**11.04.2**


The deputy jailer shall first issue a specific verbal request to correct any discrepancies. If after the initial verbal warning, and the occupant(s) of the cell have not rectified the deficiency, the deputy shall make an incident report and proceed with disciplinary action.

*Reward*

**11.04.3**

Sentenced county inmates that perform community service work as authorized by KRS 441.127 may receive rewards in the form of sentence reductions or other privileges, if granted by the proper authority.

# Pulaski County Detention Center Policy and Procedure

Visitation		
	<b>Chapter: Inmate Rights</b>	<b>POLICY 12.01</b>
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Statute:</b>	
	<b>Applicable Kentucky Regulation: 501KAR 3:140 (4,5,6,7,8)</b>	
	<b>Available To: All</b>	
	<b>Review Date: 2/14/2017</b>	

**Policy:**

**12.01.0**

Inmates shall be given the opportunity to visit with persons through a regular visitation schedule.

**Procedure:**

*Accepted Visitors*

**12.01.1**

Inmates may visit authorized visitors on scheduled days and times.

*Location*

**12.01.2**

Visitation shall be conducted through live video in the video visitation area or through a webcam home visit and scheduled 24 hours in advance.

*Contact*

**12.01.3**

Inmates are not to have direct contact with visitors.

**12.01.4**

The Jailer may grant direct contact visitation in extreme cases (Hospice, or other extenuating circumstances at his discretion).

*Allotted Visits*

**12.01.5**

Inmates shall be permitted a minimum of two (2) visitations per week unless the inmate is classified as disciplinary or medically segregated.

*Duration*

**12.01.6**

Duration of visits shall be no longer than thirty (~~30~~ 20) minutes, unless a longer visit is authorized.

*Visitors*

**12.01.7**

Two (2) visitors are permitted to visit the inmate at the same time.

**12.01.8**

Children shall be permitted to visit inmates if accompanied by an adult.

**12.01.9**

Attorneys, Clergy, and media shall be permitted to visit with inmates during working hours (media must conform to Policy and Procedure 1.03). This shall not be counted as a personal visitation.

**12.01.10**

All visitors shall register before being granted visitation.

*Visit Denial*

**12.01.11**

All visitors entering the secure area of the facility are subject to personal pat-down search and/or full body scan. All visitors that refuse to register, are intoxicated, or do not have identification shall be denied visitation.

**12.01.12**

Inmates shall be granted visitation from any persons that the inmate wishes to visit with, unless:

- The visitor is deemed a security threat to the facility
- The visitor has a past history of disorderly conduct at the facility
- The inmate refuses the visit.

*Visit Monitoring*

**12.01.13**

The agency staff, or approved law enforcement officer/agency shall be permitted to listen to, or make audio and video recordings of inmate visits. Notice of this shall be posted in plain sight in the facility lobby.

**12.01.14**


Visits from Attorneys, Clergy and media shall not be recorded by the facility upon request.

*Notice*

**12.01.15**

The visitation schedule shall be made available to inmates, and posted in plain sight in the facility lobby. The visitation schedule is subject to change.

# Pulaski County Detention Center Policy and Procedure

Mail and Telephone		
	<b>Chapter: Inmate Rights</b>	POLICY 12.02
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Statute:</b>	
	<b>Applicable Kentucky Regulation: 501KAR 3:140</b>	
	<b>Available To: All</b>	
<b>Review Date: 2/14/2017</b>		

**Policy:**

**12.02.0**

Inmates shall be permitted to communicate with persons outside the facility via US Mail or telephone, unless such communication creates a security threat to the facility, or is harassing, threatening or illegal.

**Procedure:**

*Mail*

**12.02.1**

Inmates shall be permitted to communicate outside of the facility via US mail.

**12.02.2**

Incoming mail shall be inspected by the administrative staff members assigned to review visitation, or assigned the task by a supervisor.

**12.02.3**

All outgoing mail shall be sealed by the inmate before being accepted by the housing deputy.

**12.02.4**

Incoming mail shall be in the form of standard size notebook paper and inspected for contraband again by the housing deputy before being delivered to the inmate.



### **12.02.5**

Incoming mail must not be altered in anyway. All mail must be written with lead pencil or black ink pen or printed from a computer.

### *Legal Mail*

### **12.02.6**

Mail from attorneys, the court, or other public officials shall be opened and inspected for contraband in the presence of the inmate.

### *Mail Refusal*

### **12.02.7**

The following shall not be accepted:

- Parcels
- Cards
- Letters containing any watercolors, crayon, or other media capable of being used to introduce illegal drugs into the facility
- Any mail that the inspecting staff member determines may be a threat to the facility, staff or inmates.
- Books and magazines– Books and magazines are not permitted through our mail system.
- Photographs or drawings
- Illustrations and/or texts that displays the construction of a weapon, firearm, bomb, or any destructive device.
- Any item that can cause or encourage violent or disruptive behavior.
- Any item deemed by staff to be a threat to normal and calm operation of the facility shall not be permitted

### *Contraband*

### **12.02.8**

If contraband is discovered during mail inspection, the inmate shall be informed with the contraband being properly disposed of or entered as evidence. Reports shall be written for all contraband found in inmate mail.

### *Money*

### **12.02.9**

Money shall not be permitted or added to an inmate's account via mail.

*Undeliverable Mail*

**12.02.10**

Undeliverable mail shall be returned to sender.

*Telephone*

**12.02.11**

Inmates shall be granted equal and adequate access to telephone, and permitted during reasonable hours.

**12.02.12**

Newly admitted non-violent inmates shall be permitted to make a local or collect long distance telephone call as soon as practical, or within one (1) hour after arrival if possible. Staff shall maintain a log of telephone calls made by a prisoner during the admission procedure unless those calls are made on a telephone in the housing area.

**12.02.13**

Housing area telephones are to be enabled between 9:00 AM and 10:30 PM each day. All inmates in general population shall have access to the phone unless facility security, security of staff, disorderly conduct of inmates, or disciplinary action is taken by staff.

*Segregation*

**12.02.14**

Administratively segregated inmates shall be offered use of the telephone once per week.

*Monitoring*

**12.02.15**


All telephone calls may be monitored and recorded by staff or law enforcement.

*Suspension of privileges*

**12.02.16**

Telephone privileges may be revoked or suspended at any time by any member of the staff.

# Pulaski County Detention Center Policy and Procedure

<b>Prison Rape Elimination Act (PREA)</b>		
	<b>Chapter: Inmate Rights</b>	POLICY 12.03
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Statute: KRS 510.210 (1c)</b>	
	<b>Applicable Kentucky Regulation:</b>	
	<b>Available To: All</b>	
	<b>Review Date: 2/14/2017</b>	

**Policy:**

**12.03.0**

The Prison Rape Elimination Act (PREA) was passed into federal law in September 2003. The main purpose of this act is to establish a zero-tolerance standard for rapes in sexual misconduct in prisons and jails; make the prevention of rapes a top priority; and to develop national standards for the detection, prevention, reduction, reporting, and punishment of prison rape. It is the facility’s policy to train all personnel (sworn and non-sworn) concerning the potential for sexual assaults and rapes within the jail, how to recognize them, and the requirements for reporting any violations to the appropriate personnel. The law is directed to all sexual acts relating to: inmate to inmate, inmate to staff, and staff to inmate. All full time and part time employees, volunteers, contractors other in other persons who will come into contact with the inmates housed at the Pulaski County Detention Center will follow and abide by this policy. Any sexual act, sexual contact or sexual offense between an inmate and an employee, visitor or contractor shall be prohibited. No inmate incarcerated or under the supervision of the Pulaski County Detention Center can give consent to any sexual relationship with an employee, visitor or contractor. If any sexual acts are conducted by an employee, visitor or contractor it will be a violation of this policy and will lead to dismissal from this agency and possible criminal charges. The Pulaski County Detention Center in accordance with the Kentucky Department of Corrections has a zero tolerance towards all forms of sexual assault and sexual harassment.

**Procedure:**

*Prevention*

**12.03.1**

It shall be the policy of this facility to notify all new detainees of PREA and advise them that more information is made available to them in their Inmate Orientation Manual in an effort to inform and prevent inmates of sexual abuse/ harassment. This information will include prevention of sexual abuse, self-protection from being abused and receiving treatment and counselling. This information will be available to inmates that have or are limited English skills, deaf, visually impaired or deficient in reading. Within 30 days of incarceration an inmate will receive comprehensive education either by person or through video regarding PREA, their rights to be free from sexual abuse and sexual assault and free from retaliation for reporting incidents. Records of the training will be documented and retained. *Supervisors shall conduct at a minimum one unannounced round, documented in red ink, during their shift.*

**12.03.2**

There shall be a “Zero-Tolerance” policy established in the Inmate Orientation Manual that prohibits any sexual abuse and/or sexual harassment.

**12.03.3**

Pulaski County Detention Center shall designate an upper-level, agency wide PREA Investigator and a PREA Coordinator with sufficient time and authority to develop, implement, and oversee agency efforts to comply with PREA standards set by the Department of Corrections.

**12.03.4**

Pulaski County Detention Center shall include in any contract with any other agency that involves that confinement of inmates the entity’s obligation to adopt and comply with the PREA standards set forth.

**12.03.5**

Pulaski County Detention Center shall develop, document, and make its best efforts to comply on a regular basis with a staffing plan that provides adequate levels of staffing, and video monitoring, to protect inmates against sexual abuse. The staffing plan shall be reviewed by the Jailer or his designee to consider the physical layout of the facility, the composition of

the resident population, the prevalence of substantiated and unsubstantiated incidents of sexual abuse and any other relevant factors. In circumstances where the staffing plan is not complied with, the facility shall document and justify all deviations from the plan. Whenever necessary, but no less than once a year, the staffing plan shall be assessed, determine and document where the adjustments are needed to prevailing staffing patterns, the facilities deployment of video monitoring systems and other monitoring technologies and the resources the facility has available to commit to ensure adequate staffing levels.

*Searches*

**12.03.6**

Pulaski County Detention Center shall not conduct cross-gender searches or cross-gender visual body cavity searches except in extreme circumstances or when performed by medical practitioners.

**12.03.7**

Pulaski County Detention Center shall document all cross-gender searches and cross-gender visual body cavity searches, and shall document cross-gender pat-down searches of inmates.

*Monitoring*

**12.03.8**

It shall be the policy of the Pulaski County Detention Center that inmates are enabled to shower, perform bodily functions, and change clothing without non-medical staff or opposite gender viewing of their breasts, buttocks, and genitalia except in extreme circumstances or when such viewing is incidental to routine cell checks and intake processing. Staff shall not physically examine a transgender or intersex inmate for the purpose of determining the inmate's genital status.

*Awareness*

**12.03.9**

Members of the Pulaski County Detention Center shall announce their presence when entering an inmate housing unit of the opposite gender.

*Training*

**12.03.10**

Pulaski County Detention Center shall train employees (full time and part time), visitors and contractors or any other persons who will come into

contact with the inmates on their responsibilities of sexual abuse and sexual harassment prevention, detection, reporting and response. They will also be trained on the common reactions to sexual abuse and harassment, how to detect and respond to threats of actual sexual abuse and sexual harassment, how to avoid sexual relationships with inmates, how to communicate effectively and professionally with inmates suffering trauma from a sexual assault or sexual harassment and procedures on how to preserve physical evidence of a sexual assault and how to report allegations. Sworn employees (full time and part time) shall be trained on how to conduct cross-gender pat down searches and searches of transgender and intersex inmates in a professional and respectful manner consistent with security needs. Also, the Pulaski County Detention Center shall appoint a PREA investigator and shall attend specialized training for the position. Training will be done annually and all training shall be documented and retained for records.

*Initial Reporting and Staff First Responder Duties*

**12.03.11**

An Inmate may report a sexual assault, sexual abuse or sexual harassment claim to any staff member. Inmates may report these violations via in person, by written statement or by a third-party reporting system (A private phone system provided by a third-party company that reports to the PREA coordinator or investigator only). The phone number for the reporting system will be placed in each cell and made available twenty-four hours a day, seven days a week and three hundred and sixty-five days a year. If a family member or any person outside the facility files a sexual harassment or sexual assault complaint for an inmate incarcerated at this facility, the complaint will be accepted and investigated. If at any time it is learned an inmate is subject to substantial risk of sexual assault or sexual abuse, immediate action shall be taken to protect that inmate. Staff members shall report all knowledge, suspicions or information of a sexual offense within the Pulaski County Detention Center or any other correctional facility in the state of Kentucky. They shall also report retaliation against an inmate for reporting the incident. Staff shall also report any and all allegations of neglect and abuse on an inmate from a staff member. Within 72 hours of receiving an allegation that an offender was sexually abused while confined at another facility, whether or not it is part of the agency, the PREA Coordinator or his designee shall notify the Head of the facility where the alleged incident occurred. The notification shall be documented. All allegations received from other facilities shall be investigated. Failure to report such will lead to disciplinary measures up to and including dismissal

and possible criminal charges. Upon learning of a report of an allegation of a sexual assault or sexual abuse incident has occurred the staff members will follow the following procedures and the shift supervisors will ensure that the following procedures are completed:

- Staff members shall separate the alleged victim and perpetrator and place both in separate, dry cells where evidence cannot be destroyed. Staff will make sure both victim and perpetrator cannot wash their bodies, brush their teeth, change clothes (unless preparing for transportation to hospital), urinate, defecate, smoke, drink or eat.
- Staff members shall secure and protect any crime scene to keep potential evidence in place for examination and investigation. If the crime scene cannot be secured due to unsafe conditions, it shall be photographed and any evidence collected and placed in a paper bag. The evidence then will be logged and placed in the evidence locker. The only persons permitted to enter the crime scene will be the Kentucky State Police, the assigned investigator and the medical staff as needed.
- Notifications will be made to the Chain of Command.
- The Kentucky State Police will be contacted for evidence collection and to conduct a criminal investigation.
- A log shall be maintained of anyone entering and exiting the crime scene and the times.
- The crime scene shall stay secured until the investigator completes all evidence collection and other duties. The investigator will notify the shift supervisor upon release of the crime scene.
- If the sexual assault or abuse has occurred within 48 hours, the medical staff will make preparations for the Inmate (Victim) to be transported to the hospital. This will be to conduct a rape kit (forensic evidence collection), testing for sexually transmitted diseases and infections, prophylactic treatment and for mental health assessment.
- In preparation for transportation to the hospital, the inmate (Victim and Perpetrator) shall be required to undress over a clean sheet so that if any evidence falls from their body it can be collected there. Both the sheet and any undergarments and clothing will be secured in a paper bag and placed in the evidence locker after being logged.
- Upon completion of all steps, the shift supervisor shall put keep aways on both Inmates to ensure there is no further acts of abuse.

*Investigations*

**12.03.12**

Pulaski County Detention Center shall implement a Sexual Assault Response Team (SART) that shall handle any sexual assaults or rapes that may occur at the facility in a manner compliant with PREA Standards.

**12.03.13**

Pulaski County Detention Center shall insure that an administrative or criminal investigation is completed and documented for all allegations of sexual abuse and sexual harassment.

*Medical*

**12.03.14**

All inmates who have been victims of sexual assault and sexual abuse shall be offered medical and mental health evaluations. If prior sexual assault or sexual abuse has occurred at another facility, medical and mental evaluations will be provided as deemed appropriate. This will also include comprehensive information on lawful pregnancy medical services and testing for sexually transmitted diseases and infections as deemed necessary by the medical practitioner. A mental evaluation shall be attempted on all known offender-on-offender perpetrators within 60 days of learning of an incident of sexual assault or sexual abuse if deemed appropriate. Medical and Mental services shall be no cost to the victim.

*Intake Risk Assessment*

**12.03.15**

All inmates being booked in the Pulaski County Detention Center will be assessed for being a victim or a perpetrator within 72 hours of them being housed at the facility. Each screening will review a history of sexual abuse-victimization and sexual predator behavior. The results of the risk assessment are confidential and if an inmate refuses or fails to answer questions during the risk assessment they shall not receive disciplinary actions. All residents shall be assessed during an intake screening and upon transfer to another facility for their risk of being sexually abused by other residents or sexually abusive toward other residents.

Intake screening shall ordinarily take place within 72 hours of arrival at the facility. Such assessments shall be conducted using an objective screening



instrument. The intake screening shall consider, at a minimum, the following criteria to assess residents for risk of sexual victimization:

- a. Whether the inmate has a mental, physical, or developmental disability;
- b. The age of the inmate;
- c. The physical build of the inmate;
- d. Whether the inmate has previously been incarcerated;
- e. Whether the inmate's criminal history is exclusively nonviolent;
- f. Whether the inmate has prior convictions for sex offenses against an adult or child;
- g. Whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender nonconforming;
- h. Whether the inmate has previously experienced sexual victimization; and
- i. The inmates' own perception of vulnerability.

The intake screening shall consider prior acts of sexual abuse, prior convictions for violent offenses, and history of prior institutional violence or sexual abuse, as known to the Pulaski County Detention Center, in assessing inmates for risk of being sexually abusive. Within a set time period, not to exceed 30 days from the resident's arrival at the facility, the facility will reassess the inmate's risk of victimization or abusiveness based upon any additional, relevant information received by the facility since the intake screening. An inmate's risk level shall be reassessed when warranted due to a referral, request, incident of sexual abuse, or receipt of additional information that bears on the inmate's risk of sexual victimization or abusiveness. Inmates may not be disciplined for refusing to answer, or for not disclosing complete information in response to, questions asked pursuant to paragraphs (d)(1), (d)(7), (d)(8), or (d)(9) of this section. The Pulaski County Detention Center shall implement appropriate controls on the dissemination within the facility of responses to questions asked pursuant to this standard in order to ensure that sensitive information is not exploited to the inmate's detriment by staff or other inmates. The Pulaski County Detention Center shall use information from the risk screening required by § 115.241 to inform housing, bed, work, education, and program assignments with the goal of keeping separate those inmates at high risk of being sexually victimized from those at high risk of being sexually abusive and shall make individualized determinations about how to ensure the safety of each inmate. In deciding whether to assign a transgender or intersex inmate to a cell for male or female inmates, and in making other housing and programming assignments, the Pulaski County Detention Center shall consider on a case-by-case basis whether a placement would ensure the inmates' health and

safety, and whether the placement would present management or security problems. A transgender or intersex inmate's own views with respect to his or her own safety shall be given serious consideration. Transgender and intersex inmates shall be given the opportunity to shower separately from other inmates. The Pulaski County Detention Center shall not place lesbian, gay, bisexual, transgender, or intersex inmates in dedicated cells or units solely on the basis of such identification or status, unless such placement is in a dedicated cell or unit established in connection with a consent decree, legal settlement, or legal judgment for the purpose of protecting such inmates.

*Confidentiality*

**12.03.16**

All information obtained in a report or investigation of a sexual offense shall be kept confidential except to the extent necessary to report to an appropriate supervisor, investigate, provide treatment or make security or management decisions. An individual interviewed in the course of resolving a complaint shall be cautioned to treat the information confidential. Breach of confidentiality shall be grounds for disciplinary actions.

*Retaliation*

**12.03.17**

Retaliation by or against any party involved in a complaint shall be prohibited. Retaliation shall be grounds for disciplinary action. Monitoring of victims and perpetrators shall be for 90 days to prevent any acts of retaliation. Appropriate measures will be taken to protect those in fear of retaliation.

*False Allegations*

**12.03.18**

Any inmate found making false allegations shall be subject to disciplinary actions.

*Sexual Abuse Data Collection*

**12.03.19**

Data shall be collected from every allegation of sexual assault, sexual abuse and sexual harassment. Data will be reviewed and maintained as needed. The data collected will be made public annually on the Pulaski County Detention Center website. Using the Sexual Offense Allegation Reporting Form and set of definitions that contains data necessary to answer all

questions from the Survey of Sexual Violence requested annually from the Department of Justice. All data collected shall be securely retained by The Pulaski County Detention Center for at least 10 years after the date of the initial collection unless Federal, State, or local law requires otherwise. Data shall be provided to the Department of Justice (DOJ) upon request. The PREA Coordinator shall review data collected and aggregated pursuant to § 115.287 in order to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies, practices, and training, including:

1. Identifying problem areas;
2. Taking corrective action on an ongoing basis; and
3. Preparing an annual report of its findings and corrective actions for the facility.

The annual report shall include a comparison of the current year's data and corrective actions with those from prior years and shall provide an assessment of the agency's progress in addressing sexual abuse.

The PREA Coordinator shall redact specific material from the reports when publication would present a clear and specific threat to the safety and security of a facility, but shall indicate the nature of the material redacted.

### *Employment*

#### **12.03.20**

It shall be the policy of the Pulaski County Detention Center to inquiry into an applicant's history for engaging or attempting to engage in sexual abuse or any sexual activity within a confinement facility by force, threat of force or lack of consent where a conviction, civil adjudication or administrative adjudication has occurred. The Pulaski County Detention Center will not employ, promote or contract with any person or volunteer found guilty or who has a history of engaging or attempting to engage in sexual abuse or any sexual activity within a confinement facility by force, threat of force or lack of consent. Any omission or false statements by an employee or contractor about their history of engaging or attempting to engage in sexual abuse or any sexual activity within a confinement facility by force, threat of force or lack of consent will be grounds for termination. The Pulaski County Detention Center will share information regarding former employees or contractors regarding substantiated allegations upon inquiry from a current prospective institutional employer. If an employee or contractor hold a specialty license, is to engage or attempting to engage in sexual abuse or any sexual activity within a confinement facility by force, threat of force or lack of consent will be reported to the appropriate licensing agency. If any


contractor or visitor is found to engage in sexual abuse or any sexual activity within a confinement facility by force, threat of force or lack of consent will be reported to law enforcement officials and shall prohibit any further business with that person or company.

*Audits*

**12.03.21**

Pulaski County Detention Center shall conduct PREA audits of standards pursuant KRS 115.401-.405.

# Pulaski County Detention Center Policy and Procedure

Disciplinary Process		
	Chapter: Inmate Rights	POLICY 12.04
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation: 501KAR 3:140 E 8	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**12.04.0**

Inmates that are non-compliant with the inmate Code of Conduct, violate facility rules and regulations, or cause a threat to the function of the facility may be subject to disciplinary procedures. The inmate Code of Conduct/ Inmate Orientation Manual shall be made available to inmates when placed in long-term housing

**Procedure:**

**12.04.1**

Inmates having to have been found in violation of the Code of Conduct may be removed from general population and may be subject to disciplinary procedures and/ or administrative segregation.

*Officer*

**12.04.2**

Deputies that observe an inmate violate the Code of Conduct shall document the incident utilizing the agency incident report clearly defining the rule or violation. Any additional documentation such as audio, video, or physical evidence shall also be presented with the agency incident report. The report shall be forwarded to the shift supervisor and then to a Captain and/or the Major.

*Disciplinary Review Board*

**12.04.3**

The Disciplinary Review Board shall be composed of the following; with at least one (1) Sergeant and one (1) Deputy. The Disciplinary Review Board must have at least two (2) members present with a maximum of four (4).

#### **12.04.4**

The Disciplinary Review Board shall examine the Inmate Rule Violation Incident within four (4) days of the infraction (Excluding weekends and holidays).

#### **12.04.5**

The inmate shall have the opportunity to present his defense and call witnesses before the committee if the security and order of the facility is not disrupted.

#### **12.04.6**

The Disciplinary Review Board may deny the accused inmate appearing before the committee if they believe the inmate to be violent or mentally unstable.

#### **12.04.7**

If the Disciplinary Review Board finds the inmate to have committed the infraction, the penalty shall be imposed as outlined in the Inmate Code of Conduct Violations and Penalties.

#### *Pre-Sentencing Segregation*

#### **12.04.8**

Inmates may be placed in administrative segregation pending the results of the Disciplinary Review Board at the discretion of the shift supervisor.

#### *Code of Conduct*

#### **12.04.9**

The following rules and regulations govern inmate conduct and discipline while in the Pulaski County Detention Center. Failure to abide by these rules may result in disciplinary measures. Rules and regulations are as follows, but are not limited to:

- Attempted or executed Assault or Assault with a deadly weapon.
- Fighting with another person.
- Threatening another with bodily harm, spoken or written, any offense against their person or their property.
- Refusing to obey a lawful order of any staff member.

- Conduct which disrupts or interferes with the security or orderly operation of the institution.
- Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others to avoid bodily harm.
- Engaging in sexual acts with others, sexual battery or attempted sexual battery.
- Interfering with an official operation.
- Escape, attempting escape, planning an escape or possession of escape paraphernalia.
- Wearing a disguise, mask, or attempting concealment of identity for the purpose of evading detection or escape.
- Setting/causing a fire, attempting to set a fire, or possessing materials capable of such.
- Destroying, altering or damaging government property or the property of another person.
- Tampering with or blocking any locking device or any security device (i.e., cameras, windows, etc.).
- Purposeful contamination of any food or drink.
- Possession or introduction of any explosive, ammunition, firearm, or weapon.
- Possession of any unauthorized materials that poses a serious threat to the security of the institution (i.e. intoxicating beverages, drugs, firearms / weapons, poisons, toxic materials, inhalants).
- Use (other than administered by medical personnel), possession (other than administered by medical personnel), manufacture, or selling drugs not prescribed by facility personnel. All medication must be taken when dispensed.
- Participation in or encouraging others to riot, strike, commit a mutinous act or major disturbance.
- Counterfeiting, forging, or unauthorized reproduction of any document, article, identification, money, security, or official paper.
- Unauthorized use of mail or telephone, to include: engaging in criminal activity as defined in state statutes.
- Giving or offering any official or staff member a bribe, or anything of value.
- Extorting money or anything of value, or accepting money or anything of value from, or on behalf of, another inmate, a member of their family, a friend or an associate.

- Making sexual proposals or threats toward another.
- Obscene act either by gesture, written or oral.
- Theft.
- Possession of article(s) prohibited, excessive or altered articles (i.e., excess or altered clothing, linen, money, etc.).
- Loaning of property or anything of value to an inmate not issued through regular institutional channels.
- Mutilating or altering issued clothing, bedding, linen, mattresses or other issued articles.
- Participating in an unauthorized meeting or gathering.
- Being in an unauthorized area.
- Using of tobacco or possession of any tobacco products.
- Using abusive or obscene language towards another person.
- Gambling, preparing or conducting a gambling pool, possession of gambling paraphernalia.
- Being unsanitary or untidy.
- Tattooing self or others or possession of tattoo paraphernalia.
- Self-mutilation.
- Unauthorized contact with the public or with individuals on behalf of another inmate.
- Disobeying facility regulations.
- Tampering with video surveillance cameras or other jail property

*Violations and Penalties*

**12.04.10**

Inchoate Offenses

A person may be found guilty of an offense listed in this policy if:

- One attempts to commit the offense;
- Solicits another to commit the offense;
- Conspires with another or others to commit the offense;
- Aids the action of another or others in committing the offense



*Penalties*

**12.04.11**

Penalties for Rule Violations are as follows:

1. Reprimand
2. Restriction of privileges excluding exercise periods.
3. Restitution.

The Jailer or his/her designee may demand restitution in case of:

- Destruction, injury, improper use, damage, removal or theft of county, employee, visitors or other inmates' property;
- Self-infliction of injury, or faking illness or injury;
- Injuring others;
- Obtaining money, goods, privileges or services under false pretenses;

4. Loss of privileged housing or meritorious living conditions (Trustee or work release)
5. Assignment to administrative segregation
6. Criminal charges being filed on said offender as defined by KRS penal codes.

*Sentencing*

**12.04.12**

The Disciplinary Review Board shall use the Violations and Penalties chart as a guideline in deciding the duration of discipline if the inmate is found guilty of that corresponding violation.

## **Violations and Penalties Chart**

### **Category 1 (Minor Violations)**

<b>Offense</b>	<b>Minimum Penalty</b>	<b>Maximum Penalty</b>
<i>Improper/ Unauthorized use of or possession of agency property</i>	1	4
<i>Improper or unauthorized use of a telephone</i>	1	4
<i>Illegal or unauthorized possession of any item or quantities not authorized</i>	1	4
<i>Failure to follow facility rules or schedules</i>	1	4
<i>Violation of facility dress code</i>	1	4

### Category 2 (Minor Violations)

Offense	Minimum Penalty	Maximum Penalty
<i>Possession of non-lethal Contraband</i>	2	6
<i>Disruptive behavior</i>	2	6

### Category 3 (Major Violations)

Offense	Minimum Penalty	Maximum Penalty
<i>Interference with an employee in the performance of their duty</i>	2	10
<i>Refusing to obey a verbal order</i>	2	10
<i>Violation of mail or visitation regulations</i>	2	10
<i>Refusing or failing to carry out work assignments</i>	2	10
<i>Involvement in rioting or distributing a disruptive document</i>	2	10
<i>Unauthorized changing of bed assignments</i>	2	10
<i>Fighting, physical action, or force against another inmate- no injury</i>	2	10
<i>Inflicting injury to self</i>	2	10
<i>Charging another inmate for any service</i>	2	10
<i>Being in a restricted or unauthorized area</i>	2	10
<i>Unauthorized communication between inmates</i>	2	10
<i>Failure to abide by imposed facility penalties</i>	2	10
<i>Abusive or disrespectful language directed toward staff/ visitor</i>	2	10
<i>Lying to any member</i>	2	10
<i>Conviction of Category 1 or 2 violation within 90 days</i>	2	10
<i>Participating in a 3-way phone call</i>	2	10
<i>Use or possession of tobacco products</i>	2	10

**Category 4 (Major Violations)**

<b>Offense</b>	<b>Minimum Penalty</b>	<b>Maximum Penalty</b>
<i>Physical force resulting in injury to another inmate</i>	5	15
<i>Unauthorized use of drugs or intoxicating substance</i>	5   15	5   15
<i>Introduction of contraband into or within the facility</i>	5   15	5   15
<i>Engaging in extortion or blackmail</i>	5   15	5   15
<i>Refusing to comply with facility count or segregation procedure</i>	5   15	5   15
<i>Destruction, defacing, or altering of agency property</i>	5   15	5   15
<i>Obtaining goods or services under false pretenses</i>	5   15	5   15
<i>Inappropriate sexual behavior</i>	5   15	5   15
<i>Gambling or possession of gambling material</i>	5   15	5   15
<i>Possession of tattoo or body piercing paraphernalia</i>	5   15	5   15
<i>Misuse of issued medication</i>	5   15	5   15
<i>Possession of paraphernalia</i>	5   15	5   15
<i>Theft or possession of stolen property valued at less than 100 dollars</i>	5   15	5   15
<i>Tattoo or piercing of self or another/ allowing self to be tattooed or pierced</i>	5   15	5   15

**Category 5 (Major Violations)**

<b>Offense</b>	<b>Minimum Penalty</b>	<b>Maximum Penalty</b>
<i>Theft or possession of stolen property valued at 100 dollars or more</i>	10	20
<i>Tampering with locks or security devices</i>	10   20	10   20
<i>Loan sharking, or incurring debts</i>	10   20	10   20
<i>Bribery</i>	10   20	10   20
<i>Tampering with evidence</i>	10   20	10   20
<i>Hindering an investigation</i>	10   20	10   20

### Category 6 (Major Violations)

Offense	Minimum Penalty	Maximum Penalty
<i>Inciting a riot</i>	6	Indefinite
<i>Escape</i>	6	Indefinite
<i>Creating fire</i>	6	Indefinite
<i>Promoting dangerous contraband</i>	6	30
<i>Possession of staff uniform clothing or related items</i>	6	30
<i>Robbery</i>	6	30
<i>Using any item as a weapon, or to facilitate an escape</i>	6	30

Tampering with a surveillance camera or monitoring equipment is a mandatory ten (10) days in Segregation with no disciplinary Review Board rights.

### Category 7 (Major Violations)

Offense	Minimum Penalty	Maximum Penalty
<i>Assault of physical action against any staff member</i>	10	Indefinite
<i>Taking a hostage</i>	10	60
<i>Possession of lethal contraband</i>	10	60

#### **12.04.13**

The Jailer or Major may reduce administrative segregation time. Credit for time served during pre-sentencing segregation may also be applied.

#### **12.04.14**

The committee may impose the following in lieu of administrative segregation:

- Reprimand in writing
- Restrictions of privileges

**12.04.15**

The committee may impose restitution in addition to or without other discipline.

**12.04.16**

Separate disciplinary charges shall not run concurrently. Minimum and maximum numbers in the code of conduct represent days in 24 hour periods for administrative segregation.

*Pre – Hearing Detention*

**12.04.17**

An inmate may be placed in Pre-Hearing Detention (PHD) for a maximum of 96 hours (Excluding weekends and holidays) without a Disciplinary Committee review. If the report has not been completed within the allotted 96 hours (Excluding weekends and holidays), the inmate may be placed back into inmate population by a supervisor.

**12.04.18**

When deputies place an inmate into the Administrative Segregation Unit, they shall take all property belonging to the inmate and store it appropriately in the property room. The property shall be recorded and verified by signature of both the officer and inmate.

**12.04.19**

All clothing shall be taken and entered into the inmate's property. The inmate shall be issued one (1) jumpsuit or suicide smock if necessary. Garments shall be laundered or exchanged per facility schedule. Garments shall be worn at all times (Unless showering), and shall be worn properly.

**12.04.20**

Inmates housed in the Administrative Segregation Unit shall be permitted 1 hour of time outside of their cell in the Recreation unit per 24-hour period as weather permits. The inmates shall be afforded the opportunity to shower one (1) time at day. Deputies that place inmates into the recreation units shall complete the appropriate entry on their cell logs.


**12.04.21**

Once an inmate has completed their time in the Administrative Segregation Unit, the inmate shall be returned to inmate population in a timely manner.

**12.04.22**

Inmates in the Administrative Segregation Unit shall be permitted weekly visitations (attorneys and clergy only), mail and laundry as per the facility schedule. Administrative Segregation Unit inmates shall not be permitted to purchase commissary. Inmates will be allotted at minimum one (1) five (5) minute phone call per week if funds allow and at a time designated by the facility.

# Pulaski County Detention Center Policy and Procedure

Grievances		
	Chapter: <b>Inmate Rights</b>	POLICY 12.05
	Date Implemented: 1/12/2016	
	Applicable Kentucky Statute:	
	Applicable Kentucky Regulation: 501KAR 3:140 E6	
	Available To: All	
	Review Date: 2/14/2017	

**Policy:**

**12.05.0**

Any inmate shall be able to file a grievance at such time as the inmate believes that he/she has been subject to abuse, harassment, abridgement of civil rights, or denied privileges specified in the posted rules. These are restricted to events which occur while incarcerated in this facility. No prisoner shall fear against reprisal for initiating grievance procedures in an attempt to resolve a legitimate complaint. The inmate grievance process shall be considered as the first and official process for remedy of any issue, but not limited to the aforementioned inmate concerns.

**Procedure:**

*Transmittal*

**12.05.1**

Grievances shall be made accessible via request to any deputy jailer *thru the kiosk located in each cell*. All grievances shall be made within twenty-four (24) hours of the alleged incident/event. Any grievance submitted after the twenty-four hour time must have a substantial /legitimate reason for the grievance to receive a response.

*Contents*

**12.05.2**

The grievance shall state the and names of those staff members involved along with pertinent information of the incident including any witnesses and must include dates and times of event or incident in question. ~~The inmate must sign their name on the grievance report form. Grievances may only be filed by one inmate per form.~~

*Investigation*

**12.05.3**

If the grievance constitutes a prohibited act by a deputy or staff member, criminal act, or a violation of the inmate's civil rights, the answering staff member shall immediately turn over the investigation to a Captain for further investigation and make a report of findings and recommendations.

*Response*

**12.05.4**

Any inmate who submits a grievance shall receive a response within ten (10) working days, excluding weekends and holidays. If a response is not answered within ten (10) days, it shall be deemed denied. Grievances which do not meet the criteria for grievances listed in this policy will not be responded to.

*Appeal*

**12.05.5**

If the inmate is not satisfied with the disposition of the grievance by the addressing staff, then inmate may then appeal the grievance up the chain of command. The appeal of a grievance must occur within forty-eight (48) hours of the response.

*Process for Allegations of Sexual Abuse and Sexual Harassment*


**12.05.6**

Inmates are not required to file a grievance to make a complaint of sexual abuse or sexual harassment against another inmate or staff member, but can if they choose to report the incident in that manner. The grievances will not have a time limit on when the inmate may submit the grievance regarding an allegation of sexual abuse or sexual harassment. ~~Furthermore, an inmate does not have to file the grievance with a staff member if the complaint is against the staff member.~~ If the grievance is against a staff member, it will not be referred to that staff member to be answered. A final decision will be made within 90 days of the grievance. If an extension is needed, the inmate shall be notified in writing and given a date for the final decision (up to 70 days). If no response is given within the allotted time, the inmate may consider the grievance denied. Third party grievances from fellow inmates, staff members, family members, attorneys and outside advocates shall be permitted to assist in filing requests for administrative remedies and



subsequent steps. Inmates may file an emergency grievance if there is a substantial allegation of imminent sexual abuse. The grievance will be forwarded and answered within 48 hours. Once the final decision has been made (within 5 calendar days), documentation will be provided if it is found that the inmate is at a substantial risk for sexual abuse. If at any time an inmate is found to file a grievance in bad faith, the inmate may be put up for disciplinary action.

# Pulaski County Detention Center Policy and Procedure

Access to Courts		
	<b>Chapter: Inmate Rights</b>	POLICY 12.06
	<b>Date Implemented: 1/12/2016</b>	
	<b>Applicable Kentucky Statute:</b>	
	<b>Applicable Kentucky Regulation: 501KAR 3:140 E (1) (A-K)</b>	
	<b>Available To: All</b>	
	<b>Review Date: 2/14/2017</b>	

**Policy:**

**12.06.0**

The right of access to the courts is the fundamental right of all United States citizens. Pulaski County Detention Center shall not interfere with these rights.

**Procedure:**

*Requests*

**12.06.1**

Pulaski County Detention Center has allowed ample access through visitation, phone, and mail for any inmate to make requests for counsel and shall communicate with their counsel through these means.

*Delivery*

**12.06.2**

Any legal mail provided to the inmate shall be inspected in front of the inmate on the next business day of delivery.

*Denial*

**12.06.3**

Legal Mail shall not be denied unless it breaches safety and security of the facility. In this instance a shift supervisor shall be notified for further action.

**12.06.4**

Deputies are under no obligation to assist inmates in preparing their request for legal material.

*Courts*

**12.06.5**

Communication between the inmate and the courts shall be permitted.

*Documentation*

**12.06.6**

All court appearances by inmates shall be documented in the Facility Management System.

*Confidentiality*

**12.06.7**

The Jailer or his/her designee shall insure the right of the inmate's confidential access to their attorney and their authorized representative.

# **Pulaski County Detention Center**

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