

LAUREL COUNTY CORRECTIONS

# INMATE ORIENTATION MANUAL

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JAILER JAMIE MOSLEY

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LONDON, KY 40741

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## A MESSAGE FROM JAILER JAMIE MOSLEY

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Welcome to the Laurel County Correctional Center (LCCC). As you will find out during the tenure of your stay, our facility is much more than just a correctional facility. Our agency is one of the elite in the state of Kentucky due to our professionalism, discipline, and structure. With this, we are able to provide you with a contraband free environment to help you avoid temptation and break addictions that may have plagued your life for many years. I encourage you to participate in our many programs we offer here such as GED, Re-entry, Parenting, and Anger Management Classes, as well as the various church programs offered by local clergy. Our facility will offer many of you something you may have never had an opportunity to take advantage of. We can offer a sober environment to make a conscious decision for a new beginning to turn your life around and to be a positive influence to your friends and family. We believe that

everyone has the ability to learn and grow from their experience here at the Laurel County Correctional Center.

This manual will be the guidelines to the operations of our facility. It explains what is expected from you during your tenure of incarceration. The rules and regulations are listed, as well as practical details for daily living. Read this manual thoroughly as you are expected to comply with the rules and regulations set forth. If you do not understand any context, please ask for assistance from staff members or on your in-cell kiosks.

Our policies and procedures are in a constant state of review and change. If any amends are made to any material contained within this manual, a voicemail broadcast will be given prior to changes being implemented.

Finally, the Laurel County Correctional Center is here to help and assist you with your needs. We will use the utmost professionalism when dealing with issues or problems that may arise. Our facility strives to exceed the guidelines set forth by the local, state, and federal governments. The rights and dignity of every person are respected by staff, management, and contract employees and in turn is expected with inmate cooperation.

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## MISSION STATEMENT

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Our mission at the Laurel County Correctional Center is to set the standard as the model correctional agency in the Commonwealth of Kentucky. We will maintain a professional environment that encourages positive behavior, as we protect the community by securely housing inmates placed in our care and make every effort to impact their lives. As members of this agency, we will perform with an un-relentless commitment to excellence, bringing passion and energy each day in order to be recognized as the elite in our chosen field... corrections

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## VISION

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The Laurel County Correctional Center is an elite correctional institution in the state of Kentucky and is an integral component of the criminal justice system. The community of Laurel County can be assured that the community is a safe place to work and live due to the services and programs that our facility officers with appropriate management and supervision of offenders. The community may also be assured that minimal tax dollars will be used to operate the agency, and may take advantage of the inmate labor program.

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## CORE VALUES

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- Provide leadership in public safety and exceed guidelines set forth in supervision, control, and management of offenders.
- Create and consistently maintain a clean and sanitary environment for staff as well as offenders in our daily operations.
- Maintain a workforce that practices and demonstrates the highest professional standards with the most up to date training while performing daily duties.
- Develop and maintain programs and services for offenders to promote positive change and a better re-entry back into society.
- Recognize the interest of victims, volunteers, and other agencies; acknowledging their input in the agency's management of offenders.

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# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## ADMISSIONS

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All persons legally confined in the Laurel County Correctional Center (LCCC) will be safely housed until ordered by the courts of Laurel County or any other jurisdiction in which he/she is ordered confined.

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## BOOKING PROCESS

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The Laurel County Correctional Center will ensure that all inmates brought into custody are booked into the facility management system in an efficient and reasonable manner. Prior to booking and processing, staff will determine the legal commitment of the inmate as well as any need for immediate medical attention.

The booking process will ensure proper information is retained on each being incarcerated. The booking process will include searching, fingerprinting, recording of personal data and information, photographing, medical screening, classification, inventory and storage of personal property, and seizing of any illegal contraband. Any contraband will be seized, placed in storage, and may be used by an officer as evidence. The LCCC will provide safe a secure storage of inmate's personal property. Any and all property that is logged and placed in storage will require your signature of verification. Property in the inmates "safe property" may be signed out during normal business hours to a person of their choice with a signature of both parties and photo identification. Any monies on your person will also be deposited into your inmate trust account that is created upon completion of the booking process.

The LCCC will make inmates aware upon intake that you are being monitored by video and audio equipment during the tenure of your stay. Inmates will also be made aware of the Inmate Orientation Manual that is located on your kiosk. Each inmate will receive an identification bracelet upon intake that is to be worn at all times

Information will also be provided to inmates within this handbook concerning sexual assault/abuse including:

- Prevention/ Intervention
- Self-Protection
- Reporting sexual abuse or assault; and
- Treatment and counseling
- Additional information concerning PREA

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## BOOKING FEE

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The Laurel County Correctional Center has adopted an administrative booking fee as authorized by Kentucky Revised Statute 441.265. The agency will impose the administrative booking fee approved by the Laurel County Fiscal Court currently accessed at twenty dollars (\$20.00) and a daily housing fee of ten dollars (\$10.00) and is subject to change. Any funds deposited into the inmate trust account may be utilized to pay any jail fees, fines, child support, medical bills, and other lawful debt of an inmate.

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## PERSONAL CLOTHING / ISSUANCE OF JAIL ATTIRE AND LINEN

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Prior to assigning inmates to permanent inmate living areas, the LCCC will issue inmates clean laundered jail attire and bed linens. Inmates will be allowed to keep their boxer briefs (white only), socks (white only), and bra (wireless). If personal clothing is believed to be a danger or isn't clean, items may be taken and placed in the inmate's personal property as well.

Each inmate will be issued the following items in their storage tote if available prior to being placed in permanent housing:

- One (1) sheet;
- One (1) pillow case;
- One (1) blanket;
- One (1) towel;
- One (1) wash cloth;
- One (1) mat;
- One (1) pillow;
- One (1) roll of toilet paper;
- One (1) care pack;
- One (1) cup;
- One (1) spork;
- One (1) laundry loop
- Two (2) sets of brown uniforms; and
- One (1) pair of shower shoes

Once personal property has been retrieved from the inmate and bag is sealed, the property may not be re-opened unless approved by a supervisor.

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## ACCESS TO PRE-TRIAL SERVICES

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Pre-Trial Services staff will interview inmates with new cases within twelve (12) hours of arrest. Inmates that come into the facility on an existing case or a Release on Recognance warrant may not be seen by pre-trial services. Pre-trial services will contact the judge and he will set the bond for the case. The bond will remain the same unless authorized by the judge until the inmate's next court date.

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## ALLOWABLE PROPERTY

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Inmates being housed in permanent housing are expected to keep all belongings inside their issued tote with the tote lid securely fastened to the tote.

The following list of items is allowed in the inmate living areas, unless restricted otherwise:

- Jail Issued property
- Two(2) white t-shirts
- Two(2) pair of white socks
- Two(2) white boxer briefs
- Legal Material (must be paper or soft-back)
- Mail
- One (1) pair of shoes
- Unopened commissary food
- One book (from facility book cart)
- One(1) soft-back Bible or religious book
- Hygiene items
- Commissary Items (not in excess)

All items must be in the tote at all times unless being used. Any item found outside of the tote or that is not permissible may be taken and deemed contraband. Inmate totes need to be cleaned, kept orderly, and placed in the proper area. Clothing must be worn the way it was designed. Headwear or accessories are prohibited unless deemed allowable. Inmates must be fully clothed at all times unless in the shower or under the cover in the bunk.

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## COMMISSARY

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All unopened commissary items from other facilities that are offered on our facility's commissary shall be permitted into our facility. No food items shall be allowed and property will be disposed of after seven (7) days if not claimed.

All monies received from you during the booking process is placed into your inmate trust account. Inmates are entitled to receive commissary privileges if there are funds available on the account and the inmate hasn't been restricted for disciplinary reasons. Money may be deposited to your inmate trust account twenty-four (24) hours a day and seven (7) days per week via facility kiosk or through the website [www.pay.gettingout.com](http://www.pay.gettingout.com).

Commissary items are delivered on Monday and Thursday afternoons. To receive items Monday morning, inmates must have their orders submitted by 7:00 AM the previous Friday. To receive items Thursday morning, orders must be placed by 7:00 AM the previous Tuesday. There is a fifty dollar (\$50.00) limit on all orders.

Commissary orders will be presented to you in a clear plastic bag along with a receipt of your order. Each inmate is to verify their order and present their armband identification before opening the contents. Each inmate is required to submit a signature for their order verification.

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## INMATE ACCOUNTS

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If you are a county inmate, and you have outstanding fees and balances with the facility, half of all monies deposited will be collected and be applied toward balances due. Upon release, all money owed to an inmate will be made available to you via debit card or check. In certain cases, refunds will only be made available Monday through Friday from 8:00 AM to 4:00 PM.

All inmates are charged a twenty dollar (\$20.00) administrative booking fee and a ten dollar (\$10.00) per day housing fee. When an inmate's classification changes (i.e. county inmate to state inmate), they are still responsible for any debt accrued while they were a county inmate. Fees will be waived from the day that your classification changes forward but the prior debt is still to be paid. If an inmate owes the facility money when they are released from custody, any funds remaining in the trust account will be applied towards any outstanding balance.

All indigent inmates (inmates that have not had available funds in their trust account for 14 days) will be given a care-pack every two weeks upon request. Indigent inmates will also receive two (2) stamped envelopes with paper and pencil upon request.

Any questions concerning an inmate account should be directed to the "Inmate Accounts" tab on the housing area's kiosk.

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## MAIL AND TELEPHONE

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Mail will be distributed to each housing area Monday through Saturday excluding holidays and extenuating circumstances. Correspondence between inmates within the facility is prohibited. Correspondences with inmates in other facilities are permitted only with approval from the other facility. Inmates are allowed to correspond with any person(s) not in the facility as long as the correspondence does not violate any state or federal laws or court ordered injunctions from any jurisdictions.

All mail entering the facility must be sent in a plain envelope with correct name and address of intended recipient on the front. Drawing and artwork on the outside of the envelope are prohibited. Drawings and artwork within the envelope are prohibited as well and will be discarded upon intake. All incoming mail must have a return address on the envelope. Any mail received that violates policy or seems to contain contraband may be copied at the clerk's discretion and a copy be given to the inmate. If the inmate refuses the copy, he/she will not receive anything pertaining to the mail in question. Any contraband will be confiscated and used as evidence for prosecution.



Stamps or stamped envelopes will be denied admission through mail in the facility. All legal mail will be opened in the presence of the inmate and all staples and envelope will be discarded when mail is inspected.

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## MAIL AND TELEPHONE (CONTINUED)

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As soon as practical, but no longer than twenty-four (24) hours after the booking process is complete, inmates shall be permitted a reasonable amount of collect phone calls to an attorney of their choice and/or family member.

When on telephone restrictions, each inmate shall be permitted one (1) five (5) minute phone call once per week. The telephone may be restricted at various times due to transports, pending investigations, or disciplinary reasons.

Family members or friends may place money for telephone calls on the designated inmate's trust account via facility kiosk or at [www.pay.gettingout.com](http://www.pay.gettingout.com). All telephone calls are recorded and are subject for evidence or investigation.

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## VISITATION

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Each inmate is allotted two (2) free thirty (30) minute visits per week. Visitation is available seven (7) days per week from 8:00 AM to 10:00 PM either at the facility or via webcam through the Telmate website.

All visitors must create an account through Telmate and present a valid picture ID to schedule a visit. Visits must be scheduled six (6) hours in advance to ensure approval of the visit by the inmate. An inmate may accept or deny the visitation request sent to them. Additional visits may be scheduled through Telmate for a fee.

If a visit is scheduled and your visitor does not appear, it will be credited as one of your allotted visits. Any visit not canceled or rescheduled within twenty-four (24) hours of the scheduled time will count as a loss of the weekly visit and/or money paid.

If it is determined that an outside person is maliciously scheduling visits in an effort to prevent visitations, you may request this person to be permanently blocked from scheduling visits. Visitation privileges may be revoked for disciplinary reasons or for pending investigations or security threats.

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## ACCESS TO COURTS AND COUNSEL

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The LCCC will ensure that inmates have access to the courts and counsel. Inmates will be assisted in making confidential contacts with attorneys and their representatives. Such contact includes but is not limited to: telephone communication, uncensored correspondence, and unmonitored visitation.

Inmates will have access to the law library and legal materials to facilitate the preparation of documents. Notary services for legal documents will be provided to indigent inmates free of charge.

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## INMATE RIGHTS

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All inmates housed at the Laurel County Correctional Center will have certain rights relative to the conditions of their confinement. These rights as per 501 KAR 3:140 Prisoner Rights, will address access to courts, attorneys, mail, telephone, grievance procedure, search and seizure, disciplinary procedure, racial segregation, medical care, mental health care and religion. The LCCC will prohibit one inmate or group of inmates to be given control or allowed to exert authority over other inmates.

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## GRIEVANCE PROCEDURE

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All inmates will be made available an inmate grievance procedure with a least one (1) level of appeal. The grievance procedure will be made available on the housing area kiosk. When not available on the kiosk, inmates will be able to file grievances on paper upon request. The grievance process has been established to address inmate complaints fairly and reasonably with prompt decisions and actions. The grievance process provides the means for administrative review of legitimate concerns/ issues in order to achieve effective resolutions.

The grievance, whether on the kiosk or on paper, must be legible. It should be contained within the space designated with no more than one (1) additional grievance page. The grievance should give specific times, dates, and anyone involved in reference to the incident or problem. The grievance should be detailed and list any witnesses that may be involved.

Upon receipt of the grievance by the Jailer or designee, the grievance will be examined to determine if it constitutes:

- A prohibited act by facility staff;
- A violation of your civil rights;
- A criminal act or abridgment of your privileges as cited in the rules;
- Healthcare concerns;
- Personal needs
- PREA Alert

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## GRIEVANCE PROCEDURE (CONTINUED)

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A grievance that stems from a non-grievable issue will be returned to the inmate stating that it is a non-grievable. Non-grievable issues include, but are not limited to:

- Appeal of court decision or order;
- Non-Departmental Complaint
- Booking Fees
- Inmate Disciplinary Procedure
- Classification
- Open Records Denial
- Rejected mail

If the grievance appears to constitute any of the previously mentioned grievable issues, the Jailer or designee will order prompt investigation. Any inmate that submits a grievance should receive a response within ten (10) days following submission of the grievance. Once the investigation is complete, findings or any action taken will be forwarded to the griever. If a response is not answered within ten (10) days it shall be deemed denied. If the inmate is not satisfied with the disposition of the grievance by the addressing officer, the inmate may then appeal the grievance up the chain of command. The appeal of a grievance must occur within forty eight (48) hours of their response.

No inmate will be subject to retaliatory treatment or reprisal for filing a grievance.

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## DISCIPLINARY PROCEDURES

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The Laurel County Correctional Center (LCCC) has established a system for inmate discipline and administrative procedures to ensure fair and impartial due process for all inmates. The disciplinary process will ensure fair disciplinary practices, proper documentation of rule violations and comply with applicable laws and regulations as well as state and federal housing standards.

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.

Officers that observe an inmate violate the Code of Conduct will document the incident utilizing the agency incident report clearly defining the rule 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 the Disciplinary Review Board.

The Disciplinary Review Board shall examine the Inmate Rule Violation Incident within 72 hours of the infraction (Excluding weekends and holidays).

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## DISCIPLINARY PROCEDURES (CONTINUED)

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The inmate shall be given a minimum of a 24 hour notice prior to the convening of the Disciplinary Committee. 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. The Disciplinary Review Board may deny the accused inmate appearing before the committee if they believe the inmate to be violent or mentally unstable. 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.

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

The following rules and regulations govern inmate conduct and discipline while in the Laurel County Correctional 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 and battery, 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, or under threat of informing.
- Engaging in sexual acts with others, sexual battery or attempted sexual battery.
- Interfering with an official operation.
- Escape, attempting, 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.

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## DISCIPLINARY PROCEDURES (CONTINUED)

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- Setting 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 pose a serious threat to the security of the institution (i.e. intoxicating beverages, drugs, firearms / weapons, poisons, toxic materials, inhalants).
- Use, possess, manufacture, or sell drugs not prescribed.
- 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 when excessive or altered (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.

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## DISCIPLINARY PROCEDURES (CONTINUED)

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- 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.

### **Violations and Penalties**

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

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## DISCIPLINARY PROCEDURES (CONTINUED)

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### Penalties

Penalties for Rule Violations are as follows:

- Reprimand
- Restriction of privileges excluding exercise periods. (This does not exclude restriction from use of recreational areas in the facility.)
- Restitution-The Jailer or his designee may demand restitution in case of:
  1. Destruction, injury, improper use, damage, removal or theft of county, employee, visitors or other inmates property;
  2. Self-infliction of injury, or faking illness or injury;
  3. Injuring others;
  4. Obtaining money, goods, privileges or services under false pretenses;
  5. Loss of privileged housing or meritorious living conditions (Trustee or work release)
  6. Assignment to administrative segregation
  7. Assignment charges being filed on said offender as defined by KRS criminal codes.

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## DISCIPLINARY PROCEDURES (CONTINUED)

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### Sentencing

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.

#### Category 1 (Minor Violations)

Offense	Minimum Penalty	Maximum Penalty
<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



# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## DISCIPLINARY PROCEDURES (CONTINUED)

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### Category 3 (Major Violations)

Offense	Minimum Penalty	Maximum Penalty
<i>Interference with an employee in the performance of their duty</i>	2	8
<i>Refusing to obey a verbal order</i>	2	8
<i>Violation of mail or visitation regulations</i>	2	8
<i>Refusing or failing to carry out work assignments</i>	2	8
<i>Involvement in rioting or distributing a disruptive document</i>	2	8
<i>Unauthorized changing of bed assignments</i>	2	8
<i>Fighting, physical action, or force against another inmate- no injury</i>	2	8
<i>Infllicting injury to self</i>	2	8
<i>Charging another inmate for any service</i>	2	8
<i>Being in a restricted or unauthorized area</i>	2	8
<i>Unauthorized communication between inmates</i>	2	8
<i>Failure to abide by imposed facility penalties</i>	2	8
<i>Abusive or disrespectful language directed toward staff/ visitor</i>	2	8
<i>Lying to any member</i>	2	8
<i>Conviction of Category 1 or 2 violation within 90 days</i>	2	8
<i>Participating in a 3-way phone call</i>	2	8
<i>Use or possession of tobacco products</i>	2	8

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## DISCIPLINARY PROCEDURES (CONTINUED)

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### Category 4 (Major Violations)

Offense	Minimum Penalty	Maximum Penalty
<i>Physical force resulting in injury to another inmate</i>	2	9
<i>Unauthorized use of drugs or intoxicating substance</i>	2	9
<i>Introduction of contraband into or within the facility</i>	2	9
<i>Engaging in extortion or blackmail</i>	2	9
<i>Refusing to comply with facility count or segregation procedure</i>	2	9
<i>Destruction, defacing, or altering of agency property</i>	2	9
<i>Obtaining goods or services under false pretenses</i>	2	9
<i>Inappropriate sexual behavior</i>	2	9
<i>Gambling or possession of gambling material</i>	2	9
<i>Possession of tattoo or body piercing paraphernalia</i>	2	9
<i>Misuse of issued medication</i>	2	9
<i>Possession of paraphernalia</i>	2	9
<i>Theft or possession of stolen property valued at less than 100 dollars</i>	2	9
<i>Tattoo or piercing of self or another/ allowing self to be tattooed or pierced</i>	2	9

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## DISCIPLINARY PROCEDURES (CONTINUED)

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### 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>	4	9
<i>Tampering with locks or security devices</i>	4	9
<i>Loan sharking, or incurring debts</i>	4	9
<i>Bribery</i>	4	9
<i>Tampering with evidence</i>	4	9
<i>Hindering an investigation</i>	4	9

### Category 6 (Major Violations)

<b>Offense</b>	<b>Minimum Penalty</b>	<b>Maximum Penalty</b>
<i>Inciting a riot</i>	6	10
<i>Escape</i>	6	10
<i>Creating fire</i>	6	10
<i>Promoting dangerous contraband</i>	6	10
<i>Possession of staff uniform clothing or related items</i>	6	10
<i>Robbery</i>	6	10
<i>Using any item as a weapon, or to facilitate an escape</i>	6	10

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## DISCIPLINARY PROCEDURES (CONTINUED)

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### Category 7 (Major Violations)

Offense	Minimum Penalty	Maximum Penalty
<i>Assault of physical action against any member</i>	10	10
<i>Taking a hostage</i>	10	10
<i>Possession of lethal contraband</i>	10	10

The Jailer or Administrative Officer may reduce administrative segregation time. Credit for time served during pre-sentencing segregation may also be applied.

The Disciplinary Review Board may impose the following in lieu of administrative segregation:

- Reprimand in writing
- Restrictions of privileges

Separate disciplinary charges shall not run concurrently. Minimum and maximum numbers of the code of conduct represent days (24 hours) of administrative segregation.

An inmate may be placed in Pre-Hearing Detention (PHD) for a maximum of 72 hours (Excluding weekends and holidays) without a Disciplinary Committee review. If the report has not been completed within the allotted 72 hours (Excluding weekends and holidays), the inmate may be placed back into inmate population.

The Special housing Unit (Hereby referred to as the SHU) is to be used a temporary housing assignment for inmates awaiting the results of the Disciplinary Review Board's investigation and as a disciplinary housing unit of the facility.

The Officer that physically places the inmate into the SHU will take all property belonging to the inmate and store it appropriately in the property room. The property will be recorded and verified by signature of both the officer and inmate.

All clothing shall be taken and entered into the inmate's property. The inmate will be issued one (1) jumpsuit or paper gown if necessary. Garments will be laundered or exchanged every three (3) days. Garments will be worn at all times (Unless showering), and shall be worn properly.

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## DISCIPLINARY PROCEDURES (CONTINUED)

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Inmates housed in the Segregated Housing Unit shall be permitted 1 hour of time outside of their cell in the day room per 24 hour period. The inmates shall be afforded the opportunity to shower and use the telephone if time is available. Officers that place inmates into the dayroom shall complete the appropriate entry with their cell scan.

Inmates in the SHU will be permitted weekly visitations (attorneys and clergy only), mail and laundry as per the facility schedule. SHU inmates will not be permitted to purchase commissary. Inmates will be allotted at minimum one (1) five (5) minute phone call per week if funds allow.

Once an inmate has completed their time in the PHD/SHU, the inmate shall be returned to inmate population in a timely manner.

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## HOUSING/GROOMING/ HYGIENE

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The Laurel County Correctional Center will ensure that male and female inmates are housed separately. Additional segregation will be provided for protective custody inmates. Lights will be on from 7 AM until 10:00 PM daily. Televisions will be turned on/off for the same times unless restricted. Inmates are required to remain in their bunks during this down time unless utilizing the restroom or telephone. For staff to ensure health and well-being, inmates are prohibited from covering their facial area.

Inmates are encouraged and allowed the freedom of personal grooming except when a valid security interest justifies otherwise. Hand sanitizer is provided in each cell as well as antibacterial body wash. If funds aren't available, you may request an indigent pack from the "Inmate Accounts" tab on your kiosk which will include a toothbrush, toothpaste, and deodorant. Showers and restrooms are made available to all inmates twenty four (24) hours per day.

Inmates are expected to clean their housing areas twice a day. The cleaning cart will be in the cell at minimum once per day. Beds are to be made, when in inmate does not occupy them. All belongings are to remain in their totes unless being utilized. Wet towels and washcloths may be hung from the designated shelves but removed once dry. The only thing allowed to remain on the shelves is one Religious book (i.e. Bible and/or Koran) per inmate.

Hair clippers will be provided in the indoor recreation area. Replacement clippers will be purchased every three (3) months. If the clippers are broken before then you will have to request a hair cut from the facility barber. Haircuts may be requested through the "inmate accounts" at a cost of eight (8) dollars per cut.

One (1) roll of toilet paper will be provided to each inmate upon intake. Each inmate will be provided with an additional one (1) roll of toilet paper each Thursday. Any excess toilet paper needed must be purchased from commissary.

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## HOUSING/GROOMING/ HYGIENE

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Laundry will be conducted on the scheduled days for each housing area on weekly basis. A laundry loop will be provided to each inmate for their personal clothing. Bed linens will also be changes once per week and is not optional. The Laundry schedule is as follows:

### Facility Laundry Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<i>2nd Floor Males</i>	<i>2nd Floor Males</i>	<i>301-307</i>	<i>2nd Floor Males</i>	<i>301-307</i>	<i>2nd Floor Males</i>	<i>301-301</i>
	Bed Linens		Bed Linens	Bed Linens			Bed Linens
<i>0730-1400hrs</i>	Uniforms	Personals	Uniforms	Uniforms	Uniforms	Personals	Uniforms
	<i>Females</i>	<i>Females</i>	<i>309-314</i>	<i>Females</i>	<i>309-314</i>	<i>Females</i>	<i>309-314</i>
			Bed Linens	Bed Linens		Uniforms	Bed Linens
<i>1400-2200hrs</i>	Bed Linens	Personals	Uniforms	Uniforms	Uniforms	Personals	Uniforms
	<i>Females</i>	<i>309-314</i>	<i>301-307</i>	<i>Females</i>	<i>309-314</i>	<i>2nd Floor Males</i>	<i>301-307</i>
<i>2200-0600hrs</i>	Uniforms	Personals	Personals	Personals	Personals	Uniforms	Personals

All inmates are in charge for facility issued clothing and linens. Items that are found to be torn, altered, or missing be result in restitution for the items.

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## FOOD SERVICES

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The Laurel County Correctional Center will provide all inmates a nutritionally adequate diet that meets or exceeds the caloric requirement and dietary allowances for basic nutrition. Three (3) meals,

including at least two (2) hot meals, will be provided at regular times during each twenty four (24) hour period. Variations may be allowed on holidays and extenuating circumstances provided nutritional guidelines are met.

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## FOOD SERVICES (CONTINUED)

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The following schedule will be used as a guideline in providing meals to the dormitories:

- Breakfast- 5:00 AM
- Lunch- 11:15 AM
- Dinner- 4:15 PM

\*Times are subject to change with extenuating circumstances\*

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## MEDICAL/DENTAL/MENTAL HEALTH

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The Laurel County Correctional Center ensures that healthcare services are provided to the inmate population in an acceptable and professional manner similar to accepted medical practices throughout the community. Inmates housed at the facility will have unimpeded access to various healthcare services so that their health care needs including prevention and health education are met in a timely and efficient manner. The LCCC will seek reimbursement from qualified inmates for expenses incurred when receiving medical, dental or mental health services; however, all inmates access to healthcare will not be denied due to inability to pay.

Inmates will have access to twenty four (24) hour medical treatment, care or services. Inmates may submit a "Sick Call" request on their in cell kiosk. Additionally, a health professional will be at each cell twice (2) daily for medication pass and will address any medical needs at this time.

During medication pass, each inmate is to have one cup of water and must take the medication in the presence of the officer and medical staff. Mouths, cups, and hands may be checked for hoarding of medication. Hoarding of medication may result in suspension of medication and/or further disciplinary measures.

The Laurel County Correctional Center is a narcotic-free facility. The facility doctor may prescribe an alternative medication for you to take while incarcerated. In extenuating circumstances when a controlled substance must be given, an inmate may be placed in a medical cell for closer observation.

Routine dental services will also be provided at the facility. To request dental services, you must fill out a sick-call on your in cell kiosk.

Within forty eight (48) hours of incarceration, a medical screening will be given to all inmates. At this time, medical staff may recommend the opportunity to be seen by the mental health doctor. The mental health doctor will also be at the facility routinely.

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## MEDICAL/DENTAL/MENTAL HEALTH (CONTINUED)

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The Laurel County Correctional Center will impose a medical co-payment fee for inmates.

The co-payment schedule for all inmates shall be as follows:

- |  |             |
|--|-------------|
| • Physician/Psychiatrist/ Nurse Practitioner Visit | \$15.00     |
| • Dental Visit                                     | \$15.00     |
| • Over-the-Counter Medication                      | \$5.00      |
| • Follow-up Services                               | \$No Charge |
| • Medical Screening                                | \$No Charge |

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## RELIGION

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Inmates have the freedom and opportunity to practice their religion within the limits necessary to maintain facility order and security. Each inmate is given the opportunity to participate in the various religious services offered here at the facility and well as religious counseling. Inmates are not required to attend or participate in religious services or discussions.

All segregated inmates may receive visits from the chaplain and/or other clergy. Any inmate religious diet, consistent with their religious faith, may make a request to the “kitchen” tab on their kiosk.

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## ACCESS TO PROGRAMS/SERVICES

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The Laurel County Correctional Center will provide programs and services consistent with the needs of the inmate population. LCCC provides the numerous programs to inmates helping them better prepare to return to the community as productive citizens. We are currently collaborating with local agencies and organizations to provide Graduation Equivalency Diploma, GED Classes, and twelve step treatment and recovery program, Celebrate Recovery. We have recently added Cognitive-Behavioral Treatment resources from Correctional Counseling, Inc. that are being implemented in a classroom setting. These materials will be used by our reentry facilitator to help identify and address inmate risk factors. By providing these programs, we hope to reduce the rate of recidivism (return of from inmates) among our current inmate population, ensuring increased community safety.

To apply for one of these programs, use your “Programs Request” tab on your kiosk.



# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## ACCESS TO PROGRAMS/ SERVICES (CONTINUED)

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Below are the classes we offer and a brief description of each:

### **Anger Management**

This class is targeted for adults who have problems with managing feelings of anger and frustration in an appropriate way. This class also targets substance abusers, criminals, and individuals involved in domestic violence or dysfunctional relationships. Individuals participating in these classes must complete homework prior to attending the class for a group discussion.

### **Life Skills**

This class is targeted for individuals who are about to enter the work world as well as those who have poor work histories. This program also helps repeat offenders of petty crime including vandalism, bad checks, repeat traffic offenders, and people owing restitution. The program focuses on rules, relationships, feelings for others, goals, values, and making commitments.

### **Parenting**

Our Parenting and family values class is used with individuals in any type of treatment, but especially with female offenders in need of parenting skills. Participants confront their parenting skills and habits, perform a clarification on their values regarding family, and establish appropriate discipline routines. This class also targets an individual who have failed to maintain obligations to pay family or child support and directly confronts this issue.

### **Criminal Thinking**

This class is targeted for individuals who are active in substance abuse programs of any type in any setting. This class focuses on risky situations, scripting changes, coping with urges and cravings, being around users, understanding support issues and taking charge. This class helps substance abusers stay clean and change their way of thinking about substance abuse.

### **G.E.D. (Graduation Equivalency Diploma)**

This program is offered by the Laurel County Adult Education. The program offers individuals the opportunity to obtain their GED while and after incarceration

### **Celebrate Recovery**

This program is offered by one of the many church affiliated with our facility. Hawk Creek Church provides this a 12 step program and recovery plan in which is designed to help individuals overcome life issues using Christian principles.

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## WORK RELEASE

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Our Work Release Center at Laurel County Corrections is a great program we have that helps tax payers save countless dollars. We currently have 10 Work Crews that include 1 all- female work release crew that go out and keep our streets clean.

Our work release crews help with numerous organizations and help keep our county clean and well maintained. They have helped with the clean-up efforts from the tornadoes that devastated our county in 2012. They also help with the set-up and clean-up of different events like the World Chicken Festival, the County Fair, club events, and other organizational activities. They help out with the Optimist Club, Rotary Club, Kiwanis Club, The Laurel County Fair Grounds, and downtown London with landscaping. They also help out at the county's landfill sorting trash and recyclables.

Our Work Release Program consist of lower level offenders and offenders with shortened sentences. Many of the inmates may earn "work credit" and shorten their sentences saving the community tax dollars all while keeping our streets clean and maintained. The Work Release Program also helps the inmates to transition to building a stronger work ethic to take with them back to society once released.

Some work release inmates may be assigned to the kitchen, laundry, maintenance, or other indoor assignments as they become needed. To apply to become a trusty or apart of the work release crew, utilize the "trusty" tab on your kiosk. All applicants must be classified, final sentenced, and no incidents within ninety (90) days from their SHU release or restriction date.

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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## RECREATION

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In order to reduce idleness, vandalism, and to encourage overall health, inmates of the Laurel County Correctional Center will be provided adequate opportunities to engage in recreation to the extent that the facility and personnel allow.

All inmates will have a minimum of 1 hour of recreation outside of their cell in either the indoor or outdoor recreation three (3) times per week. Inmates that pose a threat to the safety and security of the facility shall be denied outdoor recreation and will be offered indoor recreation. The recreation schedule is as follows:

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>8:00 AM</b>	314 Rec	<i>Celebrate Recovery</i>	233 Rec	Open	240 Rec	Open	301 Rec
<b>9:00 AM</b>	215 Rec	<i>Celebrate recovery</i>	<i>Bible study</i>	Open	<i>Court 9:30</i>	227 Rec	305 Rec
<b>10:00 AM</b>	Weaver	Weaver	Weaver	Weaver	Weaver	202 Rec	309 Rec
<b>11:00 AM</b>	<i>Lunch Court</i>	<i>Lunch Weaver</i>	234 Rec	Lunch	Lunch	Lunch	Lunch
<b>12:00 PM</b>	<i>Hawk Crk Church</i>	Open	Lunch	Open	Weaver	open	<i>Hawk Crk Church male 1</i>
<b>1:00 PM</b>	Weaver	Weaver	301 Rec	Weaver	310 Rec	234 Rec	<i>Hawk Crk Church male 1-2</i>
<b>2:00 PM</b>	Weaver	Open	302 Rec	Open	312 Rec	233 Rec	<i>Hawk Crk Church male 2</i>
<b>3:00 PM</b>	202 Rec	239 Rec	303 Rec	305 Rec	313 Rec	229 Rec	307 Rec
<b>4:00 PM</b>	<i>Dinner</i>	<i>Dinner</i>	<i>Dinner</i>	<i>Dinner</i>	<i>Dinner</i>	<i>Dinner</i>	<i>Dinner</i>
<b>5:00 PM</b>	303 Rec	240 Rec	229 Rec	304 Rec	314 Rec	302 Rec	<i>Hawk Crk Church Female 1</i>
<b>6:00 PM</b>	209 Rec	237 Rec	304 Rec	307 Rec	209 Rec	236 Rec	<i>Hawk crk Church Female 1</i>
<b>7:00 PM</b>	<i>Female Church</i>	236 Rec	<i>Male Church</i>	<i>Celebrate Recovery Male</i>	<i>Female Church</i>	237 Rec	310 Rec
<b>8:00 PM</b>	<i>Female Church</i>	227 Rec	<i>Male Church</i>	309 Rec	<i>Female Church</i>	215 Rec	312 Rec
<b>9:00 PM</b>	<i>Male Church</i>	240 Rec	<i>Male Church</i>	Open	<i>Male Church</i>	239 Rec	313 Rec

## LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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### OPEN RECORDS

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Inmates may request copies of any court orders, criminal history, or other documents on their file by submitting an open records request on the “inmate accounts” tab on their kiosk. The Laurel County Correctional Center will examine these records in accordance to the Open Records Act. Fees for inmates making open records requests will be deducted from the inmate’s trust account prior to the release of the records. An inmate must have available funds on their account to receive such records. Open Records Requests will be examined Monday- Friday between the hours 8:00 AM and 4:00PM (excluding holidays). The Jailer or his/her designee will have three (3) working days to examine and respond to the request. (KRS 61.880). No information will be made available that interferes or

jeopardizes the safety and security of the operations of the facility. No information will be released to anyone that is detrimental to another inmate.

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.

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### SECURITY

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The Laurel County Correctional Center provides twenty-four (24) hour supervision of inmates by trained correctional staff. Inmate headcounts will be conducted multiple times throughout the day in which the inmate is expected to sit up in their bunks and present their armband for identification verification. Full cooperation of all inmates is expected.

LCCC staff is authorized to conduct searches and mat checks of the facility and dorms periodically. This may occur at any given time at the discretion of the officers.

The Laurel County Correctional Center attempts to prevent the introduction and possession of contraband within the facility. Contraband per KRS 520.010 is any item in which a person confined in a detention facility is prohibited from obtaining or possessing by statute. A person is guilty of promoting contraband when he or she knowingly introduces the contraband into the facility either by making, obtaining, or possessing any item prohibited by LCCC. Inmates found to be in violation of this will be prosecuted to the full extent of the law or be subject disciplinary action.

The LCCC may administer a drug screening test based upon suspicion the inmate is under the influence of a controlled substance. When a urinalysis test is to be administered, the inmate will have three (3) hours to produce a urine specimen. Failure by the inmate to submit and/or produce a urine sample a urine sample shall result in disciplinary action

# LAUREL CORRECTIONS INMATE ORIENTATION MANUAL

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### PRISON RAPE ELIMINATION ACT

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The Laurel County Correctional Center holds a zero tolerance standard for sexual abuse/assault in accordance with the Prison Rape Elimination Act of 2003. The LCCC will enforce all local, state, and federal laws pertaining to inmate sexual misconduct of threats of sexual assault or intimidation by providing clear definitions of prohibited conduct, establishing uniform methods for prompt reporting and investigation of allegations of sex-related offenses or threat, identification of predators, protection of victims and prescribing sanctions for substantiated sexual offenses, as well as false allegations. This law is directed to all sexual acts relating to : inmate to inmate, inmate to staff, and staff to inmate.



- Emcon Home Incarceration 606-877-2484
- South East KY Monitoring 606-309-4272
- Public Defender 606-330-2050
- Telmate 211#

### **Homeless Shelter**

Christian Shelter For Homeless

Address: 220 E 4th St, London, KY 40741

Phone: (606) 330-0785

### **Anonymous Sexual Abuse Hotline**

606-864-6332

\*This orientation manual is subject to change at any time. Revision date: March 2, 2015\*