

 KENTUCKY PAROLE BOARD Policies and Procedures	Policy Number	Total Pages
	Date Filed	Effective Date
	KYPB 08-00	1
	N/A -Internal	April 1, 2011
References/Authority ACA Standard 2-1019; CPP 9.12; KRS 196.030, 197.525, 439.330, 439.380, 439.590	Subject PHYSICAL PLANT, SECURITY, SAFETY AND EMERGENCY PROCEDURES	

I. POLICY and PROCEDURE:

- A. The Office of the Kentucky Parole Board shall be responsible occupants by adhering to the rules, regulations, sanitation and security procedures established by the facility management.
- B. The Kentucky Parole Board shall adhere to the emergency, security, and safety regulations of all facilities visited.
- C. Each Parole Board Member and staff person shall be issued an official Employee Identification Card (I.D.) and be responsible for its security and care. The I.D. shall be scanned each time the staff person enters the building.
- D. Visitors shall only be allowed to enter the facility through the main entrance by clearing a security check-point and register as an official visitor.
- E. The Parole Board Chairperson or designee shall be the liaison to inform the Board Members and staff of any emergency procedures of the facility management.
- F. Parole Board Members visiting a Correctional facility shall adhere to the entry and exit procedures of that facility.
 1. These security guidelines may be found in Correctional Policy and Procedure (CPP) 9.12 "Allowable Property and Staff Entry to Correctional Institutions".
 2. Any exception to these procedures shall be approved in advance by the appropriate institutional staff member.
- G. All Board Members and staff shall be subject to the emergency procedures of the facility they are visiting and shall comply with all lawful directions given during an emergency or an emergency drill.