



## JUSTICE AND PUBLIC SAFETY CABINET

**Steven L. Beshear**  
Governor

### Department of Corrections

P.O. Box 2400  
Frankfort, Kentucky 40602  
Phone (502) 564-4726  
Fax (502) 564-5037  
www.kentucky.gov

**J. Michael Brown**  
Secretary

**LaDonna H. Thompson**  
Commissioner

February 20, 2014

Benjamin L. Cavataro  
Prison Information Project  
910 Legal Research Building  
University of Michigan Law School  
625 South State Street  
Ann Arbor, Michigan 48109

RE: Open records request (Log 14-021 received 02-17-2014)

Benjamin L. Cavataro,

Your open records request was received by the Department of Corrections on February 17, 2014. You requested the following:

1. *“Any current prisoner handbook or manual (including any inmate orientation handbook or manual), whether system-wide or institution-specific.*
2. *All current prisoner grievance regulations, policies, guidelines, manuals, directives, rules, etc., including general grievance policies/guidelines/etc. and specific grievance policies/guidelines/etc. relating to, for example, health care or sexual assault.*
  - *If the attached document is the only and most current and complete policy, please indicate as such. If this is the case, there is no need to send a duplicate policy.*
  - *By “grievance” we mean any grievance or complaint, whether formal or informal, whatever the subject matter.*
3. *Any records, created or updated from 2003 to the present, tallying or reporting:*
  - a. *The number of grievances filed and resolved each year.*
  - b. *The categories or subject matter of grievances filed and resolved, and number of grievances in each subject matter category used (for instance, grievances related to food, health care, use of force, etc., and including both ordinary*

- and “sensitive” complaints such as those involving allegations of staff misconduct).*
- c. Grievance outcomes or resolutions each year, by subject matter category and year.*
  - d. Statistics or data on length of time to resolve grievances, by subject matter category and year.*
- *We are not requesting individual grievance records. We are only requesting records that summarize, aggregate, or compile grievance data.*
4. *Any current policy for prisoner mail or correspondence, including regular and legal mail, prisoner receipt of newspapers, magazines, newsletters, and books.*
- *If the attached document is the only and most current and complete policy, please indicate as such. If this is the case, there is no need to send a duplicate policy.”*

In response to item 1, please be advised that the Department of Corrections central office is not the custodian of the records you request. Incoming inmates do receive a handbook, but these handbooks are specific to the institution where they are housed; therefore, the individual institutions maintain these records. You may send your request(s) to the following Department of Corrections adult institutions:

Warden Kathy Litteral  
Bell County Forestry Camp  
560 Correctional Drive  
Pineville, Kentucky 40977

Warden Steve Haney  
Blackburn Correctional Complex  
3111 Spurr Road  
Lexington, Kentucky 40511

Warden Gary Beckstrom  
Eastern Kentucky Correctional Complex  
200 Road to Justice  
West Liberty, Kentucky 41472

Warden Alan Brown  
Green River Correctional Complex  
1200 River Road  
P.O. Box 9300  
Central City, Kentucky 42330

Warden Janet Conover  
Kentucky Correctional Institution for Women  
3000 Ash Ave.  
Pewee Valley, Kentucky 40056

Warden Randy White  
Kentucky State Penitentiary  
266 Water Street  
Eddyville, Kentucky 42038

Warden Clark Taylor  
Kentucky State Reformatory  
3001 West Highway 146  
LaGrange, Kentucky 40032

Warden Joseph P. Meko  
Little Sandy Correctional Complex  
Route 5, Box 1000  
Sandy Hook, Kentucky 41171

Warden Greg Howard  
Luther Luckett Correctional Complex  
Dawkins Road, Box 6  
LaGrange, Kentucky 40031

Warden Don Bottom  
Northpoint Training Center  
P.O. Box 479, Hwy 33  
710 Walter Reed Road  
Burgin, Kentucky 40310

Warden Ravonne Sims  
Roederer Correctional Complex  
P.O. Box 69  
LaGrange, Kentucky 40031

Warden Steve Woodward  
Western Kentucky Correctional Complex  
374 New Bethel Church Road  
Fredonia, KY 42411

In response to item 2, please be advised that the document you attached (CPP 14.6) is the only and most current and complete policy.

In response to item 3, please be advised that only records from 2009 through the present are available. All records prior to 2009 have been purged in accordance with the Department of Corrections records retention schedule. The documents that are available can be mailed to you, after receipt of the administrative cost of copying and postage is received. Pursuant to KRS 61.874(3), the Department of Corrections charges \$0.10 per page for copies of records plus postage and advance payment is required. The records include 150 pages, for a cost of \$15.00, plus \$5.60 for postage. The total cost to mail you the records will be **\$20.60**. A check or money order for this amount should be made payable to the Kentucky State Treasurer and forwarded *to my attention* at the above address. When payment is received, the copies you requested will be mailed to you.

In response to item 4, please be advised that the document you attached (CPP 16.4) is the most current and complete policy; however, the document you attached (CPP16.2) has been updated. The most current version of CPP 16.2 is available in electronic format and a copy is attached herewith.

If you have any questions or require further information please feel free to contact me.

Sincerely,

*Todd Henson*

Todd Henson  
Open Records Request Coordinator  
Kentucky Department of Corrections