

**Office of the Secretary**

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SECRETARIAL DIRECTIVE

SUBJECT: Dress Code for Non-Uniformed Personnel

NUMBER: 2020-01

SUPERSEDES: New

APPLICABILITY: All Department of Corrections Non-Uniform Employees

REFERENCE: Ark. Code Ann. §§ 25-43-105,
25-43-108, and 25-43-403

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ISSUED BY: Wendy Kelley

EFFECTIVE DATE: January 2, 2020

I. POLICY:

It is the policy of the Department of Corrections to establish and monitor standards for employees' dress to reflect a professional appearance for the organization.

II. PURPOSE:

To ensure that the Departments non-uniformed employees dress in a professional manner as outlined in the dress code.

III. PROCEDURES:

Professional Dress Code Guidance - All non-uniform employees must wear clothing that is appropriate for their job and work site. Clothing and appearance should be neat, clean, in good business taste, and must not constitute a safety hazard. This agency is a professional organization that interfaces with other state agencies, the business community and the public. Employees must project a professional public image.

In keeping the Department's intention to maintain a dignified business atmosphere, extreme or unkempt hairstyles and distracting bodily accessories are not permitted. Jewelry should be modest and professional. Personal grooming and cleanliness must be maintained to present a clean appearance, with contemporary hairstyles, nail polish, and makeup consistent with the professional business world.

Examples of acceptable attire include, but are not limited to:

- Business suits, blouses, shirts, skirts, pants, ties, dresses
- Sweaters
- Shirts with collars
- Slacks and trousers
- Sports jackets and blazers
- Footwear designed for business purposes

Examples of unacceptable attire include, but are not limited to:

- Clothing with a printed message, slogan, political messages, picture or art depicting drugs, alcohol, smoking, sex, weapons, violence, or a message that is inflammatory, obscene, disrespectful, or potentially disruptive within a correctional environment;
- Dresses or blouses that are backless, strapless, sleeveless or have spaghetti straps unless such garments are covered by another article of clothing (sweater or jacket).
- Tank or muscle tops and crop tops unless such garments are covered by another article of clothing (sweater or jacket);
- Sheer or mesh clothing that exposes undergarments or midriffs or any clothing with exposed undergarments;
- Camouflage apparel;
- Miniskirts, defined as skirts above the knee or revealing the upper thigh;
- Athletic or tennis shoes;
- Hooded sweatshirts;
- Jeans or denim pants of any color, unless authorized by the Division Director;
- Shorts of any kind; or
- Costumes of any kind.

Safety Issues - Employees must not wear clothing that is unsafe. Accessories such as rings, necklaces, bracelets, and earrings must not present a potential safety hazard.

Division Directors may institute more stringent dress requirements for reasons of safety.

Legislative and other High-Profile Events - Employees attending meetings at the State Capitol, Governor's Office, with a Committee of the General Assembly, or other high-profile events must follow a "formal business" dress code as outlines below:

Men-must either wear business suits with neckties or wear sports coats or blazers with neckties, slacks or dress khakis and dress shoes.

Women-must wear business dresses or suits or jackets, sweaters or blouses with either slacks or professional skirts of modest length. Necklines and footwear must be modest and appropriate for business.

Personal Cleanliness - Employees are expected to practice good personal hygiene, select attire that is clean and in good repair, and present a professional image. Hair, including facial hair (beards, mustaches, sideburns), is expected to be well-groomed and clean, while neatly pressed clothing appropriate to the job is to be worn on duty. Hairstyles, clothing and jewelry are to conform to business, professional and departmental standards. Hair color should not be of an unnatural color. In addition, each employee is expected to shower and/or bathe daily and to attend to their personal hygiene as part of their professional appearance as an employee of the Department of Corrections.

Piercings and Tattoos - Items such as eyebrow, nose, tongue, and lip rings or studs are not to be worn on duty. Torso body piercings with visible jewelry that can be seen through or under clothing are not to be worn on duty. No offensive tattoos shall be visible while an employee is on duty. The term offensive tattoo includes any tattoo which might cause a negative reaction from staff or offenders. This includes, without limitation, any tattoo depicting a symbol or image associated with gang affiliation.

Revealing Attire - Employees are not permitted to wear revealing attire, (i.e. low-cut blouses and exposed cleavage), clothing that is too tight, bare midriff blouses, or hip-hugger. Athletic clothing, shorts, tank tops, sweatpants, undershirts, hats or logoed t-shirts are not acceptable.

Clothing and Footwear - Clothing and footwear should be appropriate to the workplace in terms of appearance and employee safety. Clothing that is frayed or has holes is not appropriate apparel. Pants/slacks must be hemmed and of a length that does not drag the floor.

Footwear must be selected for safety and comfort and be otherwise acceptable for a correctional environment. Acceptable footwear must completely enclose the toes. Thong sandals and flip-flops are not acceptable footwear. Thong sandals or flip-flops are defined as a backless shoe made of rubber or leather (or a similar material), plain or embellished with beads, etc., consisting of a sole held loosely on the foot by a v-shaped strap, that passes between the first (big) and second toes and around either side of the foot.

Exceptions - The maintenance, construction, mailroom, farm, industry, and information systems staff that install equipment or do other physical labor, and any employee on special assignment as determined by the Division Director, shall wear clothing suitable to their jobs and to their worksite. An exception may also be granted based upon a medical or health condition; however, the request must be reviewed and receive prior approval by the Warden / Center Supervisor, Area Manager, or Administrator.

Failure to Comply - Supervisors shall have the discretion to determine whether attire is unprofessional. Supervisors shall provide guidance as to proper attire and grooming. Supervisor must send an employee who reports to work in violation of established dress requirements home with instructions to change and return to work. The employee will be required to use annual leave. Continued dress code violations may result in disciplinary action.

SECRETARIAL DIRECTIVE

SUBJECT: Secondary Employment

NUMBER: 2020-02

SUPERSEDES: New

APPLICABILITY: All Department of Corrections Employees

REFERENCE: Ark. Code Ann. §§ 19-4-1604,
25-43-105, 108, and 403;
21-8-203 and 204

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ISSUED BY: Signature on file

EFFECTIVE DATE: 1/21/2020

I. POLICY:

As an Arkansas Department of Corrections (DOC) employee, your primary duty, obligation and responsibility are to the DOC. However, when permission is granted, you may engage in secondary employment within the guidelines established within this directive.

II. PROCEDURES:

Employees in certain positions are subject to be called in to work as necessary, for example, when there is an emergency or staff shortage. In such instances, if you are working a secondary job, you are expected to leave that job and report to your DOC job.

A. Secondary Employment

- You must obtain approval before you work a secondary job by processing the attached "Secondary Employment Request" form;
- You must promptly tell your supervisor about relevant changes in your secondary employment;
- Your secondary employment must NOT pose a conflict with your DOC employment or to DOC operations, negatively reflect the agency, or adversely affect your ability to perform duties for the agency;
- You are prohibited from using state issued identification, badges, or equipment during your secondary employment; and

- You are prohibited from reporting to work with a secondary employer while in leave status for catastrophic, family medical, workman's compensation, or sick leave.

B. Concurrent State-Funded Employment

- When working in another state-funded job, in addition to following "Secondary Employment Rules", you must obtain concurrent employment approval prior to working.
- You must submit the "Secondary Employment Request" form through your supervisor to the Shared Services, Human Resources Payroll Administrator, who will request the approval of the Secretary of the Department of Transformation and Shared Services.

C. Supervisor's Responsibility

- Knowledge of this policy and related policies;
- Ensuring to the best of your ability that an employee's secondary job does not conflict with DOC employment;
- Reviewing and making a recommendation on secondary employment requests and notifying the employee of the final decision; and
- Keeping a current record of any relevant information provided by the employee

Arkansas Department of Corrections SECONDARY EMPLOYMENT REQUEST

I request approval to hold a secondary job with the agency or company indicated below.

Agency/Company Name: _____

Agency/Company Phone: _____

Secondary Employment Work
Phone at which I can be reached: _____

Agency/Company Address: _____

Summary of Duties _____

Will compensation from this employment be paid from state funds? _____

If "Yes" process this through your supervisor to the Human Resources Administrator at the Shared Services Office at Administration East Building, 2403 East Harding, Pine Bluff, AR, 71601.

I have read and will comply with the Department of Corrections Secondary Employment policy. I will update this form when there are relevant changes.

Employee's Signature Date Printed Name

Division Personnel Number

Supervisor's Decision (check one):

☐ Approved ☐ Denied

Supervisor's Signature Date Printed Name

CONCURRENT EMPLOYMENT: Use this section when compensation from this employment will be paid from State Funds.

☐ This concurrent employment has been approved by the Office of Personnel Management with an expiration date of:

Human Resources Administrator

Date signed

SECRETARIAL DIRECTIVE

SUBJECT: Employee Orientation, Training, and Certification

NUMBER: 2020-03

SUPERSEDES: NEW

APPLICABILITY: All Department of Corrections Employees

REFERENCE: Ark. Code Ann. §§ 16-93-201, 25-43-107,
Executive Order 94-07

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ISSUED BY: Signature on File

EFFECTIVE DATE: 1/27/2020

I. POLICY:

The Department of Corrections (Department) provides initial training for all newly hired employees and on-going annual training for current employees with opportunities and encouragement to gain necessary knowledge, skills, abilities, and information to enhance their ability to achieve the Department mission and meet the following standards and/or requirements: Prison Rape Elimination Act, Interstate Compact (ICOTS), American Correctional Association (ACA) accreditation, Commission on Law Enforcement Standards (CLEST) and the Office of Alcohol and Drug Abuse Prevention (OADAP) licensing requirements, as applicable. Continuing education/training is a critical requirement of continued employment with the Department to maintain accreditation with the American Correctional Association (ACA) and to provide employees with the knowledge necessary to provide for the safe and humane treatment of offenders while maintaining the safety, security and good order of all its facilities and operations. All management level employees shall be required to participate in supervisory management level classes as a requirement for the position that those individuals hold or for which they may apply.

II. DEFINITIONS:

- A. New Hire. Employees entering state service for the first time.
- B. Rehire. Employees returning to state service after a break in employment of two or more pay periods.
- C. Transfer. Employees transferring between state agencies and/or institutions or laterally within the Department without a break in service.

- D. CLEST (Commission on Law Enforcement Standards).** A regulating agency that requires minimum selection and training standards for admission to employment as a law enforcement officer (LEO) in Arkansas. All applicants for law enforcement positions must meet the requirements established by CLEST and complete CLEST approved training to obtain their certification.
1. CLEST required training are those courses that are mandatory for ALL certified law enforcement officers to complete each year in order to maintain their law enforcement certification through CLEST.
 2. CLEST approved training are those courses that have been pre-approved through CLEST which counts towards an employee's requirement to complete 16 hours of law enforcement training.
- E. In-Service Training.** Regular, on-going training for employees that is provided during the course of employment with the Department.

III. PROCEDURES:

It shall be the policy of the Department to provide orientation and training to all newly hired employees and for the duration of their employment. Employees who promote or are newly hired and supervise one or more full-time employee(s) shall be required to complete the classes designated for their Management Level Training classification. Training requirements are as follows:

- A. All Employees:** Department employees must participate in required training and meet or exceed the minimum requirements for their position.
1. All newly hired employees are required to successfully complete the 40-hour New Employee Orientation training for the Division of Correction, the Division of Community of Correction or the Arkansas Parole Board before undertaking their assignments.
 2. Non-security, non-LEO, and non-residential services employees who are in contact with offenders will also complete the Correctional Security for Non-Security course and additional job-related elective training for a total of 40-hours during the first year of employment.

Any rehired non-security, non-LEO, and non-residential services employees who has had a break in service for more than one year, but less than two years, must take a rehire examination within 90 days of their rehire date and score 70% or above. If less than 70% is scored or the break was more than two years, they must attend the Correctional Security for Non-Security course again.
 3. Newly hired employees are also responsible for completing any other mandatory requirement as required by their job that is

described in this policy.

4. Failure to complete required training within the required time may result in disciplinary action to include termination. It is the duty of the employee to meet annual training requirements to remain certified.
5. Employees with the Division of Correction or Community Correction must complete applicable NIMS (National Incident Management System) classes as defined in the NIMS Matrix (Form 2). There are no annual requirements once NIMS classes are successfully completed.
6. Annual training requirements must be fulfilled during the period beginning January 1st to December 31st of each year.
7. All professional and certified staff must comply with applicable state and federal registration, certification, and licensure requirements. Verification of current credentials and job descriptions must be on file. Employees who are required to maintain a license or certification may have additional training requirements and a different time period for meeting them. In addition to Department sponsored training and with appropriate approval in advance, employees are encouraged to attend professional meetings, seminars, external training, computer-based training, and webinars.
8. Department supervisors with the Division of Correction or Community Correction are responsible to ensure monthly safety training is provided for their employees and documented. This may be provided during shift briefings, monthly staff meetings, electronic training, or classroom training. A different safety topic is to be covered each month. Refresher training may be given annually, or as needed.
9. After the first year of employment, all Security Staff with the Division of Correction (ADC) and Division of Community Correction (ACC) Residential Services Staff and Field Services Staff are required to obtain a minimum of 40-hours of training annually. Central Offices, Division of Correction Non-Security employees, all other Department employees not specifically mentioned must receive either:
 - a. Supervisory employees and any employee with daily contact with offenders – a minimum of forty (40) hours of annual training.
 - b. Non-Supervisory employees and employees who have minimal contact with offenders – a minimum of sixteen (16) hours of annual training.

10. Any ADC security employee, ACC residential staff, or ACC LEO who is a transfer from another state agency, division, or other State Department of Correction, with or without security experience, must complete the appropriate training.
 11. Off-site training and conference training must be approved in advance in accordance with Department policy.
 12. Employees who were on Extended Military Leave, Family Medical Leave, or Catastrophic Leave during a calendar year will have additional time equal to the time missed (not to exceed six months) to complete their required training. The training that is completed and extended to the next calendar year will not count towards the new year. The training requirements would start over once the prior year's requirements were completed.
 13. A person who is rehired, promoted, demoted, or received any other position change and works a total of six months or more within the calendar year, must complete all required training. A person that is rehired, promoted, demoted, or received any other position change and works less than six months within the calendar year, must begin obtaining the required training the beginning of the next calendar year. With the exception of the initial 40-hour Orientation Training, which must be completed their first week of employment.
 14. See Form 1 for specific annual mandatory training.
 15. Central Training Section (CTS) management will review this policy annually to ensure it is current.
- B. All Supervisory Employees:** Governor's Executive Order 94-07 ordered the establishment of the State Supervisory Management Institute within the Department of Finance and Administration, Office of Personnel Management (OPM). Approved classes should provide training to management level employees that will teach sound management practices and principles, while increasing the efficiency of the organization and improve the services provided.

All Department personnel who are considered management level must participate in training classes, as required and approved by the Department and the Office of Personnel Management/State Supervisory Management Institute.

Employees promoting into supervisory positions must complete the appropriate Management Level courses offered by CTS. (See Form 1.)

Medical/Mental Health professionals (i.e., M.D., Ph.D., and D.D.S.) may be exempted by the Deputy Director of Health and Correctional Programs, except for those classes mandated by Governor's Executive Order 94-07.

Due to enrollment levels and/or other factors, class length of hours may be shorter than listed. Therefore, in gaining certification of any

Management Level, the deciding approval factor is not the number of hours completed, but rather the completion of the course(s) itself.

C. Division of Community Correction (ACC) Employees:

- 1. Parole/Probation Services.** All employees hired into Parole/Probation Officer (PPO) positions must successfully complete the initial training as follows:
 - a. Field Training Officer (FTO) Program – The FTO Program is on-the-job training designed and taught by experienced Parole/Probation Services staff. This program is designed to provide more job-related coaching that will allow newly hired employees to be trained consistently across the state. Detailed guidance is provided in the Field Training Officer Program policy. New PPOs must be assigned to a Field Training Officer upon hire and must successfully complete all aspects of the program to maintain employment with ACC.
 - b. Any rehired or incumbent LEO employee who has had a break in service for more than one year, but less than two years, must complete the FTO program.
 - c. Pre-academy checklist – this checklist must be completed, signed, and returned to the Training Department before an employee can attend their scheduled academy.
 - d. Parole/Probation Officer Basic Training Academy – ACC's Parole/Probation Officers are certified law enforcement officers. Achieving certification begins with attending the Parole/Probation Officer Basic Training Academy. The Academy must be completed within the initial nine (9) months of employment. In extenuating circumstances, the Deputy Director of Parole/Probation Services may approve a request to CLEST for approval of a three-month extension. The academy requirements include
 - Successful completion of defensive tactics, performance testing and all academic requirements with an overall average of at least 70 percent
 - Successful completion of firearms qualification with at least 80 percent accuracy. Failure to qualify during the Academy will result in employment termination.
 - Successfully complete ACIC Level I training.
 - e. Polygraph Examiners. Employees hired into a position designated as a polygraph examiner must successfully complete all requirements set forth by an agency approved and accredited polygraph program recognized by the American Polygraph Association (APA).
 - f. Any rehired or incumbent ADC security, ACC residential staff, or ACC LEO who has had a break in the same type of service for more

than two years must complete the appropriate training.

2. Residential Services. All employees in Residential Services positions must successfully complete training that applies to all employees and the following:

- a. Security Qualifications Training (SQT) – The SQT Program is on-the-job training designed and taught by experienced residential staff. This program is designed to provide more job-related coaching that will allow newly hired employees to be trained consistently across the state. All new Residential Services employees who are working in a residential facility must be assigned to a STO Officer upon hire and promptly begin on-the-job training. Each employee must successfully complete all aspects of the SQT Program to maintain employment with ACC. Detailed guidance is provided in the Security Qualification Training Policy and New Employee Orientation.
- b. Any rehired or incumbent Residential Services employee who has had a break in service for more than one year, but less than two years, must complete the SQT program.
- c. Residential Services Basic Training (RSBT) Academy – RSBT is designed to provide newly hired Residential Services employees with a good understanding of their basic job functions.
 - Successful completion of defensive tactics, performance testing and all academic requirements with an overall average of at least 70 percent.

The RSBT Academy must be completed within the initial nine (9) months of employment. In extenuating circumstances, the Deputy Director of Residential Services may approve an extended period.
- d. Food Preparation Staff – Residential Services employees who work in the kitchen, and handle food, for an ACC facility are also required to successfully complete the ServSafe Food Protection certification requirements course within their first year of employment.
- e. Transportation Team - This is a 40-hour course that is designed for Residential Security staff that transport offenders. Successful completion is a basis for issuing a firearm pursuant to the "Weapons and Security Equipment" policy. It is the duty of the employee to meet annual training requirements to remain certified through ACC. The Deputy Director of Residential Services must approve all classes and participants. Participants in this course must successfully:
 1. complete all academic requirements with at least a 70 percent average;
 2. pass firearms qualification with at least 80 percent

- accuracy and requalify annually; and
- 3. pass Taser exam and practical and recertify annually.

f. Community Work Crew (CWC) Course.

This is a 40-hour course that is designed for Residential Services security staff who supervise offenders. Successful completion is a basis for issuing a firearm pursuant to the "Weapons and Security Equipment" policy. The Deputy Director must approve all classes and participants. Participants in this course must successfully:

- 1. complete all academic requirements with at least a 70 percent average;
- 2. complete and pass all physical fitness requirements;
- 3. pass firearms qualification with at least 80 percent accuracy; and
- 4. pass all phases of defensive tactics.

Security Staff who have successfully completed this course are required to complete the following to meet the requirements for carrying a firearm as described in the Weapons and Security Equipment policy.

- 1. Use of Force, annual refresher;
- 2. Defensive Tactics, annual refresher;
- 3. Firearms – must successfully re-qualify annually on ACC's approved firearms course; and
- 4. Critical Incident Report Writing, annual refresher.

g. Any rehired or incumbent ACC residential staff or ACC LEO who has had a break in the same type of service for more than two years must complete the appropriate training.

3. Special Response Team (SRT). All employees hired into an SRT position must successfully complete initial training as follows:

- a. Successfully complete the Parole/Probation Officer Basic Training Academy without missing more than eight hours. The Academy must be completed within the initial nine (9) months of employment. In extenuating circumstances, the SRT Commander may approve a request to CLEST for approval of a three-month extension. The academy requirements include:
 - Successful completion of defensive tactics, performance testing and all academic requirements with an overall average of at least 70 percent
 - Successful completion of firearms qualification with at least 80 percent accuracy. Failure to qualify during the Academy will result in employment termination.

As an exception, a newly-hired employee on the SRT who is already a certified law enforcement officer in good standing may complete the requirements, orientation and training described in the form entitled "Firearm Qualification for New-Hires who are Already a Certified Arkansas Law Enforcement Officer" to qualify for carrying a firearm prior to completing the Parole/Probation Officer Basic Training Academy.

- b. All newly hired SRT employees must successfully complete ACIC Level 1 training and eOMIS training within the first 30 days of employment.
- c. The SRT Commander must ensure additional training is provided as necessary.

4. Treatment Services. Employees hired into treatment positions requiring a certification must successfully complete training as follows:

- a. Within the initial 30 days of employment with ACC, a person hired in a treatment position must at minimum be certified as an Alcohol/Drug Counselor (ADC), Advanced Alcohol/Drug Counselor (AADC), Co-occurring Disorders Professional (CCDP), or registered with the Arkansas Substance Abuse Certification Board (ASACB) as a Counselor in Training (CIT).
- b. A CIT must test and pass for one of these certifications within three years. An employee who fails to obtain certification within the designated time frame or otherwise does not maintain required certification or licensure does not meet the requirements of the job will be terminated from that position. Upon becoming certified, employees must present the certification documentation to their supervisors who will forward such certification documents to Human Resources.
- c. Persons hired into a position as a clinical supervisor must be a Certified Clinical Supervisor (CCS) or must test and pass the test as a CCS within two years of being hired as a CCS. Persons who fail to get a passing score within the two-year period no longer meet the essential functions of the job and will be terminated from that position.
- d. The "ASACB Policy and Procedure Manual" available on the ASACB website describes the "Certification Standards," "Training/Education Approval Guidelines," and other related information. Failure to obtain and maintain certification

within the designated time frame constitutes failure to meet the essential functions of the job.

- e. Comply with other applicable training requirements set forth by Assistant Director of Treatment Services.

5. Interstate Compact. All employees who have access to the "Interstate Compact Offender Tracking System" (ICOTS) must complete recurring training as described in the policy titled "Interstate Compact Offender Tracking System" (ICOTS). The ICOTS policy also addresses training required before a password is issued.

D. Division of Correction (ADC) Employees:

1. Newly hired security staff must complete the Basic Correctional Officer Training (BCOT) before starting a security position at a unit and/or division. This training shall consist of correctional security training in accordance with ACA and ADC standards. Each year after that, security staff must receive forty (40) hours of annual training.
2. Any rehired or incumbent security employee who has had a break in service for more than one year, but less than two years, must take the BCOT rehire examination and score 70% or above before being allowed to start a position at a unit and/or section.
3. Any rehired or incumbent ADC security who has had a break in the same type of service for more than two years or fails to score 70% or above, must complete the appropriate training.
4. Non-Security employees who work around or supervise inmates may be sent to Basic Correctional Officer Training at the Warden/Administrator's discretion. Employees who do not fully participate and complete all portions of the training may not be used in a security role.
5. Food Preparation Staff employees who work in the kitchen, and handle food are also required to successfully complete the ServSafe Food Protection certification course within their first year of employment.
6. **Field Security.** All field security officers will complete the Horsemanship for New Riders course within their first year of being in the field. The Horsemanship for Field Riders is designed as a refresher class as needed, and the Horse Barn Supervisor class if for field security officers assigned to supervise horse barns.
7. **K9 Security.** New K9 security officers who are not currently a LEO will attend a Certified Law Enforcement training.

E. Training Academy Employees and Unit Trainers:

1. Newly hired training staff with ADC must complete the Basic Correctional Officer Training (BCOT).
2. Newly hired training staff with ACC must complete the Residential Services Basic Training (RSBT) and Parole/Probation Officer Basic Training Academy.
3. Employees who do not fully participate and complete all portions of the training may not be used in a security role.

F. Parole Board Employees (APB):

1. Newly appointed members of the Parole Board, whether or not they have served on the board previously, must complete a comprehensive training course developed in compliance with guidelines from the National Institute of Corrections (NIC), the Association of Paroling Authorities International, Inc. (APAI), or the American Probation and Parole Association (APPA).
2. All members shall complete annual training developed in compliance with guidelines from the NIC, APAI, or APPA.
3. Training shall include an emphasis on the following subjects:
 - a. Data-driven decision making;
 - b. Evidence-based practice, proven through research to reduce recidivism;
 - c. Stakeholder collaboration; and
 - d. Recidivism reduction;

IV. Process for Obtaining Training and Training Credit.

1. Training Request Requirements.

- a. Training must be requested and approved in advance by the supervisor. However, supervisor approval is not required when the CTS enrolls new employees in training.
- b. If out-of-state travel is required, refer to the Travel Rules and Reimbursement policy.
- c. If training is NOT "Department or Division sponsored," the Training Request form is required. Examples of when the form is required include on-line webinars, AASIS classes, OPM classes, and outside training for treatment staff. The appropriate Deputy Director must approve exceptions.

2. To Ensure Training Credit.

- a. All classes must be job related, approved in advance, and successfully completed in order to receive credit.

- b. Employees are responsible for ensuring required training hours are in the appropriate training database (RELIAS for ACC and APB and eOMIS for ADC). Employees must always sign the attendance roster to ensure proper credit.
- c. When taking free classes that are NOT Department-sponsored, submit sufficient documentation showing the training content such as a training summary, agenda, and/or certificate.

V. ATTACHMENT.

#1 – Training Requirements

#2 – Training Requirements for NIMS

Required ACA/DOC Training for Security Personnel and Residential Services

- **Chemical Safety/Chemical Right to Know**
- **CPR/CPR Refresher (ADC - Sgt & Above and all ACC) (every 2 yrs.)**
- **Defensive Tactics**
- **Emergency Preparedness**
- **Ethics/Conduct Standards**
- **Fire Safety**
- **Firearms Qualification (ADC and specific ACC staff only)**
- **Interpersonal Communication**
- **Report Writing**
- **Sexual Abuse/Assault (PREA)**
- **Sexual Harassment**
- **Sexual Misconduct Suicide Prevention/Intervention**
- **Supervising IM & IM Rights & Responsibilities**
- **Use of Force Refresher**
- **Use of Restraints**

Required ACA/CLEST/DOC Training for Law Enforcement Personnel (LEO) and Field Services Administrative Personnel

- **ACIC Level I (every 2 yrs.) (ACC LEO only)**
- **Chemical Safety/Chemical Right to Know**
- **CPR/CPR Refresher (every 2 yrs.)**
- **Defensive Tactics (LEO only)**
- **Ethics/Conduct Standards**
- **Evidence Based Practices**
- **Fire Safety**
- **Firearms Qualification (LEO only) (CLEST)**
- **Interpersonal Communication**
- **Mental Health Training (LEO only)**
- **Racial Profiling (LEO only) (CLEST)**
- **Report Writing**
- **Sexual Abuse/Assault (PREA)**
- **Sexual Harassment**
- **Sexual Misconduct**
- **Use of Force Refresher**
- **Use of Restraints (LEO only)**

Required ACA/DOC Training for Non-Security Personnel and others not mentioned above

- **Chemical Safety/Chemical Right to Know**
- **Emergency Preparedness**
- **Ethics/Conduct Standards**

- Fire Safety
- Interpersonal Communication
- Sexual Abuse/Assault (PREA)
- Sexual Harassment
- Sexual Misconduct
- Supervisory Training
- Management Level I training for Security (Sergeant and Food Preparation Manager) or Non-Security Grades GS05/06, IT03, MP04 and higher who supervise one or more employees. To be completed within six (6) months of acquiring the position which requires this training.

*CPR/First Aid/AED is required for security personnel with ADC and must be completed at the unit of assignment prior to attending the Management Level I class. CPR/First Aid/AED is not required for non-security staff unless otherwise required.

- Management Level II training is designed for staffs that are grades GS07, IT03, MP04 and higher that supervise one or more staff members. Management Level I training is required prior to attending. To be completed with one (1) year of acquiring the position which requires this training.
- Management Level III training is designed for staff that are grades GS08/09, IT05, MP04 and higher that supervise one or more staff members. Management Level I and Level II training are required prior to attending. This training shall consist of Advance Management Training.
- Management Level IV training is designed for staff that are grades GS10, IT05, MP04 and higher that supervise one or more staff members. Management Level I, Level II, and Level III training are required prior to attending. This training shall consist of Executive Training.

NOTE: Employees who have received training from other sources may be given credit for successfully completing similar classes. Credit will be based on proper documentation being provided by the other agency and whether the class/classes were sufficiently current and up to date. Substitution will be submitted to the Division Training Administrator for approval. An employee may appeal training not approved by the Division Training Administrator to the Department Training Administrator.

National Incident Management Systems (NIMS) Training

- In coordination with the Secretary of Department of Homeland Security, the Attorney General, and other appropriate Federal departments and agencies and in consultation with State and local governments, shall establish and maintain a comprehensive training program to meet the national preparedness goal. The program will identify standards and maximize the effectiveness of existing Federal programs and financial assistance and include training for the Nation's first responders, officials, and others with major event preparedness, prevention, response, and recovery roles.

**Arkansas Department of Corrections
TRAINING REQUIREMENTS FOR THE
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

Staff in the employee groups described below must complete the required National Incident Management System (NIMS) training during orientation and when moving into a new position that requires a higher level of training. Managers may choose to require refresher training on these topics.

<u>Employee Groups</u>	<u>Required Training</u>	<u>Training Locations</u>
All Employees	<ul style="list-style-type: none"> ICS 100, Introduction IS-700, NIMS, an Introduction 	PPO Basic Academy RSBT BCOT FEMA Website: https://training.fema.gov
Sergeant and above Supervisor (non-security) Assistant Area Manager SRT Members	All of the above plus: <ul style="list-style-type: none"> ICS 200, Basic 	ADEM Class, FEMA Website https://training.fema.gov
Deputy Wardens, Wardens, Area Managers, Assistant and Deputy Directors, Upper level supervisors, Management Team, Administrators, Directors, Department Heads Emergency Preparedness Coordinators	All of the above plus: <ul style="list-style-type: none"> ICS 300, Intermediate ICS-400 Advanced IS 800, National Response Plan 	ADEM Class, FEMA Website https://training.fema.gov
Public Information Officer	<ul style="list-style-type: none"> IS-702, Public Information Systems 	



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Personal Appearance Standards for Non-Uniform Employees

NUMBER: 12-11

SUPERSEDES: 11-47

APPLICABILITY: All Non-Uniform Employees of the Department of Correction

REFERENCE: AR 204 - Employment

PAGE 1 of 5

APPROVED: Original signed by Ray Hobbs

EFFECTIVE DATE: 04/13/2012

I. POLICY:

It is the policy of the Department to establish and monitor standards for employees' dress to reflect an appearance for a professional correctional organization.

II. EXPLANATION:

Non-uniform employees of the Department should present a professional, dignified and conservative image, commensurate with their responsibilities, in order to instill confidence on the part of the public, promote a productive work environment, comply with health and safety standards, and establish respect from those under their supervision. All employees will dress in a neat, clean and professional manner appropriate to their work environment and job. Reasonable accommodation shall be allowed for specific duties, special occasions and for reasons of disability or religion.

III. PROCEDURES:

A. Each employee shall present a neat, clean and well-groomed appearance at all times during the performance of their duties.

- ~~B. All non-uniform employees shall keep their hair trimmed and properly groomed. The hair should be kept clean, neat and styled so as to present a professional appearance. All non-uniform employees shall avoid coloring hair in colors, which would be deemed as non-professional and distracting.~~
- ~~C. All non-uniformed employees shall report for work in clean and neat clothing appropriate for their job assignment. Shoes must be clean and in good repair.~~
- ~~1. All clothing must fit properly and be in good repair.~~
 - ~~2. Denim jeans, overalls, painter pants, shorts, muscle shirts, T-shirts, costumes, walking and Bermuda shorts (skorts), wind suits, military type clothing, sweatpants, leggings, see-through clothing and midriff tops are **unacceptable** apparel for employees. Sleeveless shirts or dresses must be covered by a garment with sleeves. Business casual or dress capris are acceptable.~~
 - ~~3. Emblems, monograms, insignias and letters on clothing must be professional, unobtrusive and not inflammatory.~~
 - ~~4. Tennis shoes may be worn only on temporary work assignments requiring casual attire when approved by the employee's supervisor.~~
 - ~~5. Belts may be dress casual. Metal or chain-like belts are prohibited inside institutions or secure facilities. Buckles must be reasonable in size and shall not bear messages that are offensive and/or inflammatory.~~
 - ~~6. Male non-uniform employees shall meet the following clothing standards:~~
 - ~~a. Slacks must be business casual or dress. All pants must be worn in a manner to prevent the underwear from showing. Jeans are not acceptable.~~
 - ~~b. Shirts must be business casual or dress. Shirts must be button-up polo or dress, both with a collar or totally to the neck.~~
 - ~~c. Ties are considered part of a professional appearance and are therefore encouraged and preferred.~~
 - ~~d. Shoes may be dress or business casual. Appropriate duty shoes may be worn (i.e., construction, maintenance,~~

~~medical, etc.). Flip-flops, sandals or shower clogs may not be worn.~~

~~e. Ball caps may be worn but shall not bear messages that are offensive and/or inflammatory. Hats may be worn outdoors only.~~

~~f. Appropriate undergarments are to be worn in all cases where their absence would be obvious.~~

~~g. The hair should be kept clean, neat and styled to present a professional appearance. All hairstyles are subject to search. Hairpieces and wigs are allowed but subject to search outside the presence of others by an employee of the same gender.~~

~~7. Female non-uniform employees shall meet the following clothing standards:~~

~~a. Slacks/capris' must be business casual or dress. Jeans are not acceptable.~~

~~b. Skirts should be of standard length. No mini-skirts.~~

~~c. Dresses shall be of standard length. Splits are not to be extreme. Dresses must cover the midriff.~~

~~d. Blouses, shirts and button-up polo shirts must be business casual or dress with collars or totally to the neck. Blouses, shirts, knit polo shirts and sweaters must cover the midriff and cleavage.~~

~~e. Shoes may be dress or business casual. Appropriate duty shoes may be worn (i.e., construction, maintenance, medical, etc.). No casual sandals, flip-flops or shower clogs are allowed. Dress sandals may be worn.~~

~~f. Appropriate undergarments are to be worn in all cases where their absence would be obvious.~~

~~g. The hair should be kept clean, neat and styled so as to present a professional appearance. All hairstyles are subject to search. Hairpieces and wigs are allowed but subject to search outside the presence of others by an employee of the same gender.~~

- ~~8. No visible body rings, pins or studs may be worn. Female employees may wear earrings and jewelry that present a professional appearance and are not excessive. Male employees may not wear earrings.~~
- ~~9. Fingernails shall be reasonable in length and not interfere with the performance of duties. Nail polish for female employees must present a professional appearance and generally be of one color. Male employees may wear only clear fingernail polish.~~
- ~~10. Female employees may wear makeup, and it must be applied in a conservative manner.~~
- ~~11. Any body marking which is inflammatory and/or known as a gang insignia, including but not limited to swastikas and double lightning bolts, are not to be displayed at work by any employee.~~
- ~~12. Clothing shall not be worn in a provocative or lewd manner.~~
- ~~13. Farm, Maintenance, Information Technology, Industry and Construction personnel may wear denim jeans and other appropriate work attire when assigned to jobs requiring such clothing.~~
- ~~14. Non-uniformed employees may wear denim jeans and other appropriate work attire for special duties of limited duration such as office moves, etc., with prior authorization of their supervisor.~~
- ~~15. Employees requiring exceptions to the dress policy for health or religious reasons must request an exception from the appropriate Deputy or Assistant Director.~~
- ~~16. Any exceptions to the clothing list will not detract from the professional image of the Department.~~

~~IV. IN-SERVICE TRAINING PROTOCOL:~~

~~Listed below are appropriate attire and instructions for in-service participation, unless otherwise authorized.~~

- ~~❖ Shirt—button-up or pullover (nothing derogatory, offensive or inappropriate for professional correctional staff, no t-shirts, no sports team shirts)~~
- ~~❖ Shirt and Tie~~
- ~~❖ Slacks—no denim, no holes or frayed edges~~

- ❖ ~~Dress/Pantsuit~~—(nothing see-through, sleeveless or low-cut. Length should be professional and appropriate for professional correctional staff)
- ❖ ~~Shoes~~—(no flip-flops, casual sandals, tennis shoes or house slippers)
- ❖ ~~Uniforms~~—must meet Department guidelines
- ❖ ~~Headgear~~—allowed only outside of building (no derogatory or offensive wording, symbols, etc.)
- ❖ ~~Sweats/Shorts/Sport Warm-ups~~—will be considered appropriate only in classes containing physical activities—not during normal in-service classes

~~V. SUPERVISORY RESPONSIBILITY:~~

~~—The supervisor's responsibility will be to monitor non-uniform employees to ensure compliance with the personal appearance policy. In addition to monitoring employee's compliance, the supervisor should discipline non-uniform employees for violation of this policy according to the progression stipulated in the Administrative Directive on Employee Conduct and Standards.~~

~~VI. REFERENCES:~~

~~AD on Uniform Policy~~

~~12April11~~



DIVISION OF
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ADMINISTRATIVE DIRECTIVE

SUBJECT: Weapons

NUMBER: 20-01

SUPERSEDES: 15-09

APPLICABILITY: All Division Employees and Visitors

REFERENCE: AR 402 Storage of Weapons and Weapon Training **Page 1 of 6**

APPROVED: Original Signed by _____ **EFFECTIVE DATE:** _____

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I. POLICY:

The purpose of this policy is to maintain weapons in facility armories to effectuate necessary force and to provide appropriate training for all personnel authorized to use weapons.

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II. EXPLANATION:

Weapons, munitions, and chemical agents maintained in facility armories will be inventoried and maintained by the unit armorer. The unit armorer will ensure weapons are issued to trained personnel only. All personnel authorized to use weapons will receive appropriate training before being assigned to a post involving the possible use of such weapons.

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III. PROCEDURES:

A. **STORAGE OF WEAPONS** -Operations for the armories will be conducted in an appropriate manner to ensure the safety of staff and inmates.

1. A staff member will be designated by the Warden as the "Armorer" and assigned responsibility for operation of the armory.

2. Only the armory officer(s) and key control officer (if this is a shared area) may enter unaccompanied. Each unit Warden will establish a list of personnel authorized to enter the armory in the absence of the armorer and/or in the event of an emergency. This list will be posted in the armory, key issuance area, and other locations where weapons are stored. In addition, this list will be kept on file by the unit Emergency Preparedness Coordinator.
3. An entrance logbook will be maintained bearing the signature, date, time of entrance, time of exit, and purpose of the entry of all non-assigned persons entering the armory.
4. Staff authorized to issue and receive weapons will be qualified in the use of those weapons they are authorized to issue or receive. Current copies of certifications will be maintained in the armory.
5. The armory officer shall receive training in all duties pertaining to the operation of the armory including weapons maintenance and repair.
6. Each issuance and return of a weapon shall be documented, using an armory accountability checklist, complete with weapon description and serial number.
7. A current master inventory of all firearms, munitions, chemicals, and security equipment will be maintained in the armory. Munitions will be recorded by make, type, caliber, serial number, and expiration date. Firearms will be recorded by serial number, brand name, and assigned location. The expiration date of chemical agents will be on the container upon receipt. There will be consistent rotation of chemical agents based upon the expiration date. Chemical agents of different types will be stored separately.
8. Firearms, munitions, chemical agents, defensive, detection, and communication equipment will be visually inspected and inventoried monthly. All munitions and chemical agent inventories will be perpetual, with a new balance established at the conclusion of each adjustment by the armory officer. All inventories must be signed and dated each month by the armory officer. Inventory reports will be reviewed by the Chief Security Officer of the facility. All inspections will be documented.
9. A sub-inventory will be maintained in all areas where firearms, munitions, and/or chemical agents are assigned/stored outside of the armory.
10. There will be written logs/reports of inspections indicating that all firearms and defensive equipment are cleaned quarterly and test fired annually; a weapon fired during qualification meets the annual firing requirement. Any weapon in need of repair will be repaired as soon as possible or transferred to the department armory officer.

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11. No person will be allowed to carry a firearm into an institution or administrative location. Additionally, no visitor will be allowed to store a firearm in a privately owned vehicle at any ADC facility on ADC Property. This prohibition does not prohibit an ADC employee from storing a firearm in the employee's private vehicle, including while the vehicle is on ADC property, so long as the employee has previously registered the firearm with the Warden/Center Supervisor and stores the firearm in a locked commercial storage container (not home made) which is physically attached to the vehicle. This prohibition does not prohibit freeline residents from properly storing weapons pursuant to, and in accordance with, ADC policy regarding state housing. Nor does it prohibit employees, or employee guests, from possessing weapons on ADC property when done so pursuant to, and in accordance with, the hunting policy, if any, for that unit. Provisions will be made to store law enforcement officers' weapons and ammunition before entering the institution.

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12. A safe bullet trap for loading/unloading of weapons will be located and maintained at the entry of each armory.

B. **QUALIFICATION AND TRAINING** -All security personnel and other personnel assigned to carry a weapon will qualify with the weapons they will be required to use. See Attachment A. Personnel will be required to re-qualify annually.

1. New hires will be required to qualify with the weapons they will be required to carry during their first 6 months of employment. Cadets will be given five (5) attempts to qualify with firearms. Failure to successfully qualify with firearms will result in termination.

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2. Employees shall have up to 30 days past their annual re-qualification date to re-qualify. Employees may attempt to re-qualify up to a maximum of five times within the 30 days. Those individuals who do not qualify within the specified time may be terminated.

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3. In addition, any officer assigned to a position, which requires the officer to ride a horse, will be required to fire a handgun both on and off the horse. The purpose of this requirement is for both qualification and the conditioning of the officer and horse to the discharge of a weapon.

4. Each officer will be responsible for ensuring that any weapon issued is in good working order, and will promptly inform the armory officer of any deficiencies.

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5. The training officer shall maintain a current list of staff qualified to receive weapons and/or munitions. This list shall be posted in all areas from which weapons and/or munitions are issued.
6. If field officer weapons are kept separately from those in the armory, then the field major or person in charge of field officers will designate an officer who will be responsible for issuing weapons to qualified officers.
7. Each officer shall be responsible for informing his/her supervisor if he/she has a condition that would interfere with the safe use of the weapon or if he/she is not qualified with the weapon.

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IV. REFERENCE:

AR 402 – Storage of Weapons
 AD Correctional Officer Training, Basic Training, Rehires
 AD Department Owned Housing/Mobile Home Park.

V. ATTACHMENTS:

Attachment A- Weapons Qualification

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Attachment A

REQUIRED ANNUAL WEAPONS QUALIFICATIONS FOR SECURITY PERSONNEL BY UNIT AND ASSIGNMENT	WEAPONS QUALIFICATION			
	Pistol	Shotgun	Rifle	
All Correctional Police Officers will be required to qualify annually with a pistol in addition to any other qualifications				
Unit/Post	Pistol	Shotgun	Rifle	
ALL ERT; K-9; Field Staff/Maintenance; Farm Security; Construction	X	X	X	
ALL Industry Security Warehouse Security Transportation Security Hospital Security	X			
Pine Bluff Complex				
Sergeant & Above	X			
COII and below		X	X	
Wrightsville Complex				
Sergeant & Above	X			
COII and below		X	X	
Tucker Unit				
Sergeant & Above	X			
COII and below		X	X	
Maximum Security Unit				
Sergeant & Above	X			
COII and below		X	X	
Ouachita River Unit				
Sergeant & Above	X			

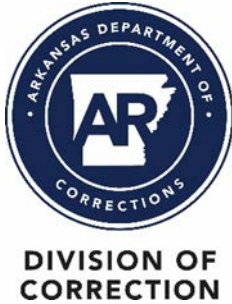
AD 20-01 Weapons

Page 6 of 7

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COII and below		X	X	
East Arkansas Regional Unit				
Sergeant & Above	X			
COII and below		X	X	
North Central Unit				
Sergeant & Above	X			
COII and below		X	X	
Cummins Unit				
Sergeant & Above	X			
COII and below		X	X	
Varner Unit/Varner Super Max				
Sergeant & Above	X			
COII and below		X	X	
Delta Regional Unit				
Sergeant & Above	X			
COII and below		X	X	
Newport Complex				
Sergeant & Above	X			
COII and below		X		
Benton Unit	X			
Mississippi County Work Release	X			
NWA Work Release	X			
Texarkana Work Release	X			
** IN ADDITION TO REQUIRED WEAPONS QUALIFICATIONS, ANY SECURITY PERSONNEL				
MAY BE REQUIRED TO QUALIFY WITH ANY WEAPON UPON REQUEST FOR THE UNIT WARDEN.				



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Weapons

NUMBER: 20-01

SUPERSEDES: 15-09

APPLICABILITY: All Division Employees

REFERENCE: AR 402 Storage of Weapons and Weapon Training

Page 1 of 6

APPROVED: Original Signed by Dexter Payne

EFFECTIVE DATE: 1/8/20

I. POLICY:

The purpose of this policy is to maintain weapons in facility armories to effectuate necessary force and to provide appropriate training for all personnel authorized to use weapons.

II. EXPLANATION:

Weapons, munitions, and chemical agents maintained in facility armories will be inventoried and maintained by the unit armorer. The unit armorer will ensure weapons are issued to trained personnel only. All personnel authorized to use weapons will receive appropriate training before being assigned to a post involving the possible use of such weapons.

III. PROCEDURES:

A. **STORAGE OF WEAPONS** -Operations for the armories will be conducted in an appropriate manner to ensure the safety of staff and inmates.

1. A staff member will be designated by the Warden as the "Armorer" and assigned responsibility for operation of the armory.

2. Only the armory officer(s) and key control officer (if this is a shared area) may enter unaccompanied. Each unit Warden will establish a list of personnel authorized to enter the armory in the absence of the armorer and/or in the event of an emergency. This list will be posted in the armory, key issuance area, and other locations where weapons are stored. In addition, this list will be kept on file by the unit Emergency Preparedness Coordinator.
3. An entrance logbook will be maintained bearing the signature, date, time of entrance, time of exit, and purpose of the entry of all non-assigned persons entering the armory.
4. Staff authorized to issue and receive weapons will be qualified in the use of those weapons they are authorized to issue or receive. Current copies of certifications will be maintained in the armory.
5. The armory officer shall receive training in all duties pertaining to the operation of the armory including weapons maintenance and repair.
6. Each issuance and return of a weapon shall be documented, using an armory accountability checklist, complete with weapon description and serial number.
7. A current master inventory of all firearms, munitions, chemicals, and security equipment will be maintained in the armory. Munitions will be recorded by make, type, caliber, serial number, and expiration date. Firearms will be recorded by serial number, brand name, and assigned location. The expiration date of chemical agents will be on the container upon receipt. There will be consistent rotation of chemical agents based upon the expiration date. Chemical agents of different types will be stored separately.
8. Firearms, munitions, chemical agents, defensive, detection, and communication equipment will be visually inspected and inventoried monthly. All munitions and chemical agent inventories will be perpetual, with a new balance established at the conclusion of each adjustment by the armory officer. All inventories must be signed and dated each month by the armory officer. Inventory reports will be reviewed by the Chief Security Officer of the facility. All inspections will be documented.
9. A sub-inventory will be maintained in all areas where firearms, munitions, and/or chemical agents are assigned/stored outside of the armory.
10. There will be written logs/reports of inspections indicating that all firearms and defensive equipment are cleaned quarterly and test fired annually; a weapon fired during qualification meets the annual firing requirement. Any weapon in need of repair will be repaired as soon as possible or transferred to the department armory officer.

11. No person will be allowed to carry a firearm into an institution or administrative location. Additionally, no visitor will be allowed to store a firearm in a privately owned vehicle at any ADC facility on ADC Property. This prohibition does not prohibit an ADC employee from storing a firearm in the employee's private vehicle, including while the vehicle is on ADC property, so long as the employee has previously registered the firearm with the Warden/Center Supervisor and stores the firearm in a locked commercial storage container (not home made) which is physically attached to the vehicle. This prohibition does not prohibit freeline residents from properly storing weapons pursuant to, and in accordance with, ADC policy regarding state housing. Nor does it prohibit employees, or employee guests, from possessing weapons on ADC property when done so pursuant to, and in accordance with, the hunting policy, if any, for that unit. Provisions will be made to store law enforcement officers' weapons and ammunition before entering the institution.
12. A safe bullet trap for loading/unloading of weapons will be located and maintained at the entry of each armory.

B. QUALIFICATION AND TRAINING -All security personnel and other personnel assigned to carry a weapon will qualify with the weapons they will be required to use. See Attachment A. Personnel will be required to re-qualify annually.

1. New hires will be required to qualify with the weapons they will be required to carry during their first 6 months of employment. Cadets will be given five (5) attempts to qualify with firearms. Failure to successfully qualify with firearms will result in termination.
2. Employees shall have up to 30 days past their annual re-qualification date to re-qualify. Employees may attempt to re-qualify up to a maximum of five times within the 30 days. Those individuals who do not qualify within the specified time may be terminated.
3. In addition, any officer assigned to a position, which requires the officer to ride a horse, will be required to fire a handgun both on and off the horse. The purpose of this requirement is for both qualification and the conditioning of the officer and horse to the discharge of a weapon.
4. Each officer will be responsible for ensuring that any weapon issued is in good working order, and will promptly inform the armory officer of any deficiencies.

5. The training officer shall maintain a current list of staff qualified to receive weapons and/or munitions. This list shall be posted in all areas from which weapons and/or munitions are issued.
6. If field officer weapons are kept separately from those in the armory, then the field major or person in charge of field officers will designate an officer who will be responsible for issuing weapons to qualified officers.
7. Each officer shall be responsible for informing his/her supervisor if he/she has a condition that would interfere with the safe use of the weapon or if he/she is not qualified with the weapon.

IV. REFERENCE:

AR 402 – Storage of Weapons
AD Correctional Officer Training, Basic Training, Rehires
AD Department Owned Housing/Mobile Home Park.

V. ATTACHMENTS:

Attachment A- Weapons Qualification

Attachment A

	WEAPONS QUALIFICATION			
REQUIRED ANNUAL WEAPONS QUALIFICATIONS FOR SECURITY PERSONNEL BY UNIT AND ASSIGNMENT				
All Correctional Police Officers will be required to qualify annually with a pistol in addition to any other qualifications				
Unit/Post	Pistol	Shotgun	Rifle	
ALL ERT; K-9; Field Staff/Maintenance; Farm Security; Construction	X	X	X	
ALL Industry Security Warehouse Security Transportation Security Hospital Security	X			
Pine Bluff Complex				
Sergeant & Above	X			
COII and below		X	X	
Wrightsville Complex				
Sergeant & Above	X			
COII and below		X	X	
Tucker Unit				
Sergeant & Above	X			
COII and below		X	X	
Maximum Security Unit				
Sergeant & Above	X			
COII and below		X	X	
Ouachita River Unit				
Sergeant & Above	X			
COII and below		X	X	
East Arkansas Regional Unit				

Sergeant & Above	X			
COII and below		X	X	
North Central Unit				
Sergeant & Above	X			
COII and below		X	X	
Cummins Unit				
Sergeant & Above	X			
COII and below		X	X	
Varner Unit/Varner Super Max				
Sergeant & Above	X			
COII and below		X	X	
Delta Regional Unit				
Sergeant & Above	X			
COII and below		X	X	
Newport Complex				
Sergeant & Above	X			
COII and below		X		
Benton Unit	X			
Mississippi County Work Release	X			
NWA Work Release	X			
Texarkana Work Release	X			
** IN ADDITION TO REQUIRED WEAPONS QUALIFICATIONS, ANY SECURITY PERSONNEL				
MAY BE REQUIRED TO QUALIFY WITH ANY WEAPON UPON REQUEST FOR THE UNIT WARDEN.				



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Emergency Furloughs

NUMBER: 20-

SUPERSEDES: 19-37

APPLICABILITY: All employees and inmates

REFERENCE: AR 812 - Temporary Release/
Meritorious & Emergency Furloughs

PAGE: 1 to 4

APPROVED: Original signed by

EFFECTIVE DATE:

I. POLICY:

It shall be the policy of the Division of Correction to grant emergency furloughs pursuant to established requirements and conditions for approved inmates.

II. PURPOSE:

In order to protect public safety and to assist division operations in relation to the consideration of requests for emergency furloughs, this Administrative Directive sets forth specific eligibility requirements and procedures for all emergency furloughs.

This Administrative Directive also provides for the timely and expeditious processing of emergency furlough requests.

III. DEFINITIONS:

- A. Emergency Furlough - The temporary release, subject to appropriate supervision, of an inmate due to the critical illness and/or death of an immediate family member.
- B. Immediate Family - The inmate's father, mother, sister, brother, spouse, child, grandparent, grandchild, aunt, uncle, mother-in-law, father-in-law, and any other person whose relationship with the inmate has been verified as that of a parent/guardian. In order to be considered, the immediate family member must be on the inmate's Visitation list, Relatives and Associates list, or Emergency Contact list.

- C. Critical Illness - Any illness from which the immediate family member is not expected to survive or from which death is imminent within a matter of days.

III. **PROCEDURE:**

To submit a request for an emergency furlough, the inmate or a family member of the inmate will contact the unit Chaplain, providing the Chaplain with the details and documentation necessary to support the basis for the request. In accordance with Religious Services Manual Policy No. 640, the Chaplain will promptly forward the request, and all related information to the Warden/Center Supervisor and otherwise complete the duties as required by the Religious Services Manual, including required notifications. The Chaplain will inform the requesting inmate or family member that an emergency furlough is granted to qualified inmates solely at the discretion of the Warden/Center Supervisor, and that if granted, all costs related to the furlough are the responsibility of the inmate's or the inmate's family.

A. **EMERGENCY FURLOUGHS:**

The Division of Correction may, at the discretion of the Warden/ Center Supervisor, permit the emergency furlough of an inmate in the case of the critical illness or death of a member of the inmate's immediate family.

In the discretion of the Warden/Center Supervisor, up to two emergency furloughs may be granted due to a critical illness. If two emergency furloughs are granted due to a critical illness and the immediate family member subsequently dies, another furlough may be granted for the inmate to attend the funeral. Cases of critical illness must be confirmed to the Warden/Center Supervisor or his or her designee by the ill relative's attending physician.

1. Inmates under Sentence of Death, Life Without Parole, or Life:

An inmate who is serving a sentence of Death, Life without Parole, or Life may be permitted an emergency furlough, but only upon the prior written approval of the Director. In such cases, the inmate may be permitted a four-hour furlough to visit with the critically ill patient or to attend the funeral of the deceased family member.

2. Inmates in Class I-A and I-B Status:

An Inmate in Class I-A and I-B who has been on a meritorious furlough during this cycle, may also be released on an emergency furlough under the terms of this Administrative Directive. Such emergency furlough shall not exceed three days in duration.

3. Inmates in Other Class Statuses:

All other inmates except those having achieved Class I-A and I-B may be released on an emergency furlough under the terms of this

Administrative Directive. The emergency furlough shall not exceed Forty-Eight hours in duration, but under normal circumstances will include only travel time to services and travel back to the facility.

4. Procedural Requirements

- a. In all cases, before approving an emergency furlough, the unit Warden/Center Supervisor or designee shall be satisfied that the inmate to whom an emergency furlough is granted:
 - (1) does not presently have an abnormal, uncontrollable propensity for violence;
 - (2) does not constitute a security risk;
 - (3) is capable of abiding by the terms and conditions of a furlough; and
 - (4) will not be endangered or endanger another person during such release.
- b. Inmates who are approved for an emergency furlough will be released only to the custody of an Arkansas certified law enforcement officer (480 Hour Course of the Arkansas Law Enforcement Training Academy) with a current full certification as a Law Enforcement Officer or a County Sheriff. The escorting law enforcement officer must be employed as a full-time law enforcement officer, with a Sheriff Department, City Police Department, or the Arkansas State Police Department. If two (2) escorting officers are required, the primary escorting officer must be a full-time Law Enforcement Officer employed by one of the agencies mentioned above. The second escorting officer can be one with a Certification as an Auxiliary Law Enforcement Officer, Part-Time Officer, or Specialized Police Personnel. If the furlough only requires one escorting officer, that officer must be a full-time law enforcement officer employed by one of the agencies mentioned above. All escorting officers will be responsible for the signing out, transportation, supervision, custody and arrangements for housing in the jail, if necessary, and delivery of the inmate back to the unit that they were transported from.
- c. Any fee charged by the escorting officer for the transportation, supervision, and custody of the inmate shall be the sole responsibility of the inmate and the inmate's family. Any such fee charged shall be reasonable in amount, considering the circumstances of the furlough,

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including distance of transportation and duration of furlough.

- d. All inmates, other than Class 1-A and 1-B status inmates, should remain in their inmate uniform and restraints at all times while on emergency furlough.
- e. A Class I-A or I-B inmate, in the discretion of the Warden/Center Supervisor or designee, may be released to a family member, friend, or other approved individual who will be responsible for the inmate while on emergency furlough, if the inmate has been on a Meritorious Furlough during the cycle of having I-A or I-B status.
- f. The Warden/Center Supervisor or designee shall notify the Sheriff of the county and the Chief of Police of the city or town, if applicable, where the inmate will visit the critically ill immediate family member or attend the funeral of such family member.
- g. If the inmate's victim or victim's family has requested notification of the inmate's movements, the Warden/Center Supervisor or designee shall notify the victim or victim's family, as applicable, of the inmate's emergency furlough.
- h. Any approved escort that is found to have allowed any misconduct while the inmate is in his/her custody will be placed on a list maintained by the Chaplaincy Division indicating escorts that are not allowed to continue as escorts.



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Emergency Furloughs

NUMBER: 20-02

SUPERSEDES: 19-37

APPLICABILITY: All employees and inmates

REFERENCE: AR 812 - Temporary Release/
 Meritorious & Emergency Furloughs

PAGE: 1 to 4

APPROVED: Original signed by Dexter Payne

EFFECTIVE DATE: 1/23/2020

I. POLICY:

It shall be the policy of the Division of Correction to grant emergency furloughs pursuant to established requirements and conditions for approved inmates.

II. PURPOSE:

In order to protect public safety and to assist division operations in relation to the consideration of requests for emergency furloughs, this Administrative Directive sets forth specific eligibility requirements and procedures for all emergency furloughs.

This Administrative Directive also provides for the timely and expeditious processing of emergency furlough requests.

III. DEFINITIONS:

- A. Emergency Furlough - The temporary release, subject to appropriate supervision, of an inmate due to the critical illness and/or death of an immediate family member.
- B. Immediate Family - The inmate's father, mother, sister, brother, spouse, child, grandparent, grandchild, aunt, uncle, mother-in-law, father-in-law, and any other person whose relationship with the inmate has been verified as that of a parent/guardian. In order to be considered, the immediate family member must be on the inmate's Visitation list, Relatives and Associates list, or Emergency Contact list.

- C. Critical Illness - Any illness from which the immediate family member is not expected to survive or from which death is imminent within a matter of days.

III. **PROCEDURE:**

To submit a request for an emergency furlough, the inmate or a family member of the inmate will contact the unit Chaplain, providing the Chaplain with the details and documentation necessary to support the basis for the request. In accordance with Religious Services Manual Policy No. 640, the Chaplain will promptly forward the request, and all related information to the Warden/Center Supervisor and otherwise complete the duties as required by the Religious Services Manual, including required notifications. The Chaplain will inform the requesting inmate or family member that an emergency furlough is granted to qualified inmates solely at the discretion of the Warden/Center Supervisor, and that if granted, all costs related to the furlough are the responsibility of the inmate's or the inmate's family.

A. **EMERGENCY FURLOUGHS:**

The Division of Correction may, at the discretion of the Warden/ Center Supervisor, permit the emergency furlough of an inmate in the case of the critical illness or death of a member of the inmate's immediate family.

In the discretion of the Warden/Center Supervisor, up to two emergency furloughs may be granted due to a critical illness. If two emergency furloughs are granted due to a critical illness and the immediate family member subsequently dies, another furlough may be granted for the inmate to attend the funeral. Cases of critical illness must be confirmed to the Warden/Center Supervisor or his or her designee by the ill relative's attending physician.

1. Inmates under Sentence of Death, Life Without Parole, or Life:

An inmate who is serving a sentence of Death, Life without Parole, or Life may be permitted an emergency furlough, but only upon the prior written approval of the Director. In such cases, the inmate may be permitted a four-hour furlough to visit with the critically ill patient or to attend the funeral of the deceased family member.

2. Inmates in Class I-A and I-B Status:

An Inmate in Class I-A and I-B who has been on a meritorious furlough during this cycle, may also be released on an emergency furlough under the terms of this Administrative Directive. Such emergency furlough shall not exceed three days in duration.

3. Inmates in Other Class Statuses:

All other inmates except those having achieved Class I-A and I-B may be released on an emergency furlough under the terms of this

Administrative Directive. The emergency furlough shall not exceed Forty-Eight hours in duration, but under normal circumstances will include only travel time to services and travel back to the facility.

4. Procedural Requirements

- a. In all cases, before approving an emergency furlough, the unit Warden/Center Supervisor or designee shall be satisfied that the inmate to whom an emergency furlough is granted:
 - (1) does not presently have an abnormal, uncontrollable propensity for violence;
 - (2) does not constitute a security risk;
 - (3) is capable of abiding by the terms and conditions of a furlough; and
 - (4) will not be endangered or endanger another person during such release.
- b. Inmates who are approved for an emergency furlough will be released only to the custody of an Arkansas certified law enforcement officer (480 Hour Course of the Arkansas Law Enforcement Training Academy) with a current full certification as a Law Enforcement Officer or a County Sheriff. The escorting law enforcement officer must be employed as a full-time law enforcement officer, with a Sheriff Department, City Police Department, or the Arkansas State Police Department. If two (2) escorting officers are required, the primary escorting officer must be a full-time Law Enforcement Officer employed by one of the agencies mentioned above. The second escorting officer can be one with a Certification as an Auxiliary Law Enforcement Officer, Part-Time Officer, or Specialized Police Personnel. If the furlough only requires one escorting officer, that officer must be a full-time law enforcement officer employed by one of the agencies mentioned above. All escorting officers will be responsible for the signing out, transportation, supervision, custody and arrangements for housing in the jail, if necessary, and delivery of the inmate back to the unit that they were transported from.
- c. Any fee charged by the escorting officer for the transportation, supervision, and custody of the inmate shall be the sole responsibility of the inmate and the inmate's family. Any such fee charged shall be reasonable in amount, considering the circumstances of the furlough,

including distance of transportation and duration of furlough.

- d. All inmates, other than Class 1-A and 1-B status inmates, should remain in their inmate uniform and restraints at all times while on emergency furlough.
- e. A Class I-A or I-B inmate, in the discretion of the Warden/Center Supervisor or designee, may be released to a family member, friend, or other approved individual who will be responsible for the inmate while on emergency furlough, if the inmate has been on a Meritorious Furlough during the cycle of having I-A or I-B status.
- f. The Warden/Center Supervisor or designee shall notify the Sheriff of the county and the Chief of Police of the city or town, if applicable, where the inmate will visit the critically ill immediate family member or attend the funeral of such family member.
- g. If the inmate's victim or victim's family has requested notification of the inmate's movements, the Warden/Center Supervisor or designee shall notify the victim or victim's family, as applicable, of the inmate's emergency furlough.
- h. Any approved escort that is found to have allowed any misconduct while the inmate is in his/her custody will be placed on a list maintained by the Chaplaincy Division indicating escorts that are not allowed to continue as escorts.



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ADMINISTRATIVE DIRECTIVE

~~SUBJECT: Employee Orientation and Training~~

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~~NUMBER: 19-22~~

~~SUPERSEDES: 19-15~~

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~~APPLICABILITY: All Employees~~

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~~REFERENCE: AR-204 Employment~~

~~PAGE: 1 of 7~~

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~~APPROVED: Original signed by Wendy Kelley~~

~~EFFECTIVE DATE: 7/22/2019~~

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~~I. POLICY:~~

~~It is the policy of the Arkansas Department of Correction (ADC) to provide initial training for all newly hired employees and on-going annual training for current employees to ensure compliance with all applicable laws, standards, regulations, policies and post orders. Continuing education is a critical requirement of continued employment with the Department to maintain accreditation with the American Correctional Association (ACA) and to provide employees with the knowledge necessary to provide for the safe and humane treatment of inmates while maintaining the safety, security and good order of all its institutions. All management level employees shall be required to participate in supervisory management level classes as a requirement for the position that those individuals hold or for which they may apply.~~

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~~II. PURPOSE:~~

~~Governor's Executive Order 94-07 ordered the establishment of the State Supervisory Management Institute within the Department of Finance and Administration, Office of Personnel Management (OPM). Approved classes should provide training to management level employees that will teach sound management practices and principles, while increasing the efficiency of the organization and improve the services provided.~~

~~All Department of Correction personnel who are considered management level shall participate in training classes, as required and approved by the Department of Correction and the Office of Personnel Management/State Supervisory Management Institute.~~

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~~III. DEFINITIONS:~~

~~A. New Hire: Employees entering state service for the first time.~~

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~~B. Rehire: Employees returning to state service after a break in employment of two or more pay periods.~~

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~~C. Transfer: Employees transferring between state agencies and/or institutions or laterally within the Department of Correction without a break in service.~~

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~~IV. PROCEDURES:~~

~~It shall be the policy of the Arkansas Department of Correction (ADC) to provide orientation and training to all newly hired employees, recognized as the Basic Correctional Officer Training for security employees, and Correctional Security for Non-Security Training for non-security employees. Employees who promote or are newly hired and supervise one or more full-time employee(s) shall be required to complete the classes designated for their Management Level Training classification. Principles of this policy are:~~

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~~A. Any newly hired security employee must complete the Basic Correctional Officer Training (BCOT) before starting a security position at a unit and/or division. This training shall consist of correctional security training in accordance with ACA and ADC departmental standards.~~

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~~B. Any rehired or incumbent security employee who has had a break in security service for more than one year, but less than two (2) years, must re-take the BCOT final examination and score 70% or above before being allowed to start a position at a unit and/or division. After a break of more than two (2) years, the rehire or incumbent must complete the entire BCOT training.~~

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~~C. Any security employee who is a transfer from another state agency, with or without security experience, must complete the Basic Correctional Officer Training.~~

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~~D. Any security new hire from another State Department of Correction must complete the Arkansas Basic Correctional Officer Training.~~

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~~E. All new full-time employees must complete a 40-hour orientation program before undertaking their assignments. Non-security employees will complete the Correctional Security for Non-Security class during the first year of employment with a portion of this during orientation. Orientation training requirements are in addition to agency annual requirements (see attachment).~~

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~~F. Any non-security rehire who has had a break in service for more than one (1) year, but less than two (2) years, must re-take the Correctional Security for Non-Security final examination and score 70% or above within ninety (90) days of their rehire date. After a break of more than two (2) years, the rehire must complete the entire Security for Non-Security training, within (ninety) 90 days of their rehire date.~~

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~~G. Non-Security employees who work around or supervise inmates may be sent to Basic Correctional Officer Training at the Warden/Administrator's discretion.~~

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~~H. Medical/Mental Health professionals (i.e., M.D., Ph.D., and D.D.S.) may be exempted by the Deputy Director of Health & Correctional Programs, except for those classes mandated by Governor's Executive Order 94-07.~~

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~~I. Due to enrollment levels and/or other factors, class length of hours may be shorter than listed. Therefore, in gaining certification of any Management Level, the deciding approval factor is not the amount of hours completed, but rather the completion of the course(s) itself.~~

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~~V. TRAINING:~~

~~ADC will ensure that all new employees/volunteers will receive the ACA/ADC mandatory training requirements. Each year following, the employee will be responsible for obtaining their required yearly ACA/ADC mandatory training within the calendar year (January 1st through December 31st). All employees shall have half of their training completed by June 30th and the remaining half by December 31st.~~

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~~Training will be based on ACA/ADC Standards (See Attachment 1). ALL SECURITY STAFF ARE REQUIRED TO OBTAIN 40 TRAINING HOURS ANNUALLY. All Non-Security Employees who supervise one or more employees or have daily contact with inmates are required to obtain 40 or more training hours annually. All Non-Security Employees who do not supervise other employees and only have minimal contact with inmates will only be required to obtain a minimum of 16 training hours annually. Off-site training and conference training must be approved in advance in accordance with ADC policy. Thirty (30) hours is the maximum amount of e-Learning and/or e-CADEMY training hours that will be approved to meet the ACA/ADC Mandatory Training Requirements. Failure to~~

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~~complete job-related training will result in disciplinary action being taken in accordance with Employee Conduct Standards.~~

~~Employees who were on Extended Military Leave, Family Medical Leave, or Catastrophic Leave during a calendar year will have additional time equal to the time missed (not to exceed six months) to complete their required training. The training that is completed and extended to the next calendar year will not count towards the new year. The training requirements would start over.~~

~~A person that is rehired and works a total of six months or more within the calendar year, must complete all required training. A person that is rehired and works less than six months within that calendar year, must begin obtaining the required training the beginning of the next calendar year.~~

~~Central Human Resources management will review this policy annually to ensure it is current.~~

~~VI. REFERENCES:~~

- ~~Adult Correctional Institutions ACA Standards~~
- ~~Governor’s Executive Order 94-07~~
- ~~Administrative Directive on Emergency Preparedness~~
- ~~Office of Personnel Management, Interagency Training Program~~
- ~~Administrative Regulation on Employee Conduct Standards (AR 225)~~
- ~~Administrative Directive on Employee Conduct Standards~~

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Repealed

Attachment 1**Required ACA/ADC Training for Security Personnel**

- Ethics/Conduct Standards
- Firearms Qualification
- CPR/CPR Refresher (Sgt & Above) (every 2 yrs.)
- Suicide Prevention/Intervention
- Supervising IM & IM Rights & Responsibilities
- Use of Force Refresher
- Use of Restraints
- Emergency Preparedness
- Fire Safety
- Chemical Safety/Chemical Right to Know
- Sexual Abuse/Assault (PREA)
- Sexual Harassment
- Sexual Misconduct

Required ACA/ADC Training for Non-Security Personnel

- Emergency Preparedness
- Chemical Safety/Chemical Right to Know
- Fire Safety
- Sexual Abuse/Assault (PREA)/ Sexual Misconduct
- Sexual Harassment
- Ethics/Conduct Standards

Management Level Training

- Level I training for Security (Sergeant and Food Preparation Manager) or Non-Security Grades GS5/6, IT03, MP04 and higher who supervise one or more employees shall consist of the following classes:
 - Administering Discipline
 - Hiring Talent
 - *CPR/First Aid/AED
 - Fair Labor Standards Act
 - Grievance Prevention and Handling
 - HRkansas
 - Interpersonal Communications
 - Introduction to Management
 - Performance Evaluation

*CPR/First Aid/AED is required for security personnel and must be completed at the unit of assignment prior to attending the Management Level I class. CPR/First Aid/AED is not required for non-security staff.

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- ~~Level II training is designed for staffs that are grades GS7, IT03, MP04 and higher that supervise one or more staff members. Management Level I training is required prior to attending. This training shall consist of the following:~~

- ~~Ethics in Leadership~~
- ~~Management Effectiveness~~
- ~~PREA Investigations~~
- ~~Rethinking Retention~~
- ~~Solutions for Health Care in a Correctional Environment~~

- ~~Level III training is designed for staff that are grades GS8/9, IT05, MP04 and higher that supervise one or more staff members. Management Level I and Level II training are required prior to attending. This training shall consist of Advance Management Training.~~

- ~~Level IV training is designed for staff that are grades GS10, IT05, MP04 and higher that supervise one or more staff members. Management Level I, Level II, and Level III training are required prior to attending. This training shall consist of Executive Training.~~

~~²⁶The Department of Correction, with the approval of OPM/State Supervisory Management Institute may make changes in the mandatory classes/training, as needed, to address the operational needs of the Department.~~

~~National Incident Management Systems (NIMS) Training~~

- ~~In coordination with the Secretary of Department of Homeland Security, the Attorney General, and other appropriate Federal departments and agencies and in consultation with State and local governments, shall establish and maintain a comprehensive training program to meet the national preparedness goal. The program will identify standards and maximize the effectiveness of existing Federal programs and financial assistance and include training for the Nation's first responders, officials, and others with major event preparedness, prevention, response, and recovery roles.~~

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Attachment 2**ADC /NIMS Training Matrix**

Entry Level Employees:	Required Training:	Training Location:
<ul style="list-style-type: none"> Non-Security Personnel BCOT Cadets 	<ul style="list-style-type: none"> ICS 100, Introduction IS-700, NIMS, an Introduction Emergency Preparedness 	Training Academy: Security for Non-Security and BCOT
First Line Supervisor:	All of the above plus:	Unit Level
<ul style="list-style-type: none"> Sgt and above Lt and above (security) Supervisor and above (non-security) 	<ul style="list-style-type: none"> ICS 200, Basic ICS 	FEMA Website http://training.fema.gov
Middle Management:	All of the above plus:	ADEM Class;
<ul style="list-style-type: none"> Deputy Wardens; Wardens, Chiefs of Security, and EP Coordinators – ERT Leaders, and Upper level Supervisors 	<ul style="list-style-type: none"> ICS 300, Intermediate ICS 400 Advanced IS 800, National Response Plan 	FEMA Website http://training.fema.gov
Command and general staff:	All of the above	ADEM Class;
Department Heads Management Team and Administrators; Directors; Public Information; Dept. Heads; and persons assigned to the EOC		FEMA Website http://training.fema.gov

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ADMINISTRATIVE DIRECTIVE

SUBJECT: ~~Management Level Training~~

NUMBER: ~~15-14~~

SUPERSEDES: ~~11-31~~

APPLICABILITY: ~~All Employees~~

PAGE 1 of 4

REFERENCE: ~~AR 204 – Employment Policy~~

APPROVED: ~~Original Signed by Wendy Kelley~~

EFFECTIVE DATE: ~~06/12/2015~~

I. POLICY:

All management level employees shall be required to participate in supervisory management level classes as a requirement for the position that those individuals hold or for which they may apply.

II. EXPLANATION:

Governor's Executive Order 94-07 ordered the establishment of the State Supervisory Management Institute within the Department of Finance and Administration, Office of Personnel Management (OPM). Approved classes should provide training to management level employees that will teach sound management practices and principles, while increasing the efficiency of the organization and improve the services provided.

All Department of Correction personnel who are considered management level shall participate in training classes, as required and approved by the Department of Correction and the Office of Personnel Management/State Supervisory Management Institute.

III. PROCEDURES:

Participation in the training related to this policy applies to all current Department of Correction personnel who are considered management level and to employees who are promoted or newly hired to positions with management level responsibilities.

A. General

1. ~~Employees who supervise one or more full-time employees shall be required to complete the classes designated for their Management Level Training classification.~~

NOTE: ~~Employees who have received training from other sources may be given credit for successfully completing similar classes. Credit will be based on proper documentation being provided by the other agency and whether the class/classes were sufficiently current and up to date. Substitution will be submitted to the Training Director for approval.) An employee may appeal training not approved by the Training Director to the Assistant/Deputy Director in charge of the Academy.~~

2. ~~Employees selected for positions requiring the relevant Management Level class will be scheduled and required to attend the next available Management Level class(es).~~
3. ~~Employees who fail to obtain the required training when next available will be subject to disciplinary action under the provisions of the Employee Conduct Standards that pertain to violation of published policies.~~
4. ~~Updates/Refresher classes—All management level employees shall be required to schedule and attend classes that provide updated information on Equal Employment Opportunity laws, personnel policies, executive orders and other required classes. Additionally, employees will be required to attend refresher classes on certain required classes as they are scheduled or become available.~~
5. ~~Medical/Mental Health professionals (i.e., M.D., Ph.D., and D.D.S.) may be exempted by the Deputy Director of Health & Correctional Programs, except for those classes mandated by Governor's Executive Order 94-07.~~
6. ~~Due to enrollment levels and/or other factors, class length of hours may be shorter than listed. Therefore, in gaining certification of any Management Level, the deciding approval factor is not the amount of hours completed, but rather the completion of the course(s) itself.~~

B.

~~Mandatory Management Level Training Schedule of Classes~~

~~1. Management Level I~~

~~Management Level I training for Security (Sergeant) or Non-Security (Grades C110-C114) shall consist of the following classes:_____~~

- ~~a. Administering Discipline~~
- ~~b. Arkansas Government Basics~~
- ~~c. *CPR/First Aid/AED~~
- ~~d. Fair Labor Standards Act~~
- ~~e. Grievance Prevention and Handling~~
- ~~f. HRkansas~~
- ~~g. Interpersonal Communications~~
- ~~h. Introduction to Management~~
- ~~i. Performance Evaluation~~

~~*CPR/First Aid/AED is required for security personnel and must be completed at the unit of assignment prior to attending the Management Level I class. CPR/First Aid/AED is not required for non-security staff.~~

~~2. Management Level II~~

~~Management Level II training for Security (Lieutenant) or Non-Security (Grades C115-C117) shall consist of the required classes for Management Level I, plus the following:~~

- ~~a. Ethics in Leadership~~
- ~~b. Management Effectiveness_____~~
- ~~c. PREA Investigations~~
- ~~d. Rethinking Retention~~
- ~~e. Solutions for Health Care in a Correctional_____~~
~~Environment~~

~~3. Management Level III~~

~~Management Level III training for Security (Captain/Major) or Non-Security (Grade C118-C120) shall consist of the required classes for Management Levels I and II, plus~~
~~Advanced Management Training~~
~~_____~~
~~_____~~

~~4. Management Level IV~~

~~Management Level IV training for positions grade C121 and higher (including unclassified positions and those listed in the Professional and Executive pay plans) shall consist of the required classes for Management Level I, II and III, plus Executive Training.~~

- ~~C. The Department of Correction with the approval of OPM/State Supervisory Management Institute may make changes in the mandatory classes/training as needed to address the operational needs of the Department.~~

~~IV. STANDARDS:~~

~~American Correctional Association, Adult Correctional Facilities, 4th Edition Standards~~

~~V. REFERENCES:~~

~~Governor's Executive Order 94-07~~

~~Administrative Directive on Emergency Preparedness~~

~~Office of Personnel Management, Interagency Training Program~~

~~Administrative Regulation on Employee Conduct Standards (AR 225)~~

~~Administrative Directive on Employee Conduct Standards~~



ARKANSAS DEPARTMENT OF CORRECTIONS
Division of Community Correction
 Two Union National Plaza Building
 105 West Capitol, 3rd Floor
 Little Rock, AR 72201-5731
 Phone: 501-682-9510 | Fax: 501-682-9513

ADMINISTRATIVE DIRECTIVE: 20-01 Post Incarceration Housing Programs, Requirements, and Licensure

Deleted: 19-04

TO: Arkansas Community Correction Employees

FROM: Jerry Bradshaw, Director

Deleted: Kevin Murphy

SUPERSEDED: AD 19-04

Deleted: 17-03 and 18-02

APPROVED: _____ **EFFECTIVE:** February 3, 2020

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Deleted: February 1, 2019

I. APPLICABILITY. This policy applies to Arkansas Community Correction (ACC) employees, applicants for and recipients of a Transitional Housing License, Subsequent Housing License, Self-Governed Housing License, owners, operators, and staff members of ACC licensed Housing Facilities.

II. POLICY STATEMENT. Transitional, Subsequent, and Self-Governed Housing Facilities must meet or exceed the requirements established in this policy and the checklist to ensure a structured, positive, and safe environment for residents, to reduce recidivism, to encourage employment and treatment, to provide public safety, to transition offenders back to the community to be productive citizens and to maintain the principles of evidence based practices.

III. DEFINITIONS.

A. Applicant. Any individual, group, business or organization that has applied to receive an Arkansas Community Correction Transitional, Subsequent, or Self-Governed Housing license.

B. Transitional Housing Facility. A facility that provides housing for one or more offenders who either have been transferred or paroled to the Division of Community Correction by the Parole Board or placed on probation by a circuit court or district court. Ark. Code Ann. § 16-93-1602(3)(A).

Deleted: An ACC licensed facility providing housing and evidence-based programming for residents placed under ACC community supervision

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C. Self-Governed Housing Facility. A facility providing long-term housing and programming that address identified criminogenic and other needs for one or more residents placed on ACC community supervision. The facility must provide the time, peer support and structured living environment necessary for long-term recovery. The facility must have detailed procedures at the facility for operation by the residents. A resident's home or the home of a resident's family member will not be considered a Self-Governed Housing Facility for purposes of this directive.

D. Subsequent Housing Facility. An ACC licensed facility providing affordable housing and programming for one or more residents following a minimum of 90 days in a licensed transitional or reentry facility. All subsequent housing facilities must be affiliated with a licensed Reentry or Transitional Housing facility, and they must be licensed by ACC as subsequent housing for offenders.

E. Licensing Authority. ACC is the authority for licensing any type of Transitional Housing Facility. Facilities are licensed for one year with provisions for renewal as specified in this policy.

F. Housing Manager: The ACC individual assigned to monitor Transitional, Reentry, Subsequent, and Self-Governed Housing Facilities, to serve as the liaison between the facility and ACC for compliance issues, and to supervise the billing process.

G. Vendor. A Transitional Housing Facility that has obtained a contract with ACC by responding to the Request for Qualifications. Approved vendors may bill ACC for limited reimbursement for housing certain residents on parole as stated in the contract. ACC does not pay for the housing of probationers.

IV. HOUSING FACILITY LICENSE REQUIRED

Arkansas Code section 16-93-1605 and related sections require facility operators to have a housing facility license from ACC in order to house any criminal offender transferred, paroled, or placed on probation through the Arkansas criminal justice system. The law states that an offender "shall not be sent via court order to a transitional housing facility that is not properly licensed by the department" and provides for civil penalties of up to \$500 per day for operation of a transitional housing facility without a valid license.

ACC staff aware of an unlicensed facility being operated in Arkansas must bring this to the attention of the Housing Manager. Members of the public may bring unlicensed facilities to the attention of any ACC staff member who will, in turn, notify the Housing Manager. The Housing Manager will report claims of an unlicensed facility to the Assistant Director of Reentry who will ensure investigation.

V. PROCEDURES FOR TRANSITIONAL HOUSING LICENSURE.

A. Application. Applicants may contact the ACC Housing Manager for a Housing Facility license packet or download the application packet from the ACC public website (dcc.arkansas.gov). Applications, documents, and fees submitted for licensure consideration will not be returned. The completed application packet and any required fees should be sent to the Housing

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(a) (1) "transitional housing" means a program that provides housing for one (1) or more offenders who have been:

¶ (A) Transferred or paroled from the Department of Correction by the Parole Board;¶

¶ (B) Placed on probation by a circuit court or district court; or¶

¶ (C) Administratively transferred from the Department of Correction to the Department of Community Correction for participation in a reentry program.¶

(2) An offender's home or the residence of an offender's family member shall not be considered a transitional housing facility for purposes of this section.

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Manager at the Central Office of ACC. Initial Transitional Housing License application fee is \$250.00, Annual Renewal fee is \$100.00. Should a proposed facility fail to be licensed the fee will not be returned. No fee will be assessed for the licensing of a Subsequent Housing Facility.

B. For initial licensure or a proposed new location, the applicant must comply with the public hearing requirements of Arkansas Code, section 12-25-101, which states:

1. No community-based residential facility housing juveniles or adults adjudicated or convicted of any sexual or violent offense or any other criminal offense that would constitute a Class C felony or higher shall be located or constructed within any municipality or county of this state until a public hearing is conducted in the municipality or county of the proposed location of the facility at least thirty (30) days prior to the contracting for the acquisition of any property on which to locate the proposed facility or any existing structure in which to locate the proposed facility by the owner, operator, or care provider of the proposed facility.

2. All residents within one thousand (1,000) feet of the proposed location of the facility shall be notified by mail at least ten (10) days prior to the day of the meeting.

C. To ensure compliance with Arkansas law, applicants must provide the following items to ACC:

1. Copy of the notification letter prior to being mailed to residents informing them of the date and time of the meeting and the proposed purpose of the facility. The letter must include a return address and must be approved prior to mailing.

2. List of all residents who were mailed the notification letter.

3. Notification of the date, time, and location of the public meeting. ACC staff must be present at the public meeting

4. Copy of the sign-in sheet for those in attendance at the public meeting.

D. The ACC Housing Manager will review the application packet for completion and conduct background checks on individuals submitted by the owner/operator as being staff and volunteers of the facility. Individuals currently on probation supervision with ACC cannot be employed in positions to remove or sanction another offender on supervision. Individuals currently on parole supervision with ACC cannot be employed in positions of authority over another offender on supervision.

E. As part of the application process, ACC will require proof of financial stability of the facility which may include but not be limited to bank account records, tax returns, and business plans.

F. Licenses will be issued only for the premises and persons specified in the application and are not transferable. Separate licenses are required for Transitional, Subsequent and Self-Governed Housing facilities maintained on separate premises, even though they are operated under the same management. The facility cannot admit any offenders under ACC supervision until the license to operate a Housing Facility has been issued.

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G. An Arkansas Transitional Housing Facility License will not be issued for a facility under the management, supervision, oversight or ownership of a person currently under a sentence or probation supervision for a felony offense or who has current, pending felony charges. Ex-offenders must provide proof of discharge of the felony sentence.

H. When a license is renewed, it will be from the previous license expiration date, not any possible extended inspection date. A facility that wishes to renew its license must have all required paperwork and fees submitted to the Housing Manager no later than 30 days prior to the license's expiration and must show compliance with items on the attached checklist.

I. The Housing Manager, for due cause, may recommend to the Assistant Director of Reentry that a facility license be suspended or revoked. The Assistant Director may assign ACC staff or another local, state, or federal agency to assist in a facility investigation. In the event of a recommendation for denial of an application or the suspension or revocation of license, the applicant may appeal the decision to the Director of the Division within 30 days of the written recommendation for denial/suspension/revocation. Applicants may appeal that decision in writing within 30 days of the decision to the Board of Corrections whose decision is final.

VI. RULES APPLICABLE TO ALL TRANSITIONAL HOUSING FACILITIES

A. All areas of the licensed facility and all records related to the care and protection of residents, including resident and employee records, must be open for inspection by ACC for the purpose of ensuring compliance with agency policy and local, state, and federal laws. ACC shall, at all reasonable times, have the right to enter the facility's work and living areas to for inspection.

B. The facility must provide the names of those under ACC supervision that are residing at the facility to ACC staff when requested.

C. Facility staff will honor ACC travel passes and must immediately report any violations of travel restrictions to the supervision officer. Facility staff may correspond with the parole/probation officer for recommendations to approve or deny a travel pass, but facility staff may not grant a travel pass.

D. The facility must have a policy for admitting and discharging residents and must notify the supervision officer or the parole/probation office by phone or email of all admissions and discharges of individuals on supervision.

E. The facility must notify local law enforcement and then the supervision officer or the parole/probation office immediately by phone and/or email of any resident's violent or threatening behavior and endangerment of others.

F. Facility staff will notify the supervision officer or the parole/probation office by phone and/or email when a resident is absent for an unreasonable amount of time without permission, including when a resident is absent during facility count.

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1. Licenses will be issued only for the premises and persons specified in the application and are not transferable. Separate licenses are required for Transitional, Subsequent and Self Governed Housing facilities maintained on separate premises, even though they are operated under the same management. The facility cannot admit any ACC residents until the license to operate a Housing Facility has been issued.¶

¶

2.

Moved up [1]: An Arkansas Transitional Housing Facility License will not be issued for a facility under the management, supervision, oversight or ownership of a person currently under a sentence or probation supervision for a felony offense or who has current, pending felony charges. Ex-offenders must provide proof of discharge of the felony sentence.

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3. The Housing Manager, for due cause, may recommend to the Assistant Director of Reentry that a facility license be suspended or revoked. The Assistant Director may assign ACC staff or another local, state, or federal agency to assist in a facility investigation. In the event of a recommendation for denial of an application or the suspension or revocation of license, the applicant may appeal the decision to the Chief Deputy Director or Director of the agency within 30 days of the written recommendation for denial/suspension/revocation. Applicants may appeal that decision in writing within 30 days of the decision to the Board of Corrections whose decision is final.¶

¶

4. When a license is renewed, it will be from the previous license expiration date, not any possible extended inspection date. A facility that wishes to renew its license must have all required paperwork and fees submitted to the Housing Manager no later than 30 days prior to the license's expiration.¶

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G. The facility will notify the ACC Housing Manager of any new employees with information necessary to complete a criminal background check. Notification can be made via email to acc.housing@arkansas.gov.

H. Drug/Alcohol-Free Premises. All housing facilities must be free of alcohol and illegal drugs. Facilities may enforce a tobacco policy; however, if allowed, designated smoking areas must be clearly identified.

I. Resident Income. A facility may not withhold any portion of the income of a resident, regardless of the income source, to include Social Security, Disability, SSI, SNAP, or any other government or private income source. All resident income, in check or any other form will be the property of the resident. The facility may bill the resident for any authorized costs and the resident will pay the authorized cost from their funds. A receipt will be given to the resident for any and all payments.

J. Equal Opportunity. Housing facilities' accommodations and services must be provided without regard to race, color, gender, religion, age, national origin, genetic information, disability or other biases prohibited by state or federal law.

K. Housing facilities must comply with all applicable federal and state laws including but not limited to the Fair Housing Act, state and federal health and safety codes, the Fair Labor Standards Act, and the Arkansas Minimum Wage Act.

L. Housing facilities must comply with any local zoning ordinances, local health and safety fire codes, including housing codes, fire codes, plumbing codes, and electrical codes, set by the jurisdiction or jurisdictions in which the transitional housing facility is located.

M. Housing facilities must maintain a ratio of 50 square feet per resident, and 1 bathing and restroom facility per 12 residents.

N. Facilities may be licensed to house male or female offenders, but not both in the same facility.

O. Housing facilities that are not vendors may charge offenders a reasonable amount for rent not to exceed \$125 per week inclusive of all utilities. Facilities that are being reimbursed for rent as an ACC vendor may only charge residents the rates set out in Section IX(H) and (I) below. Residents and their families may not be charged additional admission, filing, or entry fees for services, or fines for policy violations.

P. Housing facilities must have trained staff (paid or volunteer) on premises to provide 24-hour supervision, 7 days a week and must post a staff schedule. Facilities must maintain a staff to offender ratio of no less than 1 to 25 at all times.

Q. ACC may levy fines or other sanctions up to and including license suspension or revocation for failure to comply with this policy. ACC may also sanction housing facilities for repeat problems resulting in law enforcement involvement at the facility.

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R. Facilities that primarily house probationers will be limited in the number of parolees that may also reside in the facility by ACC.

S. Facilities may not allow residents, staff, or visitors who are not law enforcement to carry weapons into the facility and will post signs at all entrances banning weapons except for law enforcement officials/officers.

T. Facilities must ensure that all prescription medications (including all narcotics, psychotropic, and diabetic supplies including syringes, lancets and insulin) must be secured behind double locks. A log must be kept of all medicines dispensed.

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VII. VENDOR APPLICATION AND REQUIREMENTS

In addition to the rules in Section VI that are applicable to all licensed transitional housing facilities, vendors must agree to and abide by the additional requirements in this section.

A. Request for Qualifications. After obtaining a license, the owner/operator may choose to obtain a contract by responding to the Arkansas Community Correction Request for Qualifications. When obtained, the facility may bill ACC for limited reimbursement for housing residents as stated in the contract. The Request for Qualifications is available from the ACC website, from the Housing Manager, and from the ACC Purchasing Department.

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B. Past Performance. In accordance with provisions of State Procurement Law, specifically OSP Rule R5:19-11-230(b) (1), a vendor's past performance with the state may be used to determine if the vendor is "responsible." Proposals submitted by vendors determined to be non-responsible shall be disqualified.

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F.

Moved up [2]: Drug/Alcohol-Free Premises. All housing facilities must be free of alcohol, illegal drugs, or any non-controlled prescription medications. Facilities may enforce a tobacco policy; however, if allowed, designated smoking areas must be clearly identified.

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G.

Moved up [3]: Resident Income. A facility may not withhold any portion of the income of a resident, regardless of the income source, to include Social Security, Disability, SSI, SNAP, or any other government or private income source. All resident income, in check or any other form will be the property of the resident. The facility may bill the resident for any authorized costs and the resident will pay the authorized cost from their funds. A receipt will be given to the resident for any and all payments.

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¶

H. Electronic Monitor Costs. ACC maintains the right to collect applicable costs for Electronic Monitoring devices for residents in any housing facility.¶

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Upon obtaining employment, the vendor must complete employment checks to verify the legitimacy and nature of the employment. The vendor must review residents' pay stubs to ensure each resident is earning at least minimum wage and having taxes withdrawn.

The vendor must not require or allow the resident to work without payment at any employment that pays less than Arkansas minimum wage, whether that employment is outside of the facility or for the facility. The resident may not "volunteer" to work without pay. The resident must not work to have their expenses from the vendor reduced. The resident must be paid in full and will in turn make payments to the vendor if owed. Employment and payment records for residents will be made available upon the request of ACC.

D. Facility staff must notify ACC of any resident's positive drug/alcohol test results immediately by phone and email.

E. Facilities must use at least an 8-panel drug test and must include testing for methamphetamines, THC, cocaine, opiates, alcohol, K2, benzodiazepines, and

hydrocodone. Drug test logs must be maintained by the facility and must include all residents. The log must include date, time, provider, collector, substances tested for, disposition, and reason for test.

F. ACC Institutional Release Officers will coordinate activities between vendors, the Arkansas Parole Board, and the correction staff as described in the Request for Qualifications provided by the Office of State Procurement.

G. ACC will assign a supervision officer to manage cases and coordinate with staff at Transitional Housing Facilities as necessary.

I. The Supervision Officer assigned to a facility will report findings of any complaints, observed or suspected non-compliance with rules, policies, laws and regulations to the Housing Manager for possible further referral or action. Area Managers will report any serious violations of policy, procedure, or practice to the Housing Manager. Area Managers will forward any written complaint by a resident, staff member, or member of the public concerning a facility to the Housing Manager to become part of the facility file.

I. Facility staff will respond to and notify the supervision officer of such requests as subpoenas, court orders, search and/or arrest warrants.

J. Facility staff will not, except in the case of emergency or threat of injury or death, dismiss a resident from the facility until they notify the supervision officer or the parole/probation office by phone. The facility should only dismiss a resident for substantial and documented reasons. Use of the Behavior Sanction Guide must be documented.

K. The Housing Manager will arrange onsite visits and inspections (initial and periodic, announced and unannounced), review reports of critical incidents involving or concerning ACC residents, and make objective recommendations.

L. Arkansas Community Correction shall, at all reasonable times, have the right to enter the facility's work and living areas to inspect, monitor, or otherwise evaluate the quality, appropriateness, and timeliness of work, services, or both, that have been or are being performed.

M. The owner/operator/manager of the facility must comply with all requirements/agreement of the Request for Qualifications/Contract.

N. Prison Rape Elimination Act (PREA) Compliance. Contracted facilities must pursue compliance with PREA standards for community confinement.

VIII. PROHIBITED STAFF BEHAVIOR

A. Transitional, Subsequent, and Self-Governed facility staff must not under any circumstance:

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VI. OPERATION OF A TRANSITIONAL, SELF-GOVERNED, OR SUBSEQUENT HOUSING FACILITY WITHOUT A LICENSE ¶

Deleted: A. Non-Licensed Facility Penalty. If a facility is housing residents for reimbursement without a license, ACC will impose civil penalties not to exceed \$500 per day for each day the violation continues. In addition, alternative sanctions may be imposed pursuant to law (Arkansas Code, section 16-93-1603 and section 25-15-217).¶

¶

B. ACC staff aware of an unlicensed facility being operated in Arkansas must bring this to the attention of the Housing Manager. Members of the public may bring unlicensed facilities to the attention of any ACC staff member who will, in turn, notify the Housing Manager. The Housing Manager will report claims of an unlicensed facility to the Assistant Director of Reentry who will ensure investigation.¶

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1. Exchange personal gifts or favors with residents, their family, or their friends.
2. Accept any form of bribe or unlawful inducement.
3. Discriminate against any resident on the basis of race, religion, creed, gender, national origin, disability, or charge/offense or any other individual characteristic.
4. Employ corporal punishment or unnecessary physical force.
5. Subject residents to any form of physical or mental abuse.
6. Intentionally demean or humiliate an offender.
7. Withhold information which, in doing so, threatens the security of the facility, its staff or visitors, or the community. This can lead to revocation of license.
8. Engage in any form of business or profitable enterprise with offenders.
9. Enquire about, disclose, or discuss details of an offender's crime other than as may be absolutely necessary in performing official duties.
10. Knowingly allow any resident to violate any condition of release.
11. Engage in any form of a sexual relationship with any current or past resident.

12. Be untruthful or otherwise uncooperative with law enforcement officers or officers of the court seeking to locate an offender or serve an offender with subpoenas, court orders, arrest warrants, or other legal documents.

IX. TRANSITIONAL HOUSING VENDOR PROGRAM REQUIREMENTS, REIMBURSEMENTS, AND FACILITY REQUIREMENTS.

A. Programming: The vendor is expected to provide a minimum of 12 hours of applicable programming per week that identifies criminogenic needs, such as people, places or things that could cause criminal behavior. Programming can be provided through referrals to local service providers and in-house classes. This programming must include:

- a. Substance abuse education
- b. Education
- c. Family reunification
- d. Thinking patterns

B. Acceptance of Residents. Licensed transitional facilities must review and accept all submitted applications, unless justifiable reasons are present. Justifiable reasons include, but are not limited to, acceptance of a resident which would result in the violation of any city, county, or state laws. The transitional facility must provide the reason for denial to the ACC Housing Manager and the inmate applicant, in writing.

C. Find Good. All Transitional Housing Vendors must use Find Good, the online application

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Moved up [4]: Parole/Probation Area Managers will assign and maintain assignment of a supervision officer to manage cases and coordinate with staff at Transitional Housing Facilities as necessary. The Area Manager may assign others as needed. The assigned officer(s) must be knowledgeable of the minimum standards that are required of the facility.

Moved up [6]: Facility staff will respond to and notify the supervision officer of such requests as subpoenas, court orders, search and/or arrest warrants.

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C. The licensed Housing Facility must provide the names and numbers of those under supervision that are residing at the facility to ACC staff when requested.¶

¶

Moved up [5]: The Supervision Officer assigned to a facility will report findings of any complaints, observed or suspected non-compliance with rules, policies, laws and regulations to the Housing Manager for possible further referral or action. Area Managers will report any serious violations of policy, procedure, or practice to the Housing Manager. Area Managers will forward any written complaint by a resident, staff member, or

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Moved up [7]: Facility staff will not, except in the case of emergency or threat of injury or death, dismiss a

Moved up [8]: The Housing Manager will arrange onsite visits and inspections (initial and periodic,

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Moved up [9]: Arkansas Community Correction shall, at all reasonable times, have the right to enter the

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A. Transitional Housing.¶

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process contained in The Good Grid, for inmate acceptance/denial to the facility. Each vendor must appoint a person of contact capable of accepting and denying resident applications. The vendor must provide justification for denial of placement through the find good system to the Housing Manager.

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D. Performance Standards.

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Failure to meet or exceed these performance standards may result in sanctions placed on the facility. Vendors must meet or exceed the following performance standards to remain in compliance.

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- a. Maintain a 90% employment rate for residents at completion of the six-month program.
- b. Maintain a 90% stable housing rate for residents at completion of the six-month program.
- c. Maintain a recidivism rate not less than 20% lower than the statewide recidivism rate.

E. Resident Employment. The vendor is required to aid the resident in seeking employment including use of The Good Grid for resume writing and employment searches.

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The resident must be at the facility for seven days prior to beginning employment. The resident must have full-time employment by day 30 and maintain full time employment through the duration of his/her time at the transitional housing facility.

F. Transportation. Vendors must provide necessary transportation to the parole office, interviews, work sites, medical and mental health appointments and off-site programming.

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6. Staffing Requirements. ¶

¶ Licensed transitional houses must have trained staff (paid or volunteer) on premises to provide 24-hour supervision, 7 days a week. Facilities must maintain a staff to offender ratio of no less than 1 to 25 at all times.¶

¶ The facility must post staffing hours and must comply with posted staffing hours. ¶

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G. Billing ACC. When a vendor has met the conditions of licensure and has been approved by the Office of State Procurement for payment as a vendor, ACC will reimburse the facility for resident housing at the approved reimbursement rate for up to 30, 60, 90 or 120 days, depending on the classification of the offender, from the date of release from an ADC or ACC facility.

A facility may not bill ACC for housing a resident prior to their approval as a vendor. The billing process will follow the instructions stated on the Request for Qualification and may include the use of electronic monitoring for residential verification.

During a period of license suspension, payment may be withheld or reduced pending satisfactory implementation of a corrective action plan that must be approved by ACC.

ACC will reimburse licensed Vendors according to the following schedule:

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1. Payment will be made for a resident's date of arrival to the facility; ACC will not be responsible for payment for a resident's date of departure.

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2. ACC will not reimburse vendors for residents assessed as a low risk for recidivism, unless prior approval from ACC Director. Risk levels will be determined by ACC risk assessment.

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3. Moderate risk, High risk, level 1 and level 2 sex offenders:
Length of stay: 90 days
Daily Per Diem Reimbursement paid by ACC;

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- Days 1-45: \$30.00/day
- Days 46-90: \$20.00/day

4. Level 3 and level 4 sex offenders:
Length of stay: 120 days
Daily Per Diem Reimbursement paid by ACC:
- Days 1-60: \$50.00/day
 - Days 61-120: \$40.00/day

5. Offenders released from the Supervision Sanction Program:
Length of stay: 60 days
Daily Per Diem Reimbursement paid by ACC:
- Days 1-45: \$30.00/day
 - Days 45-60: \$20.00/day

6. Level 3 and 4 sex offenders released from Supervision Sanction Program:
Length of stay: 90 days
Daily Per Diem Reimbursement paid by ACC:
- Days 1-60: \$50.00/day
 - Days 60-90: \$40.00/day

7. Offenders released from short term revocation:
Length of stay: 30 days
Daily Per Diem Reimbursement paid by ACC:
- Days 1-30: \$30.00/day

H. Billing Offenders.

On days when ACC is being billed for per diem, an offender may be billed for up to \$14.00/day starting on the first day of full-time employment and for subsequent days while employed full time. An offender must work a minimum of 40 hours per week to be considered full time.

When ACC has been billed for the maximum number of reimbursable days, the facility may charge an offender up to \$30.00 per day.

In addition, residents may be charged a maximum of \$2.00 per day on days the resident is transported. The \$2.00 fee covers round trip transportation to the parole office interviews, work sites, medical and mental health appointments and off-site programming.

Residents, their families, and any other financial source may not be charged any additional admission, filing, or entry fees, fees for services, or fines for policy violations.

I. Offender Counts.

Transitional Housing Facility staff must complete and document daily scheduled and unscheduled counts. Residents not present during count must be accounted for through sign out logs and/or approved employment schedules. Counts must be conducted at least

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twice per shift and at every shift change for the housing facility.

J. Food Service.

Vendors must provide 3 meals per day for each resident with at least one meal being hot. Total calories for the day must total at least 2,500.

Vendor may be required to provide a menu at ACC request.

K. Drug Testing.

Vendors must conduct drug test at least once weekly of all residents.

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X. SELF-GOVERNED HOUSING FACILITY REQUIREMENTS

A. General. The facility must provide the time, peer support and structured living environment necessary for long-term recovery.

B. Written Procedures. The facility must have detailed procedures at the facility for operation by the residents.

C. Programming. The Self-Governed Housing Facility is expected to provide a minimum of 15 hours of applicable programming per week per offender that addresses identified criminogenic and other needs of the residents at the facility. Programming can be provided through referrals to local service providers and in-house classes. Applicable programming must include, but is not limited to:

- Substance abuse education
- Education services
- Family reunification
- Thinking patterns

D. Resident Employment. Residents must not be denied the opportunity to seek and obtain meaningful, legal, and gainful employment. Following the program orientation period, the resident is allowed to seek full time employment of 40 hours per week, unless it conflicts with conditions of release.

E. Billing Residents. Residents may be charged a self-pay per diem rate up to \$30.00 per day. In addition, residents may be charged a maximum of \$2.00 per day for the actual costs of transportation. The \$2.00 fee covers round trip transportation to the parole office, employment interviews, and medical and mental health appointments.

Residents, their families, and any other financial source may not be charged additional admission, filing, or entry fees or fees for services, or fines for policy violations.

F. Billing ACC. No ACC funding will be provided for the operation of a Self-Governed Housing Facility.

G. Food Service. Licensed facilities must provide 3 meals per day with at least one meal being hot. Total calories for the day must be at least 2,500.

H. Drug Testing. Drug testing of parolees or probationers will be conducted by staff at least bi-weekly.

I. Staffing. Self-Governed Housing Facilities are exempt from 24-hour staff coverage.

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XI. SUBSEQUENT HOUSING FACILITY REQUIREMENTS

A. Programming. The Subsequent housing facility is expected to provide a minimum of five hours of applicable programming per week per offender that addresses identified criminogenic and other needs for residents at the facility. Programming can be provided through referrals to local service providers and in-house classes. Applicable programming should include, but is not limited to:

- Substance abuse education
- Education
- Family Reunification
- Thinking Patterns

B. Billing ACC. No ACC funding will be provided for the operation of a Subsequent Housing Facility.

C. Rent. Rent for Subsequent Housing must be outlined in a lease agreement and cannot exceed \$600.00 per resident, per month. Utilities must be included in the cost of rent. A copy of the lease must be submitted to the ACC Housing Manager for approval.

D. Drug Testing. Residents must be drug tested at a minimum of once weekly by staff of the Transitional or Reentry Facility responsible for the Subsequent House. A separate log must be maintained at the responsible Transitional or Reentry Facility.

E. Subsequent Housing Staffing. Subsequent Housing Facilities are exempt from 24-hour staff coverage.

F. Inspections. Inspections must be conducted by a facility owner or staff member at a minimum of twice monthly. The inspection must be documented and records maintained at the Transitional or Reentry Facility responsible for the Subsequent House.

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XII. ATTACHMENTS/FORMS:

Transitional Housing Vendor, Reentry, Subsequent, and Self-Governed Housing Facility Checklist
Non-Vendor Transitional Housing Facility Checklist

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Arkansas Community Correction
**TRANSITIONAL HOUSING VENDOR, REENTRY, SUBSEQUENT, AND SELF-
GOVERNED HOUSING FACILITY CHECKLIST**

Facility Name: _____ **Date:** _____

During initial license inspections, annual renewal inspections and unannounced visits by ACC staff, this checklist will be used. The inspections will not be limited to these items. Checklist items apply to all housing types unless otherwise indicated.

Copies of license or inspection by/from: _____ **Inspector's Initials:** _____

1. Fire/Safety Inspection. Annually.	
2. Health Department/Food Service Inspection. Annually.	
3. Business License. Initial license and after remodel or repair.	
4. Plumbing Code. Initial license and after remodel or repair.	
5. Electrical Code. Initial license and after remodel or repair.	
6. Compliance with applicable zoning and Special Use Permit requirements	
7. Public Hearing.	
8. Copy of transportation vehicles' insurance.	
9. Copy of Lease agreement for Subsequent houses only.	
10. List of all staff and volunteers for background check (owner/operator must obtain/maintain consent to release information from staff and volunteers.	
<u>11.</u> Copies of facility disaster plans, evacuation plans, and contingency plans for operations if the facility must be abandoned.	
<u>12.</u> Copy of policy stating the facility will comply with subpoenas, court orders, arrest warrants.	
<u>13.</u> Copy of policy stating notification of ACC Supervising Officer when a resident escapes or absconds from the facility, or prior notification if discharged.	
<u>14.</u> Copy of facility Policy and Procedure Manual that is unique to this facility for Transitional, Subsequent, and Reentry houses only.	
<u>15.</u> Copy of facility resident handbook/orientation materials including facility rules, curfews, admission procedures, and consequences for violations.	
<u>16.</u> Copy of programming curriculum.	
<u>17.</u> Admission and discharge policies and procedures.	
<u>18.</u> Proof the facility is pursuing PREA compliance [not applicable for Subsequent Houses].	
<u>19.</u> If applicable, is the facility ADA compliant?	
<u>20.</u> Are resident records confidential, uniform in format and content, and properly secured?	

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<u>21.</u> Copy of policy stating passes/furloughs for residents are approved by the ACC Reentry Officer [Not applicable for Self-Governed or Subsequent Houses].	Deleted: 22
<u>22.</u> Proof of policy stating that facility services are equal opportunity and provided without regard to race, color, gender, religion, age, national origin, genetic information, disability or other biases prohibited by state or federal law.	Deleted: 23
<u>23.</u> Copy of staff listing and staffing hours [not applicable for Subsequent Houses].	Deleted: 24
<u>24.</u> Inspection team proof of adequate space in sleeping rooms for the number of occupants (minimum 50 square feet per intended occupant) [not applicable for Subsequent Houses].	Deleted: 25
<u>25.</u> Inspection team proof of individual storage space for residents' clothing and personal items.	Deleted: 26
<u>26.</u> Inspection team proof of minimum ratio of bathrooms (meaning sink, toilet, shower) to residents (1 to <u>12</u>).	Deleted: 27
<u>27.</u> Adequate laundry facilities at or near the Transitional/Reentry Housing Facility.	Deleted: 8
<u>28.</u> Inspection team proof of signs posted at all entrances banning weapons except for law enforcement officials/officers.	Deleted: 28
<u>29.</u> Inspection team proof of facility being equipped with First Aid Kit, fire alarms and that fire suppression equipment continues to comply with annual Fire Inspection.	Deleted: 29
<u>30.</u> Proof of vendors' contractors for employment.	Deleted: 30
<u>31.</u> Adequate kitchen facilities.	Deleted: 31
<u>32.</u> Adequate space for programming.	Deleted: 32
<u>33.</u> Adequate space for break room/day room.	Deleted: 33
<u>34.</u> Bulletin board prominently displayed in the facility with postings of rules, fire evacuation plans, emergency protocols, PREA information, and emergency staff contact information.	Deleted: 34
<u>35.</u> Inspection Team proof that medication not approved to be kept on person is behind double locks. (All narcotic, psychotropic, and diabetic supplies including syringes, lancets and insulin must be secured behind double locks.) [Not applicable for Subsequent Houses].	Deleted: 35
<u>36.</u> Facility must be accessible by residents and ACC staff 24 hours per day.	Deleted: 36
<u>37.</u> Check or Money Order attached to application in the correct amount.	Deleted: 37
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Arkansas Community CorrectionNON-VENDOR TRANSITIONAL HOUSING FACILITY CHECKLIST

Facility Name: _____ Date: _____

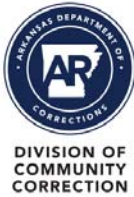
During initial license inspections, annual renewal inspections and unannounced visits by ACC staff, this checklist will be used. The inspections will not be limited to these items.

Copies of license or inspection by/from: _____ Inspector's Initials: _____

<u>1. Fire/Safety Inspection. Annually.</u>	_____
<u>2. Health Department/Food Service Inspection. Annually.</u>	_____
<u>3. Business License. Initial license and after remodel or repair.</u>	_____
<u>4. Plumbing Code. Initial license and after remodel or repair.</u>	_____
<u>5. Electrical Code. Initial license and after remodel or repair.</u>	_____
<u>6. Compliance with applicable zoning and Special Use Permit requirements</u>	_____
<u>7. Public Hearing.</u>	_____
<u>8. List of all staff and volunteers for background check (owner/operator must obtain/maintain consent to release information forms).</u>	_____
<u>9. Copies of facility disaster plans, evacuation plans, and contingency plans for operations if the facility must be abandoned.</u>	_____
<u>10. Proof the facility is pursuing PREA compliance.</u>	_____
<u>11. If applicable, is the facility ADA compliant?</u>	_____
<u>12. Are resident records confidential, uniform in format and content, properly secured?</u>	_____
<u>13. Proof of policy stating that facility services are equal opportunity and provided without regard to race, color, gender, religion, age, national origin, genetic information, disability or other biases prohibited by state or federal law.</u>	_____
<u>14. Inspection team proof of adequate space in sleeping rooms for the number of occupants (minimum 50 square feet per intended occupant).</u>	_____
<u>15. Proof of minimum ratio of bathrooms (sink, toilet, shower) to residents (1 to 12).</u>	_____
<u>16. Signs posted at all entrances banning weapons except for law enforcement.</u>	_____
<u>17. Inspection team proof of facility being equipped with First Aid Kit, fire alarms and that fire suppression equipment continues to comply with annual Fire Inspection.</u>	_____
<u>18. Adequate kitchen facilities.</u>	_____
<u>19. Bulletin board prominently displaying rules, fire evacuation plans, emergency protocols, PREA information, and emergency staff contact information.</u>	_____
<u>20. Facility must be accessible by residents and ACC staff 24 hours per day.</u>	_____

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ARKANSAS DEPARTMENT OF CORRECTIONS
Division of Community Correction

Two Union National Plaza Building
 105 West Capitol, 3rd Floor
 Little Rock, AR 72201-5731
 Phone: 501-682-9510 | Fax: 501-682-9513

ADMINISTRATIVE DIRECTIVE: 20-01 Post Incarceration Housing Programs, Requirements, and Licensure

TO: Arkansas Community Correction Employees

FROM: Jerry Bradshaw, Director

SUPERSEDED: AD 19-04

APPROVED: Signature on File

EFFECTIVE: February 3, 2020

- I. **APPLICABILITY.** This policy applies to Arkansas Community Correction (ACC) employees, applicants for and recipients of a Transitional Housing License, Subsequent Housing License, Self-Governed Housing License, owners, operators, and staff members of ACC licensed Housing Facilities.
- II. **POLICY STATEMENT.** Transitional, Subsequent, and Self-Governed Housing Facilities must meet or exceed the requirements established in this policy and the checklist to ensure a structured, positive, and safe environment for residents, to reduce recidivism, to encourage employment and treatment, to provide public safety, to transition offenders back to the community to be productive citizens and to maintain the principles of evidence based practices.
- III. **DEFINITIONS.**
 - A. **Applicant.** Any individual, group, business or organization that has applied to receive an Arkansas Community Correction Transitional, Subsequent, or Self-Governed Housing license.
 - B. **Transitional Housing Facility.** A facility that provides housing for one or more offenders who either have been transferred or paroled to the Division of Community Correction by the Parole Board or placed on probation by a circuit court or district court. Ark. Code Ann. § 16-93-1602(3)(A).

- C. Self-Governed Housing Facility.** A facility providing long-term housing and programming that address identified criminogenic and other needs for one or more residents placed on ACC community supervision. The facility must provide the time, peer support and structured living environment necessary for long-term recovery. The facility must have detailed procedures at the facility for operation by the residents. A resident's home or the home of a resident's family member will not be considered a Self-Governed Housing Facility for purposes of this directive.
- D. Subsequent Housing Facility.** An ACC licensed facility providing affordable housing and programming for one or more residents following a minimum of 90 days in a licensed transitional or reentry facility. All subsequent housing facilities must be affiliated with a licensed Reentry or Transitional Housing facility, and they must be licensed by ACC as subsequent housing for offenders.
- E. Licensing Authority.** ACC is the authority for licensing any type of Transitional Housing Facility. Facilities are licensed for one year with provisions for renewal as specified in this policy.
- F. Housing Manager:** The ACC individual assigned to monitor Transitional, Reentry, Subsequent, and Self-Governed Housing Facilities, to serve as the liaison between the facility and ACC for compliance issues, and to supervise the billing process.
- G. Vendor.** A Transitional Housing Facility that has obtained a contract with ACC by responding to the Request for Qualifications. Approved vendors may bill ACC for limited reimbursement for housing certain residents on parole as stated in the contract. ACC does not pay for the housing of probationers.

IV. HOUSING FACILITY LICENSE REQUIRED

Arkansas Code section 16-93-1605 and related sections require facility operators to have a housing facility license from ACC in order to house any criminal offender transferred, paroled, or placed on probation through the Arkansas criminal justice system. The law states that an offender "shall not be sent via court order to a transitional housing facility that is not properly licensed by the department," and provides for civil penalties of up to \$500 per day for operation of a transitional housing facility without a valid license.

ACC staff aware of an unlicensed facility being operated in Arkansas must bring this to the attention of the Housing Manager. Members of the public may bring unlicensed facilities to the attention of any ACC staff member who will, in turn, notify the Housing Manager. The Housing Manager will report claims of an unlicensed facility to the Assistant Director of Reentry who will ensure investigation.

V. PROCEDURES FOR TRANSITIONAL HOUSING LICENSURE.

- A. Application.** Applicants may contact the ACC Housing Manager for a Housing Facility license packet or download the application packet from the ACC public website (dcc.arkansas.gov). Applications, documents, and fees submitted for licensure consideration will not be returned. The completed application packet and any required fees should be sent to the Housing Manager at the Central Office of ACC. Initial Transitional Housing License application fee is \$250.00, Annual Renewal fee is \$100.00. Should a proposed facility fail to be licensed the fee will not be returned. No fee will be assessed for the licensing of a Subsequent Housing Facility.
- B.** For initial licensure or a proposed new location, the applicant must comply with the public hearing requirements of Arkansas Code, section 12-25-101, which states:
1. No community-based residential facility housing juveniles or adults adjudicated or convicted of any sexual or violent offense or any other criminal offense that would constitute a Class C felony or higher shall be located or constructed within any municipality or county of this state until a public hearing is conducted in the municipality or county of the proposed location of the facility at least thirty (30) days prior to the contracting for the acquisition of any property on which to locate the proposed facility or any existing structure in which to locate the proposed facility by the owner, operator, or care provider of the proposed facility.
 2. All residents within one thousand (1,000) feet of the proposed location of the facility shall be notified by mail at least ten (10) days prior to the day of the meeting.
- C.** To ensure compliance with Arkansas law, applicants must provide the following items to ACC:
1. Copy of the notification letter prior to being mailed to residents informing them of the date and time of the meeting and the proposed purpose of the facility. The letter must include a return address and must be approved prior to mailing.
 2. List of all residents who were mailed the notification letter.
 3. Notification of the date, time, and location of the public meeting. ACC staff must be present at the public meeting
 4. Copy of the sign-in sheet for those in attendance at the public meeting.
- D.** The ACC Housing Manager will review the application packet for completion and conduct background checks on individuals submitted by the owner/operator as being staff and volunteers of the facility. Individuals currently on probation supervision with ACC cannot be employed in positions to remove or sanction another offender on supervision. Individuals currently on parole supervision with ACC cannot be employed in positions of authority over another offender on supervision.

- E. As part of the application process, ACC will require proof of financial stability of the facility which may include but not be limited to bank account records, tax returns, and business plans.
- F. Licenses will be issued only for the premises and persons specified in the application and are not transferable. Separate licenses are required for Transitional, Subsequent and Self-Governed Housing facilities maintained on separate premises, even though they are operated under the same management. The facility cannot admit any offenders under ACC supervision until the license to operate a Housing Facility has been issued.
- G. An Arkansas Transitional Housing Facility License will not be issued for a facility under the management, supervision, oversight or ownership of a person currently under a sentence or probation supervision for a felony offense or who has current, pending felony charges. Ex-offenders must provide proof of discharge of the felony sentence.
- H. When a license is renewed, it will be from the previous license expiration date, not any possible extended inspection date. A facility that wishes to renew its license must have all required paperwork and fees submitted to the Housing Manager no later than 30 days prior to the license's expiration and must show compliance with items on the attached checklist.
- I. The Housing Manager, for due cause, may recommend to the Assistant Director of Reentry that a facility license be suspended or revoked. The Assistant Director may assign ACC staff or another local, state, or federal agency to assist in a facility investigation. In the event of a recommendation for denial of an application or the suspension or revocation of license, the applicant may appeal the decision to the Director of the Division within 30 days of the written recommendation for denial/suspension/revocation. Applicants may appeal that decision in writing within 30 days of the decision to the Board of Corrections whose decision is final.

VI. RULES APPLICABLE TO ALL TRANSITIONAL HOUSING FACILITIES

- A. All areas of the licensed facility and all records related to the care and protection of residents, including resident and employee records, must be open for inspection by ACC for the purpose of ensuring compliance with agency policy and local, state, and federal laws. ACC shall, at all reasonable times, have the right to enter the facility's work and living areas to for inspection.
- B. The facility must provide the names of those under ACC supervision that are residing at the facility to ACC staff when requested.
- C. Facility staff will honor ACC travel passes and must immediately report any violations of travel restrictions to the supervision officer. Facility staff may correspond with the parole/probation officer for recommendations to approve or deny a travel pass, but facility staff may not grant a travel pass.

- D. The facility must have a policy for admitting and discharging residents and must notify the supervision officer or the parole/probation office by phone or email of all admissions and discharges of individuals on supervision.
- E. The facility must notify local law enforcement and then the supervision officer or the parole/probation office immediately by phone and/or email of any resident's violent or threatening behavior and endangerment of others.
- F. Facility staff will notify the supervision officer or the parole/probation office by phone and/or email when a resident is absent for an unreasonable amount of time without permission, including when a resident is absent during facility count.
- G. The facility will notify the ACC Housing Manager of any new employees with information necessary to complete a criminal background check. Notification can be made via email to acc.housing@arkansas.gov.
- H. **Drug/Alcohol-Free Premises.** All housing facilities must be free of alcohol and illegal drugs. Facilities may enforce a tobacco policy; however, if allowed, designated smoking areas must be clearly identified.
- I. **Resident Income.** A facility may not withhold any portion of the income of a resident, regardless of the income source, to include Social Security, Disability, SSI, SNAP, or any other government or private income source. All resident income, in check or any other form will be the property of the resident. The facility may bill the resident for any authorized costs and the resident will pay the authorized cost from their funds. A receipt will be given to the resident for any and all payments.
- J. **Equal Opportunity.** Housing facilities' accommodations and services must be provided without regard to race, color, gender, religion, age, national origin, genetic information, disability or other biases prohibited by state or federal law.
- K. Housing facilities must comply with all applicable federal and state laws including but not limited to the Fair Housing Act, state and federal health and safety codes, the Fair Labor Standards Act, and the Arkansas Minimum Wage Act.
- L. Housing facilities must comply with any local zoning ordinances, local health and safety fire codes, including housing codes, fire codes, plumbing codes, and electrical codes, set by the jurisdiction or jurisdictions in which the transitional housing facility is located.
- M. Housing facilities must maintain a ratio of 50 square feet per resident, and 1 bathing and restroom facility per 12 residents.
- N. Facilities may be licensed to house male or female offenders, but not both in the same facility.

- O.** Housing facilities that are not vendors may charge offenders a reasonable amount for rent not to exceed \$125 per week inclusive of all utilities. Facilities that are being reimbursed for rent as an ACC vendor may only charge residents the rates set out in Section IX(H) and (I) below. Residents and their families may not be charged additional admission, filing, or entry fees for services, or fines for policy violations.
- P.** Housing facilities must have trained staff (paid or volunteer) on premises to provide 24-hour supervision, 7 days a week and must post a staff schedule. Facilities must maintain a staff to offender ratio of no less than 1 to 25 at all times.
- Q.** ACC may levy fines or other sanctions up to and including license suspension or revocation for failure to comply with this policy. ACC may also sanction housing facilities for repeat problems resulting in law enforcement involvement at the facility.
- R.** Facilities that primarily house probationers will be limited in the number of parolees that may also reside in the facility by ACC.
- S.** Facilities may not allow residents, staff, or visitors who are not law enforcement to carry weapons into the facility and will post signs at all entrances banning weapons except for law enforcement officials/officers.
- T.** Facilities must ensure that all prescription medications (including all narcotics, psychotropic, and diabetic supplies including syringes, lancets and insulin) must be secured behind double locks. A log must be kept of all medicines dispensed.

VII. VENDOR APPLICATION AND REQUIREMENTS

In addition to the rules in Section VI that are applicable to all licensed transitional housing facilities, vendors must agree to and abide by the additional requirements in this section.

- A. Request for Qualifications.** After obtaining a license, the owner/operator may choose to obtain a contract by responding to the Arkansas Community Correction Request for Qualifications. When obtained, the facility may bill ACC for limited reimbursement for housing residents as stated in the contract. The Request for Qualifications is available from the ACC website, from the Housing Manager, and from the ACC Purchasing Department.
- B. Past Performance.** In accordance with provisions of State Procurement Law, specifically OSP Rule R5:19-11-230(b) (1), a vendor's past performance with the state may be used to determine if the vendor is "responsible." Proposals submitted by vendors determined to be non-responsible shall be disqualified.
- C. Resident Employment.** The vendor is required to aid the resident in seeking employment as outlined in this policy. The resident must be fully employed and

maintain full time employment through the duration of their time at the housing facility.

Upon obtaining employment, the vendor must complete employment checks to verify the legitimacy and nature of the employment. The vendor must review residents' pay stubs to ensure each resident is earning at least minimum wage and having taxes withdrawn.

The vendor must not require or allow the resident to work without payment at any employment that pays less than Arkansas minimum wage, whether that employment is outside of the facility or for the facility. The resident may not "volunteer" to work without pay. The resident must not work to have their expenses from the vendor reduced. The resident must be paid in full and will in turn make payments to the vendor if owed. Employment and payment records for residents will be made available upon the request of ACC.

- D. Facility staff must notify ACC of any resident's positive drug/alcohol test results immediately by phone and email.
- E. Facilities must use at least an 8-panel drug test and must include testing for methamphetamines, THC, cocaine, opiates, alcohol, K2, benzodiazepines, and hydrocodone. Drug test logs must be maintained by the facility and must include all residents. The log must include date, time, provider, collector, substances tested for, disposition, and reason for test.
- F. ACC Institutional Release Officers will coordinate activities between vendors, the Arkansas Parole Board, and the correction staff as described in the Request for Qualifications provided by the Office of State Procurement.
- G. ACC will assign a supervision officer to manage cases and coordinate with staff at Transitional Housing Facilities as necessary.
- H. The Supervision Officer assigned to a facility will report findings of any complaints, observed or suspected non-compliance with rules, policies, laws and regulations to the Housing Manager for possible further referral or action. Area Managers will report any serious violations of policy, procedure, or practice to the Housing Manager. Area Managers will forward any written complaint by a resident, staff member, or member of the public concerning a facility to the Housing Manager to become part of the facility file.
- I. Facility staff will respond to and notify the supervision officer of such requests as subpoenas, court orders, search and/or arrest warrants.
- J. Facility staff will not, except in the case of emergency or threat of injury or death, dismiss a resident from the facility until they notify the supervision officer or the parole/probation office by phone. The facility should only

dismiss a resident for substantial and documented reasons. Use of the Behavior Sanction Guide must be documented.

- K. The Housing Manager will arrange onsite visits and inspections (initial and periodic, announced and unannounced), review reports of critical incidents involving or concerning ACC residents, and make objective recommendations.
- L. Arkansas Community Correction shall, at all reasonable times, have the right to enter the facility's work and living areas to inspect, monitor, or otherwise evaluate the quality, appropriateness, and timeliness of work, services, or both, that have been or are being performed.
- M. The owner/operator/manager of the facility must comply with all requirements/agreement of the Request for Qualifications/Contract.
- N. Prison Rape Elimination Act (PREA) Compliance. Contracted facilities must pursue compliance with PREA standards for community confinement.

VIII. PROHIBITED STAFF BEHAVIOR

A. Transitional, Subsequent, and Self-Governed facility staff must not under any circumstance:

1. Exchange personal gifts or favors with residents, their family, or their friends.
2. Accept any form of bribe or unlawful inducement.
3. Discriminate against any resident on the basis of race, religion, creed, gender, national origin, disability, or charge/offense or any other individual characteristic.
4. Employ corporal punishment or unnecessary physical force.
5. Subject residents to any form of physical or mental abuse.
6. Intentionally demean or humiliate an offender.
7. Withhold information which, in doing so, threatens the security of the facility, its staff or visitors, or the community. This can lead to revocation of license.
8. Engage in any form of business or profitable enterprise with offenders.
9. Enquire about, disclose, or discuss details of an offender's crime other than as may be absolutely necessary in performing official duties.
10. Knowingly allow any resident to violate any condition of release.
11. Engage in any form of a sexual relationship with any current or past resident.

12. Be untruthful or otherwise uncooperative with law enforcement officers or officers of the court seeking to locate an offender or serve an offender with subpoenas, court orders, arrest warrants, or other legal documents.

IX. TRANSITIONAL HOUSING VENDOR PROGRAM REQUIREMENTS, REIMBURSEMENTS, AND FACILITY REQUIREMENTS.

- A. Programming:** The vendor is expected to provide a minimum of 12 hours of applicable programming per week that identifies criminogenic needs, such as people, places or things that could cause criminal behavior. Programming can be provided through referrals to local service providers and in-house classes. This programming must include:
 - a. Substance abuse education
 - b. Education
 - c. Family reunification
 - d. Thinking patterns
- B. Acceptance of Residents.** Licensed transitional facilities must review and accept all submitted applications, unless justifiable reasons are present. Justifiable reasons include, but are not limited to, acceptance of a resident which would result in the violation of any city, county, or state laws. The transitional facility must provide the reason for denial to the ACC Housing Manager and the inmate applicant, in writing.
- C. Find Good.** All Transitional Housing Vendors must use Find Good, the online application process contained in The Good Grid, for inmate acceptance/denial to the facility. Each vendor must appoint a person of contact capable of accepting and denying resident applications. The vendor must provide justification for denial of placement through the find good system to the Housing Manager.
- D. Performance Standards.**

Failure to meet or exceed these performance standards may result in sanctions placed on the facility. Vendors must meet or exceed the following performance standards to remain in compliance.

 - a. Maintain a 90% employment rate for residents at completion of the six-month program.
 - b. Maintain a 90% stable housing rate for residents at completion of the six-month program.
 - c. Maintain a recidivism rate not less than 20% lower than the statewide recidivism rate.
- E. Resident Employment.** The vendor is required to aid the resident in seeking employment including use of The Good Grid for resume writing and employment searches.

The resident must be at the facility for seven days prior to beginning employment. The resident must have full-time employment by day 30 and maintain full time employment through the duration of his/her time at the transitional housing facility.

F. Transportation. Vendors must provide necessary transportation to the parole office, interviews, work sites, medical and mental health appointments and off-site programming.

G. Billing ACC. When a vendor has met the conditions of licensure and has been approved by the Office of State Procurement for payment as a vendor, ACC will reimburse the facility for resident housing at the approved reimbursement rate for up to 30, 60, 90 or 120 days, depending on the classification of the offender, from the date of release from an ADC or ACC facility.

A facility may not bill ACC for housing a resident prior to their approval as a vendor. The billing process will follow the instructions stated on the Request for Qualification and may include the use of electronic monitoring for residential verification.

During a period of license suspension, payment may be withheld or reduced pending satisfactory implementation of a corrective action plan that must be approved by ACC.

ACC will reimburse licensed Vendors according to the following schedule:

1. Payment will be made for a resident's date of arrival to the facility; ACC will not be responsible for payment for a resident's date of departure.
2. ACC will not reimburse vendors for residents assessed as a low risk for recidivism, unless prior approval from ACC Director. Risk levels will be determined by ACC risk assessment.
3. Moderate risk, High risk, level 1 and level 2 sex offenders:
Length of stay: 90 days
Daily Per Diem Reimbursement paid by ACC:
 - Days 1-45: \$30.00/day
 - Days 46-90: \$20.00/day
4. Level 3 and level 4 sex offenders:
Length of stay: 120 days
Daily Per Diem Reimbursement paid by ACC:
 - Days 1-60: \$50.00/day
 - Days 61-120: \$40.00/day
5. Offenders released from the Supervision Sanction Program:
Length of stay: 60 days
Daily Per Diem Reimbursement paid by ACC:
 - Days 1-45: \$30.00/day
 - Days 45-60: \$20.00/day
6. Level 3 and 4 sex offenders released from Supervision Sanction Program:

Length of stay: 90 days

Daily Per Diem Reimbursement paid by ACC:

- Days 1-60: \$50.00/day
- Days 60-90: \$40.00/day

7. Offenders released from short term revocation:

Length of stay: 30 days

Daily Per Diem Reimbursement paid by ACC:

- Days 1-30: \$30.00/day

H. Billing Offenders.

On days when ACC is being billed for per diem, an offender may be billed for up to \$14.00/day starting on the first day of full-time employment and for subsequent days while employed full time. An offender must work a minimum of 40 hours per week to be considered full time.

When ACC has been billed for the maximum number of reimbursable days, the facility may charge an offender up to \$30.00 per day.

In addition, residents may be charged a maximum of \$2.00 per day on days the resident is transported. The \$2.00 fee covers round trip transportation to the parole office interviews, work sites, medical and mental health appointments and off-site programming.

Residents, their families, and any other financial source may not be charged any additional admission, filing, or entry fees, fees for services, or fines for policy violations.

I. Offender Counts.

Transitional Housing Facility staff must complete and document daily scheduled and unscheduled counts. Residents not present during count must be accounted for through sign out logs and/or approved employment schedules. Counts must be conducted at least twice per shift and at every shift change for the housing facility.

J. Food Service.

Vendors must provide 3 meals per day for each resident with at least one meal being hot. Total calories for the day must total at least 2,500.

Vendor may be required to provide a menu at ACC request.

K. Drug Testing.

Vendors must conduct drug test at least once weekly of all residents.

X. SELF-GOVERNED HOUSING FACILITY REQUIREMENTS

- A. General.** The facility must provide the time, peer support and structured living environment necessary for long-term recovery.
- B. Written Procedures.** The facility must have detailed procedures at the facility for operation by the residents.
- C. Programming.** The Self-Governed Housing Facility is expected to provide a minimum of 15 hours of applicable programming per week per offender that addresses identified criminogenic and other needs of the residents at the facility. Programming can be provided through referrals to local service providers and in-house classes. Applicable programming must include, but is not limited to:
- Substance abuse education
 - Education services
 - Family reunification
 - Thinking patterns
- D. Resident Employment.** Residents must not be denied the opportunity to seek and obtain meaningful, legal, and gainful employment. Following the program orientation period, the resident is allowed to seek full time employment of 40 hours per week, unless it conflicts with conditions of release.
- E. Billing Residents.** Residents may be charged a self-pay per diem rate up to \$30.00 per day. In addition, residents may be charged a maximum of \$2.00 per day for the actual costs of transportation. The \$2.00 fee covers round trip transportation to the parole office, employment interviews, and medical and mental health appointments.
- Residents, their families, and any other financial source may not be charged additional admission, filing, or entry fees or fees for services, or fines for policy violations.
- F. Billing ACC.** No ACC funding will be provided for the operation of a Self-Governed Housing Facility.
- G. Food Service.** Licensed facilities must provide 3 meals per day with at least one meal being hot. Total calories for the day must be at least 2,500.
- H. Drug Testing.** Drug testing of parolees or probationers will be conducted by staff at least bi-weekly.
- I. Staffing.** Self-Governed Housing Facilities are exempt from 24-hour staff coverage.

XI. SUBSEQUENT HOUSING FACILITY REQUIREMENTS

A. Programming. The Subsequent housing facility is expected to provide a minimum of five hours of applicable programming per week per offender that addresses identified criminogenic and other needs for residents at the facility. Programming can be provided through referrals to local service providers and in-house classes. Applicable programming should include, but is not limited to:

- Substance abuse education
- Education
- Family Reunification
- Thinking Patterns

B. Billing ACC. No ACC funding will be provided for the operation of a Subsequent Housing Facility.

C. Rent. Rent for Subsequent Housing must be outlined in a lease agreement and cannot exceed \$600.00 per resident, per month. Utilities must be included in the cost of rent. A copy of the lease must be submitted to the ACC Housing Manager for approval.

D. Drug Testing. Residents must be drug tested at a minimum of once weekly by staff of the Transitional or Reentry Facility responsible for the Subsequent House. A separate log must be maintained at the responsible Transitional or Reentry Facility.

E. Subsequent Housing Staffing. Subsequent Housing Facilities are exempt from 24-hour staff coverage.

F. Inspections. Inspections must be conducted by a facility owner or staff member at a minimum of twice monthly. The inspection must be documented and records maintained at the Transitional or Reentry Facility responsible for the Subsequent House.

XII. ATTACHMENTS/FORMS:

Transitional Housing Vendor, Reentry, Subsequent, and Self-Governed Housing Facility Checklist

Non-Vendor Transitional Housing Facility Checklist

Arkansas Community Correction
**TRANSITIONAL HOUSING VENDOR, REENTRY, SUBSEQUENT, AND SELF-
GOVERNED HOUSING FACILITY CHECKLIST**

Facility Name: _____ **Date:** _____

During initial license inspections, annual renewal inspections and unannounced visits by ACC staff, this checklist will be used. The inspections will not be limited to these items. Checklist items apply to all housing types unless otherwise indicated.

Copies of license or inspection by/from: _____ **Inspector's Initials:** _____

1. Fire/Safety Inspection. Annually.	
2. Health Department/Food Service Inspection. Annually.	
3. Business License. Initial license and after remodel or repair.	
4. Plumbing Code. Initial license and after remodel or repair.	
5. Electrical Code. Initial license and after remodel or repair.	
6. Compliance with applicable zoning and Special Use Permit requirements	
7. Public Hearing.	
8. Copy of transportation vehicles' insurance.	
9. Copy of Lease agreement for Subsequent houses only.	
10. List of all staff and volunteers for background check (owner/operator must obtain/maintain consent to release information from staff and volunteers.	
11. Copies of facility disaster plans, evacuation plans, and contingency plans for operations if the facility must be abandoned.	
12. Copy of policy stating the facility will comply with subpoenas, court orders, arrest warrants.	
13. Copy of policy stating notification of ACC Supervising Officer when a resident escapes or absconds from the facility, or prior notification if discharged.	
14. Copy of facility Policy and Procedure Manual that is unique to this facility for Transitional, Subsequent, and Reentry houses only.	
15. Copy of facility resident handbook/orientation materials including facility rules, curfews, admission procedures, and consequences for violations.	
16. Copy of programming curriculum.	
17. Admission and discharge policies and procedures.	
18. Proof the facility is pursuing PREA compliance [not applicable for Subsequent Houses].	
19. If applicable, is the facility ADA compliant?	
20. Are resident records confidential, uniform in format and content, and properly secured?	

21. Copy of policy stating passes/furloughs for residents are approved by the ACC Reentry Officer [Not applicable for Self-Governed or Subsequent Houses].	
22. Proof of policy stating that facility services are equal opportunity and provided without regard to race, color, gender, religion, age, national origin, genetic information, disability or other biases prohibited by state or federal law.	
23. Copy of staff listing and staffing hours [not applicable for Subsequent Houses].	
24. Inspection team proof of adequate space in sleeping rooms for the number of occupants (minimum 50 square feet per intended occupant) [not applicable for Subsequent Houses].	
25. Inspection team proof of individual storage space for residents' clothing and personal items.	
26. Inspection team proof of minimum ratio of bathrooms (meaning sink, toilet, shower) to residents (1 to 12).	
27. Adequate laundry facilities at or near the Transitional/Reentry Housing Facility.	
28. Inspection team proof of signs posted at all entrances banning weapons except for law enforcement officials/officers.	
29. Inspection team proof of facility being equipped with First Aid Kit, fire alarms and that fire suppression equipment continues to comply with annual Fire Inspection.	
30. Proof of vendors' contractors for employment.	
31. Adequate kitchen facilities.	
32. Adequate space for programming.	
33. Adequate space for break room/day room.	
34. Bulletin board prominently displayed in the facility with postings of rules, fire evacuation plans, emergency protocols, PREA information, and emergency staff contact information.	
35. Inspection Team proof that medication not approved to be kept on person is behind double locks. (All narcotic, psychotropic, and diabetic supplies including syringes, lancets and insulin must be secured behind double locks.) [Not applicable for Subsequent Houses].	
36. Facility must be accessible by residents and ACC staff 24 hours per day.	
37. Check or Money Order attached to application in the correct amount.	

Notes: _____

Arkansas Community Correction
NON-VENDOR TRANSITIONAL HOUSING FACILITY CHECKLIST

Facility Name: _____ **Date:** _____

During initial license inspections, annual renewal inspections and unannounced visits by ACC staff, this checklist will be used. The inspections will not be limited to these items.

Copies of license or inspection by/from: _____ **Inspector's Initials:** _____

1. Fire/Safety Inspection. Annually.	
2. Health Department/Food Service Inspection. Annually.	
3. Business License. Initial license and after remodel or repair.	
4. Plumbing Code. Initial license and after remodel or repair.	
5. Electrical Code. Initial license and after remodel or repair.	
6. Compliance with applicable zoning and Special Use Permit requirements	
7. Public Hearing.	
8. List of all staff and volunteers for background check (owner/operator must obtain/maintain consent to release information forms).	
9. Copies of facility disaster plans, evacuation plans, and contingency plans for operations if the facility must be abandoned.	
10. Proof the facility is pursuing PREA compliance.	
11. If applicable, is the facility ADA compliant?	
12. Are resident records confidential, uniform in format and content, properly secured?	
13. Proof of policy stating that facility services are equal opportunity and provided without regard to race, color, gender, religion, age, national origin, genetic information, disability or other biases prohibited by state or federal law.	
14. Inspection team proof of adequate space in sleeping rooms for the number of occupants (minimum 50 square feet per intended occupant).	
15. Proof of minimum ratio of bathrooms (sink, toilet, shower) to residents (1 to 12).	
16. Signs posted at all entrances banning weapons except for law enforcement.	
17. Inspection team proof of facility being equipped with First Aid Kit, fire alarms and that fire suppression equipment continues to comply with annual Fire Inspection.	
18. Adequate kitchen facilities.	
19. Bulletin board prominently displaying rules, fire evacuation plans, emergency protocols, PREA information, and emergency staff contact information.	
20. Facility must be accessible by residents and ACC staff 24 hours per day.	

Notes: _____



Arkansas Community Correction

Two Union National Plaza Building
105 West Capitol, 3rd Floor
Little Rock, AR 72201-5731
501-682-9510 (office) 501-682-9513 (fax)

ADMINISTRATIVE DIRECTIVE: 18-30 Performance, Goals and Compensation System (PGCS)

TO: Arkansas Community Correction (ACC) Employees

FROM: Kevin Murphy, Director

SUPERSEDES: AD 18-18

APPROVED: _____ Signature on File _____ EFFECTIVE: October 15, 2018

I. APPLICABILITY. This policy applies to all Arkansas Community Correction (ACC) employees.

II. POLICY. It is Arkansas Community Correction policy to evaluate employee performance in accordance with state guidelines. The Performance, Goals, and Compensation System (PGCS) establishes statewide performance evaluation criteria and a rating scale to provide salary increases as determined by law and in accordance with funding as determined by the Chief Fiscal Officer of the State. All state agencies must adhere to expected performance rating distribution guidelines or provide sufficient justification for aggregate employee ratings that are lower or exceed the expected range, and ratings may need to be adjusted accordingly if they fall outside of the expected range. (4 ACRS 7B-06; 2 CO-1C-21; 4 APPFS 3D-17)

III. GUIDELINES.

A. Rating Employees. A rater must be familiar with the duties and responsibilities to be performed by the employees to be evaluated; and be in a position to periodically observe, review, and document employee job performance.

B. Performance Compensation.

1. Performance compensation is dependent upon meeting established criteria and the availability of funds.

2. To be eligible for performance compensation the employee:

a. must have met or exceeded the annual American Correctional Association (ACA) training requirements AND

b. employees in a position designated to be a certified law enforcement officer must maintain all required training AND

- ~~c. must NOT have received a written warning or greater disciplinary action during the rating period AND~~
- ~~d. supervisors must have met all deadlines pertaining to performance evaluation processing as set by Human Resources. If notification is received from OPM of a performance evaluation not submitted by the deadlines, the supervisor may be subject to disciplinary action as determined by the director.~~
- ~~3. Promotions/Voluntary Demotions/Transfers. Employees who transfer and employees who have been promoted or demoted are eligible for performance compensation if they meet the eligibility criteria.~~
- ~~4. Extended Leave (Military Leave/Extended Military Leave/Catastrophic Leave/LWOP). Employees on any type of extended leave are eligible for performance compensation.~~
- ~~**C. Performance Evaluation (PE) Forms.** Raters must use the rating groups and measurements as determined by the ACC Human Resources Section.~~
 - ~~1. Each rating group contains categories, which are referred to as "measurements."~~
 - ~~2. Human Resources will inform supervisors which rating groups are used for the following employee categories:~~
 - ~~a. **Senior Management** which includes the ACC Director, Chief Deputy Director, Deputy Directors, General Counsel, Assistant Directors, and others as approved by the Director.~~
 - ~~b. **Supervisory** which includes employees who supervise staff who are NOT listed as senior management. Supervisory employees must approve leave/time and conduct performance evaluations or be in a Sergeant classification and supervise employees.~~
 - ~~c. **Non-Supervisory** which includes all staff not included in senior management or supervisory positions.~~

~~IV. PROCEDURES.~~

- ~~A. **Employee.** An employee may provide his/her supervisor with input regarding job duties performed, recognition, training and other accomplishments prior to the performance evaluation.~~
- ~~Employees are responsible for meeting training requirements during the training period described in the Employee Training policy. Employees may be allowed additional time to complete training equal to the amount of time off if they were off for Family Medical Leave, Catastrophic Leave, or Worker's Compensation~~

B. Rater. Raters (supervisors) manage the performance evaluation process as follows:

1. At the beginning of the rating period, supervisors are encouraged to work with employees to create a development plan with goals and objectives. The development plan can be entered into EASE (Empowering Arkansas State Employees application).
2. During the rating period supervisors may enter notes and upload supporting documentation in EASE.
3. Interim Reports for Parole/Probation Services Staff. Six months after being hired into a Parole/Probation Services position, the supervisor must prepare and process a PE and submit it to HRS no later than seven (7) months after employment in the position. (4-APPS-3D-18)
4. Background Checks. Supervisors must complete a background check on their employees each year in March. Only background checks that reveal new information need to be printed. These are to be reviewed by management to see if any action is required. A list of names will be provided by the HRS to managers. The manager is to return the list to the HRS indicating that an employee's background check was performed. This is to be forwarded to the Human Resources Administrator.
5. Raters must complete an evaluation for ALL employees, even those who have only been on the job for a few days. If an employee was in another state position earlier in the rating period, the rater should attempt to get input about the prior performance and use this in rating the employee. An evaluation must be done even though an employee is on leave without pay, FMLA, or military duty.
6. The rating scale is as follows:

Rating Description	Rating
Employee's performance is exceptional and serves as a model for other employees. The employee made a major positive impact on the agency.	5 Stars = Role Model
Employee's performance consistently surpasses established standards. The employee accomplished tasks and duties above requirements and made a positive impact on the agency.	4 Stars = Highly Effective
Employee's performance meets all requirements for the position in a competent and proficient manner. This represents the expected level of performance as established by the agency director or supervisor.	3 Stars = Solid Performer
Employee's performance periodically falls short of expectations.	2 Stars = Needs Development
Employee's performance is inadequate and employee has demonstrated an inability or unwillingness to improve or meet requirements.	1 Star = Unacceptable

- ~~7. Written justification to support the rating must be entered in EASE for each rating group assigned by Human Resources.~~
- ~~Employees who received a written disciplinary action during the rating period are ineligible to receive an overall rating of Highly Effective or Role Model.~~
- ~~If an employee does not meet his/her required training hours, supporting documentation must be uploaded in EASE.~~
- ~~8. Employees who receive an overall rating of Unacceptable must be placed on probationary status, and the rating supervisor must:~~
 - ~~a. Inform the employee of the performance factors affecting the unacceptable performance and how his/her performance falls below that level.~~
 - ~~b. A counseling statement will be issued that: (1) outlines specific performance expected, which will lead to improvement of overall performance; and, (2) cites a new evaluation period that represents the probationary status period of ninety (90) days.~~
- ~~A formal performance evaluation must be conducted at the end of the above imposed probationary period:~~
 - ~~a. If the employee has met the standards for a Needs Development or higher rating at the end of the probationary period, the employee will be removed from probationary status.~~
 - ~~b. If the employee's performance has not reached a level of Needs Development, the employee will be terminated.~~
- ~~9. Raters at Community Correction Centers. Raters at Community Correction Centers must have employees complete the Qualification Inquiry form and provide it to the center's Human Resources personnel. (PREA 115.217 [P])~~
- ~~10. Discuss the results of the evaluation with the employee after the Human Resources Administrator has authorized the release.~~
- ~~**Important: Raters must NOT provide the employee with results of the evaluation until the Human Resources Administrator has authorized release of the evaluations, which may be up to two months after evaluations are entered in EASE.**~~
- ~~11. During the evaluation discussion, have the Code of Ethics and Rules of Conduct policy available for the employee to review and have the employee sign the Code of Ethics and Rules of Conduct acknowledgment form.~~
- ~~**C. Center Human Resources Personnel.** The center's Human Resources personnel must scan in the completed Qualification Inquiry forms; ensure all center staff have completed the form; and forward the forms to the ACC Human Resources Section.~~

D. Reviewing Official. A supervisor of an immediate supervisor is a reviewing official. The responsibilities of the reviewing official are as follows:

1. ensure his/her supervisory staff understand and comply with this policy;
2. ensure ratings are entered on time, are fair and consistent, and include recorded performance results;
3. ensure employee comments concerning the evaluation are appropriately addressed, appeals are resolved, and documentation justifies the ratings.

E. Administering the Overall Performance Evaluation Process.

The HRA is responsible for managing, monitoring, evaluating, reporting, tracking ratings, and submitting reports of any unusual patterns to the appropriate Deputy Director.

F. Appeal.

1. **General Information.** Unless alleging unlawful discrimination, performance evaluations may not be appealed through the Employee Grievance Procedures; however, PEs for non-probationary employees may be appealed through the provisions of this policy. An appealed PE is an issue between the employee and the rater and no representation for either party is allowed.

2. **Process.**

a. **Employee.** A non-probationary employee may initiate an appeal of his/her PE by completing and submitting an "Performance Evaluation Appeal" form to his/her supervisor within five (5) business days of receiving the performance rating.

b. **The Immediate Supervisor Who Receives an Appeal.** The immediate supervisor who receives an appeal has five (5) business days to make a decision on the appeal and may choose to meet with the employee in an effort to resolve the situation. The supervisor will complete the appropriate block of the appeal form indicating one of the following decisions:

(1) Consensus was reached between the rater and employee and a revised or replacement evaluation or other solution satisfactory to both parties will be taken;
OR

(2) An agreement was not reached and the matter will be forwarded to the reviewing official.

V. FORMS.

AD 18-30 Form 1 Performance Evaluation Appeal

Evaluation forms are in the Empowering Arkansas State Employees (EASE) computer system



Arkansas Community Correction

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105 West Capitol, 3rd Floor
Little Rock, AR 72201-5731
501-682-9510 (office) 501-682-9513 (fax)

~~ADMINISTRATIVE DIRECTIVE: 17-25 Employee Training and Certification~~

~~TO: Arkansas Community Correction (ACC) Employees~~

~~FROM: Sheila Sharp, Director~~

~~SUPERSEDES: AD 17-04~~

~~APPROVED: _____ Signature on file _____ EFFECTIVE: May 5, 2017~~

This Policy was repealed and replaced by SD 20-03 Employee Orientation, Training, and Certification on 1/27/2020

~~I. **APPLICABILITY.** This directive applies to Arkansas Community Correction (ACC) employees.~~

~~II. **POLICY.** ACC provides employees with opportunities and encouragement to gain necessary knowledge, skills, abilities, and information to enhance their ability to achieve the ACC mission and meet the following standards and/or requirements Prison Rape Elimination Act, American Correctional Association (ACA) accreditation, Commission on Law Enforcement Standards (CLEST) and the Office of Alcohol and Drug Abuse Prevention (OADAP) licensing requirements. (4 ACRS 7B-14 through 7B-18[P], and 4 APPFS 3A-20).~~

~~III. **DEFINITIONS.**~~

~~A. **CLEST (Commission on Law Enforcement Standards).** A regulating agency that requires minimum selection and training standards for admission to employment as a law enforcement officer in Arkansas. All applicants for law enforcement positions must meet the requirements established by CLEST and complete CLEST approved training to obtain their certification.~~

~~B. **IN-SERVICE TRAINING.** Regular, on-going training for employees that is provided during the course of employment with ACC.~~

~~C. **NEEDS ASSESSMENT.** Surveys conducted by the Central Training Section (CTS) that measure students' learning and training needs. This is done electronically and manually for all documented trainings.~~

~~D. **PRE-SERVICE TRAINING.** Any ACC required training that must be successfully completed by law enforcement officers, correctional officers, and treatment staff that may be eligible for assigned duties.~~

~~IV. **PURPOSE AND PROGRAM MANAGEMENT.** To establish uniform procedures within Arkansas Community Correction for standards and training for employees.~~

~~A. **Code of Conduct.**~~

~~Rules of conduct, as established by the ACC and approved by the Board of Corrections shall be adhered to by all employees attending a class conducted by or under the authority of the ACC. Violation of any rule of conduct shall result in written notification of the incident to the employee's supervisor and the Deputy Director of Administrative Services. All conduct notifications to~~

supervisors will be initiated by the Training Administrator. The appropriate Division Deputy Director, or approved supervisory designee, may remove their employee from training if it is determined that the employee's continued involvement or attendance at training constitutes a safety hazard to the individual or class, or the employee's conduct is disruptive.

~~B. Administration.~~

~~The Deputy Director of Administrative Services is responsible for oversight of the Central Training Section (CTS), which will be coordinated and supervised by the Training Administrator. (2 CO 1D-01, and 4 APPFS 3A-06)~~

~~C. The Training Administrator must:~~

- ~~1. Assess ACC's training programs annually and submit a written training needs assessment report to the Deputy Director of Administrative Services and obtain approval, with consideration to the following:~~
 - ~~▪ input from employees~~
 - ~~▪ a statistically valid job/task analysis to determine the needed knowledge, skills, and abilities to perform each job (4 APPFS 3A-11)~~
 - ~~▪ existing basic, pre-service, in-service, specialized, media-based, and other training programs. (4 APPFS 3A-07, and 3A-19)~~
- ~~2. Annually, use the training program assessment to update the agency training plan. Submit a written training plan to the Deputy Director of Administrative Services and obtain approval, with consideration to the following: the plan must provide for an ongoing formal evaluation of all pre-service, in-service, and specialized training programs, and for the annual written assessment report. (2 CO 1D-03; 4 ACRS 7B-11; 4 APPFS 3A-06, 3A-12, 3A-14 and 3A-19)~~
- ~~3. Maintain an electronic catalog and schedule of available classes that ACC employees have access to review. Provide information about other useful training resources such as on-line training and available CTS library materials. Ensure adequate space and equipment. (4 APPFS 3A-13 and 3A-24)~~
- ~~4. Obtain and maintain an electronic list of training requirements and required training hours for ACC positions.~~
- ~~5. Ensure any person hired for a position as an (LEO) Law Enforcement Officer completes the training standards set by the Commission on Law Enforcement Standards and ACC.~~
- ~~6. (CTS) Training Program:
The Central Training Section staff is responsible for coordinating training and obtaining CLEST certification for ACC.~~

~~V. TRAINING REQUIREMENTS.~~

~~A. All Employees.~~

~~ACC employees must participate in required training and meet or exceed the minimum requirements for their position. Employees who are required to maintain a license or certification may have additional training requirements and a different time period for meeting them.~~

~~In addition to ACC-sponsored training, and with appropriate approval in advance, employees~~

are encouraged to attend professional meetings, seminars, external training, computer-based training, and webinars. Employees may request reimbursement pursuant to applicable policy. (4 ACRS 7B-19, 4 APPFS 3A-21)

Annual training requirements must be fulfilled during the period beginning 60 days prior to the employee's merit eligibility date and ending 12 months later. *For example, for a merit eligibility date of October 1, the training rating period begins August 1 of one year and ends July 31 of the following year.*

~~B. New Employee Training Program Descriptions and Administrative Requirements:~~

- ~~1. **Residential Services Basic Training Academy (RSBT).** The RSBT is approximately four weeks long; length may vary depending on agency needs. RSBT is designed to provide newly hired Residential Services employees with a good understanding of their basic job functions. This course is comprised of classroom work, practical activities, physical fitness, teambuilding activities, and comprehensive and performance based testing. The Deputy Director of Residential Services must approve each Academy schedule to ensure all classes are aligned with agency policy.~~
- ~~2. **Parole/Probation Officer Basic Training Academy.** ACC's Parole/Probation Officers are certified law enforcements officers. Achieving certification begins with attending the Parole/Probation Officer Basic Training Academy, which is typically six weeks long. Length may vary depending on agency needs. The Academy is designed to provide newly hired officers a better understanding of their basic job functions of supervising offenders. This course is comprised of classroom work, practical activities, physical fitness, teambuilding activities, and comprehensive and performance based testing. The Deputy Director of Parole/Probation must approve each Academy schedule to ensure all classes are aligned with agency policy.~~
- ~~3. **Security Training Officer (STO) Program.** The Security Training Officer (STO) Program is on-the-job training designed and taught by experienced residential staff. This program is designed to provide more job-related coaching that will allow newly hired employees to be trained consistently across the state. Each employee must successfully complete all aspects of the STO Program to maintain employment with ACC.~~
- ~~4. **Field Training Officer (FTO) Program.** The Field Training Officer (FTO) Program is on-the-job training designed and taught by experienced Parole/Probation Services staff. This program is designed to provide more job-related coaching that will allow newly hired employees to be trained consistently across the state. Detailed guidance is provided in the Field Training Officer Program policy. Each employee must successfully complete all aspects of the program to maintain employment with ACC.~~

~~C. New Employee Training Requirements:~~

~~Failure to complete required training within the required time may result in disciplinary action including employment termination.~~

- ~~1. **All New Employees.** All new employees must:~~

~~Successfully complete the 40-hour New Employee Orientation training within the first 60 days of employment and on-the-job training prior to full time job duties. (2-CO-1D-05)~~

~~2. **New Residential Services Employees.** All new Residential Services employees who are working in a residential facility must be assigned to a Staff Training Officer (STO) upon hire and promptly begin on the job training. New employees must successfully complete:~~

- ~~a. New Employee Orientation training within the first 60 days of employment and prior to full time job duties. (2-CO-1D-05)~~
- ~~b. Security Officer Training Program prior to full time job duties~~
- ~~c. RSBT without missing more than eight hours. The Academy must be completed within the initial nine months of employment~~
- ~~d. defensive tactics, performance testing and three exams with an overall academic average of at least 70 percent during the RSBT Academy.~~

~~4. **New Employees in Parole/Probation Officer (PPO) Positions.** All new Employees in Parole/Probation Officer (PPO) positions must complete initial training as follows:~~

- ~~a. New PPOs must be assigned to a Field Training Officer upon hire and must complete training described in the Field Training Officer Program policy.~~
- ~~b. Successfully complete the 40-hour New Employee Orientation training within the first 60 days of employment and on the job training prior to full time job duties.~~
- ~~c. Successfully complete the Parole/Probation Officer Basic Training Academy without missing more than eight hours. The Academy must be completed within the initial nine (9) months of employment. In extenuating circumstances, CLEST may pre-approve a three-month extension. The academy requirements include:~~
 - ~~• Successful completion of defensive tactics, performance testing and all academic requirements with an overall average of at least 70 percent~~
 - ~~• Successful completion of firearms qualification with at least 80 percent accuracy. Failure to qualify during the Academy will result in employment termination.~~
- ~~d. Successfully complete ACIC Level I training.~~

~~5. **New Employees on the Special Response Team (SRT).**~~

- ~~a. A newly hired employee on the SRT who is already a certified law enforcement officer in good standing may complete the requirements, orientation and training described in the form entitled "Firearm Qualification for New Hires who are Already a Certified Arkansas Law Enforcement Officer" to qualify for carrying a firearm prior to completing the Parole/Probation Officer Basic Training Academy.~~
- ~~b. All newly hired SRT employees must successfully complete the 40-hour New Employee Orientation training, ACIC Level 1 training, and eOMIS training within the first 60 days of employment.~~
- ~~c. The SRT Commander must ensure additional training is provided as appropriate.~~

~~6. **New Employee Training for Treatment Staff/Counselor Positions and Polygraph Examiner Positions.** New employees in treatment staff/counselor positions and polygraph examiner positions must:~~

~~a. Successfully complete New Employee Orientation training within the first 60 days of employment and prior to full time job duties.~~

~~b. Comply with training requirements described in the policy entitled "Recruiting and Hiring."~~

~~c. Comply with other applicable training requirements for their position.~~

~~D. Promotions.~~

~~Employees promoting into supervisory positions must complete the Supervisor Management Level I and II courses offered by CTS.~~

~~E. Supervisor Management Course.~~

~~Employees that are newly hired or are promoting into a supervisory position are required to take one of the following supervisor management courses within their first year of hire or promotion.~~

- ~~1. Supervisor Management Level I—A 40-hour course designed to teach ACC specific processes and procedures~~
- ~~2. Supervisor Management Level II—A 40-hour course designed to teach employees theoretical concepts on managing employees~~

~~F. Certified Law Enforcement Officers.~~

~~All officers certified as Law Enforcement Officers are required to successfully complete the following in-service training required by CLEST and ACA annually unless otherwise noted. This training will fulfill the 16 required CLEST hours:~~

~~(4 APPFS 3B-02M, 3B-01, 4 APPFS 3B-06, 4 APPFS 3E-05, 4 APPFS 3C-02, 2 CO-1C-11, PREA 115.211)~~

- ~~1. Code of Ethics—An agency policy and required by ACA~~
- ~~2. Use of Force—A 4-hour block of instruction. An agency policy that is required by CLEST and ACA~~
- ~~3. Firearms—Employees certified as law enforcement officers are required by CLEST to successfully complete annual requalification.~~
- ~~4. Defensive Tactics—This is an agency requirement and is directly related to use of force and is required by ACA~~
- ~~5. Racial Profiling—An agency policy and required by CLEST~~
- ~~6. Sexual Harassment—An agency policy required by ACA~~
- ~~7. PREA—(PREA 115.211)~~
- ~~8. Critical Incident Report Writing~~
- ~~9. CPR/First Aid (every two years)—American Heart Association certification requirement~~
- ~~10. ACIC Level I~~

~~It is the duty of the employee to meet annual training requirements to remain certified through ACC.~~

~~G. Community Work Crew (CWC) Course.~~

~~This is a 40-hour course that is designed for Residential Services security staff who supervise offenders. Successful completion is a basis for issuing a firearm pursuant to the "Weapons and Security Equipment" policy. It is the duty of the employee to meet annual training~~

~~requirements to remain certified through ACC: (4 APPFS 3C-02, Ref 3ACRS 3A-05(4 ACRS-2B-01M, 4 APPFS 3B-06, 4 APPFS 3B-02M, 3B-01). The Chief Deputy Director must approve all classes and participants. Participants in this course must successfully:~~

- ~~1. complete all academic requirements with at least a 70 percent average~~
- ~~2. complete and pass all physical fitness requirements~~
- ~~3. pass firearms qualification with at least 80 percent accuracy~~
- ~~4. pass all phases of defensive tactics.~~

~~Security Staff who have successfully completed this course are required to complete the following to meet the requirements for carrying a firearm as described in the Weapons and Security Equipment policy.~~

- ~~1. Use of Force, annual refresher~~
- ~~2. Defensive Tactics, annual refresher~~
- ~~3. Firearms must successfully re-qualify annually on ACC's approved firearms course.~~
- ~~4. Critical Incident Report Writing, annual refresher.~~

~~H. Part Time II Certified Officer Course:~~

~~This is a minimum of a 110-hour course approved by ACC policy that allows specifically approved ACC personnel to become certified as a specialized law enforcement officer. The Director must approve when this course is held and the employees who attend it. Employees in this course must:~~

- ~~1. successfully complete all academic requirements with a minimum average of 70 percent~~
- ~~2. successfully complete and pass all physical fitness requirements~~
- ~~3. successfully pass firearms qualification with a minimum of 80 percent accuracy~~
- ~~4. successfully pass defensive tactics.~~

~~Officers who have successfully completed this course are required to complete the following annual refresher training, or as noted below, to keep their certification current through ACC: (4 APPFS 3B-02M, 3B-01, 4 APPFS 3B-06, 4 APPFS 3E-05, 4 APPFS 3C-02, 2 CO 1C-11, PREA 115.211)~~

- ~~1. Code of Ethics—An agency policy and required by ACA~~
- ~~2. Use of Force—Normally taught in four blocks of instruction. An Agency policy that is required by CLEST and ACA~~
- ~~3. Firearms—Employees certified as law enforcement officers are required to successfully complete annual requalification. This is a CLEST requirement~~
- ~~4. Defensive Tactics—This is an agency requirement and is directly related to use of force and required by ACA~~
- ~~5. Racial Profiling—An agency policy and required by CLEST~~
- ~~6. Sexual Harassment—An agency policy and required by ACA~~
- ~~7. PREA—(PREA 115.211)~~
- ~~8. Critical Incident Report Writing~~
- ~~9. CPR/First Aid (every two years) American Heart Association certification requirement.~~

~~According to CLEST, law enforcement officers are required to complete 16 hours of continuing education. CTS is responsible for certifying many of the required trainings above to help meet this standard.~~

~~It is the duty of the employee to meet annual training requirements to remain certified through ACC.~~

~~I. Firearms Qualification Training.~~

~~Staff must meet the initial and requalification training requirements described in this policy for their positions. Firearms qualification must be accomplished on an agency approved firearms course, and students must demonstrate proficiency to include shooting with at least 80 percent accuracy. Training is just one aspect of meeting the requirements for carrying a firearm. Authorization to carry a firearm is described in the policy entitled "Weapons and Security Equipment."~~

~~J. Defensive Tactics.~~

~~All Residential Services positions assigned to work security and (LEO) uniformed Parole/Probation Officer positions are required to participate and successfully complete ACC's Defensive Tactics Program, which includes the following:~~

- ~~1. Use of Force – a minimum of a four hour block of instruction that must be taught as a part of the Defensive Tactics practical~~
- ~~2. Once an ACC employee completes the initial course, he/she is only required to successfully complete an annual 16-hour refresher.~~

~~K. Instructor Certification.~~

~~This is a 40-hour course that is designed to provide ACC employees with the skills necessary to instruct training classes within ACC. Based on individual credentials, those enrolled may receive a different level of CLEST certification.~~

- ~~1. **Instructor Qualifications.** Instructors must be qualified in the area in which they instruct. (4-ACRS-7B-12 [P]) In addition, ACC staff who instruct must:~~

- ~~a. successfully complete a 40-hour instructor development, OR~~
- ~~b. have a law degree, OR~~
- ~~c. be approved by CLEST (Commission on Law Enforcement Standards) based on appropriate credentials such as:~~
 - ~~▪ current teacher certification credentials~~
 - ~~▪ master instructor status (as recognized by the military)~~
 - ~~▪ a current or former Arkansas Law Enforcement Training Academy (ALETA) instructor, or~~
 - ~~▪ in a key ACC position such as Director, Chief Deputy Director, or Deputy Director.~~
- ~~d. CTS staff instructors must also successfully pass the Residential Services Basic Training class and ACC Parole/Probation Officer Academy within 12 months of employment. (4-ACRS-7B-10, 4-APPS-3A-08)~~

~~2. Requirements for Instructing CLEST-Certified Training.~~

- ~~a. To instruct a Parole/Probation Academy class and any recurring training class for which CLEST training credit is required or desired, the instructor must meet the above requirements. Also, the instructor and lesson plan must be pre-approved for each specific class by the Arkansas Commission on Law Enforcement Standards and Training (CLEST). Submit CLEST Form F-5, "Application for Certification of Course," for pre-approval to the CTS Training Administrator who will forward the~~

~~form to CLEST.~~

- ~~— b. The Training Administrator must obtain CLEST approval of all Parole/Probation Academy instructors and the curricula before each Academy. The Training Administrator must also facilitate the process for annual CLEST approval and certification of instructors and training curriculum for the Racial Profiling and Firearms Qualification classes, which will take place each October, in addition to the required CLEST Training hours for Law Enforcement Officers.~~

~~LEOs must have proof of the above before an audit can be considered complete. Certificates will not be issued before CLEST audit deficiencies are corrected.~~

- ~~— 3. Instructors must plan for and use appropriate strategies to determine successful completion of training programs. (4 ACRS-7B-12 [P])~~
- ~~— 4. Instructors are encouraged to make appropriate use of community resources. (4 ACRS-7B-13)~~
- ~~— 5. For curriculum courses, the instructor must give the JAKE Coordinator a sign in roster and lesson plan. Courses that are CLEST approved require a copy of the signed f-18.~~
- ~~— 6. For each non-curriculum training session, the instructor must give the JAKE Coordinator a sign in roster and some description of the lesson such as learning objectives, a written description of the content and outline, or a PowerPoint presentation.~~
- ~~— 7. CTS must process CLEST instructor certification requests to the Commission.~~
- ~~— 8. The Deputy Director of Parole/Probation Services must ensure the availability of a pool of Parole/Probation Officers qualified as firearms instructors to provide firearms training and other trainings as deemed necessary.~~

~~L. Certified and Licensed Staff.~~

~~All professional and certified staff must comply with applicable state and federal registration, certification, and licensure requirements. Verification of current credentials and job descriptions must be on file. (4 ACRS-7B-02)~~

~~M. Training Hour Requirements.~~

- ~~— 1. Residential Services staff must receive forty (40) hours of training in addition to orientation training during their first year of employment with ACC. Each year after that, Residential Services staff must receive forty (40) hours of annual training.~~
- ~~— 2. Parole/Probation staff must receive forty (40) hours of training in addition to orientation training during their first year of employment with ACC. Each year after that, Parole/Probation staff must receive forty (40) hours of annual training.~~
- ~~— 3. Central Office employees must receive:~~
 - ~~— a. Managerial Employees—Forty (40) hours of training in addition to orientation during the first year of employment and forty hours of annual training each year after that.~~
 - ~~— b. Non-Managerial Employees—Sixteen (16) hours of training in addition to orientation during the first year of employment and 16 hours of annual training each year after that.~~

~~N. Attendance.~~

- ~~1. Pre-Service Training (Basic Training): An employee having an unexcused absence or an excused absence of more than one (1) day may be removed by the CTS Training Administrator from the training and returned to his/her work station until reviewed by the Deputy Director of Administrative Services. Once students are scheduled for Residential Service Basic Training, only the Deputy Director of Residential Services or Chief Deputy Director is authorized to remove a student to fill job requirements at a center.~~
- ~~2. An employee having an excused absence of one (1) day or less may make up the missed training during the week the absence occurred and before any test is administered. The training staff shall provide the necessary procedure for the employee to complete the missed training. The individual's supervisor shall receive prompt notification of any absence.~~
- ~~3. Supervisors must ensure their employees are aware of and comply with training requirements. Supervisors must post and encourage employees to review the yearly CTS Training Calendar for training opportunities or requirements and ensure that employees are informed of their assigned training date in a timely manner. They must ensure that employees arrive to training with required equipment and materials. Supervisors may only approve training requests and credit for training that provides knowledge, skills, abilities, and/or information that enhances the learner's ability to achieve the ACC mission; and if funding is required, training is related to the employee's current job.~~

~~O. Curriculum Requirements.~~

- ~~1. The curriculum must be approved by the Training Administrator. A curriculum consists of a series of classes that are combined to create a regular course of study. Examples:~~
 - ~~• Parole/Probation Officer Academy~~
 - ~~• Residential Services Basic~~
 - ~~• New Employee Orientation~~
 - ~~• Refresher Training~~
 - ~~• A series of 3 or more classes presented on a recurring basis.~~
- ~~2. Training curriculum must be evidence-based and developed based on clear, concise, measurable, and written statements of intended learning outcomes. The content and instructional methods selected for a training program must be consistent with stated learning objectives, sequenced to facilitate learning, and incorporate strategies to evaluate the learning. (4 APPFS-3A-09)~~
- ~~3. Lessons in a training curriculum must be developed based on employee career tracks, organizational needs, the results of the training assessment, and in accordance with the agency's Training Plan. The Training Plan must be reviewed annually and revised as necessary.~~
- ~~4. For classes that are part of a curriculum, training presented by ACC staff or by non-ACC instructors exclusively for ACC staff must have lesson plans pre-approved by the Training Administrator. An approved lesson plan may be used in subsequent years if it remains current. The Training Administrator must approve substantial revisions.~~

- ~~5. Lesson plans must include learning objective(s) and indication of content.~~
- ~~6. CTS instructors must provide an opportunity for students to critique the material, course content, and instructors on major courses provided or sponsored by the CTS. (4-ACRS-7B-12 [P])~~

~~P. Process for Obtaining Training and Training Credit.~~

- ~~1. Training Resources.~~ Some training resources are listed on the ACCess Training website. Some ACC sections publish lists of available training and supervisors should ensure applicable lists are provided to employees.

~~2. Training Request Requirements.~~

- ~~a) Training must be requested and approved in advance by the supervisor. However, supervisor approval is not required when the CTS enrolls new employees in training.~~
- ~~b) If ACC will incur reimbursable expenses for the training, the Training Request form must be completed and approved in advance by the supervisor, the appropriate Deputy Director and the Deputy Director of Administrative Services.~~
- ~~c) If out-of-state travel is required, refer to the Travel Rules and Reimbursement policy.~~
- ~~d) If training is NOT "ACC sponsored," the Training Request form is required. Examples of when the form is required include on-line webinars, AASIS classes, OPM classes, and outside training for treatment staff. The appropriate Deputy Director must approve exceptions.~~
- ~~e) When a training request form is not required by policy, supervisors have the option of approving training verbally, by email, or on a Training Request form.~~
- ~~f) ACC Training Sponsor/Instructor Responsibilities. When training is conducted or otherwise sponsored by ACC staff, the ACC person responsible for the training must provide CTS with a curriculum or lesson plan approval request. The approved curriculum or lesson plan being taught must be on file with CTS. All CLEST required training must be pre-approved with the Commission prior to instruction. The JAKE Coordinator must receive an attendance roster. The responsible person must ensure the attendance roster and sufficient training documentation (such as the approved lesson plan and I-18), are provided to the JAKE Coordinator.~~

~~3. To Ensure Training Credit.~~

~~Employees are responsible for ensuring required training hours are in the JAKE training database. Training credits may be viewed on the ACCess > JAKE webpage or the JAKE Coordinator can provide earned credit hours. Employees should always sign the attendance roster to help ensure proper credit.~~

~~When taking classes that are NOT ACC sponsored, complete and process the bottom portion of the Training Request form. Submit this with sufficient documentation showing the training content such as a training summary, agenda, and/or certificate.~~

~~4. New Employee Enrollment in Certain Classes.~~

~~New employees will be enrolled by CTS staff in the New Employee Orientation class and where required, the next available Residential Services Basic or the Parole/Probation Academy. JAKE (Joint Access to Knowledge via e-Learning) refers to the computer training software that is available on the agency intranet (ACCEss). Requests to change enrollment to another date must be approved by the appropriate Supervisor who will advise CTS if approved.~~

~~5. New Employee Orientation Training.~~

~~CTS will enroll all new employees in the New Employee Orientation training. Supervisors must allow employees time free from interruption to complete orientation prior to full assignment of duties. Upon completion of this training, employees must sign the "Orientation Acknowledgement" form. (4 ACRS 7C-01, 7E-07[P])~~

~~6. AASIS and OPM Training.~~

~~For any training other than internal, including AASIS, OPM, Criminal Justice Institute and on-line, contact CTS for specific registration details.~~

~~7. Other Training Credit.~~

~~Use the following table to determine training hours that may be awarded when credit is earned in "college semester hours," or "college quarter hours," or "Continuing Education Units (CEUs)." One CEU is defined as 10 hours of participation in a recognized continuing education program with qualified instruction and sponsorship.~~

TRAINING HOUR CREDIT CONVERSION TABLE	
Type of Hours	Training Hours
1 Semester Hour of Credit	6
1 College Quarter Hour of Credit	3
1 Continuing Education Unit	10
1 Hour of Professional Development or Continuing	1

~~An employee may submit a request to substitute training received prior to employment with ACC to satisfy special requirements such as supervisory courses and certificate courses. Submit requests to the CTS Training Administrator whose approval is required." (4 ACRS 7B-04)~~

~~Training credit may be awarded for staff meetings; however, this is limited to two hours per month. A Training Request form is not required for staff meetings.~~

~~ACC Instructors may request credit for class preparation time (research and developing materials, lesson plans, objectives), revision or update of current plan.~~

~~An employee who conducts an American Correctional Association (ACA) internal or external audit may be approved for 3 training credit hours for each half day spent conducting the audit. An employee who receives compensation for an external audit will not receive training credit.~~

~~Q. ADVERTISING TRAINING SESSIONS.~~

~~Supervisors are encouraged to ask CTS to post relevant class information on ACCess when seats are available for staff from other ACC offices.~~

~~ACC employees are encouraged to continue their education and to join and participate in criminal justice and allied professional associations and activities. (2-CO-1D-09 and 2-CO-1-~~

~~D-10)~~

~~All attendees of ACC sponsored academics must meet the physical fitness standards set forth during training.~~

~~VI. ATTACHMENTS.~~

~~AD 17-15 Form 1, Training Request~~

~~AD 17-15 Form 2, Orientation Acknowledgement~~

~~AD 17-15 Form 3, Firearm Qualification for New Hires who are Already a Certified Arkansas
Law Enforcement Officer~~

Repealed Policy

Arkansas Community Correction TRAINING REQUEST

Use this form to request training approval and credit. Retain a copy for submission when training is completed as described in "Request for Training Hours" below. The employee is responsible for making any necessary registration and travel arrangements after receiving approval. A completed Out Of State Request Form needs to be filled out if applicable.

Student/Employee's Name: _____ Phone: _____
 Student/Employee's Position: _____
 Course Title: _____
 Training Date(s): _____ Start Time: _____ End Time: _____
 Training Location: _____ Training Sponsor: _____
 Justification for attending this training: _____

ESTIMATED COST

Transportation _____	Is a Personal vehicle being used for travel? <input type="checkbox"/> Yes <input type="checkbox"/> No
Registration _____	
(Cannot include membership fees) _____	If no was a state vehicle requested? <input type="checkbox"/> Yes <input type="checkbox"/> No
Lodging _____	
Meals _____	
Miscellaneous _____	
TOTAL: _____	

Supervisor:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	_____	_____
		Signature	Date
Admin. Services Dep. Director (if reimbursable expenses):	<input type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> FUNDS NOT AVAILABLE	_____	_____
		Signature	Date
Division Dep. Director (if reimbursable expenses):	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	_____	_____
		Signature	Date

REQUEST FOR TRAINING HOURS

For ACC-sponsored training this form is not needed if the instructor provides a JAKE Coordinator with the sign-in roster with your signature and supporting documentation. In this situation you should check to ensure credit was awarded in JAKE and if not, take actions necessary to provide documentation and get the credit.

Upon completion of training that is NOT ACC sponsored, complete this section then submit this form through your supervisor to the JAKE Coordinator.

Actual Training Hours _____ Training Credit Hours **APPROVED:** _____ (supervisor)

☐ **I hereby certify that I fully participated in the training described above.**
☐ Certificate Attached ☐ No certificate issued, but I initialed (on the attached agenda) the classes that I attended.

☐ **I certify that I partially participated in the training described above by attending only _____ hours.**
☐ I have initialed (on the attached agenda) the classes that I attended.

Employee/Student's Name (Print)

Date

Supervisor's Name (Print)

Employee/Student's Signature

Date

Supervisor's Signature

Repealed Policy

~~Arkansas Community Correction- ORIENTATION ACKNOWLEDGEMENT~~

The ACC develops and maintains policies that define how we conduct our business. They enable us to accomplish our mission, goals and objectives, and copies of certain policies are provided during new employee orientation and are available on "ACCess," the ACC Intranet. You may review them by accessing any ACC computer, opening the Internet Explorer browser, clicking on "Favorites," then "ACCess," and then click on "Policy, Forms & Documents" on left side menu. Navigate through the documents to find the item that pertains to your topic. If you do not have access to a computer, contact your supervisor. The following documents were provided via hard copy and/or reviewed during the New Employee Training:

- Employee Handbook
- Employee Performance Evaluation, initial presentation & explanation of performance evaluation documents
- Drug Free Workplace
- Whistle Blower Act
- Historical Perspective & Goals of ACC
- Records Management
- Rape Elimination
- Use of Force
- Evidence Based Practices
- Resource Control Policy
- Provision & explanation of essential job functions, duties & responsibilities
- Office Security and Safety
- Code of Ethics and Rules of Conduct
- Employee Discipline
- Employee Grievance/Mediation Procedure
- Tobacco Free Environment
- Employee Work Schedules, Compensation, and Timekeeping
- Communication Skills
- Interpersonal Communications
- Computer, Cell Phone, Copier, and Technology Resources
- Agency Description and Public Information
- Reporting and Investigation Incidents and Hazards
- Preventing Harassment
- Arkansas State Vehicle Safety Program
- Facility Orientation on basic emergency procedures or response **(with veteran employee or supervisor)**
- Equipment assignment/orientation (computer, keys, firearms, handcuffs, pepper spray) **(with veteran employee or supervisor)**
- Job Specific Policies & Standard Operating Procedures **(with veteran employee or supervisor)**
- Job Specific Training Rotation **(with veteran employee or supervisor)**

I have read and understand the documents or processes listed above. I understand that it is my responsibility to stay current on policies/procedures that pertain to me and my responsibilities. These documents are updated on occasion and I may not be notified when they are updated. If I have any questions, I will address them with my supervisor or contact ACC Human Resources Section for personnel issues. I understand that nothing contained in ACC policy/procedural documents, applications, or the granting of an interview, or the placement in a probationary status, or any other administrative act, creates a contract between me and ACC for either employment or the provision of benefits. I have familiarized myself with the job specifics and fully understand my duties and responsibilities. I have signed and dated this acknowledgement and understand it will be maintained in my personnel/training files.

I acknowledge that I have satisfactory completed the 40 hours of New Employee Orientation.

Printed Employee Name	Employee Signature	Date
Printed Supervisor Name	Supervisor Signature	Date

Give this form to the JAKE Coordinator to scan into the training records and forward (original) to ACC HRS (105 W. Capitol, Little Rock, AR, 3rd floor, Little Rock, AR 72201-5731).

~~Arkansas Community Correction~~
**FIREARM QUALIFICATION FOR NEW HIRES WHO ARE ALREADY A CERTIFIED ARKANSAS LAW
 ENFORCEMENT OFFICER**

Instructions. ~~A newly hired employee in a Special Response Team (SRT) position who is an Arkansas certified law enforcement officer in good standing and his/her supervisor may use this form to expedite the process for authorizing carry of a firearm on duty. Upon completion of this form, and the required firearms training and qualification, the supervisor may complete the Arkansas Community Correction (ACC) form entitled "Receipt for and Authorization to Carry Weapons and Security Equipment."~~

~~The new employee must qualify on the firearm(s) with a certified ACC or ALETA firearms instructor and must complete the requirements on this form. The new employee is still required to complete the Parole/Probation Academy at a later date. Reference: CLEST Standard 1002(3)(k)~~

Supervisor/Manager Complete this Section

Newly Hired Employee's Name: _____

(Name of CLEST Representative): _____ at the Arkansas CLEST was contacted on _____ (date) and he/she indicated that this newly hired employee is an Arkansas certified law enforcement officer in good standing.

Initials	Statement
_____	_____
_____	This employee is Arkansas certified law enforcement officer in good standing.
_____	This employee has qualified on the ACC firearm that will be issued.
_____	This employee has qualified on a personal firearm that has been approved for carry (optional)
_____	This training (policy review below) has been accomplished and documented on the CLEST "Initial Employment Report, Form F-1 which has been submitted to Commission on Law Enforcement Standards and Training (CLEST); Office of Law Enforcement Standards.
_____	Completed physical, psychological examinations and drug test.
_____	Copy of the Arkansas Certified Law Enforcement Officer Certificate is on file.
_____	_____

 Supervisor's Signature _____ Supervisor's Printed Name

Continued on the next page...

~~... page 2 of the form FIREARM QUALIFICATION FOR NEW HIRES WHO ARE ALREADY A CERTIFIED ARKANSAS LAW ENFORCEMENT OFFICER~~

Newly Hired Employee in a SRT Position Complete this Section

When completed, this optional form is used as a basis for completing the form entitled "Receipt for and Authorization to Carry Weapons and Security Equipment." See instructions above for details.

Initials	Statement	
_____	I am an Arkansas certified law enforcement officer in good standing.	
_____	I have qualified on the ACC firearm that will be issued.	
_____	I have Completed Chemical Agent training that included being exposure to the chemical agent.	
_____	I have reviewed and understand the following Arkansas Community Correction policies (initial each and enter the policy effective dates):	
	<u>Policy Effective Date</u>	<u>Policy Title</u>
_____	_____	Use of Force Administrative Regulation
_____	_____	Use of Force Administrative Directive
_____	_____	Use of Restraints Administrative Directive (this includes information on Transporting or Escorting Restrained Offenders)
_____	_____	Weapons and Security Equipment Administrative Regulation
_____	_____	Weapons and Security Equipment Administrative Directive
_____	_____	Racial Profiling Administrative Directive
_____	_____	Reporting and Investigating Incidents, Hazards and Maltreatment Administrative Directive
_____	_____	Section 5-12, "Specialized Law Enforcement Duties" in the Parole/Probation Supervision Manual (this includes information on arrest, detention and transport of offenders and others)
_____	_____	Prison Rape Elimination Act (PREA) Administrative Directive

Newly Hired Employee in a SRT Position Statement

I understand that I CANNOT carry a firearm while on ACC duty until authorized on the form entitled "Receipt for and Authorization to Carry Weapons and Security Equipment."

If there is any uncertainty about the above, I realize I can skip this optional form and complete the Parole/Probation Services Academy where these topics will be covered in detail along with other relevant information. My initials by the above line items along with my signature below attest that the above statements are true. I understand that I am accountable for this and non-compliance with policies can lead to disciplinary actions including employment termination.

Newly Hired Employee Signature

Date Signed



"Service with Excellence
& Integrity"

Arkansas Department of Community Correction

Two Union National Plaza Building
105 West Capitol, 2nd Floor
Little Rock, Arkansas 72201-5731
(501) 682-9510 Fax: (501) 682-9513

ADMINISTRATIVE DIRECTIVE 13-07 SECONDARY EMPLOYMENT

TO: DEPARTMENT OF COMMUNITY CORRECTION EMPLOYEES

FROM: DAVID EBERHARD, DIRECTOR

SUPERSEDES: AD 01-06

PAGE 1

APPROVED: Signature on File

EFFECTIVE: June 3, 2013

I. APPLICABILITY. This policy applies to all Department of Community Correction (DCC) employees.

II. POLICY. As a Department of Community Correction (DCC) employee, your primary duty, obligation and responsibility are to the DCC. However, when permission is granted, you may engage in secondary employment within established guidelines.

III. GUIDELINES.

A. Obligation to DCC. DCC is your primary employer so your primary duty, obligation and responsibility are to the DCC. Employees in certain positions are subject to be called in to work as necessary, for example, when there is an emergency or staff shortage. In such instances, if you are working a secondary job, you are expected to leave that job and report to your DCC job.

B. Secondary Employment Rules.

1. You must obtain approval before you work a secondary job by processing the "Secondary Employment Request" form.
2. You must promptly tell your supervisor about relevant changes
3. Your secondary employment must NOT conflict with DCC employment, negatively reflect on the DCC, or adversely affect your ability to perform duties for the DCC
4. You are prohibited from reporting to work with a secondary employer while on limited duty/administrative assignment or on catastrophic, family medical, or sick leave.

C. Concurrent State-Funded Employment Rules.

When working in another State-funded job, in addition to following “Secondary Employment Rules” you must obtain concurrent employment approval prior to working by submitting the “Secondary Employment Request” form through your supervisor to the DCC Human Resources Administrator who will request approval of the Chief Fiscal Officer of the State.

D. Supervisors.

1. You must have a working knowledge of this and related policies.
2. You must ensure to the best of your ability that an employee’s secondary job does not conflict with DCC employment.
3. You must review and make a recommendation on secondary employment requests and notify the employee of the final decision.
4. You must keep a current record of any relevant information provided by employees.

IV. ATTACHMENT.

AD 13-07 Form 1 Secondary Employment Request

V. REFERENCES.

State Personnel Policy on Concurrent Employment (DFA/OPM > State Personnel Policy)
Concurrent Employment Definitions, Instructions, and Policies (DFA/OPM/Forms)
Concurrent Employment Form (DFA/OPM/Forms)

Arkansas Department of Community Correction
SECONDARY EMPLOYMENT REQUEST

I request approval to hold a secondary job with the agency or company indicated below:

Agency/Company Name: _____
 Agency/Company Phone: _____
 Secondary Employment Work _____
 Phone at which I can be Reached: _____
 Agency/Company Address: _____

 Anticipated Duties: _____

Anticipated Schedule: _____

Will compensation from this employment be paid from State funds? ☐ Yes ☐ No

If "Yes," process this through your supervisor to the Human Resources Administrator at the Central Office.

I have read and will comply with the DCC Secondary Employment policy. I will update this information when there are relevant changes.

 Employee's Signature Date Signed Employee's Printed Name

 Supervisor's Signature Date Signed Supervisor's Printed Name

CONCURRENT EMPLOYMENT

Use this section when compensation from this employment will be paid from State funds

☐ This concurrent employment has been approved by the
 Office of Personnel Management with an expiration date of: _____

 Human Resources Administrator Date Signed