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7/28/2020

Senator Lance Eads, Co-Chair
 Arkansas Legislative Council
 Administrative Rules and Regulations Subcommittee
 Via Email

Representative Dan Sullivan, Co-Chair
 Arkansas Legislative Council
 Administrative Rules and Regulations Subcommittee
 Via Email

Dear Co-Chairs,

Please consider this as the Department of Corrections quarterly report on new and revised administrative directives issued in the second quarter of Calendar Year 2020. There were no directives issued by the Division of Community Correction during this quarter. Submitted along with this letter are copies of the following administrative directives:

Arkansas Department of Corrections	
Secretarial Directive Summary	
	Beginning Page #
SD 20-04 Dress Code for Non-Uniformed Personnel <i>(effective: 4/1/2020)</i> <ul style="list-style-type: none"> This directive was updated to define acceptable/unacceptable footwear for non-uniformed employees. 	Markup: 1 Clean: 4
SD 20-05 Employee Assistance Program <i>(effective: 6/24/2020)</i> <ul style="list-style-type: none"> This directive was created to inform employees of how to access support services available to them through the state's Employee Assistance Program. 	Markup: 7

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AD 13-94 Employee Assistance Program <i>(effective 6/24/2020)</i> <ul style="list-style-type: none"> Repealed and replaced by SD 20-05 Employee Assistance Program 	Markup: 10
AD 20-03 Emergency Furloughs <i>(effective: 4/3/2020)</i> <ul style="list-style-type: none"> This directive was updated to clarify the definition of immediate family as it applies to this policy. Language was added to adjust the timeframe for furloughs by excluding travel time. The update also provided instructions for barred officers who would like to request reinstatement to the approved escort list. 	Markup: 14 Clean: 18
AD 20-04 Publications <i>(effective: 4/10/2020)</i> <ul style="list-style-type: none"> This directive was updated to clarify the procedure for reviewing incoming publications and the definition of material that advocates or assists in criminal activity. Language was also added regarding photobooks and product inserts. 	Markup: 23 Clean: 28
AD 20-05 Inmate Withdrawal Requests <i>(effective: 4/20/2020)</i> <ul style="list-style-type: none"> This Administrative Directive was revised to clarify that inmates who are terminated from a work release program are only allowed to spend 10% of the total amount of funds made during their participation in the program. The remaining balance will be given to the inmate upon release (parole 	Markup: 33 Clean: 40

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or discharge). Information was also added to clarify that if an inmate wants money transferred to their family, final approval must be granted by the Director prior to the release of any funds.	
AD 20-06 Inmate Property Control (<i>effective: 5/1/2020</i>) <ul style="list-style-type: none"> This Administrative Directive was revised to clarify that inmates must submit a stolen property report for any missing or stolen property. Failure to submit a stolen property report will release the Division of Correction from any/all liability for missing or stolen property. 	Markup: 47 Clean: 63
AD 20-07 Physical Assessments (<i>effective: 5/12/2020</i>) <ul style="list-style-type: none"> This Administrative Directive was created to combine two (2) largely duplicative directives. 	Clean: 79
AD 13-30 Physical Assessments for Current Employees (<i>effective: 5/12/2020</i>) <ul style="list-style-type: none"> Repealed and replaced by AD 20-07 Physical Assessments 	Markup: 91
AD 14-02 Post Offer Physical Assessments (<i>effective: 5/12/2020</i>) <ul style="list-style-type: none"> Repealed and replaced by AD 20-07 Physical Assessments 	Markup: 95

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AM 20-01 Service Weapons (<i>effective 4/27/2020</i>) <ul style="list-style-type: none"> The purpose of this AM is to clarify that a retiree must have been issued a weapon for at least fifteen years during the duration of his or her service time in order to be eligible to receive their weapon upon retirement. 	Clean: 97

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Administrative Directive Summary	
The Division of Community Correction did not issue any administrative directives or administrative memoranda between April 1, 2020 and June 30, 2020.	

Sincerely,



Solomon Graves
Chief of Staff

Cc: Wendy Kelley, Secretary, Department of Corrections
Christine Cryer, Chief Legal Counsel, Department of Corrections
Dexter Payne, Director, Division of Correction
Jerry Bradshaw, Director, Division of Community Correction
Benny Magness, Chairman, Board of Corrections
File

Enclosure