



OFFICE OF THE SECRETARY

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3/1/2021

Senator Lance Eads, Co-Chair
Joint Budget Committee
Administrative Rule Review Subcommittee
Via Email

Representative Lee Johnson, Co-Chair
Joint Budget Committee
Administrative Rule Review Subcommittee
Via Email

Dear Co-Chairs,

Please consider this as the Department of Corrections quarterly report on new and revised secretarial & administrative directives issued in the first quarter of Calendar Year 2021. There were no new or revised administrative memorandums issued during the first quarter. Submitted along with this letter are copies of the following directives:

Arkansas Department of Corrections	
Secretarial Directive Summary	Beginning Page #
SD 21-01 Employee Grievance Procedures (effective: 1/11/2021) This Secretarial Directive was created to provide a Department wide procedure for employees to constructively manage conflicts through grievances or mediation to ensure a fair resolution is made within a reasonable period. This policy states that termination and suspension without pay are the matters that are grievable. This policy outlines the timeframe in which an employee must file the grievance, each step in the dispute resolution process, responsibilities of the appropriate decision-making officials, the grievance hearing process and the process for filing appeals.	Clean: 001
SD 21-02 Internal Investigations & Criminal Evidence Handling (effective: 3/15/2021) This Secretarial Directive was updated to state that no one shall have access to confidential information that is part of an investigation, other than personnel listed within this policy, unless specific permission is granted by the Secretary or appropriate Division Director. Other additions added were the provisions per A.C.A. § 25-19-105 as to the disclosure of an individual's identity, the authorization of the Internal Affairs Administrator to use employees or offenders as confidential sources and procedures for the release of files from Internal Affairs when disciplinary action is taken against an employee.	Markup: 015 Clean: 024
SD 21-03 Dress Code for Non-Uniformed Personnel (effective: 3/15/2021) This Secretarial Directive was updated to add definitions to clarify what is considered revealing attire, an offensive tattoo, and a thong sandal or flip flop. Hair color should be within naturally occurring color tones. Extreme colors, such as green, purple, pink, etc. are prohibited. Acceptable and unacceptable attire were both updated and outlined. An exception to the approved dress code may be granted based on a medical or health condition upon approval by the appropriate Division Director or the Secretary.	Markup: 034 Clean: 038
SD 21-04 Dress Code for Uniformed Personnel (effective: 3/16/2021) This Secretarial Directive was created to set clear standards that uniformed personnel must follow to promote a safe environment and professional appearance while in uniform.	Clean: 042

Division of Correction	
Administrative Directive Summary	Beginning Page #
AD 14-33 Employee Grievance Procedures and Alternative Dispute Resolution (effective: 1/11/2021) Repealed and replaced by SD 2021-01 Employee Grievance Procedures	Markup: 056
AD 13-168 Release of Information from Internal Affairs File When Disciplinary Action is Taken against an Employee (effective: 3/15/2021) Repealed and replaced by SD 2021-02 Internal Investigations & Criminal Evidence Handling	Markup: 078
AD 18-32 Uniform Policy (effective: 3/16/2021) Repealed and replaced by SD 2021-04 Dress Code for Uniformed Personnel	Markup: 082
AD 21-01 Inmate Correspondence (effective: 3/29/2021) Procedures for the delivery of legal mail was added in response to legislation to state that photos which depicts a crime scene, victim of a crime, or was taken in conjunction with an autopsy shall be considered contraband per A.C.A. § 12-12-312. The proper method in which incoming/outgoing mail should be addressed was listed. Incoming legal mail will be logged by mailroom staff upon receipt on the Legal Mail Delivery Form, which is a new addition to this policy.	Markup: 093 Clean: 101
Division of Community Correction	
Administrative Directive Summary	
The Arkansas Division of Community Correction did not issue any administrative directives or administrative memoranda between January 1, 2021 and March 31, 2021.	
AD 19-06 Employee Grievance Procedures and Mediation Procedure (effective: 1/11/2021) Repealed and replaced by SD 2021-01 Employee Grievance Procedures	Markup: 109
AD 17-24 Dress Code, Appearance, and Uniforms (effective: 3/16/2021) Repealed and replaced by SD 2021-04 Dress Code for Uniformed Personnel	Markup: 122

Sincerely,

Lindsay Wallace

Lindsay Wallace

Chief of Staff

Department of Corrections

Cc: Solomon Graves, 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