



## OFFICE OF THE SECRETARY

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7/12/2021

Senator Kim Hammer, Co-Chair  
 Arkansas Legislative Council  
 Administrative Rules Subcommittee  
*Via Email*

Representative Les Eaves, Co-Chair  
 Arkansas Legislative Council  
 Administrative Rules Subcommittee  
*Via Email*

Dear Co-Chairs,

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

<b>Arkansas Department of Corrections</b>	
<b>Secretarial Directive Summary</b>	<b>Beginning Page #</b>
<p><b>SD 2021-05 Prison Rape Elimination Act (PREA) (effective: 4/20/2021)</b>            This Secretarial Directive was created to provide a procedure for the implementation of this policy throughout the entire DOC. The policy was reorganized to make it more user friendly. Definitions are easier to read, and the terms utilized are applicable Department-wide. This policy more closely fits with the specific PREA standards. The PREA Checklist has been revised to make it easier to read and follow.</p>	Clean: 001
<p><b>SD 2021-07 Legislative Liaison and Legislative Communication (effective: 5/4/2021)</b>            This Secretarial Directive was created to ensure effective communication between the DOC and members/staff of the General Assembly. The Chief of Staff is designated as the DOC's primary Legislative Liaison and is responsible for providing regular and timely updates regarding legislative matters; to include during Regular, Fiscal, and Extraordinary Sessions of the General Assembly. Upon request, the Chief of Staff is authorized to provide presentations and testimony to the various legislative committees having oversight over the operations of the DOC.</p>	Clean: 024
<p><b>SD 2021-06 Public Relations and Release of Information (effective: 5/4/2021)</b>            This Secretarial Directive was created to establish procedures for the administration of public relations and release of offender information. These procedures will ensure that the public, news media, and other law enforcement organizations are informed of the various programs, services, and events occurring within the DOC. These procedures will ensure the integrity and proper use of offender records and that all notifications of public meetings of the DOC boards and commissions are consistent with state law.</p>	Clean: 027
<p><b>SD 2021-08 Social Media Policy (effective: 6/22/2021)</b>            This Secretarial Directive was created to establish the DOC's standards for the administration and management of its various social media platforms, and to provide guidance to employees regarding the personal use of social media. DOC employees are personally responsible for the content they publish on any social media platform. Employees are accountable for content appearing on their own social networking sites, whether posted by the employee or not.</p>	Clean: 034

<b>Division of Correction</b>	
<b>Administrative Directive Summary</b>	<b>Beginning Page #</b>
<b>AD 15-29 Prison Rape Elimination Act (effective: 4/20/2021)</b> Repealed and replaced by SD 2021-05 PREA	Markup: 037
<b>AD 2021-02 Inmate Assistance Program (effective: 5/3/2021)</b> This Administrative Directive was updated to add that any deviation from this policy must be approved by a Deputy Director, Chief Deputy Director, or Director. Inmate Assistants shall not have a criminal conviction, or commission of, or criminal attempt to commit any of the offenses listed within the policy to be eligible for the program.	Markup: 069 Clean: 074
<b>AD 2016-31 Release of Inmate Records Pursuant to the Freedom of Information Act (FOIA) (effective: 5/4/2021)</b> Repealed and replaced by SD 2021-06 Public Relations and Release of Information	Markup: 079
<b>AD 2018-40 Public, Legislative, and News Media Relations (effective: 5/4/2021)</b> Repealed and replaced by SD 2021-06 Public Relations and Release of Information and SD 2021-07 Legislative Liaison and Legislative Communication.	Markup: 081
<b>AD 2021-03 Notification of Detainer (effective: 5/18/2021)</b> This Administrative Directive was updated to clarify that a certified law enforcement officer must serve a warrant on an inmate and provide the inmate with a copy of the warrant. Language was added to list the order in which Records staff should contact multiple agencies who have an active detainer on an inmate who is paroling out.	Markup: 086 Clean: 089
<b>AD 2021-04 Restraint Chair (effective: 5/25/2021)</b> This Administrative Directive has been updated to add that the completed log for the use of the restraint chair must be reviewed by the Warden the following workday, after the inmate's behavior has been corrected and is released from control of the restraint chair. Once authorization is given to use the Restraint Chair, at least one (1) staff member assisting in movement of the inmate, must have had training within the past year in use of the Restraint Chair.	Markup: 092 Clean: 095
<b>AD 2021-05 Tuberculosis Screening for Employees (effective: 6/18/2021)</b> This Administrative Directive was updated to reflect the process for Tuberculosis Screenings of Division of Correction employees. The policy outlines the new procedures for TB screenings for current employees. Employees will be interviewed for current symptoms of TB (cough, unexplained weight loss, night sweats). New hires for non-security positions will be required to have a documented PPD prior to hire dated within the last 24 months of hire. Failure to comply with this directive may result in implementation of progressive discipline up to, and including termination, and/or placing the employee on leave until a Certificate of Health or release from their provider is obtained. The Employee Screening for Tuberculin Status Form was added to the policy.	Markup: 098 Clean: 101
<b>AD 2021-06 Electronically Downloadable Devices (effective: 6/18/2021)</b> This Administrative Directive was updated to add: Program tablets are not available for lease; If an inmate owns a radio and wishes to purchase a Media Player, it will be his/her responsibility to send the radio home in accordance with the Inmate Property Control Policy; Calls are recorded and vendor staff has instructions to turn any inappropriate calls over to ADC staff for appropriate action; If a tablet is damaged, the replacement cost must be paid to the vendor before the inmate may receive another tablet; The Inmate Property Addition Form was updated and added as an attachment to the policy.	Markup: 104 Clean: 110
<b>AD 2021-07 Control Center Operations (effective: 6/18/2021)</b> This Administrative Directive has been updated to state that before an officer is relieved from duty, an inventory of all equipment (keys, handcuffs, etc.) shall be conducted before the relieving officer assumes his/her duties. If any equipment, or security equipment is still signed out, they must be turned in or accounted for, and properly documented on the security log before the relieving officer assumes duty. No relieving officer shall assume duty without a completed inventory of all equipment. Failure to conduct an inventory of all equipment may result in disciplinary action. The inmate assigned to clean the Control Center must be escorted by another correctional officer during times of cleaning.	Markup: 116 Clean: 118
<b>AD 2021-08 Searches of Inmates, Unit Searches and Control of Contraband (effective: 6/18/2021)</b> This Administrative Directive was updated to clarify that body cavity searches will be conducted in accordance with procedures outlined in the Administrative Directive on Body Cavity Searches. If a male officer conducts the pat search of a female inmate, documentation must be completed as to why the male officer conducted the search. Should an officer of the opposite gender of the inmate conduct a strip search, documentation must be completed describing the emergency. Any instrument of criminality such as drugs or firearms shall be stored in the office of the Unit Warden in a locked safe until it is picked up by Arkansas State Police.	Markup: 120 Clean: 124
<b>AD 2021-09 Jumah Prayer during Daylight Savings Time (effective: 6/21/2021)</b> This policy was updated to state language that if required by the Warden or Center Supervisor, the Unit Chaplain will submit a list of inmates requesting this lay-in prior to the deadline (established by the Warden/Center Supervisor) for lay-in requests for Friday.	Markup: 128 Clean: 131
<b>AD 2018-41 Social Media Policy (effective: 6/22/2021)</b>	Markup: 132

Repealed and replaced by SD 2021-08 Social Media Policy	
<b>AD 2021-10 Marriages of Inmates (effective: 6/23/2021)</b> This policy was updated to state that an approved marriage ceremony can be performed by anyone authorized by law to conduct marriages who is not a badged volunteer or employee of the ADC. The State of Arkansas does not sanction proxy marriages. Therefore, proxy marriages may not be facilitated within the ADC, nor is ADC bound to recognize proxy marriages conducted in other states.	Markup: 136 Clean: 140
<b>Division of Community Correction</b>	
<b>Administrative Directive Summary</b>	
The Arkansas Division of Community Correction did not issue any administrative directives or administrative memoranda between April 1, 2021, and June 30, 2021.	
<b>AD 17-33 Prison Rape Elimination Act (effective: 4/20/2021)</b> Repealed and replaced by SD 2021-05 PREA	Markup: 142
<b>AD 16-17 Agency Description and Public Information (effective: 5/4/2021)</b> Repealed and replaced partial information from the policy by SD 2021-06 Public Relations and Release of Information: Citizen or Media Inquiries; ACC Records, Release of Information and Communications, Media and Tour Access to Residential Centers; Requests from Federal, State, and Local Legislative or Agency Executive Representatives; and Offender Consent for Media Interview Form 1.	Markup: 150
<b>AD 16-17 Agency Description and Public Information (effective: 5/4/2021)</b> Repealed and replaced partial portions of the policy by SD 2021-08 Social Media Policy: Social Media; Internet and Social Media.	Markup: 150
<b>AD 19-18 Offender Case Records (effective: 5/4/2021)</b> Repealed and replaced partial information from the policy, by SD 2021-06 Public Relations and Release of Information the following information: Offender Record Protection and Disclosure; and Offender Access to Records.	Markup: 157

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  
Jessica Whitaker, Administrator, Administrative Rules Review Section, Bureau of Legislative Research  
File

*Enclosure*