



OFFICE OF THE SECRETARY

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10/6/2021

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 in the third quarter of Calendar Year 2021. There were no new or revised administrative memorandums issued during the third quarter. Submitted along with this letter are copies of the following directives:

Arkansas Department of Corrections	
Secretarial Directive Summary	
	Beginning Page #
SD 2021-09 Information Technology Resources Policy (effective: 7/15/2021) This Secretarial Directive was created to establish guidelines for the acceptable use, security, maintenance, upgrade, repair, and disposal of the various forms of Information Technology that are available to DOC employees, contractors, volunteers, and other individuals authorized to utilize that technology.	Clean: 001
SD 2021-10 Procurement/Purchasing/Disposition and Contracting Guidelines (effective: 7/30/2021) This Secretarial Directive was created to establish procurement and contracting guidelines to comply with all applicable state laws, federal laws, administrative rules issued by the Board of Corrections and procedures governing procurement and disposition of commodities and services. This policy and any substantive revision, must be approved by the Board of Corrections prior to adoption.	Clean: 019
SD 2021-12 Public Relations and Release of Information (effective: 8/20/2021) This Secretarial Directive was updated to add procedures for ACC Offenders to request review of their institutional records.	Markup: 023 Clean: 030
SD 2021-13 Department Website (effective: 8/20/2021) This Secretarial Directive was created to establish guidelines for information required for the DOC public website and the operation of the website. The DOC website provides information about DOC operations and information available to the public about its offenders. The information that will be available for public access is related to DOC programs, services, and events, in addition to information related to an offender's criminal history, offenses, sentencing, and institutional behavior.	Clean: 037
SD 2021-14 Incident Notification Procedures (effective: 8/20/2021) This Secretarial Directive was updated to add that the Secretary shall exercise direction, control, and supervision over the immediate notification of serious incidents within the Department. Notification procedures for offender deaths from natural causes in DOC custody were added.	Markup: 040 Clean: 044

<p>SD 2021-11 Dress Code for Uniformed Personnel (effective: 8/23/2021) This Secretarial Directive was updated to remove “beard” as an acceptable facial hairstyle and state that Arkansas Division of Correction security personnel are not permitted to wear earrings while on duty or inside a facility.</p>	Markup: 048 Clean: 062
<p>SD 2021-15 Internal Investigations and Criminal Evidence Handling (effective: 8/24/2021) This Secretarial Directive was updated to state that nothing in this directive shall restrict the access of the Board of Corrections, or its Compliance Division, to any note, recording, or other material which is generated or obtained during an internal investigation. Nor does this directive restrict the ability of the Board to initiate an investigation within the Department in its role as the governing authority of the Department.</p>	Markup: 076 Clean: 086
<p>SD 2021-16 Employment (effective: 9/10/2021) This Secretarial Directive was updated to state that the Secretary or his/her designee has the authority and discretion to appoint or transfer individuals into IT08 and above, MP03 and above, or Senior Executive position vacancies. This SD clarifies that selection or removal of Commissioners of the Arkansas Sentencing Commission are not governed by this SD. An education chart that details the appropriate number of points based on an applicant’s education level and minimum requirements was added. A definition of “veteran” was added and a section explaining the DOCs practice of employing veterans. The Hiring Official may decline to interview an applicant with a documented history of two (2) or more “no show”, no cancellation, and no follow up contact for previous interview appointments. Any deviation from Rehire restrictions must be approved by the Secretary or Chief of Staff.</p>	Markup: 096 Clean: 105
<p>SD 2021-17 Americans with Disabilities Amendments Act (effective: 9/16/2021) This Secretarial Directive was created to ensure that a qualified person with a disability will not, on the basis of a disability, be discriminated in hiring, firing, advancement, compensation, and job training procedures pursuant to Title I of the Americans with Disabilities Act (ADA). Qualified persons with a disability will not be excluded from participating in, denied benefits of, or otherwise subjected to discrimination under any program, service, activity, or employment opportunity. The DOC will make reasonable accommodations for the known disabilities of otherwise qualified employees with diagnosed temporary or permanent disabilities, unless doing so, would cause undue hardship to the DOC or the operation of its programs.</p>	Clean: 117
<p>SD 2021-18 Employee Work Schedules and Leave (effective: 9/16/2021) This Secretarial Directive was updated to ensure all DOC employees abide by a standard work schedule that meets the needs of the DOC and the executive expectations set by the Governor. This policy covers the procedures for the use of employee leave time (annual, sick, maternity, holiday, birthday), and specifies the accrual of leave that is earned by employees. A Leave Hierarchy chart has been added to show employees the order in which leave should be used.</p>	Markup: 120 Clean: 133

Division of Correction	
Administrative Directive Summary	Beginning Page #
<p>AD 2021-11 Death Row (effective: 7/1/2021) This Administrative Directive was updated to add the protocol that attorneys must follow to visit with death row inmates. Certified Religious Assistants may be allowed in the non-contact visitation area to counsel with inmates on a one-on-one basis or conduct group religious services with no more than four (4) inmates at a time (inmates must be in hand and leg restraints). Language that was not applicable to Death Row inmates was removed.</p>	Clean: 154 Markup: 160
<p>AD 2016-14 Computer Security Policy Standard (effective: 7/15/2021) Repealed and replaced by SD 2021-09 Information Technology Resources Policy</p>	Markup: 165
<p>AD 2019-02 Disposal-Recycling of Computers, Electronics, and Media (effective: 7/15/2021) Repealed and replaced by SD 2021-09 Information Technology Resources Policy</p>	Markup: 169
<p>AD 2017-04 Electronic Equipment and Systems (effective: 7/15/2021) Repealed and replaced by SD 2021-09 Information Technology Resources Policy</p>	Markup: 175

<p>AD 2018-39 Information Technology Acceptable Use Policy (effective: 7/15/2021) Repealed and replaced by SD 2021-09 Information Technology Resources Policy</p>	Markup: 181
<p>AD 2021-12 Management of Institutional Files (effective: 7/28/2021) This Administrative Directive was updated to correct the location that files of male inmates shall be created at, upon reception into the ADC: ORCU. An envelope will be secured to the inside front cover of the inmate’s institutional file to hold the inmate’s driver’s license and social security card. Unless authorized due to a program, medical, or an institutional need, files listed within the policy shall accommodate an inmate who is being transferred. A population roster will be maintained by the Classification Administrator. The Institutional Record Organization Chart was updated with information required to be kept in the file, due to the scanning of other data in eOMIS such as FBI Rap Sheet, Correspondence, Work Reports, etc.</p>	Markup: 194 Clean: 200
<p>AD 2018-02 Procurement/Purchasing/Disposition and Contracting Guidelines (effective: 7/30/2021) Repealed and replaced by SD 2021-10 Procurement/Purchasing/Disposition and Contracting Guidelines.</p>	Markup: 205
<p>AD 2021-13 Department Owned Housing/Mobile Home Park (effective: 8/5/2021) This Administrative Directive was updated to state the policy of the DOC is to provide housing for designated supervisory/administrative staff as specified by the Secretary of Corrections. The Secretary designates the Director of the Division of Correction as Designee for the management of ADC housing. A Home Inspection Form and Standard Dog Pen Chart were added as attachments to the policy.</p>	Markup: 211 Clean: 236
<p>AD 2021-14 Inmate Work Craft Program (effective: 8/5/2021) This Administrative Directive was updated to remove bead craft as an approved work craft. If the Work Craft Supervisor determines that the ADC is responsible for the loss of the inmate’s work craft tools or materials, the ADC will reimburse up to the sum authorized in the AD on Inmate Property Control. The new Inmate Work Craft Agreement shall be used at all units for inmates to sign for participation in the program.</p>	Markup: 263 Clean: 270
<p>AD 2021-15 Restrictive Housing (effective: 8/5/2021) This Administrative Directive was updated to remove any language regarding the housing of youthful inmates. Procedures for the use of restrictive housing for the management of youthful inmates can be found in AD Youthful Inmates. When a PREA incident (sexual abuse/assault) has occurred or is alleged to have occurred, victims shall be separated from the accused as soon as possible. If the victim is placed in RH, the placement should not exceed 24 hours, unless necessary to protect the victim from further harm or other security concerns.</p>	Markup: 277 Clean: 288
<p>AD 2018-09 Agency Website (effective: 8/20/2021) Repealed and replaced by SD 2021-13 Department Website.</p>	Markup: 299
<p>AD 2021-16 Inmate Welfare Fund (effective: 8/24/2021) This Administrative Directive was updated to add that Maintenance projects that improve the safety or health of inmates may be paid for from the Inmate Welfare Fund. Repairs or maintenance resulting from deliberate destruction or damage caused by inmates may be paid from the Inmate Welfare Fund after proper investigation and approval of investigative findings by the Director. Approval authorities for the expenditures from the Inmate Welfare Fund were updated.</p>	Markup: 303 Clean: 304
<p>AD 2017-14 Americans with Disabilities Act (effective: 9/16/2021) Repealed and replaced by SD 2021-17 Americans with Disabilities Amendment Act.</p>	Markup: 305
<p>AD 2021-17 Testing Inmates for Human Immunodeficiency Virus (effective: 9/27/2021) This Administrative Directive was updated to ensure compliance with Act 653 of 2021 which states that a person arrested and charged with rape, sexual indecency with a child, 1st through 4th degree sexual assault, incest or prostitution may be required by the court having jurisdiction of the criminal prosecution to be tested for the presence of HIV or any antibody to HIV, and the results of the tests shall be provided to the victim. The victim of a sexual assault may request that the person arrested and charged with the offense be tested for the presence of HIV.</p>	Markup: 312 Clean: 315

Division of Community Correction	
Administrative Directive Summary	
AD 2011-03 Computer, Cell Phone, Copier and Technology Resources (effective: 7/15/2021) Repealed and replaced by SD 2021-09 Information Technology Resources Policy	Markup: 318
AD 2014-20 Processing Procedures for Computer Equipment (effective: 7/15/2021) Repealed and replaced by SD 2021-09 Information Technology Resources Policy	Markup: 326
AD 2017-27 Equipment Inventory, Transfer and Disposition (effective: 7/15/2021) Repealed and replaced Disposal of Equipment section from the policy, by SD 2021-09 Information Technology Resources Policy	Markup: 328
AD 2018-08 Procurement and Receiving (effective: 7/30/2021) Repealed and replaced by SD 2021-10 Procurement/Purchasing/Disposition and Contracting Guidelines	Markup: 334
AD 2016-17 Agency Description and Public Information (effective: 8/20/2021) Repealed and replaced the following sections from the policy: Contact Information, ACC Policy, Rules and Directives, Agency Description, Agency Careers and Job Openings by SD 2021-13 Department Website	Markup: 338
AD 2021-01 Division of Community Correction Description and Objectives (effective: 9/30/2021) This Administrative Directive was updated to remove language that was superseded by DOC Secretarial Directives as referenced above. The name of the policy “Agency Description and Public Information” was changed. Definitions were added to the policy. Language was added that ACC staff must follow guidance from the Public Relations and Release of Information in reference to communication with external organizations and citizen complaints.	Markup: 345 Clean: 348

Sincerely,

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