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October 8, 2018

Senator David Sanders, Co-Chair
Arkansas Legislative Council
Administrative Rules and Regulations Subcommittee
Via Email

Representative Kim Hammer, Co-Chair
Arkansas Legislative Council
Administrative Rules and Regulations Subcommittee
Via Email

Dear Co-Chairs,

Please consider this letter as the Department of Correction's quarterly report on new and revised administrative directives issued in the quarter. Submitted along with this letter are the following administrative directives:

AD #	AD Title	Superseded AD #	Effective Date	Summary	Page #
AD 2018-30	Inmate Access to Telephones	AD18-24	7/05/18	This Administrative Directive (AD) was amended to include the following rule: "Immediate family member with past felony convictions may not apply for addition to an inmate's telephone call list until sixty (60) days after their release".	Redline (1-8) Clean (9-16)
AD 2018-31	Inmate Visitation	AD18-25	7/05/18	This Administrative Directive (AD) was amended to include the following rule: "Immediate family member with past felony convictions may not apply for visitation until six (6) months after their release".	Redline (17-34) Clean (35-52)

AD #	AD Title	Superseded AD #	Effective Date	Summary	Page #
AD 2018-32	Uniform Policy	AD17-19	7/05/18	This Administrative directive (AD) was amended to allow male officers to wear facial hair that does not prevent a seal on the self-contained breathing apparatus (SCBA) or a gas mask. Amendments also allow female officers to wear the following: extensions that do not extend over the collar or ears and do not interfere with the seal/fit of the SCBA or a gas mask; fingernails polished with only one color of non-decorative polish; and clear acrylic nails that conform to standards	Redline (53-63) Clean (64-73)
AD 2018-33	Travel Rules and Regulations	AD13-169	7/09/18	This Administrative Directive was amended to clarify the mileage reimbursement procedure for the use of private vehicles.	Redline (74-79) Clean (80-85)
AD 2018-34	Inmate Disciplinary Manual	AD18-12	7/12/18	This Administrative Directive (AD) was amended to reflect the proper rule violation number for "Failure to obey an order".	Redline (86-124) Clean (125-163)
AD 2018-35	Punitive Housing/Restriction	AD18-26	7/12/18	This Administrative Directive (AD) was amended to remove inmate disciplinary rule violations 09-13 and 17-3. Neither violation is currently used.	Redline (164-172) Clean (173-181)
AD 2018-36	Bathing and Personal Hygiene and Hair Care Services	AD13-69	8/9/18	This Administrative Directive (AD) was amended to clarify the issuance of pocket combs by adding the phrase "as needed".	Redline (182) Clean (183)
AD 2018-37	Inmate Correspondence	AD17-23	8/9/18	This Administrative Directive (AD) was amended to clarify the procedure for disposing of mail with an incomplete return address. A notification will be sent to the inmate advising when their mail has been rejected and the reason why.	Redline (184-192) Clean (193-201)
AD 2018-38	Safety Plan	AD11-06	8/17/18	This Administrative Directive (AD) was amended to clarify the responsibilities of the Workplace Safety Coordinator.	Redline (202-217) Clean (218-232)
AD 2018-39	Information Technology Acceptable use Policy	AD16-21	8/24/18	This Administrative Directive (AD) was amended to remove references to social media, which is now covered in a separate AD.	Redline (233-248) Clean (249-261)

AD #	AD Title	Superseded AD #	Effective Date	Summary	Page #
AD 2018-40	Public and News Media Relations	AD16-46, 13-78, & 13-154	8/24/18	This Administrative Directive (AD) was amended to include the duties of the department's Legislative Liaison and to clarify various portions of the department's public and media relations activities.	Redline (262-268) Clean (269-273)
AD 2018-41	Social Media Policy	New	8/24/18	This Administrative Directive (AD) was created to update the department's definition of, and standards for, the professional use of social media; in addition to provide guidance to employees regarding their personal use of social media.	Redline (274-280) Clean (281-284)
AD 2018-42	Health and Wellness Policy	New	9/19/18	This Administrative Directive (AD) was created in order to provide guidance regarding employee wellness resources.	Redline (285-288) Clean (289-291)
AD 2018-43	Unit Recreational Programs	AD13-68	9/19/18	This Administrative Directive (AD) was amended to clarify appropriate recreational activities based on weather conditions.	Redline (292) Clean (293)
AD 2013-102	Situational Response Team Training for Non-Security Personnel	N/A	8/9/18	Repealed	Copy (294-295)
AD 2013-155	Canine Teams In Aggression Protection Roles	N/A	8/9/18	Repealed	Copy (296-301)

There were no new or revised administrative memoranda issued during the previous quarter. Please do not hesitate to contact me with any questions or comments.

Sincerely,



Solomon Graves
Public Information Officer & Legislative Liaison
Arkansas Department of Correction

CC: Ms. Wendy Kelley, Director, Arkansas Department of Correction
Mr. Jim DePriest, Assistant Director/Chief Legal Counsel, Arkansas Department of Correction
Ms. Takelia McDaniel, Agency Policy Coordinator, Arkansas Department of Correction
Mr. Benny Magness, Chairman, Arkansas Board of Corrections
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