



## OFFICE OF THE SECRETARY

1302 Pike Avenue, Suite C  
North Little Rock, Arkansas 72114  
Phone: (501) 682-3309 | Fax: (501) 534-3958  
DOC.ARKANSAS.GOV

October 13, 2022

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 directives and administrative directives issued in the third quarter of Calendar Year 2022. There were no new or revised administrative memoranda during the quarter. Submitted along with this letter are copies of the following directives:

Arkansas Department of Corrections	
Secretarial Directive Summary	Beginning Page #
<b>SD 2022-08 Facility Improvement (Effective 7/12/2022)</b> This directive, in conjunction with the Secretarial Directive on Procurement, Purchasing, Disposition, and Contracting, was created to outline procedures for facility improvements for the approval, supervision, and decision-making processes for all Department owned or leased properties pursuant to A.C.A. § 12-27-111. Specifically, the directive establishes the Secretary as the decision-making authority over all Department facility improvement projects, delegates day-to-day oversight of projects to the appropriate Division Director or Chief of Staff for Shared Services projects, and outlines approval processes for facility improvement projects. The policy authorizes Division Directors to issue policies specific to their division to implement the provisions set forth in this Secretarial Directive.	Clean: 1
<b>SD 2022-09 Divisive Concepts in Department Operations, Policies, and Training Materials (Effective 8/16/2022)</b> This directive was created pursuant to A.C.A. §25-1-901 et seq. Specifically, the directive prohibits the promotion of divisive concepts in state entities. Divisive concepts are prohibited from being taught, instructed, or included in training. It requires third party contractors to certify they will comply with the policy and state law, ensures that the Department will not use grant funding to promote divisive concepts, and establishes that during the annual review of Department policies, they will be reviewed to determine compliance with this directive with a report sent to the Secretary regarding the findings. A copy of the statutory definition of “divisive concept” is attached to this directive for reference.	Clean: 3

<b>SD 2022-10 Public Relations and Release of Information (Effective 8/16/2022)</b> This secretarial directive was revised to add a provision to allow the release of information regarding offender identification numbers for offenders in ACC facilities, probationers, and parolees. Additionally, the policy allows the appropriate Division Director to approve tour requests along with the Communications Director and clarifies that the Communications Director is the point of contact responsible for responding to requests from the news media. Other stylistic and formatting changes were made.	Clean: 7 Markup: 15
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<b>Division of Correction</b>	
<b>Administrative Directive Summary</b>	<b>Beginning Page #</b>
<b>AD 2022-14 Inmate Footwear (effective: 8/26/2022)</b> This policy was revised to increase the maximum value for tennis shoes sold in commissary to \$80. The Administrative Directive on Inmate Property Control was listed as the reference policy for guidelines that must be followed to dispose of contraband, in addition to the administrative rule on the same topic.	Clean: 24 Markup: 26
<b>AD 2022-15 Health Care Co-Pay (effective: 9/1/2022)</b> This policy was updated to state that the ADC will, at a minimum, provide health care services (medical, dental, and mental health) to all inmates within its care and custody. The definitions section was updated with revisions to existing definitions and the addition of new definitions. Inmates, where available, may sign an electronic copy of the Co-Pay Notice Form. If an inmate refuses to sign the form, two staff members must witness by signature and place a copy in the inmate's electronic record. Lists for services both requiring a co-pay and not requiring a co-pay were updated. Aid to indigent inmates was listed as funds that the ADC could not use to satisfy a co-pay lien.	Clean: 30 Markup: 36
<b>AD 2022-16 Inmate Name Changes (effective: 9/19/2022)</b> This policy was updated to state that all financial obligations necessary for a name change shall be borne by the inmate requesting the change. A provision was added to state that any security concerns due to obscene or controversial name changes that could negatively affect or influence daily operations must be forwarded to the Director by the Warden or Work Release Center Supervisor for final approval before being placed on the inmate's clothing. A definitions section was added. Any certified court order legally changing an inmate's name received at a unit must be forwarded to Centralized Record's Office who will make the name change in the electronic offender record. The Unit Record's Supervisor was designated as the person responsible for adding the "AKA" to the institutional files maintained by the records office. An example was added to show how an inmate's name that has been changed should appear.	Clean: 48 Markup: 51
<b>AD 2022-17 Inmate Work Craft Program (effective: 9/20/2022)</b> This policy was amended to add specific acceptable methods of payment and to specify that payments can be made payable to the inmate's name and ADC number. Language was changed to state funds from the sale of work craft products shall be receipted and credited to the inmate's account as described in procedures in the Accounting Control Procedures Manual. The Inmate Work Craft Purchase Agreement was updated to mirror language in policy.	Clean: 55 Markup: 62
<b>AD 2022-18 Inmate Access to Information Technology Acceptable Use (effective: 9/27/2022)</b> The existing policy covering this topic was renamed to the current title and other general revisions were made. New definitions were added, and existing definitions were updated to reflect the language in the revisions. Language was removed from this policy governing inmate purchase of an MP4 player as the requirements associated with this language is covered under the Administrative Directive on Electronically Downloadable Devices. Additionally, a provision that	Clean: 70 Markup: 74

allowed inmates to copy and distribute software at the direction of their supervisor was also removed.	
<b>AD 2022-19 Inmate Classification Manual (effective 9/28/2022)</b> This directive was updated to reflect language in A.C.A. §12-29-202 that defines the classification system utilized for individuals sentenced to the ADC. Additional updates included clarifying the different intake units for male, female, and death sentence inmates, as well as updating language regarding youthful inmates' classification.	Clean: 82 Markup: 86

<b>Division of Community Correction</b>
<b>Administrative Directive Summary</b>
The Arkansas Division of Community Correction did not issue any administrative directives between July 1, 2022, and September 30, 2022.

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*



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### SECRETARIAL DIRECTIVE

**SUBJECT:** Facility Improvements

**SUPERSEDES:** NEW

**NUMBER:** 2022-08

**APPLICABILITY:** All Employees of the Arkansas Department of Corrections

**REFERENCE:** A.C.A. §§ 25-43-105, 25-43-108, 25-43-403, 12-27-111, 12-27-123

**PAGE:** 1 of 2

**APPROVED:** Original signature on file

**EFFECTIVE DATE:** 7/12/2022

#### I. POLICY:

As the executive head of the Arkansas Department of Corrections (Department), it is the responsibility of the Secretary of Corrections (Secretary) to administer the various rules, orders, or directives issued by the Department. It is also the responsibility of the Secretary to determine what improvements are necessary to the various facilities within the Department, not otherwise provided by law, subject to approval by the Board of Corrections (Board).

#### II. DEFINITIONS:

- A. Facilities. As used in this directive, this term refers to all prisons, centers, parole and probation offices, administrative locations, and lands owned or leased by the Department or its various Divisions.
- B. Improvement. As used in this this directive, this term refers to all construction, repair, addition, alteration, demolition, and renovation projects.

#### III. PROCEDURES:

##### A. General Procedures

1. The Secretary shall retain decision-making authority over all improvements to the various facilities within the Department or its various Divisions.
2. Though the Secretary has the decision-making authority over all facility improvement projects, day-to-day oversight of improvement projects is delegated to Division Directors for projects occurring within their division, except those projects referenced in the following section. The Chief of Staff shall exercise oversight over improvement projects within Shared Services.

3. All facility improvements which require the review or approval of the Department of Transformation and Shared Services – Division of Building Authority (DBA) shall be approved by the Secretary. Prior to submission to DBA, the Secretary must authorize the submission of the project for the review and approval of the Board of Corrections.
4. In making any necessary improvements contemplated by this directive or by A.C.A. § 12-27-111, the Secretary may, at their discretion, authorize the Department or a Division to enter into contracts with engineers, architects, or other design professionals. Contracts with design professionals must be reviewed and approved by the Board prior to becoming effective.
5. The development of requests for qualifications, structure of evaluation committees, evaluation of responses to the solicitation, and the selection of design professionals shall also comply with applicable laws and all policies from the Department of Transformation and Shared Services – Office of State Procurement, in addition to the policies of the Division of Building Authority.
6. Staff from one Division may be directed by the Secretary, Division Director, or their designee to render aid, assistance (inclusive of material and equipment), or advice to staff from another Division during the development or implementation of a facility improvement project to further the effective and efficient administration of the project.

#### **IV. IMPLEMENTATION:**

- A. Division Directors may issue division-specific policies necessary to implement this directive.
- B. This directive shall be implemented in conjunction with the Secretarial Directive on Procurement, Purchasing, Disposition, and Contracting.



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## SECRETARIAL DIRECTIVE

**SUBJECT:** Divisive Concepts in Department Operations, Policies, and Training Materials

**NUMBER:** SD 2022-09

**SUPERSEDES:** NEW

**APPLICABILITY:** All Department of Corrections employees

**REFERENCE:** A.C.A. § 25-1-901 et seq., 25-43-105, 25-43-108, 25-43-403

**PAGE:** 1 of 2

**APPROVED:** Original signature on file

**EFFECTIVE DATE:** 8/16/2022

### I. POLICY

As the executive head of the Arkansas Department of Corrections (Department), it is the responsibility of the Secretary of Corrections (Secretary) to administer the various rules, orders, or directives issued by the Department. Consistent with state law, divisive concepts shall not be taught, instructed, or included in training for any Department employee, contractor, staff member, or any other associates of the Department.

### II. PROCEDURES

#### A. General Procedures

1. All administrative rules, secretarial directives, administrative directives, facility or unit level policies, operational policies, and any additional policies utilized to promote the operations of the Department shall be reviewed annually to ensure the policies established by the Department are in compliance with the requirements set forth in A.C.A. § 25-1-901 et seq.
2. Pursuant to A.C.A. § 25-1-901 and as used in this policy, the definitions of divisive concept, race or sex scapegoating, and state entity can be found in Attachment #2.
3. All training materials, developed by the Department or a third-party, and utilized by the Department for the advancement of employee performance through a Department training academy shall be screened by the Central Human Resources Administrator or their designee. Screening of training materials shall be conducted prior to their use during training courses to ensure compliance with provisions established in applicable state law and this policy. Applicable training at the unit or area office level will be reviewed by the Division Director or their designee.
  - a. Any training material that is found to be out of compliance with Department policy and state law will be immediately removed from the training course offerings.
  - b. Pursuant to A.C.A. § 25-1-901, CLEST training materials are not subject to these provisions.

4. All third-party contractors shall be made aware of this policy and the prohibitions set out in state law prior to approval of training and training materials. Third-party contractors will be required to sign a Certification of Exclusion of Divisive Concepts form (Attachment #1) prior to the beginning of any contracted agreement. A Department legal representative will also sign the agreement to be retained with a copy of the original contract.
5. Department entities using or providing grant funding for programs, training, or operational activities must review this directive and certify that such state funding or assets will not be used to promote divisive concepts.

B. Report of Findings

1. Annual review of policies and procedures to determine compliance with this directive shall be conducted in conjunction with annual policy reviews.
2. Annual written reports shall be submitted to the Office of the Secretary no later than December 31<sup>st</sup> of each calendar year, unless an extension has been granted in writing by the Secretary.

### **III. ATTACHMENTS**

Attachment 1. Certification of Exclusion of Divisive Concepts

Attachment 2. A.C.A. § 25-1-901 Definitions



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### Exclusion of Divisive Concepts Agreement

I certify that I have received and read the Secretarial Directive on Divisive Concepts in Department Operations, Policies, and Training Materials and Act 1100 of 2021 *An Act to Prohibit the Propagation of Divisive Concepts; To Review State Entity Training Materials; And For Other Purposes*, codified as A.C.A. § 25-1-901 et seq. I agree to comply with the terms and conditions outlined in the Department policy and state law regarding the propagation of divisive concepts. I understand that my signature on this certification is a binding agreement with the Department of Corrections to be in compliance with Department policy and state law, and any violation of such may result in penalties being imposed upon me.

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Name

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Organization

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Date

---

Department Chief Legal  
 Counsel or Designee

---

Date



## A.C.A. §

### 25-1-901. Definitions. [Effective January 1, 2022.]

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(1)

(A) "Divisive concept" means the concept that:

- (i) One race or sex is inherently superior to another race or sex;
- (ii) The State of Arkansas or the United States is fundamentally racist or sexist;
- (iii) An individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously;
- (iv) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex;
- (v) An individual's moral character is necessarily determined by his or her race or sex;
- (vi) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex;
- (vii) Any individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex; or
- (viii) Meritocracy or traits such as a hard work ethic are racist or sexist, or were created by a particular race to oppress another race.

(B) The term "divisive concept" includes any other form of race or sex stereotyping or any other form of race or sex scapegoating;

(2)

(A) "Race or sex scapegoating" means assigning fault, blame, or bias to a race or sex, or to members of a race or sex because of their race or sex.

(B) "Race or sex scapegoating" encompasses any claim that, consciously or unconsciously, and by virtue of his or her race or sex, members of any race are inherently racist or are inherently inclined to oppress others, or that members of a sex are inherently sexist or inclined to oppress others;

(3) "Race or sex stereotyping" means ascribing character traits, values, moral and ethical codes, privileges, status, or beliefs to a race or sex, or to an individual because of his or her race or sex;

(4)

(A) "State entity" means an instrumentality of state government, including:

- (i) The Department of Agriculture;
- (ii) The Department of Commerce;
- (iii) The Department of Corrections;
- (iv) The Department of Education;
- (v) The Department of Energy and Environment;
- (vi) The Department of Finance and Administration;
- (vii) The Department of Health;
- (viii) The Department of Human Services;
- (ix) The Department of Inspector General;
- (x) The Department of Labor and Licensing;
- (xi) The Department of the Military;
- (xii) The Department of Parks, Heritage, and Tourism;
- (xiii) The Department of Public Safety;
- (xiv) The Department of Transformation and Shared Services; and
- (xv) The Department of Veterans Affairs.

(B) "State entity" does not include:

- (i) Political subdivisions of the state;
- (ii) Public schools;
- (iii) Charter schools;
- (iv) Institutions of higher education;
- (v) The offices of constitutional officers; or
- (vi) Law enforcement training certified by the Arkansas Commission on Law Enforcement Standards and Training.



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### SECRETARIAL DIRECTIVE

**SUBJECT:** Public Relations and Release of Information

**NUMBER:** 2022-10

**SUPERSEDES:** SD 2021-12

**APPLICABILITY:** All Department of Corrections employees

**REFERENCE:** A.C.A. § 12-27-113, 12-27-145, 25-19-105, 25-43-105, 25-43-108, 25-43-403;  
 Arkansas Attorney General Opinion No. 2015-095; AR 007 Legislative Liaison  
 and/or Inquiries, AR 011 News Media Interviews and Correspondence, AR 7.4  
 Public Release of Offender Information; SD on Social Media

**PAGE:** 1 of 7

**APPROVED:** Original signature on file

**EFFECTIVE DATE:** 8/16/2022

#### I. POLICY:

As the executive head of the Arkansas Department of Corrections (Department), it is the responsibility of the Secretary of Corrections (Secretary) to administer the various rules, orders, or directives issued by the Department. The purpose of this directive is 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 within the Department and to ensure the integrity and proper use of Offender records and that all notifications of public meetings of the Department boards and commissions are consistent with state law.

#### II. DEFINITIONS:

- A. Freedom of Information Act (FOIA). Pursuant to A.C.A. § 25-19-105, FOIA gives Arkansans access to Public Records and public meetings with some exceptions.
- B. News Media. Properly credentialed representatives of local, national, and international news organizations that have a mission of delivering news to the general public, and do not have a primary purpose of commercial production or entertainment. This may include but is not limited to, representatives of general circulation newspapers, magazines, online media outlets, news services, and radio stations and television networks holding a Federal Communication Commission license.
- C. Offender. Inmates, parolees, probationers, or residents in the custody of a Department facility or under supervision of the Department.
- D. Offender Record. A full and complete record in written or electronic form regarding each person committed to the custody or supervision of the Department. An Offender Record may include, but is not limited to, a photograph of the convicted person, the offense and sentence for any conviction for which the Offender is incarcerated or under supervision, the Offender's criminal history, medical and mental health information and records, any other records that identify and relate directly to that Offender. Electronic transmissions and recordings that chronicle the activities and conversations of Offenders are part of the Offender Record.

- E. Public Record. Any writing, sound or video that reflects the performance or lack of performance of an official function, not otherwise exempted from disclosure.
- F. Special Event. Any activity not held in the normal course or day-to-day operations of a facility or program.

### III. **PROCEDURES:**

#### A. Facility and Program Areas Accessible to News Media Representatives

1. All News Media tours must be requested and approved in advance by the Communications Director and appropriate Division Director. The Communications Director must always accompany News Media organizations or designate an alternate escort.
  - a. Upon approval, the Department Headquarters, the Division of Correction Central Office, and the Administration Annex East Buildings are accessible to News Media representatives for a tour. Tours to administrative offices may only be approved if they will not adversely affect the daily operations of the office and Offenders will not be present.
  - b. Upon approval of the Secretary or the appropriate Division Director, News Media may tour the Department's correctional facilities, parole and probation offices, or reentry and residential facilities.
2. The Secretary or appropriate Division Director may give permission for the limited use of cameras during a News Media tour. The recording of Offenders is prohibited except when prior authorization has been granted by the Secretary or appropriate Division Director. Under special circumstances, including open houses and legislative tours, permission may be granted to take pictures in housing areas.

#### B. Contact Person for the General Public and News Media

1. The Communications Director is the Department's designated point of contact for requests and inquiries from the News Media and the public, with the exception of general inquiries to the Arkansas Parole Board (APB).
2. All News Media or general public inquiries (excluding general inquiries regarding APB) must be forwarded to the Communications Director. Media responses made by the APB will be coordinated by the Department's Communication Director.
3. During declared emergencies and critical incidents, the Secretary, Division Director, or Communications Director may designate staff from different areas throughout the Department to assist the Public Information Office in the release of authorized information.
4. All records maintained by Department employees within the scope of their employment are presumed to be Public Records, pending review of the record to determine if any exemptions may apply that would prevent disclosure.

#### C. News Media Visits and Interviews

1. The Communications Director is responsible for receiving and responding to interview requests and questions from the News Media. The Communications Director will work with the Secretary, Chief of Staff, and Division Directors to consider requests and determine the most appropriate response.
2. An Offender must sign the Offender Consent for Photograph/Interview Form (Attachment #1) before being photographed or interviewed for promotional or News Media purposes. The signing of the form must be witnessed by a Department staff member.
3. News Media requests for Offender visits will be handled as follows:
  - a. Representatives of News Media organizations who wish to conduct an in-person interview with an Offender incarcerated in one of the Department's Divisions shall submit their requests in writing to the Communications Director.

- b. Any News Media visit may be denied, canceled, or restricted by the Secretary, Division Director, the Communications Director, the Warden, or Center Supervisor. Reasons for denial, cancellation, or restriction, may include security concerns based on present circumstances and concerns regarding visitation subject matter such as pending appeals or legal matters related to an Offender's criminal conviction, institutional adjustment, or re-victimization if a victim(s) has been registered in the offender's electronic file.
- c. All requests for in-person interviews must be reviewed by the Communications Director who will then forward the request and a recommendation to the appropriate Division Director. The Division Director will decide whether to approve the request. If a Division Director approves the request, they will submit it to the Secretary for final approval. Denials by Division Directors can be appealed to the Secretary. The Secretary's decision regarding a request for an in-person interview is final.
- d. News Media representatives who are denied a media visit must follow the process of a regular visitor to speak with an Offender, only if the Offender sends that person an application to be processed.
- e. News Media representatives visiting any facility or office are subject to the general visitation guidelines and policies. Exceptions may only be granted when requested in writing, approved, and otherwise provided for by policy.

**D. Public Meetings and Special Events**

- 1. Department Boards and Commissions will notify the Public Information Office of public meetings and coordinate to ensure all proper meeting notifications are made.
- 2. The Communications Director must be notified by the Warden, Center Supervisor, Program Administrator, or their designee before scheduling a Special Event. When Special Events occur, the Communications Director may notify the News Media. This notification will outline any specific guidelines such as photo opportunities for the event.

**E. Media Advisories and Community Engagement**

- 1. The Communications Director will issue media advisories when required by law, Department policy, when beneficial to highlight a Special Event, or to advance the public's knowledge of the Department. All press releases must be approved by the Secretary or Chief of Staff and the appropriate Division Director prior to release.
- 2. All publications prepared by the Department that advance the public's knowledge of the various programs, services, and events within the Department, will be made available to the public through the Department's public website or social media pages. The Department may use social media to make the public aware of events, critical incidents, updates regarding institutional emergencies, and career opportunities within the Department.
  - a. Examples of such publications include newsletters, monthly reports, annual reports, and informational brochures. The Communications Director may identify publications and reports that should follow a consistent style to assist in developing public awareness and transparency.

**IV. DISCLOSABLE AND UNDISCLOSABLE INFORMATION FOR OFFENDERS:**

**A. Release of Offender Information**

- 1. All requests for Offender Records, excluding requests related to litigation (subpoenas, court orders, discovery, etc.), medical records, and mental health records must be coordinated through the Public Information Office. Any request received at Department facilities or offices should be forwarded to the Public Information Office. Requests from a member of the Board of Corrections or their staff should be answered promptly by the Department employee receiving the request.

2. Under FOIA, the Department must supply documents that are not exempt immediately if they are readily available.
  - a. If requested records are in active use or storage, the Department must make every reasonable effort to supply disclosable documents after redacting any information contained in the record that is not disclosable within three (3) business days (unless a longer timeframe is agreed to in advance with the requestor).
  - b. Pursuant to guidance contained within Arkansas Attorney General Opinion No. 2015-095, disclosable records within the eOMIS are considered to be in storage

B. Division of Community Correction (ACC)

1. Offender Records cannot be released or disclosed to Offenders, their attorneys, or the public except as provided by this Secretarial Directive or any administrative rules, state law, federal laws, or court orders.
2. The following disclosures of information are not permitted:
  - a. Disclosure of the location of an Offender housed in an ACC facility where individuals are participating in drug, alcohol, or mental health programs.
  - b. Allowing access to or providing an Offender with another Offender's records or any information contained therein.
  - c. Disclosure of Offender medical or mental health information, except to authorized contacts.
  - d. Disclosure of information by anyone besides the Communications Director or their designee.
3. Offender Records that are disclosable while housed in an ACC facility include:
  - a. Offender's name, aliases, Offender identification number, photograph, physical description, date of birth, date of death, age, race, and gender
  - b. Dates of confinement
  - c. Facilities of confinement, work assignments, and program participation (unless it involves drug, alcohol, or mental health program participation)
  - d. Current offenses, sentences, sentence dates, counties of conviction, case numbers, total time to serve, parole/transfer eligibility date, movements, and behavior
  - e. Prior confinement, offenses, sentences, sentence dates, counties of conviction, case numbers, movements, behavior, and parole/clemency history, including dates of release and dates of return to ACC or ADC
  - f. Current & previous detainers
  - g. Furlough history
  - h. Escape history
4. Offender Records that are disclosable while on probation or parole include:
  - a. Offender's name, aliases, Offender identification number, photograph, physical description, date of birth, date of death, age, race, and gender
  - b. Dates of supervision
  - c. Office of supervision and program completion while under supervision (unless it involves drug and alcohol or mental health program participation)
  - d. Current supervision details including offenses, sentences, sentence dates, counties of conviction, case numbers, total time to serve on supervision, revocation history, transfers, adherence to conditions of release and behavior

- e. Prior supervision details including offenses, sentences, sentence dates, counties of conviction, case numbers, transfers, adherence to conditions of release, clemency history, including dates of release and dates of return to ACC or ADC
  - f. Detainers
  - g. Furloughs
  - h. Escape history
5. In addition to information listed in the previous section regarding the release of an Offender Record, the ACC is required by Arkansas law to post on its public website the following records of parolees and probationers who have absconded supervision or have an active warrant issued for evading supervision:
    - a. Any suspended sentences and their terms, if known
    - b. A complete summary of felony convictions and sentences to the extent known by ACC
    - c. Risk Assessments scores completed after April 1, 2015, including the name of the state agency conducting the assessment, the date the assessment was conducted, and the level of the assessment
    - d. Any known aliases of the Offender
    - e. Most recent photograph
    - f. Any in-state or out-of-state orders of protection or no-contact orders known to ACC
    - g. All major disciplinary violations and the date of their disposition that occurred while the Offender was incarcerated
    - h. Any programs completed and their dates while under ACC supervision
    - i. A list of previous revocation offenses while on probation or parole and date of revocation
    - j. Any court-generated records posted will be electronic copies of the actual court documents. If included in the documents, victim information must be redacted prior to posting on the public website
  6. In addition to the information outlined in the above sections, information from an Offender's Record may be released to or viewed by the following:
    - a. Criminal justice agencies, social services, and other governmental authorities unless state or federal law prohibits such disclosure
    - b. Authorized personnel for research purposes
    - c. An employee of the Bureau of Legislative Research in accordance with and subject to the limitations of A.C.A. § 12-27-113 (e)(5)
  7. Access to an Offender's own record may be granted and information from the record may be released to the Offender or their attorney as needed to resolve legitimate questions about the accuracy of information in the record or as required by the rules of discovery in pending litigation. The names of confidential informants and other sensitive or confidential information, in which the disclosure of any such information may cause harm to a person, are exempt from disclosure except pursuant to court order.
  8. The record's review request should be made in writing and should be acted upon within three (3) days. The Offender must state with specificity the information or parts of the case record to which access is requested, and the Offender's request must be supported by a showing of compelling need. The decision of the Center Supervisor or Area Manager or his/her designee to grant or deny the Offender's request is final. An Offender cannot have access to the records of another Offender. The record custodian must directly supervise the Offender during the record review and may limit the review to thirty (30) minutes. Offender reviews can be limited to one (1) review, per three (3) month period.



C. Division of Correction (ADC)

1. Disclosure or inspection of information contained in Offender Records is prohibited unless authorized by this Secretarial Directive or by court order.
2. The following disclosures of information are not permitted:
  - a. Allowing access to or providing an Offender with another Offender's records or any information contained therein
  - b. Disclosure of information related to the location of an Offender transferred under an Interstate Compact Agreement
  - c. Disclosure of inmate medical or mental health information, except to authorized contacts
  - d. Disclosure of information by anyone besides the Communications Director or their designee
3. Except as authorized by A.C.A. § 12-27-145, only the following information from an Offender Record may be released to the general public:
  - a. Offender's name, aliases, Offender identification number, photograph, physical description, date of birth, age, race, and gender
  - b. Date(s) of incarceration
  - c. Facilities of confinement, work assignments, and program participation (unless it involves drug, alcohol, or mental health program participation)
  - d. Current incarceration information such as offenses, sentences, sentence dates, counties of conviction, case numbers, total time to serve, parole/transfer eligibility date, movements, and behavior
  - e. Prior incarceration information such as offenses, sentences, sentence dates, counties of conviction, case numbers, movements, behavior, and parole/clemency history, including dates of release and dates of return to ADC; and
  - f. Detainers.
4. In addition to the information outlined in the above sections, information from an Offender's Record may be released to or viewed by the following:
  - a. Criminal justice agencies, social services, and other governmental authorities unless state or federal law prohibits such disclosure
  - b. Authorized personnel for research purposes
  - c. An employee of the Bureau of Legislative Research in accordance with and subject to the limitations of A.C.A. § 12-27-113 (e)(5).
5. Access to an Offender's own record may be granted and information from the record may be released to the Offender or their attorney as needed to resolve legitimate questions about the accuracy of information in the record or as required by the rules of discovery in pending litigation. The names of confidential informants and other sensitive or confidential information, in which the disclosure of any such information may cause harm to a person, are exempt from disclosure except pursuant to court order.
6. Upon the death of an offender, access to that offender's medical or mental health information or records may be granted to a person designated by the offender to have access to such records in accordance with policies and procedures adopted by the Department, or as required by state or federal law.
7. An inmate will not be permitted to peruse their file at will. A request for access to the institutional file or information contained therein must be made in writing to the Warden or their designee. Offenders must list the information or parts of the file to which access is requested, and the request must be supported by a showing of compelling need for access to

their records. The decision of the Warden or their designee to grant or deny the Offender's request shall be final.

D. Arkansas Parole Board (APB)

1. The APB may restrict the release of hearing information or records consistent with state and federal laws or rules. Such restrictions will be communicated by the APB Chair, or a designee of the Chair, to the Communications Director.
  - a. No employee may release APB Public Records to inmates, media, or the general public unless authorized by APB policy or in writing by the Chair or the Board Administrator.
  - b. All requests for APB records and responses will be coordinated through the Board Administrator, who should be contacted immediately upon receipt of a request.
  - c. The Board Administrator shall make the Communications Director aware of Public Record/FOIA requests.

V. ATTACHMENTS:

Attachment 1. Offender Consent for Photograph/Interview Form





## OFFICE OF THE SECRETARY

1302 Pike Avenue, Suite C  
 North Little Rock, Arkansas 72114  
 Phone: (501) 682-3309 | Fax: (501) 534-3958  
 DOC.ARKANSAS.GOV

### OFFENDER CONSENT FOR PHOTOGRAPH/INTERVIEW FORM

**THE UNDERSIGNED DOES HEREBY CONSENT TO BE PHOTOGRAPHED OR INTERVIEWED BY:**

\_\_\_\_\_

\_\_\_\_\_

**FOR THE EXCLUSIVE PURPOSE OF:**

\_\_\_\_\_

\_\_\_\_\_

The photographs may include filming of any kind, and the interview may include a recording thereof. The undersigned consents and authorizes that any such photographs or interview material may be utilized by:

\_\_\_\_\_

\_\_\_\_\_

**FOR THE AFOREMENTIONED PURPOSE.**

Furthermore, the undersigned does hereby release and does hold harmless the Department of Corrections, its agents, and employees, from any, and all claims based on the use of said material. The above consent is given by me freely and voluntarily without any promises, threats, or duress.

Offender First & Last Name \_\_\_\_\_

PRINTED

ADC # \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_



## OFFICE OF THE SECRETARY

1302 Pike Avenue, Suite C  
North Little Rock, Arkansas 72114  
Phone: (501) 682-3309 | Fax: (501) 534-3958  
DOC.ARKANSAS.GOV

### SECRETARIAL DIRECTIVE

**SUBJECT:** Public Relations and Release of Information

**NUMBER:** ~~2022-10-2021-12~~  
~~2021-06~~

**SUPERSEDES:** ~~SD 2021-12SD~~

**APPLICABILITY:** All ~~Employees of the Arkansas~~ Department of Corrections employees

**REFERENCE:** A.C.A. § 12-27-113, 12-27-145, 25-19-105, ~~25-43-103~~, 25-43-105, 25-43-~~108~~, 108, 25-43-403; Arkansas Attorney General Opinion No. 2015-095; AR 007 Legislative Liaison and/or Inquiries; AR 011 News Media Interviews and Correspondence; AR 7.4 Public Release of Offender Information; ~~and SD on Social Media Policy~~

**PAGE:** 1 of 7

**APPROVED:** ~~Original Signature on File~~ Original signature on file \_\_\_\_\_

**EFFECTIVE DATE:** 8/16/2022 ~~8/20/2021~~

#### I. POLICY:

As the executive head of the Arkansas Department of Corrections (~~DepartmentOC~~), it is the responsibility of the Secretary of Corrections (Secretary) to administer the various rules, orders, or directives issued by the Department. The purpose of this directive is 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 within the ~~DOC~~ Department. ~~Such procedures shall and to ensure the integrity and proper use of Offender records and that all notifications of public meetings of the DOC~~ Department boards and commissions are consistent with state law. ~~It is the policy of the DOC to ensure that all applicable provisions of federal and state law or rules are observed with respect to public meetings and Public Records.~~

#### II. KEY TERMS/DEFINITIONS:

- A. Freedom of Information Act (FOIA). Pursuant to A.C.A. § 25-19-105, ~~the~~ FOIA gives Arkansans access to Public Records and public meetings ~~with some exceptions.~~
- B. News Media. Properly credentialed representatives of local, national, and international news organizations that have a mission of delivering news to the general public, and do not have a primary purpose of commercial production or entertainment. This may include but is not limited to, representatives of general circulation newspapers, magazines, online media outlets, news services, and radio stations and television networks holding a Federal Communication Commission license.
- C. Offender. Inmates, parolees, probationers, or residents in the custody of a ~~DOC~~ Department facility or under supervision of the ~~DepartmentOC~~.
- D. Offender Record. A full and complete record in written or electronic form regarding each person committed to the custody or supervision of the ~~DepartmentOC~~. An Offender Record may includes, but is not limited to, a photograph of the convicted person; the offense and sentence for any conviction for which the Offender is incarcerated or under supervision; the Offender's criminal history; medical and mental health information and records; ~~and any~~ other records ~~which that~~

identify and relate directly to that Offender. Electronic transmissions and recordings that chronicle the activities and conversations of Offenders are part of the Offender Record.

- E. Public Record. Any writing, sound or video that reflects the performance or lack of performance of an official function, not otherwise exempted from disclosure.
- F. Special Event. Any activity not held in the normal course or day-to-day operations of a facility or program.

### III. PROCEDURES:

#### A. Facility and Program Areas Accessible to ~~Facility and Program Areas Accessible to~~ News Media Representatives

1. All News Media tours must be requested and approved in advance by the Communications Director and appropriate Division Director. The Communications Director must always accompany News Media organizations or designate an alternate escort.
  - a. Upon approval, the Department Headquarters, the Division of Correction Central Office, and the Administration Annex East Buildings are accessible to News Media representatives for a tour. Tours to administrative offices may only be approved if, they if touring will not adversely affect the daily operations of the office and Offenders will not be present.
  - b. Upon approval of the Secretary or the appropriate Division Director, News Media may tour the DepartmentOC's cCorrectional facilities, pParole and pProbation oOffices, or rReentry and rResidential facilities. ~~The Secretary must be notified when tours are approved.~~
2. The Secretary or appropriate Division Director may give permission for the limited use of cameras during a News Media tour. The recording of Offenders is prohibited except when prior authorization has been granted by the Secretary or appropriate Division Director. Under special circumstances, including open houses and legislative tours, permission may be granted he Division Director may grant permission to to take pictures in housing areas. ~~The Secretary must be notified when permission is granted.~~

#### B. Contact Person for the General Public and News Media

1. The Communications Director is the Department's designated point of contact for requests and inquiries from the News Media and the public, with the exception of general inquiries to the Arkansas Parole Board (APB).
2. All News Media or general public inquiries (excluding general inquiries regarding APB) must be forwarded to the Communications Director. Media responses made by the APB will be coordinated by the DepartmentOC's Communication Director.
3. During declared emergencies and critical incidents, the Secretary, Division Director, or Communications Director staff ~~may designate staff from different areas throughout the Departmentay be designated~~ to assist the Public Information Office in the release of authorized information.
4. All records maintained by DepartmentOC employees within the scope of their employment are presumed to be Public Records, pending review of the record, to determine if any exemptions may apply that would prevent disclosure.

#### C. News Media Visits and Interviews

1. The Communications Director is responsible for receiving and responding to interview requests and questions from the News Media. The Communications Director will work with the Secretary, Chief of Staff, and Division Directors to consider requests and determine the most appropriate response.

~~1.2. Before being photographed or interviewed for promotional or News Media purposes, a~~ 1.2. Offender must sign the Offender Consent for Photograph/Interview Form (Attachment #1) before being photographed or interviewed for promotional or News Media purposes. The signing of the form must be witnessed by a ~~Department~~ DOC staff member.

~~2.3.~~ News Media requests for Offender visits will be handled as follows:

- a. Representatives of News Media organizations who wish to conduct an in-person interview with an Offender incarcerated ~~in of in the~~ one of the ~~Department's~~ DOC Divisions shall submit their requests in writing to the Communications ~~Director;~~ Director.
- ~~b.~~ Any News Media visit ~~can may~~ be denied, ~~canceled~~ canceled, or restricted by the Secretary, Division Directors, the Communications Director, the Warden, or Center Supervisor. Reasons for denial, cancellation, or restriction, may include if there are security concerns based on present ~~circumstances~~ and ~~or~~ concerns regarding visitation subject matter such as;
- ~~c.~~
- ~~d.b.~~ including, but not limited to: pending appeals or legal matters related to ~~the an~~ an Offender's criminal conviction, institutional adjustment, and/or re-victimization if a victim(s) has been registered in the offender's electronic file. ~~electronic Offender Management Information System (eOMIS) by the DOC Victim Services Coordinator or designee;~~
- ~~e.c.~~ All requests for in-person interviews must be reviewed by the Communications Director, who will then forward the request and a recommendation to the appropriate Division Director. The Division Director will decide whether to approve the request. If a Division Director approves the request, they will ~~the request will be~~ submit it ~~ted~~ to the Secretary for final approval. Denials by Division Directors can be appealed to the Secretary. The Secretary's ~~decision~~ decision regarding a request for an in-person interview is final,;
- d. News Media representatives who are denied a media visit, must follow the process of a regular visitor to speak with an Offender, only, if the Offender sends that person an application to be processed.
- ~~f.c.~~ News Media representatives visiting any facility or office are subject to the general visitation guidelines and policies. Exceptions may only be granted when requested in writing, approved, and otherwise provided for by policy.

#### D. Public Meetings and ~~Special Events~~

1. Department Boards and Commissions will notify the Public Information Office of public meetings and coordinate to ensure all proper meeting notifications are made.
2. The Communications Director must be notified by the Warden, Center Supervisor, Program Administrator, or their designee before scheduling a Special Event. When Special Events occur, the Communications Director may notify the News Media. This notification will outline any specific guidelines such as photo opportunities for the event.

#### E. Media Advisories and Community Engagement

1. The Communications Director will issue media advisories when required by law, ~~or~~ Department ~~policy,~~ policy, ~~or~~ when beneficial to highlight a Special Event, or ~~to~~ advance the public's knowledge of the Department. All press releases must be approved by the Secretary or Chief of Staff and the appropriate Division Director prior to release.
2. All publications prepared by the Department that advance the public's knowledge of the various programs, services, and events within the Department, will be made available to the public through the Department's public website or social media pages. The Department ~~uses may use~~ social media to make the public aware of events, critical incidents, updates regarding institutional emergencies, and career opportunities within the Department.

a. Examples of such publications include newsletters, monthly reports, annual reports, and informational brochures. ~~To assist in developing public awareness and transparency, the~~ Communications Director may identify publications and reports ~~which that~~ should follow a consistent style ~~to assist in developing public awareness and transparency.~~

~~b. The Communications Director is responsible for receiving and responding to interview requests and questions from the News Media. The Communications Director will work with the Secretary, or Chief of Staff, and other appropriate DOC leadership to consider requests, and determine the most appropriate response.~~

#### ~~F. Release of Offender Information~~

~~1. All requests for Offender Records, excluding requests related to litigation (subpoenas, court orders, discovery, etc.), medical and mental health records must be coordinated through the Public Information Office. Any request received at DOC facilities/offices should be forwarded to the Public Information Office. Requests from a member of the Board of Corrections or their staff should be answered by the DOC employee receiving the request.~~

~~a. Under FOIA, the DOC must supply documents that are not exempt immediately if they are readily available. If requested records are in active use or storage, the DOC must make every reasonable effort to supply disclosable documents, after redacting information not disclosable, within three (3) business days (unless a longer timeframe is agreed to in advance with the requestor). Pursuant to guidance contained within Arkansas Attorney General Opinion No. 2015-095, disclosable records within the eOMIS are considered to be in storage.~~

### **IV. DISCLOSABLE AND UNDISCLOSABLE INFORMATION FOR OFFENDERS:**

#### A. Release of Offender Information

1. All requests for Offender Records, excluding requests related to litigation (subpoenas, court orders, discovery, etc.), medical records, and mental health records must be coordinated through the Public Information Office. Any request received at Department facilities or offices should be forwarded to the Public Information Office. Requests from a member of the Board of Corrections or their staff should be answered promptly by the Department employee receiving the request.

2. Under FOIA, the Department must supply documents that are not exempt immediately if they are readily available.

a. If requested records are in active use or storage, the Department must make every reasonable effort to supply disclosable documents after redacting any information contained in the record that is not disclosable within three (3) business days (unless a longer timeframe is agreed to in advance with the requestor).

b. Pursuant to guidance contained within Arkansas Attorney General Opinion No. 2015-095, disclosable records within the eOMIS are considered to be in storage

#### A.B. Division of Community Correction (ACC)

1. Offender Records ~~must cannot~~ be released or disclosed to ~~the public~~, Offenders, ~~or~~ their attorneys, ~~or the public~~ except as provided by this Secretarial Directive ~~or any~~; administrative rules, state law, ~~and~~ federal laws, or ~~by~~ court orders.

2. The following ~~are disclosures of information are not NOT~~ permitted:

a. Disclosure of the location of an Offender housed in an ACC facility where individuals are participating in drug, ~~and~~ alcohol, or mental health programs.

b. Allowing access to or providing an Offender with another Offender's records or any information contained therein.

c. Disclosure of Offender medical, or mental health information, except to authorized contacts.

- ~~— Disclosure of Offender identification numbers for Offenders on probation and parole; and~~
- d. Disclosure of information by anyone besides the Communications Director or his/her their designee.;
- e. ~~Disclosure of information by anyone besides the Communications Director or his/her designee.~~
3. Offender Records that are disclosable while housed in an ACC facility include:
- Offender's name, aliases, Offender identification number, photograph, physical description, date of birth, date of death, age, race, and gender;
  - Dates of confinement;
  - Facilities of confinement, work assignments, and program participation (unless it involves drug ~~and~~ alcohol, or mental health program participation);
  - Current offenses, sentences, sentence dates, counties of conviction, case numbers, total time to serve, parole/transfer eligibility date, movements, and behavior;
  - Prior confinement, offenses, sentences, sentence dates, counties of conviction, case numbers, movements, behavior, and parole/clemency history, including dates of release and dates of return to ACC or ADC;
  - Current & previous detainers;
  - Furlough history; ~~and~~
  - Escape history;
4. Offender Records that are disclosable while s—on probation or parole ~~disclosable information~~ include:
- Offender's name, aliases, Offender identification number, photograph, physical description, date of birth, date of death, age, race, and gender;
  - Dates of supervision;
  - Office of supervision and program completion while under supervision (unless it involves drug and alcohol or mental health program participation);
  - Current supervision details including ~~Supervision:~~ offenses, sentences, sentence dates, counties of conviction, case numbers, total time to serve on supervision, revocation history, transfers, adherence to conditions of release and behavior;
  - Prior supervision details: including offenses, sentences, sentence dates, counties of conviction, case numbers, transfers, adherence to conditions of release, clemency history, including dates of release and dates of return to ACC or ADC;
  - ~~f.—~~ Detainers;
  - ~~g.f.—~~
  - ~~h.g.—~~ Furloughs; ~~and~~
  - ~~i.h.—~~ Escape history;
5. In addition to information listed in the previous section regarding the release of an Offender Record, the ACC is required by Arkansas law to post on its public website the following records of parolees and probationers who have absconded supervision or have an active warrant issued for evading supervision; ~~is required by Arkansas law to post on its public website the following records of parolees and probationers who have absconded supervision or have an active warrant issued for evading supervision;~~
- Any suspended sentences and their terms, if known;



- b. A complete summary of felony convictions and sentences to the extent known by ACC;
  - c. Risk Assessments scores completed after April 1, 2015, including the name of the state agency conducting the assessment, the date the assessment was conducted, and the level of the assessment;
  - d. Any known aliases of the Offender;
  - e. Most recent photograph;
  - f. Any in-state or out-of-state orders of protection or no-contact orders known to ACC;
  - g. All major disciplinary violations and the date of their disposition that occurred while the Offender was incarcerated;
  - h. Any programs completed and their dates while under ACC supervision;
  - i. A list of previous revocation offenses while on probation or parole and date of revocation; ~~and~~
  - j. Any court-generated records posted will be electronic copies of the actual court documents. If included in the documents, victim information must be redacted prior to posting on the public website.
6. ~~In addition to the information outlined in the above sections, information from an~~ Information additional to the section above from an Offender's ~~Record~~ Record may be released to or viewed by the following:
- a. Criminal justice agencies, social services, and other governmental authorities unless state or federal law prohibits such disclosure;
  - b. Authorized personnel for research purposes; ~~and~~
  - c. An employee of the Bureau of Legislative Research in accordance with and subject to the limitations of A.C.A. § 12-27-113 (e)(5).
7. Access to an Offender's own record may be granted; ~~and/or~~ information from the record may be released to the Offender ~~and/or his or their~~ attorney as needed to resolve legitimate questions about the accuracy of information in the record or as required by the rules of discovery in pending litigation. The names of confidential informants and other sensitive or confidential information, in which the disclosure of any such information may ~~which might~~ cause harm to a ~~any~~ person, are exempt from disclosure except pursuant to court order.
8. The record's review request should be made in writing and should be acted upon within three (3) days. The Offender must state with specificity the information or parts of the case record to which access is requested, and the Offender's request must be supported by a showing of compelling need. The decision of the Center Supervisor or Area Manager or his/her designee to grant or deny the Offender's request is final. An Offender cannot have access to the records of another Offender. The record custodian must directly supervise the Offender during the record review and may limit the review to thirty (30) minutes. Offender reviews can be limited to one (1) review, per three (3) month period.

#### B.C. Division of Correction (ADC)

- ~~1.~~ Disclosure or inspection of information contained in Offender Records is prohibited unless authorized by this Secretarial Directive or by court order.

~~2.~~

~~3.1.~~

- ~~4.2.~~ The following disclosures of information are ~~not~~ NOT permitted:

- a. Allowing access to or providing an Offender with another Offender's records or any information contained therein;

- b. Disclosure of information related to the location of an Offender transferred under an Interstate Compact Agreement;
- c. Disclosure of inmate medical; or mental health information, except to authorized contactss; and
- d. Disclosure of information by anyone besides the Communications Director or his/hertheir designee.

~~5.3.~~ Except as authorized by ~~A Act 1265 of 2015 (Ark. Code Ann.C.A. § 12-27-145)~~, only the following information from an Offender Record may be released to the general public:

- a. Offender's name, aliases, Offender identification number, photograph, physical description, date of birth, age, race, and gender;
- b. Date(s) of incarceration;
- c. Facilities of confinement, work assignments, and program participation (unless it involves drug, and/or alcohol, or mental health program participation);
- d. ~~C~~The following information regarding current incarceration information such as: offenses, sentences, sentence dates, counties of conviction, case numbers, total time to serve, parole/transfer eligibility date, movements, and behavior;
- e. ~~The following information regarding P~~prior incarceration information such as: offenses, sentences, sentence dates, counties of conviction, case numbers, movements, behavior, and parole/clemency history, including dates of release and dates of return to ADC; and
- f. Detainers.

~~f.~~—

~~6.4.~~ Information additional to the section above from an inmate's record may be released to or viewed by the following:~~In addition to the information outlined in the above sections, information from an Offender's Record may be released to or viewed by the following:~~

- a. Criminal justice agencies, social services, and other governmental authorities unless state or federal law prohibits such disclosure;
- b. Authorized personnel for research purposes; and
- c. An employee of the Bureau of Legislative Research in accordance with and subject to the limitations of A.C.A. § 12-27-113 (e)(5).

~~7.5.~~ Access to an Offender's own record may be granted, ~~or and~~ information from the record may be released to the Offender and/or or their his attorney as needed to resolve legitimate questions about the accuracy of information in the record or as required by the rules of discovery in pending litigation. ~~The names of confidential informants and other sensitive or confidential information, in which the disclosure of any such information may cause harm to a person, are exempt from disclosure except pursuant to court order. The names of confidential informants and other sensitive or confidential information, the disclosure of which might cause harm to any person, are exempt from disclosure except pursuant to court order.~~

~~8.6.~~ Upon the death of an inmateoffender, access to that inmate's-offender's medical or mental health information or records may be granted to a person designated by the inmate-offender to have access to such records in accordance with policies and procedures adopted by the Department, OC, or as required by state or federal law.

~~9.~~ An inmate will not be permitted to peruse his/hertheir file at will. A request for access to the institutional file or information contained therein must be made in writing to the Warden or his/hertheir designee; Offendersan inmate must list the information or parts of the file to which access is requested; and the inmate's-request must be supported by a showing of compelling need for access to their records. The decision of the Warden or their dhis/her designee to grant or deny the inmate's-Offender's request shall be final.



~~10.~~~~11.7.~~~~C.D.~~ -Arkansas Parole Board (APB)

1. The APB may restrict the release of hearing information or records consistent with state and federal laws or rules. Such restrictions will be communicated by the APB Chair, or a designee of the Chair, to the Communications Director.
  - a. No employee may release APB Public Records to inmates, media, or the general public unless authorized by APB policy or in writing by the Chair or the Board Administrator.
  - b. All requests for APB records and responses will be coordinated through the Board Administrator, who should be contacted immediately upon receipt of a request.
  - c. The Board Administrator shall make the Communications Director aware of Public Record/FOIA requests.

V. **ATTACHMENTS:**

Attachment 1. Offender Consent for Photograph/Interview Form



## OFFICE OF THE SECRETARY

1302 Pike Avenue, Suite C  
 North Little Rock, Arkansas 72114  
 Phone: (501) 682-3309 | Fax: (501) 534-3958  
 DOC.ARKANSAS.GOV

### OFFENDER CONSENT FOR PHOTOGRAPH/INTERVIEW FORM

THE UNDERSIGNED DOES HEREBY CONSENT TO BE PHOTOGRAPHED ~~AND/OR~~  
 INTERVIEWED BY:

\_\_\_\_\_

\_\_\_\_\_

FOR THE EXCLUSIVE PURPOSE OF:

\_\_\_\_\_

\_\_\_\_\_

The photographs may include filming of any kind, and the interview may include a recording thereof. The undersigned consents and authorizes that any such photographs or interview material may be utilized by:

\_\_\_\_\_

\_\_\_\_\_

FOR THE AFOREMENTIONED PURPOSE.

Furthermore, the undersigned does hereby release and does hold harmless the Department of Corrections, its agents, and employees, from any, and all claims based on the use of said material. The above consent is given by me freely and voluntarily without any promises, threats, or duress.

Offender First & Last Name \_\_\_\_\_

PRINTED

~~ADDOC~~

#

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_



**ARKANSAS DEPARTMENT OF CORRECTIONS**  
**Division of Correction – Director's Office**

6814 Princeton Pike  
Pine Bluff, Arkansas 71602  
Phone: (870) 267-6200 | Fax: (870) 267-6244

## ADMINISTRATIVE DIRECTIVE

**SUBJECT:** Inmate Footwear

**NUMBER:** 2022-14

**SUPERSEDES:** 10-36

**APPLICABILITY:** Wardens, Commissary Store Operators, Property Officers & Inmates

**REFERENCE:** AR 841 Inmate Property Control, AD Inmate Property Control

**PAGE:** 1 of 2

**APPROVED:** Original signed by Director Dexter Payne    **EFFECTIVE DATE:** 8/26/2022

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### **I.     POLICY:**

It is the policy of the Arkansas Division of Correction (ADC) is to ensure that all inmates have footwear that is appropriate to uniform appearance and is properly marked for security and property inventory purposes.

### **II.    DEFINITIONS:**

- A. Brogans. Leather work boots issued by the ADC.
- B. Soft Soled Shoes. Canvas shoes from a source approved by the Purchasing/Procurement Division of Administrative Services for distribution to inmates.
- C. Medical Issue. Shoes prescribed through the medical authority, purchased, and issued by Medical Services.
- D. Tennis Shoes. Approved athletic/tennis shoes purchased through an inmate commissary of the ADC.

### **III.   PROCEDURE:**

- A. All inmates entering the custody of the ADC will be issued one (1) pair of soft-soled shoes. These shoes may be replaced when the inmate brings the worn or damaged pair to the clothing room or other approved outlet at the Unit. Each replacement will be logged. Unduly frequent replacements may result in disciplinary action against the inmate for abuse of state property.
- B. All inmates who are assigned to outside duties, or job assignments, which place them at risk of foot injury, will be issued brogans.

- C. If appropriate, specialized shoes worn at the time of commitment into the ADC by inmates with serious medical problems may be designated as medical issue. If the inmate has a serious foot abnormality, the ADC medical provider may prescribe medical issued footwear, which may be modified brogans, soft-soled shoes, or other footwear appropriate to the medical need.
- D. Medically prescribed tennis shoes may be worn on any job assignment, except those areas where footwear is restricted for security reasons or by the work supervisor for safety reasons, which require brogans or other state issued footwear.
- E. Tennis shoes may only come into the ADC through the inmate commissaries. Only white tennis shoes may be sold in the inmate commissaries, and the brand and style must have the prior approval of the Deputy Director for Institutions. All tennis shoes sold will be notched in the heel at the time of sale and may be otherwise marked for identification. In no case will tennis shoes with a value in excess of eighty dollars (\$80) be sold in the commissaries.
- F. All tennis shoes must be listed on the Personal Property List of the inmate.
- G. Any shoes not properly marked and listed on the inmate's Personal Property List will be contraband. Possession of contraband is subject to disciplinary action, and the contraband is to be disposed of in accordance with the Administrative Directive governing Inmate Property Control.
- H. Inmates discharged from the ADC will wear tennis shoes. If they do not possess tennis shoes, shoes will be issued from donations. If no appropriate shoes are found in donations, soft-soled shoes issued by the Division may be worn.



PO Box 8707  
Pine Bluff, AR 71611-8707  
Phone: 870-267-6200  
Fax: 870-267-6244  
[www.adc.arkansas.gov](http://www.adc.arkansas.gov)



ARKANSAS DEPARTMENT OF CORRECTIONS  
Division of Correction – Director's Office

ADMINISTRATIVE DIRECTIVE

Pine Bluff, Arkansas 71602

Phone: (870) 267-6200 | Fax: (870) 267-6244

SUBJECT: Inmate Footwear

NUMBER: 2022- 10-36-  
02-14

SUPERSEDES: 10-36

APPLICABILITY: -Wardens, Pen-Commissary Store Operators,  
Property Officers & Inmates

REFERENCE: AR 841 -Inmate Property Control, AD Inmate Property Control  
PAGE 1 of 2

PAGE: 1 of 2

APPROVED: Original signed by Ray Hobbs, Director  
EFFECTIVE DATE: 12/24/2010

I. POLICY:

It is the policy of the Arkansas Division of Correction (ADC) is to ensure that all  
inmates have adequate footwear that is, appropriate to uniform appearance, and is  
properly marked for security and property inventory purposes.

II. DEFINITIONS:

A-

B-A. Brogans. -Leather work boots issued by the Arkansas Department of Correction.

~~C.B.~~ Soft Soled Shoes. -Canvas shoes from a source approved by the ~~Central Office~~ Purchasing/Procurement Division of Administrative Services for distribution to inmates.

~~D.~~ Medical Issue. —Shoes prescribed through the medical authority, purchased, and issued by Medical Services.

~~C.~~

~~E.~~

~~A.~~ Tennis Shoes. -Approved athletic/tennis shoes purchased through an inmate commissary of the ~~Arkansas Department of Correction~~.

F.D. \_\_\_\_\_

**III. PROCEDURE:**

- A. All inmates entering the custody of the ~~Arkansas Department of Correction~~ will be issued one (1) pair of soft-soled shoes. ~~These shoes may be replaced when the inmate brings the worn or damaged pair to the clothing room or other approved outlet at the Unit. Each replacement will be logged. Unduly frequent replacements may result in disciplinary action against the inmate for abuse of state property.~~
- B. All inmates who are assigned to outside duties, or job assignments, which place them at risk of foot injury, will be issued brogans.
- C. If appropriate, specialized shoes worn at the time of commitment into the ~~Department of Correction~~ADC by inmates with serious medical problems may be designated as medical issue. If the inmate has a serious foot abnormality, the ADC physician-medical provider may prescribe medical issued footwear, which may be modified brogans, soft-soled shoes, or other footwear appropriate to the medical need.
- D. Medically prescribed tennis shoes may be worn on any job assignment, except those areas where footwear is restricted for security reasons or by the work supervisor for safety reasons, which require brogans or other state issued footwear.
- E. Tennis shoes may only come into the ~~A Department of Correction~~ through the inmate commissaries. Only white tennis shoes may be sold in the inmate commissaries, and the brand and style must have the prior approval of the Deputy Director for Institutions. ~~All tennis shoes sold will be notched in the heel at the time of sale and may be otherwise marked for identification. In no case will tennis shoes with a value in excess of~~ eighty dollars (\$850) be sold in the commissaries.
- F. All tennis shoes must be listed on the Personal Property List of the inmate.
- G. Any shoes not properly marked and listed on the inmate's Personal Property List will be contraband. ~~Possession of contraband is subject to disciplinary action, and the contraband is to be disposed of~~ perin accordance with the ~~AD~~Administrative Directive governing Inmate Property Control policy.
- H. Inmates discharged from the ~~A Department of Correction~~ will wear tennis shoes. ~~If they do not possess tennis shoes, shoes~~ maywill be issued from donations. If no

appropriate shoes are found in donations, soft-soled shoes issued by the ~~Department~~ivision may be worn.

~~10-36~~

~~10Dec~~17





**ARKANSAS DEPARTMENT OF CORRECTIONS**  
**Division of Correction – Director’s Office**

6814 Princeton Pike  
Pine Bluff, Arkansas 71602  
Phone: (870) 267-6200 | Fax: (870) 267-6244

## ADMINISTRATIVE DIRECTIVE

**SUBJECT:** Health Care Co-Pay

**NUMBER:** 2022-15

**SUPERSEDES:** 10-04

**APPLICABILITY:** Inmates, Staff and Health Service Providers    **PAGE:** 1 of 5

**REFERENCE:** AR 893 Medical Co-Pay, AR 833 Health Services; American Correctional Association: Standards for Adult Correctional Institutions; AD Indigent Inmate Program; AD Inmate Grievance Procedure; AD Inmate Liens

**APPROVED:** Original Signed by Dexter Payne

**EFFECTIVE DATE:** 9/1/2022

### **I. POLICY:**

It is the policy of the Arkansas Division of Correction (ADC) to provide health care services (medical, dental, and mental health) to all inmates, which, at a minimum, meet reasonable and necessary health care needs. Upon entering the custody of the ADC, all inmates will be informed orally and in writing (Inmate Handbook, Kiosk, Medical) about how to access health care services.

It is the policy of the Board of Corrections (Board) to encourage responsible use of health care services by inmates, and to improve the quality of the services rendered. No inmate will be denied necessary health care services because of inability to pay.

### **II. DEFINITIONS:**

- A. Accidental Injury. An injury caused by an accident, such as a slip and fall, where the inmate was not involved in sports, recreation, or horseplay, and was not at fault nor involved in inappropriate or unsafe behavior at the time of the accident. The inmate will not be charged a Co-Pay.
- B. Assessment. A process performed by a Registered Nurse (RN), Advanced Practice Registered Nurse (APRN), or Physician to evaluate an inmate’s physical condition or need for medical attention.
- C. Chronic Care Clinic. A specific health care Encounter event for the purpose of monitoring long-term medical conditions or disabilities (e.g. diabetes, HIV, hepatitis, hypertension, heart disease, and tuberculosis).
- D. Chronic Condition(s). A health care complaint or problem that may or may not be related to a long-term medical condition or disability.

- E. Co-Pay. An amount set by the Board to be charged for inmate-initiated medical services.
- F. Emergency. A condition that is life threatening or could cause serious harm if not immediately addressed.
- G. Encounter. Any meeting with an inmate and a member of the medical Staff for the purposes of seeking medical attention or advice.
- H. Follow-Up. Any appointment initiated by the health care provider, subsequently to a previous examination or treatment.
- I. Health Service Provider. Refers to any health care organization, administrator, professional, paraprofessional or member of support Staff, whether employed by the Department, under contract to the Department or paid on a fee-for-service basis, providing health care services to inmates.
- J. Inmate-Initiated Services. Those services requested by an inmate, typically through Sick Call Request, but could include “walk-in” Encounters.
- K. Necessary Care. Treatment that, if not provided, will reasonably be expected to result in deterioration of a health condition or will result in permanent functional impairment or loss of function, or intractable pain.
- L. Preventive Care. Any service scheduled by infectious disease control or by the health care provider to maintain the health of the inmate population (e.g., intake physical examinations, eye examinations, scheduled dental hygiene, tuberculosis screening, PAP smears for females) and regularly scheduled recurrences of these services.
- M. Reasonable and Necessary. Means that any treatable problem which significantly impairs the functioning of the individual, and/or presents a risk of contagion to others, and/or which is likely to worsen or cause unnecessary suffering without treatment, will be evaluated and treated according to the current community and professional standards and practices of health care. Elective or cosmetic treatments or procedures are not included.
- N. Safeguarded Account Balance. Any balance of five dollars (\$5.00) or less that cannot be taken to satisfy a lien for health services Co-Pays.
- O. Staff. For the purposes of this policy, means any ADC or contract medical Staff.
- P. Walk In. An unscheduled Encounter with an inmate and a member of the medical Staff. This includes, but is not limited to, Emergency medical care, non-Emergency medical care, patient education, or distribution of medical supplies.

### **III. PROCEDURE:**

#### **A. Notification of Inmates**

1. All inmates received into the custody of the ADC will be informed of this policy and will be required to sign notice indicating awareness and understanding. The current Co-Pay amount is three dollars (\$3.00) but may be adjusted by the Board.
2. If an inmate signs the Co-Pay Notice Form (attachment) or an electronic copy when available, a Staff member will sign as witness. Should the inmate refuse to sign, the refusal will be noted, and two (2) Staff members will sign, date, and a copy will be placed in the inmate’s electronic record. Witnesses may not include other inmates.
3. The signed copy will be scanned into the electronic medical record.

4. Notice will be posted in all inmate living spaces, the law library, and bulletin boards as permitted by unit policy, advising inmates of the policy and procedures.

## B. Assessment of Fees

### 1. Some Services that do not Require a Co-Pay Fee:

- a. Initial Assessments during Intake;
- b. Routine testing during intake, discharge, or when medically indicated;
- c. Examinations due to a PREA incident or allegation;
- d. Intra-system transfer evaluations;
- e. Health care Staff initiated periodic physical examinations;
- f. Health care-initiated Follow-Up examinations;
- g. Examinations due to Accidental Injury;
- h. Emergency Services;
- i. Return from any out-count Gate Pass (court, furloughs, medical appointments, hospitalizations, administrative interviews, etc.).
- j. The processing of prescription renewals where an Encounter with the medical service provider is not required;
- k. Chronic Care Clinics. Includes only those conditions that health care Staff has determined to require periodic evaluations but does not include all Chronic Conditions.

For example, an inmate may have “chronic” pain from arthritis but may not need to be enrolled in a chronic care “clinic” for periodic medical monitoring/evaluation. Some Chronic Conditions need only to be addressed upon an inmate’s request for services and those requests are subject to a Co-Pay.

- l. Infirmary Ward;
- m. Preventive Care initiated by health care Staff, including Follow-Up treatments;
- n. Medications, x-rays, or laboratory tests initiated by health care Staff, or medical Encounters to review the results of tests with the inmate;
- o. Mental health services, substance abuse treatment or sex offender treatment;
- p. Pre-or post-natal care or labor and delivery; and
- q. Pre-lockup examinations required solely because the inmate is being locked up on investigative status for a reason other than an altercation or fight.

### 2. Some Services that Require a Co-Pay Fee:

- a. Each inmate-initiated request for health care services unrelated to a condition being followed in chronic care clinic.
- b. All initial contact with the contracted medical Provider due to fights, sports injuries or self-inflicted injuries not associated with mental illness;
- c. A pre-lockup examination required because the inmate was involved in a fight or altercation with another inmate(s) or Staff, including where chemical spray is used due to an inmate’s refusal to submit to restraints for movement;

- d. An Inmate-Initiated request for HIV testing beyond routine testing done as a result of intake, discharge, or when clinically indicated or that is more than once within twelve (12) months; and
- e. Inmates seen because of an Inmate-Initiated request for the continuance of expired medication orders or script renewals that are deemed no longer medically necessary by the contracted medical provider.

### 3. Examples of Assessment of Fees:

- a. An inmate is enrolled in Chronic Care Clinic for diabetes and places a sick call request for a refill of insulin or to have the inmate's blood sugar level checked; the inmate should not be charged a Co-Pay fee. If, however, the inmate submits a request for an unrelated condition, such as for a knee brace, the inmate should be charged a Co-Pay fee for the Encounter.
- b. An inmate is not enrolled in Chronic Care Clinic for hypertension but places a sick call request for a "headache;" the inmate should be charged a Co-Pay fee for the Encounter.
- c. An inmate is not enrolled in Chronic Care Clinic for hypertension, places a sick call request for a "headache," is subsequently determined to have high blood pressure and as a result of this Encounter, is enrolled in Chronic Care Clinic for hypertension; the inmate should be charged a Co-Pay fee for the initial Encounter, but not charged a Co-Pay fee for hypertension issues thereafter.

### C. Collection of fees

- 1. Upon completion of an inmate-initiated health care Encounter, the Co-Pay charges are posted to the inmate's account, and the balance in the account will not be reduced below the Safeguarded Account Balance of five dollars (\$5.00). Any amount not charged for health care services to the inmate's account due to a Safeguarded Account Balance will be set up as a Co-Pay lien to the inmate.
- 2. When an inmate who has a Co-Pay lien receives funds, those funds may be used to satisfy the Co-Pay lien.
- 3. "Christmas funds," "Gate Money," aid to indigent inmates, or other such funds provided by the state will not be taken to satisfy Co-Pay liens.
- 4. All Co-Pay liens or charges will be deducted before commissary charges are allowed when the balance of an inmate's trust fund account rises above the Safeguarded Account Balance of five dollars (\$5.00).
- 5. Out-of-state inmates housed in ADC facilities will be subject to the same Co-Pay guidelines as an Arkansas inmate; however, these inmates will not be charged for services required by Interstate Corrections Compact guidelines.

### D. Refund of fees

- 1. If an inmate feels that a charge has been incorrectly assessed for health services, a written or electronic request for a refund should be sent to the Unit Health Services Administrator or designee, who will review the charge and determine if a refund is due.
- 2. If the inmate is dissatisfied with the findings of the review of the Unit Health Services Administrator or designee, the inmate should then follow the established inmate grievance procedure.

**IV. ATTACHMENTS:**

Co-Pay Notice Form Offender Notice of Health Care Co-Pay



ARKANSAS DIVISION OF CORRECTION

ATTACHMENT

**CO-PAY NOTICE FORM**  
**OFFENDER NOTICE OF HEALTH CARE CO-PAY**

I understand that in accordance with the Arkansas Division of Correction **Administrative Directive on Health Care Co-Pay**, I will be charged applicable Health Care Co-Pay fees deducted from my offender account. The fee amount is currently three dollars (\$3.00) but may be adjusted by the Board of Corrections. Please refer to the **Administrative Directive on Health Care Co-Pay** or any future updates for a more in-depth description of “applicable” charges as some medical/dental services provided are not charged a Co-Pay fee.

I understand that if I have insufficient funds to cover the charge(s), the amount of the Co-Pay fee will be set up as an outstanding debt. Any subsequent funds deposited to my offender account will automatically have the outstanding debt deducted. All Co-Pay liens or charges will be deducted before commissary charges are allowed when the balance of the inmate trust fund account rises above the Safeguarded Account Balance of five dollars (\$5.00). Safeguarded Account Balance is any balance of five dollars (\$5.00) or less that cannot be taken to satisfy a lien for health services Co-Pay.

I’ve been afforded the chance to ask questions concerning the policy and I understand that no inmate will be denied **necessary** health care services because of inability to pay.

ADC #	Offender Name (Printed)	Offender Signature	Date
Witness Signature	Date	Witness Signature	Date



**ARKANSAS DEPARTMENT OF CORRECTIONS**  
**Division of Correction – Director's Office**

6814 Princeton Pike  
Pine Bluff, Arkansas 71602  
Phone: (870) 267-6200 | Fax: (870) 267-6244

## ADMINISTRATIVE DIRECTIVE

**SUBJECT:** —Health Care ~~Co-Pay~~Co-PayCo-Pay

**NUMBER:** 2022- 10-04  
09

**SUPERSEDES:** —10-0409-

**APPLICABILITY:** —All iInmates, Sstaff and Hhealth Sservice Pproviders  
546

**PAGE:** 1 of

**REFERENCE:** AR 893 -Medical ~~Co-Pay~~Co-PayCo-Pay, AR 833 Health Services; American  
Correctional Association: Standards –for Adult Correctional Institutions; AD  
Indigent Inmate Program; —AD Inmate Grievance Procedure; AD Inmate Liens  
**PAGE:** 1 of 6

**APPROVED:** Original signed by Ray Hobbs,  
Interim Director

**EFFECTIVE DATE:** 2/26/2010—

### **I. POLICY:**

It is the policy of the Arkansas Division of Correction (ADC) to provide health care services (medical, dental, and mental health) to all inmates, which, at a minimum, meet reasonable and necessary health care needs. Upon arrival to the entering the custody of the ADC, all inmates will be informed orally and in writing (Inmate Handbook, Kiosk, Medical) about how to access health care services.

It is the policy of  
It is policy of the Board of Corrections (Board) to to encourage responsible use of health care services by inmates, and to improve the quality of the services rendered. —No inmate will be denied necessary health care services because of inability to pay.

### **II. DEFINITIONS:**

A. A.—Accidental Injury. An injury caused by an accident, such as a slip and fall, where the inmate was not involved in sports, recreation, or horseplay, and was not at fault nor involved in inappropriate or unsafe behavior at the time of the accident. The inmate will not be charged a ~~Co-Pay~~Co-Pay.

B. AssessmentAssessment. —A process performed by anda Registered Nurse (RN), Advanced Practice Registered Nurse (APRN), or Physician to evaluate an inmate's physical condition or need for medical attention.

~~A.C.~~ Chronic Care Clinic. is a A specific health care ~~encounter~~Encounter event for the purpose of monitoring long-term medical conditions or disabilities. (e.g. —Examples include diabetes, HIV, hepatitis, hypertension, heart disease, and tuberculosis). It does not include all chronic conditions, but only those conditions that health care staff has determined to require periodic evaluations. For example, an inmate may have “chronic” pain from arthritis but may not need to be enrolled in a chronic care “clinic” for periodic medical monitoring/evaluation. Some chronic conditions need only to be addressed upon an inmate’s request for services and those requests are subject to co-pay.

~~D. B.~~ Chronic Condition(s). is A health care complaint or problem that may or may not be related to a long-term medical condition or disability.

~~B.E.~~ C. Co-Pay. An amount is the amount set by the Board of Corrections to be charged for inmate-initiated medical services. That amount is currently three dollars (\$3.00) but may be adjusted by the Board of Corrections.

~~D.~~ Emergency. is a A condition that is life threatening or could cause serious harm if not immediately addressed.

F.

~~C.G.~~ Encounter. Any meeting with an inmate and a member of the medical Staff for the purposes of seeking medical attention or advice.

~~E.~~ Follow-Up. ~~Refers to a~~Any appointment initiated by the health care ~~staff~~ provider, subsequently to a previous examination or treatment.

H.

~~D.~~ Health Service Provider. Refers to any health care organization, administrator, professional, paraprofessional or member of support ~~Staff~~Staff, whether employed by the Department, under contract to the Department or paid on a fee-for-service basis, providing health care services to inmates.

I.

E.

~~F.~~ Inmate-Initiated Services. are ~~t~~Those services requested by an inmate, typically through Sick Call Request, but could include “walk-in” ~~encounter~~Encounters.

~~F.J.~~

~~G.K.~~ G. Necessary Care. is ~~t~~Treatment that, if not provided, will reasonably be expected to result in deterioration of a health condition or will result in permanent functional impairment or loss of function, or intractable pain.



L. H. — Preventive Care. is a Any service scheduled by infectious disease control or by the health care provider to maintain the health of the inmate population. (e.g., —Examples include— intake physical examinations, eye examinations, scheduled dental hygiene, tuberculosis screeningtesting, PAP smears for females); and regularly scheduled recurrences of these services.

M. Reasonable and Necessary. Means that any treatable problem which significantly impairs the functioning of the individual, and/or presents a risk of contagion to others, and/or which is likely to worsen or cause unnecessary suffering without treatment, will be evaluated and treated according to the current community and professional standards and practices of health care. Elective or cosmetic treatments or procedures are not included.

NL. Injury from accident refers to an injury caused by an accident, such as a slip and fall, where the inmate was not involved in sports, recreation, or horseplay, and was not at fault nor involved in inappropriate or unsafe behavior at the time of the accident. The inmate will not be charged a

co-pay.

J. —Safeguarded Aaccount Bbalance. is a Any balance of five dollars (\$5.00) or less that cannot be taken to satisfy a lien for health services co-payCo-PayCo-Pays.

OM. StaffStaff. For the purposes of this policy, means any ADC or contract medical StaffStaff.

-PN. -Walk In. An unscheduled Encounter with an inmate and a member of the medical Staff. This includes, but is not limited to, Emergency medical care, non-Emergency medical care, patient education, or distribution of medical supplies.

### **III. —PROCEDURE:**

#### **A. —Notification of Inmates**

1. Notice will be posted in all inmate living spaces, the law library, and bulletin boards as permitted by unit policy advising inmates of the policy and procedures.

1. All inmates, upon received inpt to the custody of the Each new commitment or violator returned to the Arkansas Division of Correction (ADC) will be informed of this co-pay policy during intake orientation and will be and will be required asked to sign and date thea Coo-Ppay n-Nnotice (Attachment A) indicating awareness and understanding of the policy. The current Co-PayCo-Pay amount is currently three dollars (\$3.00) —but may be adjusted by the Board.

2. If an inmate signs a the hard copy of the Co-PayCo-Pay Notice Form (attachment) or an electronic copy when available, One (1) ADC employee or one (1) contract staffa StaffStaff member —will sign as witness the co-signing of the Coo-Ppay Nnotice Fform.

~~Should the inmate refuse to sign, the form, the refusal will be noted, and two (2) witnesses will sign. Staff members will sign, and date, and a copy will be placed in the inmate's electronic record. the form. -Witnesses may not include other inmates.~~

3. The signed copy will be scanned into the electronic medical record.

2. Notice will be posted in all inmate living spaces, the law library, and bulletin boards as permitted by unit policy, advising inmates of the policy and procedures.

—

—

—

4.

3.

~~One witness will co-sign the co-pay notice form. Should the inmate refuse to sign the form, the refusal will be noted, and two witnesses will sign and date the form. Witnesses may include any division or contract staff but may not include other inmates.~~

~~The signed copy will be placed in the inmate's Health Record under the "CORRESPONDENCE" section/tab or scanned into the electronic medical record.~~

4.

#### B. AssessmentAssessment of Fees.

1. Some Services that do not Require a Co-PayCo-Pay Fee:  
There is no co-pay for:

a. —Initial assessmentAssessments during receptionIntake;

b. Routine testing during intake, discharge, or when medically indicated;

c. Examinations due to a PREA incident or allegation;

—Intra-system transfer evaluations;

d.

—Health care staffStaffStaff initiated periodic physical examinations;

e.

f. —Health care-initiated Follow-Up examinations; and,

g. —Examinations due to Accidental Injury; accidents that did not result from the inmate's participation in sports, recreation, or horseplay, nor inappropriate or unsafe behavior or action;

h. —or eEmergencyEmergency Sservices;

- i. Return from any out-count Gate Pass (court, furloughs, medical appointments, hospitalizations, administrative interviews, etc.).
- j. The processing of prescriptions renewals including visits to reorder medications or renew prescriptions, or similar requests where, at the discretion of the health care provider, these actions can be addressed where an encounter with the medical service provider is not required;:-
- k. Chronic Care Clinics. Includes only those conditions that health care Staff has determined to require periodic evaluations; ;but does not include all chronic condition  
Chronic Conditions.

For example, an inmate may have “chronic” pain from arthritis but may not need to be enrolled in a chronic care “clinic” for periodic medical monitoring/evaluation. Some chronic condition Chronic Conditions need only to be addressed upon an inmate’s request for services and those requests are subject to a Co-PayCo-Pay.:-

- l. Infirmery Ward or hospital care;:-
- m. Preventive Care initiated by health care Staff, including Follow-Up treatments;:-
- n. Medications, x-rays, or laboratory tests initiated by health care Staff, or medical encounter Encounters to review the results of tests with the inmate;:- Medical encounters such as this are considered follow-up visits or visits initiated by the health care staff;:-
- o. Mental health services, substance abuse treatment or sex offender treatment;:-
- p. Pre-or post-natal care or labor and delivery;:- and  
—Pre-lockup examinations required solely because the inmate is being locked up on investigative status for a reason other than an altercation or fight. ;

except There is a co-pay for the initial medical service required because an inmate was involved in a fight or altercation.

- a. There will be a co-pay for each inmate initiated request for health care services unrelated to a condition being followed in chronic care clinic. The following are examples:
- b. —
- c. Example #1. — An inmate is enrolled in chronic care clinic for diabetes and places a sick call request for a refill of insulin or to have the inmate’s blood sugar level checked; the inmate should not be charged a co-pay fee. — If, however, the inmate submits a request for an unrelated condition, such as for a knee brace, the inmate should be charged a co-pay fee for the encounter.
- d. —
- e. Example #2. — An inmate is not enrolled in chronic care clinic for hypertension but places a sick call request for a “headache;” the inmate should be charged a co-pay fee for the encounter.
- f. —
- g. Example #3. — An inmate is not enrolled in chronic care clinic for hypertension, places a sick call request for a “headache,” is subsequently determined to have high blood pressure and as a result of this encounter, is enrolled in chronic care clinic for

hypertension; the inmate should be charged a co-pay fee for the initial encounter, but not charged a co-pay fee for hypertension issues thereafter.

h.

q.

## 2. Some There is a Services that Require a eCo-pPay fFee for:

a. Each inmate-initiated request for health care services unrelated to a condition being followed in chronic care clinic.

b. Each initial contact with the contracted medical Provider health care services due to fights, sports injuries or self-inflicted injuries not associated with mental illness;

c. Any pre-lockup examinations required because the inmate was involved in a fight or altercation with another inmate(s) or staffStaffStaff, including where chemical spray is used due to an inmate's refusal to submit to restraints for movement will result in a co-pay fee;

however, no co-pay will be charged for pre-lockup examinations required solely because the inmate is being locked up on investigative status for a reason other than an altercation or fight.

a.

There will be a co-pay fee for aAny inmate-initiated request for HIV testing beyond routine testing done as a result of intake, discharge, or when clinically indicated or that is more than once within twelve (12) months; and

b. beyond routine testing done as a result of intake, discharge, or when clinically indicated; and.

d.

—

—

There will be no charge for:

c. the processing of prescriptions including visits to reorder medications or renew prescriptions, or similar requests where, at the discretion of the health care provider, these actions can be addressed without an encounter. However, inmates seen because of an inmate-initiated request for the continuance of expired medication orders or script renewals that, which are deemed no longer medically necessary by the contracted medical provider.

## 3. Examples of AssessmentAssessment of Fees:

1. will be charged a co-pay.

2. There will be no charge for Chronic Care Clinics.

3. There will be no charge for infirmary or hospital care.

4. ~~There will be no charge for preventive care initiated by health care staff, including follow-up treatments.~~

5. ~~There will be no charge for medications, x-rays or laboratory tests initiated by health care staff, or medical encounters to review the results of tests with the inmate. Medical encounters such as this are considered follow-up visits or visits initiated by the health care staff.~~

6. ~~There will be no charge for mental health services, substance abuse treatment or sex offender treatment.~~

7. ~~There will be no charge for pre- or post-natal care or labor and delivery.~~

~~—An inmate is enrolled in Chronic Care Clinic for diabetes and places a sick call request for a refill of insulin or to have the inmate's blood sugar level checked; the inmate should not be charged a Co-PayCo-Pay fee. If, however, the inmate submits a request for an unrelated condition, such as for a knee brace, the inmate should be charged a Co-PayCo-Pay fee for the encounter.~~

~~—~~

a. ~~—~~

b. ~~An inmate is not enrolled in Chronic Care Clinic for hypertension but places a sick call request for a "headache;" the inmate should be charged a Co-PayCo-Pay fee for the encounter.~~

~~—An inmate is not enrolled in Chronic Care Clinic for hypertension, places a sick call request for a "headache," is subsequently determined to have high blood pressure and as a result of this encounter, is enrolled in Chronic Care Clinic for hypertension; the inmate should be charged a Co-PayCo-Pay fee for the initial encounter, but not charged a Co-PayCo-Pay fee for hypertension issues thereafter.~~

~~—~~

c. ~~—~~

~~—No inmate will be refused necessary health care due to inability to pay.~~

### C. Collection of fees

1. Upon completion of an inmate-initiated health care ~~contact~~~~encounter~~Encounter, the ~~eo-pay~~Co-PayCo-Pay charges are posted to the inmate's account, and the balance in the account will not be reduced below the ~~safeguarded account balance~~Safeguarded Account Balance of five dollars (\$5.00). Any amount not charged for health care services to the inmate's account due to a ~~safeguarded account balance~~Safeguarded Account Balance will be set up as a ~~eo-pay~~Co-PayCo-Pay lien to the inmate.
2. When an inmate who has a ~~eo-pay~~Co-PayCo-Pay lien receives funds, ~~from outside the system or from another inmate~~, those funds may be used to satisfy the ~~eo-pay~~Co-PayCo-Pay lien.
3. "Christmas funds," "Gate Money," ~~aid to indigent inmates~~, or other such funds provided by the state will not be taken to satisfy ~~eo-pay~~Co-PayCo-Pay liens. ~~Aid to indigent inmates will not be reduced.~~
4. All ~~eo-pay~~Co-PayCo-Pay liens or charges will be deducted before commissary charges are allowed when the balance of ~~an the~~ inmate's trust fund account rises above the ~~safeguarded account balance~~Safeguarded Account Balance of five dollars (\$5.00).
5. Out-of-state inmates housed in ADC facilities will be subject to the same ~~eo-pay~~Co-PayCo-Pay guidelines as an Arkansas inmate; however, these inmates will not be charged for services required by Interstate Corrections Compact guidelines.

### D. Refund of fees

1. If an inmate feels that a charge has been incorrectly assessed for health services, a written ~~or electronic~~ request for ~~a~~ refund ~~is to~~should be sent to the Unit Health Services Administrator ~~or designee~~, who will review the charge and determine if a refund is due.
2. If the inmate is dissatisfied with the findings of the ~~review of the~~ Unit Health Services Administrator ~~or designee~~, the inmate should then follow the established inmate grievance procedure.

## IV. ATTACHMENTS:IV. REFERENCES:

~~Co-Pay~~Co-Pay Notice Form Offender Notice of Health Care ~~Co-Pay~~Co-Pay  
~~Pay~~American Correctional Association: Standards for Adult Correctional Institutions

~~10-04~~

~~10Feb26~~



ARKANSAS DIVISION OF CORRECTION

ATTACHMENT

## CO-PAYCO-PAY NOTICE FORM OFFENDER NOTICE OF HEALTH CARE CO-PAYCO-PAY

I understand that in accordance with the Arkansas Division of Correction **Administrative Directive on Health Care Co-PayCo-Pay**, I will be charged **applicable** Health Care Co-PayCo-Pay fees deducted from my offender account. The fee amount is currently three dollars (\$3.00) but may be adjusted by the Board of Corrections. —Please refer to the **Administrative Directive on Health Care Co-PayCo-Pay** or any future updates for a more in-depth description of “applicable” charges as some medical/dental services provided are not charged a Co-PayCo-Pay fee.

I understand that if I have insufficient funds to cover the charge(s), the amount of the Co-PayCo-Pay fee will be set up as an outstanding debt. Any subsequent funds deposited to my offender account will automatically have the outstanding debt deducted. All Co-PayCo-Pay liens or charges will be deducted before commissary charges are allowed when the balance of the inmate trust fund account rises above the Safeguarded Account Balance of five dollars (\$5.00). Safeguarded Account Balance is any balance of five dollars (\$5.00) or less that cannot be taken to satisfy a lien for health services Co-PayCo-Pay.

I’ve been afforded the chance to ask questions concerning the policy and I understand that no inmate will be denied **necessary** health care services because of inability to pay.

ADC #	Offender Name (Printed)	Offender Signature	Date
-------	-------------------------	--------------------	------

Witness Signature	Date	Witness Signature
Date		



ATTACHMENT A

**CO-PAY  
NOTICE FORM  
OFFENDER  
NOTICE OF HEALTH  
CARE CO-PAY**

I understand that in accordance with the Arkansas Division of Correction **Administrative Directive on Health Care Co-Pay**, I will be charged applicable Health Care Co-Pay fees deducted from my offender account. The fee amount is currently three dollars (\$3.00) but may be adjusted by the Board of Corrections. Please refer to the **Administrative Directive on Health Care Co-Pay** or any future updates for a more in-depth description of “applicable” charges as some medical/dental services provided are not charged a co-pay fee.

I understand that if I have insufficient funds to cover the charge(s), the amount of the co-pay fee will be set up as an outstanding debt. Any subsequent funds deposited to my offender account will automatically have the outstanding debt deducted. All co-pay liens or

I've been afforded the chance to ask questions concerning the policy and I understand that no inmate will be denied **necessary** health care services because of inability to pay.

\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Offender No. \_\_\_\_\_ Offender  
Name (Print) \_\_\_\_\_ Offender  
Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness Signature  
Date \_\_\_\_\_

Witness Signature  
Date \_\_\_\_\_



**ARKANSAS DEPARTMENT OF CORRECTIONS**  
**Division of Correction – Director’s Office**

6814 Princeton Pike  
Pine Bluff, Arkansas 71602  
Phone: (870) 267-6200 | Fax: (870) 267-6244

## **ADMINISTRATIVE DIRECTIVE**

**SUBJECT:** Inmate Name Changes

**NUMBER:** 2022-16

**SUPERSEDES:** 13-115

**APPLICABILITY:** To all Employees and Inmates    **Page:** 1 of 3

**REFERENCE:** A.C.A. §§ 9-2-101 and 102; AD Management of Institutional Files

**APPROVED:** Director Dexter Payne

**DATE:** 9/19/2022

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### **I. POLICY:**

- A. It is the policy of the Arkansas Division of Correction (ADC) that inmate records and the clothing of the inmates reflect the committed name and changed names of those inmates who have legally changed their names (i.e., change evidenced by a court order).
- B. All financial obligations (court fees, transportation, fingerprinting, background checks, etc.) required for the purpose of an inmate’s request for a name change shall be borne by the inmate.

### **II. DEFINITIONS:**

- A. “AKA”. Means “also known as” and is when an inmate's name has been legally changed by the appropriate courts after incarceration.
- B. Commitment Name. The name recorded by the sentencing jurisdiction as the subject's name and indicated on the Sentencing Order.

### **III. PROCEDURES:**

- A. The records and the inmate clothing shall be identified by adding the changed name as an “AKA” following the committed name in the prison records after review and approval by the Unit Warden. Any security concerns due to obscene or controversial name changes that could affect or influence ADC daily operations negatively will be forwarded to the Director by the Warden/Work Release Center Supervisor for final approval before being placed on the inmate’s clothing.
- B. Notification of Name Changes. If a certified court order legally changing an inmate’s name is received at a Unit, the Records Supervisor will forward the court

order to the Centralized Record Office who will make the name change in the electronic offender record. Centralized Records staff will notify the Warden/Work Release Center Supervisor or designee whom shall be responsible for advising all areas within the Unit to add the legally changed name or “AKA” to their records as provided herein or by memo. The areas or appropriate supervisors include, but are not limited to:

1. Chief of Security
2. Unit Records Supervisor
3. Clothing Room Supervisor
4. Mail Room Supervisor
5. Count Room
6. Unit Classification Officer
7. Unit Commissary Officer
8. Unit Business Manager
9. Laundry Room Supervisor
10. Institutional Parole Officer
11. Unit Property Control Officer
12. Unit Visitation Clerk
13. Medical/Mental Health Staff

#### C. Records

1. The Unit Record’s Supervisor will be responsible for adding the “AKA” to the institutional files maintained by the records office.
2. The Commitment Name will remain as the primary name with the “AKA” being placed secondary on the appropriate documentation. For example, an inmate’s Commitment Name is Jane Doe and the legally changed name is Janie Bush, the name shall be listed in electronic offender record as Doe/Bush, Jane/Janie.
3. Records maintained in all areas by the ADC shall reflect the Commitment Name and “AKA” in conjunction with the inmate’s ADC number. These include but are not limited to:
  - a. Disciplinary Reports;
  - b. Lay-In Lists;
  - c. Classification Sheets; and
  - d. Mail Lists.

D. Clothing. All inmate clothing shall be marked for identification pursuant to existing procedures; however, the last name only within the new “AKA” shall be added below the inmate’s Commitment Name on the uniform.

#### E. Responsibilities of Staff and Inmates

1. If inmates are identified by staff using his or her Commitment Name, the inmate must recognize and respond to that name. Failure to comply may result in

disciplinary court action and/or the withdrawal of the “AKA alternative” upon approval of the appropriate deputy director.

2. Staff shall make an effort to use an inmate’s legally changed “AKA” name in all aspects of communication if it will not affect the security and good order of the institution.
3. Written correspondence directed to inmates by staff and correspondence directed to staff by inmates shall include both the Commitment Name and “AKA.”



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## ADMINISTRATIVE DIRECTIVE

**SUBJECT:** —Inmate Name Changes

**NUMBER:** —2022-13-115

**SUPERSEDES:** 13-11508-08

**APPLICABILITY:** —To all ~~E~~mployees and ~~I~~nmates **Page: 1 of 3**

**REFERENCE:** —Act 52 of 1989; ~~ACA 9-2-101 and 102;~~ U.S. District Court PB-C-86-199; ~~-AD Management of Institutional Files~~ **Page 1 of 3**  
~~ACA 9-2-101 and 102;~~  
~~U.S. District Court PB-C-86-199~~

**APPROVED:** ~~Original signed by Ray Hobbs~~

**DATE:**

~~11/22/2013~~

### **I. POLICY:**

#### **H.I.**

It is the policy of ~~T~~he ~~records of the~~ Arkansas Department ~~vision~~ of Correction (ADC) that inmate records and the clothing of the inmates ~~shall~~ reflect ~~both~~ the committed name and changed names of those inmates who have legally changed their names (i.e., change evidenced by a court order).

### **III. EXPLANATION:**

The records and the inmate clothing shall be identified by adding the changed name as an “AKA” following the committed name in the prison records after review by the Unit Warden. ~~Any concerns by the Warden will be forwarded to the Director for final approval before being placed on the inmate’s clothing.~~

All financial obligations (court fees, transportation, fingerprinting, background checks, etc.) required for the purpose of an inmate's request for a name change shall be borne by the inmate.

## **II. DEFINITIONS:**

- A. "AKA". Means "also known as" and is when an inmate's name has been legally changed by the appropriate courts after incarceration.
- B. Commitment Name. The name recorded by the sentencing jurisdiction as the subject's name and indicated on the Sentencing Order.

## **IV.III. PROCEDURES:**

~~A. Notification of Name Changes. If a certified court order legally changing an inmate's name is received at a Unit, the Records Supervisor will forward the court order to the Centralized Record Office who will make the name change in the electronic Offender Management Information System (eOMIS). Centralized Records staff will notify the Warden/Work Release Center Supervisor or designee whom~~

~~B.~~

~~C. When an inmate's name is legally changed, the Director or his or her designee shall notify the Warden/Center Supervisor. The Warden/Center Supervisor shall be responsible for advising all areas within the Unit to add the legally changed name or "AKA" to their records as provided herein or by appropriate administrative memoranda. The areas or appropriate supervisors. These include, but are not limited to:~~

~~D.A.~~

1. Chief of Security
2. Records Supervisor
3. Clothing Room
4. Mail Room Supervisor
5. Count Room
- ~~5.6.~~ Unit Classification Officer
7. Unit Commissary Officer/Bookkeeper
- ~~6.8.~~ Unit Business Manager
9. Laundry Room Supervisor
- ~~7.10.~~ Institutional Parole Officer
- ~~8.11.~~ Unit Property Control Officer
- ~~9.12.~~ Unit Visitation Clerk
- ~~-130.~~ Medical/Mental Health Staff

~~All areas will add the legally changed name or "AKA" to their records as provided herein or by appropriate administrative memoranda.~~

~~E.B.~~ Records

- ~~1. The Records Supervisor shall be responsible for adding the "AKA" to the~~The Unit Record's Supervisor will be responsible for adding the "AKA" to the institutional files maintained by the records office.
- ~~1.2.~~The Commitment Name will remain as the primary name with the "AKA" being placed secondary on the -appropriate documentation. For example, an inmate's Commitment Name is Jane Doe and the legally changed name is Janie Bush, the name shall be listed in eOMIS as Doe/Bush, Jane/Janie.
3. Records maintained in all areas by the department ADC in all areas shall reflect the Commitment Name and "AKA" in conjunction with the inmate's ADC number. These include but are not limited to:
  - a. -Disciplinary Reports;
  - b. Lay-In Lists;
  - c. -Classification Sheets; Aand
  - a.d. Mail Lists.
- ~~2. Persons who have their names changed while under parole/release supervision shall have their "AKA" added to records maintained as determined by appropriate administrative memoranda.~~

~~F.~~ Clothing.~~G.~~

- H.C. All inmate clothing shall be marked for identification pursuant to existing procedures; however, the last name only within the new "AKA" shall be added below the inmate's Commitment Name on the uniform, ~~subject to approval by the Director.~~

~~I.D.~~ Responsibilities of Staff and Inmates

1. If inmates are identified by staff using his or her Commitment Name, the inmate must recognize and respond to that name. ~~-Failure to comply may result in disciplinary court action and/or the withdrawal of the "AKA alternative" upon approval of the appropriate~~ assistant-deputy director.
2. Staff shall make ~~an~~ effort to use an inmate's legally changed "AKA" names in all aspects of communication, if it will not affect the security and good order of the institution.
3. Written correspondence directed to inmates by staff and correspondence directed to staff by inmates shall include both the Commitment Name and "AKA."







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## **ADMINISTRATIVE DIRECTIVE**

**SUBJECT:** Inmate Work Craft Program

**NUMBER:** 2022-17

**SUPERSEDES:** 2021-14

**APPLICABILITY:** All Employees and Inmates

**PAGE:** 1 of 4

**REFERENCE:** AR 841 Inmate Property Control; AD Tool Control; AD Inmate Property Control; AD Inmate Disciplinary Manual; AD Inmate Withdrawal Requests; and American Correctional Association Standards

**APPROVED:** Original signed by Dexter Payne

**EFFECTIVE DATE:** 9/20/2022

### **I. POLICY**

It shall be the policy of the Arkansas Division of Correction (ADC) to afford inmates the opportunity to make constructive use of leisure time by participating in approved work craft programs carried out under staff supervision, where available within institutions. All inmate activities should be regulated by written guidelines that define the activity's purpose and scope including program coordination and supervision, facilities and equipment, and activities initiated by inmates.

### **II. DEFINITIONS**

- A. Major Disciplinary Infraction. Violation(s) of the institutional rules, policy, and procedures that govern inmate conduct.
- B. Work Crafts. Activities such as leatherwork, crocheting, knitting, woodwork, artwork, string art, or other approved craft pursuits as approved by the Warden. No metal jewelry or electronic repair will be approved.
- C. Work Craft Supervisor (WCS). Staff member designated by the Warden to oversee the work craft program at the facility.
- D. Warden. For the purpose of this policy, means Warden or Work Release Center Supervisor.

### **III. PROCEDURES**

To the extent that institutional security permits, the Warden may authorize work craft activities. The Warden may designate a work craft area and hours of operation in which

authorized inmates may engage in certain activities under the supervision of the WCS or designee. In addition, the Warden may authorize work craft activities that may be performed in the inmate's living area. The number of work craft permits for certain activities may be limited.

#### **A. Eligibility Criteria**

1. To participate in the Work Craft Program, an inmate must not be determined to be a threat to the security and good order of institutional operations. The inmate must obtain a work craft permit that is approved by the WCS. In addition, the inmate must meet the following criteria:
  - a. Maintained Class I for a period of at least ninety (90) days;
  - b. No Major Disciplinary Infractions within ninety (90) days of application of work craft permit;
  - c. Must not have an institutional record that reflects a pattern of violent or assaultive behavior or trafficking of contraband; and
2. If a participant is found guilty of a Major Disciplinary Infraction, his/her work craft privileges will be revoked for a period of at least six (6) months. Upon completion of the six-month period, he/she may reapply for reinstatement of a work craft permit; however, the Warden must approve the reinstatement.

#### **B. Work Craft Materials and Supplies**

1. Inmates shall be permitted to use only those work craft materials and supplies authorized for use by the Warden or designee.
  - a. All materials and supplies must be ordered from a pre-approved vendor and authorized by the WCS. Payment to vendor shall include sales tax or use tax. Payment must be made in accordance with the Administrative Directive (AD) on Inmate Withdrawal Requests.
  - b. No materials or supplies may be given to other inmates or taken to an inmate's job assignment unless otherwise approved by the Warden.
  - c. No flammable, toxic, or caustic materials will be allowed.
  - d. All materials and supplies must remain in their original containers.
  - e. Inmates are prohibited from combining orders of materials, supplies, and tools with other inmates.
  - f. Inmate-to-inmate transfer of funds is prohibited regarding work craft.
2. All tools shall be maintained in accordance with the AD on Tool Control.
  - a. All Class A tools are only approved for use in designated work craft areas and shall be secured in an appropriate storage cabinet inaccessible to unauthorized persons. An inmate's use of a Class A tool must be under staff supervision and must be accounted for after each use.
  - b. All tools must be maintained on an inventory for each participant in the area where the tools are stored. The WCS must check this inventory at least monthly.

- c. All tools utilized must be marked with the inmate's ADC number.
  - d. Participants allowed to engage in work craft activities in their living areas may not utilize scissors other than the round-tipped safety type.
  - e. Lost, broken, or destroyed tools must be accounted for by the WCS in accordance with the AD on Tool Control.
3. If necessary, the participants are responsible for purchasing an approved storage box. The amount of tools/equipment will not exceed the amount that will fit into the approved storage area. Excess supplies and materials will be disposed of in accordance with the AD on Inmate Property Control.
  4. Lost or stolen work craft supplies, materials, tools, or finished products must be immediately reported to the WCS for investigation.
    - a. If the WCS 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.
  5. If an inmate is transferred to another facility, his/her work craft materials must accompany him/her along with personal property. If the new unit of assignment does not offer a work craft program, the materials and supplies will not be allowed and shall be disposed of in accordance with the AD on Inmate Property Control. If the new unit does have a work craft program, the Warden may increase his/her slots as necessary to allow the inmate to participate when transferred for institutional need.

### **C. Contracts and Sales**

1. The WCS shall ensure that no contract or sale is approved that may be detrimental to the security, discipline, or good order of the facility, or if it is likely to facilitate criminal activity. Inmates may not enter in a contract for the purchase of work craft products.
2. Before receiving a work craft permit, each participating inmate must sign an agreement stating the following:
  - a. May not sell, give away, loan, or sublet any work craft tools/equipment to other inmates;
  - b. They are accountable for all tools and equipment at all times;
  - c. If tools are stolen or missing, they must immediately report it to the WCS and Shift Supervisor and may be required to fill out a Report of Stolen Property form (attachment III);
  - d. Violation of any of the Work Craft rules will result in disciplinary action and revocation of permit and may result in a permanent revocation of permit; and
  - e. Inmates may not send work craft products out for resale.
3. Work Craft Supervisors are responsible for the following:
  - a. Ensuring that the Work Craft Purchase Agreement or appropriate contract has been properly filled out and signed by the appropriate parties;

- b. Providing the Business Manager with copies of receipts, contracts, and related money to be deposited;
  - c. Determining whether the item(s) being sent out is a legitimate sale;
  - d. Visually verifying that the item(s) has been completed as specified in the Work Craft Purchase Agreement or appropriate contract;
  - e. Signing and dating the Work Craft Purchase Agreement or appropriate contract upon the completion and delivery of the item(s); and
  - f. Retaining all Work Craft Purchase Agreements or appropriate contracts in accordance with the AD on Records Retention.
4. Finished work craft products shall be distributed through the WCS as approved by the Warden.
- a. Program participants desiring to mail items through the mailroom are responsible for all postage.
  - b. Items sent out during visitation will only be to persons on an inmate's approved visitation list.
  - c. Payments for items may only be made by money order or a cashier's check and must be made payable to the inmate's name and ADC #. No cash payments will be accepted.
5. The Warden may determine how often work craft displays may be held at the institution, based on space availability.
6. Work pursuant to a Work Craft Purchase Agreement will not be initiated until payment has been received in full.
7. Inmates will not be permitted to purchase work craft items for themselves or others.
8. Inmates may donate completed items to approved fundraisers, such as Paws in Prison. Such items may then be sold by the approved fundraiser. The proceeds of such sales are retained in full by the fundraiser.
9. Funds from sale of work craft products shall be receipted and credited to the inmate's account as described in procedures in the Accounting Control Procedures Manual.
10. The ADC is not responsible for the quality of work produced by an inmate participating in the work craft program. Any inmate who defaults on an agreement may have his or her work craft permit suspended or permanently revoked.

#### **IV. ATTACHMENTS**

- I. Work Craft Purchase Agreement
- II. Inmate Work Craft Agreement
- III. Report of Stolen Property



## Attachment I

## INMATE WORK CRAFT PURCHASE AGREEMENT

### UNIT \_\_\_\_\_

I, \_\_\_\_\_, request to have the following Work Craft item(s)  
(Print Name)

made by the inmate listed below. This item is for personal use only and is not intended for resale. My signature below indicates my commitment to purchase the item(s) and pay in full by cashier's check or money order, the amount listed below.

<u>ITEM(s)</u>	<u>COLORS</u>	<u>NAME ON ITEM &amp; SIZE</u>	
#1 _____			\$ _____
#2 _____			\$ _____
#3 _____			\$ _____
#4 _____			\$ _____
#5 _____			\$ _____
Total Price			\$ _____

\_\_\_\_\_  
Craft Card Type and Number

\_\_\_\_\_  
Signature of Work Craft Inmate and ADC #

\_\_\_\_\_  
Signature of Customer

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Agreement

\_\_\_\_\_  
Signature of Work Craft Supervisor

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Completion Date

\_\_\_\_\_  
Signature of Work Craft Supervisor



## Attachment II

### **DIVISION OF CORRECTION** **INMATE WORK CRAFT AGREEMENT**

I understand that I have thirty (30) days from the date that my work craft card was issued to place an order for work craft tools and materials from a pre-approved vendor. I understand that this request for materials must be submitted to the Work Craft Supervisor and approved by the Deputy Warden.

I understand that I may not sell, give away, loan, or sublet any of my craft tools and/or supplies to other inmates. I understand that I am required to purchase a combination lock that is key accessible, and sold at the Unit Commissary, which will be used to secure my tools and materials.

I understand that I am accountable for the workstation and Locker Box/Storage Cabinet assigned to me. I will clean my workstation before leaving the work craft area. I understand my Locker Box/Storage Cabinet is to be used only to store my work craft tools and materials, and it is not to be used to store personal property. I am aware that all supplies, tools, and crafts must fit in my Locker Box/Storage Cabinet. Any items which are too large for storage in my Locker Box/Storage Cabinet are subject to confiscation and will be disposed of in accordance with guidelines stated in the Inmate Property Control Administrative Directive. If my tools and/or materials are stolen, I will report the theft immediately to the Shift Supervisor and to the Work Craft Supervisor.

I understand that I must be active in my craft. If it is determined that I am not active in any way (i.e. no sales, no purchases, etc.) within a twelve (12) month timeframe, my work craft privileges may be revoked. I understand that violations of any work craft policies or procedures or any of the above rules may result in disciplinary action and/or revocation of my work craft privileges.

I, Inmate \_\_\_\_\_ ADC# \_\_\_\_\_, affirm the following:

1. I have read and understand this work craft agreement.
2. I have read and understand the current Administrative Directive governing Inmate Work Craft Programs.
3. I have received a copy of the \_\_\_\_\_ Unit Policy concerning the Inmate Work Craft Program.
4. I agree to abide by all rules, policies, and procedures.

\_\_\_\_\_  
Inmate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Work Craft Supervisor

\_\_\_\_\_  
Date



Attachment III

**DIVISION OF CORRECTION**  
**REPORT OF STOLEN PROPERTY**

Date: \_\_\_\_\_

To: \_\_\_\_\_ Chief Security Officer

Inmate Name: \_\_\_\_\_ ADC # \_\_\_\_\_

List Missing Property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Give a complete description of property and where property was last seen: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
Inmate Signature

\_\_\_\_\_

Staff Signature

200-25
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**ARKANSAS DEPARTMENT OF CORRECTIONS**  
**Division of Correction – Director's Office**

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## ADMINISTRATIVE DIRECTIVE

**SUBJECT:** -Inmate Work Craft Program

**NUMBER:** -202~~12~~-14

**SUPERSEDES:** ~~16-49~~2021-14

**APPLICABILITY:** -All Employees and Inmates \_\_\_\_\_ PAGE: 1 of 4

**REFERENCE:** AR 841 Inmate Property Control; AD Tool Control; ~~-AD Inmate Property Control; -AD Inmate Disciplinary Manual; AD Inmate Withdrawal Requests; and -American Correctional Association Standards~~ PAGE: 1 of 4

~~AD Tool Control;~~

~~AD Inmate Property Control;~~

~~AD Inmate Disciplinary Manual;~~

~~AD Inmate Withdrawal Requests; and~~

~~ACA Standards~~

**APPROVED:** Original Signed by Dexter Payne

**EFFECTIVE**

DATE: 8/5/2021

### **I. POLICY**

It shall be the policy of the Arkansas Division of Correction (ADC) to afford inmates the opportunity to make constructive use of leisure time by participating in approved work craft programs carried out under staff supervision, where available within institutions. All inmate activities should be regulated by written guidelines that define the activity's purpose and scope including program coordination and supervision, facilities and equipment, and activities initiated by inmates.

### **II. DEFINITIONS**

- A. Major Disciplinary Infraction. Violation(s) of the institutional rules, policy, and procedures that govern inmate conduct.
- B. Work Crafts. Activities such as leatherwork, crocheting, knitting, woodwork, artwork, string art, or other approved craft pursuits as approved by the Warden. No metal jewelry or electronic repair will be approved.
- C. Work Craft Supervisor (WCS). Staff member designated by the Warden to oversee the work craft program at the facility.

D. Warden. For the purpose of this policy, means Warden or Work Release Center Supervisor.

### **III. PROCEDURES**

To the extent that institutional security permits, the Warden may authorize work craft activities. The Warden may designate a work craft area and hours of operation in which authorized inmates may engage in certain activities under the supervision of the WCS or designee. In addition, the Warden may authorize work craft activities that may be performed in the inmate's living area. The number of work craft permits for certain activities may be limited.

#### **A. Eligibility Criteria**

1. To participate in the Work Craft Program, an inmate must not be determined to be a threat to the security and good order of institutional operations. The inmate must obtain a work craft permit that is approved by the WCS. In addition, the inmate must meet the following criteria:
  - a. Maintained Class I for a period of at least ninety (90) days;
  - b. No Major Disciplinary Infractions within ninety (90) days of application of work craft permit;
  - c. Must not have an institutional record that reflects a pattern of violent or assaultive behavior or trafficking of contraband; and
2. If a participant is found guilty of a Major Disciplinary Infraction, his/her work craft privileges will be revoked for a period of at least six (6) months. Upon completion of the six-month period, he/she may reapply for reinstatement of a work craft permit; however, the Warden must approve the reinstatement.

#### **B. Work Craft Materials and Supplies**

1. Inmates shall be permitted to use only those work craft materials and supplies authorized for use by the Warden or designee.
  - a. All materials and supplies must be ordered from a pre-approved vendor and authorized by the WCS. Payment to vendor shall include sales tax or use tax. Payment must be made in accordance with the Administrative Directive (AD) on Inmate Withdrawal Requests.
  - b. No materials or supplies may be given to other inmates or taken to an inmate's job assignment unless otherwise approved by the Warden.
  - c. No flammable, toxic, or caustic materials will be allowed.
  - d. All materials and supplies must remain in their original containers.
  - e. Inmates are prohibited from combining orders of materials, supplies, and tools with other inmates.
  - f. Inmate-to-inmate transfer of funds is prohibited regarding work craft.
2. All tools shall be maintained in accordance with the AD on Tool Control.

- a. All Class A tools are only approved for use in designated work craft areas and shall be secured in an appropriate storage cabinet inaccessible to unauthorized persons. An inmate's use of a Class A tool must be under staff supervision and must be accounted for after each use.
  - b. All tools must be maintained on an inventory for each participant in the area where the tools are stored. The WCS must check this inventory at least monthly.
  - c. All tools utilized must be marked with the inmate's ADC number.
  - d. Participants allowed to engage in work craft activities in their living areas may not utilize scissors other than the round-tipped safety type.
  - e. Lost, broken, or destroyed tools must be accounted for by the WCS in accordance with the AD on Tool Control.
3. If necessary, the participants are responsible for purchasing an approved storage box. The amount of tools/equipment will not exceed the amount that will fit into the approved storage area. Excess supplies and materials will be disposed of in accordance with the AD on Inmate Property Control.
  4. Lost or stolen work craft supplies, materials, tools, or finished products must be immediately reported to the WCS for investigation.
    - a. If the WCS 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.
  5. If an inmate is transferred to another facility, his/her work craft materials must accompany him/her along with personal property. If the new unit of assignment does not offer a work craft program, the materials and supplies will not be allowed and shall be disposed of in accordance with the AD on Inmate Property Control. If the new unit does have a work craft program, the Warden may increase his/her slots as necessary to allow the inmate to participate when transferred for institutional need.

### **C. Contracts and Sales**

1. The WCS shall ensure that no contract or sale is approved that may be detrimental to the security, discipline, or good order of the institution facility, or if it is likely to facilitate criminal activity. Inmates may not enter in a contract for the purchase of work craft products.
2. Before receiving a work craft permit, each participating inmate must sign an agreement stating the following:
  - a. May not sell, give away, loan, or sublet any work craft tools/equipment to other inmates;
  - b. They are accountable for all tools and equipment at all times;
  - c. If tools are stolen or missing, they must immediately report it to the WCS and Shift Supervisor and may be required to fill out a Report of Stolen Property form (attachment III);

- d. Violation of any of the Work Craft rules will result in disciplinary action and revocation of permit and may result in a permanent revocation of permit; and
  - e. Inmates may not send work craft products out for resale.
- 3. Work Craft Supervisors are responsible for the following:
  - a. Ensuring that the Work Craft Purchase Agreement or appropriate contract has been properly filled out and signed by the appropriate parties;
  - b. Providing the Business Manager with copies of receipts, contracts, and related money to be deposited;
  - c. Determining whether the item(s) being sent out is a legitimate sale;
  - d. Visually verifying that the item(s) has been completed as specified in the Work Craft Purchase Agreement or appropriate contract;
  - e. Signing and dating the Work Craft Purchase Agreement or appropriate contract upon the completion and delivery of the item(s); and
  - f. Retaining all Work Craft Purchase Agreements or appropriate contracts in accordance with the AD on Records Retention.
- 4. Finished work craft products shall be distributed through the WCS as approved by the Warden.
  - a. Program participants desiring to mail items through the mailroom are responsible for all postage.
  - b. Items sent out during visitation will only be to persons on an inmate's approved visitation list.
  - c. Payments for items may only be made by money order or a cashier's check and must be made payable to the inmate's name and ADC #. No cash payments will be accepted.
- 5. The Warden may determine how often work craft displays may be held at the institution, based on space availability.
- 6. ~~All persons desiring to purchase a work craft item(s) must sign the Work Craft Purchase Agreement (Attachment) or appropriate contract as approved by the Unit Work Craft Supervisor.~~ Work pursuant to a Work Craft Purchase Agreement will not be initiated until payment has been received in full.
- 7. Inmates will not be permitted to purchase work craft items for themselves or others.
- 8. Inmates may donate completed items to approved fundraisers, such as Paws in Prison. Such items may then be sold by the approved fundraiser. The proceeds of such sales are retained in full by the fundraiser.
- 9. Funds from sale of work craft products shall be receipted and credited to the inmate's account as described in Control and Deposit of Receipts, and Receipt of Inmate Funds at Unit Location procedures in the Accounting Control Procedures Manual.

10. The ADC is not responsible for the quality of work produced by an inmate participating in the work craft program. Any inmate who defaults on an agreement may have his or her work craft permit suspended or permanently revoked.

#### **IV. ATTACHMENTS**

- I. Work Craft Purchase Agreement
- II. Inmate Work Craft Agreement
- III. Report of Stolen Property



## Attachment I

## INMATE WORK CRAFT PURCHASE AGREEMENT

### UNIT \_\_\_\_\_

I, \_\_\_\_\_, request to have the following Work Craft item(s)  
(Print Name)

made by the inmate listed below. This item is for personal use only and is not intended for resale. My signature below indicates my commitment to purchase the item(s) and pay in full by cashier's check or money order, -the amount listed below.

<u>ITEM(s)</u>	<u>COLORS</u>	<u>NAME ON ITEM &amp; SIZE</u>	
#1 _____			\$ _____
#2 _____			\$ _____
#3 _____			\$ _____
#4 _____			\$ _____
#5 _____			\$ _____

Total Price    \$ \_\_\_\_\_

\_\_\_\_\_  
Craft Card Type and Number

\_\_\_\_\_  
Signature of Work Craft Inmate and ADC #

\_\_\_\_\_  
Signature of Customer

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Agreement

\_\_\_\_\_  
Signature of Work Craft Supervisor

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Completion Date

\_\_\_\_\_  
Signature of Work Craft Supervisor



## Attachment II

### **DIVISION OF CORRECTION** **INMATE WORK CRAFT AGREEMENT**

I understand that I have thirty (30) days from the date that my work craft card was issued to place an order for work craft tools and materials from a pre-approved vendor. I understand that this request for materials must be submitted to the Work Craft Supervisor and approved by the Deputy Warden.

I understand that I may not sell, give away, loan, or sublet any of my craft tools and/or supplies to other inmates. I understand that I am required to purchase a combination lock that is key accessible, and sold at the Unit Commissary, which will be used to secure my tools and materials.

I understand that I am accountable for the workstation and Locker Box/Storage Cabinet assigned to me. I will clean my workstation before leaving the work craft area. I understand my Locker Box/Storage Cabinet is to be used only to store my work craft tools and materials, and it is not to be used to store personal property. I am aware that all supplies, tools, and crafts must fit in my Locker Box/Storage Cabinet. Any items which are too large for storage in my Locker Box/Storage Cabinet are subject to confiscation and will be disposed of in accordance with guidelines stated in the Inmate Property Control Administrative Directive. If my tools and/or materials are stolen, I will report the theft immediately to the Shift Supervisor and to the Work Craft Supervisor.

I understand that I must be active in my craft. If it is determined that I am not active in any way (i.e. no sales, no purchases, etc.) within a twelve (12) month timeframe, my work craft privileges may be revoked. I understand that violations of any work craft policies or procedures or any of the above rules may result in disciplinary action and/or revocation of my work craft privileges.

I, iInmate \_\_\_\_\_ ADC# \_\_\_\_\_, affirm the following:

1. I have read and understand this work craft agreement<sub>5</sub>.
2. I have read and understand the current Administrative Directive governing Inmate Work Craft Programs.
3. I have received a copy of the \_\_\_\_\_ Unit Policy concerning the Inmate Work Craft Program<sub>5</sub>; and
4. I agree to abide by all rules, policies, and procedures.

\_\_\_\_\_  
Inmate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Work Craft Supervisor

\_\_\_\_\_  
Date



Attachment III

**DIVISION OF CORRECTION**  
**REPORT OF STOLEN PROPERTY**

Date: \_\_\_\_\_

To: \_\_\_\_\_ Chief Security Officer

Inmate Name: \_\_\_\_\_ ADC # \_\_\_\_\_

List Missing Property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Give a complete description of property and where property was last seen: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
Inmate Signature

\_\_\_\_\_

Staff Signature

200-25
--------





**ARKANSAS DEPARTMENT OF CORRECTIONS**  
**Division of Correction – Director's Office**

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Pine Bluff, Arkansas 71602  
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## ADMINISTRATIVE DIRECTIVE

**SUBJECT:** Inmate Access to Information Technology Acceptable Use

**NUMBER:** 2022-18

**SUPERSEDES:** 16-17

**APPLICABILITY:** All ADC Staff, Inmates, and Contract Employees

**REFERENCE:** AR 225 Employee Conduct Standards, AD Inmate Correspondence, AD Electronically Downloadable Devices (Media Player & Tablets)

**PAGE:** 1 of 4

**APPROVED:** Original Signed by Dexter Payne

**EFFECTIVE DATE:** 9/27/2022

### **I. POLICY:**

It is the policy of the Arkansas Division of Correction (ADC) that no inmate shall be permitted to access of any kind to any information technology equipment that is connected to the state network excluding secured computers or Thin Client “Dumb Terminals” used for the Law Library, Workforce Alliance for Growth in the Economy (WAGE), and QuickBooks applications. Inmate access to Information Technology Acceptable Use policy applies to all ADC personnel, contractors, volunteers, inmates, or others who may be authorized to utilize ADC Information Technology systems. Inmate access to School District and any other provided Information Technology system shall also comply with this policy. ADC management is responsible for enforcing compliance with this policy.

### **II. DEFINITIONS:**

- A. Access Code. A series of numbers and/or letters that allow access to a particular system.
- B. Closed or Peer-to-Peer Network. A network without state network or internet access that pertains to a small single group of computers.
- C. Computing Equipment. Includes all personal computers (PC's), terminals, printers, network equipment and other computer-related equipment (smart or cell phones, tablets, media players, smartwatches, speakers, laptops, thumb/flash drives, and other devices capable of storing computer files or software).
- D. Encryption Device. A device that converts information or data into a code designed to prevent unauthorized access.
- E. Media. Electronic music, photographs, and correspondence.
- F. Mobile Device. A small hand-held computing device, typically having a display screen with touch input and/or a miniature keyboard and may provide users with telephony capabilities (i.e., phones, tablets).

- G. Password. A string of characters that must be supplied by a user in order to gain full or partial access to a multiuser computer system or its data.
- H. QuickBooks. An accounting software application, used for inventory management and process controls.
- I. Software Key. A specific software-based key for a computer program that certifies that the copy of the program is original.
- J. Stand-Alone Computer. A computer that is not connected to any network and must not contain a working network interface card that are usually used for inmate use.
- K. Tethering. Sharing a mobile device's internet connection with other connected computers.
- L. Thin Client. A computer without a full operating system that runs from resources stored on a central server instead of a localized hard drive.
- M. Thumb Drive. A flash drive or USB stick used for storing and transferring computer data.
- N. User Account. An account that permits a person the ability to log onto a network or computer system to query, enter, modify, and retrieve data. Also known as Digital Identity.

### **III. PROCEDURES:**

#### **A. Information Technology:**

1. Appropriate Inmate Use of Information Technology. The ADC provides inmates access to management approved Information Technology resources and equipment where applicable. Access to these resources is necessary to complete job assignments, programs, and educational studies.
  - a. Access to a stand-alone computer.
  - b. Access to a Closed or Peer-to-Peer network.
  - c. Access to a Thin Client utilizing secured server resources.
  - d. Inmates must have an appropriate level of supervision while operating computing equipment.
  - e. There is limited computer systems available for use by inmates. Computers authorized for inmate use will be prominently labeled as such by the Job/Program Supervisor. The label should include:
    - i. Job and/or program name.
    - ii. This computer is for Inmate Use and must be SECURED at all times; and
    - iii. Label should be affixed to the monitor and computer cage.
2. Inappropriate Inmate Use of Information Technology: Inmates may not do any of the following:
  - a. Create, possess, maintain, or access any password protected personal use files;
  - b. Create, possess, maintain, or access any password protected agency use files excluding QuickBooks;
  - c. Interfere with the security or operation of computer systems;
  - d. Vandalize equipment, software, or hardware;

- e. Attempt to alter or gain access to unauthorized files or systems;
- f. Violate the rights of others by publishing or displaying any information that is defamatory, obscene, inaccurate, profane, or threatening;
- g. Knowingly transmit material, information, or software in violation of any local, state, or federal law;
- h. Conduct personal business or use the equipment in a manner not consistent with job/program;
- i. Install and/or play computer gaming software;
- j. Copy, view, or access to any pornographic or other obscene materials;
- k. Possess any Software Key or Access Codes;
- l. Tether;
- m. Access any non-approved mobile device;
- n. Possess an MP4 player without personalized hardcoded inmate name and ADC number; or
- o. Connect, or attempt to connect, an MP4 player to unauthorized hardware.

B. Privacy of Information.

Privacy of information is prohibited with regard to inmate use of information technology. All inmate use of technology equipment and resources shall be monitored and audited to ensure usage compliance. Inmates shall have no expectation of privacy during use or access of these resources.

C. Security

1. All common area PCs, switches, thin clients, controllers, Encryption Devices, and all other communications related equipment will be located in a locked closet or locked in a secured cage, free from inmate access. Keys for these locking mechanisms will be maintained and secured by the supervisor and/or key control.

Inmate accessible computers, Thin Clients, or other Computing Equipment shall NOT be installed or located in an office/area with a network accessible cable and/or a networked computer, printer, switch, modem, or other communications related equipment.

2. A lockbox for a network cable is not approved as an acceptable security mechanism. Inmate computers/devices may NOT be installed in an office with a lockbox secured network cable.
3. Inmates must have an appropriate level of supervision while operating computer and technology equipment.
4. Cages may only be unlocked by IT personnel or supervisors for repairs, for a length of time required to utilize a Thumb Drive or other removable media for a management approved process. At no time are inmates allowed to use/possess the key for secured computer cages. Supervisors are required to remain with the unlocked equipment until it has been secured.

5. Inmates are prohibited from possessing Thumb Drives or any other removable type recording media, excluding personalized secured MP4 players. USB extension cables or other type extensions shall NOT be used to bypass the computer cage used for system security.
6. Files accessed and/or created by inmates may, at no time, contain a password for access. Password protected files are strictly prohibited for inmates. An exception to the password rule is QuickBooks files used for inventory on assigned jobs. User Access is permitted using personal identifying information and application usage provides audit trails.
7. QuickBooks files are password protected. Inmate user account and password for QuickBooks access shall be assigned by the Accounting Section and provided to the Job Supervisor. Passwords shall be provided to the assigned inmate clerk by the job supervisor. Inmate user accounts shall identify the user by their assigned ADC number. The supervisor shall periodically audit accounts to ensure proper usage. Any unauthorized access or activity in QuickBooks should be immediately reported to the Warden, Information Technology Section, Accounting Section, and the Internal Affairs Division.
8. It is the responsibility of the Law Library Supervisor to monitor all Law Library data storage as well as storage located on any "stand alone" PC (Word Processor). Should any password-protected files be located, the Warden should immediately be notified. Appropriate action should be taken to secure the computer and/or storage location for auditing and followed by notification to Internal Affairs and Information Technology.

D. Copyright Guidelines and Compliance.

ADC provides utility and application software that enhances the efficiency and productivity of its programs and services. Copyright laws do not allow a person to store copies of a program on multiple machines, distribute copies to others via disks, or to alter the content of the software, unless permission has been granted under the license agreement.

1. Inmates may not possess any media containing software programs.
2. Inmates may not possess any Access or Key codes for software programs.
3. Software duplication or installation is not permitted by inmates.
4. Inmates that use software owned by ADC or the state must abide by the limitations included in the copyright and license agreements entered into with software providers.

- E. Enforcement and Penalties. Any inmate, ADC employee, or employee of an entity that contracts with ADC that allows an inmate access to any unauthorized networked equipment or to utilize their log-on name and/or password shall be subject to applicable disciplinary action in accordance with established policies and procedures up to and including termination. Inmates who violate this policy shall be subject to disciplinary action.



**ARKANSAS DEPARTMENT OF CORRECTIONS**  
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## ADMINISTRATIVE DIR

**SUBJECT:** ~~—~~Inmate Access to Information Technology Acceptable Use

**NUMBER:** ~~2022-16-17~~  
~~1714-28~~

~~—~~**SUPERSEDES:** ~~16-~~

**APPLICABILITY:** All ADC Staff, Inmates, and Contract Employees

**REFERENCE:** ~~—~~ AR 225 Employee Conduct Standards, AD Inmate Electronic Mail Correspondence, AD Electronically Downloadable Devices (Media Player & Tablets); ~~AR 225 Employee Conduct Standards~~

~~AD—Computer Security Policy~~  
~~Standard~~ **PAGE:** 1 of 46

~~AD—Electronic Equipment and Systems~~  
~~AD—Information Technology Acceptable Use~~  
~~AD—Inmate Electronic Mail~~  
~~AR 225—Employee Conduct Standards~~

**APPROVED:** ~~Original Signed by Wendy Kelley~~

**EFFECTIVE**

**DATE:** ~~—~~ 7/10/2016

### **I. POLICY:**

It is the policy of the Arkansas ~~Department~~ Division of Correction (ADC) that no inmate shall be permitted to access of any kind to any information technology equipment that is connected to the state network excluding secured computers or Thin Client “Dumb Terminals” used for the Law Library, Workforce Alliance for Growth in the Economy (WAGE)~~age~~, and QuickBooks applications.

**APPLICABILITY:**

Inmate access to Information Technology Acceptable Use ~~Preventing Inmate Access to the State Network and Sharing Log In Name and Password~~ policy applies to all ADC personnel, contractors, volunteers, inmates, or others who may be authorized to utilize ADC Information Technology systems. ~~Inmate access to School District and any other provided Information Technology system shall also comply with this policy.~~ ~~ADC management is responsible for enforcing compliance with this policy.~~

## II. DEFINITIONS:

A. Access Code. — A series of numbers and/or letters that allow access to a particular system.

B. Closed or Peer-to-Peer Network. — A network without state network or internet access that pertains to a small single group of computers.

~~Computing Equipment.~~ Computing Equipment. Includes all personal computers (PC's), terminals, printers, network equipment and other computer-related equipment (smart or cell phones, tablets, media players, smartwatches, speakers, laptops, thumb/flash drives, and other devices capable of storing computer files or software).

C.

~~A.~~ Encryption Device. — A device that converts information or data into a code designed to prevent unauthorized access.

~~B.~~ Stand Alone Computer. — A computer that is not connected to any network and. Must not contain a working network interface card that are. Usually used for inmate use.

~~C.~~ Thin Client. — A computing device without a full operating system that. Must connect to a server for processing ability.

~~D.~~ QuickBooks. — An accounting software Secured Server Application, used for inventory management and process controls.

~~E.~~ User Account. — An Account that permitting a person the ability to log onto a network or computer system to query, enters, modify, and retrieve data. Also known as Digital Identity.

~~F.~~ Tethering. — Sharing the Internet connection of an Internet-capable mobile device phone with other device. The sharing of a mobile device's internet connection with other connected computers.

D.

E. Media. — Electronic music, photographs, and correspondence.

G.

~~H.~~ Mobile Device. — (also known as a handheld device, handheld computer or simply a handheld) is A pocket-sized or small hand-helder computing device, typically having a

display screen with touch input and/or a miniature keyboard and may provide users with telephony capabilities. (i.e., ~~Smartphones~~, ~~Tablets~~, PDA, Android)

~~I.~~

~~Media—Electronic music, photographs, and correspondence.~~

~~F. Music/Media Warden.—Vendor provided KIOSK connected to a private network. Secured MP4 player connection point for delivery of purchased electronic music, mail, and photographs.~~

~~J.—Password. A string of characters that must be supplied by a user in order to gain full or partial access to a multiuser computer system or its data.~~

~~G.~~

~~H. QuickBooks. An accounting software application, used for inventory management and process controls.~~

~~Secured MP4 Player.—Vendor provided media player approved by ADC management for inmate purchase and use. Player delivered direct from the vendor hardcoded with inmate name and ADC number.~~

~~K.I. Software Key. — A specific software-based key for a computer program that certifies that the copy of the program is original.~~

~~L.~~

~~M.J. Stand-Alone Computer. —A computer that is not connected to any network and must not contain a working network interface card that are usually used for inmate use.~~

~~N.~~

~~O.K. Tethering. —The sSharing of a mobile device's internet connection with other connected computers.~~

~~P.L. Thin Client. —A computing device without a full operating system that must connect to a server for processing ability. A computer without a full operating system that runs from resources stored on a central server instead of a localized hard drive.~~

~~M. Thumb Drive. — A flash drive or USB stick used for storing and transferring computer data.~~

~~Q.—User Account. An account that permits a person the ability to log onto a network or computer system to query, enter, modify, and retrieve data. Also known as Digital Identity.~~

~~R.N.~~

### III. PROCEDURES:

A. Information Technology:



~~1. Appropriate Inmate Use of Information Technology.~~~~2.~~

~~3.1.~~ The ADC provides inmates access to management approved Information Technology resources and equipment where applicable. ~~Access to these resources is necessary to complete job assignments, programs, and educational studies, as identified in eOMIS.~~

- a. Access to a stand-alone computer.
- b. Access to a Closed or Peer-to-Peer network.
- c. Access to a Thin Client utilizing secured server resources.
- d. Inmates must have an appropriate level of supervision while operating computing equipment.
- e. There ~~are~~ is limited ~~c~~Computer ~~s~~Systems available for use by ~~i~~Inmates. Computers authorized for inmate use will be prominently labeled as such by the Job/Program Supervisor. The label should include:
  - ~~i.~~
  - Label Should Include:
  - ~~ii.i.~~ Job and/or ~~p~~Program ~~n~~Name; ame.
  - ~~iii.ii.~~ This computer is for Inmate Use and must be SECURED at all times; and;
  - ~~iv.~~ Label should be affixed to the ~~M~~mmonitor and ~~C~~ccomputer ~~C~~cage.

~~v.~~

~~Access to an inmate purchased MP4 player. Player must be purchased from the unit commissary and received direct from the Vendor hardcoded with inmate name and ADC number. MP4 player shall connect only to the Vendor provided Music Warden.~~

~~f. Access to a Vendor provided the Music Warden on the vendor's private network for the download of purchased music media and photographs, and upload/download of approved electronic correspondence.~~

~~vi.iii.~~

~~4. Inappropriate Inmate Use of Information Technology:~~ Inmates may not do any of the following:

~~2.~~~~a. I~~



~~a. Inmates may not e~~Create, possess, maintain, or access any password protected personal use files;

~~a.~~ \_\_\_\_\_

~~b. b. Inmates may not e~~Create, possess, maintain, or access any password protected agency use files excluding QuickBooks;

~~b.~~ \_\_\_\_\_

~~e. e.~~Interfer~~ence~~ with the security or operation of computer systems;

\_\_\_\_\_

~~c.~~ \_\_\_\_\_

~~a. d.~~Vandaliz~~ing~~ equipment, software, or hardware;

~~d.~~ \_\_\_\_\_

~~d.~~ \_\_\_\_\_

~~e. e.~~Attempt~~ting~~ to alter or gain access to unauthorized files or systems;

~~e.~~ \_\_\_\_\_

\_\_\_\_\_

~~a. f.~~Violat~~ing~~ the rights of others by publishing or displaying any information that ~~is defamatory~~is defamatory, obscene, inaccurate, profane, or threatening;

~~f.~~ \_\_\_\_\_

~~f.~~ \_\_\_\_\_

~~b. g.~~Knowingly transmit~~ting~~ material, information, or software in violation of any local, state, or federal law;

~~g.~~ \_\_\_\_\_

~~g.~~ \_\_\_\_\_

~~e. h.~~Conduct~~ing~~ personal business or use~~ing~~ the equipment in a manner not consistent with job/program;

~~h.~~ \_\_\_\_\_

~~h.~~ \_\_\_\_\_

~~d. i.~~Install~~ation~~ and/or play~~ing of~~ computer gaming software;

~~i.~~ \_\_\_\_\_

~~i.~~ \_\_\_\_\_

~~e. j.~~Copy~~ing~~, v~~iewing~~, or ~~a~~Access to any pornographic or other obscene materials;

~~j.~~ \_\_\_\_\_

~~j. k.~~Possession ~~of~~ any Software Key or Access Codes ~~is strictly prohibited~~;

k.

~~k.~~

~~l.~~ l. Tethering;

l.

~~f.~~ m. Inmate Access to any non-approved mobile device ~~is strictly prohibited~~;

m.

~~n.~~ Possession of an MP4 player without personalized hardcoded inmate name and ADC number; o and

n.

~~o.~~

o. Connecting or attempt to connect, an MP4 player to unauthorized hardware.

#### B. Privacy of Information.

~~A.~~ Privacy of information is prohibited with regard to inmate use of information technology. All inmate use of technology equipment and resources shall be monitored and audited to ensure usage compliance. Inmates shall have no expectation of privacy during use or access of these resources. Privacy of information is prohibited with regard to inmate use of information technology. All inmate use of technology equipment and resources shall be monitored and audited to ensure usage compliance. Inmates shall have no expectation of privacy during use or access of these resources.

#### ~~B.A.~~ Security

#### C. C. Security

~~1.~~ All common area PCs, switches, thin clients, controllers, ~~modems~~, Encryption Devices, and all other communications related equipment will be located in a locked closet or locked in a ~~and~~ secured cage, free from inmate access. Keys for these locking mechanisms will be maintained and secured by the Supervisor and/or key control ~~in the command center~~.

2.1.

Inmate accessible computers, ~~t~~Thin Clients, or other Computing Equipment shall NOT be installed or located in an office/area with a network accessible cable and/or a networked computer, printer, switch, modem, or other communications related equipment.

3.2. A lockbox for a network cable is not approved as an acceptable security mechanism. ~~Inmate~~ computers/devices may NOT be installed in an office with a lockbox secured network cable.

~~4.3.~~ Inmates must have an appropriate level of ~~S~~supervision while operating computer and technology equipment.

~~5.4.~~ Cages ~~mayare~~ only ~~to~~ be unlocked by ~~the~~ IT personnel ~~or supervisors~~ for repairs ~~or supervisors~~, for a length of time required to utilize a ~~T~~thumb ~~D~~rive or other removable media for a management approved process. At no time are inmates allowed to use/possess the key for secured computer cages. ~~—~~Supervisors are required to remain with the unlocked equipment until it has been secured.

~~6.5.~~ Inmates are prohibited from possessing ~~T~~thumb ~~D~~rives or any other removable type recording media, excluding personalized secured MP4 players. ~~—~~USB extension cables or other type extensions shall NOT be used to bypass the computer cage used for system security.

~~7.6.~~ Files accessed and/or created by inmates may, at no time, contain a password for access. Password protected files are strictly prohibited for inmates. ~~—~~An exception to the password rule is QuickBooks files used for ~~I~~nventory on assigned jobs. ~~—~~User Access is permitted using personal identifying information and application usage provides audit trails.

~~8.7.~~ QuickBooks files are password protected. ~~Inmate~~ ~~U~~user ~~A~~account and ~~P~~password for QuickBooks access shall be assigned by the Accounting ~~Department~~Section and provided to the Job Supervisor. Passwords shall be provided to the assigned ~~I~~nmate ~~C~~lerk by the ~~J~~job ~~S~~upervisor. Inmate ~~U~~user ~~a~~Accounts shall identify the user by their assigned ADC number. The ~~S~~upervisor shall periodically audit accounts to ~~e~~nsure proper usage. ~~—~~Any unauthorized access or activity in QuickBooks should be immediately reported to the Warden, Information Technology ~~department~~Section, Accounting ~~department~~Section, and the Internal Affairs Division.

~~9.~~ It is the responsibility of the Law Library Supervisor to monitor all Law Library data storage as well as storage located on any “stand alone” PC (Word Processor). ~~—~~Should any password-protected files be located, the Warden should immediately be notified. Appropriate action should be taken to secure the computer and/or storage location for auditing and followed by notification to Internal Affairs and Information Technology.

~~10.8.~~

~~C.~~ Copyright Guidelines and Compliance.

~~D.~~

D.

~~E.~~ ————ADC provides utility and application software that enhances the efficiency and productivity of its programs and services. Copyright laws do not allow a person to store copies of a program on multiple machines, distribute copies to others via disks, or to

~~alter the content of the software, unless permission has been granted under the license agreement. ADC provides utility and application software that enhances the efficiency and productivity of its programs and services. Copyright laws do not allow a person to store copies of a program on multiple machines, distribute copies to others via disks, or to alter the content of the software, unless permission has been granted under the license agreement.~~

1. Inmates may not possess any media containing software programs.
2. Inmates may not possess any Access or Key codes for software programs.
3. Software duplication or installation is not permitted by inmates.
- ~~4.~~ Inmates that use software owned by ADC or the state must abide by the limitations included in the copyright and license agreements entered into with software providers.
- ~~5.~~
- ~~6. Any inmate that copies and distributes software in any form for any purpose should do so only on the authority of the inmate's immediate Supervisor.~~

~~7.4.~~

#### ~~F.~~ Enforcement and Penalties.

~~G.~~

Any ~~i~~inmate, ADC employee, or employee of an entity that contracts with ADC that allows an inmate access to any unauthorized networked equipment or to utilize their log-on name and/or password shall be subject to applicable disciplinary action in accordance with established policies and procedures up to and including termination. ~~-~~ Inmates who violate this policy shall be subject to disciplinary action.

~~H.~~

~~H.E.~~



**ARKANSAS DEPARTMENT OF CORRECTIONS**  
**Division of Correction – Director's Office**

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## ADMINISTRATIVE DIRECTIVE

**SUBJECT:** Inmate Classification Manual

**NUMBER:** 2022-19

**SUPERSEDES:** 19-38

**APPLICABILITY:** All Employees and Inmates

**PAGE:** 1 of 4

**REFERENCE:** AR 802 Classification of Offenders, A.C.A. § 12-29-202

**APPROVED:** Original signed by Dexter Payne

**EFFECTIVE DATE:** 9/28/2022

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### **I. POLICY:**

It shall be the policy of the Arkansas Division of Correction (ADC) to classify inmates sentenced to the custody of the ADC pursuant to A.C.A. § 12-29-202. A Classification Committee shall be established for that purpose at each facility. This committee shall meet as often as necessary to classify the inmates into no more than four (4) classes according to good behavior, good discipline, medical condition, job responsibilities, and involvement in rehabilitative activities. The purpose of this policy is to manage the inmate from the time of conviction until the time of release in an effort to meet the needs of the inmate, the correctional system, and the public.

### **II. PROCEDURE:**

**A. Intake.** Intake will occur at the designated units for both males and females. Male inmates are received at the Ouachita River Correctional Unit. Male inmates sentenced to death are received at the Varner Unit. All female inmates are received at the McPherson Unit. Any deviation must be approved by the Director or his or her designee.

Upon reception to intake, transporting officers will deliver any medication belonging to inmates to intake staff. Inmates should not have any forms of medication (prescription or over-the counter) on his/her person. Any authorized funds of inmates should be sent by the releasing county jail staff to Inmate Trust-Fund Centralized Banking. All personal property will be inventoried.

The intake process will include:

1. Review of commitment/parole revocation documents;
2. NCIC/ACIC Check;
3. Receipt of prisoner form;
4. Provide and record receipts to inmates for property or medicines that may accompany them upon arrival at intake.

5. Strip search by security, photograph (headshot) and documentation of scars, marks, and tattoos in the electronic offender record.
6. Address personal hygiene problems and issuance of clothing;
7. Fingerprint and photograph (headshot/mugshot);
8. Medical/Mental Health screening;
9. Educational testing;
10. Interview to obtain basic demographic information;
11. Risk/needs assessment;
12. Documentation of offender alerts;
13. Basic orientation to the correctional system; and
14. Obtain/enter military history into eOMIS that includes but is not limited to: branch; years of service; and type of discharge (honorable, dishonorable, medical, general, bad conduct, etc.).

**B. Initial Unit of Assignment.** After the intake process is complete, inmates will be transferred to a facility for their initial assignment pursuant to the appropriate administrative directive.

**C. Unit Classification**

1. The Classification Committee will provide periodic review of all inmates to assess progress made by the inmate and will adjust, as needed, any program assignment, job assignment, class status, custody level and/or other adjustments recommended by correctional staff.
2. All inmates will receive an annual review, during which emergency contacts and photos should be reviewed and updated as needed.
3. Inmates assigned to restrictive housing will be seen according to procedures stated in AD Restrictive Housing.
4. Youthful Inmates shall be housed, classified, supervised, and sanctioned according to procedures stated in AD Youthful Inmates.
5. Classification actions taken may include; but are not limited to:
  - a. Class promotion;
  - b. Good time restoration;
  - c. Job assignments/transfers;
  - d. Custody level increase/decrease;
  - e. Assignment to or removal from programs;
  - f. Assignment to community release programs;
  - g. Furloughs;
  - h. Assignment to or removal from restrictive housing; and
  - i. Review and verification of re-entry plan (report card).
6. The following factors are to be considered by the Classification Committee when taking a classification action:
  - a. History of escapes and escape attempts;
  - b. History of violence;
  - c. Detainers (number/type);
  - d. Current offense;
  - e. Length of sentence;

- f. Disciplinary reports;
- g. Prior arrests/commitments;
- h. Notoriety (inmate offense);
- i. FBI Rap sheet;
- j. Staff judgment;
- k. Responsibility (shown by inmate);
- l. Involvement in alcohol/drug use;
- m. Peer group associates;
- n. Respect towards staff/others;
- o. Community attitudes;
- p. Physical security of the (facility);
- q. Work Habits;
- r. Employment history;
- s. Family background;
- t. Age;
- u. Length of time at home residence;
- v. Citizenship;
- w. Marital history;
- x. Home and neighborhood;
- y. Institution (isolation);
- z. Health of inmate;
- aa. Mental history;
- bb. Social Maturity (Youthful Inmates);
- cc. Education history;
- dd. Physical stature or disabilities;
- ee. Program availability;
- ff. Space availability;
- gg. Inmate skills;
- hh. Work assignment availability;
- ii. Personal hygiene;
- jj. Overcrowding;
- kk. Financial background;
- ll. Living quarters availability;
- mm. Custody distribution within the ADC; and
- nn. Victim notification.

- 7. For detailed policy and procedures and for specific classification processes, the committee will refer to the appropriate Administrative Rule/Administrative Directive for the following:
  - a. Act 309
  - b. Arkansas Concurrent Sentences
  - c. Assignment to Programs
  - d. Assignment to Varner Super Max Behavior Modification
  - e. Classification of Offenders
  - f. Class Status and Promotion Eligibility
  - g. Custody Classification
  - h. Daily Transfers

- i. Death Row
- j. Educational Services
- k. Emergency Furlough
- l. Enemy Alert System
- m. Escapes
- n. Gate Pass Policy
- o. Gender Dysphoria and Intersex Inmates
- p. Hoe Squads, Garden Squads, and Field Utility Squads
- q. Initial Unit of Assignment
- r. Inmate Disciplinary Manual
- s. Interstate Corrections Compact Contract
- t. Investigative Status
- u. Jail Inmate Classification
- v. OPP 506.00 Medical Classification
- w. Mandatory Education
- x. Maximizing Bed Usage
- y. Meritorious Furloughs
- z. Meritorious Good Time
- aa. Movement of Pregnant Women
- bb. Pregnant Inmates- Prenatal Care/Breast Pumping
- cc. Prison Rape Elimination Act (PREA)
- dd. Protective Custody
- ee. Punitive Housing/Restriction
- ff. Racial Balance
- gg. Regional Maintenance
- hh. Restrictive Housing
- ii. Security Terroristic Threat Groups (STTGs)
- jj. Sex and Child Offender Registration
- kk. Sheltered Living Unit
- ll. Step Down Program
- mm. Temporary Release (Meritorious and Emergency Furloughs)
- nn. Unit Management
- oo. Varner Super Max Behavioral Modification Program
- pp. Work/Study Release Program
- qq. Youthful Inmates





**ARKANSAS DEPARTMENT OF CORRECTIONS**  
**Division of Correction – Director's Office**

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## ADMINISTRATIVE DIRECTIVE

**SUBJECT:** -Inmate Classification Manual

**NUMBER:** -2022~~1~~-

**SUPERSEDES:** 19-38

**APPLICABILITY:** -All Employees and Inmates PAGE: -1 of 4

**REFERENCE:** -JAR\_-802 Classification of Offenders, -A.C.A. § 12-29-202 **PAGE: 1 of 4**  
A.C.A. § 12-29-202

**APPROVED:**

**EFFECTIVE DATE:**

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### I. POLICY:

It shall be the policy of the Arkansas Division of Correction (ADC) to classify inmates sentenced to the custody of the ADC pursuant to A.C.A. § 12-29-202. ~~-A~~ Classification Committee shall be established for that purpose at each facility. This committee shall meet as often as necessary to classify the inmates into no more than four (4) classes according to good behavior, good discipline, medical condition, job responsibilities, and involvement in rehabilitative activities. The purpose of this policy is to manage the inmate from the time of conviction until the time of release in an effort to meet the needs of the inmate, the correctional system, and the public.

### II. PROCEDURE:

A. Intake. ~~The~~ Intake ~~process~~ will occur at the designated units for both males and females. Male inmates are received at the Ouachita River Correctional Unit. Male inmates sentenced to death are received at the Varner Unit. All female inmates are received at the McPherson Unit. ~~-Any deviation must be approved by the Director or his or her~~ their designee.

-Upon reception to intake, transporting officers will deliver any medication belonging to inmates to intake staff. Inmates s should not have any forms of medication (prescription or over-the counter) on his/her person. Any authorized funds of inmates should be sent by the releasing county jail staff to Inmate Trust-~~Fund fund~~ Centralized Banking. All personal property will be inventoried.

~~-and~~ The intake process will include:

1. Review of commitment/parole revocation documents;
2. NCIC/ACIC Check;
3. Receipt of prisoner form;
4. Provide and record receipts to inmates for property or medicines that may accompany them upon arrival at intake.

5. Strip search by security, photograph (headshot) and documentation of scars, marks, and tattoos in the electronic Offender Management Information System (eOMIS) record.;
- ~~6. Photograph and load scars, marks, and tattoos into the electronic Offender Management Information System (eOMIS);~~
- ~~7.6.~~ Address personal hygiene problems and issuance of clothing;
- ~~8.7.~~ Fingerprint and photograph (headshot/mugshot);
- ~~9.8.~~ Medical/Mental Health screening;
- ~~10.9.~~ Educational testing;
- ~~11.10.~~ Interview to obtain basic demographic information;
11. Risk/needs assessment;
12. ~~Enemy alerts;~~ Documentation of offender alerts;
13. Basic orientation to the correctional system; and
14. Obtain/enter military history into eOMIS that includes but is not limited to: branch; years of service; and type of and whether his/her discharge was (honorable, or dishonorable, medical, general, bad conduct, etc.).

**A.B. Initial Unit of Assignment.** After the intake process is complete, inmates will be transferred to a facility for their initial assignment pursuant to the appropriate administrative directive.

**B.C. Unit Classification**

1. The Classification Committee will provide periodic review of all inmates to assess progress made by the inmate and will adjust, as needed, any program assignment, job assignment, class status, custody level and/or other adjustments recommended by correctional staff.
2. All inmates will receive an annual review, during which emergency contacts and photos should be reviewed and updated as needed.
- ~~3. Prior to their annual review inmates housed in the assigned to restrictive housing area will be reviewed every seven (7) days for the first sixty (60) days and every thirty (30) days thereafter. Inmates assigned to restrictive housing will be seen according to procedures stated in AD Restrictive Housing. Youthful inmates that are placed in the assigned to restrictive or punitive housing area are reviewed twenty-four (24) hours after placement and every twenty-four (24) hours thereafter while the youthful inmate remains in the restrictive or punitive housing.~~
- 3.4. Youthful Inmates shall be housed, classified, supervised, and sanctioned according to procedures stated in AD Youthful Inmates.
- 4.5. Classification actions taken may include; but are not limited to:
  - a. Class promotion;

- b. Good time restoration;
- c. Job assignments/transfers;
- d. Custody level increase/decrease;
- e. Assignment to or removal from programs;
- f. Assignment to community release programs;
- g. Furloughs;
- h. Assignment to or removal from restrictive housing; and
- i. Review and verification of re-entry plan (report card).

5.6. The following factors are to be considered by the Classification Committee when taking a classification action:

- a. History of escapes and escape attempts;
- b. History of violence;
- c. Detainers (number/type);
- d. Current offense;
- e. Length of sentence;
- f. Disciplinary reports;
- g. Prior arrests/commitments;
- h. Notoriety (inmate offense);
- i. FBI Rap sheet;
- j. Staff judgment;
- k. Responsibility (shown by inmate);
- l. Involvement in alcohol/drug use;
- m. Peer group associates;
- n. Respect towards staff/others;
- o. Community attitudes;
- p. Physical security of the (facility);
- q. Work Habits;
- r. Employment history;
- s. Family background;
- t. Age;
- u. Length of time at home residence;
- v. Citizenship;
- w. Marital history;
- x. Home and neighborhood;
- y. Institution (isolation);
- z. Health of inmate;
- aa. Mental history;
- bb. Social Maturity (Youthful Inmates);
- cc. Education history;
- dd. Physical stature or disabilities;
- ee. Program availability;
- ff. Space availability;
- gg. Inmate skills;
- hh. Work assignment availability;
- ii. Personal hygiene;

- jj. Overcrowding;
- kk. Financial background;
- ll. Living quarters availability;
- mm. Custody distribution within the ADC; and
- nn. Victim notification.

6.7. For detailed policy and procedures and for specific classification processes, the committee will refer to the appropriate Administrative Rule/Administrative Directive for the following:

- a. Act 309
- b. Arkansas Concurrent Sentences
- c. Assignment to Programs
- d. Assignment to Varner Super Max Behavior Modification
- e. Classification of Offenders
- f. Class Status and Promotion Eligibility
- g. Custody Classification
- h. Daily Transfers
- i. Death Row
- j. Educational Services
- k. Emergency Furlough
- l. Enemy Alert System
- m. Escapes
- n. Gate Pass Policy
- o. Gender Dysphoria and Intersex Inmates
- p. Hoe Squads, Garden Squads, and Field Utility Squads
- q. Initial Unit of Assignment
- r. Inmate Disciplinary Manual
- s. Interstate Corrections Compact Contract
- t. Investigative Status
- u. Jail Inmate Classification
- v. OPP 506.00 Medical Classification
- w. Mandatory Education
- x. Maximizing Bed Usage
- y. Meritorious Furloughs
- z. Meritorious Good Time
- aa. Movement of Pregnant Women
- bb. Pregnant Inmates- Prenatal Care/Breast Pumping
- cc. Prison Rape Elimination Act (PREA)
- dd. Protective Custody
- ee. Punitive Housing/Restriction
- ff. Racial Balance
- gg. Regional Maintenance
- hh. Restrictive Housing
- ii. Security Terroristic Threat Groups (STTGs)
- jj. Sex and Child Offender Registration
- kk. Sheltered Living Unit
- ll. Step Down Program

- mm. Temporary Release (Meritorious and Emergency Furloughs)
- nn. Unit Management
- oo. Varner Super Max Behavioral Modification Program
- pp. Work/Study Release [Program](#)
- qq. Youthful Inmates