



SARAH HUCKABEE SANDERS
GOVERNOR

ARKANSAS DEPARTMENT OF CORRECTIONS

1302 Pike Avenue, Suite C
North Little Rock, AR 72114



OFFICE OF THE
SECRETARY

December 29, 2025

Senator Tylers Dees, Co-Chair
Arkansas Legislative Council
Administrative Rules Subcommittee
Via Email

Representative Matthew Shepherd, 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 end 3rd quarter of the Calendar Year 2025 beginning October 1, 2025, and ending December 31, 2025.

Arkansas Department of Corrections		Beginning Page #
Secretarial Directive Summary		
There were no new or revised Secretarial Directives issued during this time.		Clean: Markup:
Division of Correction		
Administrative Directive Summary		Beginning Page #
AD Employee Handbook 2025-01 – Effective Date: 10/1/2025 This is an old policy that was reimplemented to meet ACA standards to consider the DOC handbook as policy for ADC.		Clean: 1 Markup:
AD Think Legacy Program 2025-02 – Effective Date: 10/01/2025 This policy was revised due to the program being restructured to utilize evidence-based programming materials and to incorporate ORAS as the screening tool, removing ARORA.		Clean: 2 Markup: 5
AD Employee Awards Program 2025-03 – Effective Date: 10/01/2025 This policy was revised to outline the current procedures for award ceremonies for ADC and to include the Supervised Sanction Centers and treatment staff in the ADC awards program. A schedule of award ceremonies date ranges for all facilities in the ADC was added.		Clean: 12 Markup: 17
AD Youthful Inmates AD 2025-04 – Effective Date: 11/1/2025 This policy was revised to clearly state that “Confinement of Youthful Inmates in Extended Restrictive Housing is prohibited.”		Clean: 25 Markup: 27
AD Paws in Prison AD 2025-05 – Effective Date: 12/04/2025 This policy was revised throughout to bring current procedures of the program up to date to protect the rescue dogs and the inmates who train them. A few of the major revisions		Clean: 30 Markup: 40

were clearly stating who oversees the implementation, maintenance, and day-to-day activities of the program; updating the dog section to clearly detail where and how dogs are to be housed; also added were procedures for possible removal of a dog for various reasons. Language was added detailing who could discipline a dog. If any unauthorized discipline occurs or any abuse or mistreatment of a dog occurs, certain staff are to be notified immediately; and any such violation may result in disciplinary action for staff and inmates was added.

Division of Community Correction		
Administrative Directive Summary		Beginning Page #
There were no new or revised Administrative Directives issued during this time.		Clean: Markup:

Sincerely,

Wade Hodge
Chief of Staff
Department of Corrections

Cc:

Lindsay Wallace, Secretary, Department of Corrections
Rebecca Miller Rice, Administrative Rules Review Section, BLR
Dexter Payne, Director, Division of Correction
Jim Cheek, Director, Division of Community Correction
Board of Corrections
File

Enclosure



ARKANSAS DEPARTMENT OF CORRECTIONS
DIVISION OF CORRECTION
OFFICE OF THE DIRECTOR
DEXTER PAYNE
6814 Princeton Pike
Pine Bluff, AR 71602



ADMINISTRATIVE DIRECTIVE

SUBJECT: Employee Handbook

NUMBER: 2025-01

SUPERSEDES: 13-74 Repealed

APPLICABILITY: All Employees

REFERENCES: American Correctional Association (ACA) standards 2-CO-1A-29, 2-CO-1C-01, 2-CO-1C-15, 2-CO-1C-21

PAGE 1 of 1

APPROVED:

EFFECTIVE DATE:

I. POLICY:

It is the policy of the Arkansas Division of Correction (ADC) to recognize the Department of Corrections (DOC) employee handbook as policy.

II. PROCEDURES:

- A. The DOC employee handbook is available to each employee.
- B. All information in the DOC employee handbook will be considered policy.
- C. All sections of the DOC employee handbook are to be followed just like all other policies and procedures.



ARKANSAS DEPARTMENT OF CORRECTIONS
DIVISION OF CORRECTION
OFFICE OF THE DIRECTOR
DEXTER PAYNE
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ADMINISTRATIVE DIRECTIVE

SUBJECT: Think Legacy Program

NUMBER: 2025-02

SUPERSEDES: 17-13

APPLICABILITY: All Employees and Inmates

PAGE: 1 of 3

REFERENCE: AR Sentence Computation and Tracking 12 CAR § 60-111 and AR Volunteer Services 12 CAR § 70-113

APPROVED: signed by Dexter Payne **EFFECTIVE DATE:** 10/01/2025

I. POLICY:

It is the policy of the Arkansas Division of Correction (ADC) to develop programs to prepare inmates for reintegration back into the community upon release.

II. PURPOSE:

The purpose of the Think Legacy Program is to reduce recidivism among program participants upon their release back into the community. Additionally, the program seeks to address common barriers that can impede successful reintegration. The program will rely on Cognitive Behavioral Techniques including without limitation, Thinking For a Change to address criminogenic factors that reduce the risk of recidivism. The ADC's Think Legacy Program Coordinator will conduct regular evaluations to ensure the program's design, implementation, and services adhere to evidence-based practices.

III. EXPLANATION:

The ADC recognizes most inmates will be released into the community, either on parole or by discharging their sentence. To increase the potential for successful reintegration, it is necessary for the ADC to develop and provide evidence-based programming.

IV. DEFINITIONS AS USED IN THIS POLICY:

- A. Think Legacy means a program utilizing evidence-based programming that aims to reduce recidivism among inmates upon their release into the community.
- B. Think Legacy Program Coordinator means the person responsible for the development and operation of Think Legacy in the ADC.
- C. Think Legacy Specialist means the employee responsible for coordinating the

development, operation, supervision, and administration of Think Legacy at each facility.

V. ELIGIBILITY CRITERIA: Think Legacy is a voluntary program for inmates who meet the following minimum criteria to be considered for program participation:

- A. Within 6-60 months of transfer eligibility (TE) date, release eligibility date, parole eligibility (PE) date or discharge date
- B. Good Time Class I or II
- C. In job assignment for at least sixty (60) days
- D. No disciplinaries within the past sixty (60) days
- E. Indicated by screening given during intake process

VI. PROCEDURES:

A. Think Legacy

1. Each ADC facility designated by the Director shall establish and operate a Think Legacy barracks.
2. The Think Legacy barracks will house inmates who are nearing their release date while providing a minimum of ten (10) hours per week of programming to include homework and work assignments. Assignments may include, but are not limited to
 - a. Inside Classroom
 - i. Life Skills
 - ii. Social Skills
 - iii. Behavioral Skills
 - iv. Community Resources
 - v. Thinking for a Change
 - b. Outside Classroom
 - i. Homework assignments
 - ii. Unit assigned job assignment
3. Oversight of the Think Legacy barracks and its daily operations are the responsibility of the facility Warden or the Warden's designee and the Think Legacy Specialist.
4. Materials and resources for Think Legacy programming may be acquired through donation or bought by the facility or agency. A standardized curriculum will be provided through the Think Legacy Program Coordinator.
5. Think Legacy shall consist of an AM and PM class. Each cohort shall have a maximum of forty-eight (48) participants, broken down into four (4) classes of twelve (12), based on availability.

B. Think Legacy Program Coordinator

1. The Think Legacy Program Coordinator shall evaluate and monitor the operation of Think Legacy, recommend changes to accommodate the special needs and functions of individual facilities, and bring uniformity to the Think Legacy Program.
2. The Think Legacy Program Coordinator and the Think Legacy Specialist shall establish and maintain a list of resources that each Think Legacy

barracks is to make available to the participants housed therein.

3. The Think Legacy Program Coordinator will review the curriculum and course schedule bi-annually. Revisions may be made subject to approval of the Assistant Director of Programs & Reintegration.

VII. VOLUNTEER INVOLVEMENT:

- A. Volunteer participation in the Think Legacy Program is encouraged to provide inmates with the best possible training and preparation for reintegration into society.
- B. Volunteer applications will be forwarded to the Program Volunteer Coordinator who will screen the application to ensure the applicants meet the requirements of the Administrative Directive on Volunteer, Intern, and Student Services.
- C. Think Legacy volunteers are under the onsite supervision of the Warden or the Warden's designee who oversees Think Legacy.
- D. Volunteers may perform various purposes for Think Legacy, for example, but without limitation, being a speaker or teaching a class.



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Think Legacy ~~Re-Entry~~ Program

NUMBER: ~~17-1320235-~~

SUPERSEDES: ~~NEW17-13~~

APPLICABILITY: All Staff Employees and Inmates **PAGE:** 1 of 3

REFERENCE: AR ~~803~~ Sentence Computation **PAGE:** 1 of 63
and Tracking 12 CAR § 60-111 and AR ~~881~~ Volunteer
Services 12 CAR § 70-113

APPROVED: ~~Original Signed by Wendy Kelley~~

EFFECTIVE DATE: ~~03/20/2017~~

I. **POLICY:**

~~This policy describes the Think Legacy Re-Entry Program. It is the policy of the Arkansas Division of Correction (ADC) to develop programs to prepare developed to assist inmates reintegrate into the community. prepare program participants inmates for reintegration back into the community upon release.~~

II. PURPOSE:

~~The purpose of the Think Legacy Program is to reduce recidivism among program participants upon their release back into the community. Additionally, the program seeks to address common barriers that can impede successful reintegration. The program will rely on Cognitive Behavioral Techniques such as, including without limitation but not limited to, Thinking for a Change and Dialectical Behavior Theory (DBT) to address criminogenic factors that reduce the risk of recidivism. The Arkansas Division of Correction (ADC) ADC's Think Legacy Program Coordinator will conduct regular evaluations to ensure the program's design, implementation, and services adhere to best evidence-based practices.~~

H.III. EXPLANATION:

The ~~Arkansas Department of Correction (ADC)~~ ADC recognizes that the majority of most inmates ~~incarcerated~~ will be released into the community. These inmates will be released either on parole or by discharging their sentence. In order to To increase the potential for successful reintegration ~~into the community~~, it is necessary that for these inmates be provided certain programming and information. To do this, the Department shall develop and operate Think Legacy Re Entry Programming for inmates who meet certain criteria.

~~The Department shall establish an evidence-based curriculum for the Think Legacy Re-Entry Program. The Department shall monitor the curriculum and modify it as necessary to ensure that it meets the needs of the inmate population. This programming will be structured to make use of staff, inmate and community resources the ADC to develop and provide evidence-based programming.~~

H.IV. DEFINITIONS AS USED IN THIS POLICY:

- A. Think Legacy means ~~Re Entry Program (Think Leg:acy): A n evidence-based program utilizing evidence-based programming that aims to reduce recidivism among inmates upon their release into the community. A multi-faceted program established at all adult facilities, other than work release facilities, to provide information to inmates prior to their release from the Department to aid in community reintegration.~~
A.
- B. Think Legacy Program Coordinator: means ~~The person~~ Central Office Program Coordinator responsible for ~~overseeing~~ the development and operation of the Department's Think Legacy in the ADC program.
- C. Think Legacy Facility Coordinator~~Program Specialist~~ means ~~:-~~ The staff person designated by the Superintendent/Warden to coordinate the development, operation, supervision and administration of the Think Legacy program at the facility~~employee responsible for coordinating the development, operation, supervision, and administration of the Think Legacy Program at the each facility.~~
- D. Think Legacy Accountability Coach: A volunteer issued a badge after having been screened, approved, and trained to conduct Re Entry interviews with inmates and complete Re Entry Report Cards.
- E. Think Legacy Instructors and Speakers: ~~Individuals from the community who do not receive payment from the Arkansas Department of Correction and volunteer their time to assist inmates in the Re Entry process in accordance with ADC policies. If a former inmate has been out of ADC custody for one (1) calendar year and is approved by the Think Legaey Coordinator and the Superintendent/Warden, the individual may provide services as a Think Legacy Volunteer. If the individual is under ACC supervision, he/she must have approval from his/her Parole Officer.~~

IV. Think Legacy Re-Entry Mentor: Individuals who meet one on one with inmates during the final six (6) months of their incarceration to assist the inmate in constructing a positive and realistic Re-Entry plan.

V.

ELIGIBILITY CRITERIA:

V. Think Legacy is a voluntary program for inmates who should meet the following minimum criteria to be considered for program participation:

- A. Within 6-2460 months of Transfer eligibility (TE) date, release eligibility date, parole eligibility (PE) date or discharge date
- B. Good Time Class I or II
- C. In job assignment for at least sixty (60) days
- D. No disciplinaries within at the past sixty (60) days
- E. ARORAArkansas Offender Risk Assessment (ARORA) score of 10 or higher (medium to high risk)Indicated by screening given during intake process

VI. PROCEDURES:

A. **Think Legacy Re-Entry Program**

1. Each ADC facility designated by the Director shall establish and operate a Think Legacy barracks.
2. The Think Legacy barracks will house inmates who are nearing their release date who are nearing their T.E. date while and provide providing a minimum of twenty (20) thirty-fifteen (3510) hours per week of training/education designed to aid the inmate in his/her Re-Entry process. programming to include homework and work assignments. Assignments may include, but are not limited to
 - a. Inside Classroom
 - i. Life Skills
 - ii. Social Skills
 - iii. Behavioral Skills
 - iv. Community Resources
 - v. Thinking for a Change
 - b. Outside Classroom
 - i. Homework assignments
 - ii. Unit assigned job assignment

2. Oversight of the Think Legacy ~~barracks~~ and its daily operations are the responsibility of the facility ~~Superintendent/Warden or the~~ Warden's designee and the Think Legacy ~~Program Coordinator~~ Specialist.

3.

~~The Superintendent/Warden shall establish an interdisciplinary team of unit staff to assist in providing diverse and practical instruction to the inmates in the Think Legacy barracks.~~

4. Materials and resources for Think Legacy programming may be acquired through donation or bought by the facility or ~~a~~ Agency. ~~Division~~ Department standardized curriculum will be provided through the Think Legacy ~~Program~~ Coordinator.

3.5. Think Legacy shall consist of an AM and PM class. Each class cohort shall have a maximum of twenty-five (25) forty-eight (48) participants, broken down into four (4) classes of twelve (12), based on availability.

B. Think Legacy Program Coordinator

B.

1. The Think Legacy Program Coordinator shall evaluate and monitor the operation of Think Legacy, recommend changes to accommodate the special needs and functions of individual facilities, and bring uniformity to the Think Legacy Program.
1. The Think Legacy Program Coordinator shall evaluate and monitor the operation of the Think Legacy barracks ~~Program~~, recommend changes to accommodate the special needs and functions of individual facilities, and bring uniformity to the statewide Think Legacy ~~p~~ Program.
2. The Think Legacy ~~Program~~ Coordinator ~~and/or~~ the Think Legacy ~~Program Specialist~~ shall establish and ~~update~~ ~~maintain~~ a list of resources that each Think Legacy barracks is to make available to the ~~inmates~~ participants housed therein.
3. The Think Legacy ~~Program~~ Coordinator ~~will~~ shall maintain a set of standard operating procedures for the Think Legacy barracks that will provide a core curriculum that must be taught. Additional customized practices in keeping with the makeup and resources of each separate facility are allowed, if approved by the Think Legacy Program Coordinator. The Think Legacy Re Entry Program Coordinator will review the standard operating procedures annually. Revisions may be made in keeping with recommendations of facility Superintendents/Wardens subject to approval of the Director. The Director will review the curriculum and course schedule bi-annually. Revisions may be made in

keeping with recommendations of the Think Legacy Program Coordinator
subject to approval of the Assistant Director of Programs &
Reintegration Deputy Director of Programs.

4.3.

C. Think Legacy Accountability Coach

1. ~~Volunteers must be approved through the Superintendent/Warden and the Think Legacy Coordinator to work as a Think Legacy Accountability Coach. They may have access to the Department's electronic Offender Management Information System (eOMIS), if approved by the Deputy Director for Health & Correctional Programs.~~
2. ~~A Think Legacy Accountability Coach conducts in person interviews with inmates in order to complete their Re-Entry Report Cards.~~
3. ~~Think Legacy Accountability Coaches may also serve in other volunteer capacities.~~

D. Re Entry Report Card

~~At least one hundred twenty (120) days before an inmate's anticipated release date, the Department of Correction, in collaboration with the inmate, Arkansas Community Correction and the Parole Board, shall complete a prerelease assessment and Re-Entry plan.~~

1. ~~The initial interview and Re-Entry Report Card and/or ARORA assessment process must be completed for all inmates, as early as possible, but no less than one hundred twenty (120) days before an inmate's anticipated release date, with additional interviews taking place periodically throughout the incarceration period.~~
2. ~~Should an inmate refuse to be interviewed by the Accountability Coach the refusal must be documented via a case note in the inmate's electronic record.~~
3. ~~A copy of the completed Re-Entry Plan and/or ARORA assessment will be provided to the inmate.~~

E. Medical Insurance

~~The Arkansas Department of Correction will implement and maintain procedures to give inmates the opportunity to submit medical insurance applications prior to their release.~~

F. Driver's License Application

~~The Arkansas Department of Correction will implement and maintain procedures~~

~~to give inmates the opportunity to acquire an Arkansas Driver's License prior to their release. Inmates who are not eligible to receive an Arkansas Driver's License will be offered the opportunity to receive an Arkansas State Identification Card prior to their release.~~

G. Release Process

~~Appropriate guidelines must exist to ensure all obligations have been met before an inmate is released. All inmates will be released in accordance with the Administrative Directive on Release Process.~~

VII. VOLUNTEER INVOLVEMENT:

VII.

- A. ~~Volunteer participation in the Think Legacy Re-Entry Program is encouraged to provide inmates with the best possible training and preparation for reintegration into society.~~
- A.B. ~~Volunteer applications will be forwarded to the Program Think Legacy Program Volunteer Coordinator or the Administrator of Chaplaincy Services as appropriate, who will screen the application to ensure the applicants meet the requirements of the Administrative Directive on Volunteer/_ Intern, and / Student Services.~~
- B.
- C. ~~Think Legacy volunteers are under the onsite supervision of the Superintendent/Warden or the Warden's designee who oversees the Think Legacy program.~~
- C.
- D.
- E. ~~Volunteers may perform various purposes for Think Legacy, for example, but not limited to but without limitation, being a speaker, or teaching a class, etc.. The ADC Volunteer Services Coordinator will maintain the volunteer applications, training records, and other documents relevant to screening volunteers who provide services.~~
- F.
- G. ~~Think Legacy volunteers may apply or be recruited for involvement in Re-Entry efforts and programs operated by the Department. Volunteers may serve in direct service roles, including but not limited to a Think Legacy Accountability Coach, Think Legacy Instructor, or a Think Legacy Mentor.~~
- H.
- I. ~~Any individual wishing to become a Think Legacy Accountability Coach must have prior experience as an ADC Volunteer or be a former or current ADC employee. The individual will be provided a copy of this Administrative Directive, must complete an application, receive approval from the Think Legacy Program Coordinator and Superintendent/Warden, sign a volunteer agreement, and receive eOMIS clearance and training.~~
- J.
- K. ~~Any individual wishing to become a Think Legacy Instructor shall be provided access to a copy of this Administrative Directive, the Administrative Directive on Volunteer Services, and Inmate Handbook. They must be cleared through background checks in ACIC/NCIC.~~

~~The individual will be required to complete a Volunteer Application Form and sign a Volunteer Agreement.~~

~~L.~~

~~M. Any individual wishing to be a Re Entry Mentor will apply directly to the Think Legacy Facility Coordinator supervising the Re Entry Mentors for the facility in which the volunteer wishes to serve. These individuals shall be guided through site specific training appropriate to the mentor practices at their facility of service. They may function under the guidelines for Occasional Service Volunteers or for Regular Service Volunteers. Current ADC employees may not be Mentors despite the important role they play in setting examples of professionalism to the entire inmate population.~~

~~N.~~

~~O. Think Legacy Accountability Coaches who have met the qualifications of this Administrative Directive and completed the required training shall be granted an eOMIS profile and given access to make updates and changes to the eOMIS Re Entry Report Card and/or ARORA assessment upon approval of the Deputy Director for Health & Correctional Programs. Their primary task is to conduct face to face interviews with inmates, complete the Re Entry Report Card and/or ARORA assessment for each inmate, and see that the inmate receives a copy of their Re Entry Plan at the appropriate time. If a facility does not have a designated Think Legacy Accountability Coach, their duties will be assigned to the Think Legacy Facility Coordinator.~~

~~P.~~

~~Q.~~

~~R.~~

~~S. Think Legacy Instructors are approved and tasked to provide classroom leadership and instruction in unit Think Legacy classes and/or the Think Legacy barracks.~~

~~T.~~

~~U.D. Think Legacy Re Entry Mentors meet with inmates who are within six (6) months of their anticipated release date to engage in focused conversation with the inmates about specific Re Entry concerns and plans. They provide counsel and discuss specific plans with the inmate and may partner with ACC to provide post release counsel for the inmate.~~



ARKANSAS DEPARTMENT OF CORRECTIONS
DIVISION OF CORRECTION
OFFICE OF THE DIRECTOR
DEXTER PAYNE

6814 Princeton Pike
Pine Bluff, AR 71602



ADMINISTRATIVE DIRECTIVE

SUBJECT: Employee Awards Program

NUMBER: 2025-03

SUPERSEDES: 17-09

APPLICABILITY: Board of Corrections; ADC Employees , Shared Services Employees; School District Employees

REFERENCE: AR 225 Employee Conduct Standards, SD 2022-17 Employee Conduct Standards and Discipline

PAGE: 1 of 4

APPROVED: original signed by Dexter Payne

EFFECTIVE DATE: 10/01/2025

I. **POLICY:**

It is the policy of the Arkansas Division of Correction (ADC) to recognize the value of employee recognition to recruitment and retention efforts, as the overall success of the agency is dependent on the efforts of its employees. Therefore, it is the policy of the ADC to recognize meritorious and dedicated service through a program of annual service and meritorious awards.

II. **EXPLANATION:**

A. **DIVISION OR UNIT AWARDS:** Administrators, Wardens, or Center Supervisors are responsible for administering Division, Operation, or Institutional level individual recognition awards on an annual basis. As may be applicable for the area of operation, awards, as further detailed in Section III should include without limitation:

1. **EMPLOYEE OF THE YEAR:** Individuals employed by the Department of Corrections (DOC) working for the ADC are eligible for this award.
2. **CORRECTIONAL OFFICER OF THE YEAR:** Correctional Officers supervising less than two (2) full-time employees and performing supervisory duties less than 51% of the time are eligible for this award.

3. **SUPERVISOR OR ADMINISTRATOR OF THE YEAR:** Eligible individuals supervise the equivalent of two (2) or more full-time employees and perform supervisory duties at least 51% of the time are eligible for this award.
4. **CORRECTIONAL SUPERVISOR OF THE YEAR:** Correctional Officers supervising the equivalent of two (2) or more full-time employees and performing supervisory duties at least 51% of the time are eligible for this award.
5. **SERVICE AWARDS:** ADC supports the statewide program providing recognition for total years of service. All employees shall receive a Certificate of Recognition inclusive of all state services for three (3) years of service and again for five (5) years of service. Beginning with five (5) years of service, all employees shall receive a Certificate of Recognition at an increment of each five (5) years thereafter. Central Human Resources will assist each area in determining service awards and will provide applicable Certificates of Recognition upon request. The Arkansas Correctional Industries Program will provide a recognition plaque for employees achieving thirty (30) years of service upon request.
6. **DIVISION-WIDE AWARDS:** The Director or Chairman of the Board of Corrections, as applicable, will administer division-wide awards to eligible employees. These awards include:
 - a. Director's Outstanding Service Award
 - b. Warden of the Year Award
 - c. Deputy or Assistant Warden of the Year Award
 - d. Administrator's Award – This award may be given as merited by Division Administrators, Wardens, Work Release Center Supervisors, and Sanction Center Deputy Wardens.
 - e. Citation of Excellence – This award may be given as merited by the Director.
 - f. Board of Corrections Meritorious Service Award
 - g. Hero of the Year Award – This award may be given to an employee that has shown heroic actions during the year, for example: saved someone's life, prevented an incident, etc.
 - h. Treatment Staff of the Year Award – This award may be given to a Treatment Staff member that showed outstanding service to the Arkansas Division of Correction during the year.

III. PROCEDURES:

- A. Each Division or Unit's Employee Awards Programs shall:

1. Establish an appropriate award selection format.
2. Follow the Annual Employee Awards Ceremony Schedule. (See Attachment 1.)
3. Identify eligible employees.
4. Recognize employees for specific contributions and achievements.
5. Ensure equity in the distribution and obtainment of awards.
6. Notify Director and Management Team in advance of awards presentations to request attendance.

B. An employee awards committee may be utilized to announce and collect nominations from staff for various awards. The Director may appoint an employee awards committee for central administrative operations. Division Administrators and each Warden, Work Release Center Supervisor, and Sanction Center Deputy Warden may appoint the committee for the operation that he or she supervises. If committees are utilized, they will be appropriate to the size of the operations (usually at least five (5) members) and be broadly representative of the staff.

C. Unless otherwise determined by the Director or Board of Corrections, nominees for awards must have one (1) year of active service in the ADC prior to nomination. Nominees must not be on probation or have received any disciplinary actions within the past year. The supervisor of each nominee will determine whether the nominee meets the eligibility criteria prior to the announcement of nominations. The supervisor's decision on eligibility shall be final, and the reason(s) for ineligibility shall remain confidential. Employees must not have received the same award within the last three years unless approved by the Director. Considerations for nominees should include, but not be limited to:

1. Efforts to advance the mission and achieve goals of ADC
2. Setting an example of excellence in service
3. Having an exemplary attendance record
4. Exhibiting outstanding performance of assigned duties
5. Assisting others to do their jobs better
6. Improving services provided by the ADC
7. Applying innovation or creativity to job duties
8. Seeking training opportunities and developing new job skills
9. Keeping a consistently positive attitude despite work demands
10. Accomplishing savings in cost or time

D. The Director's office will coordinate a statewide event to recognize all Division award recipients as may be appropriate. Division-wide awards may be announced at the December meeting of the Board of Corrections.

E. Central Administration, Unit, and Center awards will be announced at an appropriate awards ceremony as determined by the corresponding Director, Administrator, Warden, or Center Supervisor.

- F. Each facility shall notify through e-mail the Department of Corrections (DOC) Communications Director of the date and time of their award ceremony and provide a list of recipients following the ceremonies. Each facility shall also post notification of all awards on DOC Connect - the DOC Internal Website.
- G. Central Human Resources will screen award candidates for exclusionary reasons for eligibility, which will be initiated by the candidate's supervisor.
- H. Other administrative units of the ADC may present awards or organize award ceremonies as may be approved by the applicable Administrator, Warden, Work Release Center Supervisor, Center Supervisor, or Sanction Center Deputy Warden.

IV. AWARD CEREMONIES AND PROCUREMENT OF AWARDS OR GIFTS: No agency funds may be utilized to hold award ceremonies, purchase awards, or provide gifts for employees. Employee Associations of the ADC are authorized and encouraged to finance the various award functions and solicit donations in accordance with established policy. Awards may be subject to tax. Employees shall be responsible for determining whether awards are taxable, in accordance with IRS tax regulations.

V. ATTACHMENTS:

Attachment 1 – Annual Employee Awards Ceremony Schedule



**ARKANSAS DEPARTMENT OF CORRECTIONS
DIVISION OF CORRECTION**

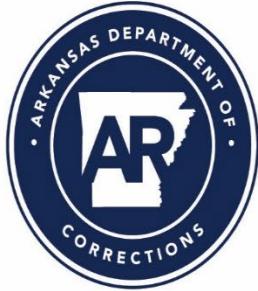
6814 Princeton Pike
Pine Bluff, AR 71602



Annual Employee Awards Ceremony Schedule

1. Texarkana Work Release Center and Southwest Arkansas Correctional Center – First Monday-Tuesday of September
2. Cummins Unit – First Thursday-Friday of September
3. Mississippi County Work Release Center and Northeast Arkansas Community Correctional Center – Second Monday-Tuesday of September
4. Varner Unit – Second Thursday-Friday of September
5. Grimes and McPherson – Third Monday-Tuesday of September
6. East Arkansas Regional Unit – Third Thursday-Friday of September
7. Wrightsville Complex (Hawkins) – Fourth Thursday-Friday of September
8. Springdale Work Release Center – First Monday-Tuesday of October
9. Pine Bluff Complex – First Thursday-Friday of October
10. North Central Unit and White River Correctional Center – Second Monday-Tuesday of October
11. Ouachita River Correctional Unit and Omega Supervision Sanction Center – Second Thursday-Friday of October
12. Tucker Unit – Third Monday-Tuesday of October
13. Benton Work Release – Third Thursday-Friday of October
14. Larry B. Norris Unit – Fourth Monday-Tuesday of October
15. Delta Regional Unit – Fourth Thursday Friday of October
16. Women's Health Unit and Central Arkansas Correctional Center – First Monday-Tuesday of November
17. East Central Arkansas Correctional Center and Phillips County Detention Center – First Thursday and Friday of November

Any deviation from this schedule must be approved by the Director.



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

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ARKANSAS DEPARTMENT OF CORRECTIONS
DIVISION OF CORRECTION
OFFICE OF THE DIRECTOR
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ADMINISTRATIVE DIRECTIVE

SUBJECT: ~~ADC~~ Employee Awards Program

NUMBER: ~~17-092025-~~
~~10-2417-09~~

SUPERSEDES:

LICABILITY: ~~Board of Corrections; ADC Employees, Shared Services~~
~~Employees/Agents;~~
~~District Employees/Agents; and Riverside~~
~~Vo-Tech Employees/Agents~~

REFERENCE: ~~AR: AR-225 Employee Conduct Standards, SD 2022-17 Employee~~
~~Conduct Standards and Discipline~~

PAGE: ~~4~~ of

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APPROVED: ~~Original Signed by Wendy Kelley~~
~~EFFECTIVE DATE: 01/20/2017~~

I. **POLICY:**

It is the policy of the The Arkansas Division of Correction (ADC) to recognizes the value of employee recognition to recruitment and retention efforts, as the overall success of the agency is dependent on the efforts of its employees. Therefore, it is the policy of the ADC to recognize meritorious and dedicated service through a program of annual service and meritorious awards.

II. **EXPLANATION:**

A. **DIVISION/ OR UNIT AWARDS:** Administrators and, Wardens, or Center Supervisors are responsible for administering Division, Operation, or Institutional level individual recognition awards on an annual basis. As may be applicable for the area of operation, awards, as further detailed in Section III should include but not be limited to, the following without limitation:

1. **EMPLOYEE OF THE YEAR:** -Individuals employed by, the Department of Corrections (DOC) working for the ADC or an agent of, the ADC, are eligible for this award.
2. **CORRECTIONAL OFFICER OF THE YEAR:** Correctional Officers supervising less than two (2) full-time employees and performing supervisory duties less than 51% of the time are eligible for this award.
3. **SUPERVISOR OR /ADMINISTRATOR OF THE YEAR:** Eligible individuals supervise the equivalent of two (2) or more full-time employees and perform supervisory duties at least 51% of the time are eligible for this award.
4. **CORRECTIONAL SUPERVISOR OF THE YEAR:** Correctional: Correctional Officers supervising the equivalent of two (2) or more full-time employees and performing supervisory duties at least 51% of the time are eligible for this award.
5. **SERVICE AWARDS:** ADC supports the statewide program providing recognition for total years of service. All employees shall receive a Certificate of Recognition inclusive of all state serviceservices at for three (3) years of service and again at for five (5) years of service. Beginning with five (5) years of service, all employees shall receive a Certificate of Recognition at incrementsan increment of each five (5) years thereafter. Central Human Resources will assist each area in determining service awards and will provide applicable Certificates of Recognition upon request. (Note: The Arkansas Correctional Industries

Program will provide upon request a recognition plaque for employees achieving thirty (30) years of service upon request.)

6. **DIVISION-WIDE AWARDS:** The Director and or Chairman of the Board of Corrections, as applicable, will administer division-wide awards to eligible employees for which all employees are eligible. These awards include:

- a. Director's Outstanding Service Award
- b. Warden of the Year Award
- c. Deputy or Assistant Warden of the Year Award
- d. Administrator's Award – This award may be given as merited by Division Administrators, Wardens, Work Release Center Supervisors, and Sanction Center Deputy Wardens.
- e. Citation of Excellence – This award may be given as merited by the Director.
- f. Board of Corrections Meritorious Service Award
- g. Hero of the Year Award – This award may be given to an employee that has shown heroic actions during the year, for example: saved someone's life, prevented an incident, etc.
- h. Treatment Staff of the Year Award – This award may be given to a Treatment Staff member that showed outstanding service to the Arkansas Division of Correction during the year.

- ~~DIRECTOR'S OUTSTANDING SERVICE AWARD~~
- ~~WARDEN OF THE YEAR AWARD~~
- ~~DEPUTY/ASSISTANT WARDEN OF THE YEAR AWARD~~
- ~~ADMINISTRATOR'S AWARD Note: This award may be given as merited by Division Administrators/Wardens/Center Supervisors.~~
- ~~CITATION OF EXCELLENCE Note: This award may be given as merited by the Director.~~

~~BOARD OF CORRECTIONS MERITORIOUS SERVICE AWARD~~

III. PROCEDURES:

A. Each ~~Division/~~Division or Unit's Employee Awards Programs shall include:

1. Establish menth~~hmenth~~ of an appropriate award selection format;~~format~~

2. Follow the Annual Employee Determination of time and method of presentation of awards; Awards Ceremony Schedule-Schedule is attached. (-See Attachment 1.)
3. Identifyication of eligible employees ~~as defined in paragraph nine below;~~
4. Recognition of size employees for specific contributions and achievements; achievements.
5. Ensuring equity in the distribution and obtainment of awards;
6. 7.5. Obtaining awards; and.
8. 6. Notifying Director and Management Team in advance of awards presentations to request attendance.

B. An employee awards committee may be utilized to announce and collect nominations from staff for various awards. The Director may appoint an employee awards committee for central administrative operations. Division Administrators and each Warden, Work Release Center Supervisor, and Sanction Center Deputy Warden Warden/Center Supervisor may appoint the committee for the operation that he or /she supervises. If committees are utilized, they will be appropriate to the size of the operations (usually at least five (5) members) and be broadly representative of the staff.

C. Unless otherwise determined by the Director or Board of Corrections, nominees for awards must have one (1) year of active service in the ADC prior to nomination. Nominees must not be on probation or have received any disciplinary actions within the past three-years. The supervisor of each nominee will determine whether the nominee meets the eligibility criteria prior to the announcement of nominations. The supervisor's decision on eligibility shall be final, and the reason(s) for ineligibility shall remain confidential. Employees must not have received the same award withing the last three years unless approved by the Director. Considerations for nominees should include, but not be limited to:

1. Efforts to advance the mission and achieve goals of ADC
2. Setting an example of excellence in service
3. Having an exemplary attendance record
4. Exhibiting outstanding performance of assigned duties
5. Assisting others to do their jobs better
6. Improving services provided by the ADC
7. Applying innovation or creativity to job duties
8. Seeking training opportunities and developing new job skills
9. Keeping a consistently positive attitude despite work demands
10. Accomplishing savings in cost or time

- Efforts to advance the mission and achieve goals of ADC
- Setting an example of excellence in service
- Having an exemplary attendance record
- Exhibiting outstanding performance of assigned duties
- Assisting others to do their jobs better
- Improving services provided by the ADC
- Applying innovation or creativity to job duties
- Seeking training opportunities and developing new job skills
- Keeping a consistently positive attitude despite work demands
- Accomplishing savings in cost and/or time

D. The Director's office will coordinate a statewide event to recognize all Division award recipients as may be appropriate. Division-wide awards may be announced at the December meeting of the Board of Corrections.

D.E. Division-wide awards will normally be announced at the December meeting of the Board of Corrections. Central Administration, /Unit, and /Center awards will be announced at an appropriate awards ceremony as determined by the corresponding Director, /Administrator, /Warden, or /Center Supervisor. Institutions are encouraged to schedule annual awards to coincide with National Correctional Officers Week usually dedicated as the first full week in May of each year.

E.F. Each Division/Unit/facility shall notify, by through electronic e-mail, Central Human Resources and the Department of Corrections (DOC) Public Information Officer/Employee Newsletter Editor/Communications Director of the date and time of their schedule for awards ceremonies and provide a list of recipients following the ceremonies. Each Division/Unit/facility shall also post notification of all awards on Spotlight DOC Connect - the ADCDOC Internal Website.

F. Central Human Resources will screen award candidates for exclusionary reasons for eligibility, which will be initiated by the candidate's supervisor, routinely provide each Division/Unit reminders during the year to schedule award ceremonies, offer assistance as may be applicable, and provide the Director and Board of Corrections a report at the end of each calendar year listing the ceremonies held and the award recipients for each Division/Unit. Central Human Resources will also coordinate a statewide event to recognize all Division/Unit award recipients as may be appropriate.

G.

H. Other administrative units of the ADC may present awards and/or organize award ceremonies as may be approved by the applicable Administrator, /Warden, Work Release Center Supervisor, /Center Supervisor, or Sanction Center Deputy Warden.

**IV. —AWARD CEREMONIES AND /PROCUREMENT OF AWARDS/ OR
GIFTS:**

No agency funds may be utilized to hold award ceremonies, purchase ~~awardsawards~~, or provide gifts for employees. Employee Associations of the ADC are authorized and encouraged to finance the various award functions and solicit donations in accordance with established policy. Awards may be subject to tax. Employees shall be responsible for determining ~~whether or not~~whether awards are taxable, in accordance with IRS tax regulations.

V. ATTACHMENTS:

Attachment 1 — Annual Employee Awards Ceremony Schedule



**ARKANSAS DEPARTMENT OF CORRECTIONS
DIVISION OF CORRECTION**

6814 Princeton Pike
Pine Bluff, AR 71602



Annual Employee Awards Ceremony Schedule

1. Texarkana Work Release Center and Southwest Arkansas Correctional Center – First Monday-Tuesday of September
2. Cummins Unit – First Thursday-Friday of September
3. Mississippi County Work Release Center and Northeast Arkansas Community Correctional Center – Second Monday-Tuesday of September
4. Varner Unit – Second Thursday-Friday of September
5. Grimes and McPherson – Third Monday-Tuesday of September
6. East Arkansas Regional Unit – Third Thursday-Friday of September
7. Wrightsville Complex (Hawkins) – Fourth Thursday-Friday of September
8. Springdale Work Release Center – First Monday-Tuesday of October
9. Pine Bluff Complex – First Thursday-Friday of October
10. North Central Unit and White River Correctional Center – Second Monday-Tuesday of October
11. Ouachita River Correctional Unit and Omega Supervision Sanction Center – Second Thursday-Friday of October
12. Tucker Unit – Third Monday-Tuesday of October
13. Benton Work Release – Third Thursday-Friday of October
14. Larry B. Norris Unit – Fourth Monday-Tuesday of October
15. Delta Regional Unit – Fourth Thursday Friday of October
16. Women's Health Unit and Central Arkansas Correctional Center – First Monday-Tuesday of November
17. East Central Arkansas Correctional Center and Phillips County Detention Center – First Thursday and Friday of November

Texarkana Work Release Center – First Monday Tuesday of September

Cummins Unit – First Thursday Friday of September

Mississippi County Work Release Center – Second Monday Tuesday of September

Varner Unit – Second Thursday Friday of September

Grimes Unit – Third Monday Tuesday of September

East Arkansas Regional Unit – Third Thursday Friday of September

McPherson Unit – Fourth Monday Tuesday of September

Wrightsville Unit – Fourth Thursday Friday of September

Springdale Work Release Center – First Monday Tuesday of October

Pine Bluff Complex – First Thursday Friday of October

North Central Unit – Second Monday Tuesday of October

Quachita River Correctional Unit Second Thursday-Friday of October
Tucker Unit Third Monday Tuesday of October
Benton Work Release Third Thursday Friday of October
Maximum Security Unit Fourth Monday Tuesday of October
Delta Regional Unit Fourth Thursday Friday of October

Any deviation from this schedule must be approved by the Director.



ARKANSAS DEPARTMENT OF CORRECTIONS
DIVISION OF CORRECTION
OFFICE OF THE DIRECTOR
DEXTER PAYNE

6814 Princeton Pike
Pine Bluff, AR 71602



ADMINISTRATIVE DIRECTIVE

SUBJECT: Youthful Inmates

NUMBER: 2025-04

SUPERSEDES: 2022-09

APPLICABILITY: All Employees

PAGE: 1 of 2

REFERENCE: AR Classification of Offenders 12 CAR § 60-101

APPROVED: signed by Dexter Payne

EFFECTIVE DATE: 11/1/2025

I. **POLICY:**

It is the policy of the Arkansas Division of Correction (ADC) to ensure that Youthful Inmates are assigned to a specialized housing unit to provide the proper programs and the direct supervision necessary to ensure safety and security. To provide effective intervention programming for Youthful Inmates transitioning into the adult system within the ADC. The goal of the program is to provide a safe environment and programming designed to build strong character while providing an opportunity for each inmate to reach his or her full potential as a responsible law-abiding citizen and to reduce recidivism.

II. **DEFINITIONS AS USED IN THIS POLICY:**

- A. Direct Staff Supervision means a method of inmate supervision designed to assure safety and security in which security staff are in the same room with, or within reasonable hearing distance of the inmate.
- B. Youthful Inmate means any inmate under the age of 18; however, a juvenile who has received an adult sentence to the ADC shall not be transported to the ADC until the juvenile is sixteen (16) years of age.
- C. Youthful Inmate Housing means a housing unit where Youthful Inmates will not have sight, sound, or physical contact with any adult inmate through the use of a shared dayroom, or other common space, shower area, or sleeping quarters, and which provides for Direct Staff Supervision of Youthful Inmates.

III. **PROCEDURES:**

- A. Intake Procedure - The intake process for male and female Youthful Inmates will occur at the units specified by the Division for male and female intake, respectively.
- B. Housing - All Youthful Inmates will be housed at the designated unit in a housing area that provides sight and sound separation from physical contact with any other inmates over the age of 18 through the use of a shared dayroom, shower area, toilet area, or sleeping quarters.
- C. Youthful Inmates must be under Direct Staff Supervision when not in their assigned housing area.
- D. Youthful Inmates will be able to attend all unit activities, receive all unit services, and participate in jobs and programs as deemed appropriate by the Unit Classification Committee.

- E. Youthful Inmates shall be allowed daily opportunities for large-muscle exercise, any legally required special education services, programming, and work opportunities, to the extent possible.
- F. Youthful Inmates will not be placed in isolation solely for the purpose of complying with separation from adult inmates.
- G. If a Youthful Inmate's behavior becomes unmanageable and all efforts to deescalate that behavior have failed, and there is a direct threat to the safe and secure operations of the housing unit, the inmate, staff, or other inmates, the Duty Warden must be notified.
- H. Confinement of Youthful Inmates in Extended Restrictive Housing is prohibited.
- I. Punitive Status:
 - 1. Youthful Inmates may be placed on punitive status or sanction within their housing area for reasons including, without limitation:
 - a. A physical or sexual assault has been committed by the Youthful Inmate.
 - b. Conduct of the Youthful Inmate poses a direct threat to the safety of another person or clear threat to the safe and secure operation of the unit.
 - c. The Youthful Inmate escapes or attempts to escape from the facility.
 - 2. The Warden or their designee must provide a written authorization for every twenty-four (24) hour period during which the Youthful Inmate remains in punitive status after the initial twenty-four (24) hour placement.

J. Classification

- 1. The Warden or Deputy Warden of any ADC facility that houses Youthful Inmates shall appoint an officer (generally the Classification Officer) to provide for a classification plan for each Youthful Inmate, including a determination of level of risk and program needs developmentally appropriate for adolescents.
- 2. Classification plans for a Youthful Inmate shall include consideration of the physical, mental, social, and educational maturity of the Youthful Inmate.

K. Programming - Units shall provide adequate program space to meet the physical, social, and emotional needs of each Youthful Inmate.

L. Staff Training

- 1. Staff who work with Youthful Inmates shall receive training in the developmental needs, safety needs, and other specific needs of Youthful Inmates. Staff positions specifically assigned to Youthful Inmate housing or which are responsible for programming for Youthful Inmates shall have functional job descriptions and qualifications which require the training designated for working with Youthful Inmates and such staff shall complete training before being assigned to work with Youthful Inmates.
- 2. The training shall include the following subjects:
 - a. Adolescent Development
 - b. Educational Programming
 - c. Cultural Awareness
 - d. Crisis Prevention and Intervention
 - e. Legal Issues
 - f. Housing and Physical Plant
 - g. Policies and Procedures
 - h. Management and Programming for Sex Offenders
 - i. Substance-Abuse Services
 - j. Cognitive-Behavioral Interventions (including anger management, social skills training, problem solving, and resisting peer pressure)
 - k. Suicide Prevention
 - l. Nutrition
 - m. Mental-Health Issues
 - n. Gender-Specific Issues
 - o. Case-Management Planning and Implementation



ARKANSAS DEPARTMENT OF CORRECTIONS
DIVISION OF CORRECTION
OFFICE OF THE DIRECTOR
DEXTER PAYNE

6814 Princeton Pike
Pine Bluff, AR 71602



ADMINISTRATIVE DIRECTIVE

SUBJECT: Youthful Inmates

NUMBER: 2025-04

SUPERSEDES: 2022-09

APPLICABILITY: All Employees

PAGE: 1 of 2

REFERENCE: AR Classification of Offenders 12 CAR § 60-101

APPROVED:

EFFECTIVE DATE:

I. POLICY:

It is the policy of the Arkansas Division of Correction (ADC) to ensure that Youthful Inmates are assigned to a specialized housing unit to provide the proper programs and the direct supervision necessary to ensure safety and security. To provide effective intervention programming for Youthful Inmates transitioning into the adult system within the ADC. The goal of the program is to provide a safe environment and programming designed to build strong character while providing an opportunity for each inmate to reach his or her full potential as a responsible law-abiding citizen and to reduce recidivism.

II. DEFINITIONS AS USED IN THIS POLICY:

- A. Direct Staff Supervision means a method of inmate supervision designed to assure safety and security in which security staff are in the same room with, or within reasonable hearing distance of the inmate.
- B. Youthful Inmate means any inmate under the age of 18; however, a juvenile who has received an adult sentence to the ADC shall not be transported to the ADC until the juvenile is sixteen (16) years of age.
- C. Youthful Inmate Housing means a housing unit where Youthful Inmates will not have sight, sound, or physical contact with any adult inmate through the use of a shared dayroom, or other common space, shower area, or sleeping quarters, and which provides for Direct Staff Supervision of Youthful Inmates.

III. PROCEDURES:

- A. Intake Procedure - The intake process for male and female Youthful Inmates will occur at the units specified by the Division for male and female intake, respectively.
- B. Housing - All Youthful Inmates will be housed at the designated unit in a housing area that provides sight and sound separation from physical contact with any other inmates over the age of 18 through the use of a shared dayroom, shower area, toilet area, or sleeping quarters.
- C. Youthful Inmates must be under Direct Staff Supervision when not in their assigned housing area.

- D. Youthful Inmates will be able to attend all unit activities, receive all unit services, and participate in jobs and programs as deemed appropriate by the Unit Classification Committee.
- E. Youthful Inmates shall be allowed daily opportunities for large-muscle exercise, any legally required special education services, programming, and work opportunities, to the extent possible.
- F. Youthful Inmates will not be placed in isolation solely for the purpose of complying with separation from adult inmates.
- G. If a Youthful Inmate's behavior becomes unmanageable and all efforts to deescalate that behavior have failed, and there is a direct threat to the safe and secure operations of the housing unit, the inmate, staff, or other inmates, the Duty Warden must be notified.

H. Confinement of Youthful Inmates in Extended Restrictive Housing is prohibited.

I. Punitive Status:

- 1. Youthful Inmates may be placed on punitive status or sanction within their housing area for reasons including, without limitation:
 - a. A physical or sexual assault has been committed by the Youthful Inmate.
 - b. Conduct of the Youthful Inmate poses a direct threat to the safety of another person or clear threat to the safe and secure operation of the unit.
 - c. The Youthful Inmate escapes or attempts to escape from the facility.
- 2. The Warden or their designee must provide a written authorization for every twenty-four (24) hour period during which the Youthful Inmate remains in punitive status after the initial twenty-four (24) hour placement.

J. Classification

- 1. The Warden or Deputy Warden of any ADC facility that houses Youthful Inmates shall appoint an officer (generally the Classification Officer) to provide for a classification plan for each Youthful Inmate, including a determination of level of risk and program needs developmentally appropriate for adolescents.
- 2. Classification plans for a Youthful Inmate shall include consideration of the physical, mental, social, and educational maturity of the Youthful Inmate.

K. Programming - Units shall provide adequate program space to meet the physical, social, and emotional needs of each Youthful Inmate.

L. Staff Training

- 1. Staff who work with Youthful Inmates shall receive training in the developmental needs, safety needs, and other specific needs of Youthful Inmates. Staff positions specifically assigned to Youthful Inmate housing or which are responsible for programming for Youthful Inmates shall have functional job descriptions and qualifications which require the training designated for working with Youthful Inmates and such staff shall complete training before being assigned to work with Youthful Inmates.
- 2. The training shall include the following subjects:
 - a. Adolescent Development
 - b. Educational Programming
 - c. Cultural Awareness
 - d. Crisis Prevention and Intervention
 - e. Legal Issues
 - f. Housing and Physical Plant
 - g. Policies and Procedures
 - h. Management and Programming for Sex Offenders
 - i. Substance-Abuse Services
 - j. Cognitive-Behavioral Interventions (including anger management, social skills training, problem solving, and resisting peer pressure)
 - k. Suicide Prevention
 - l. Nutrition
 - m. Mental-Health Issues
 - n. Gender-Specific Issues

o. Case-Management Planning and Implementation



ARKANSAS DEPARTMENT OF CORRECTIONS
DIVISION OF CORRECTION
OFFICE OF THE DIRECTOR
DEXTER PAYNE
6814 Princeton Pike
Pine Bluff, AR 71602



ADMINISTRATIVE DIRECTIVE

SUBJECT: Paws in Prison

NUMBER: 2025-05

SUPERSEDES: 14-35

APPLICABILITY: Employees and Inmates

PAGE: 1 of 7

REFERENCE:

APPROVED: original signed by Dexter Payne **EFFECTIVE DATE:** 12/4/2025

I. POLICY

It is the policy of the Arkansas Division of Correction (ADC) to facilitate Paws in Prison (PIP), which is a training program for dogs. The ADC PIP program partners with Rescue Organizations to provide a safe, clean, and humane environment for the care and training of dogs. The primary purpose and goal of the program is to prepare dogs for adoption through socialization, training, and proper care.

II. DEFINITIONS AS USED IN THIS POLICY

- A. Assessor means individuals designated by Rescue Organizations or the PIP Program Coordinator who determine if a dog is a suitable candidate for PIP based on temperament and behavior.
- B. Off-Limits to Dogs means medical, food service, and commissary areas where dogs are not permitted.
- C. PIP Participant means inmates who have been assigned to the program as Inmate Dog Trainers or PIP Program Alternates approved to assist with PIP as trainers-in-waiting.
- D. PIP Program Coordinator means the employee responsible for overseeing the development and operation of the program at all participating units.
- E. Professional Trainer means contractors who receive payment for their services as dog training instructors.
- F. Proper Diet means the recommended serving sizes listed on packages of dog food and treats.
- G. Rescue Organization means community partners who provide dogs for participation in the program.
- H. Unit PIP Coordinator means an employee designated by the Warden to oversee the daily operations and activities of the program.

III. PROCEDURES

A. Program Administration

1. The Warden at each institution will designate a Unit PIP Coordinator who will oversee the implementation, maintenance, and day-to-day activities of the program as directed by this policy and the PIP Program Coordinator who oversees the program at all participating units.
2. The PIP Program Coordinator and Unit PIP Coordinators will work with volunteers provided by and assigned to the institution by the Rescue Organizations. Volunteers who regularly enter the units will be trained according to ADC policy and be subject to background checks.

B. Dogs

1. During their training, dogs will be housed at selected ADC institutions with their approved PIP Participants and will be the responsibility of the assigned inmates.
2. Dogs will be provided by Rescue Organizations and will be evaluated for the program by approved Assessors.
3. The Assessors will screen for temperament and behavior that are appropriate for an institutional environment. Aggressive dogs will not be allowed in the program.
4. Dogs will be permitted to participate until graduation from the program or other post training arrangements have been made, unless removal is deemed necessary by the PIP Program Coordinator (after consultation with a Professional Trainer or veterinarian).
5. The PIP Program Coordinator shall immediately be notified of any significant incidents involving a PIP dog. Documentation of the incident and surveillance video, if available, shall be retained by the unit and released to the PIP Program Coordinator for review. Significant incidents involving a PIP dog may be referred to Internal Affairs for investigation.
6. A listing of PIP emergency contacts and telephone numbers shall be maintained in Master Control to be utilized in the event of serious illness or injury to a dog outside of normal working hours.
7. Rescue Organizations will provide veterinary care prior to a dog entering the program. This includes vaccinations, spaying or neutering, and all other health needs.
8. Rescue Organizations can remove their dog(s) from the program at any time.

C. Inmates

1. PIP will be open only to inmates who reside at participating units and who meet the eligibility requirements. Inmates must volunteer to participate in this program.
2. Eligibility requirements are based on:
 - a. Interest
 - b. Training
 - c. Positive attitude
 - d. Length of sentence
 - e. Criminal history
 - f. A positive institutional behavior pattern
 - g. Mental and physical fitness to assist, care for, and train a dog
3. An inmate convicted of animal cruelty or abuse shall not be eligible for PIP.

4. The Unit PIP Coordinators will maintain a list of inmates who have volunteered to participate and meet the eligibility requirements. When an opening is available, the Unit PIP Coordinator will screen and select suitable applicants whose names will be forwarded to the PIP Program Coordinator for review. If approved by the PIP Program Coordinator, candidates will be submitted to the Unit Classification Committee for final approval or denial of placement. Inmates approved for the program must understand and agree to the goals of the program and sign the Inmate Contract for Participation (Attachment II).
5. To ensure the data necessary for program evaluation is properly collected, PIP Participants' participation in PIP must be documented in the electronic Offender Management Information System (eOMIS) by an AM or PM assignment to the program. However, at the units' discretion, PIP Participants may have a part-time job or program assignment in addition to their participation in PIP.
6. If the Unit PIP Coordinator has questions or concerns regarding the inmate's mental faculties, he or she shall notify the Warden. The Warden or designee may request assistance and evaluation from Mental Health staff.
7. PIP Participants are eligible to receive program achievements based on the number of dogs who successfully complete the program under their direction. Certificate levels in eOMIS will be awarded as follows:
 - a. Paws in Prison Trainer Level I [PIP1] – 10 dogs
 - b. Paws in Prison Trainer Level II [PIP2] – 20 dogs
 - c. Paws in Prison Trainer Level III [PIP3] – 30 dogs
 - d. Paws in Prison Trainer Level IV [PIP4] – 40 dogs
 - e. Paws in Prison Trainer Level V [PIP5] – 50+ dogs

D. Interaction with Dogs

1. As part of the dogs' socialization training, staff and inmates who are not a part of the PIP Program may interact with the dogs in a respectful and appropriate manner if permitted by the PIP Participants assigned to the dog.
2. Abuse or mistreatment of dogs, including antagonizing or taunting by inmates, staff, or PIP Participants will not be tolerated. Any abuse or mistreatment of a dog shall be reported immediately to the Deputy or Duty Warden. The PIP Program Coordinator shall be notified immediately by a phone call and a follow-up email detailing the incident. Any verified abuse or mistreatment will result in appropriate disciplinary action for staff and inmates and possible referral for criminal prosecution through Internal Affairs.
3. Staff and inmates who are not a part of the PIP program are not permitted to discipline dogs. Any unauthorized discipline of a dog shall be reported immediately to the Deputy or Duty Warden and the PIP Program Coordinator. Any such violation may result in disciplinary action for staff and inmates.

E. Dog Hygiene and Sanitation

1. In the event a dog has not been treated with a heartworm preventative and a flea and tick preventative, which lasts for the entirety of a dog's time in the program, the Rescue will send in preventatives with an exact date on which to administer them to the individual dog. The dog trainers and the PIP Unit Coordinator will document the date the preventatives are administered.

2. Dogs will be given baths when needed, in accordance with breed recommendations, to ensure proper hygiene for the dog and its living quarters. Dogs must be bathed indoors if the temperature outside is below 65 degrees. The indoor bathing area (utility sink or shower) must be cleaned by the PIP Participants after each use.
3. Except in extenuating circumstances that are outlined in this policy, dogs must be escorted outside to relieve themselves in designated grassy areas. Solid waste generated by the dogs must be picked up immediately in sanitary bags and then deposited in an approved receptacle by PIP Participants. Accidents that occur indoors while the dog is being housebroken must be cleaned up immediately and the area disinfected by PIP Participants.

F. Funding and Location.

1. PIP purchases will be funded through grants, gifts, donations, and revenues generated from the sale of state property through Marketing and Redistribution as authorized by state law.
2. PIP will be required to have a 1-month supply of sustaining necessities for each dog at any given time.
3. ADC Director and Management Team will determine which units participate in the program only as resources and funding allow.

H. Daily Operations.

1. Each dog will be assigned to two (2) PIP Participants who will be responsible for all aspects of the dog's care. Pairing each dog with two (2) PIP Participants ensures joint responsibility, shared handling of duties, and that each dog is always in the care of an approved inmate.
2. All dogs will reside with the PIP Participants who are responsible for them.
3. When outside of the housing area, dogs will remain on a leash at all times, except during "leash-free" exercises.
4. House Breaking/Training is a component of the program, and the following apply:
 - a. Staff shall allow PIP Participants to take the dogs outside.
 1. For a ten (10) minute break in the morning prior to the start of the 6:00 a.m. count.
 2. At least five (5) additional times throughout the day, with the last time occurring at or after 8:30 p.m.
 3. Inmates will return to their assigned area once the dog has relieved itself.
 - b. Except in the event of an institutional emergency or catastrophe such as a fire, natural disaster, escape, hostage situation, or riot, time between the last relief break in the evening and the first break the following day shall not exceed more than ten (10) hours. After the first relief break of the day, time between subsequent breaks will not exceed more than three (3) hours throughout the day.
5. As PIP Participants are frequently exposed to the elements while caring for the dogs, clothing which is adequate to allow the inmates to operate comfortably in cold or inclement weather will be provided through issuance to the inmates assigned to the program. This clothing shall include, but not be limited to, rain gear, gloves, hats, extra thermal wear, and state issued brogans or rubber boots.
6. Dogs are not permitted in areas Off-Limits to Dogs. The Warden may approve the dogs entering any barracks. Dogs may be allowed on inmate bunks during waking hours as part of the training process that includes bonding, trust, and boundaries. Crates must be utilized for nighttime sleeping.

7. The only time a dog will be left in the care of another PIP Participant is if BOTH of the PIP Participants assigned to the dog are:
 - a. On ADC appointments at the same time
 - b. Incapacitated or severely injured or ill
 - c. Placed in administrative or disciplinary segregation areas
 - d. At or on visitation at the same time
 - e. Removed from PIP at the same time
 - i. If this should occur, the Unit PIP Coordinator will assign the dog to an approved PIP Participant until replacements can be designated and approved for the dog
 - ii. A list of all active PIP Participants shall be maintained by the Warden or designee
 - f. The dog may also be left in the care of another PIP Participant as part of approved training exercises assigned by the Professional Trainer.
8. Dogs will be allowed at least thirty (30) minutes of "leash-free" exercise daily during scheduled times in the gym, visitation center, or outside yard. The dogs will be supervised at all times by their assigned PIP Participant(s).
9. Proper Diet and feeding schedules will be followed. Changes will be permitted only with the permission of the PIP Program Coordinator, Professional Trainer, or Rescue Organization. Dogs will be fed only products that are made for dogs. No food designed for human consumption is permitted.
10. PIP Participants must take dog blankets and mats to the laundry to be cleaned at least weekly, or as needed if soiled.
11. PIP Participants will be allowed to possess authorized dog-related items in their housing area (Attachment I).

I. Training Activities.

1. The ADC uses Professional Trainers to assist in educating PIP Participants in specific areas of dog handling and training methods. Professional Trainers assist in monitoring the dogs' progress, performance needs, and health issues.
2. The training sessions will be held in the unit visitation room, gymnasium, or other approved area during scheduled times.
3. Training sessions are essential to the successful operation of the program. As such, training classes may be cancelled only in the event of an institutional emergency or unit wide lockdown, at the direction of the facility Warden, or with prior approval from the PIP Program Coordinator.
4. All PIP Participants shall attend scheduled training classes. Tardiness or unexcused absences will not be tolerated and may result in removal from the program.
5. Only PIP Participants, staff, and approved guests will be allowed in the training classes during the weekly training sessions.
6. During the training sessions, PIP Participants will discuss the progress of their dogs, ask questions, seek advice of training methods, discuss possible needs of the dog, and share from their journal regarding the dogs.
7. Areas of training will include, without limitation, methods in:
 - a. Basic Dog Handling
 - b. Canine Health and Kennel Management
 - c. Canine Training, Management and Behavior
 - d. Learning Theory
 - e. Canine Body Language
 - f. Developmental Stages and Socialization
 - g. Proper Use of Training Equipment

- h. Crate Training
- i. Leash Training
- j. Housetraining
- k. Instructional Skills, Teamwork, and Professionalism
- l. Daily Training Logs

8. Approved and prohibited training techniques are as follows:

- a. Reward-based techniques shall be used for teaching common training skills and to address unwanted behaviors
- b. Aversive training techniques are strictly prohibited from use in the PIP program. These methods rely on applying force, pain, emotional or physical discomfort and do not offer the dog an appropriate alternative behavior.
- c. Boundaries must be taught without the use of fear, intimidation, or pain, thereby limiting the likelihood of fear-induced aggressive behavior and risk of injury to handler.

9. Professional Trainers may recommend the removal of a PIP Participant from the program for any of the following reasons:

- a. Unprofessional behavior; such as:
 - i. Refusal to follow instructions
 - ii. Disruptive behavior during class
 - iii. Disrespectful behavior towards staff, instructors, volunteers or fellow PIP Participants
- b. Failure to show progress or improvement; such as
 - i. Unsatisfactory performance on a recurring basis
 - ii. Failure to follow instructions or make corrections as directed
 - iii. Failure to produce quality work or complete assignments
- c. Use or suspected use of non-approved training techniques.
- d. Any other behavior that may disrupt the orderly operations of the institution or PIP.

10. Professional Trainers will notify the PIP Program Coordinator when a PIP Participant needs to be removed, who will then notify the Warden or designee and PIP Unit Coordinator of any necessary removals. The Warden or designee will remove the inmate from the program upon notification from the PIP Program Coordinator.

J. Additional Security Concerns.

1. Bite Protocol

- a. In the event of a dog bite, PIP Participants will immediately report the incident to a nearby staff member. Any staff witnessing a dog bite should also report the incident to the Unit PIP Coordinator during normal working hours; or report to the Shift Supervisor if an incident occurs after hours.
- b. Any inmate bitten by a dog in the PIP Program will be referred to the Infirmary.
- c. If a staff member is bitten, he or she will be referred to the Company Nurse.
- d. The Unit PIP Coordinator or Shift Supervisor shall notify the Warden or designee immediately of any dog bite incident.
- e. The Unit PIP Coordinator will notify the unit's Professional Trainer, the PIP Program Coordinator, and the Rescue Organization that owns the dog. The PIP Program Coordinator will consult with the Professional Trainer and the Rescue Organization to determine if the dog should be removed from the program.

- f. Any issues requiring quarantine of a dog will be handled by the Rescue Organization. If quarantine is determined to be necessary, the dog should be crated (except for bathroom breaks) until it leaves the unit.

2. Institutional Emergencies (Real or Drill).

- a. In the event of an institutional emergency, all security protocols will be in effect.
- b. The dogs will be secured in the housing areas with the PIP Participants.
- c. Dogs will not be permitted outside during an institutional emergency. Each housing area is provided with potty-pads for the dog to relieve itself.
- d. In the event of a fire, tornado or other natural disaster, the dog will always remain with a PIP Participant. If the housing area where the dog is crated is evacuated, a PIP Participant or a staff member may enter the cell to evacuate it.
- e. A seven (7) day supply of essential dog supplies such as food will be kept on hand in the PIP Participants' housing areas in case of emergencies.

3. Security Cell Searches.

- a. Upon being informed of a property search, a PIP Participant must immediately notify the staff member of the dog's presence and then promptly crate the dog.
- b. The dog will be crated prior to the PIP Participant(s) being pat or strip-searched. Once the PIP Participant has been pat or strip-searched and under direct supervision of the staff member, the PIP Participant will remove the dog from the crate and exit the immediate area with the dog until the search is completed, and approval has been granted to return to area.
- c. The dog, its crate and other items may be searched.
- d. Any property belonging to PIP that is confiscated during a security search shall be documented and returned to the Unit PIP Coordinator or PIP Program Coordinator.
- e. If a search is being conducted utilizing the Division's canines, the PIP dogs must be crated or removed from the area during the search.

IV. ATTACHMENTS

1. Authorized Items for Cell Retention
2. Inmate Contract for Participation



ARKANSAS DEPARTMENT OF CORRECTIONS
DIVISION OF CORRECTION
OFFICE OF THE DIRECTOR
DEXTER PAYNE
6814 Princeton Pike
Pine Bluff, AR 71602



Authorized Items for Cell Retention

The following items are approved for inmates to possess in their respective housing areas while participating in Paws in Prison.

1 Per Dog	Dog Crate & Wooden Door
1 Per Dog	Dog Bed or Mat
1 Per Dog	Dog Blanket
1 Per Dog	Dog Brush
1 Per Dog	Dog Collar and Harness
1 Per Dog	Dog Leash (4' to 6' in length)
1 Per Dog	Clear Plastic Storage Tote (For keeping dog food and other dog items ONLY.)
2 Per Dog	Dog Bowl
1 Per Dog	Chew Bone
5 Per Dog	Dog Toy
1 Per Dog	Spray Bottle (For cleaning purposes ONLY)
1 Per Dog	Dog Towel

As issued: Gloves/Bags for Waste Removal, Potty Pads, Dog Food, Dog Treats, Training Journal, dog training books & materials, first aid items for dogs, and other items approved by facility. All training equipment will be put away into appropriate storage boxes when not in use.

Additional items may be approved at each participating unit by the Warden. The Warden may restrict any non-essential approved item if deemed necessary for the secure operation of the unit.



ARKANSAS DEPARTMENT OF CORRECTIONS
DIVISION OF CORRECTION
OFFICE OF THE DIRECTOR
DEXTER PAYNE
6814 Princeton Pike
Pine Bluff, AR 71602



**INMATE CONTRACT FOR PARTICIPATION
PAWS IN PRISON PROGRAM**

I, Inmate _____ ADC # _____, hereby confirm that I have read and agree to the requirements outlined in the ADC Paws in Prison Administrative Directive, and I agree to observe the following requirements unless an exception has been made in writing through the Paws in Prison Program Coordinator.

1. All Dogs will reside with the PIP Participants who are responsible for them.
2. When outside of the housing area, the dog will remain on a leash at all times, unless the dog is on a scheduled off-leash period.
3. Dogs will use designated grassy areas outside to relieve themselves. Housebreaking is a component of this program.
4. Dogs will be taken outside for potty breaks as close to the scheduled times as possible.
5. PIP Participants will return to their assigned areas once the Dogs have relieved themselves.
6. PIP Participants will immediately pick up any waste products from the Dogs using plastic gloves/bags and then dispose of the bags in approved receptacles.
7. Dogs will not be permitted in the areas designated as Off-Limits to Dogs, which are Medical, Food Service, and Commissary areas.
8. PIP Participants will be required to share responsibilities with their assigned partners, and the dog will be left with their assigned partner when needing to attend an appointment or call-out in an Off-Limits to Dogs' location.
9. PIP Participants, with the approval of their employment supervisor, education supervisor, or Warden, may take their dog to work, visitation, or school, except when employment is in an area noted in policy as Off-Limits to Dogs.
10. Dogs will not be left in a non-program participant's care or room. A dog may only be left in the care of another PIP Participant if both assigned PIP Participants are (a) at visitation or an ADC appointment at the same time and they do not wish to take the dog, (b) incapacitated or severely injured/ill, (c) placed in administrative or disciplinary segregation areas, or (d) removed from the PIP program at the same time. If this should occur, the Unit PIP Coordinator will assign the dog to another approved PIP Participant. A dog may also be left in the care of another PIP Participant as part of the approved training exercises assigned by the Professional Trainer.
11. Dogs will be kept as clean and odor-free as possible and groomed appropriately for their breed.
12. Dogs will be allowed at least thirty (30) minutes of leash-free exercise daily during scheduled times in the gym, visitation center, or outside yard. The dogs will be supervised at all times.
13. At no time will a dog be tethered and left unattended.
14. Proper diet and feeding schedules will be followed. Changes will be permitted only with the permission of the PIP Program Coordinator, Professional Trainer, or Rescue Organization. Dogs will be fed only food products that are made for dogs. No food designed for human consumption will be permitted.
15. Dog crates will be kept clean and will be disinfected on a regular basis. Dog blankets will be cleaned by laundry weekly and as needed if soiled.
16. Hair and refuse shall be cleaned up promptly by PIP Participants. The broom and mop utilized will be cleaned of dog hair prior to being stored by PIP Participants.

17. PIP Participants are prohibited from using aversive training techniques. Reward-based techniques shall be used for teaching the dogs common training skills and to address unwanted behaviors.
18. Assigned dogs may only play with or chew items that are specifically for these purposes. If an assigned dog chews/destroys property other than its own toys, etc., the PIP Participants caring for the dog will be held responsible.
19. PIP Participants are to treat staff and fellow inmates with respect.
20. Any PIP Participant who abuses a dog will be issued a conduct violation report for assault and prosecuted to the full extent of state law.
21. PIP Participants must comply with the ADC behavioral rules and regulations outlined in the Inmate Disciplinary Manual policy which supersede all program regulations in areas of security and custody. Disciplinary action for infractions may result in the inmate's removal from the PIP program.
22. Any PIP Participant who encourages or attempts to instill in any dog aggressive or attack modes towards a person or other dogs will be removed immediately from PIP and issued a disciplinary. The dog will be evaluated as soon as possible by a Professional Trainer to determine whether it may continue in the program.
23. PIP Participants must always keep their assigned dog under control and will not allow dogs to create noise disturbance. Barking, whining, digging, and other unwanted behaviors will be promptly and appropriately addressed by PIP Participants.
24. Dogs may be crated when both PIP Participants attend food service meals or when both PIP Participants are at visitation. Upon the return of a PIP Participant, the dog will be immediately released from the crate.
25. Dogs will be crated during periods when the PIP Participants are asleep.
26. All training equipment will be put away into appropriate storage boxes when not in use.
27. All daily training activities will be conducted by PIP Participants and their assigned dog.
28. PIP Participants shall attend training sessions conducted by a Professional Trainer. Progress is a requirement and will be closely monitored. Absence from class will be excused due to illness or injury, medical appointments, or legal appointments. Absence from class for any other reason will be considered unexcused. Three (3) unexcused absences may result in immediate termination from the program.

Please refer to Attachment I – Authorized Items for Cell Retention for an itemized listing of dog-related items PIP Participants are allowed to possess in their housing areas.

I have read and understand that any disregard of the requirements outlined in the ADC Paws in Prison Administrative Directive indicates unsatisfactory performance. I understand that violation of any of these requirements may result in loss of handling privileges, termination from the program, a major disciplinary, and criminal prosecution for animal cruelty.

Inmate Signature

ADC#

Date

Unit PIP Coordinator

Date



ARKANSAS DEPARTMENT OF CORRECTIONS
DIVISION OF CORRECTION
OFFICE OF THE DIRECTOR
DEXTER PAYNE
6814 Princeton Pike
Pine Bluff, AR 71602



ADMINISTRATIVE DIRECTIVE

SUBJECT: Paws in Prison

NUMBER: 20245-05

SUPERSEDES: 14-35

APPLICABILITY: Staff Employees and Inmates

PAGE: 1 of 97

REFERENCE: AM 18-01 Paws in Prison Trainer(s)

APPROVED:

EFFECTIVE DATE:

I. POLICY

I. It is the policy of the Arkansas Division of Correction (ADC) to facilitate Paws in Prison (PIP), which is a training program for companion and service dogs. The ADC PIP program partners with Rescue Organizations and shelters to provide a safe, clean, and humane environment for the care and training of dogs. The primary purpose and goal of the program is to prepare dogs for adoption through socialization, training, and proper care, to become companion or service dogs. This goal will be accomplished through proper socialization; teaching basic obedience/assistance skills; house training; fostering proper diet and weight; and nurturing the dog.

II. DEFINITIONS AS USED IN THIS POLICY

II.

- A.** Assessor, means Designated individuals individuals designated by Rescue Organizations or the PIP Program Coordinator who determine if a dog is a suitable candidate for PIP based on temperament and behavior.
- A.B.** Off-Limits to Dogs, means Medical, food service, and commissary areas where dogs are not permitted.
- B.C.** Inmate TrainerPIP Participant, means Inmates who have been assigned to the program as Inmate Dog Trainers for the dogs or an PIP Program Alternates inmate dog trainers approved to assist with PIP as trainers--in--waiting.
- C.** Off Limits to Dogs, Medical, food service and commissary areas.
- D.** PIP Program Coordinator, means the employee, Responsible for overseeing the development and operation of the program at all participating units.
- E.** Professional Trainer-Contractors, means contractors who receive payment from the ADC for their services as dog training instructors.

F. Program Alternate ~~Inmates approved to assist with the program as trainers in waiting.~~

G.F. Proper Diet means ~~t~~The recommended serving sizes listed on packages of dog food and treats.

H. Rescue Organization means ~~c~~Community partners who provide dogs for participation in the program.

G.

H. Unit PIP Coordinator means an employee designated by the ~~Warden~~ to oversee the daily operations and activities of the program.

III. PROCEDURES

A. Program Administration

1. The Warden at each institution will designate a Unit PIP Coordinator who will oversee the implementation, maintenance, and day-to-day activities of the program as directed by this policy and the PIP Program Coordinator who oversees the program at all participating units.
2. The PIP Program Coordinator and Unit PIP Coordinators will work with volunteers provided by and assigned to the institution by the Rescue Organizations. Volunteers who regularly enter the units will be trained according to ADC policy and be subject to background checks.

B. Dogs

1. ~~During their training, dogs will be housed at selected ADC institutions with their approved PIP Participants and will be the responsibility of the assigned inmates.~~
2. Dogs will be provided by Rescue Organizations and will be evaluated for the program by approved Assessors.
3. The Assessors will screen for temperament and behavior that are appropriate for an institutional environment. Aggressive Unit PIP Coordinator, A staff member designated by the Superintendent/Warden to oversee the operation and daily operations and activities of the program.

III. PROCEDURES

A. Program Administration

1. The Warden at each institution will designate a Unit PIP Coordinator who will oversee the implementation, maintenance, and day to day activities of the program as directed by this policy and the PIP Program Coordinator.
2. The PIP Program Coordinator oversees the program at all participating units.
3. The PIP Program Coordinator and Unit PIP Coordinators will work with caseworkers and volunteers provided by and assigned to the institution by the Rescue Organizations and/or shelters. Volunteers who regularly enter the units will be appropriately trained.

B. Dogs

~~During their training, dogs will be housed at selected ADC institutions with their approved inmate trainers and will be the responsibility of the assigned inmates.~~

1. Dogs will be "rescued" from the community and will be evaluated for the program by approved Assessors.
2. The Assessors will screen for dispositions and personalities that are appropriate for an institutional environment. Aggressive dogs will not be allowed in the program.

3. ~~Rescue Organizations and/or shelters will~~
 - a. ~~Provide veterinary care (vaccinations, spaying or neutering, and health needs)~~ prior to a dog entering the program.
 - b. ~~Provide dogs with flea, tick, and heartworm prevention for the duration of the program.~~
 - c. ~~Be financially responsible for any veterinary care resulting from pre-existing conditions, including heartworm treatment. All other veterinary care is the responsibility of the PIP program while the dog is in the possession of the ADC.~~
 - d. ~~Review the journals generated by Inmate Trainers regarding the dogs' individual progress.~~
4. ~~AdDogs~~ will be permitted to participate until ~~it has graduated~~graduation from the program or other post training arrangements have been made, unless removal is deemed necessary by the PIP Program Coordinator (after consultation with a professional Trainer or veterinarian). ~~Rescue Organizations and/or shelters have the right to remove their dog(s) from the program at any time.~~
5. ~~4.~~ The ADC will not be held liable, in any manner, for the dogs participating in the PIP program.
6. ~~As part of the dogs' socialization training, staff and inmates who are not a part of the PIP Program may interact with the dogs in a respectful and appropriate manner if permitted by the Inmate Trainers assigned to the dog.~~
7. ~~Abuse or mistreatment of the dogs, including antagonizing or taunting by inmates or staff will not be tolerated. Any abuse or mistreatment of a dog shall be reported immediately to the Deputy or Duty Warden. The PIP Program Coordinator shall be notified immediately by a phone call and a follow up email detailing the incident. Any verified abuse or mistreatment will result in appropriate disciplinary action for staff and/or inmates and possible referral for criminal prosecution.~~
8. ~~Staff and inmates who are not a part of the PIP program are not permitted to discipline dogs. Any unauthorized discipline of a dog shall be reported immediately to the Deputy or Duty Warden and the PIP Program Coordinator. Any such violation may result in disciplinary action for staff and/or inmates.~~
9. ~~5.~~ The PIP Program Coordinator shall ~~promptly~~immediately be notified of any significant incidents involving a PIP dog. Documentation of the incident and surveillance video, if available, shall be retained by the unit and released to the ~~POP~~PIP Program Coordinator for review. ~~If no video is available, the incident may proceed~~ Significant incidents involving a PIP dog may be referred to Internal Affairs for investigation.
6. ~~A listing of PIP emergency contacts and telephone numbers shall be maintained in Master Control to be utilized in the event of serious illness or injury to a dog outside of normal working hours.~~
7. ~~Rescue Organizations will provide veterinary care prior to a dog entering the program. This includes vaccinations, spaying or neutering, and all other health needs.~~
10. ~~8. Rescue Organizations can remove their dog(s) from the program at any time.~~

C. Inmates

1. PIP will be open only to inmates who reside at participating units and who meet the eligibility requirements. Inmates must volunteer to participate in this program.

~~Inmates who meet eligibility requirements will be assigned to a specific dog for the purpose of bonding, training, and care to prepare the dog for adoption or service.~~

1.2. Eligibility requirements are based ~~in part~~ on: 

- a. Interest;
- b. Training;
- c. Positive attitude;
- d. Length of sentence;
- e. Criminal history;
- f. A positive institutional behavior pattern; ~~and~~
- g. Mental and physical fitness to assist, care for, and train a dog.

2.3. An inmate convicted of animal cruelty or abuse shall not be eligible for PIP.

3.4. The Unit PIP Coordinators will maintain a list of inmates who have volunteered to participate and meet the eligibility requirements. When an opening is available, the Unit PIP Coordinator will screen and select suitable applicants whose names will be forwarded to the PIP Program Coordinator for review. If approved by the PIP Program Coordinator, candidates will be and then submitted to the Deputy Warden and the Warden ~~Warden or designee~~ Unit Classification Committee for final approval or denial of placement. Inmates approved for the program must understand and agree to the goals of the program and sign the Inmate Contract for Participation (Attachment II).

4.5. To ensure the data necessary for program evaluation is properly collected, Inmate Trainer ~~PIP Participants~~ participation in PIP must be documented in the electronic Offender Management Information System (eOMIS) by an AM ~~and~~/or PM assignment to the program. However, at the units' discretion, Inmate Trainer ~~PIP Participants~~ may have a part-time job or program assignment in addition to their participation in PIP.

5. ~~Responsibilities of the Inmate Trainers for PIP dogs will include, but are not limited to:~~
~~a. Maintaining proper diet requirements;~~
~~b. Grooming and hygiene;~~
~~c. Training and exercise;~~
~~d. Journaling the dog's progress; and~~
~~e. Monitoring and cleaning the dog and its institutional environment.~~

6. ~~If the Unit PIP Coordinator has questions or concerns regarding the inmate's mental faculties, he~~/~~ or she ~~should~~ shall notify the Unit Warden. The Unit Warden or designee may request assistance and/or evaluation from Mental Health staff.~~

7. ~~PIP Participants must comply with the ADC behavior rules and regulations outlined in the Inmate Disciplinary Manual policy which supersede all program regulations in areas of security and custody. Inmates participating in the PIP program must comply with all ADC rules and regulations. These rules supersede all program regulations in areas of security and custody. Disciplinary action for rule infractions may result in the inmate's removal from the program.~~

8. ~~If an inmate who participates in a PIP Participant the program abuses a dog, he/she will be issued a disciplinary, removed from the program, and may be referred for possible criminal prosecution through Internal Affairs.~~

9. ~~Any inmate participating in PIP Participant this program that who encourages or attempts to instill in any dog aggressive or attack modes towards a person or other~~

~~dogs will be removed immediately from the program and issued a disciplinary. The dog will be evaluated as soon as possible by a professional trainer to determine whether it may continue in the program.~~

740. ~~Inmate Trainers~~PIP Participants are eligible to receive program achievements based on the number of dogs who successfully complete the program under their direction.

Certificate levels in eOMIS will be awarded as follows:

- a. Paws in Prison Trainer Level I [PIP1] – 10 dogs
- b. Paws in Prison Trainer Level II [PIP2] – 20 dogs
- c. Paws in Prison Trainer Level III [PIP3] – 30 dogs
- d. Paws in Prison Trainer Level IV [PIP4] – 40 dogs
- e. Paws in Prison Trainer Level V [PIP5] – 50+ dogs

D. Non PIP Interaction & Staff Interaction with Dogs

1. ~~As part of the dogs' socialization training, staff and inmates who are not a part of the PIP Program may interact with the dogs in a respectful and appropriate manner if permitted by the PIP Participants assigned to the dog.~~
2. ~~Abuse or mistreatment of dogs, including antagonizing or taunting by inmates, staff, or PIP Participants will not be tolerated. Any abuse or mistreatment of a dog shall be reported immediately to the Deputy or Duty Warden. The PIP Program Coordinator shall be notified immediately by a phone call and a follow-up email detailing the incident. Any verified abuse or mistreatment will result in appropriate disciplinary action for staff and inmates and possible referral for criminal prosecution through Internal Affairs.~~
3. ~~Staff and inmates who are not a part of the PIP program are not permitted to discipline dogs. Any unauthorized discipline of a dog shall be reported immediately to the Deputy or Duty Warden and the PIP Program Coordinator. Any such violation may result in disciplinary action for staff and/or inmates.~~

DE. Dog Hygiene and Sanitation.

1. ~~Dogs will receive all vaccinations (including rabies) prior to entering the institution.~~
2. ~~Each dog~~Dogs will be spayed or neutered prior to entering the institution. If the dog is not old enough when received at the institution, the procedure will be done at a time the veterinarian deems necessary. This will ensure that no animals will be allowed to procreate while at the institution.
3. ~~To ensure that fleas and ticks do not become a nuisance within the housing areas, dogs should receive treatment for fleas, ticks, and heartworms by the Rescue prior to entering an institution.~~ In the event a dog has not been treated with a ~~6 month~~ heartworm preventative and a ~~3 month~~ flea and tick preventative, which lasts ~~6~~ for the entirety of a dog's time in the program, the Rescue ~~must send~~will send in preventatives with an exact date on which to administer them to the individual dog. The ~~dog's~~dog trainers and the PIP Unit Coordinator will document the date the preventatives are administered.

24. Dogs will be given baths when needed, in accordance with breed recommendations, to ensure proper health and hygiene for the dog and its living quarters. Dogs must be bathed indoors if the temperature outside is below 65 degrees. The indoor bathing area (utility sink or shower) must be cleaned by the Inmate TrainersPIP Participants after each use.

25. Except in extenuating circumstances that are outlined in this policy, Dogs must be escorted outside to relieve themselves outside in designated grassy areas. Solid waste generated by the dogs must be picked up immediately in sanitary bags and then deposited in an approved receptacle by PIP Participants. Accidents that occur indoors while the dog is being housebroken must be cleaned up immediately and the area disinfected by the Inmate TrainersPIP Participants.

EE. Funding and Location.

PIP purchases will be funded through grants, gifts, donations, and revenues generated from the sale of state property through Marketing and Redistribution through the Marketing and Redistribution Section of the Department of Finance and Administration as authorized by state law.

1. The program PIP will be required to have a 1-month supply of sustaining necessities for each dog at any given time.

2. F. Location

1. The AADC Director and Management Team will determine which units participate in the program.
2. Additional units will be added only as resources and funding allows.

FG. Daily Operations.

1. Each dog will be assigned to two (2) Inmate TrainersPIP Participants who will be responsible for all aspects of the dog's care. Pairing each dog with two (2) Inmate TrainersPIP Participants ensures joint responsibility, shared handling of duties, and that each dog is always in the care of an approved inmate.
2. All dogs will reside with the Inmate TrainersPIP Participants who are responsible for them.
3. When outside of the housing area, dogs will remain on a leash at all times, except during "leash-free" exercises.

4. Dogs will use designated grassy areas outside to relieve themselves.

5. House Breaking/Training is a component of the program, and the following rules apply:

- a. Dogs will be taken outside. Staff shall allow PIP Participants to take the dogs outside.
 1. For a ten (10) minute break in the morning after prior to the start of the clearance of the 6:00 a.m. count.
 2. At least five (5) additional times throughout the day, with the last time occurring at or after 8:30 p.m.
 3. Inmates will return to the ir assigned housing area once the dog has relieved itself.
- b. Except in the event of an institutional emergency or catastrophe such as a fire, natural disaster, escape, hostage situation, or riot, time between the last relief break in the evening and the first break the following day shall not exceed more than ten (10) hours. After the first relief break of the day, time between subsequent breaks shouldwill not exceed more than three (3) hours throughout the day.

e. ~~Program participants will immediately pick up any waste products from the dogs using plastic gloves/bags and then dispose of the bags in approved receptacles.~~

65. As ~~program p~~ PIP Participants are frequently exposed to the elements while caring for the dogs, clothing which is adequate to allow the inmates to operate comfortably in cold or inclement weather will be provided ~~through issuance~~ to the inmates assigned to the program. This clothing shall include, but not be limited to, rain gear, gloves, hats, extra thermal wear, and state issued boggans or rubber boots.

76. Dogs are not permitted in areas Off-Limits to Dogs. The Warden may approve the dogs ~~to enter~~entering any barracks. Dogs may be allowed on inmate bunks during waking hours as part of the training process that includes bonding, trust, and boundaries. Crates must be utilized for nighttime sleeping.

8. ~~Both inmates assigned to a dog will share responsibilities. The dog will be left with one inmate when the other needs to attend an appointment or go to an Off-Limits to Dogs location.~~

9. ~~Dogs may be crated when both inmates attend food service meals or when both inmates are at visitation. Upon an inmate's return, the dog will be immediately released from the crate.~~

107. The only time a dog will be left in the care of another ~~program p~~ PIP Participant ~~(or approved program alternate)~~ is if BOTH of the PIP Participants assigned ~~to the dog inmates~~ are:

- a. On ADC appointments at the same time;
- b. Incapacitated or severely injured ~~or~~ ill;
- c. Placed in administrative or disciplinary segregation areas;
- d. At or on visitation at the same time ~~or~~
- e. Removed from ~~the program~~ PIP at the same time:
 - i. If this should occur, the Unit PIP Coordinator will assign the dog to an approved ~~program p~~ PIP Participant ~~or approved program alternate~~ until replacements can be designated and approved for the dog.
 - ii. A list of all ~~active~~ ~~program PIP~~ Participants ~~and approved program alternates~~ shall be maintained by the ~~deputy warden or duty warden~~ Warden or designee.

iii. f. The dog may also be left in the care of another ~~program participant or program alternate~~ PIP Participant as part of approved training exercises assigned by the Professional Trainer.

118. Dogs will be allowed at least thirty (30) minutes of "leash-free" exercise daily during scheduled times in the gym, visitation center, or ~~other large area~~outside yard. The dogs will be supervised at all times by their assigned PIP Participant~~s~~ assigned inmate(s).

12. ~~At no time will a dog be tethered somewhere and left unattended.~~

139. Proper Diet and feeding schedules will be followed. Changes will be permitted only with the permission of the PIP Program Coordinator, Professional Trainer, or Rescue Organization. Dogs will be fed only products that are made for dogs. ~~No~~ food designed for human consumption is permitted.

14. Dog crates will be kept clean and will be disinfected weekly, and as needed if soiled. Dog crates will be inspected daily by Inmate Trainers who will report any problems to staff.

105. Inmate Trainers/PIP Participants must take dog blankets and mats to the Laundry to be cleaned at least weekly, or as needed if soiled.

16. Hair and tracings shall be cleaned up promptly by Inmate Trainers. The broom and mop utilized will be cleaned of dog hair prior to being stored.

17. Inmate Trainers must always keep their assigned dog under control. Inmates and will not allow dogs to create a noise disturbance. Barking, whining, digging, and other unwanted behaviors will be promptly and appropriately addressed by the inmate/PIP Participants.

18. Dogs will be crated during periods when the inmates/PIP Participants are asleep.

19. Dogs may only play with or chew items that are specifically for these purposes.

20. All training equipment will be put away into appropriate storage boxes when not in use.

211. Inmates/PIP Participants will be allowed to possess authorized dog-related items in their housing area (Attachment I).

14. Training Activities.

1. The ADC uses Professional dog Trainers to assist in educating Inmate Trainers/PIP Participants in specific areas of dog handling and training methods. Professional T-dog trainers assist in monitoring the dogs' progress, performance needs, and health issues.
2. The training sessions will be held in the unit visitation room, gymnasium, or other approved area during scheduled times.
3. All daily training activities will be conducted by Inmate Trainers and their assigned dog.
4. Inmates participating in the program/PIP Participants shall attend training sessions conducted by a Professional Trainer. Progress is a requirement and will be closely monitored. Unexcused absences or tardiness from class will not be tolerated. Caseworkers from the Rescue Organizations and/or shelters are encouraged to attend the sessions.
5. Training sessions are essential to the successful operation of the program. As such, training classes may be cancelled only in the event of an institutional emergency or unit wide lockdown, at the direction of the facility Warden/Superintendent, or with prior approval from the PIP Program Coordinator.
- 5.4. All PIP Participants shall attend scheduled training classes. Tardiness or unexcused absences will not be tolerated and may result in removal from the program.
- 6.5. Only program participants, staff, and approved guests will be allowed in the training classes during the weekly training sessions.
- 7.6. During the training sessions, inmates/PIP Participants will discuss the progress of their dogs, ask questions, seek advice of training methods, discuss possible needs of the dog, and share from their journal regarding the dogs.
- 8.7. Areas of training will include, but are not limited to/without limitation, methods in:
 - a. Basic Dog Handling
 - b. Canine Health and Kennel Management
 - c. Canine Training, Management and Behavior
 - d. Learning Theory
 - e. Canine Body Language
 - f. Developmental Stages and Socialization
 - g. Proper Use of Training Equipment
 - h. Crate Training
 - i. Leash Training

- j. Housetraining
- k. Instructional Skills, Teamwork, and Professionalism
- l. Daily Training Logs

8. Rewards-based techniques Approved and prohibited training techniques are as follows:

- a. Reward-based techniques shall be used for teaching common training skills and to address unwanted behaviors. Use of reward-based methods does not mean dogs are allowed to do anything they want. Animals learn best when given appropriate structure, routine, and guidelines.
- Aversive training techniques are strictly prohibited from use in the Paws in Prison PIP program. The application of aversive methods which, by definition, rely on applying force, pain, or emotional or physical discomfort shall not be used in canine training or for the treatment of behavioral disorders. These methods rely on applying force, pain, emotional or physical discomfort and do not offer the dog an appropriate alternative behavior.
- b. Use of reward-based methods does not mean dogs are allowed to do anything they want. Animals learn best when given appropriate structure, routine, and guidelines. However, it is imperative t
- a. Boundaries must be taught without the use of fear, intimidation, or pain, thereby limiting the likelihood of fear-induced aggressive behavior and risk of injury to handler. Aversive training techniques are strictly prohibited from use in the Paws in Prison program. Such techniques do not address the underlying cause of a behavior and create fear; therefore, increasing the likelihood of a fear-induced aggressive response and risk of injury to the handler. They also do not offer the dog an appropriate alternate behavior and may inhibit learning.
- c. —

9. Absence from class will be excused due to illness or injury, medical appointments, or legal appointments. Absence from class for any other reason will be considered unexcused. Three (3) unexcused absences may result in immediate termination from the program.

10.9. Professional Trainers have the right to recommend to the PIP Program Coordinator to remove may recommend the removal of a PIP Participant Inmate Trainer from the program for any of the following reasons:

- a. Unprofessional behavior; examples include, but are not limited to such as:
 - i. Refusal to follow instructions
 - ii. Disruptive behavior during class
 - iii. Disrespectful behavior towards staff, instructors, volunteers or fellow inmate trainers PIP Participants
- b. Failure to show progress or improvement; examples include, but are not limited to such as:
 - i. Unsatisfactory performance on a recurring basis
 - ii. Failure to follow instructions or make corrections as directed
 - iii. Failure to produce quality work or complete assignments
- c. Use or suspected use of non-approved training techniques.

~~e.d. Any other behavior that may disrupt the orderly operations of the institution or Program PIP.~~

10. Professional Trainers will notify the PIP Program Coordinator when an inmate PIP Participant needs to be removed, who will then notify the Warden, Deputy Warden or designee, and PIP Unit Coordinator of any necessary removals. ~~The Warden or designee will remove the inmate from the program upon notification from the PIP Program Coordinator.~~

II. Additional Security Concerns.

1. Bite Protocol

- a. In the event of a dog bite, ~~all incidents will be immediately reported to a nearby staff member by a PIP Participant~~ PIP Participants will immediately report the incident to a nearby staff member. ~~or Any staff witnessing an incident a dog bite should also report the incident to the Unit PIP Coordinator during normal working hours; or report to the Shift Supervisor if Supervisor if an incident occurs after normal working hours.~~ ~~staff~~
- b. Any inmate bitten by a dog in the PIP Program will be referred to the Infirmary.
- c. If a staff member is bitten, ~~he or~~ she will be referred to the Company Nurse.
- d. The Unit PIP Coordinator ~~or Shift Supervisor~~ shall notify the ~~Deputy Warden or Duty Warden~~ ~~Warden or designee who will then notify the Warden~~ immediately of any dog bite incident.
- e. The Unit PIP Coordinator will notify the unit's ~~P~~rofessional ~~T~~rainer, the PIP Program Coordinator, and the ~~shelter~~ Rescue Organization that owns the dog. The PIP Program Coordinator will consult with the ~~P~~rofessional ~~T~~rainer and the Rescue Organization to determine if the dog should be removed from the program.
- f. Any issues requiring quarantine of a dog will be handled by the Rescue Organization ~~or shelter~~. If quarantine is determined ~~to be necessary~~, the dog should be crated (except for bathroom breaks) until it leaves the unit. ~~Rescue Organizations should retrieve the dog within twenty four (24) hours if possible.~~

2. Institutional Emergencies (Real or Drill).

- a. In the event of an institutional emergency, all security protocols will be in effect.
- b. The dogs will be secured in the housing areas with the ~~Inmate Trainers~~ PIP Participants.
- c. ~~The dogs~~ Dogs will not be permitted outside during ~~the~~ an institutional emergency. Each housing area is provided with potty-pads for the dog to relieve itself. ~~It will be the Inmate Trainers' responsibility to keep the pads clean and sanitary after each use.~~
- d. In the event of a fire, tornado or other natural disaster, the dog will always remain with a ~~PIP Participant~~ ~~Inmate handler~~. If the housing area where the dog is crated is evacuated, an ~~Inmate Trainer~~ PIP Participant or a staff member may enter the cell to evacuate it.

- e. A seven~~four~~ (47) day supply of sustaining necessities~~essential dog supplies such as food~~ will be kept on hand in the Inmate Trainers~~PIP Participants~~' housing areas in case of emergencies.

3. Security Cell Searches:

- a. Upon being informed of a property search, a PIP Participant~~n inmate~~ must immediately notify the staff member of the dog's presence and then promptly crate the dog.
- b. The dog will be crated prior to the inmate~~PIP Participant~~(s) being pat or strip-searched. Once the PIP Participant~~inmate~~ has been pat or strip-searched and, the inmate, under direct supervision of the staff member, the PIP Participant will remove the dog from the crate and exit the immediate area with the dog until the search is completed and approval has been granted to return to area.
- c. The dog, its crate and other items may be searched.
- d. Any property belonging to PIP that is confiscated during a security search shall be documented and returned to the Unit PIP Coordinator or PIP Program Coordinator.
- e. If a search is being conducted utilizing the Division's canines, the PIP dogs must be crated and/or removed from the area during the search.

IV. ATTACHMENTS

- 1. Authorized Items for Cell Retention
- 2. Inmate Contract for Participation



ARKANSAS DEPARTMENT OF CORRECTIONS
DIVISION OF CORRECTION
OFFICE OF THE DIRECTOR
DEXTER PAYNE
6814 Princeton Pike
Pine Bluff, AR 71602



Authorized Items for Cell Retention

The following items are approved for inmates to possess in their respective housing areas while participating in Paws in Prison.

1 Per Dog Dog Crate & Wooden Door

1 Per Dog Dog Bed or Mat

1 Per Dog Dog Blanket

1 Per Dog Dog Brush

1 Per Dog Dog Collar and Harness

1 Per Dog Dog Leash (4' to 6' in length)

1 Per Dog Clear Plastic Storage Tote (For keeping dog food and other dog items ONLY.)

2 Per Dog Dog Bowl

1 Per Dog Chew Bone

5 Per Dog Dog Toy

1 Per Dog Spray Bottle (For cleaning purposes ONLY)

1 Per Dog Dog Towel

As issued: Gloves/Bags for Waste Removal, Potty Pads, Dog Food, Dog Treats, Training Journal, dog training books & materials, first aid items for dogs, and other items approved by facility. All training equipment will be put away into appropriate storage boxes when not in use.

Additional items may be approved at each participating unit by the Warden. The Warden may restrict any non-essential approved item if deemed necessary for the secure operation of the unit.

Authorized Items for Cell Retention

The following items are approved for inmates to possess in their respective housing areas while participating in Paws in Prison:

1 each Dog Crate (wire door/sides must be removed by staff)

1 each Dog Cushion (or mat in lieu of cushion)

1 each Dog Blanket (or sheet in lieu of blanket)

1 each Dog Brush

1 each Dog Collar

1 each Dog Leash (or lead, 4' to 6' in length)

1 each Clear Plastic Storage Tote
(For keeping dog food and other dog items ONLY.)

2 each Pet Bowls

1 each Chew Bone

5 each Dog Toys

1 each Spray Bottle (For cleaning purposes ONLY)

As issued: Gloves/Bags for Waste Removal, Potty Pads, Dog Food, Dog Treats, other items approved by facility.

Additional items may be approved at each participating unit by the Warden. The Warden may restrict any non-essential approved item if deemed necessary for the secure operation of the unit.



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INMATE CONTRACT FOR PARTICIPATION PAWS IN PRISON PROGRAM

I, Inmate _____ ADC # _____, hereby confirm that I have read and agree to the rulesrequirements outlined in the ADC Paws in Prison Administrative Directive, and I agree to observe the following rulesrequirements, unless an exception has been made in writing through the Paws in Prison Program Coordinator, or higher authority.

1. All DogDogs will reside with the inmatesPIP Participants who are responsible for them.
2. When outside of the housing areaell, the dog will remain on a leash at all times, unless the dog is on a scheduled off-leash period.
3. Dogs will use designated grassy areas outside to relieve themselves. Housebreaking is a component of this program.
4. Dogs will be taken outside for potty breaks as close to the scheduled times as possible.
5. InmatesPIP Participants will return to their assigned areas once the DogDogs have relieved themselves.
6. Program participantsPIP Participants will immediately pick-up any waste products from the DogDogs using the plastic gloves/bags and then dispose of the bags in approved receptacles.
7. DogDogs will not be permitted in the areas designated as “Off-Limits to DogDogs,” which are Medical, Food Service, and Commissary areas.
8. Inmate TrainersPIP Participants will be required to share responsibilities with their assigned partners, and the Dogdog will be left with their assigned partner when needing to attend toattend an appointment or call-out in an “Off-Limits to Dogs” location.
9. Dogs will be crated when both inmates attend Food Service Meals. The dog will be immediately released from the crate upon the inmates' return.
10. InmatesPIP Participants, with the approval of their employment supervisor, and education supervisor, or Warden, may take their dog to school or workwork, visitation, or school, except when employment is in an area noted above in policy as Off-Limits to Dogs“off limits.”
11. With the exception of instances noted below, Dogs will not be left in another program participant’s or non-program participant’s care or room. A dog may only be left in the care of another PIP Participant if the assigned inmates are solely responsible for their dog.
12. A dog will be left only in the care of another program participant or approved program alternate under the following circumstances: if both assigned inmatesPIP Participants are (a) at visitation or an ADC appointment at the same time and they do not wish to take the dog, (b) incapacitated or severely injured/ill, (c) placed in administrative or disciplinary segregation areas, or (d) removed from the programPIP program at the same time. If this should occur, the Unit PIP Coordinator will assign the dog to ananother approved program participant or alternate PIP Participant. A dog may also be left in the care of another program participant or program alternatePIP Participant as part of approvedthe approved training exercises assigned by the Professional Trainer.
13. Dogs will be kept as clean and odor-free as possible and groomed appropriately for their breed.
14. Socialization training off leash is limited to the fenced yards during designated times. Dogs will be allowed at least thirty (30) minutes of leash-free exercise daily during scheduled times in the gym, visitation center, or outside yard. The dogs will be supervised at all times.

12.

~~15-13.~~ At no time will a ~~dd~~og be tethered ~~somewhere~~ and left unattended.

~~16-14.~~ Proper diet and feeding schedules will be followed. Changes will be permitted only with the permission of the ~~program-coordinator~~PIP Program Coordinator, Professional Trainer, or Rescue Organization~~or higher authority~~. Dogs will be fed only food products that are made for dogs. No food designed for human consumption will be permitted.

~~17-15.~~ Dog crates will be kept clean and will be disinfected on a regular basis. Dog blankets will be cleaned by laundry weekly and as needed if soiled, as needed and approved by the laundry supervisor.

16. Hair and ~~tracings-refuse~~ shall be cleaned up promptly by PIP Participants. The broom and mop utilized will be cleaned of dog hair prior to being stored by PIP Participants.

18.

19. Inmates must keep their dog under control at all times. Dogs will not be allowed to create a noise disturbance. Barking, whining, digging and other unwanted behaviors will be promptly and appropriately addressed by the inmate.

20. All inmate participants will be required to attend scheduled training classes. Unexcused absences or tardiness from class will not be tolerated.

21. Only program participants PIP Participants will be allowed in the training classes or the immediate area when training classes are being held. PIP Participants are prohibited from using aversive training techniques. Reward-based techniques shall be used for teaching the dogs common training skills and to address unwanted behaviors.

22. Assigned dogs may only play with or chew program purchased items that are specifically for these purposes. If an assigned dog chews/destroys property other than its own toys, etc., the inmates PIP Participants caring for the dog will be held responsible.

23. Program participant PIP Participants are to treat staff and fellow inmates with respect.

24. PIP Participants must comply with the ADC behavior rules and regulations outlined in the Inmate Disciplinary Manual policy which supersede all program regulations in areas of security and custody. Inmates associated with this program are first and foremost responsible for complying with all Division of Correction and Unit rules and regulations. These rules supersede all program regulations in areas of security and custody. Conduct violations for rule infractions may result in the participant's termination from the program.

25. Any inmate participating in this program PIP Participant who abuses ~~an~~ dog will be issued a conduct violation report for assault and prosecuted to the full extent of state law.

21. Any inmate participating in this program that PIP Participant who encourages or attempts to instill in any dog any aggression or attack mode towards any person or dog, will be immediately removed from the program and issued a conduct violation. PIP Participants must comply with the ADC behavioral rules and regulations outlined in the Inmate Disciplinary Manual policy which supersede all program regulations in areas of security and custody. Disciplinary action for infractions may result in the inmate's removal from the PIP program.

22. Any PIP Participant who encourages or attempts to instill in any dog aggressive or attack modes towards a person or other dogs will be removed immediately from PIP and issued a disciplinary. The dog will be evaluated as soon as possible by a Professional Trainer to determine whether it may continue in the program.

23. PIP Participants must always keep their assigned dog under control and will not allow dogs to create noise disturbance. Barking, whining, digging, and other unwanted behaviors will be promptly and appropriately addressed by PIP Participants.

24. Dogs may be crated when both PIP Participants attend food service meals or when both PIP Participants are at visitation. Upon the return of a PIP Participant, the dog will be immediately released from the crate.

25. Dogs will be crated during periods when the PIP Participants are asleep.

26. All training equipment will be put away into appropriate storage boxes when not in use.

27. All daily training activities will be conducted by PIP Participants and their assigned dog.

28. PIP Participants shall attend training sessions conducted by a Professional Trainer. Progress is a requirement and will be closely monitored. Absence from class will be excused due to illness or injury, medical appointments, or legal appointments. Absence from class for any other reason will be considered unexcused. Three (3) unexcused absences may result in immediate termination from the program.

26.

Please refer to ~~to the attachment~~ Attachment I – Authorized Items for Cell Retention for an itemized listing of dog-related items inmates will be PIP Participants are allowed to possess in their housing areas.

I have read and understand that any disregard of the ~~above~~ rules requirements outlined in the ADC Paws in Prison Administrative Directive indicates unsatisfactory performance. I understand that violation of any of these rules requirements may result in loss of handling privileges, termination from the program, a major disciplinary, and may result in criminal prosecution for animal cruelty.

Inmate Trainer _____ PIP Participant _____ Inmate Signature _____ _____ ADC# _____
Date _____

Unit PIP Coordinator _____ _____ Date _____