

Public Information Officer
 PO Box 8707
 Pine Bluff, AR 71611-8707
 Phone: 870-267-6205
 Fax: 870-267-6244
 www.adc.arkansas.gov

April 16, 2019

Senator Bart Hester, Co-Chair
 Joint Budget Committee
 Administrative Rules and Regulations Subcommittee
 Via Email

Representative Kenneth Ferguson, Co-Chair
 Joint Budget Committee
 Administrative Rules and Regulations Subcommittee
 Via Email

Dear Co-Chairs,

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

AD #	AD Title	Superseded AD #	Effective Date	Summary	Page #
AD 2019-01	Department Owned Housing/ Mobile Home Park	AD17-24	1/7/2019	This Administrative Directive (AD) was amended to clarify the responsibility of the employee occupying department owned housing, in regards to maintaining the condition of the housing and their financial responsibility for pet damage.	Redline (1-30) Clean (31-60)
AD 2019-02	Disposal/ Recycling of Computers, Electronics, and Media	AD14-39	1/5/2019	This Administrative Directive (AD) was amended to clarify the procedures for computer and electronic equipment recycling and to include the procedures for media sanitization, data loss prevention, and the definitions of various forms of digital and storage media.	Redline (61-66) Clean (67-72)
AD 2019-03	Unit Management	AD13-123	1/5/2019	This Administrative Directive (AD) was amended to include the existing procedures for Zone Management contained in unit policies.	Redline (73-75) Clean (76-78)

AD #	AD Title	Superseded AD #	Effective Date	Summary	Page #
AD 2019-04	Employee Orientation and Training	AD18-21	1/9/2019	This Administrative Directive (AD) was amended to clarify the amount of training hours required annually for all staff.	Redline (79-90) Clean (91-97)
AD 2019-05	Insurance Company Solicitation	AD13-106	2/8/2019	This Administrative Directive (AD) was amended to correct references to the State and Public School Health and Life Insurance Board.	Redline (98-100) Clean (101-102)
AD 2019-06	Holiday Payouts	AD16-38	2/8/2019	This Administrative Directive (AD) was revised to remove the title "Officer First Class", which is no longer an authorized position title. The specific amount of holiday time allowed to bank was also removed, as accrued holiday time is paid out each fiscal year. The department is authorized by Special Language to pay employees for accrued holiday hours following the end of the calendar year. Payments for unused holiday hours must be processed on or before June 1st in each fiscal year.	Redline(103-104) Clean (105-106)
AD 2019-07	Employee Orientation and Training	AD19-04	2/18/2019	This Administrative Directive (AD) was revised in order to remove language which conflicted with ACA Accreditation Standards concerning required training hours for non-security staff.	Redline(107-114) Clean (115-122)
AD 2019-08	Employee Driver's License	AD18-03	2/8/2019	This Administrative Directive (AD) was revised to reinforce the allowable disciplinary actions against staff when they have been convicted of DWI, DUI, or any type of Driving Without a License offense.	Redline(123-126) Clean (127-129)
AD 2019-09	Peace Officer Powers	AD14-18	2/22/2019	This Administrative Directive (AD) was amended to remove a reporting requirement for the Training Academy. The changes note that the Department's Emergency Preparedness Coordinator maintains Certified Police Officer files, to include training records.	Redline(130-133) Clean (134-136)
AD 2019-10	Employee Arrest	AD13-21	2/22/2019	This Administrative Directive (AD) was amended to streamline the procedure for requesting an extension of Administrative Leave for employees who are under investigation due to their arrest.	Redline(137-140) Clean (141-144)

AD #	AD Title	Superseded AD #	Effective Date	Summary	Page #
AD 2019-11	Employment	AD18-18	2/25/2019	This Administrative Directive (AD) was revised to remove procedures following changes to Office of Personnel Management Policy and operations within the ADC Human Resources Section.	Redline(145-153) Clean (154-161)
AD 2019-12	Sexual Harassment Investigation Procedures	AD13-16	2/25/2019	This Administrative Directive (AD) was amended to reflect current procedures by expanding the guidance provided in policy for notification of alleged instances of sexual harassment, contact with the complainant.	Redline(162-167) Clean (168-172)

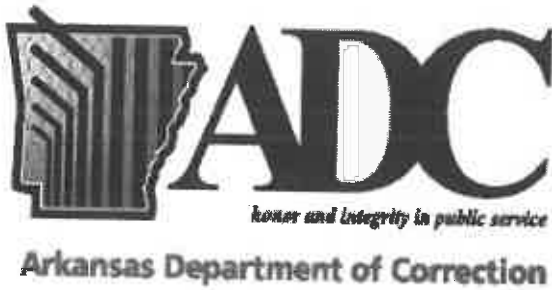
There were no new or revised administrative memoranda issued during the previous quarter. Please do not hesitate to contact me with any questions or comments.

Sincerely,



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

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



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Department Owned Housing/Mobile Home Park

NUMBER: ~~17-248~~

SUPERSEDES: ~~16-487-24~~

APPLICABILITY: All Employees

REFERENCE: AR 217-Staff Assignments

PAGE: 1 of 30

APPROVED: Original Signed by _____ ~~Wendy Kelley~~ **EFFECTIVE DATE:**

I. POLICY:

It shall be the policy of the Arkansas Department of Correction (ADC) to provide housing for designated supervisory/administrative staff as specified by the Director. Lots/spaces may be provided for employees residing in privately owned mobile homes.

II. PURPOSE:

- A. Administrative/supervisory staff members whose duties require long working hours, weekend duty, and emergency attendance may be required by the Director to live on the premises as a condition of employment. In such instances, staff may be provided department owned housing.
- B. Employees not required to live on the premises may be authorized by the Director to place a personally owned mobile home on department property on a space available basis. No rent shall be charged for the space; however, such employees will be required to pay utilities.

III. RULES AND REGULATIONS:

All employees living in department owned housing and/or personally owned mobile homes shall be required to follow published rules and regulations.

IV. TERMINATIONS:

- A. Upon termination of employment, those living in department owned housing shall vacate the premises within thirty (30) days. Those living in privately owned mobile homes shall remove the mobile home from department property within thirty (30) days.
- B. Exceptions to any of the above rules and regulations must be authorized by the Director or his designee.

V. ATTACHMENTS:

- A. Attachment #1 – Utilities Expense Reimbursement Payroll Deduction Authorization
- B. Attachment #2 – ADC Rules and Regulations, Department Owned Housing/Mobile Home Park
- C. Attachment #3 – ADC Owned Housing/Mobile Home Park Weapons Inventory
- D. Attachment #4 – Maintenance/Upkeep Checklist
- E. Attachment #5 – Standardized Decking (with or without roof)

Attachment #1

**ARKANSAS DEPARTMENT OF CORRECTION
UTILITIES EXPENSE REIMBURSEMENT
PAYROLL DEDUCTION AUTHORIZATION**

I, _____, hereby approve a payroll deduction of \$_____, for reimbursement of utilities expense to the Department of Correction. Such deduction will commence with the pay period beginning on _____ and continue through the pay period corresponding to my non-occupancy of an affected dwelling.

Signatures:

Payroll Information:

Employee Date

AASIS Personnel Number

Unit

Position Title

Unit Warden Date

Human Resource Processed Date

Deduction Code 2500

Attachment #2

**ADC RULES & REGULATIONS
DEPARTMENT OWNED HOUSING/MOBILE HOME PARK****1. ACKNOWLEDGEMENT AND UTILITIES**

- A. All employees must sign an acknowledgement and agree to abide by Department owned Housing/Mobile Home Park Rules and Regulations prior to moving onto state property.
- B. All employees residing in the mobile home park will be required to pay a utility fee of \$ _____ per pay period unless otherwise authorized by the Director. The utilities expense does not apply to Department owned housing.
- C. The employee will bear the expense for moving the mobile home into/out of the park and any materials necessary for connecting utilities. (i.e., utilities include electricity, water, sewer, and telephone.)
- D. The Unit Maintenance Department will inspect the utility connections to ensure industry standards are met.
- E. Telephones will be installed at the expense of the employee unless authorized by the Warden. All employees must maintain a phone, cellular or land line, for emergency contact as a condition of residing on unit ground. No computer connections or internet access will utilize a state supplied phone line.
- F. The Unit Warden or designee may enter any dwelling during reasonable hours with at least twenty-four (24) ~~hours notice~~ hours notice, or at any time during an emergency to inspect with regard to compliance with the rules and regulations.

2. FIREARMS/BOWS/PELLET/BB GUNS

- A. The use of firearms, bows, pellet/BB guns, fireworks or any other dangerous device is prohibited in or around the mobile home park/housing area residences. It shall be the responsibility of the employee to ensure all such devices are under adult supervision when not locked and stored.
- B. Each employee residing in the mobile home park/housing area will be responsible for ensuring weapons and ammunition are locked and stored in an approved gun/weapon safe separately and that a yearly inventory of all weapons (make, model and serial number) are submitted in writing to the Warden's office at the beginning of the fiscal year.

3. INSPECTIONS

- A. Department owned houses/mobile homes shall be inspected prior to occupancy by an employee and thereafter for maintenance/upkeep annually— for condition, damages, maintenance, and upkeep.
- B. Annual inspections must be completed on or before June 30th each year.
- C. Inspections shall be conducted by the Warden, or designee, and the Unit Maintenance Supervisor.
- D. A standard checklist shall be used to ensure proper maintenance/upkeep is occurring. This checklist however should not be considered all encompassing.
- E. An employee occupying department owned housing shall be responsible for maintaining the condition of the housing, reasonable wear and tear excepted. In addition to this financial responsibility, failure to maintain good housekeeping and reasonable care may be grounds for a disciplinary actions.
- F. Personally owned mobile homes must be maintained to keep a clean, neat, non-damaged appearance.
- G. Any damage caused by any reason must be repaired within thirty (30) days from the date the damage occurred or within thirty (30) days of notice by the Unit Warden.

4. LANDSCAPPING/YARD MAINTENANCE

- A. Flowers and shrubs are permitted. Once planted, they remain on the residence property unless permission is granted from the Unit Warden for their removal or removed as ordered by the Warden. Planting of trees by residents must be approved by Unit Warden.
- B. No front or back yard fencing is permitted in the mobile home park.
- C. No freezer, refrigerators, or appliances of any kind are permitted outside.
- D. No tires, wheels, or automotive parts are permitted outside.
- E. All toys, bicycles, etc., must be neatly put away when not in use.
- F. Outdoor patio furniture made for that purpose is permitted.

5. OCCUPANCY

- A. Occupancy is limited to the immediate family (spouse of the employee, minor child(ren) of the employee\spouse) of the employee per mobile home park/housing area.
- B. Non-immediate family members/visiting guests living in the residence for more than fifteen (15) days must be approved by the Unit Warden.
- C. Upon notice of termination, employees agree to vacate Department owned housing/mobile home space within thirty (30) days.
- D. Employees will not be permitted to sublet/sell a mobile home to another employee to live on state property without written consent of the Director.
- E. Rent to own agreements between employees are prohibited and may result in termination and eviction.
- F. Drunkenness, immoral conduct, drug abuse, disturbances, security violations, or any illegal act will not be tolerated.
- G. Any flagrant or repeated violation to these rules and regulations will result in the employee responsible receiving disciplinary action, which may include eviction from the park and possible termination from the Department.

6. PETS

- A. Employees will be allowed to have pets, (i.e., dogs, cats, etc.) provided they are adequately maintained and controlled. An employee occupying department owned housing is financially responsible for any damage caused by the employee's pets.
- B. Dogs must be penned or on a leash. All pets must have a current shot record.
- C. No dogs are to be tethered outside.
- D. Pens may be constructed at the owner's expense with the approval of the Unit Warden after a design plan has been submitted for review.
- E. Exotic pets will be not permitted.

7. QUIET HOURS

- A. No loud parties or excessive noises will be permitted at any time. Quiet hours in the mobile home park/housing area will be maintained between the hours of 10:30 p.m. and 6:00 a.m.
- B. Motorcycles, four wheelers, go carts, etc., may not be used in the mobile home park/housing area for recreational purposes.
- C. Complaints should be made to the Warden verbally, followed with a written report.
- D. The speed limit in the mobile home park/housing area is twenty (20) miles per hour.
- E. The Arkansas Department of Correction is not responsible for injuries to employees (unless work related), their spouses, children, or guests. Employees should consider renter's insurance.

8. TRASH/GARBAGE PICKUP

- A. Trash must be placed in a container in designated areas for trash pick-up.
- B. Trash pick-up will be limited to household refuse only.
- C. It shall be the responsibility of the employee to dispose of large items and appliances, tires, etc.
- D. Employees are responsible for keeping the grounds free from garbage and litter.
- E. No build-up of litter or unsightly items will be permitted.
- F. The Unit will be responsible for keeping the lawn mowed.

9. UNDERPINNING/SKIRTING/DECKS, ETC.

- A. Employee will underpin their mobile home, at their expense, with skirting material approved by the Warden, within sixty (60) days from the time the mobile home is received at the unit. Underpinning/skirting must be a commercial type.
- B. Decks for mobile homes with or without roofs shall be of a standard design as outlined in this policy. Decks with or without roofs may be constructed by Unit Maintenance upon purchase of materials by employees after approval by the Unit Warden. Existing decks with or

without roofs will be inspected to determine if they meet design specification outlined in this policy.

- C. The Unit Warden must approve any additions to the mobile home such as awnings, porches, decks or placement of storage buildings. Only commercially produced carports currently in use and approved by the Warden are allowed. No new or additional carports will be permitted.
- D. Storage Buildings currently in use must be approved by the Warden. After the effective date of this policy, any storage building added to state property must be approved by the Warden and be commercially produced. Storage buildings must be similar in color to the mobile home and should not exceed two-hundred twenty (220) sq. ft. in size. No more than one (1) storage building is permitted.
- E. Any underground installations or permanent structure on the residence property becomes property of the state upon termination unless prior arrangements have been made with the Unit Warden.
- F. Nothing will be stored under decks/porches.
- G. Foil in windows is not permitted. Non-mirrored window tint installed professionally is permitted.

10. VEHICLES/PARKING

- A. Residents may possess two (2) licensed operational vehicles (exception must be approved by the Unit Warden).
- B. Vehicles must be parked in designated parking areas only.
- C. Non-operational vehicles may be permitted as long as the vehicle is currently registered and insured, pending Warden's approval.
- D. Boats, campers, and utility trailers must be parked in a community parking area if available. Any non-conforming vehicle will be towed at the owner's expense.

11. PAINT, FLOORS, APPLIANCES, AND MISC.

- A. State houses will not be painted with custom colors. The acceptable colors provided by ADC will be: white, off white, light tan or beige, or a light gray.

- B. Carpeting will not be replaced unless the existing carpet is worn out or cannot be cleaned. If the existing carpet is not usable, it may be replaced with flooring of the Department's choosing.
- C. Appliances will be replaced only if the existing units are non-operable. The agency only provides stove/oven, dishwasher.
- D. Refrigerators, microwave units, washer and dryers are the occupant's responsibility.
- E. Window treatments, such as blinds, or curtains are the responsibility of the occupant.
- F. Ceiling fans are not added by the Agency, but will be replaced if the existing fans are not functional.
- G. Telephone, television and internet services are not the responsibility of ADC.
- H. Tenants shall not allow items to be attached to the roof.

ACKNOWLEDGMENT
OF RULES & REGULATIONS
DEPARTMENT OWNED HOUSING/MOBILE HOME PARK

I, _____, AGREE TO
ABIDE BY THE RULES AND REGULATIONS GOVERNING THE UNIT
FREELINE/MOBILE HOME PARK AND TO BE RESPONSIBLE FOR HIS/HER
DEPENDENTS, PETS, RELATIVES AND GUESTS' CONDUCT WHILE ON STATE-
OWNED PROPERTY. DRUNKENNESS, IMMORAL CONDUCT, DRUG ABUSE,
DISTURBANCES, SECURITY VIOLATIONS, OR ANY ILLEGAL ACT WILL NOT
BE CONDONED. ANY FLAGRANT OR REPEATED VIOLATION TO THESE
RULES AND REGULATIONS WILL RESULT IN THE RESPONSIBLE EMPLOYEE
RECEIVING DISCIPLINARY ACTION WHICH MAY INCLUDE EVICTION FROM
THE PARK AND POSSIBLE TERMINATION FROM THE ARKANSAS
DEPARTMENT OF CORRECTION.

SIGNATURE

WITNESS

DATE

Attachment #3

**DEPARTMENT OWNED HOUSING/MOBILE HOME PARK
WEAPONS INVENTORY**

NAME: _____ DATE: _____
PLEASE PRINT

NUMBER	MAKE/ MODEL	SERIAL
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

My signature acknowledges receipt of rules and regulations pertaining to personal weapons. I have listed all personal weapons maintained in my residence and understand I am responsible for notifying the Warden's office of any changes in writing.

Signature

Date

UNIT: _____
 (Maintenance/Upkeep Check List)

LOCATION	CONDITION good/fair/poor N/A	REPAIRS NEEDED	REPAIRS COMPLETED Yes/No	DATE	INITIALS
I. MASTER BATHROOM					
Bath tub					
Cabinets					
Ceiling					
Commode					
Floors					
Light Fixtures					
Mirrors					
Outlets					
Sinks					
Towel Rack					
Walls					
II. HALLWAY BATHROOM					
Bath tub					

LOCATION	CONDITION good/fair/poor N/A	REPAIRS NEEDED	REPAIRS COMPLETED Yes/No	DATE	INITIALS
Cabinets					
Ceiling					
Commode					
Floors					
Light Fixtures					
Mirrors					
Outlets					
Sinks					
Towel Rack					
Walls					
III. DOMESTIC BATHROOM					
Bathub					
Cabinets					
Ceiling					
Commode					

LOCATION	CONDITION good/fair/poor N/A	REPAIRS NEEDED	REPAIRS COMPLETED Yes/No	DATE	INITIALS
Floors					
Lights Fixtures					
Mirrors					
Outlets					
Sink					
Towel Racks					
Walls					
IV. MASTER BEDROOM					
Ceiling					
Closet Doors					
Door					
Floor					
Light Fixtures					
Outlets					

LOCATION	CONDITION good/fair/poor N/A	REPAIRS NEEDED	REPAIRS COMPLETED Yes/No	DATE	INITIALS
Walls					
Windows					
V. BEDROOM #2					
Ceiling					
Closet Doors					
Door					
Floor					
Light Fixtures					
VI. BEDROOM #3					
Ceiling					
Closet Doors					
Door					
Floor					
Light Fixtures					
Outlets					
LOCATION	CONDITION	REPAIRS	REPAIRS	DATE	INITIALS

	good/fair/poor N/A	NEEDED	COMPLETED Yes/No	DATE	INITIALS
Walls					
Windows					
VII. CARPORT GARAGE					
Ceiling					
Floors					
Light Fixtures					
Outlets					
Storage Room					
Utility Closet					
Door					
Walls					
VIII. DEN					
Cabinets					
Ceiling					
Doors					
Floors					
Light Fixtures					
LOCATION	CONDITION	REPAIRS	REPAIRS	DATE	INITIALS

	good/fair/poor N/A	NEEDED	COMPLETED Yes/No
Outlets			
Walls			
Windows			
IX. DINING ROOM			
Ceilings			
Doors			
Floors			
Light Fixtures			
Outlets			
Walls			
Windows			
X. HALLWAYS			
Attic Stairway			
Ceiling			
Door			

LOCATION	CONDITION good/fair/poor N/A	REPAIRS NEEDED	REPAIRS COMPLETED Yes/No	DATE	INITIALS
Floors					
Light Fixtures					
Outlets					
Walls					
XI. HOUSE EXTERIOR					
A/C Unit					
Decks/Patios					
Doors (Screen)					
Doors (solid)					
Gutters					
Roof					
Steps					
Underpinning					
Walls					
LOCATION	CONDITION	REPAIRS	REPAIRS	DATE	INITIALS

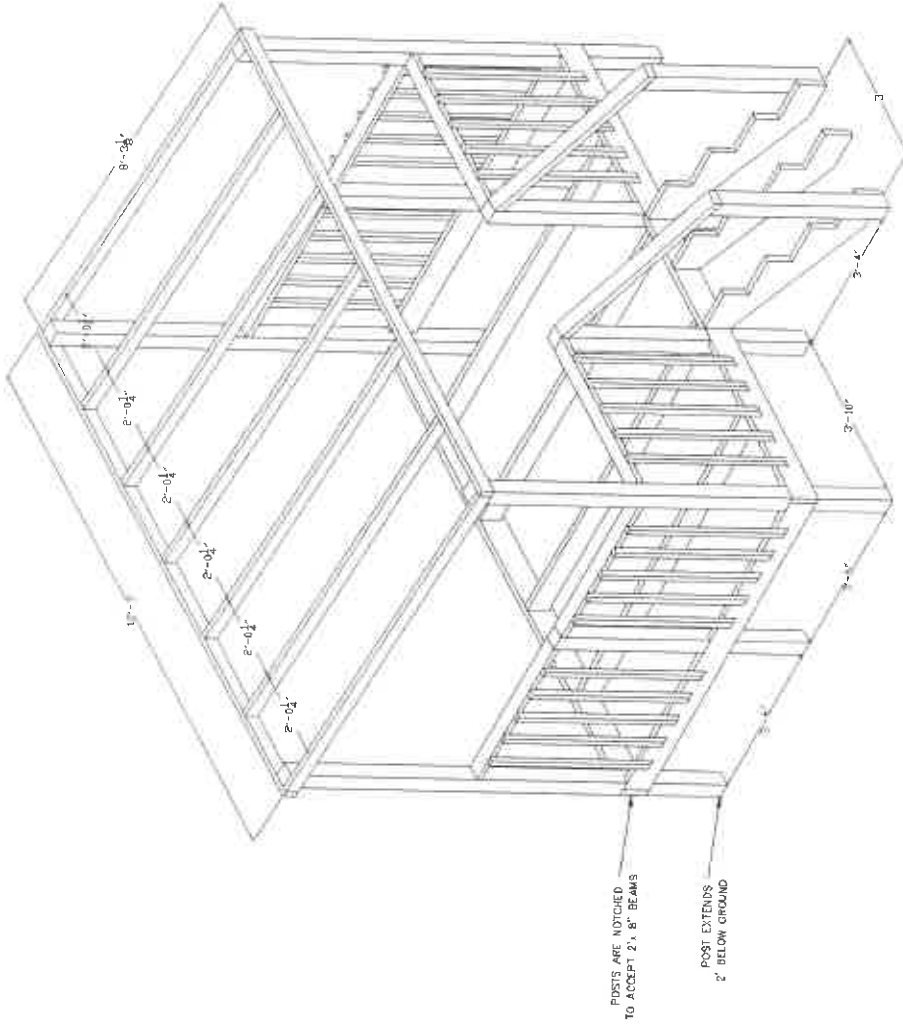
	good/fair/poor N/A	NEEDED	COMPLETED Yes/No
Windows/Screens			
XII. KITCHEN			
Appliances			
Cabinets			
Ceilings			
Counter Tops			
Doors			
Fire Alarms			
Fire Extinguisher			
Lights Fixtures			
Outlets			
Sinks			
Walls			
Windows			
XIII. LIVING ROOM			

LOCATION	CONDITION good/fair/poor N/A	REPAIRS NEEDED	REPAIRS COMPLETED Yes/No	DATE	INITIALS
Cabinets					
Ceiling					
Doors					
Floors					
Light Fixtures					
Outlets					
Walls					
Windows					
XIV. UTILITY ROOM					
Cabinets					
Ceiling					
Doors					
Floors					
Light Fixtures					

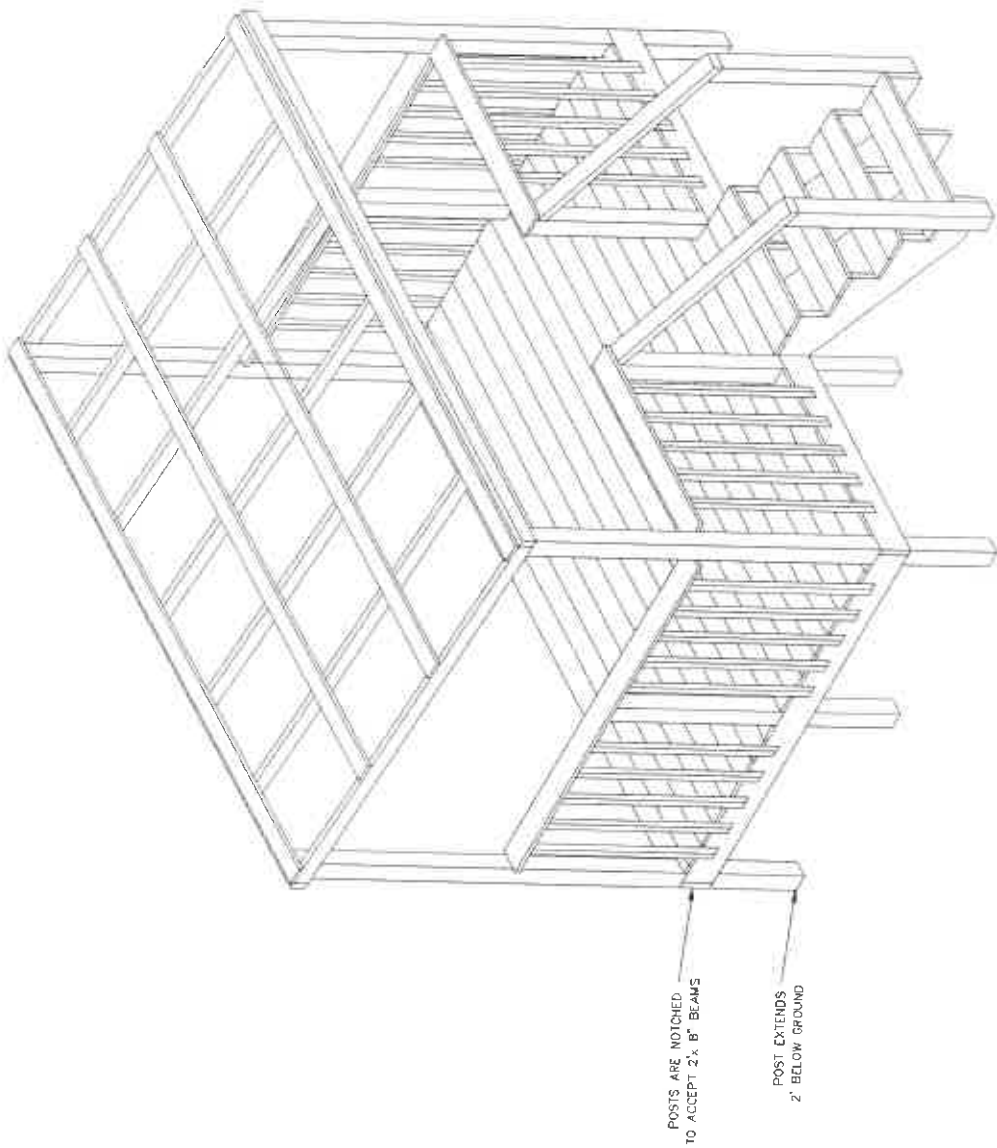
	LOCATION	CONDITION good/fair/poor N/A	REPAIRS NEEDED	REPAIRS COMPLETED Yes/No	DATE	INITIALS
	Outlets					
	Walls					

HOME/MOBLE HOME # _____

INSPECTED BY: _____
DATE: _____

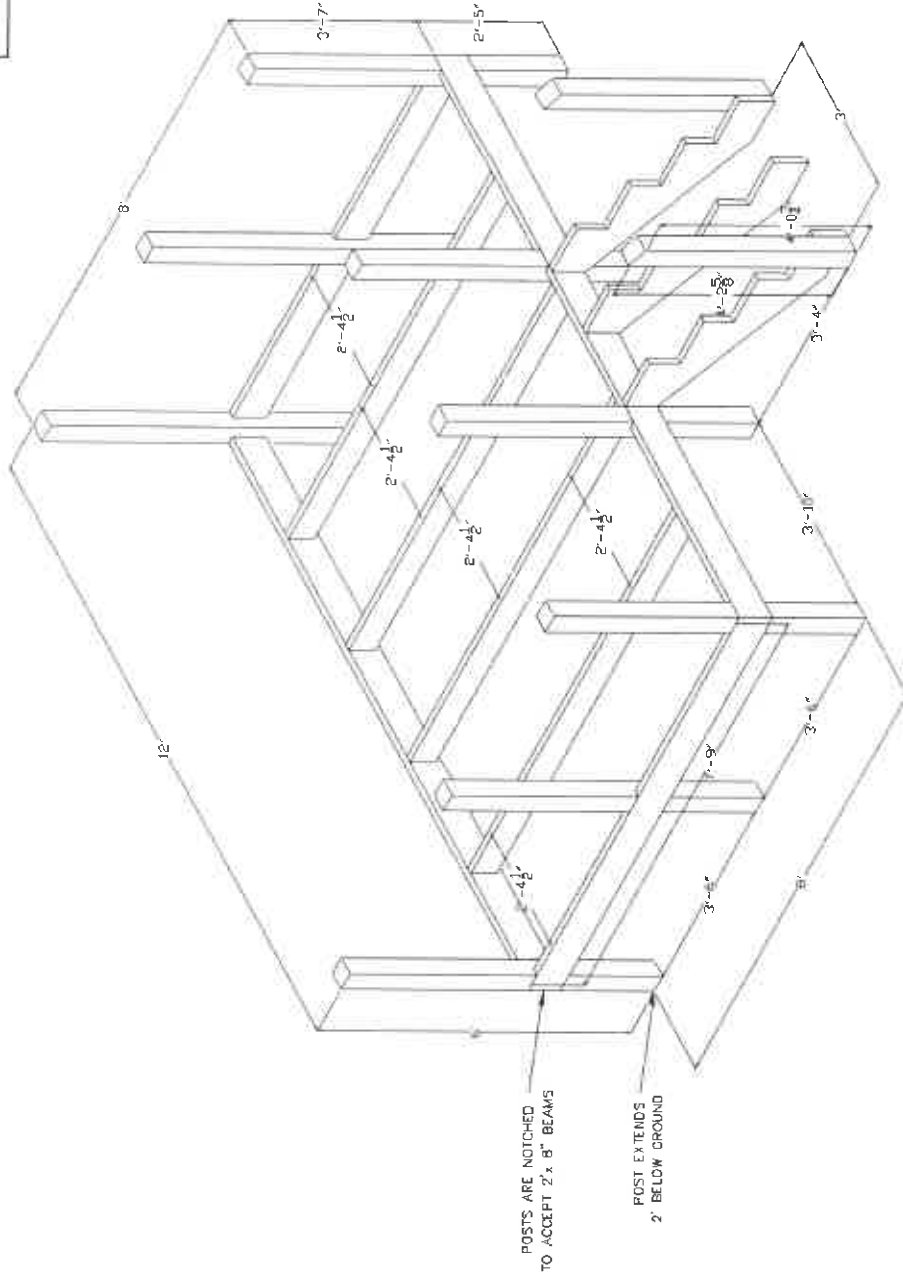


8' x 12' DECK
FRAME
W/ ROOF

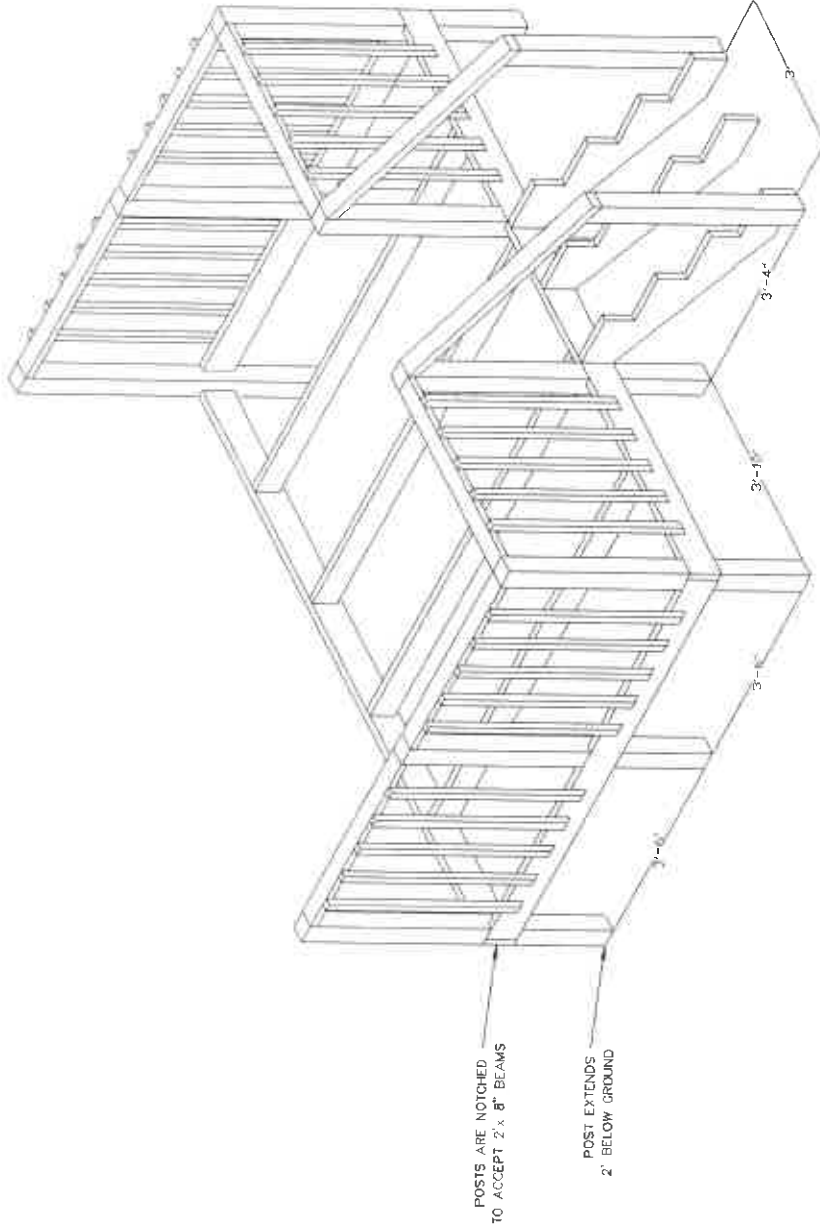


8' x 12' DECK
W/ ROOF

Attachment #5 page 4



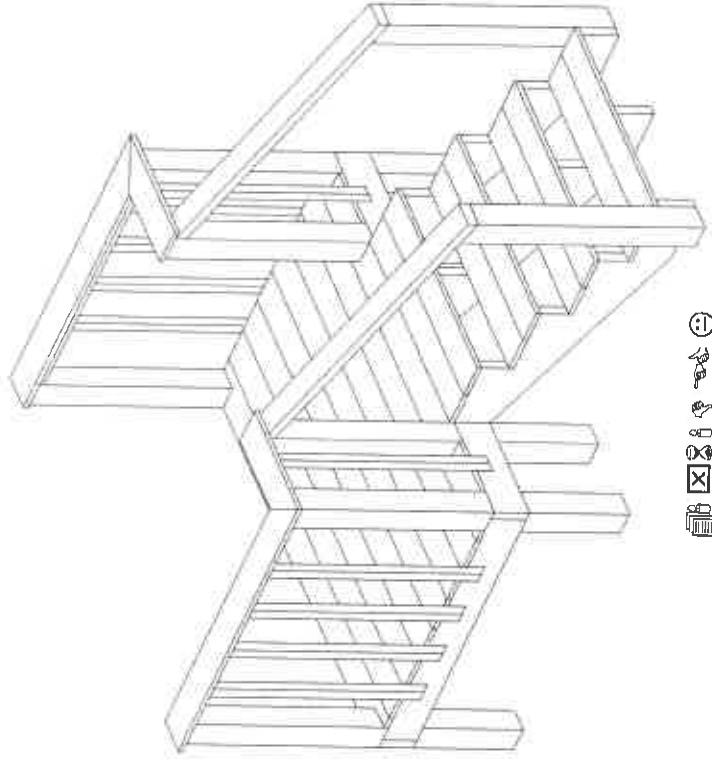
8' x 12' DECK
FRAME
W/O ROOF



8' x 12' DECK
FRAME
W/O ROOF

4 x 6 Deck without Roof

Attachment #5 page 7



MATERIALS REQUIRED FOR 4'x 6' DECK with Roof

QTY	DESCRIPTION
4	TREATED PINE 4"x4"x8'
4	TREATED PINE 4"x4"x12'
1	TREATED PINE 2"x8"x8'
1	TREATED PINE 2"x8"x12'
1	TREATED PINE 2"x6"x8'
10	TREATED PINE 2"x4"x8'
1	TREATED PINE 2"x12"x12'
9	TREATED PINE 1"x6"x12'
3	TREATED PINE 1"x4"x8'
5	GALVANIZED NAILS/LB
2	CORRUGATED ROOFING 8'

MATERIALS REQUIRED FOR 4'x 6' DECK W/O Roof

QTY	DESCRIPTION
8	TREATED PINE 4"x4"x8'
1	TREATED PINE 2"x8"x8'
1	TREATED PINE 2"x8"x12'
1	TREATED PINE 2"x6"x8'
8	TREATED PINE 2"x4"x8'
1	TREATED PINE 2"x12"x12'
9	TREATED PINE 1"x6"x12'
5	GALVANIZED NAILS/LB

MATERIALS REQUIRED FOR 8'x 12' DECK W/O ROOF

QTY	DESCRIPTION
8	TREATED PINE 4"x4"x8'
1	TREATED PINE 4"x4"x10'
2	TREATED PINE 2'x8"x12'
2	TREATED PINE 2"x8"x8'
4	TREATED PINE 2"x6"x8'
3	TREATED PINE 2'x12"x8'
18	TREATED PINE 2"x4"x8'
1	TREATED PINE 2"x4"x10'
22	TREATED PINE 1"x6"x12'
7	CORRUGATED ROOFING 10'
10	GALVANIZED NAILS/LB

MATERIALS REQUIRED FOR 8'x 12' DECK W/ ROOF

QTY	DESCRIPTION
2	TREATED PINE 4"x4"x14'
2	TREATED PINE 4"x4"x12'
4	TREATED PINE 4"x4"x8'
1	TREATED PINE 4"x4"x10'
2	TREATED PINE 2"x8"x12'
2	TREATED PINE 2'x8"x8'
4	TREATED PINE 2"x6"x8'
3	TREATED PINE 2"x12"x8'
18	TREATED PINE 2"x4"x8'
8	TREATED PINE 2"x4"x10'
2	TREATED PINE 2"x4"x14'
3	TREATED PINE 1'x4"x14'
22	TREATED PINE 1"x6"x12'
7	CORRUGATED ROOFING 10'
10	GALVANIZED NAILS/LB



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Department Owned Housing/Mobile Home Park

NUMBER: 19-01

SUPERSEDES: 17-24

APPLICABILITY: All Employees

REFERENCE: AR 217-Staff Assignments

PAGE: 1 of 30

APPROVED: Original Signed by Wendy Kelley **EFFECTIVE DATE: 1/7/2019**

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Attachment #1

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UTILITIES EXPENSE REIMBURSEMENT
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Payroll Information:

Employee Date

AASIS Personnel Number

Unit

Position Title

Unit Warden Date

Human Resource Processed Date

Deduction Code 2500

Attachment #2**ADC RULES & REGULATIONS
DEPARTMENT OWNED HOUSING/MOBILE HOME PARK****1. ACKNOWLEDGEMENT AND UTILITIES**

- A. All employees must sign an acknowledgement and agree to abide by Department owned Housing/Mobile Home Park Rules and Regulations prior to moving onto state property.
- B. All employees residing in the mobile home park will be required to pay a utility fee of \$ _____ per pay period unless otherwise authorized by the Director. The utilities expense does not apply to Department owned housing.
- C. The employee will bear the expense for moving the mobile home into/out of the park and any materials necessary for connecting utilities. (i.e., utilities include electricity, water, sewer, and telephone.)
- D. The Unit Maintenance Department will inspect the utility connections to ensure industry standards are met.
- E. Telephones will be installed at the expense of the employee unless authorized by the Warden. All employees must maintain a phone, cellular or land line, for emergency contact as a condition of residing on unit ground. No computer connections or internet access will utilize a state supplied phone line.
- F. The Unit Warden or designee may enter any dwelling during reasonable hours with at least twenty-four (24) hours notice, or at any time during an emergency to inspect with regard to compliance with the rules and regulations.

2. FIREARMS/BOWS/PELLET/BB GUNS

- A. The use of firearms, bows, pellet/BB guns, fireworks or any other dangerous device is prohibited in or around the mobile home park/housing area residences. It shall be the responsibility of the employee to ensure all such devices are under adult supervision when not locked and stored.
- B. Each employee residing in the mobile home park/housing area will be responsible for ensuring weapons and ammunition are locked and stored in an approved gun/weapon safe separately and that a yearly inventory of all weapons (make, model and serial number) are submitted in writing to the Warden's office at the beginning of the fiscal year.

3. INSPECTIONS

- A. Department owned houses/mobile homes shall be inspected prior to occupancy by an employee and thereafter annually for condition, damages, maintenance, and upkeep.
- B. Annual inspections must be completed on or before June 30th each year.
- C. Inspections shall be conducted by the Warden, or designee, and the Unit Maintenance Supervisor.
- D. A standard checklist shall be used to ensure proper maintenance/upkeep is occurring. This checklist however should not be considered all encompassing.
- E. An employee occupying department owned housing shall be responsible for maintaining the condition of the housing, reasonable wear and tear excepted. In addition to this financial responsibility, failure to maintain good housekeeping and reasonable care may be grounds for a disciplinary action .
- F. Personally owned mobile homes must be maintained to keep a clean, neat, non-damaged appearance.
- G. Any damage caused by any reason must be repaired within thirty (30) days from the date the damage occurred or within thirty (30) days of notice by the Unit Warden.

4. LANDSCAPPING/YARD MAINTENANCE

- A. Flowers and shrubs are permitted. Once planted, they remain on the residence property unless permission is granted from the Unit Warden for their removal or removed as ordered by the Warden. Planting of trees by residents must be approved by Unit Warden.
- B. No front or back yard fencing is permitted in the mobile home park.
- C. No freezer, refrigerators, or appliances of any kind are permitted outside.
- D. No tires, wheels, or automotive parts are permitted outside.
- E. All toys, bicycles, etc., must be neatly put away when not in use.
- F. Outdoor patio furniture made for that purpose is permitted.

5. OCCUPANCY

- A. Occupancy is limited to the immediate family (spouse of the employee, minor child(ren) of the employee\spouse) of the employee per mobile home park/housing area.
- B. Non-immediate family members/visiting guests living in the residence for more than fifteen (15) days must be approved by the Unit Warden.
- C. Upon notice of termination, employees agree to vacate Department owned housing/mobile home space within thirty (30) days.
- D. Employees will not be permitted to sublet/sell a mobile home to another employee to live on state property without written consent of the Director.
- E. Rent to own agreements between employees are prohibited and may result in termination and eviction.
- F. Drunkenness, immoral conduct, drug abuse, disturbances, security violations, or any illegal act will not be tolerated.
- G. Any flagrant or repeated violation to these rules and regulations will result in the employee responsible receiving disciplinary action, which may include eviction from the park and possible termination from the Department.

6. PETS

- A. Employees will be allowed to have pets, (i.e., dogs, cats, etc.) provided they are adequately maintained and controlled. An employee occupying department owned housing is financially responsible for any damage caused by the employee's pets.
- B. Dogs must be penned or on a leash. All pets must have a current shot record.
- C. No dogs are to be tethered outside.
- D. Pens may be constructed at the owner's expense with the approval of the Unit Warden after a design plan has been submitted for review.
- E. Exotic pets will be not permitted.

7. QUIET HOURS

- A. No loud parties or excessive noises will be permitted at any time. Quiet hours in the mobile home park/housing area will be maintained between the hours of 10:30 p.m. and 6:00 a.m.
- B. Motorcycles, four wheelers, go carts, etc., may not be used in the mobile home park/housing area for recreational purposes.
- C. Complaints should be made to the Warden verbally, followed with a written report.
- D. The speed limit in the mobile home park/housing area is twenty (20) miles per hour.
- E. The Arkansas Department of Correction is not responsible for injuries to employees (unless work related), their spouses, children, or guests. Employees should consider renter's insurance.

8. TRASH/GARBAGE PICKUP

- A. Trash must be placed in a container in designated areas for trash pick-up.
- B. Trash pick-up will be limited to household refuse only.
- C. It shall be the responsibility of the employee to dispose of large items and appliances, tires, etc.
- D. Employees are responsible for keeping the grounds free from garbage and litter.
- E. No build-up of litter or unsightly items will be permitted.
- F. The Unit will be responsible for keeping the lawn mowed.

9. UNDERPINNING/SKIRTING/DECKS, ETC.

- A. Employee will underpin their mobile home, at their expense, with skirting material approved by the Warden, within sixty (60) days from the time the mobile home is received at the unit. Underpinning/skirting must be a commercial type.
- B. Decks for mobile homes with or without roofs shall be of a standard design as outlined in this policy. Decks with or without roofs may be constructed by Unit Maintenance upon purchase of materials by employees after approval by the Unit Warden. Existing decks with or

without roofs will be inspected to determine if they meet design specification outlined in this policy.

- C. The Unit Warden must approve any additions to the mobile home such as awnings, porches, decks or placement of storage buildings. Only commercially produced carports currently in use and approved by the Warden are allowed. No new or additional carports will be permitted.
- D. Storage Buildings currently in use must be approved by the Warden. After the effective date of this policy, any storage building added to state property must be approved by the Warden and be commercially produced. Storage buildings must be similar in color to the mobile home and should not exceed two-hundred twenty (220) sq. ft. in size. No more than one (1) storage building is permitted.
- E. Any underground installations or permanent structure on the residence property becomes property of the state upon termination unless prior arrangements have been made with the Unit Warden.
- F. Nothing will be stored under decks/porches.
- G. Foil in windows is not permitted. Non-mirrored window tint installed professionally is permitted.

10. VEHICLES/PARKING

- A. Residents may possess two (2) licensed operational vehicles (exception must be approved by the Unit Warden).
- B. Vehicles must be parked in designated parking areas only.
- C. Non-operational vehicles may be permitted as long as the vehicle is currently registered and insured, pending Warden's approval.
- D. Boats, campers, and utility trailers must be parked in a community parking area if available. Any non-conforming vehicle will be towed at the owner's expense.

11. PAINT, FLOORS, APPLIANCES, AND MISC.

- A. State houses will not be painted with custom colors. The acceptable colors provided by ADC will be: white, off white, light tan or beige, or a light gray.

- B. Carpeting will not be replaced unless the existing carpet is worn out or cannot be cleaned. If the existing carpet is not usable, it may be replaced with flooring of the Department's choosing.
- C. Appliances will be replaced only if the existing units are non-operable. The agency only provides stove/oven, dishwasher.
- D. Refrigerators, microwave units, washer and dryers are the occupant's responsibility.
- E. Window treatments, such as blinds, or curtains are the responsibility of the occupant.
- F. Ceiling fans are not added by the Agency, but will be replaced if the existing fans are not functional.
- G. Telephone, television and internet services are not the responsibility of ADC.
- H. Tenants shall not allow items to be attached to the roof.

**ACKNOWLEDGMENT
OF RULES & REGULATIONS
DEPARTMENT OWNED HOUSING/MOBILE HOME PARK**

I, _____, AGREE TO
ABIDE BY THE RULES AND REGULATIONS GOVERNING THE UNIT
FREELINE/MOBILE HOME PARK AND TO BE RESPONSIBLE FOR HIS/HER
DEPENDENTS, PETS, RELATIVES AND GUESTS' CONDUCT WHILE ON STATE-
OWNED PROPERTY. DRUNKENNESS, IMMORAL CONDUCT, DRUG ABUSE,
DISTURBANCES, SECURITY VIOLATIONS, OR ANY ILLEGAL ACT WILL NOT
BE CONDONED. ANY FLAGRANT OR REPEATED VIOLATION TO THESE
RULES AND REGULATIONS WILL RESULT IN THE RESPONSIBLE EMPLOYEE
RECEIVING DISCIPLINARY ACTION WHICH MAY INCLUDE EVICTION FROM
THE PARK AND POSSIBLE TERMINATION FROM THE ARKANSAS
DEPARTMENT OF CORRECTION.

SIGNATURE

WITNESS

DATE

Attachment #3

DEPARTMENT OWNED HOUSING/MOBILE HOME PARK
WEAPONS INVENTORY

NAME: _____ DATE: _____
PLEASE PRINT

NUMBER	MAKE/ MODEL	SERIAL
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

My signature acknowledges receipt of rules and regulations pertaining to personal weapons. I have listed all personal weapons maintained in my residence and understand I am responsible for notifying the Warden's office of any changes in writing.

Signature

Date

UNIT: _____
 (Maintenance/Upkeep Check List)

12 of 30
 Attachment #4

LOCATION	CONDITION good/fair/poor N/A	REPAIRS NEEDED	REPAIRS COMPLETED Yes/No	DATE	INITIALS
I. MASTER BATHROOM					
Bathtub					
Cabinets					
Ceiling					
Commode					
Floors					
Light Fixtures					
Mirrors					
Outlets					
Sinks					
Towel Rack					
Walls					
II. HALLWAY BATHROOM					
Bathtub					

LOCATION	CONDITION good/fair/poor N/A	REPAIRS NEEDED	REPAIRS COMPLETED Yes/No	DATE	INITIALS
Cabinets					
Ceiling					
Commode					
Floors					
Light Fixtures					
Mirrors					
Outlets					
Sinks					
Towel Rack					
Walls					
III. DOMESTIC BATHROOM					
Bathub					
Cabinets					
Ceiling					
Commode					

LOCATION	CONDITION good/fair/poor N/A	REPAIRS NEEDED	REPAIRS COMPLETED Yes/No	DATE	INITIALS
Floors					
Lights Fixtures					
Mirrors					
Outlets					
Sink					
Towel Racks					
Walls					
IV. MASTER BEDROOM					
Ceiling					
Closet Doors					
Door					
Floor					
Light Fixtures					
Outlets					

LOCATION	CONDITION good/fair/poor N/A	REPAIRS NEEDED	REPAIRS COMPLETED Yes/No	DATE	INITIALS
Walls					
Windows					
V. BEDROOM #2					
Ceiling					
Closet Doors					
Door					
Floor					
Light Fixtures					
VI. BEDROOM #3					
Ceiling					
Closet Doors					
Door					
Floor					
Light Fixtures					
Outlets					
LOCATION	CONDITION	REPAIRS	REPAIRS	DATE	INITIALS

	good/fair/poor N/A	NEEDED	COMPLETED Yes/No		
Walls					
Windows					
VII. CARPORT GARAGE					
Ceiling					
Floors					
Light Fixtures					
Outlets					
Storage Room					
Utility Closet					
Door					
Walls					
VIII. DEN					
Cabinets					
Ceiling					
Doors					
Floors					
Light Fixtures					
LOCATION	CONDITION	REPAIRS	REPAIRS	DATE	INITIALS

	good/fair/poor N/A	NEEDED	COMPLETED Yes/No	
Outlets				
Walls				
Windows				
IX. DINING ROOM				
Ceilings				
Doors				
Floors				
Light Fixtures				
Outlets				
Walls				
Windows				
X. HALLWAYS				
Attic Stairway				
Ceiling				
Door				

LOCATION	CONDITION good/fair/poor N/A	REPAIRS NEEDED	REPAIRS COMPLETED Yes/No	DATE	INITIALS
Floors					
Light Fixtures					
Outlets					
Walls					
XI. HOUSE EXTERIOR					
A/C Unit					
Decks/Patios					
Doors (Screen)					
Doors (solid)					
Gutters					
Roof					
Steps					
Underpinning					
Walls					
LOCATION	CONDITION	REPAIRS	REPAIRS	DATE	INITIALS

	good/fair/poor N/A	NEEDED	COMPLETED Yes/No
Windows/Screens			
XII. KITCHEN			
Appliances			
Cabinets			
Ceilings			
Counter Tops			
Doors			
Fire Alarms			
Fire Extinguisher			
Lights Fixtures			
Outlets			
Sinks			
Walls			
Windows			
XIII. LIVING ROOM			

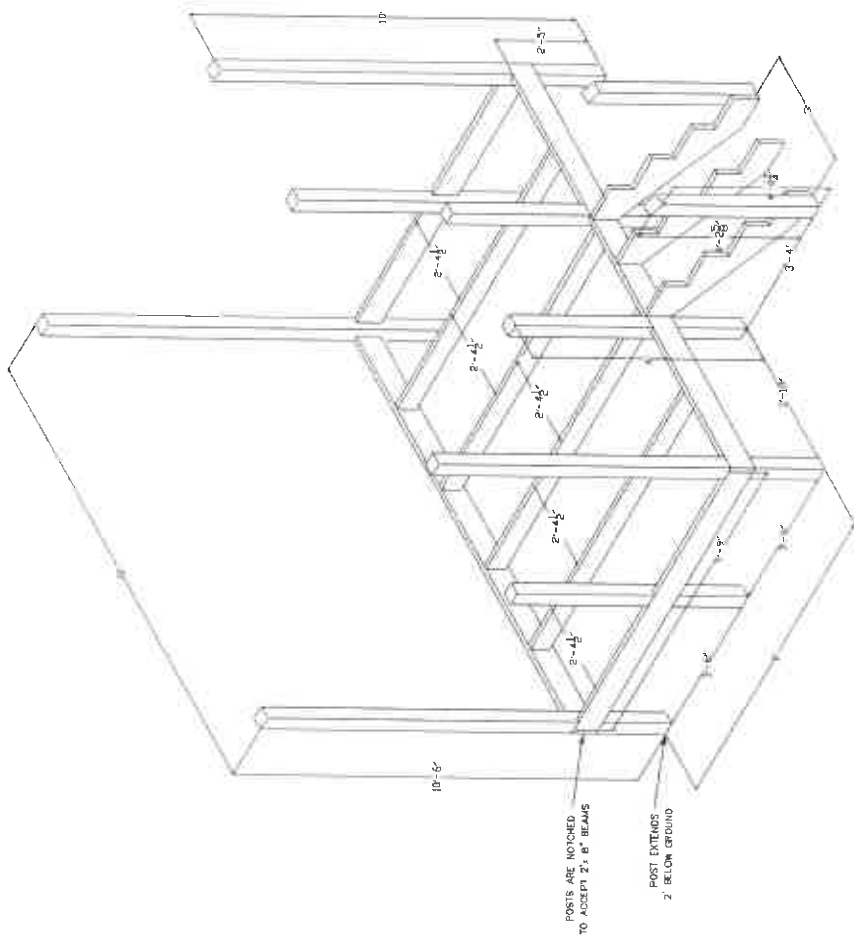
LOCATION	CONDITION good/fair/poor N/A	REPAIRS NEEDED	REPAIRS COMPLETED Yes/No	DATE	INITIALS
Cabinets					
Ceiling					
Doors					
Floors					
Light Fixtures					
Outlets					
Walls					
Windows					
XIV. UTILITY ROOM					
Cabinets					
Ceiling					
Doors					
Floors					
Light Fixtures					

	LOCATION	CONDITION good/fair/poor N/A	REPAIRS NEEDED	REPAIRS COMPLETED Yes/No	DATE	INITIALS
	Outlets					
	Walls					

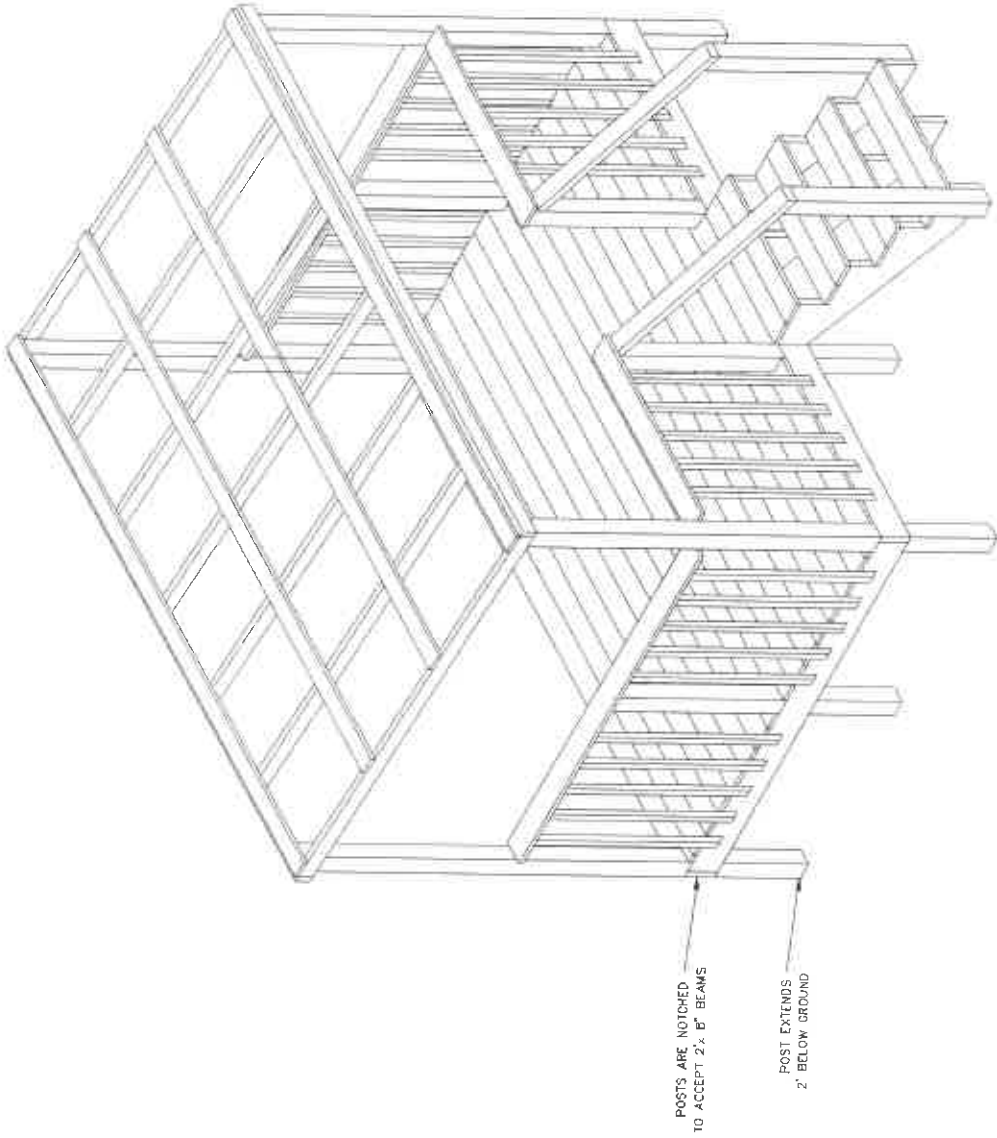
HOME/MOBILE HOME # _____

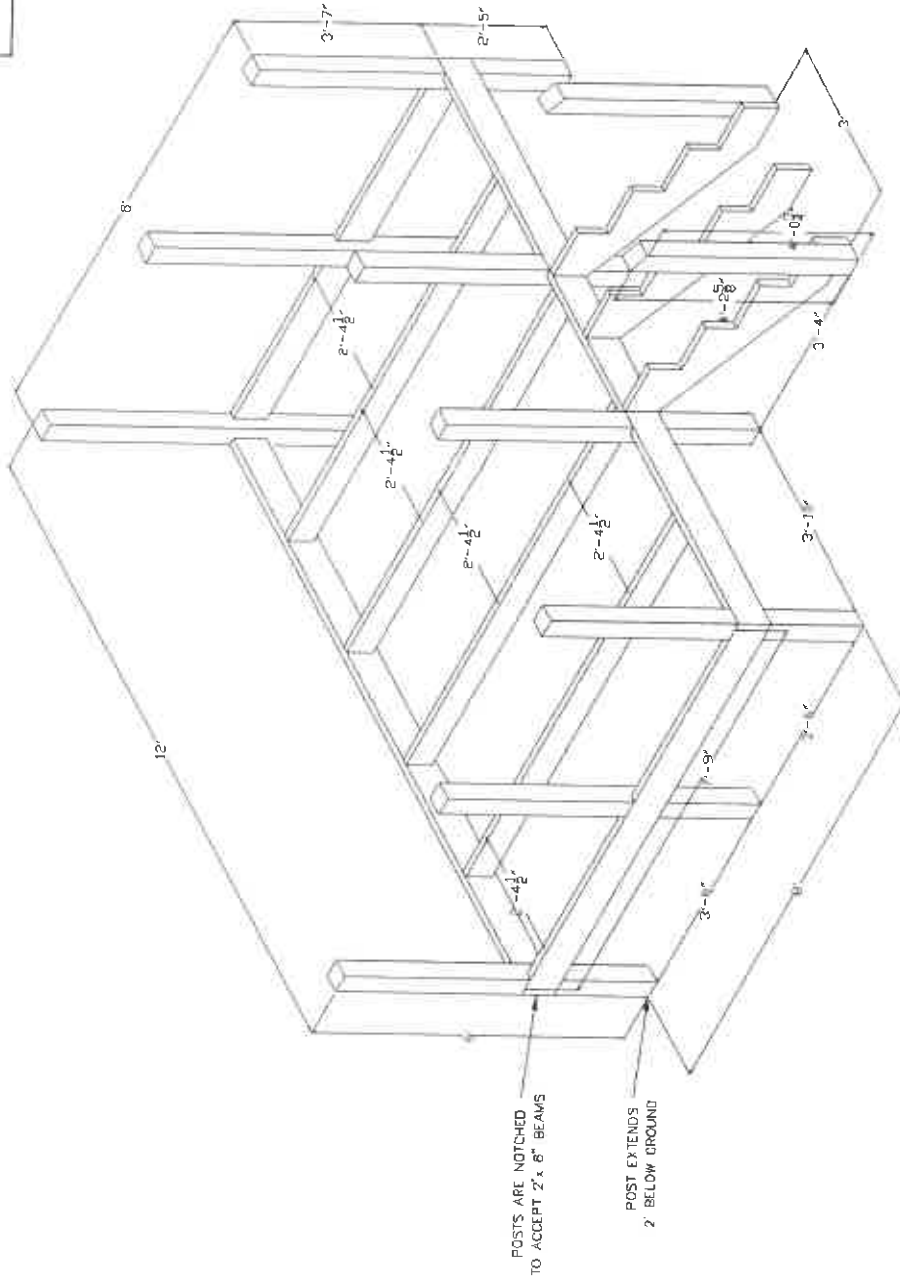
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DATE: _____

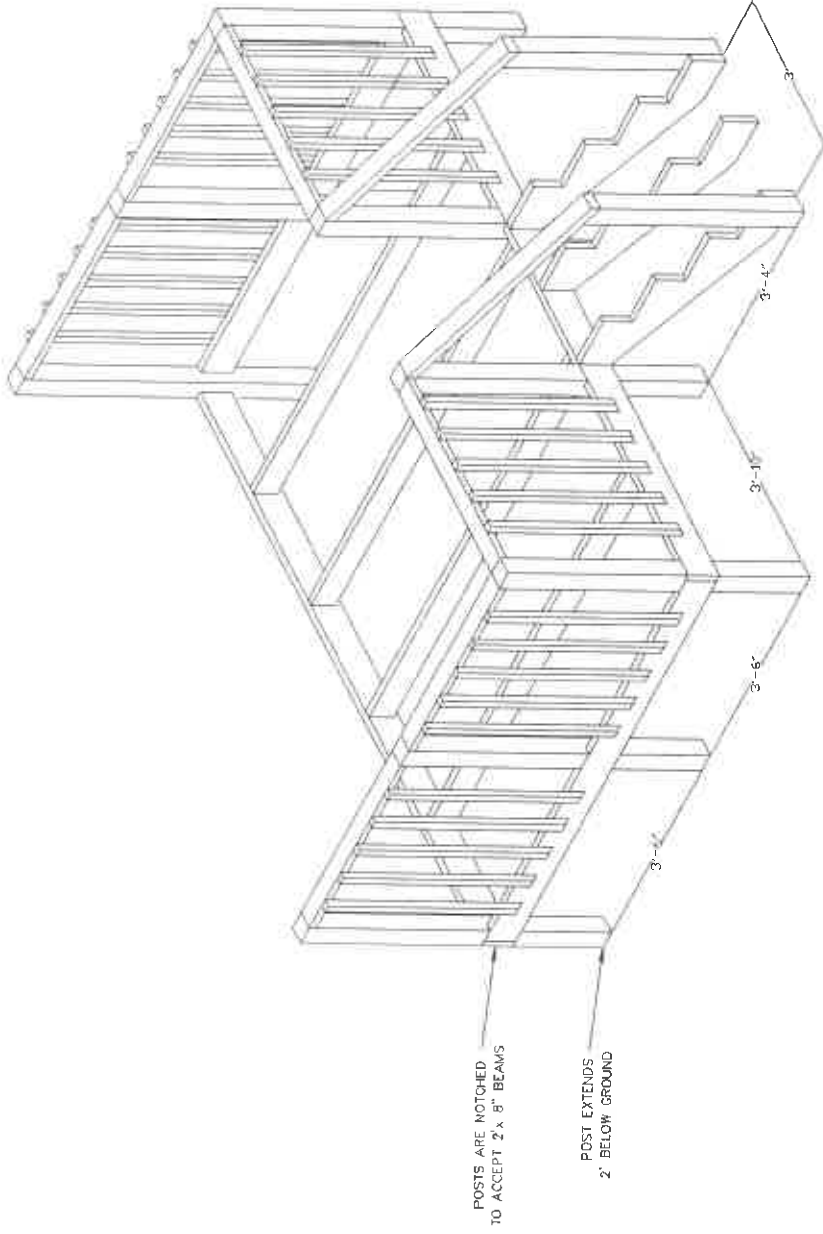


8' x 12' DECK
FRAME
W/ ROOF

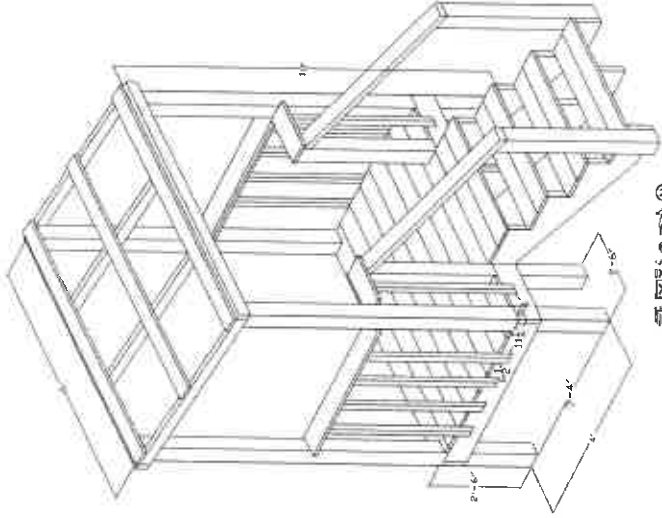
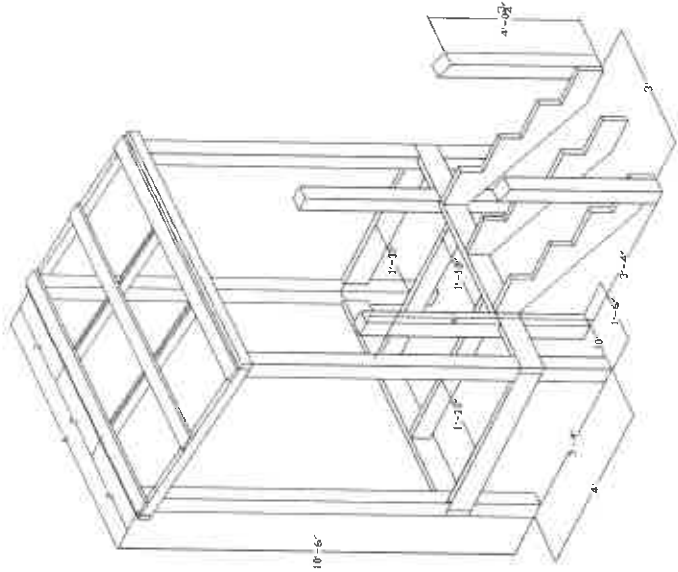




8' x 12' DECK
FRAME
W/O ROOF



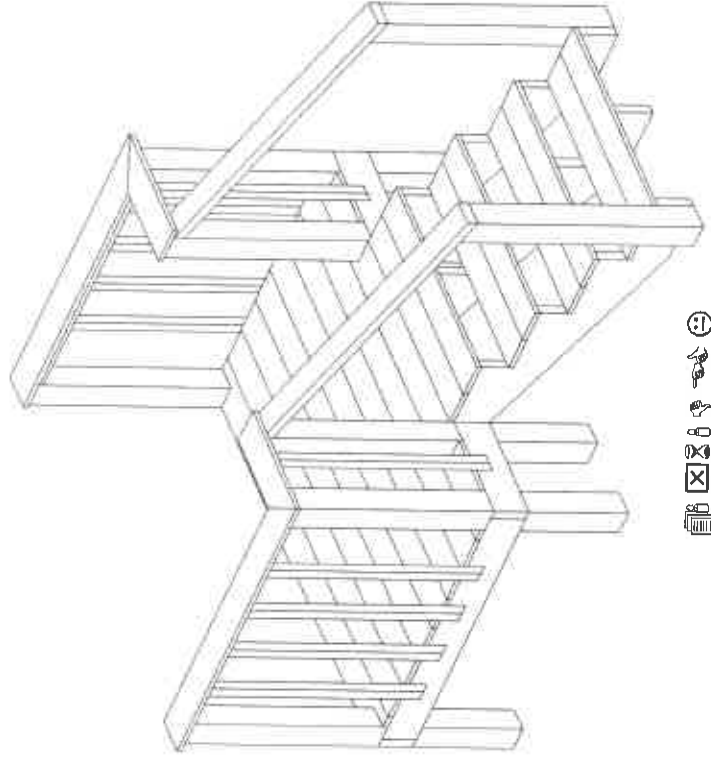
8' x 12' DECK
FRAME
W/O ROOF



4 x 6 Deck with Roof

4 x 6 Deck without Roof

Attachment #5 page 7



MATERIALS REQUIRED FOR 4' x 6' DECK with Roof

QTY	DESCRIPTION
4	TREATED PINE 4"x4"x8'
4	TREATED PINE 4"x4"x12'
1	TREATED PINE 2"x8"x8'
1	TREATED PINE 2"x8"x12'
1	TREATED PINE 2"x6"x8'
10	TREATED PINE 2"x4"x8'
1	TREATED PINE 2"x12"x12'
9	TREATED PINE 1"x6"x12'
3	TREATED PINE 1"x4"x8'
5	GALVANIZED NAILS/LB
2	CORRUGATED ROOFING 8'

MATERIALS REQUIRED FOR 4' x 6' DECK W/O Roof

QTY	DESCRIPTION
8	TREATED PINE 4"x4"x8'
1	TREATED PINE 2"x8"x8'
1	TREATED PINE 2"x8"x12'
1	TREATED PINE 2"x6"x8'
8	TREATED PINE 2"x4"x8'
1	TREATED PINE 2"x12"x12'
9	TREATED PINE 1"x6"x12'
5	GALVANIZED NAILS/LB

MATERIALS REQUIRED FOR 8' x 12' DECK W/O ROOF

QTY	DESCRIPTION
8	TREATED PINE 4"x4"x8'
1	TREATED PINE 4"x4"x10'
2	TREATED PINE 2"x8"x12'
2	TREATED PINE 2"x8"x8'
4	TREATED PINE 2"x6"x8'
3	TREATED PINE 2"x12"x8'
18	TREATED PINE 2"x4"x8'
1	TREATED PINE 2"x4"x10'
22	TREATED PINE 1"x6"x12'
7	CORRUGATED ROOFING 10'
10	GALVANIZED NAILS/LB

MATERIALS REQUIRED FOR 8' x 12' DECK W/ ROOF

QTY	DESCRIPTION
2	TREATED PINE 4"x4"x14'
2	TREATED PINE 4"x4"x12'
4	TREATED PINE 4"x4"x8'
1	TREATED PINE 4"x4"x10'
2	TREATED PINE 2"x8"x12'
2	TREATED PINE 2"x8"x8'
4	TREATED PINE 2"x6"x8'
3	TREATED PINE 2"x12"x8'
18	TREATED PINE 2"x4"x8'
8	TREATED PINE 2"x4"x10'
2	TREATED PINE 2"x4"x14'
3	TREATED PINE 1"x4"x14'
22	TREATED PINE 1"x6"x12'
7	CORRUGATED ROOFING 10'
10	GALVANIZED NAILS/LB



P O Box 8707
 Pine Bluff, AR 71611-8707
 Phone: 870-267-6200/6999
 Fax: 870-267-6244
 www.adc.arkansas.gov

ADMINISTRATIVE DIRECTIVE

SUBJECT: ~~Computer & Electronics Disposal/Recycling of computers, Electronics, and Media~~

NUMBER: ~~14-3918-~~

SUPERSEDES: ~~13-16714-39~~

APPLICABILITY: All Employees

REFERENCE: AR 104 Property Control

Page 1 of 64

APPROVED: Original signed by ~~Ray Hobbs~~

EFFECTIVE DATE: 08/08/2014

~~POLICY~~

Act 1410 of 2001 requires the Arkansas Department of Correction (ADC) to implement a policy for the management and sale of agency surplus computer equipment and electronics. Other applicable policies and directives from M&R, the State Department of Information System and the Office of Information Technology concerning computer/electronics equipment disposal provide additional guidance.

~~DEFINITIONS~~

The ADC provides computers and electronic equipment for its employees to function in their daily work duties. As new equipment is purchased, the ADC may reallocate the replaced equipment to other individuals with older, less powerful equipment.

Once computer/electronic equipment is no longer able to support any functions within the ADC, it is marked as surplus, and readied for disposal. This condition may be the result of: (1) capabilities of the PC (processor, memory, disks, etc.) not being able to run any currently used programs; (2) aged hardware for which there is no viable replacements; (3) failure of the hardware which results in the cost of repair exceeding the value of the system; or (4) other conditions which

make the operational usefulness of the equipment unable to support any department processing needs.

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Agent - Responsibility for carrying out this policy rests with the Information Technology (IT) Division, Property Control, and the Accounting Division. The IT Division is the Agent responsible for the technical aspects of this policy. Property Control/Procurement has administrative responsibility for the actual sale, donation, recycling, or other disposal of the equipment. The Accounting Division is responsible for the financial aspect of this policy.

Computer - a programmable electronic machine that performs high-speed mathematical or logical operations or that assembles, stores, correlates, or otherwise processes information.

Degauss - for this policy only, the term degauss means the complete removal of information from a hard drive, not a specific technology for doing so. To degauss means to demagnetize or render the magnetic media or hard drive completely unusable.

De-Manufacturing - end-of-life disposition of electronic devices and computers; includes recovery of hard drives and chips with resale value, the removal of commodities, such as copper, aluminum, and gold for sale to scrap consumers, the removal and hazardous waste disposal of toxins and heavy metals, and the shredding or melting of materials that can be sold and manufactured into new products.

ADC - the Arkansas Department of Correction.

Director - the Director of the Arkansas Department of Correction.

Electronics - devices utilizing electrons and electric circuits including household appliances, televisions, recording and playing devices for music or video tapes, compact discs and digital technology. Cell phones, radios and other related electronic equipment, i.e., batteries, chargers, hands free kits, etc., shall be included in this category for the purpose of this policy.

Fund - the Computer and Electronic Equipment Recycling Fund established by Act 1410 of 2001.

Marketing and Redistribution (M&R) - the Marketing and Redistribution Section of the Office of State Procurement of the Department of Finance and Administration.

Recycle - the use of previously manufactured materials including metals, glass, and plastics in the manufacture of new products.

Reuse – the use of electronics, computers, and equipment for harvesting of spare parts, resale or donation.

Surplus Computer/Electronic Equipment – computer/electronic components no longer in use in ADC, which have residual market value.

HDD; Hard Disc Drives, for the purpose of this document refers to storage drives with internal moving components or spinning discs.

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SSD; Solid State Drives, for the purpose of this document refers to storage drives with no moving components, only microchip based storage.

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USB/External HDD; Hard Disc Drives that connect with the use of USB or external cables that contain moving components or spinning discs.

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USB/External "Jump" Drive; Small, handheld Solid State Drives that connect via USB. Also generically referred to as Thumb Drives or USB Drives.

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Legacy Storage / Floppy Disc and Tape Drives; Small 3.5" disc that are no longer used or manufactured and Magnetic tapes once used for backup purposes.

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CD/DVD/BRD; Compact Disc, Digital Versatile Disc and Blu-ray Disc are optical disc used for music, software, backup and video storage.

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Data Sensitivity Categorization:

LEVEL A – UNRESTRICTED: Open public data with no distribution limitations, anonymous access. May be anonymous access via electronic sources.

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LEVEL B – SENSITIVE: Public data with limited availability, but which requires a special application to be completed or special processing to be done prior to access.

LEVEL C - VERY SENSITIVE: Data only available to internal authorized users. May be protected by federal and state regulations. Intended for use only by individuals who require the information in the course of performing job functions.

LEVEL D – EXTREMELY SENSITIVE: Data whose disclosure or corruption could be hazardous to life or health.

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PHOTO

ADC Computer/Electronic Equipment Recycling

The Unit Business Manager and Accounting Control Division is responsible for maintaining inventory control documentation of equipment purchased for ADC use. The inventory will contain the current unit location of the equipment and area of assignment until it leaves the ADC.

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All computer equipment not in active service within the ADC shall be returned to the Information Technology (IT) Division for reassignment. The IT Division will complete a property disposal form and submit it to the Accounting Control Division when the end of the equipment's useful life has been reached.

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All computer equipment not in active service within the ADC shall be returned to the IT Division for reassignment or disposal.

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After computer/electronic equipment has been returned to the appropriate division, it may:

Be reassigned to other ADC personnel who have need for the equipment.

Be used in a training classroom or reserved for other training requirements.

Be held to maintain a back stock of used computer hardware and electronics for use as parts harvesting for the repair, maintenance, and upgrade of other computers in use by the ADC. The back stock, whenever feasible, shall not exceed ten percent (10%) of the number of computer/electronic equipment in active use within the Department.

Be readied for disposal.

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Any computer/electronics equipment that cannot be assigned to one of the above uses, or for other productive use purposes, will be marked as surplus, and will be readied for disposal according to ADC policy and procedures. Disposal methods may include return to M&R, de-manufacturing, sale to outside recycling firms, or if necessary placement in an approved landfill.

Surplus Computer Equipment Handling

Before computer equipment is disposed in any manner, the IT Division will ensure the hard drives are defrased, or else removed from the system for separate destruction. Computer equipment which has been designated as surplus will be cleared of data, and otherwise prepared for disposal within 90 days of being marked as surplus.

Surplus Computer & Electronics Equipment

At the end of equipment's useful life, the IT Division will ready the equipment for disposal. Equipment will be inventoried to include Brand Name, Model, ADC, and Serial Numbers and placed in an outside storage container. When container has been filled the inventory list and disposal request forms will be submitted to the Accounting Control Division for disposal processing.

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The ADC may dispose of surplus computer equipment by any of the following methods:

- Turned in to M&R for removal from the ADC's inventory according to state procedures.
- If equipment is refused by M&R, it may be sold to an outside commercial equipment recycler.
- Other methods as approved by the ADC and in accordance with the Arkansas State Computer and Electronic Solid Waste Management guidelines.
- If all other means of recycling fail, then equipment may be disposed of in an approved landfill according to state and county regulations.

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D. Media Sanitization / Data Loss Prevention

Recycled and Failed Hard Disc Drives will be Sanitized in accordance with NIST 800-88 (Guidelines for Media Sanitization) with the following categorizations:

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- Server, Shared Storage, Management Staff and Video: These drives have been used for the listed purposes or equipment and have a very high probability of containing "Very Sensitive" data. These drives will not be repurposed in less sensitive, "General", operations or equipment.

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- General staff and general use: These drives are used in standard computers for daily operations and are likely to store "Sensitive" data. These drives may be formatted and repurposed in other operations or equipment.

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- HDD and USB/External HDD Media will be sanitized by either Purge or Purge and Destroy methods:

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➤ Purging will be accomplished by Information Technology Systems (ITS) Staff using the Degaussing machine located in the Information Technology Warehouse.

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➤ Purge and Destroy will be accomplished by ITS staff using the Degaussing machine in the IT Warehouse and then physically removing the disc platters from the HDD.

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- SDD and USB/External "Jump" Drive" will be sanitized by Purge and Pulverize methods:

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➤ Purge and Pulverize will be accomplished by ITS staff using the Degaussing machine in the IT Warehouse and then bending the device or physically destroying it.

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- Legacy Storage / Floppy Disc and Tape Drives will be sanitized by Purge and Incinerate by using the Degaussing machine in the IT Warehouse and then sending the devices to an the Cummins Unit Incinerator for destruction.
- CD/DVD/BRD devices will be shredded by ITS staff with a device with specific disc shredding capabilities.

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Distribution of Revenues

Distribution of revenues from any equipment sales will be in accordance with Act 1410 of 2001.

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REFERENCES

ACT 1410 of 2001
AD on Electronic Equipment and Systems



P O Box 8707
 Pine Bluff, AR 71611-8707
 Phone: 870-267-6999
 Fax: 870-267-6244
 www.adc.arkansas.gov

ADMINISTRATIVE DIRECTIVE

SUBJECT: Disposal/Recycling of computers, Electronics, and Media

NUMBER: 19-02

SUPERSEDES: 14-39

APPLICABILITY: All Employees

REFERENCE: AR 104 Property Control

Page 1 of 6

APPROVED: Original signed by Wendy Kelley

EFFECTIVE DATE: 1/5/2019

PO

Act 1410 of 2001 requires the Arkansas Department of Correction (ADC) to implement a policy for the management and sale of agency surplus computer equipment and electronics. Other applicable policies and directives from M&R, the State Department of Information System and the Office of Information Technology concerning computer/electronics equipment disposal provide additional guidance.

DI ENVIRONMENT:

The ADC provides computers and electronic equipment for its employees to function in their daily work duties. As new equipment is purchased, the ADC may reallocate the replaced equipment to other individuals with older, less powerful equipment.

Once computer/electronic equipment is no longer able to support any functions within the ADC, it is marked as surplus, and readied for disposal. This condition may be the result of: (1) capabilities of the PC (processor, memory, disks, etc.) not being able to run any currently used programs; (2) aged hardware for which there is no viable replacements; (3) failure of the hardware which results in the cost of repair exceeding the value of the system; or (4) other conditions which

make the operational usefulness of the equipment unable to support any department processing needs.

Agent - Responsibility for carrying out this policy rests with the Information Technology (IT) Division, Property Control, and the Accounting Division. The IT Division is the Agent responsible for the technical aspects of this policy. Property Control/Procurement has administrative responsibility for the actual sale, donation, recycling, or other disposal of the equipment. The Accounting Division is responsible for the financial aspect of this policy.

Computer - a programmable electronic machine that performs high-speed mathematical or logical operations or that assembles, stores, correlates, or otherwise processes information.

Degauss - for this policy only, the term degauss means the complete removal of information from a hard drive, not a specific technology for doing so. To demagnetize or render the magnetic media or hard drive completely unusable.

De-Manufacturing - end-of-life disposition of electronic devices and computers; includes recovery of hard drives and chips with resale value, the removal of commodities, such as copper, aluminum, and gold for sale to scrap consumers, the removal and hazardous waste disposal of toxins and heavy metals, and the shredding or melting of materials that can be sold and manufactured into new products.

ADC - the Arkansas Department of Correction.

Director - the Director of the Arkansas Department of Correction.

Electronics - devices utilizing electrons and electric circuits including household appliances, televisions, recording and playing devices for music or video tapes, compact discs and digital technology. Cell phones, radios and other related electronic equipment, i.e., batteries, chargers, hands free kits, etc., shall be included in this category for the purpose of this policy.

Fund - the Computer and Electronic Equipment Recycling Fund established by Act 1410 of 2001.

Marketing and Redistribution (M&R) - the Marketing and Redistribution Section of the Office of State Procurement of the Department of Finance and Administration.

Recycle - the use of previously manufactured materials including metals, glass, and plastics in the manufacture of new products.

Reuse – the use of electronics, computers, and equipment for harvesting of spare parts, resale or donation.

Surplus Computer/Electronic Equipment – computer/electronic components no longer in use in ADC, which have residual market value.

HDD: Hard Disc Drives, for the purpose of this document refers to storage drives with internal moving components or spinning discs.

SSD: Solid State Drives, for the purpose of this document refers to storage drives with no moving components, only microchip based storage.

USB/External HDD: Hard Disc Drives that connect with the use of USB or external cables that contain moving components or spinning discs.

USB/External “Jump” Drive”: Small, handheld Solid State Drives that connect via USB. Also generically referred to as Thumb Drives or USB Drives.

Legacy Storage / Floppy Disc and Tape Drives: Small 3.5” disc that are no longer used or manufactured and Magnetic tapes once used for backup purposes.

CD/DVD/BRD: Compact Disc, Digital Versatile Disc and Blu-ray Disc are optical disc used for music, software, backup and video storage.

Data Sensitivity Categorization:

LEVEL A – UNRESTRICTED: Open public data with no distribution limitations, anonymous access. May be anonymous access via electronic sources.

LEVEL B – SENSITIVE: Public data with limited availability, but which requires a special application to be completed or special processing to be done prior to access.

LEVEL C - VERY SENSITIVE: Data only available to internal authorized users. May be protected by federal and state regulations. Intended for use only by individuals who require the information in the course of performing job functions.

LEVEL D – EXTREMELY SENSITIVE: Data whose disclosure or corruption could be hazardous to life or health.

~~██████████~~

ADC Computer/Electronics Equipment Recycling

The Unit Business Manager and Accounting Control Division is responsible for maintaining inventory control documentation of equipment purchased for ADC use. The inventory will contain the current unit location of the equipment and area of assignment until it leaves the ADC.

All computer equipment not in active service within the ADC shall be returned to the IT Division for reassignment or disposal.

After computer/electronic equipment has been returned to the IT division, it may:

Be reassigned to other ADC personnel who have need for the equipment.

Be used in a training classroom or reserved for other training requirements.

Be held to maintain a back stock of used computer hardware and electronics for use as parts harvesting for the repair, maintenance, and upgrade of other computers in use by the ADC. The back stock, whenever feasible, shall not exceed ten percent (10%) of the number of computer/electronic equipment in active use within the Department.

~~Readied for Disposal~~

Computer/electronics equipment that cannot be assigned for productive use, will be marked as surplus, and readied for disposal according to ADC policy and procedures. Disposal methods may include return to M&R, de-manufacturing, sale to outside recycling firms, or if necessary placement in an approved landfill.

~~Surplus Computer Equipment~~

Before computer equipment is disposed in any manner, the IT Division will ensure the hard drives are removed from the system for separate destruction. Computer equipment which has been designated as surplus will be cleared of data, and otherwise prepared for disposal within 90 days of being marked as surplus.

~~Surplus Computer & Electronic Equipment - Disposal Methods~~

At the end of equipment's useful life, the IT Division will ready the equipment for disposal. Equipment will be inventoried to include Brand Name, Model, ADC, and Serial Numbers and placed in an outside storage container. When container has been filled the inventory list and disposal request forms will be submitted to the Accounting Control Division for disposal processing.

The ADC may dispose of surplus computer equipment by any of the following methods:

- Turned in to M&R for removal from the ADC's inventory according to state procedures.
- If equipment is refused by M&R, it may be sold to an outside commercial equipment recycler.
- Other methods as approved by the ADC and in accordance with the Arkansas State Computer and Electronic Solid Waste Management guidelines.

- If all other means of recycling fail, then equipment may be disposed of in an approved landfill according to state and county regulations.

D. Media Sanitization / Data Loss Prevention

Recycled and Failed Hard Disc Drives will be Sanitized in accordance with NIST 800-88 (Guidelines for Media Sanitization) with the following categorizations:

- Server, Shared Storage, Management Staff and Video: These drives have been used for the listed purposes or equipment and have a very high probability of containing “Very Sensitive” data. These drives will not be repurposed in less sensitive, “General”, operations or equipment.
- General staff and general use: These drives are used in standard computers for daily operations and are likely to store “Sensitive” data. These drives may be formatted and repurposed in other operations or equipment.
- HDD and USB/External HDD Media will be sanitized by either Purge or Purge and Destroy methods:
 - Purging will be accomplished by Information Technology (IT) Staff using the Degaussing machine located in the Information Technology Warehouse.
 - Purge and Destroy will be accomplished by IT staff using the Degaussing machine in the IT Warehouse and then physically removing the disc platters from the HDD.
- SDD and USB/External “Jump” Drive” will be sanitized by Purge and Pulverize methods:
 - Purge and Pulverize will be accomplished by IT staff using the Degaussing machine in the IT Warehouse and then bending the device or physically destroying it.
- Legacy Storage / Floppy Disc and Tape Drives will be sanitized by Purge and Incinerate by using the Degaussing machine in the IT Warehouse and then sending the devices to an incinerator for destruction.
- CD/DVD/BRD devices will be shredded by IT staff with a device with specific disc shredding capabilities.

Distribution of Revenues

Distribution of revenues from any equipment sales will be in accordance with Act 1410 of 2001.

~~ACT 1410 of 2001~~

ACT 1410 of 2001
AD on Electronic Equipment and Systems



Director's Office
 PO Box 8707
 Pine Bluff, AR 71611-8707
 Phone: 870-267-6999
 Fax: 870-267-6258
 www.adc.arkansas.gov

ADMINISTRATIVE DIRECTIVE

SUBJECT: Unit-Management

NUMBER: AD18-13-123
 21

SUPERSEDES: 13-12308-

APPLICABILITY: All employees, especially those involved in the custody,
 classification and management of inmates

REFERENCE:

PAGE 1 of 32

APPROVED: Original signed by ~~Ray Hobbs~~
 11/22/2013

_____ **EFFECTIVE DATE:**

I. POLICY:

The Department of Correction may use a functional unit-management system in each correctional facility/work center, decentralizing authority to the greatest practical extent, thereby more effectively delivering programs and staff services to inmates, and more effectively overseeing the operation of the housing areas of each facility/work center.

II. EXPLANATION:

To outline procedures for managing inmate housing and programs through smaller, more manageable ~~zones~~ units within correctional facilities/work centers.

III. DEFINITIONS:

- A. Unit-Management: An inmate management system that administratively divides a ~~large-facility/work release center~~ into smaller, more easily controlled ~~zones~~ units. Organized teams of correctional officers and supervisors responsible and accountable for all activity occurring within a

specific area (zone) of a correctional facility for a specified period of time, usually six months to a year.

- B. Unit -Manager: -The administrator, supervisor, coordinator and monitor of a multi-disciplinary team of staff members who are assigned to work in a unit. The Unit Manager serves as an ongoing advisor to administration in matters involving inmate management and programs.
- C. Case Coordinator: The Case Coordinator is responsible for all case management matters for all inmates assigned to him/her by the Unit Manager within their zone. The Case Coordinator will assist in inmate program operations, counsel with inmates within their zone, adhere to and enforce security procedures. r.
- D. Correctional Counselor: -The Correctional Counselor is responsible for all counseling matters for all inmates assigned to him/her by the Unit Manager and assisting in the resolution of the daily problems of inmates within the zone. r
- ~~D-E.~~ Unit Secretary: The Unit Secretary will maintain inmate records/files as maintained required by policy.

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IV. PROCEDURES:

- A. The Warden/Center Supervisor of the various facilities/work centers will select a Unit-Management Team for each zone that houses inmates. r
Each Unit-Management Team shall be composed of:
 1. Unit-Manager
 2. Case Coordinator
 3. Correctional Counselor
 - ~~3-4.~~ Unit Secretary
 - 5-4. Unit Correctional Officers
- B. Chaplains, Recreational Coordinators, Educational Advisors and Mental Health Counselors will be assigned to various units -within a facility/center as directed by the Warden or Deputy Assistant Warden.
- C. If applicable, Wardens/Center Supervisors will write a policy general policies dealing with unit management for that particular facility in accordance with the guidelines established by ACA Standards and/or

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Administrative Directive. This policy will include a management plan that will identify and monitor the operation and management the zones. This plan should include but is not limited to the following:

- 1. Zone Identification
- 2. Zone Staffing/Morale/Overtime/Discipline
- 3. Zone Fire Protection
- 4. Zone Sanitation/Maintenance/Food Service
- 5. Zone Classification/Orientation
- 6. Zone Inmate Discipline
- 7. Zone STTG
- 8. Zone Inmate Grievances
- 9. Zone Reports and Evaluation
- 10. Zone Accidents
- 11. Zone Inmate Morale
- 12. Zone Serious Incidents

G. D. — A monthly unit management report should be submitted to the Chief Deputy/Deputy Director of the Facility by the Facility Warden. Exceptions to these policies must be approved by the Director of the Department of Correction.

V. **REFERENCES:**

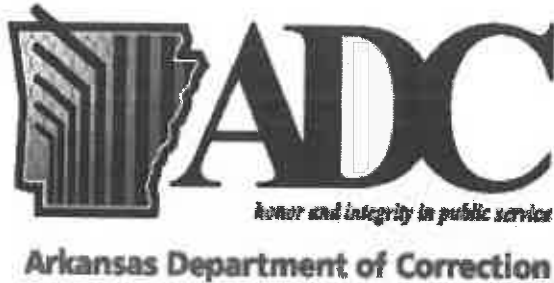
ACA Standards

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Director's Office
 PO Box 8707
 Pine Bluff, AR 71611-8707
 Phone: 870-267-6999
 Fax: 870-267-6258
 www.adc.arkansas.gov

ADMINISTRATIVE DIRECTIVE

SUBJECT: Unit Management

NUMBER: AD19- 03

SUPERSEDES: 13-123

APPLICABILITY: All employees, especially those involved in the custody, classification and management of inmates

REFERENCE:

PAGE 1 of 3

APPROVED: Original signed by Wendy Kelley

EFFECTIVE DATE: 1/5/2019

I. POLICY:

The Department of Correction may use a functional unit management system in each correctional facility/work center, decentralizing authority to the greatest practical extent, thereby more effectively delivering programs and staff services to inmates, and more effectively overseeing the operation of the housing areas of each facility/work center.

II. EXPLANATION:

To outline procedures for managing inmate housing and programs through smaller, more manageable zones within correctional facilities/work centers.

III. DEFINITIONS:

- A. **Unit Management:** An inmate management system that administratively divides a facility/work release center into smaller, more easily controlled zones. Organized teams of correctional officers and supervisors responsible and accountable for all activity occurring within a specific area (zone) of a correctional facility for a specified period of time, usually six months to a year.

- B. Unit Manager: The administrator, supervisor, coordinator and monitor of a multi-disciplinary team of staff members who are assigned to work in a unit. The Unit Manager serves as an ongoing advisor to administration in matters involving inmate management and programs.
- C. Case Coordinator: The Case Coordinator is responsible for all case management matters for all inmates assigned to him/her by the Unit Manager within their zone. The Case Coordinator will assist in inmate program operations, counsel with inmates within their zone, adhere to and enforce security procedures.
- D. Correctional Counselor: The Correctional Counselor is responsible for all counseling matters for all inmates assigned to him/her by the Unit Manager and assisting in the resolution of the daily problems of inmates within the zone.
- E. Unit Secretary:
The Unit Secretary will maintain inmate records/files as required by policy.

IV. PROCEDURES:

- A. The Warden/Center Supervisor of the various facilities/work centers will select a Unit Management Team for each zone that houses inmates. Each Unit Management Team shall be composed of:
 - 1. Unit Manager
 - 2. Case Coordinator
 - 3. Correctional Counselor
 - 4. Unit Secretary
 - 5. Unit Correctional Officers
- B. Chaplains, Recreational Coordinators, Educational Advisors and Mental Health Counselors will be assigned to various units within a facility/center as directed by the Warden or Deputy Warden.
- C. Wardens/Center Supervisors will write a policy dealing with unit management for that particular facility in accordance with the guidelines established by ACA Standards and/or Administrative Directive. This policy will include a management plan that will identify and monitor the

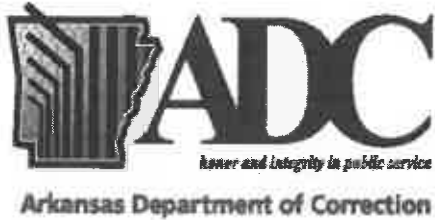
operation and management the zones. This plan should include but is not limited to the following:

1. Zone Identification
2. Zone Staffing/Morale/Overtime/Discipline
3. Zone Fire Protection
4. Zone Sanitation/Maintenance/Food Service
5. Zone Classification/Orientation
6. Zone Inmate Discipline
7. Zone STTG
8. Zone Inmate Grievances
9. Zone Reports and Evaluation
10. Zone Accidents
11. Zone Inmate Morale
12. Zone Serious Incidents

- D. A monthly unit management report should be submitted to the Chief Deputy/Deputy Director of the Facility by the Facility Warden.

V. REFERENCES:

ACA Standards



PO Box 8707
 Pine Bluff, AR 71611-8707
 Phone: 870-267-6999
 Fax: 870-267-6244
 www.adc.arkansas.gov

ADMINISTRATIVE DIRECTIVE

SUBJECT: Employee Orientation and Training

NUMBER: ~~18-2419-XX~~
18-21

SUPERSEDES: ~~17-25~~

APPLICABILITY: All Employees

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REFERENCE: AR-204 Employment

PAGE: 1 of ~~740~~

APPROVED: Original signed by Wendy Kelley

6/7/2018

EFFECTIVE DATE: _____

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I. POLICY:

It is the policy of the Arkansas Department of Correction (ADC) to provide initial training for all newly hired employees and on-going annual training for current employees to ensure compliance with all applicable laws, standards, regulations, policies and post orders. Continuing education is a critical requirement of continued employment with the Department to maintain accreditation with the American Correctional Association (ACA) and to provide employees with the knowledge necessary to provide for the safe and humane treatment of inmates while maintaining the safety, security and good order of all its institutions. All management level employees shall be required to participate in supervisory management level classes as a requirement for the position that those individuals hold or for which they may apply.

II. PURPOSE:

Governor's Executive Order 94-07 ordered the establishment of the State Supervisory Management Institute within the Department of Finance and Administration, Office of Personnel Management (OPM). Approved classes should provide training to management level employees that will teach sound management practices and principles, while increasing the efficiency of the organization and improve the services provided.

All Department of Correction personnel who are considered management level shall participate in training classes, as required and approved by the Department of Correction and the Office of Personnel Management/State Supervisory Management Institute.

III. DEFINITIONS:

- A. New Hire: Employees entering state service for the first time.
- B. Rehire: Employees returning to state service after a break in employment of two or more pay periods.
- C. Transfer: Employees transferring between state agencies and/or institutions or laterally within the Department of Correction without a break in service.

IV. PROCEDURES:

It shall be the policy of the Arkansas Department of Correction (ADC) to provide orientation and training to all newly hired employees, recognized as the Basic Correctional Officer Training for security employees, and Correctional Security for Non-Security Training for non-security employees. Employees who promote or are newly hired and supervise one or more full-time employee(s) shall be required to complete the classes designated for their Management Level Training classification. Principles of this policy are:

- A. Any newly hired security employee must complete the Basic Correctional Officer Training (BCOT) before starting a security position at a unit and/or division. This training shall consist of correctional security training in accordance with ACA and ADC departmental standards.
- B. Any rehired or incumbent security employee who has had a break in security service for more than one year, but less than two (2) years, must re-take the BCOT final examination and score 70% or above before being allowed to start a position at a unit and/or division. After a break of more than two (2) years, the rehire or incumbent must complete the entire BCOT training.

- C. Any security employee who is a transfer from another state agency, with or without security experience, must complete the Basic Correctional Officer Training.
- D. Any security new hire from another State Department of Correction must complete the Arkansas Basic Correctional Officer Training.
- E. All new full-time employees must complete a 40-hour orientation program before undertaking their assignments. Non-security employees will complete the Correctional Security for Non-Security class during the first year of employment with a portion of this during orientation. Orientation training requirements are in addition to agency annual requirements (see attachment).
- F. Any non-security rehire who has had a break in service for more than one (1) year, but less than two (2) years, must re-take the Correctional Security for Non-Security final examination and score 70% or above within ninety (90) days of their rehire date. After a break of more than two (2) years, the rehire must complete the entire Security for Non-Security training, within (ninety) 90 days of their rehire date.
- G. Non-Security employees who work around or supervise inmates may be sent to Basic Correctional Officer Training at the Warden/Administrator's discretion.
- H. Medical/Mental Health professionals (i.e., M.D., Ph.D., and D.D.S.) may be exempted by the Deputy Director of Health & Correctional Programs, except for those classes mandated by Governor's Executive Order 94-07.
- I. Due to enrollment levels and/or other factors, class length of hours may be shorter than listed. Therefore, in gaining certification of any Management Level, the deciding approval factor is not the amount of hours completed, but rather the completion of the course(s) itself.

V. **TRAINING:**

ADC will ensure that all new employees/volunteers will receive the ACA/ADC mandatory training requirements. Each year following, the employee will be responsible for obtaining their required yearly ACA/ADC mandatory training within the calendar year (January 1st through December 31st). All employees shall have half of their training completed by June 30th and the remaining half by December 31st.

Training will be based on ACA/ADC Mandated training Standards (See Attachment 1). ~~(See Attachment 1).~~ **ALL SECURITY STAFF ARE REQUIRED**

TO OBTAIN 40 TRAINING HOURS ANNUALLY. —All —Non-Security Employees who supervise one or more employees are required to obtain 40 or more training hours annually. —All Non-Security Employees who do not supervise other employees will only be required to obtain 16 training hours annually. —Off-site training and conference training must be approved in advance in accordance with ADC policy. Thirty (30) hours is the maximum amount of e-Learning and/or e-CADEMY training hours that will be approved to meet the ACA/ADC Mandatory Training Requirements. Failure to complete job related training will result in disciplinary action being taken in accordance with Employee Conduct Standards.

Central Human Resources management will review this policy annually to ensure it is current.

VI. REFERENCES:

Adult Correctional Institutions ACA Standards
Governor's Executive Order 94-07
Administrative Directive on Emergency Preparedness
Office of Personnel Management, Interagency Training Program
Administrative Regulation on Employee Conduct Standards (AR 225)
Administrative Directive on Employee Conduct Standards

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Attachment 1

Required ACA/ADC Training for Security Personnel

- Ethics/Conduct Standards
- Firearms Qualification
- CPR/CPR Refresher (Sgt & Above) (every 2 yrs.)
- Suicide Prevention/Intervention
- Supervising IM & IM Rights & Responsibilities
- Use of Force Refresher
- Use of Restraints
- Emergency Preparedness
- Fire Safety
- Chemical Safety/Chemical Right to Know
- Sexual Abuse/Assault (PREA)
- Sexual Harassment & Sexual Misconduct
- Sexual Misconduct

Required ACA/ADC Training for Non-Security Personnel

- Emergency Preparedness
- Chemical Safety/Chemical Right to Know
- Fire Safety
- Sexual Abuse/Assault (PREA)
- Sexual Harassment & Sexual Misconduct
- Sexual Misconduct
- Ethics/Conduct Standards

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Management Level Training

- Level I training for Security (Sergeant and Food Preparation Manager) or Non-Security Grades GS5/6, IT03, MP04 and higher who supervise one or more employees shall consist of the following classes:

- Administering Discipline
- Hiring Talent
- *CPR/First Aid/AED
- Fair Labor Standards Act
- Grievance Prevention and Handling
- HRkansas
- Interpersonal Communications
- Introduction to Management
- Performance Evaluation

*CPR/First Aid/AED is required for security personnel and must be completed at the unit of assignment prior to attending the Management Level I class. CPR/First Aid/AED is not required for non-security staff.

- Level II training is designed for staffs that are grades GS7, IT03, MP04 and higher that supervise one or more staff members. Management Level I training is required prior to attending. This training shall consist of the following:
 - Ethics in Leadership
 - Management Effectiveness
 - PREA Investigations
 - Rethinking Retention
 - Solutions for Health Care in a Correctional Environment
- Level III training is designed for staff that are grades GS8/9, IT05, MP04 and higher that supervise one or more staff members. Management Level I and Level II training are required prior to attending. This training shall consist of Advance Management Training.
- Level IV training is designed for staff that are grades GS10, IT05, MP04 and higher that supervise one or more staff members. Management Level I, Level II, and Level III training are required prior to attending. This training shall consist of Executive Training.

*The Department of Correction, with the approval of OPM/State Supervisory Management Institute may make changes in the mandatory classes/training, as needed, to address the operational needs of the Department.

National Incident Management Systems (NIMS) Training

- In coordination with the Secretary of Department of Homeland Security, the Attorney General, and other appropriate Federal departments and agencies and in consultation with State and local governments, shall establish and maintain a comprehensive training program to meet the national

preparedness goal. The program will identify standards and maximize the effectiveness of existing Federal programs and financial assistance and include training for the Nation's first responders, officials, and others with major event preparedness, prevention, response, and recovery roles.

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Attachment 2

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ADC /NIMS Training Matrix

<p>Entry Level Employees:</p> <ul style="list-style-type: none"> • Non-Security Personnel • BCOT Cadets 	<p>Required Training:</p> <ul style="list-style-type: none"> • ICS 100, Introduction • IS-700, NIMS, an Introduction • Emergency Preparedness 	<p>Training Location: Training Academy: Security for Non-Security and BCOT</p>
<p>First Line Supervisor:</p> <ul style="list-style-type: none"> • Sgt and above • Lt and above (security) • Supervisor and above (non-security) 	<p>All of the above plus:</p> <ul style="list-style-type: none"> • ICS 200, Basic ICS 	<p>Unit Level FEMA Website http://training.fema.gov</p>
<p>Middle Management:</p> <ul style="list-style-type: none"> • Deputy Wardens, Wardens, Chiefs of Security, and EP Coordinators , ERT Leaders, and Upper level Supervisors 	<p>All of the above plus:</p> <ul style="list-style-type: none"> • ICS 300, Intermediate • ICS-400 Advanced • IS 800, National Response Plan 	<p>ADEM Class, FEMA Website http://training.fema.gov</p>
<p>Command and general staff: Department Heads (Management Team and Administrators, Directors, Public</p>	<p>All of the above</p>	<p>ADEM Class, FEMA Website http://training.fema.gov</p>

Information, Dept. Heads, and persons assigned to the EOC)		
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Attachment 3

Position Title	Trng. Needed
Administrative Specialist-I	46
Administrative Specialist-II	46
Administrative Specialist-III	46
Benefits Technician	46
Computer Support Technician	46
Disease Intervention Specialist	46
EEO/EO/AAE Officer	46
Fiscal Support Analyst	46
Fiscal Support Specialist	46
Human Resources Assistant	46
Human Resource Program Representative	46
Human Resources Specialist	46
Instrumentation Technician	46
Inventory Control Manager	46
Legal Support Specialist	46
Payroll Services Specialist	46
Payroll Technician	46
Property Officer	46
Public Information Technician	46
Purchasing Specialist	46
Sales Representative	46
Shipping & Receiving Clerk	46
Volunteer Program Coordinator	46

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AD 18-21 Employee Orientation and Training

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AJC Psychologist	40
Administrative Analyst	40
Admin Review Officer	40
Administrator Of Chaplaincy Secs	40
Advisor	40
Agency Controller I	40
Agency Fiscal Manager	40
Agency Human Resources Manager	40
Agri Unit Supervisor I	40
Agri Unit Supervisor II	40
Agriculture Production Supervisor	40
Assistant Director	40
Assistant Head Farm Manager	40
Assistant Personnel Manager	40
Associate Professional Counselor	40
Asst Chief Financial Officer (CFO)	40
Asst Maintenance Supervisor	40
Asst Medical Program Manager	40
Attorney Specialist	40
Attorney Supervisor	40
Auditor	40
Budget Analyst	40
Business Operations Specialist	40
Buyer	40
Captain	40
Career Planning & Placement Specialist	40
Central Warehouse Operations Manager	40
Chaplain	40
Chief Deputy Director	40
Classification & Assignment Officer	40
Classification Administrator	40
Commissary Manager	40
Commodity & Food Svc Adm	40
Compliance Attorney	40
Computer Support Analyst	40
Construction Project Specialist	40
Construction Project Supervisor	40
Construction Specialist	40
Construction Supervisor	40
Construction/Maintenance Coord	40
Corporal	40
Correctional Officer I*	40 1st yr. ONLY-0 hrs.

AD 18-21 Employee Orientation and Training

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	After 1st yr. - 40 hrs.
Correctional Unit Accreditation Spec	40
Correctional Warden	40
Department Business Coordinator	40
Deputy Director	40
Deputy Warden	40
DHS Program Administrator	40
Director	40
Director Maintenance	40
Disciplinary Hearing Officer	40
Education & Instruction Specialist	40
Engineer	40
Executive Assistant To The Director	40
Farm Administrator	40
Fiscal Support Manager	40
Fiscal Support Supervisor	40
Food Preparation Manager	40
Food Preparation Supervisor	40
General Counsel	40
Head Farm Manager I	40
Head Farm Manager II	40
Health Program Specialist I	40
Health Service Administrator	40
Human Resource Recruiter	40
Human Resources Administrator	40
Industrial Supervisor I	40
Industrial Supervisor II	40
Industry Administrator	40
Industry Assistant Adm	40
Industry Program Manager	40
Information Systems Security Specialist	40
Information Systems Manager	40
Inmate Grievance Coordinator	40
Inmate Transportation Coord	40
Institution Human Resources Coordinator	40
Internal Affairs Administrator	40
Internal Affairs Investigator	40
Internal Auditor	40
Labor Division Manager	40
Law Enforcement Training Instructor	40

AD 18-21 Employee Orientation and Training

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Licensed-Certified-Social-Worker	40
Licensed-Master-Social-Worker	40
Licensed-Professional-Counselor	40
Licensed-Social-Worker	40
Lieutenant	40
Mainroom-Services-Coordinator	40
Maintenance-Manager	40
Maintenance-Technician	40
Major	40
Occupational-Safety-Coordinator	40
Policy-Development-Coordinator	40
Procurement-Coordinator	40
Program-Specialist	40
Psychological-Examiner	40
Psychologist	40
Psychologist-Supervisor	40
Public-Information-Office	40
Public-Information-Specialist	40
Records-Supervisor	40
Records/Intake-Supervisor	40
Recreational-Activity-Leader-III	40
Recreational-Activity-Supervisor	40
Registered-Nurse	40
Rehab-Area-Manager	40
Rehab-Facility-Supervisor	40
Rehab-Program-Manager	40
Research-and-Planning-Coordinator	40
Research-Project-Analyst	40
Research-and-Statistics-Supervisor	40
Senior-Auditor	40
Senior-Chaplain	40
Senior-Librarian	40
Senior-Software-Support-Analyst	40
Sergeant	40
Skilled-Trades-Foreman	40
Skilled-Trades-Supervisor	40
Software-Support-Analyst	40
State-Production-Control-Supervisor	40
Substance-Abuse-Program-Coord	40
Substance-Abuse-Program-Leader	40
Superintendent	40
Training-Academy-Supervisor	40
Training-Administrative	40

AD 18-21 Employee Orientation and Training

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Training Instructor	40
Unit Training Supervisor	40
Work Release Center Supervisor	40
Work Release Program Supervisor	40

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PO Box 8707
 Pine Bluff, AR 71611-8707
 Phone: 870-267-6999
 Fax: 870-267-6244
 www.adc.arkansas.gov

ADMINISTRATIVE DIRECTIVE

SUBJECT: Employee Orientation and Training

NUMBER: 19-04

SUPERSEDES: 18-21

APPLICABILITY: All Employees

REFERENCE: AR-204 Employment

PAGE: 1 of 7

APPROVED: Original signed by Wendy Kelley

EFFECTIVE DATE: 1/9/2019

I. POLICY:

It is the policy of the Arkansas Department of Correction (ADC) to provide initial training for all newly hired employees and on-going annual training for current employees to ensure compliance with all applicable laws, standards, regulations, policies and post orders. Continuing education is a critical requirement of continued employment with the Department to maintain accreditation with the American Correctional Association (ACA) and to provide employees with the knowledge necessary to provide for the safe and humane treatment of inmates while maintaining the safety, security and good order of all its institutions. All management level employees shall be required to participate in supervisory management level classes as a requirement for the position that those individuals hold or for which they may apply.

II. PURPOSE:

Governor's Executive Order 94-07 ordered the establishment of the State Supervisory Management Institute within the Department of Finance and Administration, Office of Personnel Management (OPM). Approved classes should provide training to management level employees that will teach sound management practices and principles, while increasing the efficiency of the organization and improve the services provided.

All Department of Correction personnel who are considered management level shall participate in training classes, as required and approved by the Department of Correction and the Office of Personnel Management/State Supervisory Management Institute.

III. DEFINITIONS:

- A. New Hire: Employees entering state service for the first time.
- B. Rehire: Employees returning to state service after a break in employment of two or more pay periods.
- C. Transfer: Employees transferring between state agencies and/or institutions or laterally within the Department of Correction without a break in service.

IV. PROCEDURES:

It shall be the policy of the Arkansas Department of Correction (ADC) to provide orientation and training to all newly hired employees, recognized as the Basic Correctional Officer Training for security employees, and Correctional Security for Non-Security Training for non-security employees. Employees who promote or are newly hired and supervise one or more full-time employee(s) shall be required to complete the classes designated for their Management Level Training classification. Principles of this policy are:

- A. Any newly hired security employee must complete the Basic Correctional Officer Training (BCOT) before starting a security position at a unit and/or division. This training shall consist of correctional security training in accordance with ACA and ADC departmental standards.
- B. Any rehired or incumbent security employee who has had a break in security service for more than one year, but less than two (2) years, must re-take the BCOT final examination and score 70% or above before being allowed to start a position at a unit and/or division. After a break of more than two (2) years, the rehire or incumbent must complete the entire BCOT training.
- C. Any security employee who is a transfer from another state agency, with or without security experience, must complete the Basic Correctional Officer Training.
- D. Any security new hire from another State Department of Correction must complete the Arkansas Basic Correctional Officer Training.

- E. All new full-time employees must complete a 40-hour orientation program before undertaking their assignments. Non-security employees will complete the Correctional Security for Non-Security class during the first year of employment with a portion of this during orientation. Orientation training requirements are in addition to agency annual requirements (see attachment).
- F. Any non-security rehire who has had a break in service for more than one (1) year, but less than two (2) years, must re-take the Correctional Security for Non-Security final examination and score 70% or above within ninety (90) days of their rehire date. After a break of more than two (2) years, the rehire must complete the entire Security for Non-Security training, within (ninety) 90 days of their rehire date.
- G. Non-Security employees who work around or supervise inmates may be sent to Basic Correctional Officer Training at the Warden/Administrator's discretion.
- H. Medical/Mental Health professionals (i.e., M.D., Ph.D., and D.D.S.) may be exempted by the Deputy Director of Health & Correctional Programs, except for those classes mandated by Governor's Executive Order 94-07.
- I. Due to enrollment levels and/or other factors, class length of hours may be shorter than listed. Therefore, in gaining certification of any Management Level, the deciding approval factor is not the amount of hours completed, but rather the completion of the course(s) itself.

V. TRAINING:

ADC will ensure that all new employees/volunteers will receive the ACA/ADC mandatory training requirements. Each year following, the employee will be responsible for obtaining their required yearly ACA/ADC mandatory training within the calendar year (January 1st through December 31st). All employees shall have half of their training completed by June 30th and the remaining half by December 31st.

Training will be based on ACA/ADC Standards (See Attachment 1).. ALL SECURITY STAFF ARE REQUIRED TO OBTAIN 40 TRAINING HOURS ANNUALLY. All Non-Security Employees who supervise one or more employees are required to obtain 40 or more training hours annually. All Non-Security Employees who do not supervise other employees will only be required to obtain 16 training hours annually. Off-site training and conference training must be approved in advance in accordance with ADC policy. Thirty (30) hours is the maximum amount of e-Learning and/or e-CADEMY training hours that will be approved to meet the ACA/ADC Mandatory Training Requirements. Failure

to complete job related training will result in disciplinary action being taken in accordance with Employee Conduct Standards.

Central Human Resources management will review this policy annually to ensure it is current.

VI. REFERENCES:

Adult Correctional Institutions ACA Standards
Governor's Executive Order 94-07
Administrative Directive on Emergency Preparedness
Office of Personnel Management, Interagency Training Program
Administrative Regulation on Employee Conduct Standards (AR 225)
Administrative Directive on Employee Conduct Standards

Attachment 1

Required ACA/ADC Training for Security Personnel

- **Ethics/Conduct Standards**
- **Firearms Qualification**
- **CPR/CPR Refresher (Sgt & Above) (every 2 yrs.)**
- **Suicide Prevention/Intervention**
- **Supervising IM & IM Rights & Responsibilities**
- **Use of Force Refresher**
- **Use of Restraints**
- **Emergency Preparedness**
- **Fire Safety**
- **Chemical Safety/Chemical Right to Know**
- **Sexual Abuse/Assault (PREA)**
- **Sexual Harassment**
- **Sexual Misconduct**

Required ACA/ADC Training for Non-Security Personnel

- **Emergency Preparedness**
- **Chemical Safety/Chemical Right to Know**
- **Fire Safety**
- **Sexual Abuse/Assault (PREA)**
- **Sexual Harassment Sexual Misconduct**
- **Ethics/Conduct Standards**

Management Level Training

- **Level I training for Security (Sergeant and Food Preparation Manager) or Non-Security Grades GS5/6, IT03, MP04 and higher who supervise one or more employees shall consist of the following classes:**
 - **Administering Discipline**
 - **Hiring Talent**
 - ***CPR/First Aid/AED**
 - **Fair Labor Standards Act**
 - **Grievance Prevention and Handling**
 - **HRkansas**
 - **Interpersonal Communications**
 - **Introduction to Management**
 - **Performance Evaluation**

***CPR/First Aid/AED is required for security personnel and must be completed at the unit of assignment prior to attending the Management Level I class. CPR/First Aid/AED is not required for non-security staff.**

- **Level II training is designed for staffs that are grades GS7, IT03, MP04 and higher that supervise one or more staff members. Management Level I training is required prior to attending. This training shall consist of the following:**
 - **Ethics in Leadership**
 - **Management Effectiveness**
 - **PREA Investigations**
 - **Rethinking Retention**
 - **Solutions for Health Care in a Correctional Environment**

- **Level III training is designed for staff that are grades GS8/9, IT05, MP04 and higher that supervise one or more staff members. Management Level I and Level II training are required prior to attending. This training shall consist of Advance Management Training.**

- **Level IV training is designed for staff that are grades GS10, IT05, MP04 and higher that supervise one or more staff members. Management Level I, Level II, and Level III training are required prior to attending. This training shall consist of Executive Training.**

***The Department of Correction, with the approval of OPM/State Supervisory Management Institute may make changes in the mandatory classes/training, as needed, to address the operational needs of the Department.**

National Incident Management Systems (NIMS) Training

- **In coordination with the Secretary of Department of Homeland Security, the Attorney General, and other appropriate Federal departments and agencies and in consultation with State and local governments, shall establish and maintain a comprehensive training program to meet the national preparedness goal. The program will identify standards and maximize the effectiveness of existing Federal programs and financial assistance and include training for the Nation's first responders, officials, and others with major event preparedness, prevention, response, and recovery roles.**

Attachment 2

ADC /NIMS Training Matrix

<p>Entry Level Employees:</p> <ul style="list-style-type: none"> • Non-Security Personnel • BCOT Cadets 	<p>Required Training:</p> <ul style="list-style-type: none"> • ICS 100, Introduction • IS-700, NIMS, an Introduction • Emergency Preparedness 	<p>Training Location:</p> <p>Training Academy: Security for Non-Security and BCOT</p>
<p>First Line Supervisor:</p> <ul style="list-style-type: none"> • Sgt and above • Lt and above (security) • Supervisor and above (non-security) 	<p>All of the above plus:</p> <ul style="list-style-type: none"> • ICS 200, Basic ICS 	<p>Unit Level FEMA Website http://training.fema.gov</p>
<p>Middle Management:</p> <ul style="list-style-type: none"> • Deputy Wardens, Wardens, Chiefs of Security, and EP Coordinators , ERT Leaders, and Upper level Supervisors 	<p>All of the above plus:</p> <ul style="list-style-type: none"> • ICS 300, Intermediate • ICS-400 Advanced • IS 800, National Response Plan 	<p>ADEM Class, FEMA Website http://training.fema.gov</p>
<p>Command and general staff: Department Heads (Management Team and Administrators, Directors, Public Information, Dept. Heads, and persons assigned to the EOC)</p>	<p>All of the above</p>	<p>ADEM Class, FEMA Website http://training.fema.gov</p>



PO Box 8707
Pine Bluff, AR 71611-8707
Phone: 870-267-6200/6999
Fax: 870-267-6244
www.adc.arkansas.gov

ADMINISTRATIVE DIRECTIVE

SUBJECT: Insurance Company Solicitation

NUMBER: ~~13-106-18-xx19-XX~~
35-13-106

SUPERSEDES: ~~07-~~

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APPLICABILITY: All Employees _____ PAGE 1 of 2

APPROVED: Original signed by _____ Ray Hobbs Wendy Kelley
EFFECTIVE DATE: ~~11/22/2013~~

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I. POLICY:

To permit insurance companies' access to employees consistent with the Governor's Policy on solicitation of state employees.

II. PROCEDURES:

Only those insurance companies sanctioned authorized by the State Employees Insurance Advisory Committee and Public School Health and Life Insurance Board will be permitted to solicit employees on the Department's premises. The following guidelines will be utilized in providing insurance companies permission to solicit employees.

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All requests from insurance companies to present products to employees must be made to the Assistant Human Resource Administrator of Policy and Benefits.

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A. ~~A-Companies Sanctioned Authorize~~ | by the Insurance Advisory Committee
Insurance Board

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Since these companies were selected by the ~~advisory committee~~ Insurance Board as the sole provider of the particular product, employees may attend informative

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sessions and/or sign up for the product during working hours - the mechanics of the process are to be dictated by each location's Human Resource Manager. A company can offer the product that was sanctioned-authorized by the Advisory Committee Insurance Board, only during open enrollment. ε

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B. B-New Companies and/or Products

No solicitation of employees may be made without permission of the Director and subsequent written concurrence of the State ~~Employee Insurance Advisory Committee and Public School Health and Life Insurance Board.~~

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C. C-Notification to Employees

Beyond posting of notices on strategically located bulletin boards, the Department will not distribute nor assist in distribution of documentation promoting the product. The Human Resource Manager at the various locations of the Department will ensure that appropriate bulletin board(s) are available for such purposes.

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PO Box 8707
 Pine Bluff, AR 71611-8707
 Phone: 870-267-6999
 Fax: 870-267-6244
 www.adc.arkansas.gov

ADMINISTRATIVE DIRECTIVE

SUBJECT: Insurance Company Solicitation

NUMBER: 19-05

SUPERSEDES: 13-106

APPLICABILITY: All Employees

PAGE 1 of 2

APPROVED: Original signed by Wendy Kelley

EFFECTIVE DATE: 2/8/19

I. POLICY:

To permit insurance companies' access to employees consistent with the Governor's Policy on solicitation of state employees.

II. PROCEDURES:

Only those insurance companies authorized by the State and Public School Health and Life Insurance Board will be permitted to solicit employees on the Department's premises. The following guidelines will be utilized in providing insurance companies permission to solicit employees.

All requests from insurance companies to present products to employees must be made to the Assistant Human Resource Administrator of Benefits.

A. Companies Authorized by the Insurance Board

Since these companies were selected by the Insurance Board as the sole provider of the particular product, employees may attend informative sessions and/or sign up for the product during working hours - the mechanics of the process are to be dictated by each location's Human Resource Manager. A company can offer the product that was authorized by the Insurance Board, only during open enrollment.

B. New Companies and/or Products

No solicitation of employees may be made without permission of the Director and subsequent written concurrence of the State and Public School Health and Life Insurance Board.

C. Notification to Employees

Beyond posting of notices on strategically located bulletin boards, the Department will not distribute nor assist in distribution of documentation promoting the product. The Human Resource Manager at the various locations of the Department will ensure that appropriate bulletin board(s) are available for such purposes.