



Arkansas Department of Correction

Public Information Officer
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www.adc.arkansas.gov

July 2, 2018

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

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

Dear Co-Chairs,

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

AD #	AD Title	Superseded AD #	Effective Date	Summary
AD 2018-14	Work/Study Release Program	New	4/04/2018	This is a new Administrative Directive (AD) designed to establish a standardized procedure for the assignment of inmates to, and the administration of, the Department's Work and Study Release Programs.
AD 2018-15	Searches of Inmates-Unit Searches and Control of Contraband	AD 11-24	4/04/2018	This Administrative Directive (AD) was updated to clarify that all inmates who will be restrained are strip searched prior to being removed from their cell. The policy also reinforced that facility searches are to be carried out prior to all holidays. Finally, formatting reinforced the procedure for the destruction of seized contraband.
AD 2018-16	Behavior Control	AD18-16	4/13/2018	This Administrative Directive (AD) was being updated to clarify the type of meals that are served to inmates on behavior control.


AD #	AD Title	Superseded AD #	Effective Date	Summary
AD 2018-17	Procedures for the Development and Distribution of Departmental Policies	AD17-12 AD13-116	4/13/2018	This Administrative Directive (AD) was being amended in order to restructure existing language; ensure the distribution of policies to Unit Accreditation Managers; provide a standard for the development and distribution of a Unit/Divisional Policy; clarify the process for Annual Reviews; and eliminate the need for a separate policy on the placement of policies in law libraries.
AD13-116	Placement of Administrative Regulations, Directives, and Memoranda in Law Libraries	N/A	4/11/2018	Repealed
AD 2018-18	Employment	AD18-04	5/03/2018	This Administrative Directive (AD) was updated to establish that a rehired employee with a "NO for hire" status, that has been waived by the director, will not be eligible for promotion for twelve (12) months from rehire date.
AD 2018-19	Protective Custody	AD16-16	5/12/2018	This Administrative Directive (AD) was updated to eliminate a conflict with AD 2017-31 Restrictive Housing concerning the amount of time the facility has to transfer inmates placed on Protective Custody status to specific housing designated for those inmates.
AD 2018-20	Release Process	AD18-11	6/7/2018	This is Administrative Directive (AD) was amended to clarify the steps records staff must follow during the Release Process and to ensure that records staff document whether an inmate is being released with a State ID/DL or ADC ID. A Release Contact Sheet was also added and in order to document contact with local officials.
AD 2018-21	Employee Orientation and Training	AD17-25	6/07/2018	This Administrative Directive (AD) was amended to clarify that all new full-time employees must complete a 40-hour orientation; before beginning their regular duties. Additional changes were made to clarify the mandatory training requirements for security and non-security staff.

AD #	AD Title	Superseded AD #	Effective Date	Summary
AD 2018-22	Forced Cell Movement	AD13-174	6/07/2018	This Administrative Directive (AD) was amended to clarify the proper procedure for using force to remove an inmate from and placing an inmate into a cell. A Forced Cell Movement Fact Sheet was also included.
AD 2018-23	Security/Terrorist Threat Groups (STTGs)	AD10-23	6/07/2018	This Administrative Directive (AD) was amended to reflect the assignment of the STTG Coordinator within the Emergency Preparedness Division; in addition to the establishment of the Gang Intelligence Unit. Additional changes were made dealing with the classification process for STTG-affiliated inmates and to the forms used during that process.
AD 2018-24	Inmate Access to Telephone	AD13-36	6/14/2018	This Administrative Directive (AD) was amended to include enrollment in Investigator Pro (IPRO) as part of the approval process for an Inmate using the Inmate Phone System. Rules referencing inmate visitation were removed from this policy.
AD 2018-25	Inmate Visitation	AD17-22	6/14/2018	This Administrative Directive (AD) was amended to remove rules referencing an inmate's telephone Usage.
AD 2018-26	Punitive Housing/ Restriction	AD16-20	6/14/2018	This Administrative Directive (AD) was amended to clarify Punitive Housing, Punitive Restriction, and 48-hour Relief Changes were also made to clarify existing language.
AD 2018-27	Inmate Death-Disposition of Remains-Designated Emergency contact-Access to Medical Records	AD12-31	6/15/2018	This Administrative Directive (AD) was amended to provide for the release of an inmate's medical and mental health records, to designated individuals, following the inmate's death.
AD 2018-28	Incident Notification Procedures	AD17-32	6/15/2018	This Administrative Directive (AD) was amended to clarify the notification procedures following the serious illness or injury of an inmate.

AD #	AD Title	Superseded AD #	Effective Date	Summary
AD 2018-29	Electronically Downloadable Devices (Media Player & Tablets)	AD16-16	6/26/2018	This Administrative Directive (AD) was amended to establish the procedures for an inmate to possess a leased tablet and program tablet. The title "MP4 Player" was also changed to "Media Player" to reflect a general term for the devices. Finally, changes were made to clarify existing language.

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

Job	3086
Sender	donna
Title	2018 - Qtr 2 Policy Report (Attachments).pdf
Interface	Network
Language	PostScript
Date	9:48:39 JUL 9 2018



Arkansas Department of Correction

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Pine Bluff, AR 71611-8707
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ADMINISTRATIVE DIRECTIVE

SUBJECT: Work/Study Release Program

NUMBER: 18-XX

SUPERSEDES: NEW

APPLICABILITY: All Employees and Inmates

PAGE: 1 of 910

REFERENCE: AR 1200 Work/Study Release Program;
Arkansas Code Ann. §§ 12-30-401, 402, 403, 404, and 406

APPROVED:

EFFECTIVE DATE:

I. POLICY:

Pursuant to Arkansas statutes and as authorized by Administrative Regulation 1200 of the Arkansas Board of Corrections, it shall be the policy of the Arkansas Department of Correction to allow for the orderly reintegration of eligible inmates from a prison environment into communities through participation in a Community or Unit/Center Work/Study Release Program (the Program). Only inmates who meet the eligibility criteria for Work/Study Release may be considered for placement in a Work/Study Release Program.

II. PURPOSE:

This Administrative Directive governs the existing ~~implements an~~ Arkansas Department of Correction Work/Study Release Program ~~policy as established by~~ the General Assembly and authorized by the Board of Corrections.

III. PROCEDURES:

~~The Department has been authorized to establish Work/Study Release Programs pursuant to Arkansas Code Ann. §§ 12-30-401, 402, 403, 404, and 406. In accordance with the Legislative mandate, and Board of Corrections' authorization, the following procedures are established for the selection of eligible inmates to be assigned to the Program. The following procedures are in place for applicants and participants in a work release or study release program.~~

A. Eligibility for Work/Study Release Program:

1. The inmate must be eligible for minimum security custody status and not meet any of the ineligibility criteria set out below, 1A or 1B.
2. Inmates approved for 309
- ~~32.~~ The inmate must have a parole or transfer eligibility release date within forty-two months before transfer to the Program being assigned a work release job in the community, of the date Program eligibility is determined.
- ~~433.~~ The inmate must have had no major disciplinary infractions for a period of three months immediately prior to application or selection, unless waived by the Assistant/Deputy Director for that program.
- ~~—~~ The inmate must exhibit a current medical classification
4. commensurate with the anticipated work assignment. This classification will be reviewed by the transferring unit/center medical authority prior to final approval for Program eligibility. The receiving Warden/Center Supervisor shall ensure that the medical authority is advised of the type of work program the inmate is to participate in if transferred to Work Release. No inmate will be allowed to participate in the Program if such participation requires physical capabilities beyond the health restrictions used for job assignments within ADC, that which could have been routinely assigned to this inmate at a unit/center.
- 4.5. If the inmate applies for a Study Release Program, that inmate must have sufficient time remaining prior to his/her transfer eligibility or parole eligibility date to complete the

requirements of the school offering the program or at least one semester of study.

5.6. Priority will be given to an inmate being transferred to a Work/Study Release Unit/Center which serves a geographical region which includes the county where the inmate intends to reside upon release.

7. Inmates within forty-eight (48) months of their transfer eligibility date, but otherwise eligible for a Work/Study Release Program, may be assigned to the Benton Unit for completion of a drug treatment program. Inmates approved for a 309 program assignment that are eligible for minimum custody status, 1A or 1B, and within forty-eight (48) months of their transfer eligibility date, may also be assigned to the Benton Unit for a drug treatment program prior to assignment to a County 309 Program.

Note: Inmates currently assigned to a Work/Study Release Program on the effective date of this policy will remain eligible while assigned to the Work/Study Release Program.

DRAFT
NOT FOR RELEASE

B. Ineligibility for Work/Study Release Program:

1. Any inmate convicted of a capital offense, first degree murder, rape, kidnapping, any sex offense, or who has been convicted for a second or subsequent offense of aggravated robbery, or who is serving a life sentence is not eligible.
2. Any inmate having a filed but undisposed felony detainer, except a notification only detainer, is not eligible.
3. An inmate under the age of 21 at the time of transfer is not eligible, except upon the approval of the Director.
4. An inmate who has served less than three (3) months six (6) months in the Department at the time of transfer is not eligible and an inmate who has served less than six (6) months is not eligible for assignment to a community job, except upon approval of the Director.
An inmate convicted of a felony escape or a disciplinary for escape is not eligible. An inmate convicted of felony fleeing is not eligible, unless the date of conviction was ten (10) or more years from the date of application and upon the approval of the Director.

C. Application/Selection Process:

1. a.) An inmate may submit a "Work/Study Release Application" form to the transferring inmate's current unit Classification Officer and/or the requested Work Release Warden/Center Supervisor (see Attachment I). If the applicant meets the criteria for eligibility, the transferring inmate's current Unit Classification Committee will consider the application and forward its recommendation to the requested Warden/Center Supervisor. The decision of the Classification Committee must be unanimous before a favorable recommendation is forwarded to the requested Warden/Center Supervisor.
- b.) Alternatively, the Work Release Warden/Center

Supervisor may conduct screenings of potential work release participants. Any eligible inmate selected for participation in a program through these screenings may do so –without review by the transferring inmate's current unit.

2. An applicant who does not meet the eligibility criteria, or who is otherwise not approved by the Classification Committee, will be informed in writing by the transferring Unit Classification Officer or Work Release Warden/Center Supervisor, and a copy will be placed in the inmate's institutional file.

3. No application for a Program will be favorably recommended by the a Unit Classification Committee unless the Committee is satisfied that the inmate meets all requirements of eligibility and that the inmate:

- a. Does not have an abnormal or uncontrollable propensity for violence;
- b. Does not constitute a unreasonable security risk; and
- c. Is capable of abiding by the terms and conditions of the program.

Note: In making their recommendation, the Unit Classification Committee shall consider factors related to the inmate's criminal history, prior release history, and institutional adjustment.

4. In addition to the required review by the transferring inmate's current unit/center medical authority, each inmate favorably recommended for transfer to a Program will receive a mental health, and work supervisor's evaluation that will be forwarded to the transferring unit classification committee or Work Release Warden/Center Supervisor for consideration prior to final approval.

5. Additionally, Vietim-victim or victim's family notification shall be done by mail to the last known address supplied to the Department of Correction in accordance with department policies and prior to the inmate's transfer to the Work/Study Release Program.

65. If an applicant is recommended for transfer, the receiving Work Release Warden/Center Supervisor will have final approval of the transfer.

D. Rules of the Work/Study Release Program:

1. Inmates participating in the Work/Study Release Program shall not:
 - a. Leave the State of Arkansas for any purpose or under any circumstances.
 - b. Leave the county to which he/she is assigned without the written consent of the Warden/Center Supervisor of the facility where the inmate is assigned.
 - c. Possess or consume alcoholic beverages or drugs not specifically prescribed for him/her by a licensed physician/medical provider.
 - d. Visit any place of business where alcoholic beverages are the primary items sold or consumed, unless such visit is under supervision as part of the overall program.
 - e. Violate any Federal, State, County or Municipal laws.
 - f. Operate any motor vehicle without written consent of the Warden/Center Supervisor of the facility to which the inmate is assigned. In such a case, the inmate must be properly licensed and liability insurance documented before approval is given.
2. Transportation to and from work will be provided by the Department of Correction or by the employer upon written approval of the Work Release Program/Center Supervisor.
3. An inmate selected to participate in Work/Study Release must agree to participate in self-improvement programs at

the Work Release Center as assigned by the Work Release Warden/Center Supervisor.

4. Work/Study Release inmates must obey all Department of Correction policies applicable to inmate conduct.
5. An inmate participating in the Program will be required to sign an Agreement to Return Form.

E. Employment and Earnings of Inmates:

1. If a Work/Study Release inmate is terminated from his employment through no fault of his/her own, officials of the Work/Study Release Program will immediately assign the inmate to an institutional job or administratively transfer this individual to an existing job assignment at the unit/center or transfer him/her back to the parent unit/center.
2. If an inmate is terminated from his/her employment for cause, he/she will be dismissed from the program and transferred back to his/her parent unit/center.
3. If an inmate wishes to terminate his/her employment, he/she may do so after obtaining approval of the Warden/Center Supervisor who will ensure that the employer is notified.
4. The inmate may be awarded a program change when the supervisor determines it is in the best interest of the inmate, the Department of Correction, and his/her employer.
5. Earnings of the inmate shall be paid by check or by electronic transfer, directly to the Department in the name of the inmate.
6. The Department shall retain an amount to be established by the Director which will be used to compensate the Department for the cost of feeding, housing, and ~~s~~ supervising the inmate.
7. If the inmate has individuals dependent upon him/her for support, the inmate shall be required to notify the

Department and the Department will remit to such persons a portion of the earnings which the Director deems reasonable. If the inmate does not have any dependents, the one-third, at minimum, shall be deposited into a savings account maintained for the benefit of the inmate.

8. ~~Whenever the Department is provided by the court in which the inmate was convicted a certificate listing the name and address of a victim and an amount of restitution owed to such victim, the Department remit to such victim a portion of the inmate's earnings in an amount deemed reasonable by the Director. However in no case shall this amount be in excess of 25% of the inmate's earnings remaining after the deduction any portion retained by the Department or disbursed to persons dependent upon the inmate for support. Whenever the Department is provided a court order that includes restitution and payment instructions, the Department will remit a portion of the inmate's earnings in an amount deemed reasonable by the Director. However in no case shall this amount be in excess of 25% of the inmate's net earnings after the deductions for payment to the Department and for dependent care.~~
9. The inmate will be allowed to spend up to an amount equal to the approved weekly commissary draw.
10. The remaining balance of the inmate's earnings will be deposited to the inmate's ADC account. No disbursement out of this account will be allowed without the approval of the Warden/Center Supervisor.
11. The inmate may request to draw from the inmate's ADC account amounts necessary to provide his/her own clothing and items needed for work.
12. All fund balances of an inmate's ADC account and savings account will be released to the inmate upon parole or ~~termination discharge~~ of sentence.

Note: The ADC will withhold any monies owed to the ~~Department~~, subject to the provisions of this directive and of the directive on Inmate Liens, prior to the release of any fund balances. The ADC may also withhold an amount sufficient to ensure remaining obligations are met, such as

rent, uniforms, etc., following the proper deposit of any outstanding payroll owed to the inmate obligations.

F. Medical Services:

1. The Department of Correction will not be liable for medical services for those Work/Study Release inmates on Furlough Status (AR 1200).
2. Medical service charges not covered by Workman's Compensation _____ or other forms of insurance will be handled by the Department through its medical services program.
3. In the event medical treatment is required at work, the Warden/Center Supervisor and/or work supervisor is/are to be notified immediately by the inmate. Appropriate medical response measures will be initiated following notification.
4. An inmate who procures medical treatment without consulting or advising Department staff will be responsible for such incurred costs. Disciplinary action will follow and may result in program expulsion.

G. Legal Services:

Inmates in need of legal services may contact the Inmate Attorney in the Compliance Office assigned to the unit/center or may obtain legal services through a request to draw from those monies earned on Work/Study Release. The request will be granted solely at the discretion of the Warden/Center Supervisor. Alternatively, the inmate may be transferred to a unit/center where a complete law library is available.

ARKANSAS DEPARTMENT OF CORRECTION
APPLICATION FOR WORK/STUDY RELEASE PROGRAMNAME: _____ ADC#_DATE: _____
Last First Middle

AGE: _____ DATE OF BIRTH: _____ DATE CONFINED-ADC: _____

PRESENT JOB ASSIGNMENT: _____ CLASS: _____
OF DEPENDENTS: _____ SSN: _____ P.E./T.E. DATE: _____

CITY/TOWN CRIME COMMITTED: _____ COUNTY: _____

COUNTY & STATE OF LAST RESIDENCE: _____ HOW LONG? _____

COMMUNITY WORK EXPERIENCE:

Company: 1. _____ 2. _____ 3. _____

Position: _____

How Long: _____

To what location do you plan to parole? _____

Spouse's Address: _____ Work Address: _____

Parent's Address: _____

Signature of Applicant

DO NOT WRITE BELOW THIS LINE

Reconsider 30 – 90 days: _____

Medical Classification: _____

Unit Treatment Coordinator Signature

RECOMMENDATION FROM:

WORK SUPERVISOR YES _____ NO _____ REMARKS: _____

ARKANSAS DEPARTMENT OF CORRECTION
APPLICATION FOR WORK/STUDY RELEASE PROGRAM CON'T

MENTAL HEALTH YES ____ NO ____ REMARKS: _____

SCHOOL SUPERVISOR YES ____ NO ____ REMARKS: _____

CLASSIFICATION YES ____ NO ____ REMARKS: _____

MEDICAL SUPERVISOR YES ____ NO ____ REMARKS: _____

Warden/Supervisor,
Sending Unit/Center

Date

____ Approval
____ DisapprovalReasons: _____

_____Warden/Supervisor
Receiving Unit/Center

Date

____ Approval
____ DisapprovalReasons: _____

Unit Classification Officer

Date:

____ Approval
____ DisapprovalReasons: _____



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Work/Study Release Program

NUMBER: 18-14

SUPERSEDES: NEW

APPLICABILITY: All Employees and Inmates

PAGE: 1 of 9

REFERENCE: AR 1200 Work/Study Release Program;
Arkansas Code Ann. §§ 12-30-401, 402, 403, 404, and 406

APPROVED: Original signed by Wendy Kelley

EFFECTIVE DATE: 4/4/18

I. POLICY:

Pursuant to Arkansas statutes and as authorized by Administrative Regulation 1200 of the Arkansas Board of Corrections, it shall be the policy of the Arkansas Department of Correction to allow for the orderly reintegration of eligible inmates from a prison environment into communities through participation in a Community or Unit/Center Work/Study Release Program (the Program).

II. PURPOSE:

This Administrative Directive governs the existing Work/Study Release Program as established by the General Assembly and authorized by the Board of Corrections.

III. PROCEDURES:

The following procedures are in place for applicants and participants in a work release or study release program.

A. Eligibility for Work/Study Release Program:

1. The inmate must be eligible for minimum custody status, 1A or 1B.
2. The inmate must have a parole or transfer eligibility release date within forty-two months before being assigned a work release job in the community.
3. The inmate must have had no major disciplinary infractions for a period of three months immediately prior to application or selection, unless waived by the Assistant/Deputy Director for that program.
4. The inmate must exhibit a current medical classification commensurate with the anticipated work assignment. This classification will be reviewed by the transferring unit/center medical authority prior to final approval for Program eligibility. The receiving Warden/Center Supervisor shall ensure that the medical authority is advised of the type of work program the inmate is to participate in if transferred to Work Release. No inmate will be allowed to participate in the Program if such participation requires physical capabilities beyond the health restrictions used for job assignments within ADC.
5. If the inmate applies for a Study Release Program, that inmate must have sufficient time remaining prior to his/her transfer eligibility or parole eligibility date to complete the requirements of the school offering the program or at least one semester of study.
6. Priority will be given to an inmate being transferred to a Work/Study Release Unit/Center which serves a geographical region which includes the county where the inmate intends to reside upon release.
7. Inmates within forty-eight (48) months of their transfer eligibility date, but otherwise eligible for a Work/Study Release Program, may be assigned to the Benton Unit for completion of a drug treatment program. Inmates approved

for a 309 program assignment that are eligible for minimum custody status, 1A or 1B, and within forty-eight (48) months of their transfer eligibility date, may also be assigned to the Benton Unit for a drug treatment program prior to assignment to a County 309 Program.

Note: Inmates currently assigned to a Work/Study Release Program on the effective date of this policy will remain eligible while assigned to the Work/Study Release Program.

B. Ineligibility for Work/Study Release Program:

1. Any inmate convicted of a capital offense, first degree murder, rape, kidnapping, any sex offense, or who has been convicted for a second or subsequent offense of aggravated robbery, or who is serving a life sentence is not eligible.
2. Any inmate having a filed but undisposed felony detainer, except a notification only detainer, is not eligible.
3. An inmate under the age of 21 at the time of transfer is not eligible, except upon the approval of the Director.
4. An inmate who has served less than three (3) months in the Department at the time of transfer is not eligible and an inmate who has served less than six (6) months is not eligible for assignment to a community job.
5. An inmate convicted of a felony escape or a disciplinary for escape is not eligible. An inmate convicted of felony fleeing is not eligible, unless the date of conviction was ten (10) or more years from the date of application and upon the approval of the Director.

C. Application/Selection Process:

1. a. An inmate may submit a "Work/Study Release Application" form to the inmate's current unit Classification Officer and/or the requested Work Release Warden/Center Supervisor (see Attachment I). If the applicant meets the criteria for eligibility, the inmate's current Unit Classification Committee will consider the application and forward its recommendation to the requested Warden/Center Supervisor. The decision of the Classification Committee must be unanimous before a favorable

recommendation is forwarded to the requested Warden/Center Supervisor.

- b. Alternatively, the Work Release Warden/Center Supervisor may conduct screenings of potential work release participants. Any eligible inmate selected for participation in a program through these screenings may do so without review by the inmate's current unit.
2. An applicant who does not meet the eligibility criteria, or who is otherwise not approved by the Classification Committee, will be informed in writing by the Unit Classification Officer or Work Release Warden/Center Supervisor, and a copy will be placed in the inmate's institutional file.
3. No application for a Program will be favorably recommended by the Unit Classification Committee unless the Committee is satisfied that the inmate meets all requirements of eligibility and that the inmate:
 - a. Does not have an abnormal or uncontrollable propensity for violence;
 - b. Does not constitute a unreasonable security risk; and
 - c. Is capable of abiding by the terms and conditions of the program.

Note: In making their recommendation, the Unit Classification Committee shall consider factors related to the inmate's criminal history, prior release history, and institutional adjustment.

- -
 -
 4. In addition to the required review by the inmate's current unit/center medical authority, each inmate recommended for transfer to a Program will receive a mental health, and work supervisor's evaluation that will be forwarded to the unit classification committee or Work Release Warden/Center Supervisor for consideration prior to final approval.
 5. Additionally, victim or victim's family notification shall be done by mail to the last known address supplied to the

Department of Correction in accordance with department policies and prior to the inmate's transfer to the Work/Study Release Program.

6. If an applicant is recommended for transfer, the receiving Work Release Warden/Center Supervisor will have final approval of the transfer.

D. Rules of the Work/Study Release Program:

1. Inmates participating in the Work/Study Release Program shall not:
 - a. Leave the State of Arkansas under any circumstances.
 - b. Leave the county to which he/she is assigned without the written consent of the Warden/Center Supervisor of the facility where the inmate is assigned.
 - c. Possess or consume alcoholic beverages or drugs not specifically prescribed for him/her by a licensed medical provider.
 - d. Visit any place of business where alcoholic beverages are the primary items sold or consumed.
 - e. Violate any Federal, State, County or Municipal law.
 - f. Operate any motor vehicle without written consent of the Warden/Center Supervisor of the facility to which the inmate is assigned. In such a case, the inmate must be properly licensed and liability insurance documented before approval is given.
2. Transportation to and from work will be provided by the Department of Correction or by the employer upon written approval of the Work Release Program/Center Supervisor.
3. An inmate selected to participate in Work/Study Release must agree to participate in self-improvement programs at the Work Release Center as assigned by the Work Release Warden/Center Supervisor.

4. Work/Study Release inmates must obey all Department of Correction policies applicable to inmate conduct.
5. An inmate participating in the Program will be required to sign an Agreement to Return Form.

E. Employment and Earnings of Inmates:

1. If a Work/Study Release inmate is terminated from his employment through no fault of his/her own, officials of the Work/Study Release Program will immediately assign the inmate to an institutional job or administratively transfer this individual to an existing job assignment at the unit/center or transfer him/her back to the parent unit/center.
2. If an inmate is terminated from his/her employment for cause, he/she will be dismissed from the program and transferred back to his/her parent unit/center.
3. If an inmate wishes to terminate his/her employment, he/she may do so after obtaining approval of the Warden/Center Supervisor who will ensure that the employer is notified.
4. The inmate may be awarded a program change when the supervisor determines it is in the best interest of the inmate, the Department of Correction, and his/her employer.
5. Earnings of the inmate shall be paid by check or by electronic transfer, directly to the Department in the name of the inmate.
6. The Department shall retain an amount to be established by the Director which will be used to compensate the Department for the cost of feeding, housing, and supervising the inmate.
7. If the inmate has individuals dependent upon him/her for support, the inmate shall be required to notify the Department and the Department will remit to such persons a portion of the earnings which the Director deems reasonable. If the inmate does not have any dependents, one-third, at minimum, shall be deposited into a savings account maintained for the benefit of the inmate.

8. Whenever the Department is provided a court order that includes restitution and payment instructions, the Department will remit a portion of the inmate's earnings in an amount deemed reasonable by the Director. However in no case shall this amount be in excess of 25% of the inmate's net earnings after the deductions for payment to the Department and for dependent care.
9. The inmate will be allowed to spend up to an amount equal to the approved weekly commissary draw.
10. The remaining balance of the inmate's earnings will be deposited to the inmate's ADC account. No disbursement out of this account will be allowed without the approval of the Warden/Center Supervisor.
11. The inmate may request to draw from the inmate's ADC account amounts necessary to provide his/her own clothing and items needed for work.
12. All fund balances of an inmate's ADC account and savings account will be released to the inmate upon parole or discharge of sentence.

Note: The ADC will withhold any monies owed to it, subject to the provisions of this directive and of the directive on Inmate Liens, prior to the release of any fund balances. The ADC may also withhold an amount sufficient to ensure remaining obligations are met, such as rent, uniforms, etc., following the deposit of any outstanding payroll owed to the inmate.

F. Medical Services:

1. The Department of Correction will not be liable for medical services for those Work/Study Release inmates on Furlough Status (AR 1200).
2. Medical service charges not covered by Workman's Compensation or other forms of insurance will be handled by the Department through its medical services program.
3. In the event medical treatment is required at work, the Warden/Center Supervisor and/or work supervisor is/are to be notified immediately by the inmate. Appropriate medical response measures will be initiated following notification.

4. An inmate who procures medical treatment without consulting or advising Department staff will be responsible for such incurred costs. Disciplinary action will follow and may result in program expulsion.

G. Legal Services:

Inmates in need of legal services may contact the Inmate Attorney in the Compliance Office assigned to the unit/center or may obtain legal services through a request to draw from those monies earned on Work/Study Release. The request will be granted solely at the discretion of the Warden/Center Supervisor. Alternatively, the inmate may be transferred to a unit/center where a complete law library is available.

ARKANSAS DEPARTMENT OF CORRECTION
APPLICATION FOR WORK/STUDY RELEASE PROGRAMNAME: _____ ADC#_DATE: _____
Last First Middle

AGE: _____ DATE OF BIRTH: _____ DATE CONFINED-ADC: _____

PRESENT JOB ASSIGNMENT: _____ CLASS: _____
OF DEPENDENTS: _____ SSN: _____ P.E./T.E. DATE: _____

CITY/TOWN CRIME COMMITTED: _____ COUNTY: _____

COUNTY & STATE OF LAST RESIDENCE: _____ HOW LONG? _____

COMMUNITY WORK EXPERIENCE:

Company: 1. _____ 2. _____ 3. _____

Position: _____

How Long: _____

To what location do you plan to parole? _____

Spouse's Address: _____ Work Address: _____

Parent's Address: _____

Signature of Applicant**DO NOT WRITE BELOW THIS LINE**

Reconsider 30 – 90 days: _____

Medical Classification: _____

Unit Treatment Coordinator Signature

RECOMMENDATION FROM:

WORK SUPERVISOR YES ____ NO ____ REMARKS: _____

ARKANSAS DEPARTMENT OF CORRECTION
APPLICATION FOR WORK/STUDY RELEASE PROGRAM CON'T

MENTAL HEALTH YES ____ NO ____ REMARKS: _____

SCHOOL SUPERVISOR YES ____ NO ____ REMARKS: _____

CLASSIFICATION YES ____ NO ____ REMARKS: _____

MEDICAL SUPERVISOR YES ____ NO ____ REMARKS: _____

Warden/Supervisor, Date
Sending Unit/Center____ Approval
____ DisapprovalReasons: _____

Warden/Supervisor Date
Receiving Unit/Center____ Approval
____ DisapprovalReasons: _____

Unit Classification Officer Date:____ Approval
____ DisapprovalReasons: _____



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Searches of Inmates, Unit Searches and Control of Contraband

NUMBER: 18-

SUPERSEDES: 11-24

APPLICABILITY: All employees and inmates

REFERENCE: AR 401 Searches for and Control of Contraband

AD - Inmate Property Control,

AD - Body Cavity Searches for

Contraband; AD – Inmate

Correspondence Containing Contraband

PAGE 1 of 5

APPROVED:

EFFECTIVE DATE:

I. POLICY:

It shall be the policy of the Arkansas Department of Correction (ADC) to have procedures in place to detect and deter the introduction, manufacture, possession and/or conveyance of contraband.

II. PURPOSE:

The control of contraband within a correctional environment is necessary to provide a safe, secure environment for inmates, employees and visitors. The following will provide Arkansas Department of Correction (ADC) staff with information and guidelines regarding approved procedures for the suppression of contraband and to specify approved search methods.

III. DEFINITIONS:

- A. "Contraband" means any item or items determined by the Board of Corrections or ADC to jeopardize the safety, security, or good order of its institutions, including but not limited to the following:
1. Nuisance Contraband - Any item or article which may be or may have been authorized for possession, but which is now prohibited because excessive quantities present health or fire hazards or have become a housekeeping problem.
 2. Articles in excess of established facility limits, articles that have been altered or used for unauthorized purposes, and/or articles in an inmate's possession in an unauthorized area.
 3. Unauthorized articles seized during a search of living quarters, place of assignment, vehicle or personal search.
 4. Items which are illegal or banned by policies.
- B. "Inmates" mean persons incarcerated by the Department of Correction.
- C. "Staff" means all ADC employees, volunteers, contract medical and mental health employees, Arkansas Correctional School employees and employees of Riverside Vo-Tech.
- D. "Strip Search" means an unclothed body search, which requires the person to remove his or her clothing in conformance with approved procedures and professional practices.
- E. "Pat Search" means a clothed body search consisting of an individual's garments and personal effects ready at hand and the surface of the individual's body and the area within the individual's immediate control.

IV. PROCEDURE:

A. Searches in General

Searches may include but are not limited to the following elements:

1. Searches of inmates on or off ADC property, including search of persons, clothing, and other personal items; or
2. Searches of all vehicles transporting inmates; or

3. Inspection of packages and other nonvehicular items entering and leaving the facility to include inspection by electronic means; or
4. Use of hand-held and walk-through detectors to detect and deter the movement of contraband; or
5. Use of ion scanning devices, drug dogs, and other electronic or advanced technological detection devices.

B. Inmate Searches

Searches of inmates are conducted as often as necessary to control contraband, but never for purposes of punishment or harassment. All searches will be conducted in a professional manner. Procedures for inmate searches shall include but are not limited to the following:

1. Facility wide searches carried out in accordance with established Procedures including prior to all holidays;
2. Searches in other common areas, including but not limited to inmate and program work areas such as the kitchen, visitation room, school, day rooms, activity areas, outside recreation and work areas.

a. Pat Searches of Inmates (clothed body search)

Pat searches may be conducted by an employee of either gender and may be performed at any time in any area of the facility. Pat searches ordinarily do not require an inmate to remove clothing other than hats, gloves, coats and shoes.

b. Strip Search of Inmates (unclothed body search)

Strip searches shall be conducted by staff of the same gender as the inmate except in cases of emergency (i.e., escape, riot, etc.). Strip searches of inmates do not require reasonable suspicion that the individual is concealing contraband.

- c. All inmates who will be restrained will be strip searched prior to being removed from their cell.

3. Use of ~~intrusive~~ body cavity ~~will be~~ searches in accordance with established ~~procedures~~.
Procedures.

C. Unit Contraband Searches

1. All areas of the units shall be searched thoroughly for contraband on a routine basis.
 - a. The search may be limited to a specific building or area of the unit.
 - b. All routine unit contraband searches shall be randomly scheduled and conducted in accordance with existing procedures.

D. Institutional Lockdown Searches

1. The warden shall consult with the appropriate Deputy or Assistant Director regarding the necessity of a complete search for contraband with an associated institutional lockdown.
2. The appropriate Deputy or Assistant Director shall inform the Director of the lockdown and search, including the specific reasons for the request and the proposed dates.
3. All contraband searches accomplished in association with an institutional lockdown shall be conducted in accordance with established procedures.
4. The warden may request additional resources and support to assist the unit during the institutional lockdown and search.
4. The institutional lockdown and search is to be followed up with written documentation following established incident notification procedures.

In addition, the warden shall prepare a written report to the appropriate Assistant or Deputy Director within 48 hours after completion of the lockdown and search. The report shall include, but is not limited to the following information: (1) what was confiscated, (2) number of major disciplinaries prepared, and (3) summary of significant events.

E. Personal Property

1. Any item, whether contraband or personal property, taken from an inmate shall be documented on the appropriate ADC confiscation form (for example: Form 401).

2. Although it is essential that all searches are thorough and systematic, it is equally important that no damage, loss or abuse occurs to any personal property. Any such loss or damage that is determined to be through neglect may result in disciplinary action against the negligent employee(s) and officer(s), and they may be liable for the replacement cost of such items.

F. Disposition of Contraband

All contraband except as noted herein shall be dealt with in accordance with the policy regarding inmate property control or other applicable policies.

1. Any instrument of criminality such as drugs or firearms shall be secured in a safe or other appropriate location within the unit. Notification shall be given to Internal Affairs. ~~Internal Affairs will notify Arkansas State Police for pick-up or for witness to the destruction of the items(s).~~ Proper chain of custody shall be maintained in accordance with established procedure. No drugs/weapons are to be destroyed without first obtaining written approval from Internal Affairs to ensure the preservation of evidence relative to any ~~charges pending criminal proceedings.~~

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2. U.S. currency and money orders recovered from inmates shall be properly receipted, documented, and deposited in the Inmate Welfare Fund. Excess currency may be held and secured as evidence for future criminal or administrative proceedings.

3. Weapons, other than those in item 1, should be destroyed at the unit.

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3. In addition, any items approved by the State Police or other law enforcement agencies for destruction may be destroyed at the unit.

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4. Unauthorized mobile/wireless telephone devices that are confiscated will taken to the central office Radio Shop or East Arkansas Regional Unit for processing as soon as possible. These devices may be donated to a non-profit or other outside agency in lieu of destruction, at the discretion of the Director. ~~may be donated to a non-profit or other outside agency in lieu of destruction, at the discretion of the Director. No mobile/wireless telephone devices will be donated without first obtaining written approval from Internal Affairs to ensure the preservation of evidence for any investigation.~~

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- 4.



Arkansas Department of Correction

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ADMINISTRATIVE DIRECTIVE

SUBJECT: Searches of Inmates, Unit Searches and Control of Contraband

NUMBER: 18-15

SUPERSEDES: 11-24

APPLICABILITY: All employees and inmates

REFERENCE: AR 401 Searches for and Control of Contraband

AD - Inmate Property Control,

AD - Body Cavity Searches for

Contraband; AD – Inmate

Correspondence Containing Contraband

PAGE 1 of 5

APPROVED: Original signed by Wendy Kelley

EFFECTIVE DATE: 4/4/18

I. POLICY:

It shall be the policy of the Arkansas Department of Correction (ADC) to have procedures in place to detect and deter the introduction, manufacture, possession and/or conveyance of contraband.

II. PURPOSE:

The control of contraband within a correctional environment is necessary to provide a safe, secure environment for inmates, employees and visitors. The following will provide Arkansas Department of Correction (ADC) staff with information and guidelines regarding approved procedures for the suppression of contraband and to specify approved search methods.

III. DEFINITIONS:

- A. “Contraband” means any item or items determined by the Board of Corrections or ADC to jeopardize the safety, security, or good order of its institutions, including but not limited to the following:
 - 1. Nuisance Contraband - Any item or article which may be or may have been authorized for possession, but which is now prohibited because excessive quantities present health or fire hazards or have become a housekeeping problem.
 - 2. Articles in excess of established facility limits, articles that have been altered or used for unauthorized purposes, and/or articles in an inmate’s possession in an unauthorized area.
 - 3. Unauthorized articles seized during a search of living quarters, place of assignment, vehicle or personal search.
 - 4. Items which are illegal or banned by policies.
- B. “Inmates” mean persons incarcerated by the Department of Correction.
- C. “Staff” means all ADC employees, volunteers, contract medical and mental health employees, Arkansas Correctional School employees and employees of Riverside Vo-Tech.
- D. “Strip Search” means an unclothed body search, which requires the person to remove his or her clothing in conformance with approved procedures and professional practices.
- E. “Pat Search” means a clothed body search consisting of an individual’s garments and personal effects ready at hand and the surface of the individual’s body and the area within the individual’s immediate control.

IV. PROCEDURE:

A. Searches in General

Searches may include but are not limited to the following elements:

- 1. Searches of inmates on or off ADC property, including search of persons, clothing, and other personal items; or
- 2. Searches of all vehicles transporting inmates; or

3. Inspection of packages and other nonvehicular items entering and leaving the facility to include inspection by electronic means; or
4. Use of hand-held and walk-through detectors to detect and deter the movement of contraband; or
5. Use of ion scanning devices, drug dogs, and other electronic or advanced technological detection devices.

B. Inmate Searches

Searches of inmates are conducted as often as necessary to control contraband, but never for purposes of punishment or harassment. All searches will be conducted in a professional manner. Procedures for inmate searches shall include but are not limited to the following:

1. Facility wide searches carried out in accordance with established Procedures including prior to all holidays;
2. Searches in other common areas, including but not limited to inmate and program work areas such as the kitchen, visitation room, school, day rooms, activity areas, outside recreation and work areas.

a. Pat Searches of Inmates (clothed body search)

Pat searches may be conducted by an employee of either gender and may be performed at any time in any area of the facility. Pat searches ordinarily do not require an inmate to remove clothing other than hats, gloves, coats and shoes.

b. Strip Search of Inmates (unclothed body search)

Strip searches shall be conducted by staff of the same gender as the inmate except in cases of emergency (i.e., escape, riot, etc.). Strip searches of inmates do not require reasonable suspicion that the individual is concealing contraband.

c. All inmates who will be restrained will be strip searched prior to being removed from their cell.

3. Use of body cavity will be searches in accordance with established procedures.

C. Unit Contraband Searches

1. All areas of the units shall be searched thoroughly for contraband on a routine basis.
 - a. The search may be limited to a specific building or area of the unit.
 - b. All routine unit contraband searches shall be randomly scheduled and conducted in accordance with existing procedures.

D. Institutional Lockdown Searches

1. The warden shall consult with the appropriate Deputy or Assistant Director regarding the necessity of a complete search for contraband with an associated institutional lockdown.
2. The appropriate Deputy or Assistant Director shall inform the Director of the lockdown and search, including the specific reasons for the request and the proposed dates.
3. All contraband searches accomplished in association with an institutional lockdown shall be conducted in accordance with established procedures.
4. The warden may request additional resources and support to assist the unit during the institutional lockdown and search.
4. The institutional lockdown and search is to be followed up with written documentation following established incident notification procedures.

In addition, the warden shall prepare a written report to the appropriate Assistant or Deputy Director within 48 hours after completion of the lockdown and search. The report shall include, but is not limited to the following information: (1) what was confiscated, (2) number of major disciplinaries prepared, and (3) summary of significant events.

E. Personal Property

1. Any item, whether contraband or personal property, taken from an inmate shall be documented on the appropriate ADC confiscation form (for example: Form 401).

2. Although it is essential that all searches are thorough and systematic, it is equally important that no damage, loss or abuse occurs to any personal property. Any such loss or damage that is determined to be through neglect may result in disciplinary action against the negligent employee(s) and officer(s), and they may be liable for the replacement cost of such items.

F. Disposition of Contraband

All contraband except as noted herein shall be dealt with in accordance with the policy regarding inmate property control or other applicable policies.

1. Any instrument of criminality such as drugs or firearms shall be secured in a safe or other appropriate location within the unit. Notification shall be given to Internal Affairs. Proper chain of custody shall be maintained in accordance with established procedure. No drugs/weapons are to be destroyed without first obtaining written approval from Internal Affairs to ensure the preservation of evidence relative to any criminal proceedings.
2. U.S. currency and money orders recovered from inmates shall be properly receipted, documented, and deposited in the Inmate Welfare Fund. Excess currency may be held and secured as evidence for criminal or administrative proceedings.
3. Weapons, other than those in item 1, should be destroyed at the unit.
4. Unauthorized mobile/wireless telephone devices that are confiscated will taken to the central office Radio Shop or East Arkansas Regional Unit for processing as soon as possible. These devices may be donated to a non-profit or other outside agency in lieu of destruction, at the discretion of the Director.



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Behavior Control

NUMBER: 18-4-42
161

SUPERSEDES: 14-423-

APPLICABILITY: All inmates and staff of the Arkansas Department of Correction

REFERENCE: AR 403, 833 and 836

PAGE: 1 of 4

APPROVED: Original signed by Ray Hobbs

EFFECTIVE DATE: 08/15/2014

I. POLICY:

It is the policy of the Department of Correction to set forth a guideline for use of Behavior Control. This policy requires that a correctional officer observe all special management inmates at least every 30 minutes on an irregular schedule. Behavior Control status shall be used only when staff counseling, the disciplinary process, special controls, and other management techniques have failed to control overt negative behavior.

II. DEFINITIONS:

As used in the policy, the following will apply:

Assaultive Behavior: examples include, but are not limited to throwing food, bodily fluids, and/or attempting to physically harm others.

Behavior Control: a behavior modification status to discourage an inmate's specific inappropriate behavior through systematic reinforcements.

Disruptive Behavior: a behavior that threatens the security and/or operations of the facility, encourages or incites a disruptive atmosphere, or creates a serious health hazard.

Self-Injurious Inmates: inmates who, through their behavior or by assessment of staff, demonstrate a reasonable indication that they are likely to engage in self-injurious behavior.

Sexual Misconduct: the display of genitalia to another person and/or masturbation in the presence or direct vision of another person. Sexual misconduct may also include written or verbal communication expressing sexually inappropriate conduct with staff.

III. PROCEDURES:

A. Preparation

An inmate shall be placed on Behavior Control for any assaultive, disruptive, or self-injurious behavior and/or acts of sexual misconduct. This conduct must be well documented by staff, recommended by the shift supervisor to the Duty Warden (Warden, Assistant Warden or Chief of Security), and reflect that the use of other management tools to correct the documented behavior has been ineffective, such as staff counseling, the disciplinary process, special controls (supervisor restrictions) and other management techniques that have failed to control overt negative behavior.

B. Activation

Behavior Control is activated when the inmate's inappropriate behavior meets the criteria stated in this policy.

The Behavior Control status shall include the following:

1. A cell with only a blanket (no mattresses), appropriate undergarments, a paper gown, and a small quantity of toilet paper.
2. Staff shall observe an inmate on Behavior Control status at least every thirty (30) minutes and document this information.
3. All personal property shall be removed from the cell/living area, searched, inventoried, and placed in the property room.
4. No Privileges (general correspondence, commissary, telephone, library, visiting, programs) and no instruments of harm such as razors, nail clippers or cleaning supplies will be allowed.

5. Regular meals are served on regular trays, except when on an alternative meal program. Inmates on an alternative meal program will be served on a styrofoam tray.
6. Only –legal and/or privileged mail will be delivered while on Behavior Control Status. There will be no general correspondence, magazines, newspapers, and/or books delivered while on behavior control. All undeliverable mail will be maintained in the mailroom until such privileges can be permitted.
7. Inmates on Behavior Control Status with upcoming court deadlines who need legal materials must make that request to staff and provide proof to support their need.
8. Cells occupied by Behavior Control Status inmates will be inspected daily by security staff and these actions will be documented.
9. Behavior Control Status remains in effect for a period of seventy-two (72) hours or less when acceptable behavior has returned.

C. Deactivation

Deactivation of Behavior Control Status shall include the following:

1. After completion of each seventy-two (72) hour time period, the inmate shall be offered a shower, clean undergarments, jump suit, toothbrush and toothpaste.
2. Depending on condition of behavior, the inmate may be offered nail clippers, razor, and cleaning supplies for his living area.
3. Upon deactivation and completion of Behavior Control Status, the inmate will be reassigned to previous status, D.C.R. or Punitive status with all allowable personal property returned to inmate.
4. Delivery of all mail, magazines, books and newspapers except where prohibited by policy, status, or classification will be returned.

D. Reactivation

Upon completion of the seventy-two (72) hour time period, if the inmate is not demonstrating acceptable behavior and compliance with the provisions

of the program, the behavior control status may be reactivated. All procedures of preparation and activation begin anew.

E. Behavior Control Use of Restraints for Medical/Mental Health Treatment Services

1. Any inmate who has threatened or engaged in any type of assault against Medical/Mental Health staff may be restrained with handcuffs behind the back or secured with belly chains prior to receiving medical/mental health treatment. Leg irons may also be used at the discretion of security staff, or at the request of the individual rendering treatment. If the treatment requires physical contact with the inmate, the inmate is to be removed from the cell into an area where resistance can be handled with minimum risk to treatment and security staff. In addition, a Correctional Officer must remain in the immediate area to provide assistance as requested while treatment is being rendered. Correctional Officers shall maintain confidentiality of what is discussed during treatment.
2. Mechanical means of restraint will not be used as punishment. No mechanical restraints will be placed about the neck of an inmate, nor will restraint equipment be applied in any way so as to inflict physical pain or to restrict blood circulation or breathing.
3. Annual reviews shall be conducted by the Warden and Treatment Staff of each inmate who has threatened or engaged in any type of assault against treatment staff. This review will determine if restraints for treatment will continue or will be discontinued.



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Behavior Control

NUMBER: 18-16

SUPERSEDES: 14-42

APPLICABILITY: All Inmates and Staff

REFERENCE: AR 403, 833 and 836

PAGE: 1 of 4

APPROVED: Original signed by Wendy Kelley

EFFECTIVE DATE: 4/13/18

I. POLICY:

It is the policy of the Department of Correction to set forth a guideline for use of Behavior Control. This policy requires that a correctional officer observe all special management inmates at least every 30 minutes on an irregular schedule. Behavior Control status shall be used only when staff counseling, the disciplinary process, special controls, and other management techniques have failed to control overt negative behavior.

II. DEFINITIONS:

As used in the policy, the following will apply:

Assaultive Behavior: examples include, but are not limited to throwing food, bodily fluids, and/or attempting to physically harm others.

Behavior Control: a behavior modification status to discourage an inmate's specific inappropriate behavior through systematic reinforcements.

Disruptive Behavior: a behavior that threatens the security and/or operations of the facility, encourages or incites a disruptive atmosphere, or creates a serious health hazard.

Self-Injurious Inmates: inmates who, through their behavior or by assessment of staff, demonstrate a reasonable indication that they are likely to engage in self-injurious behavior.

Sexual Misconduct: the display of genitalia to another person and/or masturbation in the presence or direct vision of another person. Sexual misconduct may also include written or verbal communication expressing sexually inappropriate conduct with staff.

III. PROCEDURES:

A. Preparation

An inmate shall be placed on Behavior Control for any assaultive, disruptive, or self-injurious behavior and/or acts of sexual misconduct. This conduct must be well documented by staff, recommended by the shift supervisor to the Duty Warden (Warden, Assistant Warden or Chief of Security), and reflect that the use of other management tools to correct the documented behavior has been ineffective, such as staff counseling, the disciplinary process, special controls (supervisor restrictions) and other management techniques that have failed to control overt negative behavior.

B. Activation

Behavior Control is activated when the inmate's inappropriate behavior meets the criteria stated in this policy.

The Behavior Control status shall include the following:

1. A cell with only a blanket (no mattresses), appropriate undergarments, a paper gown, and a small quantity of toilet paper.
2. Staff shall observe an inmate on Behavior Control status at least every thirty (30) minutes and document this information.
3. All personal property shall be removed from the cell/living area, searched, inventoried, and placed in the property room.
4. No Privileges (general correspondence, commissary, telephone, library, visiting, programs) and no instruments of harm such as razors, nail clippers or cleaning supplies will be allowed.

5. Regular meals are served, except when on an alternative meal program. Inmates on an alternative meal program will be served on a styrofoam tray.
6. Only legal and/or privileged mail will be delivered while on Behavior Control Status. There will be no general correspondence, magazines, newspapers, and/or books delivered while on behavior control. All undeliverable mail will be maintained in the mailroom until such privileges can be permitted.
7. Inmates on Behavior Control Status with upcoming court deadlines who need legal materials must make that request to staff and provide proof to support their need.
8. Cells occupied by Behavior Control Status inmates will be inspected daily by security staff and these actions will be documented.
9. Behavior Control Status remains in effect for a period of seventy-two (72) hours or less when acceptable behavior has returned.

C. Deactivation

Deactivation of Behavior Control Status shall include the following:

1. After completion of each seventy-two (72) hour time period, the inmate shall be offered a shower, clean undergarments, jump suit, toothbrush and toothpaste.
2. Depending on condition of behavior, the inmate may be offered nail clippers, razor, and cleaning supplies for his living area.
3. Upon deactivation and completion of Behavior Control Status, the inmate will be reassigned to previous status, D.C.R. or Punitive status with all allowable personal property returned to inmate.
4. Delivery of all mail, magazines, books and newspapers except where prohibited by policy, status, or classification will be returned.

D. Reactivation

Upon completion of the seventy-two (72) hour time period, if the inmate is not demonstrating acceptable behavior and compliance with the provisions of the program, the behavior control status may be reactivated. All procedures of preparation and activation begin anew.

E. Behavior Control Use of Restraints for Medical/Mental Health Treatment Services

1. Any inmate who has threatened or engaged in any type of assault against Medical/Mental Health staff may be restrained with handcuffs behind the back or secured with belly chains prior to receiving medical/mental health treatment. Leg irons may also be used at the discretion of security staff, or at the request of the individual rendering treatment. If the treatment requires physical contact with the inmate, the inmate is to be removed from the cell into an area where resistance can be handled with minimum risk to treatment and security staff. In addition, a Correctional Officer must remain in the immediate area to provide assistance as requested while treatment is being rendered. Correctional Officers shall maintain confidentiality of what is discussed during treatment.
2. Mechanical means of restraint will not be used as punishment. No mechanical restraints will be placed about the neck of an inmate, nor will restraint equipment be applied in any way so as to inflict physical pain or to restrict blood circulation or breathing.
3. Annual reviews shall be conducted by the Warden and Treatment Staff of each inmate who has threatened or engaged in any type of assault against treatment staff. This review will determine if restraints for treatment will continue or will be discontinued.



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Procedures for the Development of Administrative Regulations,
Directives and Memoranda and Distribution of Departmental
Policies

NUMBER: 18-17-12
29

SUPERSEDES: —17-1214—

13-116

APPLICABILITY: To All Departmental Staff

REFERENCE: AR 001-Administrative Regulations, PAGE: 1 of 109
Directives and Memoranda
Act 1258 of 2015 and Executive Order 15-02

APPROVED: Original Signed by Wendy Kelley **EFFECTIVE**
DATE: 05/26/17

I. POLICY:

Efficient and effective management and administration of the Department requires the adoption and implementation of objective and thorough Administrative Regulations, Administrative Directives, and Administrative Memoranda designed to carry out the responsibilities of the Board of Corrections and the Department. The Director or any member of the Management Team may initiate a request for a new or amended Administrative Regulation (AR), Administrative Directive (AD) or Administrative Memorandum (AM) as deemed necessary. These policies are made available to staff to access as well as inmates consistent with the provisions of this directive.

To ensure that all policies are properly considered, it is important that each step of the following procedures is completed. However, the Director may authorize deviations from these procedures on a case by case basis

II. EXPLANATION:

Efficient and effective management and administration of the Department requires the adoption and implementation of objective and thorough Administrative Regulations, Administrative Directives, and Administrative Memoranda designed to carry out the responsibilities of the Board of Corrections and the Department. New ARs, ADs and AMs should be adopted as needed. Existing policies should be promptly updated as necessary. Obsolete policies should be repealed.

To ensure that all future rules and regulations are properly considered, it is important that every step of the following procedures is completed. However, the Director may authorize deviations from these procedures on a case by case basis.

III. PROCEDURES:

The Director or any member of the Management Team may initiate a request for a new or amended Administrative Regulation (AR), Administrative Directive (AD) or Administrative Memorandum (AM) as deemed necessary.

The Director will appoint a Policy Committee to review policy proposals, which will include the Department's Accreditation Coordinator, and designate one (1) member of the Committee to serve as its Chair. The Management Team member initiating the proposal, or their designee, will be known as the "originator" and will work with the Department's Agency Policy Coordinator to ensure that the following steps are followed:

A. General Procedures

1. The originator will submit electronically the proposed policy in a standard format with a memorandum outlining the reasons why the proposal is needed and whether the proposal should be placed in the inmate law libraries. The originator must also include a financial impact statement if the proposal is for an Administrative Regulation.
2. The Agency Policy Coordinator will acknowledge receipt of the proposed policy and forward copies to the Policy Committee. The Agency Policy Coordinator will notify the originator when the policy is scheduled for review by the Policy Committee. The Policy

Committee will review the substance of the proposed policy. Non-substantive issues related to grammar and formatting may be resolved by the Agency Policy Coordinator and the Policy Committee Chair.

3. After approval by the Policy Committee, the Chair will notify the sponsoring member of Management Team ~~responsible for policy development and implementation~~ who will place the proposed policy on the agenda for a subsequent Management Team meeting.
4. The Policy Committee Chair will forward the recommendation to the Management Team as to whether the policy should be placed in the law libraries.
5. The Agency Policy Coordinator will report the status of all submissions at each Policy Committee meeting through final enactment.

B. Administrative Regulations Procedures

In addition to the general procedures above, if it has been determined that the proposal will be recommended to become a new or amended Administrative Regulation (AR), the following procedures are to be followed:

1. Administrative Regulations will be written using the standard format (see attachment #1), and drafted to reflect broad policy and avoid, if possible, detailed implementation language which is more appropriately addressed in an AD or AM.
2. The Department will ask the Board of Corrections for permission to proceed with the continued development, approval, repeal, or modification of the AR.
- 2.3. The member of Management Team will advise the Agency Policy Coordinator, in writing after each Board action, of the results or action needed on any policy requiring Board review.
- 3.4. After receiving Board approval of the Department's request for permission to proceed, the Agency Policy Coordinator will make the required notification to the Governor's Office requesting the Governor's approval of the new or revised AR and will complete the legal notice and Bureau of Legislative Research questionnaire. ~~And~~ file both documents will be filed with the Legislative Council. An Administrative Regulation shall only be filed with the Legislative

Council following the approval of the Governor.

~~4.5.~~ Representatives of the Department will attend Legislative Council Meetings, and/or any other legislative committee to which the AR may be referred, to discuss the AR as needed.

~~65.~~ Upon completion of all requirements, the AR will be submitted to the Board for final approval. Any public comments received regarding the AR will be provided to the Board at this time.

~~76.~~ If then approved by the Board, Governor and Legislative Council the AR will be filed with the Secretary of State's Office and the State Library at the appropriate times as soon as reasonably possible. The AR will take effect ten (10) days after it is filed with the Secretary of State's Office.

~~7. — The Policy Committee Chair, or their designee, will advise the Agency Policy Coordinator, in writing after each Board action, of the results or action needed on any policy requiring Board review.~~

8. The Agency Policy Coordinator is responsible for maintaining an accessible copy of all current Administrative Regulations as well as a system for locating repealed and modified Administrative Regulations.

~~9. —~~ The Agency Policy Coordinator will ensure that all ARs are available on both the Department's website and intranet site.

C. Emergency Administrative Regulations Procedures

If the ~~Director or~~ Board of Corrections determines that an AR must be adopted on an emergency basis, the following applies:

1. Neither a legal notice nor a public hearing is necessary to issue an Emergency Regulation
2. Upon approval by the Board of Corrections, an Emergency Regulation shall be forwarded to the Governor's Office for approval and then filed with the Subcommittee on Administrative Rules and Regulations of the Legislative Council who will schedule the Emergency Regulation for presentation before the Executive Subcommittee of the Legislative Council. The Emergency Regulation becomes effective following its approval by the Executive Subcommittee of the Legislative Council, notification by the Executive Subcommittee to the full Legislative Council, and its filing with the Secretary of State's Office.

3. Justification explaining the reasons an AR is adopted on an emergency basis must accompany the Emergency Regulation sent to the Committee on Administrative Rules and Regulations of the Legislative Council.
4. **An emergency regulation is effective for only 120 days.** The procedures outlined in Section III – B of this Directive should be implemented as soon as the Board of Corrections recommends the approval of the emergency administrative regulation. This includes placing a legal notice in a newspaper of general circulation and a minimum 30-day notice of intended action. An Emergency Regulation must be refilled with the Legislative Council in order to become a permanent AR.

D. Administrative Directives Procedure

Administrative Directives are policy statements which explain operational requirements which are departmental in scope and are issued by the Director. AD's are for the internal operation of the Department of Correction. In addition to the General Procedures, the following procedures are to be followed:

1. Administrative Directives will be written using the standard format and heading (attachment #2).
2. The Director has the final approval as to whether a policy will be distributed as an Administrative Directive. –The AD must contain the Director's signature.
3. Once approved, a number will be assigned and the Director will determine an effective date for the AD. -The Agency Policy Coordinator will distribute the new or revised AD to the Director's staff, Management Team, Compliance Administrator/Attorney, Unit Accreditation Managers and other departmental staff as directed appropriate. -The distribution of a new or revised AD will include an Executive Summary sufficient for presentation during staff meetings, shift briefings, and for inmate notification when required.
4. The Agency Policy Coordinator is responsible for maintaining an accessible copy of all current Administrative Directives as well as a system for locating repealed and modified Administrative Directives. ~~Unless-Except for designated~~ AD's designated as confidential, the Agency Policy Coordinator will maintain all current ADs on the Department's intranet site.

___Note: Consistent with applicable state law, the Director may designate
___an AD as confidential and restrict both the distribution of, and
___access to, the AD.

E. Administrative Memoranda Procedure

Administrative Memoranda are policy statements which delineate operational requirements which are not departmental wide and apply to a particular area of operation. -The following procedures apply:

1. Administrative Memoranda will be written using the standard format and heading (attachment #3).
2. Administrative Memoranda may be issued to establish day-to-day operational procedures not specifically covered or defined by an AR AD, AD, law, or policy AM or State Law. The originator member of Management Team responsible for operation of the area requesting a memorandum must approve the Administrative Memorandum.
3. ~~Administrative Memoranda will be distributed by the Policy Coordinator, and posted on the department's intranet site.~~
4. ~~___~~
5. ~~___~~
3. ~~___~~

F. Unit and Divisional Policies

1. Unit or divisional policy may be issued by a Warden, Center Supervisor, or Administrator pursuant to the provisions of Administrative Regulation 001. These policies will provide specific guidance to the unit/center/operational areas related to the implementation of Administrative Regulations, Directives, and Memoranda.
2. Unit or divisional policy will be distributed by the Warden, Center Supervisor, or Administrator or their designee and posted to the department's intranet site.

F.G. Quarterly Report on New and Revised Administrative Regulations, Directives, and Memoranda

1. ~~The Department's Public Information Officer and Legislative Liaison,~~ with the assistance of the Policy Coordinator, shall file a quarterly report, on behalf of the Board of Corrections and the Department, with

the Legislative Council containing all new and revised administrative regulations, directives, and memoranda.

2. The report shall be formatted and submitted in the manner determined by the Legislative Council or its staff.

G.H. Annual Review

1. The member of Management Team responsible for policy development and implementation, with the assistance of the Agency Policy Coordinator, will facilitate an annual review of all departmental policies. The annual review shall include a review of the list of policies available in the law libraries.
law library availability for each policy.

2. The results of the annual review will be provided to the Director for approval.

Notes: In the event the content changes, and therefore applicability criteria changes, the Director may alter his/her previous decision.

I. Law Library Availability

1. The Agency Policy Coordinator will maintain a current index detailing the law library availability of each policy. The index will at a minimum also contain the policy title, review date, and the assigned member of Management Team.
2. The Agency Policy Coordinator will make the index available on the department's intranet site. It will be distributed according to the provisions of Section III-D, paragraph 3: with the exception of the noted summary.
3. The Warden/Center Supervisor or their designee will be responsible for ensuring copies of approved policies and the index is maintained in their law library.

IV.III. REFERENCES: ATTACHMENTS:


Attachment 1- AR Format

Attachment 2- AD Format

Attachment 3- AM Format

Act ~~1258 of 2015~~
Executive Order ~~15-02~~

| Attachment 1

 ADMINISTRATIVE REGULATIONS STATE OF ARKANSAS BOARD OF CORRECTIONS	Section Number:	Page Number: 1 of
	Board Approval Date:	
	Supersedes:	Dated:
	Reference:	Effective Date:
SUBJECT:		

I. POLICY:

| II. EXPLANATIONPURPOSE:

III. DEFINITIONS:

IV. PROCEDURES:

| V. REFERENCES:

Attachment 2



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www.adc.arkansas.gov

ADMINISTRATIVE DIRECTIVE

SUBJECT:

SUPERSEDES:

NUMBER:

APPLICABILITY:

REFERENCE:

PAGE: 1 of

APPROVED:

EFFECTIVE DATE:

I. POLICY:

II. PURPOSE:

III. DEFINITIONS:

IV. PROCEDURES:

V. ATTACHMENTS:

| ~~VI. REFERENCES:~~

Attachment 3



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ADMINISTRATIVE MEMORANDUM

SUBJECT:

NUMBER:

SUPERSEDES:

APPLICABILITY:

REFERENCE:

PAGE 1 of

APPROVED:

EFFECTIVE DATE:



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Procedures for the Development and Distribution of Departmental Policies

NUMBER: 18-17

SUPERSEDES: 17-12
13-116

APPLICABILITY: To All Departmental Staff

REFERENCE: AR 001-Administrative Regulations, **PAGE:** 1 of 10
Directives and Memoranda
Act 1258 of 2015 and Executive Order 15-02

APPROVED: Original signed by Wendy Kelley **EFFECTIVE DATE:** 4/13/18

I. POLICY:

Efficient and effective management and administration of the Department requires the adoption and implementation of objective and thorough Administrative Regulations, Administrative Directives, and Administrative Memoranda designed to carry out the responsibilities of the Board of Corrections and the Department. These policies are made available to staff to access as well as inmates consistent with the provisions of this directive.

To ensure that all policies are properly considered, it is important that each step of the following procedures is completed. However, the Director may authorize deviations from these procedures on a case by case basis

II. PROCEDURES:

The Director or any member of the Management Team may initiate a request for a new or amended Administrative Regulation (AR), Administrative Directive (AD) or Administrative Memorandum (AM) as deemed necessary.

The Director will appoint a Policy Committee to review policy proposals, which will include the Department's Accreditation Coordinator, and designate one (1) member of the Committee to serve as its Chair. The Management Team member initiating the proposal, or their designee, will be known as the "originator" and will work with the Department's Agency Policy Coordinator to ensure that the following steps are followed:

A. General Procedures

1. The originator will submit electronically the proposed policy in a standard format with a memorandum outlining the reasons why the proposal is needed and whether the proposal should be placed in the inmate law libraries. The originator must also include a financial impact statement if the proposal is for an Administrative Regulation.
2. The Agency Policy Coordinator will acknowledge receipt of the proposed policy and forward copies to the Policy Committee. The Agency Policy Coordinator will notify the originator when the policy is scheduled for review by the Policy Committee. The Policy Committee will review the substance of the proposed policy. Non-substantive issues related to grammar and formatting may be resolved by the Agency Policy Coordinator and the Policy Committee Chair.
3. After approval by the Policy Committee, the Chair will notify the sponsoring member of Management Team who will place the proposed policy on the agenda for a subsequent Management Team meeting.
4. The Policy Committee Chair will forward the recommendation to the Management Team as to whether the policy should be placed in the law libraries.
5. The Agency Policy Coordinator will report the status of all submissions at each Policy Committee meeting through final enactment.

B. Administrative Regulations Procedures

In addition to the general procedures above, if it has been determined that the proposal will be recommended to become a new or amended Administrative Regulation (AR), the following procedures are to be followed:

1. Administrative Regulations will be written using the standard format (see attachment #1), and drafted to reflect broad policy and avoid, if possible, detailed implementation language which is more appropriately addressed in an AD or AM.
2. The Department will ask the Board of Corrections for permission to proceed with the continued development, approval, repeal, or modification of the AR.
3. The member of Management Team will advise the Agency Policy Coordinator, in writing after each Board action, of the results or action needed on any policy requiring Board review.
4. After receiving Board approval of the Department's request for permission to proceed, the Agency Policy Coordinator will make the required notification to the Governor's Office requesting the Governor's approval of the new or revised AR and will complete the legal notice and Bureau of Legislative Research questionnaire. Both documents will be filed with the Legislative Council. An Administrative Regulation shall only be filed with the Legislative Council following the approval of the Governor.
5. Representatives of the Department will attend Legislative Council, Meetings, and/or any other legislative committee to which the AR may be referred, to discuss the AR as needed.
6. Upon completion of all requirements, the AR will be submitted to the Board for final approval. Any public comments received regarding the AR will be provided to the Board at this time.
7. If then approved by the Board, Governor and Legislative Council the AR will be filed with the Secretary of State's Office and the State Library as soon as reasonably possible. The AR will take effect ten (10) days after it is filed with the Secretary of State's Office.
8. The Agency Policy Coordinator is responsible for maintaining an accessible copy of all current Administrative Regulations as well as a

system for locating repealed and modified Administrative Regulations.

9. The Agency Policy Coordinator will ensure that all ARs are available on both the Department's website and intranet site.

C. Emergency Administrative Regulations Procedures

If the Board of Corrections determines that an AR must be adopted on an emergency basis, the following applies:

1. Neither a legal notice nor a public hearing is necessary to issue an Emergency Regulation
2. Upon approval by the Board of Corrections, an Emergency Regulation shall be forwarded to the Governor's Office for approval and then filed with the Subcommittee on Administrative Rules and Regulations of the Legislative Council who will schedule the Emergency Regulation for presentation before the Executive Subcommittee of the Legislative Council. The Emergency Regulation becomes effective following its approval by the Executive Subcommittee of the Legislative Council, notification by the Executive Subcommittee to the full Legislative Council, and its filing with the Secretary of State's Office.
3. Justification explaining the reasons an AR is adopted on an emergency basis must accompany the Emergency Regulation sent to the Committee on Administrative Rules and Regulations of the Legislative Council.
4. **An emergency regulation is effective for only 120 days.** The procedures outlined in Section III – B of this Directive should be implemented as soon as the Board of Corrections recommends the approval of the emergency administrative regulation. This includes placing a legal notice in a newspaper of general circulation and a minimum 30-day notice of intended action. An Emergency Regulation must be refilled with the Legislative Council in order to become a permanent AR.

D. Administrative Directives Procedure

Administrative Directives are policy statements which explain operational requirements which are departmental in scope and are issued by the Director. AD's are for the internal operation of the Department of Correction. In addition to the General Procedures, the following procedures are to be followed:

1. Administrative Directives will be written using the standard format and heading (attachment #2).
2. The Director has the final approval as to whether a policy will be distributed as an Administrative Directive. The AD must contain the Director's signature.
3. Once approved, a number will be assigned and the Director will determine an effective date for the AD. The Agency Policy Coordinator will distribute the new or revised AD to the Director's staff, Management Team, Compliance Administrator/Attorney, Unit Accreditation Managers and other departmental staff as directed. The distribution of a new or revised AD will include an Executive Summary sufficient for presentation during staff meetings, shift briefings, and for inmate notification when required.
4. The Agency Policy Coordinator is responsible for maintaining an accessible copy of all current Administrative Directives as well as a system for locating repealed and modified Administrative Directives. Except for AD's designated as confidential, the Agency Policy Coordinator will maintain all current ADs on the Department's intranet site.

Note: Consistent with applicable state law, the Director may designate an AD as confidential and restrict both the distribution of, and access to, the AD.

E. Administrative Memoranda Procedure

Administrative Memoranda are policy statements which delineate operational requirements which are not departmental wide and apply to a particular area of operation. The following procedures apply:

1. Administrative Memoranda will be written using the standard format and heading (attachment #3).
2. Administrative Memoranda may be issued to establish day-to-day operational procedures not specifically covered or defined by an AR, AD, AM or State Law. The member of Management Team responsible for operation of the area requesting a memorandum must approve the Administrative Memorandum.
3. Administrative Memoranda will be distributed by the Policy Coordinator, and posted on the department's intranet site.

F. Unit and Divisional Policies

1. Unit or divisional policy may be issued by a Warden, Center Supervisor, or Administrator pursuant to the provisions of Administrative Regulation 001. These policies will provide specific guidance to the unit/center/operational areas related to the implementation of Administrative Regulations, Directives, and Memoranda.
2. Unit or divisional policy will be distributed by the Warden, Center Supervisor, or Administrator or their designee and posted to the department's intranet site.

G. Quarterly Report on New and Revised Administrative Regulations, Directives, and Memoranda

1. The Department's Legislative Liaison, with the assistance of the Policy Coordinator, shall file a quarterly report, on behalf of the Board of Corrections and the Department, with the Legislative Council containing all new and revised administrative regulations, directives, and memoranda.
2. The report shall be formatted and submitted in the manner determined by the Legislative Council or its staff.

H. Annual Review

1. The member of Management Team responsible for policy development and implementation, with the assistance of the Agency Policy Coordinator, will facilitate an annual review of all departmental policies. The annual review shall include a review of the law library availability for each policy.
2. The results of the annual review will be provided to the Director for approval.

Notes: In the event the content changes, and therefore applicability criteria changes, the Director may alter his/her previous decision.

I. Law Library Availability

1. The Agency Policy Coordinator will maintain a current index detailing the law library availability of each policy. The index will at a minimum also contain the policy title, review date, and the assigned member of Management Team.

2. The Agency Policy Coordinator will make the index available on the department's intranet site. It will be distributed according to the provisions of Section III-D, paragraph 3; with the exception of the noted summary.
3. The Warden/Center Supervisor or their designee will be responsible for ensuring copies of approved policies and the index is maintained in their law library.


III. ATTACHMENTS:

Attachment 1- AR Format

Attachment 2- AD Format

Attachment 3- AM Format

Attachment 1

 ADMINISTRATIVE REGULATIONS STATE OF ARKANSAS BOARD OF CORRECTIONS	Section Number:	Page Number: 1 of
	Board Approval Date:	
	Supersedes:	Dated:
	Reference:	Effective Date:
SUBJECT:		

- I. **POLICY:**
- II. **PURPOSE:**
- III. **DEFINITIONS:**
- IV. **PROCEDURES:**

Attachment 2



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ADMINISTRATIVE DIRECTIVE

SUBJECT:

SUPERSEDES:

NUMBER:

APPLICABILITY:

REFERENCE:

PAGE: 1 of

APPROVED:

EFFECTIVE DATE:

I. POLICY:

II. PURPOSE:

III. DEFINITIONS:

IV. PROCEDURES:

V. ATTACHMENTS:



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ADMINISTRATIVE MEMORANDUM

SUBJECT:

NUMBER:

APPLICABILITY:

REFERENCE:

APPROVED:

SUPERSEDES:

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EFFECTIVE DATE:



Arkansas Department of Correction

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ADMINISTRATIVE DIRECTIVE

SUBJECT: Placement of Administrative Regulations, Directives, and Memoranda in Law Libraries

NUMBER: 13-116

SUPERSEDES: 08-11

APPLICABILITY: To all employees and especially those involved in the approval and placement of policies in law libraries

REFERENCE: AR 001 dated 11/16/90

PAGE 1 of 2

APPROVED: Original signed by Ray Hobbs

EFFECTIVE DATE: 11/22/2013

I. POLICY:

Approved policies applicable to the inmate population shall be maintained in unit/center law libraries.

II. EXPLANATION:

Administrative regulations, directives, and memoranda are procedural statements regarding policies within the Department of Correction. Inmates affected by procedures are provided access to the policies for reference.

III. PROCEDURES:

A. Approval

The Management Team shall be responsible for approving placement of administrative regulations and directives in the unit/center law libraries.

Approvals of administrative memoranda shall be determined by the appropriate Deputy/Assistant Director.

1. Approval by the Management Team or appropriate Deputy/Assistant Director for placement of policies in law libraries shall be recorded by the Policy Coordinator.
2. The Policy Coordinator shall maintain indexes of policies approved or disapproved for placement in the law libraries.

B. Notification of Approvals

1. The Policy Coordinator shall provide indexes quarterly, or upon request, to the Management Team indicating:
 - a. policy title (regulation, directive, or memorandum);
 - b. date reviewed by Management Team or appropriate Deputy/Assistant Director; and
 - c. decision for placement (yes or no).
2. The indexes shall be distributed by the Policy Coordinator to the law libraries along with a copy of the approved regulations/policies updated in the indexes.

The Warden/Center Supervisor or his/her designee shall be responsible for ensuring approved copies of policies and indexes are maintained in the law libraries.

In the event the content changes, and therefore applicability criteria changes, the Management Team may alter its previous decision.



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Employment

NUMBER: 18-0418-XX
2418-04

SUPERSEDES: 17-

APPLICABILITY: All Employees and Applicants

REFERENCE: AR-204 Employment Policy

PAGE: 1 of 9

APPROVED: Original signed by Wendy Kelley

EFFECTIVE DATE: 2/2/18

I. POLICY:

It shall be the policy of the Arkansas Department of Correction (ADC) to ensure all applicants are given fair and equal opportunity for employment in accordance with all state and federal guidelines.

II. PURPOSE:

The Arkansas Department of Correction is an Equal Opportunity Employer. All positions are open equally to qualified male and female applicants.

III. DEFINITIONS:

- A. Employee. A person regularly appointed or employed in a position of the Department of Correction for which he or she is compensated on a full-time basis and which has a class title and pay grade in Arkansas Code Annotated § 21-5-208.
- B. Class or Classification. A group of positions sufficiently similar as to duties performed, scope of discretion and responsibility, minimum requirements of training and experience or skill, and other characteristics that the same title, the same test of fitness, and the same scale of compensation have been or may be applied.

- C. Promotion. A change in duty assignment of an employee from a position in one classification to a position in another classification of a higher salary and/or grade requiring higher qualifications, such as greater skill and longer experience, and involving a higher level of responsibility.

In accordance with the AD governing Employee Conduct Standards, an employee is not eligible to apply for or receive a promotion or transfer while on probation as a result of disciplinary action unless a waiver has been granted by the Director.

An employee who applies for and receives a demotion, or who has been administratively demoted, will not be eligible to receive a promotion to a higher classification during the twelve (12) months following the demotion.

If an employee promotes to a classification one or more grades higher than the current classification within their current pay grid, a 10% salary increase on the salary, less any enhancements or differentials, will normally be awarded. If an employee promotes from the career service pay grid to the professional and executive pay grid, a 12% salary increase on the salary, less any enhancements or differentials, will normally be awarded. However, provisions of the state pay plan will govern in all situations as years of service and other applicable situations may limit the increase that may be awarded.

- D. Demotion. A change in duty assignment of an employee from a position in one classification to a position in another classification of a lower salary and grade requiring fewer qualifications such as lower skill requirements, less job-related experience, and a lower level of responsibility. When an employee voluntarily or is administratively demoted to a classification one or more grades below the current classification within their current pay grid, a salary decrease of 10% or 12%, less any enhancements or differentials, will normally be required. However, provisions of the state pay plan will govern in all situations as years of service and other applicable situations may limit the decrease that may be required. An employee who applies for and receives a demotion, or who has been administratively demoted, will not be eligible to receive a promotion to a higher classification during the twelve (12) months following the demotion.

If an employee enters a position that is authorized to receive a Labor Market Rate or a Tier Plan Rate and receives a promotion, demotion, or transfer within the same job family or tier level within twelve (12) months, their base salary must be adjusted with the applicable percentage increase or decrease according to provisions of the pay plan and authority of the Office of Personnel Management.

- E. New Hire. Employees entering state service for the first time.
- F. Rehire. Employees returning to state service after a break in employment of two or more pay periods.
- G. Displaced Worker. An individual who has worked for an employer that has downsized or closed within the last twelve (12) months, in which they were continuously employed for three (3) or more years, will be considered for hire with the ADC without a high school diploma or GED. All other criteria must be successfully completed. This individual will not be eligible for any type of promotion and/or merit increase/promotion until he/she has acquired a GED.
- H. Transfer. Employees transferring between state agencies or institutions or laterally within the Department of Correction without a break in service.
- I. Hiring Authority. Human Resources Administrator/Wardens/Center Supervisors/Administrators are authorized to make final selection of applicants for positions available within the Arkansas Department of Correction.
- J. Human Resources. Any employee assigned or designated by a Deputy/Assistant Director, Warden, Center Supervisor, or Administrator, whether within a division, unit, or Central Human Resources, to perform employment-related functions.

IV. PROCEDURES:

A. Position Vacancies:

1. The Hiring Authority must initiate a Position Vacancy Report and Hiring Freeze, with appropriate justification, in order to fill any vacant position. These documents must be submitted to the Central Human Resources Office.
2. Upon receipt of the Hiring Freeze, the Central Human Resources Office will determine if the position is budgeted and authorized to be filled. It will then be forwarded to the Department of Finance and Administration, Office of Personnel Management, for final approval.
3. Positions assigned to GS13 and above, IT08 and above, MP03 and above, or Senior Executive position vacancies, are not required to be advertised. The Director has the authority and discretion to appoint or transfer individuals into these classifications.

4. Classified position vacancies within the general salary pay plan must be advertised according to procedures established by the Department of Finance and Administration, Office of Personnel Management, except when an emergency hire is warranted.
5. Requests for recruitment or advertisement of positions that require additional actions, (e.g., newspapers, mail-outs, etc.), must be submitted to and coordinated by the Central Human Resources Office.
6. Individual units may advertise monthly for Correctional Officer (CO) I's if there are open positions available at that unit. Each application must have a completed disposition within thirty (30) days of receipt. If an application is not dispositioned within thirty (30) days, no new applications may be accepted.
7. All applications received for advertised positions must be submitted according to the guidelines established by the advertisement. Applications received must be complete and will be reviewed to determine if the applicant meets minimum qualifications for the vacancy. Work credit will only be given for paid positions, or internship under a higher education program relative to the qualifications for the position. All qualified applications will be submitted to the Hiring Authority after the closing date of the advertised vacancy.

B. Employment/Selection Process:

1. The Rating System set forth in this policy shall be utilized by the Hiring Authority and/or interview committee for scoring applicants selected for interview. Scoring shall be conducted in a manner that ensures objective criteria are used for selection of the most qualified applicants for vacant positions. Points shall be awarded to applicants for the following criteria: education, experience, and military service. The Rating System shall include:
 - a. Related Education. The applicant must meet minimum requirements for the job classification or must be approved as a qualified applicant per state requirements. A maximum of ten (10) points may be awarded to an applicant for completion of Related Education above and beyond the Minimum Educational Requirements for the position. (For example: If the Minimum Qualifications require a high school diploma, and the applicant possesses a related Associate's degree, two and one-half (2.5) points will be awarded; if the applicant possesses a related Bachelor's degree, five (5) points will be awarded, and if the applicant possesses a related Master's degree, ten (10)

points will be awarded. If a Bachelor's degree is required and the applicant possesses a related Master's degree, five (5) points will be awarded, and if the applicant possesses a related Doctorate's degree, ten (10) points will be awarded.) A copy of the diploma or degree showing the award of the educational level is required. All diplomas received must be from an institution accredited by the Department of Education for the applicable state. All degrees received must be from a college or university accredited by one of the Regional Institutional Accrediting agencies recognized by the United States Department of Education.

- b. Related Experience. An applicant's experience level for the job classification is awarded one-quarter (.25) points for each month of related experience exceeding the minimum requirements, up to a maximum of ten (10) points.
- c. Veteran's Status. An applicant may qualify for five (5) or ten (10) points in accordance with provisions of the Arkansas Veteran's Preference Law. To claim Veteran's Preference, an applicant must be honorably discharged from a tour of active duty, other than active duty for training only, with the Armed Forces of the United States, or served honorably in the National Guard or Reserve Forces of the United States for a period of at least six (6) years, whether retired or discharged. Five (5) points are awarded for standard veteran's preference. A disability discharge is ten (10) points. Discharge must be for "Honorable" or "Under Honorable Conditions" only. Disabled veterans or the spouse of a disabled veteran shall have ten (10) points added to his/her final rating score. The applicant must produce a copy of their DD214 long form or NGB form 22 to receive veteran's preference points. Total points awarded for veteran's status cannot exceed ten (10) points.
- d. Interview. Scoring for interviews shall be determined by assessing 1) the completed application form, 2) other written material gathered or presented and the applicant's responses to questions which support the knowledge, skills, and abilities (KSA's) of each job specification. The rating shall be multiplied times the numerical weight (importance) assigned for each KSA to determine the interview score, which must be 60% or higher. Any supervisory position requires an interview score of 70% or higher.

2. The Hiring Authority shall appoint the interview committee, which will consist of three (3) to five (5) members of the Department. These committee members must be representative of the racial and gender composition of the applicant pool, the same or higher grade as the advertised position, and familiar with the knowledge, skills, and abilities of the position to be filled or positions consisting of General Salary 1-4 can be interviewed by the immediate supervisor of the position without a committee. The Hiring Authority may also bypass the committee system if there are three (3) or fewer applicants eligible for the position. At least one (1) member of the interviewing process must have successfully completed Structured Interviewing Training. The Hiring Authority may select the top-scoring applicant if the Hiring Authority sat on the original interview panel; or, prior to making a final selection, the Hiring Authority may elect to re-interview the top three (3) applicants if the Hiring Authority did not sit on the original interview panel. Written justification in clear and unambiguous terms is required if the applicant selected did not receive the highest score, and this justification must state why this person was selected over the top scoring applicant.
3. Interviews will be conducted for advertised positions if there are applicants with a natural, maximum pre-score cut-off of ten (10) points based on: education, military service, and work experience. Work experience and education must be applicable to the advertised position in order to receive points. However, no applicant can receive more than thirty (30) pre-score points. There is no minimum or maximum number of applicants that can be interviewed for a position. All applicants with military service, who provide a copy of their DD214 showing an honorable discharge, will receive veteran's preference points and must be interviewed, regardless of their pre-score points.

If the Hiring Authority chooses to interview only those applicants with a minimum pre-score, then all applicants with that pre-score, or above, must be interviewed.

4. The Hiring Authority or Human Resources must conduct a background check on all new employees, contractors, volunteers, and Interns/Student Services prior to them assuming their duties, in order to identify whether there are criminal convictions that have a specific relationship to the job performance. The background check shall include comprehensive identifier information to be collected and run against law enforcement indices. If suspect information on matters with a potential terrorism connection is returned on an applicant, it is forwarded to the local Joint Terrorism Task Force (JTTF) or other similar agency. The background check shall include, but is not limited to, NCIC/ACIC record review, Justice

Exchange, two (2) or more favorable employment reference checks, and Maltreatment Registries check. If the NCIC/ACIC report reveals ten (10) or more points assessed against an applicant's driver's license, or reveals that a license is suspended or not valid, the applicant is not eligible for hire if the position applied for requires a driver's license or requires driving a state vehicle. If the applicant only has one (1) favorable employment reference, or has no employment history, approval to hire may be granted by Central Human Resources. The Hiring Authority must be notified if the references cannot be obtained within three (3) working days. Documentation relative to the employment background check must be attached to the promotion/hire packet.

5. Incumbent staff who promote or demote to business positions in areas such as accounting, inmate banking, commissary, or any other area which has access to agency financial accounts, must have a background check completed and submitted as part of the packet for approval. This also applies to staff that promote or demote to a position in Information Technology. Employees occupying these positions will have an updated background check every five (5) years. Although a criminal conviction, (i.e. embezzlement, fraud, etc.), does not automatically eliminate an applicant, approval may not be granted due to the nature of the criminal charge if it may conflict with the type of duties being performed.
6. Pre-employment screenings as may be required by department policy or procedure will be conducted prior to final review and approval of selectee. Such screenings may include, but are not limited to: 1) a drug test, 2) a physical assessment, 3) a tuberculosis test, and 4) the ability to perform essential job functions. Applicants rejected for failing to pass a test for drugs will not be reconsidered for twelve (12) months from the date of rejection and upon reapplication must have successfully completed a state licensed drug rehabilitation program during the twelve-month period. A final offer of employment may not be made until all required documentation has been received and administrative approval has been received.
7. The promotion/hire package recommending an applicant for selection must be presented to the Central Human Resources Office for administrative approval. The packet will consist of all documents as specified on the Human Resources Pre and Post Check-Off Sheet, including the Contingent Hire Notification documentation.
8. Positions classified as GS09 and above; IT08 and above; and MP03 and above will be approved by the Director. GS07 and GS08; IT06 and IT07; and MP02 and below will be approved by

the applicable Deputy/Assistant Director. GS06 and below will be approved by the Hiring Authority and the Human Resources Administrator.

9. Following acceptance of an offer of employment, all other applicants will be notified of the decision by the Central Human Resources Office. Approved promotions and transfers should occur within two (2) weeks following the employee's acceptance of the position and notice to his/her supervisor, unless alternative arrangements are authorized by the gaining and losing Hiring Authority.

C. Transfer:

1. Administrative Transfer. The Director may at any time transfer employees and/or their positions to another location when the transfer is in the best interest of the Department.
2. Voluntary Transfer. An Employee of the Department of Correction may request a voluntary transfer from a position classification at one location to the same position classification at another location provided there is an open advertisement for that position at the desired unit. The applicant will route requests for voluntary transfers through the Hiring Authority (releasing and receiving) for consideration and approval. The Hiring Authority has the option of selecting a transfer applicant in lieu of interviewing for the vacant position.

D. Demotion:

1. Administrative Demotion. Employees may be demoted to a lower-graded position classification in accordance with provisions of the department's employee conduct standards policy. All demotions must be approved by the applicable Deputy/Assistant Director or Administrator.
2. Voluntary Demotion. Employees of the Department of Correction may request a voluntary demotion from their current position classification at one location to a lower graded position classification at the same or at another location provided a vacancy has been advertised. A completed state application must be received during the advertisement period. The applicant will be considered with all other qualified applicants in the interview process.

E. Rehire:

1. The Hiring Authority will review Rehire applications and related previous work history to determine the reason(s) the employee

terminated employment with the Department of Correction. Applications from persons not recommended for Rehire will not be considered for at least twelve (12) months from date of termination; however, the Human Resources Administrator may approve rehire after six (6) months if termination was unrelated to either (1) contraband or (2) inappropriate relationships with inmates, unless the employee left pending an investigation. Applications from persons terminated for violation of the drug testing policy will not be considered for at least six (6) months, and the applicant must have successfully completed a state licensed drug rehabilitation program since termination to qualify for rehire consideration.

A rehire applicant that has not been gone for at least ninety (90) days will be considered for re-employment only at his or her previous unit of assignment unless this requirement is waived by the Director. —A rehired employee with a NO for rehire status that has been waived by the director will not be eligible for promotion for 12 months from rehire date.

2. The Hiring Authority will include the Rehire application, along with the applicant's previous termination notice(s) and all documentation of previous employment periods with the Department of Correction. This information must be submitted with the Rehire packet and forwarded to Central Human Resources.
3. The Director or Human Resources Administrator will make the final decision regarding all Rehire applicants.

F. Procedures Manual/Required Forms:

The Human Resources office shall develop detailed administrative procedures and required forms to guide the employment process. The forms will be placed on the Department intranet site.



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Employment

NUMBER: 18-18

SUPERSEDES: 18-04

APPLICABILITY: All Employees and Applicants

REFERENCE: AR-204 Employment Policy

PAGE: 1 of 9

APPROVED: Original signed by Wendy Kelley

EFFECTIVE DATE: 5/3/2018

I. POLICY:

It shall be the policy of the Arkansas Department of Correction (ADC) to ensure all applicants are given fair and equal opportunity for employment in accordance with all state and federal guidelines.

II. PURPOSE:

The Arkansas Department of Correction is an Equal Opportunity Employer. All positions are open equally to qualified male and female applicants.

III. DEFINITIONS:

- A. Employee. A person regularly appointed or employed in a position of the Department of Correction for which he or she is compensated on a full-time basis and which has a class title and pay grade in Arkansas Code Annotated § 21-5-208.
- B. Class or Classification. A group of positions sufficiently similar as to duties performed, scope of discretion and responsibility, minimum requirements of training and experience or skill, and other characteristics that the same title, the same test of fitness, and the same scale of compensation have been or may be applied.

- C. Promotion. A change in duty assignment of an employee from a position in one classification to a position in another classification of a higher salary and/or grade requiring higher qualifications, such as greater skill and longer experience, and involving a higher level of responsibility.

In accordance with the AD governing Employee Conduct Standards, an employee is not eligible to apply for or receive a promotion or transfer while on probation as a result of disciplinary action unless a waiver has been granted by the Director.

An employee who applies for and receives a demotion, or who has been administratively demoted, will not be eligible to receive a promotion to a higher classification during the twelve (12) months following the demotion.

If an employee promotes to a classification one or more grades higher than the current classification within their current pay grid, a 10% salary increase on the salary, less any enhancements or differentials, will normally be awarded. If an employee promotes from the career service pay grid to the professional and executive pay grid, a 12% salary increase on the salary, less any enhancements or differentials, will normally be awarded. However, provisions of the state pay plan will govern in all situations as years of service and other applicable situations may limit the increase that may be awarded.

- D. Demotion. A change in duty assignment of an employee from a position in one classification to a position in another classification of a lower salary and grade requiring fewer qualifications such as lower skill requirements, less job-related experience, and a lower level of responsibility. When an employee voluntarily or is administratively demoted to a classification one or more grades below the current classification within their current pay grid, a salary decrease of 10% or 12%, less any enhancements or differentials, will normally be required. However, provisions of the state pay plan will govern in all situations as years of service and other applicable situations may limit the decrease that may be required. An employee who applies for and receives a demotion, or who has been administratively demoted, will not be eligible to receive a promotion to a higher classification during the twelve (12) months following the demotion.

If an employee enters a position that is authorized to receive a Labor Market Rate or a Tier Plan Rate and receives a promotion, demotion, or transfer within the same job family or tier level within twelve (12) months, their base salary must be adjusted with the applicable percentage increase or decrease according to provisions of the pay plan and authority of the Office of Personnel Management.

- E. New Hire. Employees entering state service for the first time.
- F. Rehire. Employees returning to state service after a break in employment of two or more pay periods.
- G. Displaced Worker. An individual who has worked for an employer that has downsized or closed within the last twelve (12) months, in which they were continuously employed for three (3) or more years, will be considered for hire with the ADC without a high school diploma or GED. All other criteria must be successfully completed. This individual will not be eligible for any type of promotion and/or merit increase/promotion until he/she has acquired a GED.
- H. Transfer. Employees transferring between state agencies or institutions or laterally within the Department of Correction without a break in service.
- I. Hiring Authority. Human Resources Administrator/Wardens/Center Supervisors/Administrators are authorized to make final selection of applicants for positions available within the Arkansas Department of Correction.
- J. Human Resources. Any employee assigned or designated by a Deputy/Assistant Director, Warden, Center Supervisor, or Administrator, whether within a division, unit, or Central Human Resources, to perform employment-related functions.

IV. PROCEDURES:

A. Position Vacancies:

1. The Hiring Authority must initiate a Position Vacancy Report and Hiring Freeze, with appropriate justification, in order to fill any vacant position. These documents must be submitted to the Central Human Resources Office.
2. Upon receipt of the Hiring Freeze, the Central Human Resources Office will determine if the position is budgeted and authorized to be filled. It will then be forwarded to the Department of Finance and Administration, Office of Personnel Management, for final approval.
3. Positions assigned to GS13 and above, IT08 and above, MP03 and above, or Senior Executive position vacancies, are not required to be advertised. The Director has the authority and discretion to appoint or transfer individuals into these classifications.
4. Classified position vacancies within the general salary pay plan must be advertised according to procedures established by the

Department of Finance and Administration, Office of Personnel Management, except when an emergency hire is warranted.

5. Requests for recruitment or advertisement of positions that require additional actions, (e.g., newspapers, mail-outs, etc.), must be submitted to and coordinated by the Central Human Resources Office.
6. Individual units may advertise monthly for Correctional Officer (CO) I's if there are open positions available at that unit. Each application must have a completed disposition within thirty (30) days of receipt. If an application is not dispositioned within thirty (30) days, no new applications may be accepted.
7. All applications received for advertised positions must be submitted according to the guidelines established by the advertisement. Applications received must be complete and will be reviewed to determine if the applicant meets minimum qualifications for the vacancy. Work credit will only be given for paid positions, or internship under a higher education program relative to the qualifications for the position. All qualified applications will be submitted to the Hiring Authority after the closing date of the advertised vacancy.

B. Employment/Selection Process:

1. The Rating System set forth in this policy shall be utilized by the Hiring Authority and/or interview committee for scoring applicants selected for interview. Scoring shall be conducted in a manner that ensures objective criteria are used for selection of the most qualified applicants for vacant positions. Points shall be awarded to applicants for the following criteria: education, experience, and military service. The Rating System shall include:
 - a. Related Education. The applicant must meet minimum requirements for the job classification or must be approved as a qualified applicant per state requirements. A maximum of ten (10) points may be awarded to an applicant for completion of Related Education above and beyond the Minimum Educational Requirements for the position. (For example: If the Minimum Qualifications require a high school diploma, and the applicant possesses a related Associate's degree, two and one-half (2.5) points will be awarded; if the applicant possesses a related Bachelor's degree, five (5) points will be awarded, and if the applicant possesses a related Master's degree, ten (10) points will be awarded. If a Bachelor's degree is required and the applicant possesses a related Master's degree, five

(5) points will be awarded, and if the applicant possesses a related Doctorate's degree, ten (10) points will be awarded.) A copy of the diploma or degree showing the award of the educational level is required. All diplomas received must be from an institution accredited by the Department of Education for the applicable state. All degrees received must be from a college or university accredited by one of the Regional Institutional Accrediting agencies recognized by the United States Department of Education.

- b. Related Experience. An applicant's experience level for the job classification is awarded one-quarter (.25) points for each month of related experience exceeding the minimum requirements, up to a maximum of ten (10) points.
 - c. Veteran's Status. An applicant may qualify for five (5) or ten (10) points in accordance with provisions of the Arkansas Veteran's Preference Law. To claim Veteran's Preference, an applicant must be honorably discharged from a tour of active duty, other than active duty for training only, with the Armed Forces of the United States, or served honorably in the National Guard or Reserve Forces of the United States for a period of at least six (6) years, whether retired or discharged. Five (5) points are awarded for standard veteran's preference. A disability discharge is ten (10) points. Discharge must be for "Honorable" or "Under Honorable Conditions" only. Disabled veterans or the spouse of a disabled veteran shall have ten (10) points added to his/her final rating score. The applicant must produce a copy of their DD214 long form or NGB form 22 to receive veteran's preference points. Total points awarded for veteran's status cannot exceed ten (10) points.
 - d. Interview. Scoring for interviews shall be determined by assessing 1) the completed application form, 2) other written material gathered or presented and the applicant's responses to questions which support the knowledge, skills, and abilities (KSA's) of each job specification. The rating shall be multiplied times the numerical weight (importance) assigned for each KSA to determine the interview score, which must be 60% or higher. Any supervisory position requires an interview score of 70% or higher.
2. The Hiring Authority shall appoint the interview committee, which will consist of three (3) to five (5) members of the Department. These committee members must be representative of the racial and

gender composition of the applicant pool, the same or higher grade as the advertised position, and familiar with the knowledge, skills, and abilities of the position to be filled or positions consisting of General Salary 1-4 can be interviewed by the immediate supervisor of the position without a committee. The Hiring Authority may also bypass the committee system if there are three (3) or fewer applicants eligible for the position. At least one (1) member of the interviewing process must have successfully completed Structured Interviewing Training. The Hiring Authority may select the top-scoring applicant if the Hiring Authority sat on the original interview panel; or, prior to making a final selection, the Hiring Authority may elect to re-interview the top three (3) applicants if the Hiring Authority did not sit on the original interview panel. Written justification in clear and unambiguous terms is required if the applicant selected did not receive the highest score, and this justification must state why this person was selected over the top scoring applicant.

3. Interviews will be conducted for advertised positions if there are applicants with a natural, maximum pre-score cut-off of ten (10) points based on: education, military service, and work experience. Work experience and education must be applicable to the advertised position in order to receive points. However, no applicant can receive more than thirty (30) pre-score points. There is no minimum or maximum number of applicants that can be interviewed for a position. All applicants with military service, who provide a copy of their DD214 showing an honorable discharge, will receive veteran's preference points and must be interviewed, regardless of their pre-score points.

If the Hiring Authority chooses to interview only those applicants with a minimum pre-score, then all applicants with that pre-score, or above, must be interviewed.

4. The Hiring Authority or Human Resources must conduct a background check on all new employees, contractors, volunteers, and Interns/Student Services prior to them assuming their duties, in order to identify whether there are criminal convictions that have a specific relationship to the job performance. The background check shall include comprehensive identifier information to be collected and run against law enforcement indices. If suspect information on matters with a potential terrorism connection is returned on an applicant, it is forwarded to the local Joint Terrorism Task Force (JTTF) or other similar agency. The background check shall include, but is not limited to, NCIC/ACIC record review, Justice Exchange, two (2) or more favorable employment reference checks, and Maltreatment Registries check. If the NCIC/ACIC report reveals ten (10) or more points assessed against an applicant's

driver's license, or reveals that a license is suspended or not valid, the applicant is not eligible for hire if the position applied for requires a driver's license or requires driving a state vehicle. If the applicant only has one (1) favorable employment reference, or has no employment history, approval to hire may be granted by Central Human Resources. The Hiring Authority must be notified if the references cannot be obtained within three (3) working days. Documentation relative to the employment background check must be attached to the promotion/hire packet.

5. Incumbent staff who promote or demote to business positions in areas such as accounting, inmate banking, commissary, or any other area which has access to agency financial accounts, must have a background check completed and submitted as part of the packet for approval. This also applies to staff that promote or demote to a position in Information Technology. Employees occupying these positions will have an updated background check every five (5) years. Although a criminal conviction, (i.e. embezzlement, fraud, etc.), does not automatically eliminate an applicant, approval may not be granted due to the nature of the criminal charge if it may conflict with the type of duties being performed.
6. Pre-employment screenings as may be required by department policy or procedure will be conducted prior to final review and approval of selectee. Such screenings may include, but are not limited to: 1) a drug test, 2) a physical assessment, 3) a tuberculosis test, and 4) the ability to perform essential job functions. Applicants rejected for failing to pass a test for drugs will not be reconsidered for twelve (12) months from the date of rejection and upon reapplication must have successfully completed a state licensed drug rehabilitation program during the twelve-month period. A final offer of employment may not be made until all required documentation has been received and administrative approval has been received.
7. The promotion/hire package recommending an applicant for selection must be presented to the Central Human Resources Office for administrative approval. The packet will consist of all documents as specified on the Human Resources Pre and Post Check-Off Sheet, including the Contingent Hire Notification documentation.
8. Positions classified as GS09 and above; IT08 and above; and MP03 and above will be approved by the Director. GS07 and GS08; IT06 and IT07; and MP02 and below will be approved by the applicable Deputy/Assistant Director. GS06 and below will be approved by the Hiring Authority and the Human Resources Administrator.

9. Following acceptance of an offer of employment, all other applicants will be notified of the decision by the Central Human Resources Office. Approved promotions and transfers should occur within two (2) weeks following the employee's acceptance of the position and notice to his/her supervisor, unless alternative arrangements are authorized by the gaining and losing Hiring Authority.

C. Transfer:

1. Administrative Transfer. The Director may at any time transfer employees and/or their positions to another location when the transfer is in the best interest of the Department.
2. Voluntary Transfer. An Employee of the Department of Correction may request a voluntary transfer from a position classification at one location to the same position classification at another location provided there is an open advertisement for that position at the desired unit. The applicant will route requests for voluntary transfers through the Hiring Authority (releasing and receiving) for consideration and approval. The Hiring Authority has the option of selecting a transfer applicant in lieu of interviewing for the vacant position.

D. Demotion:

1. Administrative Demotion. Employees may be demoted to a lower-graded position classification in accordance with provisions of the department's employee conduct standards policy. All demotions must be approved by the applicable Deputy/Assistant Director or Administrator.
2. Voluntary Demotion. Employees of the Department of Correction may request a voluntary demotion from their current position classification at one location to a lower graded position classification at the same or at another location provided a vacancy has been advertised. A completed state application must be received during the advertisement period. The applicant will be considered with all other qualified applicants in the interview process.

E. Rehire:

1. The Hiring Authority will review Rehire applications and related previous work history to determine the reason(s) the employee terminated employment with the Department of Correction. Applications from persons not recommended for Rehire will not be considered for at least twelve (12) months from date of

termination; however, the Human Resources Administrator may approve rehire after six (6) months if termination was unrelated to either (1) contraband or (2) inappropriate relationships with inmates, unless the employee left pending an investigation. Applications from persons terminated for violation of the drug testing policy will not be considered for at least six (6) months, and the applicant must have successfully completed a state licensed drug rehabilitation program since termination to qualify for rehire consideration.

A rehire applicant that has not been gone for at least ninety (90) days will be considered for re-employment only at his or her previous unit of assignment unless this requirement is waived by the Director. A rehired employee with a NO for rehire status that has been waived by the director will not be eligible for promotion for 12 months from rehire date.

2. The Hiring Authority will include the Rehire application, along with the applicant's previous termination notice(s) and all documentation of previous employment periods with the Department of Correction. This information must be submitted with the Rehire packet and forwarded to Central Human Resources.
3. The Director or Human Resources Administrator will make the final decision regarding all Rehire applicants.

F. Procedures Manual/Required Forms:

The Human Resources office shall develop detailed administrative procedures and required forms to guide the employment process. The forms will be placed on the Department intranet site.



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Protective Custody

NUMBER: 18-

SUPERSEDES: AD 16-06

APPLICABILITY: To All Staff, Specifically those Involved in the Classification/Assignment, Management and Segregation of Inmates.

**REFERENCE: AR 837 Protective Custody
AD 12-15 Initial Unit of Assignment**

PAGE: 1 of 7

APPROVED:

EFFECTIVE DATE:

I. POLICY:

The Arkansas Department of Correction shall provide Protective Custody housing at certain units/centers within the Department. An inmate is admitted to Protective Custody status only when there is documentation that Protective Custody status is warranted and no reasonable alternatives are available. Inmates in Protective Custody status shall be placed in restrictive housing when no other reasonable alternative is available, and shall be allowed access to congregational activities and access to programs commensurate with general population of the same classification levels.

II. PURPOSE:

An inmate may be separated from the general population when it is determined by the unit/center administration (Chief of Security/Deputy Warden or Warden) that separation is required for protection from other inmates for reasons of health and/or safety.

III. PROCEDURES:

A. Assignment

1. An inmate may request to be placed in Protective Custody status if he or she believes his/her safety is being threatened in the general population. However, assignment must be approved by the Warden.
2. The unit/center administration may elect to place an inmate in Protective Custody status if they believe he/she is in danger.
3. An inmate may be placed in Protective Custody on a temporary basis upon the approval of the unit/center administration.
- ~~4. An inmate whom the unit/center administration believes may cause (or be) a security risk to the good order and safety of the institution may be assigned temporarily to Protective Custody status.~~
- ~~45. The Warden, authorized designee, or shift supervisor can order immediate Protective Custody status when it is necessary to protect the inmate or others. The action will be approved, denied, or modified within twenty-four (24) hours by an appropriate or higher authority; however, if the initial placement was made by the Warden or Center Supervisor, a twenty-four (24) hour review is not necessary, and the action will be reviewed at the inmate's next classification review.~~
56. An inmate assigned to temporary Protective Custody status in restrictive housing will remain in that status until a determination is made by the Unit Classification Committee that the inmate should return to the general population, remain in Protective Custody, or transfer to another unit. An inmate remaining in Protective Custody status will be transferred to housing designated for Protective Custody within three (3) business days unless the appropriate Deputy Director after review directs other wise.
67. When an inmate is transferred to Protective Custody, medical staff will be informed immediately and will provide a screening and review as indicated by the protocols established by the medical services agreement for all inmates moving into Protective Custody settings.
78. An inmate assigned to Protective Custody status may have a conflict with another inmate assigned to Protective Custody status. The Chief Security Officer or his/her designee should consider cell assignment, job assignment, recreation, and any other relevant factor, in an effort to maximize each inmate's safety.

Comment [TM1]: These inmates are not housed under PC

Comment [TM2]: Does not comply with AC standard 4-4250

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89. No inmate shall be placed in Protective Custody on the basis of Gender Identity alone.

109. ~~A qualified Mental Health Professional will interview and prepare a written report on any inmate remaining in restrictive housing within seven (7) days of placement. Inmates under protective custody status are provided access to Mental Health Services~~

Comment [TM3]: Per Mr. Parker inmates on PC are not required to be interviewed. However, ACA standard 4-273 states that should have access to MH services

B. Institutional Classification Committee Procedures

1. The inmate will be given a meaningful hearing before the Classification Committee.
2. The inmate will receive written notification of the hearing not less than twenty-four (24) hours prior to the hearing.
3. The inmate will be allowed to appear before the Classification Committee to make any statement desired, and to present relevant documentary evidence including witness statements.
4. The determination as to whether an inmate will be placed in Protective Custody status, or returned to general population, will be made by a majority vote of the Classification Committee. All action taken by the committee requires a majority vote.
5. ~~If the temporary stay of Any inmate in Restrictive Housing under temporarily assigned to Protective Custody status is more than three (3) business days, his/her status will be will have his/her status reviewed by the Unit Classification Committee after no more than within seven (7) days.~~
6. ~~If the temporary stay in Protective Custody is more than seven (7) days, his/her status will be reviewed in accordance with Department Policy.~~
67. The Classification Committee may assign an inmate to a housing and program assignment in the general population or recommend transfer to another unit.

Comment [TM4]: To ensure that when an inmate is held in RH more than (3) days he/she is reviewed with (7) days to comply with ACA standard 4-253

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~~Any unit.~~ Any of the following may be considered by the Classification Committee in making its decision:

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- a. ~~The inmate's request for Protective Custody, and whether his/her physical size, stature or demeanor indicates that he/she is likely to be preyed upon by more aggressive inmates in the general~~

_____ population.

b. _____ The inmate's presentation of verifiable information identifying _____ specific individuals who present a threat of physical harm, and _____ whether or not the inmate is already housed in a single man cell.

c. _____ Information contained in the inmate's institutional/electronic file or _____ other areas of the criminal justice system which may indicate a need for Protective Custody.

d. _____ Other justifiable grounds exist that in the committee's judgment _____ makes placement of the inmate in Protective Custody necessary for _____ the good order and safety of the institution.

78. In a recommendation that an inmate be removed from Protective Custody, or transferred to another unit, the committee shall consider at least the following:

- a. A written report from a member of the treatment staff and/or security staff who is familiar with the inmate and his/her situation.
- b. A written report from other inmates, the Chaplain, Teacher(s), Assignment Supervisor(s), Healthcare Staff, and other appropriate individuals who may have information that may aid in the classification of an inmate.

89. Inmates who are at risk of sexual victimization, but not to the extent of requiring Protective Custody status, should be sent to a unit that best suits the inmate's individual needs. Factors that could indicate an inmate might be at risk of victimization include the following factors as set forth in the Prison Rape Elimination Policy (PREA):

- a. _____ Whether the inmate has a mental, physical or developmental disability;
- b. The age of the inmate, including whether the inmate is a juvenile;
- c. The physical build of the inmate/small stature;
- d. Whether the inmate has previously been incarcerated;
- e. Whether the inmate is homosexual, bisexual, transgender, or intersex;

- f. Whether the inmate previously experienced sexual victimization; and
 - g. The inmate's own perception of vulnerability.
109. The inmate will be advised of the reasons of his/her assignment to Protective Custody status in writing and a copy of the reasons will be maintained in the inmate's electronic file. All decisions may be subject to review and approval or disapproval by the Warden or his/her designee.

C. Controls and Privileges While in Protective Custody

1. Housing in separate areas of the institution will be determined by the Warden. Protective Custody housing space must restrict unauthorized and unsupervised contact with the general population.
2. When restricted to his/her cell (also known as restrictive housing), an inmate will be personally observed by a correctional officer twice per hour, but no more than forty (40) minutes apart, on an irregular schedule.
3. Assigned work duties will be within the limits of the inmate's medical classification, and within the restricted area that does not allow unauthorized or unsupervised contact with general population inmates.
4. Regularly scheduled meals may be served in cells, housing unit, or chow hall.
5. Television and radio privileges will be same as in general population.
6. Institutional activities will be approved by the Warden. Inmates in Protective Custody status have access to programs and services that include, but are not limited to, the following: educational services, commissary, library services, law library services, social services, behavioral health and treatment services, religious guidance, and recreational programs.
7. Protective Custody inmates in restrictive housing shall be scheduled a minimum of ten (10) hours recreation and ten (10) hours out of cell time per week which may be extended recreation opportunities, other leisure activities and/or work assignment. Inmates should must be provided /scheduled twenty (20) hours out-of-cell time per week in daily increments (sometime out of cell each day), but in no event less than five (5) hours per week for recreation.

Comment [TM5]: ACA Standard 4-4270 states PC inmates are provided 5 hours a week recreation. However, per Mr. Payne inmates at Dermont U does receive 20 hours out of cell

8. Protective Custody Inmates can write and receive letters on the same basis as inmates in the general population.
9. Chaplains will visit the Protective Custody area regularly and upon request.
10. Inmate visitation is covered by the Department visitation policy, AD 15-27; however, visits may be in a separate visitation room and may be conducted in the presence of an officer or other support staff. Visits will be conducted in accordance with the unit visitation schedule as approved by the Warden and Director.
11. Access to the inmate phone system will be in accordance with the unit schedule and may be limited when it is necessary to protect the public safety and/or institutional order and safety.
12. Referrals to medical, dental or mental health services through sick call, or for medical emergencies, are the same as for other inmates although Protective Custody inmates should remain separated from general population inmates.
13. Permitted commissary orders may be delivered to the Protective Custody area when security is not available to escort the inmates to the commissary.
14. All inmates in Protective Custody status will be provided suitable clothing, and access to basic personal items for use in their housing areas unless there is imminent danger that an inmate or any other inmates will destroy an item or induce self- injury. For example, razors may be restricted.
15. Library services will be provided by the same schedule as provided for general population. Program accommodations should be comparable to those provided for general population commensurate with good correctional security practice.
16. Protective Custody inmates will receive laundry and hair care services and will be issued exchanged clothing, bedding, and linens on the same basis as inmates in general population. Exceptions are permitted only when found necessary by the senior officer on duty; any exception will be recorded in the unit log and a justification written.
17. Access to law materials upon request will be ensured and will be in accordance with unit policy, as provided for general population.

18. Access to attorney of record via legal mail, telephone and visits will be ensured and will be in accordance with unit policy as provided for general population.
19. Inmates leaving or entering the Protective Custody area must be thoroughly searched. They will be escorted by adequate security staff to maintain safety and security. Protective Custody inmates will not be restrained unless required for security reasons or based upon the inmate's classification.

D. Review of Protective Custody Status

1. The Classification Committee or authorized staff must review the status of every inmate assigned to Protective Custody status every ~~one hundred and eighty (180) days or less~~ seven days for the first two (2) months and at least 30 days thereafter, to determine if the reason(s) for placement continue to exist. The inmate will be personally interviewed by the Classification Committee or authorized staff. All reviews will be documented in the inmate's electronic file.
2. No inmate shall remain in restrictive housing (in-cell for twenty-two (22) hours or more per day) for more than ~~thirteen (34) business days~~ year unless he/she has been personally interview by the Warden at the end of one (1) year and such action is approved by the Warden. At the end of the second and each additional year that an inmate remains in restrictive hou unless the appropriate Deputy Director directs other wise, sing, he/she must be personally interviewed by both the Warden and the Deputy Director, who will determine whether continuation in that status is necessary and appropriate.
3. The calculating and scheduling of an inmate's Protective Custody hearing/review will not change if the inmate transfers to another unit and remains on Protective Custody status or in restrictive housing.
4. The inmate may appear before the Classification Committee unless a less restrictive unit classification is being made or security or other concerns (health reasons) warrant non-appearance of the inmate. If the inmate refuses to appear before the Classification Committee, documentation of the refusal will be maintained in his/her electronic file.
5. The Unit Classification Committee and the Warden may review the status of an inmate on Protective Custody status at any time if information is received that the threat that initially caused the inmate to be placed in Protective Custody status no longer exists.

Comment [TM6]: Changed in order to comply with ACA standard 4-4253

Comment [TM7]: Inmates are not to be house in RH more than (3) business days unless authorized by the Deputy Director.



Arkansas Department of Correction

Arkansas Department of Correction
PO Box 8707
Pine Bluff, AR 71611
Phone: 870-267-6999
Fax: 870-267-6244

ADMINISTRATIVE DIRECTIVE

SUBJECT: Protective Custody

NUMBER: 18-19

SUPERSEDES: AD 16-06

APPLICABILITY: To All Staff, Specifically those Involved in the Classification/Assignment, Management and Segregation of Inmates.

REFERENCE: AR 837 Protective Custody
AD 12-15 Initial Unit of Assignment

PAGE: 1 of 7

APPROVED: original Signed by Wendy Kelley

EFFECTIVE DATE: 05/12/2018

I. POLICY:

The Arkansas Department of Correction shall provide Protective Custody housing at certain units/centers within the Department. An inmate is admitted to Protective Custody status only when there is documentation that Protective Custody status is warranted and no reasonable alternatives are available. Inmates in Protective Custody status shall be placed in restrictive housing when no other reasonable alternative is available, and shall be allowed access to congregational activities and access to programs commensurate with general population of the same classification levels.

II. PURPOSE:

An inmate may be separated from the general population when it is determined by the unit/center administration (Chief of Security/Deputy Warden or Warden) that separation is required for protection from other inmates for reasons of health and/or safety.

III. PROCEDURES:

A. Assignment

1. An inmate may request to be placed in Protective Custody status if he or she believes his/her safety is being threatened in the general population. However, assignment must be approved by the Warden.
2. The unit/center administration may elect to place an inmate in Protective Custody status if they believe he/she is in danger.
3. An inmate may be placed in Protective Custody on a temporary basis upon the approval of the unit/center administration.
4. The Warden, authorized designee, or shift supervisor can order immediate Protective Custody status when it is necessary to protect the inmate or others. The action will be approved, denied, or modified within twenty-four (24) hours by an appropriate or higher authority.
5. An inmate assigned to temporary Protective Custody status in restrictive housing will remain in that status until a determination is made by the Unit Classification Committee that the inmate should return to the general population, remain in Protective Custody, or transfer to another unit. An inmate remaining in Protective Custody status will be transferred to housing designated for Protective Custody within three (3) business days unless the appropriate Deputy Director after review directs other wise.
6. When an inmate is transferred to Protective Custody, medical staff will be informed immediately and will provide a screening and review as indicated by the protocols established by the medical services agreement for all inmates moving into Protective Custody settings.
7. An inmate assigned to Protective Custody status may have a conflict with another inmate assigned to Protective Custody status. The Chief Security Officer or his/her designee should consider cell assignment, job assignment, recreation, and any other relevant factor, in an effort to maximize each inmate's safety.
8. No inmate shall be placed in Protective Custody on the basis of Gender Identity alone.
9. Inmates under protective custody status are provided access to Mental Health Services

B. Institutional Classification Committee Procedures

1. The inmate will be given a meaningful hearing before the Classification Committee.
2. The inmate will receive written notification of the hearing not less than twenty-four (24) hours prior to the hearing.
3. The inmate will be allowed to appear before the Classification Committee to make any statement desired, and to present relevant documentary evidence including witness statements.
4. The determination as to whether an inmate will be placed in Protective Custody status, or returned to general population, will be made by a majority vote of the Classification Committee. All action taken by the committee requires a majority vote.
5. If the temporary stay of any inmate in Restrictive Housing under Protective Custody status is more than three (3) business days, his/her status will be reviewed by the Unit Classification Committee within seven (7) days.
6. The Classification Committee may assign an inmate to a housing and program assignment in the general population or recommend transfer to another unit. Any of the following may be considered by the Classification Committee in making its decision:
 - a. The inmate's request for Protective Custody, and whether his/her physical size, stature or demeanor indicates that he/she is likely to be preyed upon by more aggressive inmates in the general population.
 - b. The inmate's presentation of verifiable information identifying specific individuals who present a threat of physical harm, and whether or not the inmate is already housed in a single man cell.
 - c. Information contained in the inmate's institutional/electronic file or other areas of the criminal justice system which may indicate a need for Protective Custody.
 - d. Other justifiable grounds exist that in the committee's judgment makes placement of the inmate in Protective Custody necessary for the good order and safety of the institution.

7. In a recommendation that an inmate be removed from Protective Custody, or transferred to another unit, the committee shall consider at least the following:
 - a. A written report from a member of the treatment staff and/or security staff who is familiar with the inmate and his/her situation.
 - b. A written report from other inmates, the Chaplain, Teacher(s), Assignment Supervisor(s), Healthcare Staff, and other appropriate individuals who may have information that may aid in the classification of an inmate.
8. Inmates who are at risk of sexual victimization, but not to the extent of requiring Protective Custody status, should be sent to a unit that best suits the inmate's individual needs. Factors that could indicate an inmate might be at risk of victimization include the following factors as set forth in the Prison Rape Elimination Policy (PREA):
 - a. Whether the inmate has a mental, physical or developmental disability;
 - b. The age of the inmate, including whether the inmate is a juvenile;
 - c. The physical build of the inmate/small stature;
 - d. Whether the inmate has previously been incarcerated;
 - e. Whether the inmate is homosexual, bisexual, transgender, or intersex;
 - f. Whether the inmate previously experienced sexual victimization; and
 - g. The inmate's own perception of vulnerability.
9. The inmate will be advised of the reasons of his/her assignment to Protective Custody status in writing and a copy of the reasons will be maintained in the inmate's electronic file. All decisions may be subject to review and approval or disapproval by the Warden or his/her designee.

C. Controls and Privileges While in Protective Custody

1. Housing in separate areas of the institution will be determined by the Warden. Protective Custody housing space must restrict unauthorized and unsupervised contact with the general population.
2. When restricted to his/her cell (also known as restrictive housing), an inmate will be personally observed by a correctional officer twice per hour, but no more than forty (40) minutes apart, on an irregular schedule.
3. Assigned work duties will be within the limits of the inmate's medical classification, and within the restricted area that does not allow unauthorized or unsupervised contact with general population inmates.
4. Regularly scheduled meals may be served in cells, housing unit, or chow hall.
5. Television and radio privileges will be same as in general population.
6. Institutional activities will be approved by the Warden. Inmates in Protective Custody status have access to programs and services that include, but are not limited to, the following: educational services, commissary, library services, law library services, social services, behavioral health and treatment services, religious guidance, and recreational programs.
7. Protective Custody Inmates should be provided twenty (20) hours out-of-cell time per week in daily increments (sometime out of cell each day), but in no event less than five (5) hours per week for recreation.
8. Protective Custody Inmates can write and receive letters on the same basis as inmates in the general population.
9. Chaplains will visit the Protective Custody area regularly and upon request.
10. Inmate visitation is covered by the Department visitation policy, AD 15-27; however, visits may be in a separate visitation room and may be conducted in the presence of an officer or other support staff. Visits will be conducted in accordance with the unit visitation schedule as approved by the Warden and Director.
11. Access to the inmate phone system will be in accordance with the unit schedule and may be limited when it is necessary to protect the public safety and/or institutional order and safety.

12. Referrals to medical, dental or mental health services through sick call, or for medical emergencies, are the same as for other inmates although Protective Custody inmates should remain separated from general population inmates.
13. Permitted commissary orders may be delivered to the Protective Custody area when security is not available to escort the inmates to the commissary.
14. All inmates in Protective Custody status will be provided suitable clothing, and access to basic personal items for use in their housing areas unless there is imminent danger that an inmate or any other inmates will destroy an item or induce self- injury. For example, razors may be restricted.
15. Library services will be provided by the same schedule as provided for general population. Program accommodations should be comparable to those provided for general population commensurate with good correctional security practice.
16. Protective Custody inmates will receive laundry and hair care services and will be issued exchanged clothing, bedding, and linens on the same basis as inmates in general population. Exceptions are permitted only when found necessary by the senior officer on duty; any exception will be recorded in the unit log and a justification written.
17. Access to law materials upon request will be ensured and will be in accordance with unit policy, as provided for general population.
18. Access to attorney of record via legal mail, telephone and visits will be ensured and will be in accordance with unit policy as provided for general population.
19. Inmates leaving or entering the Protective Custody area must be thoroughly searched. They will be escorted by adequate security staff to maintain safety and security. Protective Custody inmates will not be restrained unless required for security reasons or based upon the inmate's classification.

D. Review of Protective Custody Status

1. The Classification Committee or authorized staff must review the status of every inmate assigned to Protective Custody status every seven days for the first two (2) months and at least 30 days thereafter, to determine if the reason(s) for placement continue to exist. The inmate will be personally interviewed by the Classification Committee or authorized staff. All reviews will be documented in the inmate's electronic file.

2. No inmate shall remain in restrictive housing (in-cell for twenty-two (22) hours or more per day) for more than three (3) business days unless the appropriate Deputy Director directs other wise.
3. The calculating and scheduling of an inmate's Protective Custody hearing/review will not change if the inmate transfers to another unit and remains on Protective Custody status or in restrictive housing.
4. The inmate may appear before the Classification Committee unless a less restrictive unit classification is being made or security or other concerns (health reasons) warrant non-appearance of the inmate. If the inmate refuses to appear before the Classification Committee, documentation of the refusal will be maintained in his/her electronic file.
5. The Unit Classification Committee and the Warden may review the status of an inmate on Protective Custody status at any time if information is received that the threat that initially caused the inmate to be placed in Protective Custody status no longer exists.



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Release Process

NUMBER: 18-44

SUPERSEDES: 184-1143

APPLICABILITY: To Unit/Center employees, especially records staff

REFERENCE: AR 803

PAGE 1 of 110

APPROVED: Original signed by Wendy Kelley EFFECTIVE
DATE: 02/27/2018

I. POLICY:

To establish a procedure by which all inmates are released from the institution.

II. PURPOSE:

Appropriate guidelines must exist to ensure all obligations have been met before an inmate is released.

III. PROCEDURE:

When an inmate is scheduled for release from the institution, it will be necessary for the appropriate sections to clear the inmate and sign the attached Clearance Sheet verifying that the inmate is cleared for release. The Clearance Sheet will originate in the Records Office and will be made part of the inmate's permanent institutional file.

Each section will be responsible for checking the following pertaining to the inmate being released:

1. Shift Lieutenant/Captain - Disciplinarys which may not have reached the file that could affect inmate's release; notification to count room for adjusting unit count.

2. Commissary - Close out of inmate's account.
3. Mail - Check for any undistributed mail and obtain forwarding address.
4. Medical/Mental Health - Issue any current prescribed medications to inmate and provide written instructions for continuation of medical/mental health care upon release if appropriate.
5. Property - Ascertain that inmate is in possession of all personal property and not in possession of any state property.
6. Key Control Officer- To ascertain that all state issued keys, locks/ lock cylinders have been ~~returned~~returned
7. Laundry - Ascertain that all state issued clothing has been returned.
8. Parole/Transfer - Ascertain that inmate is eligible and has been approved for parole/transfer whether regular parole/transfer, or regular parole/transfer with special conditions; verify receipt of debit card (if applicable), and confirm that transportation arrangements are made.
9. Records —
 - a. ~~Ascertain that all other sections individuals designated by this policy have~~
~~signed off on the Clearance Sheet.~~
 - b. Check all commitment orders, by ~~information directly~~
from the commitment paperwork, to verify time computation and ~~release eligibility; by and completing the appropriate Release~~
Verification Checklist (Regular Parole/Transfer, Discharge, Court and/or Court Order).
 - c. ~~Records will ensure that all ACIC/NCIC arrests and warrants have been~~
verified for a disposition with the appropriate arresting ~~County~~ agencies.
 - d. ~~Records will verify any and all open pending cases and will document~~
all findings on the Department Release Contact Sheet and obtain documentation when needed. ~~Records will~~
 - e. Notify the Shift Lieutenant/Captain if the inmate is being released to a
detainer. ~~on pending, or e~~
 - f. Notify the Warden/Deputy Warden of any pending, or questionable,
charges. Notify all details of a case or charge if county does not wish to
place a detainer
 - g. ~~If there are any open pending cases, records staff will notify the county of~~
~~the inmates pending release and ask if they would like to place a detainer.~~
~~Records staff will use all available methods to research the status of any~~
~~case or charge, such as the Administrative Offices of the Court aka as~~
~~Court Connect, County Circuit Clerk's eOffice, County Sheriff's eOffice~~
~~and the Prosecuting Attorney's eOffice. If there are any pending cases,~~

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notify that County of the inmate's pending release, and confirm they have placed ~~and if that they place~~ a detainer. Record staff should enter a detainer if the county indicates they will pick up the inmate.

- h. Ensure that the proper sex offender paperwork is completed if applicable, ~~and~~
- i. ~~and~~ Document whether the inmate is being released with a State ID/DL or their ADC ID.

~~Perform queries in the Arkansas Crime Information Center (ACIC) database and review for warrants and or charges without a disposition. If either are present, contact the appropriate Law Enforcement Agency, Circuit/Municipal Court and or Prosecuting Attorney's Office of the arresting County to inquire about the placement of a detainer or obtain documentation that one is not needed. Record findings on the Release Contact Sheet. Notify the Shift Lieutenant/Captain if the inmate is being released to a detainer. Ensure that the proper sex offender paperwork is completed if applicable.~~

~~Lieutenant/Captain if the inmate is being released to a detainer.~~

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- 10. Hobby Craft Supervisor – To verify that the inmate has no work craft pending debts.
- 11. Work Release Supervisor – To notify the employer and coordinate the return of the work release uniforms.
- 12. Victim Notification – Upon discharge/parole of an inmate, the Records Supervisor/Institutional Release Officer will be responsible for notifying the Victim Coordinator by written notification and/or by phone call.
- 13. All inmates must have a DNA test before being released on parole or discharge.
- 14. ~~Records Supervisor will ensure that the proper sex offender paperwork is completed.~~
- 145. Chaplain will offer inmates a resource guide to assist them in transition, a list of ex-inmate friendly religious institutions, and any other faith based related assistance requested.
- 156. Release of the inmate from custody will normally terminate his or her grievance, unless the parties are under court order to exhaust remedies or the grievance highlights a problem that needs to be addressed at the discretion of the Chief Deputy/Deputy/Assistant Director.
- 169. Warden/Deputy Warden shall escort the inmate out of the unit once all release paperwork is completed.

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V. ATTACHMENTS:

- #1 - Clearance Sheet
- #2 - ~~Release Department~~ Contact Sheet
- #3 - Release Verification Checklist - Regular Parole
- #43 - Release Verification Checklist - Discharge
- #54 - Release Verification Checklist - Court Order
- #65 - Sex Offender Acknowledgement Form
- #76 - Sex Offender Registration Form

ARKANSAS DEPARTMENT OF CORRECTION
UNIT

CLEARANCE SHEET

INMATE: _____ ADC # _____

T.E. OR DISCHARGE DATE: _____

The above named inmate is being released from this institution by:

_____ Regular Parole/Transfer	_____ Early Parole (Act 418) Emergency Powers Act
_____ Transfer Eligibility	_____ Early Parole (Act 1721) Emergency Powers Act
_____ Transitional Housing (Act 679)	_____ Per Court Order
_____ Act 290	_____ BOND
_____ DISCHARGE	
_____ Parole to Detainer	
_____ Discharge to Detainer	

The following sections, prior to release by the Records Office, must clear each inmate being processed for release from this institution.

Shift Lieutenant/Captain: _____ (Signature)	Time and Date: _____
Commissary: _____ (Signature)	Time and Date: _____
Mail Room: _____ (Signature)	Time and Date: _____
Medical Records: _____ (Signature)	Time and Date: _____
Mental Health: _____ (Signature)	Time and Date: _____
Property: _____ (Signature)	Time and Date: _____
Key Control: _____ (Signature)	Time and Date: _____
Laundry: _____ (Signature)	Time and Date: _____
Parole: _____ (Signature)	Time and Date: _____
Classification: _____ (Signature)	Time and Date: _____
Work Release Supervisor: _____ (Signature)	Time and Date: _____
Hobby Craft Supervisor: _____ (Signature)	Time and Date: _____
Inmate Debit Card: _____ (Inmate Signature) (ADC Number)	Time and Date: _____

The above named inmate has been cleared by each of the above sections, the Records Office has checked all commitment papers, verified the time computation and release eligibility dates, and the inmate is cleared for release. I have advised the Deputy Warden/Center Supervisor or Designee if this inmate is being released to a detainer and of any pending or questionable charges or cases.

Records Supervisor (Signature)

Warden/Center Supervisor or Designee (Signature)

**DEPARTMENTS CONTACTED PRIOR TO INMATE'S
PAROLE/DISCHARGE/RELEASE CONTACT SHEET**

NAME _____ ADC # _____
 DOB _____
 COUNTY _____

CONTACT PERSON FOR THE FOLLOWING DEPARTMENTS:

PROSECUTING ATTORNEY'S OFFICE

Comments: _____

SHERIFF'S DEPARTMENT

Comments: _____

CIRCUIT CLERK'S OFFICE

Comments: _____

POLICE DEPARTMENT

Comments: _____

MUNICIPAL COURT

Comments: _____

Per the above contact person(s) this inmate has no pending charges and may be released from ADC.

per the above contact person(s) this inmate has pending charges and will be taken custody by the above county.
ADDITIONAL NOTES:

Person Conducting Release Checks _____

Date _____

Attachment #3*

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Inmate Name: _____ ADC # _____
 T.E./P.E. Date: _____ E.P.A.? Yes () No ()

REGULAR PAROLE/TRANSFER
Release Verification

		<u>YES</u>	<u>NO</u>
1.	Has time computation been verified by checking felony class, Act sentenced under, term status, consecutive or concurrent sentences, sentence begin date, jail time credits, dead time?	_____	_____
1b.	If so, have the computer entries been compared against the commitment documents?	_____	_____
2.	Has P.E./T.E. eligibility date, both in the computer and Institutional file been cross-checked for accuracy?	_____	_____
2b.	If so, has parole date been reached?	_____	_____
3.	Has information in Parole Vote Sheet been verified to ensure compliance with an imposed release date, completion of any special condition or programs, or parole detainer (i.e., Have all special conditions been met)?	_____	_____
4.	Have query files, QW, QH, and QR been checked to ascertain that there are no outstanding warrants or additional terms that would alter release eligibility?	_____	_____
4b.	If outstanding warrant is present or additional term requires recalculation of time, answer is NO.	_____	_____
5.	DNA testing completed.	_____	_____
6.	Does Sex & Child Offender Act of 1997 apply (Arkansas Conviction)?	_____	_____
6b.	Does Sex & Child Offender Act of 1997 apply (Out of State Conviction)?	_____	_____
6c.	If YES, has offender been registered or has registration been updated?	_____	_____
7.	Has inmate been out to Free World Court during this incarceration?	_____	_____
7b.	If YES, did inmate receive New Time? Verify with any court attended during the inmate's incarceration.	_____	_____
8.	Has inmate been to disciplinary court?	_____	_____
8b.	If YES, did inmate receive a reduction in class or loss of Good Time?	_____	_____
9.	Has Conditional Order of Release been signed by all appropriate parties?	_____	_____
10.	Is inmate paroling or being released to detainer?	_____	_____
10b.	If YES, has the shift supervisor been advised the inmate is to be released to a detainer only?	_____	_____
11.	Is the inmate being released with State ID/DL or ADC ID	_____	_____

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Records Supervisor

Warden/Deputy Assistant Warden Center Supervisor or

Designee

Regular Parole Release Check Sheet

Inmate Name: _____ ADC # _____
 Discharge Date: _____

DISCHARGE
Release Verification

		<u>YES</u>	<u>NO</u>
1.	Has time computation been verified by checking felony class, Act sentenced under, term status, consecutive or concurrent sentences, sentence begin date, jail time credits, dead time, and by comparing computer entries against the commitment document(s)?	_____	_____
2.	Has minimum release date, both in the computer and institutional file been cross checked for accuracy and if so, has minimum release date been reached?	_____	_____
3.	Have query files, QW, QH, and QR been checked to ascertain that there are no outstanding warrants or additional terms that would alter release eligibility? If outstanding warrant is present or additional term requires recalculation of time, answer is NO.	_____	_____
4.	Has the discharge been signed by the Unit Warden or his/her designee?	_____	_____
5.	DNA testing Completed?	_____	_____
6.	Does Sex & Child Offender Act of 1997 apply? If YES, has offender been registered or has registration been updated?	_____	_____
7.	Has inmate been out to Free World Court during this incarceration?	_____	_____
7b.	If YES, did inmate receive New Time? Verify with any court attended during inmate's incarceration.	_____	_____
8.	Has inmate been to disciplinary court? If YES, did inmate receive a reduction in class or loss of Good Time?	_____	_____
9.	Does inmate have victims listed? If yes, have they been contacted?	_____	_____
10a.	Is inmate discharging to a detainer?	_____	_____
10b.	If YES, has the shift supervisor been advised the inmate is to be released to a detainer only?	_____	_____
11.	Is the inmate being released with State ID/DL or ADC ID	_____	_____

Records Supervisor

 Warden/Deputy/Assistant Warden Center Supervisor or

 Designee

DISCHARGE CHECK SHEET

Inmate Name: _____ ADC # _____
 Release Date: _____

COURT ORDER
 Release Verification

	<u>YES</u>	<u>NO</u>
1. Is court order an original or certified copy?	_____	_____
2. Has the discharge form been signed by the Unit Warden or his/her designee?	_____	_____
3a. Have query files, QW, QH, and QR been checked to ascertain that there are no outstanding warrants or additional terms that would alter release eligibility?	_____	_____
3b. If outstanding warrant is present or additional term requires recalculation of time, answer is NO.	_____	_____
4a. DNA testing Completed?	_____	_____
5a. Does Sex & Child Offender Act of 1997 apply (Arkansas Conviction)?	_____	_____
5b. Does Sex & Child Offender Act of 1997 apply (Out of State Conviction)?	_____	_____
6a. Has inmate been out to Free World Court during this incarceration?	_____	_____
6b. If YES, did inmate receive New Time? Verify with any court attended during inmate's incarceration.	_____	_____
7a. Does inmate have victims listed?	_____	_____
7b. If YES, have they been contacted?	_____	_____
8a. Is inmate discharged to a detainer?	_____	_____
8b. IF YES, has the shift supervisor been advised the inmate is to be released to a detainer only?	_____	_____
11. Is the inmate being released with State ID/DL or ADC ID	_____	_____

 Records Supervisor

 Warden/Deputy/Assistant Warden Center Supervisor or

 Designee

Court Order Release Check Sheet

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ATTACHMENT #6

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Sex Offender Acknowledgment Form

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Read, sign and return this form to your local law enforcement agency

1. Pursuant to Act 989 of 1997, anyone convicted of a sex offense as defined by state and federal law are required to register prior to release from incarceration, placed on probation or upon entry to this state from another state. All offenders are required to provide fingerprints, photos, DNA and pay all fees pertaining to registration before or upon registration.
2. Pursuant to §12-12-909 (b), The Arkansas Crime Information Center (ACIC) requires the offender to report any changes in residence in person to the local law enforcement agency having jurisdiction. When changing residence and/or mailing address from within the state, this must be in writing, signed by the offender no later than ten (10) days before the offender establishes residence. If the offender moves here from another state and is required to register in the other state, the offender must report to the jurisdictional law enforcement agency to register within three (3) business days after establishing residency.
3. If the offender moves to another state or lives in Arkansas and works in another state, the offender must register in that state no later than ten (10) days before the offender establishes residency or employment in the new state. If the offender attends school, does volunteer work or is employed at any institute of higher education, the offender shall register with the law enforcement agency having jurisdiction over the campus. This may be a Department of Public Safety or the local law enforcement agency. A nonresident worker or student shall register in compliance with Pub. L. No. 109-248 as exists 01-01-07 no later than three (3) business days after establishing residency, employment or student status.
4. The offender is required to verify their residence within TEN (10) days after receipt of the *Verification of Residency* form which will be mailed to the offender's home every six months after registration, or every 90 days depending on the offender's assessment level. The Verification of Residency form must be taken in person to the local law enforcement agency having jurisdiction. This form cannot be mailed or faxed directly to ACIC by the offender.
5. All offenders are required to submit to a risk assessment to be completed by the Department of Correction Sex Offender Screening and Risk Assessment Program (SOSRA). The offender will be notified by certified mail of the location, date and time of the assessment. It is a Class C Felony to fail to appear for assessment or not submit to the assessment process. The offender will be assessed as a default level 3 should this occur.
6. Pursuant to Act 330 of 2003, It is unlawful for a sex offender who is required to register under the Sex Offender Registration Act of 1997, § 12- 12-901 et seq. and who has been assessed as a Level 3 or Level 4 offender to reside within two thousand (2,000) feet of the property on which any public, private, secondary school or daycare facility is located. ACT 818 of 2007 includes public parks and youth centers and Act 394 of 2007 prohibits level 3 and level 4 offenders from residing within 2000 ft of the residence of his/ her victim or to have direct or indirect contact with his/ her victim for the purpose of harassment as defined under § 5-17-208.
7. Pursuant to Act 1779 of 2005, it is unlawful for a sex offender who is required to register under the Sex Offender Registration Act of 1997, §12-12-901 et seq., and who has been assessed as a level 3 or level 4 offender to engage in an occupation or participate in a volunteer position that requires the sex offender to work or interact primarily and directly with children less than sixteen (16) years of age.
8. Pursuant to § 12-12-907 no later than ten (10) days after release from incarceration or after the date of sentencing, the offender shall report to the local law enforcement agency having jurisdiction to update registration information.
9. Pursuant to Title 18, United States Code, Section 2250, if a sex offender fails to register or fails to report a change in residence, employment or student status, and travels in or moves across state lines, the offender can be charged with a federal crime and punished by up to 10 years imprisonment. Pursuant to Act 392 of 2007, it is a Class D Felony to possess identification cards or driver's licenses with incorrect physical addresses.
10. Pursuant to Act 992 of 2007 it is unlawful for a sex offender who is required to register under the Sex Offender Registration Act of 1997, § 12-12-901 et seq., and who has been assessed as a level 3 or level 4 offenders to knowingly enter upon the campus of a public school except under certain circumstances listed in the act.

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I have read and understand the above rules regarding my registration as a sex offender. I further acknowledge that my failure to comply with the requirements to register as a sex offender, to comply with any part of the assessment process, to report changes in address constitutes a Class C felony. I understand failure to comply could result in my arrest and/or prosecution.

Offender Signature
Print Offender name clearly

Witness signature (law enforcement only)

Date signed

Arkansas Department of Correction
Agency Name

ATTACHMENT #7

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State of Arkansas

Sex Offender Registration Form

Reporting this information is required by ACA §12-12-904. This form shall be sent to the Arkansas Crime Information Center within 3 days after completion for entry into the state and national Sex Offender Registration Files.

Type or Print Black Ink Only

Sentencing Court

Registered as: Sex Offender ☐
(Check Box) Sexually Violent Predator ☐

Offender's Last Name		First Name		Middle Name		AKA or Alias Last Name		First Name		Middle Name	
Date of Birth	Race	Sex	Height	Weight	Hair Color	Eye Color	Social Security #				
State Ident # (Arkansas SID)		FBI # (if available)		Driver License #		ID Card #		State of DL or ID Card			
Scars/Marks/Tattoos											

Sex or Child Offense Information (If additional space is needed, list on separate sheet and attach to this form)

Date of Arrest	Arresting Agency	Offense for which found guilty or acquitted by reason	Arrest Tracking #
Date of Arrest	Arresting Agency	Offense for which found guilty or acquitted by reason	Arrest Tracking #
Date of Arrest	Arresting Agency	Offense for which found guilty or acquitted by reason	Arrest Tracking #

Institute of Higher Education (known or anticipated) (If currently attending/volunteering/ employed, check here) ☐

Name of Institute	Location
-------------------	----------

Residence Address (known or anticipated)
example P.O.Box

Mailing Address (if different from residence, for

Street #, Street Name; RR # & Box; Apt #; Mobile Home # <u>Do not use P.O. Box here</u>					Street #, Street Name; RR # & Box; Apt #; Mobile Home # or P.O. Box #		
City	County	State	Zip	Phone #	City	State	Zip

Place of Employment

Address of Emp

Name of Employer (company and/or individual)	Street #, Street Name/ RR# & Box	City	State	Zip	Phone #
--	----------------------------------	------	-------	-----	---------

Brief Description of the Crime(s) for which this registration is required

--	--

Victim Information	Age Victim 1	Race Victim 1	Sex Victim 1	Offender Relationship to Victim 1	Age Victim 2	Race Victim 2	Sex Victim 2	Offender Relationship to Victim 2

Acknowledgement by Offender

I hereby acknowledge that I have been advised of my duty to register as a sex or child offender, or sexually violent predator, as required by Arkansas ACA §12-12-904. I have also been advised that failure to regularly verify my address or failure to report any change of address as required under ACA §12-12-904 constitutes a Class C felony and may result in my subsequent arrest and prosecution.

Required Information	
Registering Agency or Court (one)	Campus Registration? YES NO (circle)
Arkansas Department of Correction/Pine Bluff Unit	
Address	City and Zip
Name (Printed) of official completing this form	Area Code & Phone #

Signature of Offender
Date

This Form shall be faxed or mailed to the **Arkansas Crime Information Center, One Capitol Mall, Little Rock, AR 72201, FAX 501-683-5592**. Failure to complete and forward to ACIC within 3 days after registering an offender is a Class B Misdemeanor under ACA § 12-12-904.

ACIC SOR Form 05-24-06

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Victim Information	<u>Age Victim 1</u>	<u>Race Victim 1</u>	<u>Sex Victim 1</u>	<u>Offender Relationship to Victim 1</u>	<u>Age Victim 2</u>	<u>Race Victim 2</u>	<u>Sex Victim 2</u>	<u>Offender Relationship to Victim 2</u>

Acknowledgement by Offender

I hereby acknowledge that I have been advised of my duty to register as a sex or child offender, or sexually violent predator, as required by Arkansas ACA §12-12-904. I have also been advised that failure to regularly verify my address or failure to report my change of address as required under ACA §12-12-904 constitutes a Class C Felony and may result in my subsequent arrest and prosecution.

<u>Registering Agency or Court</u>		<u>Campus Registration?</u> YES NO (circle one)	
<u>Arkansas Department of Correction (Pine Bluff Unit)</u>			
<u>Address</u>	<u>City and Zip</u>		
<u>Name (Printed) of official completing this form</u>	<u>Area Code & Phone #</u>		

Signature of Offender

Date

This Form shall be faxed or mailed to the Arkansas Crime Information Center, One Capitol Mall, Little Rock, AR 72201, FAX 501-683-5592. Failure to complete and forward to ACIC within 3 days after registering an offender is a Class B Misdemeanor under ACA §12-12-904.

(ACIC-SOR-Form 06-24-06)



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

ADMINISTRATIVE DIRECTIVE

SUBJECT: Release Process

NUMBER: 18-20

SUPERSEDES: 18-11

APPLICABILITY: To Unit/Center employees, especially records staff

REFERENCE: AR 803

PAGE 1 of 11

APPROVED: Original signed by Wendy Kelley

EFFECTIVE DATE: 6/7/2018

I. POLICY:

To establish a procedure by which all inmates are released from the institution.

II. PURPOSE:

Appropriate guidelines must exist to ensure all obligations have been met before an inmate is released.

III. PROCEDURE:

When an inmate is scheduled for release from the institution, it will be necessary for the appropriate sections to clear the inmate and sign the attached Clearance Sheet verifying that the inmate is cleared for release. The Clearance Sheet will originate in the Records Office and will be made part of the inmate's permanent institutional file.

Each section will be responsible for checking the following pertaining to the inmate being released:

1. Shift Lieutenant/Captain - Disciplinaries which may not have reached the file that could affect inmate's release; notification to count room for adjusting unit count.

2. Commissary - Close out of inmate's account.
3. Mail - Check for any undistributed mail and obtain forwarding address.
4. Medical/Mental Health - Issue any current prescribed medications to inmate and provide written instructions for continuation of medical/mental health care upon release if appropriate.
5. Property - Ascertain that inmate is in possession of all personal property and not in possession of any state property.
6. Key Control Officer- To ascertain that all state issued keys, locks/ lock cylinders have been returned
7. Laundry - Ascertain that all state issued clothing has been returned.
8. Parole/Transfer - Ascertain that inmate is eligible and has been approved for parole/transfer whether regular parole/transfer, or regular parole/transfer with special conditions; verify receipt of debit card (if applicable), and confirm that transportation arrangements are made.
9. Records –
 - a. Ascertain that all other individuals designated by this policy have signed off on the Clearance Sheet.
 - b. Check all commitment orders, directly from the commitment paperwork, to verify time computation and release eligibility; and complete the appropriate Release Verification Checklist (Regular Parole/Transfer, Discharge, or Court Order).
 - c. Ensure that all ACIC/NCIC arrests and warrants have been verified for a disposition with the appropriate arresting County agencies.
 - d. Verify all pending cases and document all findings on the Release Contact Sheet and obtain documentation when needed.
 - e. Notify the Shift Lieutenant/Captain if the inmate is being released to a detainer.
 - f. Notify the Warden/Deputy Warden of any pending, or questionable, charges. Notify all details of a case or charge if county does not wish to place a detainer
 - g. Use all available methods to research the status of any case or charge, such as the Administrative Office of the Court (Court Connect), County Circuit Clerk's Office, County Sheriff's Office and the Prosecuting Attorney's Office. If there are any pending cases, notify that County of the inmate's pending release, and confirm they have placed a detainer. Record staff should enter a detainer if the county indicates they will pick up the inmate.
 - h. Ensure that the proper sex offender paperwork is completed if applicable.
 - i. Document whether the inmate is being released with a State ID/DL or their ADC ID.

10. Hobby Craft Supervisor – To verify that the inmate has no work craft pending debts.
11. Work Release Supervisor – To notify the employer and coordinate the return of the work release uniforms.
12. Victim Notification – Upon discharge/parole of an inmate, the Records Supervisor/Institutional Release Officer will be responsible for notifying the Victim Coordinator by written notification and/or by phone call.
13. All inmates must have a DNA test before being released on parole or discharge.
14. Chaplain will offer inmates a resource guide to assist them in transition, a list of ex-inmate friendly religious institutions, and any other faith based related assistance requested.
15. Release of the inmate from custody will normally terminate his or her grievance, unless the parties are under court order to exhaust remedies or the grievance highlights a problem that needs to be addressed at the discretion of the Chief Deputy/Deputy/Assistant Director.
16. Warden/Deputy Warden shall escort the inmate out of the unit once all release paperwork is completed.

V. **ATTACHMENTS:**

- #1 - Clearance Sheet
- #2 – Release Contact Sheet
- #3 - Release Verification Checklist - Regular Parole
- #4 - Release Verification Checklist - Discharge
- #5 - Release Verification Checklist - Court Order
- #6 – Sex Offender Acknowledgement Form
- #7 – Sex Offender Registration Form

ATTACHMENT #1

**ARKANSAS DEPARTMENT OF CORRECTION
UNIT**

CLEARANCE SHEET

INMATE: _____ **ADC #** _____

T.E. OR DISCHARGE DATE: _____

The above named inmate is being released from this institution by:

_____ Regular Parole/Transfer	_____ Early Parole (Act 418) Emergency Powers Act
_____ Transfer Eligibility	_____ Early Parole (Act 1721) Emergency Powers Act
_____ Transitional Housing (Act 679)	_____ Per Court Order
_____ Act 290	_____ BOND
_____ DISCHARGE	
_____ Parole to Detainer	
_____ Discharge to Detainer	

The following sections, prior to release by the Records Office, must clear each inmate being processed for release from this institution.

Shift Lieutenant/Captain: _____	Time and Date: _____
(Signature)	
Commissary: _____	Time and Date: _____
(Signature)	
Mail Room: _____	Time and Date: _____
(Signature)	
Medical Records: _____	Time and Date: _____
(Signature)	
Mental Health: _____	Time and Date: _____
(Signature)	
Property: _____	Time and Date: _____
(Signature)	
Key Control: _____	Time and Date: _____
(Signature)	
Laundry: _____	Time and Date: _____
(Signature)	
Parole: _____	Time and Date: _____
(Signature)	
Classification: _____	Time and Date: _____
(Signature)	
Work Release Supervisor: _____	Time and Date: _____
(Signature)	
Hobby Craft Supervisor: _____	Time and Date: _____
(Signature)	
Inmate Debit Card: _____	Time and Date: _____
(Inmate Signature) (ADC Number)	

The above named inmate has been cleared by each of the above sections, the Records Office has checked all commitment papers, verified the time computation and release eligibility dates, and the inmate is cleared for release. I have advised the Warden/Center Supervisor or Designee if this inmate is being released to a detainer and of any pending, or questionable, charges or cases.

Records Supervisor (Signature)

Warden/Center Supervisor or Designee (Signature)

RELEASE CONTACT SHEET

NAME _____ ADC # _____
DOB _____
COUNTY _____

CONTACT PERSON FOR THE FOLLOWING DEPARTMENTS:

PROSECUTING ATTORNEY'S OFFICE _____
Comments: _____

SHERIFF'S DEPARTMENT _____
Comments: _____

CIRCUIT CLERK'S OFFICE _____
Comments: _____

POLICE DEPARTMENT _____
Comments: _____

MUNICIPAL COURT _____
Comments: _____

_____ Per the above contact person(s) this inmate has no pending charges and may be released from ADC.

_____ per the above contact person(s) this inmate has pending charges and will be taken custody by the above county.

ADDITIONAL NOTES:

Person Conducting Release Checks _____ Date _____

Inmate Name: _____ ADC # _____
 T.E./P.E. Date: _____ E.P.A.? Yes () No ()

REGULAR PAROLE/TRANSFER
Release Verification

		<u>YES</u>	<u>NO</u>
1.	Has time computation been verified by checking felony class, Act sentenced under, term status, consecutive or concurrent sentences, sentence begin date, jail time credits, dead time?	_____	_____
1a.	If so, have the computer entries been compared against the commitment documents?	_____	_____
2.	Has P.E./T.E. eligibility date, both in the computer and Institutional file been cross-checked for accuracy?	_____	_____
2a.	If so, has parole date been reached?	_____	_____
3.	Has information in Parole Vote Sheet been verified to ensure compliance with an imposed release date, completion of any special condition or programs, or parole detainer (i.e., Have all special conditions been met)?	_____	_____
4.	Have query files, QW, QH, and QR been checked to ascertain that there are no outstanding warrants or additional terms that would alter release eligibility?	_____	_____
4a.	If outstanding warrant is present or additional term requires recalculation of time, answer is NO.	_____	_____
5.	DNA testing completed.	_____	_____
6.	Does Sex & Child Offender Act of 1997 apply (Arkansas Conviction)?	_____	_____
6a.	Does Sex & Child Offender Act of 1997 apply (Out of State Conviction)?	_____	_____
6b.	If YES, has offender been registered or has registration been updated?	_____	_____
7.	Has inmate been out to Free World Court during this incarceration?	_____	_____
7a.	If YES, did inmate receive New Time? Verify with any court attended during the inmate's incarceration.	_____	_____
8.	Has inmate been to disciplinary court?	_____	_____
8a.	If YES, did inmate receive a reduction in class or loss of Good Time?	_____	_____
9.	Has Conditional Order of Release been signed by all appropriate parties?	_____	_____
10.	Is inmate paroling or being released to detainer?	_____	_____
10a.	If YES, has the shift supervisor been advised the inmate is to be released to a detainer only?	_____	_____
11.	Is the inmate being released with State ID/DL or ADC ID	_____	_____

 Records Supervisor

 Warden/Center Supervisor or Designee

Regular Parole Release Check Sheet

Inmate Name: _____ ADC # _____
 Discharge Date: _____

DISCHARGE
Release Verification

		<u>YES</u>	<u>NO</u>
1.	Has time computation been verified by checking felony class, Act sentenced under, term status, consecutive or concurrent sentences, sentence begin date, jail time credits, dead time, and by comparing computer entries against the commitment document(s)?	_____	_____
2.	Has minimum release date, both in the computer and institutional file been cross checked for accuracy and if so, has minimum release date been reached?	_____	_____
3.	Have query files, QW, QH, and QR been checked to ascertain that there are no outstanding warrants or additional terms that would alter release eligibility? If outstanding warrant is present or additional term requires recalculation of time, answer is NO.	_____	_____
4.	Has the discharge been signed by the Unit Warden or his/her designee?	_____	_____
5.	DNA testing Completed?	_____	_____
6.	Does Sex & Child Offender Act of 1997 apply? If YES, has offender been registered or has registration been updated?	_____	_____
7.	Has inmate been out to Free World Court during this incarceration?	_____	_____
7a.	If YES, did inmate receive New Time? Verify with any court attended during inmate's incarceration.	_____	_____
8.	Has inmate been to disciplinary court? If YES, did inmate receive a reduction in class or loss of Good Time?	_____	_____
9.	Does inmate have victims listed? If yes, have they been contacted?	_____	_____
10.	Is inmate discharging to a detainer?	_____	_____
10a.	If YES, has the shift supervisor been advised the inmate is to be released to a detainer only?	_____	_____
11.	Is the inmate being released with State ID/DL or ADC ID	_____	_____

Records Supervisor

Warden/Center Supervisor or Designee

DISCHARGE CHECK SHEET

Inmate Name: _____ ADC # _____
 Release Date: _____

COURT ORDER
Release Verification

	<u>YES</u>	<u>NO</u>
1. Is court order an original or certified copy?	_____	_____
2. Has the discharge form been signed by the Unit Warden or his/her designee?	_____	_____
3. Have query files, QW, QH, and QR been checked to ascertain that there are no outstanding warrants or additional terms that would alter release eligibility?	_____	_____
3a. If outstanding warrant is present or additional term requires recalculation of time, answer is NO.	_____	_____
4. DNA testing Completed?		
5. Does Sex & Child Offender Act of 1997 apply (Arkansas Conviction)?	_____	_____
5a. Does Sex & Child Offender Act of 1997 apply (Out of State Conviction)?	_____	_____
6. Has inmate been out to Free World Court during this incarceration?	_____	_____
6a. If YES, did inmate receive New Time? Verify with any court attended during inmate's incarceration.	_____	_____
7. Does inmate have victims listed?	_____	_____
7a. If YES, have they been contacted?	_____	_____
8. Is inmate discharged to a detainer?	_____	_____
8a. IF YES, has the shift supervisor been advised the inmate is to be released to a detainer only?	_____	_____
9. Is the inmate being released with State ID/DL or ADC ID	_____	_____

 Records Supervisor

 Warden/Center Supervisor or Designee

Court Order Release Check Sheet



Sex Offender Acknowledgement Form

Offender must carefully read and sign this form

1. Pursuant to Act 989 of 1997, anyone convicted of a sex offense as defined by state and federal law are required to register prior to release from incarceration, placed on probation or upon entry to this state from another state. All offenders are required to provide fingerprints, palm prints, photos, DNA and pay all fees pertaining to registration before or upon registration.
2. Pursuant to §12-12-906, Arkansas state law requires the offender to report any changes in residence, mailing address, temporary domicile, employment, volunteer, email, social network information **IN Person** to the local law enforcement agency having jurisdiction at the time of the change. When changing residence/ mailing address or temporary domicile, this must be done no later than ten (10) days before the offender establishes residence or temporary domicile unless otherwise indicated such as eviction or natural disaster. When changing address within the state of Arkansas the offender must also report to the local law enforcement agency having jurisdiction at the new address within three (3) days after relocation to the new address. If the offender moves here from another state and is required or has been required to register in the other state, the offender must report to the jurisdictional law enforcement agency any residency or temporary domicile in which you will be residing for an aggregate of five (5) or more consecutive days during a calendar year. Other than a change of address, an offender shall report a change of any other information required to the local law enforcement agency having jurisdiction within ten (10) days of the change.
3. Pursuant to § 12-12-925 Offender must report any travel or move to a foreign country to the jurisdictional agency. This must be done twenty-one (21) days before leaving the US. The offender must provide the dates of travel and the name(s) of the foreign country to which the offender is moving or visiting.
4. Pursuant to § 12-12-906 (g) (3) the offender must submit any passport(s) and/or any immigration documents to the jurisdictional agency along with any other documents pertaining to travel out of the US.
5. If the offender moves to another state or lives in Arkansas and works in another state, the offender must register in that state no later than three (3) business days after the offender establishes residency or employment in the new state. If the offender attends school, does volunteer work or is employed at any institute of higher education, the offender shall register with the law enforcement agency having jurisdiction over the campus. This may be a Department of Public Safety or the local law enforcement agency. A nonresident worker or student shall register in compliance with Pub. L. No. 109-248 as exists 01-01-07 no later than seven (7) calendar days after establishing residency, employment or student status.
6. Pursuant to § 12-12-909, the offender is required to verify their residence within ten (10) days after the *Verification of Residency date* indicated on the bottom portion of this form. Verification of residency is required of every registered offender either every six (6) months after registration, or every ninety (90) days depending on the offender's assessment level. Offenders who claim to be homeless shall verify registration every thirty (30) days during the period of time in which the offender is required to register as a sex offender and claims to be homeless.
7. All offenders who were convicted as adults or were adjudicated as juveniles and moved to Arkansas from another state and are now 18 years of age or older, are required to submit to a risk assessment to be completed by the Sex Offender Community Notification Assessment Program (SOCNA). If the offender was adjudicated delinquent in juvenile court in another state and is now under the age of 18, will be assessed by the Family Treatment Center (FTP) or other agency or entity authorized to conduct juvenile sex offender assessments. The offender will be notified by certified mail of the location, date and time of the assessment. It is a Class C Felony to fail to appear for assessment or to not fully submit to the assessment process. The offender will be assessed as a default Level 3 or Level 4 -Sexually Dangerous Person (SDP) should this occur. The offender, assessed as an adult, can request a reassessment after 5 years from the date of the original assessment. Said offender is responsible for contacting SOCNA to arrange this reassessment.
8. Pursuant to § 5-14-128, it is unlawful for a sex offender who is required to register and who has been assessed as a Level 3 or Level 4 offender to reside within two thousand (2,000) feet of the property on which any public, private, secondary school or daycare facility is located. Act 818 of 2007 includes public parks and youth centers and Act 394 of 2007 prohibits Level 3 and Level 4 offenders from residing within 2,000 feet of the residence of his/ her victim or to have direct or indirect contact with his/ her victim for the purpose of harassment as defined under § 5-17-208. Act 376 of 2015 amended § 12-12-128 to wit: level 4 offenders may not knowingly reside within two thousand (2,000) feet of a church or any other place of worship.
9. Pursuant to the Sex Offender Registration Act of 1997, §12-12-901 et seq., it is unlawful for a sex offender who is required to register, and who has been assessed as a Level 3 or Level 4 offender to engage in an occupation or participate in a volunteer position that requires the sex offender to work or interact primarily and directly with children under sixteen (16) years of age.
10. Pursuant to § 5-14-133 it is unlawful for a sex offender who has been assessed as a level 3 or level 4 offender to knowingly enter a water park owned or operated by a local government. It is also unlawful for a registered sex offender who has been assessed as a level 3 or level 4 to enter a swimming area or children's playground contained within an Arkansas State Park pursuant to § 5-14-134. Violation of either of these offenses is a Class D felony. This does not include privately owned water parks.
11. Pursuant to § 12-12-907, no later than ten (10) days after release from incarceration or after the date of sentencing, the offender shall report to the local law enforcement agency having jurisdiction to update registration information. Even if you have registered either during or upon release from incarceration, you must report to the local authorities no later than ten (10) days after release.

Sex Offender Acknowledgement Form

12. Pursuant to Title 18, United States Code, Section 2250; Whoever is required to register under the Sex Offender Registration and Notification Act; by reason of a conviction under Federal law (including the Uniform Code of Military Justice), the law of the District of Columbia, Indian tribal law, or the law of any territory or possession of the United States; or travels in interstate or foreign commerce, or enters or leaves, or resides in, Indian country; and knowingly fails to register or update a registration as required by the Sex Offender Registration and Notification Act; shall be fined under this title or imprisoned not more than 10 years, or both.
13. Pursuant to § 5-14-130 (1), it is a Class D Felony to provide false information to obtain identification cards or driver's licenses with incorrect permanent physical addresses.
14. Pursuant to § 5-14-132 et seq., it is unlawful for a registered sex offender who has been assessed as level 3 or level 4 to knowingly enter upon the campus of an of a public school except under certain circumstances listed in the act. Level 3 offenders may enter a ticketed school sponsored event if they are a parent, guardian or relative as defined by § 28-9-212 and give a 24 hour notice to the school. Level 4 offenders may not attend ticketed school sponsored events. It is also unlawful for a registered sex offender who is a level 3 or level 4 to enter the campus of a private school without notifying the school and complying with any terms the private school requires.
15. Pursuant to §12-12-919 termination of obligation to register is the responsibility of the offender. In order to be removed from the Arkansas state registry the offender who has been convicted as an adult must petition the sentencing court if convicted in Arkansas. Offender must register for a minimum of 15 years. If the conviction was out of state, the offender must petition the court in the county in which they reside in Arkansas. The offender will continue to be required to register in Arkansas if petition is not granted or if the offender does not petition. Not every offender is eligible to petition for removal. If a court denies a petition the offender may not file a new petition for one year.
16. Pursuant to § 12-12-925 anyone required to register as a sex offender cannot provide goods and services under the Arkansas Medicaid Program.

I hereby acknowledge that I have been advised of my duty to register as a sex offender required by Arkansas ACA 12-12-907. I have also been advised that failure to verify my address or failure to report any change of address, School or employment status as required by ACA 12-12-904 constitutes a Class C Felony and may result in subsequent arrest and/or prosecution.

I acknowledge I have read and/or understand that I must verify my residence every _____ month(s) *(calculated from initial registration date)* by appearing in person to the jurisdictional law enforcement where I reside as required Arkansas statute. I understand that not doing so could result in arrest and prosecution. I acknowledged that I have received a copy of this document upon signing and understand the date of next verification.

Offender Signature

Date signed

Print Offender name clearly

Witness signature (law enforcement only)

Agency Name

OFFENDER MUST BE PROVIDED A COPY OF THIS SIGNED FORM

State of Arkansas Sex Offender Registration Form

Reporting this information is required by ACA §12-12-904.

CSN#

		Sentencing Court					
Offender's Last Name		First Name		Middle Name		AKA	
Date of Birth	Race	Sex	Height ft in	Weight	Hair Color	Eye Color	
AR SID (if offender does not have AR SID please submit 2 sets of prints by mail)			FBI #		Driver License or ID Card # and state		SSN #
Scars/Marks/Tattoos							
Vehicle License #/ state		Make/Model		Vehicle Year	Color	Owner of vehicle if not offender:	
Vehicle License #/ state		Make/Model		Vehicle Year	Color	Owner of vehicle if not offender:	
Vehicle License #/ state		Make/Model		Vehicle Year	Color	Owner of vehicle if not offender:	
Vehicle License #/ state		Make/Model		Vehicle Year	Color	Owner of vehicle if not offender:	
Aircraft Registration #/ state	Registration Year	License Type		Make/Model	Aircraft Year	Color	Manufacturer of Plane / Style
Passport #		Alien Registration #				Country of Origin	

Sex Offense Information

Date Of Arrest	Arresting Agency	Offense for which found guilty or acquitted by reason
Date Of Conviction		
Arrest Tracking #		

Institute of Higher Education (known or anticipated)	(If currently attending/volunteering/employed, check here) <input type="checkbox"/>
Name of Institute	Location

Residence Information (including houseboat or any type of vessel)

Mailing Address (if different from residence, for example P.O.Box)

Street #, Street Name; RR # & Box; Apt #; Mobile Home # (Do not use P.O. Box here)					Street #, Street Name; RR # & Box; Apt #; Mobile Home # or P.O. Box #		
City	County	State	Zip	Phone #	City	State	Zip
				Cell #			
If residence is vessel/vehicle ID number	Color/description			License #	Vehicle/Vessel Misc. information		

Place of Employment---date employed

Name of Employer (Company and/or individual)	Street #, Street Name/ RR# & Box	City	State	Zip	Phone #
Professional License #	Professional License #	Professional License #			

Acknowledgement by Offender

_____/_____/_____
Offender initial and Date

Brief Description of the Crime(s) for which this registration is required (If additional space is needed, list on additional page)

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Victim Information	Age Victim 1	Race Victim 1	Sex Victim 1	Offender Relationship to Victim 1	Age Victim 2	Race Victim 2	Sex Victim 2	Offender Relationship to Victim 2
Victim Information	Age Victim 3	Race Victim 3	Sex Victim 3	Offender Relationship to Victim 3	Age Victim 4	Race Victim 4	Sex Victim 4	Offender Relationship to Victim 4

List ALL your personal social media account information: "Social Media Account" means a personal account with an electronic medium or service in which a user may create, share, or access user-generated content. Including any screen name, user identification; or user name.
Per § 12-12-903 (16)(A)

Acknowledgement by Offender

(REQUIRED INFORMATION)

Registering Agency or Court		Campus Registration? <input type="checkbox"/> YES <input type="checkbox"/> NO (check one)	
Address		City and Zip	
Signature of official completing this form		Area Code & Phone #	

Signature of Offender

Date signed

Print a signed copy of this form together with a signed copy of the acknowledgement form and provide to offender



CSN#

**Arkansas Crime Information Center State Sex Offender Registry
Change of Information Form for Registered Sex Offenders**

Failure to report any change of information as required by Act 989 of 1997 as amended constitutes a Class C Felony and may result in subsequent arrest and prosecution.

Form completed by: _____ Date form completed: _____
(law enforcement personnel)

Offender's Name (please print): _____ Race: _____ Sex: _____

Date of Birth: _____

Social Security No: _____

Current Address:

New Place of Residence: (DO NOT use Post Office Box for residential address)

Street name or Rural Route & box number

Street name or Rural Route & Box number

City State Zip

City State Zip

New Institute of Higher Education:

Phone # _____ Cell # _____

Name of institution (if currently attending) Location

Jurisdictional Agency Name (at a new place of residence)
[Put Drop Down Box]

New Place of Employment:

New Mailing Address: If different from new place of residence : (may use PO Box if not your residence)

Name of employer (company or individual) Phone #

Street name or Rural Route & box or PO Box number

Address (street name, number or box number)

City State Zip

City State Zip

Date moved or planning to move: _____

Professional License:

If new place of residence has been physically verified, sign below:

License Number

New Vehicle(s) Information:

Law enforcement official Signature date verified

(1.) _____
Year/make/ model /color Vehicle license # / State

Name of registered owner if not your own

New Email addresses currently used and all IM screen names used and any social web pages registered (MySpace, Facebook, etc)

(2.) _____
Year/make/ model /color Vehicle license # / State

Name of registered owner if not your own

Email 1

Email 2

New Aircraft(s) Information:

Registration # License type

Aircraft year make/model style/color

Signature of offender **(required)**

Date signed **(required)**

New Vessel/Vehicle(s) Information:

ID Number License number

Color/Description Vehicle/Vessel Misc Info

Print a signed copy of this form together with a signed copy of the acknowledgement form and provide to offender

| Mark Up



PO Box 8707
Pine Bluff, AR 71611-8707
Phone: 870-267-6999
Fax: 870-267-62586244
www.adc.arkansas.gov

ADMINISTRATIVE DIRECTIVE

SUBJECT: Employee Orientation and Training

| NUMBER: 18-17-25

SUPERSEDES: 17-4525

APPLICABILITY: All Employees

REFERENCE: AR-204 Employment

PAGE: 1 of 10

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

EFFECTIVE DATE: 07/21/17

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. Any newly hired full-time Non-security employees will complete the (forty) 40-hour Correctional Security for Non-Security class during their initial the first ninety (90) days of 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.

| **IV. 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 (See Attachment 1). 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-ACcademyADEMY 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.

| **V. STANDARDS:**

~~American Correctional Association, Adult Correctional Facilities, 4th Edition Standards.~~

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

| **VII. 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
- Sexual Misconduct

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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

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- Sexual Misconduct
- Ethics/Conduct Standards

Management Level Training

- Level I training for Security (Sergeant and Food Preparation Manager) or Non-Security Grades GS5/6, GS6-IT03, and MP04 and higher who supervise one or more employees shall consist of the following classes:

- Administering Discipline

- ~~Arkansas Government Basics~~ Hiring Talent
- *CPR/First Aid/AED
- Fair Labor Standards Act
- Grievance Prevention and Handling
- ~~HR~~ Arkansas
- 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 for Security (Lieutenant) or Non-Security is designed for staffs that are grades ~~Grades~~ GS7, IT03, and 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 required classes for Management Level I, plus 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.

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numbering

- 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.

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numbering

- Level III training for Security (Captain/Major) or Non-Security Grades GS8/9, IT05 and MP04 shall consist of the required classes for Management Level I and II, plus Advanced Management Training

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- Level IV training for positions Grade GS10, IT05, MP04 and higher (including unclassified positions and those listed in the Professional and Executive pay plans) shall consist of the required classes for Management Level I, II, III, plus Executive Training

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*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

<u>Entry Level Employees:</u> <ul style="list-style-type: none"> • Non-Security Personnel • BCOT Cadets 	<u>Required Training:</u> <ul style="list-style-type: none"> • ICS 100, Introduction • IS-700, NIMS an Introduction • Emergency Preparedness 	<u>Training Location:</u> Training Academy: Security for Non-Security and BCOT
<u>First Line Supervisor:</u> <ul style="list-style-type: none"> • Sgt and above • Lt and above (security) • Supervisor and above (non-security) 	All of the above plus: <ul style="list-style-type: none"> • ICS 200, Basic ICS 	<u>Unit Level</u> FEMA Website http://training.fema.gov

Middle Management: <ul style="list-style-type: none"> Deputy Wardens Wardens, Chiefs of Security and EP Coordinators, ERT Leaders, and Upper level Supervisors 	All of the above plus: <ul style="list-style-type: none"> ICS 300 Intermediate ICS-400 Advanced IS 800 National Response Plan 	ADEM Class, FEMA Website http://training.fema.gov
Command and General staff: Department Heads Management Team and Administrators, Directors, Public Information, Dept. Heads, and persons assigned to the EOC	All of the above	ADEM Class, FEMA Website http://training.fema.gov

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Attachment 32

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Position Title	Trng. Needed
Administrative Analyst	40

Buyer	40
Career Planning & Placement Specialist	40
Computer Support Analyst	40
Executive Assistant To The Director	40
Policy Development Coordinator	40
Senior Librarian	40
ADC Psychologist	40
Admin Review Officer	40
Administrator Of Chaplaincy Svcs	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
Captain	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 Admr	40
Compliance Attorney	40
Construction Project Specialist	40
Construction Project Supervisor	40
Construction Specialist	40
Construction Supervisor	40
Construction/Maintenance Coord	40
Corporal	40

	1st yr. ONLY-0
Correctional Officer I *	hrs.
	After 1st yr. 40
	hrs.
-	40
Correctional Unit Accreditation-Spee	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
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 Admr	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
Licensed Certified Social Worker	40

Licensed Master Social Worker	40
Licensed Professional Counselor	40
Licensed Social Worker	40
Lieutenant	40
Mailroom Services Coordinator	40
Maintenance Manager	40
Maintenance Technician	40
Major	40
Occupational Safety Coordinator	40
Procurement Coordinator	40
Program Specialist	40
Position Title	Trng. Needed
Psychological Examiner	16
Administrative Specialist I	40
Psychologist	16
Administrative Specialist II	40
Psychologist Supervisor	16
Administrative Specialist III	40
Public Information Officer	16
Benefits Technician	40
Records Supervisor	16
Computer Support Technician	40
Records Intake Supervisor	16
Disease Intervention Specialist	40
Recreational Activity Leader II	16
EEO/Grievance Officer	40
Recreational Activity Supervisor	16
Fiscal Support Analyst	40
Registered Nurse	16
Fiscal Support Specialist	40
Rehab Area Manager	16
Human Resources Assistant	40
Rehab Facility Supervisor	16
Human Resource Program Representative	40
Rehab Program Manager	16
Human Resources Specialist	40
Research and Planning Coordinator	16
Instrumentation Technician	40
Research Project Analyst	16
Inventory Control Manager	40
Research and Statistics Supervisor	16
Legal Support Specialist	40
Senior Auditor	16
Payroll Services Specialist	40
Senior Chaplain	16
Payroll Technician	40
Senior Software Support Analyst	16
Property Officer	40
Sergeant	16
Public Information Technician	40
Skilled Trades Foreman	16
Purchasing Specialist	40
Skilled Trades Supervisor	16
Sales Representative	40
Software Support Analyst	16
Shipping & Receiving Clerk	40
State Production Control Supervisor	16
Volunteer Program Coordinator	40
ADC Psychologist	40
Substance Abuse Program Leader	40
Administrative Analyst	40
Superintendent	40
Admin Review Officer	40
Training Academy Supervisor	40
Administrator Of Chaplaincy Svcs	40
Training Administrator	40
Advisor	40
Training Instructor	40
Agency Controller I	40
Unit Training Supervisor	40
Agency Fiscal Manager	40
Adult Release Center Supervisor	40
Agency Human Resources Manager	40

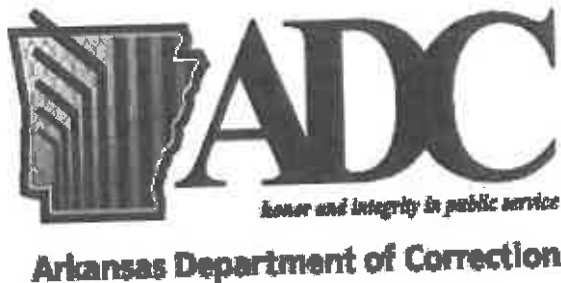
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<u>Agri Unit Supervisor I</u>	<u>40</u>
<u>Agri Unit Supervisor II</u>	<u>40</u>
<u>Agriculture Production Supervisor</u>	<u>40</u>
<u>Assistant Director</u>	<u>40</u>
<u>Assistant Head Farm Manager</u>	<u>40</u>
<u>Assistant Personnel Manager</u>	<u>40</u>
<u>Associate Professional Counselor</u>	<u>40</u>
<u>Asst Chief Financial Officer (CFO)</u>	<u>40</u>
<u>Asst Maintenance Supervisor</u>	<u>40</u>
<u>Asst Medical Program Manager</u>	<u>40</u>
<u>Attorney Specialist</u>	<u>40</u>
<u>Attorney Supervisor</u>	<u>40</u>
<u>Auditor</u>	<u>40</u>
<u>Budget Analyst</u>	<u>40</u>
<u>Business Operations Specialist</u>	<u>40</u>
<u>Buyer</u>	<u>40</u>
<u>Captain</u>	<u>40</u>
<u>Career Planning & Placement Specialist</u>	<u>40</u>
<u>Central Warehouse Operations Manager</u>	<u>40</u>
<u>Chaplain</u>	<u>40</u>
<u>Chief Deputy Director</u>	<u>40</u>
<u>Classification & Assignment Officer</u>	<u>40</u>
<u>Classification Administrator</u>	<u>40</u>
<u>Commissary Manager</u>	<u>40</u>
<u>Commodity & Food Svc Admr</u>	<u>40</u>
<u>Compliance Attorney</u>	<u>40</u>
<u>Computer Support Analyst</u>	<u>40</u>
<u>Construction Project Specialist</u>	<u>40</u>
<u>Construction Project Supervisor</u>	<u>40</u>
<u>Construction Specialist</u>	<u>40</u>
<u>Construction Supervisor</u>	<u>40</u>
<u>Construction/Maintenance Coord</u>	<u>40</u>
<u>Corporal</u>	<u>40</u>
<u>Correctional Officer I *</u>	<u>1st yr. ONLY-0</u>
	<u>hrs.</u>
	<u>After 1st yr.-40</u>
	<u>hrs.</u>
-	
<u>Correctional Unit Accreditation Spec</u>	<u>40</u>
<u>Correctional Warden</u>	<u>40</u>
<u>Department Business Coordinator</u>	<u>40</u>
<u>Deputy Director</u>	<u>40</u>
<u>Deputy Warden</u>	<u>40</u>

<u>DHS Program Administrator</u>	<u>40</u>
<u>Director</u>	<u>40</u>
<u>Director Maintenance</u>	<u>40</u>
<u>Disciplinary Hearing Officer</u>	<u>40</u>
<u>Education & Instruction Specialist</u>	<u>40</u>
<u>Engineer</u>	<u>40</u>
<u>Executive Assistant To The Director</u>	<u>40</u>
<u>Farm Administrator</u>	<u>40</u>
<u>Fiscal Support Manager</u>	<u>40</u>
<u>Fiscal Support Supervisor</u>	<u>40</u>
<u>Food Preparation Manager</u>	<u>40</u>
<u>Food Preparation Supervisor</u>	<u>40</u>
<u>General Counsel</u>	<u>40</u>
<u>Head Farm Manager I</u>	<u>40</u>
<u>Head Farm Manager II</u>	<u>40</u>
<u>Health Program Specialist I</u>	<u>40</u>
<u>Health Service Administrator</u>	<u>40</u>
<u>Human Resource Recruiter</u>	<u>40</u>
<u>Human Resources Administrator</u>	<u>40</u>
<u>Industrial Supervisor I</u>	<u>40</u>
<u>Industrial Supervisor II</u>	<u>40</u>
<u>Industry Administrator</u>	<u>40</u>
<u>Industry Assistant Admr</u>	<u>40</u>
<u>Industry Program Manager</u>	<u>40</u>
<u>Information Systems Security Specialist</u>	<u>40</u>
<u>Information Systems Manager</u>	<u>40</u>
<u>Inmate Grievance Coordinator</u>	<u>40</u>
<u>Inmate Transportation Coord</u>	<u>40</u>
<u>Institution Human Resources Coordinator</u>	<u>40</u>
<u>Internal Affairs Administrator</u>	<u>40</u>
<u>Internal Affairs Investigator</u>	<u>40</u>
<u>Internal Auditor</u>	<u>40</u>
<u>Labor Division Manager</u>	<u>40</u>
<u>Law Enforcement Training Instructor</u>	<u>40</u>
<u>Licensed Certified Social Worker</u>	<u>40</u>
<u>Licensed Master Social Worker</u>	<u>40</u>
<u>Licensed Professional Counselor</u>	<u>40</u>
<u>Licensed Social Worker</u>	<u>40</u>
<u>Lieutenant</u>	<u>40</u>
<u>Mailroom Services Coordinator</u>	<u>40</u>
<u>Maintenance Manager</u>	<u>40</u>
<u>Maintenance Technician</u>	<u>40</u>
<u>Major</u>	<u>40</u>

<u>Occupational Safety Coordinator</u>	<u>40</u>
<u>Policy Development Coordinator</u>	<u>40</u>
<u>Procurement Coordinator</u>	<u>40</u>
<u>Program Specialist</u>	<u>40</u>
<u>Psychological Examiner</u>	<u>40</u>
<u>Psychologist</u>	<u>40</u>
<u>Psychologist Supervisor</u>	<u>40</u>
<u>Public Information Officer</u>	<u>40</u>
<u>Public Information Specialist</u>	<u>40</u>
<u>Records Supervisor</u>	<u>40</u>
<u>Records/Intake Supervisor</u>	<u>40</u>
<u>Recreational Activity Leader II</u>	<u>40</u>
<u>Recreational Activity Supervisor</u>	<u>40</u>
<u>Registered Nurse</u>	<u>40</u>
<u>Rehab Area Manager</u>	<u>40</u>
<u>Rehab Facility Supervisor</u>	<u>40</u>
<u>Rehab Program Manager</u>	<u>40</u>
<u>Research and Planning Coordinator</u>	<u>40</u>
<u>Research Project Analyst</u>	<u>40</u>
<u>Research and Statistics Supervisor</u>	<u>40</u>
<u>Senior Auditor</u>	<u>40</u>
<u>Senior Chaplain</u>	<u>40</u>
<u>Senior Librarian</u>	<u>40</u>
<u>Senior Software Support Analyst</u>	<u>40</u>
<u>Sergeant</u>	<u>40</u>
<u>Skilled Trades Foreman</u>	<u>40</u>
<u>Skilled Trades Supervisor</u>	<u>40</u>
<u>Software Support Analyst</u>	<u>40</u>
<u>State Production Control Supervisor</u>	<u>40</u>
<u>Substance Abuse Program Coord</u>	<u>40</u>
<u>Substance Abuse Program Leader</u>	<u>40</u>
<u>Superintendent</u>	<u>40</u>
<u>Training Academy Supervisor</u>	<u>40</u>
<u>Training Administrator</u>	<u>40</u>
<u>Training Instructor</u>	<u>40</u>
<u>Unit Training Supervisor</u>	<u>40</u>
<u>Work Release Center Supervisor</u>	<u>40</u>
<u>Work Release Program Supervisor</u>	<u>40</u>



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: 18-21

SUPERSEDES: 17-25

APPLICABILITY: All Employees

REFERENCE: AR-204 Employment

PAGE: 1 of 10

APPROVED: Original signed by Wendy Kelley

EFFECTIVE DATE: 6/7/2018

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 (See Attachment 1). 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.**

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

Attachment 3

Position Title	Trng. Needed
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Administrative Specialist I	16
Administrative Specialist II	16
Administrative Specialist III	16
Benefits Technician	16
Computer Support Technician	16
Disease Intervention Specialist	16
EEO/Grievance Officer	16
Fiscal Support Analyst	16
Fiscal Support Specialist	16
Human Resources Assistant	16
Human Resource Program Representative	16
Human Resources Specialist	16
Instrumentation Technician	16
Inventory Control Manager	16
Legal Support Specialist	16
Payroll Services Specialist	16
Payroll Technician	16
Property Officer	16
Public Information Technician	16
Purchasing Specialist	16
Sales Representative	16
Shipping & Receiving Clerk	16
Volunteer Program Coordinator	16
<hr/>	
ADC Psychologist	40
Administrative Analyst	40
Admin Review Officer	40
Administrator Of Chaplaincy Svcs	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 Admr	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 *	1st yr. ONLY-0 hrs. 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 Admr	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
Licensed Certified Social Worker	40
Licensed Master Social Worker	40
Licensed Professional Counselor	40
Licensed Social Worker	40
Lieutenant	40
Mailroom 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 Officer	40
Public Information Specialist	40
Records Supervisor	40
Records/Intake Supervisor	40

Recreational Activity Leader II	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 Administrator	40
Training Instructor	40
Unit Training Supervisor	40
Work Release Center Supervisor	40
Work Release Program Supervisor	40



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ADMINISTRATIVE DIRECTIVE

SUBJECT: ~~Cell Extraction Team~~ Forced Cell Movement

NUMBER: ~~43-17418-~~
174

SUPERSEDES: ~~09-3613-~~

APPLICABILITY: All staff

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REFERENCE: AR 409 - Use of Force
~~AR 020 Emergency Preparedness~~
AR 401 Searches and Control of Contraband

PAGE 1 of 27

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

EFFECTIVE

I. POLICY:

It is the policy of the Department of Correction to provide guidance and direction on the use of force and security equipment by Unit ~~Cell Extraction~~ Forced Cell Movement Teams in the lawful performance of their duties. Conditions under which force is used must be set forth case-by-case in a realistic evaluation of the actual need for that application.

II. DEFINITIONS:

For the purpose of this policy, the following definitions will apply (AR 409).

- A. Force: A directed movement or overt action with or without weapons or devices, with the intention of restraining, regaining or maintaining control of an inmate or inmates.
- B. Deadly Force: Any force that under the circumstances is readily capable of causing death or serious physical injury.
- C. Physical Harm to Persons: Any injury, illness or other physiological impairment regardless of its gravity or duration.

- D. Serious Physical Harm to Persons: Means any of the following:
1. Any mental illness or condition of such gravity as would normally require hospitalization.
 2. Any physical harm which carries a substantial risk of death.
 3. Any physical harm which involves some permanent incapacity, whether partial or total, or which involves some temporary, substantial incapacity.
 4. Any physical harm which involves some temporary serious disfigurement.
- E. Risk: A significant possibility, as contrasted with a remote possibility, that a certain result may occur or that certain circumstances may exist.
- F. Substantial Risk: A strong possibility, as contrasted with a remote or significant possibility, that a certain result may occur or that certain circumstances may exist.
- G. Excessive Force: Any act of force in excess of what it takes to subdue a resisting inmate and/or to move a resisting inmate to a secure location, i.e., a cell.

III. PROCEDURES:

- A. Authority for the use of the Cell Extraction Team shall rest with the Warden, Deputy Assistant Warden or Chief of Security.
- B. Force, security equipment and restraint equipment are intended to be used only as control measures when absolutely necessary; they are not intended and shall never be used as a means of punishment.
- C. The Warden or designee shall be immediately notified when any type of force is used. A written report shall be prepared by the officer(s) who employed force by using ADC Form F-005/409-1, Incident Report/Use of Force. The Incident Report/Use of Force shall be prepared immediately after control of the situation resulting in such force and submitted to the Team Leader (see attachment 1).
- D. After force has been used against an inmate, the inmate shall be examined by medical personnel as soon as possible. If injuries were suffered, immediate medical attention shall be given to both staff and inmate(s).

IV. CELL EXTRACTION FORCE CELL TEAM MOVEMENT TEAM OBJECTIVES AND MISSION:

- A. To provide for the protection of self and others from inmates.

- B. To provide for the protection of an inmate from self-harm.
- C. To ensure that physical force is used as a last resort and only to the degree necessary to subdue and, if needed, relocate the inmate to a more secure area of the facility.

V. TEAM COMPOSITION:

Cell Extraction Team members will be selected by the Unit warden. The ideal team will consist of:

- A. One (1) Team Leader
- B. Five (5) Officers (Extraction Team)
- C. One (1) Camera Operator
- D. One (1) Infirmary Representative

However, due to lack of staff and/or other resources, the team composition may vary from unit to unit.

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VI. TRAINING:

- A. Cell Extraction Team members will receive training as approved by the Department's of Correction Training Academy and/or the Emergency Preparedness Coordinator of the Department of Correction.
- B. Team members will receive in-service training on a schedule determined by the Training Academy and/or the Emergency Preparedness Coordinator of the Department of Correction.

VII. ACTIVATION OF TEAM:

- A. Once the shift supervisor determines that a forced cell movement is needed he or she will notify the Warden, Deputy Warden or Chief of Security (Duty Warden), and brief them of the situation. The Warden, Deputy Warden or Chief of Security (Duty Warden) will then appoint a team leader and advise them to start the procedures outlined in the Force Cell Movement Fact Sheet (Attachment A) and give authorization for the forced cell movement. The team leader is responsible for briefing the Warden, Deputy Warden, or Chief of Security on the use of force plan, and any changes that may occur before, during and after the forced cell movement. Members of the Cell Extraction Team are notified by the Control Center when authorized by the Warden, Deputy Warden, or Chief of Security.

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- B. All team personnel will be instructed to report to the designated area for further instructions.
- C. Each team member will draw necessary equipment and suit up. Cell extractions or forced movements may involve use of chemical agents or electronic restraint devices. Only Cell Extraction Team members trained in the use of these security control devices/agents shall deploy or use these devices/agents.

VIII. EQUIPMENT:

Cell Extraction Team The Team will be supplied with, but not limited to, the following equipment.

- A. Electronic Shield
- B. Knee Pads
- C. Elbow Pads
- D. Riot Vest
- E. Gloves
- F. Full-Faced Helmet
- G. One (1) set of handcuffs
- H. One (1) set of leg irons
- I. One (1) waist chain (if needed)
- J. One (1) Jump suit
- K. Gas Mask
- L. Chemical Agent
- M. Camera

IX. PRE-EXTRACTION FORCED MOVEMENT BRIEFING:

- A. The Team Members begin to suit-up and prepare any equipment to be used in the Forced Cell Movement Cell Extraction. The Team Leader discusses the following information with the team members:
- 1. Physical condition of the cell, i.e., water on the floor, barricaded subject, jammed cell door, etc.
 - 2. Physical condition of the inmate, i.e., whether or not inmate is armed and with what type of weapon, etc.; briefing on the inmate, i.e., size, history of resisting, assaultive behavior, medical/mental health condition, etc.
 - 3. Cell location.
 - 4. Location of area inmate is to be moved after extraction (if applicable).

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X. THE FORCE MOVEMENT CELL EXTRACTION:

A. The Cell Extraction Team, in formation, shall march to the cell and stop. Turn on camera, then Team Leader orders inmate to comply

1. Team Leader orders inmate to comply.

B. If the inmate refuses to comply, the Team Leader orders "SET" and the team crouches in readiness and responds "SET."

C. Chemical agents or other less than lethal munitions are deployed into the cell onto the person of the inmate if authorized and justified. Deployment will be in accordance with appropriate administrative directives and administrative regulations concerning use of force, chemical agents, electronic restraints, and training received as approved by the Arkansas department's Training Department of Correction Training Academy and/or the Emergency Preparedness Coordinator of the Department of Correction.

D. The Team Leader unlocks the cell door, opens it and orders "GO" and the team enters the cell.

E. #1 Position member of the team Extraction, equipped with shield, places inmate against wall.

F. #2 Position member is responsible for restraint of the left side arm.

G. #3 Position member is responsible for restraint of right side arm.

H. #4 Position member is responsible for restraint of left side leg.

I. #5 Position member is responsible for restraint of right side leg.

J. Members #4 and #5 lift legs of the inmate and the inmate is placed face down on floor.

K. Member #3 places handcuffs on inmate.

L. Member #5 places leg irons on inmate.

M. The inmate is forcibly subdued.

N. When the Number One officer yells "CLEAR" that is the signal that the inmate has been subdued and restrained.

O. The inmate is physically picked up and removed from the cell. If chemical agents are used, the inmate is to be carried to the shower for decontamination. If the inmate is to be transported within the same cellblock, the inmate is carried by the officers to that cell. Prior to

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placement into the shower or any cell, the inmate's clothing should be removed in a search for contraband and weapons. The inmate's cell is locked and secured to prevent personal property loss. If the inmate is to be transported to a different cellblock, the inmate is carried outside the original cellblock and placed in a facedown position on the floor. The inmate may be given the opportunity to walk to the new cellblock or be carried. Restraints are re-checked at this time. If the inmate refuses to walk, the inmate is carried by the officers on the team, face_down, to the new cellblock.

XI. MEDICAL ATTENTION:

PA. The Team Leader will then notify medical staff to report to the secured area to assess the inmate. will check the inmate and note any injuries. Any needed treatment will be given at this time unless the inmate is requiring treatment from the infirmary.

QB. Any needed treatment will be given to staff at the completion of the extraction.

XII. MOVEMENT TEAM EXTRACTION FROM CELL:

A. Once back inside a cell and the inmate is complying with orders of staff, the inmate is laid face_down and the restraints will then be removed in an orderly fashion. -The team will then remove themselves from the cell in a reverse manner.

1. The handcuffs are now removed but the hands and the rest of the inmate's body continues to be physically restrained.
2. The Number One member at the head of the inmate gets up and resumes the ready, crouched position inside the cell entrance. He/She is now clear and states "CLEAR."
3. The leg restraints are now removed but the inmate's legs and the rest of the inmate's body continue to be physically restrained.
4. Number Four (4) and Five (5) members are now cleared to move into a ready, crouched position, taking their place in front of the Number One (1) member. The two of them state "CLEAR."
5. Number Three (3) member continues in the kneeling position, holding the legs and hands of the inmate who is lying facedown in the cell.
6. Number Two (2) member goes into the ready, crouched position behind the Number Three (3) member.

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7. The Number Three (3) member is the only remaining team member holding the now unrestrained inmate facedown. All members are in a crouched position and are ready to leave the cell backwards. Number Three (3) stands up, moves backward into the members.
8. In one unified movement, the team extracts themselves from the cell backwards.
9. As the last one clears the cell, the Number Three member states "CLEAR" and the Team Leader secures the door shut.
10. Team Leader and Assistant Team Leader return to the inmate's previous location along with video camera operator and inventory extracted inmate's personal property.

The force cell movement cell extraction has now been completed, and the camera turned off.

XIII. RETURNING TO THE BRIEFING ROOM:

The members of the Cell Extraction Team will now line up in original formation and march to the middle of the cellblock area. They stand at attention and await further orders. If no other orders are forthcoming, the team marches to the exit door. In single file and formation, with face shields down, they walk back to the briefing room for debriefing, return to the briefing room for debrief with the Duty Warden.

XIV. DEBRIEFING:

- A. Team Leader and the team will discuss the forced movement cell extraction.
- B. The video of the move will be reviewed by the Warden, Unit Emergency Preparedness Coordinator, or designee, to ensure compliance with Department of Correction policy and team members. Team members shall not review the video without authorization from the Warden.
- C. The Team Leader will ensure the incident is documented, in great detail.

XV. REQUIRED REPORTS:

- A. Forced Cell Movement/Fact Sheet
- B. Incident Report - 005.
- ~~C.~~ Use of Force Report - 409.
- ~~D.~~ Medical Report or Witnessed Refusal of Care Form.
- ~~E.~~ Workman's Compensation report if employee has been injured.
- ~~F.~~ Disciplinary Report.
- ~~G.~~ Inventory - 401.

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XVI. REFERENCES:

- AR 020—Emergency Preparedness
- AR 409—Use of Force; AD—Use of Force
- AR 401—Searches and Control of Contraband

Attachment A

**Forced Cell Movement
Information / Fact Sheet**

Date _____ Movement Start Time _____

Inmate Name and Number _____

Current Location / Cell # _____ New Cell # _____

Force Authorized by _____ Signed _____

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Any medical limitations _____

Name of medical personnel who was notified of Use of Force

Mental Health
considerations _____

Reasons for forced cell
move: _____

Team Members

Leader _____

1. _____
2. _____
3. _____
4. _____
5. _____

Camera Operator: _____

Forced Cell Movement
Information / Fact Sheet (page 2)

Injuries / treatment to staff _____

Injuries / Treatment afforded inmate Yes or No (See medical report)

Type force used (i.e. OC, ERD, .37
MM) _____

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Disciplinary written by / charges _____

Disposition of property _____

Time Force Cell Movement Completed _____

Disposition of cell move video evidence _____

Reviewed and Signed by EPC _____ Date _____

Reviewed and Signed by the Warden _____ Date _____

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