

Following are policies issued by Arkansas Community Correction with an effective date from July 1, 2016 through June September 30, 2016.

<u>Document Title</u>	<u>Effective Date</u>
Recruiting and Hiring	7/1/2016
Employee Training and Certification	7/11/2016
Reporting and Investigating Incidents, Hazards and Maltreatment	8/1/2016
Agency Description & Public Information	9/24/2016
Employee Leave	9/9/2016

LIST, BY SUBJECT, OF ARKANSAS CODE SECTIONS DERIVED FROM INITIATED MEASURES

Publication of Laws, Reports, etc.	Ark. Code § 1-3-101	Init. M. 1914	No. 2	§ 13
Publication of Laws, Reports, etc.	Ark. Code § 1-3-103	Init. M. 1914	No. 2	§ 3
Publication of Laws, Reports, etc.	Ark. Code § 1-3-104	Init. M. 1914	No. 2	§ 4
Publication of Laws, Reports, etc.	Ark. Code § 1-3-105	Init. M. 1914	No. 2	§ 8
Publication of Laws, Reports, etc.	Ark. Code § 1-3-106	Init. M. 1914	No. 2	§ 12
Publication of Laws, Reports, etc.	Ark. Code § 1-3-107	Init. M. 1914	No. 2	§ 9
Publication of Laws, Reports, etc.	Ark. Code § 1-3-108	Init. M. 1914	No. 2	§ 11
Alcoholic Beverages/Local Option/Proceedings	Ark. Code § 3-8-201	Init. M. 1942	No. 1	§ 2
Alcoholic Beverages/Local Option/Proceedings	Ark. Code § 3-8-202	Init. M. 1942	No. 1	§ 6
Alcoholic Beverages/Local Option/Proceedings	Ark. Code § 3-8-203	Init. M. 1942	No. 1	§ 2
Alcoholic Beverages/Local Option/Proceedings	Ark. Code § 3-8-205	Init. M. 1942	No. 1	§ 1
Alcoholic Beverages/Local Option/Proceedings	Ark. Code § 3-8-205	Init. M. 1942	No. 1	§ 4
Alcoholic Beverages/Local Option/Proceedings	Ark. Code § 3-8-206	Init. M. 1942	No. 1	§ 2
Alcoholic Beverages/Local Option/Proceedings	Ark. Code § 3-8-207	Init. M. 1942	No. 1	§ 5
Alcoholic Beverages/Local Option/Proceedings	Ark. Code § 3-8-208	Init. M. 1942	No. 1	§ 2
Alcoholic Beverages/Local Option/Proceedings	Ark. Code § 3-8-209	Init. M. 1942	No. 1	§ 3
Criminal/Corruption in Public Office	Ark. Code § 5-52-108	Init. M. 1990	No. 1	§ 8
Criminal/Public Health Offenses/Animals	Ark. Code § 5-62-123	Init. M. 1936	No. 3	§ 21
Elections/Campaign Practices/Financing	Ark. Code § 7-6-201	Init. M. 1990	No. 1	§ 1
Elections/Campaign Practices/Financing	Ark. Code § 7-6-201	Init. M. 1996	No. 1	§ 1
Elections/Campaign Practices/Financing	Ark. Code § 7-6-203	Init. M. 1990	No. 1	§ 2
Elections/Campaign Practices/Financing	Ark. Code § 7-6-203	Init. M. 1990	No. 1	§ 3
Elections/Campaign Practices/Financing	Ark. Code § 7-6-203	Init. M. 1996	No. 1	§ 2
Elections/Campaign Practices/Financing	Ark. Code § 7-6-203	Init. M. 1996	No. 1	§ 3
Elections/Campaign Practices/Financing	Ark. Code § 7-6-205	Init. M. 1990	No. 1	§ 4
Elections/Campaign Practices/Financing	Ark. Code § 7-6-207	Init. M. 1990	No. 1	§ 5
Elections/Campaign Practices/Financing	Ark. Code § 7-6-207	Init. M. 1996	No. 1	§ 4
Elections/Campaign Practices/Financing	Ark. Code § 7-6-208	Init. M. 1996	No. 1	§ 5
Elections/Campaign Practices/Financing	Ark. Code § 7-6-209	Init. M. 1996	No. 1	§ 6
Elections/Campaign Practices/Financing	Ark. Code § 7-6-215	Init. M. 1990	No. 1	§ 6
Elections/Campaign Practices/Financing	Ark. Code § 7-6-215	Init. M. 1996	No. 1	§ 7
Elections/Campaign Practices/Financing	Ark. Code § 7-6-216	Init. M. 1990	No. 1	§ 6
Elections/Campaign Practices/Financing	Ark. Code § 7-6-217	Init. M. 1990	No. 1	§ 6
Elections/Campaign Practices/Financing	Ark. Code § 7-6-218	Init. M. 1990	No. 1	§ 6

LIST, BY SUBJECT, OF ARKANSAS CODE SECTIONS DERIVED FROM INITIATED MEASURES

Elections/Campaign Practices/Financing	Ark. Code § 7-6-220	Init. M. 1996	No. 1	§ 8
Elections/Campaign Practices/Financing	Ark. Code § 7-6-222	Init. M. 1996	No. 1	§ 10
Elections/Campaign Practices/Financing	Ark. Code § 7-6-223	Init. M. 1996	No. 1	§ 11
Elections/Campaign Practices/Financing	Ark. Code § 7-6-224	Init. M. 1996	No. 1	§ 12
Labor & Industrial Relations/Child Labor	Ark. Code § 11-6-101	Init. M. 1914	No. 1	§ 12
Labor & Industrial Relations/Child Labor	Ark. Code § 11-6-102	Init. M. 1914	No. 1	§ 6
Labor & Industrial Relations/Child Labor	Ark. Code § 11-6-103	Init. M. 1914	No. 1	§ 13
Labor & Industrial Relations/Child Labor	Ark. Code § 11-6-104	Init. M. 1914	No. 1	§ 1
Labor & Industrial Relations/Child Labor	Ark. Code § 11-6-105	Init. M. 1914	No. 1	§ 2
Labor & Industrial Relations/Child Labor	Ark. Code § 11-6-106	Init. M. 1914	No. 1	§ 2
Labor & Industrial Relations/Child Labor	Ark. Code § 11-6-106	Init. M. 1914	No. 1	§ 4
Labor & Industrial Relations/Child Labor	Ark. Code § 11-6-107	Init. M. 1914	No. 1	§ 3
Labor & Industrial Relations/Child Labor	Ark. Code § 11-6-108	Init. M. 1914	No. 1	§ 5
Labor & Industrial Relations/Child Labor	Ark. Code § 11-6-109	Init. M. 1914	No. 1	§ 7
Labor & Industrial Relations/Child Labor	Ark. Code § 11-6-109	Init. M. 1914	No. 1	§ 8
Labor & Industrial Relations/Child Labor	Ark. Code § 11-6-109	Init. M. 1914	No. 1	§ 9
Labor & Industrial Relations/Child Labor	Ark. Code § 11-6-109	Init. M. 1914	No. 1	§ 10
Labor & Industrial Relations/Child Labor	Ark. Code § 11-6-110	Init. M. 1914	No. 1	§ 6
Labor & Industrial Relations/Child Labor	Ark. Code § 11-6-111	Init. M. 1914	No. 1	§ 11
Labor & Industrial Relations/Workers' Compensation	Ark. Code § 11-9-101	Init. M. 1948	No. 4	§ 1
Labor & Industrial Relations/Workers' Compensation	Ark. Code § 11-9-102	Init. M. 1948	No. 4	§ 2
Labor & Industrial Relations/Workers' Compensation	Ark. Code § 11-9-103	Init. M. 1948	No. 4	§ 3
Labor & Industrial Relations/Workers' Compensation	Ark. Code § 11-9-104	Init. M. 1948	No. 4	§ 48
Labor & Industrial Relations/Workers' Compensation	Ark. Code § 11-9-105	Init. M. 1948	No. 4	§ 4
Labor & Industrial Relations/Workers' Compensation	Ark. Code § 11-9-106	Init. M. 1948	No. 4	§ 35
Labor & Industrial Relations/Workers' Compensation	Ark. Code § 11-9-106	Init. M. 1968	No. 1	§ 6
Labor & Industrial Relations/Workers' Compensation	Ark. Code § 11-9-107	Init. M. 1948	No. 4	§ 35
Labor & Industrial Relations/Workers' Compensation	Ark. Code § 11-9-107	Init. M. 1968	No. 1	§ 6
Labor & Industrial Relations/Workers' Compensation	Ark. Code § 11-9-108	Init. M. 1948	No. 4	§ 20
Labor & Industrial Relations/Workers' Compensation	Ark. Code § 11-9-109	Init. M. 1948	No. 4	§ 20
Labor & Industrial Relations/Workers' Compensation	Ark. Code § 11-9-110	Init. M. 1948	No. 4	§ 21
Labor & Industrial Relations/Workers' Compensation	Ark. Code § 11-9-111	Init. M. 1948	No. 4	§ 16
Labor & Industrial Relations/Workers' Compensation	Ark. Code § 11-9-112	Init. M. 1948	No. 4	§ 22
Labor & Industrial Relations/Workers' Compensation Commission	Ark. Code § 11-9-201	Init. M. 1948	No. 4	§ 42
Labor & Industrial Relations/Workers' Compensation Commission	Ark. Code § 11-9-202	Init. M. 1948	No. 4	§ 42

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Labor & Industrial Relations/Workers' Comp. Commission Proceedings	Ark. Code § 11-9-707	Init. M. 1948	No. 4	§ 24
Labor & Industrial Relations/Workers' Comp. Commission Proceedings	Ark. Code § 11-9-708	Init. M. 1948	No. 4	§ 28
Labor & Industrial Relations/Workers' Comp. Commission Proceedings	Ark. Code § 11-9-709	Init. M. 1948	No. 4	§ 29
Labor & Industrial Relations/Workers' Comp. Commission Proceedings	Ark. Code § 11-9-710	Init. M. 1948	No. 4	§ 25
Labor & Industrial Relations/Workers' Comp. Commission Proceedings	Ark. Code § 11-9-711	Init. M. 1948	No. 4	§ 25
Labor & Industrial Relations/Workers' Comp. Commission Proceedings	Ark. Code § 11-9-712	Init. M. 1948	No. 4	§ 25
Labor & Industrial Relations/Workers' Comp. Commission Proceedings	Ark. Code § 11-9-713	Init. M. 1948	No. 4	§ 26
Labor & Industrial Relations/Workers' Comp. Commission Proceedings	Ark. Code § 11-9-714	Init. M. 1948	No. 4	§ 30
Labor & Industrial Relations/Workers' Comp. Commission Proceedings	Ark. Code § 11-9-715	Init. M. 1948	No. 4	§ 32
Labor & Industrial Relations/Workers' Comp. Payment	Ark. Code § 11-9-801	Init. M. 1948	No. 4	§ 19
Labor & Industrial Relations/Workers' Comp. Payment	Ark. Code § 11-9-802	Init. M. 1948	No. 4	§ 19
Labor & Industrial Relations/Workers' Comp. Payment	Ark. Code § 11-9-803	Init. M. 1948	No. 4	§ 19
Labor & Industrial Relations/Workers' Comp. Payment	Ark. Code § 11-9-804	Init. M. 1948	No. 4	§ 19
Labor & Industrial Relations/Workers' Comp. Payment	Ark. Code § 11-9-805	Init. M. 1948	No. 4	§ 19
Labor & Industrial Relations/Workers' Comp. Payment	Ark. Code § 11-9-806	Init. M. 1948	No. 4	§ 19
Labor & Industrial Relations/Workers' Comp. Payment	Ark. Code § 11-9-808	Init. M. 1948	No. 4	§ 19
Labor & Industrial Relations/Workers' Comp. Payment	Ark. Code § 11-9-809	Init. M. 1948	No. 4	§ 19
Labor & Industrial Relations/Workers' Comp. Payment	Ark. Code § 11-9-810	Init. M. 1948	No. 4	§ 19
Labor & Industrial Relations/Workers' Comp. Payment	Ark. Code § 11-9-811	Init. M. 1948	No. 4	§ 19
Juries/Examination & Challenge/General	Ark. Code § 16-33-101	Init. M. 1936	No. 3	§ 16
Juries/Examination & Challenge/Criminal Proceedings	Ark. Code § 16-33-305	Init. M. 1936	No. 3	§ 17
Juries/Examination & Challenge/Criminal Proceedings	Ark. Code § 16-33-305	Init. M. 1936	No. 3	§ 18
Evidence & Witnesses/Witness Attendance	Ark. Code § 16-43-208	Init. M. 1936	No. 3	§ 34
Evidence & Witnesses/Witness Attendance	Ark. Code § 16-43-209	Init. M. 1936	No. 3	§ 35
Criminal Procedure/Arrest/General	Ark. Code § 16-81-105	Init. M. 1936	No. 3	§ 19
Criminal Procedure/Arrest/General	Ark. Code § 16-81-109	Init. M. 1936	No. 3	§ 19
Criminal Procedure/Pretrial Examination	Ark. Code § 16-85-210	Init. M. 1936	No. 3	§ 1
Criminal Procedure/Pretrial Examination	Ark. Code § 16-85-210	Init. M. 1936	No. 3	§ 2
Criminal Procedure/Pretrial/Indictment	Ark. Code § 16-85-403	Init. M. 1936	No. 3	§ 22
Criminal Procedure/Pretrial/Indictment	Ark. Code § 16-85-403	Init. M. 1936	No. 3	§ 23

LIST, BY SUBJECT, OF ARKANSAS CODE SECTIONS DERIVED FROM INITIATED MEASURES

Criminal Procedure/Pretrial/Indictment	Ark. Code § 16-85-404	Init. M. 1936	No. 3	§ 20
Criminal Procedure/Pretrial/Indictment	Ark. Code § 16-85-407	Init. M. 1936	No. 3	§ 24
Criminal Procedure/Pretrial/Grand Jury	Ark. Code § 16-85-510	Init. M. 1936	No. 3	§ 15
Criminal Procedure/Pretrial/Grand Jury	Ark. Code § 16-85-517	Init. M. 1936	No. 3	§ 33
Criminal Procedure/Jurisdiction & Venue/General	Ark. Code § 16-88-104	Init. M. 1936	No. 3	§ 26
Criminal Procedure/Jurisdiction & Venue/Change of Venue	Ark. Code § 16-88-204	Init. M. 1936	No. 3	§ 27
Criminal Procedure/Trial & Verdict	Ark. Code § 16-89-101	Init. M. 1936	No. 3	§ 31
Criminal Procedure/Trial & Verdict	Ark. Code § 16-89-108	Init. M. 1936	No. 3	§ 28
Public Finance/State Budgetary Procedure/Cash Expenditures	Ark. Code § 19-4-803	Init. M. 2000	No. 1	§ 19
Public Finance/Tobacco Settlement Proceeds Act	Ark. Code § 19-12-101	Init. M. 2000	No. 1	§ 1
Public Finance/Tobacco Settlement Proceeds Act	Ark. Code § 19-12-102	Init. M. 2000	No. 1	§ 2
Public Finance/Tobacco Settlement Proceeds Act	Ark. Code § 19-12-103	Init. M. 2000	No. 1	§ 3
Public Finance/Tobacco Settlement Proceeds Act	Ark. Code § 19-12-104	Init. M. 2000	No. 1	§ 4
Public Finance/Tobacco Settlement Proceeds Act	Ark. Code § 19-12-105	Init. M. 2000	No. 1	§ 5
Public Finance/Tobacco Settlement Proceeds Act	Ark. Code § 19-12-106	Init. M. 2000	No. 1	§ 6
Public Finance/Tobacco Settlement Proceeds Act	Ark. Code § 19-12-107	Init. M. 2000	No. 1	§ 7
Public Finance/Tobacco Settlement Proceeds Act	Ark. Code § 19-12-108	Init. M. 2000	No. 1	§ 8
Public Finance/Tobacco Settlement Proceeds Act	Ark. Code § 19-12-109	Init. M. 2000	No. 1	§ 9
Public Finance/Tobacco Settlement Proceeds Act	Ark. Code § 19-12-110	Init. M. 2000	No. 1	§ 10
Public Finance/Tobacco Settlement Proceeds Act	Ark. Code § 19-12-111	Init. M. 2000	No. 1	§ 11
Public Finance/Tobacco Settlement Proceeds Act	Ark. Code § 19-12-112	Init. M. 2000	No. 1	§ 12
Public Finance/Tobacco Settlement Proceeds Act	Ark. Code § 19-12-113	Init. M. 2000	No. 1	§ 13
Public Finance/Tobacco Settlement Proceeds Act	Ark. Code § 19-12-114	Init. M. 2000	No. 1	§ 14
Public Finance/Tobacco Settlement Proceeds Act	Ark. Code § 19-12-115	Init. M. 2000	No. 1	§ 15
Public Finance/Tobacco Settlement Proceeds Act	Ark. Code § 19-12-116	Init. M. 2000	No. 1	§ 16
Public Finance/Tobacco Settlement Proceeds Act	Ark. Code § 19-12-117	Init. M. 2000	No. 1	§ 17
Public Finance/Tobacco Settlement Proceeds Act	Ark. Code § 19-12-118	Init. M. 2000	No. 1	§ 18
Public Officers & Employees/Ethics/Disclosure	Ark. Code § 21-8-401	Init. M. 1988	No. 1	§ 1
Public Officers & Employees/Ethics/Disclosure	Ark. Code § 21-8-402	Init. M. 1988	No. 1	§ 1
Public Officers & Employees/Ethics/Disclosure	Ark. Code § 21-8-403	Init. M. 1988	No. 1	§ 1
Public Officers & Employees/Ethics/Disclosure	Ark. Code § 21-8-404	Init. M. 1988	No. 1	§ 1

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Public Officers & Employees/Ethics/Disclosure	Ark. Code § 21-8-405	Init. M. 1988	No. 1	§ 1
Public Officers & Employees/Ethics	Ark. Code § 21-8-601	Init. M. 1988	No. 1	§ 1
Public Officers & Employees/Ethics	Ark. Code § 21-8-602	Init. M. 1988	No. 1	§ 1
Public Officers & Employees/Ethics	Ark. Code § 21-8-603	Init. M. 1988	No. 1	§ 1
Public Officers & Employees/Ethics	Ark. Code § 21-8-604	Init. M. 1988	No. 1	§ 1
Public Officers & Employees/Ethics	Ark. Code § 21-8-605	Init. M. 1988	No. 1	§ 1
Public Officers & Employees/Ethics	Ark. Code § 21-8-606	Init. M. 1990	No. 1	§ 7
Public Officers & Employees/Ethics	Ark. Code § 21-8-606	Init. M. 1988	No. 1	§ 1
Public Officers & Employees/Ethics	Ark. Code § 21-8-607	Init. M. 1988	No. 1	§ 1
Public Officers & Employees/Ethics/Statement of Financial Interest	Ark. Code § 21-8-701	Init. M. 1988	No. 1	§ 1
Public Officers & Employees/Ethics/Statement of Financial Interest	Ark. Code § 21-8-702	Init. M. 1988	No. 1	§ 1
Public Officers & Employees/Ethics/Conflict of Interest	Ark. Code § 21-8-801	Init. M. 1988	No. 1	§ 1
Public Officers & Employees/Ethics/Conflict of Interest	Ark. Code § 21-8-802	Init. M. 1988	No. 1	§ 1
Public Officers & Employees/Ethics/Conflict of Interest	Ark. Code § 21-8-803	Init. M. 1988	No. 1	§ 1



Arkansas Community Correction

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ADMINISTRATIVE DIRECTIVE: 16-07 RECRUITING AND HIRING

TO: ARKANSAS COMMUNITY CORRECTION EMPLOYEES

FROM: SHEILA SHARP, DIRECTOR

SUPERSEDES: AD 14-10

APPROVED: _____ Signature on file _____ EFFECTIVE: July 1, 2016

I. APPLICABILITY. This policy applies to Arkansas Community Correction (ACC) employees and applicants for classified positions.

II. POLICY. ACC policy is to recruit, select, and employ qualified persons with the character, record of conduct, and experience consistent with agency policies, philosophy, and mission. Selection will be nondiscriminatory and based on applicant qualifications, background investigations, interview(s), other job related criteria, and the needs of the ACC.

Nothing contained in ACC policies, handbooks, applications, other documents, the granting of any interview, placement in a probationary status, or any other administrative act, creates a contract between an individual and ACC for either employment or the provision of benefits. The ACC does not guarantee continued employment for any specific period of time and employment can be terminated with or without cause, and with or without notice, at any time, at the option of either the ACC or the employee.(4-APPFS-3E-02[P]; 4-APPFS-3E-08)

III. DEFINITIONS.

A. Conditional Offer of Employment. An offer of employment conditioned upon an applicant meeting certain job-related requirements prior to hire and/or during the probationary period.

B. Constitutional Officer. Governor, Lieutenant Governor, Secretary of State, Treasurer of State, Attorney General, Commissioner of State Lands, and Auditor of State.

C. Convictions. A conviction must include a guilty plea, plea of nolo contendere, negotiated plea, or finding of guilt by a judge or jury.

D. Direct Threat. A significant risk of substantial harm to the health or safety of a person.

E. Essential Job Functions. The fundamental (not incidental) duties of a job.

F. Extra Help. Positions specifically designated in the agency budget to be filled by temporary employees who work 1,000 hours or less per year.

G. Family Members. The husband, wife, mother, father, stepmother, stepfather, mother-in-law, father-in-law, sister, brother, stepsister, stepbrother, half-sister, half-brother, sister-in-law, brother-in-law, daughter, son, stepdaughter, stepson, daughter-in-law, son-in-law, aunt, uncle, first cousin, niece or nephew.

H. Grant Position. A position that is funded for a specified period of time and from sources other than State General Revenue Funds.

I. Hiring Official. The **Center Supervisor, Area Manager, Administrator or higher** who manages the recruiting and hiring process for a position in his or her supervision chain.

J. Law Enforcement Officer (LEO). Parole/Probation Officer/Agent, Parole/Probation Manager/Assistant Manager, Parole/Probation Assistant Director, Deputy Director of Parole/Probation Services, and others as designated by the Director who have met, or are in the process of meeting, Arkansas law enforcement certification requirements of Specialized Police Personnel.

K. Probationary Period. A continuous period of on-the-job work experience during which a new employee completes conditions of employment and during which the employee and the ACC may evaluate employee suitability in terms of knowledge, skill, ability, character, interest and conduct, and determine whether employment should be continued.

L. Qualified Individual with a Disability. An individual with a disability who satisfies the requisite skill, experience, education, and other job-related requirements for the employment position that the individual holds or desires and who, with or without reasonable accommodation, can perform the essential functions of such position.

M. Reasonable Accommodation. Modifications or adjustments that do not pose an undue hardship on the employer and which enable qualified applicants with disabilities to access the job application process or enable qualified employees with disabilities to perform the essential job functions and to enjoy the same terms, conditions, and privileges of employment that are available to persons without disabilities.

N. Rehire. A rehire is a former employee who previously left state service.

O. Undue Hardship. "Undue hardship" is defined as an "action requiring significant difficulty or expense" when considered in light of a number of factors. These factors include the nature and cost of the accommodation in relation to the size, resources, nature, and structure of the employer's operation.

IV. SPECIAL REQUIREMENTS.

- A. ACC employees must meet the minimum qualifications for their jobs, be able to perform the essential job functions (including providing a signed form to that effect after a conditional offer is made), be fingerprinted, receive favorable background investigations, and successfully complete training requirements and probationary periods, and if applicable, obtain and/or maintain certification and/or licensing.
- B. **Reasonable Accommodations in Employment.** (2-CO-1C-09-1; 4-ACRS-7E-03; 4-APPFS-3E-03);
1. Upon request, the ACC will make reasonable accommodation(s) for the known physical and/or mental impairment of a qualified employee or applicant with a disability so that he/she may have the same access to the employment application processes, terms, conditions, and privileges of employment that are available to a person without disabilities unless doing so imposes an undue hardship or direct threat. Supervisors who have an applicant or employee requesting reasonable accommodation should immediately contact the Human Resources Administrator (HRA) to facilitate an accommodation determination. (4-APPFS-3E-03)
 2. If a supervisor observes a qualified employee with a known disability having apparent difficulty in the performance of the essential job functions, he/she may inquire of the employee as to whether accommodation is needed. Otherwise, a supervisor or other hiring official must not inquire into apparent or unknown physical or mental disabilities.
 3. Qualified applicants and employees with a disability may make requests for accommodations for physical and/or mental impairments to the HRS Administrator, who will in good faith make every effort to facilitate (in coordination with the agency legal counsel and appropriate Deputy or Chief Deputy Director) a determination of reasonable accommodation necessary to enable the employee to perform the essential job functions. The HRS Administrator will solicit a written recommendation, justification, and information relative to the expense through the supervisory chain to the Director for review and approval, prior to responding to the request.
 4. Because of the physical demands associated with working in a corrections setting, an applicant for a position assigned to the Parole/Probation or Residential Services Divisions will complete a questionnaire regarding his/her ability (with or without accommodation) to perform the essential job functions. (2-CO-1C-19)
- C. **Specialized Police Officer (LEO - Law Enforcement Officer).** Bachelor's degrees must be from a four-year college or university that is accredited by an organization recognized by the U.S. Department of Education, and the degree must meet the minimum qualifications specified in the Office of Personnel Management position class specifications. (4-APPFS-3A-01). Physical and psychological examinations are also

required (4-APPFS-3A-04). A LEO must complete the law enforcement training requirements as set forth in the Arkansas Commission on Law Enforcement Standards and Training (CLEST) rules and regulations manual.

Psychological Exam for Law Enforcement Officers – All Law Enforcement Officers must take the Minnesota Personality Inventory (MMPI). The HRS must schedule the administration of the MMPI (to include purchasing documents) with a psychologist or psychiatrist to be completed within thirty (30) days of the new employee's first workday whenever possible. The psychologist will send the F-2b form to HRS to retain in LEO file.

Once a Law Enforcement Officer has met all requirements required by CLEST within the twelve (12) month employment probationary period, application must be made for certification.

The Application for Award of Special Police Officer Certificate (CLEST F-7) form must be completed by the supervisor, signed by applicant, notarized, and sent to the HRS 10 business days before the employee's one-year anniversary (one-year in the Parole/Probation Officer position). A copy of the ACC Law Enforcement Training Academy certificate must accompany the CLEST F-7.

Additional supplemental forms must be submitted as appropriate for certified Law Enforcement Officers in compliance with the guidelines set forth by CLEST. All Supplemental Forms should be signed by the supervisor and employee and notarized before being sent to HRS who will forward to CLEST.

Supplemental forms include:

1. Personnel Change-in-status Report (CLEST F-4). This form must be submitted to HRS within 10 days of a LEO resignation, dismissal, retirement, death, change in rank, change of name, or other change in status, at which time HRS will notify CLEST.
2. Personnel Separation Notice (CLEST F-4a). The hiring official must present or mail this form to the LEO within 10 days of resignation, retirement, termination, or other form of separation. A copy of the form must be provided to the HRS.
3. Application for Award of Law Enforcement Instructor Certificate (CLEST F-8). This form must be completed by the supervisor, signed by employee, notarized, and sent to the Central Training Section. The Instructor Development Course certificate must accompany the F-8.
4. Law Enforcement Officer or Instructor Certificates. When received in response to the CLEST F-7 or CLEST F-8 application, the original certificate will be mailed to the HRS. HRS will make a copy for the LEO file and send the original to the hiring

official who should copy the certificate for the supervisory file and present the original to the officer.

- D. Residential Services Positions.** Hire selections for residential services positions must complete the Essential Job functions form. If the answer is “Yes with Accommodations” to any of the statements, the form must be completed and signed by a physician. New employees must be promptly screened for Tuberculosis (TB).
- E. Treatment Staff.** Within the initial 30 days of employment with ACC, a person hired in a treatment position must at minimum be certified as an Alcohol/Drug Counselor (ADC), Advanced Alcohol/Drug Counselor (AADC), Co-occurring Disorders Professional (CCDP), or registered with the Arkansas Substance Abuse Certification Board (ASACB) as a Counselor in Training (CIT). A CIT must test and pass for one of these certifications within three years. An employee who fails to obtain certification within the designated time frame or otherwise does not maintain required certification or licensure does not meet the requirements of the job will be terminated from that position. Upon becoming certified, employees must present the certification documentation to their supervisors who will forward such certification documents to Human Resources.

Persons hired into a position as a clinical supervisor must be a Certified Clinical Supervisor (CCS) or must test and pass the test as a CCS within two years of being hired as a CCS.

Persons who fail to get a passing score within the two-year period no longer meet the essential functions of the job and will be terminated from that position.

The “ASACB Policy and Procedure Manual” available on the ASACB website describes the “Certification Standards,” “Training/Education Approval Guidelines,” and other related information. Failure to obtain and maintain certification within the designated time frame constitutes failure to meet the essential functions of the job (4-ACRS-7B-02)

- F. Training Staff.** When hiring Central Training staff, excluding the administrative assistant, the same process and forms must be used as are used for Law Enforcement Officers (Parole/Probation Officer positions). All staff trainers in the CTS must become a CLEST certified law enforcement instructor within the first year of employment as a CTS trainer.
- G. Polygraph Examiners.** Polygraph Examiners must be licensed as required by the Arkansas Board of Private Security Agencies and the Arkansas Polygraph Examiners Act (Arkansas law section 17-39-101 through 17-39-308). Examiners must also follow the rules and regulations of this Board concerning conducting truth verification testing. A minimum of 40 hours of post-conviction sex offender testing training, beyond the basic examiner’s course requirements, is required for those who practice post-conviction truth verification testing. Examiners must obtain a minimum of 30 hours of continuing education in a two-year time period with 16 of the 30 hours consisting of specialized sex offender polygraph training. Examiners should complete a minimum of 25 examinations

prior to undertaking post-conviction sex offender testing. Examiners who have conducted fewer than 25 such exams should conduct these types of exams under the supervision of an experienced examiner in post-conviction sex offender testing. Examiners may not serve as both Polygraph / CVSA examiner and Supervision Officer to the offender.

- H. ACC Hire Selections.** All applicants selected for ACC employment must be of good character and the best qualified for the position as determined through such methods as interviews, background checks, mock presentations or writings.
- I. Use of Vehicles for Conducting State Business.** ACC employees in security and LEO positions, positions assigned State vehicles, and employees who use a personal or State vehicle to conduct State business, are required to have valid Arkansas driver's licenses and meet the Vehicle Safety Program guidelines for driving a State vehicle. (4-ACRS-1B-03)
- J. Positions Requiring Commercial Driver Licenses (CDL).** Applicants for positions requiring a CDL must authorize ACC to contact the Arkansas Office of Driver Services regarding past positive alcohol and/or drug tests. Applicants with a history of a positive test must submit documentation of completing a treatment program or an educational program prescribed by a substance abuse counselor.
- K. Avoiding Conflicts of Interest.**
 - 1. **Constitutional Officers and Their Spouses.** ACC will not hire a constitutional officer serving in an elected office. Spouses of constitutional officers may be hired by ACC only with prior approval from the Legislature and the Governor. Former constitutional officers may not be hired into a job created or which had a salary enhancement of more than 15% by legislation enacted in the two-year period immediately preceding the conclusion of the constitutional officer's term in office. The continued employment of an ACC employee who becomes a constitutional officer or a spouse of a constitutional officer will be in accordance with Arkansas Code Ann. §21-1-402. Upon notification from the hiring official, ACC HRS will notify the State Chief Fiscal Officer, the Governor, and the Legislative Council of the hiring of any former constitutional officer.
 - 2. **Employment of Family Members.** Hiring officials must not hire, promote, or demote a person into a position supervising or being supervised by a member of his/her family, working with or having access to sensitive confidential information regarding other family members, or where there is a conflict of interest. If employees become related after employment and a conflict of interest or supervision results, or if a reorganization creates such conflicts, up to 30 calendar days may be allowed to resolve the matter. If a resolution is not reached, the hiring official, with approval of the appropriate Deputy Director, may require one of the employees to transfer or resign immediately following the 30 calendar day allowance.

V. GUIDELINES. ACC will use various announcements and competitive processes to attract, hire and retain qualified applicants and encourage the professional advancement of experienced and qualified ACC staff. The ACC HRA must ensure use of the Arkansas State Jobs website to advertise all job vacancies for classified positions, as defined in the Statewide Classification and Compensation system. Additionally, job advertisements will affirm that ACC is an equal opportunity, at-will, drug and smoke-free criminal justice agency. Employees will be subjected to drug and/or alcohol testing and undergo background investigations. (4-APPFS-3A-02)

A. Veteran's Preference. The State Veteran's Preference Law confers preference in employment for certain veterans (or their widows, widowers, and spouses) provided they meet "substantially equal qualifications" and provide a DD214 Long Form to the hiring official during or before the interview process.

Veteran's Requests for Information. When a person who has qualified for veteran's preference makes a request for scoring information, the hiring official must provide the person with his/her base score, adjusted score, and the successful candidate's score. Also upon request, the hiring official must provide in writing the reason that the veteran was not included on a list of qualified candidates for interview and why the veteran was not selected for the position. (Arkansas law section 21-3- 302)

B. Applicant Interviews. Interviews will be conducted by a committee. Hiring officials should strive for a committee which reflects the agency demographics.

C. Special Programs/Initiatives. When consistent with the ACC mission and acceptable human resources practices, ACC may hire or engage the services of non-employees based on its participation in special programs/initiatives.

1. **Employment of Minors.** ACC Employees must have graduated from High School. However, students or others who are at least 18 years old may be hired for extra-help positions under special conditions and when approved by the appropriate Deputy Director. Some restrictions may also apply regarding employing minors in sensitive security areas. Minors will be paid at least the federal minimum wage. A minor must have a valid work permit, certificate of high school proficiency, or be a high school graduate.

a. A minor who is a high school graduate or has a certificate of high school proficiency may work the same hours as an adult.

b. A minor who has not graduated or achieved a certificate of high school proficiency may work up to 8 hours per day, 40 hours per week when school is not in session. When school is in session, a minor is limited to working up to 4 hours per day unless written permission is received from school authorities allowing the minor to work up to 8 hours on any day immediately prior to a non-school day.

- c. Before an employment offer is made to a minor, the hiring official should consult with the HRA and verify authorization of the hire.
- 2. Extra-Help. ACC will allow extra help and temporary personnel only when justification warrants, funds are available, a position is available and it is approved by the Director.
 - a. The supervisor will submit a request, justification and number of hours through the established supervisory approval process. Approved requests will be forwarded to the Deputy Director of Administrative Services and Human Resources Section to ensure availability of a position and funding.
 - b. Before making an employment offer for an Extra Help position, the requesting supervisor must interview the applicant, check employment and character references, obtain a favorable ACIC/NCIC check, and if hired, forward necessary papers (including but not limited to, employment application, reference checks, NCIC/ACIC results, INS forms, and W-4) to HRS and obtain a start date from HRS.
 - c. In case of an emergency, the Director may waive any and all of the above steps. In emergencies, personnel may be hired from a temporary employment service using procedures identified by the Deputy Director of Administrative Services and with the Director's approval

VI. FILLING VACANCIES.

- A. Request to Fill Job Vacancy.** When a vacancy occurs, the hiring official must make a request to advertise the position to HRS by submitting a Job Vacancy Request form and a Hiring Freeze Exception Request form, as well as supporting documentation.
- B. Advertising/Screening Applicants.** Unless authorized to perform these functions locally, the central HRS Office will advertise vacancies, screen applications for completeness and minimum qualifications, and forward them to the hiring officials. Hiring officials, or a selected designee, must pre-score qualified applicants using the rating procedures as outlined below in D (Rating System) and by using the appropriate form. Upon request and approval, HRS will provide standardized information for advertisement in the local media. Supervisors may ask to have more detailed information added. Position advertisements must be posted for a minimum of five (5) business days. Advertising positions will follow OPM Policy.
- C. Employment Applications.** Applicants are encouraged to submit applications using the Arkansas State Jobs website. A separate completed application is required for each advertised position. All applications must be entered into the Arkansas State Jobs website or received in the Central Office, Human Resources Section on or before the position closing date.

D. Rating System. A Rating System approved by Human Resources shall be utilized by the Hiring Official 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. Using the Applicant Rating Sheet, points shall be awarded for various criteria, which when totaled, comprise the total score for each applicant interviewed. The Rating System shall include:

1. 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 the Minimum Educational Requirements for the position.

If the Minimum Qualifications require a high school diploma and the applicant possesses a related Associate's degree, two (2) points will be awarded; if the applicant possesses a related Bachelor's degree, two (2) points will be awarded; and if the applicant possesses a related Master's degree, two (2) points will be awarded. This would give the applicant a total of 6 (six) points for education.

If a Bachelor's degree is required and the applicant possesses a Master's degree, two (2) points will be awarded, and if the applicant possesses a related Doctorate's degree, two (2) points will be awarded.) A copy of the diploma or degree showing the award of the educational level is required. This would give this applicant a total of four (4) points

2. All diplomas received must be from the Department of Education for the applicable state.

3. 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.

4. Related Experience. An applicant's experience level for the job classification is awarded pre-calculated points for each month of related experience exceeding the minimum requirements up to a maximum of 10 points. A year of experience is calculated in twelfths to appropriately level the score in conjunction with education. If the applicant is approved for a substitution, then those years used to substitute must be subtracted from the total years in the appropriate section of the pre-scoring sheet.

5. Veteran's Status. An applicant may qualify for 5 or 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. Disabled veterans or veterans over the age of fifty-five (55) should have ten (10)

points added to his/her final rating score. The applicant must produce a copy of the DD214 long form or NGB form 22 to receive veteran's preference points.

E. Substitution of Minimum Qualifications. If an applicant is determined "not qualified", and has related experience, the applicant must submit a letter addressed to the Human Resources Section requesting substitution of experience for the education requirement. Upon review of the state application, the requirements of the position and the letter requesting minimum qualifications substitution, the HRS may approve the request to move forward in the application grading process. The approval does not guarantee the applicant will receive an interview or be selected for the position, but only to move forward in the process.

Substitution equation:

One year of related experience = one year of education from an accredited college

If the Applicant is selected for the position, ACC HRS must submit the request to ACC Qualifications Review Committee for final approval of substitution request.

F. Applicant Interview Process. Hiring officials are responsible for following established procedures for the Interview Process:

1. Based on the pre-score, the interview will be conducted with the top six (6) but not more than twelve (12) applicants. Fewer than Six (6) qualified applicants will result in all applicants being interviewed. More than twelve (12) may be interviewed if the pre-scores prohibit a natural cutoff at twelve (12) applicants.

The pre-score determines the applicants selected for interview. The top six applicants with the highest pre-scores must get an interview; however, if the sixth applicant pre-score is tied with other applicants, then those applicants must also receive an interview.

2. Interview committee members are responsible for documenting and scoring the interview responses on the Applicant Scoring Form.

Scoring for interviews shall be determined by assessing the responses to questions that 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 total interview score, which must be 60% or higher. Any supervisory position requires an interview score of 70% or higher. The Hiring Official and interview committee shall utilize objective questions relative to the knowledge, skills, abilities and requirements of the position. Questions and model answers must be attached to the hire/promotion packet.

3. Select an interview committee of no less than two people who reflect agency and/or county demographics and may include the Hiring Official. The Hiring Official may

select the top-scoring applicant or may elect to re-interview the top three applicants prior to making a final selection. If the selected applicant does not have the highest score, written justification in clear and unambiguous terms is required on the Applicant Recommendation Summary.

4. Applicants not properly registered or with Selective Services will not be considered for employment.

G. Selection Criteria. The hiring official makes the initial recommendation for hire based on information furnished by the applicant, responses on Qualification Inquiry Form, applicant interview responses, work and/or character references, ACIC/NCIC reports, and an assessment of knowledge, skills, and abilities (KSAs). Persons applying for rehire will be evaluated on the same basis as other applicants plus past job performance and the circumstances surrounding termination of previous ACC employment; physical, and psychological exams (when appropriate); and in compliance with legal, budgetary, and regulatory requirements. Consequently, the applicant with the highest interview score will not necessarily be the applicant hired for the position. (2-CO-1C-13; 4-ACRS-7B-04)

H. Background Investigation.

1. For positions requiring a CDL, the HRS must request information from the Office of Driver Services Commercial Driver Alcohol and Drug Testing Database (CDADTD) and maintain the results for three (3) years. A person with a record of a positive drug and/or alcohol test may not work for ACC in a position requiring a CDL.
2. LEO and Residential Security Positions. Applicants and incumbents for law enforcement officer positions are prohibited by CLEST rules and regulations from having a felony conviction. The fact that an individual has received a pardon or their record has been sealed/expunged does not release the person from having a felony record for the purpose of the CLEST requirements. A person must not be employed as an ACC LEO if he or she has a felony or a misdemeanor conviction for domestic violence or sexual abuse by force or coercion.

ACC also requires applicants for Residential Services positions to meet the above Commission standard on misdemeanor and felony convictions except as outlined below in Conviction Exceptions.

Residential Services and Central Office Hiring Officials must be consistent with federal, state, and local laws and make efforts to contact all prior correctional facility employers (jails, prisons, or community correction facilities) for information on substantial allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse. (PREA 115.217)

3. Conviction Considerations. An ex-offender status will not automatically disqualify an applicant for employment with ACC, except for Law Enforcement Officers/Security

Officer positions. The following should be considered in determining whether convictions other than those described in the preceding paragraphs are sufficient to refuse employment or discharge from employment:

- a. the job duties and responsibilities;
 - b. the nature and number of convictions;
 - c. the facts of each conviction;
 - d. the length of time between a conviction and the employment decision;
 - e. rehabilitation efforts; and
 - f. if the particular conviction would prevent acceptable job performance.
4. Hiring Officials must conduct a comprehensive background investigation using the following tools: Authorization for Release of Information, addresses listed on the Child and Adult Maltreatment forms for last five (5) years, Qualification Inquiry, ACIC/NCIC reports and responses from local courts. This information must be included in the hire packet sent to HRS.
 5. The comprehensive background investigation and packet will be reviewed by the HRS-BD on each recommended applicant. If during the investigation or review, the hiring official or HRS encounters information that indicates a potential connection or involvement with terrorism, the information must be forwarded through the Internal Affairs Administrator (IAA) to the Arkansas State Police (ASP) for review by the Joint Fusion Center (the Arkansas Joint Terrorism Task Force). (4-ACRS-7B-05; 2-CO-1C-18).
 6. Following review of the background investigation and hire packet, the HRS-BD will forward it to the appropriate Deputy Director. If the background is not acceptable, the HRS must provide the supporting information.
 7. The Deputy Director must review the complete packet and sign indicating “approved” or “not approved.” Approved hire packets are sent to HRS.
 8. When a Deputy Director approves an applicant, his/her Administrative Specialist must communicate the information on the Information Systems Access Request form to the Information Technology department.

I. Rehire of Retired State of Arkansas Employees. Candidates who have retired from State of Arkansas jobs are subject to a mandatory waiting period before they can be rehired. Anyone who enters the DROP on or after March 1, 2011, cannot return to APERS covered employment.

- | | |
|---|-------------------------|
| • Regular Retirement On or after July 1, 2009 | 180 days waiting period |
| • DROP Retirement: | |
| • On or before January 1, 2009 | 30 days |
| • February 1, 2009 – February 1, 2011 | 180 Days |
| • March 1, 2011 | Not eligible to return |
- (includes employers covered under reciprocal plans)

J. Inter-Agency Movements.

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. Lateral Transfer
ACC employees must meet the following criteria to be eligible for a lateral transfer; however, the Director or appropriate Deputy Director may approve the request based upon extenuating circumstances.
 - a. A current ACC employee **not** on disciplinary probation may apply for a lateral transfer to a position title and grade that is the same as the employee's current position.
 - b. A newly-hired employee currently on initial probation may **not** request a lateral transfer until his or her probationary period is up.

The employee is responsible for obtaining all required signatures on the Request for Lateral Transfer form. Once completed, the Request for Lateral Transfer form and the DFA Disclosure/Certifications Forms must be sent to HRS on or before the day the position advertisement on the Arkansas State Jobs website closes. HRS will validate transfer eligibility and forward transfer requests to the hiring official.

The hiring official may interview and process his/her hiring recommendation or request HRS to forward remaining applications for the position and resume the normal interview and selection process. The hiring official is responsible for notifying non-selected candidates referred to him/her for consideration; HRS will notify all other applicants. HRS will confirm the Lateral Transfer Date and will notify both the Releasing Official and the Hiring Official. The Releasing Official may allow the transfer in less than two weeks. 4-APPFS-3E-09

3. Transfer
Any transfer of a position or employee within an Area requires immediate supervisor and Division Deputy Director approval.
4. Promotions
ACC employees may compete for subsequent promotion within the agency using the State application to apply for a higher graded job (4-APPFS-3E-09). Reference checks for promotion applicants may be limited to internal checks. Criminal history checks will be conducted. Upon change to a higher grade, an employee's salary will be increased in accordance with OPM Policy and guidelines of the Timekeeping and Compensation Policy.
5. Demotion
 - a. Voluntary – Employees can opt to demote to a vacant position with approval

from the immediate supervisor and Division Deputy Director

b. Involuntary – Refer to Administrative Directive: Employee Discipline

K. Conditional Offer of Employment

1. The hiring official must make a written conditional offer of employment. Candidates for employment should be informed of any position requirements, such as training, certification, travel requirements/frequency, and extended or irregular work hours. The written conditional offer of employment may be electronic; however, a signed letter must be obtained prior to start of ACC employment and must be provided to HRS on or before HR in-processing day, which is usually on the hire date.
2. Certified counselors must provide HRS a copy of the certification the first day of or before HR in-processing or orientation otherwise; promptly forward attainment of certification.
3. Assemble the HR hire pack to include required documents listed on the Hire Pack Checklist that is appropriate for the position.

L. Final Processing

The HRS, upon receipt of a completed and correct hire packet, will issue an effective hire date to the hiring official.

The hiring official must notify the candidates who were interviewed, but not selected, that the position has been filled by another qualified applicant.

M. Orientation.

The hiring official must facilitate enrollment for new employees in the orientation process as described in the Employee Training policy. The hiring official must submit new employee information via ACC HR IT Notify.

N. Probationary Period.

All new employees, rehires, transfers (including lateral transfers), and promotions must complete a probationary period as outlined below.

- New Hire – 12 months
- Rehire – 12 months
- Internal Transfers (including lateral transfers) – 6 months
- Promotions – 6 months
- Voluntary Demotions – 6 months
- Involuntary Demotions – 12 months

Completion of a probationary period does not affect the “at-will” employment status of the employee or create or constitute a contract for employment. In the event of a major illness or other necessity that results in approved, long-term absences from the work place during the probationary period, the period will be extended until such time as the total amount of time on the job reaches the equivalency of 12 months. (2-CO-1C-15)

O. Veteran’s Requests for Information.

When a person who has qualified for veteran’s preference makes a request for scoring information, the hiring official must provide the person with his/her base score, adjusted score, and the successful candidate’s score. Also upon request, the hiring official must provide in writing the reason that the veteran was not included on a list of qualified candidates for interview and why the veteran was not selected for the position. (Arkansas law section 21-3- 302)

VII. FORMS LIST

Form 1A	Hire Pack Checklist for Non-Security/Non-LEO
Form 1B	Hire Pack Checklist for Law Enforcement Officers
Form 1C	Hire Pack Checklist for Residential Services Security
Form 2	Request for Job Vacancy Advertisement
Form 3	Applicant Scoring
Form 4	Applicant Recommendation Summary
Form 5	Workplace Notices
Form 6	Qualification Inquiry (All Employees)
Form 7A	External Employment Reference Form
Form 7B	Internal Employment Reference Form
Form 8	Character Reference Questionnaire
Form 9	Grant Position Acknowledgement
Form 10	Applicant Rating Sheet
Form 11	Authorization for Release of Information
Form 12	Request for Lateral Transfer
Form 13	Law Enforcement Code of Ethics
Form 14	Essential Job Functions Non-Security/ Non- LEO
Form 15	Essential Job Functions Law Enforcement
Form 16	Essential Job Functions Residential Security
Form 17	Information Systems Access Request Form
Form 18	Conditional Offer of Employment (LEO)
Form 19	Conditional Offer of Employment (Residential Services)
Form 20	Conditional Offer of Employment (Non-Security/Non-Leo)
Form 21	Notice of Non-Selection
Form 22	Notice to Applicant’s Selected for Interview
APS-0001	Authorization for Adult Maltreatment Central Registry (Check) Form
CFS-316	Request for Child Maltreatment Central Registry (Check) Form
DFA Disclosure Forms	

OPM Form 023 Statement of Selective Service Status

OPM Form Hiring Freeze Exception Request

CLEST F-1 Initial Employment Form

CLEST F-2 Medical Examination Form

CLEST F-2a Medical History Questionnaire

CLEST F-3 Personal History Statement

CLEST F-4 Personnel Change in Status Report

CLEST F-4a Personnel Separation Notice

CLEST F-7 Application for Award of Law Enforcement Certificate

CLEST F-8 Application for Law Enforcement Instructor Certificate

ALETA Training Application Forms

VIII. REFERENCES

Arkansas Dept. of Finance & Administration (DFA)

Disclosure of Employment of Family Members forms is available on the Department of Finance and Administration: Human Resources website



Arkansas Community Correction

Two Union National Plaza Building
105 West Capitol, 3rd Floor
Little Rock, AR 72201-5731
501-682-9510 (office) 501-682-9513 (fax)

ADMINISTRATIVE DIRECTIVE: 16-15 EMPLOYEE TRAINING AND CERTIFICATION

TO: ARKANSAS COMMUNITY CORRECTION (ACC) EMPLOYEES

FROM: SHEILA SHARP, DIRECTOR

SUPERSEDES: AD 13-15

APPROVED: Signature on file EFFECTIVE: July 11, 2016

- I. APPLICABILITY.** This directive applies to Arkansas Community Correction (ACC) employees.
- II. POLICY.** ACC provides employees with opportunities and encouragement to gain necessary knowledge, skills, abilities, and information to enhance their ability to achieve the ACC mission and meet the following standards and/or requirements Prison Rape Elimination Act, American Correctional Association (ACA) accreditation, Commission on Law Enforcement Standards (CLEST) and the Office of Alcohol and Drug Abuse Prevention (OADAP) licensing requirements. (4-ACRS-7B-14 through -7B-18[P], and 4-APPFS-3A-20).
- III. DEFINITIONS**
 - A. CLEST** (Commission on Law Enforcement Standards) – A regulating agency that requires minimum selection and training standards for admission to employment as a law enforcement officer in Arkansas. All applicants for law enforcement positions must meet the requirements established by CLEST and complete CLEST approved training to obtain their certification.
 - B. IN-SERVICE TRAINING** – Regular, on-going training for employees that is provided during the course of employment for ACC.
 - C. NEEDS ASSESSMENT** – Surveys conducted by CTS that measure students' learning and training needs. This is done electronically and manually for all documented trainings.
 - D. PRE-SERVICE TRAINING** -Any ACC required training that must be successfully completed by law enforcement officers, correctional officers, and treatment staff that may be eligible for assigned duties.
- IV. PURPOSE AND PROGRAM MANAGEMENT.** To establish uniform procedures within Arkansas Community Correction for standards and training for employees.

- A. Code of Conduct.** Rules of conduct, as established by the ACC and approved by the Board of Corrections shall be adhered to by all employees attending a class conducted by or under the authority of the ACC. Violation of any rule of conduct shall result in written notification of the incident to the employee's supervisor and the Deputy Director of Administrative Services. All conduct notifications to supervisors will be initiated by the Training Administrator. The appropriate Division Deputy Director, or approved supervisory designee, may remove their employee from training if it is determined that the employee's continued involvement or attendance at training constitutes a safety hazard to the individual, class, or the employee's conduct is disruptive.
- B. Administration.** The Deputy Director of Administrative Services is responsible for oversight of the Central Training Section (CTS), which will be coordinated and supervised by the Training Administrator. (2-CO-1D-01, and 4-APPFS-3A-06)
- C. The Training Administrator must:**
1. Assess ACC's training programs annually and submit a written training needs assessment report to the Deputy Director of Administrative Services and obtain approval, with consideration to the following:
 - input from employees
 - a statistically valid job/task analysis to determine the needed knowledge, skills, and abilities to perform each job (4-APPFS-3A-11)
 - existing basic, pre-service, in-service, specialized, media-based, and other training programs. (4-APPFS-3A-07, and -3A-19)
 2. Annually, use the training program assessment to update the agency training plan. Submit a written training plan to the Deputy Director of Administrative Services and obtain approval, with consideration to the following: the plan must provide for an ongoing formal evaluation of all pre-service, in-service, and specialized training programs, and for the annual written assessment report. (2-CO-1D-03; 4-ACRS-7B-11; 4-APPFS-3A-06, -3A-12, and -3A-14)
 3. Maintain an electronic catalog and schedule of available classes that ACC employees have access to review. Provide information about other useful training resources such as on-line training and available CTS library materials. Ensure adequate space and equipment. (4-APPFS-3A-13 and 3A-24)
 4. Obtain and maintain an electronic list of training requirements and required training hours for ACC positions.
 5. Ensure any person hired for a position as an (LEO) Law Enforcement Officer completes the training standards set by the Commission on Law Enforcement Standards and ACC.
 6. (CTS) Training Program:
The Central Training Section staff is responsible for coordinating training and obtaining CLEST certification for ACC.

V. TRAINING REQUIREMENTS.

A. All Employees.

ACC employees must participate in required training and meet or exceed the minimum

requirements for their position. Attachment 1 can be used as a guide that describes the minimum training hours for various ACC employee categories. Employees who are required to maintain a license or certification may have additional training requirements and a different time period for meeting them.

In addition to ACC-sponsored training, and with appropriate approval, employees are encouraged to attend professional meetings, seminars, external training, computer-based training, and webinars. Employees may request reimbursement pursuant to applicable policy. (4-APPFS-3A-21)

In addition to meeting basic requirements, employees are encouraged to seek training from a variety of sources in areas that enhance ability to perform the job, and better understand ACC operations and the corrections career field. All employees shall receive in-service training provided by qualified instructors, subject matter experts, guest instructors, and/or through CTS. Some training resources are listed on EagleNet.
(4-ACRS-7B-19[P] and 4-APPFS-3A-19)

Annual training requirements must be fulfilled during the period beginning 60 days prior to the employee's merit eligibility date and ending 12 months later. *For example, for a merit eligibility date of October 1, the training rating period begins August 1 of one year and ends July 31 of the following year.*

B. New Employees

All newly hired employees required to attend either the Residential Services Basic Training Academy or the Parole/Probation Basic Training Academy must be assigned a Field Training or Security Training Officer upon hire and begin on-the-job training immediately.

Failure to complete required pre-service training within the initial probationary period of employment, not to exceed 12 months from date of employment, may result in disciplinary action up to termination.

1. Residential Services Basic Training Academy (RSBT) – This four week course is designed to provide newly hired employees assigned to Residential Services a better understanding of their basic job functions within ACC's Residential Centers. This course is comprised of classroom work, practical activities, physical fitness, teambuilding activities, and comprehensive and performance based testing. The Deputy Director of Residential Services must approve each Academy schedule to ensure all classes meet ACC's policies. *Note: The length of this course can be subject to change based on Agency needs.*
 - a. Successfully complete 40 hour JAKE orientation training within the first 60 days of employment and on the job training prior to full time job duties. (2-CO-1D-05)
 - b. Successfully complete 136 hour academy without missing more than eight hours within the initial 12 months of employment
 - c. Successfully complete defensive tactics, performance testing and three exams with an overall 70 percent academic average
 - d. Complete additional courses and weapons qualifications if assigned to a Community Work Crew (CWC) authorized to carry firearms.
2. Probation/Parole Officer Basic Training Academy (PPO) – This six week course is designed to provide newly hired officers a better understanding of their basic job

functions of supervising offenders. This course is comprised of classroom work, practical activities, physical fitness, teambuilding activities, and comprehensive and performance based testing. The Deputy Director of Parole/Probation must approve each Academy schedule to ensure all classes meet ACC's policies. *Note: The length of this course is subject to change based on Agency needs.*

- a. Successfully complete 40 hour JAKE orientation training within the first 60 days of employment and on the job training prior to full time job duties. (2-CO-1D-05)
 - b. Successfully complete the 262 hour academy within the initial 9 months of employment without missing more than eight hours. In extenuating circumstances CLEST may approve a 3 month extension. The academy requirements include:
 - Successfully complete defensive tactics, performance testing and all academic requirements with an overall 70 percent average
 - Successfully complete firearms qualification with 80 percent accuracy.
3. Security and Field Officer Training Programs –Programs designed by experienced residential and field staff that teach and train while on-the-job. These programs are designed to provide more job-related coaching that will allow newly hired employees to be trained consistently across the state. JAKE Coordinators are responsible for enrolling employees in respective Training Officer Programs.
- a. Security Officer Training (STO) Program – This program is for newly hired employees that work in Residential Services. Each employee in the STO program must successfully complete all aspects of the program to maintain employment with ACC.

This program must be completed within the first 12 months of employment.

- b. Field Officer Training (FTO) Program – This program is for newly hired officers that work in Parole/Probation Services. Each employee in the FTO program must successfully complete all aspects of the program to maintain employment with ACC.

The Field Training Proficiency checklist shall be sent to the FTO Coordinator and CTS upon completion. This program must be completed within the first 12 months of employment.

C. Promotions. Employees promoting into supervisory positions must complete the Supervisor Management Level I and II courses offered by CTS.

D. Supervisor Management Course

Employees that are newly hired or are promoting into a supervisory position are required to take one of the following supervisor management courses within their first year of hire or promotion.

1. Supervisor Management Level I – A 40 hour course designed to teach ACC specific processes and procedures
2. Supervisor Management Level II - A 40 hour course designed to teach employees theoretical concepts on managing employees

E. Certified Law Enforcement Officers

All officers certified as Law Enforcement Officers are required to successfully complete the following annual in-service training required by CLEST and ACA. This includes the 16 required CLEST hours, which are as follows: (4-APPFS-3B-02M, 3B-01, 4-APPFS-3B-06, 4-APPFS-3E-05, 4-APPFS-3C-02, 2-CO-1C-11, PREA 115.211)

1. Code of Ethics - An Agency policy and required by ACA
2. Use of Force – A 4-hour block of instruction. An Agency policy that is required by CLEST and ACA
3. Firearms – Employees certified as law enforcement officers are required to successfully complete semi-annual qualifications. This is a CLEST requirement
4. Defensive Tactics – This is an Agency requirement and is directly related to use of force and required by ACA
5. Racial Profiling – An Agency policy and required by CLEST
6. Sexual Harassment – An Agency policy required by ACA
7. PREA – (PREA 115.211)
8. Critical Incident Report Writing
9. Interpersonal Communications
10. CPR/First Aid (every two years) Required by Agency

CLEST requires law enforcement officers to complete 16 hours of continuing education that can be applied to the 40 hours of annual training required by ACC.

It is the duty of the employee to meet annual training requirements to remain certified through ACC.

F. Community Work Crew (CWC) Course.

This is a 40 hour course that is designed to arm and certify Residential Services security staff to supervise offenders while performing community service. An officer who has successfully completed this course is authorized to carry an agency approved firearm as outlined in the “Weapons and Security Equipment AD.” It is the duty of the employee to meet annual training requirements to remain certified through ACC. (4-APPFS-3C-02, Ref 3ACRS-3A-05(4-ACRS-2B-01M, 4-APPFS-3B-06, 4-APPFS-3B-02M, 3B-01). The Chief Deputy Director must approve all classes and participants.

1. Successfully complete all academic requirements with a minimum 70 percent average
2. Successfully complete and pass all physical fitness requirements
3. Successfully pass firearms qualification with a minimum 80 percent accuracy
4. Successfully pass all phases of defensive tactics.

Officers that have successfully completed this course are required to complete the following to keep their certification current through ACC.

1. Use of Force
2. Defensive Tactics
3. Firearms – must successfully requalify, on an annual basis, on ACC’s approved firearms course.
4. Critical Incident Report Writing

G. Part Time II Certified Officer Course.

This is a minimum of a 110 hour course approved by ACC policy that allows specifically approved ACC personnel to become certified as a specialized law enforcement officer. The Director must approve when this course is held and the employees who attend it. Employees in this course must:

1. Successfully complete all academic requirements with a minimum average of 70 percent
2. Successfully complete and pass all physical fitness requirements
3. Successfully pass firearms qualification with a minimum of 80 percent accuracy
4. Successfully pass all phases of defensive tactics.

Officers that have successfully completed this course are required to complete the following to keep their certification current through ACC: (4-APPFS-3B-02M, 3B-01, 4-APPFS-3B-06, 4-APPFS-3E-05, 4-APPFS-3C-02, 2-CO-1C-11, PREA 115.211)

1. Code of Ethics - An Agency policy and required by ACA
2. Use of Force – Normally taught in four blocks of instruction. An Agency policy that is required by CLEST and ACA
3. Firearms – Employees certified as law enforcement officers are required to successfully complete annual requalification. This is a CLEST requirement
4. Defensive Tactics – This is an Agency requirement and is directly related to use of force and required by ACA
5. Racial Profiling – An Agency policy and required by CLEST
6. Sexual Harassment – An Agency policy and required by ACA
7. PREA – (PREA 115.211)
8. Critical Incident Report Writing
9. Interpersonal Communications
10. CPR/First Aid (every two years) Required by ACC

According to CLEST, law enforcement officers are required to complete 16 hours of continuing education. CTS is responsible for certifying many of the required trainings above to help meet this standard.

It is the duty of the employee to meet annual training requirements to remain certified through ACC.

H. Firearms

1. Residential Officers that are assigned a weapon while on duty must complete assigned additional courses and demonstrate proficiency in firearms use by qualifying annually with 80 percent accuracy on an agency-approved firearms course.
2. Institutional Officers and Field Officers that are assigned a weapon while on duty must demonstrate proficiency in firearms by qualifying annually on agency-approved firearms with an 80 percent accuracy.

I. Defensive Tactics

All Residential positions assigned to work security and (LEO) Probation/Parole Officer positions are required to participate and successfully complete ACC's Defensive Tactics Program, which includes the following:

1. Use of Force – a minimum of a four hour block of instruction that must be taught as a part of the Defensive Tactics practical
2. Phases I, II, III - a 32 hour initial practical that CTS recommends being taught in three phases. Once an ACC employee completes the initial 32 hour course, he or she is only required to successfully complete an annual 16 hour refresher.

J. Instructor Certification

This is a 40 hour course that is designed to provide ACC employees with the skills necessary to instruct training classes within ACC. Based on individual credentials, those enrolled may receive a different level of CLEST certification.

1. **Instructor Qualifications.** Instructors must be qualified in the area in which they instruct. (4-ACRS-7B-12 [P]) In addition, ACC staff who instruct must:
 - a. successfully complete a 40 hour instructor development, OR
 - b. have a law degree, OR
 - c. be approved by CLEST (Commission on Law Enforcement Standards) based on appropriate credentials such as:
 - current teacher certification credentials
 - master instructor status (as recognized by the military)
 - a current or former Arkansas Law Enforcement Training Academy (ALETA) instructor, or
 - in a key ACC position such as Director, Chief Deputy Director, or Deputy Director.
 - d. CTS staff instructors must also successfully pass the Residential Services Basic Training class and ACC Parole/Probation Officer Academy within 12 months of employment. (4-ACRS-7B-10, 4-APPFS-3A-08)

2. Requirements for Instructing CLEST-Certified Training.

- a. To instruct a Parole/Probation Academy class and any recurring training class for which CLEST training credit is required or desired, the instructor must meet the above requirements. Also, the instructor and lesson plan must be pre-approved for each specific class by the Arkansas Commission on Law Enforcement Standards and Training (CLEST). Submit CLEST Form F-5, "Application for Certification of Course" for pre-approval to the CTS Training Administrator who will forward the form to CLEST.
- b. The Training Administrator must obtain CLEST approval of all Parole/Probation Academy instructors and the curricula before each Academy. The Training Administrator must also facilitate the process for annual CLEST approval and certification of instructors and training curriculum for the Racial Profiling and Firearms Qualification classes, which will take place each October, in addition to the required CLEST Training hours for Law Enforcement Officers.

Law Enforcement Officers must have proof of the above before an audit can be considered complete. Certificates will not be issued before CLEST audit deficiencies are corrected.

3. Instructors must plan for and use appropriate strategies to determine successful completion of training programs. (4-ACRS-7B-12 [P])

4. Instructors are encouraged to make appropriate use of community resources. (4-ACRS-7B-13)
5. For curriculum courses, the instructor must give the JAKE Coordinator a sign-in roster and lesson plan. Courses that are CLEST approved require a copy of the signed f-18.
6. For each non-curriculum training session, the instructor must give the JAKE Coordinator a sign-in roster and some description of the lesson such as learning objectives, a written description of the content and outline, or a PowerPoint presentation.
7. CTS must process CLEST instructor certification requests to the Commission.
8. The Deputy Director of Parole/Probation Services must ensure the availability of a pool of Parole/Probation Officers qualified as firearms instructors to provide firearms training and other trainings as deemed necessary.

K. Certified And Licensed Staff.

All professional and certified staff must comply with applicable state and federal registration, certification, and licensure requirements. Verification of current credentials and job descriptions must be on file. (4-ACRS-7B-02)

L .Training Hour Requirements

1. Administrative staff shall receive forty (40) hours of training in addition to orientation training during their first year of employment with ACC.
2. Managerial staff shall receive forty (40) hours of training in addition to orientation training during their first year of employment with ACC.
3. Clerical/support employees receive sixteen (16) hours training in addition to orientation training.

M. Attendance

1. Pre-Service Training (Basic Training): An employee having an unexcused absence or an excused absence of more than one (1) day may be removed by their supervisor from the training and returned to his/her work station until reviewed by the Deputy Director of Administrative Services.
2. An employee having an excused absence of one (1) day or less may make up the missed training during the week the absence occurred and before any test is administered. The training staff shall provide the necessary procedure for the employee to complete the missed training. The individual's supervisor shall receive prompt notification of any absence.
3. Supervisors must ensure their employees are aware of and comply with training requirements. Supervisors must post and encourage employees to review the yearly CTS Training Calendar for training opportunities or requirements and ensure that employees are informed of their assigned training date in a timely manner. They must ensure that employees arrive to training with required equipment and materials.

Supervisors may only approve training requests and credit for training that provides knowledge, skills, abilities, and/or information that enhances the learner's ability to achieve the ACC mission; and if funding is required, training is related to the employee's current job.

N. Curriculum Requirements.

1. The curriculum must be approved by the Training Administrator. A curriculum consists of a series of classes that are combined to create a regular course of study. Examples:
 - Parole/Probation Officer Academy
 - Residential Services Basic
 - New Employee Orientation
 - Refresher Training
 - A series of 3 or more classes presented on a recurring basis.
2. Training curriculum must be evidence-based and developed based on clear, concise, measurable, and written statements of intended learning outcomes. The content and instructional methods selected for a training program must be consistent with stated learning objectives, sequenced to facilitate learning, and incorporate strategies to evaluate the learning. (4-APPFS-3A-09)
3. Lessons in a training curriculum must be developed based on employee career tracks, organizational needs, the results of the training assessment, and in accordance with the agency's Training Plan.
4. For classes that are part of a curriculum, training presented by ACC staff or by non-ACC instructors exclusively for ACC staff must have lesson plans pre-approved by the Training Administrator. An approved lesson plan may be used in subsequent years if it remains current. The Training Administrator must approve substantial revisions.
5. Lesson plans must include learning objective(s) and indication of content.
6. CTS instructors must provide an opportunity for students to critique the material, course content, and instructors on major courses provided or sponsored by the CTS. (4-ACRS-7B-12 [P])

O. Process for Obtaining Training and Training Credit.

1. Training Request Requirements.

- a) Training must be requested and approved in advance by the supervisor. However, supervisor approval is not required when the CTS enrolls new employees in training.
- b) If ACC will incur reimbursable expenses for the training, the Training Request form must be completed and approved in advance by the supervisor, the appropriate Deputy Director and the Deputy Director of Administrative Services.
- c) If out-of-state travel is required, refer to the Travel Reimbursement AD.
- d) If training is NOT "ACC sponsored," the Training Request form is required.

Examples of when the form is required include on-line webinars, AASIS classes, OPM classes, and outside training for treatment staff. The Director has the authority to approve exceptions.

- e) When a training request form is not required by policy, supervisors have the option of approving training verbally, by email, or on a Training Request form.
 - f) ACC Training Sponsor/Instructor Responsibilities. When training is conducted or otherwise sponsored by ACC staff, the ACC person responsible for the training must provide CTS with a curriculum or lesson plan approval request. The approved curriculum or lesson plan being taught must be on file with CTS. All CLEST required training must be pre-approved with the Commission prior to instruction. The Jake Coordinator must receive an attendance roster. The responsible person must ensure the attendance roster and sufficient training documentation (such as the approved lesson plan and f-18), are provided to the JAKE Coordinator.
- 2. To Ensure Training Credit.** Employees are responsible for ensuring required training hours are in the JAKE training database. Training credits may be viewed on the EagleNet/JAKE webpage or the JAKE Coordinator can provide earned credit hours. Employees should always sign the attendance roster to help ensure proper credit.

When taking classes that are NOT ACC-sponsored, complete and process the bottom portion of the Training Request form. Submit this with sufficient documentation showing the training content such as a training summary, agenda, and/or certificate.

- 3. New Employee Enrollment in Certain Classes.** New employees will be enrolled by CTS staff in the next available JAKE (Joint Access to Knowledge via e-Learning) Orientation class and where required, the Residential Services Basic and the Parole/Probation Academy. JAKE refers to the computer training program that is available through the agency intranet (EagleNet). Requests to change enrollment to a later date must be approved by the appropriate Supervisor who will advise CTS if approved.
- 4. JAKE On-Line Training.** CTS will enroll all new employees in Orientation. Supervisors must allow employees time free from interruption to complete orientation prior to full assignment of duties. Upon completion of the JAKE Orientation training, employees must sign the "Orientation Acknowledgement" form. (4-ACRS-7C-01, -7E-07[P])
- 5. AASIS and OPM Training**
For any training other than internal, including AASIS, OPM, Criminal Justice Institute and on-line, contact CTS for specific registration details.
- 6. Other Training Credit.**
Use the following table to determine training hours that may be awarded when credit is earned in "college semester hours," or "college quarter hours," or "Continuing Education Units (CEUs)." One CEU is defined as 10 hours of participation in a recognized continuing education program with qualified instruction and sponsorship.

TRAINING HOUR CREDIT CONVERSION TABLE	
Type of Hours	Training Hours
1 Semester Hour of Credit	6
1 College Quarter Hour of Credit	3
1 Continuing Education Unit	10
1 Hour of Professional Development or Continuing	1

An employee may submit a request to substitute training received prior to employment with ACC to satisfy special requirements such as supervisory courses and certificate courses. Submit requests to the CTS Training Administrator whose approval is required.” (4-ACRS-7B-04)

Training credit may be awarded for staff meetings; however, this is limited to two hours per month. A Training Request form is not required for staff meetings.

ACC Instructors may request credit for actual class preparation time (research and developing materials, lesson plans, objectives, etc.), revision or update of current plan.

An employee who conducts an American Correctional Association (ACA) internal or external audit may be approved for 3 training credit hours for each half-day spent conducting the audit. An employee who receives compensation for an external audit will not receive training credit.

P. ADVERTISING TRAINING SESSIONS.

Supervisors are encouraged to ask CTS to post relevant class information on EagleNet when seats are available for staff from other ACC offices.

ACC employees are encouraged to continue their education and to join and participate in criminal justice and allied professional associations and activities. (2-CO-1D-09 and 2-CO-1 D-10)

All attendees of ACC sponsored academies must meet the physical fitness standards set forth during training.

VI. ATTACHMENTS.

Attachment 1 Minimum Required Employee Training Hours
AD 16-15 Form 1, Training Request
AD 16-15 Form 2, Orientation Acknowledgement

Arkansas Community Correction
MINIMUM REQUIRED EMPLOYEE TRAINING HOURS

CATEGORY OF POSITIONS	EMPLOYEE ORIENTATION	FIRST YEAR TRAINING	ANNUAL TRAINING (second and subsequent employment years)
Parole/Probation Services (including treatment) staff in field offices with regular contact with offenders	40	262	40
Parole/Probation staff with minimal or no offender contact	40	16	16
Residential Services offender-care workers with regular contact with offenders	40	136	40
Residential center staff with minimal or no offender contact, such as personnel staff, business managers, and administrative specialists.	40	16	16
Central Office managerial staff (any staff designated as FSLA exempt)	40	40	40
Central Office clerical and support staff (staff designated as Non-exempt by FSLA standards)	40	16	16
Central Training Section staff This includes PPO and RSBT Academies, unless already attended	40	398	40
Extra help and part-time employees	16	As appropriate to the position	As appropriate to the position

Arkansas Community Correction TRAINING REQUEST

Use this form to request training approval and credit. Retain a copy for submission when training is completed as described in "Request for Training Hours" below. **The employee is responsible for making any necessary registration and travel arrangements after receiving approval.**

Student/Employee's Name: _____ Phone: _____
 Student/Employee's
 Position: _____
 Course Title: _____ Training Sponsor: _____
 Training Date(s) _____ Start Time: _____ End Time: _____
 Training Location: _____

Will this information be shared? ☐ YES ☐ NO If yes, how will you share? _____

ESTIMATED COST

Is a state vehicle available? ☐ YES ☐ NO ☐ N/A

Transportation _____
 Registration (Cannot include
 membership fees) _____
 Lodging _____
 Meals _____
 Miscellaneous _____
TOTAL: _____

Note, Attach a completed Out-of-State Travel Request form if traveling out of state.

 Employee Signature Date

Supervisors may only approve training requests and credit for training that provides knowledge, skills, abilities, and/or information that enhances the learner's ability to achieve the ACC mission; and if funding is required, training is related to the employee's current job.

Supervisor: ☐ APPROVED ☐ DISAPPROVED

 Signature Date

Admin. Services Deputy ☐ FUNDS ARE ☐ FUNDS ARE
 Director if reimbursable AVAILABLE NOT AVAILABLE
 expenses):

 Signature Date

Division Deputy Director (if
 reimbursable expenses): ☐ APPROVED ☐ DISAPPROVED

 Signature Date

REQUEST FOR TRAINING HOURS

For ACC-sponsored training this form is not needed if the instructor provides a JAKE Coordinator with the sign-in roster with your signature and supporting documentation. In this situation you should check to ensure credit was awarded in JAKE and if not, take actions necessary to provide documentation and get the credit.

Upon completion of training that is NOT ACC sponsored, complete this section then submit this form through your supervisor to the JAKE Coordinator.

Actual Training Hours Training Credit Hours **APPROVED:** (supervisor)

☐ I hereby certify that I fully participated in the training described above.

☐ Certificate Attached ☐ No certificate issued, but I initialed (on the attached agenda) the classes that I attended.

☐ I certify that I partially participated in the training described above by attending only _____ hours.

☐ I have initialed (on the attached agenda) the classes that I attended.

 Employee/Student's Name (Print)

 Date

 Supervisor's Name (Print)

 Employee/Student's Signature

 Date

 Supervisor's Signature

Arkansas Community Correction ORIENTATION ACKNOWLEDGEMENT

The ACC develops and maintains varied and many directives and/or policies that define how we conduct our business. They enable us to accomplish the agency mission, goals and objectives, and copies of certain policies are provided during new employee orientation and are available on "EagleNet", the ACC Intranet. You may access them by accessing any ACC computer, opening the Internet Explorer browser, clicking on "Favorites" then "EagleNet", and finally click on "Policy, Forms & Documents" on left side menu. Navigate through the documents to find the item that pertains to your topic. If you do not have access to a computer, contact your supervisor. The following documents were provided via hard copy and/or accessed during the New Employee Training:

- Employee Handbook
- Employee Performance Evaluation, initial presentation & explanation of performance evaluation documents
- Drug Free Workplace
- Whistle Blower Act
- Historical Perspective & Goals of ACC
- Records Management
- Rape Elimination
- Use of Force
- Evidence Based Practices
- Resource Control Policy
- Provision & explanation of essential job functions, duties & responsibilities
- Office Security and Safety
- Code of Ethics and Rules of Conduct
- Employee Discipline
- Employee Grievance/Mediation Procedure
- Tobacco Free Environment
- Employee Work Schedules, Compensation, and Timekeeping
- Communication Skills
- Interpersonal Communications
- Computer, Cell Phone, Copier, and Technology Resources
- Agency Description and Public Information
- Reporting and Investigation Incidents and Hazards
- Preventing Harassment
- Arkansas State Vehicle Safety Program
- Facility Orientation on basic emergency procedures or response (**with veteran employee or supervisor**)
- Equipment assignment/orientation (computer, keys, firearms, handcuffs, pepper spray) (**with veteran employee or supervisor**)
- Job Specific Policies & Standard Operating Procedures (**with veteran employee or supervisor**)
- Job Specific Training Rotation (**with veteran employee or supervisor**)

I have read and understand the documents or processes listed above. I understand that it is my responsibility to stay current on policies/procedures that pertain to me and my responsibilities. These documents are updated on occasion and I may not be notified when they are updated. If I have any questions, I will address them with my supervisor or contact ACC Human Resources Section for personnel issues. I understand that nothing contained in ACC policy/procedural documents, applications, or the granting of an interview, or the placement in a probationary status, or any other administrative act, creates a contract between myself and ACC for either employment or the provision of benefits. I have familiarized myself with the job specific items and fully understand my duties and responsibilities. I have signed and dated this acknowledgement and understand it will be maintained in my personnel/training files.

I acknowledge that I have satisfactory completed the 40 hours of New Employee Orientation.

Printed Employee Name	Employee Signature	Date
Printed Supervisor Name	Supervisor Signature	Date

Give this form to the JAKE Coordinator to scan into the training records and forward (original) to ACC HRS (105 W. Capitol, Little Rock, AR, 3rd floor, Little Rock, AR 72201-5731).



Arkansas Community Correction

Two Union National Plaza Building
105 West Capitol, 3rd Floor
Little Rock, AR 72201-5731
501-682-9510 (office) 501-682-9513 (fax)

ADMINISTRATIVE DIRECTIVE: 16-06 Reporting and Investigating Incidents, Hazards and Maltreatment

TO: Arkansas Community Correction (ACC) Employees

FROM: Sheila Sharp, Director

SUPERSEDES: AD 14-12 and AD 15-02

APPROVED: Signature on File **Effective:** August 1, 2016

I. APPLICABILITY. This policy applies to Arkansas Community Correction (ACC) employees, offenders and ACC agents. For the purpose of this policy, ACC agents include volunteers, interns, and contractors working in ACC facilities, transitional houses or reentry facilities.

II. POLICY. ACC policy is to ensure work-related incidents, hazards and maltreatment are appropriately managed, reported, documented, investigated and resolved, and that measures are taken to prevent reoccurrence. (2-CO-1C-05, 4-ACRS-1C-01-1, 4-ACRS-2B-03, 4-APPFS-3G-02 and 4-APPFS-3G-04)

III. GUIDANCE.

A. Serious Incident and Unusual Occurrence Notifications. All employees and agents are required to make immediate notifications of serious incidents and unusual occurrences pursuant to the following:

1. Serious Incidents/Unusual Occurrences Requiring Immediate Notification.

Serious incidents/unusual occurrences requiring immediate notification include, but are not limited to:

- escapes, riots, uprisings, work strikes
- major breaches of security
- any disturbance or critical incident requiring outside assistance
- major fire

- hostage situation
- homicides involving offender or staff
- death of an offender in ACC custody other than by natural causes
- an employee is involved in a shooting
- an employee is arrested on a felony charge
- serious injury on ACC property of any person that has or could result in loss of life or limb; serious injury of an offender on a community work assignment; serious incident involving an offender on furlough, work release, or Act 679 early release to a transitional housing facility
- natural disasters
- hazardous chemical spills
- incidents on ACC property involving suspected felonies
- any disturbance/incident requiring outside assistance
- any incident worthy of media notification or a news release or a media inquiry not of a routine nature that is likely to appear in news coverage.

2. Serious Incidents/Unusual Occurrences NOT Requiring Immediate Notification.

- use of force that might have been excessive, but does not meet the requirement for immediate notification
- deaths of offenders or staff that occur by natural causes

A natural death will be reported during the workday or early the next business day if it occurs after hours or during a weekend except that the Deputy Director of Residential Services, or designee, Chief Deputy Director and Internal Affairs Administrator (IAA) must be notified promptly of every death that occurs of an offender in ACC custody.

3. Immediate Notification Process Within ACC.

Make notifications as described in the applicable table below. When making notifications, if a person cannot be contacted, contact the next person on the list – then make additional attempts to call the person who could not be contacted.

**Serious Incidents and Unusual Occurrences
Immediate Notifications Tree for ACC Residential Centers**

<u>Person Who Must Make Notification</u>	<u>Method</u>	<u>Person to be Notified/Details</u>
Center staff witnessing or involved in the incident or unusual occurrence	In-Person, Phone or Radio	Shift Supervisor
Shift Supervisor	In-Person, Phone or Radio	Center Supervisor
Center Supervisor	Phone	1. Chief Deputy Director 2. Deputy Director of Residential Services
Chief Deputy Director	Phone	1. Director 2. Internal Affairs Administrator 3. Deputy Director for Communications and Public Affairs
Director	Phone	Director may call or delegate these calls: 1. Board of Corrections Chairman 2. Board's liaison to the department 3. Board's assistant 4. Governor's liaison to the department Note: At the chairman's request, the full board will be notified.
Deputy Director for Communications and Public Affairs	Phone or other method	Media as appropriate
Center Supervisor	Email – and eOMIS	If alleged sexual abuse, sexual harassment, non-sexual harassment and related alleged retaliation about any of these; SEND an email summarizing the situation to: Director, Chief Deputy Director, Deputy Director of Residential Services and Internal Affairs Administrator. Do NOT send an email to the Incident Notification Committee AND ensure completion of an eOMIS Incident Report. For OTHER Immediate Notifications, email to the Incident Notification email Contact Group and ensure completion of an eOMIS incident report.
ACC AD 16-06 August 2016		

**Serious Incidents and Unusual Occurrences
Immediate Notifications Tree for Parole/Probation Services**

<u>Person Who Must Make Notification</u>	<u>Method</u>	<u>Person to be Notified/Details</u>
Parole/Probation staff witnessing or involved in the incident or unusual occurrence	In-Person, Phone or Radio	1. Area Manager 2. Assistant Area Manager
Area Manager	Phone	1. Deputy Director of Parole/Probation Services 2. Assigned Parole/Probation Assistant Director
Deputy Director of Parole/Probation Services	Phone	1. Director 2. Chief Deputy Director 3. Internal Affairs Administrator 4. Deputy Director for Communications and Public Affairs
Director	Phone	Director may call or delegate these calls: 1. Board of Corrections Chairman 2. Board's liaison to the department 3. Board's assistant 4. Governor's liaison to the department Note: At the chairman's request, the full board will be notified.
Deputy Director for Communications and Public Affairs	Phone or other method	Media as appropriate
Area Manager	Email – and eOMIS	If alleged sexual abuse, sexual harassment, non-sexual harassment and related alleged retaliation about any of these; SEND an email summarizing the situation to: Director, Deputy Director of Parole/Probation Services and Internal Affairs Administrator. Do NOT send an email to the Incident Notification Committee AND ensure completion of an eOMIS Incident Report. For OTHER Immediate Notifications, email to the Incident Notification email Contact Group and ensure completion of an eOMIS incident report.
		ACC AD 16-06 August 2016

**Serious Incidents and Unusual Occurrences
Immediate Notifications Tree for Reentry Facilities**

<u>Person Who Must Make Notification</u>	<u>Method</u>	<u>Person to be Notified / Details</u>
A reentry facility representative witnessing or involved in the incident or unusual occurrence	In-Person, Phone or Radio	Report to the designated ACC Reentry Officer
ACC Reentry Officer	Phone	1. ACC Assistant Director of Reentry 2. Chief Deputy Director
Chief Deputy Director	Phone	1. Director 2. Internal Affairs Administrator 3. Deputy Director for Communications and Public Affairs
Director	Phone	Director may call or delegate these calls: 1. Board of Corrections Chairman 2. Board's liaison to the department 3. Board's assistant 4. Governor's liaison to the department Note: At the chairman's request, the full board will be notified.
Deputy Director for Communications and Public Affairs	Phone or other method	Media as appropriate
ACC Assistant Director of Reentry		If alleged sexual abuse, sexual harassment, non-sexual harassment and related alleged retaliation about any of these; SEND an email summarizing the situation to: Director, Chief Deputy Director and Internal Affairs Administrator. Do NOT send an email to the Incident Notification Committee AND ensure completion of an eOMIS Incident Report. For OTHER Immediate Notifications, email to the Incident Notification email Contact Group and ensure completion of an eOMIS incident report.

ACC AD 16-06 August 2016

4. Notification Process for Outside Law Enforcement Agencies.

When an initial notification suggests a serious felony has been committed the IAA or designee must immediately contact the State Police, Criminal Investigation Division so they may participate in or conduct an initial investigation. A serious felony includes but is not limited to:

- any death not from natural causes
- any life-threatening battery
- any escape or serious disturbance (if notification has not already been made by other ACC staff)
- fires when arson is suspected or substantial damage occurs
- rape or any credible PREA-related issue
- sexual abuse of an offender by staff
- major drug, alcohol, or tobacco finds
- intelligence information regarding any probable felony.

5. Notification of the Media.

- a. When appropriate, the media will be notified by the Deputy Director of Communications, or designee.
- b. Depending on the situation, notification may be made by telephone, email or in person.

B. Other Reportable Incidents and Hazards. At a minimum, report any work-related event, situation or hazard that has resulted in or may result in significant injury, illness or death, or may involve illegal, inappropriate or unethical conduct. Reports are also required for critical incidents, which include any event or situation that poses a substantial threat to anyone in the criminal justice setting. Reports are also required for any incident, event, situation or criminal charges – on or off duty – that may compromise an employee’s ability to safely and effectively perform his/her job.

C. Documenting and Reporting. All employees and agents are required to fully document reportable incidents they witness or are involved in by using:

- the above guidance for Serious Incident / Unusual Occurrence Notifications.
- the eOMIS Incident Report when available and by scanning in related witness statements; otherwise, use the AD 16-06 Form 1, “Incident or Hazard Report/Witness Statement – for Staff Use.” When using the eOMIS Incident Report be sure to select all positions that need to review the report; reviewers will receive an email notification.

As an exception, Special Response Team (SRT) members, when fulfilling SRT duties, must report arrests on the SRT Arrest Report.

ACC staff must direct offenders to document incidents they witness or are involved in by using Form 2, "Incident or Hazard Report/Witness Statement – for Offender's Use".

Center Supervisors must ensure a permanent eOMIS electronic record or logbook is maintained of routine and unusual occurrences at the residential facilities. If a logbook is used, it must have pre-numbered pages. Records must be kept 3 years from the date of final entry. The log must include the date/time of the incident, an incident summary, and a cross-reference number to the number placed on the incident report. (4-ACRS-2A-09)

At a minimum all incident reports at residential facilities must be reviewed by the Senior Residential Supervisor on duty who must ensure proper actions are taken pursuant to policy.

At a minimum all "Incident or Hazard Report/Witness Statement" forms prepared by Parole/Probation staff or offenders must be reviewed by an Area Manager or Assistant Area Manager. These forms must be sent to higher levels as specified elsewhere in this policy.

When applicable, also comply with the policy "Resident Serious Illness/Injury or Death."

Any incident/hazard report involving use of force or a serious or critical incident at a minimum must be sent to the Center Supervisor or Area Manager. (4-ACRS-2B-01)

D. Guidelines for Internal Affairs Investigations Initiated Through the Incident Notification Process.

1. During the investigative phase of the incident/occurrence, the Center Supervisor/Area Manager/Assistant Director of Reentry (and for issues pertaining to Central Office, the appropriate Deputy Director) must report any significant updates.
2. The IAA must initiate an internal investigation when instructed to do so by the Director, Chief Deputy Director or the appropriate Deputy/Assistant Director.
3. Investigations by the IAA are required when:
 - it is unclear from initial reports whether a crime occurred
 - the incident notification involves use of force in which the offender is seriously injured or in which the force used appears excessive
 - the department may be liable for damages in an accident
 - there are PREA-related issues.

E. An Exception for Alleged Sexual Abuse, Sexual Harassment, Non-Sexual Harassment and Related Alleged Retaliation about Any of These.

For situations alleging sexual abuse, sexual harassment, non-sexual harassment and related alleged retaliation about any of these, notification may be made directly to the Internal Affairs Administrator (IAA) or by other means described in the PREA notice posted in all ACC facilities.

To ensure confidentiality in these situations, do NOT send an email to the Incident Notification Committee.

F. Use-of-Force Incidents. Incidents involving physical force must be reported fully and in writing unless the physical force is inconsequential such as when applying handcuffs and there is no injury. Reports must include the circumstances that led to the incident, persons present, force used and by whom, injuries sustained (if any), and medical assistance offered and provided. At a minimum all reports involving use-of-force must be provided to the Center Supervisor or Area Manager. (4-ACRS-2B-01).

G. Analyzing Outcome Measures. The Deputy Director of Residential Services must ensure use of force incident data are aggregated and analyzed annually. (4-ACRS-2B-03)

H. Firearm Incidents While on Duty. When an on-duty employee discharges a firearm in an incident, complete the eOMIS Incident report if accessible and scan in related witness statements; otherwise complete Form 1, "Incident or Hazard Report/Witness Statement – for Staff Use;" and comply with applicable guidance as follows:

1. Accidental Discharge of a Firearm (No Injuries Involved)
 - a. Any employee who accidentally discharges an ACC-issued firearm or personal firearm in the line of duty must promptly contact his or her supervisor, who will initiate an investigation.
 - b. The employee must comply with the Drug-Free Workplace policy.
 - c. The employee(s) must write an incident report.
2. Fatal Shooting by an Employee in Performance of Duty, Intentional Use of Deadly Force, or Accidental Firearm Discharge Resulting in Injury or Death.

When a discharged firearm results in a fatal shooting in the performance of duty, intentional use of deadly force, or accidental firearm discharge resulting in injury or death follow guidance in the form entitled "Checklist for Fatal Shooting by an Employee in Performance of Duty, Intentional Use of Deadly Force, or Accidental Firearm Discharge Resulting in Injury or Death;" this form is prescribed in the Use of Force Administrative Directive.

I. Vehicle Incidents/Accidents.

1. In addition to other reporting requirements, drivers must report ALL accidents and traffic violations when operating a state vehicle and/or while driving any vehicle on state business. If a driver is unable to report, his/her supervisor must report.
2. Drivers must immediately report accidents verbally to the insurance company; refer to company information and phone numbers in the vehicle.
3. Drivers must comply with the Drug-Free Workplace policy drug/alcohol testing requirements. Tests must be conducted within specified time frames.
4. After an accident drivers must send the following to the ACC Central Office, Administrative Services Division, ATTN: Insurance Claims, 105 West Capitol Ave, 3rd Floor, Little Rock, AR 72201-5731: ACC Incident Report, police report, pictures, other relevant information and the insurance adjuster's report. The ACC Insurance Claims Section phone number is 501-682-9509.
5. If a vehicle accident results in damage to the property of any one person in excess of \$1,000.00 or in bodily injury to or in the death of a person, the driver (if unable, the supervisor) must complete the "Arkansas Motor Vehicle Accident Report (SR-1)." A paper copy may be used initially; the information must be reported on the on-line Internet form within 30 days.
6. Drivers must report traffic violations and accidents to their supervisor. Supervisors notify the appropriate Deputy Director and take appropriate action pursuant to policy.
7. Drivers and supervisors must comply with other applicable aspects of this policy and other applicable policies.

- J. Lost, Stolen, or Damaged Firearms.** In addition to completing an incident report, damaged firearms approved for disposal or lost or stolen firearms must also be reported by the supervisor to the Administrative Services Section for proper documentation in agency inventory records and to the IAA. When a firearm is lost or stolen, report the matter to the local police and obtain a copy of the report. Send a copy of the police report to Administrative Services to justify removing the firearm from inventory and send a copy to the IAA.

K. Work-Related Injuries or Illnesses.

1. The injured/ill employee, Personnel Officers, Area/Assistant Area Managers or designee must also comply with this:

The "company nurse" referred to in this section means a contract service that guides employees who have work-related injury or illness in seeking care to ensure compliance with state agency and Worker Compensation requirements. This is NOT the contractor that provides treatment for residents. Human Resources staff can provide the phone number for the current "company nurse" contractor or you may find the number on a bulletin board poster.

- a. In a medical emergency call 911 or seek immediate treatment at an emergency room. When there is a medical emergency the Personnel Officer, Area/Assistant Area Manager, or designee must promptly call the “company nurse” and report the situation. As soon as the injured/ill employee is able, he/she must also contact the “company nurse” for additional treatment instructions.
 - b. When a work-related injury or illness does NOT require emergency medical care, before seeking any treatment, the injured/ill employee must call the “company nurse” for treatment instructions. When possible the employee’s supervisor should be present to answer questions the company nurse may have. The employee must use the medical services specified by the company nurse.
 - c. If the employee indicates that they do not need medical treatment:
 - (1) Have the employee complete, sign and date the form “Incident or Hazard Report/Witness Statement – for Staff Use.”
 - (2) Keep the incident report form on file. If the employee later indicates a need for medical treatment, call company nurse number for workers’ compensation claims reporting. Follow the steps for reporting the injury and send a copy of the completed incident report form to the Public Employee Claims Division.
 - d. The company nurse will initiate the following forms and will send them to ACC Central Office Human Resources Section. The Human Resources Benefits Analyst will then forward the forms to the employee and supervisor. The injured/ill employee can make changes at this time and must promptly complete and submit the following forms to his/her supervisor or designee:
 - The Arkansas Workers’ Compensation Commission Form AR-N, “Employee’s Notice of Injury” (print the 2-page form on the front/back of one piece of paper if possible).
 - The Arkansas Insurance Department > Public Employee Claims Division’s > PECD Form 1, “Employee’s Report of Accident.”
 - e. The supervisor or designee must ensure the employee completes the forms, review them, then email the forms to the Human Resources Section; Central Office Benefits Analyst.
2. Supervisor Initial Forms Processing. Supervisors must ensure the above employee actions are taken; promptly accomplish the following and forward all forms to the Central Office, Human Resources Section (HRS) in sufficient time to allow HRS to get the forms to the appropriate agency:

- a. within 48 hours:
 - For each accident resulting in a fatality, amputation, or when one or more employees are hospitalized, complete the Arkansas Department of Labor “Accident / Injury Reporting form” and process it through ACC Human Resources in time to arrive at the Arkansas Department of Labor within 48 hours from the accident.
- b. within 10 days of the injury or illness onset:
 - Complete and submit the Workers’ Compensation Commission Form 1A-1, “Workers Compensation - First Report of Injury or Illness,”
 - Complete and submit the Arkansas Insurance Department > Public Employee Claims Division’s “PECF Form 2, “Workers Comp Information Sheet”
 - Send a copy of the ACC “Incident or Hazard Report/Witness Statement(s)” to HRS. HRS must send these to the Arkansas Insurance Department > Public Employee Claims Division.
3. Supervisor Follow-Up Reporting. Supervisors must report to HRS any change in status including but not limited to the following:
 - the injured employee returning to work and drawing wages
 - the injured employee losing time again
 - the injured employee has died.
4. Human Resources Section. HRS will promptly forward forms to the appropriate agency.
5. Offender Injuries - Supervisor/Offender Responsibilities. When possible, an offender who sustains an injury while in ACC custody must complete an Incident/Hazard Report/Witness Statement – for Offender’s Use form. The supervisor most familiar with the injury situation must ensure form completion. At residential centers, the medical contractor’s accident/injury report may also be required. In case of a resident serious illness/injury, follow additional guidance in the “Resident Serious Illness/Injury or Death” policy.

L. Maltreatment Reporting.

1. Applicability. This portion of the policy applies to Arkansas Community Correction (ACC) employees.
2. Maltreatment Reporting in General. All ACC employees are required to report actual and probable maltreatment of any person, to include children, adults, and elder adults. This is a higher standard than the law requires. In general, the law lists certain occupations as mandatory reporters of child and elder maltreatment. Some

detailed requirements are provided in the law for employees in positions designated by law as “mandatory reporters.” “Mandatory Reporters of Child Maltreatment” include clergy (except when exempt by law), all medical staff, mental health professionals (this includes counselors), law enforcement officers, and sexual abuse or victim advocates. A similar listing of “mandatory reporters” is described by the law for adult maltreatment.

3. Reporting Child Maltreatment.

- a. Follow confidentiality guidance.
 - b. ACC employees must promptly notify the Child Abuse Hotline if they
 - (1) have reasonable cause to suspect that child maltreatment has occurred or a child has died as a result of child maltreatment; or
 - (2) observe a child being subjected to conditions or circumstances that would reasonably result in child maltreatment.
 - c. Child Maltreatment Details. This policy does not provide all details such as definitions of child abuse. Mandatory reporters must, and other employees should, understand the legal details and definitions provided in Arkansas law beginning at section 12-18-1708. Law enforcement officers must also understand Arkansas law section 12-28-1001, “Protective Custody Generally.”
 - d. Mandatory reporters of Child maltreatment must obtain as much clarifying information as possible.
 - e. When Residential Services counselors contact the Child Abuse Hotline and the hotline staff indicates they will conduct a follow up interview at the Center, the Center Supervisor must be informed.
 - f. Mandatory reporters are encouraged to make the call with the offender alleging abuse so that both can speak to the hotline staff. Parole/Probation Treatment staff may allow offenders to make a report on their own; however if this option is used, the staff is still obligated to call. The Child Abuse Hotline number is 1-800-482-5964. Parole/Probation Officers must make a note in eOMIS supervision contacts when the abuse hotline is contacted. Instead of calling, mandated reporters may fax the Arkansas State Police “Suspected Child Abuse Report” form to the State Police FAX number 1-501-618-8952.
 - g. All mandated reporters who routinely make entries in clinical files must also document reports of maltreatment in the clinical file.
4. Informing a Supervisor. After contacting the hotline, an employee should inform his/her supervisor without violating any privacy laws.
5. Adult and Elder Maltreatment. This policy requires all employees to report actual and probable maltreatment of any adult person. Maltreatment of adults to include elders must be reported to the Adult Abuse hotline at (800) 482-8049. Mandatory reporters must, and other employees should, understand the legal details and definitions provided in Arkansas law beginning at section 4-88-201 and beginning at section 12-12-1701. Report any abuse to include suspected abuse, neglect, or exploitation of endangered or impaired adults.

6. Confidentiality of Child and Adult Maltreatment Information. Information received about child or adult maltreatment must only be released under the following circumstances:
 - reporting to the hotline
 - disclosing information to other staff for appropriate business reasons
 - documenting information in the clinical file or eOMIS supervision contact
 - consulting with your personal attorney, and
 - complying with court orders.

M. Investigations.

1. When a firearm is involved refer to the above paragraph “Incidents Involving a Firearm.”
2. When there is an incident, allegation or suspicion of sexual abuse or sexual harassment, or an incident not of a sexual nature that may rise to the level of criminal activity, the IAA must notify the State Police Criminal Investigation Division. When appropriate, the IAA must conduct an internal investigation. The State Police are responsible for investigating incidents where criminal activity is alleged. The IAA will provide pertinent information to appropriate personnel in an effort to resolve the situation and prevent future occurrences. The IAA must ensure investigations are conducted pursuant to PREA standards (PREA 115.222, 115.271, 115.272, 115.273).
3. For other incidents where an allegation may result in termination of employment or suspension, the supervisor must notify his/her Deputy Director with a recommendation that an internal investigation be conducted. When the Deputy Director agrees that the allegation may result in terminating employment or suspension, he/she must ask the IAA to investigate.

For such incidents where an employee is involved but allegations are not apt to result in termination of employment or suspension, the supervisor must notify his/her Deputy Director. The Deputy Director must notify the IAA and together they may agree to allow an appropriate supervisor to conduct the investigation.

4. The Director may order the IAA to conduct an internal investigation of other incidents when deemed appropriate.

N. Supervisor. Supervisors must ensure the following:

1. Employees are trained on this and other policies and emergency plans related to specific types of incidents to ensure timely, accurate and appropriate handling and reporting of incidents and hazards.
2. Staffs, volunteers, interns and residents are provided appropriate guidance so they will comply with safety and security rules and procedures and report safety and security incident situations. Failure to comply with appropriate reporting requirements may lead to disciplinary action.

3. Actions are taken to investigate and prevent reoccurrence of preventable incidents and hazards.
4. When there is harassment between or among employees, or agents; in addition to reporting and investigating measures, supervisors must ensure appropriate oversight to include measures to prevent further harassment or retaliation. Other policies guide supervisors when offenders are involved.

O. Physical Evidence. Physical evidence must be handled following procedures in the administrative directive, "Searches for, Control and Disposition of Contraband and Evidence".

P. After-Action Activities.

1. Critical Incident Reviews.
 - a. The IAA, Area Managers, Administrators, Center Supervisors and above may ask the Director to appoint a Critical Incident Review Committee.
 - b. The Director may order a critical incident review and when doing so will appoint a Critical Incident Review Committee.
 - c. The IAA must ensure a critical incident review is conducted at the conclusion of every sexual abuse investigation, including when the allegation has not been substantiated, unless the allegation has been determined to be unfounded.
 - (1) Such review must ordinarily occur within 30 days of the conclusion of the investigation.
 - (2) The review team must include upper-level management, with input from line supervisors, investigators, and medical or mental health practitioners.
 - (3) The review team must:
 - (a) Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse;
 - (b) Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; sexual identity, status or perceived status; or gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility;
 - (c) Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse;
 - (d) Assess the adequacy of staffing levels in that area during different shifts;
 - (e) Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff; and
 - (f) Prepare a report of its findings, including but not necessarily limited to determinations made pursuant to paragraphs P.1.c.(3) (a) through (e) of this section, and any recommendations for improvement, and submit the report to the facility head and PREA compliance manager.

- (4) The facility must implement the recommendations for improvement, or must document its reasons for not doing so. (PREA 115.283)

2. Critical Incident Review Committees must:

- a. Comply with the above guidance for sexual abuse investigations in addition to this.
 - b. Gather documentation and conduct interviews as necessary to determine the facts related to the incident.
 - c. Notify the IAA if it suspects criminal activity has occurred. When this happens, the Director will determine whether to continue the critical incident review or rely solely on the State Police investigation.
 - d. Complete the review within 45 days (30 days following a sexual abuse investigation) unless the Director grants an extension. The committee chair is responsible for a report outlining the facts and the committee's recommendations.
 - e. Provide copies of all records and tapes of interviews gathered by the committee to the IAA. The Director may choose to send a copy of the summary and recommendations to the person who originally requested the critical incident review and will provide a copy to the appropriate Deputy/Chief Deputy Director. The Deputy/Chief Deputy Director will work with staff to develop an action plan.
 - f. Make the summary, recommendations, and action plan known to the Management Team for a review and to determine the feasibility of the committee's recommendations.
3. Counseling Services after Critical Incidents. ACC will make post-trauma counseling and support available through the State's employee assistance program (contact HRS for details).
4. Supervisor Communication after Critical Incidents. When an employee or agent is involved in a critical incident, his/her supervisor must ensure required actions are taken in accordance with applicable policies, to include reporting.
5. Critical Incident at a Residential Center. Center Supervisors must ensure a debriefing with designated and impacted staff as soon as possible after a critical incident and conduct a follow-up debriefing two weeks later. At a minimum, debriefings will include the following: (4-ACRS-1C-01-1)
- a. Discussion about what happened, the response and the probable cause.
 - b. Discussion about the impact on staff and residents.
 - c. A review of corrective actions taken and still needed to include changes to plans, policy, procedures, checklists, equipment and supplies.
 - d. Plans for improvement to avoid another incident.
 - e. Appropriate documentation of after action debriefings.

IV. ATTACHMENTS.

AD 16-06 Form 1 Incident or Hazard Report/Witness Statement – for Staff Use
AD 16-06 Form 2 Incident or Hazard Report/Witness Statement – for Offender's Use
AD 16-06 Form 3 Incident or Hazard Report/Witness Statement Continuation Page

V. REFERENCES.

“Workers Compensation - First Report of Injury or Illness” (Workers’ Compensation Commission Form 1A-1)

“Employee’s Notice of Injury” Form (Arkansas Workers’ Compensation Commission Form AR-N)

“Workers Comp Information Sheet” (Arkansas Insurance Department > Public Employee Claims Division’s “PECF Form 2)

“Employee’s Report of Accident” (Arkansas Insurance Department > Public Employee Claims Division’s > PECD Form 1)

“Accident / Injury Reporting form” (Arkansas Department of Labor)

Arkansas Community Correction
INCIDENT OR HAZARD REPORT/WITNESS STATEMENT-STAFF USE

Name of Person Making Report: _____ Control Number: _____

Title or Resident Number: _____ Office/Area or Shift: _____

Incident Date: _____ Incident Time: _____ Incident Location: _____

☐ **PRELIMINARY REPORT** ☐ **FINAL REPORT** License Plate #: _____ Last 4 VIN: _____

INCIDENT TYPE

- | | | |
|---|--|--|
| <input type="checkbox"/> Sexual Harassment (allegations, incidents or suspicion)
<input type="checkbox"/> State Vehicle
<input type="checkbox"/> Arrest
<input type="checkbox"/> Weapon
<input type="checkbox"/> Contraband
<input type="checkbox"/> Property Damage
<input type="checkbox"/> Offender Death
<input type="checkbox"/> OTHER (explain): _____ | <input type="checkbox"/> Sexual Abuse (allegations, incidents or suspicion)
<input type="checkbox"/> Public Complaint
<input type="checkbox"/> Employee Injury
<input type="checkbox"/> Evidence Collected
<input type="checkbox"/> Cardinal Rule Violation
<input type="checkbox"/> Major Rule Violation | <input type="checkbox"/> Non-sexual harassment
<input type="checkbox"/> Offender Injury
<input type="checkbox"/> Emotional Stress
<input type="checkbox"/> Auto Accident
<input type="checkbox"/> Use of Force
<input type="checkbox"/> Substance Abuse |
|---|--|--|

Instructions: Provide names and identities of others as you know them. If “reasonable suspicion” is the basis for action, document both the “specific objective facts,” and any “reasonable inferences” relied upon to make the judgment. Include a description of what led to the incident, who was present, who was involved, what force was used, and by whom, injuries sustained (if any), and medical assistance offered and provided. Follow other relevant policy guidance.

For allegations, incidents or suspicion of sexual abuse, sexual harassment and non-sexual harassment: 1. Comply with related policies including “Reporting and Investigating Incidents and Hazards” and “Prison Rape Elimination Act (PREA).” 2. Use the Sexual Abuse Checklist when applicable. 3. When ACC staff complete this on behalf of a resident or offender who makes a verbal report; make a note of this on the report and then ask the resident/offender to sign if they agree.

Offenders Involved /Present (Box may be checked if you are certain the offender was “involved”)

<u>Inv</u>	<u>Offender Name</u>	<u>Number</u>	<u>Inv</u>	<u>Offender Name</u>	<u>Number</u>
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____

Employees or Others Involved / Present (Box may be checked if you are certain the person was “involved”)

<u>Inv</u>	<u>Employee / Other Name</u>	<u>Optional Note</u>	<u>Inv</u>	<u>Employee / Other Name</u>	<u>Optional Note</u>
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____

Arkansas Community Correction

INCIDENT OR HAZARD REPORT/WITNESS STATEMENT – PAGE 2

Extent of Injury and to Whom _____

Treatment Rendered and by Whom _____

INCIDENT STATEMENT OF FACTS. Describe the situation as you saw it or know it. Do not include opinions, conclusions, or interpretations. Use the continuation page if necessary.

Disposition (when information is available before submitting this form) _____

CERTIFICATION

I hereby certify that the statement hereinbefore is true. I am making this statement freely, under no duress, and without undue coercion exerted on me by an official of Arkansas Community Correction, or any offender.

Name of Person Making Statement
(Print)

Signature of Person Making Statement

Date

Name of Person Taking Statement (Print)

Signature of Person Taking Statement

Date

Center Supervisor / Area Manager must see any report involving use of force or serious/critical incidents. (4-ACRS-2B-01) Either a copy must be sent to the Center Supervisor / Area Manager OR the original. If sending a copy complete the next line:

☐ Copy was sent to Center Supervisor or Area Manager (if required). Sent by (name): _____

REVIEWED BY (Name)

POSITION or TITLE

DATE

TIME

☐ AM ☐ PM

☐ AM ☐ PM

☐ AM ☐ PM

☐ AM ☐ PM

☐ AM ☐ PM

☐ **Comments**

☐ **Recommendations**

☐ **Instructions**

INCIDENT OR HAZARD REPORT/WITNESS STATEMENT – FOR OFFENDER’S USE

Arkansas Community Correction
INCIDENT OR HAZARD REPORT/WITNESS STATEMENT CONTINUATION PAGE (if needed)

Name of Person Making Report: _____ Control Number: _____



Arkansas Community Correction

Two Union National Plaza Building
105 West Capitol, 3rd Floor
Little Rock, AR 72201-5731
501-682-9510 (office) 501-682-9513 (fax)

ADMINISTRATIVE DIRECTIVE: 16-17 Agency Description and Public Information

TO: Arkansas Community Correction Employees

FROM: Sheila Sharp, Director

SUPERSEDES: AD15-11

APPROVED: Signature on File **EFFECTIVE:** September 24, 2016

- I. APPLICABILITY.** This policy applies to Arkansas Community Correction (ACC) employees and its agents and is made available to the public to provide general information about the agency.
- II. POLICY.** Arkansas Community Correction (ACC) encourages appropriate employee interaction with the public and media to facilitate community awareness of the agency mission, goals, objectives, achievements and to facilitate community involvement and support. It is ACC policy to administer a uniform process for responding to requests for public records in accordance with the Arkansas Freedom of Information Act. Arkansas law beginning at section 25-19-101. (4-ACRS-7F-01 and -7F-04;)
- III. AGENCY INFORMATION.**
 - A. Citizen or Media Inquiries.** The agency website provides information of interest to the public. Additional information about Arkansas Community Correction may be obtained by contacting the ACC Communications Office. When submitting written requests, including requests made under the Arkansas Freedom of Information Act, please provide your name, address and phone number; the date of the request and a detailed description of the records or information sought. A fee of 25 cents per page may be charged. Payment should be made by check or money order payable to Arkansas Community Correction.
 - B. Social Media.** In addition to the public website, ACC may use social media to provide information about the agency, its operations and programs. The agency has an official ACC Facebook page, which provides timely information.
 - C. Contact Information.** The general public is encouraged to make inquiries directly to the ACC Communications Office. The postal/e-mail addresses and phone numbers for ACC offices are available from the ACC website at <http://www.dcc.state.ar.us/>

- D. Agency Description.** Arkansas Community Correction provides statewide adult parole and probation services and operates community-based residential and non-residential programs. The agency organization chart is located at the ACC website.
- E. Agency Careers and Job Openings.** ACC job openings and career information may be found at the state jobs website www.arstatejobs.com.
- F. Agency Mission.** “To enhance public safety by enforcing state laws and court mandates through community partnerships and evidence-based programs that hold offenders accountable while engaging them in opportunities to become law-abiding, productive citizens”
- G. Agency Philosophy.** “We place our priority on public safety while providing opportunities for positive change.”
- H. Agency Motto.** “Serving Justice”
- I. Administration.** Administration includes Interstate Compact, public information, legislative affairs, internal investigations, legal counsel, EEO/Grievance office, human resources, payroll services, employee benefits, purchasing, training, policy development, research and evaluation, grants, accreditation, information technology, budget preparation, fee collection, and management; for example, purchasing, travel reimbursement, inventory, and fleet management.
- J. Residential Services.** The Residential Services Division operates regional community correctional centers and Technical Violator Programs. Offender’s daily activities are structured under a behavior modification program known as Modified Therapeutic Community (MTC) with supplemental programs addressing addiction, anger management, life skills, and parenting skills. Qualifying offenders perform community service work such as beautification projects. In addition to the MTC program, two centers operate a program for male and female offenders who are dually-diagnosed (addiction with mental health issues). The Little Rock and West Memphis centers also house short-term treatment programs for offenders sent from the state’s Drug Courts.

The agency also operates a technical violator program (TVP) for women at the West Memphis Center. A TVP for men is operated at the Texarkana center and the Omega Technical Violator Center in Malvern. The TVP is an intense program for parolees who have failed to meet conditions of supervision. Counselors at the TVP use behavior modification treatment models similar to the models used in community correction centers. The goal is to facilitate development of permanent lifestyle changes so residents will be successful, contributing, law-abiding citizens while in the facility and upon return to the community.

The primary approaches used to affect resident behavior are therapeutic jobs, therapeutic confrontations, positive peer pressure, learning experiences, role modeling, daily social interaction and integration of the 12-Step program in the daily activity of members of the community.

The 12-Step Program is used to treat wrong thinking associated with addictive behavior including alcohol abuse, drug abuse, sexually deviant behavior, gambling, overeating or overspending. As an integral part of the MTC Process, the 12-Steps assist residents in restructuring their values. The change in values may ultimately alter the way a resident thinks feels and views the world. An expanded understanding of each step of the 12-Step process is gained during the orientation phase of the MTC treatment program. Volunteers from local community 12-Step groups conduct education and support meetings at the Residential Centers. Residents also facilitate their own peer support groups with staff oversight.

The treatment goal is for each resident to leave the MTC program having mastered the following basic recovery techniques and abilities:

1. Ability to recognize personal problems
2. Inclination to accept responsibility for solving his or her problem(s)
3. Inclination to accept responsibility and accountability for personal life choices
4. Realization that helps is usually necessary
5. Inclination to seek needed help through the 12-Step Program and/or alternative peer support groups, and
6. Inclination to develop pro-social life skills.

K. Parole/Probation Services.

Parole. Parole is early release from state prison to community supervision. The parolee must follow strict conditions of release, which are set by the Parole Board and include reporting to a parole officer. If a parole condition is violated, the offender may be incarcerated again.

Probation. Probation is a court-ordered alternative to prison where the offender remains in the community and is subject to conditions of behavior. The offender must report regularly to a probation officer. Probation may be revoked for violation of the terms and conditions and as a result, the offender may be sent to prison or a community correction center or have other sanctions imposed.

Parole/Probation Services. Parole/Probation Services has employees at each state prison and residential community correction center to manage the transfer of offenders from incarceration to parole supervision in the community. Parole/Probation Services staff at 43 offices throughout the state use a case management system to supervise parolees and probationers. Some areas operate special programs including specialty courts and day reporting centers. Staff refer offenders to other programs as appropriate and in many cases provides services such as 12-Step Alcohol/Drug self-help support groups, counseling, education/training referrals, employment referrals, community service work projects, and classes on thinking skills, anger management, life skills, and parenting skills. In addition to making referrals, some Parole/Probation Officers conduct classes and work with local employers to help offenders obtain jobs.

L. ACC Policy. Arkansas Community Correction policies are available at www.DCC.state.ar.us.

M. Rules and Directives. The agency's administrative rules and directives are available on the ACC web site.

N. ACC Records. Following is a list with brief descriptions of the primary records maintained by ACC. There are federal and state restrictions on the release of some records maintained by the agency. The policy entitled “Public Release of Offender Information” describes which offender information can be released by ACC.

1. Employee Personnel Record: This record contains job-related information including hiring paperwork and performance evaluations.
2. Employee Medical Record: Job related medical or mental health information pertaining to an employee is kept in a separate record.
3. Compliance Audit Files: Files containing each American Correctional Association Standard and related samples of policy and activity to demonstrate compliance with the standard.
4. Offender Medical Records: A medical record is kept for each resident of a residential center.
5. Offender Mental Health Record: A record of mental health treatment maintained for residents at the residential center.
6. Offender Treatment Record: A record of treatment maintained by counselors that may include individual or group counseling sessions and behavior modification class work.
7. Offender Disciplinary Record: A record of rule violations committed by a center resident or sanctions imposed by violations by a parolee or probationer.
8. Offender Case Record: Information concerning legal, demographic, and supervision activities of offenders during their supervision or confinement by ACC.
9. electronic Offender Management Information System (eOMIS) An electronic database containing offender records and information such as a description and photo, demographics, criminal and disciplinary history and more.
10. Internal Investigations: Documentation of investigations conducted regarding agency activity.
11. Grievances: Records of grievances filed by offenders and employees.
12. Administrative Records: A variety of administrative records are maintained.

IV. ACC STAFF GUIDANCE.

A. External Organizations. Agency staff is encouraged to cooperate with community organizations, civic clubs and educational institutions to the extent their qualifications, experience and schedules permit. ACC staff may provide guest lectures, present special program information, or provide consultation services for a specific project or program when requested and approved by the employee's direct or indirect supervisor. With proper administrative approval, ACC offices or centers may partner with higher education to establish internships, or provide tours or other special programs within a facility or at an office as approved by the appropriate Deputy Director.

B. Criminal Justice Organizations. Staff is encouraged to cooperate, consult, plan and participate with local criminal justice agencies in activities related to their responsibilities. With supervisor approval and following applicable policy, employees are encouraged to share appropriate information, sponsor exchange tours with other law enforcement groups and coordinate planning efforts in areas of mutual interest.

C. Release of Information and Communications.

1. All ACC staff that release information or communicate with the public and other agencies must be aware of and follow appropriate policy guidance concerning release of information. In general, individual employees are not restricted from speaking to the media; however, employees must coordinate with the Communications Office supervisor, or appropriate Management Team member for media requests requiring the agency's perspective or response to an issue. To the extent practical, all media contact should be handled by or coordinated through the Communications Office to better ensure a consistent and informed response.
2. The release of certain information is prohibited or restricted by state and federal laws. Such restrictions are addressed in the "Public Release of Offender Information" and the "Offender Records" policies.
3. Requests for Public Records.
 - a. To ensure responses to requests are accurate and timely, an ACC employee receiving a request for public records should ask the requester to submit the request in writing, to include the name, address and phone number of the requester, the date of the request, and a detailed description of the record(s) sought. However, no request will be denied if the requester refuses to submit the request in writing.
 - b. All requests for public records and responses must be coordinated through the ACC Communications Office, which should be contacted immediately upon receipt of a request.

4. Inspection and Copying of a Public Record.

- a. Department records disclosed pursuant to the Arkansas Freedom of Information Act must be available for inspection and copying between the hours of 8:00 a.m. and 4:30 p.m. on regular work days.
- b. Pursuant to the Arkansas Freedom of Information Act, ACC is not obligated to provide copying service. Whenever ACC provides a copy of any requested documents, the requester may be charged 25 cents per page, paid in advance. The fee must be paid by check or money order made payable to the ACC.

D. Internet and Social Media. Guidance that is applicable to Internet use and social media is found in the following policies:

“Code of Ethics and Rules of Conduct” policy
“Computer, Cell Phone, Copier and Technology Resources” policy

E. Citizen Complaints. Citizen complaints should be reported promptly to the appropriate supervisor who will notify others as appropriate and assist in preparing a response. This does not prohibit employees from handling minor concerns within their scope of responsibility.

F. Media and Tour Access to Residential Centers.

1. The Center Supervisor or designee may allow representatives of the media access to the community correction center pursuant to established policy.
2. When a journalist requests a face-to-face interview with a resident, the resident must sign a statement indicating his/her consent to be interviewed prior to an interview. The “Offender Consent for Media Interview” form may be used for this purpose. Residents should be allowed access to the media unless limitations are necessary to maintain order and security. Generally, photos of residents should be taken in a manner that faces are not recognizable unless the resident grants written permission to have his/her pictures used. (4-ACRS-7F-02 and -7F-03 and 2-CO-1A-27-1)
3. Facility tours may be approved by the Center Supervisor or designee. Tour groups must be escorted while on facility grounds.

G. Requests from Federal, State, and Local Legislative or Agency Executive Representatives. To maintain agency integrity and credibility, requests for information from legislative or other agency executive representatives should be answered fully and promptly. Employees who receive these requests must immediately inform their supervisor and/or the Communications Office and provide appropriate input to ensure a timely response.

H. Central Office Communication. To establish and maintain an effective and efficient line of communication across all areas of the operation, the Director will meet at least monthly with division heads and key staff members who represent the same.

I. Planning of Goals and Objectives. The ACC Director will ensure development and revision of short and long term agency goals and objectives. They will be reviewed annually by top management. (2-CO-1A-09)

V. ATTACHMENTS.

AD 16-17 Form 1 Offender Consent for Media Interview

Arkansas Community Correction
OFFENDER CONSENT FOR MEDIA INTERVIEW

Printed Name of Requestor

I ☐ agree ☐ decline to be interviewed and/or photographed and to allow any resulting information, recordings or photographs to be published or broadcast by the media outlet and its affiliates.

I release and save harmless Arkansas Community Correction and its employees and agents from any and all claims of damages for libel, slander, invasion of the right of privacy or any other claims based on any such use.

My consent is given freely and voluntarily by me without any threats, duress or promises.

Signature of Offender

Date

Printed Name of Offender

Offender Number



Arkansas Community Correction

Two Union National Plaza Building
105 West Capitol, 3rd Floor
Little Rock, AR 72201-5731
501-682-9510 (office) 501-682-9513 (fax)

ADMINISTRATIVE DIRECTIVE: AD 16-18 EMPLOYEE LEAVE

TO: ARKANSAS COMMUNITY CORRECTION (ACC) EMPLOYEES

FROM: SHEILA SHARP, DIRECTOR

SUPERSEDES: AD 15-07

APPROVED: Signature on File EFFECTIVE: September 9, 2016

- I. APPLICABILITY.** This policy applies to all ACC employees.
- II. POLICY.** All employees are expected to abide by the leave guidelines as outlined in this policy.
- III. EMPLOYEE LEAVE.**
 - A. ANNUAL LEAVE.** Annual leave is earned at a predetermined rate based on years of service. Leave is earned during each month and is available the first day of the following month. Leave cannot be used until it is available. Annual leave can be used in increments of 15 minutes.

For employees using approved alternative work schedules of 10-hour days, when taking a full day of annual leave, it will be charged at a rate of 10 hours a day not to exceed 40 working hours in a seven-day work week or 80 hours in a 14-day pay period.

Employees must request leave in advance and receive approval by the supervisor prior to the leave beginning. Supervisors may deny a leave request due to "business necessity." An employee will not earn annual leave when on leave without pay for ten (10) or more cumulative days within a calendar month.

Annual Leave is cumulative and no employee can have more than 30 days (240 hours) accumulated on December 31 of each year. Accrued leave may exceed 30 days (240 hours) during the calendar year, but those days in excess of 30 days (240 hours) will be forfeited if not used by December 31 of each year. Employees who have a balance exceeding 30 days (240 hours) at the end of the calendar year may donate their time over 30 days (240 hours) to the Catastrophic Leave Bank or as shared leave. Accrued Birthday and Holiday leave balances are not forfeited at the end of the year even though the employee is carrying over 30 days (240 hours) of annual leave.

Employees cannot borrow from anticipated future accruals and may not use annual leave accrued by other employees, unless approved as shared leave.

All compensatory time should be used before the use of annual leave. Employees transferring without a break in service, between state agencies and/or state-supported institutions of higher education, that are covered by these policies, shall retain all accumulated annual leave. When an employee terminates employment with the state, he/she is eligible to receive a payout of their annual, as well as birthday and holiday, leave balances; however, the payout may not exceed 30 days or 240 hours.

- B. CATASTROPHIC LEAVE.** The Catastrophic Leave Program allows the continuation of salary and benefits for an eligible employee who has exhausted all paid leave due to a medical condition and/or catastrophic illness. A catastrophic illness is a medical condition as certified by a physician of the employee or the employee's spouse, parent or child who may be claimed as a dependent under the Arkansas Income Tax Act of 1929, that requires the employee's absence from duty for a prolonged period of time and which, except for the catastrophic leave program, would result in a substantial loss of income to the employee because of the exhaustion of all earned sick and annual leave. A prolonged period of time is a continuous period of time (minimum of thirty (30) days) whereby a medical condition prevents the employee from performing the employee's duties.

The catastrophic leave bank is a pool of accrued annual and sick leave voluntarily donated by state employees and managed by Department of Finance and Administration Office of Personnel Management that may be approved for use by employees who meet the catastrophic illness/injury eligibility requirements.

All Catastrophic Leave requests will be submitted to DFA-OPM for review and determination. This policy includes a brief summary of OPM Catastrophic Leave Bank Program. For more detailed guidance, see the policy on the DFA-OPM website.

1. Eligibility Requirements to Apply for Catastrophic Leave:

- a. The applicant must be a regular full-time employee.
- b. The employee must have been employed by the State of Arkansas for more than two (2) consecutive years in a regular, full-time position from the date of application.
- c. Employees must have exhausted all sick, annual, holiday and compensatory leave, and at the onset of the illness or injury, had to his/her credit at least eighty (80) hours of combined sick and annual leave. "Onset of the Illness" means the initial beginning or start, as certified by a physician, of the medical condition that created the need for the catastrophic leave request. If a recurrence of the same illness necessitates a subsequent catastrophic leave request, the eligibility requirement that the employee have eighty (80) hours

of combined sick and annual leave at the onset of the illness will not be required on the illness recurrence date.

- d. The "80-hour requirement" may be waived for an otherwise eligible employee if an "extraordinary circumstance" is declared by the ACC director due to the applicant providing documentation that one of the following conditions has occurred:
 - 1) The employee applying for catastrophic leave had, during the previous two (2) year period, another medically documented, catastrophic illness, as defined by this policy, that was not compensated under the agency approved Catastrophic Leave Bank Program and caused the exhaustion of all annual and/or sick leave, or
 - 2) The employee applying for catastrophic leave had, during the previous two (2) year period, exhausted his/her sick and annual leave as a direct result of supplementing workers' compensation benefits, which were received due to an on-the-job injury or illness with the State of Arkansas.
- e. The employee has not been disciplined for leave abuse during the past two (2) years from the date of application.
- f. The combination of shared and catastrophic leave received by an employee may not exceed two thousand eighty (2,080) hours in a calendar year.

2. Donations of Leave to the Catastrophic Leave Bank Program.

- a. Accrued leave may be donated to the Catastrophic Leave Bank Program only in one (1) hour increments. Donations of leave will be granted hour-for-hour and not dollar-for-dollar.
- b. No employee of a participating agency/institution will be allowed to donate leave to the Catastrophic Leave Bank Program if such donation will reduce that employee's accrued sick and annual leave balance to less than eighty (80) hours. This restriction does not apply to employees who are terminating their employment.
- c. Annual and/or sick leave that have been donated to the Catastrophic Leave Bank may not be restored to the employee who donated the leave time.
- d. Approved donations of leave will be transmitted to the Catastrophic Leave Bank Program by submitting the approved donor form.

To donate leave to the Catastrophic Leave Bank Program, employees must secure the necessary forms from HR, timekeeper, or EagleNet, complete the forms and

return them to the timekeeper to be promptly submitted to Human Resource Section.

3. Catastrophic Leave Bank Program Administration

- a. To be considered for catastrophic leave an employee must complete an application, with attachments, and forward it to the Human Resource Section. HRS will notify the applicant of approval or disapproval of the request. Catastrophic leave will not be awarded retroactively.
- b. Employees on catastrophic leave will continue to accrue leave in accordance with existing leave policies and will receive the normal state benefits, such as agency contributions to insurance and retirement.
- c. An employee may be dismissed for failing to report to work promptly at the expiration of the period of approved/granted catastrophic leave. Nothing, however, shall prevent the agency from accepting satisfactory reasons provided by the employee, in advance of the date the employee is scheduled to return to work, and from granting leave without pay status to an employee prior to or after the expiration of catastrophic leave if, in the view of the Director, such action is warranted. Supervisors should not take disciplinary action for such leave until the application has been formally approved or denied.
- e. Alleged or suspected abuse of the Catastrophic Leave Program will be investigated, and on a finding of wrongdoing, an employee must repay all of the leave hours awarded from the Catastrophic Leave Bank Program and will be subject to disciplinary action as determined by the Director.

C. FAMILY AND MEDICAL LEAVE ACT (FMLA). . For detailed guidance on FMLA, see the policy on the DFA-OPM website The federal Family and Medical Leave Act (FMLA) of 1993 requires all public agencies to provide up to 12 weeks of unpaid, job-protected leave per calendar year to “eligible” employees for certain family and medical reasons .or any qualifying need arising out of the fact that the spouse, child or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. Federal law has expanded FMLA to provide up to 26 weeks of leave per calendar year to care for an injured military service member. All employees are eligible if they have worked within state government for at least one year (cumulative), and for 1250 hours over the previous 12 months.

1. Procedures:

- a. The FMLA provides for leave for any of the following reasons:

1. To care for the employee's child after birth or placement for adoption or foster care;
 2. To care for the employee's spouse, son or daughter (under age 18, or if 18 or older, incapable of self-care due to a mental or physical disability as defined by the Americans with Disabilities Act), or parent who has a serious health condition;
 3. For a serious health condition that makes the employee unable to perform the employee's job;
 4. To care for the employee's spouse, child (over the age of 18), parent or next of kin who was injured on active duty; or
 5. For the qualifying need when an employee's spouse, child (over the age of 18), or parent is called to or on active duty.
- b. An employee must use accrued paid leave in place of unpaid leave. An employee may take FMLA on a full time or intermittent basis.
 - c. An employee is required to provide the employer with at least 30 days advance notice before FMLA leave is to begin if the need for leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for an employee's or family member's serious health condition. If 30 days' notice is not practicable, notice must be given as soon as possible. It is expected that an employee will give notice within no less than one or two working days of learning of the need for leave.
 - d. An employee will provide at least verbal notice to their supervisor upon application to HR for FMLA, and the anticipated timing and duration of the leave requested. The employee must follow ACC policy regarding call-in procedures for reporting any absence, unless there are extenuating circumstances. A leave slip should also be completed including this information.
 - e. The Human Resources Section will provide a packet of information and forms for employees requesting FMLA leave. If verbal notice is given by the employee, the Human Resources Section may complete the ACC Family and Medical Leave Request (see FMLA forms); however, the employee is required to provide medical certification to support the request for leave. When this is not possible, the employee must provide the certification to the employer within the period requested by the employer (no later than 15 calendar days after employer notification). Additional certification may be required if the employee is unable to return to work from leave at the end of the original requested period. FMLA leave may be denied or delayed if the medical certification requirements are not met.

- f. If the agency has reason to believe an employee's leave may be FMLA qualifying, the employee will be provided promptly with the FMLA packet. An absence of more than three consecutive days that involves continuing treatment by a health care provider may be considered sufficient "reason to believe."
- g. The Supervisor must notify the Human Resources Section that an employee has been out of work for four days. The Agency Human Resources Manager will abide by the following procedures:
 - 1. FMLA papers will be mailed to the employee via certified mail.
 - 2. The Human Resources Section will advise the employee of the 15-calendar day timeframe from the date information was mailed to return the completed FMLA paperwork.
 - 3. If at the end of the 15 days, the FMLA paperwork has not been returned, the FMLA may be denied or delayed if the medical certification requirements are not met.
 - 4. If an employee submits medical certification that is incomplete or insufficient, the Human Resources Section will specify in writing which information is lacking and give the employee seven calendar days to cure the deficiency.
 - 5. Upon completion of the 12-week period (26 weeks in the event the employee is caring for an injured military service member), if the employee is unable to return to work, perform the essential functions of his/her position, and has depleted all accrued leave, the employee ~~will~~ may be terminated. However, if a physician determines an employee is unable to perform one of the essential functions of his/her current job due to a permanent disability, the Human Resources Section must be notified and the procedures stipulated in the Administrative Directive on ADA must be followed
 - 6. Prior to returning to work, an employee who has been on FMLA leave due to his/her own health condition, must provide to their supervisor or HRS an essential job function questionnaire completed by his/her physician certifying fitness for duty.

NOTE: Employees receiving Catastrophic Leave and/or Workers' Compensation benefits may be FMLA qualifying for up to 12 weeks. These awards will run concurrently if eligibility requirements are met.

h. Under FMLA, job benefits and protection include:

1. For the duration of FMLA leave, ACC will maintain the employee's health insurance coverage under any "group health plan," under the conditions that the coverage would have been provided if the employee had continued to work (matching portion paid by ACC while the employee continues to pay his/her portion).
2. Upon return from FMLA leave, most employees should be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
3. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave.
4. Employees must meet all merit criteria to be eligible regardless of being absent from work because of medical leave.

D. HOLIDAY LEAVE. Employees will be granted time off to observe the following regularly scheduled legal holidays:

New Year's Day	January 1
Dr. Martin Luther King, Jr.'s & Robert E. Lee's Birthday	Third Monday in January
George Washington's Birthday & Daisy Gatson Bates Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25

The Governor may issue an Executive Proclamation to declare additional days as holidays in observance of special events or for other reasons. ACC employees are not allowed to work on a holiday unless they are required for security or other reasons at an ACC 24-hour facility; they are designated as essential staff in Pulaski County; the General Assembly is in session; or the employee is authorized by a supervisor. If a state-observed holiday falls on a scheduled workday, the holiday is taken that day. If it falls on a Saturday, the holiday will be observed the day before the holiday. If it falls on a Sunday, the holiday will be observed on the following Monday.

Employees at work sites with an approved 10-hour a day work schedule will accrue worked holidays at 10 hours a day, however; there is no change for the annual or sick

leave accrual. When a holiday is worked, it must be entered as “banked” in AASIS for future use. If an employee is on paid leave when a holiday occurs, the holiday time will be applied rather than another type of leave, if possible.

E. EMPLOYEE BIRTHDAY. Employees are given one (1) day (8 hours leave) in recognition of their birthday to be taken on or after their birthday. Employee Birthday leave is taken at the discretion of the employee and with supervisor’s approval. Employee Birthday leave is not automatically deducted as a holiday in lieu of other time off such as sick or annual.

F. LEAVE WITHOUT PAY (LWOP). LWOP is discouraged (except in cases of catastrophic and family medical leave) because it results in staff shortages. LWOP in excess of 40 consecutive hours requires the approval of the appropriate Deputy Director

An employee must use all leave prior to going into LWOP status with the following exceptions:

1. In the case of maternity leave, such employee may elect to take leave without pay.
2. In the case of disciplinary actions resulting in leave without pay.

An employee approved to go on LWOP is responsible for making timely payments (including ACC match) for group health and life insurance to continue coverage. However, if the employee is receiving Worker’s Compensation benefits or is in Family and Medical Leave Act (FMLA) status, ACC will continue to pay the employer-matching amount. Failure to comply with the due dates and premium amounts will result in cancellation of the group health/life insurance. Once insurance is cancelled, the employee cannot reapply until the next open enrollment period.

An employee who is in LWOP status for 10 or more days during a month does not accrue sick or annual leave for that month. Employees may be dismissed if they fail to report to work promptly upon the expiration of the period of LWOP. However, the Director may approve an extension in advance of the date to return to work.

G. MATERNITY LEAVE. Is to be treated as any other leave for sickness or disability. However, an employee may elect to take leave of absence without pay without exhausting accumulated annual and sick leave. Before taking maternity leave, employees must submit a doctor’s statement to their supervisor indicating when maternity leave will begin and end. An Essential Job Functions form is required upon the return from Maternity Leave.

While on maternity leave, employees will continue to earn annual and sick leave unless they are on leave without pay status. Employees have the option of choosing to take leave without pay instead of using earned annual or sick leave. Consult HRS or the section on Family and Medical Leave Policy for requirements that may impact maternity leave.

H. MILITARY LEAVE.

- 1. Military Leave for Annual Training.** Regular, full-time state employees who are members of the National Guard or the reserve branches of the United States Armed Forces will be granted leave at the rate of fifteen (15) working days per calendar year, plus necessary travel time for annual training purposes. Up to fifteen (15) unused military leave days may be carried over to the succeeding year for a maximum of thirty (30) military leave days for military training purposes for that calendar year.

Employees who are members of the Inactive Reserve Corps of the United States Public Health Service (USPHS) who desire to take leave for the purpose of participating in the civil defense and public health training programs made available by the United States Public Health Service are eligible for this leave benefit. Employees who are drafted, called up for active duty or for specialized training may also be eligible for military leave benefits. The employee must submit a copy of his/her first orders for a calendar year through their supervisor and timekeeper to HRS so that HRS may establish the 15-day quota in AASIS. Thereafter, the employee must submit military leave requests with orders through his/her supervisor to the timekeeper and the timekeeper maintains the documentation.

- 2. Military who perform active military service for fewer than 31 days** must report for work on the first regularly scheduled workday within 8 hours after discharge from military service. If they serve more than 30 but less than 181 days, they must report within 14 days after discharge. If they serve more than 180 days, they must report within 90 days after discharge from military service.
- 3. Uniformed Services Employment and Reemployment Rights Act (USERRA).** For information about USERRA refer to the poster in your place of employment, the U.S. Department of Labor website or contact the HRS Administrator.
- 4. Active Duty for Military Service.** A regular full-time employee who is drafted or called to active duty in the Armed Forces of the United States or who volunteers for military service is placed on extended military LWOP. Unused sick and annual leave at the time of military leave will be reinstated at the time the employee returns to ACC unless he/she requests and receives a lump-sum payment for the annual leave balance when placed on the extended military leave. If an employee voluntarily goes on active or full time military duty, he/she must notify the agency prior to going on active duty. If the employee fails to provide such notice he/she may be terminated.

5. **Active Duty for the Purpose of Specialized Training.** When military members volunteer or are ordered to active duty for the purpose of special training, they are placed on LWOP for the period of training unless they elect to use accrued annual leave. The LWOP is given in addition to the paid leave for annual military training. In such situations the military member will retain eligibility rights including accumulated annual leave and sick leave. Sick and annual leave do not accrue during the LWOP period.

6. **Exigency Leave.** Eligible employees are entitled to up to 12 weeks of leave in a calendar year because of “any qualifying exigency” arising because the spouse, son, daughter, or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty status, in support of a contingency operation. The qualifying exigency’s for which employees can use FMLA leave are as follows:

- a. Short-notice deployment
- b. Military events and related activities
- c. Childcare and school activities
- d. Financial and legal arrangements
- e. Counseling rest and recuperation
- f. Post-deployment activities
- g. Additional activities not encompassed in the other categories, but agreed to by the agency and employee.

7. **Military Caregiver Leave.** Eligible employees who are the spouse, parent, child or next of kin of a service member who incurred a serious injury or illness on active duty in the Armed Forces may take up to 26 weeks of leave in a calendar year to care for the injured service member. Military Caregiver Leave is used in combination with regular FMLA leave. FMLA leave is without pay; however, if an eligible employee has accumulated unused sick or annual leave, the employee is required to substitute the paid leave, including any paid catastrophic leave benefits, for any FMLA leave taken during the 12-week period, with the exception that an employee taking maternity leave may elect to not substitute accrued, unused sick and annual leave while on FMLA leave. Time taken prior to a request or approval for FMLA leave may be charged against the allowable FMLA time.

I. SHARED LEAVE. The Shared Leave Program allows eligible employees to donate sick and/or annual leave to another eligible employee. Eligibility and donor requirements are as follows:

1. **Eligibility Requirements.** Continuous employment for more than one (1) year by the same agency, cumulative earned sick and annual leave in excess of eighty (80) hours at the onset of the severe illness, applied in writing for shared leave, received written approval for shared leave from his/her employer; and not been disciplined for leave abuse by a state agency within two (2) years from the date of application.

- a. The 80-hour requirement may be waived for an otherwise eligible employee at the discretion of the Director.
- b. No employee shall be approved for shared leave unless the employee is, or is reasonably expected to be, on leave without pay status as a result of a severe illness.
- c. An employee who applies for shared leave must provide an acceptable medical certificate from a healthcare provider documenting the severe illness. Shared leave may be used on a full-time or intermittent basis; however, in no case will the employee be granted shared leave beyond the date certified by a healthcare provider as the date when the employee is able to return to work.
- d. The combination of shared and catastrophic leave received by an employee may not exceed two thousand eighty (2,080) hours in a calendar year.
- e. Shared leave may be used in conjunction with Family Medical Leave.
- f. Any shared leave donated to an employee that is not used by the employee will be converted to the employer's catastrophic leave bank program.
- g. Leave that is accrued by an employee while on shared leave will be donated to the employer's catastrophic leave bank.
- h. Donations of shared leave shall be granted hour-for-hour and not dollar-for-dollar.

2. Donor Requirements.

- a. Is employed by the same employer as the employee receiving shared leave;
- b. Has cumulative earned sick and annual leave in excess of eighty (80) hours prior to donation and the donation will not cause the donating employee to have less than eighty (80) hours, except at termination or retirement; and
- c. Has not been disciplined for leave abuse by a state agency within two (2) years from the date of application

- 3. Approval.** Shared leave will be approved in writing by the agency Director and the Chief Fiscal Officer of the State will determine the agency's funding availability. If shared leave is granted to an employee, the employee will use the shared leave after the employee has exhausted earned sick, annual, holiday, and compensatory leave. Once shared leave is approved, granted, and extracted from the donor's leave bank, it is irrevocable. An Essential Job Functions form is required upon return from Shared Leave.

- J. SICK LEAVE.** Sick leave is earned at the rate of 8 hours per month regardless of years of service. It is available the first day of the following month. Sick leave cannot be used until it is available. It can be used in increments of 15 minutes. An employee will not earn sick leave when on leave without pay for 10 or more cumulative days within a calendar month.

The use of sick leave is contingent upon the occurrence of one of the events listed below. If the event never occurs, the employee is not entitled to the sick leave benefits:

1. Employee is unable to work because of sickness, injury, or has the need to seek medical, dental or optical treatment; or
2. Death or serious illness of an immediate family member (father, mother, sister, brother, spouse, child, grandchild, grandparents, in-laws or a person acting as a parent, guardian or ward of the employee).

Requests to use sick leave for medical appointments should be made in advance. Employees must notify their supervisor within the first 15 minutes of the duty day every day of absence due to unexpected illness. If physically unable to make the notification 15 minutes, notify the supervisor as soon as possible. The employee must complete a sick leave request upon his/her return to work and no later than two days following the return. An employee is not required to divulge medical symptoms, diagnosis or prognosis when on sick leave or when a doctor's excuse is requested. However, if requested, a doctor's statement must be provided that orders the employee to be off work and specifying the time period. This does not preclude the requirement for detailed medical information for such purposes as FMLA, catastrophic leave, required fitness exams, Americans with Disabilities Act, workers' compensation claims, etc.

Banked holidays, straight time, and overtime may be used in lieu of sick leave.

Employees at work sites with an approved 10-hour a day work schedule will be charged at a rate of 10 hours a day when off a full day not to exceed 40 working hours in a seven-day work week or 80 hours in a 14 day pay period.

The maximum sick leave that can be carried over to the next calendar year on December 31 is 960 hours.

If an employee is off work 40 or more consecutive hours, a medical "certificate of illness" is required upon returning to work. However, a supervisor may request a medical "certificate of illness" at any time. Employees should provide a signed physician's statement that the illness prevented the employee from performing his/her normal work for a specified period of time.

Employees are not entitled to payment for accrued and unused sick leave when they terminate their employment.

Upon retirement or death, an employee, or beneficiary of an employee, will receive compensation not to exceed \$7,500 for accumulated unused sick leave as outlined in the Sick Leave Incentive Payout policy of the Department of Finance and Administration-Office of Personnel Management. For details of accrued sick leave payouts, please refer to this state policy, which is available at www.dfa.arkansas.gov.

Upon retirement or death, if the balance of the employee's sick leave does not reach the criteria for a Sick Leave Incentive Payout, the employee or their beneficiary may donate their sick leave to the catastrophic leave bank. When an employee receives a payout for unused sick leave at retirement or death, hours used to calculate the maximum payout of \$7,500 cannot be donated to the catastrophic leave bank. Once the calculation of the number of accrued hours needed to receive a full payout of \$7,500 has been made, any remaining hours may be donated to the agency's shared leave program or the catastrophic leave bank.

IV. FORMS.

Catastrophic Leave Bank Instructions
Catastrophic Leave Bank Physicians Certification OPM 013
FMLA-Certification or Qualifying Exigency for Military Family Leave Form
FMLA-Healthcare Provider for Employee Serious Health Condition Form
FMLA- Healthcare Provider for Family Member Serious Health Condition Form
FMLA- Leave Request Form
FMLA- Serious Injury-Illness Military Family Form
Leave Request for Employee Form
Liability Agreement-Catastrophic Leave Form OPM 014
Returned or Accrued Catastrophic Leave Transmittal OPM 016
FMLA - Your Rights under the Family Medical Leave Act OPM 006
Donation of Sick and Annual Leave to the Catastrophic Leave Program OPM 015
Dependent Child Certification OPM 008
Application for Benefits-Catastrophic Leave OPM 012
Shared Leave Application.
Shared Leave Donation
Shared Leave Dependent Child Certification
Shared Leave Physicians Certification