

## Davis, Donna

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**From:** Brooke Cummings [Brooke.Cummings@arkansas.gov]  
**Sent:** Tuesday, May 02, 2017 2:56 PM  
**To:** Davis, Donna  
**Subject:** FY17 3rd Quarter  
**Attachments:** FY17 3rd Quarter Report.pdf

Good afternoon:

Attached is the Arkansas Parole Board's quarterly report on new and revised administrative directives, regulations, and memoranda issued in the previous quarter. The report contains the following directives:

| AD#   | AD Title                                      | Supersedes | Effective Date |
|-------|---|------------|----------------|
| 17-01 | Agency Description and Public Information     | New        | 03/13/2017     |
| 17-02 | Vehicle Maintenance and Operations Procedures | AD 09-02   | 03/13/2017     |
| 17-04 | Research and Program Evaluation               | New        | 03/13/2017     |
| 17-05 | Employee Training                             | AD 08-04   | 03/13/2017     |

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

Respectfully,

***Brooke D. Cummings***

Executive Administrator

Arkansas Parole Board | Two Union National Plaza Bldg.

105 W. Capitol Avenue, Suite 500

Little Rock, AR 72201 | [Google Map](#)

Office: 501-682-3850 | Cell: 501-902-7003

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**Arkansas Parole Board**

Public Service  
with Fairness  
and Integrity

Asa Hutchinson, Governor  
John Felts, Chairman





# APB

*Public service with fairness and integrity*

**Arkansas Parole Board**

Two Union Plaza Building  
105 West Capitol Ste. 500  
Little Rock, AR 72201-5731  
Phone: 501-682-3850  
Fax: 501-682-5351  
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## EXECUTIVE SUMMARY

**SUBJECT:** Agency Description and Public Information

**NUMBER:** 17-01

**SUPERSEDES:** N/A

**APPLICABILITY:** This policy applies to Arkansas Parole Board ("APB," "the Board," or "agency") members, staff, and is made available to the public in order to provide general information about the process for releasing public records.

**REFERENCE:** Arkansas Parole Board Manual (Dec. 2015)

**APPROVED:** Chairmen John Felts

**EFFECTIVE DATE:** 3/13/17

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**POLICY:** It is APB policy to administer a uniform process for responding to requests for public records in accordance with the Arkansas Freedom of Information Act and other state and federal laws and to facilitate appropriate interactions with the public and the media in order to facilitate community awareness of the Board.

**EXPLANATION:** This directive provides APB Members and Staff with guidance on processing requests for release of information and communications and will be available to the public via APB's website to provide general information relating to the release of public records.



## **Arkansas Parole Board**

**Two Union National Plaza Building**

**105 West Capitol; 5<sup>th</sup> Floor**

**Little Rock, AR 72201-5731**

**(501) 682-3850 Fax: (501) 683-5381**

**ADMINISTRATIVE DIRECTIVE: 17-01 Agency Description and Public Information**

**TO: ARKANSAS PAROLE BOARD MEMBERS AND STAFF**

**FROM: JOHN FELTS, BOARD CHAIRMAN**

**SUPERSEDES: NONE**

**APPROVED: SIGNATURE ON FILE EFFECTIVE: March 13, 2017**

- I. APPLICABILITY.** This policy applies to Arkansas Parole Board ("APB," "the Board," or "agency") members, staff, and is made available to the public in order to provide general information about the process for releasing public records.
- II. POLICY.** It is APB policy to administer a uniform process for responding to requests for public records in accordance with the Arkansas Freedom of Information Act and other state and federal laws and to facilitate appropriate interactions with the public and the media in order to facilitate community awareness of the Board.
- III. AGENCY INFORMATION.**
  - A. Citizen or Media Inquiries.** The agency website provides information of interest to the public. Additional information about the Arkansas Parole Board may be obtained by contacting the APB Spokesperson. 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 sought. A fee of \$0.04 per page may be charged. Payment should be made by check or money order payable to the Arkansas Parole Board.
  - B. Contact Information.** The general public is encouraged to make inquiries directly to the Board. The postal/e-mail addresses and phone number for the office are available on the APB Website at <http://paroleboard.arkansas.gov>.
  - C. APB Policy.** Arkansas Parole Board policies are available on the APB website at <http://paroleboard.arkansas.gov>.

**D. Structure.** The Arkansas Parole Board consists of seven (7) members appointed by the Governor who (1) serve as both the paroling and revocation authority for the State and (2) make non-binding recommendations to the Governor related to Executive Clemency. The full Board has the authority to regulate parole, revocation, and the Executive Clemency application process, subject to State law. The Chair of the Board is designated from among the seven (7) members by the Governor and serves as the chief executive, administrative, budgetary, and fiscal officer of the board. The Chair exercises general supervisory responsibilities over the members and staff of the Board but may not remove a member of the board except as provided in State law.

#### **IV. APB STAFF GUIDANCE.**

**A. External Organizations.** Subject to the approval of the Chair, members and staff are encouraged to cooperate with community organizations, civic clubs and educational institutions to the extent their qualifications, experience and schedules permit. Members and 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 Chair.

**B. Criminal Justice Organizations.** When approved by the Chair, APB members and staff are encouraged to cooperate, consult, plan, and participate with local, state, and federal criminal justice agencies to the extent their qualification, experience, and schedules permit.

**C. Release of Information and Communications.**

1. All APB staff who release information or communicate with the public and other agencies must be aware of and follow appropriate policy guidance concerning the release of public records. No member of the Board or its support staff may release public records to inmates, media, or the general public unless authorized by policy or in writing by the Chair or by a designee of the Chair.
2. The Chair serves as the chief spokesperson of the Board, and has delegated that responsibility to the Board Administrator. Unless authorized by the Chair, no member of the Board or its support staff may issue statements on behalf of the Board.
3. The release of certain information or records is prohibited or restricted by state and federal laws. Such restrictions will be communicated by the Chair or a designee of the Chair.

#### **4. Requests for Public Records.**

- a. To ensure responses to requests are accurate and timely, an APB 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 ignored or denied if the requester refuses to submit the request in writing.
- b. All requests for public records and responses must be coordinated through the Board Administrator, who should be contacted immediately upon receipt of a request. The Board Administrator will ensure that receipt of the request is acknowledged within 24 hours of receipt.

#### **5. Inspection and Copying of a Public Record.**

- a. Agency records in active use and disclosed pursuant to the Arkansas Freedom of Information Act and other state or federal law 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, the Board is not obligated to provide copying service. Whenever the Board provides a copy of any requested documents, the requester may be charged \$0.04 per page, paid in advance. The fee must be paid by check or money order made payable to the APB.
- c. Pursuant to guidance contained within Arkansas Attorney General Opinion No. 2015-095 disclosable records within the Electronic Offender Information System (eOMIS) are considered to be in storage. Unless agreed to in advance with the requestor, these records will be disclosed within three (3) business days.

#### **6. Inspection of Parole, Revocation, and Executive Clemency Files.**

- a. To the extent allowable by State and Federal law the following portions of parole, revocation, and Executive Clemency files are available for inspection:
  - 1. Responses from Judges, Prosecutors, Sheriffs, and other public officials in their official capacities;
  - 2. Commutation and Pardon Applications;
  - 3. Recommended and Final parole actions, votes of members, pre and post-release conditions of release, and stipulated programs;
  - 4. Recommended and Final revocation actions, alleged violations of release, and revocation hearing reports;
  - 5. Revocation Hearing Waivers; and
  - 6. Revocation appeals (to include the votes of Commissioners and notice of the Board's decision).

- b. Additional portions of Parole, Revocation, and Executive Clemency Files not restricted by State or Federal law may be made available for inspection upon written authorization of the Chair.

#### **7. Online Inspection of Records.**

- a. The Chair shall ensure that the public website of the Board contains a searchable database of upcoming parole hearings pursuant to State law. Design and maintenance of the database may be delegated to another employee or to a contracted vendor.
- b. The Chair shall ensure that the public website of the Board contains searchable database of parole decisions. Design and maintenance of the database may be delegated to another employee or to a contracted vendor.

#### **8. Legislative Inspection of Records.**

- a. Pursuant to State laws, the Chair shall ensure that authorized legislative committee staff has access to view all classification, disciplinary, demographic, and parole hearing records of a current, or former, inmate or parolee that is currently, or was formally, granted parole by the Board. Access will be granted through the use of Attachment 1.
- b. Pursuant to Board Policy 5.5.4, authorized legislative committee staff must sign a confidentiality statement (Attachment 2) prior to gaining access to the information referenced above.

#### **9. Release of Victim Impact Statements.**

- a. A victim impact statement written by the victim of a sex crime as defined by A.C.A. § 16-90-1101 or the Sex Offender Registration Act of 1997, § 12-12-901 et seq., is privileged. It cannot be disclosed, directly or indirectly, to any person other than a member of the Board, its authorized agents, a court, or other person, excluding the inmate, entitled under state law or Board Policy to receive the statement.
- b. The Board, or a court of competent jurisdiction, may order the disclosure of an impact statement written by the victim of a sex offense when the Board finds that the interests of the inmate outweigh the privacy and safety interests of the victim or to enhance the accuracy of the Board's determination.

- c. An inmate eligible to receive an impact statement written by their victim shall only receive it upon a written request. The inmate's request shall be submitted to the Institutional Release Officer assigned to their unit. The Institutional Release Officer will in turn submit the request to the ACC Public Information Office or the Board (the Board Administrator and Victim Input Coordinator) for fulfillment. An APB employee, or the ACC Public Information Office, must redact the following information from an impact statement written by a victim prior to releasing the statement to the inmate:
  - 1. any information protected by Federal or State privacy laws;
  - 2. the address of a victim, their parent, legal guardian, and/or their next of kin; and
  - 3. any information that could reasonably be used to determine the location of a victim, their parent, or legal guardian, and/or their next of kin;
- d. The Victim Input Coordinator under the direction of the Board Administrator shall ensure that a victim is notified in writing of the release of their impact statement. The notification shall consist of:
  - 1. the inmate's name and ADC number;
  - 2. the date the statement was released; and
  - 3. a copy of the released statement.
- e. No other information or records related to a victim may be released by the Board or an agent of the Board unless required by Federal and/or State Law.

#### **10. Release of Information to Researchers.**

Pursuant to Board Policy and the directive on Research and Program Evaluation, the Chair or his/her designee may release any information to researchers and others involved in monitoring or studying the criminal justice system not restricted by law or policy.

- D. Citizen Complaints.** Citizen complaints should be reported promptly to the Board Administrator 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. 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 the Board Administrator who will notify others as appropriate and coordinate a response.

#### **V. FORMS.**

Attachment 1: eOMIS Legislative Access request Form  
 Attachment 2: eOMIS Confidentiality Agreement  
 Attachment 3: APB Employee Acknowledgement

**Arkansas Parole Board**  
**Electronic Offender Management Information System (eOMIS)**  
**Legislative Access Request Form**  
Only one (1) form can be completed per Committee

Committee Name \_\_\_\_\_

Committee Chair's Name \_\_\_\_\_

Committee Chair's Email Address & Phone Number \_\_\_\_\_  
\_\_\_\_\_

User Information (PLEASE PRINT):

1. Full Name & Title \_\_\_\_\_

Email Address & Phone Number \_\_\_\_\_

IP Address \_\_\_\_\_

*A static IP address is required to access eOMIS. Please contact your local IT staff, if needed.*

2. Full Name & Title \_\_\_\_\_

Email Address & Phone Number \_\_\_\_\_

IP Address \_\_\_\_\_

*A static IP address is required to access eOMIS. Please contact your local IT staff, if needed.*

3. Full Name & Title \_\_\_\_\_

Email Address & Phone Number \_\_\_\_\_

IP Address \_\_\_\_\_

*A static IP address is required to access eOMIS. Please contact your local IT staff, if needed.*



**Arkansas Parole Board**  
**eOMIS CONFIDENTIALITY AGREEMENT**  
 (For Legislative Staff Access)

You have been provided access to the State's electronic offender management information system (eOMIS) for the sole purpose of allowing a member of the General Assembly or an employee of the House of Representatives, Senate, or the Bureau of Legislative Research acting on the member's behalf to view all classification, disciplinary, demographic, and parole hearing records of a current or former inmate or parolee who is currently or was formally granted parole by the Board.

Any record requested to be viewed is privileged and confidential and shall not be shown to any person not authorized to have access to the record and shall not be used for any political purpose including without limitation to political advertising, fundraising, or campaigning. Unauthorized access or disclosure of a record may result in the immediate denial of access.

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I read and understand the above statements, and I agree to maintain confidentiality regarding the information to which I may be granted access. Further, I understand that sharing my password with someone else or leaving a login session unattended may allow access to confidential data as described above, and therefore is a breach of my agreement to maintain confidentiality.

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Employee Printed Name

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Employee Signature

---

Date

---

APB Chairman or Designee

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Date

## **Employee Acknowledgement of Agency Description and Public Information Policy**

Please acknowledge by signing that you received, read, and understand the Arkansas Parole Board Administrative Directive:

### **17-01 Agency Description and Public Information**

I understand it is my responsibility to read it thoroughly and ask questions of my supervisor if I don't understand it. All employees or officials of the Arkansas Parole Board are responsible for complying with all pertinent policies, directives, and memorandum. The Business Operations Manager will place a signed copy of this form in your personnel file.

This form must be signed and returned within five days of receipt.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Printed Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



# APB

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**Arkansas Parole Board**

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[www.paroleboard.arkansas.gov](http://www.paroleboard.arkansas.gov)

## EXECUTIVE SUMMARY

**SUBJECT:** Vehicle Maintenance and Operations Procedures

**NUMBER:** 17-02

**SUPERSEDES:** 09-02

**APPLICABILITY:** This directive applies to all APB members and staff authorized to operate State-owned vehicles.

**REFERENCE:** Arkansas Parole Board Employee Manual

**APPROVED:** Chairman John Felts

**EFFECTIVE DATE:** 3/13/17

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**POLICY:** The purpose of this policy is to ensure the proper, adequate, and cost-effective maintenance of the agency's vehicle fleet through a preventative maintenance program that, with the cooperation of all authorized employees, extends the safety, quality, and longevity of the agency's vehicle fleet. This policy is intended to ensure that State-owned vehicles are used in a manner consistent with State law and DF&A and Board policy.

**EXPLANATION OF CHANGES:** The position of Fiscal Support Supervisor has been reclassified to Business Operations Manager, and modifications to this directive reflect that change. The most important change is the addition of the Authorized Usage and Reporting section.



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**ADMINISTRATIVE DIRECTIVE:      17-02      Vehicle Maintenance and Operations Procedures**

**TO:                    ARKANSAS PAROLE BOARD MEMBERS AND STAFF**

**FROM:                JOHN FELTS, CHAIRMAN**

**SUPERSEDES:      09-02 VEHICLE FLEET MAINTENANCE**

**APPROVED: SIGNATURE ON FILE      EFFECTIVE DATE: March 13, 2017**

- I. APPLICABILITY.** This directive applies to all APB members and staff authorized to operate State-owned vehicles. Violations of this directive may result in disciplinary action, up to, and including termination.
- II. POLICY.** The purpose of this policy is to ensure the proper, adequate, and cost-effective maintenance of the agency's vehicle fleet through a preventative maintenance program that, with the cooperation of all authorized employees, extends the safety, quality, and longevity of the agency's vehicle fleet. This policy is intended to ensure that State-owned vehicles are used in a manner consistent with State law and DF&A and Board policy.
- III. DEFINITIONS.**
  - A. Vehicle Maintenance.** Effectively providing the services for the vehicle, such as oil changes, brake inspections, tire rotations, and etc, in the scheduled time frame based on the manufacturer's manual.
  - B. Authorized Usage.** For the purposes of this policy authorized usage is considered as traveling from an employee's place of residence to their official work station or authorized off-site location or from their official work-station to an authorized off-site location.
- IV. MAINTENANCE.** The following procedures are hereby deemed fundamental to the safe operation and upkeep of the agency's vehicle fleet:
  - A. Preventative Maintenance Schedule.** A Preventative Maintenance Schedule/Log shall be updated each time that service or repair is performed on any vehicle within the agency's fleet.

**B. Non-Routine Maintenance.** In the event that maintenance needs arise that are above and beyond those required by the Preventive Maintenance Schedule, the Business Operations Manager shall be notified of any concerns relating to non-routine maintenance who will then apprise the Chairman or Executive Administrator and upon approval will make the necessary arrangements to schedule the repair.

**V. AUTHORIZED USAGE AND REPORTING.** All APB employees and others authorized to operate a state-owned vehicle shall adhere to the operating guidelines established by DFA – State Fleet Management Handbook. All drivers must update a vehicle log with each use. The driver must record the following information every time the vehicle is used:

1. Date and Time of use;
2. Starting location and ending destination;
3. Beginning and Ending mileage;
4. Cost and Amount of Fuel purchased; AND
5. Any problem encountered with the vehicle.

Additionally, all personnel must drive in such a manner that will not cause any damage to the assigned vehicle. An employee must obey all traffic laws and must practice safe driving habits. Employees entrusted to operate a state-owned vehicle on the streets and highways of Arkansas are representatives of the State. An employee's misuse of a state-owned vehicle can lead to corrective or disciplinary action.

Employees must complete and sign the Authorization to Operate State and Private Vehicles on State Business (VSP-1) form before being authorized to use a State vehicle.

**VI. FORMS.**

Attachment 1: Employee Acknowledgement

**Employee Acknowledgement of Vehicle Maintenance Policy**

Please acknowledge by signing that you received, read, and understand the Arkansas Parole Board Administrative Directive:

**17-02 Vehicle Maintenance and Operation Procedures**

I understand it is my responsibility to read it thoroughly and ask questions of my supervisor if I don't understand it. All employees or officials of the Arkansas Parole Board are responsible for complying with all pertinent policies, directives, and memorandum. The Business Operations Manager will place a signed copy of this form in your personnel file.

This form must be signed and returned within five days of receipt.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Printed Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



# APB

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## EXECUTIVE SUMMARY

**SUBJECT:** Research and Program Evaluation

**NUMBER:** 17-04

**SUPERSEDES:** N/A

**APPLICABILITY:** This policy applies to APB Members, Staff, and individuals/organizations outside of the agency that request and/or conduct research.

**REFERENCE:** Arkansas Parole Board Manual (Dec. 2015)

**APPROVED:** Chairman John Felts

**EFFECTIVE DATE:** 3/13/17

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**POLICY:** The Arkansas Parole Board permits, encourages and utilizes internal research as well as external research conducted by qualified individuals. Members and designated staff will participate with researchers in deciding which questions should be addressed and which data should be gathered and how that data should be reported. When approving projects by researchers, the Chairman will ensure that the privacy interests of offenders and other parties under study are protected.

**EXPLANATION:** This policy provides a framework for the development and implementation of research plans proposed by the APB. It outlines the duties and responsibilities of the individuals involved in the research process, the approved proposal, offender participation, and approval and dissemination of research results.



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**ADMINISTRATIVE DIRECTIVE: 17-04 Research and Program Evaluation**

**TO: ARKANSAS PAROLE BOARD MEMBERS AND STAFF**

**FROM: JOHN FELTS, BOARD CHAIRMAN**

**SUPERSEDES: NONE**

**APPROVED: SIGNATURE ON FILE EFFECTIVE: March 13, 2017**

**I. APPLICABILITY.** This policy applies to Arkansas Parole Board ("APB" or "the Board") members, staff, and individuals/organizations outside of the agency that request and/or conduct research.

**II. POLICY.** The Arkansas Parole Board permits, encourages and utilizes internal research as well as external research conducted by qualified individuals. Members and designated staff will participate with researchers in deciding which questions should be addressed and which data should be gathered and how that data should be reported. When approving projects by researchers, the Chairman will ensure that the privacy interests of offenders and other parties under study are protected.

**III. GUIDELINES.**

- A.** The Board will encourage, permit and use research and evaluation activities conducted by qualified individuals.
- B.** All members and staff will cooperate with approved research efforts and bring to the attention of the Board Administrator any research activity that may adversely affect offenders or agency operations.



**C. Research Proposal Requirement.** A research plan is required unless one of the following exceptions applies:

1. **Employees Conducting Research.** Research proposals are not required when employees perform research activities within the normal scope of their job duties.
2. **Employees Conducting Program Evaluation.** When employees collect data for APB approved reports (such as the Annual Report) or approved business systems (such as eOMIS), a research proposal is not required.
3. **Research on the Board's Behalf.** Research proposals are not required when entities are performing research activities on the Board's behalf. Examples are the Department of Correction, Arkansas Community Correction, or a contracted vendor.

**D. Recidivism Studies and Reports.** Researchers (including employees) conducting recidivism studies and reporting must conduct their studies based on the definition of recidivism in A.C.A. § 16-1-101 and comply with the reporting requirements specified in the law.

**E. Research Plan Development and Implementation.**

1. Researchers must work with the Board Administrator and/or other designated staff to decide what questions should be addressed, the data to be gathered, and how the data will be presented. Researchers must submit proposed research plans for review and approval/disapproval of the Board using Form 1 (attached), Request to Conduct Research, and submit the form to the Board Administrator. Research proposals must meet or exceed the review criteria outlined in agency policy. Changes to an approved research proposal must be approved by the Chairman and will require the submission of a new form. This includes any research design modifications or changes in scope, data collected, or the tools used in the collection of data. Researchers must follow approved proposals. The Board Administrator will request review and approval by the Chairman. The Chairman will consider comments, order appropriate revisions, and will be the final approval authority for the plan.
2. The Board Administrator is responsible for establishing additional standards for the evaluation of research proposals, any additional forms necessary for completion to submit with a request to conduct research and a review of the proposals. Proposals submitted for review must be evaluated on the following:
  - a. Soundness of research design and methodology, including sampling procedures.
  - b. Duplication with other projects currently proposed or underway.

- c. Relevance of the proposal in relation to the goals and objectives of the Board.
- d. Amount and type of assistance required from agency personnel. Under no condition will the Board approve research requests that pose a significant burden on employees or significant costs that the Board would incur in assisting with the project. However, the Board Administrator may request the assistance from the Department of Correction or Arkansas Community Correction in fulfilling a research request and consider the availability, or lack thereof, of assistance.
- e. Impact on offenders and whether or not offenders will be required to participate in the study.
- f. Security of information and data collection system, to include verification (accuracy), access to, and protection of data. Any costs associated with system access, modification or collection of data shall be the responsibility of the researcher.
- g. Written description of the method for dissemination of research findings.
- h. A restatement or inclusion by reference of the information in this policy regarding protection of offenders involved in research projects. An equivalent statement may be acceptable.
- i. A statement that results will be published in a manner that protects the privacy and confidentiality of offenders and staff. Researchers must include a signed copy of the Non-Disclosure agreement, Form 2 (attached), signed by all individuals who will have access to confidential data.
- j. For external researchers associated with an institution of higher education, any and all research tools and methodology must have been approved by that institution's Institutional Review Board (IRB) before any research is conducted and documentation of IRB approval must accompany the request to the Board.

**F. Participation of Offenders in Research Projects.** The Board will never require the participation of any offender in any research project. Research requests requiring the participation of an offender must be forwarded to the Department of Correction or Arkansas Community Correction, depending on the offender's status.

**G. Review, Approval, and Dissemination of Research Results**

- 1. Prior to publication or dissemination, researchers must submit a draft of internal/external research results to the Board Administrator who will obtain the Chairman's approval

2. The Board Administrator will review all research project results and will forward the reviewed results to the Chairman with a recommendation to approve, disapprove, or approve with specific revisions.
3. Researchers are responsible for the dissemination of their findings to the public and shall provide copies of their reports upon request to any person or entity requesting a copy.
4. Researchers shall provide at least nine (9) copies of any publication derived from the research to the Board for retention and internal distribution.
5. The Board Administrator will work with staff and researchers to conduct a cost and feasibility assessment of any request and report results to the Chairman. Upon approval, the Board Administrator will ensure the development and implementation of appropriate computerized data-gathering systems to facilitate data collection and analysis.
6. Board Members, Senior Staff, and supervisors must make appropriate use of research results and program evaluation data. Uses for such information include analyzing duty assignments and agency policy or proposing changes in State law to the Governor and General Assembly.

**H. Online Publishing of Relevant Research Studies & Reports.** The Board Administrator shall ensure that relevant research studies and reports concerning the following topics generated by the Board or by third-party contractors on behalf of the Board, when applicable, are posted on the Board's website for no less than five (5) years following their approval:

1. Population projections;
2. Recidivism; and
3. Evaluation of the cost-benefit of evidence-based practices of:
  - a. Adult prisons;
  - b. Community corrections facilities;
  - c. Probation; and
  - d. Parole.

**V. FORMS.**

Attachment 1: Request to Conduct Research  
 Attachment 2: Non-Disclosure Agreement  
 Attachment 3: Employee Acknowledgement

**Arkansas Parole Board**  
**REQUEST TO CONDUCT RESEARCH**

**TO:** Arkansas Parole Board  
**Attn:** Board Administrator  
 Two Union National Plaza Building  
 105 West Capitol, Suite 500  
 Little Rock, Arkansas 72201  
 (501) 682-3850  
 Fax (501) 683-5381

**FROM:** \_\_\_\_\_

**RE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

I request your consideration and approval to conduct research of information within the Arkansas Parole Board (APB) as described below and in any attachments. This research is being conducted on behalf of the following agency/organization:

\_\_\_\_\_

Printed Name of Requestor

Title

e-mail address + phone number

**Researcher:** On a separate sheet(s) if necessary, describe the types of records and information you wish to access and the nature of the research activity, purpose, and procedures to be followed. Provide copies of any Institutional Review Board authorizations for tools and/or methodology to be used in the project.

I will manage and protect your agency information according to the terms in the attached Non-Disclosure Agreement (AD \_\_\_\_ Form 2).

Signature of Requestor

Date

Requestor Printed Name

Researcher's Request:

\_\_\_\_\_

**THE SECTION BELOW THIS LINE IS FOR APB USE**

☐ Recommend  
Approval

☐ Recommend  
Denial

Signature of Board Administrator

Date

☐ Request Approved

☐ Request Denied

Signature of Chairman

Date

**Arkansas Parole Board  
NON-DISCLOSURE AGREEMENT**

This agreement is entered into between the Arkansas Parole Board (APB), hereinafter referred to as the Agency, and:

Hereinafter referred to as the Researcher, whereby the APB agrees to provide information or access to information for research, evaluation, or statistical activities to the researcher.

1. The Researcher will not use Agency information to the detriment of the Agency or the subjects of the research, or for any purpose other than those stated in the research plan, and will abide by the confidentiality, security, and dissemination provisions of the Agency.
2. The Agency will provide access to offender records or other information as requested in the approved research request. The agency reserves the right to suspend immediately furnishing information under this agreement and to require the return of information already furnished when any rule, policy, procedure or law is violated or appears to be violated.
3. The Researcher will use secure destruction methods for any copies of source documents obtained when they are no longer needed for the purpose for which they were provided.
4. The Researcher will allow only the persons identified in the Research Request access to confidential Agency information and will not disseminate, further disclose, nor allow the persons listed to further disseminate or disclose the information.
5. The Researcher will implement procedures that will effectively protect Agency and offender information from unauthorized access, alteration, or destruction.
6. The Researcher will abide by the laws and regulations of this State, the agency, and the federal government and any present or future rules, policies, or procedures adopted by the same, to the extent they are applicable to information provided under this agreement. This includes complying with accepted professional and scientific ethics and issues of legal consent and release of information. The Researcher agrees to be subject to any civil or criminal penalties applicable to the use of confidential information accessed under this agreement under Arkansas or federal law.
7. If the agreement is to provide offender record information on a continuing basis, the Agency reserves the right to immediately suspend furnishing information under this agreement should any rule, policy, procedure, regulation, or law be violated or appear to the Agency to be violated.
8. The Researcher agrees to indemnify and save harmless the State of Arkansas, the Agency, other signatory agencies and their employees from and against any and all causes of actions, demands, suits, and other proceedings of whatsoever nature; against all liability to others, including any liabilities or damages by reason of or arising out of any files, arrest, or imprisonment or any cause of action whatsoever; and against any loss, cost, expense, and damage resulting there from, arising out of or involving any negligence on the part of Researcher in the exercise of enjoyment of this agreement.
9. The Agency or Researcher may, upon written notice, terminate this agreement at any time.

\_\_\_\_\_  
Researcher's Company Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Research Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Research Representative

\_\_\_\_\_  
Signature of Chairman

\_\_\_\_\_  
Date

TO: Parole Board Employees

FROM: John Felts, Chairman

RE: Acknowledgment of the Administrative Directive on Research & Program Evaluation

DATE: \_\_\_\_\_

I understand that the policy referenced above is located on the APB web site and is available for my review or printing during business hours. My supervisor and I have reviewed and discussed this policy.

I understand it is my responsibility to read it thoroughly and ask questions of my supervisor if I don't understand it. I understand that my signature on this document indicates that I have read and fully understand the prohibited activities and my professional ethical conduct responsibilities as an employee of the Board as described herein. I understand that nothing contained in the Board's policies, handbooks, applications and other documents, or the granting of any interview, or the placement in a probationary status, or any other administrative act, creates a contract between myself and the Board for either employment or the provision of benefits.

I have signed and dated this acknowledgment and understand it will be maintained in my personnel file in the HR/Fiscal Section.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Printed Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



# APB

*Public service with fairness and integrity*

**Arkansas Parole Board**

Two Union Plaza Building  
105 West Capitol Ste. 500  
Little Rock, AR 72201-5731  
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## EXECUTIVE SUMMARY

**SUBJECT:** Employee Training

**NUMBER:** 17-05

**SUPERSEDES:** 08-04

**APPLICABILITY:** This directive applies to all APB Members and Staff.

**REFERENCE:** Arkansas Parole Board Employee Manual  
A.C.A. §16-93-201

**APPROVED:** Chairman John Felts

**EFFECTIVE DATE:** 3/13/17

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**POLICY:** The Board provides its employees with opportunities to gain necessary knowledge, skills, abilities, and information to perform their duties in accordance with the agency mission while meeting the accreditation standards of the American Correctional Association (ACA).

**EXPLANATION OF CHANGES:** This policy was amended to reflect the implementation of Joint Access to Knowledge via E-learning (J.A.K.E.). Changes were also necessary to clarify the role of the Business Operations Manager in the training process.



**Arkansas Board of Parole**  
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**ADMINISTRATIVE DIRECTIVE:**

**17-05 Employee Training**

**TO: ARKANSAS PAROLE BOARD MEMBERS AND STAFF**

**FROM: JOHN FELTS, CHAIRMAN**

**SUPERSEDES: 08-04 EMPLOYEE TRAINING AD (January 1, 2009)**

**APPROVED: SIGNATURE ON FILE EFFECTIVE DATE: March 13, 2017**

- I. APPLICABILITY.** This directive applies to all APB Members and Staff. Violations of this directive may result in disciplinary actions up to, and including, termination.
- II. POLICY.** The Board provides its employees with opportunities to gain necessary knowledge, skills, abilities, and information to perform their duties in accordance with the agency mission while meeting the accreditation standards of the American Correctional Association (ACA).
- III. DEFINITIONS.**
  - A. In-Service Training.** Training (other than employee orientation) intended to enhance the performance and capabilities of current employees
  - B. Orientation.** Mandatory 40 hour training program for a new APB employee provided after employment/appointment but prior to full job assignment.
- IV. GUIDELINES.** The Business Operations Manager is responsible for coordinating the training of all APB employees.
  - A. Minimum Training Requirements.** The Business Operations Manager is responsible for establishing and maintaining a system for documenting compliance with ACA training standards. The Business Operations Manager shall ensure that all employees comply with training requirements. Minimum training requirements for APB Employees are described in Attachment 1. Employees shall complete the required training hours during their performance evaluation rating periods.



1. **New Employee Orientation.** New employee orientation will be completed during the first 40 hours of employment. The Business Operations Manager will provide the schedule, forms, and instructions necessary to complete the orientation.
  2. **Annual In-Service Training.** The Business Operations Manager, in conjunction with Staff Supervisors, is responsible for planning, scheduling, and facilitating credit approval for all employee annual training. Employees are responsible for completing the appropriate written request for training (if necessary), attending training, and submitting all necessary documentation of attendance to the Business Operations Manager or designee.
- B. Training Administration.** Training may be administered outside of the agency; however, all training must be pre-approved, meet the needs of the agency, and comply with ACA standards.
1. **Training Assessment and Planning.** The Business Operations Manager or designee will conduct and submit a written annual training assessment during the first month of each training year. The training assessment will include current and projected job related training needs. The Training Coordinator will use the results of the assessment to develop and maintain a training plan. The assessment and plan must be reviewed and approved by the Executive Administrator and Board Chairman annually.
  2. **Attendance and Participation.** Employees must follow all guidelines established by the instructor or agency providing training.
  3. **Records.** The Business Operations Manager or designee will maintain attendance records for all APB staff training.
  4. **Scheduling and Posting of Training.** The Business Operations Manager, in conjunction with Staff Supervisors, shall schedule training courses and identify requirements for completion for all employees.
  5. **Maintenance and Security of Employee Training Files.** The Jake Coordinator shall establish and maintain employee training files in an electronic data system and in a hardcopy file. All files, regardless of medium, are to be secured at all times and only accessible to the Board Chairman, Executive Administrator, Business Operations Manager, the Jake Coordinator, the employee, and employee's direct supervisor. At the end of employment with APB, the training files will be merged with all other personnel records and maintained by HR/Fiscal Section.

**C. Travel Arrangements for Training Participants.** The Business Operations Manager will be responsible for ensuring travel arrangements are made for all employees whether in-state or out-of-state. All expenses must be approved by the Chairman before they can be incurred.

**1. Meals and Lodging.** Reimbursements or Per Diem rates will be in accordance with State guidelines which are based on the General Service Administration (GSA) Federal Travel Regulations. Meals and Lodging will only be reimbursed if an employee is required to stay overnight.

**2. Transportation.** State vehicles are recommended for use when traveling to training events. An employee who chooses not to take an available state vehicle will not be reimbursed for mileage driven without prior approval of the Chairman. Mileage reimbursement will be based on the distance between Little Rock and the destination city or the employee's residence and the destination city (if leaving from home), whichever is the shortest distance.

**D. Training Resources.** The Business Operations Manager, in conjunction with the Executive Administrator, shall ensure that a listing of available resources is accessible to APB employees. To meet training requirements, supervisors are encouraged to use national, state, and local resources, e.g. local libraries, corporations, colleges, schools, and other state agencies.

**E. Recommending Training Programs.** Supervisors are encouraged to contact the Business Operations Manager or designee if there are training opportunities available for their employees that they would like to obtain more information about and possibly schedule. The Business Operations Manager or designee must be notified in writing.

**F. Requests and Approval of Training.** All training not presented by the APB requires prior approval which can be obtained by completing the "Training Request Form" (Attachment 2). Failure to obtain approval before attending may result in the employee paying for the course and/or not receiving credit. The form shall be completed in the following order:

1. Employee Requesting Training (complete course information)
2. Employee's Immediate Supervisor (approval signature)
3. Business Operations Manager (if cost or state vehicle requested)
4. Board Chairman (approval signature)

**\*\*NOTE:** This process does not replace any registration requirements mandated by course providers (e.g. Department of Finance & Administration - Inter Agency Training Program, Department of Correction, or Arkansas Community Correction).

## **G. Training Credit**

1. All classes must be job related, approved in advance, and successfully completed in order to receive credit.
2. The HR/Fiscal Section will update the employee's training file with the appropriate amount of credit after receipt of documentation showing completion.
3. If an employee attends a conference, seminar, and meeting on his or her personal time he or she may request credit for any portion which is job-related. Upon completion of the training activity, the employee must submit all necessary documentation to his or her immediate supervisor who will make a request to the Board Chairman for review. The Chairman will make the final determination regarding any credit to be given for training. If approved, the employee's training record will be updated accordingly.

## **V. FORMS.**

Attachment 1: Minimum Required Training Hours

Attachment 2: Employee Acknowledgement

Attachment 3: Training Request Form

**Arkansas Parole Board  
Minimum Required Training Hours**

| <b>FLSA Status</b>  | <b>Orientation Hours</b> | <b>Annual Training Hours</b> |
|---|--------------------------|------------------------------|
| All Exempt Employees as determined by DFA - Office of Personnel Management and any employee is a supervisory position | 40                       | 40                           |
| All Non-Exempt Employees as determined by DFA - Office of Personnel Management in a non-supervisory position.         | 40                       | 16                           |

**Employee Acknowledgement of Employee Training Policy**

Please acknowledge by signing that you received, read, and understand the Arkansas Parole Board Administrative Directive:

**17-05 Employee Training**

I understand it is my responsibility to read it thoroughly and ask questions of my supervisor if I don't understand it. All employees or officials of the Arkansas Parole Board are responsible for complying with all pertinent policies, directives, and memorandum. The Business Operations Manager will place a signed copy of this form in your personnel file.

This form must be signed and returned within five days of receipt.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Printed Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Arkansas Parole Board  
Training Request Form  
**PLEASE PRINT THIS FORM**

Use this form to request training attendance approval and credit for non-ABP training activities. This form is to be submitted as indicated in "AD 17-05 Employee Training" before taking the training. Attach any necessary documentation. You will be given a copy for submission when training is completed as described in the "Request for Credit Approval" section below.

Employee's Name \_\_\_\_\_ Personnel Number \_\_\_\_\_  
Employee's Section \_\_\_\_\_ Request Date \_\_\_\_\_  
Course Title \_\_\_\_\_ Training Sponsor \_\_\_\_\_  
Training Location \_\_\_\_\_ Training Date(s) \_\_\_\_\_

Briefly describe how this program will support your current responsibilities or future goals for your position:

\_\_\_\_\_

\_\_\_\_\_

Will this information be shared with other agency staff ☐ YES ☐ NO

If yes, how will you share? \_\_\_\_\_

**REQUEST FOR COURSE APPROVAL**

Approval & Signature indicates that the training is job-related

Supervisor ☐ APPROVED ☐ DENIED \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Training Coordinator ☐ APPROVED ☐ DENIED \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**COMPLETE THIS SECTION ONLY IF AGENCY FUNDS OR A STATE VEHICLE IS REQUIRED**

The employee is responsible for making any necessary travel arrangements after receiving approval.

ESTIMATED COST

Transportation \$ \_\_\_\_\_  
Registration \$ \_\_\_\_\_  
Lodging \$ \_\_\_\_\_  
Meals \$ \_\_\_\_\_  
Miscellaneous \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

For Fiscal Section Use Only

Is a state vehicle available? ☐ YES ☐ NO

Are funds available? ☐ YES ☐ NO

\_\_\_\_\_  
Agency Fiscal Manager's Signature Date

**NOTE: Please add supporting documentation for out-of-state travel.**

Board Chairman ☐ APPROVED ☐ DENIED \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**REQUEST FOR CREDIT APPROVAL**

Submit the copy retained, with this section completed, upon completion of training.

Requesting Employee's  
Initials

Training Hours Requested \_\_\_\_\_ ☐ Certificate Attached  
☐ No certificate issued, but I have 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.

Supervisor's Signature \_\_\_\_\_

Training Coordinator's Signature \_\_\_\_\_

Board Chairman's Signature \_\_\_\_\_