



Public Information Officer
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January 6, 2017

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

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

Dear Co-Chairs,

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

AD #	AD Title	Superseded AD #	Effective Date	Summary
16-47	Items Designated for Farm Commodities Sale	16-07	10/07/2016	A change was made to ensure that bid records are retained by the Farm Administrator until their destruction is authorized by Legislative Audit.
16-48	Department Owned Housing/Mobile Home Park	13-109	10/07/2016	Several changes were made to Attachment 2 - ADC Rules & Regulations Department Owned Housing/Mobile Home Park and to Attachment 3 – Acknowledgement of Rules & Regulations Department Owned Housing/Mobile Home Park; in order to reflect current expectations of occupants.
16-49	Inmate Work Craft Program	11-39	10/28/2016	A change was made to clarify that the proceeds from the sale of donated work craft items will be retained in full by the fundraiser.
16-50	Count Procedures	13-124	10/07/2016	A change was made to ensure that at least one (1) roster count will be conducted per twelve (12) hour shift; two (2) each twenty-four (24) hour period.
16-51	Escapes – Procedure to be Observed Following Escape and Apprehension of the Escaped Inmate(s)	11-58	11/04/2016	Several changes were made to the procedures in order to reflect current practice and utilized positions.

AD #	AD Title	Superseded AD #	Effective Date	Summary
16-52	Shared Leave	13-31	11/04/2016	Changes were made in order to comply with OPM policies in effect at that the time.
16-53	Re-employment of State Retirees – Classified Positions	13-181	11/18/2016	Changes were made in order to comply with OPM policies in effect at that the time.

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

Sincerely,



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

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



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Items Designated for Farm Commodities Sales

NUMBER: ~~16-07~~16-47

SUPERSEDED: ~~15-22~~16-07

APPLICABILITY: Director, Appropriate Deputy Director, Farm Administrator, Procurement Manager, Farm Manager of Livestock, and any Employee involved in the Sale of Farm Produced Commodities.

REFERENCE: AR 113; A.C.A. 12-30-301 et seq., 19-11-201 et seq.

PAGE: 1 of 4

APPROVED: Original Signed by Wendy Kelley **EFFECTIVE DATE:** ~~03/30/2016~~

I. PURPOSE/POLICY:

To provide guidelines to ensure that the proper procedures are followed in the sale of farm produced commodities, that the Arkansas Department of Correction (ADC) seeks the best available markets, and that the sales generate the best financial results for the State.

II. EXPLANATION:

Designated farm products shall be sold in a timely manner using marketing practices and markets available to the Department and generally accepted in the industry applicable to that product.

III. PROCEDURES:

The determination to sell each commodity is based on market conditions at the time of the proposed sale, taking into consideration the costs of storage if not sold,

and freight charges for delivery to the required terminal sale if sold, and all other factors relevant to the proposed sale.

All sales and/or bids should be awarded on the basis of the most cash generated for the Department, and in a manner consistent with Arkansas Procurement Laws.

All sale methods should be designed to engage as large a number of potential buyers, both statewide and beyond, as is practical in order to generate the best price possible for Department commodities.

Timely notification by the Farm Administrator of proposed sales, and completed sales, will be made to the Director, the appropriate Deputy Director, the Farm Administrator, the Department Procurement Manager, the designated Board Member, and any other person designated by the Director.

Payment to the Department shall be by certified check, bonded auction payment, or other method as designated by the Farm Administrator. Cash sales must follow 'Control of Cash Receipts' procedures as listed in the Accounting Control Procedures Manual.

Bid records for commodities will be maintained in the Farm Administrator's Office until approval from Arkansas Legislative Audit for destruction.

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The Department shall comply with all applicable Arkansas State Procurement Law and Regulations.

A. Field and Horticultural Crops

The term 'Field and Horticultural Crops' includes soybeans, corn, wheat, rice, cotton, and other row crops. These commodities are to be marketed by the Farm Administrator, or other designee of the Director or appropriate Deputy Director. The sale methods used should be those methods generally used in Arkansas agriculture or those recommended by the University of Arkansas Extension Marketing Expert. A partial list of examples of permissible marketing tools include: Basis Contracts; Hedged to Arrive Contracts; Booked (pre-priced) Bushels, Pounds, or Acres; Cash Bids; participation or membership in Marketing Cooperatives such as Riceland Foods, Producers Rice Co-op, Staplcotn, Beltwide Cotton Cooperative, or the like.

B. Other Commodities

The term 'Other Commodities' includes all commodities except Field and Horticultural Crops and Livestock. Other Commodities also include, without

limitation, eggs, milk, pecans, spent hens or other poultry, hay, ~~milk~~, swine, and processed meat.

For each commodity the Farm Administrator, or his designee, shall develop, update, and maintain a list of potential bidders, drawing from reasonably available sources. The terms of the offer for bids shall be set by the Farm Administrator, or his designee. Using the list of potential bidders for the commodity to be sold, the Farm Administrator, or his designee, shall solicit bids. In addition, the offer for bids shall be posted on the Department's web site at the same time that the offer is communicated to those on the list of potential bidders. The offer shall include a deadline for bids, and the sale will be awarded to the bidder whose bid comports with the terms of the offer and generates the highest price for the commodity as determined by the Farm Administrator.

C. Livestock

The term 'Livestock' includes all bovine. The appropriate Deputy Director, or the Farm Administrator, if designated by the Deputy Director, after consultation with the Farm Manager of Livestock, shall determine the need and timing to sell produced livestock. Notification of the proposed sale will be made to the Director and the Board of Corrections' liaison.

Sales of livestock will be made at licensed and approved livestock auction houses, by competitive bid. If sale through an auction house is unavailable or if sale through other means would more likely generate a higher net return for the Department, the appropriate Deputy Director, or the Farm Administrator, if designated by the Deputy Director, may propose to sell the livestock by the method regarding the sale of 'Other Commodities'. The Farm Administrator, or his designee, will develop, update, and maintain a list of potential bidders, drawing from reasonable available sources. Using the list of potential bidders for the commodity to be sold, the Farm Administrator, or his designee, shall solicit bids. In addition, the offer for bids shall be posted on the Department's web-site at the same time that the offer is communicated to those on the list of potential bidders. The offer shall include a deadline for bids, and the sale will be awarded to the bidder whose bid comports with the terms of the offer and generates the highest price for the commodity as determined by the Farm Administrator.

D. Intergovernmental Sales

The term 'Intergovernmental Sales' represents the sales of Department commodities made in accordance with Ark. Code Ann. § 19-11-251. With the prior approval of the Director and Board of Corrections' liaison, the Farm Administrator may engage in external procurement activity (as that term is defined in Ark. Code Ann. § 19-11-206) which includes the sale or exchange

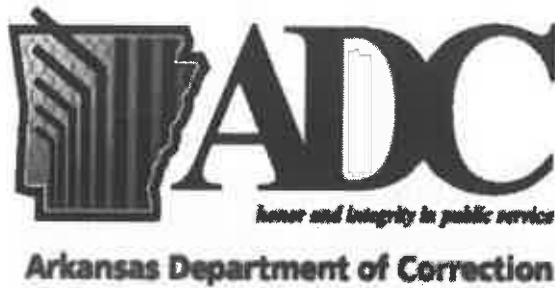
of Department commodities. The sale shall be made at a price which generates the highest net financial gain for the Department as determined by the Farm Administrator.

E. Other Excess Products

The term 'Other Excess Products' represents commodities which cannot be processed and stored for use by the Department. Excess products may be sold to employees or other reputable individuals or companies. The pricing of items to be sold will be set by the Farm Administrator. Tools to assist in setting prices will include the Urner Barry Report, Market Report from the United States Department of Agriculture (USDA) State Contract Pricing, Farmer's Market Prices, comparison of retail grocery market, and the cost of Department production.

F. Opportunity Buys Processed for Resale

Items purchased in bulk and processed by any of the Agriculture Processing facilities may be sold on the open market or to the offices, departments, institutions, agencies or political subdivisions of this state in accordance with all applicable state laws and regulations.



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SUBJECT: Items Designated for Farm Commodities Sales

NUMBER: 16-47

SUPERSEDED: 16-07

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REFERENCE: AR 113; A.C.A. 12-30-301
et seq., 19-11-201 et seq.

PAGE: 1 of 4

APPROVED: Original Signed by Wendy Kelley **EFFECTIVE DATE:** 10/07/2016

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ADMINISTRATIVE DIRECTIVE

SUBJECT: Department Owned Housing/Mobile Home Park

NUMBER: 16-48

SUPERSEDES: 13-109

APPLICABILITY: All Employees

REFERENCE: AR 217-Staff Assignments PAGE: 1 of 29

APPROVED: Original signed by Wendy Kelley EFFECTIVE DATE: 10/07/2016

I. POLICY:

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

II. EXPLANATION:

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

III. RULES AND REGULATIONS:

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

IV. TERMINATIONS:

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

V. ATTACHMENTS:

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

Attachment #1

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

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

Signatures:

Payroll Information:

Employee Date_____
AASIS Personnel Number_____
Unit_____
Position Title_____
Unit Warden Date_____
Human Resource Processed Date

Deduction Code 2500

Attachment #2

**ADC RULES & REGULATIONS
DEPARTMENT OWNED HOUSING/MOBILE HOME PARK**

1. ACKNOWLEDGEMENT AND UTILITIES

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

2. FIREARMS/BOWS/PELLET/BB GUNS

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

3. INSPECTIONS

- A. Department owned houses/mobile homes shall be inspected for maintenance/upkeep annually.
- B. Inspections must be completed on or before June 30th each year.
- C. Inspections shall be conducted by the Warden, or designee, and the Unit Maintenance Supervisor.
- D. A standard checklist shall be used to ensure proper maintenance/upkeep is occurring. This checklist however should not be considered all encompassing.
- E. Failure to maintain good housekeeping and reasonable care may be grounds for disciplinary actions.
- F. Personally owned mobile homes must be maintained to keep a clean, neat, non-damaged appearance.
- G. Any damage caused by any reason must be repaired within thirty (30) days from the date the damage occurred or within thirty (30) days of notice by the Unit Warden.

4. LANDSCAPPING/YARD MAINTENANCE

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

5. OCCUPANCY

- A. Occupancy is limited to the immediate family (spouse of the employee, minor child(ren) of the employee\spouse); of the employee per mobile home park/housing area.

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

6. PETS

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

7. QUIET HOURS

- A. No loud parties or excessive noises will be permitted at any time. Quiet hours in the mobile home park/housing area will be maintained between the hours of 10:30 p.m. and 6:00 a.m.
- B. Motorcycles, four wheelers, go carts, etc., may not be used in the mobile home park/housing area for recreational purposes.
- C. Complaints should be made to the Warden verbally, followed with a written report.

- D. The speed limit in the mobile home park/housing area is twenty (20) miles per hour.
- E. The Arkansas Department of Correction is not responsible for injuries to employees (unless work related), their spouses, children, or guests. Employees should consider renter's insurance.

8. TRASH/GARBAGE PICKUP

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

9. UNDERPINNING/SKIRTING/DECKS, ETC.

- A. Employee will underpin their mobile home, at their expense, with skirting material approved by the Warden, within sixty (60) days from the time the mobile home is received at the unit. Underpinning/skirting must be a commercial type.
- B. Decks for mobile homes with or without roofs shall be of a standard design as outlined in this policy. Decks with or without roofs may be constructed by Unit Maintenance upon purchase of materials by employees after approval by the Unit Warden. Existing decks with or without roofs will be inspected to determine if they meet design specification outlined in this policy.
- C. The Unit Warden must approve any additions to the mobile home such as awnings, porches, decks or placement of storage buildings. Only commercially produced carports currently in use and approved by the Warden are allowed. No new or additional carports will be permitted.
- D. Storage Buildings currently in use must be approved by the Warden. After the effective date of this policy, any storage building added to state property must be approved by the Warden and be commercially produced. Storage buildings must be similar in color to the mobile home and should

- E. not exceed two-hundred twenty (220) sq. ft. in size. No more than one (1) storage building is permitted.

F.F. Any underground installations or permanent structure on the residence property becomes property of the state upon termination unless prior arrangements have been made with the Unit Warden.

G.F. Nothing will be stored under decks/porches.

H.G. Foil in windows is not permitted. Non-mirrored window tint installed professionally is permitted.

10. VEHICLES/PARKING

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

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

I, _____, AGREE TO

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

SIGNATURE

WITNESS

DATE

Attachment #3**DEPARTMENT OWNED HOUSING/MOBILE HOME PARK
WEAPONS INVENTORY**

NAME: _____ DATE: _____
PLEASE PRINT

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

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

Signature

Date

UNIT: _____
(Maintenance/Upkeep Check List)

Page 11 of 29

Attachment #4

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

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

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

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

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

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

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

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

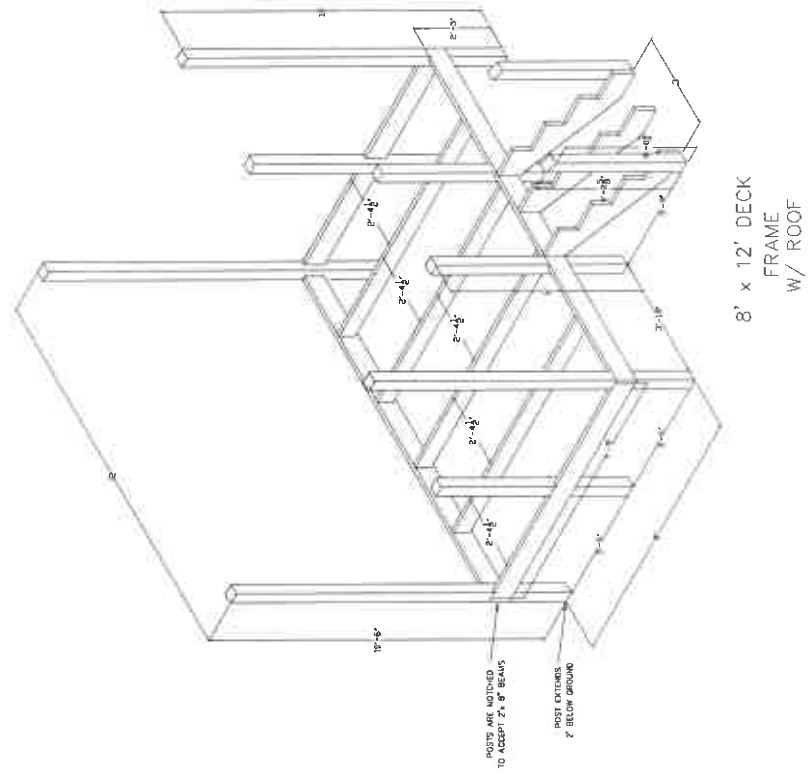
LOCATION	CONDITION good/fair/poor N/A	REPAIRS NEEDED	REPAIRS COMPLETED Yes/No	DATE	INITIALS
Cabinets					
Ceiling					
Doors					
Floors					
Light Fixtures					
Outlets					
Walls					
Windows					
XIV. UTILITY ROOM					
Cabinets					
Ceiling					
Doors					
Floors					
Light Fixtures					

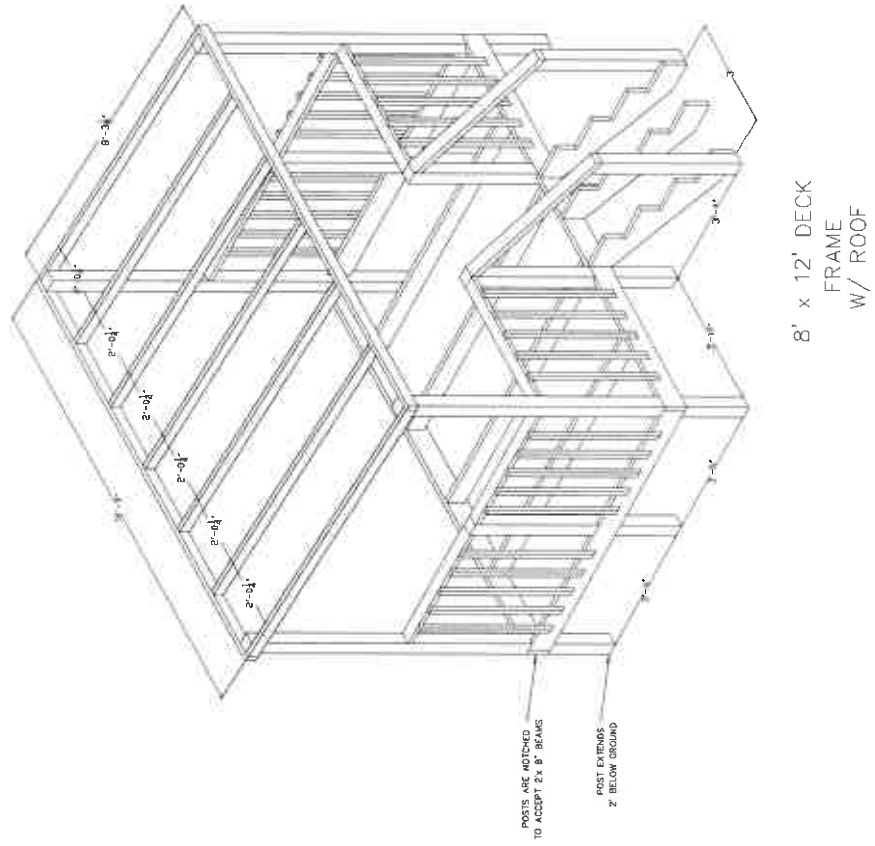
	LOCATION	CONDITION good/fair/poor N/A	REPAIRS NEEDED	REPAIRS COMPLETED Yes/No	DATE	INITIALS
	Outlets					
	Walls					

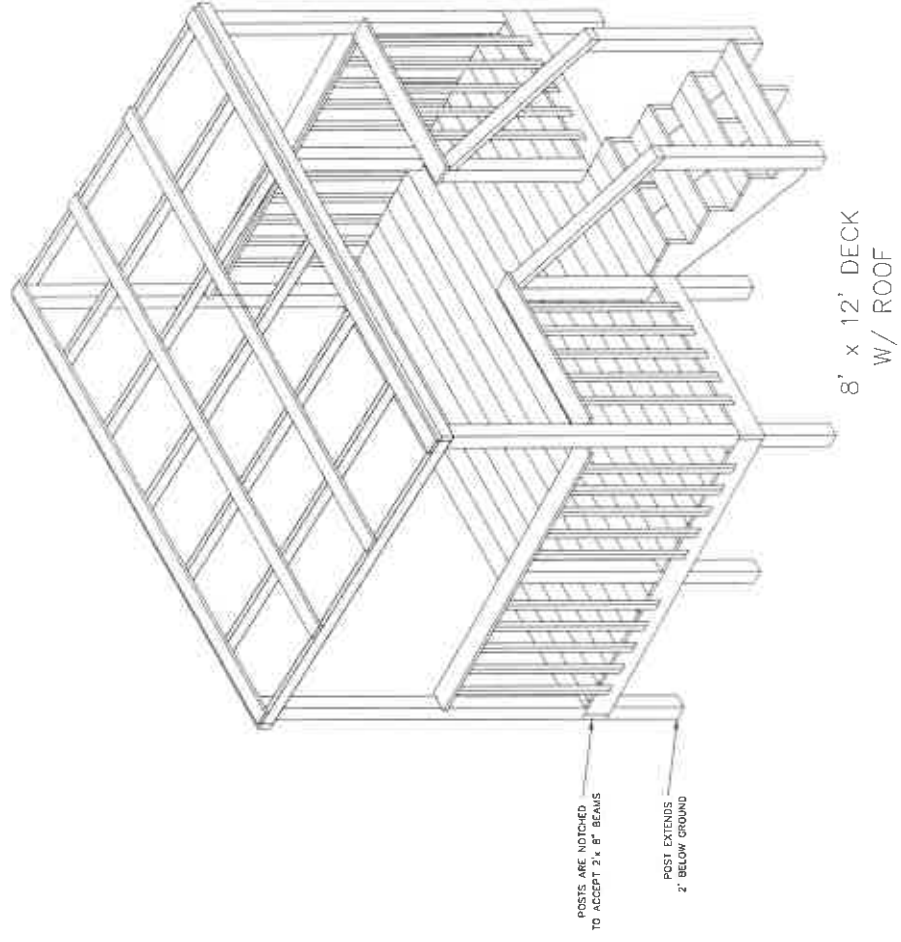
HOME/MOBILE HOME # _____

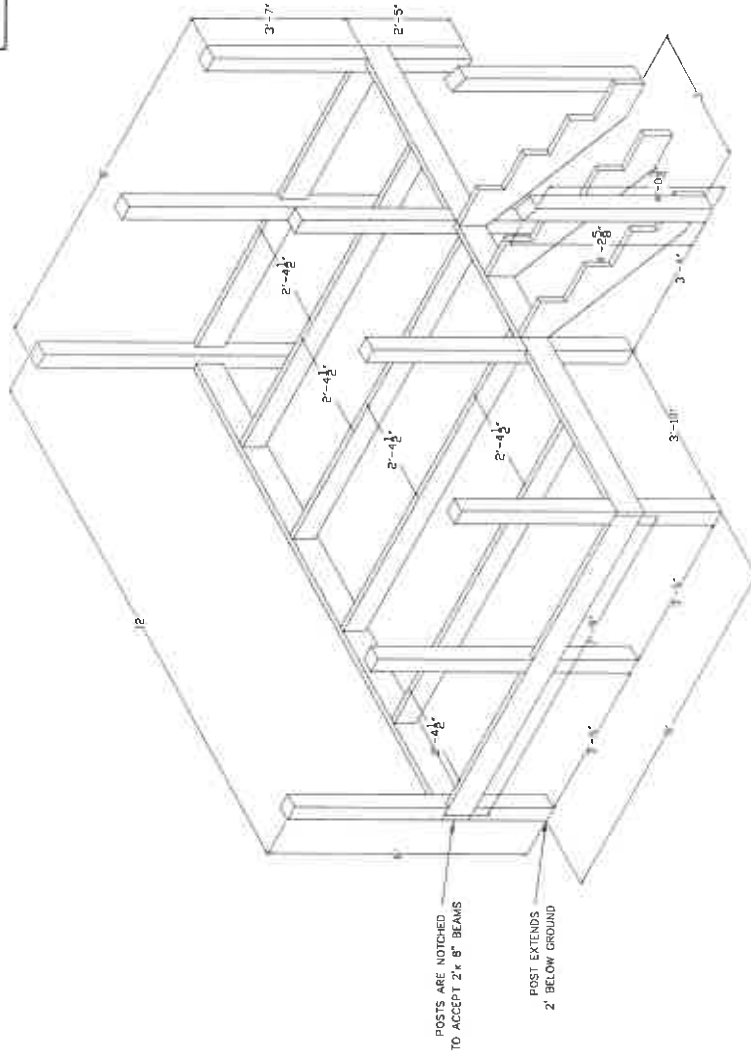
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DATE: _____

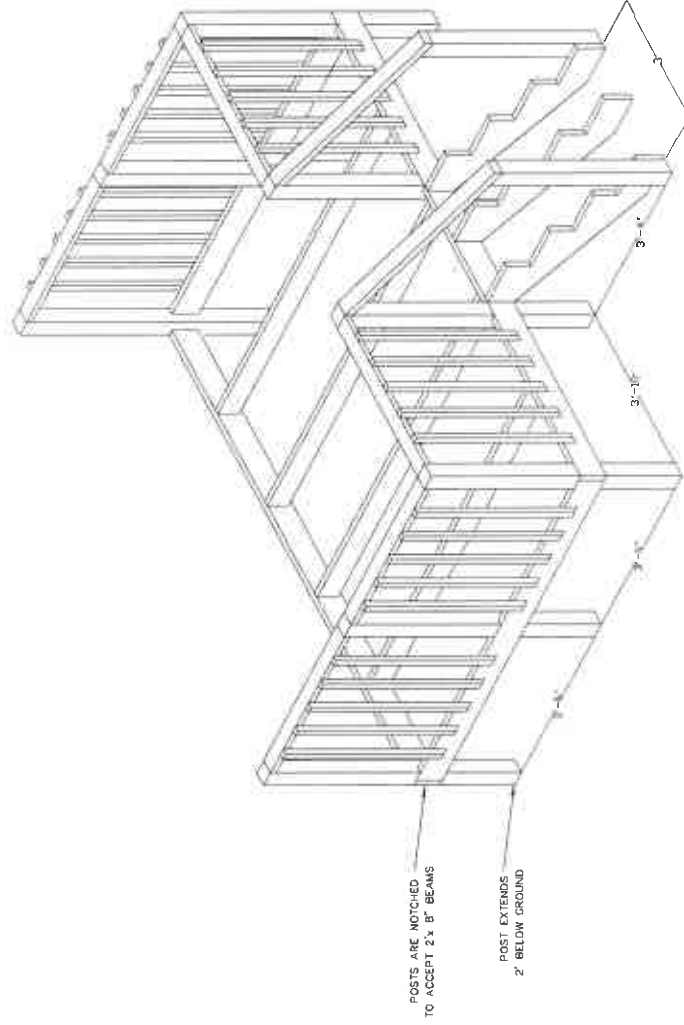




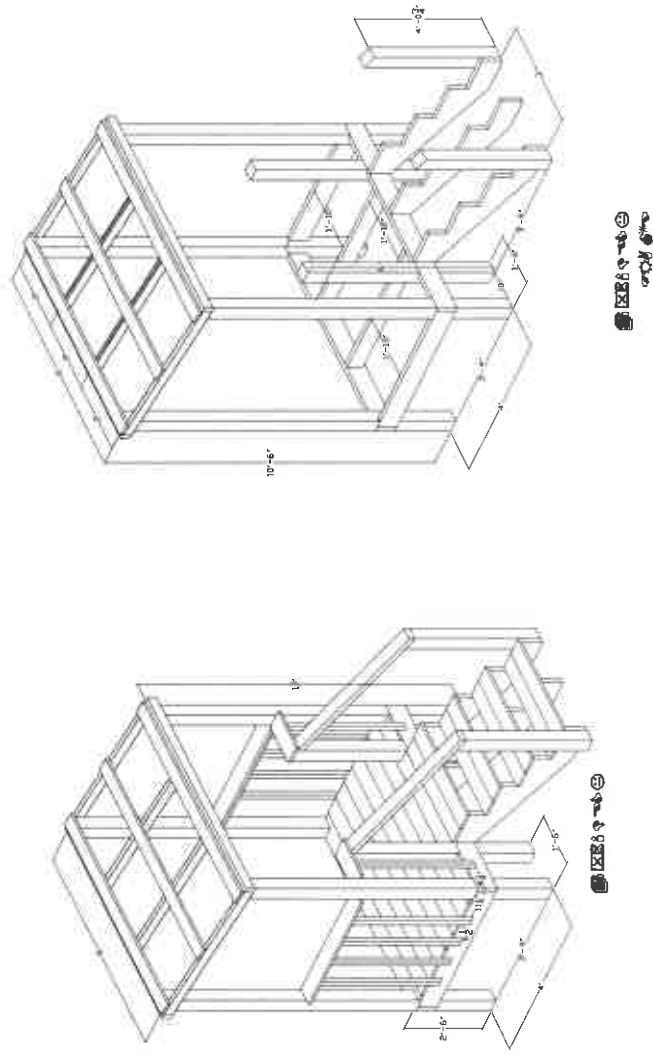




8' x 12' DECK
FRAME
W/O ROOF



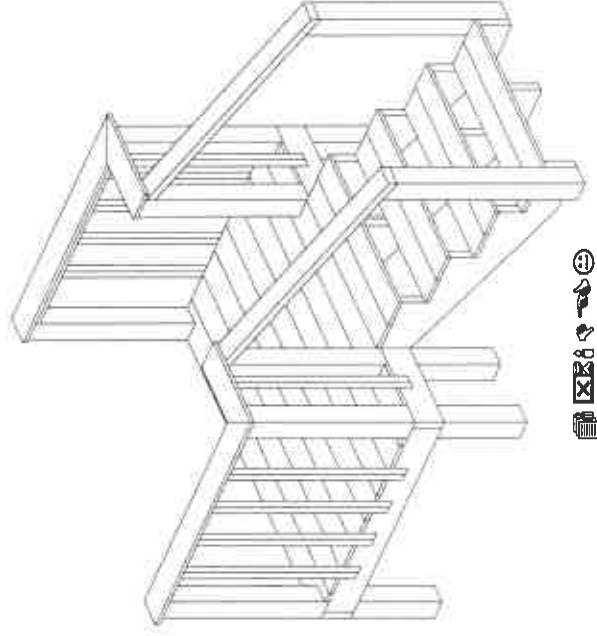
8' x 12' DECK
FRAME
W/O ROOF



4 x 6 Deck with Roof

4 x 6 Deck without Roof

Attachment #5 page 7



MATERIALS REQUIRED FOR 4'x 6' DECK with Roof

Attachment #5 page 8

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

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

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

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

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

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

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



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www.adc.arkansas.gov

ADMINISTRATIVE DIRECTIVE

SUBJECT: Department Owned Housing/Mobile Home Park

NUMBER: 16-48

SUPERSEDES: 13-109

APPLICABILITY: All Employees

REFERENCE: AR 217-Staff Assignments

PAGE: 1 of 29

APPROVED: Original Signed by Wendy Kelley EFFECTIVE DATE: 10/07/2016

I. POLICY:

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

II. EXPLANATION:

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

III. RULES AND REGULATIONS:

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

IV. TERMINATIONS:

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

V. ATTACHMENTS:

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

Attachment #1**ARKANSAS DEPARTMENT OF CORRECTION
UTILITIES EXPENSE REIMBURSEMENT
PAYROLL DEDUCTION AUTHORIZATION**

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

Signatures:

Payroll Information:

Employee Date_____
AASIS Personnel Number_____
Unit_____
Position Title_____
Unit Warden Date_____
Human Resource Processed Date

Deduction Code 2500

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

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

2. FIREARMS/BOWS/PELLET/BB GUNS

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

3. INSPECTIONS

- A. Department owned houses/mobile homes shall be inspected for maintenance/upkeep annually.
- B. Inspections must be completed on or before June 30th each year.
- C. Inspections shall be conducted by the Warden, or designee, and the Unit Maintenance Supervisor.
- D. A standard checklist shall be used to ensure proper maintenance/upkeep is occurring. This checklist however should not be considered all encompassing.
- E. Failure to maintain good housekeeping and reasonable care may be grounds for disciplinary actions.
- F. Personally owned mobile homes must be maintained to keep a clean, neat, non-damaged appearance.
- G. Any damage caused by any reason must be repaired within thirty (30) days from the date the damage occurred or within thirty (30) days of notice by the Unit Warden.

4. LANDSCAPPING/YARD MAINTENANCE

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

5. OCCUPANCY

- A. Occupancy is limited to the immediate family (spouse of the employee, minor child(ren) of the employee\spouse) of the employee per mobile home park/housing area.

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

6. PETS

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

7. QUIET HOURS

- A. No loud parties or excessive noises will be permitted at any time. Quiet hours in the mobile home park/housing area will be maintained between the hours of 10:30 p.m. and 6:00 a.m.
- B. Motorcycles, four wheelers, go carts, etc., may not be used in the mobile home park/housing area for recreational purposes.
- C. Complaints should be made to the Warden verbally, followed with a written report.

- D. The speed limit in the mobile home park/housing area is twenty (20) miles per hour.
- E. The Arkansas Department of Correction is not responsible for injuries to employees (unless work related), their spouses, children, or guests. Employees should consider renter's insurance.

8. TRASH/GARBAGE PICKUP

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

9. UNDERPINNING/SKIRTING/DECKS, ETC.

- A. Employee will underpin their mobile home, at their expense, with skirting material approved by the Warden, within sixty (60) days from the time the mobile home is received at the unit. Underpinning/skirting must be a commercial type.
- B. Decks for mobile homes with or without roofs shall be of a standard design as outlined in this policy. Decks with or without roofs may be constructed by Unit Maintenance upon purchase of materials by employees after approval by the Unit Warden. Existing decks with or without roofs will be inspected to determine if they meet design specification outlined in this policy.
- C. The Unit Warden must approve any additions to the mobile home such as awnings, porches, decks or placement of storage buildings. Only commercially produced carports currently in use and approved by the Warden are allowed. No new or additional carports will be permitted.
- D. Storage Buildings currently in use must be approved by the Warden. After the effective date of this policy, any storage building added to state property must be approved by the Warden and be commercially produced. Storage buildings must be similar in color to the mobile home and should

not exceed two-hundred twenty (220) sq. ft. in size. No more than one (1) storage building is permitted.

- E. Any underground installations or permanent structure on the residence property becomes property of the state upon termination unless prior arrangements have been made with the Unit Warden.
- F. Nothing will be stored under decks/porches.
- G. Foil in windows is not permitted. Non-mirrored window tint installed professionally is permitted.

10. VEHICLES/PARKING

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

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

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

SIGNATURE

WITNESS

DATE

Attachment #3**DEPARTMENT OWNED HOUSING/MOBILE HOME PARK
WEAPONS INVENTORY**NAME: _____ DATE: _____
PLEASE PRINT

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

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

Signature_____
Date

UNIT: _____

(Maintenance/Upkeep Check List)

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

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

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

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

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

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

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

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

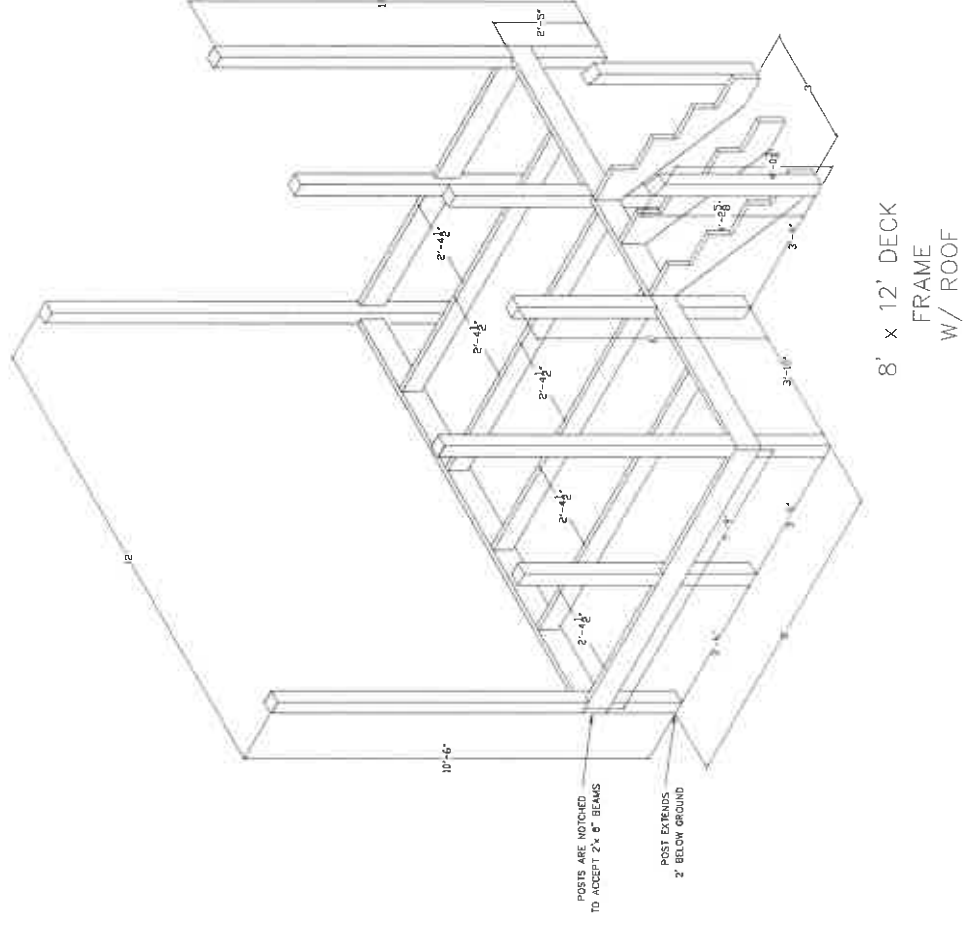
LOCATION	CONDITION good/fair/poor N/A	REPAIRS NEEDED	REPAIRS COMPLETED Yes/No	DATE	INITIALS
Cabinets					
Ceiling					
Doors					
Floors					
Light Fixtures					
Outlets					
Walls					
Windows					
XIV. UTILITY ROOM					
Cabinets					
Ceiling					
Doors					
Floors					
Light Fixtures					

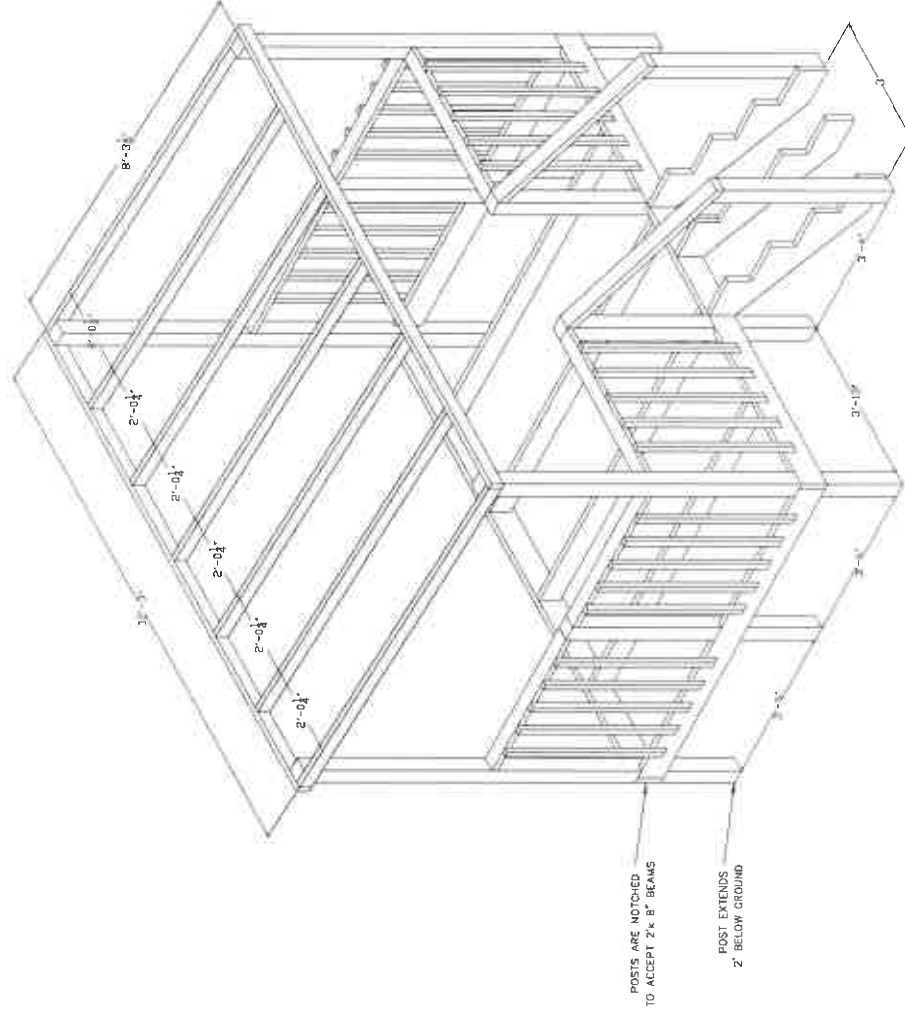
	LOCATION	CONDITION good/fair/poor N/A	REPAIRS NEEDED	REPAIRS COMPLETED Yes/No	DATE	INITIALS
	Outlets					
	Walls					

HOME/MOBLE HOME # _____

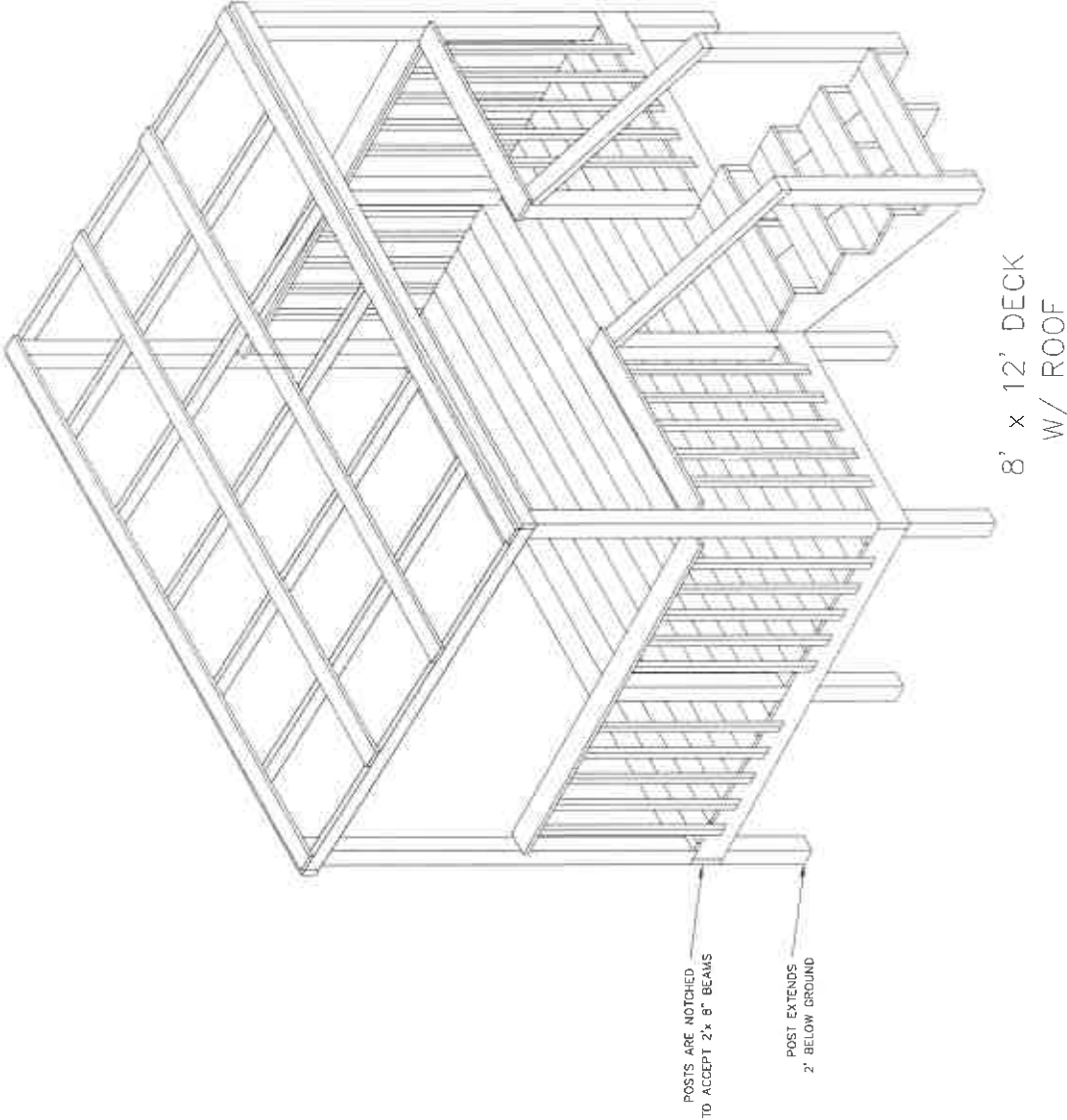
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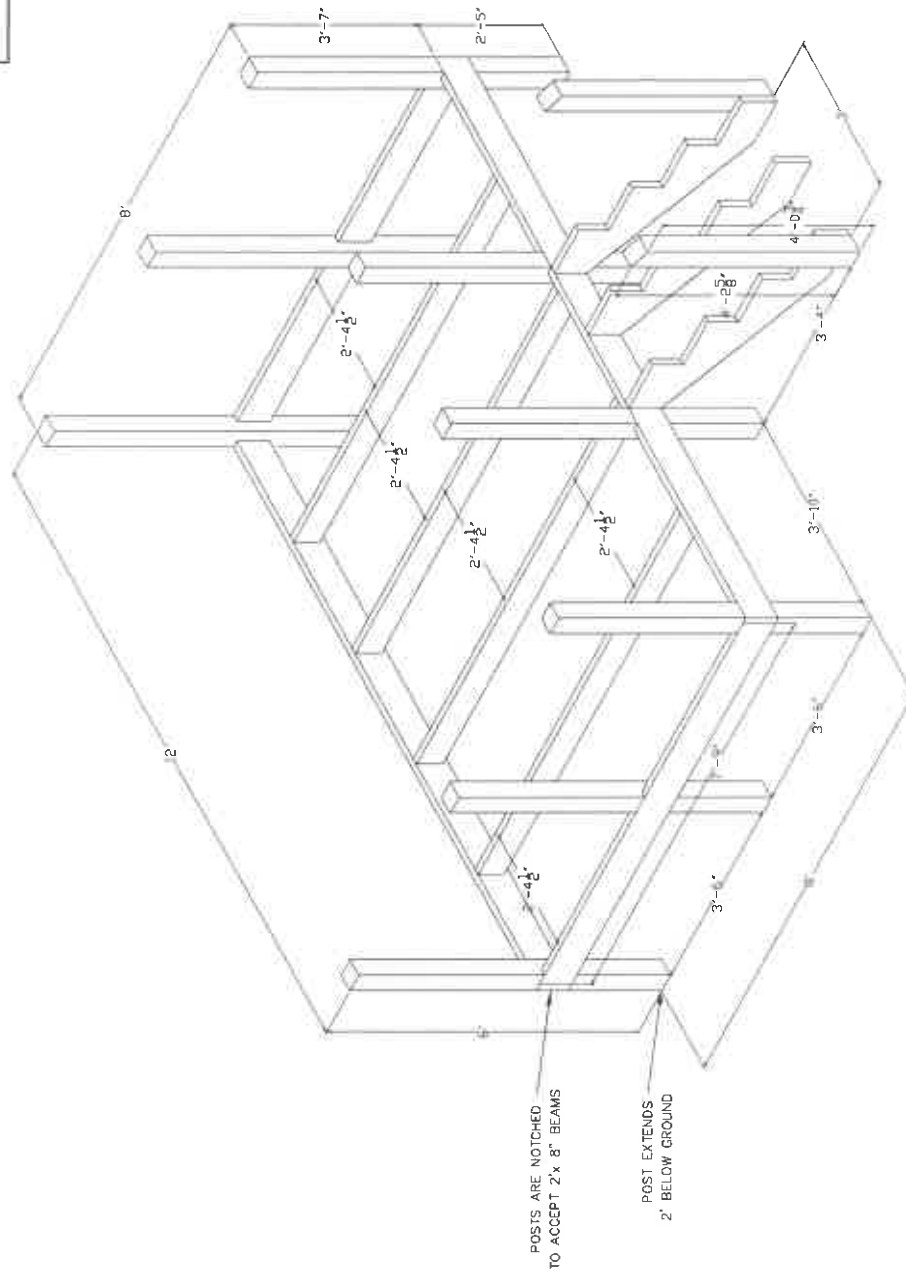
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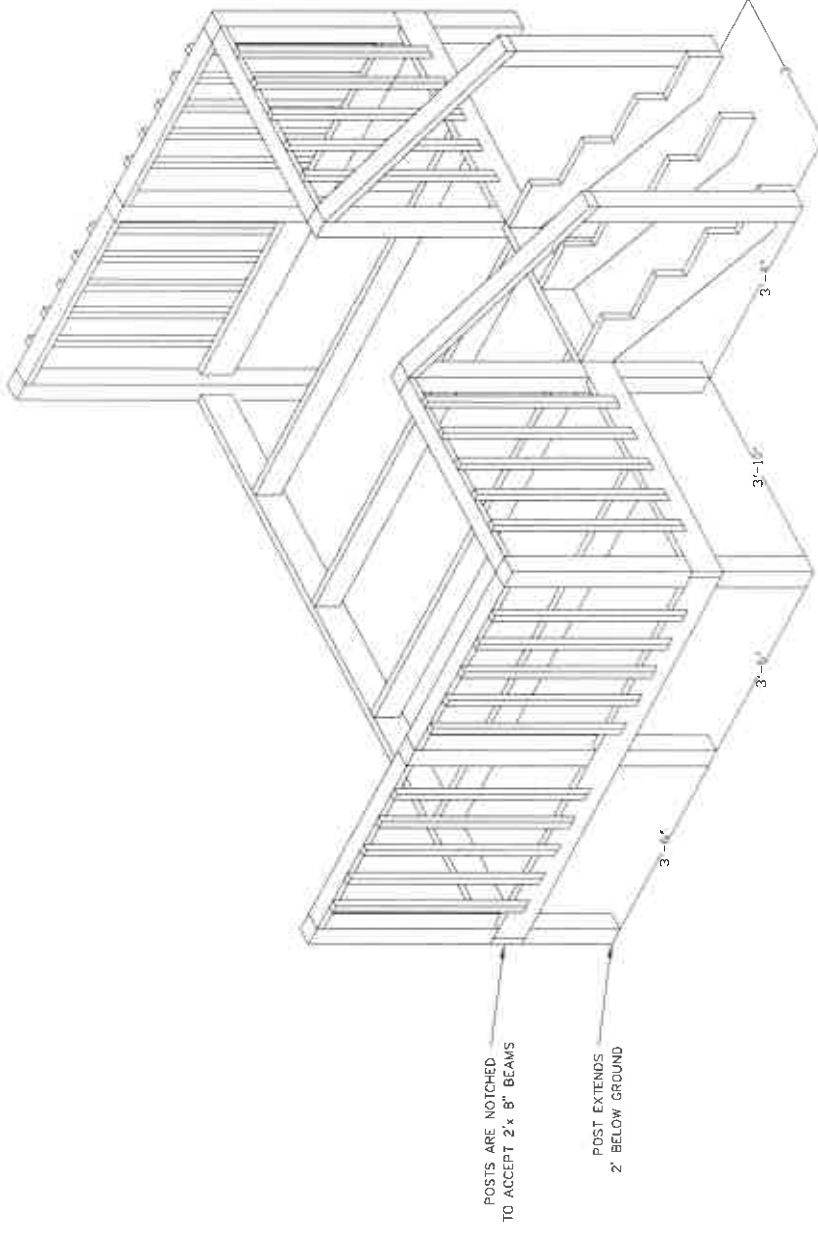


8' x 12' DECK
FRAME
W/ ROOF

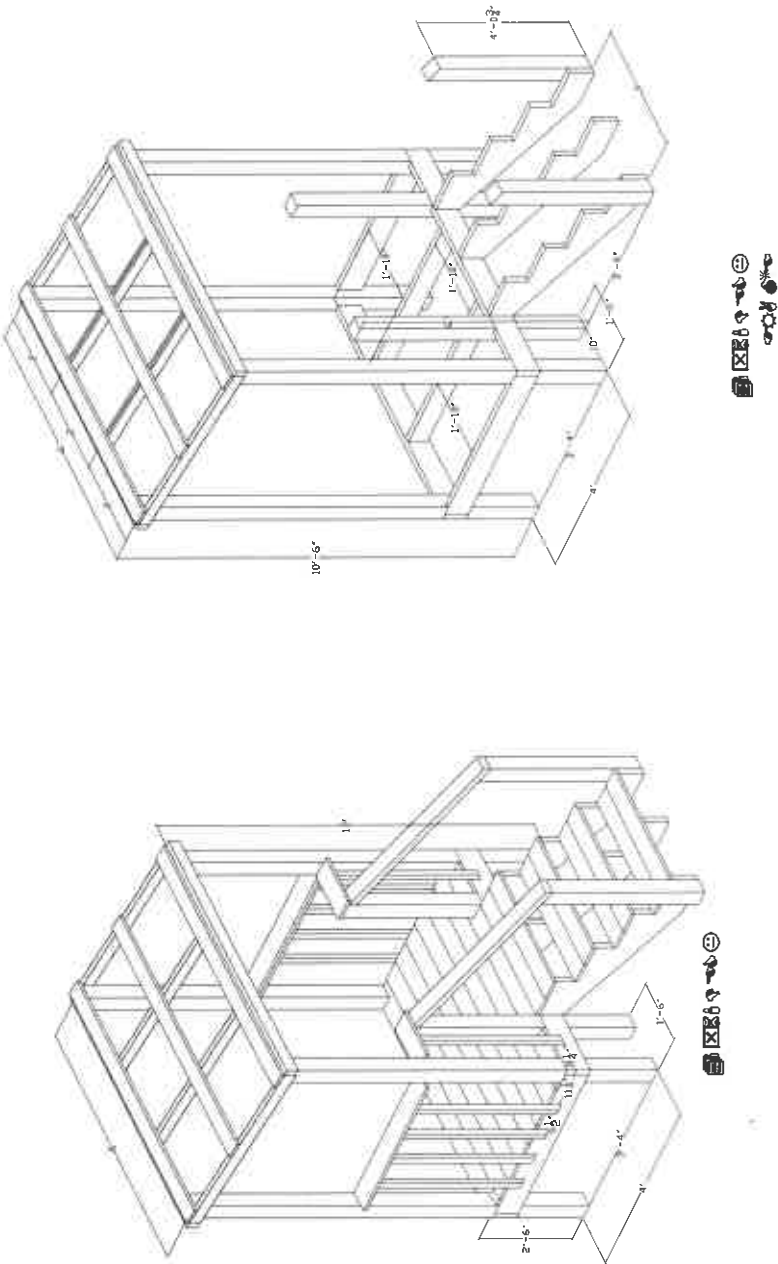




8' x 12' DECK
FRAME
W/O ROOF



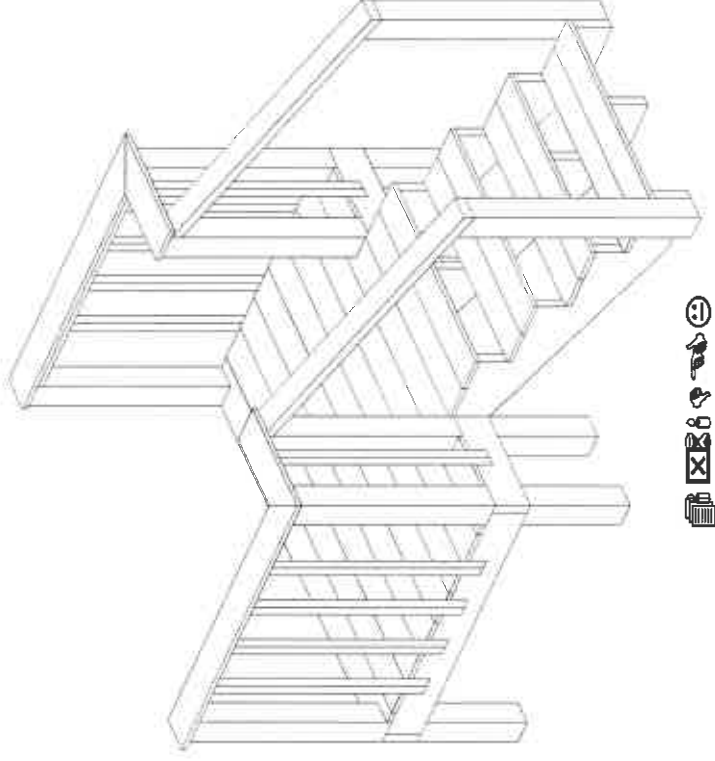
8' x 12' DECK
FRAME
W/O ROOF



4 x 6 Deck with Roof

4 x 6 Deck without Roof

Attachment #5 page 7



MATERIALS REQUIRED FOR 4'x 6' DECK with Roof

Attachment #5 page 8

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

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

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

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

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

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

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



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

ADMINISTRATIVE DIRECTIVE

| SUBJECT: — Inmate Work Craft Program

| NUMBER: — 16-5449

SUPERSEDES: 11-39

| APPLICABILITY: — All Employees and Inmates

| REFERENCE: AR-841 Inmate Property Control; PAGE: 1 of ~~7~~ of 7
AD 2010-21 Tool Control;
AD 2014-03 Inmate Property
Control; AD 2012-18 Inmate
Withdrawal Requests; and
ACA Standards

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| APPROVED:

EFFECTIVE DATE: ~~11/18/2016~~ 12/09/2016

I. POLICY:

It shall be the policy of the Arkansas Department of Correction (ADC) to afford inmates the opportunity to make constructive use of leisure time by participating in approved work craft programs carried out under staff supervision, where available within institutions.

II. EXPLANATION:

All inmate activities should be regulated by written guidelines that define the activity's purpose and scope including program coordination and supervision, facilities and equipment, and activities initiated by inmates.

III. DEFINITIONS:

- A. Work Crafts: Activities such as leatherwork, crocheting, knitting, woodwork, artwork, bead craft, string art, or other approved craft pursuits

as approved by the Warden/Center Supervisor. No metal jewelry or electronic repair will be approved.

- B. Work Craft Supervisor: Staff member designated by the Warden/Center Supervisor to oversee work craft program at the facility.

IV. PROCEDURES:

To the extent that institutional security permits, the Warden/Center Supervisor may authorize work craft activities. The Warden/Center Supervisor may designate a work craft area and hours of operation in which authorized inmates may engage in certain activities under the supervision of the Work Craft Supervisor or designee. In addition, the Warden/Center Supervisor may authorize work craft activities that may be performed in the inmate's living area. The number of Work Craft Permits for certain activities may be limited.

A. Eligibility Criteria

In order to participate in the work craft program, the inmate shall obtain a Work Craft Permit that is approved by the Work Craft Supervisor. In addition, the inmate must meet the following criteria:

1. Inmates must have maintained Class I for a period of at least ninety (90) days.
2. No major disciplinary infractions within ninety (90) days of application of Work Craft Permit.
3. Must be approved by the Work Craft Supervisor.
4. No inmate who is determined to be a threat to the security and good order of institutional operations will be allowed to participate. The inmate must not have an institutional record that reflects a pattern of violent or assaultive behavior nor trafficking in contraband.
5. If a participant is found guilty of a major disciplinary infraction, his/her work craft privileges will be revoked for a period of at least six (6) months. Upon completion of the six-month period, he/she may reapply for reinstatement of a work craft permit; however, the Warden must approve the reinstatement.

B. Work Craft Materials and Supplies

1. Inmates shall be permitted to use only those work craft materials and supplies authorized for use by the Warden/Center Supervisor or designee.
 - a. All materials and supplies must be ordered from a pre-approved vendor and authorized by the Work Craft Supervisor. Payment to vendor shall include sales tax or use tax. Payment must be made in accordance with the AD on Inmate Withdrawal Requests.
 - b. No materials or supplies may be given to other inmates or taken to an inmate's job assignment unless otherwise approved by the Warden.
 - c. No flammable, toxic, or caustic materials will be allowed.
 - d. All materials and supplies must remain in their original containers.
 - e. Inmates are prohibited from combining orders of materials, supplies, and tools with other inmates.
 - f. Inmate-to-inmate transfer of funds is prohibited with regard to work craft.
2. All tools shall be maintained in accordance with the departmental policy on Tool Control.
 - a. All Class A tools are only approved for use in designated work craft areas and shall be secured in an appropriate storage cabinet inaccessible to unauthorized persons. An inmate's use of a Class A tool must be under staff supervision and must be accounted for after each use.
 - b. All tools must be maintained on an inventory for each participant in the area where the tools are stored. The Work Craft Supervisor must check this inventory at least monthly.
 - c. All tools utilized must be marked with the inmate's ADC number.

- d. Participants allowed to engage in work craft activities in their living areas may not utilize scissors other than the round-tipped safety type.
 - e. Lost, broken or destroyed tools must be accounted for by the Work Craft Supervisor in accordance with the departmental policy on Tool Control.
- 3. If necessary, the participants are responsible for purchasing an approved storage box. The amount of tools/equipment will not exceed the amount that will fit into the approved storage area. Excess supplies and materials will be disposed of in accordance with the departmental policy on Inmate Property Control.
 - 4. Lost or stolen work craft supplies and materials, tools, or finished products must be immediately reported to the Work Craft Supervisor for investigation.

If the Department of Correction is judged responsible for the loss of the inmate's work craft tools and materials, the Department of Correction will only reimburse up to the sum of \$100.00, as explained in the Administrative Directive on Inmate Property Control.

- 5. If an inmate is transferred to another facility, his/her work craft materials must accompany him/her along with personal property. If the new unit of assignment does not offer a work craft program, the materials and supplies will not be allowed and shall be disposed of in accordance with the departmental policy on Inmate Property Control. If the new unit does have a work craft program, the Warden may increase his slots as necessary to allow the inmate to participate when transferred for departmental need.

C. Contracts and Sales

The Work Craft Supervisor shall ensure that no contract or sale is approved that may be detrimental to the security, discipline or good order of the institution, or if it is likely to facilitate criminal activity. Inmates may not enter into a contract for the purchase of work craft products.

- 1. Before receiving a Work Craft Permit, each participating inmate must sign an agreement stating the following:
 - a. May not sell, give away, loan or sublet any work craft tools/equipment to other inmates; and they are accountable for all tools/equipment at all times.

- b. If tools are stolen or missing, they must immediately report to the Work Craft Supervisor and Shift Supervisor.
 - c. Violation of any of the Work Craft rules will result in disciplinary action and revocation of permit and may result in a permanent revocation of permit.
 - d. Inmates may not send work craft products out for resale.
- 2. Work Craft Supervisors are responsible for the following:
 - a. Ensuring that the Work Craft Agreement or appropriate contract has been properly filled out and signed by the appropriate parties.
 - b. Providing the Business Manager with copies of receipts, contracts, and related money to be deposited.
 - c. Determining whether the item(s) being sent out is a legitimate sale.
 - d. Visually verifying that the item(s) has been completed as specified in the Work Craft Agreement or appropriate contract.
 - e. Sign and date the Work Craft Agreement or appropriate contract upon the completion and delivery of the item(s).
 - f. Retention of all Work Craft Agreements or appropriate contracts in accordance with the departmental policy on Records Retention.
- 3. Finished work craft products shall be distributed through the Work Craft Supervisor as approved by the Warden/Center Supervisor.
 - a. Program participants desiring to mail items through the mailroom are responsible for all postage.
 - b. Items sent out during visitation will only be to persons on approved visitation lists.
- 4. The Warden/Center Supervisor may determine how often work craft displays may be held at the institution, based on space availability.

5. All persons desiring to purchase a work craft item(s) must sign the Work Craft Agreement (see Attachment I) or appropriate contract as approved by the Work Craft Supervisor. Work pursuant to a Work Craft Agreement will not be initiated until payment has been received in full.
6. Inmates will not be permitted to purchase work craft items for themselves or others.
7. ~~Inmates may donate completed items to sale at auction in approved fundraisers, such as Paws in Prison. Such items may then be sold by the approved fundraiser. The proceeds of such sales are retained in full by the fundraiser. Inmates agree to accept the final bid amount received in accordance with normal and customary auction practices less any fees or commissions, if any.~~
8. Funds from sale of work craft products shall be receipted and credited to the inmate's account as described in Control and Deposit of Receipts, and Receipt of Inmate Funds at Unit Location procedures in the Accounting Control Procedures Manual.

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The Department of Correction is not responsible for the quality of work produced by an inmate participating in the work craft program. Any inmate who defaults on an agreement may have his or her work craft permit suspended or permanently revoked.

Arkansas Department of Correction
Work Craft Agreement
Unit _____

I, _____, request to have the following Work Craft item made
(Print Name)
by the inmate listed below. This item is for personal use only and is not intended for
resale. My signature below indicates my commitment to purchase the item and pay in
full the amount listed below.

<u>ITEM(s)</u>	<u>COLORS</u>	<u>NAME ON ITEM & SIZE</u>
#1 _____		\$ _____
#2 _____		\$ _____
#3 _____		\$ _____
#4 _____		\$ _____
#5 _____		\$ _____
Total Price		\$ _____

Craft Card Type and Number

Signature of Work Craft Inmate and ADC #

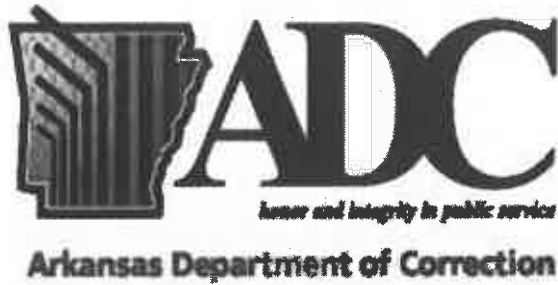
Signature of Customer

_____/_____/_____
Date of Agreement

Signature of Work Craft Supervisor

_____/_____/_____
Completion Date

Signature of Work Craft Supervisor



PO Box 8707
Pine Bluff, AR 71611-8707
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www.adc.arkansas.gov

ADMINISTRATIVE DIRECTIVE

SUBJECT: Inmate Work Craft Program

NUMBER: 16-49

SUPERSEDES: 11-39

APPLICABILITY: All Employees and Inmates

REFERENCE: AD - Tool Control;
AD - Inmate Property Control;
AD – Inmate Withdrawal Requests
ACA Standards;
AR-841 Inmate Property Control

PAGE: 1 of 7

APPROVED: Original signed by Wendy Kelley **EFFECTIVE DATE:** 10/28/2016

I. POLICY:

It shall be the policy of the Arkansas Department of Correction to afford inmates the opportunity to make constructive use of leisure time by participating in approved work craft programs carried out under staff supervision, where available within institutions.

II. EXPLANATION:

All inmate activities should be regulated by written guidelines that define the activity's purpose and scope including program coordination and supervision, facilities and equipment, and activities initiated by inmates.

III. DEFINITIONS:

- A. Work Crafts: activities such as leatherwork, crocheting, knitting, woodwork, artwork, bead craft, string art, or other approved craft pursuits

as approved by the Warden/Center Supervisor. No metal jewelry or electronic repair will be approved.

- B. Work Craft Supervisor: staff member designated by the Warden/Center Supervisor to oversee work craft program at the facility.

IV. PROCEDURES:

To the extent that institutional security permits, the Warden/Center Supervisor may authorize work craft activities. The Warden/Center Supervisor may designate a work craft area and hours of operation in which authorized inmates may engage in certain activities under the supervision of the Work Craft Supervisor or designee. In addition, the Warden/Center Supervisor may authorize work craft activities that may be performed in the inmate's living area. The number of Work Craft Permits for certain activities may be limited.

A. Eligibility Criteria

In order to participate in the work craft program, the inmate shall obtain a Work Craft Permit that is approved by the Work Craft Supervisor. In addition, the inmate must meet the following criteria:

1. Inmates must have maintained Class I for a period of at least 90 days.
2. No major disciplinary infractions within 90 days of application of Work Craft Permit.
3. Must be approved by the Work Craft Supervisor.
4. No inmate who is determined to be a threat to the security and good order of institutional operations will be allowed to participate. The inmate must not have an institutional record that reflects a pattern of violent or assaultive behavior nor trafficking in contraband.
5. If a participant is found guilty of a major disciplinary infraction, his/her work craft privileges will be revoked for a period of at least six months. Upon completion of the six-month period, he/she may reapply for reinstatement of a work craft permit; however, the Warden must approve the reinstatement.

B. Work Craft Materials and Supplies

1. Inmates shall be permitted to use only those work craft materials and supplies authorized for use by the Warden/Center Supervisor or designee.

- a. All materials and supplies must be ordered from a pre-approved vendor and authorized by the Work Craft Supervisor. Payment to vendor shall include sales tax or use tax. Payment must be made in accordance with the AD on Inmate Withdrawal Requests.
 - b. No materials or supplies may be given to other inmates or taken to an inmate's job assignment unless otherwise approved by the Warden.
 - c. No flammable, toxic, or caustic materials will be allowed.
 - d. All materials and supplies must remain in their original containers.
 - e. Inmates are prohibited from combining orders of materials, supplies, and tools with other inmates.
 - f. Inmate-to-inmate transfer of funds is prohibited with regard to work craft.
2. All tools shall be maintained in accordance with the departmental policy on Tool Control.
 - a. All Class A tools are only approved for use in designated work craft areas and shall be secured in an appropriate storage cabinet inaccessible to unauthorized persons. An inmate's use of a Class A tool must be under staff supervision and must be accounted for after each use.
 - b. All tools must be maintained on an inventory for each participant in the area where the tools are stored. The Work Craft Supervisor must check this inventory at least monthly.
 - c. All tools utilized must be marked with the inmate's ADC number.
 - d. Participants allowed to engage in work craft activities in their living areas may not utilize scissors other than the round-tipped safety type.
 - e. Lost, broken or destroyed tools must be accounted for by the Work Craft Supervisor in accordance with the departmental policy on Tool Control.

3. If necessary, the participants are responsible for purchasing an approved storage box. The amount of tools/equipment will not exceed the amount that will fit into the approved storage area. Excess supplies and materials will be disposed of in accordance with the departmental policy on Inmate Property Control.
4. Lost or stolen work craft supplies and materials, tools, or finished products must be immediately reported to the Work Craft Supervisor for investigation.

If the Department of Correction is judged responsible for the loss of the inmate's work craft tools and materials, the Department of Correction will only reimburse up to the sum of \$100.00, as explained in the Administrative Directive on Inmate Property Control.

5. If an inmate is transferred to another facility, his/her work craft materials must accompany him/her along with personal property. If the new unit of assignment does not offer a work craft program, the materials and supplies will not be allowed and shall be disposed of in accordance with the departmental policy on Inmate Property Control. If the new unit does have a work craft program, the Warden may increase his slots as necessary to allow the inmate to participate when transferred for departmental need.

C. Contracts and Sales

The Work Craft Supervisor shall ensure that no contract or sale is approved that may be detrimental to the security, discipline or good order of the institution, or if it is likely to facilitate criminal activity. Inmates may not enter into a contract for the purchase of work craft products.

1. Before receiving a Work Craft Permit, each participating inmate must sign an agreement stating the following:
 - a. May not sell, give away, loan or sublet any work craft tools/equipment to other inmates; and they are accountable for all tools/equipment at all times.
 - b. If tools are stolen or missing, they must immediately report to the Work Craft Supervisor and Shift Supervisor.
 - c. Violation of any of the Work Craft rules will result in disciplinary action and revocation of permit and may result in a permanent revocation of permit.

- d. Inmates may not send work craft products out for resale.
2. Work Craft Supervisors are responsible for the following:
- a. Ensuring that the Work Craft Agreement or appropriate contract has been properly filled out and signed by the appropriate parties.
 - b. Providing the Business Manager with copies of receipts, contracts, and related money to be deposited.
 - c. Determining whether the item(s) being sent out is a legitimate sale.
 - d. Visually verifying that the item(s) has been completed as specified in the Work Craft Agreement or appropriate contract.
 - e. Sign and date the Work Craft Agreement or appropriate contract upon the completion and delivery of the item(s).
 - f. Retention of all Work Craft Agreements or appropriate contracts in accordance with the departmental policy on Records Retention.
3. Finished work craft products shall be distributed through the Work Craft Supervisor as approved by the Warden/Center Supervisor.
- a. Program participants desiring to mail items through the mailroom are responsible for all postage.
 - b. Items sent out during visitation will only be to persons on approved visitation lists.
4. The Warden/Center Supervisor may determine how often work craft displays may be held at the institution, based on space availability.
5. All persons desiring to purchase a work craft item(s) must sign the Work Craft Agreement (see Attachment I) or appropriate contract as approved by the Work Craft Supervisor. Work pursuant to a Work Craft Agreement will not be initiated until payment has been received in full.

6. Inmates will not be permitted to purchase work craft items for themselves or others.
7. Inmates may donate completed items to approved fundraisers, such as Paws in Prison. Such items may then be sold by the approved fundraiser. The proceeds of such sales are retained in full by the fundraiser.
8. Funds from sale of work craft products shall be receipted and credited to the inmate's account as described in Control and Deposit of Receipts, and Receipt of Inmate Funds at Unit Location procedures in the Accounting Control Procedures Manual.

The Department of Correction is not responsible for the quality of work produced by an inmate participating in the work craft program. Any inmate who defaults on an agreement may have his or her work craft permit suspended or permanently revoked.

11-39
11May27

Arkansas Department of Correction
Work Craft Agreement
Unit _____

I, _____, request to have the following Work Craft item made
(Print Name)
by the inmate listed below. This item is for personal use only and is not intended for
resale. My signature below indicates my commitment to purchase the item and pay in
full the amount listed below.

<u>ITEM(s)</u>	<u>COLORS</u>	<u>NAME ON ITEM & SIZE</u>
#1 _____		\$ _____
#2 _____		\$ _____
#3 _____		\$ _____
#4 _____		\$ _____
#5 _____		\$ _____
Total Price		\$ _____

Craft Card Type and Number

Signature of Work Craft Inmate and ADC #

Signature of Customer

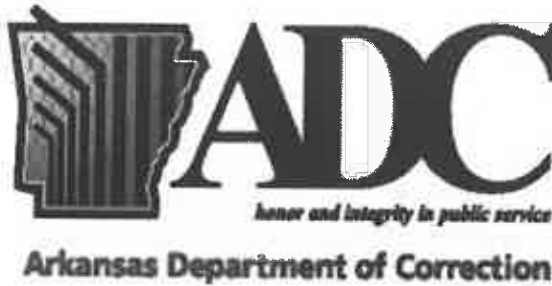
Date of Agreement

Signature of Work Craft Supervisor

Completion Date

Signature of Work Craft Supervisor

11-39
11May27



Director's Office
PO Box 8707
Pine Bluff, AR 71611-8707
Phone: 870-267-6999
Fax: 870-267-6258
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ADMINISTRATIVE DIRECTIVE

SUBJECT: Count Procedures

NUMBER: ~~13-124~~ 16-xx50
124

~~————~~ **SUPERSEDES:** ~~08-2213-~~

APPLICABILITY: Institutional Staff

REFERENCE: AR 400 - Security

PAGE: 1 of ~~2~~

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

EFFECTIVE DATE:

I. POLICY:

It shall be the policy of the Arkansas Department of Correction (ADC) to set forth a formal and informal system of counts to ensure around-the-clock accountability of all inmates. This system will provide a system to physically count inmates assigned to ~~work on the unit~~ facility, as well as a count of those on temporary release from the ~~unit~~ facility.

II. PROCEDURES:

A. Frequency of Counts During Shifts

~~The basic principles of counting inmates within the unit are as follows:~~

~~There shall be at least three (3) formal counts will be conducted per twelve (12)-hour shift and two (2) conducted per 8-hour shift. At least one (1) roster count will be conducted per twelve (12) hour shift (two (2) each twenty-four (24) hour period). during a twenty-four (24) hour period. More Additional counts may be scheduled as deemed necessary by the facility Warden/Center Supervisor or designee.~~

B. Basic Principles for Counting Inmates

The following principles will be followed when counting inmates:

1. All inmates will be counted simultaneously; ~~each~~ Each inmate is will be counted at a specified location.
2. There will be no movement of inmates ~~during counts and~~ until the count is cleared.
3. The officer assigned to specific areas will communicate the count to a designated officer. The designated officer will notify the appropriate staff when the count is cleared.
4. Informal checks shall be made by employees supervising inmates to verify that all inmates are present. Typically, counts of this kind are made while inmates are working, engaged in daily activities within the housing unit or participating in recreational or other activities.
- ~~5. The master count record shall be placed in the day's security folder/permanent log.~~
- ~~6.5.~~ While counting, officers must not allow anything, with the exception of an emergency, to distract them.
- ~~7.6.~~ Officers must be positive-ensure they see a living human body individual before counting the inmate as present. Flashlights may be used during night counts.
- ~~8.7.~~ Officers counting inmates in a particular area will remain there until the count is cleared and verified as correct.
- ~~9.8.~~ Each count must be made accurately and promptly. If there is any doubt as to the correctness of the count, then a recount must be conducted. ~~All counts should be entered into eOMIS and reconciled in eOMIS.~~
- ~~10.9.~~ Inmates are not to participate in the preparation or documentation of the count process.

~~Out counts must be maintained.~~

- ~~11-10. If a count cannot be cleared within thirty (30) minutes, the Warden/Center Supervisor will notify the appropriate Deputy/Assistant Director.~~

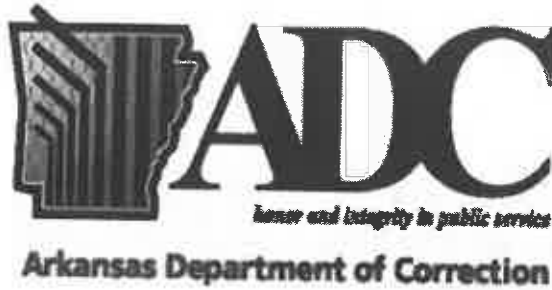
C. Basic Principles for Documenting Inmate Counts

The following principles will be followed when documenting inmate counts:

1. The master count record shall be placed in the day's security folder/permanent log.
2. All counts should be entered into and reconciled against eOMIS.
3. A count record will be maintained of inmates away from the facility

III. REFERENCE:

Daily Count/Population Report ~~in~~ eOMIS.



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Count Procedures

NUMBER: 16-50

SUPERSEDES: 13-124

APPLICABILITY: Institutional Staff

REFERENCE: AR 400 - Security

PAGE: 1 of 3

APPROVED: Original Signed by Wendy Kelley

EFFECTIVE DATE: 10/07/2016

I. POLICY:

It shall be the policy of the Arkansas Department of Correction (ADC) to set forth a formal and informal system of counts to ensure around-the-clock accountability of all inmates. This system will provide a system to physically count inmates assigned to the facility, as well as a count of those on temporary release from the facility.

II. PROCEDURES:

A. Frequency of Counts During Shifts

At least three (3) formal counts will be conducted per twelve (12) hour shifts and two (2) conducted per eight (8) hour shifts. At least one (1) roster count will be conducted per twelve (12) hour shifts (two (2) each twenty-four (24) hour period). Additional counts may be scheduled as deemed necessary by the facility Warden/Center Supervisor or designee.

B. Basic Principles for Counting Inmates

The following principles will be followed when counting inmates:

1. All inmates will be counted simultaneously. Each inmate will be counted at a specified location.
2. There will be no movement of inmates until the count is cleared.
3. The officer assigned to specific areas will communicate the count to a designated officer. The designated officer will notify the appropriate staff when the count is cleared.
4. Informal checks shall be made by employees supervising inmates to verify that all inmates are present. Typically, counts of this kind are made while inmates are working, engaged in daily activities within the housing unit or participating in recreational or other activities.
5. While counting, officers must not allow anything, with the exception of an emergency, to distract them.
6. Officers must ensure they see a living individual before counting the inmate as present. Flashlights may be used during night counts.
7. Officers counting inmates in a particular area will remain there until the count is cleared and verified as correct.
8. Each count must be made accurately and promptly. If there is any doubt as to the correctness of the count, then a recount must be conducted.
9. Inmates are not to participate in the preparation or documentation of the count process.
10. If a count cannot be cleared within thirty (30) minutes, the Warden/Center Supervisor will notify the appropriate Deputy/Assistant Director.

C. Basic Principles for Documenting Inmate Counts

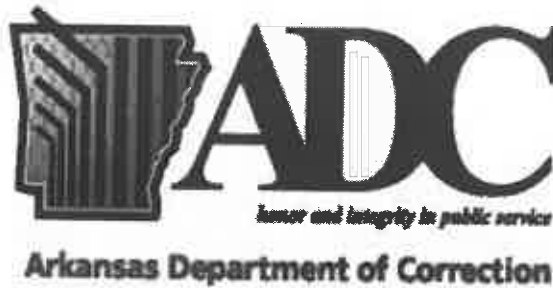
The following principles will be followed when documenting inmate counts:

1. The master count record shall be placed in the day's security folder/permanent log.
2. All counts should be entered into and reconciled against eOMIS.

3. A count record will be maintained of inmates away from the facility

III. REFERENCE:

Daily Count/Population Report in eOMIS.



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ADMINISTRATIVE DIRECTIVE

SUBJECT: ~~Escapes - Procedure to be Observed Following Escape and Apprehension of the Escaped Inmate(s).~~

NUMBER: ~~41-5816-51~~ **SUPERSEDES:** ~~11-1311-58~~

APPLICABILITY: ~~Wardens/Center Supervisors, Administrative Staff~~

REFERENCE: ~~AR-005/020~~ **PAGE:** 1 of 6
Assistance During Escapes and Other Disturbances

APPROVED: ~~Original signed by Ray Hobbs, Director~~ Wendy Kelley **EFFECTIVE DATE:**
~~11/04/2011~~

I. POLICY:

The prevention of escapes is the highest priority of the Arkansas Department of Correction (ADC). However, when preventions fail and an escape occurs, every effort will be made to recapture the inmate(s) and return the inmate(s) to the custody of the Department. The public's safety will be of the utmost concern until such time as the inmate(s) is/are back in custody. Recapture efforts will remain in effect until such time as the ~~commander~~ Director feels all reasonable efforts to recapture the inmate(s) have been exhausted.

Furthermore, it shall be the policy of the Department to follow the procedures listed in this Administrative Directive during the search and upon return of the inmate(s).

II. EXPLANATION:

To standardize the procedures used by Department personnel in their efforts to

recapture inmate(s) and further delineate procedures to be followed after apprehension.

III. PROCEDURES:

It is important that proper procedures be followed after an escape and upon apprehension of escapee(s). Each unit will follow the ADC Emergency Plan, this Administrative Directive and/or Unit Emergency Plan which has been approved by the Chief Deputy Director.

A. Notifications

It is important that all necessary individuals, departments, units and agencies be notified as soon as possible in the event of an escape/suspected escape from one of the units within the Department.

The ~~Pine Bluff Unit PBX~~ Randall L. Williams Arkansas Department of Correction (ADC) Radio Room is designated as the notifying unit for all units.

1. Each unit's Emergency Preparedness Coordinator is responsible for keeping a current and correct list of designated individuals, departments, units, and agencies that are to be notified in the event of an escape.
2. Each unit/facility will submit its notification list to the ~~Pine Bluff Unit~~ RLWADC Radio Room and the ~~Emergency Services Administrator~~ ADC Emergency Preparedness Coordinator.
3. If it is necessary for a unit to call an emergency count, the Warden or Deputy/Assistant Warden, or Duty Warden will authorize the ~~Pine Bluff Unit~~ RLW ADC Radio Room to begin notifying each designated party that an emergency count is being taken at his/her unit. Parties to be notified of the emergency count will be:
 - a. Director
 - b. Chief Deputy Director
 - c. Deputy Directors
 - d. ~~Assistant Directors~~
 - e. Public Information Officer
 - f. ~~ADC Emergency Services Administrator~~ Preparedness Coordinator

4. If the count is cleared, the ~~Pine Bluff Unit~~ RLW ADC Radio Room will advise all notified parties that there has been no escape.
5. The ~~Pine Bluff Unit~~ RLW ADC Radio Room will use the approved notification list from the unit/facility from which an escape has occurred to notify all appropriate parties of the escape.
6. The ~~Pine Bluff Unit~~ PBXRLW ADC Radio Room will obtain basic information for escapee(s) from the electronic offender management system (eOMIS).
 - a. Name of escapee(s)
 - b. ADC Number(s)
 - c. Date(s) of birth(s)
 - d. Physical description of individual(s) including:
 - (1) race
 - (2) height
 - (3) weight
 - (4) color of hair
 - (5) color of eyes
 - (6) marks/scars
 - (7) tattoos
 - (8) shoe size(s)
7. When possible, any additional information will be distributed such as:
 - a. Previous home address
 - b. ~~Criminal History~~ Convictions
 - c. Known associates
 - d. Other pertinent information - (e.g., stolen vehicle with complete description, whether inmate is armed, etc.)
 - e. Type of clothing and shoes
8. Photographs of the escapee(s) will be disseminated to the appropriate individuals and agencies.

9. The ~~Pine Bluff Unit~~RLW- ADC Radio Room will keep an accurate log of all parties notified. The log will include person(s) contacted, date and time contacted, and information given. A copy of the log will be sent to the Director, Chief Deputy Director, Deputy/~~Assistant~~ Directors of that institution and the Unit Warden at the completion of the notification. The original copy of the log will be maintained by the ~~Pine Bluff Unit PBX~~RLW- ADC Radio Room.
10. The Warden or ~~his/her~~ designee will contact the Director or ~~in his, if absent,~~ the Chief Deputy Director, ~~or the Deputy Director of Operations~~Institutions or Duty Director with the details as soon as possible (when emergency count is called or an escape has been determined).
11. The unit/facility from which the escape occurred will be responsible for notifying the ~~Diagnostic~~RLW- ADC Radio Room of all pertinent information. The information is then entered into the Arkansas Crime Information Center (ACIC) System by the Radio Room operator. At this time, a temporary felony warrant is entered in ACIC/National Crime Information Center (NCIC) System. This temporary warrant is good for a 48-hour period only. It is the responsibility of the ~~warden or designee~~ Internal Affairs Administrator (from the unit which the escape occurred) to contact the ~~appropriate prosecutor's office~~ Arkansas State Police and have an escape warrant issued before the 48-hour time period of the temporary warrant expires. The permanent warrant is also entered into the ACIC/NCIC system by the ~~Diagnostic Unit Radio Room~~ entered by the Arkansas State Police.
12. Upon notification to do so by the Director, Chief Deputy Director or Duty Director, the ~~Diagnostic Unit's~~ ADC's Radio Room Operator shall make the electronic entry in eOMIS for external movement to change an inmate's status to escape, as well as recapture, for updating the eOMIS record. This entry will activate the ~~Public Safety System~~ ADC Alert Service.
13. The ~~unit the inmate(s) escaped from~~ Internal Affairs ~~will~~ Administrator will notify the local FBI office as soon as the following conditions are determined:
 - a. Escaped inmate(s) with federal detainees;
 - b. escaped inmate(s) who is serving federal sentence concurrent with state sentence;

- c. federal inmate(s) on transfer to Arkansas; or,
- d. if inmate(s) crosses state lines.

B. Recapture Efforts

For recapture efforts, refer to the ADC Emergency Plan.

C. Handling of Inmate Records

Inmate(s) institutional file(s) will be kept at the unit from which the escape occurred until the capture of the inmate or the initial recapture effort is discontinued.

1. Captured Inmate(s) Institutional Files

Inmate(s) who are captured will be sent to the unit designated by the Director. The warden of the unit from which the inmate(s) escaped will notify their records office to submit the records of the captured inmate(s) to the appropriate unit.

2. Inmate Institutional Files of Inmates Not Recaptured

The inmate institutional files of all escapee(s) not recaptured within seven (7) working days after the discontinuance of the initial recapture effort will be sent to the Diagnostic Unit Central R records office. This will include medical, mental health and visitation files.

D. Procedures after Recapture

- 1. The ~~Pine Bluff Unit~~ RLW- ADC Radio Room will notify the list of persons who are on the notification list that the inmate(s) has been recaptured.
- 2. Following apprehension, the Unit designated by the Director shall give the inmate(s) an medical screening/examination and the inmate shall be interviewed by medical staff, which will include noting the physical appearance along with any complaints that the inmate(s) may have. This medical review will be documented in the inmate's medical record. If the inmate has been absent for a period of sixty (60) days, a complete physical examination is required.
- 3. Upon the request of the Director, the Administrator of

Medical/Dental Services or ~~Deputy~~ Assistant Administrator will interview the apprehended inmate(s) and any appropriate personnel within 72 hours of return of the escapee(s) to an ADC unit and will immediately make a written report to the Director regarding his/her findings.

4. The ~~W~~warden of the unit from which the inmate(s) escaped will notify the ~~Diagnostic RLW~~ ADC Unit ~~R~~radio ~~R~~room when the inmate(s) has been recaptured. The ~~Diagnostic RLW~~ ADC Unit ~~R~~radio ~~R~~room personnel will see that the escape warrant is deleted from the ACIC and NCIC ~~S~~systems and upon direction of the Director, Chief Deputy Director or Duty Director, will enter the recaptured event into eOMIS under inmate's external movements for the appropriate unit. When the inmate's eOMIS external movement record has been updated to reflect, "returned from escape," the system will then activate the public escape notification system to alert the public of recapture.
5. The escape report will be completed and sent to the Director, Chief Deputy Director, ~~Deputy/Assistant~~ Directors, and Emergency Services Administrator.



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Escapes - Procedure to be Observed Following Escape and Apprehension of the Escaped Inmate(s).

NUMBER: 16-51

SUPERSEDES: 11-58

APPLICABILITY: Wardens/Center Supervisors, Administrative Staff

REFERENCE: AR-005/020 Assistance During Escapes and Other Disturbances

PAGE: 1 of 6

APPROVED: Original Signed by Wendy Kelley

EFFECTIVE DATE: 11/04/2016

I. POLICY:

The prevention of escapes is the highest priority of the Arkansas Department of Correction (ADC). However, when preventions fail and an escape occurs, every effort will be made to recapture the inmate(s) and return the inmate(s) to the custody of the Department. The public's safety will be of the utmost concern until such time as the inmate(s) is/are back in custody. Recapture efforts will remain in effect until such time as the Director feels all reasonable efforts to recapture the inmate(s) have been exhausted.

Furthermore, it shall be the policy of the Department to follow the procedures listed in this Administrative Directive during the search and upon return of the inmate(s).

II. EXPLANATION:

To standardize the procedures used by Department personnel in their efforts to recapture inmate(s) and further delineate procedures to be followed after

apprehension.

III. PROCEDURES:

It is important that proper procedures be followed after an escape and upon apprehension of escapee(s). Each unit will follow the ADC Emergency Plan, this Administrative Directive and/or Unit Emergency Plan which has been approved by the Chief Deputy Director.

A. Notifications

It is important that all necessary individuals, departments, units and agencies be notified as soon as possible in the event of an escape/suspected escape from one of the units within the Department.

The Arkansas Department of Correction (ADC) Radio Room is designated as the notifying unit for all units.

1. Each unit's Emergency Preparedness Coordinator is responsible for keeping a current and correct list of designated individuals, departments, units, and agencies that are to be notified in the event of an escape.
2. Each unit/facility will submit its notification list to the ADC Radio Room and the ADC Emergency Preparedness Coordinator.
3. If it is necessary for a unit to call an emergency count, the Warden or Deputy/Assistant Warden, or Duty Warden will authorize the ADC Radio Room to begin notifying each designated party that an emergency count is being taken at his/her unit. Parties to be notified of the emergency count will be:
 - a. Director
 - b. Chief Deputy Director
 - c. Deputy Directors
 - d. Public Information Officer
 - e. ADC Emergency Preparedness Coordinator
4. If the count is cleared, the ADC Radio Room will advise all notified parties that there has been no escape.
5. The ADC Radio Room will use the approved notification list from the unit/facility from which an escape has occurred to notify all appropriate parties of the escape.

6. The ADC Radio Room will obtain basic information for escapee(s) from the electronic offender management system (eOMIS).
 - a. Name of escapee(s)
 - b. ADC Number(s)
 - c. Date(s) of birth
 - d. Physical description of individual(s) including:
 - (1) race
 - (2) height
 - (3) weight
 - (4) color of hair
 - (5) color of eyes
 - (6) marks/scars
 - (7) tattoos
 - (8) shoe size
7. When possible, any additional information will be distributed such as:
 - a. Previous home address
 - b. Criminal Convictions
 - c. Known associates
 - d. Other pertinent information - (e.g., stolen vehicle with complete description, whether inmate is armed, etc.)
 - e. Type of clothing and shoes
8. Photographs of the escapee(s) will be disseminated to the appropriate individuals and agencies.
9. The ADC Radio Room will keep an accurate log of all parties notified. The log will include person(s) contacted, date and time contacted, and information given. A copy of the log will be sent to the Director, Chief Deputy Director, Deputy Director of that institution and the Unit Warden at the completion of the notification. The original copy of the log will be maintained by the

ADC Radio Room.

10. The Warden or designee will contact the Director or, if absent, the Chief Deputy Director, the Deputy Director of Institutions, or Duty Director with the details as soon as possible (when emergency count is called or an escape has been determined).
11. The unit/facility from which the escape occurred will be responsible for notifying the ADC Radio Room of all pertinent information. The information is then entered into the Arkansas Crime Information Center (ACIC) System by the Radio Room operator. At this time, a temporary felony warrant is entered in ACIC/National Crime Information Center (NCIC) System. This temporary warrant is good for a 48-hour period only. It is the responsibility of the Internal Affairs Administrator to contact the Arkansas State Police and have an escape warrant issued before the 48-hour time period of the temporary warrant expires. The permanent warrant is entered by the Arkansas State Police.
12. Upon notification to do so by the Director, Chief Deputy Director or Duty Director, the ADC's Radio Room Operator shall make the electronic entry in eOMIS for external movement to change an inmate's status to escape, as well as recapture, for updating the eOMIS record. This entry will activate the ADC Alert Service.
13. The Internal Affairs Administrator will notify the local FBI office as soon as the following conditions are determined:
 - a. Escaped inmate(s) with federal detainees;
 - b. escaped inmate(s) who is serving federal sentence concurrent with state sentence;
 - c. federal inmate(s) on transfer to Arkansas; or,
 - d. if inmate(s) crosses state lines.

B. Recapture Efforts

For recapture efforts, refer to the ADC Emergency Plan.

C. Handling of Inmate Records

Inmate(s) institutional file(s) will be kept at the unit from which the escape occurred until the capture of the inmate or the initial recapture effort is discontinued.

1. Captured Inmate(s) Institutional Files

Inmate(s) who are captured will be sent to the unit designated by the Director. The warden of the unit from which the inmate(s) escaped will notify their records office to submit the records of the captured inmate(s) to the appropriate unit.

2. Inmate Institutional Files of Inmates Not Recaptured

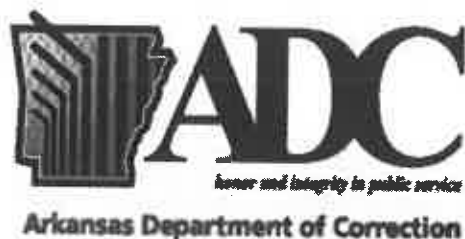
The inmate institutional files of all escapee(s) not recaptured within seven (7) working days after the discontinuance of the initial recapture effort will be sent to Central Records office. This will include medical, mental health and visitation files.

D. Procedures after Recapture

1. The ADC Radio Room will notify the list of persons who are on the notification list that the inmate(s) has been recaptured.
2. Following apprehension, the Unit designated by the Director shall give the inmate(s) medical screening/examination and the inmate shall be interviewed by medical staff, which will include noting the physical appearance along with any complaints that the inmate(s) may have. This medical review will be documented in the inmate's medical record. If the inmate has been absent for a period of sixty (60) days, a complete physical examination is required.
3. Upon the request of the Director, the Administrator of Medical/Dental Services or Assistant Administrator will interview the apprehended inmate(s) and any appropriate personnel within 72 hours of return of the escapee(s) to an ADC unit and will immediately make a written report to the Director regarding his/her findings.
4. The Warden of the unit from which the inmate(s) escaped will notify the ADC Unit Radio Room when the inmate(s) has been recaptured. The ADC Unit Radio Room personnel will see that the escape warrant is deleted from the ACIC and NCIC Systems and upon direction of the Director, Chief Deputy Director or Duty Director, will enter the recaptured event into eOMIS under inmate's external movements for the appropriate unit. When the inmate's eOMIS external movement record has been updated to reflect, "returned from escape," the system will then activate the public escape notification system to alert the public of recapture.

5. The escape report will be completed and sent to the Director, Chief Deputy Director, Deputy Director, and Emergency Services Administrator.

11-58
11Nov4



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Shared Leave

NUMBER: ~~13-31 145-xx16-35~~

SUPERSEDES: ~~New 13-31~~

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APPLICABILITY: All Employees

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REFERENCE: Arkansas Code Annotated
21-4-203 & 21-4-217

PAGE 1 of 4

APPROVED: Original signed by ~~Ray Hobbs~~ ~~Wendy Kelley~~
~~10/11/2013~~

EFFECTIVE DATE

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I. Policy:

Arkansas law establishes Shared Leave to be administered by the Office of Personnel Management (OPM) of the Department of Finance and Administration.

This policy establishes a Shared Leave program to be administered by the Arkansas Department of Correction (ADC) as authorized by Arkansas Code Annotated (A.C.A.) §§ 21-4-203 and 21-4-217. The ADC Shared Leave program creates no expectation or promise of continued employment and is intended simply to assist employees during medical emergencies.

II. Definitions:

Shared Leave: The donation of an employee's earned sick or annual leave to another employee who is employed by the same state employer or same state- supported institution, who

1. is suffering from a severe illness or,
2. has an immediate family member who is severely ill or,
3. Has approved Paternity Leave or Maternity Leave after:
 - A. The birth of a biological child;
 - B. The placement of an adoptive child in the adoptive home of the

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employee; or

- C. The placement of a foster child in the foster home of the employee for an appropriate transition period that is in the best interests of the foster child as determined by the Division of Children and Family Services of the Department of Human Services (DCFS-DHS).

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Severe Illness: An acute onset medical condition of an employee or an employee's immediate family member:

1. Which is catastrophic in nature;
2. Which could not be anticipated;
3. That requires continuous in-patient or outpatient medical treatment;
and
4. That requires the employee or employee's immediate family member to be absent from duty for a prolonged period.

Catastrophic Nature: Any unforeseen medical condition. Examples include, but are not limited to, a terminal illness, cancer, or surgery as a result of an unforeseen medical condition.

Immediate Family: An employee's father, mother, sister, brother, husband, wife, child, grandmother, grandfather, grandchild, father-in-law, mother-in-law, and an individual acting as a parent or guardian of an employee.

Employee: A person regularly appointed or employed in a position of state service by ADC for which he or she is compensated on a full-time basis.

Prolonged Period of Time: A continuous period of time (minimum of thirty (30) working days) whereby a medical condition prevents the employee from performing the employee's duties.

III. Procedures: (Added from below)

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1. The applicant applying for Shared Leave must complete the Application for Shared Leave and provide the Donation of Sick and Annual Leave Form to the applicable donor(s) for donation.
2. The donor must sign the Application for Shared Leave, complete the Donation of Sick and Annual Leave Form, indicate the appropriate number of hours that he/she wishes to donate to the applicant and return the application and Donation Form to the applicant.
3. The applicant must submit the Application for Shared Leave, all applicable Donation of Sick and Annual Leave Forms and a completed Physician Certification Form to the Unit Human Resources (HR) Manager.

4. Upon receipt of the Application for Shared Leave and donor forms by the Unit HR Manager, the application must be date stamped; the Personnel/Payroll verification section must be completed and sent to the Assistant HR Administrator – Benefits at Central Human Resources for processing.
5. The Assistant HR Administrator – Benefits will verify eligibility for both applicant and donor and submit to the Agency Director for appropriate approval/denial.
6. The Director's decision shall be final and binding at the Agency level.
7. Upon return receipt of the Agency Director's decision, the Assistant HR Administrator will forward the Application for Shared Leave, Shared Leave Donation Forms, and the 80-hour Waiver Letter/Memo, if applicable, to the Chief Fiscal Officer of the State or designee for final decision.
8. If the application for Shared Leave is approved, the leave will be donated accordingly in the payroll system and the employee notified of availability for use. If the application for Shared Leave is denied, the applicant will be notified in writing.

III-IV. Applicant Eligibility Requirements:

- * An employee is eligible to receive shared leave if the employee has:
 1. Been continuously employed for more than one (1) year by ADC from the date of application;
 2. Has cumulative earned Sick and Annual Leave in excess of eighty (80) hours at the onset of the severe illness;
 3. Has applied in writing for Shared Leave;
 4. Has received written approval for Shared Leave from his or her employer; and
 5. Not been disciplined for leave abuse by ADC within two (2) years from the date of application.
- 6. The eighty (80)-hour requirement may be waived for an otherwise eligible employee at the discretion of the agency director.
- 7. No employee shall be approved for Shared Leave unless the employee is, or is reasonably expected to be, on leave without pay status because of a severe illness.

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8. An employee who applies for Shared Leave shall provide his or her employer an acceptable medical certificate from a healthcare provider documenting the severe illness or the birth of the employee's biological child that made the employee eligible for Shared Leave; a final decree of adoption issued by a court of competent jurisdiction approving the adoption of a child by an employee; or documentation provided by the -DCFS-DHS approving the placement of a foster child in the foster home of the employee.

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N O T E : Shared Leave may be used on a full-time or intermittent basis; however, in no case shall 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.

9. The combination of Shared and Catastrophic Leave received by an employee may not exceed two thousand eighty (2,080) hours in a calendar year. Shared leave received by an employee may not exceed two thousand eighty (2,080) hours per Shared Leave event.

10. Shared Leave may only be used in the calendar year the leave quotas and amounts were established in the Arkansas Administrative Statewide Information System (AASIS).

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11. Shared Leave may be used in conjunction with Family Medical Leave.

12. Any Shared Leave donated to an employee that is not used by the employee shall be converted to the employer's Catastrophic Leave Bank Program.

13. Leave that is accrued by an employee while on Shared Leave shall be donated to the employer's Catastrophic Leave Bank.

14. Donations of Shared Leave shall be granted hour-for-hour and not dollar-for-dollar.

15. OPM will not approve crossgrades/downgrades or pool position requests to accommodate a Shared Leave request.

IV. Donor Eligibility Requirements:

- An employee is eligible to donate shared leave if the employee:

1. Is employed by the same employer as the employee receiving Shared Leave;
2. 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,
3. Has not been disciplined for leave abuse by ADC within two (2) years from

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the date of application.

- 4. The eighty (80)-hour requirement may be waived for an otherwise eligible employee at the discretion of the Agency Director.
- 5. Once Shared Leave is approved, granted, and extracted from the donor's leave bank, it is irrevocable.

V. Approval:

- Shared leave shall be approved in writing by the Agency Director, and Chief Fiscal Officer (CFO) of the State to determine the employer's funding availability. If Shared Leave is granted to an employee, the employee shall use the Shared Leave after the employee has exhausted the following:

1. Agency Director, and
2. Chief Fiscal Officer (CFO) of the State to determine the employer's funding availability.

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- If shared leave is granted to an employee, the employee shall use the shared leave after the employee has exhausted the following:

1. Earned Sick Leave;
2. Earned Annual and Holiday Leave; and,
3. Earned Compensatory Leave.

When submitting Shared Leave requests to the Chief Fiscal Officer, only the Shared Leave application, eighty (80)-hour Waiver Letter/Memo (if applicable), Dependent Child Certification Form, and Shared Leave Donation Form and documentation substantiating severe illness – Physician's Certification; Adoption Decree, or DCFS-DHS Approval are required.

VI. Prohibition of Coercion

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An employee may not directly or indirectly intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, another employee for the purpose of interfering with that employee with respect to donating, receiving or using annual or sick leave. Any report of such described instances shall be reported in writing to the Director. All written reports of such described instances shall be investigated thoroughly and appropriate disciplinary action may be taken for any substantiated violation.

VI, VII. Procedures: (MAKE THIS SECTION III) -MOVED

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~~4-9~~ The applicant applying for Shared Leave must complete the Application for Shared Leave and provide the Donation of Sick and Annual Leave form to the applicable donor(s) for donation.

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~~2-10~~ The donor must sign the Application for Shared Leave, complete the Donation of Sick and Annual Leave form, and indicate the appropriate number of hours that he/she wishes to donate to the applicant and return the application and donation form to the applicant.

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~~3-11~~ The applicant must submit the Application for Shared Leave, all applicable Donation of Sick and Annual Leave forms and a completed Physician Certification form to the Unit HR Manager.

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~~4-12~~ Upon receipt of the Application for Shared Leave and donor forms by the Unit HR Manager, the application must be date stamped; the Personnel/Payroll verification section must be completed and sent to the Assistant HR Administrator – Benefits at Central Human Resources for processing.

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~~5-13~~ The Assistant HR Administrator – Benefits will verify eligibility for both applicant and donor and submit to the Agency Director for appropriate approval/denial.

~~6-14~~ The Director's decision shall be final and binding at the Agency level.

~~7-~~ If the application for shared leave is approved, the leave will be donated accordingly in the payroll system and the employee notified of availability for use. If the application for shared leave is denied, the applicant will be notified in writing.

~~7~~ Upon return receipt of the Agency Director's decision, the Assistant HR Administrator will forward the Application for Shared Leave, Shared Leave Donation forms, and the 80-hour Waiver Letter/Memo, if applicable, to the Chief Fiscal Officer of the State or designee for final decision.

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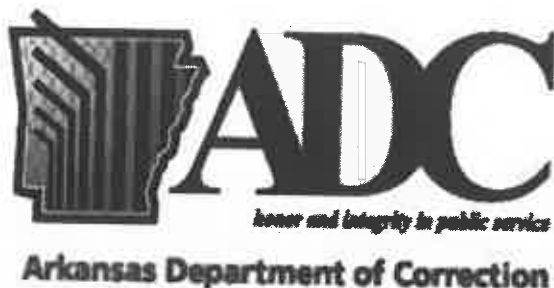
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~~8-~~ If the application for shared leave is approved, the leave will be donated accordingly in the payroll system and the employee notified of availability for use. If the application for shared leave is denied, the applicant will be notified in writing.

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ADMINISTRATIVE DIRECTIVE

SUBJECT: Shared Leave

NUMBER: 16-52

SUPERSEDES: 13-31

APPLICABILITY: All Employees

REFERENCE: Arkansas Code Annotated
21-4-203 & 21-4-217

PAGE: 1 of 5

APPROVED: Original Signed by Wendy Kelley

EFFECTIVE DATE: 11/04/2016

I. POLICY:

Arkansas law establishes Shared Leave to be administered by the Office of Personnel Management (OPM) of the Department of Finance and Administration. This policy establishes a Shared Leave Program to be administered by the Arkansas Department of Correction (ADC) as authorized by Arkansas Code Annotated (A.C.A.) §§ 21-4-203 and 21-4-217. The ADC Shared Leave Program creates no expectation or promise of continued employment and is intended simply to assist employees during medical emergencies.

II. DEFINITIONS:

Shared Leave: The donation of an employee's earned sick or annual leave to another employee who is employed by the same state employer or same state-supported institution, who:

1. is suffering from a severe illness;
2. has an immediate family member who is severely ill; or
3. Has approved Paternity Leave or Maternity Leave after:
 - A. The birth of a biological child;
 - B. The placement of an adoptive child in the adoptive home of the employee; or
 - C. The placement of a foster child in the foster home of the employee for

an appropriate transition period that is in the best interests of the foster child as determined by the Division of Children and Family Services of the Department of Human Services (DCFS-DHS).

Severe Illness: An acute onset medical condition of an employee or an employee's immediate family member:

1. Which is catastrophic in nature;
2. Which could not be anticipated;
3. That requires continuous inpatient or outpatient medical treatment; and
4. That requires the employee or employee's immediate family member to be absent from duty for a prolonged period.

Catastrophic Nature: Any unforeseen medical condition. Examples include, but are not limited to, a terminal illness, cancer, or surgery as a result of an unforeseen medical condition.

Immediate Family: An employee's father, mother, sister, brother, husband, wife, child, grandmother, grandfather, grandchild, father-in-law, mother-in-law, and an individual acting as a parent or guardian of an employee.

Employee: A person regularly appointed or employed in a position of state service by ADC for which he or she is compensated on a full-time basis.

Prolonged Period of Time: A continuous period of time (minimum of thirty (30) working days) whereby a medical condition prevents the employee from performing the employee's duties.

III. PROCEDURES:

1. The applicant applying for Shared Leave must complete the Application for Shared Leave and provide the Donation of Sick and Annual Leave Form to the applicable donor(s) for donation.
2. The donor must sign the Application for Shared Leave, complete the Donation of Sick and Annual Leave Form, indicate the appropriate number of hours that he/she wishes to donate to the applicant and return the application and Donation Form to the applicant.
3. The applicant must submit the Application for Shared Leave, all applicable Donation of Sick and Annual Leave Forms and a completed Physician Certification Form to the Unit Human Resources (HR) Manager.
4. Upon receipt of the Application for Shared Leave and donor forms by the Unit HR Manager, the application must be date stamped; the Personnel/Payroll verification

section must be completed and sent to the Assistant HR Administrator – Benefits at Central Human Resources for processing.

5. The Assistant HR Administrator – Benefits will verify eligibility for both applicant and donor and submit to the Agency Director for appropriate approval/denial.
6. The Director's decision shall be final and binding at the Agency level.
7. Upon return receipt of the Agency Director's decision, the Assistant HR Administrator will forward the Application for Shared Leave, Shared Leave Donation Forms, and the eighty (80) hour Waiver Letter/Memo, if applicable, to the Chief Fiscal Officer of the State or designee for final decision.
8. If the application for Shared Leave is approved, the leave will be donated accordingly in the payroll system and the employee notified of availability for use. If the application for Shared Leave is denied, the applicant will be notified in writing.

IV. Applicant Eligibility Requirements:

An employee is eligible to receive Shared Leave if the employee has:

1. Been continuously employed for more than one (1) year by ADC from the date of application.
2. Has cumulative earned Sick and Annual Leave in excess of eighty (80) hours at the onset of the severe illness.
3. Has applied in writing for Shared Leave.
4. Has received written approval for Shared Leave from his or her employer.
5. Not been disciplined for leave abuse by ADC within two (2) years from the date of application.
6. The eighty (80) hour requirement may be waived for an otherwise eligible employee at the discretion of the agency Director.
7. No employee shall be approved for Shared Leave unless the employee is, or is reasonably expected to be, on leave without pay status because of a severe illness.
8. An employee who applies for Shared Leave shall provide his or her employer an acceptable medical certificate from a healthcare provider documenting the severe illness or the birth of the employee's biological child that made the employee eligible for Shared Leave; a final decree of adoption issued by a court of competent jurisdiction approving the

adoption of a child by an employee; or documentation provided by the DCFS-DHS approving the placement of a foster child in the foster home of the employee.

NOTE : Shared Leave may be used on a full-time or intermittent basis; however, in no case shall 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.

9. The combination of Shared and Catastrophic Leave received by an employee may not exceed two thousand eighty (2,080) hours in a calendar year. Shared Leave received by an employee may not exceed two thousand eighty hours (2,080) hours per shared leave event.
10. Shared Leave may only be used in the calendar year the leave quotas and amounts were established in the Arkansas Administrative Statewide Information System (AASIS).
11. Shared Leave may be used in conjunction with Family Medical Leave.
12. Any Shared Leave donated to an employee that is not used by the employee shall be converted to the employer's Catastrophic Leave Bank Program.
13. Leave that is accrued by an employee while on Shared Leave shall be donated to the employer's Catastrophic Leave Bank.
14. Donations of Shared Leave shall be granted hour-for-hour and not dollar-for-dollar.
15. OPM will not approve crossgrades/downgrades or pool position requests to accommodate a Shared Leave request.

V. Donor Eligibility Requirements:

An employee is eligible to donate Shared Leave if the employee:

1. Is employed by the same employer as the employee receiving Shared Leave.
2. 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.
3. Has not been disciplined for leave abuse by ADC within two (2) years from the date of application.

4. The eighty (80) hour requirement may be waived for an otherwise eligible employee at the discretion of the Agency Director.
5. Once Shared Leave is approved, granted, and extracted from the donor's leave bank, it is irrevocable.

VI. Approval:

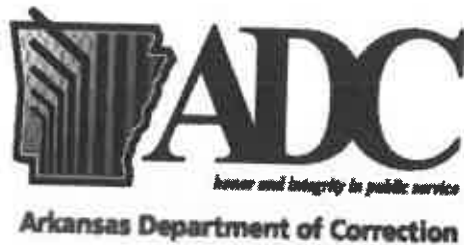
Shared Leave shall be approved in writing by the Agency Director, and Chief Fiscal Officer (CFO) of the State to determine the employer's funding availability. If Shared Leave is granted to an employee, the employee shall use the Shared Leave after the employee has exhausted the following:

1. Earned Sick Leave;
2. Earned Annual and Holiday Leave; and
3. Earned Compensatory Leave.

When submitting Shared Leave requests to the Chief Fiscal Officer, only the Shared Leave application, eighty (80) hour Waiver Letter/Memo (if applicable), Dependent Child Certification Form, and Shared Leave Donation Forms and documentation substantiating severe illness – Physician's Certification; Adoption Decree, or DCFS-DHS approval are required.

VII. Prohibition of Coercion:

An employee may not directly or indirectly intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, another employee for the purpose of interfering with that employee with respect to donating, receiving or using annual or sick leave. Any report of such described instances shall be reported in writing to the Director. All written reports of such described instances shall be investigated thoroughly and appropriate disciplinary action may be taken for any substantiated violation.



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Re-employment of State Retirees – Classified Positions

NUMBER: ~~13-18116-XX~~
181

SUPERSEDES: ~~09-5013-~~

APPLICABILITY: All Employees and Applicants

REFERENCE: Act 657 of 2009; GPD-8; GPD-12 **PAGE** 1 of 3
AR 204

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

EFFECTIVE DATE:

I. POLICY:

It shall be the policy of the Arkansas Department of Correction to consider retired state employees for re-employment consistent with Act 657 of 2009, Governor's Policy Directive 8 and Governor's Policy Directive 12.

II. EXPLANATION:

Former employees who have retired from a State Agency, Institution, Board or Commission may be rehired by the Department.

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III. DEFINITIONS:

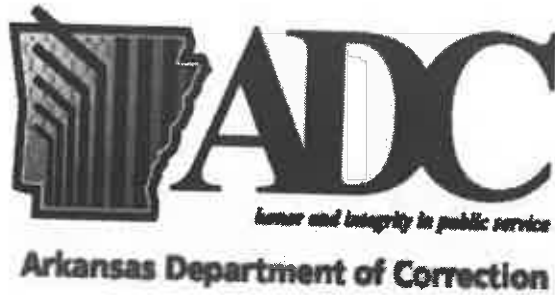
A. Employee. A person regularly appointed or employed in a position of the Department of Correction for which he or she is compensated on a full-time basis and for which a Class Title and Pay Grade are established in Arkansas Code § 21-5-208.

B. Rehire. Employees returning to state service after a break in employment.

IV. PROCEDURES:

- A. Positions vacated by retiring employees will be filled consistent with departmental policy regarding employment.
1. Job vacancies resulting from the retirement of state employees cannot be reserved for retiring employees who have expressed an interest in returning to the department.
 2. Retiring state employees must follow application and interview procedures as established just as any other applicant for departmental employment.
- B. If a state retiree is selected for a vacant position, the following guidelines must be followed:
1. The state retiree may not be re-employed for a minimum of one hundred eighty (180) days unless the employee was an active member of the Deferred Retirement Option Plan (DROP) Program as of January 1, 2009, or retired prior to June 30, 2009. If the state retiree was a member of the DROP Program as of January 1, 2009, or retired prior to June 30, 2009, they may be re-employed after one calendar month and until the number of days in which they received compensation (annual/holiday lump sum) has expired. However, they may reimburse the Department for the number of days paid out over the calendar month not yet expired and return to state employment. This reimbursement will result in the appropriate number of days being reinstated to annual leave. If the state retiree enters the DROP Program February 1, 2011 or after, they may never return to state employment or employment with an Arkansas Public Employees Retirement System (APERS) participating employer.
 2. The state retiree receives the maximum amount allowed by state statute for compensation of unused sick leave at the time of retirement. The state retiree is not required to wait until the unused sick leave expires before returning to work and is not required to reimburse the state for this compensation.
 3. The state retiree will not be guaranteed his or her exit salary. Salary will be reviewed along the same procedures and guidelines as other experienced and exceptionally well-qualified applicants. Labor market rates may apply.

4. The state retiree shall be eligible for all benefits such as insurance, sick leave, annual leave, career service bonus, etc., consistent with state policy. If the retiree has health insurance coverage offered through the retirement system, the retiree should consult with a Benefits Specialist to ensure proper and continual coverage. Rehired retirees are not allowed to further contribute to another state-sponsored retirement system unless specifically requested by the rehired retiree and approved by the appropriate retirement system.



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Re-employment of State Retirees – Classified Positions

NUMBER: 16-53

SUPERSEDES: 13-181

APPLICABILITY: All Employees and Applicants

REFERENCE: Act 657 of 2009; GPD-8; GPD-12;
and AR-204 Employment Policy

PAGE: 1 of 3

APPROVED: Original Signed by Wendy Kelley

EFFECTIVE DATE: 11/18/2016

I. POLICY:

It shall be the policy of the Arkansas Department of Correction (ADC) to consider retired state employees for re-employment consistent with Act 657 of 2009, Governor's Policy Directive 8 and Governor's Policy Directive 12.

II. EXPLANATION:

Former employees who have retired from a State Agency, Institution, Board or Commission may be rehired by the Department.

III. DEFINITIONS:

- A. Employee. A person regularly appointed or employed in a position of the Department of Correction for which he or she is compensated on a full-time basis and for which a class title and pay grade are established in Arkansas Code § 21-5-208.
- B. Rehire. Employees returning to state service after a break in employment.

IV. PROCEDURES:

- A. Positions vacated by retiring employees will be filled consistent with departmental policy regarding employment.
 - 1. Job vacancies resulting from the retirement of state employees cannot be reserved for retiring employees who have expressed an interest in returning to the department.
 - 2. Retiring state employees must follow application and interview procedures as established just as any other applicant for departmental employment.
- B. If a state retiree is selected for a vacant position, the following guidelines must be followed:
 - 1. The state retiree may not be re-employed for a minimum of one hundred eighty (180) days unless the employee was an active member of the DROP program as of January 1, 2009, or retired prior to June 30, 2009. If the state retiree was a member of the DROP program as of January 1, 2009, or retired prior to June 30, 2009, they may be re-employed after one calendar month and until the number of days in which they received compensation (annual/holiday lump sum) has expired. However, they may reimburse the Department for the number of days paid out over the calendar month not yet expired and return to state employment. This reimbursement will result in the appropriate number of days being reinstated to Annual Leave. If the state retiree entered the DROP program February 1, 2011 or after they may never return to state employment or employment with another APERS participating employer.
 - 2. The state retiree receives the maximum amount allowed by state statute for compensation of unused Sick Leave at the time of retirement. The state retiree is not required to wait until the unused Sick Leave expires before returning to work and is not required to reimburse the state for this compensation.
 - 3. The state retiree will not be guaranteed his or her exit salary. Salary will be reviewed along the same procedures and guidelines as other experienced and exceptionally well-qualified applicants. Labor market rates may apply.
 - 4. The state retiree shall be eligible for all benefits such as insurance, Sick Leave, Annual Leave, Career Service Bonus, etc., consistent with State Policy. If the retiree has health insurance coverage

offered through the retirement system, the retiree should consult with a Benefits Specialist to ensure proper and continual coverage. Rehired retirees are not allowed to further contribute to another state-sponsored retirement system unless specifically requested by the rehired retiree and approved by the appropriate retirement system.