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1/8/2021

Senator Lance Eads, Co-Chair
 Arkansas Legislative Council
 Administrative Rules and Regulations Subcommittee
 Via Email

Representative Dan Sullivan, Co-Chair
 Arkansas Legislative Council
 Administrative Rules and Regulations Subcommittee
 Via Email

Dear Co-Chairs,

Please consider this as the Department of Corrections quarterly report on new and revised administrative directives issued in the fourth quarter of Calendar Year 2020. There was no new or revised administrative memorandums issued during the fourth quarter. Submitted along with this letter are copies of the following administrative directives:

Arkansas Department of Corrections	
Secretarial Directive Summary	Beginning Page #
SD 20-07 Incident Notification Procedures (effective: 10/5/2020) This Secretarial Directive was updated to add the Internal Affairs Administrator be notified immediately of serious incidents (notification limited to incidents involving suspected criminal activity). Occurrences of an illness covered in a declared public health emergency was defined as a "serious incident." Notifications of serious incidents must be made by a telephone call, unless otherwise noted.	Markup: 1 Clean: 5
SD 20-08 Employment References for Current and Former Employees (effective: 11/3/2020) This Secretarial Directive was created to establish a standardized process for determining the information in a current or former employee's personnel file, or employment history, which can be disclosed to prospective employers.	Clean: 9
SD 20-09 Employee Conduct Standards and Discipline (effective: 11/9/2020) This Secretarial Directive was created as a guide to set standards and guidelines to reinforce the Code of Ethics which emphasizes the professional conduct expected to be followed by all employees. This policy sets consistent conduct standards and discipline to be followed throughout the Department. The conduct standards identify common problems associated with employee conduct and the appropriate steps for discipline when such standards are violated.	Clean: 11
SD 20-10 Supplemental Guidance for Modified In-Person Visitation During the COVID-19 Public Health Emergency (effective: 11/19/2020) This Secretarial Directive provides a framework for reopening in-person visitation during the COVID-19 Public Health Emergency, while mitigating the risk of COVID-19 transmission.	Clean: 27

Division of Correction	
Administrative Directive Summary	Beginning Page #
AD 19-32 Incident Notification Procedures (effective: 10/5/2020) Repealed and replaced by SD 2020-07 Incident Notification Procedures	Markup: 32
AD 20-09 Youthful Inmates (effective: 11/2/2020) This directive was updated to remove language that was contradictory to ACA standards "in areas outside of housing, staff shall maintain sight and sound separation between youthful and adult inmates." This content was removed because youthful inmates shall not, at any time, be in the presence of adult inmates. Language was added to include regular housing guidelines and daily management of youthful inmates and clarification that youthful inmates may be placed on punitive status or sanction within their housing area only.	Markup: 37 Clean: 40

AD 20-10 Notary Service Requirements (effective: 11/6/2020) This administrative directive was updated to clarify that documents must be typed or written in ink that require notarization. The inmate must not sign the document until in the presence of the Notary Public was added.	Markup: 43 Clean: 45
AD 12-33 Employee Conduct Standards (effective: 11/9/2020) Repealed and replaced by SD 2020-09 Employee Conduct Standards and Discipline	Markup: 47
AD 20-11 Daily Transfers (effective: 12/4/2020) This administrative directive was revised to update the reporting time to 1:00 pm, that each unit must notify the Classification Administrator and Ouachita River Correctional Unit staff the number of inmates they will send and receive from each unit the following day.	Markup: 55 Clean: 59
AD 20-12 Punitive Housing/Restriction (effective: 12/4/2020) This administrative directive was revised to state that inmates in punitive housing can purchase envelopes through the commissary. The definition of youthful inmate and all information regarding youthful inmates being housed in punitive housing was removed because ACA standards states that youthful inmates cannot be housed with adult offenders.	Markup: 62 Clean: 70
AD 20-13 Forced Cell Movement (effective: 12/4/2020) This administrative directive was revised to add that healthcare staff must be notified/consulted prior to a Forced Cell Movement and that there must be one licensed healthcare staff member as part of the Team Composition. Language was also added to comply with ACA standards. The Forced Cell Movement Fact/Information Sheet was updated.	Markup: 78 Clean: 85
AD 20-14 Testing Inmates for Human Immunodeficiency Virus (HIV) (effective: 12/7/2020) This administrative directive was revised to update some definitions and remove other definitions from the policy. HIV testing, if indicated may be carried out as mandatory should counseling and disciplinary options fail to produce compliance was removed.	Markup: 92 Clean: 96
AD 20-15 Gate Pass Policy (effective: 12/9/2020) This administrative directive was revised to add that a photograph of the inmate must be on a gate pass (photos are already on gate passes, verbiage just needed to be added to policy). Language was added that gate passes must be approved & signed by the warden or designee. The Gate Pass Form was updated.	Markup: 100 Clean: 103

Division of Community Correction

The Arkansas Division of Community Correction did not issue any administrative directives or administrative memoranda between October 1, 2020 and December 31, 2020.

Sincerely,

Lindsay Wallace

Lindsay Wallace
Chief of Staff
Department of Corrections

Cc: Solomon Graves, Secretary, Department of Corrections
Christine Cryer, Chief Legal Counsel, Department of Corrections
Dexter Payne, Director, Division of Correction
Jerry Bradshaw, Director, Division of Community Correction
Benny Magness, Chairman, Board of Corrections
File

Enclosure