



Arkansas Department of Correction

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www.adc.arkansas.gov

ADMINISTRATIVE DIRECTIVE

SUBJECT: Forced Cell Movement

NUMBER: 18-22

SUPERSEDES: 13-174

APPLICABILITY: All staff

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

PAGE 1 of 9

APPROVED: Original signed by Wendy Kelley

EFFECTIVE DATE: 6/7/2018

I. POLICY:

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

II. DEFINITIONS:

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

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

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

III. PROCEDURES:

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

IV. FORCE CELL MOVEMENT TEAM OBJECTIVES AND MISSION:

- A. To provide for the protection of self and others from inmates.
- B. To provide for the protection of an inmate from self-harm.

- C. To ensure that physical force is used as a last resort and only to the degree necessary to subdue and, if needed, relocate the inmate to a more secure area of the facility.

V. TEAM COMPOSITION:

Team members will be selected by the Warden. The ideal team will consist of:

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

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

VI. TRAINING:

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

VII. ACTIVATION OF TEAM:

- A. Once the shift supervisor determines that a forced cell movement is needed he or she will notify the Warden, Deputy Warden or Chief of Security (Duty Warden), and brief them of the situation. The Warden, Deputy Warden or Chief of Security (Duty Warden) will then appoint a team leader and advise them to start the procedures outlined in the Force Cell Movement Fact Sheet (Attachment A) and give authorization for the forced cell movement. The team leader is responsible for briefing the Warden, Deputy Warden, or Chief of Security on the use of force plan, and any changes that may occur before, during and after the forced cell movement.
- B. All team personnel will be instructed to report to a designated area for further instructions.
- C. Each team member will draw necessary equipment and suit up. Forced movements may involve use of chemical agents or electronic restraint devices. Only Team members trained in the use of these security control devices/agents shall deploy or use these devices/agents.

VIII. EQUIPMENT:

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

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

IX. PRE-FORCED MOVEMENT BRIEFING:

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

X. THE FORCE MOVEMENT:

- A. The Team, in formation, shall march to the cell and stop. Turn on camera, then Team Leader orders inmate to comply
- B. If the inmate refuses to comply, the Team Leader orders "SET" and the team crouches in readiness and responds "SET."
- C. Chemical agents or other less than lethal munitions are deployed into the cell onto the person of the inmate if authorized and justified. Deployment will be in accordance with appropriate administrative directives and administrative regulations concerning use of force, chemical agents,

electronic restraints, and training received as approved by the department's Training Academy and/or the Emergency Preparedness Coordinator.

- D. The Team Leader unlocks the cell door, opens it and orders "GO" and the team enters the cell.
- E. #1 Position member of the team, equipped with shield, places inmate against wall.
- F. #2 Position member is responsible for restraint of the left side arm.
- G. #3 Position member is responsible for restraint of right side arm.
- H. #4 Position member is responsible for restraint of left side leg.
- I. #5 Position member is responsible for restraint of right side leg.
- J. Members #4 and #5 lift legs of the inmate and the inmate is placed face down on floor.
- K. Member #3 places handcuffs on inmate.
- L. Member #5 places leg irons on inmate.
- M. The inmate is forcibly subdued.
- N. When the Number One officer yells "CLEAR" that is the signal that the inmate has been subdued and restrained.
- O. The inmate is physically picked up and removed from the cell. If chemical agents are used, the inmate is to be carried to the shower for decontamination. If the inmate is to be transported within the same cellblock, the inmate is carried by the officers to that cell. Prior to placement into the shower or any cell, the inmate's clothing should be removed in a search for contraband and weapons. The inmate's cell is locked and secured to prevent personal property loss. If the inmate is to be transported to a different cellblock, the inmate is carried outside the original cellblock and placed in a facedown position on the floor. The inmate may be given the opportunity to walk to the new cellblock or be carried. Restraints are re-checked at this time. If the inmate refuses to walk, the inmate is carried by the officers on the team, face down, to the new cellblock.
- P. The Team Leader will then notify medical staff to report to the secured area to assess the inmate. Any needed treatment will be given at this time unless the inmate is requiring treatment from the infirmary.

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

XI. MOVEMENT FROM CELL:

- A. Once back inside a cell and the inmate is complying with orders of staff, the inmate is laid face down and the restraints will then be removed in an orderly fashion. The team will then remove themselves from the cell in a reverse manner.
1. The handcuffs are now removed but the hands and the rest of the inmate's body continues to be physically restrained.
 2. The Number One member at the head of the inmate gets up and resumes the ready, crouched position inside the cell entrance. He/She is now clear and states "CLEAR."
 3. The leg restraints are now removed but the inmate's legs and the rest of the inmate's body continue to be physically restrained.
 4. Number Four (4) and Five (5) members are now cleared to move into a ready, crouched position, taking their place in front of the Number One (1) member. The two of them state "CLEAR."
 5. Number Three (3) member continues in the kneeling position, holding the legs and hands of the inmate who is lying face down in the cell.
 6. Number Two (2) member goes into the ready, crouched position behind the Number Three (3) member.
 7. The Number Three (3) member is the only remaining team member holding the now unrestrained inmate facedown. All members are in a crouched position and are ready to leave the cell backwards. Number Three (3) stands up, moves backward into the members.
 8. In one unified movement, the team extracts themselves from the cell backwards.
 9. As the last one clears the cell, the Number Three member states "CLEAR" and the Team Leader secures the door shut.
 10. Team Leader and Assistant Team Leader return to the inmate's previous location along with video camera operator and inventory extracted inmate's personal property.

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

XII. RETURNING TO THE BRIEFING ROOM:

The members of the Team will now return to the briefing room for debrief with the Duty Warden.

XII. DEBRIEFING:

- A. Team Leader and the team will discuss the forced movement.
- B. The video of the move will be reviewed by the Warden, Unit Emergency Preparedness Coordinator, and team members
- C. The Team Leader will ensure the incident is documented.

XIV. REQUIRED REPORTS:

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

Attachment A

**Forced Cell Movement
Information / Fact Sheet**

Date _____ Movement Start Time _____

Inmate Name and Number _____

Current Location / Cell # _____ New Cell # _____

Force Authorized by _____ Signed _____

Any medical limitations _____

Name of medical personal who was notified of Use of Force

Mental Health
considerations _____

Reasons for forced cell move:

Team Members

Leader _____

1. _____

2. _____

3. _____

4. _____

5. _____

Camera Operator: _____

Forced Cell Movement
Information / Fact Sheet (page 2)

Injuries / treatment to staff _____

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

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

Disciplinary written by / charges _____

Disposition of property _____

Time Force Cell Movement Completed _____

Disposition of cell move video evidence _____

Reviewed and Signed by EPC

Date

Reviewed and Signed by the Warden

Date



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Security/Terrorist Threat Groups (STTGs)

NUMBER: 18-0-25

SUPERSEDES: ~~10-2593-29~~

APPLICABILITY: Director, Chief Deputy Director, Deputy/Assistant Directors, Wardens/Center Supervisors/Administrators, Majors, Internal Affairs Personnel, Classification Personnel, Records Personnel and Gang Intelligence Unit Personnel

REFERENCE: AR 802 – Classification of Offenders PAGE 1 of 124

APPROVED: Original signed by Ray Hobbs

EFFECTIVE DATE: 09/10/2010

I. POLICY:

It shall be the policy of the Department of Correction to establish procedures for the purpose of identification, confirmation and review of inmates' affiliation with security/terrorist threat groups and to set forth guidelines regarding the maintenance of inmate security/terrorist threat group files.

II. PURPOSE EXPLANATION:

The following procedures are designed to establish a system by which inmates who meet certain criteria may be confirmed as members of designated security/terrorist threat groups and to provide means by which information gathered within the Arkansas Department of Correction relating to security/terrorist threat groups may be safeguarded.

Throughout the rest of this policy, Security/Terrorist Threat Groups will be referred to as STTGs.

III. DEFINITIONS:

Gang Intelligence Unit-Personnel assigned by the Director to assist in the controlling of gang activities within the Department.

Security/Terrorist Threat Group- A STTG is any group of inmates that the Department of Correction reasonably believes poses a threat to the security of the institution and/or to the physical safety of other inmates or staff by virtue of the group's nature and/or activities.

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III-IV. PROCEDURES:

The following procedures outline the process by which STTGs and/or members are identified and designated as such. It should be noted that although a group may be recognized in the "free-world" or in other correctional institutions as a STTG and may have one or more inmate members in the department, such a group will be recognized by the department as being a security/terrorist threat group only if it meets the definition, criteria, and requirements set forth in this directive. However, groups and members not fitting the Arkansas Department of Correction criteria shall be investigated and identified as suspects, both as groups and/or members.

In addition, these procedures are being provided to ensure uniformity and consistency in the confirmation process by the unit's classification committee as well as to ensure that adequate records relating to STTG membership are maintained.

Information gathered shall be regarded as highly confidential and shall be disclosed only to the employees or persons authorized by this directive. The disclosure of this information by employee(s) to persons other than those authorized by this directive shall be considered a violation of the Arkansas Department of Correction rules and regulations.

A. Definition

A STTG is any group of inmates that the Department of Correction reasonably believes poses a threat to the security of the institution and/or to the physical safety of other inmates or staff by virtue of the group's nature and/or activities.

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B-A. Identification of STTGs and Members

1. Any group of inmates that the department reasonably believes is a STTG by definition.
2. Any inmate with suspected STTG ties.

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3. Any inmate involved in incidents, events or threats that affects the institution or detention facility with possible STTG connection.

C. Unit Administration:

1. The unit administration shall be responsible for maintaining awareness at the unit level by disseminating relevant information to staff with respect to the identifying characteristics of STTG affiliation.
2. Unit personnel (including security, treatment, and administrative staff) suspecting an inmate of being a member of a STTG shall submit any substantiating evidence to the unit STTG Coordinator with any and all relevant documents attached (e.g., inmate mail, pictures, minutes of phone calls, pictures of tattoos, etc).
3. The Unit STTG Coordinator will submit sufficient substantiating evidence and documentation to the Unit Classification Committee or the Gang Intelligence Unit to ensure that inmates affiliated with designated STTGs are properly and accurately identified.
 - a. Characteristics used by the Classification Committee or the Gang Intelligence Unit in identifying and determining STTG members shall include but not be limited to:
 - (1) self-admission by inmate;
 - (2) known STTG tattoos;
 - (3) known STTG paraphernalia in possession or in property;
 - (4) information received from outside law enforcement agency(ies);
 - (5) information received from Internal Affairs Division of the Arkansas Department of Correction;
 - (6) information received from confidential informants;
 - (7) inmate correspondence;
 - (8) inmate telephone system recordings;
 - (9) STTG pictures (individual, group, etc.); and,
 - b. The ~~Internal Affairs Administrator Department's Emergency Preparedness Coordinator~~ and a designated ~~Internal Affairs~~ STTG Coordinator will maintain information and documentation concerning group STTG Intel at the Central Office. Information and intelligence maintained will include but not limited to:

- (1) intent and purpose of the group;
- (2) organizational structure of the group;
- (3) specific violent acts or intended acts of violence that can be attributed to the group (e.g., assaults, homicides, conspiracy to commit murder, trafficking, contraband, etc.);
- (4) specific illegal acts, to include the intention or conspiracy to commit such acts, that can be associated with the group (e.g., extortion, protection, racketeering, contraband, PREA, etc.);
- (5) demographic patterns of the group within the Arkansas Department of Correction (e.g., group size, location, patterns of expansion, job assignments, decline of group membership, etc.);
- (6) group strength as indicated by the number of inmate members; and/or,
- (7) propensity for violence by the group within the department.

D. Responsibilities upon Initial Intake and Unit of Assignment

1. During initial intake and receiving process, the inmate's property and all possessions will be thoroughly searched, and anything indicating membership in a STTG will be confiscated, documented and turned over to the Unit STTG Coordinator. All tattoos signifying membership in STTG will be photographed cataloged, and entered in eOMIS. This will also be turned over to the Unit STTG Coordinator.
2. The intake counselor, or designee, will then interview the inmate and submit the findings in writing to the Unit STTG coordinator.
3. The Unit STTG coordinator recommends a custody designation which is commensurate for confirmed or suspected members of STTGs.
 - a. ~~After review by the classification committee, all documentation in the file will be forwarded on a weekly basis to the Internal Affairs Division STTG Coordinator. The files will be forwarded from the Intake Unit to the Internal Affairs Division on a weekly basis. Once a newly received inmate is assigned to a unit and has been suspected of affiliation with a designated STTG, the unit STTG Coordinator will conduct an interview with the inmate and forward the results to the Unit Warden for review.~~
 - b. ~~Once a newly received inmate is assigned to a parent unit and has been suspected of affiliation with a designated STTG, the Internal Affairs Division STTG Coordinator will forward the STTG file to the parent unit. The confirming membership investigation will be initiated by the unit of assignment.~~
4. The Unit Classification Committee, upon receiving the file from the Unit STTG Coordinator, shall:
 - a. be convened, as needed, by the unit. The Unit Classification Committee may elect to conduct either a paper review or an in-person review.
 - b. upon completion of the review, the Unit Classification Committee will determine whether sufficient evidence exists to confirm an inmate's STTG affiliation.
 - (1) If the Unit Classification ~~Committee~~ Committee or Gang Intelligence Unit determines the evidence is sufficient to support membership in a STTG, the committee will then confirm the inmate's membership in the group.

- (2) If the Unit Classification Committee or Gang Intelligence Unit determines the evidence is not sufficient, the evidence will be maintained in a "suspected" STTG member file.

If the Unit Classification Committee or Gang Intelligence Unit determines that the inmate has been incorrectly identified, the Unit Classification Committee will return the file to the Central Office STTG Coordinator for further investigation.

- (3) All file information and the Unit Classification Committee or Gang Intelligence Unit decisions concerning STTGs will then be entered into eOMIS. All STTG incidents relative to the inmate will be logged in the inmate STTG section, as well as inmate's precautions section.

- c. If at any time, during the inmate's incarceration, the Unit STTG Coordinator suspects an inmate has changed affiliation into a different STTG, the appropriate documentation shall be forwarded to the Unit Classification Committee or Gang Intelligence Unit for reconfirmation (Attachment DB).
- d. The Warden, or Deputy/Assistant Warden/Deputy Warden, or Gang Intelligence Unit will review the information submitted regarding an inmate's suspected affiliation with recognized STTG activities.

E. Guidelines for the Housing of STTG Members

All inmate STTG members will be assigned housing according to the Department of Correction classification policy and at the discretion of the Warden/Center Supervisor.

F. Maintaining STTG Files

1. The Unit STTG Coordinator shall be responsible for the maintenance of individual inmate files in which evidence, documentation, and correspondence relating to STTG activity will be included. The unit level file will contain documentation relative to the inmate's affiliation such as:
- a. Correspondence from the Unit Classification Committee or Gang Intelligence Unit;
 - b. Photocopy of inmate's admissions summary and correctional program plan;
 - c. Photograph of STTG related tattoos;

- d. Photocopies of correspondence relating to STTG activities;
 - e. Investigative reports and documentation pertaining to the inmate's involvement in STTG activities;
 - f. Photocopy of form detailing evidence supporting confirmation of inmate's involvement in STTG activities (Attachment A);
 - g. All documentation maintained in the hardcopy file will also be maintained in eOMIS.
2. Files of all STTG inmates shall be maintained in two categories:
- a. Confirmed
 - b. Suspected - A suspected file will be maintained for each inmate where insufficient evidence exists to confirm the STTG membership. This file shall serve as the basis from which the unit is able to gather additional information.
 - c. Unit STTG files will be maintained in a locked file cabinet located in a secure area inaccessible to inmates. This cabinet will be kept locked at all times, and only those employees authorized by this directive will be permitted access to the file.
3. Authorized Access to STTG Files:
- Access to information in STTG files shall be limited to the following:
- a. Director, ~~Management Team~~ Chief Deputy
Director/Deputy/Assistant Director(s), Internal Affairs
Administrator, and Warden(s), or designee;
 - b. Deputy ~~Assistant~~ Warden(s);
 - c. Chief of Security/Majors;
 - d. ~~Internal Affairs Personnel~~ Gen. Intelligence Unit;
 - e. Classification Personnel
 - f. Unit ~~Security Threat Group~~ STTG Coordinator
4. Inter-Unit Transfer of STTG Files:

When a STTG Coordinator becomes aware that an inmate is transferred to a different facility, the STTG file shall be marked confidential and immediately transferred to the receiving unit.

- a. If the inmate is paroled or discharged from the unit, the STTG file will be sealed, marked confidential and forwarded to Centralized Records where it will be placed in the institutional file for electronic storage.
- b. The Unit STTG Coordinator will forward a monthly report of all STTG activities to the Warden/Administrator's office and Central Office Internal Affairs STTG Coordinator. This report should include inmates recently identified as members of groups, as well as any monthly Intelligence developed at the unit concerning incidents or individuals.
- c. The Central Office Internal Affairs STTG Coordinator will send all Intel to the Internal Affairs Administrator Emergency Preparedness Coordinator, who will then forward intelligence involving outside STTG activity to the Federal Joint Terrorism Task Force (JTTF), the State Fusion Center or any similar law enforcement agency as needed.
- d. The Central Office Internal Affairs STTG Coordinator shall conduct a departmental meeting on STTG coordinators meeting on a quarterly basis with all Unit STTG Coordinators for dissemination of latest intelligence as well as training.
- e. The Central Office Internal Affairs STTG Coordinator will conduct an annual review and audit of all STTG files. Files will also be reviewed during the yearly security audit. Findings will be submitted, in writing, to the Internal Affairs Administrator, Emergency Preparedness Coordinator and the Chief Deputy Director.

ARKANSAS DEPARTMENT OF CORRECTION

SELF-ADMISSION AS A SECURITY/TERRORIST THREAT GROUP MEMBER

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To: _____ DATE: _____

From: _____

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On this time _____ day of _____ 20____ I, _____

_____ ADC # _____ without threats or coercion,

admit to being a member of the _____

I give my admission to _____ after being

informed that this admission could not be used against me in disciplinary hearings. I understand that I will not receive any favors, nor have I been promised anything in return for this self-admission.

Inmate Signature _____ ADC # _____

Witness _____ Date _____

Witness _____ Date _____

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ARKANSAS DEPARTMENT OF CORRECTION
SECURITY/TERRORIST THREAT GROUP MEMBER VALIDATED FORM
ATTACHMENT BA

INMATE NAME: _____ ADC #: _____
Last, first, middle

AKA: _____ DOB: _____

SECURITY/TERRORIST THREAT GROUP AFFILIATION: _____

The supporting evidence indicated below is submitted for confirmation of the above-listed inmate as a security/terrorist threat group member.

- (A) _____ SELF-ADMISSION BY INMATE
(Attach copy of self-admission form)
- (B) _____ KNOWN SECURITY/TERRORIST THREAT GROUP TATTOO
(Attach photo or copy of photo showing inmate's security/terrorist threat group tattoo)
- (C) _____ KNOWN SECURITY/TERRORIST THREAT GROUP PARAPHERNALIA IN POSSESSION
(Attach copy of 401 forms and any additional documentation supporting 401 forms)
- (D) _____ INFORMATION RECEIVED FROM OUTSIDE LAW ENFORCEMENT AGENCY
(Attach reports, IOC, investigation, etc.)
- (E) _____ INFORMATION RECEIVED FROM INTERNAL AFFAIRS
(Attach documentation of information received)
- (F) _____ INFORMATION RECEIVED FROM CONFIDENTIAL SOURCES
(Attach documentation and detailed report of that information, omitting the confidential source's name)
- (G) _____ INMATE CORRESPONDENCE
(Attach copies of correspondence)
- (H) _____ SECURITY/TERRORIST THREAT GROUP PICTURES
(Attach photos or copies of photos of individual or group)
- (I) _____ OTHER
(Specify and attach any specific documentation being used for confirmation)

Recommended by: _____ Title _____ Date _____

Concurred by: _____ Title _____ Date _____

Validated by: _____ Title _____ Date _____

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ARKANSAS DEPARTMENT OF CORRECTION

SELF-ADMISSION AS A SECURITY/TERRORIST THREAT GROUP MEMBER
SECURITY/TERRORIST THREAT GROUP BRIEFING/ORIENTATION
ATTACHMENT C

It is extremely important that each inmate understands the **ZERO TOLERANCE** level of Security/Terrorist threat Groups (STTG) activity in the Arkansas Department of Corrections. This insures compliance with this STTG (Security/Terrorist Threat Groups) Briefing/Orientation, Attachment C. Every inmate is responsible for identifying themselves if they are in a STTG, or have been in or associated with a STTG, at any time. You understand that you should only discuss this with the STTG Coordinator. All information given voluntarily will not be held against you. If you violate these or any rules involving STTG activities, you will be subject to disciplinary action.

*****As Stated Before: All Information Is Confidential*****

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By my signature on this form, I acknowledge that:

1. An inmate will be properly identified and made aware of the policy and what is to be expected while in the Arkansas Department of Corrections.
2. No wearing or marking clothing, in a fashion or colors that would depict a gang, either in affiliation or slang (no sagging, pant leg rolled up one side, etc.).
3. No drawing, writing, or pictures, that could be considered paraphernalia associated with a gang.
4. No correspondence, either incoming and outgoing, that would be considered gang affiliated.
5. No codes, slang, or alphabets of any type will be tolerated.
6. No throwing/flashng hand signs or body language associated to or against any gang.
7. No possession of any items(s) associated with a gang. This will be considered contraband, and appropriate action will be taken.
8. No conversation with other inmates about gang activities, meeting, or recruitment will be tolerated.

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I HAVE READ, OR HAVE HAD READ TO ME THE RULES, AND FULLY UNDERSTAND THEM.

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Inmate Signature

ADC#To:

DATE:

From: _____

On this time _____ day of _____, 20____, I, _____

_____, ADC # _____, without threats or coercion.

admit to being a member of the _____,
I give my admission to _____ after being
informed that this admission could not be used against me in disciplinary hearings. I understand
that I will not receive any favors, nor have I been promised anything in return for
this self-admission.

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Inmate Signature ADC #

Witness Date

Witness Date

Security/Terrorist Threat Group Affiliation Date

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Witness Date

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ARKANSAS DEPARTMENT OF CORRECTION
SECURITY/TERRORIST THREAT GROUP MEMBER
CORRECTION FORM

ATTACHMENT DB

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The inmate listed below has been discovered through unit investigation to be misidentified or incorrectly designated as a member of a security/terrorist threat group called

_____.

The attached documents (IOC, Reports, etc.) were used in determining that the inmate was incorrectly designated as a security/terrorist threat group member.

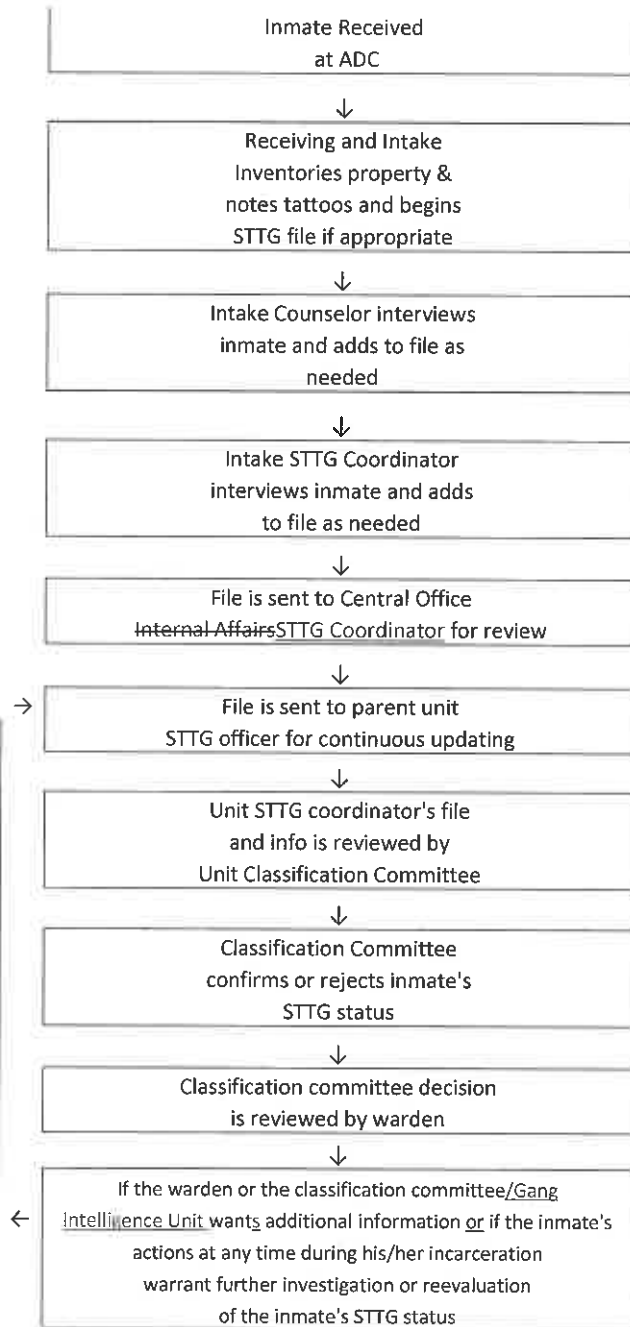
Please delete this individual from all central files concerning security/terrorist threat group affiliation and post his/her records accordingly.

INMATE NAME: _____ ADC # _____

Prepared by: _____ Date: _____

Concurred by: _____ Date: _____

Computer information deleted on: _____
Date





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

ADMINISTRATIVE DIRECTIVE

SUBJECT: Security/Terrorist Threat Groups (STTGs)

NUMBER: 18-23

SUPERSEDES: 10-25

APPLICABILITY: Director, Chief Deputy Director, Deputy/Assistant Directors, Wardens/Center Supervisors/Administrators, Majors, Internal Affairs Personnel, Classification Personnel, Records Personnel and Gang Intelligence Unit Personnel

REFERENCE: AR 802 – Classification of Offenders **PAGE 1 of 12**

APPROVED: Original signed by Wendy Kelley

EFFECTIVE DATE: 6/7/2018

I. POLICY:

It shall be the policy of the Department of Correction to establish procedures for the purpose of identification, confirmation and review of inmates' affiliation with security/terrorist threat groups and to set forth guidelines regarding the maintenance of inmate security/terrorist threat group files.

II. PURPOSE:

The following procedures are designed to establish a system by which inmates who meet certain criteria may be confirmed as members of designated security/terrorist threat groups and to provide means by which information gathered within the Arkansas Department of Correction relating to security/terrorist threat groups may be safeguarded.

Throughout the rest of this policy, Security/Terrorist Threat Groups will be referred to as STTGs.

III. **DEFINITIONS:**

Gang Intelligence Unit-Personnel assigned by the Director to assist in the controlling of gang activities within the Department.

Security/Terrorist Threat Group- A STTG is any group of inmates that the Department of Correction reasonably believes poses a threat to the security of the institution and/or to the physical safety of other inmates or staff by virtue of the group's nature and/or activities.

IV. **PROCEDURES:**

The following procedures outline the process by which STTGs and/or members are identified and designated as such. It should be noted that although a group may be recognized in the "free-world" or in other correctional institutions as a STTG and may have one or more inmate members in the department, such a group will be recognized by the department as being a security/terrorist threat group only if it meets the definition, criteria, and requirements set forth in this directive. However, groups and members not fitting the Arkansas Department of Correction criteria shall be investigated and identified as suspects, both as groups and/or members.

In addition, these procedures are being provided to ensure uniformity and consistency in the confirmation process by the unit's classification committee as well as to ensure that adequate records relating to STTG membership are maintained.

Information gathered shall be regarded as highly confidential and shall be disclosed only to the employees or persons authorized by this directive. The disclosure of this information by employee(s) to persons other than those authorized by this directive shall be considered a violation of the Arkansas Department of Correction rules and regulations.

A. Identification of STTGs and Members

1. Any group of inmates that the department reasonably believes is a STTG by definition.
2. Any inmate with suspected STTG ties.
3. Any inmate involved in incidents, events or threats that affects the institution or detention facility with possible STTG connection.

C. Unit Administration:

1. The unit administration shall be responsible for maintaining awareness at the unit level by disseminating relevant information to staff with respect to the identifying characteristics of STTG affiliation.
2. Unit personnel (including security, treatment, and administrative staff) suspecting an inmate of being a member of a STTG shall submit any substantiating evidence to the unit STTG Coordinator with any and all relevant documents attached (e.g., inmate mail, pictures, minutes of phone calls, pictures of tattoos, etc).
3. The Unit STTG Coordinator will submit sufficient substantiating evidence and documentation to the Unit Classification Committee or the Gang Intelligence Unit to ensure that inmates affiliated with designated STTGs are properly and accurately identified.
 - a. Characteristics used by the Classification Committee or the Gang Intelligence Unit in identifying and determining STTG members shall include but not be limited to:
 - (1) self-admission by inmate;
 - (2) known STTG tattoos;
 - (3) known STTG paraphernalia in possession or in property;
 - (4) information received from outside law enforcement agency(ies);
 - (5) information received from Internal Affairs Division of the Arkansas Department of Correction;
 - (6) information received from confidential informants;
 - (7) inmate correspondence;
 - (8) inmate telephone system recordings;
 - (9) STTG pictures (individual, group, etc.); and,
 - b. The Department's Emergency Preparedness Coordinator and a designated STTG Coordinator will maintain information and documentation concerning group STTG Intel at the Central Office. Information and intelligence maintained will include but not limited to:
 - (1) intent and purpose of the group;
 - (2) organizational structure of the group;
 - (3) specific violent acts or intended acts of violence that can be attributed to the group (e.g., assaults, homicides, conspiracy to commit murder, trafficking, contraband, etc.);

- (4) specific illegal acts, to include the intention or conspiracy to commit such acts, that can be associated with the group (e.g., extortion, protection, racketeering, contraband, PREA, etc.);
- (5) demographic patterns of the group within the Arkansas Department of Correction (e.g., group size, location, patterns of expansion, job assignments, decline of group membership, etc.);
- (6) group strength as indicated by the number of inmate members; and/or,
- (7) propensity for violence by the group within the department.

D. Responsibilities upon Initial Intake and Unit of Assignment

1. During initial intake and receiving process, the inmate's property and all possessions will be thoroughly searched, and anything indicating membership in a STTG will be confiscated, documented and turned over to the Unit STTG Coordinator. All tattoos signifying membership in STTG will be photographed cataloged, and entered in eOMIS. This will also be turned over to the Unit STTG Coordinator.
2. The intake counselor, or designee, will then interview the inmate and submit the findings in writing to the Unit STTG coordinator.
3. The Unit STTG coordinator recommends a custody designation which is commensurate for confirmed or suspected members of STTGs.
 - a. Once a newly received inmate is assigned to a unit and has been suspected of affiliation with a designated STTG, the unit STTG Coordinator will conduct an interview with the inmate and forward the results to the Unit Warden for review.
4. The Unit Classification Committee, upon receiving the file from the Unit STTG Coordinator, shall:
 - a. be convened, as needed, by the unit. The Unit Classification Committee may elect to conduct either a paper review or an in-person review.
 - b. upon completion of the review, the Unit Classification Committee will determine whether sufficient evidence exists to confirm an inmate's STTG affiliation.
 - (1) If the Unit Classification Committee or Gang intelligence Unit determines the evidence is sufficient to support membership in a STTG, the committee will then confirm the inmate's membership in the group.

- (2) If the Unit Classification Committee or Gang Intelligence Unit determines the evidence is not sufficient, the evidence will be maintained in a “suspected” STTG member file.

If the Unit Classification Committee or Gang intelligence Unit determines that the inmate has been incorrectly identified, the Unit Classification Committee will return the file to the Central Office STTG Coordinator for further investigation.

- (3) All file information and the Unit Classification Committee or Gang Intelligence Unit decisions concerning STTGs will then be entered into eOMIS. All STTG incidents relative to the inmate will be logged in the inmate STTG section, as well as inmate’s precautions section.
 - c. If at any time, during the inmate’s incarceration, the Unit STTG Coordinator suspects an inmate has changed affiliation into a different STTG, the appropriate documentation shall be forwarded to the Unit Classification Committee or Gang Intelligence Unit for reconfirmation (Attachment D).
 - d. The Warden, Deputy Warden, or Gang Intelligence Unit will review the information submitted regarding an inmate’s suspected affiliation with recognized STTG activities.

E. Guidelines for the Housing of STTG Members

All inmate STTG members will be assigned housing according to the Department of Correction classification policy and at the discretion of the Warden/Center Supervisor.

F. Maintaining STTG Files

1. The Unit STTG Coordinator shall be responsible for the maintenance of individual inmate files in which evidence, documentation, and correspondence relating to STTG activity will be included. The unit level file will contain documentation relative to the inmate’s affiliation such as:
 - a. Correspondence from the Unit Classification Committee or Gang Intelligence Unit;
 - b. Photocopy of inmate’s admissions summary and correctional program plan;
 - c. Photograph of STTG related tattoos;

- d. Photocopies of correspondence relating to STTG activities;
 - e. Investigative reports and documentation pertaining to the inmate's involvement in STTG activities;
 - f. Photocopy of form detailing evidence supporting confirmation of inmate's involvement in STTG activities (Attachment A);
 - g. All documentation maintained in the hardcopy file will also be maintained in eOMIS.
2. Files of all STTG inmates shall be maintained in two categories:
- a. Confirmed
 - b. Suspected - A suspected file will be maintained for each inmate where insufficient evidence exists to confirm the STTG membership. This file shall serve as the basis from which the unit is able to gather additional information.
 - c. Unit STTG files will be maintained in a locked file cabinet located in a secure area inaccessible to inmates. This cabinet will be kept locked at all times, and only those employees authorized by this directive will be permitted access to the file.
3. Authorized Access to STTG Files:
- Access to information in STTG files shall be limited to the following:
- a. Director, Management Team, Internal Affairs Administrator, and Warden(s), or designee;
 - b. Deputy Warden(s);
 - c. Chief of Security/Majors;
 - d. Gang Intelligence Unit;
 - e. Classification Personnel
 - f. Unit STTG Coordinator
4. Inter-Unit Transfer of STTG Files:

When a STTG Coordinator becomes aware that an inmate is transferred to a different facility, the STTG file shall be marked confidential and immediately transferred to the receiving unit.

- a. If the inmate is paroled or discharged from the unit, the STTG file will be sealed, marked confidential and forwarded to Centralized Records where it will be placed in the institutional file for electronic storage.
- b. The Unit STTG Coordinator will forward a monthly report of all STTG activities to the Warden/Administrator's office and Central Office STTG Coordinator. This report should include inmates recently identified as members of groups, as well as any monthly Intelligence developed at the unit concerning incidents or individuals.
- c. The Central Office STTG Coordinator will send all Intel to the Emergency Preparedness Coordinator, who will then forward intelligence involving outside STTG activity to the Federal Joint Terrorism Task Force (JTTF), the State Fusion Center or any similar law enforcement agency as needed.
- d. The Central Office STTG Coordinator shall conduct a meeting on a quarterly basis with all Unit STTG Coordinators for dissemination of latest intelligence as well as training.
- e. The Central Office STTG Coordinator will conduct an annual review and audit of all STTG files. Files will also be reviewed during the yearly security audit. Findings will be submitted, in writing, to the Emergency Preparedness Coordinator and the Chief Deputy Director.

ARKANSAS DEPARTMENT OF CORRECTION

SELF-ADMISSION AS A SECURITY/TERRORIST THREAT GROUP MEMBER

To: _____ DATE: _____

From: _____

On this time _____ day of _____ 20____, I, _____
_____, ADC # _____, without threats or coercion,
admit to being a member of the _____.

I give my admission to _____ after being
informed that this admission could not be used against me in disciplinary hearings. I understand
that I will not receive any favors, nor have I been promised anything in return for this self-
admission.

Inmate Signature

ADC #

Witness

Date

Witness

Date

ARKANSAS DEPARTMENT OF CORRECTION
SECURITY/TERRORIST THREAT GROUP MEMBER VALIDATED FORM
ATTACHMENT B

INMATE NAME: _____ ADC #: _____
Last, first, middle

AKA: _____ DOB: _____

SECURITY/TERRORIST THREAT GROUP AFFILIATION: _____

The supporting evidence indicated below is submitted for confirmation of the above-listed inmate as a security/terrorist threat group member.

- (A) _____ SELF-ADMISSION BY INMATE
(Attach copy of self-admission form)
- (B) _____ KNOWN SECURITY/TERRORIST THREAT GROUP TATTOO
(Attach photo or copy of photo showing inmate's security/terrorist threat group tattoo)
- (C) _____ KNOWN SECURITY/TERRORIST THREAT GROUP PARAPHERNALIA IN POSSESSION
(Attach copy of 401 forms and any additional documentation supporting 401 forms)
- (D) _____ INFORMATION RECEIVED FROM OUTSIDE LAW ENFORCEMENT AGENCY
(Attach reports, IOC, investigation, etc.)
- (E) _____ INFORMATION RECEIVED FROM INTERNAL AFFAIRS
(Attach documentation of information received)
- (F) _____ INFORMATION RECEIVED FROM CONFIDENTIAL SOURCES
(Attach documentation and detailed report of that information, omitting the confidential source's name)
- (G) _____ INMATE CORRESPONDENCE
(Attach copies of correspondence)
- (H) _____ SECURITY/TERRORIST THREAT GROUP PICTURES
(Attach photos or copies of photos of individual or group)
- (I) _____ OTHER
(Specify and attach any specific documentation being used for confirmation)

Recommended by: _____ Title _____ Date _____

Concurred by: _____ Title _____ Date _____

Validated by: _____ Title _____ Date _____

ARKANSAS DEPARTMENT OF CORRECTION

**SECURITY/TERRORIST THREAT GROUP BRIEFING/ORIENTATION
ATTACHMENT C**

It is extremely important that each inmate understands the **ZERO TOLERANCE** level of Security/Terrorist threat Groups (STTG) activity in the Arkansas Department of Corrections. This insures compliance with this STTG (Security/Terrorist Threat Groups) Briefing/Orientation, Attachment C. Every inmate is responsible for identifying themselves if they are in a STTG, or have been in or associated with a STTG, at any time. You understand that you should only discuss this with the STTG Coordinator. All information given voluntarily will not be held against you. If you violate these or any rules involving STTG activities, you will be subject to disciplinary action.

*******As Stated Before: All Information Is Confidential*******

By my signature on this form, I acknowledge that:

1. An inmate will be properly identified and made aware of the policy, and what is to be expected while in the Arkansas Department of Corrections.
2. No wearing or marking clothing, in a fashion or colors that would depict a gang, either in affiliation or slang (no sagging, pant leg rolled up one side, etc.).
3. No drawing, writing, or pictures, that could be considered paraphernalia associated with a gang.
4. No correspondence, either incoming and outgoing, that would be considered gang affiliated.
5. No codes, slang, or alphabets of any type will be tolerated.
6. No throwing/flashing hand signs or body language associated to or against any gang.
7. No possession of any items(s) associated with a gang. This will be considered contraband, and appropriate action will be taken.
8. No conversation with other inmates about gang activities, meeting or recruitment will be tolerated.

I HAVE READ, OR HAVE HAD READ TO ME THE RULES, AND FULLY UNDERSTAND THEM.

Inmate Signature

ADC#

Security/Terrorist Threat Group Affiliation

Date

Witness

Date

**ARKANSAS DEPARTMENT OF CORRECTION
SECURITY/TERRORIST THREAT GROUP MEMBER
CORRECTION FORM**

ATTACHMENT D

The inmate listed below has been discovered through unit investigation to be misidentified or incorrectly designated as a member of a security/terrorist threat group called

The attached documents (IOC, Reports, etc.) were used in determining that the inmate was incorrectly designated as a security/terrorist threat group member.

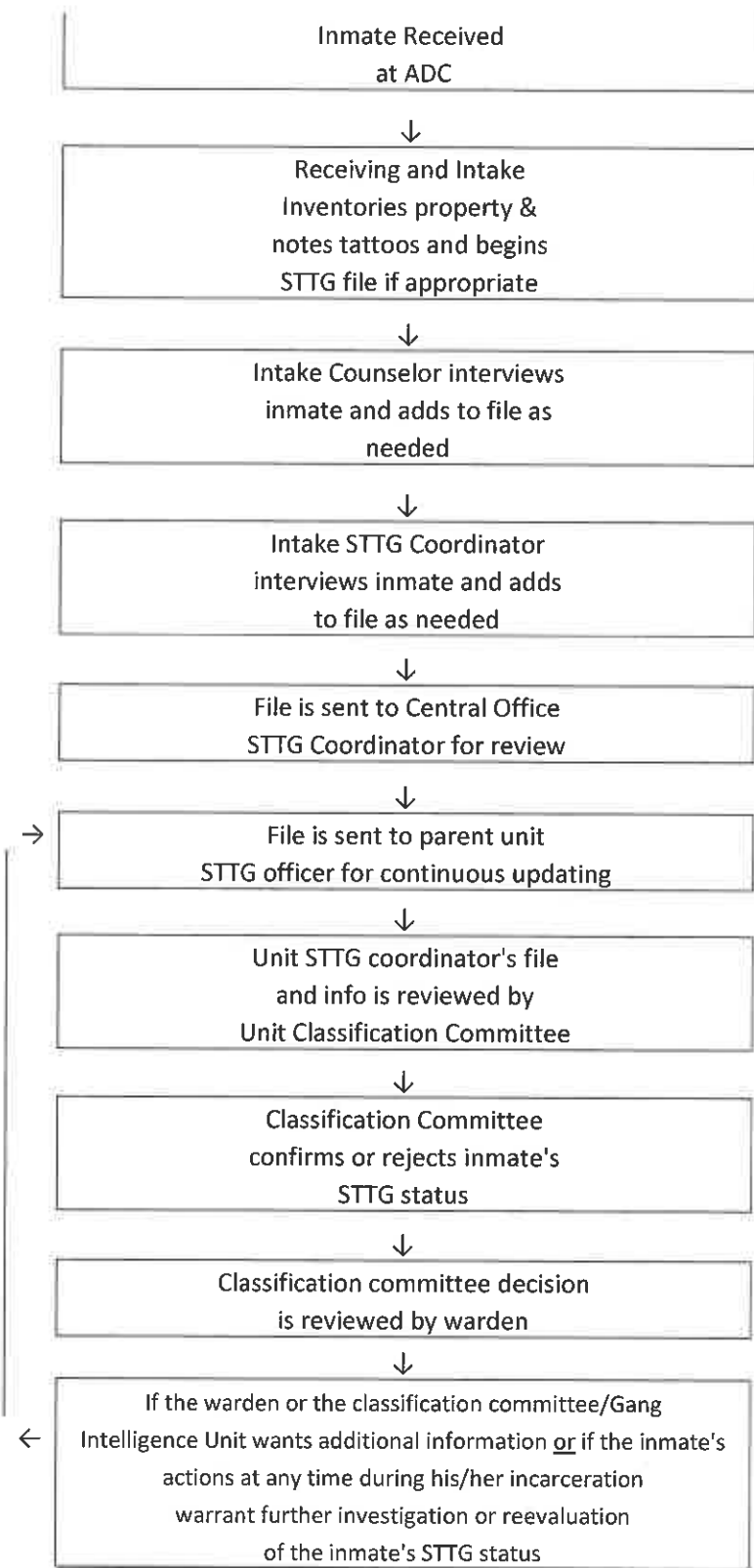
Please delete this individual from all central files concerning security/terrorist threat group affiliation and post his/her records accordingly.

INMATE NAME: _____ ADC # _____

Prepared by: _____ Date: _____

Concurred by: _____ Date: _____

Computer information deleted on: _____
Date





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

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ADMINISTRATIVE DIRECTIVE

SUBJECT: Inmate Access to Telephones

NUMBER: 18-3-36

SUPERSEDES: 13-361-64

APPLICABILITY: All Employees and Inmates

REFERENCE: AR 867 Use of Telephones

PAGE 1 of 108

APPROVED: Original signed by Ray Hobbs
EFFECTIVE DATE: 10/25/2013

I. POLICY:

It shall be the policy to authorize unit Wardens and Center Supervisors to provide inmates access to coinless collect telephones. Access to these phones may be limited when it is necessary to protect the public safety and/or institutional order and safety.

II. EXPLANATION:

The Department of Correction realizes the importance of contact between inmates and other persons. Policy and procedure is needed to establish an orderly use of telephone privileges by the inmate population.

III. PROCEDURES:

A. Inmate Personal Phone Use

1. Inmates must complete Investigator Pro (IPRO) enrollment prior to use of the Inmate Phone System. Use of the Inmate Phone System is not available to inmates not enrolled.

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- 1.2. Inmates will be provided up to ten (10) copies of the Visitation/Telephone Authorization form at their parent unit. The inmate is responsible for providing the form to their family, friends and attorney. All applicable information is required and must be completed by the applicant.
- 2.3. Minors are not allowed to be added to an inmate's approved telephone list. If an inmate desires telephone contact with a minor, the adult owner of the telephone number, at which the minor may be contacted, must complete the Visitation/Telephone Authorization form in their name. (This is not to prohibit parent and child communication; those issues will be brought to the Warden for resolution.)
- 3.4. Once the completed application is returned, the visitation clerk or designee will perform a criminal history query. Any incomplete application will be rejected and returned to the applicant for completion of mandatory information.
- 4.5. Upon the Warden's/Deputy Assistant Warden's approval of the Visitation/Telephone Authorization form, the Unit Visitation Clerk or designee will add the applicant's information to the inmate's Relatives and Associates List in eOMIS, stamp the form for approval, and forward to the Contracted Telephone Coordinator.
- 5.6. Inmates are limited to 1 telephone number per approved contact not to exceed (10) ten total contact numbers, on their approved list, which shall not contain certain numbers (i.e., judges, prosecutors, family of victims, ex-inmates, etc.).
- 6.7. PREA Hotline, Media3 Player Customer Assistance Line and Attorney phone numbers are not included in the phone list limit of ten (10) numbers.
- 7.8. Telephone calls shall be limited to thirty (30) minutes per call excluding the inmate's attorney.
- 8.9. All telephone calls, except those to an attorney, will be recorded and may be monitored, and that "use" constitutes "consent." The attorney exception does not apply in cases where the relationship is not of a professional attorney-client one, such as situations where the attorney is a family member or friend.
- 9.10. Three-way calling and call forwarding are not permitted and will be considered an abuse of telephone privileges.
- 10.11. Abuse of telephone privileges may result in disciplinary action, suspension and/or termination of use of the telephone system. Abuse sanctions are identified and referenced in the Inmate Disciplinary Manual.

- ~~11.12.~~ All phone calls must be pre-paid or collect. Incoming calls shall not be permitted. Additional information regarding prepaid accounts can be found on the Arkansas Department of Correction's web page.
- ~~12.13.~~ Inmates in punitive housing segregation are not allowed telephone privileges except in cases of emergency or as provided by policy.
- ~~13.14.~~ Inmates can only delete names once every 90 days unless an exception is granted by the Warden or Center Supervisor. Revision of the inmate's current phone list to the limit of ten (10) numbers will be initiated by the Contracted Telephone Coordinator-Service Provider upon the next requested list update. At that time, the inmate must select the ten (10) preferred phone numbers, one (1) per each person on the inmates approved list, before an addition can be made to the inmate's phone list.
- ~~14.15.~~ Phone call recipients may request removal from an inmate's phone list at any time by submission of a written letter requesting the removal. The letter shall be addressed to the Unit Visitation Clerk to include the following information:
- a. Inmate's Name
 - b. ADC Number
 - c. Recipient's Name
 - d. Phone Number to be removed
- ~~15.16.~~ If the recipient of the call indicates they do not wish to receive calls, the inmate will be advised in writing and the number deleted from their calling list.
- ~~16.17.~~ Employees/Former Employees
- a. Current ADC employees and contract employees (working in an ADC facility), shall not be approved for telephone calls unless, prior to their employment, they were immediate family members of the inmate. "Immediate family members" are those individuals defined in the department's inmate visitation policy.
 - b. Former ADC employees and former contract employees shall not be approved for the telephone usage for a period of three (3) years from their last date of employment unless, prior to their employment, they were immediate family members of the inmate. Former employees or contract employees who were on an inmate's approved telephone list prior to the effective date of this policy shall be allowed to remain on the list. -Waivers of the three (3)-year period for former employees, contractors, interns, or students may be granted by the Warden or Center Supervisor if the

employee left in good standing and is an immediate family member and/or an attorney of record for the inmate.

47-18. Volunteers/Former Volunteers

- a. Volunteers, including interns, with the Arkansas Department of Correction shall not be placed on any inmate's approved telephone list unless they are immediate family members and were so related to the inmate prior to their work as a volunteer or the inmate's incarceration.
- b. Former volunteers and interns may be placed on an inmate's approved telephone list eighteen (18) months following their last date as a volunteer. Waivers can be granted by the Warden if the volunteer left in good standing and is an immediate family member and/or an attorney of record for the inmate.

48-19. Applicants with Prior Convictions:

- a. Immediate family members with past felony convictions may not apply for addition to an inmate's telephone call list until six (6) months after their release from confinement. If the applicant is currently on probation/parole, his/her supervising officer must submit written approval directly to the unit. Regardless, approval for addition to an inmate's telephone call list must also be obtained from the Warden.
- b. Non-immediate family members who apply for addition to an inmate's telephone call list and have a prior felony criminal record or serious misdemeanor conviction may be granted telephone privileges only by the Director or his designee.

B. Legal Assistance

1. Applications requesting the addition of Attorney telephone numbers must be verified by the Unit Visitation Clerk. Attorneys must provide their name, address, phone number(s), bar number and state where licensed, indicating that he/she is an attorney in good standing. If possible, verification of this information should include an attorney search from the Arkansas Attorney Search Website, maintained by the Arkansas Supreme Court.
 1. http://courts.state.ar.us/attorneys/attorney_search.cfm
2. Attorneys may contact the Warden/Center Supervisor's/Administrator's office or his/her designee to request a return call from the inmate.

Attorney telephone calls shall not be monitored or electronically recorded, provided the attorney properly notified the Department that his/her telephone

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registration form is for the inmate's attorney, and the information has been verified.

**ARKANSAS DEPARTMENT OF CORRECTION
VISITATION /TELEPHONE CONTACT REQUEST AND AUTHORIZATION FORM**

Please circle your request selection: ADDITION CHANGE

PLEASE MAKE SELECTION : PHONE LIST _____ VISITATION LIST _____ BOTH _____

Inmate's Name: _____ ADC# _____

Applicant's Name: _____

PLEASE PRINT NAME AS IT APPEARS ON DRIVER'S LICENSE

Street or Address _____ Street _____ City _____ State _____ Zip Code _____

Mailing Address _____ Street _____ City _____ State _____ Zip Code _____

Date of Birth: ____/____/____ Telephone Number: _____
Month Day Year

Are you a **CURRENT** or **PREVIOUS** ADC employee or (**CONTRACT** employee or **VOLUNTEER**)? YES _____ NO _____

IF YES, Date last employed or volunteered: _____ Unit of Assignment: _____

SOCIAL SECURITY #: _____

Valid Driver's License Number/State Issued Photo ID Number: _____ SEX: _____ RACE: _____

Driver's License **STATE of ISSUE** ()

Relationship to Inmate: _____

If form is for an Attorney request, provide State Bar Card Number _____

ARE YOU PRESENTLY ON THE APPROVED **PHONE LIST** OF ANOTHER INMATE INCARCERATED WITHIN THE ARKANSAS DEPARTMENT OF CORRECTION? YES () NO () **IF YES, PLEASE COMPLETE THE FOLLOWING; IF MORE THAN ONE, LIST ALL. Use additional paper if needed.**

Inmate Name _____	ADC # _____	RELATIONSHIP _____	Incarceration Unit _____
Inmate Name _____	ADC # _____	RELATIONSHIP _____	Incarceration Unit _____

ARE YOU PRESENTLY ON THE APPROVED **VISITATION LIST** OF ANOTHER INMATE INCARCERATED WITHIN THE ARKANSAS DEPARTMENT OF CORRECTION? YES () NO () **IF YES, PLEASE COMPLETE THE FOLLOWING; IF MORE THAN ONE, LIST ALL. Use additional paper if needed.**

Inmate Name _____	ADC # _____	RELATIONSHIP _____	Incarceration Unit _____
Inmate Name _____	ADC # _____	RELATIONSHIP _____	Incarceration Unit _____

SEARCH AUTHORIZATION

I, _____ OF _____ City _____ State _____ request

permission from the Arkansas Department of Correction, to Visit and/or Contact by telephone, Inmate _____, ADC # _____
I have read the rules and regulations on the back of this form and I understand them fully. I do agree to abide fully by such rules and regulations. I understand that there will be consequences should I fail to follow the rules and regulations governing telephone usage, both those located on the back of this application and rules posted at the Unit. In consideration for being granted permission to telephone usage and/or visitation, I consent to a criminal background check(s).

COMPLETE AND RETURN THIS FORM TO:

VISITATION CLERK
At the Inmate's Assigned Unit

Printed Applicant's Name (Must be Legible or Form Cannot Be Processed)

Signature of Applicant

If you are under 18 years of age, your Legal Guardian's approval to visit and consent to a search of your person and possessions or contact by telephone must be indicated by signing below. Additionally, you will be required to have an approved adult with you to visit. Signature of Parent or Legal Guardian constitutes "consent" or approval.

Relationship to Applicant:

Signature of Legal Guardian

Clearly Print Parent or Legal Guardian's Name

A. Inmate Personal Phone Use

1. Inmates will be provided up to ten (10) copies of the Visitation/Telephone Authorization Form at their parent unit. The inmate is responsible for providing the form to their family, friends and attorney. All applicable information is required and must be completed by the applicant.
2. Minors are not allowed to be added to an inmate's approved telephone list. If an inmate desires telephone contact with a minor, the adult owner of the telephone number at which the minor may be contacted, must complete the Visitation/Telephone Authorization form in their name. (This is not to prohibit parent and child communication; those issues will be brought to the Warden for resolution.)
3. Once the completed application is returned, the Unit Visitation Clerk or designee will perform a criminal history query. Any incomplete application will be rejected and returned to the applicant for completion of mandatory information.
4. Upon the Warden's/Deputy Warden's approval of the Visitation/Telephone Authorization form, the Unit Visitation Clerk will add the applicant's information to the inmate's Relatives and Associates List in eOMIS, stamp the form for approval, and forward to the contracted telephone coordinator.
5. Inmates are limited to ten (10) numbers on their approved list, which shall not contain certain numbers (i.e., judges, prosecutors, family of victims, or ex-inmates, etc.) Inmates are limited to (1) telephone number per approved contact.
6. PREA Hotline and Attorney phone numbers are not included in the phone list limit of ten (10) numbers.
7. Telephone calls shall be limited to thirty (30) minutes per call excluding the inmate's attorney.
8. All telephone calls, except those to an attorney, will be recorded and may be monitored, and this "may" constitutes "consent." The attorney exception does not apply in cases where the relationship is not of a professional attorney-client one, such as situations where the attorney is a family member or friend.
9. Three-way calling and call forwarding are not permitted and will be considered an abuse of telephone privileges.
10. Abuse of telephone privileges may result in disciplinary action, suspension and/or termination of use of the telephone system. Abuse sanctions are identified and referenced in the Inmate Disciplinary Manual.
11. All phone calls must be pre-paid or collect. Incoming calls shall not be permitted. Additional information regarding prepaid accounts can be found in the Arkansas Department of Correction's web page.
12. Inmates in punitive housing are not allowed telephone privileges except in cases of emergency or as provided by policy.
13. Inmates can only delete numbers once every 90 days unless an exception is granted by the Warden or Circuit Supervisor. Revision of the inmate's current phone list to the limit of ten (10) numbers will be initiated by the Contracted Telephone Service Provider upon the next requested list update. At that time the inmate must select the ten (10) preferred phone numbers from his/her existing list.
14. Phone call recipients may request removal from an inmate's phone list at any time by submission of a written letter requesting the removal. The letter shall be addressed to the Unit Visitation Clerk to include the following information:
 - a. Inmate's Name
 - b. ADC Number
 - c. Recipient's Name
 - d. Phone Number to be removed
15. If the recipient of the call indicates that they do not wish to receive calls, the inmate will be advised in writing and the number deleted from their calling list.
16. Immediate family members with past felony convictions may not apply for addition to an inmate's telephone call list until six (6) months after their release from confinement. If the applicant is currently on probation/parole, his/her supervising officer must submit written approval directly to the unit. Regardless, approval for addition to an inmate's telephone call list must also be obtained from the Warden. Non-immediate family members who apply for addition to an inmate's telephone call list and have a prior felony criminal record or serious misdemeanor conviction may be granted telephone privileges only by the Director or designee.
17. Inmates must complete Investigator Pro (IPRO) enrollment prior to use of the Inmate Phone System. Use of the Inmate Phone System is not available to inmates not enrolled.

B. Legal Assistance

1. Applications requesting the addition of Attorney telephone numbers must be verified by the Unit Visitation Clerk. Attorneys must provide their name, address, phone number(s), bar number and state where licensed, indicating that he/she is an attorney in good standing. If possible, verification of this information should include an attorney search from the Arkansas Attorney Search Website: http://courts.state.ar.us/attorneys/attorney_search.cfm
2. Attorneys may contact the Warden, Center Supervisor/Administrator's office or his/her designee to request a return call from the inmate.

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3. Attorney telephone calls shall not be monitored or electronically recorded, provided the attorney properly notified the Department that his/her telephone registration form is for the inmate's attorney, and the information has been verified.

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Rules Governing Inmate Visitation

In order for you to be placed on the approved visitation list, this form must be legibly completed in its entirety and RETURNED TO THE ADDRESS INDICATED. DO NOT RETURN THE APPLICATION TO THE INMATE. Note that upon request, the inmate may remove any or all visitors from his/her approved visitation list. It is the responsibility of the inmate to notify you if your application is approved for visitation, of the visitation schedule, and any changes to either.

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You may contact the particular unit to confirm the visitation schedule at that unit. Visits will not be scheduled on a holiday unless the holiday occurs on the inmate's regularly scheduled visitation day.

Visits for inmates assigned to administrative segregation may be arranged by contacting the Visitation Office. These visits will be conducted in a more secure setting. Inmates assigned to punitive status may be permitted to receive visits of two hours one time per month. These visits must be requested at least 24 hours in advance and must be approved by the Warden or designee based on the inmate's behavior.

All persons, property, and vehicles entering State property shall be subject to search. Additionally, all applicants and visitors will be subject to a criminal background check at application, and each visit.

No more than four (4) persons shall be permitted to visit any one inmate during any visitation period. All visitors must be on the approved visitation list. A person of any age is counted as one of the four persons allowed to visit. When an inmate has minor children that would exceed the number of allowed visitors (with an adult visitor), a maximum of two (2) adults will be allowed to accompany the inmate's minor children during the visitation period. The Warden must authorize any other exceptions.

Heelcut, provocative, or inappropriate clothing will not be permitted. No hater tops, tank tops, hats, shorts, mini skirts/dresses, see-through clothing or camouflage attire may be worn. No sleeveless tops are allowed because shoulders must be covered at all times. Children 10 years of age and under will be allowed to wear shorts of an appropriate length.

Visitors will not be permitted to give any inmate money, gifts, food or any other items. **THE FURNISHING OR INTRODUCTION OF ANY PROHIBITED ARTICLE INTO A DEPARTMENT FACILITY IS IN VIOLATION OF ARKANSAS CODE 5-54-119 AND IS A FELONY PUNISHABLE BY LAW. THIS INCLUDES TOBACCO, ANY SMOKING PARAPHERNALIA, ELECTRONIC COMMUNICATION DEVICES, ALCOHOL AND/OR DRUGS.** Visitors will be allowed to carry in only the following items: small coin purse, billfold, identification, baby bottle, baby diapers and diaper wipes, car keys and jewelry (being worn). A Warden may place a limit on the amount of money or other items that can be brought into the visitation area.

Visitors who have been admitted to the institution to visit an inmate shall not visit any other inmate at any time, unless the Warden or designee grants specific permission for such visit in advance.

Improper conduct on the part of any visitor shall result in immediate termination of the visit and may result in the suspension or revocation of visiting privileges. Children must be kept from running and kept as quiet as possible so as not to interfere with other visits.

Any visitor under the influence of alcohol and/or drugs, or the knowingly bringing or attempting to bring, any weapons, drugs, tobacco, electronic communication devices, etc., into the institution, or upon its grounds, may be detained for arrest by the appropriate authorities or removed from the institution grounds immediately. The incident shall be reported to the Prosecuting Attorney for appropriate action. In addition, incidents shall result in the indefinite suspension of all visiting privileges of such person(s).

Certain and former ADC employees, contract employees, etc., shall not be approved for visitation or telephone calls for a period of three (3) years from last date of employment, unless they are immediate family members and were so prior to their employment. Any person who has participated as a volunteer at any time within the last eighteen (18) months shall not be placed on any inmate's visitation or telephone list unless they are immediate family members and were so prior to their work as a volunteer or the inmate's incarceration. Waivers can be granted by wardens if employees or volunteers left in good standing.

A. Inmate Personal Phone Use

1. Inmates will be provided up to ten (10) copies of the Visitation/Telephone Authorization Form at their parent unit. The inmate is responsible for providing the form to their family, friends and attorney. All applicable information is required and must be completed by the applicant.
2. Minors are not allowed to be added to an inmate's approved telephone list. If an inmate desires telephone contact with a minor, the adult owner of the telephone number at which the minor may be contacted, must complete the Visitation/Telephone Authorization form in their name. (This is not to prohibit parent and child communication; those issues will be brought to the Warden for resolution.)
3. Once the completed application is returned, the Unit Visitation Clerk or designee will perform a criminal history query. Any incomplete application will be rejected and returned to the applicant for completion of mandatory information.
4. Upon the Warden's/Deputy/Assistant Warden's approval of the Visitation/Telephone Authorization form, the Unit Visitation Clerk will add the applicant's information to the inmate's Relatives and Associates List in eOMIS, stamp the form for approval, and forward to the contracted telephone coordinator.
5. Inmates are limited to ten (10) numbers on their approved list, which shall not contain certain numbers (i.e., judges, prosecutors, family of victims, or ex-inmates, etc.).
6. PREA Hotline and Attorney phone numbers are not included in the phone list limit of ten (10) numbers.
7. Telephone calls shall be limited to thirty (30) minutes per call excluding the inmate's attorney.
8. All telephone calls, except those to an attorney, will be recorded and may be monitored, and that "use" constitutes "consent." The attorney exception does not apply in cases where the relationship is not of a professional attorney-client one, such as situations where the attorney is a family member or friend.
9. Three-way calling and call forwarding are not permitted and will be considered an abuse of telephone privileges.
10. Abuse of telephone privileges may result in disciplinary action, suspension and/or termination of use of the telephone system. Abuse sanctions are identified and referenced in the Inmate Disciplinary Manual.
11. All phone calls must be pre-paid or collect. Incoming calls shall not be permitted. Additional information regarding prepaid accounts can be found on the Arkansas Department of Correction's web page.
12. Inmates in punitive segregation are not allowed telephone privileges except in cases of emergency or as provided by policy.
13. Inmates can only delete names once every 90 days unless an exception is granted by the Warden. Revision of the inmate's current phone list to the limit of ten (10) numbers will be initiated by the Contracted Telephone Coordinator upon the next requested list update. At that time the inmate must select the ten (10) preferred phone numbers from his/her existing list.
14. Phone call recipients may request removal from an inmate's phone list at any time by submission of a written letter requesting the removal. The letter shall be addressed to the Unit Visitation Clerk to include the following information:
 - a. Inmate's Name
 - b. ADC Number
 - c. Recipient's Name
 - d. Phone Number to be removed
15. If the recipient of the call indicates that they do not wish to receive calls, the inmate will be advised in writing and the number deleted from their calling list.
16. Immediate family members with past felony convictions may not apply for addition to an inmate's telephone call list until six (6) months after their release from confinement. If the applicant is currently on probation/parole, his/her supervising officer must submit written approval directly to the unit. Regardless, approval for addition to an inmate's telephone call list must also be obtained from the Warden. Non-immediate family members who apply for addition to an inmate's telephone call list and have a prior felony criminal record or serious misdemeanor conviction may be granted telephone privileges only by the Director or designee.

B. Legal Assistance

1. Applications requesting the addition of Attorney telephone numbers must be verified by the Unit Visitation Clerk. Attorneys must provide their name, address, phone number(s), bar number and state where licensed, indicating that he/she is an attorney in good standing. If possible, verification of this information should include an attorney search from the Arkansas Attorney Search Website: http://courts.state.ar.us/attorneys/attorney_search.cfm
2. Attorneys may contact the Warden/Center Supervisor/Administrator's office or his/her designee to request a return call from the inmate.
3. Attorney telephone calls shall not be monitored or electronically recorded, provided the attorney properly notified the Department that his/her telephone registration form is for the inmate's attorney, and the information has been verified.

REQUEST TO UPDATE CURRENT PHONE LIST

UNIT:	DATE:
INMATE'S NAME:	
INMATE'S ADC NUMBER:	PIN:

KEEP THE NUMBERS BELOW ON MY LIST AND DELETE ALL OTHERS

INMATES ARE ALLOWED A TOTAL OF 10 ACTIVE PHONE NUMBERS.

AREA CODE + NUMBER	NAME	ADDRESS	CITY	STATE
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()				
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()				
()				
()				
()				
()				

This form cannot be used to add a new telephone number. All phone number **additions** must be submitted by the owner of the phone on a visitation/phone form and returned to the visitation clerk at your facility. The inmate is responsible for providing the form to their family, friends and attorney.

INMATE SIGNATURE:



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

ADMINISTRATIVE DIRECTIVE

SUBJECT: Inmate Access to Telephones

NUMBER: 18-24

SUPERSEDES: 13-36

APPLICABILITY: All Employees and Inmates

REFERENCE: AR 867 Use of Telephones

PAGE 1 of 8

APPROVED: Original signed by Wendy Kelley

EFFECTIVE DATE: 6/14/18

I. POLICY:

It shall be the policy to authorize unit Wardens and Center Supervisors to provide inmates access to coinless collect telephones. Access to these phones may be limited when it is necessary to protect the public safety and/or institutional order and safety.

II. EXPLANATION:

The Department of Correction realizes the importance of contact between inmates and other persons. Policy and procedure is needed to establish an orderly use of telephone privileges by the inmate population.

III. PROCEDURES:

A. Inmate Personal Phone Use

1. Inmates must complete Investigator Pro (IPRO) enrollment prior to use of the Inmate Phone System. Use of the inmate Phone System is not available to inmates not enrolled.

2. Inmates will be provided up to ten (10) copies of the Visitation/Telephone Authorization form at their parent unit. The inmate is responsible for providing the form to their family, friends and attorney. All applicable information is required and must be completed by the applicant.
3. Minors are not allowed to be added to an inmate's approved telephone list. If an inmate desires telephone contact with a minor, the adult owner of the telephone number, at which the minor may be contacted, must complete the Visitation/Telephone Authorization form in their name. (This is not to prohibit parent and child communication; those issues will be brought to the Warden for resolution.)
4. Once the completed application is returned, the visitation clerk or designee will perform a criminal history query. Any incomplete application will be rejected and returned to the applicant for completion of mandatory information.
5. Upon the Warden's/Deputy Warden's approval of the Visitation/Telephone Authorization form, the Unit Visitation Clerk or designee will add the applicant's information to the inmate's Relatives and Associates List in eOMIS, stamp the form for approval, and forward to the Contracted Telephone Coordinator.
6. Inmates are limited to 1 telephone number per approved contact not to exceed (10) ten total contact numbers, on their approved list, which shall not contain certain numbers (i.e., judges, prosecutors, family of victims, ex-inmates, etc.).
7. PREA Hotline, Media Player Customer Assistance Line and Attorney phone numbers are not included in the phone list limit of ten (10) numbers.
8. Telephone calls shall be limited to thirty (30 minutes per call excluding the inmate's attorney.
9. All telephone calls, except those to an attorney, will be recorded and may be monitored, and that "use" constitutes "consent." The attorney exception does not apply in cases where the relationship is not of a professional attorney-client one, such as situations where the attorney is a family member or friend.
10. Three-way calling and call forwarding are not permitted and will be considered an abuse of telephone privileges.
11. Abuse of telephone privileges may result in disciplinary action, suspension and/or termination of use of the telephone system. Abuse sanctions are identified and referenced in the Inmate Disciplinary Manual.

12. All phone calls must be pre-paid or collect. Incoming calls shall not be permitted. Additional information regarding prepaid accounts can be found on the Arkansas Department of Correction's web page.
13. Inmates in punitive housing are not allowed telephone privileges except in cases of emergency or as provided by policy.
14. Inmates can only delete names once every 90 days unless an exception is granted by the Warden or Center Supervisor. Revision of the inmate's current phone list to the limit of ten (10) numbers will be initiated by the Contracted Telephone Service Provider upon the next requested list update. At that time, the inmate must select the ten (10) preferred phone numbers, one (1) per each person on the inmates approved list, before an addition can be made to the inmate's phone list.
15. Phone call recipients may request removal from an inmate's phone list at any time by submission of a written letter requesting the removal. The letter shall be addressed to the Unit Visitation Clerk to include the following information:
 - a. Inmate's Name
 - b. ADC Number
 - c. Recipient's Name
 - d. Phone Number to be removed
16. If the recipient of the call indicates they do not wish to receive calls, the inmate will be advised in writing and the number deleted from their calling list.
17. Employees/Former Employees
 - a. Current ADC employees and contract employees (working in an ADC facility), shall not be approved for telephone calls unless, prior to their employment, they were immediate family members of the inmate. "Immediate family members" are those individuals defined in the department's inmate visitation policy.
 - b. Former ADC employees and former contract employees shall not be approved for the telephone usage for a period of three (3) years from their last date of employment unless, prior to their employment, they were immediate family members of the inmate. Former employees or contract employees who were on an inmate's approved telephone list prior to the effective date of this policy shall be allowed to remain on the list. Waivers of the three (3)-year period for former employees, contractors, interns, or students may be granted by the Warden or Center Supervisor if the employee left

in good standing and is an immediate family member and/or an attorney of record for the inmate.

18. Volunteers/Former Volunteers

- a. Volunteers, including interns, with the Arkansas Department of Correction shall not be placed on any inmate's approved telephone list unless they are immediate family members and were so related to the inmate prior to their work as a volunteer or the inmate's incarceration.
- b. Former volunteers and interns may be placed on an inmate's approved telephone list eighteen (18) months following their last date as a volunteer. Waivers can be granted by the Warden if the volunteer left in good standing and is an immediate family member and/or an attorney of record for the inmate.

19. Applicants with Prior Convictions:

- a. Immediate family members with past felony convictions may not apply for addition to an inmate's telephone call list until six (6) months after their release from confinement. If the applicant is currently on probation/parole, his/her supervising officer must submit written approval directly to the unit. Regardless, approval for addition to an inmate's telephone call list must also be obtained from the Warden.
- b. Non-immediate family members who apply for addition to an inmate's telephone call list and have a prior felony criminal record or serious misdemeanor conviction may be granted telephone privileges only by the Director or his designee.

B. Legal Assistance

1. Applications requesting the addition of Attorney telephone numbers must be verified by the Unit Visitation Clerk. Attorneys must provide their name, address, phone number(s), bar number and state where licensed, indicating that he/she is an attorney in good standing. If possible, verification of this information should include an attorney search from the Arkansas Attorney Search Website, maintained by the Arkansas Supreme Court.
2. Attorneys may contact the Warden/Center Supervisor's office or his/her designee to request a return call from the inmate.

Attorney telephone calls shall not be monitored or electronically recorded, provided the attorney properly notified the Department that his/her telephone registration form is for the inmate's attorney, and the information has been verified.

**ARKANSAS DEPARTMENT OF CORRECTION
VISITATION /TELEPHONE CONTACT REQUEST AND AUTHORIZATION FORM**

Please circle your request selection: ADDITION CHANGE

PLEASE MAKE SELECTION : PHONE LIST _____ VISITATION LIST _____ BOTH _____

Inmate's Name: _____ ADC# _____

Applicant's Name: _____

PLEASE PRINT NAME AS IT APPEARS ON DRIVER'S LICENSE

Street or Address _____

Street _____ City _____ State _____ Zip Code _____

Mailing Address _____

Street _____ City _____ State _____ Zip Code _____

Date of Birth: ____/____/____ Telephone Number: _____
Month Day Year

Are you a **CURRENT** or **PREVIOUS** ADC employee or (**CONTRACT** employee or **VOLUNTEER**)? YES _____ NO _____

IF YES, Date last employed or volunteered: _____ Unit of Assignment: _____

SOCIAL SECURITY #: _____

Valid Driver's License Number/State Issued Photo ID Number: _____ **SEX**: _____ **RACE**: _____

Driver's License STATE of ISSUE (_____)

Relationship to Inmate: _____

If form is for an Attorney request, provide State Bar Card Number _____

ARE YOU PRESENTLY ON THE APPROVED **PHONE LIST** OF ANOTHER INMATE INCARCERATED WITHIN THE ARKANSAS DEPARTMENT OF CORRECTION? YES () NO () IF YES, PLEASE COMPLETE THE FOLLOWING; IF MORE THAN ONE, LIST ALL. Use additional paper if needed.

Inmate Name _____	ADC # _____	RELATIONSHIP _____	Incarceration Unit _____
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Inmate Name _____	ADC # _____	RELATIONSHIP _____	Incarceration Unit _____
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ARE YOU PRESENTLY ON THE APPROVED **VISITATION LIST** OF ANOTHER INMATE INCARCERATED WITHIN THE ARKANSAS DEPARTMENT OF CORRECTION? YES () NO () IF YES, PLEASE COMPLETE THE FOLLOWING; IF MORE THAN ONE, LIST ALL. Use additional paper if needed.

Inmate Name _____	ADC # _____	RELATIONSHIP _____	Incarceration Unit _____
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Inmate Name _____	ADC # _____	RELATIONSHIP _____	Incarceration Unit _____
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SEARCH AUTHORIZATION

I, _____ OF _____ request

Name

City

State

permission from the Arkansas Department of Correction, to Visit and/or Contact by telephone, Inmate _____, ADC # _____
I have read the rules and regulations on the back of this form and I understand them fully. I do agree to abide fully by such rules and regulations. I understand that there will be consequences should I fail to follow the rules and regulations governing telephone usage, both those located on the back of this application and rules posted at the Unit. In consideration for being granted permission to telephone usage and/or visitation, I consent to a criminal background check(s).

COMPLETE AND RETURN THIS FORM TO:

VISITATION CLERK

At the Inmate's Assigned Unit

Printed Applicant's Name (Must be Legible or Form Cannot Be Processed)

Signature of Applicant

If you are under 18 years of age, your Legal Guardian's approval to visit and consent to a search of your person and possessions or contact by telephone must be indicated by signing below. Additionally, you will be required to have an approved adult with you to visit. Signature of Parent or Legal Guardian constitutes "consent" or approval.

Relationship to Applicant:

Signature of Legal Guardian

Clearly Print Parent or Legal Guardian's Name

A. Inmate Personal Phone Use

1. Inmates will be provided up to ten (10) copies of the Visitation/Telephone Authorization Form at their parent unit. The inmate is responsible for providing the form to their family, friends and attorney. All applicable information is required and must be completed by the applicant.
2. Minors are not allowed to be added to an inmate's approved telephone list. If an inmate desires telephone contact with a minor, the adult owner of the telephone number at which the minor may be contacted, must complete the Visitation/Telephone Authorization form in their name. (This is not to prohibit parent and child communication; those issues will be brought to the Warden for resolution.)
3. Once the completed application is returned, the Unit Visitation Clerk or designee will perform a criminal history query. Any incomplete application will be rejected and returned to the applicant for completion of mandatory information.
4. Upon the Warden's/Deputy Warden's approval of the Visitation/Telephone Authorization form, the Unit Visitation Clerk will add the applicant's information to the inmate's Relatives and Associates List in eOMIS, stamp the form for approval, and forward to the contracted telephone coordinator.
5. Inmates are limited to ten (10) numbers on their approved list, which shall not contain certain numbers (i.e., judges, prosecutors, family of victims, or ex-inmates, etc.). Inmates are limited to (1) telephone number per approved contact.
6. PREA Hotline and Attorney phone numbers are not included in the phone list limit of ten (10) numbers.
7. Telephone calls shall be limited to thirty (30) minutes per call excluding the inmate's attorney.
8. All telephone calls, except those to an attorney, will be recorded and may be monitored, and that "use" constitutes "consent." The attorney exception does not apply in cases where the relationship is not of a professional attorney-client one, such as situations where the attorney is a family member or friend.
9. Three-way calling and call forwarding are not permitted and will be considered an abuse of telephone privileges.
10. Abuse of telephone privileges may result in disciplinary action, suspension and/or termination of use of the telephone system. Abuse sanctions are identified and referenced in the Inmate Disciplinary Manual.
11. All phone calls must be pre-paid or collect. Incoming calls shall not be permitted. Additional information regarding prepaid accounts can be found on the Arkansas Department of Correction's web page.
12. Inmates in punitive housing are not allowed telephone privileges except in cases of emergency or as provided by policy.
13. Inmates can only delete names once every 90 days unless an exception is granted by the Warden or Center Supervisor. Revision of the inmate's current phone list to the limit of ten (10) numbers will be initiated by the Contracted Telephone Service Provider upon the next requested list update. At that time the inmate must select the ten (10) preferred phone numbers from his/her existing list.
14. Phone call recipients may request removal from an inmate's phone list at any time by submission of a written letter requesting the removal. The letter shall be addressed to the Unit Visitation Clerk to include the following information:
 - a. Inmate's Name
 - b. ADC Number
 - c. Recipient's Name
 - d. Phone Number to be removed
15. If the recipient of the call indicates that they do not wish to receive calls, the inmate will be advised in writing and the number deleted from their calling list.
16. Immediate family members with past felony convictions may not apply for addition to an inmate's telephone call list until six (6) months after their release from confinement. If the applicant is currently on probation/parole, his/her supervising officer must submit written approval directly to the unit. Regardless, approval for addition to an inmate's telephone call list must also be obtained from the Warden. Non-immediate family members who apply for addition to an inmate's telephone call list and have a prior felony criminal record or serious misdemeanor conviction may be granted telephone privileges only by the Director or designee.
17. Inmates must complete Investigator Pro (IPRO) enrollment prior to use of the Inmate Phone System. Use of the Inmate Phone System is not available to inmates not enrolled.

B. Legal Assistance

1. Applications requesting the addition of Attorney telephone numbers must be verified by the Unit Visitation Clerk. Attorneys must provide their name, address, phone number(s), bar number and state where licensed, indicating that he/she is an attorney in good standing. If possible, verification of this information should include an attorney search from the Arkansas Attorney Search Website: http://courts.state.ar.us/attorneys/attorney_search.cfm
2. Attorneys may contact the Warden /Center Supervisor/Administrator's office or his/her designee to request a return call from the inmate.

3. Attorney telephone calls shall not be monitored or electronically recorded, provided the attorney properly notified the Department that his/her telephone registration form is for the inmate's attorney, and the information has been verified.

REQUEST TO UPDATE CURRENT PHONE LIST

UNIT:	DATE:
INMATE'S NAME:	
INMATE'S ADC NUMBER:	PIN:

KEEP THE NUMBERS BELOW ON MY LIST AND DELETE ALL OTHERS

INMATES ARE ALLOWED A TOTAL OF 10 ACTIVE PHONE NUMBERS.

AREA CODE + NUMBER	NAME	ADDRESS	CITY	STATE
()				
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()				
()				
()				
()				

This form cannot be used to add a new telephone number. All phone number **additions** must be submitted by the owner of the phone on a visitation/phone form and returned to the visitation clerk at your facility. The inmate is responsible for providing the form to their family, friends and attorney.

INMATE SIGNATURE:



PO Box 8707
Pine Bluff, AR 71611-8707
Phone: 870-267-6999200
Fax: 870-267-6244
www.adc.arkansas.gov

ADMINISTRATIVE DIRECTIVE

SUBJECT: Inmate Visitation

NUMBER: 18-7-22

SUPERSEDES: 17-226-30

APPLICABILITY: Employees, Inmates, and Visitors

REFERENCE: AR-865 - Inmate Visitation **PAGE:** 1 of 20
AD 2016-20 Punitive Segregation

APPROVED: _____ **Original Signed by Wendy Kelley**
EFFECTIVE DATE: 07/30/17

I. POLICY:

It shall be the policy of the Arkansas Department of Correction (ADC) to permit inmates to have visits with family, friends, attorneys and spiritual advisors under conditions that are consistent with the security and good order of departmental operations. Additional rules governing inmate telephone use are located in the Inmate Access to Telephones Administrative Directive.

II. PURPOSE:

Visitation privileges for inmates are essential to maintaining good morale, sustaining family life and ensuring relationships in the community upon release. Because of limited space, staff availability, scheduling considerations and security requirements of correctional units/centers, certain limits must be set and controls established governing visits. Nothing in this policy shall interfere or restrict the authority of the ADC to determine an inmate's unit of assignment. This policy also governs video visitation.

III. PROCEDURES:

A. Approval of Visitors

1. Inmates will not be allowed visitors during their initial reception and orientation to the Department of Correction commonly referred to as "intake."

2. Inmates will be allowed to visit immediate family members for a period up to thirty (30) days after the inmate completes intake and is received at their initial unit of assignment until such time as a visitation list is established. The family relationship must be validated by inmate information on record.

For the purposes of this policy, immediate family members are defined as the inmate's father, mother, sisters, brothers, spouse, children, grandchildren, and any other person whose relationship with the inmate has been verified as that of a parent/guardian such as mother-in-law, father-in-law, grandparents, aunts, or uncles, or, whose relationship with the inmate has been verified as that of a child/ward such as a foster child, son-in-law, daughter-in-law, niece or nephew. This list of immediate family members includes step family members and half siblings.

3. Inmates will receive information regarding procedures governing visitation within the first week after arrival at each facility.
4. After the initial thirty (30)-day period at the initial unit of assignment, only visitors on an inmate's visitation list will be allowed to visit.
 - a. A Visitation Application (Attachment I) must be received from all visitors wishing to visit before they can be added to the inmate's visitation list.
 - (1) The inmate is responsible for providing visitors with applications, including family members, on their temporary list.
 - (2) All applications must be submitted to the visitation clerk.
 - b. Any incomplete application will be rejected and returned to the applicant for completion of mandatory information.
 - c. Once the completed application is received, the visitation clerk or designee will perform a criminal history query.
 - d. Upon approval by the Unit Warden, the visitor's name and address shall be placed on the inmate's list, and the inmate shall be advised, in writing, that the person is now approved for visitation.
 - (1) It is the responsibility of the inmate to inform visitors of their approvals/denials, scheduled visitation days and times, and changes in these schedules.
 - (2) Additions to the approved list may be made at any time; however, due to delays that can be caused by excessive submissions of additions, a restriction can be applied after a visitation list is established. A warden may restrict an inmate's ability to add visitors for a period of ninety (90)

days due to excessive submissions. Excessive is defined as the addition of five (5) or more visitors in a thirty (30)-day period, or the addition of the same visitor more than twice in a thirty (30)-day period.

- (3) It shall be the responsibility of the inmate to notify the visitation clerk of any requested changes on the approved visitation list.
5. Approved visitors may not be listed on more than one inmate's visitation list unless the visitor is confirmed as an immediate family member of each inmate and approved by the warden(s).
6. Visitors with Prior Convictions
 - a. Immediate family members with past felony convictions may not apply for visitation until sixty (60) days after their release from confinement. If the visitor is currently on probation/parole, his/her supervising officer must submit written approval directly to the unit. Regardless, approval for visitation must also be obtained from the Warden.
 - b. Non-immediate family members who apply for visitation and have a prior felony conviction may be granted visitation privileges only by the Director or designee.
 - c. Any applicant for visitation that has a prior misdemeanor conviction may be granted visitation privileges only by the Warden/Center Supervisor.
7. Employees/Former Employees
 - a. Current ADC employees and contract employees (working in an ADC facility), shall not be approved for visitation unless, prior to their employment, they were immediate family members of the inmate.
 - b. Former ADC employees and former contract employees shall not be approved for visitation for a period of three (3) years from their last date of employment unless, prior to their employment, they were immediate family members of the inmate. Waivers of the three (3) year period for former employees, contractors, interns, or students may be granted by the Warden if the employee left in good standing and is an immediate family member and/or an attorney of record for the inmate.
8. Volunteers/Former Volunteers
 - a. Volunteers, including interns, with the Arkansas Department of Correction shall not be placed on any inmate's visitation list unless they are immediate family members and were so related to the

inmate prior to their work as a volunteer or the inmate's incarceration.

a.b. Former volunteers and interns may be placed on an inmate's visitation list eighteen (18) months following their last date as a volunteer. Waivers can be granted by the Warden if the volunteer left in good standing and is an immediate family member and/or an attorney of record for the inmate.

9. A maximum of twenty (20) persons may be placed on any inmate's visitation list. Once this number is reached, the inmate cannot add another visitor without removing one from the existing list.
 - a. Visitation applications containing all mandatory information that are received when an inmate is not eligible for change will be placed in the inmate's visitation file.
 - b. Any application that does not become active within one-hundred twenty (120) days from the application date will be shredded.
 - c. Any application that is rejected (other than those that are incomplete and therefore returned to the applicant) or that is for a visitor who has been removed from the visitation list may be shredded, but shall remain in the electronic record.

B. Special Visits

1. Spiritual Advisor and Attorney of Record

Visits between a licensed attorney representing the inmate or having obtained a subpoena or court order for a visit, spiritual advisors, ministers of record and the inmate will be permitted Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. upon prior arrangement (a minimum of twenty-four (24) hours in advance whenever possible) with the Warden/Center Supervisor/designee.

- a. Unit/center staff may maintain visual observation and will provide as much privacy as possible to ensure confidential verbal communication.
- b. Visiting attorneys will not be subject to a comprehensive background check, but must provide a state issued photo identification and a valid state bar number so that staff can verify the attorney is currently licensed (license has not been suspended nor canceled).
- c. Any assistant to an attorney who is not also licensed as an attorney will be subject to a background check on the same basis as any other visitor. Attorneys wishing to send non-attorney assistants for inmate visits, or be accompanied by non-attorney assistants, are encouraged to obtain and submit completed visitation requests and

authorization forms for such assistants in a timely fashion so as to allow for a background check.

- d. Attorneys will be advised/reminded that no metal should be worn, including under wire that could prevent clearing the security devices. Any metal required for the visit, such as writing instruments, must be placed in a basket to clear the x-ray machine.
2. News media requests for inmate visits and interviews are governed by Board of Corrections Administrative Regulation 011.
 - a. Representatives of news organizations wishing to conduct in-person interviews with an inmate incarcerated within the Arkansas Department of Correction shall submit their requests in writing to the Public Information Officer.
 - b. Any news media visit can be denied, canceled or restricted by the Director, Public Information Officer or Warden if there are security concerns based on present circumstances or concerns regarding subject matter, including, but not limited to: pending appeals or legal matters related to the inmate's criminal conviction; institutional adjustment; and/or re-victimization if a victim(s) has been registered in the electronic offender management system by the ADC Victim Services Coordinator.
 - c. Requests that could provide, or attempt to provide, compensation to the inmate, which are for entertainment purposes, or which would impose a burden on the agency's limited resources will be denied.
 - d. Inmates in punitive/administrative segregation are not eligible for in-person news media interviews.
 - e. Inmates having served sixty (60) days or less of their initial assignment are not eligible for in-person news media interviews.
 - f. All requests for in-person interviews shall be reviewed by the Public Information Officer, who will then forward the request and a recommendation to the Director. The Director will decide whether to approve the requests.
 - g. News Media representatives denied a media visit, may follow the process of a regular visitor to speak with an inmate if the inmate sends that person an application to be processed. Regular guidelines will apply.

3. Disciplinary Cases

Inmates on punitive status may be allowed visitation privileges in accordance with the appropriate administrative directive.

4. Special Status/Assignment

- a. Inmates on special status/assignment may be allowed to visit, consistent with good security, as designated by the Warden/Center Supervisor/designee.
- b. Examples of special status/assignment include, but are not limited to Administrative Segregation, Investigative Status, those in residential Mental Health programs or Protective Custody.
- c. Death Row visits are held in accordance with the appropriate administrative directive.
- d. Inmates admitted to an ADC infirmary or hospital may be allowed to receive visits after receiving approval of the Warden/Center Supervisor after concurring with the Unit Health Services Administrator.

5. Non-Agency Medical Facilities

- a. Any visits in non-agency medical facilities will comply with the facilities' visitation rules in addition to those found in this policy.
- b. Inmates hospitalized in non-agency facilities may be allowed visitation by the Medical Services Administrator if admission is for a critical condition or the hospitalization is for an extended period of time as covered in subsection (c) or (d) below. When visits for surgical procedures are approved:
 - (1) Visits will occur prior to surgery or after returning from recovery;
 - (2) visitors will be restricted to immediate family members on the inmate's approved visitation list; and
 - (3) these provisions may be modified at the discretion of the Medical Services Administrator in conjunction with the Warden/Center Supervisor of the inmate's unit/center of assignment.
- c. The Medical Services Administrator may approve and coordinate visits for inmates who are hospitalized in non-agency facilities in cases of terminal illness or critical condition.
 - (1) Special arrangements may be made by the Medical Services Administrator with the approval of the Warden/Center Supervisor of the inmate's unit/center of

assignment for individuals not on the inmate's approved visitation list and may include minors in cases of terminal illness or critical condition; and,

- (2) When the Medical Services Administrator cannot be reached, the Warden/Center Supervisor may approve visits on an emergency basis after consulting with ADC's hospital security coordinator or a Deputy Director consistent with the facilities policies.

- d. The Medical Services Administrator may approve and coordinate all visits for inmates who are hospitalized in non-agency facilities for an extended length of time (greater than 7-10 days duration). Where these visits are approved:

- (1) The visits shall occur at the time the visit would normally have occurred at the inmate's unit/center of assignment; and
- (2) the amount of visitation time shall not exceed four (4) hours in duration.

6. Visitation Other Than Regular Visitation Days

Upon approval of the Warden/Center Supervisor, visits may be granted any two (2) days to approved visitors whose residence is more than three hundred (300) miles from the unit/center.

- a. These are not extra visits and will count toward the inmate's allowed number of monthly visits. They will not be granted if it would exceed the inmate's allowed number of monthly visits.
- b. Visitation may be approved for two (2) days of regular visiting hours.
- c. The visitor must request the visit twenty-four (24) hours in advance during regular business hours.

7. Department of Human Services - Division of Children and Family Services (DHS-DCFS)

Consistent with the provisions of Arkansas Code Annotated § 9-27-303 as amended by Act 993 of 2017, the Department of Correction will support the efforts of the DHS-DCFS to "reunify a family after a child is placed out of his or her home" by facilitating a special visit between incarcerated parents, their minor child(ren) involved in an active DHS-DCFS case, and DHS-DCFS staff. The DHS-DCFS may identify other individuals to attend the visit who are appropriate to assist the DHS-DCFS in their reunification efforts. However, the Warden/Center Supervisor may deny admission to a visitor or, limit the number of visitors, based upon security considerations or staffing limitations.

- a. These visits will be permitted Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. upon prior arrangement with the Warden/Center Supervisor/designee. The DHS-DCFS is entitled to establish initial contact with an incarcerated parent via a prescheduled telephone call arranged through the Unit Chaplain.
- b. A request for special visitation shall be submitted in writing to the Warden/Center Supervisor a minimum of five (5) business days in advance of the requested special visitation. The request must include a completed visitation form for each person requesting to participate in the visitation.
- c. Visitors involved in these efforts will be subject to a comprehensive background check, and must possess valid government issued photo identification as provided for in the policy during their visit. The results of a background check will be valid for twelve (12) months from the date of the check.
- d. Except for waivers granted in this section, visitors involved in these efforts will be subject to the same entrance procedures and conduct guidelines applicable to a regular visitor. Visitors involved in these efforts will be advised/reminded that no metal should be worn, including underwire, which could prevent clearing the security devices. Any metal required for the visit, such as writing instruments, must be placed in a basket to clear the x-ray machine. Visitors involved in these efforts will be allowed to bring in such documents as necessary to involve an incarcerated parent in case planning. All case planning documents must remain in the possession of the visitor during and after the special visit.

C. Visitation Schedule

All eligible inmates shall be entitled to visitation privileges only in accordance with the following schedule:

1. Saturdays and Sundays will be designated visitation days for all routine visits.
2. There will be no visitation on holidays unless the holiday falls on a regular visitation day.
3. Hours for visitation will be from 12:00 noon to 4:00 p.m., except as authorized by the Director.
4. All Class I inmates will be permitted weekly Sunday visits for a maximum of four (4) or five (5) visits a month depending upon the number of Sundays.

5. All Class II, III and IV inmates will be permitted two (2) visits a month, either the first and third Saturday of the month or the second and fourth Saturday of the month as determined by the Unit's schedule. In cases where inmates of the same immediate family are housed at the same unit/center, the Warden/Center Supervisor may approve requests by those inmates to visit on the same day, per the schedule of the lower class inmate.
6. Where space is limited, the Warden/Center Supervisor is authorized, as approved by the Director, to divide the inmate population in such a manner as to balance the number of visitors present on either visitation day.
7. The scheduling of special visits shall be performed in accordance with unit/center procedures.
8. Where space for non-contact visits is limited, the duration of these visits may be reduced to two (2) hours with approval of the Director.

The scheduling of video visits shall be established and posted for the inmate population where available.

D. Rules Pertaining to Visitors

1. All visitors shall register in and out of the unit/center point of entry and are subject to biometric identification. Records are to be maintained and/or destroyed according to the Department's Records Retention policy.
2. All visitors twelve (12) years of age or older will be required to show a valid unexpired driver's license or state issued photo identification. Adult escorts may vouch for the identity of minor visitors under the age of twelve (12) years.
3. Approval of an individual on a visitation list is conditioned upon the signing of a consent form authorizing searches of one's person, vehicle and personal belongings pursuant to ADC policies on searches. For minors under the age of eighteen (18), the parent/guardian must sign in addition to the minor.
4. In addition to searches required to enter a facility, visitors may be requested to submit to an additional search for contraband prior to, during, or after the visitor's meeting with the inmate if the search has been authorized by the duty Warden/Center Supervisor.
 - a. Any person or vehicle entering a correctional unit can be searched for contraband. Visitors in wheelchairs and those wearing wigs or religious headgear are also subject to search. If a wig or religious headgear is being worn, the visitor will be searched outside the presence of other visitors by an employee of the same gender. Entrance will be denied if a visitor is not willing to submit to a

search and clear all security procedures. The visitor's privileges to visit will then be suspended indefinitely. The visitor's privileges may only be reinstated by the Warden/Center Supervisor.

- b. Any visitor who knowingly brings or attempts to bring any contraband onto the unit/center grounds shall be dealt with according to the appropriate administrative regulation(s) and directive(s) governing searches for and control of contraband. The visitor's privileges to visit will be revoked and may only be reinstated by the Warden/Center Supervisor. The visitor may also be subject to criminal prosecution.
- c. Several different electronic scanning devices are used to detect the presence of contraband. Personal clothing choices containing metal snaps, buttons, buckles, under wire, etc. may cause the electronic detectors to alarm and require removal of clothing item. **(Visitors are encouraged to avoid wearing any items with metal which will slow down entrance for visitation.)** Anyone unable to clear the scanning devices will be denied entry and the visitor's privileges to visit will then be suspended indefinitely. The visitor's privileges may only be reinstated by the Warden/Center Supervisor.
- d. The recording, or photographing, of a video visit is prohibited. Individuals found to be in violation of this policy, or found to be facilitating the violation of this policy, will have their visitation privileges suspended for a minimum of one (1) year from the date the Department becomes aware of the first violation. A subsequent violation will result in the permanent loss of the visitation privileges of the violator.

E. Visitation Activities and Restrictions

1. No more than four (4) persons shall be permitted to visit an inmate during any one (1) visitation period. A person of any age is counted as one (1) of the four (4) except as provided by E. 1 (b).
 - a. Minor children, under the age of eighteen (18), may not be allowed to visit unless accompanied by an approved adult visitor, or upon proof of emancipation.
 - b. Minor children of the inmate allowed to visit may exceed the limit of four (4) visitors; however, only two (2) approved adult visitors may accompany the minor children when the limit of four (4) is exceeded. The Warden must authorize any other exception.
2. Visitors who have been admitted to the unit/center to visit an inmate shall not visit any other inmate unless specific prior permission is granted for such a visit by the duty Warden/Center Supervisor.

3. Visitors will not be admitted when the apparent odor or effect of alcohol or other drugs is detected.
4. Visits may be denied, terminated, or modified for reasons of health condition of the inmate or visitor, or the inmate's program participation.
5. Any behavior on the part of the inmate or visitor that is or may be disruptive to the security and good order of departmental operations or violates Department of Correction rules will result in denial of or termination of the visit.
6. Visitors will be responsible for keeping children under control. Failure to control and supervise children is grounds for termination of the visit.
7. Visitors' clothing must be appropriate for the age and occasion. No halter-tops, tank tops, hats, shorts, mini-skirts/dresses, see-through clothing, leggings, jeggings, or camouflage attire may be worn. Brief cut or otherwise provocative clothing will not be permitted. No sleeveless tops are allowed because shoulders must be covered at all times. Children ten (10) years of age and under will be allowed to wear shorts of an appropriate length. Metal on clothing items should be avoided due to delays in clearing security equipment when additional search procedures are required including the removal of any items containing metal.
8. Visitors will be allowed to carry in only the following items: clear plastic bag containing a small amount of cash for purchasing refreshments, prescription medication in the visitor's name and in original pharmacy container, government issued identification, baby bottles, baby diapers and diaper wipes, car keys and jewelry (being worn). The Department of Correction accepts no responsibility for the property of visitors. The Warden/Center Supervisor or designee may set limits on the amount of money or any item listed above that a visitor will be allowed to bring into the facility.
9. Visiting inmates will be allowed to wear a wedding band and must wear state issued footwear or footwear issued by the medical department if required by a current script.
- ~~10.~~ Where facilities allow, the inmate and the visitors may eat and drink only those items sold through available vending operations or as designated by the Warden/Center Supervisor. Inmates and visitors may purchase items that can be consumed during the visitation period. Items not consumed must be taken out by the visitors at the end of the visitation period or thrown away. No other objects or articles may be exchanged between the visitors and inmates.

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F. Conditions for Visitation

1. Visits shall be held in a relaxed manner under observation. All visitors shall be treated courteously and professionally. It is important that officers present a good appearance, be pleasant, tactful, alert to any problems that may arise, and be able to refer such problems to appropriate officials.
2. The Warden/Center Supervisor has the authority to restrict contact visitation consistent with unit policy and the security needs of the Unit/Center.
3. Inmates who violate the following rules may be placed on Non-Contact Visitation for one (1) year for each offense. This will include all visitors on the inmate's visitation list.
 - a. Under the influence of and/or use of an illegal drug, alcohol, intoxicating chemical or any medication in an unauthorized manner.
 - b. Refusal to submit to substance abuse testing.
 - c. Possession/introduction of any drug, narcotic, intoxicating chemical, or drug paraphernalia not prescribed by medical staff.
 - d. Possession or movement of money or currency, unless specifically authorized.
 - e. Possession of clothing or property not issued or authorized by the Center/Unit.
 - f. Correspondence/conduct with a visitor in violation of regulations.
 - g. Possession/introduction/use of a cell phone or unauthorized messaging device.
 - h. Possession/introduction/use of unauthorized electronic devices or parts of one, such as a charger or sim card.
 - i. Indecent exposure
 - j. Social media
4. When any visit is a threat to the security and good order of the unit/center, the visit shall be terminated.
5. During an institution emergency, quarantine, or power failure, visitation may be canceled as deemed appropriate by the Warden/Center Supervisor or designee.

G. Suspension/Termination of Approval

1. Visitation is a privilege and visitation privileges will be denied should the department determine a visitor or inmate has attempted to violate department rules or regulations.
2. A visitor who is removed from an inmate's visitation list, regardless of why the removal occurred, shall wait a minimum of six months before being eligible to be placed on any inmate's visitation list. This six-month wait shall not apply to mentors who are on the visitation list as part of a program approved by the Arkansas Department of Correction.
3. Any visitor found to have knowingly introduced, or attempted to introduce, contraband or who refuses to comply with a search requested by staff may be removed from the inmate's visitation list for a minimum of one (1) year. The visitor must reapply for visitation privileges for any inmate through the application process.
 - a. Any visitor found to have knowingly introduced, or attempted to introduce, drugs, cell phones, weapons, implements of escape, tobacco products, or any other items that threaten the security and good order of the institution may be permanently prohibited from visiting at any ADC location. The Warden may reconsider the decision to permanently deny visitation after considering the nature and extent of the incident, and completion of a minimum of one (1) year since denial.
 - b. Violation of any visitation rules, including displaying sexual acts or other prohibited behavior on video visitation will also result in cancellation of all visitation privileges.
 - c. Any visitor who refuses to comply with searches as requested by staff shall be removed from the inmate's visitation list as refusal will be considered an attempt to introduce contraband. The visitor will also be removed from the inmate's telephone list.
 - d. Any changes in the visitation status should be listed in the electronic Offender Management Information System (eOMIS).

H. Alerts in the Electronic Record

1. Any visitor whose visitation privileges have been suspended or terminated in the past should result in an "alert" flag.
2. Any current or former employee, contractor, intern, or volunteer should result in an "alert" flag.
3. Any visitor suspected of introducing contraband during a prior visit will result in an "alert" flag.

4. Any visitor placed on a suspicion list by the Warden/Center Supervisor due to correspondence, phone calls, or other available information leading to security concern will result in an “alert” flag.
5. An “alert” must be read, but will not result in the denial of a visit; it is to have staff supervising visitation aware of the information contained in the alert when allowing the visitor into the unit.

I. Visitor’s Arrest

The procedures listed below shall be followed when notification has been made of an approved visitor’s arrest:

1. The Visitation Clerk will compare the arrest information against visitation information on file to verify accuracy of the information and verify identity of the visitor.
2. The Warden/Center Supervisor will place the visitor on suspension status.
3. The visitor will be advised of the suspension in writing through U.S. Mail. Visitation privileges will remain suspended until the following information is provided for review (see Attachment III):
 - a. Copies of arrest reports;
 - b. Written statement detailing the circumstances of the arrest;
 - c. Court records and/or disposition of the charges; and
 - d. Other documents as requested.
4. The inmate will receive a notice advising of the suspension. (Inmate will not be given details).
5. Once the requested information has been received, the Warden/Center Supervisor and/or the Visitation Clerk will re-evaluate the visitor’s visitation status.
6. Following the re-evaluation, the Warden may:
 - a. Return the visitor to approved status;
 - b. Continue the suspension for specific period of time; or
 - c. Permanently revoke visitation privileges.
7. The inmate shall be advised, in writing, of the Warden’s decision. It is the responsibility of the inmate to inform the visitors of changes of status, days, times, schedules, etc.

IV. REFERENCES:

American Correctional Association (ACA) Standards

Attachment I

ARKANSAS DEPARTMENT OF CORRECTION
VISITATION /TELEPHONE CONTACT REQUEST AND AUTHORIZATION FORM
Please circle your request selection: ADDITION CHANGE

PLEASE MAKE SELECTION : PHONE LIST _____ VISITATION LIST _____ BOTH _____

Inmate's Name: _____ ADC# _____

Applicant's Name: _____

PLEASE PRINT NAME AS IS APPEARS ON DRIVER'S LICENSE

Street or Address _____
Street _____ City _____ State _____ Zip Code _____

Mailing Address _____
Street _____ City _____ State _____ Zip Code _____

Date of Birth: ____/____/____ Telephone Number: _____
Month Day Year

Are you a **CURRENT** or **PREVIOUS** ADC employee **CONTRACT** employee or **VOLUNTEER**? YES _____ NO _____

IF YES, Date last employed or volunteered: _____ Unit of Assignment: _____

SOCIAL SECURITY #: _____

If age 12 or older, **Valid Driver's License** /State Issued Photo ID Number: _____ State of issue: _____ SEX: _____ RACE: _____

Relationship to Inmate: _____

If form is for an Attorney request, provide State Bar Number _____

ARE YOU PRESENTLY ON THE APPROVED **PHONE LIST** OF ANOTHER INMATE INCARCERATED WITHIN THE ARKANSAS DEPARTMENT OF CORRECTION? YES () NO () **IF YES, PLEASE COMPLETE THE FOLLOWING; IF MORE THAN ONE, LIST ALL. Use additional paper if needed.**

Inmate Name _____ ADC # _____ RELATIONSHIP _____ Incarceration Unit _____
Inmate Name _____ ADC # _____ RELATIONSHIP _____ Incarceration Unit _____

ARE YOU PRESENTLY ON THE APPROVED **VISITATION LIST** OF ANOTHER INMATE INCARCERATED WITHIN THE ARKANSAS DEPARTMENT OF CORRECTION? YES () NO () **IF YES, PLEASE COMPLETE THE FOLLOWING; IF MORE THAN ONE, LIST ALL. Use additional paper if needed.**

Inmate Name _____ ADC # _____ RELATIONSHIP _____ Incarceration Unit _____
Inmate Name _____ ADC # _____ RELATIONSHIP _____ Incarceration Unit _____

SEARCH AUTHORIZATION

I, _____ OF _____ request
Name City State

permission from the Arkansas Department of Correction, to Visit and/or Contact by telephone, Inmate
ADC # _____. I have read the rules and regulations on the back of this form and I understand them fully. I do agree to abide fully by such rules and regulations. I understand that there will be consequences should I fail to follow the rules and regulations governing telephone usage and/or visitation, both those located on the back of this application and rules posted at the Unit. In consideration for being granted permission to telephone usage and/or visitation, I consent to recording of telephone calls and a criminal background check(s).

COMPLETE AND RETURN THIS FORM TO:

VISITATION CLERK
At the Inmate's Assigned Unit

Printed Applicant's Name (Must be Legible or Form Cannot Be Processed)

Signature of Applicant

If you are under 18 years of age, your Legal Guardian's approval to visit and consent to a search of your person and possessions or contact by telephone must be indicated by signing below. Additionally, you will be required to have an approved adult with you to visit. Signature of Parent or Legal Guardian constitutes "consent" or approval.

Relationship to Applicant:

Signature of Legal Guardian or Parent

Clearly Print Parent or Legal Guardian's Name

| (Back of Attachment 1)

Rules Governing Inmate Visits

1. In order for you to be placed on the approved visitation list, this form must be legibly completed in its entirety and **RETURNED TO THE ADDRESS INDICATED. DO NOT RETURN THE APPLICATION TO THE INMATE.** Note that upon request, the inmate may remove any or all visitors from his/her approved visitation list. It is the responsibility of the inmate to notify you if your application is approved for visitation, of the visitation schedule, and any changes to either.
2. You may contact the particular unit to confirm the visitation schedule at that unit. Visits will not be scheduled on a holiday unless the holiday occurs on the inmate's regularly scheduled visitation day.
3. Visits for inmates assigned to administrative segregation may be arranged by contacting the Visitation Office. These visits will be conducted in a more secure setting. Inmates assigned to punitive status may be permitted to receive visits of two hours one time per month. These visits must be requested at least 24 hours in advance and must be approved by the Warden or designee based on the inmate's behavior.
4. All persons, property, and vehicles entering State property shall be subject to search. Any refusal to comply with searches will result in denial of future entry into the facility. Additionally, all applicants and visitors will be subject to a criminal background check at application, and each visit.
5. No more than four (4) persons shall be permitted to visit any one inmate during any visitation period. All visitors must be on the approved visitation list. A person of any age is counted as one of the four persons allowed to visit. When an inmate has minor children that would exceed the number of allowed visitors (with an adult visitor), a maximum of two (2) adults will be allowed to accompany the inmate's minor children during the visitation period. The Warden must authorize any other exceptions.
6. Brief cut, provocative, or inappropriate clothing will not be permitted. No halter-tops, tank tops, hats, shorts, mini-skirts/dresses, see-through clothing, leggings, jeggings or camouflage attire may be worn. No sleeveless tops are allowed because shoulders must be covered at all times. Clothing containing metal (such as snaps, buttons, buckles, under wire, etc) should be avoided as those items may prevent the visitor from clearing certain security devices, cause delays and lead to additional searches. Children 10 years of age and under will be allowed to wear shorts of an appropriate length.
7. Visitors will not be permitted to give any inmate money, gifts, food or any other items. **THE FURNISHING OR INTRODUCTION OF ANY PROHIBITED ARTICLE INTO A DEPARTMENT FACILITY IS IN VIOLATION OF ARKANSAS CODE 5-54-119 AND IS A FELONY PUNISHABLE BY LAW. THIS INCLUDES TOBACCO, ANY SMOKING PARAPHERNALIA, ELECTRONIC COMMUNICATION DEVICES, ALCOHOL AND/OR DRUGS.** Visitors will be allowed to carry in only the following items: identification, baby bottle, baby diapers and diaper wipes, car keys and jewelry (being worn). A Warden may place a limit on the amount of money or other items that can be brought into the visitation area.
8. Visitors who have been admitted to the institution to visit an inmate shall not visit any other inmate at any time, unless the Warden or designee grants specific permission for such visit in advance.
9. Improper conduct on the part of any visitor shall result in immediate termination of the visit and may result in the suspension or revocation of visiting privileges. Children must be kept from running and kept as quiet as possible so as not to interfere with other visits.

10. Any visitor under the influence of alcohol and/or drugs, or who knowingly brings, or attempts to bring, any alcohol, drugs, tobacco, electronic communication devices, etc., into the institution, or upon its grounds, may be detained for arrest by the appropriate authorities or removed from the institution grounds immediately. The incident shall be reported to the Prosecuting Attorney for appropriate action. In addition, incidents shall result in the indefinite suspension of all visiting privileges of such person(s).
- *** Current and former ADC employees and contract employees shall not be approved for visitation or telephone calls for a period of three (3) years from last date of employment, unless they are immediate family members and were so prior to their employment. Any person who has participated as a volunteer at any time within the last eighteen (18) months shall not be placed on any inmate's visitation or telephone_list unless they are immediate family members and were so prior to their work as a volunteer or the inmate's incarceration. Waivers can be granted by wardens if employees or volunteers left in good standing.

Rules Governing Inmate's Telephone Usage

A. Inmate Personal Phone Use

1. Inmates will be provided up to ten (10) copies of the Visitation/Telephone Authorization Form at their parent unit. The inmate is responsible for providing the form to their family, friends and attorney. All applicable information is required and must be completed by the applicant.
2. Once the completed application is returned, the Unit Visitation Clerk or designee will perform a criminal history query. Any incomplete application will be rejected and returned to the applicant for completion of mandatory information.
3. Upon approval, the Unit Visitation Clerk will add the applicant's information to the inmate's Relatives and Associates List in eOMIS, stamp the form for approval, and forward to the contracted telephone coordinator.
4. Inmates are limited to ten (10) numbers on their approved list, which shall not contain certain numbers (i.e., judges, prosecutors, family of victims, ex-inmates that are not immediate family members, etc.).
5. PREA Hotline and Attorney phone numbers are not included in the phone list limit of ten (10) numbers.
6. Telephone calls shall be limited to thirty (30) minutes per call excluding the inmate's attorney.
7. All telephone calls, except those to an attorney, will be recorded and may be monitored, and that "use" constitutes "consent." The attorney exception does not apply in cases where the relationship is not of a professional attorney-client one, such as situations where the attorney is a family member or friend.
8. Three-way calling and call forwarding are not permitted and will be considered an abuse of telephone privileges by the inmate and you.
9. Abuse of telephone privileges may result in disciplinary action, suspension and/or termination of use of the telephone system. Abuse sanctions are identified and referenced in the Inmate Disciplinary Manual.
10. All phone calls must be pre-paid or collect. Incoming calls shall not be permitted. Additional information regarding prepaid accounts can be found on the Arkansas Department of Correction's web page.
11. Inmates in punitive segregation are not allowed telephone privileges except in cases of emergency or as provided by policy.
12. Inmates can only add or delete names once every 90 days unless an exception is granted by the warden. Revision of the inmate's current phone list to the limit of ten (10) numbers will be initiated by the Contracted Telephone Coordinator upon the next requested list update. At that time, the inmate must select the ten (10) preferred phone numbers from his/her existing list.
13. Phone call recipients or the person who has contracted for that phone number may request removal from an inmate's phone list at any time by submission of a written letter requesting the removal. The letter shall be addressed to the Unit Visitation Clerk to include the following information:
 - a. Inmate's Name
 - b. ADC Number
 - c. Recipient's Name/Person contracting for phone number
 - d. Phone Number to be removed
14. If the recipient of the call or the person who contracts for that phone number indicates they do not wish to receive calls, the inmate will be advised in writing and the number deleted from their calling list.

B. Legal Assistance

1. Applications requesting the addition of Attorney telephone numbers must be verified by the Unit Visitation Clerk. Attorneys must provide their name, address, phone number(s), bar number and state where licensed, indicating that he/she is an attorney in good standing. If possible, verification of this information should include an attorney search from the Arkansas Attorney Search Website: http://courts.state.ar.us/attorneys/attorney_search.cfm.
2. Attorneys may contact the warden/center supervisor/administrator's office or his/her designee to request a return call from the inmate.
3. Attorney telephone calls shall not be monitored or electronically recorded, provided the attorney properly notified the Department that his/her telephone registration form is for the inmate's attorney, and the information has been verified.

STATE OF ARKANSAS
DEPARTMENT OF CORRECTION

BKS. _____

APPROVED VISITATION LIST

CLASS _____

NAME: _____
 (LAST) (FIRST) (MIDDLE)

NUMBER _____

NAME	RELATIONSHIP	ADDRESS

[Visitor's Name]
[Visitor's Mailing Address]
[City, State, Zip Code]

Dear [Visitor's Name]:

Please be advised that your visitation privileges have been suspended due to your arrest on [Month, Date, Year] with [Arresting Agency].

Please provide the following information to assist in the re-evaluation of your visitation status:

1. Copies of the arrest report(s);
2. A written statement detailing the circumstances of the arrest;
3. Court records indicating disposition of the charges;
4. Other information as explained below:
[Explanation of other information]

Your visitation privileges will remain suspended until the above-requested information is received and the re-evaluation is completed. Once the investigation and subsequent re-evaluation is complete, you will be advised of the decision in writing.

If you have any questions, please contact the visitation clerk at:

[Visitation Clerk's Name]
[Visitation Clerk's Telephone Number]

Sincerely,

[Warden's Signature]
Warden

cc: Inmate's Visitation File
File



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

ADMINISTRATIVE DIRECTIVE

SUBJECT: Inmate Visitation

NUMBER: 18-25

SUPERSEDES: 17-22

APPLICABILITY: Employees, Inmates, and Visitors

REFERENCE: AR-865 - Inmate Visitation PAGE: 1 of 19
AD 2016-20 Punitive Segregation

APPROVED: Original signed by Wendy Kelley EFFECTIVE DATE: 6/14/18

I. POLICY:

It shall be the policy of the Arkansas Department of Correction (ADC) to permit inmates to have visits with family, friends, attorneys and spiritual advisors under conditions that are consistent with the security and good order of departmental operations. Additional rules governing inmate telephone use are located in the Inmate Access to Telephones Administrative Directive.

II. PURPOSE:

Visitation privileges for inmates are essential to maintaining good morale, sustaining family life and ensuring relationships in the community upon release. Because of limited space, staff availability, scheduling considerations and security requirements of correctional units/centers, certain limits must be set and controls established governing visits. Nothing in this policy shall interfere or restrict the authority of the ADC to determine an inmate's unit of assignment. This policy also governs video visitation.

III. PROCEDURES:

A. Approval of Visitors

1. Inmates will not be allowed visitors during their initial reception and orientation to the Department of Correction commonly referred to as "intake."

2. Inmates will be allowed to visit immediate family members for a period up to thirty (30) days after the inmate completes intake and is received at their initial unit of assignment until such time as a visitation list is established. The family relationship must be validated by inmate information on record.

For the purposes of this policy, immediate family members are defined as the inmate's father, mother, sisters, brothers, spouse, children, grandchildren, and any other person whose relationship with the inmate has been verified as that of a parent/guardian such as mother-in-law, father-in-law, grandparents, aunts, or uncles, or, whose relationship with the inmate has been verified as that of a child/ward such as a foster child, son-in-law, daughter-in-law, niece or nephew. This list of immediate family members includes step family members and half siblings.

3. Inmates will receive information regarding procedures governing visitation within the first week after arrival at each facility.
4. After the initial thirty (30)-day period at the initial unit of assignment, only visitors on an inmate's visitation list will be allowed to visit.
 - a. A Visitation Application (Attachment I) must be received from all visitors wishing to visit before they can be added to the inmate's visitation list.
 - (1) The inmate is responsible for providing visitors with applications, including family members, on their temporary list.
 - (2) All applications must be submitted to the visitation clerk.
 - b. Any incomplete application will be rejected and returned to the applicant for completion of mandatory information.
 - c. Once the completed application is received, the visitation clerk or designee will perform a criminal history query.
 - d. Upon approval by the Unit Warden, the visitor's name and address shall be placed on the inmate's list, and the inmate shall be advised, in writing, that the person is now approved for visitation.
 - (1) It is the responsibility of the inmate to inform visitors of their approvals/denials, scheduled visitation days and times, and changes in these schedules.
 - (2) Additions to the approved list may be made at any time; however, due to delays that can be caused by excessive submissions of additions, a restriction can be applied after a visitation list is established. A warden may restrict an inmate's ability to add visitors for a period of ninety (90)

days due to excessive submissions. Excessive is defined as the addition of five (5) or more visitors in a thirty (30)-day period, or the addition of the same visitor more than twice in a thirty (30)-day period.

- (3) It shall be the responsibility of the inmate to notify the visitation clerk of any requested changes on the approved visitation list.
5. Approved visitors may not be listed on more than one inmate's visitation list unless the visitor is confirmed as an immediate family member of each inmate and approved by the warden(s).
6. Visitors with Prior Convictions
 - a. Immediate family members with past felony convictions may not apply for visitation until sixty (60) days after their release from confinement. If the visitor is currently on probation/parole, his/her supervising officer must submit written approval directly to the unit. Regardless, approval for visitation must also be obtained from the Warden.
 - b. Non-immediate family members who apply for visitation and have a prior felony conviction may be granted visitation privileges only by the Director or designee.
 - c. Any applicant for visitation that has a prior misdemeanor conviction may be granted visitation privileges only by the Warden/Center Supervisor.
7. Employees/Former Employees
 - a. Current ADC employees and contract employees (working in an ADC facility), shall not be approved for visitation unless, prior to their employment, they were immediate family members of the inmate.
 - b. Former ADC employees and former contract employees shall not be approved for visitation for a period of three (3) years from their last date of employment unless, prior to their employment, they were immediate family members of the inmate. Waivers of the three (3) year period for former employees, contractors, interns, or students may be granted by the Warden if the employee left in good standing and is an immediate family member and/or an attorney of record for the inmate.
8. Volunteers/Former Volunteers
 - a. Volunteers, including interns, with the Arkansas Department of Correction shall not be placed on any inmate's visitation list unless they are immediate family members and were so related to the

- inmate prior to their work as a volunteer or the inmate's incarceration.
- b. Former volunteers and interns may be placed on an inmate's visitation list eighteen (18) months following their last date as a volunteer. Waivers can be granted by the Warden if the volunteer left in good standing and is an immediate family member and/or an attorney of record for the inmate.
9. A maximum of twenty (20) persons may be placed on any inmate's visitation list. Once this number is reached, the inmate cannot add another visitor without removing one from the existing list.
- a. Visitation applications containing all mandatory information that are received when an inmate is not eligible for change will be placed in the inmate's visitation file.
 - b. Any application that does not become active within one-hundred twenty (120) days from the application date will be shredded.
 - c. Any application that is rejected (other than those that are incomplete and therefore returned to the applicant) or that is for a visitor who has been removed from the visitation list may be shredded, but shall remain in the electronic record.

B. Special Visits

1. Spiritual Advisor and Attorney of Record

Visits between a licensed attorney representing the inmate or having obtained a subpoena or court order for a visit, spiritual advisors, ministers of record and the inmate will be permitted Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. upon prior arrangement (a minimum of twenty-four (24) hours in advance whenever possible) with the Warden/Center Supervisor/designee.

- a. Unit/center staff may maintain visual observation and will provide as much privacy as possible to ensure confidential verbal communication.
- b. Visiting attorneys will not be subject to a comprehensive background check, but must provide a state issued photo identification and a valid state bar number so that staff can verify the attorney is currently licensed (license has not been suspended nor canceled).
- c. Any assistant to an attorney who is not also licensed as an attorney will be subject to a background check on the same basis as any other visitor. Attorneys wishing to send non-attorney assistants for inmate visits, or be accompanied by non-attorney assistants, are encouraged to obtain and submit completed visitation requests and

authorization forms for such assistants in a timely fashion so as to allow for a background check.

- d. Attorneys will be advised/reminded that no metal should be worn, including under wire that could prevent clearing the security devices. Any metal required for the visit, such as writing instruments, must be placed in a basket to clear the x-ray machine.
2. News media requests for inmate visits and interviews are governed by Board of Corrections Administrative Regulation 011.
 - a. Representatives of news organizations wishing to conduct in-person interviews with an inmate incarcerated within the Arkansas Department of Correction shall submit their requests in writing to the Public Information Officer.
 - b. Any news media visit can be denied, canceled or restricted by the Director, Public Information Officer or Warden if there are security concerns based on present circumstances or concerns regarding subject matter, including, but not limited to: pending appeals or legal matters related to the inmate's criminal conviction; institutional adjustment; and/or re-victimization if a victim(s) has been registered in the electronic offender management system by the ADC Victim Services Coordinator.
 - c. Requests that could provide, or attempt to provide, compensation to the inmate, which are for entertainment purposes, or which would impose a burden on the agency's limited resources will be denied.
 - d. Inmates in punitive/administrative segregation are not eligible for in-person news media interviews.
 - e. Inmates having served sixty (60) days or less of their initial assignment are not eligible for in-person news media interviews.
 - f. All requests for in-person interviews shall be reviewed by the Public Information Officer, who will then forward the request and a recommendation to the Director. The Director will decide whether to approve the requests.
 - g. News Media representatives denied a media visit, may follow the process of a regular visitor to speak with an inmate if the inmate sends that person an application to be processed. Regular guidelines will apply.
 3. Disciplinary Cases

Inmates on punitive status may be allowed visitation privileges in accordance with the appropriate administrative directive.

4. Special Status/Assignment

- a. Inmates on special status/assignment may be allowed to visit, consistent with good security, as designated by the Warden/Center Supervisor/designee.
- b. Examples of special status/assignment include, but are not limited to Administrative Segregation, Investigative Status, those in residential Mental Health programs or Protective Custody.
- c. Death Row visits are held in accordance with the appropriate administrative directive.
- d. Inmates admitted to an ADC infirmary or hospital may be allowed to receive visits after receiving approval of the Warden/Center Supervisor after concurring with the Unit Health Services Administrator.

5. Non-Agency Medical Facilities

- a. Any visits in non-agency medical facilities will comply with the facilities' visitation rules in addition to those found in this policy.
- b. Inmates hospitalized in non-agency facilities may be allowed visitation by the Medical Services Administrator if admission is for a critical condition or the hospitalization is for an extended period of time as covered in subsection (c) or (d) below. When visits for surgical procedures are approved:
 - (1) Visits will occur prior to surgery or after returning from recovery;
 - (2) visitors will be restricted to immediate family members on the inmate's approved visitation list; and
 - (3) these provisions may be modified at the discretion of the Medical Services Administrator in conjunction with the Warden/Center Supervisor of the inmate's unit/center of assignment.
- c. The Medical Services Administrator may approve and coordinate visits for inmates who are hospitalized in non-agency facilities in cases of terminal illness or critical condition.
 - (1) Special arrangements may be made by the Medical Services Administrator with the approval of the Warden/Center Supervisor of the inmate's unit/center of assignment for individuals not on the inmate's approved visitation list and may include minors in cases of terminal illness or critical condition; and,

- (2) When the Medical Services Administrator cannot be reached, the Warden/Center Supervisor may approve visits on an emergency basis after consulting with ADC's hospital security coordinator or a Deputy Director consistent with the facilities policies.
- d. The Medical Services Administrator may approve and coordinate all visits for inmates who are hospitalized in non-agency facilities for an extended length of time (greater than 7-10 days duration). Where these visits are approved:
- (1) The visits shall occur at the time the visit would normally have occurred at the inmate's unit/center of assignment; and
 - (2) the amount of visitation time shall not exceed four (4) hours in duration.

6. Visitation Other Than Regular Visitation Days

Upon approval of the Warden/Center Supervisor, visits may be granted any two (2) days to approved visitors whose residence is more than three hundred (300) miles from the unit/center.

- a. These are not extra visits and will count toward the inmate's allowed number of monthly visits. They will not be granted if it would exceed the inmate's allowed number of monthly visits.
- b. Visitation may be approved for two (2) days of regular visiting hours.
- c. The visitor must request the visit twenty-four (24) hours in advance during regular business hours.

7. Department of Human Services - Division of Children and Family Services (DHS-DCFS)

Consistent with the provisions of Arkansas Code Annotated § 9-27-303 as amended by Act 993 of 2017, the Department of Correction will support the efforts of the DHS-DCFS to "reunify a family after a child is placed out of his or her home" by facilitating a special visit between incarcerated parents, their minor child(ren) involved in an active DHS-DCFS case, and DHS-DCFS staff. The DHS-DCFS may identify other individuals to attend the visit who are appropriate to assist the DHS-DCFS in their reunification efforts. However, the Warden/Center Supervisor may deny admission to a visitor or, limit the number of visitors, based upon security considerations or staffing limitations.

- a. These visits will be permitted Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. upon prior arrangement with the Warden/Center Supervisor/designee. The DHS-DCFS is entitled to establish initial contact with an incarcerated parent via a prescheduled telephone call arranged through the Unit Chaplain.
- b. A request for special visitation shall be submitted in writing to the Warden/Center Supervisor a minimum of five (5) business days in advance of the requested special visitation. The request must include a completed visitation form for each person requesting to participate in the visitation.
- c. Visitors involved in these efforts will be subject to a comprehensive background check, and must possess valid government issued photo identification as provided for in the policy during their visit. The results of a background check will be valid for twelve (12) months from the date of the check.
- d. Except for waivers granted in this section, visitors involved in these efforts will be subject to the same entrance procedures and conduct guidelines applicable to a regular visitor. Visitors involved in these efforts will be advised/reminded that no metal should be worn, including underwire, which could prevent clearing the security devices. Any metal required for the visit, such as writing instruments, must be placed in a basket to clear the x-ray machine. Visitors involved in these efforts will be allowed to bring in such documents as necessary to involve an incarcerated parent in case planning. All case planning documents must remain in the possession of the visitor during and after the special visit.

C. Visitation Schedule

All eligible inmates shall be entitled to visitation privileges only in accordance with the following schedule:

1. Saturdays and Sundays will be designated visitation days for all routine visits.
2. There will be no visitation on holidays unless the holiday falls on a regular visitation day.
3. Hours for visitation will be from 12:00 noon to 4:00 p.m., except as authorized by the Director.
4. All Class I inmates will be permitted weekly Sunday visits for a maximum of four (4) or five (5) visits a month depending upon the number of Sundays.
5. All Class II, III and IV inmates will be permitted two (2) visits a month, either the first and third Saturday of the month or the second

and fourth Saturday of the month as determined by the Unit's schedule. In cases where inmates of the same immediate family are housed at the same unit/center, the Warden/Center Supervisor may approve requests by those inmates to visit on the same day, per the schedule of the lower class inmate.

6. Where space is limited, the Warden/Center Supervisor is authorized, as approved by the Director, to divide the inmate population in such a manner as to balance the number of visitors present on either visitation day.
7. The scheduling of special visits shall be performed in accordance with unit/center procedures.
8. Where space for non-contact visits is limited, the duration of these visits may be reduced to two (2) hours with approval of the Director.

The scheduling of video visits shall be established and posted for the inmate population where available.

D. Rules Pertaining to Visitors

1. All visitors shall register in and out of the unit/center point of entry and are subject to biometric identification. Records are to be maintained and/or destroyed according to the Department's Records Retention policy.
2. All visitors twelve (12) years of age or older will be required to show a valid unexpired driver's license or state issued photo identification. Adult escorts may vouch for the identity of minor visitors under the age of twelve (12) years.
3. Approval of an individual on a visitation list is conditioned upon the signing of a consent form authorizing searches of one's person, vehicle and personal belongings pursuant to ADC policies on searches. For minors under the age of eighteen (18), the parent/guardian must sign in addition to the minor.
4. In addition to searches required to enter a facility, visitors may be requested to submit to an additional search for contraband prior to, during, or after the visitor's meeting with the inmate if the search has been authorized by the duty Warden/Center Supervisor.
 - a. Any person or vehicle entering a correctional unit can be searched for contraband. Visitors in wheelchairs and those wearing wigs or religious headgear are also subject to search. If a wig or religious headgear is being worn, the visitor will be searched outside the presence of other visitors by an employee of the same gender. Entrance will be denied if a visitor is not willing to submit to a search and clear all security procedures. The visitor's privileges to

visit will then be suspended indefinitely. The visitor's privileges may only be reinstated by the Warden/Center Supervisor.

- b. Any visitor who knowingly brings or attempts to bring any contraband onto the unit/center grounds shall be dealt with according to the appropriate administrative regulation(s) and directive(s) governing searches for and control of contraband. The visitor's privileges to visit will be revoked and may only be reinstated by the Warden/Center Supervisor. The visitor may also be subject to criminal prosecution.
- c. Several different electronic scanning devices are used to detect the presence of contraband. Personal clothing choices containing metal snaps, buttons, buckles, under wire, etc. may cause the electronic detectors to alarm and require removal of clothing item. **(Visitors are encouraged to avoid wearing any items with metal which will slow down entrance for visitation.)** Anyone unable to clear the scanning devices will be denied entry and the visitor's privileges to visit will then be suspended indefinitely. The visitor's privileges may only be reinstated by the Warden/Center Supervisor.
- d. The recording, or photographing, of a video visit is prohibited. Individuals found to be in violation of this policy, or found to be facilitating the violation of this policy, will have their visitation privileges suspended for a minimum of one (1) year from the date the Department becomes aware of the first violation. A subsequent violation will result in the permanent loss of the visitation privileges of the violator.

E. Visitation Activities and Restrictions

1. No more than four (4) persons shall be permitted to visit an inmate during any one (1) visitation period. A person of any age is counted as one (1) of the four (4) except as provided by E. 1 (b).
 - a. Minor children, under the age of eighteen (18), may not be allowed to visit unless accompanied by an approved adult visitor, or upon proof of emancipation.
 - b. Minor children of the inmate allowed to visit may exceed the limit of four (4) visitors; however, only two (2) approved adult visitors may accompany the minor children when the limit of four (4) is exceeded. The Warden must authorize any other exception.
2. Visitors who have been admitted to the unit/center to visit an inmate shall not visit any other inmate unless specific prior permission is granted for such a visit by the duty Warden/Center Supervisor.
3. Visitors will not be admitted when the apparent odor or effect of alcohol or other drugs is detected.

4. Visits may be denied, terminated, or modified for reasons of health condition of the inmate or visitor, or the inmate's program participation.
5. Any behavior on the part of the inmate or visitor that is or may be disruptive to the security and good order of departmental operations or violates Department of Correction rules will result in denial of or termination of the visit.
6. Visitors will be responsible for keeping children under control. Failure to control and supervise children is grounds for termination of the visit.
7. Visitors' clothing must be appropriate for the age and occasion. No halter-tops, tank tops, hats, shorts, mini-skirts/dresses, see-through clothing, leggings, jeggings, or camouflage attire may be worn. Brief cut or otherwise provocative clothing will not be permitted. No sleeveless tops are allowed because shoulders must be covered at all times. Children ten (10) years of age and under will be allowed to wear shorts of an appropriate length. Metal on clothing items should be avoided due to delays in clearing security equipment when additional search procedures are required including the removal of any items containing metal.
8. Visitors will be allowed to carry in only the following items: clear plastic bag containing a small amount of cash for purchasing refreshments, prescription medication in the visitor's name and in original pharmacy container, government issued identification, baby bottles, baby diapers and diaper wipes, car keys and jewelry (being worn). The Department of Correction accepts no responsibility for the property of visitors. The Warden/Center Supervisor or designee may set limits on the amount of money or any item listed above that a visitor will be allowed to bring into the facility.
9. Visiting inmates will be allowed to wear a wedding band and must wear state issued footwear or footwear issued by the medical department if required by a current script.
10. Where facilities allow, the inmate and the visitors may eat and drink only those items sold through available vending operations or as designated by the Warden/Center Supervisor. Inmates and visitors may purchase items that can be consumed during the visitation period. Items not consumed must be taken out by the visitors at the end of the visitation period or thrown away. No other objects or articles may be exchanged between the visitors and inmates.

F. Conditions for Visitation

1. Visits shall be held in a relaxed manner under observation. All visitors shall be treated courteously and professionally. It is important that officers present a good appearance, be pleasant, tactful, alert to any

problems that may arise, and be able to refer such problems to appropriate officials.

2. The Warden/Center Supervisor has the authority to restrict contact visitation consistent with unit policy and the security needs of the Unit/Center.
3. Inmates who violate the following rules may be placed on Non-Contact Visitation for one (1) year for each offense. This will include all visitors on the inmate's visitation list.
 - a. Under the influence of and/or use of an illegal drug, alcohol, intoxicating chemical or any medication in an unauthorized manner.
 - b. Refusal to submit to substance abuse testing.
 - c. Possession/introduction of any drug, narcotic, intoxicating chemical, or drug paraphernalia not prescribed by medical staff.
 - d. Possession or movement of money or currency, unless specifically authorized.
 - e. Possession of clothing or property not issued or authorized by the Center/Unit.
 - f. Correspondence/conduct with a visitor in violation of regulations.
 - g. Possession/introduction/use of a cell phone or unauthorized messaging device.
 - h. Possession/introduction/use of unauthorized electronic devices or parts of one, such as a charger or sim card.
 - i. Indecent exposure
 - j. Social media
4. When any visit is a threat to the security and good order of the unit/center, the visit shall be terminated.
5. During an institution emergency, quarantine, or power failure, visitation may be canceled as deemed appropriate by the Warden/Center Supervisor or designee.

G. Suspension/Termination of Approval

1. Visitation is a privilege and visitation privileges will be denied should the department determine a visitor or inmate has attempted to violate department rules or regulations.

2. A visitor who is removed from an inmate's visitation list, regardless of why the removal occurred, shall wait a minimum of six months before being eligible to be placed on any inmate's visitation list. This six-month wait shall not apply to mentors who are on the visitation list as part of a program approved by the Arkansas Department of Correction.
3. Any visitor found to have knowingly introduced, or attempted to introduce, contraband or who refuses to comply with a search requested by staff may be removed from the inmate's visitation list for a minimum of one (1) year. The visitor must reapply for visitation privileges for any inmate through the application process.
 - a. Any visitor found to have knowingly introduced, or attempted to introduce, drugs, cell phones, weapons, implements of escape, tobacco products, or any other items that threaten the security and good order of the institution may be permanently prohibited from visiting at any ADC location. The Warden may reconsider the decision to permanently deny visitation after considering the nature and extent of the incident, and completion of a minimum of one (1) year since denial.
 - b. Violation of any visitation rules, including displaying sexual acts or other prohibited behavior on video visitation will also result in cancellation of all visitation privileges.
 - c. Any visitor who refuses to comply with searches as requested by staff shall be removed from the inmate's visitation list as refusal will be considered an attempt to introduce contraband. The visitor will also be removed from the inmate's telephone list.
 - d. Any changes in the visitation status should be listed in the electronic Offender Management Information System (eOMIS).

H. Alerts in the Electronic Record

1. Any visitor whose visitation privileges have been suspended or terminated in the past should result in an "alert" flag.
2. Any current or former employee, contractor, intern, or volunteer should result in an "alert" flag.
3. Any visitor suspected of introducing contraband during a prior visit will result in an "alert" flag.
4. Any visitor placed on a suspicion list by the Warden/Center Supervisor due to correspondence, phone calls, or other available information leading to security concern will result in an "alert" flag.
5. An "alert" must be read, but will not result in the denial of a visit; it is to have staff supervising visitation aware of the information contained in the alert when allowing the visitor into the unit.

I. Visitor's Arrest

The procedures listed below shall be followed when notification has been made of an approved visitor's arrest:

1. The Visitation Clerk will compare the arrest information against visitation information on file to verify accuracy of the information and verify identity of the visitor.
2. The Warden/Center Supervisor will place the visitor on suspension status.
3. The visitor will be advised of the suspension in writing through U.S. Mail. Visitation privileges will remain suspended until the following information is provided for review (see Attachment III):
 - a. Copies of arrest reports;
 - b. Written statement detailing the circumstances of the arrest;
 - c. Court records and/or disposition of the charges; and
 - d. Other documents as requested.
4. The inmate will receive a notice advising of the suspension. (Inmate will not be given details).
5. Once the requested information has been received, the Warden/Center Supervisor and/or the Visitation Clerk will re-evaluate the visitor's visitation status.
6. Following the re-evaluation, the Warden may:
 - a. Return the visitor to approved status;
 - b. Continue the suspension for specific period of time; or
 - c. Permanently revoke visitation privileges.
7. The inmate shall be advised, in writing, of the Warden's decision. It is the responsibility of the inmate to inform the visitors of changes of status, days, times, schedules, etc.

IV. REFERENCES:

American Correctional Association (ACA) Standards

Attachment I

ARKANSAS DEPARTMENT OF CORRECTION
VISITATION /TELEPHONE CONTACT REQUEST AND AUTHORIZATION FORM
Please circle your request selection: ADDITION CHANGE

PLEASE MAKE SELECTION : PHONE LIST VISITATION LIST BOTH

Inmate's Name: ADC#

Applicant's Name:

PLEASE PRINT NAME AS IS APPEARS ON DRIVER'S LICENSE

Street or Address Street City State Zip Code

Mailing Address Street City State Zip Code

Date of Birth: / / Telephone Number:

Are you a CURRENT or PREVIOUS ADC employee CONTRACT employee or VOLUNTEER? YES NO

IF YES, Date last employed or volunteered: Unit of Assignment:

SOCIAL SECURITY #:

If age 12 or older, Valid Driver's License /State Issued Photo ID Number: State of issue: SEX: RACE:

Relationship to Inmate:

If form is for an Attorney request, provide State Bar Number

ARE YOU PRESENTLY ON THE APPROVED PHONE LIST OF ANOTHER INMATE INCARCERATED WITHIN THE ARKANSAS DEPARTMENT OF CORRECTION? YES () NO () IF YES, PLEASE COMPLETE THE FOLLOWING; IF MORE THAN ONE, LIST ALL. Use additional paper if needed.

Inmate Name ADC # RELATIONSHIP Incarceration Unit
Inmate Name ADC # RELATIONSHIP Incarceration Unit

ARE YOU PRESENTLY ON THE APPROVED VISITATION LIST OF ANOTHER INMATE INCARCERATED WITHIN THE ARKANSAS DEPARTMENT OF CORRECTION? YES() NO() IF YES, PLEASE COMPLETE THE FOLLOWING; IF MORE THAN ONE, LIST ALL. Use additional paper if needed.

Inmate Name ADC # RELATIONSHIP Incarceration Unit
Inmate Name ADC # RELATIONSHIP Incarceration Unit

SEARCH AUTHORIZATION

I, Name OF City State request

permission from the Arkansas Department of Correction, to Visit and/or Contact by telephone, Inmate ADC #. I have read the rules and regulations on the back of this form and I understand them fully. I do agree to abide fully by such rules and regulations. I understand that there will be consequences should I fail to follow the rules and regulations governing telephone usage and/or visitation, both those located on the back of this application and rules posted at the Unit. In consideration for being granted permission to telephone usage and/or visitation, I consent to recording of telephone calls and a criminal background check(s).

COMPLETE AND RETURN THIS FORM TO:

VISITATION CLERK
At the Inmate's Assigned Unit

Printed Applicant's Name (Must be Legible or Form Cannot Be Processed)

Signature of Applicant

If you are under 18 years of age, your Legal Guardian's approval to visit and consent to a search of your person and possessions or contact by telephone must be indicated by signing below. Additionally, you will be required to have an approved adult with you to visit. Signature of Parent or Legal Guardian constitutes "consent" or approval.

Relationship to Applicant:

Signature of Legal Guardian or Parent

Clearly Print Parent or Legal Guardian's Name

Rules Governing Inmate Visits

1. In order for you to be placed on the approved visitation list, this form must be legibly completed in its entirety and **RETURNED TO THE ADDRESS INDICATED. DO NOT RETURN THE APPLICATION TO THE INMATE.** Note that upon request, the inmate may remove any or all visitors from his/her approved visitation list. It is the responsibility of the inmate to notify you if your application is approved for visitation, of the visitation schedule, and any changes to either.
 2. You may contact the particular unit to confirm the visitation schedule at that unit. Visits will not be scheduled on a holiday unless the holiday occurs on the inmate's regularly scheduled visitation day.
 3. Visits for inmates assigned to administrative segregation may be arranged by contacting the Visitation Office. These visits will be conducted in a more secure setting. Inmates assigned to punitive status may be permitted to receive visits of two hours one time per month. These visits must be requested at least 24 hours in advance and must be approved by the Warden or designee based on the inmate's behavior.
 4. All persons, property, and vehicles entering State property shall be subject to search. Any refusal to comply with searches will result in denial of future entry into the facility. Additionally, all applicants and visitors will be subject to a criminal background check at application, and each visit.
 5. No more than four (4) persons shall be permitted to visit any one inmate during any visitation period. All visitors must be on the approved visitation list. A person of any age is counted as one of the four persons allowed to visit. When an inmate has minor children that would exceed the number of allowed visitors (with an adult visitor), a maximum of two (2) adults will be allowed to accompany the inmate's minor children during the visitation period. The Warden must authorize any other exceptions.
 6. Brief cut, provocative, or inappropriate clothing will not be permitted. No halter-tops, tank tops, hats, shorts, mini-skirts/dresses, see-through clothing, leggings, jeggings or camouflage attire may be worn. No sleeveless tops are allowed because shoulders must be covered at all times. Clothing containing metal (such as snaps, buttons, buckles, under wire, etc) should be avoided as those items may prevent the visitor from clearing certain security devices, cause delays and lead to additional searches. Children 10 years of age and under will be allowed to wear shorts of an appropriate length.
 7. Visitors will not be permitted to give any inmate money, gifts, food or any other items. **THE FURNISHING OR INTRODUCTION OF ANY PROHIBITED ARTICLE INTO A DEPARTMENT FACILITY IS IN VIOLATION OF ARKANSAS CODE 5-54-119 AND IS A FELONY PUNISHABLE BY LAW. THIS INCLUDES TOBACCO, ANY SMOKING PARAPHERNALIA, ELECTRONIC COMMUNICATION DEVICES, ALCOHOL AND/OR DRUGS.** Visitors will be allowed to carry in only the following items: identification, baby bottle, baby diapers and diaper wipes, car keys and jewelry (being worn). A Warden may place a limit on the amount of money or other items that can be brought into the visitation area.
 8. Visitors who have been admitted to the institution to visit an inmate shall not visit any other inmate at any time, unless the Warden or designee grants specific permission for such visit in advance.
 9. Improper conduct on the part of any visitor shall result in immediate termination of the visit and may result in the suspension or revocation of visiting privileges. Children must be kept from running and kept as quiet as possible so as not to interfere with other visits.
 10. Any visitor under the influence of alcohol and/or drugs, or who knowingly brings, or attempts to bring, any alcohol, drugs, tobacco, electronic communication devices, etc., into the institution, or upon its grounds, may be detained for arrest by the appropriate authorities or removed from the institution grounds immediately. The incident shall be reported to the Prosecuting Attorney for appropriate action. In addition, incidents shall result in the indefinite suspension of all visiting privileges of such person(s).
- *** Current and former ADC employees and contract employees shall not be approved for visitation or telephone calls for a period of three (3) years from last date of employment, unless they are immediate family members and were so prior to their employment. Any person who has participated as a volunteer at any time within the last eighteen (18) months shall not be placed on any inmate's visitation or telephone list unless they are immediate family members and were so prior to their work as a volunteer or the inmate's incarceration. Waivers can be granted by wardens if employees or volunteers left in good standing.

[Visitor's Name]
[Visitor's Mailing Address]
[City, State, Zip Code]

Dear [Visitor's Name]:

Please be advised that your visitation privileges have been suspended due to your arrest on [Month, Date, Year] with [Arresting Agency].

Please provide the following information to assist in the re-evaluation of your visitation status:

1. Copies of the arrest report(s);
2. A written statement detailing the circumstances of the arrest;
3. Court records indicating disposition of the charges;
4. Other information as explained below:
[Explanation of other information]

Your visitation privileges will remain suspended until the above-requested information is received and the re-evaluation is completed. Once the investigation and subsequent re-evaluation is complete, you will be advised of the decision in writing.

If you have any questions, please contact the visitation clerk at:

[Visitation Clerk's Name]
[Visitation Clerk's Telephone Number]

Sincerely,

[Warden's Signature]
Warden

cc: Inmate's Visitation File
File



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Pine Bluff, AR 71611-8707
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ADMINISTRATIVE DIRECTIVE

SUBJECT: Punitive Housing Segregation/Restriction

NUMBER: 18-6-20

SUPERSEDES: 16-2004

APPLICABILITY: To All Employees, Especially Those Involved in the Operation of Punitive Housing Segregation and Inmates

REFERENCE: AR 839 – Punitive Segregation

PAGE: 1 of 9

APPROVED: Original Signed by Wendy Kelley

EFFECTIVE DATE: 6/10/2016

I. POLICY:

It shall be the policy of the Department of Correction to provide safe, secure housing for inmates who require a higher degree of physical control because they have been found guilty of committing serious rule violations. ~~Additionally, to provide for a consistent method of applying punitive restrictions to inmates who are removed from punitive segregation areas prior to the completion of the punitive segregation time imposed by the Disciplinary Hearing Officer.~~ This policy applies ~~to only to the both~~ punitive isolation segregation and the punitive restriction portion of a disciplinary sentence and is not meant to add to or negate any restrictions imposed by the Disciplinary Hearing Officer; nor does it negate required review by healthcare, classification, and other staff.

Comment [TM1]: Removed due to the fact that an inmate already have restrictions when on punitive time. Also, this procedure is explained on page 9 C #2

II. EXPLANATION/PURPOSE:

Any inmate who has been found guilty of violating departmental rules and regulations may be placed in punitive housing segregation after an impartial due process hearing pursuant to procedures in the Disciplinary Manual and shall be subject to the following restrictions and/or conditions of confinement while in punitive housing segregation. Punitive measures may include punitive housing segregation or punitive restriction.

III. DEFINITIONS:

Punitive Housing- A separate housing used for inmates who have been found guilty of a disciplinary violation.

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Punitive Restriction- A status assignment for inmates who have received punitive housing as a sanction, but are not being housed in an isolation area.

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48 Hour Relief- An inmate in punitive housing will receive a 48 hour period after each 30 days of being housed in punitive housing, unless the inmate is released to another area.

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III.IV. PROCEDURES:

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A. Restrictions and/or Conditions of Confinement

When an inmate is found guilty of a major infraction of institutional rules and punitive housing time is imposed, the inmate may be placed in punitive housing or placed on punitive restriction and be subject to the limitations of that assignment.

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Any exception or deviation from this policy must be authorized by the Director.

Comment [TM2]: Added as a clarification to the fact that an inmate can receive punitive time or punitive restriction

1. Mail – Inmates in punitive segregation housing or on punitive restriction will be allowed to send and receive letters on the same basis as inmates in the general population. This will include both general and privileged correspondence.
2. Newspapers/Magazines – Inmates will not be able to receive newspapers or magazines in punitive housing or on punitive restriction segregation. During their forty-eight (48) hour relief, inmates will be allowed to receive the two (2) most current newspapers and magazines on a one-for-one exchange basis.
3. Visitation – Inmates in punitive housing or on punitive restriction segregation have opportunities for visitation unless there are substantial reasons for withholding such privileges. Visits will be conducted for two (2) hours, once a month (calendar) and scheduled at least twenty-four (24) hours in advance. The Warden or designee must approve all such visits. Approval will be contingent upon but not limited to:

- a. Nature of rule violation.
 - b. No further rule violations while housed in punitive housing or on punitive restriction.
 - c. Satisfactory cell inspection reports.
 - d. A legal visit may be approved in advance by the Warden/Center Supervisor. This is only to be done when the attorney can justify the urgency of the legal matter prior to the release from punitive status, with the consistent need for good security.
4. Exercise – Inmates in punitive housing or on punitive restriction ~~segregation~~ will be offered a minimum of one (1) hour of exercise per day outside of their cells, five (5) days per week, unless security or safety considerations dictate otherwise.
- a. The exercise periods are to be conducted outside, security and weather permitting. During inclement weather, coats and raincoats are available.
 - b. During these exercise periods, the inmate will not be afforded any recreational equipment, television, or radio.
 - c. Exercise periods should be documented. Any imposition of constraint during the exercise period will be justified and documented.
 - e.d. Inmates on restricted recreation will remain in restraints during these periods, but may exercise in the punitive housing cell.
5. Commissary - Inmates on forty-eight (48) hour relief will be allowed to purchase commissary items, authorized personal hygiene items and legal supplies listed in the Personal Property Section of this policy a minimum of once every thirty (30) days. Purchase limit ~~will be the same as indigent inmates shall not exceed ten dollars (\$10.00)~~. Legal supplies may be purchased more often if the inmate can document a valid need. Inmates violating any restrictions will be subject to additional disciplinary action.
6. Mattresses – Inmates in punitive segregation housing will not be allowed to have mattresses in the cells between the hours of approximately 7:00 a.m. and 7:00 p.m. daily.

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7. Showers – Males inmates in punitive housing segregation will be afforded the opportunity to shave and shower a minimum of three (3) times per week. Female inmates will be afforded the opportunity to shave once a week and shower a minimum of three (3) times per week. Exceptions are permitted when found necessary by the senior officer on duty. All exceptions will be recorded in the log and justified in writing.

8. Law Library – After having been in punitive housing segregation for twenty days, inmates may order legal materials from the law library if just cause or adequate need arises for legal material to be delivered once per week.

EXCEPTION: Legal materials will be made readily accessible to those inmates who need to meet statutory or court-imposed deadlines.

9. Personal Property – Inmates sentenced to punitive housing segregation are not allowed personal property; thereby, personal property will be inventoried in accordance with appropriate policy addressing inmate property control. While in punitive housing segregation, the inmate will only be allowed to have the following items, contingent upon good-security considerations.

- a. Legal materials/Religious text – only that amount of legal material which can be kept neat and orderly and does not clutter the cell, plus one religious text (i.e., Bible, Koran, etc.)
- b. Soap
- c. Dental Hygiene Items
- d. Wash Cloth
- e. Self-improvement Reading Materials Provided by Treatment Services (one)
- f. Comb (no pick)
- g. Deodorant
- h. Sanitary Napkins (females)
- i. Paper
- j. Flex pen

- k. Stamped Envelopes/Legal Envelopes
- l. Shampoo (female inmates only)
- m. Conditioner (female inmates only)
- n. Consumable items (during forty-eight (48) hour relief only)
- o. Medications as authorized in Paragraph #18

Toilet paper will be issued in increments by the punitive area supervisor on an as-needed basis.

- 10. Telephones – Inmates will not be afforded telephone privileges. Inmates may make attorney calls when a need can be verified that will not wait until the conclusion of punitive confinement.
- 11. Religious Services – Inmates in punitive ~~segregation housing~~ will not be allowed to participate in group religious activities. -A religious leader approved by the Department will be available upon request for one-on-one visits, at the inmate's cell, subject to approval by the Warden. A departmental chaplain must make rounds in punitive ~~housing segregation~~ at least once per week.

Provisions will be made for Muslim inmates to participate in the Ramadan Fast.
- 12. Meritorious Good Time – Inmates in punitive ~~housing segregation or~~ punitive restriction will not earn good time.
- 13. Work Assignment – Inmates in punitive ~~housing segregation~~ will not have work assignments.
- 14. Library – Inmates in punitive ~~housing segregation~~ will not have regular library privileges.
- 15. Program Activities – Inmates in punitive ~~housing segregation~~ will not be allowed to participate in any group program activities (i.e., Inmate Council, SATP, Education, Movies, etc.).
- 16. Clothing – Inmates in punitive ~~housing segregation~~ will be provided one jump suit and appropriate undergarments at shower time. The only footwear permitted will be state issued canvas or approved medical footwear.

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17. Paper and Pen – Inmates in punitive housing segregation will be allowed to purchase flex pens and/or paper through the commissary at least once monthly or more often if a need is documented and validated. The Segregation-Restricted Housing Supervisor or Chief Security Officer will review all such requests.

18. Medical – All inmates who are segregated from the general population will be evaluated by qualified health personnel prior to placement in punitive isolation segregation and daily rounds will be made in punitive housing areas by medical staff while in segregation to determine the individual's status. The pre-placement health evaluation is to ensure the inmate does not have any medical conditions contradictory to such placement, and to screen for mental health referrals. Any referrals to mental health shall be made to the mental health supervisor and/or the on-call mental health staff. The pre-placement will be documented in the inmate's health record.

Sick call will be held at least five (5) times per week, and pill call will be held as often as required by the medical staff. Medical services on weekends will be for emergencies only. Only emergency medications authorized by the Regional Medical Director, such as inhalers and nitroglycerin, will be kept in a punitive cell.

19. Food – Food will be served in accordance with the appropriate policy addressing food services. Disposable utensils may be utilized. Meals will be served in the cells. Inmates on punitive will not be served seconds.

Alternative meal service may be provided to an inmate in segregation punitive who uses food or food service equipment in a manner that is hazardous to self, staff, or other inmates. Alternative meal service is on an individual basis, is based on health and/or safety considerations only, meets basic nutritional requirements, and occurs with the written approval of the Warden and responsible health authority. The substitution period shall not exceed (7) seven days, but may be resumed, as warranted, following one regular tray, absent a special treatment plan.

- ~~20. Consecutive Sentences – Inmates on forty-eight (48) hour relief may possess only those items from the commissary, which could reasonably be consumed in forty-eight (48) hours.~~

204. Mental Health Counseling – Mental health counseling may be coordinated between mental health personnel and the Warden. A departmental mental health counselor must make rounds in punitive housing areas no less than three (3) times per week, on Monday,

Wednesday, and Friday, and will ensure that all inmates reassigned from population to a lock-down status since the last round are seen. Additionally, mental health staff will see an inmate assigned to ~~administrative segregation/restrictive/punitive housing~~ isolation during normal working hours before leaving the unit and assess the inmate utilizing the ~~Restricted Housing Segregation~~ Review Form (MHS-1139.00) when notified of concerns by unit staff or medical staff. After normal working hours and on holidays or weekends, on-call mental health staff shall assess each inmate on whom notification has been received from unit staff or medical staff to determine if the inmate needs to be placed on treatment precaution status per ~~name of form (MHS Policy 1136.00 mental health policy)~~, with documentation must be placed in the electronic health record and the inmate's mental health file.

22. Cleanliness/Grooming - Inmates assigned to punitive ~~housing segregation~~ are expected to comply with the Department's policy concerning personal cleanliness and grooming for inmates. -If an inmate's personal cleanliness and/or grooming falls below the Department's standard, the Chief of Security may order that necessary steps be taken to enforce compliance. -Failure to abide by grooming standards is grounds for disciplinary action.

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B. Staff Responsibilities

The Warden, Deputy/Assistant Warden, or Chief of Security Officer will visit punitive ~~punitive segregation~~ at least once per week. In addition, the Duty Warden will visit punitive ~~isolation segregation~~ each weekend. He/She will pay special attention to those inmates assigned to mental health "Treatment Precaution," (i.e., Restriction Status or Restraint Status), and will follow those instructions outlined below under Paragraph #5, "Special Note."

The Punitive Area Supervisor will be responsible for assuring that:

1. Each punitive cell has lights, toilet, and lavatory in good working condition. Each punitive cell shall have a bunk.
2. All inmates working in the punitive area shall be under constant staff supervision.
3. Shake-downs are conducted in accordance with the appropriate policy addressing searches. All ~~restrictive housing segregation~~ cells on

punitive are searched on a non-regular basis at least three times a week and documented.

4. A log is maintained on all movement of inmates on punitive housing status.
5. Each cell in punitive ~~housing~~ segregation shall be checked by an officer ~~checked by an officer at irregular intervals no less than every thirty (30) minutes~~ twice an hour and no more than 40 minutes ~~apart~~.

Officers will note if the inmate is complying with the Department's cleanliness and/or grooming standards. Likewise, each cell will be checked to make certain the cell is clean and sanitary. ~~If the condition of the inmate or the cell is not in compliance with Department standards, the Chief of Security, or designee, will be notified immediately and will take necessary steps to correct the problem.~~

"Special Note:" For those inmates assigned to punitive ~~housing~~ segregation and under "Treatment Precaution," (i.e., Restriction Status or Restraint Status), the punitive area supervisor will ensure staff initial in the Treatment Precaution Log indicating that the inmate and his/her cell have been checked and the inmate is in a satisfactory condition and the cell is in compliance with the Department's cleanliness and sanitation standards.

6. ~~No administrative segregation inmates are housed in the same cells as punitive inmates. Administrative segregation inmates can be housed on the punitive wing with the written approval of the Chief of Security, but cannot be housed in the same cells as punitive inmates. In the absence of the Chief of Security, the shift supervisor may An inmate, who received punitive time while in general population can only be housed in the same cell as an inmate, if it is an inmate who received punitive time while in general population authorize such housing provided that written approval is obtained from the Chief of Security as soon as possible~~

6.

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C. Periods of Confinement

1. Inmates may be confined to punitive segregation for a period up to ~~thirty (30) days, housing~~ due to a ~~pending~~ disciplinary.

Inmates serving ~~consecutive punitive isolation~~ punitive housing that exceeds ~~thirty days~~ will ~~sentences~~ will receive a forty-eight (48) hour relief at the end of each thirty (30) days of punitive housing assignment ~~sentence~~. Inmate privileges as previously outlined in this

policy will be restored during the forty-eight (48) hour relief period and will be restricted again at the beginning of the next punitive sentence. An inmate's telephone privilege will not be restored during the forty-eight (48) hour relief if the privilege was suspended due to a conviction of disciplinary rule violation 02-5, 09-13 or 17-3.

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Commissary purchases up to \$10.00 may be made by an inmate only if the inmate's forty-eight (48) hour relief falls on their regularly scheduled commissary day, and will be limited to a quantity that can reasonably be consumed in forty-eight (48) hours. Inmates on 48 hour relief are only allowed to receive property that is allowed in Restrictive Housing. Inmate personal property privileges as previously outlined in paragraph A (9) of this policy will remain in effect.

2. Inmates may be released from punitive housing segregation prior to the completion of sentence only with the authorization of the Warden or designee. This will not relieve the inmate from punitive restrictions unless specifically ordered by the Warden or designee.

D. Punitive Restriction

1. When an inmate is found guilty of a major infraction of institutional rules and punitive segregation time is imposed, the inmate may be placed in punitive segregation and be subject to the restrictions of that assignment or be placed on punitive restrictions.

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2. Should an inmate placed in punitive segregation be removed from punitive segregation prior to the completion of the punitive segregation time imposed by the Disciplinary Hearing Officer, the inmate will be placed in housing commensurate with job assignment and will be placed on punitive restrictions until completion of the punitive sentence. (Punitive restrictions can only be imposed for the duration of the punitive segregation time imposed. Any other restrictions would have to be imposed by the Disciplinary Hearing Officer.)

Comment [TM3]: Added under procedures page #2

- 3.1. Inmates on punitive restriction will have a work assignment and will be required to work on their assigned job. Inmates on punitive restrictions may have their privileges restored prior to the completion of their punitive sentence only with the authorization of the Warden or his designee.

Comment [TM4]: Does not pertain to punitive restriction but punitive isolation inmates. Inmates serving punitive time already have restrictions. So they are released from punitive housing early the inmate still has restrictions

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Inmates serving consecutive punitive restrictions will not receive a forty-eight (48) hour relief at the end of each thirty (30) day sentence period; however, the inmate may purchase personal hygiene items and legal supplies up to \$10 per week on their regular commissary day.

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4. Inmate privileges as previously outlined in this policy will be restored during the forty-eight (48) hour relief period and will be restricted again at the beginning of the next punitive restriction sentence.

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5. Inmates working on their assignments without additional disciplinaries will receive credit toward reclassification (promotion in class) as other inmates working on their assignments. Inmates will not receive a class upgrade while on punitive restriction status.

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6. An inmate on punitive restriction who is found guilty of a major infraction of institutional rules by the Disciplinary Hearing Officer will be placed in punitive segregation for the time period required by the sanction. This time imposed is consecutive to any previously imposed punitive sentence unless otherwise ordered by the Warden, or designee.

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Comment [TMS]: Inmates who are only on punitive restrictions are not housed in punitive isolation. Restrictions pertain to their privileges not housing.

E. Review of Punitive Segregation Housing Status

4. No inmate shall remain in punitive housing segregation for more than one year unless he has been personally interviewed by the Warden at the end of one year. The Warden at this time will review the possibilities of a punitive reduction plan. At the end of the second and each additional year that an inmate remains in punitive housing segregation, he must be personally interviewed by both the Warden and the Deputy/Assistant Director, who will then determine whether continuation in that status is necessary and/or appropriate.

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ADMINISTRATIVE DIRECTIVE

SUBJECT: Punitive Housing/Restriction

NUMBER: 18-26

SUPERSEDES: 16-20

APPLICABILITY: To All Employees, Especially Those Involved in the Operation of Punitive Housing and Inmates

REFERENCE: AR 839 – Punitive Segregation

PAGE: 1 of 9

APPROVED: Original Signed by Wendy Kelley

EFFECTIVE DATE: 6/14/18

I. POLICY:

It shall be the policy of the Department of Correction to provide safe, secure housing for inmates who require a higher degree of physical control because they have been found guilty of committing serious rule violations. This policy applies to both punitive isolation and the punitive restriction portion of a disciplinary sentence and is not meant to add to or negate any restrictions imposed by the Disciplinary Hearing Officer; nor does it negate required review by healthcare, classification, and other staff.

II. PURPOSE:

Any inmate who has been found guilty of violating departmental rules and regulations may be placed in punitive housing after an impartial due process hearing pursuant to procedures in the Disciplinary Manual and shall be subject to the following restrictions and/or conditions of confinement while in punitive housing. Punitive measures may include punitive housing or punitive restriction.

III. DEFINITIONS:

Punitive Housing- A separate housing used for inmates, who have been found guilty of a disciplinary violation.

Punitive Restriction- A status assignment for inmates who have received punitive housing as a sanction, but are not being housed in an isolation area.

48 Hour Relief- An inmate in punitive housing will receive a 48 hour period after each 30 days of being housed in punitive housing, unless the inmate is released to another area.

IV. PROCEDURES:

A. Restrictions and/or Conditions of Confinement

When an inmate is found guilty of a major infraction of institutional rules and punitive housing time is imposed; the inmate may be placed in punitive housing or placed on punitive restriction and be subject to the limitations of that assignment. Any exception or deviation from this policy must be authorized by the Director.

1. Mail – Inmates in punitive housing or on punitive restriction will be allowed to send and receive letters on the same basis as inmates in the general population. This will include both general and privileged correspondence.
2. Newspapers/Magazines – Inmates will not be able to receive newspapers or magazines in punitive housing or on punitive restriction. During their forty-eight (48) hour relief, inmates will be allowed to receive the two (2) most current newspapers and magazines on a one-for-one exchange basis.
3. Visitation – Inmates in punitive housing or on punitive restriction have opportunities for visitation unless there are substantial reasons for withholding such privileges. Visits will be conducted for two (2) hours, once a month (calendar) and scheduled at least twenty-four (24) hours in advance. The Warden or designee must approve all such visits. Approval will be contingent upon but not limited to:
 - a. Nature of rule violation.
 - b. No further rule violations while housed in punitive housing or on punitive restriction.

- c. Satisfactory cell inspection reports.
 - d. A legal visit may be approved in advance by the Warden/Center Supervisor. This is only to be done when the attorney can justify the urgency of the legal matter prior to the release from punitive status, with the consistent need for good security.
4. Exercise – Inmates in punitive housing or on punitive restriction will be offered a minimum of one (1) hour of exercise per day outside of their cells, five (5) days per week, unless security or safety considerations dictate otherwise.
 - a. The exercise periods are to be conducted outside, security and weather permitting. During inclement weather, coats and raincoats are available.
 - b. During these exercise periods, the inmate will not be afforded any recreational equipment, television, or radio.
 - c. Exercise periods should be documented. Any imposition of constraint during the exercise period will be justified and documented.
 - d. Inmates on restricted recreation will remain in restraints during these periods, but may exercise in the punitive housing cell.
5. Commissary- Inmates on forty-eight (48) hour relief will be allowed to purchase commissary items, authorized personal hygiene items and legal supplies listed in the Personal Property Section of this policy a minimum of once every thirty (30) days. Purchase limit shall not exceed ten dollars (\$10.00). Legal supplies may be purchased more often if the inmate can document a valid need. Inmates violating any restrictions will be subject to additional disciplinary action.
6. Mattresses – Inmates in punitive housing will not be allowed to have mattresses in the cells between the hours of approximately 7:00 a.m. and 7:00 p.m. daily.
7. Showers – Males inmates in punitive housing will be afforded the opportunity to shave and shower a minimum of three (3) times per week. Female inmates will be afforded the opportunity to shave once a week and shower a minimum of three (3) times per week. Exceptions are permitted when found necessary by the senior officer on duty. All exceptions will be recorded in the log and justified in writing.

8. Law Library – After having been in punitive housing for twenty days, inmates may order legal materials from the law library if just cause or adequate need arises for legal material to be delivered once per week.

EXCEPTION: Legal materials will be made readily accessible to those inmates who need to meet statutory or court-imposed deadlines.

9. Personal Property – Inmates sentenced to punitive housing are not allowed personal property; thereby, personal property will be inventoried in accordance with appropriate policy addressing inmate property control. While in punitive housing, the inmate will only be allowed to have the following items, contingent upon security considerations.
- a. Legal materials/Religious text – only that amount of legal material which can be kept neat and orderly and does not clutter the cell, plus one religious text (i.e., Bible, Koran, etc.)
 - b. Soap
 - c. Dental Hygiene Items
 - d. Wash Cloth
 - e. Self-improvement Reading Materials Provided by Treatment Services (one)
 - f. Comb (no pick)
 - g. Deodorant
 - h. Sanitary Napkins (females)
 - i. Paper
 - j. Flex pen
 - k. Stamped Envelopes/Legal Envelopes
 - l. Shampoo (female inmates only)
 - m. Conditioner (female inmates only)
 - n. Consumable items (during forty-eight (48) hour relief only)

o. Medications as authorized in Paragraph #18

Toilet paper will be issued in increments by the punitive area supervisor on an as-needed basis.

10. Telephones – Inmates will not be afforded telephone privileges. Inmates may make attorney calls when a need can be verified that will not wait until the conclusion of punitive confinement.
11. Religious Services – Inmates in punitive housing will not be allowed to participate in group religious activities. A religious leader approved by the Department will be available upon request for one-on-one visits, at the inmate's cell, subject to approval by the Warden. A departmental chaplain must make rounds in punitive housing at least once per week.

Provisions will be made for Muslim inmates to participate in the Ramadan Fast.
12. Meritorious Good Time – Inmates in punitive housing or on punitive restriction will not earn good time.
13. Work Assignment – Inmates in punitive housing will not have work assignments.
14. Library – Inmates in punitive housing will not have regular library privileges.
15. Program Activities – Inmates in punitive housing will not be allowed to participate in any group program activities (i.e., Inmate Council, SATP, Education, Movies, etc.).
16. Clothing – Inmates in punitive housing will be provided one jump suit and appropriate undergarments at shower time. The only footwear permitted will be state issued canvas or approved medical footwear.
17. Paper and Pen – Inmates in punitive housing will be allowed to purchase flex pens and/or paper through the commissary at least once monthly or more often if a need is documented and validated. The Restricted Housing Supervisor or Chief Security Officer will review all such requests.
18. Medical – All inmates who are segregated from the general population will be evaluated by qualified health personnel prior to placement in punitive isolation and daily rounds will be made in punitive housing areas by medical staff. The pre-placement health evaluation is to

ensure the inmate does not have any medical conditions contradictory to such placement, and to screen for mental health referrals. Any referrals to mental health shall be made to the mental health supervisor and/or the on-call mental health staff. The pre-placement will be documented in the inmate's health record.

Sick call and pill call will be held as often as required by the medical staff. Only emergency medications authorized by the Regional Medical Director, such as inhalers and nitroglycerin, will be kept in a punitive cell.

19. Food – Food will be served in accordance with the appropriate policy addressing food services. Disposable utensils may be utilized. Meals will be served in the cells. Inmates on punitive will not be served seconds.

Alternative meal service may be provided to an inmate in punitive housing who uses food or food service equipment in a manner that is hazardous to self, staff, or other inmates. Alternative meal service is on an individual basis, is based on health and/or safety considerations only, meets basic nutritional requirements, and occurs with the written approval of the Warden and responsible health authority. The substitution period shall not exceed (7) seven days, but may be resumed, as warranted, following one regular tray, absent a special treatment plan.

20. Mental Health Counseling – Mental health counseling may be coordinated between mental health personnel and the Warden. A departmental mental health counselor must make rounds in punitive housing areas no less than three (3) times per week, on Monday, Wednesday, and Friday, and will ensure that all inmates reassigned from population to a lock-down status since the last round are seen. Additionally, mental health staff will see an inmate assigned to restrictive/punitive housing during normal working hours before leaving the unit and assess the inmate utilizing the Restricted Housing Review Form (MHS-1139.00) when notified of concerns by unit staff or medical staff. After normal working hours and on holidays or weekends, on-call mental health staff shall assess each inmate on whom notification has been received from unit staff or medical staff to determine if the inmate needs to be placed on treatment precaution status per mental health policy. Documentation must be placed in the electronic health record.

22. Cleanliness/Grooming - Inmates assigned to punitive housing are expected to comply with the Department's policy concerning personal cleanliness and grooming for inmates. If an inmate's personal

cleanliness and/or grooming falls below the Department's standard, the Chief of Security may order that necessary steps be taken to enforce compliance. Failure to abide by grooming standards is grounds for disciplinary action.

B. Staff Responsibilities

The Warden, Deputy/Assistant Warden, or Chief of Security Officer will visit punitive punitive at least once per week. In addition, the Duty Warden will visit punitive isolation each weekend. He/She will pay special attention to those inmates assigned to mental health "Treatment Precaution," (i.e., Restriction Status or Restraint Status), and will follow those instructions outlined below under Paragraph #5, "Special Note."

The Punitive Area Supervisor will be responsible for assuring that:

1. Each punitive cell has lights, toilet, and lavatory in good working condition. Each punitive cell shall have a bunk.
2. All inmates working in the punitive area shall be under constant staff supervision.
3. Shake-downs are conducted in accordance with the appropriate policy addressing searches. All restrictive housing cells on punitive are searched on a non-regular basis at least three times a week and documented.
4. A log is maintained on all movement of inmates on punitive housing status.
5. Each cell in punitive housing shall be checked by an officer twice an hour and no more than 40 minutes apart.

Officers will note if the inmate is complying with the Department's cleanliness and/or grooming standards. Likewise, each cell will be checked to make certain the cell is clean and sanitary. If the condition of the inmate or the cell is not in compliance with Department standards, the Chief of Security, or designee, will be notified immediately and will take necessary steps to correct the problem.

"Special Note:" For those inmates assigned to punitive housing and under "Treatment Precaution," (i.e., Restriction Status or Restraint Status), the punitive area supervisor will ensure staff initial in the Treatment Precaution Log indicating that the inmate and his/her cell have been checked and the inmate is in a satisfactory condition and the

cell is in compliance with the Department's cleanliness and sanitation standards.

6. An inmate, who received punitive time while in general population can only be housed in the same cell as an inmate, if it is an inmate who received punitive time while in general population.

C. Periods of Confinement

1. Inmates may be confined to punitive housing due to a pending disciplinary.

Inmates serving punitive housing that exceeds thirty days will receive a forty-eight (48) hour relief at the end of each thirty (30) days of punitive housing assignment. Inmate privileges as previously outlined in this policy will be restored during the forty-eight (48) hour relief period. An inmate's telephone privilege will not be restored during the forty-eight (48) hour relief if the privilege was suspended due to a conviction of disciplinary rule violation 02-5, 09-13 or 17-3. Commissary purchases up to \$10.00 may be made by an inmate only if the inmate's forty-eight (48) hour relief falls on their regularly scheduled commissary day, and will be limited to a quantity that can reasonably be consumed in forty-eight (48) hours. Inmates on 48 hour relief are only allowed to receive property that is allowed in Restrictive Housing.

2. Inmates may be released from punitive housing prior to the completion of sentence only with the authorization of the Warden or designee. This will not relieve the inmate from punitive restrictions unless specifically ordered by the Warden or designee.

D. Punitive Restriction

1. Inmates on punitive restriction will have a work assignment and will be required to work on their assigned job. Inmates on punitive restrictions may have their privileges restored prior to the completion of their punitive sentence only with the authorization of the Warden or designee.

Inmates serving consecutive punitive restrictions will not receive a forty-eight (48) hour relief at the end of each thirty (30) day period; however, the inmate may purchase personal hygiene items and legal supplies up to \$10 per week on their regular commissary day.

2. Inmates working on their assignments without additional disciplinaries will receive credit toward reclassification (promotion in class) as other

inmates working on their assignments. Inmates will not receive a class upgrade while on punitive restriction status.

E. Review of Punitive Housing Status

No inmate shall remain in punitive housing for more than one year unless has been personally interviewed by the Warden at the end of one year. The Warden at this time will review the possibilities of a punitive reduction plan. At the end of the second and each additional year that an inmate remains in punitive housing, he must be personally interviewed by both the Warden and the Deputy/Assistant Director, who will then determine whether continuation in that status is necessary and/or appropriate.



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Inmate Death – Disposition of Remains - Designated Emergency Contacts–Access to Medical Records

NUMBER: 42-31–16-

SUPERSEDE: ~~10-2712-31~~

APPLICABILITY: All Facilities, Staff, and Inmates

REFERENCE: AR 005, AR 804, Ark. Code Ann. Sections 20-17-101 through 20-17-103, & 20-17-701 through 20-17-710. PAGE 1 of 6

APPROVED: Original signed by Ray Hobbs

DATE: ~~11/09/2012~~

I. **POLICY:**

It is the policy of the Arkansas Department of Correction to assume responsibility for the proper notification and disposition of the body in the event of the death of an inmate under the legal custody of the department. The notification is made based upon the Inmate's designated Primary or Alternate Emergency Contact whenever possible. It is also the policy of the Department to both protect the privacy interests of inmates and provide the inmate's Primary Emergency Contact with access to medical and mental health records, in addition to medical and mental health information, in the event of the inmate's death.

II. **EXPLANATION:**

This policy is to establish procedures to determine the disposition of remains in the event of an inmate death, and to follow the Inmate's designation as to the primary and alternate emergency contact including for emergency notification, the disclosure of otherwise confidential health information, and the disposition of property. This policy also provides for the disclosure of medical and mental health records to the inmate's Primary Emergency Contact as directed by the inmate and as requested by the Primary Emergency Contact after the inmate's death.

III. **DEFINITIONS:**

A. **Death** - An individual is dead who has sustained either:

1. Irreversible cessation of circulatory and respiratory functions; or
 2. Irreversible cessation of all functions of the entire brain, including the brain stem.
 3. A determination of death shall be made in accordance with accepted medical standards.
- B. Final disposition of the body - The burial, cremation or legal anatomical donation of the body of a deceased inmate (A.C.A. Section 20-17-102 (a) (2)).
- C. Declaration of final disposition - An individual of sound mind and eighteen (18) or more years of age may execute at any time a declaration specifying the final disposition of his or her bodily remains at his or her death, provided the disposition is in accordance with existing laws, rules, and practices for disposing of human remains.
- D. Primary Emergency Contact – The person, over the age of 18, designated by the inmate to be contacted in the event of an emergency. The person can also be designated to receive medical, mental health, and/or dental information concerning the inmate, and can be designated to claim the inmate’s personal property held by the ADC.
- E. Alternate Emergency Contact - The person, over the age of 18, designated by the inmate to be contacted in the event the primary contact cannot be reached in an emergency. The person can also be designated to receive medical, mental health, and/or dental information concerning the inmate, and can be designated to claim the inmate’s personal property held by the ADC.
- F. Medical Information – a verbal description of an inmate’s medical history.
- G. Medical Records – a chronological record of all medical and dental complaints, examinations, diagnostic testing, consultations and results, and treatment provided to an inmate. The term Medical Records does not, for the purpose of this Administrative Directive, include x-rays, or other diagnostic records that can be interpreted only by a person trained to interpret such records. Records which include professional interpretations of x-rays and similar diagnostic records are included within the term Medical Records. For the purposes of this Administrative Directive, the term Medical Records means those records created within three years preceding the date of a request for access to records.
- H. Mental Health Information – a verbal description of an inmate’s mental health history.
- I. Mental Health Records – all records created by the Mental Health Services Division and maintained as described in Mental Health Services Division Operational Policy No. 1162.00. For the purposes of this Administrative Directive the term Medical Records means those records created within three years preceding the date of a request for access to records.

Comment [JD1]: Rory: does this take care of the x-ray issue? Of course, we must anticipate that momma may want to take the x-rays to a radiologist of her choice for a second opinion.

Comment [JD2]: 3-year limit

Comment [JD3]: I amended this to include only those records created by MH.

IV. PROCEDURE:

A. Emergency Contact Notification

1. Upon notification by medical staff that an inmate is in a life-threatening condition, the Administrator of Medical Services or the Warden may notify or request the Chaplain to notify the emergency contact designated by the inmate.

Comment [r4]: Number 1 is covered in AD 17-32

2.1. Upon the death of an inmate in a department facility or the community, the facility Warden will immediately notify the facility Chaplain or designee. Immediate telephone notification to the Primary and/or Alternate Emergency Contact shall be made by the facility Chaplain or designee, regardless of the time of day or night. If attempts to contact the primary emergency contact are not immediately successful, then a diligent effort shall be made to contact the alternate emergency contact. If unsuccessful, then notification shall be attempted following the list found at Section IV (2) (d) below. The identity of the deceased shall not be disclosed or confirmed to the media until the notification has been completed, or if, after a diligent effort by the unit/facility chaplain, the Primary Emergency Contact, Alternate Emergency Contact, or a relative of the inmate cannot be located for notification.

Comment [JD5]: Solomon's request

Comment [JD6]: Also from Solomon

3.2. Notification – Contact to claim/control disposition of the remains shall be made to the first person who can be reached in the following order:

- a. The person appointed by the decedent in the decedent's Declaration of Final Disposition executed before his or her death, which shall be the primary emergency contact.
- b. The person designated on the Emergency Contact Form by the inmate as the primary emergency contact.
- c. The person designated on the Emergency Contact Form by the inmate as the alternate emergency contact.
- d. Then in the following order:
 - (1) Spouse
 - (2) Child
 - (3) Parent
 - (4) Sibling
 - (5) Grandparent
 - (6) Grandchild
 - (7) Guardian
 - (8) Closest living relative

4.3. Upon notification to the person in paragraph three, the staff making the notification shall inform them of the death and relate the relevant facts of the death, as provided by the Duty Warden and/or Internal Affairs. The individual

making contact shall consult with the primary emergency contact regarding the disposition of the body and provide the following information:

- a. If claiming the body, the primary emergency contact shall be advised to contact the Office of the State Medical Examiner for further information;
- b. If **not** claiming the body or if, after a diligent effort by the facility Chaplain, the primary emergency contact, alternate emergency contact, or a relative cannot be notified, the responsibility for final disposition shall default to the Department. The Administrator of Medical and Dental Services shall coordinate the arrangements with an approved Funeral Director or UAMS for the final disposition of the remains in accordance with state law.

B. Financial Responsibility

1. Payment for services provided on behalf of a deceased inmate shall be the responsibility of the person claiming the body.
2. If the primary, alternate, or a relative does not claim the body, payment for services provided on behalf of a deceased inmate shall be the responsibility of the Department.

C. Final Disposition of the Body by the Department

1. The Authorization for Final Disposition form will be available to inmates during intake and through the chaplains' offices.
2. If the inmate has not completed a statement pursuant to the Arkansas Final Disposition Rights Act of 2009 opposing cremation, and the inmate's family does not object based upon religious beliefs opposing cremation that reflect the inmate's declared religion, the Department shall have the body cremated upon release by the Medical Examiner's office.
3. Remains shall be released to the primary or alternate listed by the inmate. If none can be located, the remains will be maintained for a minimum of ninety (90) days for the next of kin to claim. If not claimed, the remains shall be scattered in a designated cemetery.
4. Those bodies that are not claimed and not cremated due to the inmate's declaration or religious beliefs shall be buried in a designated cemetery.

D. Authorization to Share Health Information

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The Arkansas Department of Correction will not disclose medical or mental health health information -to any person, -including relatives of an inmate, inquiring about the inmate's condition, unless authorized by the inmate, or authorized by state or federal law. The inmate may designate two individuals to receive verbal medical or mental health information from the Administrator of Medical and Dental Services and/or his/her staff, from the Administrator of Mental Health Services and/or his/her staff, and the Deputy Director for Health & Correctional Programs and/or his/her staff. In addition, the inmate may designate that his or her Primary

Emergency Contact may request copies of medical records or mental health records of the inmate in the event of the inmate's death. The inmate makes these permitted designations by completing the appropriate designation on the Emergency Contact Form and by executing any related medical or mental health record release. Such designations are at the option of the inmate including which if any of the designations are made.

E. Procedure for Requesting Medical and Mental Health Records

If the inmate has designated his or her Primary Emergency Contact as a potential recipient of his or her medical or mental health records and the inmate has executed the required releases, upon the inmate's death the Primary Emergency Contact may request copies of medical or mental health records by identifying with specificity those records sought. Such a request must be made on an ADC Record Request Form and directed to the Administrator of Medical and Dental Services in the case of medical records and to the Administrator of Mental Health Services in the case of mental health records. The Department reserves the right to require that the person requesting records provide appropriate identification to assure that the requesting party is the inmate's designated Primary Emergency Contact. Also, the person designated to receive medical or mental health records cannot be a person who is incarcerated. An ADC Record Request Form is available on the Department's web site. The form is also available upon request from the Department.

Comment [JD7]: Added references

Comment [JD8]: Recipient of records cannot be incarcerated

Comment [JD9]: The Form where we will include the warning not to disclose the records to the inmate.

F. Financial Responsibility for Medical and Mental Health Records

An inmate's Primary Emergency Contact seeking access to the inmate's medical or mental health records is required to specify the records sought. The Department will provide up to 10 pages of records free of charge. Additional records will be provided at the rate of twenty-five cents (\$.25) per page plus a retrieval fee of fifteen dollars (\$15). Payment is due to the Department's medical contractor in advance of the receipt of the records.

Comment [JD10]: Max 10 pages free

Comment [JD11]: I did not change this to CCS since we'd have to deal with mental health records any way

Authorization for Final Disposition

APPOINTMENT OF PERSON TO CONTROL DISPOSITION OF REMAINS

I, _____ (name and ADC number), being of sound mind, willfully and voluntarily make known my desire that, upon my death, the disposition of my remains shall be controlled by the person designated as my primary emergency contact with the Arkansas Department of Correction. If that person dies, is unable to be located, or is unable to act, I appoint the alternate emergency contact provided to the Arkansas Department of Correction with respect to the disposition of my remains.

SPECIAL DIRECTIONS:

Set forth below are any special directions limiting the power granted to my agent as well as any instructions or wishes desired to be followed in the disposition of my remains:

DURATION:

This appointment becomes effective upon my death.

PRIOR APPOINTMENT REVOKED:

I hereby revoke any prior appointment of any person to control the disposition of my remains.

Signed this _____ day of _____, _____

(Signature of person making the appointment)

Statement by witness (must be 18 or older)

I declare that the person who executed this document is personally known to me and appears to be of sound mind and acting of his or her free will. He or she signed (or asked another to sign for him or her) this document in my presence.

Witness 1: _____
(Printed Name) (Signature)

Witness 2: _____
(Printed Name) (Signature)

EMERGENCY CONTACT FORM

Printed Name of Inmate _____ ADC# _____

This form allows you to ensure that the person you want to be contacted in case of an emergency is listed in your records. If you do not want anyone contacted in the event of an emergency, write "NONE" on the "Name" line and sign the form at the bottom of the page. If there is anything that you do not clearly understand, ask a member of the staff to explain it to you. Contact(s) must be 18 or older. **(PLEASE PRINT)**

PRIMARY EMERGENCY CONTACT:

Contact Name: _____ Phone: (____) _____-_____
 Address: _____ Work/Cell Phone: (____) _____-_____
 City / State / Zip _____

Relationship: [] Parent; [] Spouse or partner; [] Sibling; [] Child; [] Friend; [] Is Dependent/Guardian; [] Lived with Inmate; [] Victim of Inmate; [] Accomplice of Inmate; [] Has Criminal History; [] Works in Law Enforcement; [] Other
 Contact will be made with the second person on the list only if the person listed above cannot be reached in case of an emergency. If unable to reach the person listed above, contact:

ALTERNATE EMERGENCY CONTACT:

Alternate Name: _____ Phone: (____) _____-_____
 Address: _____ Work/Cell Phone: (____) _____-_____
 City / State / Zip _____

Relationship: [] Parent; [] Spouse or partner; [] Sibling; [] Child; [] Friend; [] Is Dependent/Guardian; [] Lived with Inmate; [] Victim of Inmate; [] Accomplice of Inmate; [] Has Criminal History; [] Works in Law Enforcement; [] Other _____

The following five items are entirely your choice. Your health condition is confidential and will only be released outside the ADC and the medical community with your permission. Place a check (✓) in the box below to give permission to the person(s) listed above.

	PRIMARY	ALTERNATE
Medical information may be shared with this individual:	<input type="checkbox"/>	<input type="checkbox"/>
<u>In the event of my death, Medical records may be shared with this individual:</u>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health information may be shared with this individual:	<input type="checkbox"/>	<input type="checkbox"/>
<u>In the event of my death, Mental health records may be shared with this individual:</u>	<input type="checkbox"/>	<input type="checkbox"/>
Dental information may be shared with this individual:	<input type="checkbox"/>	<input type="checkbox"/>
Medical decisions regarding inmate may be made by this individual:	<input type="checkbox"/>	<input type="checkbox"/>
Authorized to claim inmate's personal property held by ADC:	<input type="checkbox"/>	<input type="checkbox"/>
<u>Substance Abuse Treatment information may be shared with this individual:</u>	<input type="checkbox"/>	<input type="checkbox"/>

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Comment [JD12]: Include a box only for the Primary Contact

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Comment [JD13]: Include a box only for the primary contact

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You may add or change information or change the persons you want notified at any time. Request an Emergency Contact Form. Fill out only the information that needs to be changed. Sign the form in the presence of a member of staff who will witness your signature.

Printed Name of Inmate _____ ADC# _____ Signature of Inmate _____
 Date ____/____/____

Printed Name of Witness _____ Unit _____ Signature of Witness _____

Entered _____ in EOMIS



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Inmate Death – Disposition of Remains - Designated Emergency Contacts-Access to Medical Records

NUMBER: 18-27

SUPERSEDE: 12-31

APPLICABILITY: All Facilities, Staff, and Inmates

REFERENCE: AR 005, AR 804, Ark. Code Ann. Sections 20-17-101 through 20-17-103, & 20-17-701 through 20-17-710.

PAGE 1 of 7

APPROVED: Original signed by Wendy Kelley

DATE: 6/15/18

I. POLICY:

It is the policy of the Arkansas Department of Correction to assume responsibility for the proper notification and disposition of the body in the event of the death of an inmate under the legal custody of the department. The notification is made based upon the Inmate's designated Primary or Alternate Emergency Contact whenever possible. It is also the policy of the Department to both protect the privacy interests of inmates and provide the inmate's Primary Emergency Contact with access to medical and mental health records, in addition to medical and mental health information, in the event of the inmate's death.

II. EXPLANATION:

This policy is to establish procedures to determine the disposition of remains in the event of an inmate death, and to follow the Inmate's designation as to the primary and alternate emergency contact including for emergency notification, the disclosure of otherwise confidential health information, and the disposition of property. This policy also provides for the disclosure of medical and mental health records to the inmate's Primary Emergency Contact as directed by the inmate and as requested by the Primary Emergency Contact after the inmate's death.

III. DEFINITIONS:

- A. Death - An individual is dead who has sustained either:
 - 1. Irreversible cessation of circulatory and respiratory functions; or
 - 2. Irreversible cessation of all functions of the entire brain, including the brain stem.
 - 3. A determination of death shall be made in accordance with accepted medical standards.
- B. Final disposition of the body - The burial, cremation or legal anatomical donation of the body of a deceased inmate (A.C.A. Section 20-17-102 (a) (2)).
- C. Declaration of final disposition - An individual of sound mind and eighteen (18) or more years of age may execute at any time a declaration specifying the final disposition of his or her bodily remains at his or her death, provided the disposition is in accordance with existing laws, rules, and practices for disposing of human remains.
- D. Primary Emergency Contact – The person, over the age of 18, designated by the inmate to be contacted in the event of an emergency. The person can also be designated to receive medical, mental health, and/or dental information concerning the inmate, and can be designated to claim the inmate’s personal property held by the ADC.
- E. Alternate Emergency Contact - The person, over the age of 18, designated by the inmate to be contacted in the event the primary contact cannot be reached in an emergency. The person can also be designated to receive medical, mental health, and/or dental information concerning the inmate, and can be designated to claim the inmate’s personal property held by the ADC.
- F. Medical Information – a verbal description of an inmate’s medical history.
- G. Medical Records – a chronological record of all medical and dental complaints, examinations, diagnostic testing, consultations and results, and treatment provided to an inmate. The term Medical Records does not, for the purpose of this Administrative Directive, include x-rays, or other diagnostic records that can be interpreted only by a person trained to interpret such records. Records which include professional interpretations of x-rays and similar diagnostic records are included within the term Medical Records. For the purposes of this Administrative Directive, the term Medical Records means those records created within three years preceding the date of a request for access to records.
- H. Mental Health Information – a verbal description of an inmate’s mental health history.
- I. Mental Health Records – all records created by the Mental Health Services Division and maintained as described in Mental Health Services Division Operational Policy No. 1162.00. For the purposes of this Administrative Directive the term Medical Records means those records created within three years preceding the date of a request for access to records.

IV. PROCEDURE:

A. Emergency Contact Notification

1. Upon the death of an inmate in a department facility or the community, the Warden will immediately notify the Chaplain or designee, and immediate telephone notification to the Primary and/or Alternate Emergency Contact shall be made by the Chaplain or designee, regardless of the time of day or night. If attempts to contact the primary emergency contact are not immediately successful, then a diligent effort shall be made to contact the alternate emergency contact. If unsuccessful, then notification shall be attempted following the list found at Section IV (2) (d) below. The identity of the deceased shall not be disclosed or confirmed to the media until the notification has been completed, or if, after a diligent effort by the chaplain, the Primary Emergency Contact, Alternate Emergency Contact, or a relative of the inmate cannot be located for notification.
2. Notification – Contact to claim/control disposition of the remains shall be made to the first person who can be reached in the following order:
 - a. The person appointed by the decedent in the decedent's Declaration of Final Disposition executed before his or her death, which shall be the primary emergency contact.
 - b. The person designated on the Emergency Contact Form by the inmate as the primary emergency contact.
 - c. The person designated on the Emergency Contact Form by the inmate as the alternate emergency contact.
 - d. Then in the following order:
 - (1) Spouse
 - (2) Child
 - (3) Parent
 - (4) Sibling
 - (5) Grandparent
 - (6) Grandchild
 - (7) Guardian
 - (8) Closest living relative
3. Upon notification to the person in paragraph two , the staff making the notification shall inform them of the death and relate the relevant facts of the death, as provided by the Duty Warden and/or Internal Affairs. The individual making contact shall consult with the primary emergency contact regarding the disposition of the body and provide the following information:
 - a. If claiming the body, the primary emergency contact shall be advised to contact the Office of the State Medical Examiner for further information;

- b. If **not** claiming the body or if, after a diligent effort by the facility Chaplain, the primary emergency contact, alternate emergency contact, or a relative cannot be notified, the responsibility for final disposition shall default to the Department. The Administrator of Medical and Dental Services shall coordinate the arrangements with an approved Funeral Director or UAMS for the final disposition of the remains in accordance with state law.

B. Financial Responsibility

1. Payment for services provided on behalf of a deceased inmate shall be the responsibility of the person claiming the body.
2. If the primary, alternate, or a relative does not claim the body, payment for services provided on behalf of a deceased inmate shall be the responsibility of the Department.

C. Final Disposition of the Body by the Department

1. The Authorization for Final Disposition form will be available to inmates during intake and through the chaplains' offices.
2. If the inmate has not completed a statement pursuant to the Arkansas Final Disposition Rights Act of 2009 opposing cremation, and the inmate's family does not object based upon religious beliefs opposing cremation that reflect the inmate's declared religion, the Department shall have the body cremated upon release by the Medical Examiner's office.
3. Cremains shall be released to the primary or alternate listed by the inmate. If none can be located, the remains will be maintained for a minimum of ninety (90) days for the next of kin to claim. If not claimed, the cremains shall be scattered in a designated cemetery.
4. Those bodies that are not claimed and not cremated due to the inmate's declaration or religious beliefs shall be buried in a designated cemetery.

D. Authorization to Share Health Information

The Arkansas Department of Correction will not disclose medical or mental health information to any person, including relatives of an inmate, inquiring about the inmate's condition, unless authorized by the inmate, or authorized by state or federal law. The inmate may designate two individuals to receive verbal medical or mental health information from the Administrator of Medical and Dental Services and/or his/her staff, from the Administrator of Mental Health Services and/or his/her staff, and the Deputy Director for Health & Correctional Programs and/or his/her staff. In addition, the inmate may designate that his or her Primary Emergency Contact may request copies of medical records or mental health records of the inmate in the event of the inmate's death. The inmate makes these permitted designations by completing the appropriate designation on the Emergency Contact Form and by executing any related medical or mental health record release. Such designations are at the option of the inmate including which if any of the designations are made.

E. Procedure for Requesting Medical and Mental Health Records

If the inmate has designated his or her Primary Emergency Contact as a potential recipient of his or her medical or mental health records, and the inmate has executed the required release(s), upon the inmate's death the Primary Emergency Contact may request copies of medical or mental health records by identifying with specificity those records sought. Such a request must be made on an ADC Record Request Form and directed to the Administrator of Medical and Dental Services in the case of medical records and to the Administrator of Mental Health Services in the case of mental health records. The Department reserves the right to require that the person requesting records provide appropriate identification to assure that the requesting party is the inmate's designated Primary Emergency Contact. Also, the person designated to receive medical or mental health records cannot be a person who is incarcerated. An ADC Record Request Form is available on the Department's web site. The form is also available upon request from the Department.

F. Financial Responsibility for Medical and Mental Health Records

An inmate's Primary Emergency Contact seeking access to the inmate's medical or mental health records is required to specify the records sought. The Department will provide up to 10 pages of records free of charge. Additional records will be provided at the rate of twenty-five cents (\$.25) per page plus a retrieval fee of fifteen dollars (\$15). Payment is due to the Department's medical contractor in advance of the receipt of the records.

Authorization for Final Disposition

APPOINTMENT OF PERSON TO CONTROL DISPOSITION OF REMAINS

I, _____ (name and ADC number), being of sound mind, willfully and voluntarily make known my desire that, upon my death, the disposition of my remains shall be controlled by the person designated as my primary emergency contact with the Arkansas Department of Correction. If that person dies, is unable to be located, or is unable to act, I appoint the alternate emergency contact provided to the Arkansas Department of Correction with respect to the disposition of my remains.

SPECIAL DIRECTIONS:

Set forth below are any special directions limiting the power granted to my agent as well as any instructions or wishes desired to be followed in the disposition of my remains:

DURATION:

This appointment becomes effective upon my death.

PRIOR APPOINTMENT REVOKED:

I hereby revoke any prior appointment of any person to control the disposition of my remains.

Signed this _____ day of _____, _____.

(Signature of person making the appointment)

Statement by witness (must be 18 or older)

I declare that the person who executed this document is personally known to me and appears to be of sound mind and acting of his or her free will. He or she signed (or asked another to sign for him or her) this document in my presence.

Witness 1: _____
(Printed Name)

(Signature)

Witness 2: _____
(Printed Name)

(Signature)

EMERGENCY CONTACT FORM

Printed Name of Inmate _____ **ADC#** _____

This form allows you to ensure that the person you want to be contacted **in case of an emergency** is listed in your records. If you do not want anyone contacted in the event of an emergency, write "NONE" on the "Name" line and sign the form at the bottom of the page. If there is anything that you do not clearly understand, ask a member of the staff to explain it to you. Contact(s) must be 18 or older.

(PLEASE PRINT)

PRIMARY EMERGENCY CONTACT:

Contact Name: _____ Phone: (____) ____-____
 Address: _____ Work/Cell Phone: (____) ____-____
 City / State / Zip _____

Relationship: [] Parent; [] Spouse or partner; [] Sibling; [] Child; [] Friend; [] Is Dependent/Guardian; [] Lived with Inmate; [] Victim of Inmate; [] Accomplice of Inmate; [] Has Criminal History; [] Works in Law Enforcement; [] Other

Contact will be made with the second person on the list only if the person listed above cannot be reached **in case of an emergency**. If unable to reach the person listed above, contact:

ALTERNATE EMERGENCY CONTACT:

Alternate Name: _____ Phone: (____) ____-____
 Address: _____ Work/Cell Phone: (____) ____-____
 City / State / Zip _____

Relationship: [] Parent; [] Spouse or partner; [] Sibling; [] Child; [] Friend; [] Is Dependent/Guardian; [] Lived with Inmate; [] Victim of Inmate; [] Accomplice of Inmate; [] Has Criminal History; [] Works in Law Enforcement; [] Other _____

The following five items are entirely your choice. Your health condition is confidential and will only be released outside the ADC and the medical community with your permission. Place a check (✓) in the box below to give permission to the person(s) listed above.

	PRIMARY	ALTERNATE
Medical information may be shared with this individual:	<input type="checkbox"/>	<input type="checkbox"/>
In the event of my death, Medical records may be shared with this individual	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health information may be shared with this individual:	<input type="checkbox"/>	<input type="checkbox"/>
In the event of my death, Mental health records may be shared with this individual;	<input type="checkbox"/>	<input type="checkbox"/>
Dental information may be shared with this individual:	<input type="checkbox"/>	<input type="checkbox"/>
Medical decisions regarding inmate may be made by this individual:	<input type="checkbox"/>	<input type="checkbox"/>
Authorized to claim inmate's personal property held by ADC:	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse Treatment information may be shared with this individual:	<input type="checkbox"/>	<input type="checkbox"/>

You may add or change information or change the persons you want notified at any time. Request an Emergency Contact Form. Fill out only the information that needs to be changed. Sign the form in the presence of a member of staff who will witness your signature.

Printed Name of Inmate	ADC#	Signature of Inmate	Date
Printed Name of Witness	Unit	Signature of Witness	Date Entered in EOMIS



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Incident Notification Procedures

NUMBER: 47-3218-28

SUPERSEDES: 46-0517-32

APPLICABILITY: Director, Deputy and Assistant Directors, Assistants to the Director, Superintendents, Wardens, Center Supervisors, and Administrators

REFERENCE: AR 011 News Media Interviews and Correspondence

PAGE: 1 of 5

APPROVED: Original Signed by Wendy Kelley

EFFECTIVE DATE: 10/18/17

I. POLICY:

It shall be the policy of the Arkansas Department of Correction (the Department) that all serious incidents within the Department will be reported fully and completely to the appropriate Departmental personnel, the Board of Corrections, the Assistant to the Board and the Governor's Office. -Additionally, the State Medical Examiner and outside law enforcement agencies will be promptly contacted in accordance with Department policy.

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II. DEFINITIONS:

A. Serious Illness or Injury

An illness or injury that requires immediate offsite medical treatment resulting in an ambulance transport and/or admission to a non-ADC hospital.

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B. Serious Incidents Requiring Immediate Notification

1. Death, serious injury or serious-illness of an inmate, staff member, contract staff member, or visitor;
2. Serious incident involving an inmate on furlough, in a Work Release Program, Act 309 assignment, or otherwise off ADC property;
3. Hostage situation;

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4. Riot or other mass disturbance (six or more inmates);
5. Major breach of security;
6. Natural disaster;
7. Chemical spill;
8. Escape;
9. Work strike;
10. Suspected criminal activity;
11. An incident requiring outside assistance (law enforcement, or firefighting); or
12. Any incident worthy of media notification, or upon media inquiry.

C. **Serious Incidents Requiring Notification During Normal Work Hours**

1. Deaths by natural causes will be reported during a work day or the next work day with the exception of notification to the Medical Services Administrator, or designee, the Administrator of Internal Affairs, the chaplain, the Arkansas State Police, and the Public Information Officer (PIO), who are to be notified immediately upon the death of any inmate.
2. Incidents where excessive Use of Force appears after unit level inquiry are to be reported during normal working hours.

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D. **Death from "Natural Causes"**

Death from "Natural Causes" includes death that was expected due to age, previously diagnosed illnesses or injuries.—All other deaths, including those suspected to be suicide, homicide, or occurring during or shortly after an altercation or accident, will not be assumed to be of "natural causes".

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E. **Normal Working Hours**

Normal Working Hours: Monday – Friday, 8:00 a.m. until 5:00 p.m., excluding holidays.

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III. **PROCEDURES:**

- A. The Superintendent/Warden/Center Supervisor/Administrator ("Warden") or Duty Warden will contact and report the incident by telephone to the appropriate Deputy Director or Duty Director, the Administrator of Medical and Dental Services, Chaplain, PIO, and the Administrator of Internal Affairs will be notified where applicable.
- B. The appropriate Deputy Director, or an Assistant to the Director will be responsible for collecting complete and concise information concerning the incident, and for notifying the Director and the PIO. Unless directed otherwise

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by the Director, the PIO will notify the Chairman of the Board of Corrections, the department's Board liaison, the Assistant to the Board, the Governor's liaison and the Governor's spokesperson. All Board Members and Assistant to the Board will be notified at the Chairman or liaison's request.

- C. Following notification by telephone, an e-mail will be sent by the Warden or designee no later than the following business day summarizing the incident. The e-mail should be sent to the ADC Incident e-mail distribution list and will include the following:
1. The unit/center/location where the incident occurred;
 2. The date and time the incident occurred;
 3. The nature of the incident;
 4. The location of the incident within the unit/center;
 5. The persons involved in the incident; and
 6. If injury, the extent of the injury.
- D. During the investigative phase of the incident/occurrence, any significant update or change in initial data will be forwarded to the appropriate officials covered in Section III. Procedures – Subsection B.
- E. Pursuant to Arkansas Code § 12-12-315, the occurrence of any death in a correctional facility requires the County Coroner and the State Medical Examiner be notified. In addition, the facility Warden or designee will immediately notify the Arkansas State Police contact person designated by the Arkansas State Police and the Administrator of the Internal Affairs Division. The Administrator of the Internal Affairs Division will promptly confirm that the Arkansas State Police has received notification of the death.
- F. When any inmate death, serious injury or illness occurs, the Warden or designee will immediately notify the Administrator of Internal Affairs, the Chaplain, the PIO, the contact person designated by the Arkansas State Police, and the Administrator of Medical and Dental Services, or designee, who will notify the State Medical examiner. —If the death occurs at the facility, the Warden or designee will notify the county coroner.
- G. The Chaplain, upon notification of an inmate death, serious injury or illness that requires immediate offsite medical treatment resulting in an ambulance transport and/or admission to a non-ADC hospital, will immediately notify the Primary or Alternate Emergency Contact(s) of the inmate. —The Warden or designee is responsible for notifying the Chaplain.
- H. Notification Process for outside law enforcement agencies:
1. Any contact with outside law enforcement agencies by ADC personnel will only be through the Internal Affairs Division, except in cases of inmate death, escape or serious institutional disturbance, which will be

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performed in accordance with this Administrative Directive and the Department's emergency preparedness procedures.

2. The Internal Affairs Administrator or designee will immediately report to the Arkansas State Police:
 - a. Any life-threatening battery;
 - b. Any escape or serious disturbance (if ASP has not already been contacted); and
 - c. Fires where arson is suspected and substantial damage occurs.
 - d. Alleged forcible rape;
 - e. Major drug, alcohol, or tobacco finds; or,
 - f. Intelligence information regarding any probable felony.
 - g. The Internal Affairs Administrator will also confirm with the Arkansas State Police that the Arkansas State Police has received notification of an inmate death.

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I. Guidelines for Internal Affairs Investigations initiated through the Incident Notification Process:

1. The Internal Affairs Administrator will initiate an internal investigation when instructed to do so by the Director, or in the Director's absence, the appropriate Deputy or Assistant Director.
2. Investigations by Internal Affairs will be required when:
 - a. It is unclear from initial reports whether a crime occurred;
 - b. The incident notification involves use of force in which the inmate is seriously injured or in which the force used appears excessive;
 - c. A Departmental issue co-exists with an investigation by the Arkansas State Police;
 - d. The Department may be liable for damages in an accident; or
 - e. Any unresolved rape allegations.

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J. Notification of the Media

1. The media will be notified by the Public Information Officer (PIO) when so instructed by the Director, or designee.
2. If the Director or designee is not available, the (PIO) will act in accordance with Administrative Regulation (AR) 011: News Media Interviews and Correspondence.
3. The PIO will notify the Director, Chairman of the Board of Corrections, the department's Board liaison, the Assistant to the Board, the Governor's liaison and the Governor's spokesperson of any contact with the media.
4. The PIO will, upon request, notify the media whether the death of an

Procedures

inmate is known to be due to Natural Causes (see "Natural Causes" under Section II. Definitions – Subsection C – Number 1).

K. Notification of other Departmental Officials

1. Other Departmental officials who are notified will act according to any instructions given; or,
2. In the absence of instructions, officials will act in a fashion consistent with both that person's duties and divisional standard operating procedure.
3. All individuals notified will be responsible for exploring any issues raised that relates to their area of responsibility. -Each is also responsible for recommending corrective measures if such measures are needed.



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Incident Notification Procedures

NUMBER: 18-28

SUPERSEDES: 17-32

APPLICABILITY: Director, Deputy and Assistant Directors, Assistants to the Director, Superintendents, Wardens, Center Supervisors, and Administrators

REFERENCE: AR 011 News Media Interviews
and Correspondence, AR 005
Reporting of Incidents

PAGE: 1 of 5

APPROVED: Original Signed by Wendy Kelley

EFFECTIVE DATE: 6/15/18

I. POLICY:

It shall be the policy of the Arkansas Department of Correction (the Department) that all serious incidents within the Department will be reported fully and completely to the appropriate Departmental personnel, the Board of Corrections, the Assistant to the Board and the Governor's Office. Additionally, the State Medical Examiner and outside law enforcement agencies will be promptly contacted in accordance with Department policy.

II. DEFINITIONS:

A. Serious Illness or Injury

An illness or injury that requires immediate offsite medical treatment resulting in an ambulance transport and/or admission to a non-ADC hospital.

B. Serious Incidents Requiring Immediate Notification

1. Death, serious injury or illness of an inmate, staff member, contract staff member, or visitor;
2. Serious incident involving an inmate on furlough, in a Work Release Program, Act 309 assignment, or otherwise off ADC property;

3. Hostage situation;
4. Riot or other mass disturbance (six or more inmates);
5. Major breach of security;
6. Natural disaster;
7. Chemical spill;
8. Escape;
9. Work strike;
10. Suspected criminal activity;
11. An incident requiring outside assistance (law enforcement, or firefighting); or
12. Any incident worthy of media notification, or upon media inquiry.

C. Serious Incidents Requiring Notification During Normal Work Hours

1. Deaths by natural causes will be reported during a work day or the next work day with the exception of notification to the Medical Services Administrator, or designee, the Administrator of Internal Affairs, the chaplain, the Arkansas State Police, and the Public Information Officer (PIO), who are to be notified immediately upon the death of any inmate.
2. Incidents where excessive Use of Force appears after unit level inquiry are to be reported during normal working hours.

D. Death from "Natural Causes"

Death from "Natural Causes" includes death that was expected due to age, previously diagnosed illnesses or injuries. All other deaths, including those suspected to be suicide, homicide, or occurring during or shortly after an altercation or accident, will not be assumed to be of "natural causes".

E. Normal Working Hours

Normal Working Hours: Monday – Friday, 8:00 a.m. until 5:00 p.m., excluding holidays.

III. PROCEDURES:

- A. The Superintendent/Warden/Center Supervisor/Administrator ("Warden") or Duty Warden will contact and report the incident by telephone to the appropriate Deputy Director or Duty Director, the Administrator of Medical and Dental Services, Chaplain, PIO, and the Administrator of Internal Affairs will be notified where applicable.
- B. The appropriate Deputy Director, or an Assistant to the Director will be responsible for collecting complete and concise information concerning the

incident, and for notifying the Director and the PIO. Unless directed otherwise by the Director, the PIO will notify the Chairman of the Board of Corrections, the department's Board liaison, the Assistant to the Board, the Governor's liaison and the Governor's spokesperson. All Board Members and Assistant to the Board will be notified at the Chairman or liaison's request.

- C. Following notification by telephone, an e-mail will be sent by the Warden or designee no later than the following business day summarizing the incident. The e-mail should be sent to the ADC Incident e-mail distribution list and will include the following:
1. The unit/center/location where the incident occurred;
 2. The date and time the incident occurred;
 3. The nature of the incident;
 4. The location of the incident within the unit/center;
 5. The persons involved in the incident; and
 6. If injury, the extent of the injury.
- D. During the investigative phase of the incident/occurrence, any significant update or change in initial data will be forwarded to the appropriate officials covered in Section III. Procedures – Subsection B.
- E. Pursuant to Arkansas Code § 12-12-315, the occurrence of any death in a correctional facility requires the County Coroner and the State Medical Examiner be notified. In addition, the facility Warden or designee will immediately notify the Arkansas State Police contact person designated by the Arkansas State Police and the Administrator of the Internal Affairs Division. The Administrator of the Internal Affairs Division will promptly confirm that the Arkansas State Police has received notification of the death.
- F. When any inmate death, serious injury or illness occurs, the Warden or designee will immediately notify the Administrator of Internal Affairs, the Chaplain, the PIO, the contact person designated by the Arkansas State Police, and the Administrator of Medical and Dental Services, or designee, who will notify the State Medical examiner. If the death occurs at the facility, the Warden or designee will notify the county coroner.
- G. The Chaplain, upon notification of an inmate death, serious injury or illness that requires immediate offsite medical treatment resulting in an ambulance transport and/or admission to a non-ADC hospital, will immediately notify the Primary or Alternate Emergency Contact(s) of the inmate. The Warden or designee is responsible for notifying the Chaplain.
- H. Notification Process for outside law enforcement agencies:
1. Any contact with outside law enforcement agencies by ADC personnel will only be through the Internal Affairs Division, except in cases of

inmate death, escape or serious institutional disturbance, which will be performed in accordance with this Administrative Directive and the Department's emergency preparedness procedures.

2. The Internal Affairs Administrator or designee will immediately report to the Arkansas State Police:
 - a. Any life-threatening battery;
 - b. Any escape or serious disturbance (if ASP has not already been contacted); and
 - c. Fires where arson is suspected and substantial damage occurs.
 - d. Alleged forcible rape;
 - e. Major drug, alcohol, or tobacco finds; or,
 - f. Intelligence information regarding any probable felony.
 - g. The Internal Affairs Administrator will also confirm with the Arkansas State Police that the Arkansas State Police has received notification of an inmate death.

I. Guidelines for Internal Affairs Investigations initiated through the Incident Notification Process:

1. The Internal Affairs Administrator will initiate an internal investigation when instructed to do so by the Director, or in the Director's absence, the appropriate Deputy or Assistant Director.
2. Investigations by Internal Affairs will be required when:
 - a. It is unclear from initial reports whether a crime occurred;
 - b. The incident notification involves use of force in which the inmate is seriously injured or in which the force used appears excessive;
 - c. A Departmental issue co-exists with an investigation by the Arkansas State Police;
 - d. The Department may be liable for damages in an accident; or
 - e. Any unresolved rape allegations.

J. Notification of the Media

1. The media will be notified by the Public Information Officer (PIO) when so instructed by the Director, or designee.
2. If the Director or designee is not available, the (PIO) will act in accordance with Administrative Regulation (AR) 011: News Media Interviews and Correspondence.
3. The PIO will notify the Director, Chairman of the Board of Corrections, the department's Board liaison, the Assistant to the Board, the Governor's liaison and the Governor's spokesperson of any contact with the media.
4. The PIO will, upon request, notify the media whether the death of an

inmate is known to be due to Natural Causes (see “Natural Causes” under Section II. Definitions – Subsection C – Number 1).

K. Notification of other Departmental Officials

1. Other Departmental officials who are notified will act according to any instructions given; or,
2. In the absence of instructions, officials will act in a fashion consistent with both that person’s duties and divisional standard operating procedure.
3. All individuals notified will be responsible for exploring any issues raised that relates to their area of responsibility. Each is also responsible for recommending corrective measures if such measures are needed.



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Electronically Downloadable Devices (MediaMP4 Player & Tablets)

NUMBER: 18-6-16

SUPERSEDES: 16-164-30

APPLICABILITY: All Inmates and Staff, especially those responsible for Inmate Commissaries

_____ and Inmate Property

REFERENCE: AR 103 Inmate Commissaries

PAGE: 1 of 76

AD - Inmate Property Control

AD - Inmate Correspondence

AD - Inmate Access to Telephones

APPROVED:

EFFECTIVE DATE: 7/10/2016

I. POLICY:

It shall be the policy of the Department of Correction to allow inmates access to ~~to purchase and use~~ Electronically Downloadable Devices (Media P4-Players & Tablets) authorized by the Department. ~~These devices will have the ability to allow inmates to store electronic vendor purchased music media, correspondence and photographs.~~

II. AUTHORITY:

The responsibility for administration of this policy is assigned to the Unit Warden/Center Supervisor of each Unit/Center.

III. DEFINITIONS:

- A. Media P4-Player – A vendor secured electronic device which allows the user to download approved music, photographs and correspondence. Once downloaded the information is accessible by the owner through the use of the screen or headphones/ear buds. The device also has the capability to be used as an FM radio.

- B. Kiosk – A station placed in the Unit where inmates are allowed to order and download/upload media players, purchased music, update the MP4 Player, upload/download electronic correspondence, and download electronic photographs.
- C. Upload – The electronic transfer of information from the Media MP4 Player to the Kiosk.
- D. Download – The electronic transfer of music, photographs and correspondence from the Kiosk to the MP4 Media Player.
- E. Correspondence – Correspondence sent to an inmate from family and friends through electronic transfer using vendor application. Prior to delivery, unit mailroom staff must review and approve for download or deny delivery due to inappropriate content. Inmates may receive and reply to correspondence. Inmates may not purchase e-mail.
- F. Photographs – Photograph images sent to an inmate from family and friends through electronic transfer using vendor application. Prior to delivery, unit mailroom staff must review and approve for download or deny delivery due to inappropriate content. Inmate may receive photographs only. Inmates may not purchase photographs.
- G. Music – Electronic Music files downloaded using vendor provided Music Kiosk. Prepaid Music Media credit available for purchase in unit commissary.
- H. Leased Tablets – a tablet owned by a vendor that is leased by an inmate's family or friend for use by the inmate.
- I. Program Tablet- a tablet owned by a vendor that is used by inmates in the Department of Correction for educational or treatment programs.

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IV. PROCEDURES- Media Player:

A. Availability

All inmates assigned to General Population and Safe Keeping (Death Row) will be allowed to purchase MediaP4 Players. No inmates assigned to Punitive Housing, Punitive Restriction, or the Varner Super Max Behavior Modification Program will be allowed to possess a MediaP4 Player. Class I and II i-Inmates in Administrative Segregation Restrictive Housing and not on punitive status may be granted access to MediaP4 Players if approved by the Warden/Center Supervisors in his or her discretion.

B. Ordering Process

All MediaP4 Players and prepaid music media will be available for purchase through the Unit Commissary.

1. The MediaP4 Player will be assigned a Commissary number and will be ordered from the Commissary.
2. The order will be electronically transferred to the Vendor and once programmed the MediaP4 Player will be sent to the Unit Commissary to be delivered to the inmate.
3. The prepaid music media credit will be purchased through the Commissary in increments of \$5.00.

C. Delivery Process

After the purchase has been made by the inmate and processed by the Unit Commissary, it will be shipped from the provider to the Unit Commissary. The MediaP4 Player will be examined on its arrival to insure the identification information is correct on the Player display screen.

1. Inmate ADC Number
2. Inmate Name
3. Security Timer

If the information is correct, the MediaP4 Player will be issued to the inmate. A form F-841-3 will be completed so a record of the property issuance can be made. If the identification information is incorrect then the Player will be returned to the provider for correction.

The MediaP4 Players are electronically engraved with the inmate information. **DO NOT ATTEMPT TO PHYSICALLY ENGRAVE THE MEDIAP4 PLAYER. THIS WILL DAMAGE THE MEDIAP4 PLAYER AND VOID THE WARRANTY.**

D. MediaP4 Player Operations

1. Once the inmate has taken possession of the MediaP4 Player, he/she will be responsible for its maintenance and use.

2. The MediaP4 Player must be connected to a Kiosk at least every thirty (30) days to maintain operation, and download correspondence, photographs and purchased music.
3. If the MediaP4 Player is not connected to the Kiosk within thirty (30) days, it will be internally deactivated, rendering it unusable.
4. The MediaP4 Player may be reactivated by connecting it to the Kiosk.
5. Any MediaP4 Player, which is lost or stolen, must be reported by the inmate to Security immediately.
6. The Unit Business Manager will contact the MediaP4 Player vendor with the information concerning the missing player and it will be deactivated. It will remain unusable until requested reactivation by the Unit Business Manager when it is recovered.

E. Security Staff Responsibilities

1. Each Unit will develop procedures to allow inmates to be able to access the Kiosk at least once a week.
2. A Security Officer will be present at the Kiosk while in use to verify the identity of the inmate attempting to connect the MediaP4 Player is the inmate who is listed as the owner of the MediaP4 Player.
3. If the identity of the inmate matches the name listed on the MediaP4 Player then the inmate will be allowed to connect it to the Kiosk.
4. If the MediaP4 Player does not belong to the inmate who has possession of it then the MediaP4 Player will be confiscated.
5. An investigation will be conducted to determine if the MediaP4 Player has been illegally traded or stolen.
6. Disciplinary action will be taken against any inmate who has violated policy.
7. An inmate is only allowed to possess one (1) MediaP4 Player or one (1) previously purchased radio. If an inmate owns a radio and wishes to purchase a MediaP4 Player, it will be their responsibility to send the radio home. If an inmate is found to be the owner of a radio and a MediaP4 Player in his possession, the radio will be considered contraband and dealt with in accordance with the Inmate Property Control Policy. Disciplinary action will also be taken.

8. Inmates may not transfer ownership of any MediaP4 Player to another inmate.

9.—Any misuse of any MediaP4 player by an inmate will result in disciplinary action and if the inmate is found guilty will result in the loss of privileges for one (1) year.

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F. Problems With The MediaP4 Player

If there is a problem with the MediaP4 Player, the inmate should attempt to correct it by use of the Owner's Manual. -If unable to solve the problem, the inmate should call the Customer Assistance number, which has been added to the approved inmate-calling list. -Inmates will be assisted in correcting the problem if possible. -If the problem is not corrected then the inmate will be advised of the procedures to follow.

The calls are recorded and the staff has instructions to turn any inappropriate calls over to Department of Correction staff for appropriate action. The inmate will be subject to disciplinary action.

STAFF OR INMATES ARE AT NO TIME ALLOWED TO ATTEMPT TO WORK ON AN MEDIAP4 PLAYER.

V. PROCEDURES- Tablet

A. Availability

All inmates assigned to General Population and Safe Keeping (Death Row) will be allowed to possess a tablet. No inmates assigned to Punitive Housing, Punitive Restriction, or the Varner Super Max Behavior Modification Program will be allowed to possess a tablet. Class I and II inmates in Restrictive Housing may be granted access to Tablets if approved by the Warden/Center Supervisor.

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B. Leased Tablet

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1. Tablets are available for monthly lease with amount and payment method set by the vendor.

Note: A single tablet cannot be leased to multiple inmates.

2. The inmate must be Class I or II to possess a tablet. If an inmate is reduced in class, the inmate's tablet privilege is revoked. The tablet will be deactivated and returned to the Unit's designated staff for tablet management.
3. The inmate is responsible for the care and condition of the tablet while in the inmate's possession.
4. A tablet will not be replaced unless the tablet is found to be defective or if damaged by inmate the replacement cost is paid to the vendor. The replacement cost will be set by the vendor.
5. A schedule for distribution and collection of the tablets will be determined by the unit administration. This schedule will be followed in order for the tablets to be regularly charged and inspected. Inspections will be documented in order to determine the condition of the tablet.

Note: Inmates must show their ADC ID before they are issued a tablet.

6. Tablets are assigned to an inmate during the lease period. If an inmate is transferred to another unit the tablet is transferred with the inmate's property.
7. Disciplinary action may be taken against any inmate who is in possession of another inmate's tablet, or tampers with or damages a tablet in any way.

C. Program Tablet

1. Program tablets are provided to inmates assigned to a specific program. The tablets are for educational or treatment purposes only. Program tablets are assigned to the unit.
2. Program tablets are issued to the inmates during the scheduled program times.
3. Tablets will be retrieved from the inmates at the end of the scheduled program time. The tablets will be inspected by the designated staff before being placed on the charger. The inspection must be documented on a log. The log will contain at a minimum the name and number of the inmate using the tablet, when issued and returned.

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I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND HAVE HAD ALL QUESTIONS ANSWERED REGARDING THE ARKANSAS DEPARTMENT OF CORRECTION ADMINISTRATIVE DIRECTIVE ON ELECTRONICALLY DOWNLOADABLE DEVICES (MP4), AND UNDERSTAND THAT I AM EXPECTED TO ABIDE BY THE POLICY.

I FURTHER UNDERSTAND THAT IN ACCORDANCE WITH THE POLICY:

- A. All inmates assigned to General Population and Safe Keeping (Death Row) will be allowed to purchase MediaP4 Players. No inmates assigned to Punitive, Punitive Restriction, or the Varner Super Max Behavior Modification Program will be allowed to possess ana MediaP4 Player. -Inmates in Administrative Segregation and not on punitive status may be granted access to MediaP4 Players if approved by the Warden/Center Supervisor in his or her discretion. I acknowledge that the MediaP4 player, may be stored, if I am assigned to administrative segregation for punitive isolation, but if assigned to

administrative segregation for any other reason, the security needs of my institution will determine my access to the MediaP4 player.

- B. An inmate is only allowed to possess one (1) MediaP4 Player or one previously purchased radio. If an inmate owns a radio and wishes to purchase a MediaP4 Player, it will be their responsibility to send the radio home. If an inmate is found to be the owner of a radio and a MediaP4 Player in his possession, the radio will be considered contraband and dealt with in accordance with the Inmate Property Control Policy. Disciplinary action will also be taken.
- C. Inmates may not transfer ownership of a MediaP4 Player to another inmate.
- D. If there is a problem with the MediaP4 Player, the inmate should attempt to correct it by use of the Owner's Manual. If unable to solve the problem, the inmate should call the Customer Assistance number, which has been added to the approved inmate-calling list. Inmates will be assisted in correcting the problem if possible. If the problem is not corrected then the inmate will be advised of the procedures to follow.

Name Printed

Signature

ADC #

Unit

Date

Witness Signature



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ADMINISTRATIVE DIRECTIVE

SUBJECT: Electronically Downloadable Devices (Media Player & Tablets)

NUMBER: 18-29

SUPERSEDES: 16-16

APPLICABILITY: All Inmates and Staff, especially those responsible for Inmate Commissaries and Inmate Property

REFERENCE: AR 103 Inmate Commissaries **PAGE:** 1 of 7
AD - Inmate Property Control
AD - Inmate Correspondence
AD - Inmate Access to Telephones

APPROVED: Original signed by Wendy Kelley

EFFECTIVE DATE: 6/26/2018

I. POLICY:

It shall be the policy of the Department of Correction to allow inmates access to Electronically Downloadable Devices (Media Players & Tablets) authorized by the Department.

II. AUTHORITY:

The responsibility for administration of this policy is assigned to the Unit Warden/Center Supervisor of each Unit/Center.

III. DEFINITIONS:

- A. Media Player – A vendor secured electronic device which allows the user to download approved music, photographs and correspondence. Once downloaded the information is accessible by the owner through the use of the screen or headphones/ear buds. The device also has the capability to be used as an FM radio.
- B. Kiosk – A station placed in the Unit where inmates are allowed to download/upload media players.

- C. Upload – The electronic transfer of information from the Media Player to the Kiosk.
- D. Download – The electronic transfer of music, photographs and correspondence from the Kiosk to the Media Player.
- E. Correspondence – Correspondence sent to an inmate from family and friends through electronic transfer using vendor application. Prior to delivery, unit mailroom staff must review and approve for download or deny delivery due to inappropriate content. Inmates may receive and reply to correspondence. Inmates may not purchase e-mail.
- F. Photographs – Photograph images sent to an inmate from family and friends through electronic transfer using vendor application. Prior to delivery, unit mailroom staff must review and approve for download or deny delivery due to inappropriate content. Inmate may receive photographs only. Inmates may not purchase photographs.
- G. Music – Electronic Music files downloaded using vendor provided Music Kiosk. Prepaid Music Media credit available for purchase in unit commissary.
- H. Leased Tablets – a tablet owned by a vendor that is leased by an inmate's family or friend for use by the inmate.
- I. Program Tablet- a tablet owned by a vendor that is used by inmates in the Department of Correction for educational or treatment programs.

IV. PROCEDURES- Media Player

A. Availability

All inmates assigned to General Population and Safe Keeping (Death Row) will be allowed to purchase Media Players. No inmates assigned to Punitive Housing, Punitive Restriction, or the Varner Super Max Behavior Modification Program will be allowed to possess a Media Player. Class I and II inmates in Restrictive Housing may be granted access to Media Players if approved by the Warden/Center Supervisors.

B. Ordering Process

All Media Players and prepaid music media will be available for purchase through the Unit Commissary.

1. The Media Player will be assigned a Commissary number and will be ordered from the Commissary.

2. The order will be electronically transferred to the Vendor and once programmed the Media Player will be sent to the Unit Commissary to be delivered to the inmate.
3. The prepaid music media credit will be purchased through the Commissary in increments of \$5.00.

C. Delivery Process

After the purchase has been made by the inmate and processed by the Unit Commissary, it will be shipped from the provider to the Unit Commissary. The Media Player will be examined on its arrival to insure the identification information is correct on the Player display screen.

1. Inmate ADC Number
2. Inmate Name
3. Security Timer

If the information is correct, the Media Player will be issued to the inmate. A form F-841-3 will be completed so a record of the property issuance can be made. If the identification information is incorrect then the Player will be returned to the provider for correction.

The Media Players are electronically engraved with the inmate information. **DO NOT ATTEMPT TO PHYSICALLY ENGRAVE THE MEDIA PLAYER. THIS WILL DAMAGE THE MEDIA PLAYER AND VOID THE WARRANTY.**

D. Media Player Operations

1. Once the inmate has taken possession of the Media Player, he/she will be responsible for its maintenance and use.
2. The Media Player must be connected to a Kiosk at least every thirty (30) days to maintain operation, and download correspondence, photographs and purchased music.
3. If the Media Player is not connected to the Kiosk within thirty (30) days, it will be internally deactivated, rendering it unusable.
4. The Media Player may be reactivated by connecting it to the Kiosk.

5. Any Media Player, which is lost or stolen, must be reported by the inmate to Security immediately.
6. The Unit Business Manager will contact the Media Player vendor with the information concerning the missing player and it will be deactivated. It will remain unusable until requested reactivation by the Unit Business Manager when it is recovered.

E. Security Staff Responsibilities

1. Each Unit will develop procedures to allow inmates to be able to access the Kiosk at least once a week.
2. A Security Officer will be present at the Kiosk while in use to verify the identity of the inmate attempting to connect the Media Player is the inmate who is listed as the owner of the Media Player.
3. If the identity of the inmate matches the name listed on the Media Player then the inmate will be allowed to connect it to the Kiosk.
4. If the Media Player does not belong to the inmate who has possession of it then the Media Player will be confiscated.
5. An investigation will be conducted to determine if the Media Player has been illegally traded or stolen.
6. Disciplinary action will be taken against any inmate who has violated policy.
7. An inmate is only allowed to possess one (1) Media Player or one (1) previously purchased radio. If an inmate owns a radio and wishes to purchase a Media Player, it will be their responsibility to send the radio home. If an inmate is found to be the owner of a radio and a Media Player in his possession, the radio will be considered contraband and dealt with in accordance with the Inmate Property Control Policy. Disciplinary action will also be taken.
8. Inmates may not transfer ownership of a Media Player to another inmate.
9. Any misuse of a Media player by an inmate will result in disciplinary action and if the inmate is found guilty will result in the loss of privileges for one (1) year.

F. Problems With The Media Player

If there is a problem with the Media Player, the inmate should attempt to correct it by use of the Owner's Manual. If unable to solve the problem, the inmate should call the Customer Assistance number, which has been added to the approved inmate-calling list. Inmates will be assisted in correcting the problem if possible. If the problem is not corrected then the inmate will be advised of the procedures to follow.

The calls are recorded and the staff has instructions to turn any inappropriate calls over to Department of Correction staff for appropriate action. The inmate will be subject to disciplinary action.

STAFF OR INMATES ARE AT NO TIME ALLOWED TO ATTEMPT TO WORK ON AN MEDIA PLAYER.

V. PROCEDURES- Tablet

A. Availability

All inmates assigned to General Population and Safe Keeping (Death Row) will be allowed to possess a tablet. No inmates assigned to Punitive Housing, Punitive Restriction, or the Varner Super Max Behavior Modification Program will be allowed to possess a tablet. Class I and II inmates in Restrictive Housing may be granted access to Tablets if approved by the Warden/Center Supervisor.

B. Leased Tablet

1. Tablets are available for monthly lease with amount and payment method set by the vendor.

Note: A single tablet cannot be leased to multiple inmates.

2. The inmate must be Class I or II to possess a tablet. If an inmate is reduced in class, the inmate's tablet privilege is revoked. The tablet will be deactivated and returned to the Unit's designated staff for tablet management.
3. The inmate is responsible for the care and condition of the tablet while in the inmate's possession.
4. A tablet will not be replaced unless the tablet is found to be defective; or if damaged by inmate the replacement cost is paid to the vendor. The replacement cost will be set by the vendor.

5. A schedule for distribution and collection of the tablets will be determined by the unit administration. This schedule will be followed in order for the tablets to be regularly charged and inspected. Inspections will be documented in order to determine the condition of the tablet.

Note: Inmates must show their ADC ID before they are issued a tablet.

6. Tablets are assigned to an inmate during the lease period. If an inmate is transferred to another unit the tablet is transferred with the inmate's property.
7. Disciplinary action may be taken against any inmate who is in possession of another inmate's tablet, or tampers with or damages a tablet in any way.

C. Program Tablet

1. Program tablets are provided to inmates assigned to a specific program. The tablets are for educational or treatment purposes only. Program tablets are assigned to the unit.
2. Program tablets are issued to the inmates during the scheduled program times.
3. Tablets will be retrieved from the inmates at the end of the scheduled program time. The tablets will be inspected by the designated staff before being placed on the charger. The inspection must be documented on a log. The log will contain at a minimum the name and number of the inmate using the tablet, when issued and returned.

I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND HAVE HAD ALL QUESTIONS ANSWERED REGARDING THE ARKANSAS DEPARTMENT OF CORRECTION ADMINISTRATIVE DIRECTIVE ON ELECTRONICALLY DOWNLOADABLE DEVICES (MP4), AND UNDERSTAND THAT I AM EXPECTED TO ABIDE BY THE POLICY.

I FURTHER UNDERSTAND THAT IN ACCORDANCE WITH THE POLICY:

- A. All inmates assigned to General Population and Safe Keeping (Death Row) will be allowed to purchase Media Players. No inmates assigned to Punitive, Punitive Restriction, or the Varner Super Max Behavior Modification Program will be allowed to possess a Media Player. Inmates in Administrative Segregation and not on punitive status may be granted access to Media Players if approved by the Warden/Center Supervisor in his or her discretion. I acknowledge that the Media player, may be stored, if I am assigned to administrative segregation for punitive isolation, but if assigned to administrative segregation for any other reason, the security needs of my institution will determine my access to the Media player.
- B. An inmate is only allowed to possess one (1) Media Player or one previously purchased radio. If an inmate owns a radio and wishes to purchase a Media Player, it will be their responsibility to send the radio home. If an inmate is found to be the owner of a radio and a Media Player in his possession, the radio will be considered contraband and dealt with in accordance with the Inmate Property Control Policy. Disciplinary action will also be taken.
- C. Inmates may not transfer ownership of a Media Player to another inmate.
- D. If there is a problem with the Media Player, the inmate should attempt to correct it by use of the Owner's Manual. If unable to solve the problem, the inmate should call the Customer Assistance number, which has been added to the approved inmate-calling list. Inmates will be assisted in correcting the problem if possible. If the problem is not corrected then the inmate will be advised of the procedures to follow.

Name Printed

Signature

ADC #

Unit

Date

Witness Signature