



# Arkansas Community Correction

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

**ADMINISTRATIVE DIRECTIVE: 17-15 TRANSPORTATION OF  
OFFENDERS RELEASED TO COMMUNITY SUPERVISION AND  
DISCHARGE**

**TO: DEPARTMENT OF COMMUNITY CORRECTION EMPLOYEES**

**FROM: SHEILA SHARP, DIRECTOR**

**SUPERSEDES: AD 06-23**

**APPROVED: Signature On file EFFECTIVE: April 14,2017**

**I. POLICY.** It is Arkansas Community Correction policy to ensure a safe, timely and smooth transition of residents released from custody to the community.

**II. PROCEDURES.**

- A.** Residents are responsible for arranging their release transportation from Community Correction Centers.
- B.** The preferred method of transportation is for the resident to arrange for an authorized family member or friend, who must be on the resident's approved visitation list, to provide transportation from the Center to the supervision plan location.
- C.** If resident is unable to secure transportation with an authorized family member or friend, public non-departmental transportation will be arranged, on the day designated by the Center Supervisor to the supervision plan location.
- D.** The actual release of a resident community supervision is subject to the availability of transportation to the supervision plan location.

- E.** There are some instances when a resident granted release is unable to secure non-departmental transportation to the release plan location. In such instances, the following procedures must be followed:
- 1.** The IRO will notify the Center Supervisor or designee and coordinate with the Parole/Probation Office that is nearest to the resident's home place.
  - 2.** The Center Supervisor or designee will arrange for a Residential Services Transportation Officer to transport the resident to the Parole/Probation Office.
  - 3.** Following the arrival of a resident at the Parole /Probation Office, the Parole/Probation Officer will:
    - a.** notify the resident of the arrival of his/her transportation; or
    - b.** secure commercial transportation; or
    - c.** transport the resident to the supervision plan address.
- F.** Arrangements for transportation must be confirmed no later than the day before release.
- G.** The Institutional Release Officer (IRO) will work with residents to ensure transportation arrangements are made for each resident to be released. Staff will work in cooperation and coordination with other ACC divisions to ensure the availability of transportation for the offenders.
- H.** Existing ACC policy and procedures will guide transportation activities, incidents, and reporting.