



Arkansas Community Correction

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**ADMINISTRATIVE DIRECTIVE: 15-12 POLICY AND PROCEDURE
DEVELOPMENT**

TO: ARKANSAS COMMUNITY CORRECTION EMPLOYEES

FROM: SHEILA SHARP, DIRECTOR

SUPERSEDES: AD 09-09

APPROVED: Signature on File

EFFECTIVE: August 31, 2015

I. POLICY. ACC will produce and maintain sufficient policy and procedure to guide staff, agents, and offenders; and where appropriate, visitors. Agents are volunteers, interns, contractors, and vendors.

II. EXPLANATION.

Written policy and procedures are essential to the operations, management and review of Arkansas Community Correction. All ACC policy must meet state and federal laws, Board of Corrections' guidance and legislative requirements:

III. POLICY FORMATS. Policy formats used by ACC include:

A. Administrative Regulations.

Administrative Regulations are official statements of general applicability that guide the agency. Administrative Regulations are the agency's rules and must be promulgated according to the Arkansas Administrative Procedures Act.

Administrative Regulations must be approved by the Board of Corrections, the Governor's Office pursuant to Executive Order 15-02, and the Arkansas Legislative Council prior to implementation.

B. Administrative Directives.

Administrative Directives are official statements for internal agency management that explain Administrative Regulations, laws and policies and set specific procedures for their implementation. Administrative Directives must be approved by the Director.

C. Administrative Memoranda.

Administrative Memoranda are official statements specifying procedures for applying an Administrative Regulation or Directive, a law or policy to a particular area of operation. An Administrative Memorandum may also be issued to establish day-to-day operational procedures not specifically covered by Administrative Regulations, law or policy. The Director, Chief Deputy Director, Deputy Director or Assistant Director responsible for operation of that area must approve or author the Administrative Memorandum.

D. Manuals.

Manuals are official statements that provide supplemental direction and procedures compatible with applicable law and policy.

E. Other Formats.

Other formats may be used where needed such as guides, handbooks, operating procedures and post orders.

IV. RECOMMENDING POLICY REVISIONS & POLICY REVIEWS.

A. Policy Review in General. Reviewers should consider how well the policy conforms to laws, other ACC policy, ACA standards and efficient operation of the ACC. (2-CO-1A-05; 2-CO-1A-17; 4-ACRS-7B-08)

B. Policies under Review on EagleNet. When policies are being reviewed by the Policy Section they may be posted on the EagleNet website for review, comment and/or revision by staff. Typically, the Regional Policy Review Team is notified of such postings and asked to have appropriate subject matter experts within their areas of responsibility provide input regarding the proposed policy - within the designated timeframe.

C. Recommending Policy Revisions Not Under Review on EagleNet. Any employee may submit policy recommendations by sending them through the supervision chain to the deputy director level. Supervisors in the chain are encouraged to comment on or clarify the suggestions. Deputy Directors forward approved recommendations to the Deputy Director of Communications and Public Affairs for consideration by the Policy Section during the next policy update. (4-ACRS-7B-09)

D. Annual Review. The Director and Deputy Directors must ensure Administrative Regulations and Administrative Directives that pertain to their areas of responsibility are reviewed annually. This review must be documented using the form available on EagleNet. This review must be completed no later than June 1 for the proceeding 12-month period. When the review is completed, the Policy Coordinator must notify the ACA Accreditation Manager that the review is available for filing.

Assistant Directors, Area Managers and Center Supervisors must ensure written guidance they produce is reviewed annually, and this review is appropriately documented.

V. PROCESSING NEW OR REVISED POLICY DOCUMENTS.

A. Initial Steps.

The person responsible for reviewing a particular policy may assume primary responsibility for initiating new and revised policies. Policies must be written using plain language and approved formats. For ARs, ADs and manuals, the document must be sent to the Deputy Director of Communications and Public Affairs for processing as described below. Alternatively, the Director or Deputy Director of Communications and Public Affairs may choose to initiate revision of ARs, ADs and manuals.

For new and revised ARs, ADs and manuals, the Deputy Director of Communications and Public Affairs must:

- ensure appropriate review
- consider recommendations
- process pursuant to policy and the Administrative Procedures Act

- obtain appropriate approvals
- publish ARs and ADs on the ACC public website
- publish ARs, ADs, manuals and related forms on EagleNet, and
- notify appropriate staff and others of the new or revised policy.

B. Approval and Filing Requirement Details.

1. Administrative Regulations. The Deputy Director of Communications and Public Affairs must ensure Administrative Regulations are reviewed, approved and filed as follows:
 - a. Initial Review by the appropriate Deputy Director, Director and then the Board of Corrections
 - b. In compliance with the Administrative Procedures Act and Governor's Executive Order 15-02, to include:
 - public Notice
 - initial filing pursuant to Secretary of State guidance
 - obtaining the Governor's approval
 - initial filing with the Bureau of Legislative Research for presentation and approval by the Legislative Council (Rules and Regulations Sub-committee)
 - final rule filing with the Secretary of State, Bureau of Legislative Research and State Library

2. Administrative Directives and Manuals. The Deputy Director of Communications and Public Affairs must ensure Administrative Directives and manuals are reviewed, approved and filed as follows:
 - the ACC Director must approve all Administrative Directives
 - the Board of Corrections must approve the employee Code of Ethics and other documents as directed by the Board of Corrections
 - review and concurrence by the appropriate Deputy Director and, for manuals, also the appropriate Assistant Director or Center Supervisor
 - filing pursuant to the agency Records Management Administrative Directive.
3. Law Library. The Deputy Director of Communications and Public Affairs must ensure distribution of the approved Law Library Policy Table of Contents.

C. Supervisor Responsibilities for Distribution and Training.

Supervisors must ensure new and revised policy is provided in a timely manner to appropriate staff, agents and offenders. When appropriate, policy must be provided prior to implementation. (4-ACRS-7B-07 and 08)

VI. QUARTERLY REPORT FOR LEGISLATIVE COUNCIL.

The Deputy Director of Communications and Public Affairs must provide a quarterly report to the Board of Corrections for submission to the Arkansas Legislative Council. The report must contain all new and revised Administrative Directives and Administrative Memoranda issued in the previous quarter by the Director and ACC staff. (Arkansas law section 12-27-106)