

Arkansas Department of Community Correction



*"Service with Excellence
& Integrity"*

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ADMINISTRATIVE DIRECTIVE: 09-01 INTERNAL AFFAIRS

TO: DEPARTMENT OF COMMUNITY CORRECTION EMPLOYEES

FROM: G. DAVID GUNTARP, DIRECTOR

SUPERSEDES: None

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APPROVED: _____ Signature on File

EFFECTIVE: January 12, 2009

I. POLICY. It is DCC policy to ensure the agency adheres to all local, state and federal statutes, as well as state and agency rules and regulations. Violations of statute and/or state or agency rules and regulations will be investigated in an objective and thorough manner. When appropriate, investigations are reported to proper state and/or federal authorities and efforts are coordinated with other appropriate law enforcement agencies.

II. RESPONSIBILITIES OF THE INTERNAL AFFAIRS SECTION (IAS).

A. The IAS operates under the oversight of the Director and direction of the DCC Internal Affairs Administrator who reports directly to the Director.

B. The Internal Affairs Section is responsible for the following activities:

1. conducting initial and subsequent detailed background checks on all applicants for employment with the agency and communicating the findings to the proper hiring official;
2. coordinating and overseeing the agency drug testing activities for future and current employees;
3. investigating alleged violations of local, state or federal laws, agency policies, coordinating any activities or findings from an investigation with other law enforcement agencies;

4. investigating incidents such as the discharge of a weapon, acts of misconduct such as discrimination, harassment, computer misuse, prohibited sexual activity, violations of the “whistle-blower” law or other incidents or allegations as requested by the Director;
 5. managing the Agency Certified Law Enforcement Officer Program for compliance with the State Office of Law Enforcement Standards and Training.
- C.** The Director shall be apprised of all investigations and progress therein being conducted by the IAA.
- D.** The activities and findings of the IAA investigations are confidential except that disclosure is required by state or federal law.