



*"Service with Excellence
& Integrity"*

Arkansas Department of Community Correction

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ADMINISTRATIVE DIRECTIVE: 09-09 POLICY AND PROCEDURE DEVELOPMENT

TO: DEPARTMENT OF COMMUNITY CORRECTION EMPLOYEES

FROM: G. DAVID GUNTARP, DIRECTOR

PAGE 1

SUPERSEDES: AD 07-02

APPROVED: Signature on File

EFFECTIVE: May 29, 2009

I. APPLICABILITY. This policy applies to Department of Community Correction (DCC) employees.

II. DEFINITIONS.

A. Arkansas Department of Community Correction Policy. Official statements issued by the Arkansas Board of Corrections or DCC Director which describe DCC philosophy and goals, direct operations and are based on laws, accreditation standards or other guidance.

B. Division Head. The Chief Deputy Director and Deputy Directors.

C. Handbook. A reference guide that often references internal and external policy, procedure and law.

D. Standard Operating Procedure (SOP). Official statement of an administrator, supervisor or manager providing procedures required to accomplish a specific job within parameters of policy.

E. Supplement. Additional material which provides essential detail for a particular policy or other document.

III. GUIDELINES.

A. The DCC Director will recommend to the Board of Corrections (Board) policy which meets the definition of a rule under the Administrative Procedures Act (APA) and will promulgate such rules in accordance with the APA. The Director may recommend to the Board other new or revised policy for consideration.

- B.** The DCC Director will ensure development of additional policy for safe, orderly and responsible operations. (3-3019; 2-CO-1A-17)
- C. Development.** The Chief Deputy Director is responsible for facilitating the agency policy development and maintenance process and ensuring policy consistent with best practices, laws, existing policy, and compliance with the Administrative Procedures Act. (4-ACRS-7B-07 and -7E-07; 2-CO-1A-05) Division heads are responsible for developing and maintaining appropriate guidance for the operation of their respective areas of responsibility and for working with the Chief Deputy Director to ensure proper formatting, review, approval and distribution of policy. Standard operating procedures authors should focus on adding detail necessary to assist employees in learning and performing the job and avoid repeating policy guidance.
- D. Recommending Policy Revisions & Policy Reviews.**
1. Policies under Review on EagleNet. When policies are being processed by the Policy Section they may be posted to the EagleNet, “Discussions and Team Sites” area. The Regional Team is notified of such postings by e-mail and asked to have appropriate subject matter experts within their areas of responsibility provide input regarding the proposed policy - within the designated time frame. When recommendations and comments are made on EagleNet in the Policy Discussions area, the records retention requirements will be followed. Reviewers can see and comment on reviews posted by others.
 2. Recommending Policy Revisions Not Under Review on EagleNet. Any employee may submit policy recommendations by sending their recommendation through the supervision chain to the deputy director level. Supervisors in the chain are encouraged to comment on or clarify the suggestion. Deputy directors forward approved recommendations to the Chief Deputy Director who will pass them to the Policy Section for consideration during the next policy update. (4-ACRS-7B-09)
 3. Annual Review. Division heads, Assistant Directors, and Center Supervisors, must ensure each policy that pertains to their areas of responsibility is reviewed annually and this review is documented, using the form available on EagleNet. The review must be completed no later than June 1st for the proceeding 12-month period. When the review is completed, notify the ACA accreditation manager that the review is available for filing. Reviewers should consider how well the policy conforms to laws, other DCC policy, ACA standards and efficient operation of the DCC. (2-CO-1A-05; 2-CO-1A-17; 4-ACRS-7B-08; 3-3019)

4. New or Revised Policy Documents. The Chief Deputy Director will have all new policies and revisions to existing policy posted on EagleNet for review and comment. Following the approval of the policy by the Director, the CDD will distribute the policy to the Regional Team as appropriate. Regional Team members should refer these requests to appropriate subject matter experts within their areas of responsibility and provide input regarding the proposed policy in the designated timeframe. When appropriate, the Chief Deputy Director will forward revised or new policies to the DCC Legal Counsel for review and comment. When required, the Chief Deputy Director will secure the DCC Director's approval for implementation. (4-ACRS-7B-09; 2-CO-1A-15)

E. Exceptions to the Review Process.

The following areas do not warrant a full policy review process by the Regional Team:

1. policy changes mandated by the Director;
2. non-substantive modifications;
3. modifications that update department position titles or that are necessary to immediately comply with ACA standards;
4. modifications to existing or new policy to address an immediate threat to the health and safety of DCC employees or the general public.

F. Approval Authorities.

1. The Board is the approval authority for policies that require promulgation as prescribed in the Administrative Procedures Act. The Board is the approval authority for any revisions to previously-approved Board policy.
2. The Director is the approval authority for Arkansas Department of Community Correction policy when Board approval is not necessary.
3. The Parole/Probation Assistant Directors, Center Supervisors, and other supervisors, administrators or managers are the approval authorities for SOPs.

G. Processing. Deputy Directors will ensure proposed DCC policy revisions are forwarded to the CDD. The CDD will ensure these documents are complete in content, properly and uniformly formatted, numbered, signed, reviewed, revised, and distributed pursuant to this policy and the Administrative Procedures Act (Ark. Code Ann. §§10-3-309 and 25-15-201 through 214).

H. Policy Communication/Distribution.

1. All new or revised policies or procedures will be released to staff and volunteers with an implementation date of 14 or more calendar days from the approval date, whenever possible. (3-3020)
2. The Policy Section is responsible for coordinating with the Information Technology Section the posting of all official policies (as appropriate) on the agency's websites.
3. All DCC staff should have access to the "EagleNet" (the agencies' Intranet website) and should consult the EagleNet whenever reviewing DCC policies. (3-3019; 2-CO-1A-16)
4. Supervisors must establish a communication system for expeditiously providing new and revised policy documents to appropriate staff and volunteers, including provision for any required training, prior to implementation. When appropriate, access to new or revised policy and procedures is provided to offenders prior to implementation. (4-ACRS-7B-07 and 08) Division heads, Parole/Probation Assistant Directors, and Center Supervisors shall designate persons to maintain current pertinent policy guidance for each location and make this available to employees. When all employees at a location have adequate access to electronic policies, a paper copy is not required.
5. The Chief Deputy Director is responsible for distributing policy documents that are approved by the Board and Director.