

Facility Name: _____ **Date:** _____

**Arkansas Community Correction
Reentry Facility
Minimum Requirements Checklist**

During initial license inspections, annual renewal inspections, and unannounced visits by ACC staff, the following Minimum Requirement Checklist will be used. The inspections will not be limited to these items.

Copies of license or inspection by/from:

Inspector's Initials

1. Fire / Safety Inspection	Annually	
2. Health Department/Food Service	Annually	
3. Business License	Initial License or after remodel / repair	
4. Plumbing Code	Initial License or after remodel / repair	
5. Electrical Code	Initial License or after remodel / repair	
6. Zoning Approval, Public Hearing, or Special Use Permit. Note: for new construction, new location, a public hearing must be held that meets the requirements of Arkansas Law section 12-25-101(a)(2).		
7. Copy of transportation vehicles insurance.		
8. Copy of facility property and liability insurance		
9. List of all staff and volunteers for background check (owner/operator must obtain / maintain consent to release information from staff and volunteers) Note: No person currently on parole may supervise another resident, no person with a propensity for violence may serve as staff member, no person under 21 may serve as a staff member.		
10. Copies of facility disaster plans, evacuation plans, and contingency plans for operations if the facility must be abandoned. Contingency must be ample size.		
11. Copy of facility policy to subpoenas, court orders, arrest warrants		
12. Copy of policy stating notification of Reentry Officer and procedures when a resident escapes / walks away from the facility.		
13. Copy of facility Policy and Procedure Manual that is unique to this facility		
14. Copy of facility resident orientation materials including facility rules, and consequences for violations.		
15. Copy of programming curriculum.		
16. Admission and discharge policies and procedures		
17. Proof that staff and residents are PREA knowledgeable		
18. Is the facility ADA compliant?		
19. Are resident records confidential, uniform in format and content, and properly secured?		
20. Copy of policy that passes / furloughs for residents are approved by the Reentry Officer.		
21. Copy of staff listing and staffing hours.		

22. Inspection team proof of adequate space in sleeping rooms for the number of occupants (minimum 50 square feet per intended occupant)	
23. Inspection team proof of individual storage space for offenders clothing and personal items	
24. Inspection team proof of minimum ratio of bathrooms (meaning sink, toilet, shower) to residents (1 to 8)	
25. Adequate laundry facilities at the Reentry Housing Facility	
26. Inspection team proof of signs posted at all entrances banning weapons except for law enforcement officials/officers	
27. Inspection team proof of facility being equipped with First Aid Kit, fire alarms and that fire suppression equipment continues to comply with annual Fire Inspection	
28. Proof of vendors contacts for employment.	
29. Dining room with tables and chairs.	
30. Adequate Kitchen facilities.	
31. Facilities for programs.	
32. Facilities for break room / day room.	
33. Smoke alarms in Kitchen and all sleeping areas.	
34. Bulletin board prominently displayed in the facility with postings of rules, fire evacuation plans, emergency protocols, PREA information, emergency staff contact information.	
35. Copy of facility policy concerning equal opportunity for employees.	
36. Copy of facility policy concerning equal opportunity for residents.	
37. Copy of certification with that facility does not employ illegal aliens.	
38. Inspection Team proof that all medication is behind double locks.	
39. Inspection Team proof of facility designee to accept medications.	
40. Check or Money Order attached to application.	