



# Arkansas Community Correction

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## ADMINISTRATIVE DIRECTIVE: 19-08 Access to Residential Facilities

**TO:** Arkansas Community Correction (ACC) Employees

**FROM:** Kevin Murphy, Director

**SUPERSEDES:** AD 17-16

**APPROVED:** Signature on file **EFFECTIVE:** April 15, 2019

- I. APPLICABILITY.** This policy applies to ACC employees.
- II. POLICY.** It is Arkansas Community Correction (ACC) policy to control entry and exit at ACC residential centers to maintain security, order, and discipline. All persons enter residential centers at their own risk and are required to meet the security and control measures for persons, vehicles, tools, equipment, and supplies. (4-ACRS-5A-16[P])
- III. GUIDELINES.**
  - A.** Entry to an ACC residential center will be granted to individuals for operational necessities, resident visitation, and other activities as approved by ACC policy, Center Supervisors, or designees.
  - B.** All persons entering an ACC residential center will be required to comply with applicable ACC policies and procedures.
  - C.** Entry-to and exit-from an ACC residential center will be controlled to maintain security, order, and discipline. (4-ACRS-2A-01 [P])
  - D.** Upon arrival and departure, Center employees will register their presence using the electronic time clock if the Center has one. Center staff will ensure visitors, including employees from another location, sign in and out. Visitor logs will be retained for a minimum of three years.

#### **IV. FACILITY ACCESS PROCESS.**

**A. Contractor and Volunteer ID Cards.** With approval from the Center Supervisor or designee and following a system of control prescribed for the center, staff may issue an ACC ID card to a “contractor” or “volunteer.” A record of issued cards should be maintained at the main entry point.

#### **B. Processing Facility Visitors.**

1. A visitor may be allowed access following appropriate screening and sign-in, provided he or she has a legitimate purpose for visiting. Screening may include searches as described in the “Searches for, Control and Disposition of Contraband and Evidence” administrative directive, an electronic metal and/or drug detector screening, examining ID cards, checking dress-code compliance, checking paperwork, and asking appropriate questions such as the purpose for the visit.  
Note: Employees are not allowed to visit the facility when not on duty unless granted permission by the Center Supervisor or designee.
2. The employee screening visitors must determine that the visitor has a legitimate purpose as follows:
  - a. On the approved resident visitors list (visitors must be on the list prior to visiting individual residents) or approved by the Center Supervisor by memo.
  - b. Attorney for a resident or is seeking to represent a resident.
  - c. Valid work or delivery order. When instructed by the Center Supervisor, staff will verify legitimacy of a visitor by contacting his or her employer or requesting additional information to include information necessary to run a background check.
  - d. An ACC employee conducting business.
3. When requirements are met, staff should view the visitor’s photo ID, issue a visitor badge and have the visitor sign-in. Upon departure, retrieve the temporary visitor’s badge and have the visitor sign-out.
4. Follow guidance provided by the Center Supervisor for such areas as escorting visitors and tool/key control.

#### **C. Visits with Individual Residents.**

1. Visits with residents must be continuously supervised by staff (4-ACRS-2A-02)
2. Searches must be conducted according to the administrative directive, “Searches for, Control and Disposition of Contraband and Evidence”
3. Staff must apply the guidance provided for visitors in the administrative regulation, “Resident Visitation.” That policy includes guidance on visitation conditions, restrictions, special visits, and enforcing visitor rules. (4-ACRS-2A-02 and -5A-18)

4. ACIC/NCIC Background Check. The Records Section Supervisor (or other certified person designated by the Center Supervisor) must conduct an ACIC/NCIC information check for visitor applicants and take appropriate action as follows:
  - a. If there is no criminal history, add the applicant to the Approved Visitor List.
  - b. If the applicant is not currently on Parole/Probation but has a criminal history, forward the request and a copy of the ACIC/NCIC report to the Center Supervisor for review and approval consideration.
  - c. If the applicant is on Parole/Probation, ask the supervising Parole/Probation Officer whether the applicant should be allowed to visit. If the officer indicates visitation should be allowed, complete Form 2 with the officer's name and date contacted. If the officer recommends against visitation, ask the officer to provide a completed Form 1, "Report Regarding Residential Center Visitation," attach the ACIC/NCIC report and forward the request to the Center Supervisor for a decision.
  - d. The Center Supervisor will review applications when the ACIC/NCIC check shows a criminal history and indicate approval or disapproval on Form 2. Unless there is an indicator that an applicant poses a safety or security threat, visits should be approved. Examples of circumstances that may cause an applicant to be denied visitation privileges for posing a threat to safety or security are as follows: the applicant was released from prison within the past year; was convicted of a drug related crime within the past two years; was convicted of a violent crime within the past three years; or has pending charges for a violent or drug-related crime. (4-ACRS-5A-17)
  - e. Form 4, Result of Application for Visitation Privileges, may be used by the Records Supervisor or designee to inform residents of applicants approved or disapproved for visitation.
  - f. Visitor Records.
    - (1) Completed Forms 1 and 2 must be maintained as confidential records.
    - (2) The Records Supervisor or designee must maintain a record of approved visitors in eOMIS.
    - (3) All visitors will be required to show identification and complete appropriate portions of the Visitation Log, Form 3. Unusual incidents will be recorded in the visitation log by the staff member supervising visits. Any incident reports written will be referenced on the visitation log.
5. Transport - Law Enforcement Officials.
  - a. Officials transporting a resident(s) must secure all weapons and ammunition in their vehicle or in a pre-designated area approved by the Center Supervisor.
  - b. Officials will be given directions by the gate or access control officer for entry into the facility.

- c. The identification of the officials, if unknown, must be verified. If residential center staff are unable to make a positive identification of the officials, direct contact with their agency must be made to clarify discrepancies. The Shift Supervisor of the facility will be contacted if a positive identification cannot be made after contacting the officials' agency.
6. Vehicles.
    - a. Vehicles assigned to the facility will be granted entry to the residential center grounds as required for facility operations and authorized by the sally port gate supervisor.
    - b. A search for contraband and unauthorized personnel may be conducted of a vehicle entering and exiting the secure perimeter prior to actual entry or exit.
    - c. An emergency vehicle authorized by the shift supervisor or designee that enters or exits the secure perimeter will be expedited by a quick visual search to verify authorized individuals and equipment.
    - d. A vehicle log must be maintained by each facility to record all vehicles that enter and exit the secure perimeter.
    - e. A vehicle may remain on the facility grounds for as long as is required for the driver and/or passenger(s) to accomplish the intended purpose(s).
  7. Tools and Equipment.
    - a. Entry and exit of all tools and equipment into the secure perimeter of a facility requires approval of the shift supervisor.
    - b. All tools and equipment will be searched prior to entry and exit of the secure perimeter.
    - c. All tools and equipment approved to enter the secure perimeter on a temporary basis will be inventoried prior to entry and accounted for upon exit from the facility as prescribed by the Center Supervisor.
  8. Supplies.
    - a. Entry of all supplies into the secure perimeter of a facility will require approval of the shift supervisor or designee.
    - b. Supplies will be searched for contraband prior to entry or exit of the secure perimeter. Sealed containers may be opened for inspection. Any item large enough to conceal a person must be searched before leaving the secure perimeter.
    - c. Entry of all combustible, flammable, toxic, caustic or explosive materials or supplies into the secure perimeter of a facility requires approval of the Center Supervisor or Duty Officer.

## **V. ATTACHMENTS.**

Form 1 Report Regarding Residential Center Visitation by Offender  
Form 2 Request for Review of Applicant for Visitation Privileges  
Form 3 Visitation Log  
Form 4 Result of Application for Visitation Privileges

Arkansas Community Correction

MEMORANDUM CONFIDENTIAL

TO:      SWCCC (Texarkana)           Records Supervisor  
          ECACCC (West Memphis)       Records Supervisor  
          CACCC (Little Rock)           Records Supervisor  
          NECCC (Osceola)           Records Supervisor  
          NWACCC (Fayetteville)       Records Supervisor  
          Omega TVP (Malvern)       Records Supervisor

FROM: PAROLE/PROBATION OFFICER: \_\_\_\_\_

RE: REPORT REGARDING RESIDENTIAL CENTER VISITATION BY OFFENDER

DATE: \_\_\_\_\_

**Background Information:** This form letter is used by Parole/Probation Officers to provide information about Parolee or Probationer progress when requested by a ACC residential center representative. It is used when a Parole/Probation Officer recommends against allowing an offender visitation privileges due to potential for disrupting the security of the facility or potential for causing someone harm. The information is used by the Center Supervisor to assess whether visitation privileges should be granted.

**Instructions:** If the Parole/Probation Officer believes there is undue risk involved with having the parolee/probationer visit the residential center, this form must be completed promptly and sent to the residential center. If there is no such concern, the officer should inform the residential center representative.

Parolee    Probationer   Name: \_\_\_\_\_ ACC Number: \_\_\_\_\_

The most recent drug screen conducted on (date): \_\_\_\_\_ for the above named offender was

POSITIVE or    Negative or    Drug screens not required for this offender.

The above named offender  HAS (or)  HAS NOT been complying with any mandated programs, e.g. AA, NA, GED, etc.

I believe this offender may be a threat to residents, employees, or Center operations.

Comments: \_\_\_\_\_

\_\_\_\_\_  
Parole/Probation Officer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

Arkansas Community Correction

CONFIDENTIAL

MEMORANDUM

**TO: CENTER SUPERVISOR**

**FROM: \_\_\_\_\_ (Records Supervisor or Designee)**

**RE: REQUEST FOR REVIEW OF APPLICANT FOR VISITATION PRIVILEGES**

**DATE: \_\_\_\_\_**

Please review this application package for applicant: \_\_\_\_\_

Indicate whether the person should be granted visitation privileges.

This applicant for visitation privileges has a Criminal History, refer to the attached confidential ACIC/ NCIC printout,

This applicant for visitation privileges is NOT currently on Parole/Probation or:

The Parole/Probation Officer informed me they do not have a concern that the applicant would be likely to cause undue harm; **OR**

The Parole/Probation Officer does not recommend approval of the offender for visitation (see Form 1, attached, and the ACIC/NCIC report).

\_\_\_\_\_  
Name of Parole/Probation Officer

\_\_\_\_\_  
Date/Time Contacted

**TO: RECORDS SUPERVISOR**

**FROM: CENTER SUPERVISOR**

**RE: REPLY TO VISITATION PRIVILEGE REQUEST**

**DATE: \_\_\_\_\_**

The applicant is approved for visitation,

The applicant is NOT approved for visitation,

Other: \_\_\_\_\_

\_\_\_\_\_  
Center Supervisor Signature

\_\_\_\_\_  
Date

**Arkansas Community Correction  
VISITATION LOG**

VISITOR'S PRINTED NAME	PRINTED NAME OF RESIDENT VISITING	VISITOR'S DAYTIME PHONE #	DATE OF VISIT	SIGN-IN TIME	TYPE OF ID PRESENTED	SIGN- OUT TIME	REMARKS

Note. Retain completed forms for three years. AD 19-08 Form 3

# Arkansas Community Correction

## MEMORANDUM

**TO:** \_\_\_\_\_ (Resident)

**FROM:** \_\_\_\_\_ (Records Supervisor or Designee)

**RE:** Result of Application for Visitation Privileges

**DATE:** \_\_\_\_\_

Visitation applications for the following people have been reviewed and decisions are indicated below:

APPLICANT NAME	APPROVED OR DISAPPROVED	REMARKS
_____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	_____
_____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	_____
_____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	_____
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