



Arkansas Community Correction

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ADMINISTRATIVE DIRECTIVE:18-09 Internal Affairs

TO: Arkansas Community Correction Employees

FROM: Sheila Sharp, Director

SUPERSEDES: AD 09-01

APPROVED: _____ Signature on File EFFECTIVE: April 20, 2018

I. POLICY. ACC policy is 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 and/or conducted by proper state and/or federal authorities and efforts are coordinated with other appropriate law enforcement agencies.

II. INTERNAL AFFAIRS GUIDANCE.

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

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

1. investigating alleged violations of local, state or federal laws, agency policies, coordinating any activities or findings from an investigation with other law enforcement agencies;
2. 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;

- C.** The Internal Affairs Administrator must initiate an internal investigation when
1. it is unclear from initial reports whether a crime occurred
 2. the incident notification involves use of force in which the offender is seriously injured or in which the force used appears excessive
 3. a departmental issue co-exists with an investigation by the Arkansas State Police or other law enforcement agencies
 4. the department may be liable for damages in an accident
 5. there is a PREA-related issue, and
 6. when instructed to do so by the Director, or in the Director's absence, the appropriate Deputy/Assistant Director.
- D.** The Director must be apprised of all IAA investigations and progress therein
- E.** The activities and findings of the IAA investigations are confidential except when disclosure is required by state or federal law or ordered by a court.