
 <p style="text-align: center;">ADMINISTRATIVE REGULATION</p> <p style="text-align: center;">STATE OF ARKANSAS</p> <p style="text-align: center;">BOARD OF CORRECTION AND COMMUNITY PUNISHMENT</p>	Section Number: AR 1.2	Page Number: 1
	Board Approval Date: 11/14/96	
	Supersedes: N/A	Dated:
	Reference:	Effective Date: 12/30/96
SUBJECT: ADMINISTRATIVE REVIEW PROCESS		

- I. AUTHORITY.** The Board of Correction and Community Punishment (BCCP) is vested with the authority to promulgate this administrative regulation by Ark. Code Ann. §§12-27-105, 16-96-1203 and 16-93-1205 (Michie Supp. 1995).
- II. APPLICABILITY.** This policy applies to all Department of Community Punishment (DCP) operations.
- III. POLICY.** It is the policy of the DCP to establish and maintain an administrative review process that ensures fair, equitable and timely review of any issue that may impact the efficient operation of the DCP. This process shall be administered by an Administrative Review Officer appointed by the Director.
- IV. GUIDELINES.**
- A. Approval.** Investigations conducted by the Administrative Review Officer must be approved by the Director.
- B. Interviews.**
1. All fact finding interviews are to be audio recorded.
 2. An employee shall be interviewed during regular DCP work hours or at a time convenient to the agency and the employee.
 3. If the allegation is against an employee being interviewed, the employee will be advised of the nature of the allegation(s).
- C. Polygraph Tests.** The use of a Polygraph Test shall be approved by the DCP Director.
- D. Confidentiality of Records.** Administrative Review files are confidential and may only be disclosed to employees on a “need to know basis.”
- E. Coordination.** As appropriate, reviews of investigations may be conducted in coordination with law enforcement agencies and prosecutors.

 <p style="text-align: center;">ADMINISTRATIVE REGULATION</p> <p style="text-align: center;">STATE OF ARKANSAS</p> <p style="text-align: center;">BOARD OF CORRECTION AND COMMUNITY PUNISHMENT</p>	Section Number: AR 1.2	Page Number: 2
	Board Approval Date: 11/14/96	
	Supersedes: N/A	Dated:
	Reference:	Effective Date: 12/30/96
SUBJECT: ADMINISTRATIVE REVIEW PROCESS		

F. Reports. Final reports of review findings shall be submitted to the Director, unless otherwise authorized.

V. STANDARDS. American Correctional Association Standards for Adult Probation and Parole Field Services, 2d Edition, 2-3023.