
 <p style="text-align: center;"><b>ADMINISTRATIVE REGULATION</b></p> <p style="text-align: center;"><b>STATE OF ARKANSAS</b></p> <p style="text-align: center;"><b>BOARD OF CORRECTION AND COMMUNITY PUNISHMENT</b></p>	Section Number: <b>DCP 4.1</b>	Page Number: <b>1</b>
	Board Approval Date: <b>8/25/00</b>	
	Supersedes: <b>DCP 3.9</b> <b>DCP AR 4.1</b> <b>DCP AR 4.2</b> <b>DCP AR 4.8</b>	Dated: <b>3/10/94</b> <b>3/10/94</b> <b>3/10/94</b> <b>3/10/94</b>
	Reference:	Effective Date: <b>12/15/00</b>
<b>SUBJECT: SAFETY, SECURITY AND SANITATION</b>		

- I. AUTHORITY.** The Board of Correction and Community Punishment (Board) is vested with the authority to promulgate administration regulations by Ark. Code Ann. §§ 12-27-105, 16-93-1203 and 16-93-1205.
- II. APPLICABILITY.** This regulation applies to Department of Community Punishment (DCP) employees and offenders.
- III. POLICY.** The DCP will promote the safety and security of the public, employees and supervised offenders; provide guidance designed to reduce the occurrence of accidents, victimization, injury, illness or loss of life; and deter or minimize loss or damage to public property.
- IV. DEFINITIONS.**
- A. Qualified Inspector.** An individual who meets the following criteria as it pertains to the type inspection(s) to be conducted:
1. Is certified by the appropriate State and/or federal authority, if required, for the determined inspection;
  2. Is familiar with applicable federal, State and municipal codes, regulations and requirements;
  3. Is able to use appropriate instruments for measuring and documenting code compliance;
  4. Is able to complete checklists and prepare necessary reports; and,
  5. Has authority to make corrections when deficiencies are found, or responsibility to report deficiencies to the appropriate authority.
- B. Safety.** Measures taken to promote the physical and mental well being of the public, employees or offenders and the protection of property.
- C. Security.** Measures intended to prevent sabotage, attack, escape, theft of property, other crimes, or to deter unauthorized access to or disclosure of protected agency information.

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**V. GUIDELINES.**

**A. Safety and Security Program Objectives.** The DCP will have a safety and security program to meet the following objectives:

1. promote public safety;
2. ensure employee and offender safety;
3. ensure appropriate security procedures are in place;
4. comply with American Correctional Association standards, federal and State law;
5. comply with applicable national and local fire codes;
6. comply with applicable building and environmental codes and zoning ordinances;
7. deter escape;
8. detect contraband;
9. secure evidence or ensure it is secured by local or State police; and,
10. hold offenders accountable for violations of law.

**B. Safety and Security Guidance.** Written policy, procedure and/or practice will provide for the following:


1. control of facility access/egress to prevent contraband, theft and escape;
2. designation of employees subject to recall to duty for emergency response;
3. threat analysis;
4. plans for significant and likely threats based on threat analysis;
5. annual review of plans;
6. training and drills;
7. conducting contraband searches of centers;
8. regular safety/security inspections of centers by qualified inspectors;
9. a system to control keys, tools and equipment;
10. appropriate safety/security training for employees and offenders;
11. assignment of responsibility for supervisory oversight of safety/security programs and activities;
12. inclusion of appropriate safety and security responsibilities in job descriptions, post

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- orders or performance standards;
13. establishing a means for review of inspection reports and incident/accident reports and assigning responsibility for resolving potential or actual safety/security hazards and/or problems;
  14. procedures and guidelines for conducting searches of offenders, employees, interns, volunteers, visitors and contractors at centers;
  15. complying with employee chemical right to know requirements;
  16. a process for ensuring compliance with applicable national codes and local fire codes;
  17. a process for ensuring compliance with applicable building and environmental codes and zoning ordinances;
  18. a process to inform all newly hired employees that as a condition of employment they must agree to be subject to a personal search and to have their personal property searched while on State property; and,
  19. establishing a system for preservation, control and disposition of physical evidence.

**C. Searches of Persons.**

1. Pat Searches by Employees. When authorized employees conduct pat searches they may include a visual inspection of the mouth, nose or ears and may ask people to remove outer garments such as coats, jackets and shoes before conducting the pat search. Such outer garments, toolboxes, briefcases or other containers may also be searched.
2. Searching Visitors, Contractors and Volunteers. The DCP may establish rules for pat searching visitors, contractors and volunteers.
3. Strip Searches of Offenders. Offenders may be strip searched when there is reasonable suspicion or upon entering or prior to departure from a facility. Strip search of an offender should be done by an employee of the same gender and should be witnessed by a second employee of the same gender. The search should be conducted in a location and manner that protects the offender's privacy and, to the extent possible, keeps the search and results confidential. These restrictions may be waived during an emergency such as an escape or riot.
4. Body Cavity Search of Offenders. Offenders may be required to undergo a body cavity search conducted by a nurse, nurse practitioner, physician assistant or physician when

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there is reasonable suspicion and when approved by the Center Supervisor, Assistant Center Supervisor or Senior Residential Supervisor. The mouth should also be examined as part of the body cavity search. An employee should be present to collect any contraband, but need not observe the search.

5. Pat Searches of Employees. The DCP must develop procedures for pat searches of employees.
6. Strip Searches of Employees. Community Punishment Center Staff, and employees entering a CPC, may be strip searched when there is reasonable suspicion and with the approval of staff designated by the Director. Strip search of an employee must be done by an employee of the same gender and must be witnessed by a second employee of the same gender. The search should be conducted in a location and manner that protects the employee's privacy and to the extent possible, keeps the search and results confidential.

**D. Sanitation and Food Service Safety.** A means will be established for ensuring sanitation and food service safety at centers. The sanitation and food service safety program must ensure compliance with Health Department and American Correctional Association standards.

**VI. REFERENCE.** The Public Employees' Chemical Right to Know Act, (Ark. Code Ann. § 8-7-1001 et. Seq.).

**VII. STANDARDS.** American Correctional Association, Standards for Adult Community Residential Services, 3d Edition, 3-ACRS-2A-01 through 03; 3-ACRS-2B-02; 3-ACRS-2C-07; 3-ACRS-2C-09; 3-ACRS-3A-01; 3-ACRS-3A-09; 3-ACRS-3A-11 through 15; 3-ACRS-3B-01 through 04; 3-ACRS-3B-06 through 09; 3-ACRS-4C-05; 3-ACRS-4C-07; 3-ACRS-4D-01 through 10; 3-ACRS-4E-02; 3-ACRS-4E-18; and 3-ACRS-4H-01.