 <p style="text-align: center;"><b>ADMINISTRATIVE REGULATIONS</b></p> <p style="text-align: center;"><b>STATE OF ARKANSAS</b></p> <p style="text-align: center;"><b>BOARD OF CORRECTIONS</b></p>	<b>Section Number:</b>	<b>Page Number:</b>
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	<b>Board Approval Date:</b>	
	<b>11/29/79</b>	
	<b>Supersedes:</b>	<b>Dated:</b>
	<b>Reference:</b>	<b>Date Filed Secretary of State 2/1/80</b>
<b>SUBJECT: Speaker's Bureau</b>		


**I. POLICY OF THE DEPARTMENT:**

To encourage key administrators to accept as many speaking engagements and public appearances as possible without interfering with their management responsibilities.

**II. EXPLANATION:**

- A. The purpose of all speaking engagements is to acquaint the public with the programs and needs of the Department of Correction.
- B. Compensation for participation in public information programs related to an employee's job responsibilities shall not be accepted. Donations to the Departmental Trust Funds may be accepted.
- C. A permanent record of any such donations must be maintained in accordance with established policy.
- D. Any employee of the Department of Correction who accepts speaking engagements should contact the Public Relations Office prior to any speaking engagement.

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	Board Approval Date:	
	Supersedes: 103	Dated: 3/10/94
	Reference:	Effective Date:
<b>SUBJECT: Offender <u>Inmate</u> Commissaries</b>		

**I. AUTHORITY POLICY:**

~~The Board of Correction and Community Punishment is vested with the authority to promulgate Administrative Regulations by Act 50 of 1968, Extraordinary Session, as amended; Acts 548 and 549 of 1993, regular Session (Ark. Code Ann. § 16-93-1203 and 12-27-105 of 1993). It shall be the policy of the Arkansas Department of Correction to provide Inmate Commissaries from which inmates may purchase products.~~

**II. PURPOSE EXPLANATION:**

~~To describe the fiscal operation of the offender commissaries and to require pricing policies and procedures.~~

- A. Sale price of commissary products shall be as established and approved by the Board of Corrections and Community Punishment.
- B. Profit from sale of products to inmates shall be held in the Inmate Welfare Fund to be administered and used by the Director for the general benefit of the inmates under rules and regulations as established by the Board of Corrections and Community Punishment.
- C. The ADC will provide policy and procedures for the operation of the Inmate Commissaries.

**III. APPLICABILITY:**

~~To the Board of Correction and Community Punishment, wardens/center supervisors/administrators, and all employees involved in the authorization and operation of facility commissaries.~~

**IV. POLICY:**

~~It shall be the policy of the Department of Correction/Community Punishment to provide facility commissary operations.~~

**V. DEFINITIONS:**

~~A. Commissary A store established within a facility where food and supplies are sold.~~

~~B. Offender Assistance/Welfare Fund a self-supporting enterprise financed and operated through sales to offenders and employees; residual equity of the fund being used to provide benefits to offenders not ordinarily provided by tax revenues.~~

~~C. Offenders: Persons sentenced to the Department of Correction or to the Department of Correction for judicial transfer to the Department of Community Punishment or confined in a community punishment center as a condition of probation, suspended imposition of sentence or post prison transfer.~~

**VI. PROCEDURES:**

~~A. Establishment~~

~~Each facility shall establish a commissary for offender use.~~

- ~~1. Items sold in the facility commissaries must be indicated on the Standardized Commissary Items listing and be approved by the warden/center supervisor.~~

~~B. Fiscal Operations~~

- ~~1. Commissary pricing policies shall be established by the Board of Correction and Community Punishment.~~

- ~~a. Upon approval, a copy of the appropriate administrative directive(s) shall be forwarded to each facility for posting.~~

- ~~2. The net profit from items sold in the facility commissaries is to be placed in the Offender Assistance/Welfare Fund and expended for the benefit of the offender population under guidelines established by the Board of Correction and Community Punishment.~~

- ~~3. No goods can be sold on credit or consignment.~~

- ~~4. A monthly inventory will be taken within guidelines of the Administrative Services Division.~~

~~Facility commissaries are to be kept clean and orderly.~~

~~The warden/center supervisor of each facility shall publish procedures relative to commissary operations and privileges.~~

**VIII. REFERENCES:**

ACA Standard 3-4042; 3-4159

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