

ARKANSAS REGISTER

Transmittal Sheet

Use only for **FINAL** and **EMERGENCY RULES**



Secretary of State

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For Office

Use Only:

Effective Date _____ Code Number _____

Name of Agency _____

Department _____

Contact _____ E-mail _____ Phone _____

Statutory Authority for Promulgating Rules _____

Rule Title: _____

Intended Effective Date

(Check One)

Date

☐

Emergency (ACA 25-15-204)

Legal Notice Published _____

☐

10 Days After Filing (ACA 25-15-204)

Final Date for Public Comment _____

☐

Other _____

(Must be more than 10 days after filing date.)

Reviewed by Legislative Council _____

Adopted by State Agency _____

Electronic Copy of Rule e-mailed from: (Required under ACA 25-15-218)

Contact Person

E-mail Address

Date

CERTIFICATION OF AUTHORIZED OFFICER

I Hereby Certify That The Attached Rules Were Adopted
In Compliance with the Arkansas Administrative Act. (ACA 25-15-201 et. seq.)


Signature

Phone Number

E-mail Address

Title

Date

 <p style="text-align: center;">ADMINISTRATIVE RULES</p> <p style="text-align: center;">STATE OF ARKANSAS</p> <p style="text-align: center;">BOARD OF CORRECTIONS</p>	Section Number:	Page Number:
	225	1 of 2
	Board Approval Date:	
	6/23/00	
	Supersedes:	Dated:
	AR 225	9/24/96
	Reference:	Effective Date:
		7/1/2000
SUBJECT: Employee Conduct Standards		

I. AUTHORITY:

The Board of Correction and Community Punishment is vested with the authority to promulgate this Administrative Rule by Ark. Code Ann. § 12-27-105.

II. APPLICABILITY:

This rule applies to all employees of the Arkansas Department of Correction.

III. POLICY:

It is the policy of the Department of Correction to ensure that all employee discipline be administered in a consistent, objective and good-faith manner. Nothing in the policies, guidelines and/or procedures associated with this or related policies limits the Director's authority to establish or revise human resource policies. The policies, guidelines and/or procedures associated with this policy are adopted to guide the internal operations of the Department and do not create any legally enforceable interest or limit the Director or his designee's authority to terminate any employee at will.

IV. PROCEDURES:

An Administrative Directive by the Department of Correction will set forth conduct standards and provide guidelines for discipline. Violations of the conduct standards may result in disciplinary action including termination of employment. The conduct standards cannot be all inclusive, but will identify the more common acts that constitute unacceptable conduct.

In those situations where an employee's actions adversely affect security and the good order of departmental operations, progressive disciplinary actions are not required.

Progressive discipline shall not apply to employees during their initial probation.

Each employee will be provided a copy of the Administrative Directive on Employee Conduct Standards and notified of any subsequent changes or revisions.

V. STANDARDS:

American Correctional Association - Standards for Administration of Correctional Agencies, 2nd edition, 2 - CO - 1C - 04.

American Correctional Association - Standards for Correctional Institutions, 3rd edition, 3 - 4067.

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