

# 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;"><b>ADMINISTRATIVE RULES</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>
	<b>002</b>	<b>1 of 1</b>
	<b>Board Approval Date:</b> <b>8/22/88</b>	
	<b>Supersedes:</b> <b>AR 002</b>	<b>Dated:</b> <b>11/30/79</b>
	<b>Reference:</b>	<b>Effective Date:</b> <b>2/23/89</b>
<b>SUBJECT: Authority of Unit Wardens, Center Supervisors, Administrators, or Designees</b>		

**I. POLICY:**

The Director shall delegate authority to the Unit Wardens/Center Supervisors/Administrators or appropriate administrative designees to act on all matters related to the unit/center operational areas, to manage all programs, activities, inmates, personnel and volunteers connected with the unit/center/operational areas.

**II. EXPLANATION:**

All units of the Arkansas Department of Correction shall have a Unit Warden who is in charge and an Assistant Warden to whom is delegated the authority in the absence of the Unit Warden. All centers/operations have a Center Supervisor/Administrator who is in charge or, in his/her absence, a designee who has been approved for the delegated authority. One of these individuals must be on call at all times and in charge of the affairs of the unit/center/operations.

- A. During the absence of the Unit Warden from the unit's grounds, the Assistant Warden/designee shall be in complete charge of the unit.
- B. During the absence of the Center Supervisor/Administrator from the center/operations' grounds, a designee will be in complete charge of the center/operations.
- C. The Unit Warden/Center Supervisor/Administrator shall submit a list of staff members who may be designated as the duty Warden/designee in his/her absence from the unit/center/operations to the Director for review and approval. The list will consist of the employee's full name, job title, home address, and telephone number, and updated when changes occur.
- D. When the Unit Warden/Center Supervisor/Administrator is absent from a unit/center/operation for an extended period of time, the appropriate Assistant Director and/or the Director shall be notified.