

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

 <div style="text-align: center;"> ADMINISTRATIVE RULES STATE OF ARKANSAS BOARD OF CORRECTIONS </div>	Section Number: DOC 835 DCP 7.14	Page Number: 1 of 2 2
	Board Approval Date: <div style="text-align: center;">11/14/96</div>	
	Supersedes: DOC 835 DCP 7.14 Emerg.	Dated: 2/17/94 2/17/94
	Reference:	Effective Date: 12/1/96 DOC
SUBJECT: Grievance Procedures for Offenders		

I. AUTHORITY:

The Board of Correction and Community Punishment (BCCP) is vested with the authority to promulgate this administrative rule by Ark. Code Ann. §§ 12-27-105, 16-93-1203 and 16-93-1205 (Michie Supp. 1995).

II. APPLICABILITY:

This policy applies to employees and offenders of the Department of Correction (DOC) and the Department of Community Punishment (DCP) staff, inmates and residents of Community Punishment Centers.

III. POLICY:

It is the policy of the Board of Correction and Community Punishment that offenders are provided an opportunity to submit grievances regarding policy, conditions, incidents or actions related to incarceration/confinement which directly impact them.

IV. GUIDELINES:

- A. Administrative directives establishing procedures will be set forth by each Agency.
- B. Procedures shall, at minimum provide for the following: offender notice of the grievance process; timely, effective and impartial processing of grievances; an appeals process; appropriate documentation of grievance activity; and speedy disposition of emergency situations, with security and safety the paramount concern.
- C. Use of the grievance procedure shall occur without restraint, coercion, discrimination, interference or reprisal. Violation of this guideline shall result in prompt and decisive action.
- D. The grievance procedure shall exclude complaints regarding release, transfer, disciplinary or other matters excluded by administrative directives.

V. STANDARDS:

American Correctional Association Standards for Adult Community Residential Services, 3d edition, standard 3-ACRS-3D-07 and Standards for Adult Correctional Institutions, 3d edition, standard 3-4271.

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