

ARKANSAS REGISTER



Transmittal Sheet

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W. J. "BILL" McCUE
SECRETARY OF STATE

W.J. "Bill" McCuen

Secretary of State

State Capitol

Little Rock, Arkansas 72201-1094

By _____

For Office
Use Only:

Effective Date 12-10-90 Code Number 004.00.90-015

Name of Agency Arkansas Department of Correction

Department of Correction

Contact Person Al L. Lockhart, Director Telephone 501-247-1800 ext. 200

Statutory Authority for Promulgating Rules Act 50, Sixty-Sixth

General Assembly, First Extraordinary Session, 1968, Approved February 20, 1968.

Intended Amended AR-001 Administrative Regulations, Directives
Effective Date and Memoranda

Date

Legal Notice Published

12/23-29/89

☐ Emergency

Final Date for Public Comment

01/13/90

☐ 20 Days
After Filing

Filed With Legislative Council

1/09/90

Reviewed by Legislative Council

2/13/90

☒ Other

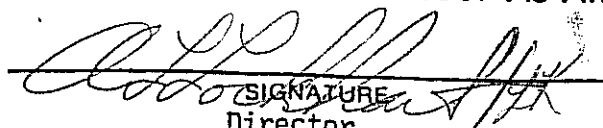
Adopted by State Agency

11/16/90

Please use December 10, 1990
as the effective date

CERTIFICATION OF AUTHORIZED OFFICER

I Hereby Certify That The Attached Rules Were Adopted
In Compliance With Act 434 of 1967 As Amended.



SIGNATURE
Director

TITLE
November 19, 1990

DATE

**ADMINISTRATIVE REGULATIONS****STATE OF ARKANSAS****DEPARTMENT OF CORRECTION****W. J. "BILL" McCUEN**
SECRETARY OF STATE

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Section Number

001

Page Number

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Board of Correction Approval Date:

11/16/90

Supersedes:

001

Dated:

10/20/79

Date Filed

Secy. of State:

11/20/90

Attorney General

Review Date:

11/16/90

SUBJECT: Administrative Regulations, Directives, and Memoranda**I. AUTHORITY:**

The Board of Correction is vested with the authority to promulgate Administrative Regulations by Act 50 of 1968 as amended and the Administrative Procedures Act (Act 434 of 1967 as amended).

II. PURPOSE:

This Administrative Regulation establishes the process by which the Arkansas Department of Correction formulates, amends and repeals Administrative Regulations, Directives, and Memoranda.

III. APPLICABILITY:

Administrative Regulation 001 applies to the Board of Correction, the Director, and such staff as the Director may charge with the responsibility of formulating, amending, and/or reviewing departmental regulations and policies.

IV. DEFINITIONS:

- A. Administrative Regulations: Official statements, approved by the Board of Correction and the Office of the Attorney General, and filed with the Secretary of State, of the general policies which guide the operation of the Arkansas Department of Correction.
- B. Administrative Directives: Official statements, authorized by the Director, which explain Administrative Regulations, laws, policies, and establish specific procedures for their implementation throughout the Department.
- C. Administrative Memoranda: Official statements specifying procedures for applying an Administrative Regulation or Directive, a law or policy to a particular area of operation. An Administrative Memorandum may also be issued to establish day-to-day operational procedures not specifically covered by Administrative Regulation, law



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SUBJECT: Administrative Regulations, Directives, and Memoranda

or policy. The Deputy Director, Assistant Director, Administrator, or Warden/Center Supervisor responsible for operation of that area must approve or author the Administrative Memorandum.

V. POLICY:

It shall be the policy of the Department to formulate such Administrative Regulations, Directives and Memoranda to provide for the lawful, safe, orderly and responsible operation of the Department. Applicable staff shall be notified of, provided access to, trained if necessary and held responsible for abiding by these policies. The Warden/Center Supervisor is responsible for placement of Regulations, Directives and Memoranda that are applicable to the inmate population in areas where inmates will have access to them. It is the responsibility of the Warden/Center Supervisor to make sure the inmate population is aware of guidelines applicable to them.

VI. PROCEDURES:

- A. The procedures for formulating, amending or deleting an Administrative Regulation, Directive, or Memorandum will be specified in an Administrative Directive.
- B. Those staff authorized to do so, shall issue Administrative Directives and Memoranda, as necessary to guide staff in implementation of Administrative Regulations and to regulate day-to-day operation in specific areas.
- C. Pre-Service and In-Service training shall be conducted to familiarize staff with all Administrative Regulations, Directives, and Memoranda. The issuing authority shall ensure that affected staff are notified of, provided access to, trained if necessary and held responsible for abiding by these policies.
- D. All Administrative Regulations, Directives and Memoranda should be reviewed, at least annually.



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SUBJECT: Administrative Regulations, Directives, and Memoranda

- E. Administrative Regulations and Directives shall be distributed to the Deputy and Assistant Directors, Administrators, Wardens/Center Supervisors and others identified by the Management Team. It is mandatory that a current Administrative Regulation manual be maintained by those on the distribution list, and that every employee sign for their copy or after being briefed about the Administrative Regulation.

AR001