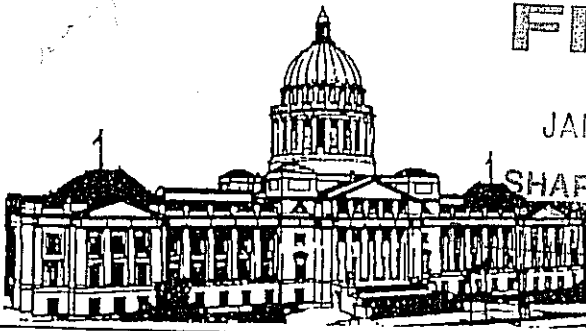


# ARKANSAS REGISTER

## FILED Transmittal Sheet



JAN 26 1995

SHARON PRIEST  
CLERK OF THE HOUSE OF REPRESENTATIVES

W. J. "Bill" McCuen

Secretary of State

State Capitol Rm. 010

Little Rock, Arkansas 72201-1094

For Office

Use Only:

Effective Date

2/14/95

Code Number

004.00.95--002

Name of Agency Arkansas Department of Correction

Department of Correction

Contact Person Larry Norris, Director

Statutory Authority for Promulgating Rules Act 50 of 1968, First Extraordinary Session,  
as amended

Intended Effective Date

**AR 019 Processing of Lawsuits**

Date

☐ Emergency

Legal Notice Published . . . . . 1/8-14/95

☐ 20 Days After Filing

Final Date for Public Comment . . . . . 1/25/95

☒ Other

Filed With Legislative Council . . . . . 1/4/95

Please use 1/26/95 as the  
date filed

Reviewed by Legislative Council . . . . . -

Adopted by State Agency . . . . . 1/24/95

### CERTIFICATION OF AUTHORIZED OFFICER

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

A large, stylized handwritten signature in dark ink, appearing to read "Larry Norris".

Signature

Director

Title

1/25/95

Date



**ADMINISTRATIVE REGULATIONS**  
**STATE OF ARKANSAS**  
**BOARD OF CORRECTION AND**  
**COMMUNITY PUNISHMENT**

Section Number:  
AR 019 - DOC  
AR 1.8 - DCP

Page Number:

1 of 2

Board Approval Date:

1/24/95

Supersedes:

Emerg.

Dated:

12/19/95

Reference:

Effective Date:

2/14/95

**SUBJECT:** Processing of Lawsuits

**I. AUTHORITY:**

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 (A.C.A. ss 16-93-1203 and 12-27-105 supp. 1993).

**II. PURPOSE**

To authorize the Division of Investigation and Audit to develop procedures that pertain to the processing of lawsuits filed against employees, of the Department of Correction and the Department of Community Punishment, while acting in their official capacities.

**III. APPLICABILITY:**

Employees of the Department of Correction, the Department of Community Punishment or members of the Board of Correction and Community Punishment, who have civil lawsuits filed against them while they were acting in their official capacities.

**IV. DEFINITIONS:**

Employee is defined as anyone who is currently employed by the Department of Correction, the Department of Community Punishment or a member of the Board of Correction and Community Punishment at the time a lawsuit is presented for service at the Division of Investigation and Audit.

**V. POLICY:**

The Division of Investigation and Audit shall develop procedures pertaining to the processing of civil lawsuits filed against employees of the Arkansas Department of Correction, the Department of Community Punishment and members of the Board of Correction and Community Punishment. Those procedures will be provided to both departments for inclusion in the appropriate policy manuals.



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2/14/95

**SUBJECT:** Processing of Lawsuits

**VI. PROCEDURES:**

The Division of Investigation and Audit shall develop procedures for processing lawsuits received on employees that include, but are not limited to the following:

- A. Receiving lawsuits;
- B. Notification to the named defendants and the Attorney General's Office;
- C. Investigation and collection of information; and
- D. Coordination of information with the Attorney General's Office.

LAWSUITS (TXTADMRE)  
(94/12/9)

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*Larry Norris*

Signature

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Title

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