

 <p style="text-align: center;"><b>ADMINISTRATIVE RULE</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> 217 (ADC) 3.3 (ACC)	<b>Page Number:</b> 1 of 3
	<b>Board Approval Date:</b> January 27, 2020	
	<b>Supersedes:</b>  <b>AR 217</b>	<b>Dated:</b>  May 12, 1989
	<b>Reference:</b>	<b>Effective Date:</b> February 6, 2020
<b>SUBJECT: Staff Assignments and Housing</b>		

**I. POLICY:**

- A. It shall be the policy of the Department of Corrections to ensure that state supplied housing, or space for employee provided housing (mobile homes), are available to only those individuals in approved positions and that they be administered and documented in such a way that fiscal responsibility is guaranteed.
- B. The use of state supplied housing, or space for employee provided housing (mobile homes), shall be reported to the Board of Corrections' Compliance Division; as changes occur. The report shall be made by the Secretary of Corrections, or his or her designee.

**II. PROCEDURES:**

1. State Supplied Housing

- A. Employees whose duties require long working hours and weekend duty and emergency attendance may be required by the Secretary, or his or her designee, to live on the premises as a condition of employment. Such persons are in key positions with the responsibility for maintaining the safety and good order of correctional facilities.
  - 1. In such cases, housing and utilities shall be furnished by the Department.
  - 2. Such persons shall consider themselves on twenty-four hour call and constitute an emergency force available to the Department of Corrections.
  - 3. They shall not be eligible for compensatory overtime except for ordinary holidays, vacation, and sick leave.

- B. In determining who will be required to live on the premises, the Secretary or his or her designee, shall give paramount consideration to the safety and well-being of both inmates and employees. Housing shall be reasonably prorated among the various functional divisions of the unit.
  - C. The Department may recoup the cost of repairs from the employee needed for damage beyond normal wear and tear.
2. Employee provided housing (mobile homes)
- A. If an employee's job requires living on the premises and state supplied housing is not available, an employee may furnish a mobile home on premises and otherwise receive the same benefits as if he were living in state supplied housing.
  - B. Employees not required to live on the premises may be authorized by the Secretary, or his or her designee, to place their mobile home on the unit on a space available basis. No charge shall be made for the space.
  - C. Employees not required to live on unit premises and are not a part of the emergency force must make utilities reimbursement as specified in the relevant departmental, or statewide, fiscal procedures
3. The Secretary, or his or her designee, may authorize the issuance of any necessary directive or memorandum to implement this policy.

EMPLOYEE ACKNOWLEDGMENT OF REVIEW OF

AR 217 - STAFF ASSIGNMENTS AND HOUSING

I have received a copy of the Board of Correction Policy for Staff Housing and understand those rules by which I am expected to abide and the consequences for violation of such rules while an employee of the Department of Corrections. If I have any questions regarding this policy, I understand that I may contact my supervisor for assistance.

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Name of Supervisor

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number of Employee

\_\_\_\_\_  
Division/Unit

Routing: Original to Human Resources  
Copy Retained by Supervisor  
Copy Retained by Employee