

 <p style="text-align: center;">ADMINISTRATIVE RULES</p> <p style="text-align: center;">STATE OF ARKANSAS</p> <p style="text-align: center;">BOARD OF CORRECTIONS</p>	Section Number:	Page Number:
	DOC 400	1 of 2
	Board Approval Date:	
	12/04/2014	
	Supersedes:	Dated:
	DOC 400	09/24/12
	Reference:	Effective Date:
		12/15/2014
SUBJECT: Security		

I. AUTHORITY:

The Board of Corrections is vested with the authority to promulgate Administrative Rules by Act 50 of 1968, Extraordinary Session, as amended; Acts 548 and 549 of 1993, Regular Session (Ark. Code Ann. ss 16-93-1203 and 12-27-105 of 1993).

II. PURPOSE:

To provide security procedures for the department.

III. APPLICABILITY:

Security is the responsibility of every employee regardless of his/her job classification.

IV. POLICY:

To ensure that all correctional facilities provide appropriate security measures and that all staff members are apprised of such measures.

V. PROCEDURES:

The Warden/Center Supervisor of each facility will establish in writing detailed security rules and procedures for all area of his/her facility. Such rules and procedures will be formulated to ensure maximum protection to the citizens of the State of Arkansas and to the employees and offenders of the facility. These rules will be available to all employees of the facility.

It is essential that detailed emergency procedures are issued in the same manner as general security rules so that employees will know exactly what to do in case of fire, escape, natural disaster or serious disturbance.

A. All employees entering and leaving the facility shall show proper identification, and each

employee shall be subject to a physical search and/or electronic scanning in accordance with rules established by the warden/center supervisor in accordance with department policy.

Persons and vehicles (including the contents of the same) entering or leaving the enclosure of any security facility or grounds shall be subject to being thoroughly searched to ensure that no unauthorized persons or items or contraband enter or leave the facility and that no state property is misappropriated and removed from the facility.

- B. In the event of a general emergency, appropriate weapons shall be issued in accordance with facility emergency plans.
- C. Poisons, combustibles, explosives and inflammables must be used with extreme care and only under the close supervision of an employee. When not in use, such items must be stored and locked in a place and manner that will make them inaccessible to offenders.
- D. Tools, knives and implements used in an area of the facility must be inventoried and employees must be able to account for such items at all times.

When not in use, such items are also to be locked in a place and manner that will make them inaccessible to offenders. Loss or theft of any such item must be reported immediately to the warden/center supervisor and/or to any other individual(s) he/she designates.

- E. Employees who are off duty and who live on institutional grounds are subject to call on a 24-hour-a-day basis and may be assigned to security duties in an emergency situation.
- F. All employees will be responsible for reporting their current home addresses and telephone numbers to the warden/center supervisor.

VI. REFERENCES:

ACA Standards:

AR400