

 <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: DOC 835 DCP 7.14	Page Number: 1 of 2 2
	Board Approval Date: 11/14/96	
	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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