



Honor and Integrity in Public Service

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Director

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## OPERATIONS/INSTITUTIONS

### RESEARCH/PLANNING

#### **Average County Jail Backup:**

The backup in the county jails averaged 2,572 inmates per day during the month of February – up from an average of 2,261 for the month of January.

#### **Admissions and Releases:**

Admissions for February totaled 715 while releases totaled 891 for a net decrease of 176 inmates.

#### **Inmate Population Growth/Projection:**

At the end of February, the Arkansas Department of Correction population totaled 18,082 representing a growth of 208 inmates since the first of January 2015, up from an average monthly growth during calendar year 2014 of 104 inmates per month.

#### **Accreditation:**

Sandra Kennedy, ACA Coordinator attended the ACA Winter Conference in Long Beach, California, February 6-11 to receive reaccreditation certificates for Central Office/Admin East for achieving 100% on Mandatory and Non-Mandatory Standards on their reaccreditation audit in October 2014. Linda Gibson, Fire and Sanitation Coordinator conducted several independent audits as listed on the attachment.

### PREA/STTG

#### **PREA Hotline Data:**

The PREA Coordinator was assigned three cases for February. There were no reported issues with the PREA Hotline. The PREA Coordinator gave a presentation on PREA to the Arkansas Coalition Against Sexual Assault for the directors and personnel from domestic violence and sexual assault resource centers from all over the state.

Number of calls received	100
Total calls referred for reported PREA issue	23
Total calls referred for non-PREA issue	2
Calls referred due to technical failure	0
Calls referred to IAD	6

#### **STTG:**

The STTG Coordinator conducted two STTG phone conference meetings with coordinators to discuss current STTG issues at the units. The newest revision of the Basic Gang Awareness lesson plan was presented to the recruit level

classes and additional work was completed on the file upload project.

#### **Farm:**

The winter season has been extremely cold this year for Arkansas with record low temperatures and large amounts of ice and snow. With the cold climate the small grain crop has not grown as well and feeding animals was increased, leaving the farm with minimal amounts for the remaining of the winter feeding season. The temperatures are anticipated to start warming up and we should meet our needs without having to purchase grain. The Agriculture Division has taken advantage of the commodity market and has contracted sale of one third of the soybean crop for 2015. The grain market prices overall have decreased in selling price on all grain commodities from a year ago. The farm did hit a high in the market and sold 55,000 bushels of soybean remaining from the 2014 crop at \$10.50 per bushel grain bin Cummins Farm. The average price of soybean since harvesting was \$9.00. The poultry layer operation is now in production with one house full of 49,400 layers. These birds should be in full production by the end of March. All the farms are looking forward to winter being over and a new planting beginning.

### TRAINING ACADEMY

#### **Basic Training Division:**

Basic training class 2015-A graduated the Academy on February 13 with 60 cadets. The Willis H. Sargent Award winner was Gerald Stratford of the Wrightsville Unit. Greg Courington, ADC retired, was the special speaker.

#### **In-Service Division:**

The focus for February was the **SAFARILAND Senior Instructor** course. This intense four day class certified ten students to be Senior Instructors. These Senior Instructors are the Train the Trainers for less-lethal munitions. Meaning they will teach other staff to be instructors for the less lethal program that includes chemical agents and the less lethal projectiles. A second installment of **Employee Misconduct for Supervisors** was conducted on February 13. Randy Shores presented this class to new and seasoned supervisors with the idea that misconduct is more than just a sexual relationship with staff. Supervisors need to understand the boundaries between them and subordinates. The **Security for Non-Security** class was set for February 24-25 with over 25 students enrolled; however, eight staff were able to attend due to weather.

**eAcademy Division:**

In February, ADC employees completed a total of 4,541 hours of eCADEMY training. Approximately, 8.7% of ADC employees completed at least one course during that time frame for an average of .83 hours per staff member.

**RE-ENTRY****CHAPLANCY SERVICES****Benton Unit:**

On February 7, 21, and 28, Stepping Up classes were given with 90 inmates attending. On February 18, the Know the Truth Prison Ministry conducted service with 14 inmates participating. The movie "Fly Wheel" was shown on February 21 with 35 inmates attending. Then on February 28, the Clemmie Jones Outreach Ministries conducted a service with 21 inmates in attendance.

**Cummins Unit:**

On February 20-21, COPS of Riverside, California held services with 246 inmates attending.

**Pine Bluff Unit:**

Kairos 42 took place from February 26 through March 1 with 72 inmates participating and the volunteers logged 812 hours with their attendance.

**Tucker Unit:**

A movie was shown in the Chapel with over 100 inmates attending.

**Wrightsville Unit:**

On February 12, the Stepping Up Program began and will run for 10 weeks.

**Pre-Release:**

	Slots	Completed	Removed	Clients
McPherson	15	3	4	12
NCU	25	7	7	2
Pine Bluff	100	18	8	105
<b>Total</b>	<b>140</b>	<b>28</b>	<b>19</b>	<b>119</b>

There are 332 males and 62 females on the waiting list within 18 months of their release date and of those, eight males and three females are mandated by the Board of Parole. The average time on the waiting list is about three months. The total on the waiting list including those not currently within the identified time frame is 488 males and 96 females. The program at the North Central Unit is closing.

**Volunteer Services:**

The total number of non-religious volunteer hours for the month of February:

Unit	Hours
Cummins	0
McPherson	0
MCWRC	0
North Central	2
Ouachita River	36

Pine Bluff	6
PAWS	12
Wrightsville / Men	6
Religious Volunteer	6101.58

\*Note: Volunteer hours are reported to the Department of Human Services along with Regional maintenance hours.

**ADMINISTRATIVE SERVICES****Administrative Services Division Reports (attached):****Gifts, Grants, and Donations/Inmate Welfare Fund Balance (required by policy):**

There were no donations for the month of February.

**Inmate Welfare Fund:**

Balance on February 28, was \$3,571,938.71.

**PAWS in Prison Fund:**

Balances total on February 28, were \$94,020.64 in ADC account (7004822/Donations,) \$17,253.60 and ADC account (NDC0500/Recycling,) \$76,767.04. This does not include the Foundation account managed by PIP Foundation Board.

**Vacancies, Hires, and Terminations:**

On February 28, there were a total of 445 vacancies, 68 new hires, and 86 terminations at the various ADC locations.

**Procurement/Contracts (required by policy):**

For February, Purchase Orders and Contracts in excess of \$10,000 amounted to \$3,670,214.30. Of this amount, \$2,006,069.99 was for Inmate Care and Custody related items (food, shoes, clothing, etc.). Bulk fuel costs in February were \$35,968.56 - average cost of bulk diesel was \$2.12/gallon; average cost of E-10 was \$1.89/gallon.

**Budget Section Update:**

For February, there were no Act 715 cases.

**HUMAN RESOURCES****Benefits:**

There were 119 performance evaluations; 14 MIPS promotions; and 105 MIPS payments. FMLA requests included 102 requests processed with all approved. A total of four CAT leave requests were processed with all denied. Three hundred sixty-nine and one-half hours were donated to the Catastrophic Leave Bank. There were two applications received for shared leave and both were denied.

**Employment:**

Facebook results for the month were: 36 new likes and 9,218 total likes of our page. Through Discover Corrections, there were 324 people from across the U.S. who viewed ADC's page. This site does not allow you to review comments made unless the viewer applies for a position through their site and is hired. In February, there were no applications submitted for ADC through the Discover Corrections website. The Human Resources Recruiter coordinated Job Fairs in the following locations: February 2, at the Monticello Workforce Center; February 4, at the Hot Springs Workforce Center; February 5, at the Greenville Win Job Center; February 11, at the Dumas Workforce Center; and February 12, at the Batesville

Workforce Center. The recruiter visited with a total of 82 potential applicants during these job fairs. The reporting features that INS (Information Network Systems) has developed for AR State Jobs website (all agencies) have been implemented. We have requested agency specific features, but have not received notification that those changes have been made. We are not tracking CO I positions through AR State Jobs because the Department advertises these positions monthly and there is no way of being able to hire more than one applicant per advertised position. We are still using both ways of reporting. The report through AR State Jobs provides the following information:

- Advertised positions
- Applications received
- Gender
- How many did not meet qualifications and a reason they did not meet - (1-experience; 2-license or certifications; 3-other)
- How many met minimum qualifications
- How many need further review
- How many were not processed
- Positions hired
- Race
- Veteran status

There were a total of 1,859 applications received during February through ARStateJobs.com. A total of 23 Non-Correctional applications were processed in February. Seventy-nine CO I applications were processed with the following results: 65 Correctional Officers were hired and four Correctional Officers were re-hired.

**Physical Assessments:**

There were a total of 164 applicants and incumbent personnel that were assessed in February. Seventy-three incumbent personnel successfully completed their physical assessments and three incumbent personnel did not. Those three were later released by their physicians, rescheduled, and passed their assessments. Eighty-seven applicants passed their physical assessments and one did not. The one that did not pass was later released by a physician, rescheduled, and passed.

**Workplace Safety:**

In February, the modified version of the Health and Safety Plan was presented to two Basic Training classes with a total of 66 cadets in attendance. There were 45 incidents reported to company nurse in February, which brings our Workman’s Compensation incidents reported to 98 in 2015.

**INFORMATION TECHNOLOGY/eOMIS**

In February, the Server Team completed the Diagnostic/Construction file server install and has spent a lot of time creating and modifying file shares for this server and others. Planning has begun to upgrade and combine the two Central Office file servers onto one device.

The Thin Client ROI was submitted for review and approval to purchase 6 test devices. We hope to move forward with the Thin Client system soon as we are seeing more device failures and cannot order replacements for the current set up.

The Network Team has been working to complete the IP address changes to Varner and Cummins as well as continuing to work with Rod Dickerson at DIS on the Cummins Farm wireless project. Progress has been slow and the chicken house component has not been added since the connection. Pig Farm Office is not operational at this time.

The Parole Board network lines to support Video Parole Hearings for commissioners have been reported as completed and final verification has been scheduled by both our team and Parole Board.

The Desktop Support Team has worked to reimaged all 20 WAGE computers at the Wrightsville Satellite Unit with the new Windows 8.1 embedded licensed software in KIOSK mode. This software is also being tested for e-learning computers.

The eOMIS staff worked on multiple projects including; (a) AOC data interface project. Rick Coppola updated ACC staff and ADC on project status. He submitted documents for management to sign and introduced us to the new project manager for AOC – Lee Lowe. (b)ACC staff met with ADC, ACIC, Appriss and Marquis staff to discuss a new proposal for expanding the file interface delivering data to APPRISS for the VINE and JXChange systems. This information is to include disciplinary violations and supervision levels. (c) Marquis provided training to CCS medical staff and eOMIS staff on the new ONC EHR system. This enhancement is in the training region and currently being tested. (d) Fred Roesel with Marquis visited the ORCU unit along with eOMIS staff and provided updates on the GIS software module that is currently in production. (e) eOMIS staff reviewed and provided input for the Bowie County Correctional Facility by detailing requirements needed to update eOMIS and provide access to the system for Bowie County staff. (f) eOMIS staff also provided training for ADC staff and assisted ACIC staff with training on CJIS requirements.

**PROCUREMENT**

**Contracts/Bids Status:**

- Contract Renewals
  - Inmate Video Services (Swank)
  - Water Treatment Services (Chem Aqua)
  - Burial/Cremation Services (Griffin Funeral Services)
- Contracts/Bids (in process by OSP)
  - Chiller for Ester Unit (ABA bid)

**HEALTH/CORRECTIONAL PROGRAMS**

**Sex Offender Treatment Programs:**

	Slots	Completed	Removed	Clients
RSVP	238	0	8	237
SOFT	30	8	0	0
<b>Total</b>	<b>268</b>	<b>8</b>	<b>8</b>	<b>237</b>

There are 651 males on the waiting list for RSVP and 30 females on the waiting list for SOFT within five years of their release date and of those 70 are mandated by the Board of Parole. The average time on the waiting list from request is

three to six months for stipulated. The total on the waiting list, including those not currently within the identified time frame, is 1,451 males and 37 females. There were no PREA inmates in the program at this time.

**Therapeutic Community:**

	Slots	Completed	Removed	Clients
McPherson	50	4	3	48
Tucker	129	14	11	126
Wrightsville	45	2	1	47
<b>Total</b>	<b>224</b>	<b>20</b>	<b>15</b>	<b>221</b>

There are 141 males and 18 females on the waiting list within 18 months of their release date and of those 36 are mandated by the Board of Parole. The average time on the waiting list from request is 12 days. The total on the waiting list, including those not currently within the identified time frame, is 640 males and 68 females.

**S.A.T.P.:**

	Slots	Completed	Removed	Clients
Grimes	100	11	3	98
McPherson	50	15	1	46
MSU	3	2	0	2
RLW/CF	188	27	9	183
Tucker	43	9	5	45
Varner	44	5	2	43
Wrightsville	135	11	5	146
<b>Total</b>	<b>563</b>	<b>80</b>	<b>25</b>	<b>563</b>

There are 1,655 males and 385 females on the waiting list within 18 months of their release date and of those, 45 are mandated by the Board of Parole. The average time on the waiting list from request is 21 days. The total on the waiting list, including those not currently within the identified time frame, is 2,533 males and 491 females.

**R.P.U.**

The Residential Program Unit at Ouachita had one admission and one discharge in February for an end of the month count of 70.

**S.P.U.**

The McPherson SPU Program had one admission and one discharge for an end of the month count of seven. The Hawkins Center SPU Program admitted one and one was discharged in February for an end of the month count of ten.

**Habilitation Program:**

The Habilitation Program at the Ouachita River Correctional Unit provided treatment services to 37 inmates during February. There was one admission and three were discharged for an end of the month count of 34.

**Substance Abuse Education:**

Substance Abuse Education Groups were held at eight units and 46 inmates completed the program during February. The current waiting list is 624.

**Anger Management:**

Anger Management Groups were held at ten units and 348 inmates completed the program during February. The current waiting list is 3,617.

**Thinking Errors:**

Thinking Errors Groups were held at 11 units and 179 inmates completed the program during February. The current waiting list is 3,636.

**Suicide:**

There were 45 suicidal threats, gestures or low/moderate risk attempts during February. There were no serious attempts and no successful suicides.

**Outpatient:**

There were 1,763 inmates on the mental health med log at the end of February. Mental Health conducted the following contacts during February:

Case Management Contacts	1,785
Request for Interviews	1,761
Testing	2
Intakes	550
Unit Requests	827
Counseling (with treatment plan)	144
Pre-Lock Up Reviews	457
Routine Seg Reviews	760
Seg Rounds	4,953
PREA Evaluations	4
Routine Follow-Up	190
Disciplinary (AR 834) Requests	35

**Monetary Sanctions:**

Sanction reimbursements for January were \$30,900.

**County Mental Health Requests:**

During February, there were 17 requests of a mental health nature received. Nine inmates were fast tracked to ADC.

**County Medical Health Requests:**

During February, there were 400 requests of a medical nature received and five were fast tracked.

**Deaths:**

There were seven inmate deaths in February; four claimed and two cremations and one buried by Griffin Funeral Home.

**CCS:**

See attachment for the medical report regarding outside beds and emergency room visits.

**Medical Grievance Appeals:**

In February, there were a total of 173 appeals of medical grievances received and 241 appeals were answered. Twenty-one of those were found to be with merit and nine with merit but resolved.

**Institutional Grievance Appeals:**

There were a total of 310 appeals of institutional grievances received and 340 appeals were answered in February. Four were found with merit.



**Inmate Formal/Informal Grievances:**

There were a total of 2,060 formal grievances filed and 3,816 informal grievances filed at various units in February.

**SEX OFFENDER ASSESSMENT****Assessments Completed:**

Risk Level	February	February 28, 2015
Level 1	1	1,125
Level 2	33	5,599
Level 3	29	5,666*
Default Level 3	5	--
Level 4	0	509
<b>Total</b>	<b>68</b>	<b>12,899</b>

\*Level 3 total to date included default level 3

**ACIC Numbers:**

The total number of sex offenders registered from September 1, 1997, to February 28, 2015: **14,243**

In Compliance	7,039
Delinquent (Did not return address on time)	923
Confined	2,478
Out of State	2,684
Address unknown (absconded)	195
Deported	156
Deceased	863
Incapacitated	51
Out of USA	3

**PAWS in Prison:**

Units	Dogs In Training
Hawkins	4
Maximum Security	7
North Central	8
Ouachita	10
RLW/CF	3
Tucker	6
<b>Total</b>	<b>38</b>

Number of graduates for February	19
Number of graduates year to date	34
Number of adoptions since program's inception (December 2011)	507
Current number of dogs in foster (graduated but not adopted)	7

**Regional Maintenance Hours:**

Unit	February
Benton Unit	5,771
Delta Regional Unit	1,268
East Arkansas Regional Unit	2,200
Grimes Unit	1,596
McPherson Unit	436
Randall L. Williams Correctional Facility	1,368
Miss. Co. Work Release Center	1,088
North Central Unit	3,668
Ouachita River Correctional Unit	2,472
Texarkana Reg. Correctional Center	1,806
Tucker Unit	980
Varner Unit	1,648
Wrightsville Unit	864
Wrightsville Satellite Unit	0
<b>Total Hours</b>	<b>25,164</b>

\*Note: Regional maintenance hours are reported to the Department of Human Services along with volunteer hours.

**Mental Health and Substance Abuse Staffing:**

The following Mental Health Services and SATP positions were vacant January and February:

	January	February
Admin. Specialist/Analyst	5	4
Advisors	7	9
LPC	1	1
Psychological Examiners	0	0
Psychologists	6	6
Rehab Adm/Facility Supv	3	2
Social Workers	2	2
Substance Abuse Prog Leaders	1	2

**CONSTRUCTION/MAINTENANCE**

**Construction Expenditure Report:** The commitment/expenditure status of various construction projects as of March 6, is provided on the attached Construction Expenditure spreadsheet.

**Administrative Annex East:**

We are working on roof repairs to annex building.

**Barbara Ester Unit:**

We are renovating barracks and re-roofing the unit; purchasing material; continuing to paint the unit; contractor working on HVAC renovation; installing new metal ceiling; working on plumbing repairs; continuing to price additional asbestos removal.

**Cummins Unit:**

We are working on chicken layer houses; working on electrical and plumbing; working on manure building addition; installing equipment.

**East Arkansas Regional Unit:**

We are completing Vo-Tech and finishing interior and outside landscaping; started work on new horse barn.

**Pine Bluff Re-Entry Center:**

The renovation of the building continues and we continue to work on walls, ceiling, painting and locks; the personnel have moved into the front offices; working on two back buildings.

**Maximum Security Unit:**

We are working on stainless steel for walls and putting metal ceiling in eight barracks.

**North Central Unit:**

We are working on cost estimate for additional inmate barracks and support buildings.

**Ouachita River Correctional Unit:**

The work continues on the new maintenance building and we are working on completion of new Vo-Tech building.

**Tucker Unit:**

We are continuing the work on the new parking lot.

**Wrightsville Unit:**

The installation of the new generators for various areas is almost complete.

**Construction Personnel Updates:**

4 Vacancies – Maintenance Technician

3 Vacancies – Project Specialist

1 Vacancy – Corporal