



Arkansas Department of Community Correction  
Two Union National Plaza Building  
105 West Capitol, 2<sup>nd</sup> Floor  
Little Rock, Arkansas 72201-5731  
(501) 682-9510 Fax: (501) 682-9538

---

**ADMINISTRATIVE DIRECTIVE: 04-01 COUNTY JAIL BACKUP**

**TO: DEPARTMENT OF COMMUNITY CORRECTION (DCC) EMPLOYEES**

**FROM: G. DAVID GUNTARP, DIRECTOR**

**PAGE 1**

**SUPERSEDES: None**

**APPROVED: Signature on File**

**EFFECTIVE: June 3, 2004**

**I. APPLICABILITY.** This policy applies to Department of Community Correction (DCC) employees and Arkansas county sheriffs.

**II. POLICY.** Pursuant to Ark. Code Ann. §§12-27-114 and 19-5-1045, the DCC will reimburse counties (excluding medical expenses) from the County Jail Reimbursement Fund for holding DCC offenders who are in an “awaiting-bed-space” status. Reimbursement will be at rates determined by the Chief Fiscal Officer of the State, and shall be paid until the appropriation and funding provided for this purpose is exhausted.

**III. PROCEDURES.**

**A. Deputy Director of Residential Services.** The Deputy Director of Residential Services must ensure the following:

1. The electronic Offender Management Information System (eOMIS) is updated to indicate the date judgment or commitment orders are received by the DCC, the date the court order was signed, and the dates scheduled for transport and admission.
2. An inquiry is made to the sheriff’s office to determine whether the inmate was released on bond, and if so, obtain the release date and enter it into the appropriate eOMIS external movement screen.
3. Sheriffs are promptly notified to transport offenders to the appropriate center as beds become available, with priority to offenders with extended medical care needs.
4. Invoices are printed from eOMIS the first week of each month, listing offenders received by county during the previous month.

---

*“There is good in all people; how we deal with them determines how much of it we see.”*

5. Prompt verification and forwarding of invoices to the appropriate sheriff for certification.
6. Upon receipt of the sheriff's invoice certification, comparison of adjustments against the supporting documentation is made to ensure reimbursement only for the days the offender was held in a county jail in an "awaiting-bed-space" status. The referral coordinator will facilitate resolution of any issues concerning adjustments.
7. Judgment and commitment orders received within 21 days from the order date are reimbursed beginning with the date of the order; and those after 21 days from the date of the order are reimbursed beginning with the date DCC received the order. In verifying amounts, payments are computed for one-half day on the first billable day and the last billable day.
8. The referral coordinator enters appropriate adjustments into eOMIS to ensure update and accuracy.
9. Supporting documentation is forwarded to Administrative Services for processing reimbursements through the Department of Finance and Administration.

**B. Assistant Director of Administrative Services.** The Assistant Director of Administrative Services will ensure timely payments are made in accordance with the law and policy concerning county jail reimbursement. Payments shall not be retroactive but shall commence the effective date of the law that makes this provision available. Appropriate eOMIS accounting records, validated-certified invoices, and other related records must be maintained to support payments.

**C. Deputy Director of Parole/Probation Services.** The Deputy Director of Parole/Probation Services will ensure the following:

1. CCC resident release plans are promptly completed and the referral coordinator notified of the confirmed release dates, no later than 15 days before the transfer eligibility date.
2. Release plan verification requests are processed and results promptly provided to the IRO.
3. Regional Correctional Facility Offender Eligibility (PPSM Form 27) is processed and received by the DCC Referral Coordinator within 2 days of a request.
4. Whenever an offender signs a Waiver of Parole Revocation Hearing–Waiver of Alternative Revocation Hearing (Act 378), or a PPTB Hearing Examiner revokes the offender to a DCC residential center, the supervising officer promptly submits the eligibility form, violation report, warrant, and either PPSM Form 48 or the Disposition of Parole Revocation Hearing report to the DCC Referral Coordinator.