



**DIVISION OF
COMMUNITY
CORRECTION**

**ARKANSAS DEPARTMENT OF CORRECTIONS
Division of Community Correction**

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**ADMINISTRATIVE DIRECTIVE: 20-01 Post Incarceration Housing Programs,
Requirements, and Licensure**

TO: Arkansas Community Correction Employees

FROM: Jerry Bradshaw, Director

SUPERSEDED: AD 19-04

APPROVED: Signature on File

EFFECTIVE: February 3, 2020

- I. APPLICABILITY.** This policy applies to Arkansas Community Correction (ACC) employees, applicants for and recipients of a Transitional Housing License, Subsequent Housing License, Self-Governed Housing License, owners, operators, and staff members of ACC licensed Housing Facilities.
- II. POLICY STATEMENT.** Transitional, Subsequent, and Self-Governed Housing Facilities must meet or exceed the requirements established in this policy and the checklist to ensure a structured, positive, and safe environment for residents, to reduce recidivism, to encourage employment and treatment, to provide public safety, to transition offenders back to the community to be productive citizens and to maintain the principles of evidence based practices.
- III. DEFINITIONS.**
 - A. Applicant.** Any individual, group, business or organization that has applied to receive an Arkansas Community Correction Transitional, Subsequent, or Self-Governed Housing license.
 - B. Transitional Housing Facility.** A facility that provides housing for one or more offenders who either have been transferred or paroled to the Division of Community Correction by the Parole Board or placed on probation by a circuit court or district court. Ark. Code Ann. § 16-93-1602(3)(A).

- C. Self-Governed Housing Facility.** A facility providing long-term housing and programming that address identified criminogenic and other needs for one or more residents placed on ACC community supervision. The facility must provide the time, peer support and structured living environment necessary for long-term recovery. The facility must have detailed procedures at the facility for operation by the residents. A resident's home or the home of a resident's family member will not be considered a Self-Governed Housing Facility for purposes of this directive.
- D. Subsequent Housing Facility.** An ACC licensed facility providing affordable housing and programming for one or more residents following a minimum of 90 days in a licensed transitional or reentry facility. All subsequent housing facilities must be affiliated with a licensed Reentry or Transitional Housing facility, and they must be licensed by ACC as subsequent housing for offenders.
- E. Licensing Authority.** ACC is the authority for licensing any type of Transitional Housing Facility. Facilities are licensed for one year with provisions for renewal as specified in this policy.
- F. Housing Manager:** The ACC individual assigned to monitor Transitional, Reentry, Subsequent, and Self-Governed Housing Facilities, to serve as the liaison between the facility and ACC for compliance issues, and to supervise the billing process.
- G. Vendor.** A Transitional Housing Facility that has obtained a contract with ACC by responding to the Request for Qualifications. Approved vendors may bill ACC for limited reimbursement for housing certain residents on parole as stated in the contract. ACC does not pay for the housing of probationers.

IV. HOUSING FACILITY LICENSE REQUIRED

Arkansas Code section 16-93-1605 and related sections require facility operators to have a housing facility license from ACC in order to house any criminal offender transferred, paroled, or placed on probation through the Arkansas criminal justice system. The law states that an offender "shall not be sent via court order to a transitional housing facility that is not properly licensed by the department," and provides for civil penalties of up to \$500 per day for operation of a transitional housing facility without a valid license.

ACC staff aware of an unlicensed facility being operated in Arkansas must bring this to the attention of the Housing Manager. Members of the public may bring unlicensed facilities to the attention of any ACC staff member who will, in turn, notify the Housing Manager. The Housing Manager will report claims of an unlicensed facility to the Assistant Director of Reentry who will ensure investigation.

V. PROCEDURES FOR TRANSITIONAL HOUSING LICENSURE.

- A. Application.** Applicants may contact the ACC Housing Manager for a Housing Facility license packet or download the application packet from the ACC public website (dcc.arkansas.gov). Applications, documents, and fees submitted for licensure consideration will not be returned. The completed application packet and any required fees should be sent to the Housing Manager at the Central Office of ACC. Initial Transitional Housing License application fee is \$250.00, Annual Renewal fee is \$100.00. Should a proposed facility fail to be licensed the fee will not be returned. No fee will be assessed for the licensing of a Subsequent Housing Facility.
- B.** For initial licensure or a proposed new location, the applicant must comply with the public hearing requirements of Arkansas Code, section 12-25-101, which states:
1. No community-based residential facility housing juveniles or adults adjudicated or convicted of any sexual or violent offense or any other criminal offense that would constitute a Class C felony or higher shall be located or constructed within any municipality or county of this state until a public hearing is conducted in the municipality or county of the proposed location of the facility at least thirty (30) days prior to the contracting for the acquisition of any property on which to locate the proposed facility or any existing structure in which to locate the proposed facility by the owner, operator, or care provider of the proposed facility.
 2. All residents within one thousand (1,000) feet of the proposed location of the facility shall be notified by mail at least ten (10) days prior to the day of the meeting.
- C.** To ensure compliance with Arkansas law, applicants must provide the following items to ACC:
1. Copy of the notification letter prior to being mailed to residents informing them of the date and time of the meeting and the proposed purpose of the facility. The letter must include a return address and must be approved prior to mailing.
 2. List of all residents who were mailed the notification letter.
 3. Notification of the date, time, and location of the public meeting. ACC staff must be present at the public meeting
 4. Copy of the sign-in sheet for those in attendance at the public meeting.
- D.** The ACC Housing Manager will review the application packet for completion and conduct background checks on individuals submitted by the owner/operator as being staff and volunteers of the facility. Individuals currently on probation supervision with ACC cannot be employed in positions to remove or sanction another offender on supervision. Individuals currently on parole supervision with ACC cannot be employed in positions of authority over another offender on supervision.

- E. As part of the application process, ACC will require proof of financial stability of the facility which may include but not be limited to bank account records, tax returns, and business plans.
- F. Licenses will be issued only for the premises and persons specified in the application and are not transferable. Separate licenses are required for Transitional, Subsequent and Self-Governed Housing facilities maintained on separate premises, even though they are operated under the same management. The facility cannot admit any offenders under ACC supervision until the license to operate a Housing Facility has been issued.
- G. An Arkansas Transitional Housing Facility License will not be issued for a facility under the management, supervision, oversight or ownership of a person currently under a sentence or probation supervision for a felony offense or who has current, pending felony charges. Ex-offenders must provide proof of discharge of the felony sentence.
- H. When a license is renewed, it will be from the previous license expiration date, not any possible extended inspection date. A facility that wishes to renew its license must have all required paperwork and fees submitted to the Housing Manager no later than 30 days prior to the license's expiration and must show compliance with items on the attached checklist.
- I. The Housing Manager, for due cause, may recommend to the Assistant Director of Reentry that a facility license be suspended or revoked. The Assistant Director may assign ACC staff or another local, state, or federal agency to assist in a facility investigation. In the event of a recommendation for denial of an application or the suspension or revocation of license, the applicant may appeal the decision to the Director of the Division within 30 days of the written recommendation for denial/suspension/revocation. Applicants may appeal that decision in writing within 30 days of the decision to the Board of Corrections whose decision is final.

VI. RULES APPLICABLE TO ALL TRANSITIONAL HOUSING FACILITIES

- A. All areas of the licensed facility and all records related to the care and protection of residents, including resident and employee records, must be open for inspection by ACC for the purpose of ensuring compliance with agency policy and local, state, and federal laws. ACC shall, at all reasonable times, have the right to enter the facility's work and living areas to for inspection.
- B. The facility must provide the names of those under ACC supervision that are residing at the facility to ACC staff when requested.
- C. Facility staff will honor ACC travel passes and must immediately report any violations of travel restrictions to the supervision officer. Facility staff may correspond with the parole/probation officer for recommendations to approve or deny a travel pass, but facility staff may not grant a travel pass.

- D. The facility must have a policy for admitting and discharging residents and must notify the supervision officer or the parole/probation office by phone or email of all admissions and discharges of individuals on supervision.
- E. The facility must notify local law enforcement and then the supervision officer or the parole/probation office immediately by phone and/or email of any resident's violent or threatening behavior and endangerment of others.
- F. Facility staff will notify the supervision officer or the parole/probation office by phone and/or email when a resident is absent for an unreasonable amount of time without permission, including when a resident is absent during facility count.
- G. The facility will notify the ACC Housing Manager of any new employees with information necessary to complete a criminal background check. Notification can be made via email to acc.housing@arkansas.gov.
- H. **Drug/Alcohol-Free Premises.** All housing facilities must be free of alcohol and illegal drugs. Facilities may enforce a tobacco policy; however, if allowed, designated smoking areas must be clearly identified.
- I. **Resident Income.** A facility may not withhold any portion of the income of a resident, regardless of the income source, to include Social Security, Disability, SSI, SNAP, or any other government or private income source. All resident income, in check or any other form will be the property of the resident. The facility may bill the resident for any authorized costs and the resident will pay the authorized cost from their funds. A receipt will be given to the resident for any and all payments.
- J. **Equal Opportunity.** Housing facilities' accommodations and services must be provided without regard to race, color, gender, religion, age, national origin, genetic information, disability or other biases prohibited by state or federal law.
- K. Housing facilities must comply with all applicable federal and state laws including but not limited to the Fair Housing Act, state and federal health and safety codes, the Fair Labor Standards Act, and the Arkansas Minimum Wage Act.
- L. Housing facilities must comply with any local zoning ordinances, local health and safety fire codes, including housing codes, fire codes, plumbing codes, and electrical codes, set by the jurisdiction or jurisdictions in which the transitional housing facility is located.
- M. Housing facilities must maintain a ratio of 50 square feet per resident, and 1 bathing and restroom facility per 12 residents.
- N. Facilities may be licensed to house male or female offenders, but not both in the same facility.

- O. Housing facilities that are not vendors may charge offenders a reasonable amount for rent not to exceed \$125 per week inclusive of all utilities. Facilities that are being reimbursed for rent as an ACC vendor may only charge residents the rates set out in Section IX(H) and (I) below. Residents and their families may not be charged additional admission, filing, or entry fees for services, or fines for policy violations.
- P. Housing facilities must have trained staff (paid or volunteer) on premises to provide 24-hour supervision, 7 days a week and must post a staff schedule. Facilities must maintain a staff to offender ratio of no less than 1 to 25 at all times.
- Q. ACC may levy fines or other sanctions up to and including license suspension or revocation for failure to comply with this policy. ACC may also sanction housing facilities for repeat problems resulting in law enforcement involvement at the facility.
- R. Facilities that primarily house probationers will be limited in the number of parolees that may also reside in the facility by ACC.
- S. Facilities may not allow residents, staff, or visitors who are not law enforcement to carry weapons into the facility and will post signs at all entrances banning weapons except for law enforcement officials/officers.
- T. Facilities must ensure that all prescription medications (including all narcotics, psychotropic, and diabetic supplies including syringes, lancets and insulin) must be secured behind double locks. A log must be kept of all medicines dispensed.

VII. VENDOR APPLICATION AND REQUIREMENTS

In addition to the rules in Section VI that are applicable to all licensed transitional housing facilities, vendors must agree to and abide by the additional requirements in this section.

- A. **Request for Qualifications.** After obtaining a license, the owner/operator may choose to obtain a contract by responding to the Arkansas Community Correction Request for Qualifications. When obtained, the facility may bill ACC for limited reimbursement for housing residents as stated in the contract. The Request for Qualifications is available from the ACC website, from the Housing Manager, and from the ACC Purchasing Department.
- B. **Past Performance.** In accordance with provisions of State Procurement Law, specifically OSP Rule R5:19-11-230(b) (1), a vendor's past performance with the state may be used to determine if the vendor is "responsible." Proposals submitted by vendors determined to be non-responsible shall be disqualified.
- C. **Resident Employment.** The vendor is required to aid the resident in seeking employment as outlined in this policy. The resident must be fully employed and maintain full time employment through the duration of their time at the housing facility.

Upon obtaining employment, the vendor must complete employment checks to verify the legitimacy and nature of the employment. The vendor must review residents' pay stubs to ensure each resident is earning at least minimum wage and having taxes withdrawn.

The vendor must not require or allow the resident to work without payment at any employment that pays less than Arkansas minimum wage, whether that employment is outside of the facility or for the facility. The resident may not "volunteer" to work without pay. The resident must not work to have their expenses from the vendor reduced. The resident must be paid in full and will in turn make payments to the vendor if owed. Employment and payment records for residents will be made available upon the request of ACC.

- D.** Facility staff must notify ACC of any resident's positive drug/alcohol test results immediately by phone and email.
- E.** Facilities must use at least an 8-panel drug test and must include testing for methamphetamines, THC, cocaine, opiates, alcohol, K2, benzodiazepines, and hydrocodone. Drug test logs must be maintained by the facility and must include all residents. The log must include date, time, provider, collector, substances tested for, disposition, and reason for test.
- F.** ACC Institutional Release Officers will coordinate activities between vendors, the Arkansas Parole Board, and the correction staff as described in the Request for Qualifications provided by the Office of State Procurement.
- G.** ACC will assign a supervision officer to manage cases and coordinate with staff at Transitional Housing Facilities as necessary.
- H.** The Supervision Officer assigned to a facility will report findings of any complaints, observed or suspected non-compliance with rules, policies, laws and regulations to the Housing Manager for possible further referral or action. Area Managers will report any serious violations of policy, procedure, or practice to the Housing Manager. Area Managers will forward any written complaint by a resident, staff member, or member of the public concerning a facility to the Housing Manager to become part of the facility file.
- I.** Facility staff will respond to and notify the supervision officer of such requests as subpoenas, court orders, search and/or arrest warrants.
- J.** Facility staff will not, except in the case of emergency or threat of injury or death, dismiss a resident from the facility until they notify the supervision officer or the parole/probation office by phone. The facility should only dismiss a resident for substantial and documented reasons. Use of the Behavior Sanction Guide must be documented.

- K.** The Housing Manager will arrange onsite visits and inspections (initial and periodic, announced and unannounced), review reports of critical incidents involving or concerning ACC residents, and make objective recommendations.
- L.** Arkansas Community Correction shall, at all reasonable times, have the right to enter the facility's work and living areas to inspect, monitor, or otherwise evaluate the quality, appropriateness, and timeliness of work, services, or both, that have been or are being performed.
- M.** The owner/operator/manager of the facility must comply with all requirements/agreement of the Request for Qualifications/Contract.
- N.** Prison Rape Elimination Act (PREA) Compliance. Contracted facilities must pursue compliance with PREA standards for community confinement.

VIII. PROHIBITED STAFF BEHAVIOR

A. Transitional, Subsequent, and Self-Governed facility staff must not under any circumstance:

1. Exchange personal gifts or favors with residents, their family, or their friends.
2. Accept any form of bribe or unlawful inducement.
3. Discriminate against any resident on the basis of race, religion, creed, gender, national origin, disability, or charge/offense or any other individual characteristic.
4. Employ corporal punishment or unnecessary physical force.
5. Subject residents to any form of physical or mental abuse.
6. Intentionally demean or humiliate an offender.
7. Withhold information which, in doing so, threatens the security of the facility, its staff or visitors, or the community. This can lead to revocation of license.
8. Engage in any form of business or profitable enterprise with offenders.
9. Enquire about, disclose, or discuss details of an offender's crime other than as may be absolutely necessary in performing official duties.
10. Knowingly allow any resident to violate any condition of release.
11. Engage in any form of a sexual relationship with any current or past resident.
12. Be untruthful or otherwise uncooperative with law enforcement officers or officers of the court seeking to locate an offender or serve an offender with subpoenas, court orders, arrest warrants, or other legal documents.

IX. TRANSITIONAL HOUSING VENDOR PROGRAM REQUIREMENTS, REIMBURSEMENTS, AND FACILITY REQUIREMENTS.

- A. Programming:** The vendor is expected to provide a minimum of 12 hours of applicable programming per week that identifies criminogenic needs, such as people, places or things that could cause criminal behavior. Programming can be provided through referrals to local service providers and in-house classes. This programming must include:
- a. Substance abuse education
 - b. Education
 - c. Family reunification
 - d. Thinking patterns
- B. Acceptance of Residents.** Licensed transitional facilities must review and accept all submitted applications, unless justifiable reasons are present. Justifiable reasons include, but are not limited to, acceptance of a resident which would result in the violation of any city, county, or state laws. The transitional facility must provide the reason for denial to the ACC Housing Manager and the inmate applicant, in writing.
- C. Find Good.** All Transitional Housing Vendors must use Find Good, the online application process contained in The Good Grid, for inmate acceptance/denial to the facility. Each vendor must appoint a person of contact capable of accepting and denying resident applications. The vendor must provide justification for denial of placement through the find good system to the Housing Manager.
- D. Performance Standards.**
- Failure to meet or exceed these performance standards may result in sanctions placed on the facility. Vendors must meet or exceed the following performance standards to remain in compliance.
- a. Maintain a 90% employment rate for residents at completion of the six-month program.
 - b. Maintain a 90% stable housing rate for residents at completion of the six-month program.
 - c. Maintain a recidivism rate not less than 20% lower than the statewide recidivism rate.
- E. Resident Employment.** The vendor is required to aid the resident in seeking employment including use of The Good Grid for resume writing and employment searches.
- The resident must be at the facility for seven days prior to beginning employment. The resident must have full-time employment by day 30 and maintain full time employment through the duration of his/her time at the transitional housing facility.
- F. Transportation.** Vendors must provide necessary transportation to the parole office, interviews, work sites, medical and mental health appointments and off-site programming.

G. Billing ACC. When a vendor has met the conditions of licensure and has been approved by the Office of State Procurement for payment as a vendor, ACC will reimburse the facility for resident housing at the approved reimbursement rate for up to 30, 60, 90 or 120 days, depending on the classification of the offender, from the date of release from an ADC or ACC facility.

A facility may not bill ACC for housing a resident prior to their approval as a vendor. The billing process will follow the instructions stated on the Request for Qualification and may include the use of electronic monitoring for residential verification.

During a period of license suspension, payment may be withheld or reduced pending satisfactory implementation of a corrective action plan that must be approved by ACC.

ACC will reimburse licensed Vendors according to the following schedule:

1. Payment will be made for a resident's date of arrival to the facility; ACC will not be responsible for payment for a resident's date of departure.
2. ACC will not reimburse vendors for residents assessed as a low risk for recidivism, unless prior approval from ACC Director. Risk levels will be determined by ACC risk assessment.
3. Moderate risk, High risk, level 1 and level 2 sex offenders:
Length of stay: 90 days
Daily Per Diem Reimbursement paid by ACC:
 - Days 1-45: \$30.00/day
 - Days 46-90: \$20.00/day
4. Level 3 and level 4 sex offenders:
Length of stay: 120 days
Daily Per Diem Reimbursement paid by ACC:
 - Days 1-60: \$50.00/day
 - Days 61-120: \$40.00/day
5. Offenders released from the Supervision Sanction Program:
Length of stay: 60 days
Daily Per Diem Reimbursement paid by ACC:
 - Days 1-45: \$30.00/day
 - Days 45-60: \$20.00/day
6. Level 3 and 4 sex offenders released from Supervision Sanction Program:
Length of stay: 90 days
Daily Per Diem Reimbursement paid by ACC:
 - Days 1-60: \$50.00/day
 - Days 60-90: \$40.00/day

7. Offenders released from short term revocation:
 - Length of stay: 30 days
 - Daily Per Diem Reimbursement paid by ACC:
 - Days 1-30: \$30.00/day

H. Billing Offenders.

On days when ACC is being billed for per diem, an offender may be billed for up to \$14.00/day starting on the first day of full-time employment and for subsequent days while employed full time. An offender must work a minimum of 40 hours per week to be considered full time.

When ACC has been billed for the maximum number of reimbursable days, the facility may charge an offender up to \$30.00 per day.

In addition, residents may be charged a maximum of \$2.00 per day on days the resident is transported. The \$2.00 fee covers round trip transportation to the parole office interviews, work sites, medical and mental health appointments and off-site programming.

Residents, their families, and any other financial source may not be charged any additional admission, filing, or entry fees, fees for services, or fines for policy violations.

I. Offender Counts.

Transitional Housing Facility staff must complete and document daily scheduled and unscheduled counts. Residents not present during count must be accounted for through sign out logs and/or approved employment schedules. Counts must be conducted at least twice per shift and at every shift change for the housing facility.

J. Food Service.

Vendors must provide 3 meals per day for each resident with at least one meal being hot. Total calories for the day must total at least 2,500.

Vendor may be required to provide a menu at ACC request.

K. Drug Testing.

Vendors must conduct drug test at least once weekly of all residents.

X. SELF-GOVERNED HOUSING FACILITY REQUIREMENTS

- A. General.** The facility must provide the time, peer support and structured living environment necessary for long-term recovery.
- B. Written Procedures.** The facility must have detailed procedures at the facility for operation by the residents.
- C. Programming.** The Self-Governed Housing Facility is expected to provide a minimum of 15 hours of applicable programming per week per offender that addresses identified criminogenic and other needs of the residents at the facility. Programming can be provided through referrals to local service providers and in-house classes. Applicable programming must include, but is not limited to:
- Substance abuse education
 - Education services
 - Family reunification
 - Thinking patterns
- D. Resident Employment.** Residents must not be denied the opportunity to seek and obtain meaningful, legal, and gainful employment. Following the program orientation period, the resident is allowed to seek full time employment of 40 hours per week, unless it conflicts with conditions of release.
- E. Billing Residents.** Residents may be charged a self-pay per diem rate up to \$30.00 per day. In addition, residents may be charged a maximum of \$2.00 per day for the actual costs of transportation. The \$2.00 fee covers round trip transportation to the parole office, employment interviews, and medical and mental health appointments.
- Residents, their families, and any other financial source may not be charged additional admission, filing, or entry fees or fees for services, or fines for policy violations.
- F. Billing ACC.** No ACC funding will be provided for the operation of a Self-Governed Housing Facility.
- G. Food Service.** Licensed facilities must provide 3 meals per day with at least one meal being hot. Total calories for the day must be at least 2,500.
- H. Drug Testing.** Drug testing of parolees or probationers will be conducted by staff at least bi-weekly.
- I. Staffing.** Self-Governed Housing Facilities are exempt from 24-hour staff coverage.

XI. SUBSEQUENT HOUSING FACILITY REQUIREMENTS

- A. Programming.** The Subsequent housing facility is expected to provide a minimum of five hours of applicable programming per week per offender that addresses identified criminogenic and other needs for residents at the facility. Programming can be provided through referrals to local service providers and in-house classes. Applicable programming should include, but is not limited to:
- Substance abuse education
 - Education
 - Family Reunification
 - Thinking Patterns
- B. Billing ACC.** No ACC funding will be provided for the operation of a Subsequent Housing Facility.
- C. Rent.** Rent for Subsequent Housing must be outlined in a lease agreement and cannot exceed \$600.00 per resident, per month. Utilities must be included in the cost of rent. A copy of the lease must be submitted to the ACC Housing Manager for approval.
- D. Drug Testing.** Residents must be drug tested at a minimum of once weekly by staff of the Transitional or Reentry Facility responsible for the Subsequent House. A separate log must be maintained at the responsible Transitional or Reentry Facility.
- E. Subsequent Housing Staffing.** Subsequent Housing Facilities are exempt from 24-hour staff coverage.
- F. Inspections.** Inspections must be conducted by a facility owner or staff member at a minimum of twice monthly. The inspection must be documented and records maintained at the Transitional or Reentry Facility responsible for the Subsequent House.

XII. ATTACHMENTS/FORMS:

Transitional Housing Vendor, Reentry, Subsequent, and Self-Governed Housing Facility Checklist

Non-Vendor Transitional Housing Facility Checklist

Arkansas Community Correction

TRANSITIONAL HOUSING VENDOR, REENTRY, SUBSEQUENT, AND SELF-GOVERNED HOUSING FACILITY CHECKLIST

Facility Name: _____ **Date:** _____

During initial license inspections, annual renewal inspections and unannounced visits by ACC staff, this checklist will be used. The inspections will not be limited to these items. Checklist items apply to all housing types unless otherwise indicated.

Copies of license or inspection by/from: _____ **Inspector's Initials:** _____

1. Fire/Safety Inspection. Annually.	
2. Health Department/Food Service Inspection. Annually.	
3. Business License. Initial license and after remodel or repair.	
4. Plumbing Code. Initial license and after remodel or repair.	
5. Electrical Code. Initial license and after remodel or repair.	
6. Compliance with applicable zoning and Special Use Permit requirements	
7. Public Hearing.	
8. Copy of transportation vehicles' insurance.	
9. Copy of Lease agreement for Subsequent houses only.	
10. List of all staff and volunteers for background check (owner/operator must obtain/maintain consent to release information from staff and volunteers.	
11. Copies of facility disaster plans, evacuation plans, and contingency plans for operations if the facility must be abandoned.	
12. Copy of policy stating the facility will comply with subpoenas, court orders, arrest warrants.	
13. Copy of policy stating notification of ACC Supervising Officer when a resident escapes or absconds from the facility, or prior notification if discharged.	
14. Copy of facility Policy and Procedure Manual that is unique to this facility for Transitional, Subsequent, and Reentry houses only.	
15. Copy of facility resident handbook/orientation materials including facility rules, curfews, admission procedures, and consequences for violations.	
16. Copy of programming curriculum.	
17. Admission and discharge policies and procedures.	
18. Proof the facility is pursuing PREA compliance [not applicable for Subsequent Houses].	
19. If applicable, is the facility ADA compliant?	
20. Are resident records confidential, uniform in format and content, and properly secured?	

21. Copy of policy stating passes/furloughs for residents are approved by the ACC Reentry Officer [Not applicable for Self-Governed or Subsequent Houses].	
22. Proof of policy stating that facility services are equal opportunity and provided without regard to race, color, gender, religion, age, national origin, genetic information, disability or other biases prohibited by state or federal law.	
23. Copy of staff listing and staffing hours [not applicable for Subsequent Houses].	
24. Inspection team proof of adequate space in sleeping rooms for the number of occupants (minimum 50 square feet per intended occupant) [not applicable for Subsequent Houses].	
25. Inspection team proof of individual storage space for residents' clothing and personal items.	
26. Inspection team proof of minimum ratio of bathrooms (meaning sink, toilet, shower) to residents (1 to 12).	
27. Adequate laundry facilities at or near the Transitional/Reentry Housing Facility.	
28. Inspection team proof of signs posted at all entrances banning weapons except for law enforcement officials/officers.	
29. Inspection team proof of facility being equipped with First Aid Kit, fire alarms and that fire suppression equipment continues to comply with annual Fire Inspection.	
30. Proof of vendors' contractors for employment.	
31. Adequate kitchen facilities.	
32. Adequate space for programming.	
33. Adequate space for break room/day room.	
34. Bulletin board prominently displayed in the facility with postings of rules, fire evacuation plans, emergency protocols, PREA information, and emergency staff contact information.	
35. Inspection Team proof that medication not approved to be kept on person is behind double locks. (All narcotic, psychotropic, and diabetic supplies including syringes, lancets and insulin must be secured behind double locks.) [Not applicable for Subsequent Houses].	
36. Facility must be accessible by residents and ACC staff 24 hours per day.	
37. Check or Money Order attached to application in the correct amount.	

Notes: _____

Arkansas Community Correction

NON-VENDOR TRANSITIONAL HOUSING FACILITY CHECKLIST

Facility Name: _____ **Date:** _____

During initial license inspections, annual renewal inspections and unannounced visits by ACC staff, this checklist will be used. The inspections will not be limited to these items.

Copies of license or inspection by/from: _____ **Inspector's Initials:** _____

1. Fire/Safety Inspection. Annually.	
2. Health Department/Food Service Inspection. Annually.	
3. Business License. Initial license and after remodel or repair.	
4. Plumbing Code. Initial license and after remodel or repair.	
5. Electrical Code. Initial license and after remodel or repair.	
6. Compliance with applicable zoning and Special Use Permit requirements	
7. Public Hearing.	
8. List of all staff and volunteers for background check (owner/operator must obtain/maintain consent to release information forms).	
9. Copies of facility disaster plans, evacuation plans, and contingency plans for operations if the facility must be abandoned.	
10. Proof the facility is pursuing PREA compliance.	
11. If applicable, is the facility ADA compliant?	
12. Are resident records confidential, uniform in format and content, properly secured?	
13. Proof of policy stating that facility services are equal opportunity and provided without regard to race, color, gender, religion, age, national origin, genetic information, disability or other biases prohibited by state or federal law.	
14. Inspection team proof of adequate space in sleeping rooms for the number of occupants (minimum 50 square feet per intended occupant).	
15. Proof of minimum ratio of bathrooms (sink, toilet, shower) to residents (1 to 12).	
16. Signs posted at all entrances banning weapons except for law enforcement.	
17. Inspection team proof of facility being equipped with First Aid Kit, fire alarms and that fire suppression equipment continues to comply with annual Fire Inspection.	
18. Adequate kitchen facilities.	
19. Bulletin board prominently displaying rules, fire evacuation plans, emergency protocols, PREA information, and emergency staff contact information.	
20. Facility must be accessible by residents and ACC staff 24 hours per day.	

Notes: _____