



**ARKANSAS DEPARTMENT OF CORRECTIONS**  
**Division of Community Correction – Director’s Office**

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**ADMINISTRATIVE DIRECTIVE**

**SUBJECT:** Division of Community Correction Description and Objectives

**NUMBER:** 2021-01

**SUPERSEDES:** 16-17

**APPLICABILITY:** All Employees

**REFERENCE:** A.C.A. § 12-12-312, 12-27-125, 25-19-101

**PAGE:** 1 of 3

**APPROVED:** Original Signed by Director Jerry Bradshaw

**EFFECTIVE:** 9/30/2021

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**I. POLICY**

The purpose of this policy is to provide the public with general information about the Division of Community Correction (ACC) and to facilitate community involvement and support. ACC encourages employee interaction with the public to facilitate community awareness of ACC’s mission, goals, objectives, and programs.

**II. DEFINITIONS**

- A. Administration. Interstate Compact, Legal Counsel, Purchasing, Policy Development, Research and Evaluation, Grants, Accreditation, Budget Preparation, Fee Collection, and Management.
- B. electronic Offender Management Information System (eOMIS). An electronic database containing offender records and information such as a physical description, photo, demographics, criminal history, disciplinary history, case records, external movements, etc.
- C. Internal Investigations. Documentation of investigations conducted by, or regarding the Division
- D. Modified Therapeutic Community Program (MTC). A behavior modification program where the daily activities of offenders are structured under supplemental programs addressing addiction, anger management, life skills, and parenting skills.
- E. Parole. Early release from state prison to community supervision
- F. Probation. A court-ordered alternative to prison where the offender remains in the community and is subject to conditions of behavior.
- G. Substance Use Disorder (SUD). When the recurrent use of alcohol and/or drugs causes clinically significant impairment, including health problems, disability, and failure to meet major responsibilities at work, school, or home.
- H. Supervision Sanction Program (SSP). An intense program for parolees who have violated conditions of parole or who have failed to meet conditions of supervision.

**III. DIVISION INFORMATION**

- A. Mission. ACC’s mission is to enhance public safety by enforcing state laws and court mandates through community partnerships and evidence-based programs that hold offenders accountable while engaging them in opportunities to become law-abiding, productive citizens. Priority is given to public safety, serving justice, and providing opportunities for positive change.
- B. Philosophy. We place our priority on public safety while providing opportunities for positive change.
- C. Division Motto. Serving Justice
- D. Residential Services. The Residential Services Division operates regional community correctional centers under MTC and SSP.

1. Qualifying offenders in the MTC perform community service work such as beautification projects. The treatment goal for each resident in the MTC program is to master the following basic recovery techniques and abilities:
  - a. Ability to recognize personal problems;
  - b. Inclination to accept responsibility for solving his or her problem(s);
  - c. Inclination to accept responsibility and accountability for personal life choices;
  - d. Realization that help is usually necessary;
  - e. Inclination to seek needed help through the 12-Step Program or alternative peer support groups; and
  - f. Inclination to develop pro-social life skills.

In addition to the MTC program, three (3) centers Little Rock, Osceola, and West Memphis operate a program for male and female offenders who are dually diagnosed with addiction and medical/mental health issues and short-term treatment programs for offenders sent from Drug Courts.

2. The SSP for women is operated at the East Central Arkansas Center (EACC) in West Memphis, Arkansas. An SSP for men is operated at the Texarkana Center in Texarkana, Arkansas and at the Omega Technical Violator Center in Malvern, Arkansas. Counselors at the SSP use behavior modification treatment models similar to the models used in community correction centers. The goal is to facilitate development of permanent lifestyle changes so residents will be successful, contributing, law-abiding citizens upon release. The primary approaches used to change resident behavior are:
  - a. Therapeutic jobs;
  - b. Therapeutic confrontations;
  - c. Positive peer pressure;
  - d. Learning experiences;
  - e. Role modeling; and
  - f. Daily social interaction; and
  - g. Integration of the 12-Step program in the daily activity of members of the community.
3. The 12-Step Program addresses SUDs. As an integral part of the MTC Process, the 12-Steps assist residents in restructuring their values. The change in values may ultimately alter a resident's way of thinking, feeling, and views of the world. An expanded understanding of each step of the 12-Step process is gained during the orientation phase of the MTC treatment program. Volunteers from local community 12-Step groups conduct education and support meetings at the Residential Centers. Residents also facilitate their own peer support groups with staff oversight. The treatment goal is for each resident to leave the MTC program having mastered the following basic recovery techniques and abilities:
  - a. Recognition of existing personal problems;
  - b. Inclination to accept responsibility:
    - i. For solving his or her problem(s);
    - ii. And accountability for personal life choices;
    - iii. To seek needed help through the 12-Step Program or alternative peer support groups; and
    - iv. To develop pro-social life skills.
  - c. Realization that help is usually necessary.

#### E. Parole/Probation Services

1. Parole. Parolees must follow strict conditions of release, which are set by the Arkansas Parole Board (APB) and include reporting to a parole officer. If the offender violates parole conditions, he or she may be reincarcerated.
2. Probation. Offenders must report regularly to a probation officer. Probation may be revoked for violation of the terms and conditions and as a result, the offender may be sent to prison or a community correction center or have other sanctions imposed.

3. Probation/Parole Services. Institutional release officers are at each DOC facility to manage the transfer of offenders from incarceration to parole supervision in the community. Offices are located throughout the state and are staffed with probation/parole officers, specialty court staff, treatment staff, and support staff.

The Treatment Staff provide outpatient behavioral health services that include SUD treatment and mental health services. Individual and group sessions are provided to drug court program participants and participants in the SUD Program for general population. Other services include assessment and referral to treatment in the community as needed as well as referral to educational institutions, employment opportunities, and other wrap-around services in the community.

- F. ACC Records. The following list contains a brief description of the primary records maintained by ACC. Pursuant to A.C.A. § 12-12-312, some records maintained by ACC are confidential and privileged, which require direction of a court of competent jurisdiction or the prosecuting attorney having jurisdiction over the criminal case for release.
  1. Employee Personnel Record. Job-related information including hiring paperwork and performance evaluations.
  2. Employee Medical Record. Job related medical or mental health information pertaining to an employee that is kept in a separate record.
  3. Compliance Audit Files. Files containing each American Correctional Association (ACA) Standard and related samples of policy and activity to demonstrate compliance with the standard.
  4. Offender Medical Records. A medical record that is kept for each resident of a residential center.
  5. Offender Mental Health Record. A record of mental health treatment maintained for residents at the residential center.
  6. Offender Treatment Record. A record of treatment maintained by counselors that may include individual or group counseling sessions and behavior modification class work.
  7. Offender Disciplinary Record. A record of rule violations committed by a center resident or sanctions imposed by violations by a parolee or probationer.
  8. Offender Case Record. The official record of the offender while under DOC supervision.
  9. Grievances. Records of grievances filed by offenders and employees.

#### **IV. ACC STAFF GUIDANCE**

1. External Organizations. ACC Staff are encouraged to cooperate with community organizations, civic clubs, and educational institutions to the extent their job qualifications, experience, and schedules permit. ACC Staff may provide guest lectures, present special program information, or provide consultation services for a specific project or program when requested and approved by the employee's direct supervisor or a member of the management team. Subject to limitations in the Secretarial Directive on Public Relations and Release of Information, ACC staff may partner with higher education institutions to establish internships, provide tours, or other special programs within ACC offices or centers as approved by the Communications Director.
2. Criminal Justice Organizations. ACC Staff are encouraged to cooperate, consult, plan and participate with local criminal justice agencies in activities related to their job responsibilities subject to the Secretarial Directive on Public Relations and Release of Information.

#### **V. RELEASE OF INFORMATION AND COMMUNICATIONS**

1. Citizen Complaints. Subject to limitations found in the Secretarial Directive on Public Relations and Release of Information, Citizen complaints should be reported promptly to the appropriate supervisor who will work in compliance with appropriate staff to assist in preparing a response. This does not prohibit employees from handling minor concerns within their scope of responsibility.
2. Planning of Goals and Objectives. The Director will ensure development and revision of short- and long-term Division goals and objectives. These goals and objectives will be reviewed annually by the Management Team. (2-CO-1A-09)