



OFFICE OF THE SECRETARY

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SECRETARIAL DIRECTIVE

SUBJECT: Department Website

NUMBER: 2021-13

SUPERSEDES: ADC AD 18-09
ACC AD 16-17 (partial)

APPLICABILITY: All employees of the Department of Corrections

REFERENCE: A.C.A. §§ 12-1-102, 12-27-145, 16-90-1101, 16-90-1114, 25-43-105, 25-43-108, and 25-43-403
AR 009 Public & Community Relations; AR 804 Inmate Records; and
AR 7.4 Public Release of Offender Information

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APPROVED: Original Signed by Secretary Solomon Graves **EFFECTIVE DATE:** 8/20/2021

I. POLICY:

As the executive head of the Arkansas Department of Corrections (DOC), it is the responsibility of the Secretary of Corrections (Secretary) to administer the various rules, orders, or directives issued by the DOC. The purpose of this directive is to establish a policy to allow convenient public access to a website with information about DOC operations and information about its offenders. The information that will be available for public access is related to DOC programs, services, and events; in addition to information related to an offender's criminal history, offense(s), sentencing and institutional behavior.

II. PROCEDURES:

A. Agency Operations. The DOC's public website shall include information related to the DOC's operations to include at a minimum:

1. Current strategic plans, missions, goals, or other similar information;
2. Current Organizational Charts for the Divisions;
3. The contact information for each:
 - a. Correctional Facility;
 - b. Residential Center;
 - c. Probation and Parole Office; and
 - d. Administrative Locations
4. Pertinent information for facility visitors;
5. Information on services available for victims (Victim Services);
6. A link to currently available job openings and instructions for applicants;
7. A prominent display of available online services;
8. Research studies and reports required to be posted by A.C.A. § 12-1-102; for the ADC, ACC, and the APB;
9. Division Policies;

10. Administrative Rules;
11. Link to State Calendar; and
12. Public Notices.

B. Offender Records for the Division of Correction (ADC). The ADC is required by A.C.A. § 12-27-145 to post and maintain on its public website the following inmate records:

1. The offense and sentence for any conviction for which the inmate is incarcerated, including:
 - a. Whether the inmate is subject to a suspended sentence, if known;
 - b. The terms of the suspended sentence, if applicable;
2. The disciplinary record for each inmate:
 - a. For the purpose of this listing, the term “disciplinary record” means a list of each major disciplinary violation and the date of the violation occurring after July 1, 2015, for which the inmate has been found guilty;
 - b. The disciplinary record for each inmate during the time the inmate is being considered for parole. For the purpose of this listing, the term “disciplinary record” means a list of all disciplinaries and the date of the disciplinaries for which the inmate has been found guilty, regardless of the date;
3. The risk assessment scores (except scores completed as part of mental health treatment) for each inmate completed after April 1, 2015. The risk assessment listing shall include the name of the state agency that completed the risk assessment, the date the risk assessment was conducted, and the level of assessment; and a general explanation of how risk assessments are scored.
4. The inmate’s custody and classification level;
5. Any known aliases of the inmate;
6. A current photograph of the inmate;
7. A description of the inmate’s scars, marks, and tattoos on file;
8. To the extent that the information is available, the following information shall be provided:
 - a. A complete felony conviction summary for the inmate;
 - b. The existence of any order of protection, no contact order, or other order from an in-state or out-of-state court that prohibits contact or communication with another person by the inmate;
 - c. All detainers for the inmate, filed with the ADC, and their current status;
 - d. A list of inmates currently sentenced to death;
 - e. A list of current escapees, to include their most recent photograph and instructions for reporting information on their whereabouts;
 - f. Any programs (except drug or mental health treatment programs) completed by the inmate while in custody; and
 - g. The inmate's parole or transfer eligibility date or date he/she is to be released from incarceration as well as a general explanation of how an offender’s parole or transfer eligibility date is calculated, including an explanation of good time credits.

C. Offender Records-Division of Community Correction (ACC) Facility. The ACC is required by A.C.A. § 12-27-145 to post on its public website the following records of parolees and probationers who have absconded supervision or have an active warrant issued for evading supervision.

1. Offender’s name, aliases, tracking number, photograph, physical description, date of birth, date of death, age, race, and gender.
2. Any suspended sentences and their terms, if known.
3. A complete summary of felony convictions and sentences to the extent known by ACC.
4. Risk Assessments scores completed after April 1, 2015, including the name of the state agency conducting the assessment, the date conducted and the level of the assessment.
5. Any known aliases of the offender.

6. Most recent photograph.
7. Any in-state or out-of-state orders of protection or no-contact orders known to ACC.
8. All major disciplinary violations and the date of their disposition that occurred while the offender was incarcerated.
9. Any programs completed and their dates while under ACC supervision.
10. A list of previous revocation offenses while on probation or parole and date of revocation.
11. Any court-generated records posted will be electronic copies of the actual court documents. If included in the documents, victim information will be redacted prior to posting on the public website.

D. Arkansas Parole Board (APB). The APB is required by A.C.A. § 12-27-145 to post on its public website the following information concerning an inmate who is being considered for parole no less than six (6) months before his or her transfer-eligibility or parole-eligibility date, or the date the Board determines eligibility for parole or transfer if the inmate is past his or her transfer-eligibility or parole-eligibility date:

1. The name of the inmate;
2. The Division of Correction identification number of the inmate;
3. A current photograph of the inmate;
4. The projected hearing date of the inmate;
5. The number of times, if any, probation or parole has been revoked from the inmate; and
6. A link to information required to be posted about the inmate by the Division of Correction.

The information required to be posted on the Board's website:

1. Shall be consistently updated as required to be the most current information available to the Board;
2. Shall instruct a victim of a crime as defined by A.C.A. §§ 16-90-1101 or 16-90-1114 on how to contact the Board and provide information on the inmate; and
3. May be removed when the inmate has been either granted or denied parole.

E. Hosting. The DOC's public website shall be hosted through the Arkansas government web portal.

F. Maintenance

1. Webmaster

- a. The DOC's Communications Director is the Department's Webmaster and is responsible for the maintenance of the public website. However, the Communications Director may delegate functions related to this role to subordinate staff.
- b. The Communications Director, or their designee, will consult with the Department's Information Technology Office on issues related to the maintenance of the DOC's public website.
- c. The Communications Director shall seek, and receive, the approval of the Secretary or a Division Director (or their designees) prior to authorizing any of the following actions:
 - i. Adding content to the website not specifically authorized by this directive; or
 - ii. Making substantive changes to the design and layout of the website.

2. Feedback

- a. The Communications Director shall implement updates to the DOC website as requested by the Secretary or designee, or a Division Director or designee.
- b. The Communications Director shall seek the input of the DOC Leadership team on issues related to the content, form, and function of the Department's public website as needed.
- c. The website shall contain a method for members of the general public to contact the webmaster with issues related to the content, form, and function of the website.