



"Service with Integrity
& Excellence"

Arkansas Department of Community Correction

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ADMINISTRATIVE DIRECTIVE: #95-03: MONITORING OF ARKANSAS DEPARTMENT OF CORRECTION (ADC) MERITORIOUS FURLOUGHS

TO: DEPARTMENT OF COMMUNITY PUNISHMENT (DCP) EMPLOYEES

FROM: PAULA PUMPHREY, DIRECTOR

RE: ADC AD ON MERITORIOUS FURLOUGHS PAGE 1 OF 4

Approved: Signature on File EFFECTIVE: JULY 17, 1995

- I. APPLICABILITY:** This policy applies to parole officers, probation officers, and community punishment center staff.
- II. POLICY:** It shall be the policy of the DCP to assist the Arkansas Department of Correction (ADC) in monitoring inmates granted meritorious furloughs.
- III. DEFINITIONS:**
 - A. Meritorious Furlough - Temporary release of an ADC inmate from prison to an approved sponsor for a specific period of time.
 - B. Monitor - DCP probation, parole officers, and designated community punishment center staff who work in the geographical area to which an inmate is furloughed and to whom the inmate is instructed to report. Monitor also refers to the actions taken to keep track of or supervise furloughed inmates.
 - C. Inmate - An ADC offender who has been granted a meritorious furlough.
- IV. PROCEDURES:** When a DCP employee is contacted by an ADC official to serve as a monitor, the procedures below shall apply.
 - A. A meritorious furlough will begin at a time approved by the ADC and will end no later than 5:00 p.m. on the last day of the furlough. It will not begin nor end on a weekend or holiday.

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

- B. Before an inmate leaves on meritorious furlough, the ADC Warden/Center Supervisor will contact DCP departmental personnel who will monitor the inmate and schedule times and dates for inmate check-in. The inmate will be furnished a schedule in writing before release on meritorious furlough, ADC Form 812-7, Attachment 1.
- C. An inmate is required to make personal contact with the assigned monitor a minimum of three times during a five-day furlough. One contact will be at the beginning of the furlough, another will be at the end of furlough before returning to the ADC unit/center, and a third will be at a time specified by the DCP appointed monitor. On days the inmate is not required to make personal contact, he or she will contact the monitor by telephone.
- D. Should an inmate fail to follow proper reporting procedures, the DCP monitor shall immediately notify the ADC Unit/Center Supervisor. Failure to report according to schedule will be considered an attempted escape and will be dealt with accordingly by the ADC. At such time, DCP will terminate monitoring of the inmate. The monitor shall also notify the ADC Unit/Center Supervisor upon receiving information that the inmate has been arrested for, or is suspected of committing any offense.
- E. Inmate Serving a Sentence of Life.
 - 1. An inmate serving a life sentence is required by ADC to wear an electronic monitoring device at all times during furlough. He/she is also required to be at the approved place of residence between the hours of 9:00 p.m. and 6:00 a.m. each day.
 - 2. The electronic monitoring device will be placed on the inmate by ADC unit/center personnel immediately prior to the inmate departing the ADC unit/center on furlough.
 - 3. Any attempt by an inmate, or an accomplice(s) of an inmate, to alter, tamper, remove, destroy, or in any way cause a disfunction of the electronic monitoring device will be considered an attempt to escape and will be dealt with accordingly by the ADC.
 - 4. An inmate serving a life sentence is required to make personal contact with the monitor as outlined in IV. C. and D. above and abide by all other rules and regulations of the ADC furlough program.

V. ATTACHMENTS:

- A. Meritorious Furloughs Check-In Schedule, ADC Form 812-7.
- B. ADC Conditions of Meritorious Furlough (Excerpted from ADC Form 812-5).

MERITORIOUS FURLOUGHS
CHECK-IN SCHEDULE

Attachment 1
ADC FORM 812-7

(Date)

In accordance with ADC AR 812 Inmate _____ADC#_____ has been granted a five (5) day meritorious furlough. He/She has been instructed to report to:

(Furlough Monitor)

(Title)

(Address)

(Telephone Number)

He/She shall report on the date of arrival, the last day of the furlough and on one other date as designated by the furlough monitor. In addition to the three personal visits, telephone contacts are to be made on the two dates that personal visits are not required. This form is to be signed, dated by the furlough monitor and returned to the unit records office by the inmate. If for any reason the inmate does not report as instructed, the unit granting this furlough shall be notified immediately.

(1) _____
(Furlough Monitor)

(Date of Visit)

(2) _____
(Furlough Monitor)

(Date of Telephone Call)

(3) _____
(Furlough Monitor)

(Date of Visit)

(4) _____
(Furlough Monitor)

(Date of Telephone Call)

(5) _____
(Furlough Monitor)

(Date of Visit)

**ADC CONDITIONS
OF
MERITORIOUS FURLOUGH**

Attachment 2

Inmates shall abide by the conditions below.

- 1. Keep a copy of the Certificate of Furlough on his/her person at all times;**
- 2. Proceed directly to the destination shown in the Certificate of Furlough and report to the nearest law enforcement officer upon arrival as designated by the appropriate ADC unit/center standard operating procedure. The inmate shall remain within the limits set in the authorization, those limits being the county in which the inmate resides during the furlough; proceed directly from the authorized designated area to the monitor's office and arrive on or before the time indicated on the Certificate Furlough;**
- 3. If arrested or questioned by law enforcement officers regarding any crime or suspected crime, the monitor shall be immediately contacted;**
- 4. The inmate will not purchase, possess, use, consume, or administer any illegal drugs, marijuana, or alcoholic beverages of any kind; nor violate any laws;**
- 5. The inmate will not associate with persons having a criminal record, bad reputation, or with those engaged in questionable occupations;**
- 6. Notify the ADC warden/center supervisor if marital status changes;**
- 7. If medical attention is required while on furlough, upon return, provide a doctor's statement to the ADC warden/center supervisor describing medical treatment and/or any drug therapy received; costs incurred for medical treatment obtained without prior approval while on furlough shall not be the ADC's responsibility, but that of the inmate; and,**
- 8. Not violate any ADC rules and regulations.**