	ADMINISTRATIVE RULE STATE OF ARKANSAS BOARD OF CORRECTIONS	Section Number: AR 1.1	Page Number: 1
		Board Approval Date: 8/21/2015	
		Supersedes: AR 1.1	Dated: 6/30/95
		Reference: Secretary of State Rule Code 159.	Effective Date: 9/15/2015
SUBJECT: POLICY AND PROCEDURE DEVELOPMENT			

- I. AUTHORITY.** The Board of Corrections is vested with the authority to promulgate this Administrative Rule by Arkansas law sections 12-27-105, 16-93-1203 and 16-93-1205.
- II. APPLICABILITY.** This policy applies to Arkansas Community Correction (ACC) employees and agents. Agents are volunteers, interns, contractors, and vendors.
- III. POLICY.** ACC will produce and maintain sufficient policy and procedure to guide staff, agents, offenders, and where appropriate, visitors.
- IV. GUIDANCE.**

Written policy and procedures are essential to the operations, management and review of Arkansas Community Correction. All ACC policy must meet state and federal laws, Board of Corrections' guidance and legislative requirements.


A. Administrative Rules.

Administrative Rules are official statements of general applicability that guide the agency. Administrative Rules are the agency's rules and must be promulgated according to the Arkansas Administrative Procedures Act.

Administrative Rules must be approved by the Board of Corrections, the Governor's Office pursuant to Executive Order 15-02, and the Arkansas Legislative Council prior to implementation.

B. Administrative Directives.

Administrative Directives are official statements for internal agency management that explain Administrative Rules, laws and policies and set specific procedures for their implementation. Administrative Directives must be approved by the ACC Director.


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C. Administrative Memoranda.

Administrative Memoranda are official statements specifying procedures for applying an Administrative Rule or Directive, a law or policy to a particular area of operation. An Administrative Memorandum may also be issued to establish day-to-day operational procedures not specifically covered by Administrative Rules, law or policy. The Director, Chief Deputy Director, Deputy Director or Assistant Director responsible for operation of that area must approve or author the Administrative Memorandum.

D. Review and Publication

1. Administrative Rules and Administrative Directives must be reviewed annually.
2. Current Administrative Rules and Administrative Directives must be published on the agency's internal and external websites.
3. The agency must submit a quarterly report to the Board of Corrections containing all new and revised Administrative Directives and Administrative Memoranda issued during the previous quarter. The report will be forwarded to the Arkansas Legislative Council for review.

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SAMPLE ADMINISTRATIVE RULE FORMAT

I. AUTHORITY.

II. APPLICABILITY.

III. POLICY.

VI. EXPLANATION OR PROCEDURES. (When Needed)

VII. OTHER RELEVANT CATEGORIES. (When Needed)

VIII. REFERENCES. (When Needed)

IX. STANDARDS. (When Needed)