
 <p style="text-align: center;"><b>ADMINISTRATIVE REGULATION</b></p> <p style="text-align: center;"><b>STATE OF ARKANSAS</b></p> <p style="text-align: center;"><b>BOARD OF CORRECTION AND COMMUNITY PUNISHMENT</b></p>	<b>Section Number:</b> <b>DCP AR 3.2</b> <b>ADC AR 202</b>	<b>Page Number:</b> <b>1</b>
	<b>Board Approval Date:</b> <b>7/18/96</b>	
	<b>Supersedes:</b> <b>DCP AR 3.2</b> <b>ADC AR 202</b>	<b>Dated:</b> <b>2/17/94</b> <b>2/17/94</b>
	<b>Reference:</b>	<b>Effective Date:</b> <b>10/1/96</b>
<b>SUBJECT: DRUG-FREE WORKPLACE</b>		

- I. AUTHORITY.** The Board of Correction and Community Punishment (BCCP) is vested with the authority to promulgate this administrative regulation by Ark. Code Ann. §§12-27-105, 16-93-1203 and 16-93-1205 (Michie Supp. 1995).
- II. APPLICABILITY.** This regulation applies to the Arkansas Department Of Correction (ADC) and Department of Community Punishment (DCP) employees and applicants.
- III. POLICY.** It is the policy of the Department of Correction and the Department of Community Punishment to provide a drug-free work environment. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by an employee is prohibited. Employees are also prohibited from being under the influence of alcohol during duty hours.
- IV. EXPLANATION.** It is well recognized that drug abuse in the workplace has a deleterious effect on public health and safety, the welfare of the employee, and on morale and productivity. Drug abuse is also contrary to the missions of ADC and DCP.
- V. GUIDELINES.** The ADC and DCP shall implement a drug testing program using reasonable test procedures employed to protect the privacy rights of employees and applicants and to achieve reliable and accurate results. The ADC/DCP Director will develop program guidelines and procedures which comply with the Drug-Free Workplace Act of 1988 and shall include at a minimum:
- A. Testing of applicants being considered for positions which require supervising offenders, after a conditional offer of employment has been made;
  - B. Random testing of employees that supervise offenders;
  - C. Testing of all employees based on reasonable suspicion and following critical incidents;
  - D. Testing as a condition of continued employment where an employee has a documented drug history or tests positive for drugs;
  - E. Referral to the Arkansas Employee Assistance Program when appropriate;

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F. Notification to ADC/DCP Internal Affairs when there is reasonable suspicion of illegal activity, to include positive alcohol/drug tests; and,

G. Notice to employees of the penalties for violation of the policy.

**VI. STANDARDS.** American Correctional Association (ACA) Standards for Adult Community Residential Services, 3d Edition 3-ACRS-1C-06. ACA Standards for Adult Correctional Facilities, 3d Edition 3-4061.