



## OFFICE OF THE SECRETARY

1302 Pike Avenue, Suite C  
North Little Rock, Arkansas 72114  
Phone: (501) 682-3309 | Fax: (501) 534-3958  
DOC.ARKANSAS.GOV

### SECRETARIAL DIRECTIVE

**SUBJECT:** Armory Inventory and Procedures

**SUPERSEDES:** NEW

**NUMBER:** 2022-07

**APPLICABILITY:** All Employees of the Arkansas Department of Corrections

**REFERENCE:** A.C.A. §§ 12-28-108, 12-27-123,  
25-43-105, 25-43-108, 25-43-403

**PAGE:** 1 of 2

**APPROVED:** Original signature on file

**EFFECTIVE DATE:** 6/30/2022

#### I. POLICY:

As the executive head of the Arkansas Department of Corrections (Department), it is the responsibility of the Secretary of Corrections (Secretary) to administer the various rules, orders, or directives issued by the Department. This policy establishes procedures for the auditing of all Department armories and their inventory pursuant to A.C.A. § 12-28-108.

#### II. DEFINITIONS:

- A. Correctional Facility. For the purposes of this directive, the phrase Correctional Facilities include any Department owned or leased location which contains an armory responsible for the storage, maintenance, or possession of state-owned firearms and ammunition. This includes, but is not limited to, prisons, centers, community supervision offices, training academies, and administrative locations.
- B. Division Director. For the purposes of this directive, Division Director includes the executive head of a Division, Board, or other entity within the Department having the responsibility for maintaining inventory of State-owned weapons or ammunition.

#### III. PROCEDURES:

- A. Establishment of Operating Procedures
  - 1. Each Division Director shall identify their armories within the Correctional Facilities under that Division and establish written procedures for their operation. The established procedures shall include a requirement for the regular training of employees responsible for the operation of armories, referred to as armorers.
  - 2. A complete list of all Correctional Facility armories and the written procedures for their operation shall be filed with the Office of the Secretary and reviewed annually.

B. General Department Armory Audit Procedures

1. The Department shall conduct an audit annually of the location, number, and types of firearms and ammunition owned by the Department and in its possession. The audit schedule shall be established to coincide with the state fiscal year.
2. The Secretary will ensure that the audit is conducted by a team comprised of employees within the various Divisions of the Department with the requisite training and experience as an armorer.
3. The audit shall consist of at a minimum, the following:
  - a. A review of the operational procedures for each armory.
  - b. A review of firearm and ammunition inventory records maintained by each armory location.
  - c. The physical inspection of armory processes.
  - d. The identification of corrective actions necessary to remediate deficient internal controls.
4. A copy of the audit shall be sent to the Secretary of Corrections and the Board of Corrections' Compliance Division. This audit is exempt from disclosure under the Freedom of Information Act of 1967, A.C.A. § 25-19-101 et. seq.