



OFFICE OF THE SECRETARY

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SECRETARIAL DIRECTIVE

SUBJECT: Facility Improvements

SUPERSEDES: NEW

NUMBER: 2022-08

APPLICABILITY: All Employees of the Arkansas Department of Corrections

REFERENCE: A.C.A. §§ 25-43-105, 25-43-107, 25-43-403, 12-27-111, 12-27-123

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APPROVED: Original signature on file

EFFECTIVE DATE: 7/12/2022

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. It is also the responsibility of the Secretary to determine what improvements are necessary to the various facilities within the Department, not otherwise provided by law, subject to approval by the Board of Corrections (Board).

II. DEFINITIONS:

- A. Facilities. As used in this directive, this term refers to all prisons, centers, parole and probation offices, administrative locations, and lands owned or leased by the Department or its various Divisions.
- B. Improvement. As used in this this directive, this term refers to all construction, repair, addition, alteration, demolition, and renovation projects.

III. PROCEDURES:

A. General Procedures

1. The Secretary shall retain decision-making authority over all improvements to the various facilities within the Department or its various Divisions.
2. Though the Secretary has the decision-making authority over all facility improvement projects, day-to-day oversight of improvement projects is delegated to Division Directors for projects occurring within their division, except those projects referenced in the following section. The Chief of Staff shall exercise oversight over improvement projects within Shared Services.

3. All facility improvements which require the review or approval of the Department of Transformation and Shared Services – Division of Building Authority (DBA) shall be approved by the Secretary. Prior to submission to DBA, the Secretary must authorize the submission of the project for the review and approval of the Board of Corrections.
4. In making any necessary improvements contemplated by this directive or by A.C.A. § 12-27-111, the Secretary may, at their discretion, authorize the Department or a Division to enter into contracts with engineers, architects, or other design professionals. Contracts with design professionals must be reviewed and approved by the Board prior to becoming effective.
5. The development of requests for qualifications, structure of evaluation committees, evaluation of responses to the solicitation, and the selection of design professionals shall also comply with applicable laws and all policies from the Department of Transformation and Shared Services – Office of State Procurement, in addition to the policies of the Division of Building Authority.
6. Staff from one Division may be directed by the Secretary, Division Director, or their designee to render aid, assistance (inclusive of material and equipment), or advice to staff from another Division during the development or implementation of a facility improvement project to further the effective and efficient administration of the project.

IV. IMPLEMENTATION:

- A. Division Directors may issue division-specific policies necessary to implement this directive.
- B. This directive shall be implemented in conjunction with the Secretarial Directive on Procurement, Purchasing, Disposition, and Contracting.