



OFFICE OF THE SECRETARY

1302 Pike Avenue, Suite C
North Little Rock, Arkansas 72114
Phone: (501) 682-3309 | Fax: (501) 534-3958
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SECRETARIAL DIRECTIVE

SUBJECT: Code of Ethics

SUPERSEDES: SD 19-06, ADC AD 19-17, ACC AD 18-23, APB AD 19-02

NUMBER: 2022-16

APPLICABILITY: All Employees of the Arkansas Department of Corrections

REFERENCE: A.C.A. §§ 12-27-105, 12-27-123, 21-1-601 et seq., 25-1-123, 25-1-124, 25-43-103, 25-43-105, 25-43-108, 25-43-403; Governor's Executive Order 04-04; OPM Policy #14 Anti-Fraud and Code of Ethics; AR 107 Conflicts of Interest, AR 225 Employee Conduct Standards, AR 210 Relationships and Transactions with Inmates; SD on Employment, SD on Employee Conduct Standards; Department of Corrections Employee Handbook; Arkansas Financial Management Guide R1-19-4-505

PAGE: 1 of 3

APPROVED: Original signature on file

EFFECTIVE DATE: 12/16/2022

I. POLICY:

As the executive head of the Arkansas Department of Corrections (Department), it is the responsibility of the Secretary to administer the various rules, orders, or directives issued by the Department. It is also the responsibility of the Secretary to exercise direct supervision and control over the various employees of the Department. This policy is consistent with Department policies governing employee conduct and discipline in addition to various Arkansas state laws and guidelines. This policy does not create a contract of employment or any legally enforceable interest, nor does it limit the Secretary's authority to establish or revise Department policies or affect their right to terminate employment pursuant to the at-will employment doctrine. The purpose of this policy is to implement mandated systems and procedures that promote the Department's Code of Ethics and pledge to provide honesty, ethical behavior, and integrity in public service.

II. DEFINITIONS:

- A. Fraud. For the purpose of this policy and as used within its supporting documents, Fraud refers to the deliberate misuse or misapplication of state resources or assets for personal gain.
- B. Supervisory Fiduciary Responsibility. For the purposes of this policy, employees with supervisory fiduciary responsibility include the Secretary, Chief of Staff, Division Directors, Deputy Directors, Chief Fiscal Officer.

III. PROCEDURES:

- A. Code of Ethics
 - 1. The Code of Ethics and Rules of Conduct represent the Department's commitment to the culture of ethical and efficient service to the citizens of the State of Arkansas and the expected behavior of employees.

2. The Code of Ethics will be used as a guiding document when considering conduct violations as outlined in the Secretarial Directive on Employee Conduct. A copy of the Code of Ethics will be distributed to employees upon the issuance of this policy. All employees must read, sign, and familiarize themselves with the Code of Ethics (Attachment #1).
3. All employees must sign the Code of Ethics Policy Affirmation form (Attachment #2) to acknowledge they understand the standards and policies set forth by the Department and to ensure that they adhere to Arkansas state law in their role as public employees. The original signed form will be maintained in each employee's personnel file by Human Resources.
4. During an annual performance review, or at the time of promotion, employees must reaffirm that they have been made aware of the Code of Ethics by re-signing a Code of Ethics Policy Affirmation form (Attachment #2). This statement shall be included with the performance evaluation or hire packet that is sent to Human Resources upon completion of the review or promotion. Employees that do not receive annual performance evaluations will reaffirm they have been made aware of the Code of Ethics on or about January 3rd each year by signing the Code of Ethics Policy Affirmation form (Attachment #2) and forwarding it to Human Resources.

B. Background Checks

1. All applicants will undergo an Arkansas Crime Information Center and National Crime Information Center criminal background check prior to any offer of employment. Any individual hired into a security or CLEST-certified position must be free of any felony convictions. Additionally, applicants must have a record free of any misdemeanor convictions that revoke their ability to possess a firearm. Individuals with a felony record may be hired in non-security and non-CLEST positions only with approval from the Secretary or the appropriate Division Director.
2. Applicants and employees who appear on certain criminal database lists (such as child maltreatment) will be denied any offer of employment or terminated effective immediately due to their inability to work for a law enforcement agency.

C. Reporting and Investigations of Fraud

1. The Department is committed to a thorough investigation of occurrences of alleged ethical violations, Fraud, waste, and abuse. In accordance with Governor's Executive Order 04-04, the Office of Internal Audit (OIA) through the Department of Inspector General will be available to assist agency management by coordinating an objective investigation and recommending controls to prevent or detect future occurrences of Fraud.
2. The OIA is authorized to request assistance from Department employees that have the experience required to assist or perform such investigations. Investigations will be conducted in a confidential manner.
3. If an investigation indicates that a loss of state funds has occurred, then the amount of loss shall be reported to Arkansas Legislative Audit in accordance with R1-19-4-2004 of the Arkansas Financial Management Guide. In addition, any loss of state funds involving criminal activity shall be reported to the Arkansas State Police for a criminal investigation.
4. In accordance with A.C.A. § 25-1-124, an employee of the Department with Supervisory Fiduciary Responsibility over all fiscal matters shall report a loss of public funds to Arkansas Legislative Audit, including without limitation, any apparent unauthorized disbursement of public funds, or any apparent theft or misappropriation of public funds or public property within five (5) business days of the date that the employee learns of the loss of public funds. As stated in A.C.A. § 25-1-124, an employee with Supervisory Fiduciary Responsibility over all fiscal matters who purposely fails to report the loss of funds within the five (5) business days to Arkansas Legislative Audit may be found guilty of a Class A misdemeanor.

5. Department employees shall be protected against any form of retaliation, including discharge, for reporting in good faith occurrences of ethical violations, Fraud, waste, and abuse of government resources as stated in the Arkansas Whistleblower Act (A.C.A. § 21-1-601 et seq.)
6. Department employees have a responsibility to report any occurrences of ethical violations, Fraud, waste, or abuse. Allegations of ethical violations or fraud may be reported to the Arkansas State Employees' Fraud, Waste, and Abuse Report Center (1-800-952-8248), the Office of Internal Audit by telephone (501-682-0370), or to a supervisor in their chain of command. Employees can also report ethical violations, Fraud, waste, or abuse by completing a Complaint Form (Attachment #3). Complaint Forms can be emailed or mailed directly to the Internal Audit Section at the following addresses:

Email: fraud@dfa.arkansas.gov

Mailing Address:

Department of Inspector General
Internal Audit Section
323 Center Street, Suite 1200
Little Rock, AR 72201

7. All reports made to the OIA should also be made to the Board of Corrections Compliance Division by calling 870-267-6752 or by mailing copies of the Complaint Form (Attachment #3) to:

Mailing Address:

Arkansas Board of Corrections
Compliance Division
P.O. Box 20550
White Hall, AR 71612

D. Evaluation of Anti-Fraud Processes and Controls

1. In accordance with state regulations outlined in section R1-19-4-505 of the Arkansas Financial Management Guide, the Department will facilitate the reduction of Fraud by identifying Fraud risks, mitigating Fraud risks, and implementing preventive and detective internal controls.
2. The identification of Fraud risks will be conducted through a department-wide Fraud risk assessment conducted every two (2) years as required by state policy. The Secretary and Division Directors will implement appropriate internal controls to reduce Fraud risks.
3. Each governing board or commission within the Department shall review portions of the controlled self-assessment pertaining to their operations prior to submission.

IV. ATTACHMENTS:

Attachment 1. Code of Ethics

Attachment 2. Code of Ethics Policy Affirmation

Attachment 3. Complaint Form



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Arkansas Department of Corrections

Code of Ethics

The Arkansas Department of Corrections (Department) Code of Ethics is the written document that outlines the expectations for employees' behavior and conduct designed to promote a culture of honor, integrity, ethical, and efficiency in the public service provided by the Department to the citizens of Arkansas. The Code of Ethics will be used in conjunction with other Department policies as a guiding document when considering employee behavior, employee conduct, conduct violations, and other actions or behaviors.

1) Code of Ethics

Department employees must comply with all applicable state and federal laws, policies, and procedures including Administrative Rules, Memorandums, and Directives. The Department will not condone employee conduct that violates state or federal law, policies, or procedures including activities or involvement in unethical, illegal, and fraudulent business relationships. This includes receiving payments for illegal acts, indirect contributions, kickbacks, rebates, or bribery. Employees also must refrain from any activity that may compromise their ability to work as a law enforcement agency. Questions should be directed to an employee's immediate supervisor for guidance if they are uncertain about the application or interpretation of any legal or procedural requirement.

2) General Employee Conduct

The Department expects employees to conduct themselves in a professional manner and in accordance with established Department policies. All employees are expected to read, be knowledgeable of, and abide by these policies. Disciplinary procedures for non-adherence to these requirements are outlined in Administrative Rule 225, the Secretarial Directive on Employee Conduct Standards and Discipline, and the Department Employee Handbook.

3) Conduct Toward All Persons

The Department subscribes to a policy of professionalism and fairness in the provision of services and the discharge of authorized duties. The Department will not condone any employee conduct that violates or has the appearance of violating state and federal law, including any applicable ethical rules.

4) Possession and Use of Drugs

A. Employees must not possess or use any controlled substance in violation of state or federal law or Department policy. Employees taking prescription drugs must notify their immediate supervisor of any physical or pharmacological condition that causes physical or cognitive impairment that

could affect their ability to perform the essential functions of their duties safely. Impairment is considered to be a condition that can affect judgment, reaction time, or motor skills, as it may affect the ability to perform certain duties safely and proficiently or to operate a motor vehicle safely.

- B. In instances where an employee or medical professional indicates that a prescribed medication may affect judgment or reaction time, authorization to perform certain essential duties or operate a motor vehicle will be suspended. Authorization will be reinstated upon the cessation of the effects of the medication. An employee may be required to take sick leave if a medication they are taking prevents them from performing their job duties.

5) Use of Alcohol While on the Job

Employees must not perform their duties while under the influence of alcohol, nor may employees consume alcohol during work hours on or off state owned, operated, or leased property, including while at lunch and during break periods.

6) Insubordination

Employees must obey all applicable laws, Department rules, policies, and court orders, and follow all reasonable instructions issued by a supervisor or superior to ensure they are performing their duties.

7) Truthfulness

Employees responding to various persons involved in Department investigations or other internal and external administrative processes must cooperate fully and truthfully. Any testimony or reports submitted by an employee must be truthful, complete, timely, and in accordance with established Department procedures. Employees shall not knowingly enter or cause to be information to be entered inaccurately, falsely, or improperly, nor shall they improperly alter or intentionally omit pertinent information on any document prepared or statements provided in the performance of their job duties.

8) Abuse of Process and Retaliation

Employees shall not knowingly make false accusations of misconduct or initiate any action against other employees, agents, or offenders in retaliation for their filing of a lawsuit, grievance, report (to include a report filed on alleged infractions), cooperation with an investigation, or for any other purpose.

9) Gathering and Processing Property and Evidence

Employees must not convert evidence or property to their own use or manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence. Property or evidence that has been discovered, gathered, or received in connection with an employee's job responsibilities will be processed in accordance with established Department procedures.

10) Discriminatory Behavior Prohibited

The Department does not condone, permit, or tolerate the discrimination on any basis of persons including, but not limited to, other employees, applicants, victims, offenders, or members of the public. An employee of the Department who knowingly permits, engages in, or incites such discrimination, interferes with an investigation of discrimination, or retaliates against anyone who has filed a complaint will be subject to disciplinary action including, but not limited to, termination of employment.

11) Abusive or Intimidating Behavior and Harassment

Abusive behavior towards other persons is prohibited. Abusive behavior may include fighting, assault, battery, threats, abusive language, intimidation, sexual misconduct, sexual abuse, sexual harassment, non-sexual harassment, reckless or disorderly conduct, or any other conduct that places employees, offenders, or others in fear of harm. Employees cannot bargain with offenders or other employees for sexual favors, nor make or infer job benefits or any other type of advantages contingent upon acceptance of such an offer. Employees must not act in a way that creates or contributes to an

intimidating, hostile, or offensive work environment. Employees must refrain from behaviors or speech that a reasonable person would consider to be unwelcome or offensive.

12) Firearms and Other Weapons

The unauthorized possession of firearms, explosives, or other weapons during work hours is prohibited. This applies to employees and agents.

13) Contraband

Employees must not introduce or attempt to introduce any illegal or unauthorized item (for example, cell phones or other communication devices or their components, tobacco products, drugs, weapons, etc.) into correctional facilities or other restricted areas owned, operated, or contracted by the Department.

14) Cooperation with Public Officials and Agencies

Employees shall cooperate fully with other public officials and agencies in the discharge of their authorized duties.

15) Relationships with Clients, Suppliers, and Co-Workers

- A. Employees must adhere to A.C.A. § 19-11-705 in their relationships with Department clients and suppliers to avoid any conflict of interest. In addition, any employee who has or obtains any benefit from a state contract with a business in which the employee has a financial interest shall make a disclosure to the Secretary or Division Director and the Secretary of the Department of Transformation and Shared Services in accordance with A.C.A. § 19-11-706 and guidance for applicable Governor's Executive Order 98-04.
- B. Employees shall not engage in sexual or intimate contact during assigned work hours or while on state premises or in state vehicles.
- C. Intimate personal relationships and business relationships between supervisors and subordinates are prohibited. Personal relationships may include dating, cohabitation, touching, requiring sexual performance for sexual gratification (even if it does not involve touching), and sexual relationship. Business relationships may include loaning or borrowing money and business partnerships.
- D. For the purposes of this policy, an employee's supervisor is another Department employee with the authority to hire, fire, promote, demote, suspend, or otherwise change the employee's status or whose related suggestions are given particular weight.

16) Relationships with Offenders

- A. Employees shall not enter into or continue relationships or dealings with person(s) whom the employee knows or should know are in the custody or supervision of the Department, apart from the associations or dealings necessary to perform their official duties or when family relationships make such associations or dealings unavoidable. Prohibited relationships include, but are not limited to, business relationships, partnerships, loaning money, romantic relationships, and legal or financial transactions of any sort.
- B. If prior to beginning their role as a department employee a person has a relationship or association with a person who is under or comes into the custody or supervision of the Department, the employee must disclose this information to their supervisor immediately to ensure the integrity of Department operations. Employees will not face disciplinary action should they make this disclosure.
- C. Employees shall not contact or correspond with any family member or associate of an offender, or with any person on an offender's approved visitation or correspondence list(s) on behalf of or regarding the offender, unless the employee is assigned duties require such contact or correspondence, or permission has been granted by the appropriate employee's supervisor.

- D. Association between employees and offenders or any member of their family in normal community activities involving groups such as churches, PTA groups, charitable groups, etc., is authorized so long as this association is limited to such activities.
- E. Unless their assigned duties require it or permission has been granted by their supervisor, employees shall not deliberately contact or correspond with ex-offenders (inmates, residents, parolees, or probationers) regarding that offender's incarceration or supervision.
- F. If an employee is contacted in any form by an ex-offender or any member of their family, they shall immediately report this contact to their supervisor.

17) Conflicts of Interest

- A. Public employment is a public trust. The Department expects employees to perform their duties in an ethical manner and in accordance with state law to promote the best interests of the Department and the state of Arkansas. Employees must not use their position as a state employee or knowledge gained from their position for private or personal gain or advantage. A.C.A. § 21-8-304 lists activities that are ethically prohibited activities for public officials and state employees. If an employee becomes involved in a situation that could be considered a prohibited activity, they should immediately communicate all the facts to their immediate supervisor. Department employees are prohibited from using their role and state employment status to solicit financial or material support for the benefit of any individual, group, association, or organization. Employees are also prohibited from facilitating the solicitation of financial or material support from a contractor involved in business with the Department for the benefit of any individual, group, association, or organization.
- B. Employees have a professional responsibility for the Department's good public relations and therefore shall avoid acquiring any business interest, engaging in secondary employment, or participating in any activity outside of their role with Department that would conflict with their official duties. Pursuant to state law, Department employees are prohibited from holding secondary employment unless it has been approved following the procedures outlined in the Secretarial Directive on Secondary Employment.

18) Partisan Political Activity

Employees are encouraged to participate in election processes on their own time. Annual, Compensatory, or Holiday Leave may be taken for this purpose. However, an employee shall not endorse candidates in his or her official capacity as a state employee or engage in partisan political activity during the hours they are performing work for the State of Arkansas. Political banners, posters, literature, or any other political materials shall not be displayed on state owned, operated, or leased property. Employees must not use Department identification, stationery, supplies, and equipment for political matters.

19) Professionalism

- A. While on the job, employees shall demonstrate professionalism as follows:
 - 1. Courteous, Patient, and Respectful Attitudes. Employees shall be courteous, patient, and respectful when dealing with other employees, offenders, victims, and the public. An employee shall be tactful in the performance of their duties, control their temper, exercise patience and discretion, and not become involved in arguments even in the face of provocation.
 - 2. State Property. Employees must use state property for state business only. Employees must accept responsibility for the proper care, accountability, and maintenance of state property. Employees must not misuse, abuse, or allow misuse or abuse of state property.
 - 3. Inappropriate Language and Gestures. Employees shall not use violent, profane, or insolent language or gestures while performing job duties.
 - 4. Inappropriate Actions. Employees shall not engage in horseplay, fighting, practical jokes, or any other conduct that endangers the safety or affects the good order of the Department.

20) Private Conduct

- A. Employees may be disciplined for detrimental private conduct. Since the conduct of a Department employee, on or off duty, may reflect upon the Department as a criminal justice agency, employees shall conduct themselves in a manner that does not impair the operation or integrity of the Department or cause the public to lose confidence in it. Private conduct unbecoming of an employee includes, but is not limited to, conduct which damages the image of the Department, reflects discredit upon the character of the employee as a member of the Department, and conduct that may impair the Department's operations.
- B. Employees shall obey all federal, state, and local laws and regulations. Accordingly, if an employee is arrested, cited, or detained for a violation of law, they shall immediately report the occurrence to their immediate supervisor. A conviction or admission of any violation that interferes with or impairs an employee's duties, public trust, or the operations of the Department shall be considered evidence of a violation of this policy. Lack of a criminal complaint, charge, disposition, or acquittal of a violation of law does not preclude internal administrative investigation and disciplinary action.
- C. Employees shall not commit acts which they know or should know constitutes a violation of any written or verbal Department rule, regulation, policy, procedure, directive, or memorandum. The Department will not condone employee conduct that violates or has the appearance of violating any law or ethical provisions including, but not limited to, improper solicitation, receiving payments for illegal acts, indirect contributions, rebates, or bribery, etc.

21) Gifts, Entertainment, Favors, and Gratuities

Employees are prohibited from accepting entertainment, gifts, personal favors, or preferential treatment that could be reasonably assumed to be an attempt to influence their business decisions and performance of their job functions as defined by state law and regulations. Specific state procurement law addressing gratuities for state employees can be found in A.C.A. § 19-11-707.

22) Kickbacks and Prohibited Commissions

Employees shall not receive kickbacks, prohibited commissions, or other prohibited payments from third parties. Violations of this rule will result in imposition of the penalties provided by law and by the Secretarial Directive governing Employee Conduct Standards and Discipline. Specific procurement law addressing kickbacks and commissions can be found in A.C.A. § 19-11-707 and 19-11-708.

23) Department Funds, Records, Communications, and Other Assets

- A. Employees who have access to Department funds in any form must follow the procedures for recording, handling, and protecting money as detailed in agency procedures, administrative regulations, directives, and the Arkansas Financial Management Guide. Personal use of Department funds or assets is strictly prohibited and may result in disciplinary action and criminal prosecution. If an employee has knowledge of fraud or waste of public assets, they must notify their immediate supervisor.
- B. Record keeping must adhere to state law and any applicable Department policy. All the Department's books and records must reflect accurate and timely recording of all business transactions, including assets, liabilities, receipts, and disbursements. Employees responsible for the Department's financial reporting must provide full disclosure of assets, liabilities, receipts and disbursements and exercise diligence in enforcing and achieving these requirements.
 - 1. Employees shall not make or engage in any false record or communication whether internal or external, including, but is not limited to:
 - a. False expense, attendance, production, financial, or similar reports and statements.
 - b. False advertising, deceptive marketing practices, or other misleading representations.
 - 2. Full disclosure of the Department's assets, liabilities, receipts, and disbursements shall be made available upon request.

24) Communicating With Outside People and Organizations

- A. Employees must separate their personal roles from their official positions when communicating on matters not involving the business of the Department. Employees are prohibited from using their position or affiliation with the Department when communicating regarding matters not involving official Department business.
- B. When communicating publicly on matters that involve Department business, employees shall not speak for the Department on any topic, unless the Secretary, Division Director, or their designees have authorized the views and the public expression of those views.
- C. When engaging with any other individual outside the Department, including public officials, employees must take care not to compromise the integrity or damage the reputation of the Department or any other State government entity.

25) Prompt Communications

In all matters relevant to an employee's official job duties such as dealings with offenders, customers, suppliers, government authorities, or the public, employees must make every effort to achieve complete, accurate, and timely communications by responding promptly and courteously to all proper requests for information as well as to complaints.

26) Privacy and Confidentiality

- A. Department employees are responsible for safeguarding personal information to ensure the confidentiality of the information. An employee shall not intentionally or unintentionally disclose to any unauthorized person any information declared by law, policy, rule, or regulation to be confidential or privileged, or use such information for personal gain or benefit. When handling sensitive information such as financial or personal information about offenders, individuals, or groups with whom the Department has encounters, employees shall observe the following principles:
 - 1. Collect, use, and retain only the personal information necessary for conducting Department business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
 - 2. Retain information only for as long as necessary as required by law or Department policy. Protect the physical security of the information.
 - 3. Limit internal access to personal information to those with a legitimate business reason to have the information. Use personal information only for the legitimate business purpose for which obtained. The release of any information to persons not involved with the stated business purpose should only be made when authorized by management, Department policy or in response to other requests consistent with state or federal law.
 - 4. Access to offender information and other data through the Electronic Offender Management Information System (eOMIS) is permitted for criminal justice purposes only. All information is to be treated as confidential unless disclosure is specifically authorized by state law or Department policy. eOMIS usage is subject to monitoring, recording, and auditing. Unauthorized access, misuse, or disclosure of data is a violation of state law and Department policy and may result in disciplinary action and prosecution. Sharing of passwords or leaving a login session unattended may allow access to confidential data and is a violation of an employee's agreement to maintain the confidentiality of eOMIS data.

27) Citizen Complaints and Requests for Information

Employees shall courteously and promptly accept and record in writing any request for information about or citizen complaint against the Department or a Department employee. An employee may attempt to resolve a complaint but shall never attempt to dissuade any citizen from lodging a complaint and shall immediately inform their supervisor of any complaint. All requests for information shall be handled pursuant to Department policies and procedures outlining such issues.

28) Reporting Suspected Fraud

- A. Employees have a responsibility to report occurrences of ethical violations, fraud, waste, or abuse of Department resources. Employees shall be protected against any form of retaliation, including discharge, for good faith reporting of occurrences of ethical violations, fraud, waste, or abuse of Department resources as stated in the Arkansas Whistleblower Act, codified as A.C.A. § 21-1-601 et seq. Investigations to substantiate reported allegations will be conducted in a confidential manner by the Office of Internal Audit.
- B. Allegations of ethical violations or fraud may be reported to the Arkansas State Fraud, Waste, and Abuse Report Center (1-800-952-8248) or to the Office of Internal Audit by telephone (501-682-0370). An employee may also choose to report fraud, waste, or abuse by completing an online complaint form found at www.ig.arkansas.gov/internal-audit/what-is-fraud-waste-and-abuse/. Complaint forms completed online will be submitted directly to the Office of Internal Audit fraud email at OIA.fraud@arkansas.gov. A printable complaint form can also be found at www.ig.arkansas.gov/internal-audit/anti-fraud-program-elements/model-anti-fraud-code/ or attached to this directive (Attachment #3) and emailed to OIA.fraud@arkansas.gov or mailed to the mailing address found at www.ig.arkansas.gov/internal-audit.
- C. Employees with supervisory fiduciary responsibility over all fiscal matters shall report any loss of public funds that amounts to one thousand dollars (\$1,000) or more in one (1) calendar year to Arkansas Legislative Audit within five (5) business days of the date that the employee learns of the loss of funds in accordance with A.C.A. § 25-1-124. This includes any apparent unauthorized disbursement of public funds or an apparent theft or misappropriation of public funds. In accordance with A.C.A. § 25-1-124, any employee with supervisory fiduciary responsibility over all fiscal matters who purposely fails to report the loss of funds within the five (5) business days to Arkansas Legislative Audit may be guilty of a Class A misdemeanor. Department employees with supervisory fiduciary responsibility include the Secretary, Chief of Staff, Division Directors, Deputy Directors, and Chief Fiscal Officer, or other positions equivalent to those officers.



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ARKANSAS DEPARTMENT OF CORRECTIONS CODE OF ETHICS POLICY AFFIRMATION

I understand it is my responsibility to read this policy thoroughly and ask questions of my supervisor if I do not understand it.

I understand that my signature on this document indicates that I have read and fully understand the prohibited activities and my professional ethical conduct responsibilities as an employee of the Arkansas Department of Corrections as described herein.

I understand that this acknowledgement will be placed in my personnel file.

Print Name

Assigned Work Location

Signature

Date



Department of Inspector General
Office of Internal Audit

Complaint Form

Fraud, Waste, and Abuse Reporting Form

Report improper use and mismanagement of state resources within the Executive Branch of Arkansas State Government.

Anonymous Reporting

This office accepts anonymous complaints when requested; however, additional information may be needed for clarification. Although it is not a requirement when submitting a complaint, we ask that you provide a way to contact you.

Are you reporting anonymously? *(Required)* ☐ Yes ☐ No

Whistle-Blower Act

The Arkansas Whistle-Blower Act prohibits a public employer from taking adverse action against a public employee who communicates in good faith to an appropriate authority the existence of waste of public funds, property, or manpower or a violation of law; participates, or gives information, in an investigation, hearing, court proceeding, legislative inquiry, or administrative review; or objects to carrying out a directive the public employee reasonably believes violates the law. For more information consult Ark. Code Ann. §§ 21-1-601 to 21-1-610.

Complainant Information (Optional) Your Personal Data

Your Name

First

Last

Your Phone

Your Email

Your Address

Street Address

Address Line 2

City

State / Province / Region

ZIP / Postal Code

Country



Department of Inspector General
Office of Internal Audit

Complaint Form

Employment Information

Are you an employee of a state agency, department, board, or commission? *(Required)* ☐ Yes ☐ No

If yes, list the name of the state agency, department, board, or commission of which you are employed.

Complaint Details

PLEASE DO NOT PROVIDE ANY DATES OF BIRTH, SOCIAL SECURITY NUMBERS, DRIVER'S LICENSES, MEDICAL RECORDS, CREDIT CARD INFORMATION, OR PASSPORT INFORMATION

Name of the state agency, department, board, or commission involved.

State Employee(s) or Individual(s) involved.

First

Last

Position Title of Employee or Individual involved.

Details of Complaint

Details of facts relevant to the allegation. Please provide as much detail as possible including who, what, when, where, why, and how.



Department of Inspector General
Office of Internal Audit

Complaint Form

Please provide any relevant documents regarding this allegation with this complaint form.

If there are relevant documents that you do not have access to, please describe those documents and how they can be obtained by Internal Audit.

Has this complaint been filed with any other agency? *(Required)* ☐ Yes ☐ No ☐ Unknown

If yes, what agency?

Is there any civil, criminal, or administrative proceeding pending in this matter? *(Required)*

☐ Yes ☐ No ☐ Unknown

If yes, please explain.

In case of referral to another agency, should your name and contact information be removed? *(Required)*

☐ Yes ☐ No ☐ Other

If other, please explain.

Important

By submitting this form, you are confirming that the information provided is true and accurate to the best of your knowledge.

Email to: OIA.fraud@arkansas.gov -OR-
Mail to: 323 Center Street, Suite 1200 • Little Rock, AR • 72120