

 <p style="text-align: center;">ADMINISTRATIVE RULES</p> <p style="text-align: center;">STATE OF ARKANSAS</p> <p style="text-align: center;">BOARD OF CORRECTIONS</p>	Section Number:	Page Number:
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		2/23/89
SUBJECT: Authority of Unit Wardens, Center Supervisors, Administrators, or Designees		

I. POLICY:

The Director shall delegate authority to the Unit Wardens/Center Supervisors/Administrators or appropriate administrative designees to act on all matters related to the unit/center operational areas, to manage all programs, activities, inmates, personnel and volunteers connected with the unit/center/operational areas.

II. EXPLANATION:

All units of the Arkansas Department of Correction shall have a Unit Warden who is in charge and an Assistant Warden to whom is delegated the authority in the absence of the Unit Warden. All centers/operations have a Center Supervisor/Administrator who is in charge or, in his/her absence, a designee who has been approved for the delegated authority. One of these individuals must be on call at all times and in charge of the affairs of the unit/center/operations.

- A. During the absence of the Unit Warden from the unit's grounds, the Assistant Warden/designee shall be in complete charge of the unit.
- B. During the absence of the Center Supervisor/Administrator from the center/operations' grounds, a designee will be in complete charge of the center/operations.
- C. The Unit Warden/Center Supervisor/Administrator shall submit a list of staff members who may be designated as the duty Warden/designee in his/her absence from the unit/center/operations to the Director for review and approval. The list will consist of the employee's full name, job title, home address, and telephone number, and updated when changes occur.
- D. When the Unit Warden/Center Supervisor/Administrator is absent from a unit/center/operation for an extended period of time, the appropriate Assistant Director and/or the Director shall be notified.