

DIVISION OF CORRECTION



What Family and Friends of Inmates Need to Know

Welcome

This booklet answers basic questions about the policies, practices, and procedures of the Arkansas Division of Correction so you will know what to expect during the incarceration of a loved one and how you can stay connected and be supportive.

The information contained in this guide does not cover every possible situation, and it might not reflect recent changes in policy or procedure. Because of this, it should be used only as a guide.

The Table of Contents begins on page 6.

If you have questions or concerns that are not covered, please contact the Constituent Services Office at (870) 267-6385 or email your questions to: ADC.Public.Information@arkansas.gov.

Message from the Director



Dear Families and Friends,

We understand. Coming to prison can be difficult and frightening, for both offenders and the people who love them. That's why we created this booklet. It provides information that can ease your concerns and answer at least some of your questions.

People convicted of felony offenses are sent to the Division of Correction as punishment for their crimes. They are not sent here to be punished. Instead, we want to teach them skills they can use to live a crime-free lifestyle. That's why we provide inmates with programs and opportunities designed to help them return to the community as productive members of society. From academic education to treatment programs to real-world job skills, inmates have access to the tools they need to turn their lives around.

Your support and encouragement are critical to their success. Please take the time to read this booklet, because it provides information and insight that can help you help your loved one.

Just as the inmate is, you also are facing a challenging situation. We hope this guide helps you.

Dexter Payne
Director

Mission Statement

The Mission of the Arkansas Division of Correction is to provide public safety by carrying out the mandates of the courts; provide a safe, humane environment for staff and inmates; strengthen the work ethic through teaching of good habits; and provide opportunities for staff and inmates to improve spiritually, mentally, and physically.

Vision Statement

The Vision of the Arkansas Division of Correction is to be an honorable and professional organization through ethical and innovative leadership at all levels, providing cost-efficient, superior correctional services that return productive people to the community.

Core Values

- Honor
- Integrity
- Public Service
- Accountability
- Transparency

Agency Goals

- To maintain cost-efficient care and custody of all inmates
- To provide appropriate facilities for inmates sentenced by the courts
- To provide constructive correctional opportunities that will help inmates successfully return to their community
- To optimize inmate assignments in work programs
- To attract and retain quality staff
- Transparency

Accreditation

All facilities operated by the Arkansas Division of Correction are fully accredited by the American Correctional Association (ACA). Accreditation means the facilities meet or exceed tough, national standards for all operations and areas including safety, security, inmate care, programs, justice, and administration.

To become ACA accredited, a facility must be rated as good or higher on its conditions of confinement and quality of life. A facility must be 100% compliant with all applicable mandatory standards and at least 90% compliant with more than 400 non-mandatory standards.

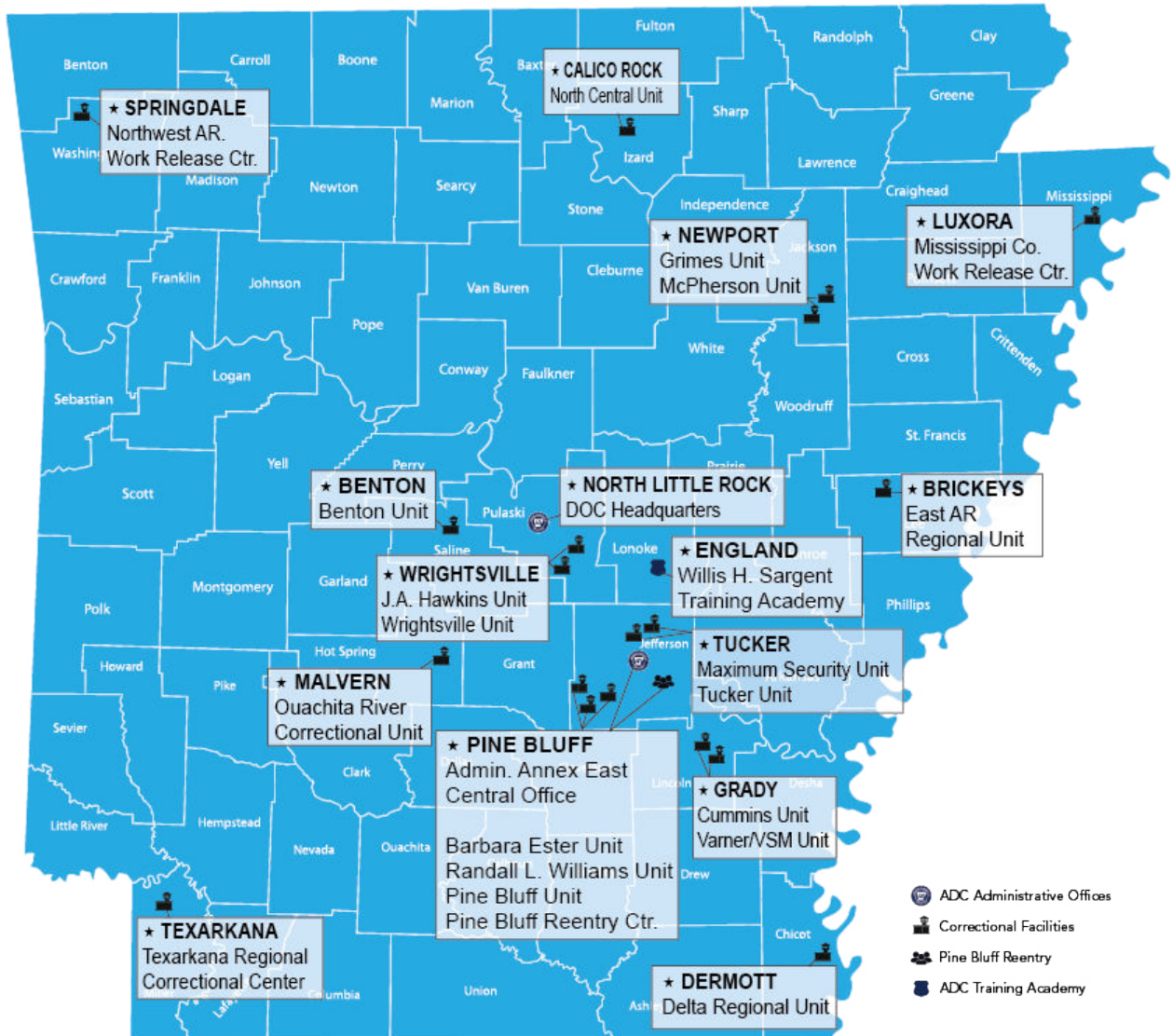
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Map of Arkansas Correctional Facilities



Locating an Inmate

To locate an inmate in the custody of the Arkansas Division of Correction, please visit our agency website at www.adc.arkansas.gov and click on Inmate Search https://apps.ark.org/inmate_info/index.php. You are required to read and agree to the disclaimer before access is granted to public information on inmates. Out-of-state inmates housed in Arkansas under the Interstate Compact Agreement will not appear on the website. Inmates who are on the ADC waiting list do not appear on this website until they are brought into ADC from the county jail.

The department is not responsible for detainees incarcerated at city or county jails. If you have questions or concerns about anyone being detained in a local jail, you should contact that facility. If you cannot locate an inmate on our website, it is possible they are in the custody of the Division of Community Correction. You can find out by calling (501) 682-9510.

Admission and Orientation

When new inmates are admitted into the Division of Correction, they must go through a process called intake. Male offenders are received for intake at the Ouachita River Correctional Unit in Malvern. Female offenders are received for intake at the McPherson Unit in Newport.

During intake, each inmate is given health examinations by licensed health care professionals. These examinations determine an inmate's medical classification and identify health care, treatment services and special needs programs that would benefit the inmate. Court papers are reviewed; offender demographics are recorded; and fingerprints and photographs are taken. Immediate family and emergency contact information is collected and entered into the inmate's record.

Intake counselors conduct interviews and gather information so they can make recommendations for rehabilitative programs for each inmate. Inmates receive a general orientation to the department's rules and regulations, are informed of programs and services available to them, and are issued an Inmate Handbook. The intake process generally takes three to five days but can last longer.

During the intake process, inmates in the lockdown area are not allowed telephone or visitation privileges. They may, however, have access to a portable phone for legal calls and to access the Prison Rape Elimination Act report line. When inmates move into the intake step-down barracks, telephone use is allowed.

Youthful Offenders

Intake procedures are the same for youthful offenders, except they are processed separately from adult offenders. After youthful offenders have been processed, they are housed at a designated unit in an area that is separate from inmates above the age of 18. Youthful inmates must be directly supervised when not in their assigned housing area.

Initial Unit of Assignment

After intake, inmates are transferred to a parent unit for their initial assignment. Varner, Cummins, Grimes, and Ouachita River are the designated units at which male inmates may do their initial assignments. Exceptions for initial assignments may be made for health reasons, security concerns or program assignments. The initial assignment lasts a minimum of 60 days. Behavior, bed space, job availability, the inmate's health, and institutional needs dictate future assignments.

Female inmates may do their initial assignment at either the McPherson or Hawkins Units. Female inmates who are serving life or life without parole sentences will be assigned permanently to the McPherson Unit.

Inmate Transfers

The Division may transfer inmates from one unit to another for various reasons including institutional needs, bed space availability, program needs, work assignments, health care needs, and necessary security precautions. Inmates can put in a request to be transferred to another unit of assignment, but there is no guarantee the transfer will be approved. The final decision on whether to transfer an inmate is up to the wardens of the facilities.

NOTE: Inmates are not housed at a particular facility to accommodate visitation for family and friends. Family hardships such as medical, financial, or long driving distances are not factors considered in determining an inmate's unit of assignment.

Work Assignments

Job assignments depend on a variety of factors including type of crime, behavior, classification level, job availability, institutional needs, medical classification, security concerns and the skill level of the inmate. The Unit Classification Committee determines all inmate work assignments. An inmate's failure to report to work without written authorization or clearance from security or medical staff will result in disciplinary action.

Inmate Safety

Correctional Officers are available to the inmate population 24 hours a day to ensure any issues that arise are handled in an appropriate and timely manner. If an inmate has expressed any concerns to you about not feeling safe or has known enemies at the facility or states that he or she wants to harm themselves, please encourage them to speak with any officer or staff member on shift. You can also call the Warden's office at the inmate's assigned unit. All efforts will be taken to ensure the safety of the inmate.

Inmate Property

All inmates are assigned a storage box with a lock to store their personal property. ADC issues all inmates clothing, shoes, bedding, and hygiene products. All inmate property is inventoried, documented, and kept on record.

Do not send packages or food to an inmate unless it is part of an ADC-approved holiday package program generally available in the spring and winter. During the program period, an inmate can receive up to \$100 of goods through participating vendors. Check posters at the units during visitation or notices (<https://adc.arkansas.gov/online-services/#inmate-package-program>) on the agency website for availability.

Tobacco & Vape Products

Inmates are not allowed to have any kind of tobacco or vape products. The tobacco prohibition became effective January 17, 2000. If an inmate has tobacco, or a vape device or the liquid for a vape in his/her possession, it is considered contraband possession, and the inmate will receive a major disciplinary.

All employees and visitors must leave all tobacco and vape products secured in their vehicle. Bringing tobacco and vape products into a facility will result in loss of visitation privileges and could result in criminal prosecution.

Inmate Grooming

All inmates must maintain a hair style that is worn loose, clean, and neatly combed. No styles are permitted that make it difficult to search the hair including cornrows, braids, ponytails, or dread locks. Inmates are not permitted to wear or possess hair pieces, extensions, weaves, or wigs. If an inmate chooses to maintain facial hair, the inmate will be required to shave so that his appearance without facial hair can be documented. Exceptions can be made for medical or religious reasons. Failure to abide by grooming standards is grounds for disciplinary action.

Visitation

The agency encourages family and friends who have positive influences and are good role models to keep strong connections by being an active visitor. Regular visits help inmates adjust while incarcerated and increase their chances of success upon release. Approved visitors may not be listed on more than one inmate's visitation list unless the visitor is confirmed to be an immediate family member of each inmate and approved by the Warden(s).

Temporary Visitation & Telephone Privileges

When inmates arrive at their initial unit of assignment, immediate family members can visit them on a temporary basis. You must call the facility the inmate is assigned to and speak with the Unit Visitation Clerk for verification before attempting to visit during this allotted timeframe. Temporary visitation is limited to 30 days. After that, only those whose visitation questionnaires have been submitted and approved will be allowed to visit.

For telephone privileges, the inmate must send you a Telephone Request Contact Authorization form. Fill out the form and send it to the Unit Visitation Clerk for screening and approval. The inmate cannot call you until approval has been granted.

Applying for Visitation

To be placed on an inmate's visitation list, the inmate must mail you a Visitation/Telephone Contact Request and Authorization Form. Forms cannot be obtained online or be issued by staff members. You must complete the visitation application in its entirety because incomplete applications will be rejected. You must mail it back to the inmate's assigned unit, with Attention: Visitation Clerk on the envelope. Do not mail the forms back to the inmate.

You must fill out a visitation request form for everyone including children. A criminal history check will be done on all prospective visitors. If you have any undisposed or outstanding charges, felony or misdemeanor, your application for visitation will be denied. You cannot have any open criminal cases or charges pending. All charges and/or convictions must have a disposition.

Immediate family members with past felony convictions may not apply for visitation until 60 days after their release from confinement. If currently on probation or parole, written approval from the person's community supervision officer must be submitted directly to the Warden.

Non-immediate family members who apply for visitation and have a prior felony conviction may be granted visitation privileges only by the Director or the Director's designee.

Screening for visitation can take 1-2 weeks, so please be patient with unit staff. Once your application has been approved or denied, results will be sent to the inmate. It is the inmate's responsibility to advise you of your approval or denial, scheduled visitation days and times, and changes in these schedules.

If your application for visitation is denied at the unit level, you can file an appeal by contacting the Director's Office at 6814 Princeton Pike, Pine Bluff, Arkansas 71602, or call (870) 267-6206.

A visitor who is removed or removes themselves from an inmate's visitation list, regardless of why the removal occurred, must wait a minimum of six months before being eligible to be placed on any inmate's visitation list.

NOTE: Current visitation rules are attached to the visitation application.

Non-Contact Visitation

In non-contact visitation, the visitor and inmate are separated by a glass window that prevents any physical contact. This is a security precaution the department takes for inmates who have violated agency policy and is used to prevent further infractions.

Refusal to submit to drug tests; possession or introduction of illegal drugs, money, or a cell phone; indecent exposure; social media use; improper conduct during visitation such as touching, passing contraband, or trying to get contraband into the prison from visitors are examples of the reasons an inmate can be assigned to non-contact visitation.

Visitation for Inmates Assigned to Restrictive Housing

Inmates on punitive housing or on punitive restrictions **may** be allowed visitation privileges unless there are substantial reasons for withholding them. The Warden or designee must approve all such visits and will consider, among other factors, the nature of the rule violation, whether there have been further rule violations while the inmate has been on punitive status or on punitive restriction, and inspection reports of his/her cell.

Visits are conducted for two hours once a month. You must call the unit to schedule the visit at least 24 hours in advance.

Visitation for Inmates Assigned to Restrictive Housing Step-Down Program

Inmates can have two non-contact visits and as many video visits as their class status allows per month. Visits can increase to four non-contact visits a month as inmates progress through the program.

Scheduling a Visit

Requests for an appointment to visit will be accepted online from your mobile device or computer at: <https://telegov.egov.com/docrequest>. All requests are pending review and approval by the Arkansas Division of Corrections.

Click “Request Appointment”

Choose “Division of Correction” OR “Division of Community Correction” appointment types.

Fill in the Offender Visitation Information and choose the facility where the inmate is housed from the drop-down menu, click “Continue to Review.”

Review and confirm submitted information, click “Submit and Continue to Requesting Date/Time of Visit.”

Scroll to the correct facility where the inmate is housed and click “Select In Person Appointment.”

Select the Date and Time of Appointment.

Enter Personal Information (Check if you would like to receive text messages), then Click “Submit.”

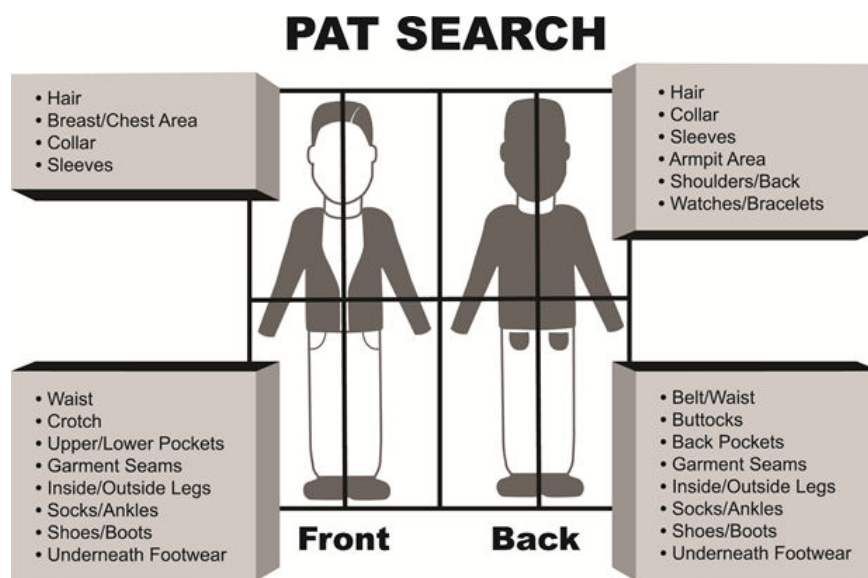
If you do not have internet access, you may call the visitation clerk at the unit where the inmate is housed.

Searches of Visitors

To be approved to visit, you must sign a consent form authorizing searches of your vehicle and personal belongings pursuant to ADC policies on searches. Any visitor seeking entry into a correctional facility must clear all physical and electronic security checkpoints including pat searches; walk through and/or hand-held metal detectors; cell towers and/or hand-held cell phone detectors; and Advanced Imaging Technology. Entrance will be denied if a visitor is not willing to submit to a search and clear all security procedures, and their visitation privileges will be suspended. The visitor will also be removed from the inmate’s telephone list.

Any visitor found to have knowingly introduced or attempted to introduce drugs, cell phones, weapons, implements of escape, tobacco products, cameras, or any other items that threaten the security and good order of the institution may be permanently prohibited from visiting at any ADC location and can face prosecution.

The utilization of the Pat Search may seem inconvenient. However, it is used to prevent the introduction of contraband into our prison facilities. They are conducted for the safety of inmates, staff, and fellow visitors to ensure everyone's visit with their loved one is as pleasant and safe as possible.



Note: In addition to searches required to enter a facility, visitors may be requested to submit to an additional search for contraband prior to, during, or after the visitor's meeting with the inmate if the search has been authorized by the duty Warden/Center Supervisor.

Visitor Dress Code

Visitors' clothing must be appropriate for their age and the occasion. No halter-tops, tank tops, hats, shorts, miniskirts/dresses, see-through clothing, leggings, jeggings, or camouflage attire may be worn. Low cut or otherwise provocative clothing is not permitted. No sleeveless shirts are allowed because your shoulders must remain covered. T-shirts with obscene or profane language or graphics are not permitted.

Children 10 years of age and under are allowed to wear shorts of an appropriate length. Clothing containing metal (such as snaps, buttons, buckles, under wire, etc.) should be avoided as those items may prevent the visitor from clearing certain security devices, cause delays, and lead to additional searches. Current dress code standards are listed on the back of the Visitation request form and can be found online here.

<https://adc.arkansas.gov/visitation#DressCode>

Visitation checklist:

- Confirm the inmate has not been transferred and has visitation privileges.
- Bring a valid government-issued photo ID. All visitors 12 years of age and older are required to bring a valid government-issued photo ID.
- If you have made special arrangements with the facility, call before leaving home to be sure the plans for your visit are still in place.
- Check your clothing and jewelry for compliance with visiting regulations.
- Before leaving home, check your vehicle for contraband and/or hazardous items. This includes but is not limited to drug paraphernalia; intoxicants; any item that poses a danger to others; and weapons such as knives, scissors, or firearms. Remove these items before entering the correctional facility grounds.

Video Visitation

Video visitation is a service that allows family and friends who are approved for visitation and telephone privileges the ability to visit with inmates from the comfort of home using a computer, tablet, or smartphone.

A KIOSK is provided for video visitation during set hours at each unit. Visitors must create an online account at <https://securustech.net/>. Visitors can contact Securus Customer Service at 877-578-3658 for technical assistance and billing questions. All video visits must be scheduled 48 hours in advance. Visits are 30 minutes in length and will begin promptly at the scheduled time.

All visits are monitored, and all visitation rules apply including the dress code. Violation of the rules including displaying sexual acts or other prohibited behavior will result in removal of the visitor from all visitation and phone lists.

The recording or photographing of a video visit is prohibited. Individuals found to be in violation of this policy or found to be facilitating the violation of this policy, will have their visitation privileges suspended for a minimum of one year from the date the Department became aware of the violation.

A subsequent violation will result in the permanent loss of the visitation privileges of the violator.

NOTE: The Arkansas Division of Correction or Securus Technologies will not be responsible for the quality of your Internet connection or the setup and operation of your computer, web camera, or other hardware. Problems related to your Internet connection or hardware should be directed to your Internet service provider or a qualified computer repair technician.

Inmate Telephone Use

Inmates can use the Pre-Paid Phone Service to call individuals on their approved telephone list. To apply for phone privileges, submit a Visitation/Telephone Contact Request and Authorization Form. Forms must be mailed to you from the inmate. Forms cannot be obtained online or from staff members.

A background check will be done on all applicants. If you have outstanding warrants, fines, or undisposed charges, your application may be denied. Please make sure you take care of anything that can hinder the approval of your application.

If your application is approved, your name and phone number will be added to the inmate's approved phone list, and notification will be sent to the inmate. The inmate will also be notified if your application is denied. It is the inmate's responsibility to advise you of your approval or denial.

If your application is denied for telephone privileges at the unit level, you can file an appeal by contacting the Director's Office at 6814 Princeton Pike, Pine Bluff, Arkansas 71602 or (870) 267-6206.

If you would like to be removed from an inmate's phone list, you must submit a written letter requesting the removal. Address the letter to the Unit Visitation Clerk and include the inmate's name and ADC number, your name, and the phone number to be removed.

If you receive a threatening call from an inmate, please report it to the Warden of the unit where the call originated. To prevent the inmate from calling again, do not accept any more calls from the inmate.

Urgent Messages & Notifications

To relay an urgent message to an inmate, notify the Chaplain or Warden's office at the inmate's unit about the emergency and a message will be delivered to the inmate. Examples of urgent messages are deaths in the immediate family, hospitalization of an

immediate family member, or notification of a disaster. Be aware that all reports of this type must be verified before the inmate in question can be notified.

Inmate Banking

During the Intake process, the agency creates an inmate trust account for inmates to receive deposits while they are incarcerated. Any money possessed by new commitments will be placed into the inmate's account. Throughout an inmate's stay, regardless of the unit of assignment, an inmate's trust account will be available to them. All inmate trust accounts are managed by Trust Fund Centralized Banking.

Depositing Money into an Inmate's Account

There are two types of inmate money accounts.

Trust account: The trust account for each inmate operates like a checking account. Money in the trust account can be used by the inmate to purchase commissary items at the unit.

Phone account: A phone account is money an inmate can use to make pre-paid phone calls from the unit.

NOTE: The trust and phone accounts are two separate accounts, and money cannot be transferred between the two accounts.

The Arkansas Division of Correction works with CorrectPay and Access Corrections to give you the ability to put money into an inmate's trust account or phone account by using your credit or debit card. These providers are highly secure, convenient, and accessible around the clock.

This method requires a credit or debit card and includes a small processing fee. Prepaid/reloadable or gift cards are not accepted. The minimum deposit amount is \$10 and the maximum amount that can be deposited into an inmate's checking account per day is \$400.

NOTE: Do not send money to inmates through Cash App, Chime, Google Pay, PayPal, Venmo, Zelle, or any other money transfer application not provided by the department.

Correct Pay

Money can be deposited to an inmate's trust or phone account through CorrectPay online, by phone, or through the app. Deposits are posted within 30 minutes.

To use Correct Pay to deposit money online, visit <https://doc.arkansas.gov/correction/division-of-correction-inmate-banking/>.

To use CorrectPay to deposit money by phone, call (501) 474-6460. CorrectPay can also be accessed by app, which can be downloaded on the Apple App Store or Google Play.

Access Corrections

Money can be deposited to an inmate's trust or phone account through Access Corrections either online, by phone or through the app. The app can be downloaded on the Apple App Store or Google Play. Deposits are posted within 30 minutes.

To use Access Corrections to deposit money online, visit <https://doc.arkansas.gov/correction/division-of-correction-inmate-banking/>.

To use Access Corrections to deposit money by phone, call (866) 345-1884.

Walk-In Retailers

Friends and family can also register at cashpaytoday.com, get a barcode, and make cash deposits to inmate phone and trust accounts at walk-in retailers CVS, Dollar General, Family Dollar, 7-Eleven, and Walgreens.

Money Orders

To make deposits with money orders, you must include a money order deposit slip.

Trust account deposit slip: https://doc.arkansas.gov/wp-content/uploads/2020/09/money_order_deposit_slip.pdf

Phone account deposit slip: <https://doc.arkansas.gov/wp-content/uploads/2020/09/inmatePrepaidTelephoneDeposit.pdf>

Make the money order payable to the inmate's name and ADC number and mail the deposit slip and money order directly to:

Arkansas Division of Correction
Trust Fund Centralized Banking
P.O. Box 8908
Pine Bluff, AR 71611

NOTE: Do NOT deposit money into an inmate's checking account at the request of another inmate. It can indicate illegal activity or be viewed as an attempt to get around

established policy and procedure, which can result in an investigation and the inmate(s) receiving disciplinary action.

Commissary

A commissary is a store inside a correctional facility where inmates can purchase products such as hygiene items, clothing, food, snacks, writing paper, etc. Each unit has its own designated schedule, and inmates can use the store on their scheduled day. Weekly spending limits are established and vary based on housing assignments. A list of available items and prices is provided at each commissary and is usually posted inside the inmate's barracks. The current ADC Master Commissary List can be viewed online at <https://adc.arkansas.gov/inmate-commissary-lists>.

All items purchased will be debited from the inmate's trust account.

NOTE: Inmates can be restricted from commissary privileges due to disciplinary sanctions.

Indigent Inmate Program

Inmates are eligible to receive indigent items if their trust account balance is less than \$10, and the inmate has received less than \$10 on their account during the immediately preceding 30 days.

Inmate Mail & Correspondence

Families and friends of inmates are encouraged to maintain relationships with inmates and write often. All general correspondence mailed to inmates will be opened and screened for contraband. All letters should be limited to three pages because inmates are not given the originals. Originals will be copied on black and white photocopy paper along with the envelope so that only two sheets of paper front and back are provided to the inmate. The first page will be a copy of the envelope and the remaining pages will be a copy of the three-page letter. The original letter will be shredded after the copy has been made. All letters should be written in dark ink, preferably black or blue. You should not write letters in pencil because it will reduce image quality. Letters that exceed the three-page limit will be considered contraband. The mail will be returned to the sender and the inmate must pay for the return postage or agree to the destruction of the mail.

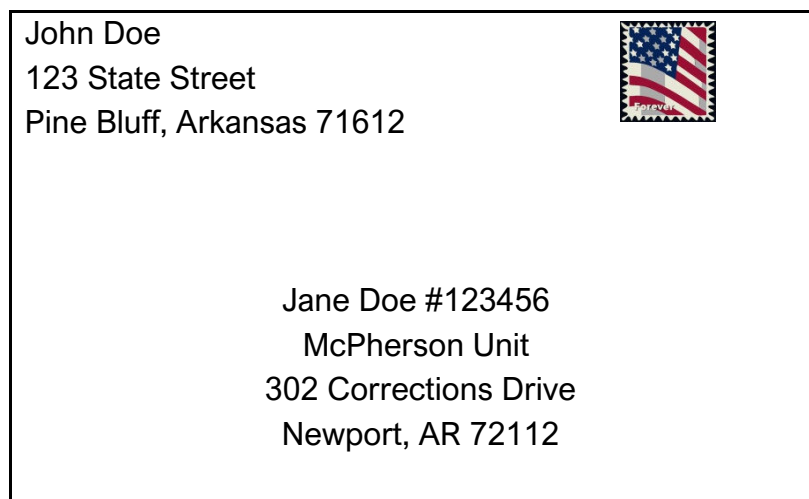
Inmates are limited to five personal photographs. If more than five pages of photographs are received, the entire correspondence will be rejected. Inmates will not receive the original photographs, a copy will be made of the originals and delivered to the inmate. No color photocopies will be made.

Photographs can be no larger than 8 ½” x 11” in size. Photographs may contain either single or multiple digital images/pictures on one side of the page only. Note that individual photographs will be considered one sheet of paper, and nothing larger than 8 ½ x 11 inch will be copied.

Photos that are nude or sexually suggestive or contain subject matter that is disruptive in nature or would threaten security or the good order of the institution are prohibited. The department does not accept postage due upon delivery mail or packages. Postage payment must be made in advance. Since opened mail will not be returned to the sender by the Postal Service without additional postage, the inmate is responsible for the cost.

Mail will be forwarded to inmates who transfer from one unit to another within the department. All incoming mail must contain the inmate’s name and ADC number, name of Unit, P.O. Box or street address, city, state, zip code and a complete return address.

Any mail received without a complete return address (first and last name of the individual or the business name, street address or post office box, city, state, and zip code) will be considered contraband and destroyed. Here is an example of a properly address envelope:



Privileged Correspondence

Mail that constitutes “privileged correspondence” is incoming mail received from persons or agencies established in agency policy as privileged senders. Privileged

correspondence will be opened and inspected in the presence of the inmate and will not be read or censored but may be rejected in its entirety if it contains contraband.

Privileged mail does not have a limit on the number of pages received, and the inmate will receive the original copies.

Inmate Email Service / Tablet Program

Tablets are available for most inmates assigned to general population and Death Row. The inmate must be Class I or II. The tablets allow inmates to access their email messages and programming. Securus eMessaging allows family and friends to communicate with an incarcerated loved one using email-like messaging.

Family and friends can visit the Securus website at:

<https://securustech.net/emessaging/index.html> for more information on how to set up an eMessaging account or call (1-800) 844-6591 for help.

Please ensure that your content is appropriate. Credits will not be issued for rejected messages. For more information, visit <https://securustech.net/emessaging/index.html>.

If the inmate wants additional tablet options, the Secure View Tablet Program is a low-cost monthly subscription service that gives you the opportunity to lease a tablet that allows inmates the capability of listening to music, reading books, playing games, and even looking for a job. Family & friends can go to the Securus website to lease a tablet for an inmate. Tablets are leased monthly at a predetermined amount.

Generally, the hours that inmates are authorized to use tablets are Sunday 8:00 a.m. until 10:30 p.m., Monday through Thursday 4:30 p.m. to 10:30 p.m. and Saturday 8:00 a.m. until 12:30 a.m.

An inmate is allowed to possess one tablet. If an inmate is found guilty of a disciplinary and is reduced in a classification below than Class II, the inmate's tablet privileges will be revoked. The tablet will be deactivated and returned to the unit's designated staff for tablet management.

Magazines & Books

You cannot mail books and magazines directly to an inmate. All books, magazines, newspapers, and catalogs must be purchased and mailed directly from the publisher, bookstore, educational institution, or recognized commercial or charitable outlet. All incoming publications are opened and inspected.

Material that depicts sexual acts, nudity, criminal acts, or gang insignia will be rejected. A publication will be rejected if it presents a danger to the security or is inconsistent with rehabilitative goals or the good order of the institution.

Time Computation & Sentence Structure

All offenders committed to the Arkansas Division of Correction are sentenced under one or more sentencing laws and are eligible for release according to established statutory guidelines, unless they are sentenced to Life, Life Without Parole, or Death. When offenders are adjudicated and ordered to serve time in prison, their sentencing orders are sent to and entered by Centralized Records.

When inmates are sentenced for numerous offenses, the judge can order them to be served two different ways, concurrently or consecutively. Concurrent sentences are multiple convictions served at the same time. Consecutive sentences are not served simultaneously; they are served one after another.

An inmate's sentence can be changed only by the courts or commutation from the governor. The Division of Correction cannot change an inmate's sentence. For more information and a more detailed explanation of inmate time computation and sentence structure, you may contact Centralized Records at (870) 267-6685.

Custody Classification

Custody Classification refers to the level of supervision and security an inmate requires based on their crime, length of sentence, prior criminal history, institutional history, escape history, any outstanding felony detainers, and their risk to the public and within the institution.

Custody classification scores also are used to determine which facility is the best fit for the inmate's custody level and needs.

The Arkansas Division of Correction has four custody classifications: C-2, C-3, C-4, and C-5. The higher an inmate's custody classification, the higher the level of security that is needed to manage the inmate. A high custody level limits the facilities an inmate can be assigned to because each unit has an established classification level.

A high custody level inmate cannot be housed at a lower-level facility. Inmates with certain medical classification scores also cannot be housed at some facilities because of the level of medical care they require.

The following is a list of facilities and their designated custody levels:

C-2 Facilities:

Benton Unit, Mississippi County Work Release, Northwest Arkansas Work Release, Texarkana Regional Unit, Pine Bluff Reentry

C-3 Facilities:

Randall L. Williams Correctional Facility, Pine Bluff Unit, Wrightsville Unit, Hawkins Unit, Ester Unit

C-4: Facilities:

Delta Regional Unit, North Central Unit, Tucker Unit, Grimes Unit, Ouachita River Unit

C-5: Facilities:

Maximum Security Unit, Varner/Varner Super Max Unit, McPherson Unit, East Arkansas Regional Unit, Cummins Unit

Restrictive Housing

ADC's policy is to provide secure, safe housing to inmates who require a higher degree of physical control or who staff find necessary to separate from the general population of the facility. This housing is known as Restrictive Housing.

The policy is to limit the use of Restrictive Housing to the shortest possible period while maintaining a safe environment within the institution. Inmates in Restrictive Housing may be subject to more stringent living conditions, and their privileges will be restricted.

The Classification Committee or authorized staff will the status of every inmate assigned to Restrictive Housing every 7 days for the first 60 days and every 30 thereafter to determine whether the reason for assignment still exists.

Inmates who progress through a Restrictive Housing Step-Down Program will be entitled to increasing privileges.

Extended Restrictive Housing

When in Extended Restrictive Housing, the inmate is separated from contact with the general population and restricted to his/her cell for 22 hours per day for a period longer than 30 days. No inmate will remain in Restrictive Housing for more than one year unless the Warden personally interviews the inmate at the end of the year and approves continued placement.

Restrictive Housing Step-Down Program

A system of review that sets criteria to prepare an inmate for the transition from Restrictive Housing to the general population or the community. A classification committee made up of a multidisciplinary team (medical, mental health, security, and others determined by the Warden) will determine which individual inmates enter the program.

Inmate Classification

The Unit's Classification Committee will periodically review all inmates to assess their progress and will adjust, as needed, any program assignment, job assignment, classification status, custody level, and/or other conditions recommended by staff.

All inmates are placed in Class II status when they arrive for intake. Inmates remain in Class II status during their first 60 days while on their initial assignment unless disciplinary action has been taken. If an inmate is reduced in class due to a disciplinary violation, the inmate will not be permitted to appear before the classification committee for restoration, promotion, or reclassification until he/she has maintained good behavior for the applicable minimum period established by policy.

Meritorious Good Time

Meritorious Good Time (MGT) is the reduction of an inmate's incarceration time based on good behavior, work practices, and involvement in rehabilitative programs. It is available for certain serious crimes committed before January 1, 2024, and for certain, less serious violent crimes committed before January 1, 2025. The amount of good time an inmate can earn is determined by laws in effect at the time of the offense. An inmate's MGT can be forfeited by failing to comply with ADC rules, receiving disciplinary sanctions, and failing to successfully participate in work, education, treatment, or training programs. Inmates under a sentence of Death or Life without Parole are not eligible for MGT, but they may apply to have their sentences commuted or pardoned by the governor.

MGT cannot reduce an inmate's incarceration time by more than one-half of the percentage required by law for transfer or parole eligibility. For example, an inmate sentenced to serve 48 months for a crime requiring half of the sentence to be served, the maximum amount of good time he/she can earn is 365 days toward transfer or parole eligibility.

MGT may be awarded and credited according to the classification status an inmate is assigned. There are four inmate classifications: Class I, II, III, and IV status.

Class I inmates earn 30 days additional good time credit per month. For example, after 30 days in Class I status, the inmate has earned 30 days served, plus 30 days of good time for a total of 60 days.

Class II inmates earn 20 days additional good time credit per month. After 30 days in Class II status, the inmate has earned a total of 50 days with good time credit.

Class III inmates earn 10 days additional good time credit per month. After 30 days in Class III status, the inmate has earned a total of 40 days with good time credit.

Class IV inmates do not earn any good time. Class IV inmates serve day-for-day.

An eligible inmate being held in a city or county jail awaiting transfer to the ADC may be awarded good time at a Class II level (20 days per month) for time served after date of conviction for good behavior. Meritorious good time may be awarded for the time spent on county jail backup, unless the sheriff or his designee submits written objections to the award based on the prisoner's behavior, discipline, and conduct while awaiting transfer into ADC custody.

Parole Eligibility/Transfer Eligibility (PE/TE) Dates

A Parole Eligibility (PE) date reflects the minimum time required to serve on a sentence including any good time earned before being eligible for parole consideration. PE dates apply to inmates who committed offenses prior to January 1, 1994.

A Transfer Eligibility (TE) date is the earliest possible date an inmate is eligible for transfer from the Division of Correction to parole supervision by the Division of Community Correction. TE dates apply to inmates who committed offenses on or after January 1, 1994.

The records offices of the various units compute PE/TE dates. Eligibility dates will depend on state laws concerning the inmate's conviction and can change because of disciplinary action or additional convictions.

Disciplinary Action

When an inmate is written a disciplinary, it means the inmate has been accused of breaking a rule. Each inmate will be afforded a hearing to speak and submit documentary evidence on his/her own behalf.

A Disciplinary Hearing Officer will preside over the hearing, review all evidence and statements, determine whether the inmate is guilty or innocent and impose assessment of appropriate punishment.

Inmates who are found guilty and do not agree with the findings have 15 days to submit an appeal to the Warden/Center Supervisor. If the inmate waives his/her right to appear at the hearing and is found guilty, he/she cannot appeal the decision.

Being found guilty of a rule violation can result in a loss of privileges, classification level, unit assignment, job assignment, and good time. Rule violations can also lead to confinement in Restrictive Housing.

If the Division of Correction has reason to believe a crime has been committed by an inmate, the Arkansas State Police may conduct a criminal investigation. Their case file may be turned over to the prosecutor, who will decide whether charges will be filed. A conviction could result in additional prison time.

Medical Services

If an inmate has a medical or dental emergency, he/she should inform a Correctional Officer who will notify the medical department immediately for evaluation. If the problem is not an emergency, the inmate should submit a Health Service Sick Call request form, which will be reviewed by the Medical Department within 24 hours, and an examination will be scheduled.

ADC charges inmates a copay fee for each inmate-initiated request for medical or dental services. The fee is \$3.00. It was set by the Board of Corrections and by law, cannot exceed \$5.

A fee is also charged for initial contact with health care services due to a fight, sports injury, or self-inflicted injury not associated with mental illness. No fee is charged for diagnosis and treatment of communicable disease; chronic care, or other staff-initiated care including follow-up and referral visits. No inmate will be denied medical service due to an inability to pay. Fees are not charged for emergencies.

In addition to dental emergencies, routine and necessary examinations, treatment, and cleanings are available. Dental prosthetics are provided if required for chewing food but will not be provided for cosmetic effect.

Eye Examinations

If an inmate has vision difficulty, he/she must submit a request to be seen by Medical. If appropriate and needed, an optometrist will complete an examination and standard glasses will be provided if needed. Contact lenses will not be provided.

Medical Questions & Concerns

Due to the confidentiality of health information, only the department's medical staff can address and respond to any healthcare questions. Since each inmate's health information is protected by the federal HIPAA Law, the Division will not release health information about an inmate unless he/she has a signed Release of Information (ROI) form granting the department permission to share health information with their designated primary or alternate contacts.

No one else can receive any medical information about an inmate. If you are authorized and have medical concerns, you can contact the infirmary at the inmate's assigned Unit or the Health Services Administrator's Office at (870) 267-6892.

Mental Health Services

Inmates can receive individual and group outpatient treatment from psychologists, psychiatrists, social workers, and counselors.

Residential Programs Unit (RPU)

The Residential Programs Unit is for inmates with serious mental or emotional problems that require residential treatment as recommended by the unit's mental health staff. The RPU provides intensive treatment and specialized assessment.

Habilitation Program

The Habilitation Program provides special management and treatment for developmentally disabled inmates.

Food Service

Except for weekends and/or holidays when two meals may be provided, inmates are served three nutritious meals daily. However, inmates with certain medical conditions might be served more often. The department follows proper food handling guidelines and procedures to ensure inmates are provided tasteful and nutritionally balanced meals that meet established health and safety codes.

All meals, including modified diets, are free to all inmates and are planned monthly in writing by the Food Service Administrator and Dietician.

Inmate Furloughs

There are two types of furloughs: Emergency and Meritorious. Emergency furloughs may be granted to eligible inmates when there is a critical illness or death in their immediate family. The Warden or Center Supervisor must approve all regular emergency furloughs. All inmates serving a sentence of Death, Life Without Parole, or Life must have the approval of the Director. Any inmates other than Class I-A or I-B granted an emergency furlough will be released only to the custody of an Arkansas Certified Law Enforcement Officer(s), and the family must pay for escorting fees.

Meritorious furloughs may be awarded for exemplary conduct to inmates who have achieved and maintained Class I-A or I-B status for at least one year and are not serving a sentence for certain violent or sexual offenses. The Unit Meritorious Furlough Review Committee must approve all meritorious furloughs. Inmates serving sentences of Life Without Parole or Death are not eligible for meritorious furloughs.

A meritorious furlough cannot exceed five calendar days and cannot begin or end on a weekend or holiday. Inmates on meritorious furlough must stay at the home of their sponsor.

A furlough sponsor must be on the inmate's approved visitation list, and the Warden must approve sponsorship. Inmates cannot drive, use alcohol or drugs, or leave the state while on furlough.

Inmate Program & Services:

<https://adc.arkansas.gov/inmate-programs>

Substance Abuse Treatment Programs

There are programs at several units that provide residential substance abuse treatment. These include the Therapeutic Community and Substance Abuse Treatment Program for inmates with substance abuse histories. Inmates who successfully complete either program will receive a certificate of program completion.

Sex Offender Treatment

The Reduction of Sexual Victimization Program (RSVP) is a treatment program for male inmates, and SOFT is the treatment program for female sex offenders. These programs

utilize cognitive behavioral therapy that focuses on controlling compulsive sexual behaviors. Participation in the program is voluntary, but the Parole Board can require completion as a condition of early release.

Anger Management Program

The Restrictive Housing (RH) Anger Management Treatment Program is a 12-week program designed to enable inmates to manage their anger and have positive interactions with staff members and other inmates. The program utilizes the Aggression Replacement Training (ART) Program as the primary focus of treatment and Thinking for Change as a supplement. The program challenges inmates to recognize and change thinking and behavioral patterns that are affected by their anger.

Think Legacy

Most inmates will be released into the community either on parole or by discharging their sentence. To increase the potential for successful reintegration into the community, these inmates need certain programming, training, and information to prepare them for release. This program is designed to help make their return more successful.

Education

At the beginning of the 1997-1998 school year, academic education became mandatory for all inmates who do not have a High School Diploma or GED. A full range of academic programs are available at most units, including special education programs for inmates who qualify. Summer school is provided at some units, and homebound educational services may be offered for inmates in Restrictive Housing. Inmates progress at their own pace and work toward their GED certificate. College courses are offered at some units.

Career & Technical Education

Certificate level courses available to inmates include Agricultural Equipment Technician, Barbering, Barber Instructor, Basic Residential Mechanics, Buildings and Grounds Maintenance, Building Trades-Basics, Computer Application Technology, Computer Science: Coding and Cybersecurity, Computerized Accounting, Cosmetology, Cosmetology Instructor, Food Service, Heavy Equipment Operator, Horticulture, HVAC,

Landscape Construction and Design, Office Basics-Keyboarding, Pet Care and Management, Plumbing, Residential Carpentry, Residential Electricity and Welding.

Religious Programs

Religious Services are open to all inmates at all units. Chaplains, Certified Religious Assistants (CRA) and other volunteers provide religious services, pastoral counseling, study groups, revivals, singing concerts, and other special events at all facilities. CRAs and volunteers attend special training to serve as an extension of the department's Chaplaincy Services. Most CRAs are lay people who volunteer on behalf of their denominations. Religious interaction is permitted in Restrictive Housing and Death Row. Chaplains and spiritual advisors interact according to the religious needs of those inmates.

Work Release

In the Work Release Program, inmates are housed in correctional facilities and may be employed in the community after working on Regional Maintenance. From the wages they earn, the inmates partially reimburse the state for their care and custody.

Inmates who have dependents must remit one-third of their net income or the amount that is required by court order. The inmate will normally be allowed to spend up to an amount equal to the approved weekly commissary draw. The remaining balance will be deposited to the inmate's ADC account. Any disbursements out of this account must be approved by the Warden/Center Supervisor. The inmate may access the account upon his or her release from custody.

Work Release inmates must be Class I-A eligible; have a parole eligibility release date within 42 months or less as determined by the Director; have no major disciplinary infractions for a period of not less than 3 months immediately prior to application; and have a current medical classification that allows them to perform the anticipated work assignment.

Act 309 Program

Under the Act 309 Program, inmates who qualify are assigned to a county or city jail for work purposes. Inmates must be within 45 months of their parole or transfer eligibility date. They must be Class I eligible; have served a minimum of six months since admission to an ADC parent unit; be disciplinary free for 90 days; and are capable of abiding by the rules and regulations of the program. They cannot have any undisposed felony detainers unless approved for transfer by the agency filing the detainer. Any

eligible inmate must have a current medical classification that is appropriate for the expected work assignment.

Prior to participation in the Act 309 Program, notification will be made to the sheriff and prosecuting attorney of the county where the inmate was tried and convicted. Victim or victim's family notifications will be made by mail to the last known address supplied to the ADC.

Inmate Marriages

Inmates may marry if the marriage is consistent with the laws of the state of Arkansas and follows departmental policies. The inmate must be Class I status and must send a written marriage request to the unit Chaplain at least 90 days prior to the proposed date of marriage. The request will be sent to the Warden for approval. The Chaplain will conduct a pre-marital counseling session with both the inmate and the intended spouse to allow for clarification of any issues regarding the impending marriage. The inmate, the spouse, family, friends, or another private source must pay for all financial obligations of the wedding, including transportation costs.

The marriage ceremony will be supervised by the Unit/Senior Chaplain. The ceremony may not be performed by a State paid chaplain or anyone with a current ADC volunteer badge, but it may be performed by anyone authorized by law to conduct marriages. Verification of the official's credentials may be required.

The inmate is permitted to receive a wedding band from his or her spouse. Free world guests are not to exceed six in number excluding the couple marrying and the person conducting the ceremony. All guests over 12 years of age must be on the inmate's visitation list. No reception or visitation will be permitted following the ceremony.

NOTE: The Arkansas Division of Correction does not allow conjugal visits for inmates, and proxy marriages are prohibited.

Legal Services

There are two licensed Arkansas attorneys in the Compliance Office to assist with legal advice and explanations of court documents. The attorneys cannot represent inmates in lawsuits against the Arkansas Department of Corrections or its divisions or employees or on matters concerning their criminal convictions. However, they can represent inmates as parent counsel in child welfare matters if appointed by the court. All units, except Work Release Centers, have a law library that is open during set hours. The

Compliance Office makes sure information available at unit law libraries is kept up to date.

Prison Rape Elimination Act (PREA)

The Prison Rape Elimination Act (PREA) was signed into federal law September 4, 2003, by President George W. Bush. PREA establishes a zero-tolerance policy regarding rape and sexual abuse in federal, state, county, and city correctional facilities, including prisons, jails, police lockups, and other confinement facilities for adults and juveniles.

This applies to all employees, contractors, volunteers, and persons or organizations conducting business within ADC and all inmates under the custody of the department. Information about how to report concerns is readily available to every inmate throughout each facility.

A copy of the Prison Rape Elimination Act Policy is available to all inmates in the Law Library at their unit. PREA educational posters are in each housing area. A PREA educational pamphlet is also available on the ADC website. To report allegations of sexual misconduct, inmates or their family and friends can call the ADC PREA Report Line by dialing 1-(870) 267-6533. All calls are reviewed.

Parole

Parole is the early conditional release of an inmate from incarceration. Inmates must be Class II or above before they will be considered by the Parole Board. Parole Hearings are held monthly at each unit either in person or by video. Inmates are allowed to select approved visitors who are at least 14 years of age, one spiritual advisor, and a licensed attorney to appear in support of their parole request.

Since parole is a privilege and not a right, it may carry several conditions. An inmate can be stipulated by the Parole Board to complete certain ADC programs before being released to community supervision. If an inmate receives a program stipulation, but fails to participate or complete the program, parole may be denied.

If an inmate has been approved for parole, but subsequently receives and is found guilty of a disciplinary and is reduced in a class status, the inmate's disciplinary and file will be reviewed by the Parole Board for reconsideration of the inmate's parole status.

If you have a question about an inmate's upcoming parole hearing date or parole board decisions, the Arkansas Parole Board has instituted online tools so you can search and find this information. You can access this information by visiting their website or click <https://www.paroleboard.arkansas.gov/online-tools>.

Supervision of Parolees

The Division of Correction does not supervise parolees. The supervision of parolees is provided by the Division of Community Correction.

Detainers

A detainer is a hold placed on an inmate by a law enforcement agency that has charges pending against the inmate. Detainers either request that an inmate be held to allow law enforcement to pick up him/her prior to release or that law enforcement simply be notified prior to an inmate's release.

Pardons & Commutations

Pardons and commutations are granted by the governor. A pardon restores rights that were lost because of a criminal conviction. A commutation is the reduction of a sentence. An application for pardon or commutation can be obtained from an Institutional Release Officer (IRO).