



Arkansas Department of Community Correction
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ADMINISTRATIVE DIRECTIVE: 08-15 ACCESS TO RESIDENTIAL FACILITIES

TO: DEPARTMENT OF COMMUNITY CORRECTION (DCC) EMPLOYEES

FROM: G. DAVID GUNTHARP, DIRECTOR

SUPERSEDES: AD 04-02

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APPROVED: Signature on File

EFFECTIVE: November 15, 2008

- I. APPLICABILITY.** This policy applies to DCC employees.
- II. POLICY.** It is Department of Community Correction (DCC) policy to control entry and exit at DCC residential centers to maintain security, order, and discipline. All persons enter residential centers at their own risk and shall be required to meet the security and control measures for persons, vehicles, tools, equipment, and supplies. (4-ACRS-5A-16[P])
- III. GUIDELINES.**
 - A.** Entry to a DCC residential center will be granted to individuals for operational necessities, resident visitation, and other activities as approved by DCC policy, Center Supervisors, or designees.
 - B.** Entry points to DCC residential centers for all individuals will be as described in Attachment 1, Facility Access and Reception Area. Exceptions may be authorized by the Center Supervisor or designee.
 - C.** All persons entering a DCC residential center will be required to comply with applicable DCC policies and procedures.
 - D.** Entry-to and exit-from a DCC residential center will be controlled to maintain security, order, and discipline. (4-ACRS-2A-01 [P])
 - E.** Upon arrival and departure, Center employees will register their presence using the electronic time clock if the Center has one. Center staff will ensure visitors, including employees from another location, sign in and out. Visitor logs will be retained for a minimum of one year.

IV. FACILITY ACCESS PROCESS.

A. Contractor and Volunteer ID Cards. With approval from the Center Supervisor or designee, and following a system of control prescribed for the center, staff may issue a DCC ID card to a “contractor” or “volunteer.” A record of issued cards should be maintained at the main entry point.

B. Processing Facility Visitors.

1. A visitor may be allowed access following appropriate screening and sign-in, provided he or she has a legitimate purpose for visiting. Screening may include searches as described in the policy that addresses searches, an electronic metal and/or drug detector screening, examining ID cards, checking dress-code compliance, checking paperwork, and asking appropriate questions such as the purpose for the visit.
Note. Employees are not allowed to visit the facility when not on duty unless granted permission by the Center Supervisor or designee.
2. The employee screening visitors must determine that the visitor has a legitimate purpose as follows:
 - a. On the approved resident visitors list (visitors must be on the list prior to visiting individual residents) or approved by the Center Supervisor by memo.
 - b. Attorney for a resident or is seeking to represent a resident
 - c. Valid work or delivery order. Staff may choose to verify legitimacy of a visitor by contacting his or her employer or requesting additional information to include information necessary to run a background check. A driver or passenger accompanying a visitor may be allowed access with the approval of the Center Supervisor, his or her designee, or the Shift Supervisor.
 - d. A DCC employee conducting business.
3. When requirements are met, staff should view the visitor’s photo ID, issue a visitor badge and have the visitor sign-in. Upon departure, obtain temporary visitor’s badge and have the visitor sign-out.
4. Follow guidance provided by the Center Supervisor for such areas as escorting visitors and tool/key control.

C. Visits with Individual Residents.

1. Visits with residents shall be continuously supervised by staff (4-ACRS-2A-02)
2. Searches shall be conducted according to policy titled “Searches for, Control and Disposition of Contraband and Evidence”

3. Staff must apply the guidance provided for visitors in the administrative regulation titled "Resident Visitation." That policy includes guidance on visitation conditions, restrictions, special visits, and enforcing visitor rules. (4-ACRS-2A-02 and -5A-18)
4. ACIC/NCIC Background Check. The Records Section Supervisor (or other certified person designated by the Center Supervisor) shall conduct an ACIC/NCIC information check for visitor applicants and take appropriate action as follows:
 - a. If there is no criminal history, add the applicant to the Approved Visitor List.
 - b. If the applicant is not currently on Parole/Probation, but has a criminal history, forward the request and a copy of the ACIC/NCIC report to the Center Supervisor for review and approval.
 - c. If the applicant is on Parole/Probation ask the supervising Parole/Probation Officer whether the applicant should be allowed to visit. If the officer indicates that visitation should be allowed, complete Form 2 with the officer's name and date contacted. If the officer recommends against visitation, ask to officer to provide a completed Form 1, "Report Regarding Residential Center Visitation," attach the ACIC/NCIC report and forward the request to the Center Supervisor for a decision.
 - d. The Center Supervisor will review applications when the ACIC/NCIC check shows a criminal history and indicate approval or disapproval on Form 2. Unless there is an indicator that an applicant poses a safety or security threat, visits should be approved. Examples of circumstances that may cause an applicant to be denied visitation privileges for posing a threat to safety or security are as follows: the applicant was released from prison within the past year, was convicted of a drug related crime within the past two years, was convicted of a violent crime within the past three years, or has pending charges for a violent or drug-related crime. (4-ACRS-5A-17)
 - e. Form 5, Results of Application for Visitation Privileges, may be used by the Records Supervisor to inform residents of applicants approved or disapproved for visitation.
 - f. Visitor Records.
 - (1) Completed, Forms 1 and 2 shall be maintained as confidential records.
 - (2) The Records Supervisor shall maintain a record of approved visitors on Form 3 or a computer generated equivalent.
 - (3) All visitors will be required to show identification and complete appropriate portions of the Visitation Log, Form 4. Unusual incidents will be recorded in the visitation log by the staff member supervising visits.

Any incident reports written will be referenced on the visitation log.

5. Transport - Law Enforcement Officials.
 - a. Official(s) transporting a resident(s) shall be required to secure all weapons and ammunition in their vehicle or in a pre-designated area approved by the Center Supervisor.
 - b. Official(s) will be given directions by the gate or access control officer for entry into the facility.
 - c. The identification of the official(s), if unknown, shall be verified. If residential center staff are unable to make a positive identification of the official(s), direct contact with the official's agency shall be made to clarify discrepancies. The Shift Supervisor of the facility will be contacted if a positive identification cannot be made after contacting the official's agency.

6. Vehicles.
 - a. A vehicle(s) assigned to the facility will be granted entry to the residential center grounds as required for facility operations and authorized by the sally port gate supervisor.
 - b. A search for contraband and unauthorized personnel may be conducted of a vehicle entering and exiting the secure perimeter prior to actual entry or exit.
 - c. An emergency vehicle(s) authorized by the shift supervisor or designee that enters or exits the secure perimeter will be expedited by a quick visual search to verify authorized individuals and equipment.
 - d. A vehicle log shall be maintained by each facility to record all vehicles that enter and exit the secure perimeter.
 - e. A vehicle may remain on the facility grounds for as long as is required for the driver and/or passenger(s) to accomplish the intended purpose(s).

7. Tools and Equipment.
 - a. Entry and exit of all tools and equipment into the secure perimeter of a facility requires approval of the shift supervisor.
 - b. All tools and equipment will be searched prior to entry and exit of the secure perimeter.
 - c. All tools and equipment approved to enter the secure perimeter on a temporary basis will be inventoried prior to entry and accounted for upon exit from the facility as prescribed by the Center Supervisor.

8. Supplies.

- a. Entry of all supplies onto a secure perimeter of a facility will require approval of the shift supervisor or designee.
- b. Supplies will be searched for contraband prior to entry or exit of the secure perimeter. Sealed containers may be opened for inspection. Any item large enough to conceal a person shall be searched before leaving the secure perimeter.

V.ATTACHMENTS.

Attachment 1 Facility Access and Reception Area
AD 08-15 Form 1 Report Regarding Residential Center Visitation by Offender
AD 08-15 Form 2 Request for Review of Applicant for Visitation Privileges
AD 08-15 Form 3 Approved Visitor List
AD 08-15 Form 4 Visitation Log
AD 08-15 Form 5 Result of Application for Visitation Privileges

FACILITY ACCESS AND RECEPTION AREA

A. Central Arkansas Community Correction Center Facility Access / Reception Area: 4823 West Seventh Street, Little Rock AR. 72205

1. The front or main entrance located on the north (Seventh Street) side of the building will be the entrance for the following persons:
 - a. all staff,
 - b. visitors for administrative and support staff,
 - c. contractors performing contract or maintenance work, and,
 - d. volunteers conducting religious, Alcoholics Anonymous or other approved meetings.
2. The intake door located on the west side of the building, north of the kitchen, will be used by:
 - a. residents being brought to the Center from the courts and/or other detention/correctional facilities, and,
 - b. residents being returned from court, medical runs, emergency furloughs or other approved absences.
3. Kitchen supplies will be brought through the kitchen located on the west side of the building.
4. Visitors making approved regular visits to the resident population will enter through the service door located on the west side of the building (south of the kitchen door).

B. Southwest Arkansas Community Correction Center Facility Access / Reception Area: 506 Walnut Street, Texarkana, AR. 71854.

1. Access for all staff, resident and official visitors, volunteers, and routine deliveries (U.S. Mail, small packages, etc.) is through the Walnut Street (west side) of the building.
2. Entrance for law enforcement personnel returning residents from court and new commitments is located on Walnut Street, north of the main entrance.
3. Food service, commissary, and maintenance department deliveries are located on the east side of the facility on Hazel Street.

C. Southeast Arkansas Community Correction Center Facility Access / Reception Area: 7301 West Thirteenth Street, Pine Bluff, AR. 71602. Access for all officers, staff and other authorized vehicular or pedestrian traffic is through the Thirteenth Street Gate.

**D. Northeast Arkansas Community Correction Center Facility Access / Reception Area:
1351 Cyro Road, Osceola, AR 72370**

1. The main entrance, located on the west side of the building and handicapped accessible, is used for routine entry/exit by the following people:
 - a. All staff
 - b. Contractors
 - c. Volunteers, and
 - d. people visiting staff members.
2. Immediately to the left of the main entry doors are handicapped accessible double doors for use by people who have been approved to visit a resident.
3. The west side of the building near the rear are the intake doors which are used for new commitments, Community Work Crew turnout, and medical emergencies.
4. At the rear of the building on the north end are the doors for the resident recreational area. These doors are only for use by staff and residents when using the recreation area.
5. The double doors at the south end of the building are used exclusively for Parole/ Probation.
6. The double doors leading to the maintenance shop and Community Work Crew Shop on the east side of the building are for use by staff and residents escorted to the maintenance shop.
7. Also the double doors on the east side are for access to the food production area and receiving deliveries only.
8. All exit doors may be used during an emergency evacuation.

**E. Malvern Community Correction Center Facility Access/Reception Area:
104 Walco Lane. Malvern, AR 72104**

1. The main entry on the east side is used for staff, volunteers, and visitors.
2. The north and south doors are used for residents accessing the outside recreation area.
3. The vehicular sally port doors on the west side of the building are for resident intake/discharge and residents on community work crews.
4. The doors adjacent to the sally port on the west side are for supply deliveries.

**F. Northwest Arkansas Community Correction Center Facility Access/Reception Area:
Residential Building – 100 North College Avenue, Fayetteville, AR 72701;
Administration Building – 114 North College Avenue, Fayetteville, AR 72701**

1. Staff assigned to the Administration Building enters through the covered entrance on the south side of the building. Visitors to the Administration Building enter through the front, west entrance.
2. Assigned staff, visitors, commissary vendors, and volunteers enter the Residential Building through the front entrance which faces southwest.
3. Kitchen deliveries and bulk deliveries are made through the south sally port entrance of the Residential Building.
4. Entrance for law enforcement personnel transporting residents, is located at the north side of the Residential Building.
5. Drug court personnel, clients and drug court deliveries enter the Administration Building through the lower east entrance.

Arkansas Department of Community Correction

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MEMORANDUM

TO: CENTER SUPERVISOR

FROM: _____ (Records Supervisor or Designee)

RE: REQUEST FOR REVIEW OF APPLICANT FOR VISITATION PRIVILEGES

DATE: _____

Please review this application package for applicant: _____

Indicate whether the person should be granted visitation privileges.

This applicant for visitation privileges has a Criminal History, refer to the attached confidential ACIC/ NCIC printout,

This applicant for visitation privileges is NOT currently on Parole/Probation or:

The Parole/Probation Officer informed me they do not have a concern that the applicant would be likely to cause undue harm; **OR**

The Parole/Probation Officer does not recommend approval of the offender for visitation (see Form 1, attached, and the ACIC/NCIC report).

Name of Parole/Probation Officer Date/Time Contacted

TO: RECORDS SUPERVISOR

FROM: CENTER SUPERVISOR

RE: REPLY TO VISITATION PRIVILEGE REQUEST

DATE: _____

The applicant is approved for visitation,

The applicant is NOT approved for visitation,

Other: _____

Signature Date

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