



*"Service with Excellence
and Integrity"*

Arkansas Department of Community Correction

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**ADMINISTRATIVE DIRECTIVE: 06-23 TRANSPORTATION OF
OFFENDERS RELEASED TO
COMMUNITY SUPERVISION AND
DISCHARGE**

TO: DEPARTMENT OF COMMUNITY CORRECTION EMPLOYEES

FROM: G. DAVID GUNTARP, DIRECTOR

SUPERSEDES: NONE

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APPROVED: Signature on File EFFECTIVE: NOVEMBER 8, 2006

I. POLICY. It is Department of Community Correction (DCC) policy to assist and work in cooperation with the Arkansas Department of Correction (ADC) to ensure a safe, timely and smooth transition of offenders released from custody to the community.

II. GUIDELINES.

- A.** Offenders are responsible for arranging their release transportation from the correctional units/centers.
- B.** The Institutional Release Officer (IRO) will work with offenders to ensure transportation arrangements are made for each offender to be released. Staff will work in cooperation and coordination with the ADC and other DCC divisions to ensure the availability of offender transportation to their homes or other approved locations.
- C.** The actual release of an offender to DCC community supervision is subject to the availability of transportation to the supervision plan location.
- D.** Arrangements for transportation must be confirmed no later than the day before and must be made by noon on the day designated by the Parole/Probation Manager.

- E. Parole/Probation Managers are the authorities for assigning transportation duties in the field and may establish a pool of transportation officers from among the certified law enforcement officers.
- F. Existing DCC policy and procedures shall guide transportation activities, incidents, etc.

III. PROCEDURES. There are some instances where an offender granted release is unable to secure non-departmental transportation to the release plan location. In such instances, the following procedures should be followed:

- A. IRO will notify the Center Supervisor/Warden (or designee).
- B. The Center Supervisor/Warden (or designee) will contact the Parole/Probation Manager and arrange for an ADC or DCC (as appropriate) Unit Transportation Officer to transport the offender to the Parole/Probation Area Office nearest the offender's home plan area on a date approved by the DCC Parole/Probation Manager.
- C. Following arrival of an offender at the Parole /Probation Office, a Parole/Probation Officer will notify the offender of the arrival of his/her transportation, secure commercial transportation, or transport the offender to the approved plan address. If the offender must await non-departmental transportation, staff shall remain at the location of the offender until his/her transportation arrives and departs.