	<b>ADMINISTRATIVE REGULATION</b>  <b>STATE OF ARKANSAS</b>  <b>BOARD OF CORRECTIONS</b>	<b>Section Number:</b> <b>AR 1.1</b>	<b>Page Number:</b> <b>1</b>
		<b>Board Approval Date:</b> <b>8/21/2015</b>	
		<b>Supersedes:</b> <b>AR 1.1</b>	<b>Dated:</b> <b>6/30/95</b>
		<b>Reference:</b> <b>Secretary of State</b> <b>Rule Code 159.</b>	<b>Effective Date:</b> <b>9/15/2015</b>
<b>SUBJECT: POLICY AND PROCEDURE DEVELOPMENT</b>			

**I. AUTHORITY.** The Board of Corrections is vested with the authority to promulgate this Administrative Regulation by Arkansas law sections 12-27-105, 16-93-1203 and 16-93-1205.

**II. APPLICABILITY.** This policy applies to Arkansas Community Correction (ACC) employees and agents. Agents are volunteers, interns, contractors, and vendors. .

**III. POLICY.** ACC will produce and maintain sufficient policy and procedure to guide staff, agents, offenders, and where appropriate, visitors.

**IV. GUIDANCE.**

Written policy and procedures are essential to the operations, management and review of Arkansas Community Correction. All ACC policy must meet state and federal laws, Board of Corrections' guidance and legislative requirements.


**A. Administrative Regulations.**

Administrative Regulations are official statements of general applicability that guide the agency. Administrative Regulations are the agency's rules and must be promulgated according to the Arkansas Administrative Procedures Act.

Administrative Regulations must be approved by the Board of Corrections, the Governor's Office pursuant to Executive Order 15-02, and the Arkansas Legislative Council prior to implementation.

**B. Administrative Directives.**

Administrative Directives are official statements for internal agency management that explain Administrative Regulations, laws and policies and set specific procedures for their implementation. Administrative Directives must be approved by the ACC Director.


	<b>ADMINISTRATIVE REGULATION</b>  <b>STATE OF ARKANSAS</b>  <b>BOARD OF CORRECTIONS</b>	<b>Section Number:</b> <b>AR 1.1</b>	<b>Page Number:</b> <b>2</b>
		<b>Board Approval Date:</b> <b>8/21/2015</b>	
		<b>Supersedes:</b> <b>AR 1.1</b>	<b>Dated:</b> <b>6/30/95</b>
		<b>Reference:</b> <b>Secretary of State</b> <b>Rule Code 159.</b>	<b>Effective Date:</b> <b>9/15/2015</b>
<b>SUBJECT: POLICY AND PROCEDURE DEVELOPMENT</b>			

### **C. Administrative Memoranda.**

Administrative Memoranda are official statements specifying procedures for applying an Administrative Regulation or Directive, a law or policy to a particular area of operation. An Administrative Memorandum may also be issued to establish day-to-day operational procedures not specifically covered by Administrative Regulations, law or policy. The Director, Chief Deputy Director, Deputy Director or Assistant Director responsible for operation of that area must approve or author the Administrative Memorandum.

### **D. Review and Publication**

1. Administrative Regulations and Administrative Directives must be reviewed annually.
2. Current Administrative Regulations and Administrative Directives must be published on the agency's internal and external websites.
3. The agency must submit a quarterly report to the Board of Corrections containing all new and revised Administrative Directives and Administrative Memoranda issued during the previous quarter. The report will be forwarded to the Arkansas Legislative Council for review.

	<b>ADMINISTRATIVE REGULATION</b>  <b>STATE OF ARKANSAS</b>  <b>BOARD OF CORRECTIONS</b>	<b>Section Number:</b> <b>AR 1.1</b>	<b>Page Number:</b> <b>3</b>
		<b>Board Approval Date:</b> <b>8/21/2015</b>	
		<b>Supersedes:</b> <b>AR 1.1</b>	<b>Dated:</b> <b>6/30/95</b>
		<b>Reference:</b> <b>Secretary of State</b> <b>Rule Code 159.</b>	<b>Effective Date:</b> <b>9/15/2015</b>
<b>SUBJECT: POLICY AND PROCEDURE DEVELOPMENT</b>			

SAMPLE ADMINISTRATIVE REGULATION FORMAT

**I. AUTHORITY.**

**II. APPLICABILITY.**

**III. POLICY.**

**VI. EXPLANATION OR PROCEDURES.** (When Needed)

**VII. OTHER RELEVANT CATEGORIES.** (When Needed)

**VIII. REFERENCES.** (When Needed)

**IX. STANDARDS.** (When Needed)