

ATTACHMENT B

INFORMATION CONTAINED IN THE ATTACHMENT IS CURRENT AS OF THE DATE SHOWN AT THE BOTTOM OF THIS PAGE. DURING THE LICENSING PROCESS, ACC WILL PROVIDE CURRENT INFORMATION TO VENDORS.



Arkansas Community Correction

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ADMINISTRATIVE DIRECTIVE: 15- REENTRY FACILITIES

TO: ARKANSAS COMMUNITY CORRECTION EMPLOYEES

FROM: SHEILA SHARP, DIRECTOR

SUPERSEDED: NEW

APPROVED: Signature on File

EFFECTIVE: July 1, 2015

I. APPLICABILITY

This policy applies to Arkansas Community Correction (ACC) employees, applicants for and recipients of a Reentry Facility License, owners, operators, volunteers, and staff members of licensed Reentry Facilities.

II. POLICY STATEMENT

Reentry Facilities **must** meet or exceed the minimum standards and requirements established in this policy to ensure a structured, positive, and safe environment for inmates, to reduce recidivism, to encourage employment and treatment, to provide public safety, to maintain the principles of evidence based practices, and to establish an avenue for successful reentry into society.

III. DEFINITIONS

- A. Applicant.** Any individual, group, business or organization that has applied to receive an Arkansas Community Correction Reentry Facility License.
- B. Reentry Facility.** An ACC licensed facility providing housing and programming for one or more inmates transferred to ACC custody. An inmates' home or the residence of an offender's family member will not be considered a Reentry Facility for purposes of this directive. To operate a Reentry Facility in the state of Arkansas a person/group must apply for, obtain, and maintain an approved license from ACC.
- C. Licensing Authority.** ACC is the authority for licensing Reentry Facilities. Facilities are licensed for one year with provisions for renewal as specified in this policy.

- D. Reentry Officer:** The liaison between a licensed Reentry Facility and ACC for multiple issues. This officer has duties including, but not limited to, indirect caseload, reentry site visits, community passes, security issues, reports, disciplinary issues, and walk away issues. They will work closely with Special Response Team and Reentry Team as needed.
- E. Reentry Facility Coordinator:** The individual assigned to monitor Reentry Facilities for compliance of policy, procedure, practice and contract stipulations; to monitor inmate placement in facilities; to lead the License Review Teams; to report concerns and violations to the proper authority, to serve as the liaison between the facility and ACC for compliance issues, and to supervise the billing process between ACC and Reentry Facilities.
- F. Reentry Placement Officer:** The individual responsible for the screening, selecting, and placement of inmates in a Reentry Facility and other duties required for the ongoing operation of Reentry Facilities.
- F. Licensure Requirements.** The information referred to in this Administrative Directive given to applicants of a facility license listing the minimum items and areas that will be inspected during the application process.

IV. PROCEDURES

- A. Application:** Applicants may contact the Coordinator for a Reentry Facility license packet. The application packet will also be posted on the ACC web site. Applications, documents, and fees submitted for licensure consideration will not be returned. The completed application packet will be sent to the Coordinator at the Central Office of ACC. The non-refundable fee for the initial Reentry Facility license is \$250. The non-refundable fee for the annual renewal of the Reentry Facility license is \$100. ACC reserves the right to waive licensing fees.

For initial licensure or proposed new location, the applicant must comply with all applicable laws including **AR Code § 12-25-101 (2012)**

(a) (1) No state agency, board, commission, or governing body of any municipality or county shall approve the location or construction of any community-based residential facility housing juveniles or adults adjudicated or convicted of any sexual or violent offense or any other offense that would constitute a Class C felony or higher, even if the facility otherwise conforms to applicable zoning ordinances, until a public hearing is conducted in the municipality or county of the proposed location of the facility at least thirty (30) days prior to the contracting for the acquisition of any property on which to locate the proposed facility or any existing structure in which to locate the proposed facility by the owner, operator, or care provider of the proposed facility.

(2) No community-based residential facility housing juveniles or adults adjudicated or convicted of any sexual or violent offense or any other criminal offense that would constitute a Class C felony or higher shall be located or constructed within any municipality or county of this state until a public hearing is conducted in the municipality or county of the proposed location of the facility at least thirty (30) days prior to the contracting for the acquisition of any property on which to locate the proposed facility or any existing structure in which to locate the proposed facility by the owner, operator, or care provider of the proposed facility.

(b) All residents within one thousand feet (1000') of the proposed location of the facility shall be notified by mail at least ten (10) days prior to the day of the hearing.

The Coordinator will review the application packet for completion and conduct the background checks on individuals submitted as staff and volunteers by the owner/operator. If all submitted paperwork is approved the Coordinator will arrange for the physical inspection of the property and buildings.

- B. Licensure:** The Reentry Facility Review Team for the licensure and annual inspections of facilities will be determined by the Coordinator, Reentry Officer, and Area Manager of ACC.

Licenses will be issued only for the premises and persons specified in the application and are not transferable. Separate licenses are required for reentry facilities maintained on separate premises, even though they are operated under the same management. The facility cannot accept inmate placements until the license to operate an ACC Reentry Facility has been issued and the Office of State Procurement has placed the facility on the Qualified Vendors List.

The Coordinator, for due cause, may recommend to the Chief Deputy Director that a facility license be suspended or revoked. The Chief Deputy Director may assign ACC staff or any other local, state, or federal agency to assist in a facility investigation. In the event of a recommendation for denial of an application or the suspension or revocation of license, the applicant may appeal the denial to the Director of the agency within 30 days of the written recommendation for denial/suspension/revocation.

When a license is renewed, it will be from the previous license expiration date, not any possible extended inspection date. A facility that wishes to renew its license must have all required paperwork and fees submitted to the Coordinator no later than 30 days prior to the license's expiration.

All areas of the licensed facility and all records related to the care and protection of inmates, including inmate and employee records, must be open for inspection by ACC for the purpose of enforcing policy and regulations.

- C. Past Performance:** In accordance with provisions of State Procurement Law, specifically OSP Rule R5:19-11-230(b)(1), a vendors past performance with the state may be used to determine if the vendor is "responsible". Proposals submitted by vendors determined to be non-responsible shall be disqualified.
- D. Request for Qualifications:** In addition to obtaining a Reentry Facility license, the Reentry Facility must be placed on the Qualified Vendors List. Vendors must properly respond to the Request for Qualifications, issued by the Office of State Procurement, requesting responses from qualified Reentry Facilities. The Request for Qualifications is available on the Office of State Procurement's website.
- E. Billing:** When a facility has met the conditions of licensure and has been added to the Qualified Vendor list by the Office of State Procurement, ACC will reimburse the facility for inmate housing at the approved reimbursement rate for up to the length of time stated in the Request for Qualifications. The billing process will follow the instructions stated on the Request for Qualifications and may include the use of electronic monitoring for housing

verification. During a period of license suspension payment may be withheld or reduced pending satisfactory implementation of an approved corrective action plan as specified in the Administrative Directive. The payment schedule for ACC and for inmates is as follows:

Phase I: \$27.62/day, paid from ACC to Reentry Facility

Phase II and III: \$11.62/day paid from ACC to Reentry Facility and up to \$16.00/day paid from the inmate to the Reentry Facility. The amount paid by the inmate includes per diem and GPS fee reimbursement.

Phase IV: \$60.00 (one time reimbursement) from ACC to Reentry Facility.

F. Operation of a reentry facility

Reentry Facility **must** provide supervision, housing and evidence based programs (EBP) and services directed at addressing criminogenic risk factors and aimed at reducing recidivism among the target population. At a minimum, the programs **must** be in compliance with ACC Reentry Facility Program Schedule included at the time the contract agreement begins. The programs **must** include:

- Employment skills
- Job placement
- Reentry planning
- Criminal thinking
- Family reunification
- Pro-social support systems
- Education
- Substance abuse treatment
- Housing planning and placement

Note: ACC shall have the right to revise Administrative Directives at any point during the contract period.

V. MINIMUM QUALIFICATIONS

Reentry Facility **must** be licensed as an ACC Reentry Facility, prior to receiving inmates from ADC.

VI. REENTRY FACILITY REQUIREMENTS

- A. Reentry Facility **must** provide evidence-based programs or services directed at addressing the criminogenic risk factors and stabilizing needs of the inmate, which, if left unaddressed, could lead to community supervision violations and/or criminal reoffending.
- B. Reentry Facility **must** provide all personnel, management, security, equipment supplies, and services necessary for performance of all aspects of the contract.
- C. Reentry Facility **must** comply with all applicable federal, state, and local land use, building, and zoning codes, Corrections policies and procedures, as set forth by ACC.

- D. Reentry Facility **must** meet or exceed the minimum standards and requirements established in the ACC Reentry Facilities minimum standards. This policy is to ensure a structured, positive, and safe environment for inmates, reduce recidivism, provide public safety, encourage employment and treatment, and maintain the principles of evidence based practices.
- E. ACC **shall** have the right to update the minimum standards of the program. The vendor will receive written notice 30 days prior to any and all policy changes.
- F. ACC **shall** have the right to enter the facility at any point to:
- Inspect the facility.
 - Evaluate the quality, appropriateness, and timeliness of work, services, or both, that have been or are being performed and ensure compliance with all standards.
- G. Reentry Facility staff **shall** notify the ACC Reentry Officer of any inmate's positive drug/alcohol test results. Notification **shall** be made by telephone and **must** take place the same day.
- H. Reentry Facility staff **shall** respond to and notify the reentry officer of subpoenas, court orders, search and/or arrest warrants.
- I. Reentry Facility staff **must** notify ACC immediately of any inmate's:
- Violent or threatening behavior.
 - Endangerment of others.
 - Awareness of an inmate's attempted escape or actual escape from the facility.
- J. Reentry Facility staff **must** comply with ACC requirements for access to treatment records, medical records, and any other information concerning inmates at their facility.
- K. Reentry Facility **must** comply with all ACC Administrative Directives pertaining to Reentry Facilities.
- L. The Reentry Facility **must** possess an established chain-of-command. The chain-of-command **shall** be shown on an organization chart that includes a description of each position, outlining the management structure, responsibility, and contact information of each paid staff member. The organization chart **shall** be provided to ACC upon licensure.
- M. Reentry Facility **must** have trained staff on duty on the premises to provide 24 hour coverage, seven days a week. For purposes of this document, trained staff refers to staff that have completed an online or classroom training block developed by ACC within 10 days of hire. This coverage is to ensure safety of all staff and inmates and secure supervision of all inmates.
- N. Inmates **shall not** supervise or manage other inmates at any point during their stay at the reentry facility. This does not restrict the hiring of staff with criminal convictions; however, staff may not be currently on supervision or have any outstanding dispositions for any reason.

VII. PROHIBITED STAFF BEHAVIOR

Reentry Facility staff **shall not** under any circumstance:

- A. Exchange personal gifts or favors with inmates, their family, or their friends.
- B. Accept any form of bribe or unlawful inducement.
- C. Discriminate against any inmate on the basis of race, religion, creed, gender, national origin, disability, charge/offense, or other individual characteristics.
- D. Employ corporal punishment or unnecessary physical force.
- E. Subject inmates to any form of physical or mental abuse.
- F. Withhold information from ACC including threats to the security of the facility, its staff, visitors, or community. This can lead to termination of contract.

VIII. FACILITY POLICY AND PROCEDURE

- A. Reentry Facility **must** develop and implement written policies and procedures, staff schedules, and security related practices that meet or exceed the requirements of this RFQ, the ACC Reentry Facility Program Schedule, Administrative Directive, and State and federal statutes. ACC **shall** have final approval of facility policies and procedures.
 - 1. The facility policies and procedures **must** be reviewed and updated at least annually and reviewed by ACC upon renewal of the license.
 - 2. A copy of all policy and procedures shall be provided to ACC Reentry Division. Updates and changes **must** be provided to ACC thirty (30) days prior to incorporation.
- B. Reentry Facility shall have written policy and procedures describing inmate placement and intake processing. These policies must be approved by ACC.

The policy manual **must** include, but is not limited to, the following policies:

- 1. Inmate Referral Processing and Intake.
- 2. Inmate Grievance and Appeal.
- 3. Inmate Discipline.
- 4. Inmate Passes.
- 5. Release Processing.
- 6. Escape.

C. Reentry Facility **must** have a written policy and procedure which specifies fire prevention, regulations and practices to ensure the safety of inmates, visitor, and staff for each location. At minimum, policy and procedure **must** address the following:

1. Provision of fire emergency planning sessions for staff and inmates at least quarterly, with written documentation.
2. Smoking restrictions and regulations.
3. Written evacuation plan posted for all inmates to see.
4. Working smoke detectors in each room that houses an inmate.

D. Reentry Facility **must** have written policy and procedures for emergency situations for each location and documented staff training. At minimum, this **must** include information concerning:

1. Escapes.
2. Medical emergencies.
3. Evacuation procedures.

E. Reentry Facility **must** pass an annual Health Department inspection and inspection by the fire department and provide documentation of passing to ACC upon receipt.

F. For any resulting contracts, all facilities **must** comply with local state fire regulations and applicable planning and zoning ordinances.

IX. ASSIGNMENT OF INMATES

The target population for Reentry placement is Male and Female inmates confined to an ADC or ACC facility and:

1. Who are within eighteen (18) months of their transfer eligibility (TE) date and meet other legal requirements; and
2. Who are moderate or high risk of recidivism as determined by the Arkansas Offender Risk Needs Assessment (ARORA); and/or
3. May include all ranges of felony offenses. Reentry Facility must agree to accept moderate and high risk inmates, if allowable by city, county, and state laws, from ADC. If the Reentry Facility wishes to deny a transfer, the Reentry Facility must provide, in writing, the reason for denial. Justifiable reasons include any that would result in the violation of local and/or state laws.

X. CLOTHING

Reentry Facility shall provide clothing for the transferring inmate.

XI. SUPERVISION OF INMATES

Neither ADC nor ACC will provide constant security supervision for reentry inmates. Supervision of the inmates is mandated to the Reentry Facility. The Reentry Facility **shall** guarantee 24 hour supervision of the facility by trained Reentry Facility staff or volunteer.

XII. CELL PHONES

Arkansas state law prohibits an inmate from having or having the use of electronic communication devices such as cell phones, pagers, or their components. The law also gives the same penalties (up to 20 years in prison, up to \$15,000 in fines) for a person who provides an inmate with or allows an inmate to use an electronic device.

XIII. IMMEDIATE FAMILY

Immediate family are those listed as such by ADC and shown in EOMIS.

XIV. VISITATION

Visitation is restricted to those on the inmates approved visitation list and shown in EOMIS.

XV. INMATE RISK ASSESSMENT

The inmate risk assessment will be done by the Reentry Placement Officer prior to transfer to the reentry facility. The risk assessment will accompany the inmate to the facility.

XVI. INMATE GRIEVANCE PROCEDURE

ACC will give each Reentry Facility Reentry Grievance Forms that will be used for inmates to grieve certain issues. ACC will also provide a guide to the Reentry Facility that will answer most grievances as well as a list of non-grievable issues.

Any inmate may use the Reentry Grievance Form to submit a grievance to the Reentry Facility. The grievance may be submitted to any staff member. The grievance must be submitted within 7 calendar days of the alleged incident. The Reentry Facility staff has 5 working days from the date the grievance is received to issue a written response. If the Reentry Facility staff can answer that grievance they will do so. If the Reentry Facility staff is unable to answer the grievance, they have 5 working days to inform the inmate in writing that the grievance is being referred to the Reentry Officer.

The Reentry Officer has 5 working days from the date the grievance is received to issue a written response. If the Reentry officer cannot answer the grievance, they have 5 working days to inform the inmate in writing that the grievance is being referred to the Reentry Facility Coordinator.

Likewise, if the inmate does not agree with the response of the Reentry Officer, they have 5 working days to request in writing a review by the Reentry Facility Coordinator.

The Reentry Coordinator has 5 working days from the date the grievance is received to issue a written response. The decision of the Reentry Facility Coordinator is final.

Note: Issues of sexual harassment, sexual misconduct, or any other issue related to the Prison Rape Elimination Act do not fall into this normal grievance procedure. PREA issues will be handled through established PREA procedures.

XVII. MEDICAL TREATMENT

Medical services will be provided by a medical provider under contract with ACC. If an inmate is transported to outside medical facilities for a stay of 24 hours or longer then Medicaid coverage will be used.

XVIII. MEALS

Reentry Facility **shall** provide at least three (3) meals per day for each inmate. Total calories per day **shall** be at least 2500.

XIX. TRANSPORTATION

Reentry Facility staff **shall** be responsible for scheduling and providing transportation from all ACC or ADC facilities for placements. Reentry Facility **must** transport inmates, to places such as work, interviews, community programming, medical appointments, and emergencies. Inmates **shall not** be in possession of a driver's license without prior approval from ACC. If an inmate's employment requires him/her to operate a vehicle, the inmate **must** request approval from the vendor. The vendor **must** submit an "Approval to Operate Motor Vehicle" form to ACC, which **shall** include a description of the employment, reasons for the request, and any other relevant information. ACC maintains the final approval or denial for driving authorization.

XX. MENTORING

Reentry Facility **shall** work with the ACC Mentoring Coordinator to ensure all inmates are matched with a mentor. Reentry Facility **shall** provide space at the reentry facility for mentor meetings. If requested, the Reentry Facility **shall** assist the ACC Mentoring Coordinator in identifying and training community volunteers to serve as mentors in the Reentry Facility's area.

XXI. FAMILY REUNIFICATION

A strong support system upon return to the community is paramount in ensuring inmates do not reoffend. Programming focused on building and/or rebuilding relationships with family, including children, unless legally prohibited, **must** be included in the reentry facility curriculum.

- a. Family reunification programming **shall** include individual and group activities to involve the entire family in the reentry process.
- b. Topics for family reunification programming **shall** include at minimum:
 - i. Re-acclimation to the home
 - ii. Conflict Resolution

- iii. Interpersonal communication
- iv. Healthy relationships
- v. Parenting
- vi. Age appropriate activities for children with the parent

XXII. HOUSING

The inmate reentry plan **shall** contain a post release housing plan. The inmate, in collaboration with the Reentry Facility, **shall** identify potential suitable residences prior to release. For inmates being released on supervision following the reentry facility, the Reentry Facility **shall** forward all notes concerning the potential residence to the appropriate Institutional Parole Officer to assist in preparation of the parole plan verification. Reentry Facility **shall** maintain a 90% placement rate for permanent and/or stable housing for inmates releasing from the reentry facility.

XXIII. MENTAL HEALTH AND SUBSTANCE ABUSE TREATMENT

Reentry Facility **shall** assist inmates with identifying substance abuse and mental health treatment providers in their area. When possible, the Reentry Facility **shall** be notified of mental health needs and appointments will be set up prior to referral to the reentry facility. Reentry Facility **shall** be responsible for ensuring the inmate maintains the initial and all subsequent appointments. Reentry Facility **shall** ensure that any and all mental and medical medication are taken and are prescribed from a medical provider. When possible, Reentry Facility **shall** provide substance abuse support groups (i.e. AA, NA, or Celebrate Recovery) within the Reentry Facility or provide transportation for inmates to attend groups outside the reentry facility.

XXIV. REENTRY PHASES

Reentry facility programming **shall** be comprised of four phases. Inmates should move from one phase to the next by completing necessary components of each phase. Inmates in each phase are provided with the same general program resources, however, the programs should build on each other as the inmate progresses through the phases. For example, employment in Phase I should focus on interviewing skills and resume building while employment in Phase II should focus on maintaining employment and improving work skills on the job.

An inmate can be moved back to previous phases if the need arises. For example, if an inmate in Phase II does not comply with facility rules, he/she should be moved back to Phase I. Once the requirements for Phase I are completed again, i.e. complying with house rules, he/she shall be moved back to Phase II and continue towards completion. The moving back in phases can only happen once before it is considered a program failure.

A. Phase I – Team Member and Work Facility Duties.

Phase I is the most restrictive phase. This phase **shall** consist of the first 30 to 45 days an inmate resides at the reentry facility. The inmate shall have job assignments at the reentry facility. During

this phase, Reentry Facility **shall** restrict jobs to work facility duties and no community employment is allowed. Inmates' programming should focus on orientation to the reentry facility and developing a sustainable and achievable reentry plan. Programming during this phase **shall** focus on the criminogenic risk factors (employment skills, job placement, reentry planning, criminal thinking, family reunification, pro-social support systems, education, substance abuse treatment, housing planning and placement). Reentry Facility shall also ensure that job training, interview skills, and resume building is provided in Phase I. Visitation **shall** only take place at the Reentry Facility. Community referrals for healthcare, mental health, and other necessary services shall be developed during Phase I.

Family reunification training should include, but is not limited to, the following:

- Re-acclimation to the home
- Conflict Resolution
- Inter-Personal Communication
- Healthy Relationships
- Parenting
- Age appropriate activities for children with the parent.

B. Phase II: Team Leader and Community Employment

Phase II shall not begin before day 31 for inmates at the reentry facility. The focus for Phase II shall be on community employment for an inmate with increased access to the community. During this phase, inmates should move from team member roles into team leader roles at the reentry facility. Inmates in Phase II should assist and guide inmates in Phase I acclimate to the reentry facility and learn the basic work facility duties. Inmates shall be allowed to request day passes during this phase, not to exceed four (4) hours. Day passes should be used to continue relationship building with the inmate's family in the home or community.

C. Phase III: Community Engagement

A. Phase III shall allow the most community involvement for the inmate and not begin before day 76. Community employment shall continue during this phase. Additionally, an inmate's housing plan and employment plan should be fully developed in this phase to ensure suitable and sustainable housing and employment upon release. Reentry Facility **shall** maintain a 90% placement rate for permanent and/or stable housing for inmates releasing from the reentry facility.

Extended passes (overnight and weekends) can be approved during this phase. Inmates in Phase III shall continue to guide and assist inmates in Phase I and Phase II.

D. Phase IV: Community Release

Phase IV shall allow an inmate to reside at their community residence once a PPV has been submitted and approved by ACC. Phase IV shall not begin prior to day 150 and be completed by day 180. The inmate shall be required to report to the reentry facility at least once a week for an assessment, drug test, and general check-in.

XXV. REENTRY PLANNING AND INMATE FILE DOCUMENTATION

- A. Reentry Facility **shall** maintain an Inmate File for each referral. The file **shall** contain the inmate's reentry plan, program referrals and progress, and employment progress notes.
- B. The inmate reentry plan **shall** be completed within five (5) days of admission, immediately following orientation to the facility.
- C. The reentry plan **shall** be developed using a risk needs assessment to measure criminogenic risk factors.

An ACC risk assessment **shall** be made available to all Reentry Facility to assist with development of the reentry plan.

- D. The reentry plan **shall** include goals set in collaboration with the inmate.
- E. Within two (2) weeks of admission, the Reentry Facility **shall** meet with the inmate to review the reentry plan and ensure the goals are clearly identified.
- F. Reentry Facility **shall** assist the inmate with prioritizing the goals of the reentry plan.
- G. Reentry Facility **shall** meet with the inmate at least weekly to monitor and review the progress of the reentry plan. Notes **shall** be maintained in the inmate file.
- H. The reentry plan **shall** also include a plan for continuity of care. The continuity of care plan **must** include:
 - a. Medical care.
 - b. Mental health treatment.
 - c. Substance abuse treatment.
- I. To promote family reunification, the vendor **shall** make every effort to include the inmate's family, including children, unless legally prohibited, in the reentry planning process. This can be accomplished through in-person meetings, telephone conferencing, or video conferencing.

XVI. VENDOR INFORMATION

- A. **Electronic Monitors:** ACC will require the use of electronic monitoring devices for a portion of the Reentry programming. The inmate is responsible to reimburse ACC \$2.00 per day for the Electronic Monitor from Day 45 until the device is removed.
- B. **Program failure:** An inmate may be removed from the program and returned to ADC for continued failures, acts or threats of violence, a positive drug test, or for any reason disrupting the security or good order of the facility.
- C. **PREA Compliance:** Reentry Facility will fall under the residential conditions of the Prison Rape Elimination Act and must make measurable efforts to obtain compliance with PREA.
- D. **Passes:** Upon completion of Phase I of the program components, inmates shall be allowed to request approval for day passes and/or extended passes (nights and weekends). Reentry Facility shall provide the inmate with the necessary forms and procedures for applying for a day pass. The Reentry Officer must approve all day and extended passes for inmates at the reentry facility.

Should an inmate not arrive within thirty (30) minutes of the designated return time, the Reentry Facility will immediately notify ACC. Upon arrival, the Reentry Facility will immediately notify ACC and verify the reason for reporting late and determine the appropriate disciplinary action, in accordance with their policy guidelines.

- E. Security Issues:** For issues of a walk away, potential violence or other issues of a security nature the Reentry Facility should immediately call the Reentry Officer or the Reentry Coordinator. For issues of active violence the Reentry Facility should immediately call the local law enforcement authorities and then contact the Reentry Officer or the Reentry Coordinator.
- F. Policy and Procedure:** The Reentry Facility must have a complete and unique to that facility Policy and Procedure Manual that includes, at a minimum: Emergency procedures for Fire and/or natural disasters, escapes (walk-aways), food poisoning, contingency housing plans, hostage situations, medical emergencies, treatment programs, and deaths. The Policy and Procedure Manual will also include instructions for admissions and release, staffing, and all administrative contingencies.

XVII. PERFORMANCE STANDARDS

Reentry Facilities must meet or exceed the following performance standards to remain in compliance with the Reentry Facility license.

- A.** Maintain a 90% employment rate for inmates at completion of the six month program.
- B.** Maintain a 90% stable housing rate for inmates at completion of the six month program.
- C.** Maintain a recidivism rate not less than 10% lower than the statewide recidivism rate.
- A.D.** Maintain compliance with all ACC Policies and Procedures regarding the operation and program components of Reentry Facilities.

Failure to meet or exceed these performance standards will result in sanctions placed on the Reentry Facility ranging from a 60 day probationary period in which inmate placement will be suspended up to termination of the Reentry Facility license.

XVII. COLLABORATION

The following is established to gain continuity and coordination in the management of reentry housing and programing for inmates:

- A.** The Reentry Facility must provide the names and numbers of those inmates in their facility when requested.
- B.** The Reentry Officer assigned to a facility will investigate and report findings of any complaints, observed or suspected non-compliance with rules, policies, laws and regulations to the Coordinator for possible further referral or action.

- C. Facility staff will communicate to the Reentry Officer each positive drug/alcohol test results immediately.
- D. Facility staff will respond to and notify the Reentry Officer of such requests as subpoenas, court orders, search and/or arrest warrants.
- E. Facility staff will notify the Reentry Officer immediately of any offender's violent or threatening behavior, endangerment of others, and awareness of a walk away from the facility.
- F. The Coordinator will arrange onsite visits and inspections (initial and periodic, announced and unannounced), review reports of critical incidents involving or concerning inmates, and make objective recommendations.
- G. The facility will post office staffing hours and will comply with posted staffing hours. There must be a staff member or volunteer present 24 hours per day.
- H. The facility will notify the Coordinator of any employee additions with information needed to complete a criminal background check prior to their employment at the Reentry Facility.
- I. Arkansas Community Correction shall have the right to enter the facility's work and living areas to inspect, monitor, or otherwise evaluate the quality, appropriateness, and timeliness of work, services, or both, that have been or are being performed.

XVIII. CONTRACT COMPLIANCE

The owner/operator/manager of the facility must comply with all requirements/agreements of the Request for Qualifications/Contract as stated in the agreement as well as all requirements of the Administrative Directive on Reentry Facilities.

XIX. ATTACHMENTS/FORMS

Attachment A: Reentry Facility Minimum Requirement Checklist

XX. REFERENCES

Act 146 of 2015

Act 895 of 2015

Facility Name: _____ **Date:** _____

**Arkansas Community Correction
Reentry Facility
Minimum Requirements Checklist**

During initial license inspections, annual renewal inspections, and unannounced visits by ACC staff, the following Minimum Requirement Checklist will be used. The inspections will not be limited to these items.

Copies of license or inspection by/from:

Inspector's Initials

1. Fire / Safety Inspection	Annually	
2. Health Department/Food Service	Annually	
3. Business License	Initial License or after remodel / repair	
4. Plumbing Code	Initial License or after remodel / repair	
5. Electrical Code	Initial License or after remodel / repair	
6. Zoning Approval, Public Hearing, or Special Use Permit. Note: for new construction, new location, a public hearing must be held that meets the requirements of Arkansas Law section 12-25-101(a)(2).		
7. Copy of transportation vehicles insurance.		
8. Copy of facility property and liability insurance		
9. List of all staff and volunteers for background check (owner/operator must obtain / maintain consent to release information from staff and volunteers) Note: No person currently on parole may supervise another offender, no person with a propensity for violence may serve as staff member, no person under 21 may serve as a staff member.		
10. Copies of facility disaster plans, evacuation plans, and contingency plans for operations if the facility must be abandoned. Contingency must be ample size.		
11. Copy of facility policy to subpoenas, court orders, arrest warrants		
12. Copy of policy stating notification of Reentry Officer and procedures when an inmate escapes / walks away from the facility.		
13. Copy of facility Policy and Procedure Manual that is unique to this facility		
14. Copy of facility inmate orientation materials including facility rules, and consequences for violations.		
15. Copy of programming curriculum.		
16. Admission and discharge policies and procedures		
17. Proof that the facility is pursuing PREA compliance.		
18. Is the facility ADA compliant?		
19. Are inmate records confidential, uniform in format and content, and properly secured?		
20. Copy of policy that passes / furloughs for offenders are approved by the Reentry		

Officer.	
21. Copy of staff listing and staffing hours.	
22. Inspection team proof of adequate space in sleeping rooms for the number of occupants (minimum 50 square feet per intended occupant)	
23. Inspection team proof of individual storage space for offenders clothing and personal items	
24. Inspection team proof of minimum ratio of bathrooms (meaning sink, toilet, shower) to offenders (1 to 8)	
25. Adequate laundry facilities at the Reentry Housing Facility	
26. Inspection team proof of signs posted at all entrances banning weapons except for law enforcement officials/officers	
27. Inspection team proof of facility being equipped with First Aid Kit, fire alarms and that fire suppression equipment continues to comply with annual Fire Inspection	
28. Proof of vendors contacts for employment.	
29. Dining room with tables and chairs.	
30. Adequate Kitchen facilities.	
31. Facilities for programs.	
32. Facilities for break room / day room.	
33. Smoke alarms in Kitchen and all sleeping areas.	
34. Bulletin board prominently displaying in the facility with postings of rules, fire evacuation plans, emergency protocols, PREA information, emergency staff contact information.	
35. Copy of facility policy concerning equal opportunity for employees.	
36. Copy of facility policy concerning equal opportunity for inmates.	
37. Copy of certification with that facility does not employ illegal aliens.	
38. Inspection Team proof that all medication is behind double locks.	
39. Inspection Team proof of facility designee to accept medications.	
40. Check or Money Order attached to application.	