

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ARKANSAS</p> <p style="text-align: center;">BOARD OF CORRECTIONS</p>	Section Number:	Page Number:
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	Board Approval Date:	
	July 26, 1988	
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		August 26, 1988
SUBJECT: Bachelors Officer Quarters		

I. POLICY OF DEPARTMENT:

Standardization of Bachelor Officer Quarters Policy within Arkansas Department of Correction.

II. EXPLANATION:

In order to set up a standard policy for Bachelor Officer Quarters within the Arkansas Department of Correction, the following procedures will be used as guidelines by the various units:

- A. Any person, after being employed by the Arkansas Department of Correction for a minimum of ninety (90) days, may request permission to live in the Bachelor Officer Quarters by writing a letter to the Warden. Waiver of the ninety (90) days can be granted by the Warden. Priority will be given to security positions and the positions deemed critical to the operation of the unit.
- B. Upon approval of the Unit Warden, the employee may move into the Bachelor Officer Quarters. If the Bachelor Officer Quarters is filled, a waiting list will be kept by the Unit Personnel and Training Officer. Seniority will play a part in the selection of who lives in the Bachelor Officer Quarters. The Warden or his designee will make room assignments for those people entering the Bachelor Officer Quarters. The senior employee(s) living in the Bachelor Officer Quarters will be responsible for supervising the Bachelor Officer Quarters and assuring procedures are followed.
- C. Those living in the Bachelor Officer Quarters will be expected at least to go by the following guidelines.
 - 1. Must live in the Bachelor Officer Quarters an average of five (5) nights per week over a thirty (30) day period of time. Vacation, extended illness or other valid reasons will be acceptable excuses.
 - 2. No weapons will be allowed in the Bachelor Officer Quarters.
 - 3. Valuables and alcoholic beverages will be locked up at all times when not in use.

4. Bachelor Officer Quarters residents will be responsible for keeping their living area clean.
 5. Each individual will be liable for any damage done to the Bachelor Officer Quarters.
 6. When an officer living in the Bachelor Officer Quarters is off the unit, he or she will leave a phone number where they can be reached in case of an emergency. The Unit Warden will designate a place to leave the number.
 7. ADC will not be liable for personal property lost or missing from the Bachelor Officer Quarters.
 8. The Warden or Assistant Warden will inspect the Bachelor Officer Quarters on a monthly basis.
 9. Vehicles will be parked in designated places.
 10. Since different shifts will be represented in the Bachelor Officer Quarters, the noise level will be kept at a low level.
 11. Visitors will be allowed and are the responsibility of the Bachelor Officer Quarters resident. No parties or large gatherings will be permitted without the Warden's permission.
 - Storage of food will be kept to a minimum.
 - Cooking will not be allowed.
 - Horseplay will not be tolerated.
- D. Failure to abide by these regulations may be cause for removal from the Bachelor Officer Quarters as well as disciplinary action up to and including termination.