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|  <p style="text-align: center;"><b>ADMINISTRATIVE REGULATIONS</b></p> <p style="text-align: center;"><b>STATE OF ARKANSAS</b></p> <p style="text-align: center;"><b>BOARD OF CORRECTIONS</b></p> | <b>Section Number:</b>      | <b>Page Number:</b>    |
|   | 225                         | 1 of 2                 |
|   | <b>Board Approval Date:</b> |                        |
|   | 6/23/00                     |                        |
|   | <b>Supersedes:</b>          | <b>Dated:</b>          |
|   | AR 225                      | 9/24/96                |
|   | <b>Reference:</b>           | <b>Effective Date:</b> |
|   |                             | 7/1/2000               |
| <b>SUBJECT: Employee Conduct Standards</b>  |                             |                        |

**I. AUTHORITY:**

The Board of Correction and Community Punishment is vested with the authority to promulgate this Administrative Regulation by Ark. Code Ann. § 12-27-105.

**II. APPLICABILITY:**

This regulation applies to all employees of the Arkansas Department of Correction.

**III. POLICY:**

It is the policy of the Department of Correction to ensure that all employee discipline be administered in a consistent, objective and good-faith manner. Nothing in the policies, guidelines and/or procedures associated with this or related policies limits the Director's authority to establish or revise human resource policies. The policies, guidelines and/or procedures associated with this policy are adopted to guide the internal operations of the Department and do not create any legally enforceable interest or limit the Director or his designee's authority to terminate any employee at will.

**IV. PROCEDURES:**

An Administrative Directive by the Department of Correction will set forth conduct standards and provide guidelines for discipline. Violations of the conduct standards may result in disciplinary action including termination of employment. The conduct standards cannot be all inclusive, but will identify the more common acts that constitute unacceptable conduct.

In those situations where an employee's actions adversely affect security and the good order of departmental operations, progressive disciplinary actions are not required.

Progressive discipline shall not apply to employees during their initial probation.

Each employee will be provided a copy of the Administrative Directive on Employee Conduct Standards and notified of any subsequent changes or revisions.

**V. STANDARDS:**

American Correctional Association - Standards for Administration of Correctional Agencies, 2nd edition, 2 - CO - 1C - 04.

American Correctional Association - Standards for Correctional Institutions, 3rd edition, 3 - 4067.

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