



Honor and Integrity in Public Service

Wendy Kelley
Director

January
2015



Budget Section Update:

For December, there were no Act 715 cases.

INFORMATION TECHNOLOGY/eOMIS

In December, we continued to update the Windows Licensing on our servers. The wireless devices at Tucker Maintenance were upgraded and we are moving forward with fiber installation at Tucker. At the Cummins chicken houses, we will provide Internet access to one PC in one building by extending the DIS wireless project. We had an issue with the Internet service for Construction, Maintenance and Warehouse at the Pine Bluff Complex this month stemming from an error at DIS. The ADC Network Team was able to create and implement a solution rather quickly but all service was lost for about a day. The error occurred due to a DIS failure to leave the old Diagnostic Internet circuit online, as requested, until the new infrastructure could be completed. The order to disconnect was placed by DIS and completed by AT&T. We created and updated our on-call schedules and materials. This includes a simplified Unit Call List added to each Server and Network state issued phone as well as network diagrams for each unit. The diagrams continue to be updated but were necessary to continue our Network Mapping and troubleshooting plans. The physical and logical network map information for Pine Bluff Unit has been gathered and will be compiled as one document. This will then serve as the template to continue creating the same documentation for the rest of the agency's facilities. New file shares were created for Accounting and Industry in order to help them with their daily processes. In addition, work has begun for the Industry ACA Electronic File Scanning. This is being done in much the same manner as the Pine Bluff Complex's ACA files but to meet the needs of Industry. A study on eliminating the Citrix environment for inmate network access and replacing with Remote Desktop Protocol (RDP) is being conducted due to new technology devices that will replace the outdated Wyse Thin Clients and provide a cost reduction overall. The current status of the Return on Investment (ROI) study for upgrading all of the Inmate Thin Clients and the underlying systems shows a substantial savings. The numbers are based on a period covering two licensing contract terms of three years each. The savings will be around \$47,000 over six years or approximately \$7,800 per year. Since the proposed configuration will be solely for Inmate use and isolated from the rest of the server equipment, additional hardware costs for the server upgrade will now need to be included. The current system resources can be better used if allocated elsewhere and a new system would give it the same six year expected service life as the rest of the new Thin Client hardware. Desktop

Support was successful in obtaining a solution for the WAGE Inmate computers at the Wrightsville Satellite Unit to resolve an issue with licensing restrictions. The computer operating system, Windows Embedded 8.1 Industry Pro, is being tested as the replacement. Once testing is completed, the inmate computers will have this OS installed. At Tucker, the New Fuelmaster system to dispense vehicle fuel was installed and the network cabling completed. The team will complete the project by installing an IP address in the system for network access and installing the Fuelmaster software on the required computers. Quotes are being received by INA and Marquis on development to additional information from an inmate's record. eOMIS staff is currently developing training documents for various eOMIS functions, including:

- How to search for tattoos for inactive inmates
- How to access ACIC Open Fox through eOMIS
- Personal Property
- GIS Incident Reports
- GIS Disciplinary Reports

RESEARCH/PLANNING

Average County Jail Backup:

The backup in the County Jails averaged 2,323 Inmates per day during the month of December 2014 – down from an average of 2,428 for the month of November 2014. For CY14 the backup in the County Jails averaged 2,457 Inmates per month – up from an average of 1,059 Inmates per month during CY13.

Admissions and Releases:

Admissions for December totaled 982 while releases totaled 731 for a net increase in-house of 251.

Inmate Population Growth/Projection:

At the end of December, the Arkansas Department of Correction population totaled 17,874 representing a growth of 639 inmates since the first of January 2014. The Calendar Year 2014 average growth is 53 inmates per month, down from an average monthly growth during calendar year 2013 of 215 inmates per month.

PREA/STTG

PREA Hotline Data:

The PREA Coordinator was assigned seven new investigations.

Number of calls received	140
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Total calls referred for reported PREA issue	30
Total calls referred for non-PREA issue	1
Calls referred due to technical failure	1
Calls resulting in IAD referral	1

RLW/CF	3
Tucker	5
Total	33

STTG:

STTG Coordinators' Quarterly Meeting was held on December 19, at the Training Academy. Included in the training was a three-hour block of instruction on Basic Gang Awareness to allow Unit Coordinators to know what basic recruits are taught while in the Academy as well as prepare coordinators to assist with instruction. File upload was completed at Maximum Security and ORCU. Total file upload has been completed at seven units.

Number of adoptions for December (Dogs have left unit)	21
Number of adoptions for 2014	182
Number of adoptions since program inception (Dec 2011)	473
Current number of dogs in foster (graduated but not adopted)	14
Current number of service dogs in training	2

TRAINING ACADEMY

Basic Training Division:

Lt. John Broadway's basic training Class 2014-P graduated the Academy on November 21, with 69 cadets. The Willis H. Sargent Award winner was Jon Green of the Ouachita River Unit. Ms. Wendy Kelley, Chief Deputy Director, was the guest speaker.

In-Service Division:

The focal for December was the **Management Level 1** class held the 8-11. This four-day session is for new supervisors and includes training as mandated through the office of the Governor. Guest instructors from OPM's (Office of Personnel Management) Training Division presented two of those classes, Arkansas Government Basics and HRkansas. Other topics taught by ADC staff include, Performance Evaluation, Grievance Prevention and Handling, Fair Labor Standards Act and more. Over 45 students completed this course. **Security for Non-Security** is to prepare non-security staff for the career they face dealing with the prison environment. There are three levels of Security for Non-Security based upon employment status. December 3-4 was the **16 hour** version for Contract Staff and December 16-17 was the **40 hour** version for full time staff. (The third version is an eight hour class for part time volunteers). Presentations for this segment of training include Sexual Harassment, Sexual Misconduct, ADC History, Con Games, etc. The 40 hour class includes two classroom days with the remaining 24 hours completed using the Department's eLEARNING system, eCADEMY.

eAcademy Division:

In December, ADC employees completed a total of 2962.5 hours of eCADEMY training. Approximately, 6.5% of ADC employees completed at least one course during that time frame for an average of 1.5 hours per staff member.

PAWS in Prison:

Units	Dogs In Training
Hawkins	4
Maximum Security	6
North Central	7
Ouachita	8

ADMINISTRATIVE SERVICES

Administrative Services Division Reports (attached):

Gifts, Grants, and Donations/Inmate Welfare Fund Balance (required by policy) – There were no donations to ADC in December.

Inmate Welfare Fund balance on December 31, was \$2,918,915.87.

PAWS in Prison Fund balances total on December 31, was \$82,780.14. Account (7004822) \$14,174.15 and account (NDC0500) \$68,605.99

Vacancies, Hires, and Terminations – On December 31, 2014 there were a total of 465 vacancies, 32 new hires, and 72 terminations at the various ADC locations.

Procurement/Contracts (required by policy)– For December 2014, purchase orders and contracts in excess of \$10,000 amounted to \$2,845,505.32. Of this amount, \$1,849,018.12 was for Inmate Care and Custody related items (food, shoes, clothing, etc.). Bulk fuel costs for December were \$93,223.51-average cost of bulk diesel was \$2.47/gallon; average cost of E-10 was \$2.30/gallon.

HUMAN RESOURCES

Administration:

Tracey Lawrence, Assistant Human Resources Administrator/Employment was promoted to Associate Human Resources Administrator in December.

Benefits:

There were 173 performance evaluations; 39 MIPS promotions; and 134 MIPS payments. FMLA requests included 102 requests processed with four denied. A total of six CAT leave requests were processed with four applications approved and awarded 182 hours, and two applications denied. Three thousand seven hundred ninety-nine and one-half hours were donated to the Catastrophic Leave Bank. There were seven applications received for shared leave with five denied and two approved for 192 hours donated.

Employment:

Facebook results were: 307 new likes and 8,359 total likes of our page. Through Discover Corrections, there were 445

PROCUREMENT

Contracts/Bids Status:

Awarded by OSP

- Janitorial Supplies

In Process

- Chiller for Ester Unit (ABA bid)

INSTITUTIONS/OPERATIONS

Accreditation:

ACA internal audits were completed by Sandra Kennedy, ACA Coordinator, at the Training Academy as listed on the attachment. Linda Gibson, Fire and Sanitation Coordinator conducted several independent audits as listed on the attachment.

Farm:

The past quarter row crops for all farms were harvested in a timely manner. The overall yields for the year were average for the counties. Overall the growing season for all the crops was good. During the growing season, we anticipated higher than average yields, the Farm Administrators suggest there was too much rainfall during pollination not allowing for good grain formations which hinders outstanding yields. The input cost of raising these crops was considerably less than prior years due to not having to irrigate as much. We were very fortunate that at harvest time weather patterns changed and brought in a dry season for gathering the crop. The dry fall also gave the farms the opportunity to begin land preparation for the 2015 crop season. Completion of this task will hopefully give the farm a head start when planting begins in the spring. The gardens at all locations did outstanding in assisting in supplying fresh vegetables to the units and supplying a surplus which is stored in cooler units for later usage. The marketing of the crop this year and forward contracting for next year have been strong for farm commodities. The farm has taken every opportunity to take full advantage of receiving above the normal prices for portions of next year crops. The cattle operation had an outstanding calf crop and a tremendous hay crop. Cattle sales this year have brought record highs. The chicken operation construction is still progressing; the first remodeled house is in operation with the growing of pullets. These pullets should be moved into the first layer house the first week of March and begin egg production. The production on the pecans fell very short this year, the low yield is contributed to high rainfall again during pollination time. All staff should be commended on their hard work and efforts in making the 2014 growing year a success.

Institutional Grievance Appeals:

There were a total of 644 appeals of institutional grievances received and 384 appeals were answered in December. Eleven were found with merit.

Inmate Formal/Informal Grievances:

There were a total of 2,108 formal grievances filed and 4,501 informal grievances filed at various units in December.

people from across the U.S. who viewed ADC's page. This site does not allow you to review comments made unless the viewer applies for a position through their site and is hired. In December, there were no applications submitted for ADC through the Discover Corrections website. The Human Resources Recruiter coordinated Job Fairs in the following locations: December 2, at the Greenville Win Job Center; December 9, at the Hot Springs Workforce Center; December 10, at the Arkadelphia Workforce Center; and December 16, at the Monticello Workforce Center. The recruiter visited with a total of 72 potential applicants during these job fairs. The reporting features that INS (Information Network Systems) has developed for AR State Jobs website (all agencies) have been implemented. We have requested agency specific features, but have not received notification that those changes have been made. We are not tracking CO I positions through AR State Jobs because the Department advertises these positions monthly and there is no way of being able to hire more than one applicant per advertised position. We are still using both ways of reporting. The report through AR State Jobs provides the following information:

- Advertised positions
- Applications received
- Gender
- How many did not meet qualifications and a reason they did not meet - (1-experience; 2-license or certifications; 3-other)
- How many met minimum qualifications
- How many need further review
- How many were not processed
- Positions hired
- Race
- Veteran status

There were a total of 1,701 applications received during December through ARStateJobs.com. A total of 27 Non-Correctional applications were processed in December. Seventy-seven CO I applications were processed with the following results: twenty-three Correctional Officers were hired and four Correctional Officers were re-hired.

Physical Assessments:

There were a total of 170 applicants and incumbent personnel that were assessed in December. One hundred one incumbent personnel successfully completed their physical assessments and two incumbent personnel did not. Of the two that did not meet, one has rescheduled and passed, and the other one has not been released by their physician. Sixty-seven applicants took their physical assessments and all passed.

Workplace Safety:

In December, the modified version of the Health and Safety Plan was presented to one Basic Training class with a total of 28 cadets in attendance. There were 46 incidents reported to company nurse in December, which brings our Workman's Compensation incidents reported to 706 in 2014. Ouachita River Unit was placed and removed from the Arkansas Workers' Compensation Rule 32 Program during the month of December.

Pre-Release:

	Slots	Completed	Removed	Clients
McPherson	15	2	0	9
NCU	25	2	1	20
Pine Bluff	100	10	7	102
Total	140	14	8	131

There are 305 males and 69 females on the waiting list within 18 months of their release date and of those, 16 male and one female are mandated by the Board of Parole. The average time on the waiting list is about three months. The total on the waiting list including those not currently within the identified time frame is 461 males and 105 females.

TREATMENT PROGRAMS

Sex Offender Treatment Programs:

	Slots	Completed	Removed	Clients
RSVP	238	54	5	237
SOFT	30	0	0	9
Total	268	54	5	246

There are 668 males on the waiting list for RSVP and 32 females on the waiting list for SOFT within five years of their release date and of those 68 are mandated by the Board of Parole. The average time on the waiting list from request is three to six months for stipulated. The total on the waiting list, including those not currently within the identified time frame, is 1,430 males and 39 females. There is no PREA inmate at this time.

Therapeutic Community:

	Slots	Completed	Removed	Clients
McPherson	50*	7	1	51
Tucker	136	11	7	123
Wrightsville	45*	6	3	48
Total	231	24	44	222

Note: The number of program beds for Tucker TC was reduced by 14 due to relocation of the program to the old Boot Camp Facility.

There are 171 males and 23 females on the waiting list within 18 months of their release date and of those, 47 are mandated by the Board of Parole. The average time on the waiting list from request is 23 days. The total on the waiting list, including those not currently within the identified time frame, is 705 males and 72 females.

S.A.T.P.:

	Slots	Completed	Removed	Clients
Grimes	100	15	9	100
McPherson	50*	12	0	50
MSU	3	0	0	3
RLW/CF	188	47	5	183
Tucker	43*	8	3	47
Varner	44	4	8	41

Wrightsville	135*	24	11	137
Total	563	110	36	561

*Denotes transitional beds are also available at these treatment programs.

There are 1,837 males and 371 females on the waiting list within 18 months of their release date and of those, 31 are mandated by the Board of Parole. The average time on the waiting list from request is 16 days. The total on the waiting list, including those not currently within the identified time frame, is 2,715 males and 501 females.

R.P.U.

The Residential Program Unit at Ouachita had six admissions and two discharges in December for an end of the month count of 71.

S.P.U.:

The McPherson SPU Program had one admission and one discharge for an end of the month count of seven. The Hawkins Center SPU Program admitted none and none were discharged in December for an end of the month count of ten.

Habilitation Program:

The Habilitation Program at the Ouachita River Correctional Unit provided treatment services to 36 inmates during December. There was one admission and two were discharged for an end of the month count of 34.

Mental Health and Substance Abuse Staffing:

The following Mental Health Services and SATP positions were vacant November and December:

	November	December
Admin. Specialist/Analyst	3	4
Advisors	8	8
LPC	2	2
Psychological Examiners	1	1
Psychologists	5	5
Rehab Adm/Facility Supv	2	3
Social Workers	2	2

Substance Abuse Education:

Substance Abuse Education Groups were held at seven units and 19 inmates completed the program during December. The current waiting list is 569.

Anger Management:

Anger Management Groups were held at seven units and 231 inmates completed the program during December. The current waiting list is 3,512.

Thinking Errors:

Thinking Errors Groups were held at 12 units and 202 inmates completed the program during December. The current waiting list is 3,605.

Suicide:

There were 55 suicidal threats, gestures or low/moderate risk attempts during December. There was one successful suicide.

Outpatient:

There were 1,782 inmates on the mental health med log at the end of December. Mental Health conducted the following contacts during December:

Case Management Contacts	1,820
Request for Interviews	1,697
Testing	5
Intakes	952
Unit Requests	699
Counseling (with treatment plan)	198
Pre-Lock Up Reviews	413
Routine Seg Reviews	825
Seg Rounds (significant contacts)	5,922
PREA Evaluations	3
Routine Follow-Up	271
Disciplinary (AR 834) Requests	38

Monetary Sanctions:

Sanction reimbursements for November were \$71,800.00.

County Mental Health Requests:

During December, there were 26 requests of a mental health nature received. Nine inmates were fast tracked to ADC.

County Medical Health Requests:

During December, there were 251 requests of a medical nature received and 14 were fast tracked.

Deaths:

There were three inmate deaths in December; one claimed and two cremations.

CCS:

See attachment for the medical report regarding outside beds and emergency room visits.

Medical Grievance Appeals:

In December, there were a total of 258 appeals of medical grievances received and 233 appeals were answered. Twenty-six of those were found to be with merit and three with merit but resolved.

SEX OFFENDER ASSESSMENT

Assessments Completed:

Risk Level	December	December 31, 2014
Level 1	0	1,121
Level 2	26	5,531
Level 3	6	5,615*
Default Level 3	5	--
Level 4	6	504
Total	43	12,771

*Level 3 total to date included default level 3

ACIC Numbers:

The total number of sex offenders registered from September 1, 1997, to December 31, 2014: **14,243**

In Compliance	6,940
Delinquent (Did not return address on time)	933
Confined	2,476
Out of State	2,644

Address unknown (absconded)	199
Deported	156
Deceased	845
Incapacitated	46
Out of USA	4

RELIGIOUS SERVICES SPECIAL EVENTS

Benton Unit:

On December 6, 275 Christmas cards were distributed in the barracks; December 20, volunteers distributed Christmas sacks to 302 inmates and 55 officers. Also, there was a Christmas service conducted by Victory Baptist Church of Benton with 32 inmates attending. On December 27, Clemmie Jones Outreach Ministries ministered to 32 inmates and December 29, was Christmas movie night with 17 inmates attended.

Cummins Unit:

On December 5, the group "Christmas Behind Bars" came into the unit and donated gifts for the inmates. Also, they sang Christmas carols.

Hawkins Unit:

On December 10, a CRA meeting and prayer time was held; December 11, Covenant Presbyterian Church presented a Christmas Choir special for the compound with 65 inmates in attendance.

Grimes Unit:

Christmas sacks were distributed to 1,150 inmates and 235 staff by the chaplains and volunteers.

Maximum Security Unit:

On December 6, the band "Oktober Melon" held a concert with 35 inmates in attendance; December 11, the ARC Choir brought 20 members who sang Christmas music with 35 inmates in attendance; December 13, 23 volunteers helped distribute Christmas sacks to each inmate.

North Central Unit:

On December 6, 17 volunteers distributed Christmas sacks to inmates; December 18, 20 volunteers from New Life Family Fellowship Church in Leslie, Arkansas conducted a Christmas service with 150 inmates in attendance; December 21, CRA Jimmie Snow held a special Christmas communion with 53 inmates attending.

Pine Bluff Unit:

On December 11, chaplains and volunteers passed out approximately 450 gift bags to inmates; December 18, chaplains and volunteers passed out cakes to approximately 450 inmates and staff.

Randall L. Williams Correctional Facility:

In December RLW hosted "Oktober Melon," a Christian rock band and distributed gift bags to approximately 550 inmates.

Tucker Unit:

On December 5, Family Church conducted special Christmas service for the inmate population; December 20, Christmas gift bags were distributed by volunteers to all inmates.

Wrightsville Unit:

On December 20, chaplains and volunteers distributed Christmas bags to the inmate population and staff.

PUBLIC SERVICES

Volunteer Services:

The total number of non-religious volunteer hours for the month of December was: **73**

Unit	Hours
Cummins	8
McPherson	0
MCWRC	0
North Central	4
Ouachita River	34
Pine Bluff	12
PAWS	12
Wrightsville / Men	3

***Note:** Non-religious volunteer hours are reported to the Department of Human Services along with Regional maintenance hours.

Regional Maintenance Hours:

Unit	December
Benton Unit	5,105
Delta Regional Unit	2,426
East Arkansas Regional Unit	2,240
Grimes Unit	1,816
McPherson Unit	332
Randall L. Williams Correctional Facility	2,184
Miss. Co. Work Release Center	1,488
North Central Unit	8,016
Ouachita River Correctional Unit	4,504
Texarkana Reg. Correctional Center	2,444
Tucker Unit	1,250
Varner Unit	920
Wrightsville Unit	1,088
Wrightsville Satellite Unit	0
Total Hours	33,813

***Note:** Regional maintenance hours are reported to the Department of Human Services along with non-religious volunteer hours.

CONSTRUCTION PROJECT UPDATES

Construction Expenditure Report (requested by Board):

The commitment/expenditure status of various construction projects as of January 7, is provided on the attached Construction Expenditure spreadsheet.

Barbara Ester Unit:

We are renovating barracks and re-roofing the unit; purchasing material; continuing to paint the unit; contract awarded for HVAC mechanical renovation; installing new metal ceiling; working on plumbing repairs.

Cummins Unit:

We are working on chicken layer houses; working on electrical and plumbing; working on manure building addition; installing equipment.

East Arkansas Regional Unit:

We are completing Vo-Tech and finishing interior and outside landscaping.

HDRS Building (13th Street):

The renovation of the building has started and we continue to work on walls, ceiling, painting and locks.

Maximum Security Unit:

We are working on the front entrance building; relocating mail room inside the building is complete; working on stainless steel for walls; and putting metal ceiling in eight barracks.

North Central Unit:

The sallyport building and new armory are complete.

Ouachita River Correctional Unit:

The work continues on the new maintenance building and we are working on completion of new Vo-Tech building.

Tucker Unit:

We have started on the dirt work for the new parking lot.

Varner Unit:

We are working on repairing the roof.

Wrightsville Unit:

We are working with the chapel committee on the new chapel plans and budget. Also, we are ordering materials to install new generators for various areas of unit.

Construction Personnel Updates:

- 3 Vacancies – Maintenance Technician
- 2 Vacancies – Project Specialist
- 1 Vacancy – Assistant Maintenance Supervisor