



Honor and Integrity in Public Service

Wendy Kelley
Director

February
2015



OPERATIONS/INSTITUTIONS

Farm:

This is a new year with high expectations and optimistic minds that it is going to be a great growing season for agriculture for 2015. The farm planting plan for 2015 has been established for all the farms. In making the decision on what will be planted, the future indicates overall grain commodities will be much lower in price for 2015 than the prior few years. Taking this into account, a portion of 2015 crops was sold on the futures market at a fair, reasonable price. The farms will be planting wheat, soybean, milo, rice, and corn for grain and silage usage for livestock. The farm will not be planting any cotton due to low marketing prices. Again this year, the Cummins Farm is participating in a wheat field verification demonstration with the University of Arkansas. Overall it has been a very mild climate for Arkansas this winter and all animals have fared very well. The chicken operation is progressing on schedule. The first of the layer houses is complete, and birds will be moved into their new homes on February 26. The birds (pullets) that the farm is presently raising will be moved to the second layer houses March 11. We should be starting to see eggs when the birds get closer to 21 weeks of age which will be the middle of March on the first layer houses.

PREA/STTG

PREA Hotline Data:

Further work was done to complete the MOU with a victim service provider.

Number of calls received	163
Total calls referred for reported PREA issue	32
Total calls referred for non-PREA issue	1
Calls referred due to technical failure	0

STTG:

The first monthly STTG Intelligence phone conference was held on January 6. It provided a more frequent forum for the unit coordinators to share information, identify problem areas, and determine needed course of action. The STTG Coordinator presented a module of instruction to the ACC Management Team and to the newest ACC recruit level class at Southeast Community Correction Center. The Varner Unit was the most recent unit to complete the STTG File electronic upload. The anticipated completion for all units is April 2015.

RESEARCH/PLANNING

Average County Jail Backup:

The backup in the County Jails averaged 2,261 inmates per day during the month of January – down from an average of 2,323 for the month of December 2014.

Admissions and Releases:

Admissions for January totaled 638 while releases totaled 551 for a net increase in-house of 87.

Inmate Population Growth/Projection:

At the end of January, the Arkansas Department of Correction population totaled 18,142 representing a growth of 268 inmates since the first of January 2015, up from an average monthly growth during calendar year 2014 of 53 inmates per month.

Accreditation:

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

TRAINING ACADEMY

Basic Training Division:

BCOT would like to welcome new Training Instructor, Lieutenant Joi Harris; she started on January 5, 2015. Lt. Harris completed Train the Trainer: Defensive Driving during the week of January 12-16. Lt. Latisha Davis' basic training Class 2014-Q graduated the Academy on January 16 with 23 cadets. The Willis H. Sargent Award winner was Tarbin Henderson of the East Arkansas Regional Unit. Ms. Judy Taylor, Deputy Warden of the Benton Unit, was the Special Speaker.

In-Service Division:

The focal for January was the **Defensive Driving Instructor Certification** course January 12-16. Smith System provided an instructor to train six of our ADC staff to be instructors. This certification course was a week-long of classroom and actual on the road driving and evaluation along with instructor development. Instructors will now be able to teach the one day course to ADC staff that is mandated through the State's driving program to complete the course in order to be able to drive a state vehicle again. This program is also being presented to staff that drive on a consistent basis in an effort to

be proactive and learn better driving skills while transporting inmates or while on official business. A new class started on January 15. It is **Employee Misconduct for Supervisors**. Randy Shores presented this class to new and seasoned supervisors with the idea that misconduct is more than just a sexual relationship with staff. Supervisors need to understand the boundaries between them and subordinates.

MCWRC	0
North Central	1
Ouachita River	38
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.

eAcademy Division:

In January, ADC employees completed a total of 5030 hours of eCADEMY training. Nine percent of ADC employees completed at least one course during that time frame for an average of 1.1 hours per staff member.

RE-ENTRY

CHAPLANCY SERVICES

Benton Unit:

On January 17, 24, and 31, Stepping Up classes were given. Also, on January 17, the House of Refuge Ministries conducted service with 20 inmates and five volunteers participating. The movie "Courageous" was showed on January 24 with 65 inmates attending. Then on January 31, the Know the Truth Ministries conducted a service with 15 inmates and two volunteers in attendance.

Maximum Security Unit:

On January 31, volunteer training was held with 25 attendees.

North Central Unit:

New Life Family Fellowship Church in Leslie, Arkansas held a revival with 111 inmates in attendance and a memorial service for a CRA was held with 77 inmates attending.

Tucker Unit:

A movie was played in the Chapel with over 100 inmates attending.

Pre-Release:

	Slots	Completed	Removed	Clients
McPherson	15	0	0	13
NCU	25	8	2	14
Pine Bluff	100	15	6	100
Total	140	23	8	127

There are 339 males and 66 females on the waiting list within 18 months of their release date and of those, seven males 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 497 males and 101 females.

Volunteer Services:

The total number of non-religious volunteer hours for the month of January was: **66**

Unit	Hours
Cummins	0
McPherson	0

ADMINISTRATIVE SERVICES

Administrative Services Division Reports (attached):

Gifts, Grants, and Donations/Inmate Welfare Fund Balance (required by policy):

The donations for the month of January 2015 were \$334.99.

Inmate Welfare Fund:

Balance on January 31, was \$3,113,629.

PAWS in Prison Fund:

Balances total on January 31, was \$94,201.22. Account (7004822) \$17,176.60 and account (NDC0500) \$77,024.62.

Vacancies, Hires, and Terminations:

On January 31, 2015 there were a total of 432 vacancies, 99 new hires, and 90 terminations at the various ADC locations.

Procurement/Contracts (required by policy):

For January 2015, Purchase Orders and Contracts in excess of \$10,000 amounted to \$4,003,446.55. Of this amount, \$1,143,243.02 was for Inmate Care and Custody related items (food, shoes, clothing, etc.). Bulk fuel costs for the month of January were \$42,925.21 - average cost of bulk diesel was \$2.11/gallon; average cost of E-10 was \$1.74/gallon.

Budget Section Update:

For January, there were no Act 715 cases.

HUMAN RESOURCES

Benefits:

There were 156 performance evaluations; 29 MIPS promotions; and 127 MIPS payments. One hundred nine FMLA requests were processed and all were approved. A total of 11 catastrophic leave requests were processed with eight applications approved and awarded 2,999 hours, and three applications denied. There were six applications received for shared leave with three denied and three approved for 1,456 donated hours.

Employment:

Facebook results for the month were: 209 new likes and 8,801 total likes of our page. Through Discover Corrections, there were 509 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 January there were no applications submitted for ADC through the Discover Corrections website. The Human Resources Recruiter coordinated Job Fairs in the following locations: January 20, at the West Helena Workforce Center; January 21, at the Forrest City Workforce Center; January 28,

at the West Memphis Workforce Center; and January 29, at the Pine Bluff Workforce Center. The recruiter visited with a total of 82 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 1,973 applications received during January through ARStateJobs.com. A total of 41 Non-Correctional applications were processed in January. A total of forty-one Non-Correctional applications were processed in January. Seventy-two CO I applications were processed with the following results: sixty-eight Correctional Officers were hired and four Correctional Officers were re-hired. In addition, twenty-four Correctional Officers were hired that were pending from December.

Physical Assessments:

There were a total of 141 applicants and incumbent personnel that were assessed in January. One hundred five incumbent personnel took their physical assessments and all passed. Thirty-six applicants took their physical assessments and all passed.

Workplace Safety:

In January, the modified version of the Health and Safety Plan was presented to two Basic Training classes with a total of 96 cadets in attendance. There were 53 incidents reported to company nurse in January, which is our total to date for the beginning of 2015. The Pine Bluff Unit and the Randall L. Williams Unit were placed on the Arkansas Workers' Compensation Rule32 Program in January. The review process has been completed, and we are waiting on the Commission to release the units from the program.

INFORMATION TECHNOLOGY/eOMIS

The Tucker Fuel Master system was brought online this month. The systems are working properly and the software installation location has been determined. The unit is still running the pumps on manual processing until all of the Procurement settings can be made and tested.

Also, this month we closed the current contract with Microsoft and SHI and have received the initial paper work to start 2 new 3-year contracts. This will allow us to more efficiently allocate our licensing for upgraded hardware and will allow savings of about \$47,000 yearly. These two contracts require final review with SHI.

Several network lines were run and tested for electronic Parole Board Hearings at Delta, Benton, Grimes, Varner, Cummins and Tucker Chapel. There are two more lines to be determined and completed but every applicable unit now has at least one connection available, some as many as five, for Parole Board to use. This will allow them eOMIS access while onsite. Parole Board does plan to transition to an off-site video solution.

The 13th Street Women's Work Release building was wired for both phones (VOIP) and Internet this month and is now online with both services. The Internet is currently handled by a temporary (wireless 4G), yet capable, solution while AT&T completes the order for a permanent fiber install. It is scheduled to be complete by mid-March.

After an initial audit of computers at Vo-tech and School District, five IT staff members are conducting audits of all of their sites. The findings have led us to schedule a meeting with Dr. Allen, Dr. Glover, Joe Kelnhofer, Diane Kelnhofer and their IT staff. We will be coordinating with all involved throughout this audit process.

We met with the Attorney General and forensics team this month to review a video solution (IRecord) for SOCNA. During this meeting, we were also able to get insight and opinions on some of the forensic tools we are currently reviewing to help our entire auditing process.

PROCUREMENT

Contracts/Bids Status:

- Contract Renewals
 - Waste Disposal – Newport Complex
 - Liquid Bleach
 - Push Brooms
- Contracts/Bids (awarded)
 - Chiller for Ester Unit (ABA bid)
- Minority Spending 2nd Quarter FY15
 - October – December - \$692,909.13
 - Total to Date FY15 - \$1,071,144.93 (7.84%)
- Meetings/Conferences
 - Procurement Forum – hosted by OSP
 - Items Discussed
 - Split Purchasing
 - Professional Services Contract Process for \$10k to \$50k
 - Illegal Immigrant Form Change
 - Writing Specifications
- New Employee
 - Fiscal Support Analyst: Wanda Reeves (replacing Jennifer Poteet who promoted to Accounting control in October)

HEALTH/CORRECTIONAL PROGRAMS

Sex Offender Treatment Programs:

	Slots	Completed	Removed	Clients
RSVP	238	0	8	70
SOFT	30	1	1	8
Total	268	1	9	78

There are 574 males on the waiting list for RSVP and 31 females on the waiting list for SOFT within five years of their release date and of those 62 are mandated by the Board of Parole. The average time on the waiting list from request is three to six months for stipulated. The totals on the waiting list, including those not currently within the identified time frame, are 1,429 males and 38 females. There were no PREA inmates in program at this time.

Therapeutic Community:

	Slots	Completed	Removed	Clients
McPherson	50*	5	0	51
Tucker	129	13	9	122
Wrightsville	45*	2	8	49
Total	224	20	17	222

Note: Denotes transitional beds available at this treatment program. Tucker TC has 129 client slots and 7 peer counselor slots.

There are 171 males and 22 females on the waiting list within 18 months of their release date and of those 39 are mandated by the Board of Parole. The average time on the waiting list from request is 15 days. The total on the waiting list, including those not currently within the identified time frame, is 678 males and 74 females.

S.A.T.P.:

	Slots	Completed	Removed	Clients
Grimes	100	8	8	107
McPherson	50*	5	3	49
MSU	3	0	0	3
RLW/CF	188	26	5	185
Tucker	43*	3	4	45
Varner	44	5	1	44
Wrightsville	135*	15	11	142
Total	563	48	32	575

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

There are 1,816 males and 413 females on the waiting list within 18 months of their release date and of those, 40 are mandated by the Board of Parole. The average time on the waiting list from request is 15 days. The total on the waiting list, including those not currently within the identified time frame, is 2,676 males and 533 females.

R.P.U.

The Residential Program Unit at Ouachita had three admissions and four discharges in January for an end of the month count of 70.

S.P.U.:

The McPherson SPU Program had no admission and no discharges for an end of the month count of seven. The Hawkins Center SPU Program admitted none and none were discharged in January for an end of the month count of ten.

Habilitation Program:

The Habilitation Program at the Ouachita River Correctional Unit provided treatment services to 37 inmates during January. There were three admissions and one was discharged for an end of the month count of 36.

Mental Health and Substance Abuse Staffing:

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

	December	January
Admin. Specialist/Analyst	4	5
Advisors	8	7
LPC	2	1
Psychological Examiners	1	0
Psychologists	5	6
Rehab Adm/Facility Supv	3	3
Social Workers	2	2
Substance Abuse Prog Leaders	0	1

Substance Abuse Education:

Substance Abuse Education Groups were held at ten units and 20 inmates completed the program during January. The current waiting list is 601.

Anger Management:

Anger Management Groups were held at eight units and 514 inmates completed the program during January. The current waiting list is 3,510.

Thinking Errors:

Thinking Errors Groups were held at 11 units and 187 inmates completed the program during January. The current waiting list is 3,703.

Suicide:

There were 50 suicidal threats, gestures or low/moderate risk attempts during January. There were two serious attempts with no successful suicides.

Outpatient:

There were 1,779 inmates on the mental health med log at the end of January. Mental Health conducted the following contacts during January:

Case Management Contacts	1,809
Request for Interviews	1,830
Testing	4
Intakes	681
Unit Requests	723
Counseling (with treatment plan)	264
Pre-Lock Up Reviews	438
Routine Seg Reviews	877
Seg Rounds (significant contacts)	6,220
PREA Evaluations	1
Routine Follow-Up	109
Disciplinary (AR 834) Requests	214

Monetary Sanctions:

Sanction reimbursements for December were \$34,700.00.

County Mental Health Requests:

During January, there were 38 requests of a mental health nature received. Twenty-two inmates were fast tracked to ADC.

County Medical Health Requests:

During January, there were 373 requests of a medical nature received and six were fast tracked.

Deaths:

There were eight inmate deaths in January; four claimed and four cremations.

CCS:

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

Medical Grievance Appeals:

In January, there were a total of 298 appeals of medical grievances received and 276 appeals were answered. Thirty-six of those were found to be with merit and seven with merit but resolved.

Institutional Grievance Appeals:

There were a total of 434 appeals of institutional grievances received and 416 appeals were answered in January. Four were found with merit.

Inmate Formal/Informal Grievances:

There were a total of 2,152 formal grievances filed and 3,789 informal grievances filed at various units in January.

SEX OFFENDER ASSESSMENT**Assessments Completed:**

Risk Level	January	January 31, 2015
Level 1	3	1,124
Level 2	35	5,566
Level 3	16	5,632*
Default Level 3	5	--
Level 4	1	509
Total	43	12,831

*Level 3 total to date included default level 3

ACIC Numbers:

The total number of sex offenders registered from September 1, 1997, to January 31, 2015: **14,335**

In Compliance	6,997
Delinquent (Did not return address on time)	909
Confined	2,503
Out of State	2,666
Address unknown (absconded)	195
Deported	156
Deceased	855
Incapacitated	4651
Out of USA	3

PAWS in Prison:

Units	Dogs In Training
Hawkins	8
Maximum Security	5
North Central	7
Ouachita	10
RLW/CF	4
Tucker	7
Total	41

Number of graduates for January	15
Number of graduates year to date	15
Number of adoptions since program inception (Dec 2011)	488
Current number of dogs in foster (graduated but not adopted)	9

Regional Maintenance Hours:

Unit	January
Benton Unit	5,338
Delta Regional Unit	1,528
East Arkansas Regional Unit	1,496
Grimes Unit	1,352
McPherson Unit	212
Randall L. Williams Correctional Facility	1,744
Miss. Co. Work Release Center	1,102
North Central Unit	7,800
Ouachita River Correctional Unit	3,304
Texarkana Reg. Correctional Center	1,761.5
Tucker Unit	2,127
Varner Unit	1,128
Wrightsville Unit	1,400
Wrightsville Satellite Unit	0
Total Hours	30,292.5

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

CONSTRUCTION/MAINTENANCE**Construction Expenditure Report (requested by Board):**

The commitment/expenditure status of various construction projects as of January 31, 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; contractor working on HVAC renovation; installing new metal ceiling; working on plumbing repairs; pricing additional asbestos removal.

Boot Camp:

We have installed the generator and new gas line.

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; started work on new horse barn.

HDRS Building (13th Street):

The renovation of the building has started and we continue to work on walls, ceiling, painting and locks; the personnel have moved into the front offices.

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:

We are working on cost estimate for new max housing.

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 are continuing the work on 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. The new generators for various areas of unit are being installed.

Construction Personnel Updates:

5 Vacancies – Maintenance Technician

3 Vacancies – Project Specialist