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SECRETARY'S BOARD REPORT

January 2020

SECRETARY'S UPDATE:

As a requirement of transformation, the Department had to finalize budget requests in December for the upcoming fiscal session; therefore, staff met with DFA. No additional funding will be sought during the fiscal session for the Division of Correction, Division of Community Correction, Parole Board, Sentencing Commission, Jail Standard, and Riverside Vo-Tech. A request was made for \$4.5 million to supplement money for county jail backup. As explained to the legislature, the need for additional county jail reimbursement funds indicates the legislative changes are working. ACC, in conjunction with the Parole Board, is keeping people out of ADC by having them complete shorter sanctions in the county jails, turning over those beds quickly.

The Department continued work on the Values, Goals, and Mission Statement which were distributed Department-wide via email for additional comments on December 19, 2019.

Parole Board Chairman Felts and Secretary Kelley met with the Governor and are pleased to welcome Wendy Ryals to the Parole Board. Commissioner Dawne Vandiver's term expired in January. Additionally, John Belkin announced his early retirement at the end of December.

On December 6, Secretary Kelley, Chief Financial Officer Cashion, Chief of Staff Graves, and Stacia Lenderman

met with the Office of Personnel Management regarding the Department's position cap. The Department's position cap will be 5,700. Most hiring decisions will be at the discretion of the Secretary, as long as the Department does not exceed the position cap.

Secretary Kelley joined the other six female secretaries on a panel at the Women in Business event in Conway on December 10, 2019.

The 50th anniversary of opening the Island of Hope Chapel at the Tucker Unit was commemorated December 11. The ceremony was followed by a Board of Corrections' meeting.

Between legislative meetings on December 17, Director Bradshaw, Chief of Staff Graves, and Secretary Kelley met with Washington County Judge Joseph Wood regarding Northwest Arkansas leases and additional space for the growing ACC staff.

On December 30, Chief of Staff Graves chaired a meeting to set the implementation timeline for the new Correctional Officer and Parole and Probation Officer uniforms. A Department-wide uniform policy will be issued in February. The new uniforms will be issued beginning in March 2020.

COMMUNICATIONS:

At the end of December, the Facebook page had 19,743 "likes." That is an increase of 1,426 from the end of November. The page contains the happenings from all of the entities under the Department. Our Twitter account had 526 followers at the end of the month. It also includes posts highlighting the entire department.

SHARED SERVICES:

DIVISION OF CORRECTION PROCUREMENT:

For December 2019, Purchase Orders and Contracts in excess of \$10,000 amounted to \$3,135,580.96 (see chart on Page 7 for details). Of this amount, \$1,868,079.15 was for Inmate Care and Custody-related items (food, shoes, clothing, etc.). Bulk fuel costs for the month of December were \$26,794.67 – average cost for E-10 was \$1.92/gallon; average cost for diesel was \$2.03/gallon.

DIVISION OF COMMUNITY CORRECTION PROCUREMENT:

For December 2019, Purchase Orders and Contracts in excess of \$10,000 amounted to \$890,253.56 (see chart on Page 8 for details).

CURRENT BIDS –

- Water Treatment Sand Filter Project (Tucker Unit)
- Emergency Generator (Cummins Unit)

NEW CONTRACTS/OSP –

- Prison Transport (ACC) – U.S. Corrections

ABA CONTRACTS –

- EARU Recreation Yard Precast

RENEWED CONTRACTS/OSP –

- Transitional Housing (ACC) – Wings to Recovery
- Transitional Housing (ACC) – Cornerstone Recovery

HUMAN RESOURCES UPDATE:

WORKPLACE SAFETY –

During the month of December, the modified version of the Health and Safety Plan for the Division of Correction was presented to one Basic Training class with a total of 65 cadets in attendance.

Incidents reported to the Company Nurse for the month are as follows:

DIVISION OF CORRECTION	
December 2019	61
Total for CY2019	802

DIVISION OF COMMUNITY CORRECTION

December 2019	8
Total for CY2019	117

BENEFITS –

A total of 79 FMLA requests were processed for the **Division of Correction**. Of those, 58 were approved, 12 were denied, and nine are pending. A total of 19 catastrophic leave requests were received – 11 of which were approved, one denied, and seven are pending.

A total of 21 FMLA requests were processed for the **Division of Community Correction**. Of those, 12 were approved, one was denied, and eight are pending. Two catastrophic leave requests were received; one was approved and one is pending.

PHYSICAL ASSESSMENTS –

A total of 151 Division of Correction applicants and incumbent personnel were assessed in the month of December. Of those, 63 incumbent personnel passed their physical assessments and four did not. Three of those rescheduled and passed after receiving a physician's release, and one has not rescheduled. The number of applicants who successfully passed their physical assessment totaled 82. Two applicants did not initially pass, but did so after rescheduling and receiving a physician's release.

EMPLOYMENT –

A total of 2,050 applications were received during December. The **Division of Correction** processed:

- 59 Non-Security applications
- 90 CO I applications

The number of Correctional Officers hired totaled 59, while the number of Correctional Officer rehires totaled 20.

The **Division of Community Correction** processed:

- 22 Non-Security applications
- 11 Parole and Probation Officer applications
- 14 CO I applications.

Four Correctional Officers were hired.

VACANCIES, HIRES, AND TERMINATIONS – DECEMBER 2019

DIVISION OF CORRECTION	
Total Vacancies	604
New Hires	87
Terminations	99
Retirements	7

DIVISION OF COMMUNITY CORRECTION	
Total Vacancies	140
New Hires	15
Terminations	17
Retirements	6

DOC personnel attended the following Recruitment Events during the month:

Date	Unit	Location
12/4/19	Grimes	Goodwill Hiring Event/Batesville
12/20/19	Vарner	WIN Job Center/Greenville, MS

Correctional Officer interviews were conducted in the month of December at various units throughout the Division of Correction:

Date	Unit
12/2/19	Grimes
12/3/19	EARU
12/4/19	Cummins EARU MAX North Central
12/5/19	Cummins EARU MAX
12/6/19	EARU Grimes
12/9/19	Cummins
12/10/19	Grimes MAX Tucker

Date	Unit
12/11/19	Cummins Grimes
12/12/19	MAX Tucker
12/13/19	McPherson
12/17/19	EARU MAX
12/18/19	Cummins Tucker
12/19/19	Ouachita
12/26/19	McPherson
12/27/19	Tucker
12/30/19	EARU
12/31/19	EARU

MISCELLANEOUS FUND REPORTS:

DIVISION OF CORRECTION-

- The INMATE WELFARE FUND balance on December 31, 2019, was \$8,761,148.15.
- The PAWS IN PRISON FUND total on December 31, 2019, was \$265,699.14: ADC account (NDC0500/Recycling) \$110,753.93, and ADC account (QUICKBOOKS) \$154,945.21.

DIVISION OF COMMUNITY CORRECTION-

- The SPECIAL REVENUE FUND balance was \$9,996,262 (Budget)/Cash on Hand \$10,456,548.90 on December 31, 2019.
- The RESIDENTIAL CASH FUND balance was \$2,877,904 (Budget)/Cash on Hand \$2,526,175.13 on December 31, 2019.
- The DRUG COURT ACCOUNTABILITY GRANT FUND balance was \$539,318 (Budget)/Cash on Hand \$564,888.93 on December 31, 2019.

INFORMATION TECHNOLOGY:

INMATE TABLETS – Within the Division of Correction, a total of 2,705 inmate tablets were leased during the month.

**Securus reported an incorrect number of leased tablets for the month of November. Even though they reported that 319 were leased, the actual number for the month was 2,653.*

INMATE VIDEO VISITS – Inmates completed 5,004 video visits during the month and missed 103 within the Division of Correction.

DIS DATACENTER OPTIMIZATION (DCO) PROJECT – Reports identifying hardware and software hosted by the Department of Corrections and its Divisions were completed for DIS. The reports will be used by DIS to plan for the migration of hosted systems to the DIS Data Center.

CYLANCE – IT continues to attend weekly meetings for the change from Carbon Black virus protection to Cylance. A quote for Cylance licensing has been requested from Software House International (SHI) and is still pending. Once purchased, the process of removing Carbon Black and installing Cylance as the replacement solution will begin.

INFORMATION TECHNOLOGY (continued):**COMPUTER MIGRATION FROM THE DIVISION OF COMMUNITY CORRECTION TO THE DIVISION OF CORRECTION DOMAIN –**

Areas 1, 2, and 3 are scheduled for migration to the Division of Correction domain during January and February.

FAYETTEVILLE OFFICE – Computers and equipment from the Fayetteville office were moved to their new office location.

MANAGE ENGINE SERVICE DESK – Members of the IT staff attended a demonstration on an IT Work order system called Manage Engine Service Desk. A demo product was provided for testing. Products to replace the current TMS work order system with a solution more suitable for Technology are being reviewed.

RESEARCH AND PLANNING:**TRAINING:**

ACC Research and Planning Staff conducted eOMIS training for new users and InTouch training.

ADC Research and Planning Staff conducted the following training sessions: eOMIS Basic, eOMIS Incident, eOMIS Security, and Remote Access Training.

Research and Planning Staff presented at the Integrated Justice Information Systems Conference and Business Intelligence Training in Virginia.

MEETINGS:

Members of the Research and Planning team participated in the following meetings:

- **SHARE ARDOC Interface**
- **AOC and DOC data exchange**
- **Marquis Project Status calls**
- **University of Cincinnati Correctional Program Checklist**
- **Integrated Justice Information Systems Conference**
- **Publication Review Committee**
- **ADC Program Priority Waiting List**
- **Internal Affairs Incident Reporting**
- **Cross-Division Observations**
- **ACIC Offense Codes**

DATA GATHERING AND DISTRIBUTION:

During the month of December, the Research and Planning team completed and submitted its work on the following:

- Sentencing Grid Changes – (Harvard University Request)
- Riots in ADC facilities
- Correctional Leaders Association/Liman Survey
- TB Test and Physical Fitness Standards for Correctional Emergency Response Teams
- ADC Deaths, Suicide Attempts, and Major Disturbances (University of Toronto)
- DEA Contraband Request
- EPA
- US Census
- ACA Statistical Data

In addition, the following datasets were pulled pursuant to requests and report preparation:

- Act 539 Report
- Historical Disciplinary Violations
- Average Stay for current inmates at Cummins
- Drug Tests conducted at DCC
- Program Referrals
- PREA Data Comparison with other states
- K2 incidents
- Reentry Report Card
- Juvenile Visitor Contraband

eOMIS DEVELOPMENT:

A total of 27 Issues were submitted to Marquis for eOMIS development. Six were submitted by DOC employees and 21 were submitted by Marquis. A total of 37 Issues were resolved/closed during the month of December.

DIVISION OF CORRECTION PERSONNEL REPORT DECEMBER 2019

UNIT	AUTHORIZED	FILLED	VACANT	% VACANT	HIRED	VOLUNTARY TERMINATION	INVOLUNTARY TERMINATION	RETIREMENT
BENTON (CR05)	78	71	7	8.97%	0	0	0	0
CENTRAL OFFICE (CR01, CR02, CR08, CR22 & CR34)	330	289	41	12.42%	0	0	0	0
509 CHAPL ADMIN	27	27	0	0.00%	0	0	0	0
CONSTRUCTION (CR04)	59	52	7	11.86%	0	0	0	0
CUMMINS (CR09)	452	384	68	15.04%	6	5	4	2
DELTA (CR10)	183	171	12	6.56%	6	0	0	0
EAST ARKANSAS (CR12)	366	284	82	22.40%	10	7	8	0
ESTER (CR11)	157	142	15	9.55%	2	4	0	0
FARM (CR29)	60	48	12	20.00%	0	0	0	0
GRIMES (CR27)	244	230	14	5.74%	6	3	1	1
HAWKINS (CR06)	72	59	13	18.06%	1	1	0	0
INDUSTRY (CR07)	53	41	12	22.64%	0	0	0	0
MAXIMUM SECURITY (CR14)	225	189	36	16.00%	8	1	6	0
MCPHERSON (CR28)	234	201	33	14.10%	3	5	1	0
MENTAL HEALTH	184	151	33	17.93%	2	0	0	1
MISS COUNTY (CR15)	38	33	5	13.16%	2	1	0	0
NORTH CENTRAL (CR16)	197	194	3	1.52%	4	2	0	1
NORTHWEST ARK (CR17)	30	29	1	3.33%	1	1	0	0
OUACHITA RIVER (CR30)	466	408	58	12.45%	9	9	3	0
PINE BLUFF (CR20)	169	159	10	5.92%	1	2	1	0
RANDAL L. WILLIAMS (CR13)	147	140	7	4.76%	6	3	4	0
TEXARKANA (CR21)	30	28	2	6.67%	0	0	0	1
TRANSPORTATION (CR32)	103	99	4	3.88%	1	2	0	0
TUCKER (CR23)	197	154	43	21.83%	3	8	0	1
TUCKER REENTRY (CR33)	31	26	5	16.13%	1	0	0	0
VARNER (CR24)	358	307	51	14.25%	13	3	10	0
WRIGHTSVILLE (CR25)	210	180	30	14.29%	2	3	1	0
TOTAL	4,700	4096	604	12.85%	87	60	39	7

Term/Hire report run 1/2/20 - PSR created 12/31/19 for 12/31/19

*These numbers reflect both security and non-security employees.

**DIVISION OF COMMUNITY CORRECTION PERSONNEL REPORT
DECEMBER 2019**

<u>LOCATION</u>	AUTHORIZED	FILLED	VACANT	% VACANT	HIRED	VOLUNTARY TERMINATION	INVOLUNTARY TERMINATION	RETIREMENT	Grant Positions
CAC	73	62	11	15.07%	2	0	0	0	0
ECC	126	103	23	18.25%	1	5	0	0	2M 2G
NEA	71	61	10	14.08%	1	1	0	0	0
NWA	60	56	4	6.67%	0	1	0	0	0
SWA	128	111	17	13.28%	4	1	0	2	1M
Omega	92	79	13	14.13%	1	2	0	0	0
Transportation	10	9	1	10.00%	0	1	0	0	0
Area 1	76	70	6	7.89%	0	1	0	0	0
Area 2	39	39	0	0.00%	1	0	0	1	0
Area 3	63	61	2	3.17%	0	0	0	0	0
Area 4	52	51	1	1.92%	0	0	0	0	0
Area 5	55	51	4	7.27%	1	0	0	1	0
Area 6	51	47	4	7.84%	1	1	0	0	0
Area 8	90	82	8	8.89%	1	1	1	0	0
Area 9	37	36	1	2.70%	0	0	0	2	0
Area 10	50	49	1	2.00%	0	0	0	0	0
Area 11	45	45	0	0.00%	0	0	0	0	0
Area 12	47	44	3	6.38%	0	0	0	0	0
Area 13	35	29	6	17.14%	2	1	0	0	0
Inst. Parole	38	37	1	2.63%	0	0	0	0	0
Field Treatment	116	105	11	9.48%	0	0	0	0	6M
SOAP	14	14	0	0.00%	0	0	0	0	0
SRT	18	18	0	0.00%	0	0	0	0	0
Re-entry	22	20	2	9.09%	0	0	0	0	1M
Central Office	32	22	10	31.25%	0	1	0	0	3M
Shared Services	3	2	1	33.33%	0	0	0	0	0
TOTAL	1443	1303	140	9.70%	15	16	1	6	15
MFG (M)	13	9	4	30.77%	0	0	0	0	13

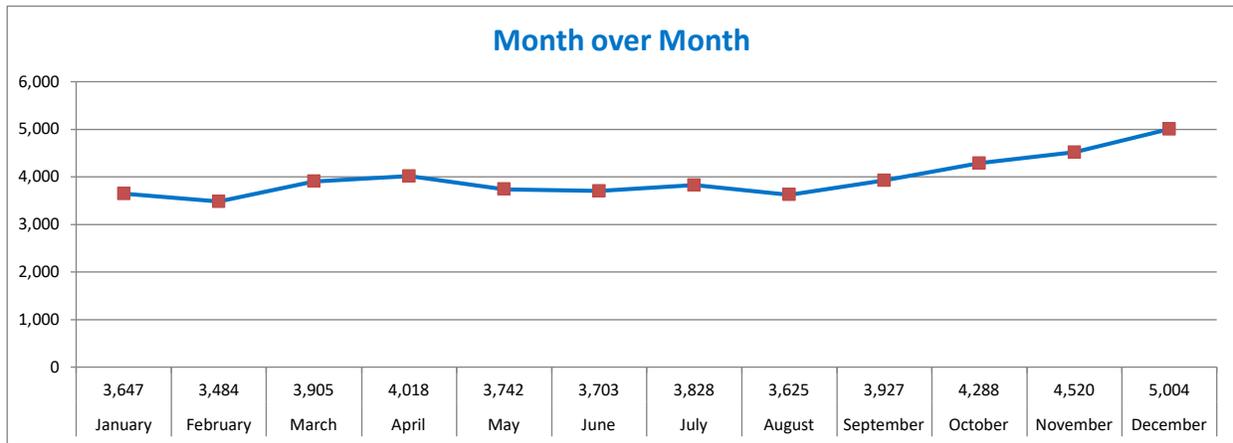
SECURUS VIDEO VISITATION REPORT DECEMBER 2019

AR-DOC SVV Activity Tracker

Total ADP: 15,587

Total Visits by Month	January	February	March	April	May	June	July	August	September	October	November	December
Total (Includes SuperMax)	3,647	3,484	3,905	4,018	3,742	3,703	3,828	3,625	3,927	4,288	4,520	5,004
Target Objective	15,587	15,587	15,587	15,587	15,587	15,587	15,587	15,587	15,587	15,587	15,587	15,587

Anywhere Visitation Performance:



Completed Visits

Site	Current Month	Previous Month
Benton	122	138
Cummins	438	313
Delta Regional	267	250
East Arkansas Regional	263	262
Ester	280	239
Grimes	577	513
J Aaron Hawkins Sr.	217	203
Tucker Max	137	128
Mcperson	291	254
Mississippi County WRC	4	39
North Central	303	245
NW Arkansas WRC	17	9
Ouachita River	519	491
Pine Bluff Complex	316	255
Randall L Williams	222	213
State Police Barracks	20	14
Texarkana Regional	40	47
Tucker Unit	308	250
Vарner	344	282
Wrightsville Unit	312	367
Pine Bluff Re-Entry	7	8
Tucker Re-entry	0	0
Total:	5,004	4,520

Missed by Inmate

Site	Current Month	Previous Month
Benton	3	7
Cummins	10	10
Delta Regional	2	5
East Arkansas Regional	13	13
Ester	2	2
Grimes	4	5
J Aaron Hawkins Sr.	2	0
Tucker Max	5	5
Mcperson	14	12
Mississippi County WRC	13	1
North Central	1	4
NW Arkansas WRC	2	0
Ouachita River	4	12
Pine Bluff Complex	1	6
Randall L Williams	4	0
State Police Barracks	1	0
Texarkana Regional	1	0
Tucker Unit	5	9
Vарner	14	7
Wrightsville Unit	2	3
Pine Bluff Re-Entry	0	1
Tucker Re-entry	0	0
Total:	103	102

**SECURUS TABLET REPORT
DECEMBER 2019**

Facility Name	Subscription	Facility	Officer	Total	New Subscriptions
Benton Unit	101	3	8	112	10
Cummins Unit	274	87	15	376	47
Delta Regional Unit	116	36	16	168	15
East Arkansas Regional Unit	182	97	15	294	18
Ester Unit	110	139	20	269	30
Grimes Unit	214	72	15	301	38
J Aaron Hawkins Sr Center For Women	112	69	15	196	13
McPherson Unit	223	100	15	338	32
Mississippi County Work Release Center	44	2	9	55	2
North Central Unit	126	79	10	215	18
Northwest Arkansas Work Release Center	46	2	8	56	11
Ouachita River Correctional Unit	246	110	14	370	30
Pine Bluff Reentry Center	19	2	0	21	0
Pine Bluff Unit	75	5	8	88	10
Randall L. Williams Facility	93	25	15	133	13
State Police Barracks	16	1	3	20	0
Texarkana Regional Correction Center	28	2	10	40	3
Tucker Maximum Security Unit	79	31	12	122	8
Tucker Reentry Center	39	55	6	100	14
Tucker Unit	184	61	10	255	29
Varner Unit	188	82	20	290	36
Wrightsville Unit	190	56	6	252	25
TOTAL	2,705	1,116	250	4,071	402