

**COMMISSION ON ACCREDITATION FOR CORRECTIONS**  
**STANDARDS COMPLIANCE REACCREDITATION AUDIT**

Arkansas Board of Parole  
Arkansas Board of Parole  
Little Rock, Arkansas

April 28-29, 2008

**VISITING COMMITTEE MEMBER**

David Taylor, Chairperson  
Accreditation Manager  
Montgomery County Adult Probation Department  
41 North Perry Street, Room 107  
Dayton, Ohio 45422  
(937) 225-4288

**A. Introduction**

The audit of the Arkansas Board of Parole was conducted on April 29 – 29, 2008, by David K. Taylor, Chairperson.

**B. Facility Demographics**

Rated Capacity:

This agency is a Parole Board, and does not supervise offenders. Therefore, offender numbers are not applicable.

Full-Time Staff: 22

8 Administrative, 9 Support, 5 Program

**C. Facility Description**

The Arkansas Parole Board is located in downtown Little Rock, Arkansas. This state office building also houses offices of the Department of Community Corrections, as well as other state agencies. The offices are modern, comfortable, and well appointed for the work of the Board.

The Arkansas State Penitentiary Board was first established by legislation in 1943. In 1968, this Board was separated into two agencies: the Board of Correction and the Board of Pardons and Paroles. The Board of Pardons and Paroles consisted of five members who three days a month to make recommendations on parole, pardons, and clemency. Another reorganization occurred in 1989 when the Board of Pardons and Paroles combined with the Board of Community Rehabilitation to create a single agency, the Board of Parole and Community Rehabilitation. This new agency consisted of six members who served four year terms and met at least once a month. In 1993, this Board was renamed the Post Prison Transfer Board. By 1997, members of the Board were full time employees. In 2005, the Post Prison Transfer Board became the Arkansas Parole Board, an agency which continues to grow in size and scope. The present Board consists of twenty-two full time employees, including eight Parole Board Members who are appointed by the Governor to seven year terms. The terms are staggered so that a quorum of four members is always available.

**D. Pre-Audit Meeting**

The Chair met with agency staff on April 28, 2008, in Little Rock, Arkansas, to discuss the information provided by the Association staff and the officials from the Arkansas Parole Board. Prior to this meeting, the Chair had been provided with information about the Board from the agency, and had reviewed the extensive material available on the agency's web site.

The chairperson reviewed all of the standards as there was no other auditor assigned to this audit.

## **E. The Audit Process**

### 1. Transportation

The Chair was escorted to the facility by Solomon Graves, User Support Analyst

### 2. Entrance Interview

The Chair proceeded to the office of Leroy Brownlee, Board Chairman. The team expressed the appreciation of the Association for the opportunity to be involved with the Arkansas Parole Board in the accreditation process.

Mr. Graves and Chairman Brownlee escorted the Audit Chair to the Board Hearing Room where the formal entry meeting was held.

The following persons were in attendance:

Leroy Brownlee, Chairman  
Abraham Carpenter, Jr., Vice-Chairman  
John Felts, Commissioner  
John Belken, Commissioner  
Carolyn Robinson, Commissioner  
Joe Peacock, Commissioner  
Carol Bohannon, Hearing Examiner  
Bernastene Hendrix, Fiscal Manager  
Solomon Graves, User Support Analyst  
Sharon Lewis, Management Project Analyst II  
Kapricia Crosby, Investigator  
Lateresa Smith, Accounting Technician II  
Pat Dyson, Secretary II  
Lois Hansberry, Administrative Assistant II  
Robin Radford, Administrative Assistant I  
Amber Baldwin, Secretary I  
Tamara Salaam, Administrative Assistant I  
Sandra Westbrook, Administrative Assistant I  
Plato Barnett, Accreditation Coordinator (Community Corrections)  
David Haasenritter, Army Review Board Agency (observer)

It was explained that the goal of the visiting team was to be as helpful and non-intrusive as possible during the conduct of the audit. The chairperson emphasized the goals of accreditation toward the efficiency and effectiveness of correctional systems throughout the United States. The audit schedule was also discussed at this time.

At the Entrance Interview, agency staff made presentations about the following agency functions:

- Parole Services
- Revocation
- Fiscal / Human Resources
- Information Technology
- Investigations, Safety, and Security

3. Facility Tour

The Chair toured the agency's offices from 8:30 a.m. to 9:00 a.m. accompanied by Solomon Graves, User Support Analyst. The agency's offices were comfortable and modern, and contained all furnishings and equipment necessary for the performance of the agency's duties. The agency is equipped with extensive video and audio equipment which allows the Hearing Examiners to conduct revocation hearings from the central office, while the offender is in one of the Department of Community Corrections field offices. This allows for prompt hearings without the need for the Hearing Examiner or the Parolee to travel to another location.

4. Conditions of Confinement/Quality of Life

This section is not applicable, as the agency does not supervise offenders.

**F. Examination of Records**

Following the facility tour, the Chair proceeded to the Board Hearing Room to review the accreditation files and evaluate compliance levels of the policies and procedures. The agency has no notices of non-compliance with local, state, or federal laws or regulations.

The agency was found in non-compliance with one standard, 2-1041. This standard requires that the salaries of Parole Board Members be within 80% of the salaries of felony trial court judges in the state. The Chair found that, while the Board Members are well compensated, they are not within the required 80%. The agency has submitted a Discretionary Compliance request which the Chair supports.

1. Litigation

Over the last three years, the agency had no consent decrees, class action lawsuits or adverse judgments.

2. Significant Incidents/Outcome Measures

No significant incidents are applicable, or were provided for this agency. This manual does not contain outcome measures.

3. Departmental Visits

Due to the nature of this audit, the Chair was able to view the entire agency and all agency staff who were present. The Chair was able to observe a Revocation Hearing being conducted in one of the video hearing rooms, which was connected to the Eldorado Community Corrections field office. On the final day of the audit, the Chair toured the Central Arkansas Center, an ACRS accredited facility which, while not operated by the Board, houses offenders who are on parole or may be parole eligible.

4. Shifts

All agency staff work Monday – Friday, 8:00 a.m. – 5:00 p.m.

5. Status of Previously Non-compliant Standards/Plans of Action

The previous audit found a 100% compliance rating.

**G. Interviews**

During the course of the audit, team members met with both staff and offenders to verify observations and/or to clarify questions concerning facility operations.

1. Offender Interviews

No offender interviews were conducted as this agency does not supervise offenders.

2. Staff Interviews

The Chair met with seven staff members, including a Commissioner and subordinate staff to assess the functionality of the agency and the quality of life. All persons interviewed expressed satisfaction with the agency, its direction and leadership, and the opportunities available to them. There were no concerns about training, supervision, or the work environment. All staff saw the leadership as supportive of their job duties, and indicated that they were provided with the necessary equipment and space to perform their assignments.

**H. Exit Discussion**

The exit interview was held at 11:00 a.m. in the Board Hearing Room with the Abraham Carpenter, Jr., Vice-Chairman and thirteen staff in attendance.

The following persons were also in attendance:

Plato Barnett, Accreditation Coordinator, Department of Community Corrections

Ingrid Johnson, Research and Evaluation  
David Haasenritter, Army Review Board Agency

The chairperson explained the procedures that would follow the audit. The team discussed the compliance levels of the mandatory and non-mandatory standards and reviewed their individual findings with the group. The Chair also complimented the agency on their professionalism and commitment to the audit process. The Chair noted that this is one of only four accredited Parole Boards in the country. The agency was encouraged to get involved in more research to determine the efficacy of the various sanctions and conditions that are ordered by the Board.

The chairperson expressed appreciation for the cooperation of everyone concerned and congratulated the facility team for the progress made and encouraged them to continue to strive toward even further professionalism within the correctional field.

COMMISSION ON ACCREDITATION FOR CORRECTIONS  
AND THE  
AMERICAN CORRECTIONAL ASSOCIATION

<b>COMPLIANCE TALLY</b>
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<b>Manual Type</b>	<i>Adult Probation and Parole Authorities, Second Edition</i>
<b>Supplement</b>	<i>2006 Standards Supplement</i>
<b>Facility/Program</b>	Arkansas Parole Board
<b>Audit Dates</b>	April 28 – 29, 2008
<b>Auditor(s)</b>	David K. Taylor, Chairperson

	MANDATORY	NON-MANDATORY
<b>Number of Standards in Manual</b>	0	130
<b>Number Not Applicable</b>	0	9
<b>Number Applicable</b>	0	121
<b>Number Non-Compliance</b>	0	1
<b>Number in Compliance</b>	0	120
<b>Percentage (%) of Compliance</b>	100%	99%
<ul style="list-style-type: none"> <li>● Number of Standards minus Number of Not Applicable equals Number Applicable</li> <li>● Number Applicable minus Number Non-Compliance equals Number Compliance</li> <li>● Number Compliance divided by Number Applicable equals Percentage of Compliance</li> </ul>		

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Visiting Committee Findings

Non-Mandatory Standards

Non-Compliance

**Standard #2-APA-1042**

SALARIES OF PAROLE AUTHORITY MEMBERS ARE WITHIN TWENTY PERCENT OF THE SALARY PAID TO JUDGES OF COURTS HAVING TRIAL JURISDICTION OVER FELONY CASES. (ESSENTIAL)

FINDINGS:

According to the documentation provided, parole board members are not within 80% of the salary of trial court judges

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Visiting Committee Findings

Non-Mandatory Standards

Not Applicable

**Standard #2-APA-1002**

WHEN THE PAROLE AUTHORITY IS ADMINISTRATIVELY PART OF A FEDERAL, STATE OR LOCAL OVERALL CORRECTIONAL AGENCY, IT IS INDEPENDENT FROM THE CONTROL OF ANY OF THE UNITS IN THE AGENCY IN ITS DECISION-MAKING FUNCTIONS. (ESSENTIAL)

FINDINGS:

The Arkansas Parole Board is an independent agency.

**Standard #2-APA-1009**

WHILE THE EXISTENCE OF A STATUTORY LIMIT MAY PREVENT DISCHARGE PRIOR TO TWO YEARS OF PAROLE, THE PAROLE AUTHORITY HAS THE STATUTORY POWER TO DISCHARGE FROM PAROLE IN ALL CASES SUBSEQUENT TO THIS LIMITATION. (ESSENTIAL)

FINDINGS:

The Arkansas Parole Board has no statutory authority to discharge an offender from supervision.

**Standard #2-APA-1058**

ALL PART-TIME STAFF AND VOLUNTEERS WORKING LESS THAN 40 HOURS PER WEEK RECEIVE TRAINING APPROPRIATE TO THEIR ASSIGNMENTS; VOLUNTEERS WORKING THE SAME SCHEDULE AS FULL-TIME, PAID STAFF RECEIVE THE SAME TRAINING AS FULL-TIME STAFF. (ESSENTIAL)

FINDINGS:

The Arkansas Parole Board does not have part-time staff.

**Standard #2-APA-1071**

OFFENDERS ARE NOTIFIED IN WRITING OF THEIR FIRST LEGAL ELIGIBILITY DATE FOR A PAROLE HEARING WITHIN 90 CALENDAR DAYS AFTER BEING RECEIVED IN A CORRECTIONAL INSTITUTION. (ESSENTIAL)

FINDINGS:

The Arkansas Parole Board does not provide eligibility dates to offenders. Eligibility dates are statutorily determined and notice is provided at the institutional level.

**Standard #2-APA-1072**

OFFENDERS ARE SCHEDULED AUTOMATICALLY FOR HEARING AND REVIEW BY THE PAROLE AUTHORITY WITHIN ONE YEAR AFTER BEING RECEIVED IN A CORRECTIONAL INSTITUTION IF THERE IS NO MINIMUM ELIGIBILITY DATE. (ESSENTIAL)

FINDINGS:

The Arkansas Parole Board does not provide eligibility dates to offenders. Eligibility dates are statutorily determined and notice is provided at the institutional level.

**Standard #2-APA-1073**

OFFENDERS MAY BE RELEASED EARLIER THAN INITIALLY ANTICIPATED, ACCORDING TO LAW AND IN CONFORMITY WITH THE AUTHORITY'S PREVIOUSLY ESTABLISHED AND WRITTEN CRITERIA. (ESSENTIAL)

FINDINGS:

The Arkansas Parole Board has no statutory authority to discharge an offender from parole. Early parole release can only be granted by the Board of Corrections in accordance with state statute.

**Standard #2-APA-1121**

IN JURISDICTIONS WHERE THE PAROLE AUTHORITY HAS DISCRETION TO AWARD OR FORFEIT GOOD CONDUCT DEDUCTIONS FOR TIME SERVED ON PAROLE IN THE COMMUNITY, THERE ARE WRITTEN GUIDELINES FOR THE AWARD OR FORFEITURE OF SUCH DEDUCTIONS. (ESSENTIAL)

FINDINGS:

The Arkansas Parole Board has no statutory authority to grant, award, or forfeit good time while the offender is on parole in the community.

**Standard #2-APA-1124**

PAROLEES ARE NOT CONTINUED UNDER ACTIVE PAROLE SUPERVISION AFTER ONE YEAR UNLESS, CONSISTENT WITH THE PAROLE AUTHORITY'S WRITTEN POLICY, GOOD REASONS EXIST TO SHOW THAT SUCH CONTINUED SUPERVISION IS REQUIRED. (ESSENTIAL)

FINDINGS:

The Arkansas Parole Board has no statutory authority to grant, award, or forfeit good time while the offender is on parole in the community.

**Standard #2-APA-1125**

IF NOT DISCHARGED AFTER ONE YEAR OF RELEASE ON PAROLE OR THE STATUTORY MINIMUM PERIOD, THE PAROLEE MAY REQUEST A DISCHARGE REVIEW BY THE AUTHORITY. (ESSENTIAL)

FINDINGS:

Once sentenced to the Department of Corrections, that department retains legal custody.