

# American Correctional Association

4380 FORBES BOULEVARD LANHAM, MARYLAND 20706-4322

301.918.1800 Fax 301.918.1900

[www.aca.org](http://www.aca.org)



June 24, 2005

Leroy Brownlee, Chairman  
Post Prison Transfer Board  
P.O. Box 34085  
Little Rock, Arkansas 72203

## EXECUTIVE COMMITTEE

Charles J. Kehoe, VA  
President

Terry L. Stewart,  
AZ Vice President

Gwendolyn C. Chunn,  
NC President-Elect

Harold W. Clarke,  
NE Treasurer

Hon. Betty Adams Green,  
TN Immediate Past  
President

Donald G. Evans, Canada  
Board of Governors  
Representative

My L. Livers, OK  
Board of Governors  
Representative

James A. Gondles, Jr., CAE  
Executive Director

Dear Chairman Brownlee:

Enclosed is the completed visiting committee report for the Post Prison Transfer Board. This report indicates the hard work and dedication put forth by you and your staff to comply with the ACA standards.

Your facility is on the agenda for the next accreditation hearings. Additional information will be sent to you in the near future.

Thank you for your continued support of the accreditation process. If I can be of further assistance, please feel free to contact me at any time at (301) 918-1877 or e-mail me at [jonathanw@aca.org](mailto:jonathanw@aca.org).

Sincerely,

Jonathan Walls  
Regional Manager  
Standards and Accreditation

cc: Sharon Lewis

Enclosures

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

**State of Arkansas  
Post Prison Transfer Board  
Little Rock, Arkansas**

**May 16-17, 2005**

**VISITING COMMITTEE MEMBERS**

**Rita Maxwell, Chairperson  
Correctional Consultant  
713 Moraine Avenue  
Midwest City, Oklahoma 73130  
405-232-4240**

**Patricia Turpin  
Correctional Consultant  
1958 Parallel Road  
Lexington, Kentucky 40511  
859-254-8957**

A. Introduction

The audit of the Arkansas Post Prison Transfer Board was conducted on May 16-17, 2005 by the following team: Rita Maxwell, Chairperson; and Patricia Turpin, Member.

B. Facility Demographics

Full-Time Staff: 16;  
3 Administrative, 6 Board Members, and .7 support.

C. Facility Description

The Arkansas State Post Prison Transfer Board (PPTB) is located at 105 West Capitol of the Union National Plaza Building, suite 501, Little Rock, Arkansas 72201. The PPTB currently occupy 700 square feet with an approved contract for the additional 400 square feet, which enables the agency to be sole occupants of the fifth floor.

The suites consist of several private offices for the commissioners, cubicles for the support staff, hearing officer, a large parole hearing room, with waiting area for persons having business with parole board.

The suites are professional in appearance and are properly equipped to assist the staff in their work needs.

Board History:

In 1989 Act 937 created the State Board of Parole and Community Rehabilitation. The State Board of Pardons and Paroles and the Commission on Community-Based Rehabilitation made release decisions for inmates in the Arkansas Department of Corrections. Members of these two agencies were part-time.

Act 938 created the Board assumed the responsibilities of both the former board and the commission. The newly formed Board consisted of seven members, serving seven-year terms that are appointed by the Governor and confirmed by the Senate.

In 1993 Act 547 created the Post Prison Transfer Board. The seven members are appointed for seven-year terms by the Governor and confirmed by the Senate. All other members are part-time. The Post Prison Transfer Board assumed and expanded all of the duties and responsibilities of the Board of Parole and Community Rehabilitation.

Board staff consists of: one office administrator, three hearing examiners (all Attorneys), one fiscal manager and three secretaries.

**Mission Statement:**

The Parole Board is an important part of the criminal justice system. The Board is dedicated to the process of promoting public safety by the return of the offenders into the community through supervised, conditional release. It is our sincere desire that there will be successful transitions from confinement to responsible conduct within the community.

**D. Pre-Audit Meeting**

The team met on May 15, 2005, in Little Rock, Arkansas at the Central Arkansas Community Correction Center to discuss the information provided by the Association staff and the officials from Arkansas State Post Prison Transfer Board.

At the pre-audit meeting the following persons were present and introduced the Team:

Leroy Brownlee, Chairman  
Carolyn Robinson, Vice-chairman  
John Belken, Secretary  
John Felts, Board Member  
Larry Zeno, Board Member  
Bill walker, Board Member  
Erma Hendrix, Board Member  
Carolyn Bohannon, Hearing Examiner  
Ernest Sander, Hearing Examiner  
Jim Williams, Hearing Examiner  
Sharon Lewis, Accreditation Manager/Officer Manager  
Kelley Hale, Agency Fiscal Manager  
Lois Hansberry, Hearing Examiner Coordinator  
Tamara Salaam, Board Coordinator  
Natasha Holloway, Secretary  
Pat Dyson, Secretary/Receptionist  
Tonja Scaife, Secretary  
Louise Scott, Extra Help  
Lesley Bryant, Extra Help  
Bill Ferren, Board of Corrections  
Ronnie Dobbs, Assistant Director, Arkansas Dept of Corrections  
Anne Geddings, Assistant Director Dept of Community Corrections

Milton Henderson, Director of Parole Services  
Ray Hobbs, Chief Deputy Director, DOC  
Larry May, Deputy Director, DOC  
Tina Thrift, Inst. Release Officer, East Arkansas Regional Unit  
Kipp Brown, Parolee  
Altricia Brown  
Carl Hyde, Former Inmate  
Lanetra Colbert  
John Claiborne, Parolee  
Teresa Belew, Dir. Mothers Against Drunk Drivers  
Plato Barnett, ACA Coordinator  
Kelly Pace, Board of Corrections  
Lisa Reynolds, Inst. Release Officer  
Tommy Robinson, Former PPTB Member  
Cory Cox, Liaison, Governor Office  
George Smith, Parolee  
Carol Smith  
Thomas Dunn, Pardon  
Nadine Dunn  
Paula Pumphrey, Former Director, Dept. of Community Corrections  
Dale Charles, State President NAACP  
Dianne Charles  
Rick Kart, Dir. Of Residential Services  
Don Webb, Representative from the Dept. of Community Corrections  
Dee Ann Norlett

The chairperson divided standards into the following groups:

Standards #2-APA-1001 to #2-APA-1069  
Standards #2-APA-1070 to #2-APA-1129

Patricia Turpin, Member  
Rita Maxwell, Chairperson

#### E. The Audit Process

##### 1. Transportation

The team was escorted to the facility by Leroy Brownlee, Chairman.

##### 2. Entrance Interview

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

) **Leroy Brownlee, Chairman escorted the team to Parole Hearing Room where the formal entry meeting was held.**

The following persons were in attendance:

Sharon Lewis, ACA Manager  
Kelley Hale, Agency Fiscal Manager  
Lois Hansberry, Hearing Examiner  
Tamara Salaam, Board Coordinator  
Natasha Holloway, Secretary  
Louise Scott, Extra Help

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.

### 3. Facility Tour

The team toured the entire facility from 8:30 a.m. to 8:45 a.m. The following persons accompanied the team on the tour and responded to the team's questions concerning facility operations:

Leroy Brownlee, Chairman.

## F. Examination of Records

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

### 1. Litigation

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

This is the agency's initial audit.

### 2. Significant Incidents/Outcome Measures

N/A

### 3. Departmental Visit

On the first day of the audit the team observed hearing officers conduct revocation hearings via video cam from their offices to a jail.

On the second day of the audit Chairman Brownlee took the team to the Jefferson Regional Jail. The Jefferson Regional Jail is a correctional unit of the Arkansas Department of Corrections located in Pine Bluff, Arkansas, which is 55 miles southeast of Little Rock to witness, the Parole Commission conduct parole hearings. The team observed two Commissioners and ten cases.

4. Shifts

a. Day Shift

The team was present at the facility during the day shift from 8:00 a.m. to 5:00 p.m. The team observed the videoconference of a revocation hearing. Interviewed staff and reviewed standards.

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

The team reviewed the status of standards previously found non-compliant, for which a waiver was not granted, and found the following:

This is the agency's initial audit.

G. Interviews

1. Offender Interviews

The team interviewed four parolees that were invited to the Sunday evening function held by the board. Each person told of his experience with the prison system, Post Prison Transfer Board and their life on parole. Three of the parolees were present with their wives and all were employed.

2. Staff Interviews

The team interviewed all 16 of the board members and office staff. All interviewed were proud of the work that the board was doing and they were all eager to share their work and their experiences.

The board has a great working relationship with the Community Service Department and the Department of Correction. The Community Service Department is housed in the same building and many of the staff were actively involved in the preparations for the audit and were present

throughout the audit to answer questions and show support.

#### H. Exit Discussion

The exit interview was held at 12:30 p.m. in the Post Prison Transfer Meeting Room with the Board Chairman Leroy Brownlee and 16 staff in attendance. A planned luncheon was held after the closeout and the team did not leave the agency until 1:45 p.m.

The following persons were also in attendance:

Rich Hart, Residential Services Deputy Director

Plato Barnett, ACA Coordinator

Rhonda Sharp, Public Relations Administrator, DCC

Dickey Johnson, Internal Affairs Investigator

Arkansas Democrat Gazette

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 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

**COMPLIANCE TALLY**

<b>Manual Type</b>	<b>Adult Parole Authorities, second edition</b>
<b>Supplement</b>	<b>2004 Standards Supplement</b>
<b>Facility/Program</b>	<b>Arkansas Post Prison Transfer Board</b>
<b>Audit Dates</b>	<b>May 16-17, 2005</b>
<b>Auditor(s)</b>	<b>Rita Maxwell, Chairperson; Patricia Turpin, Member</b>

	<b>MANDATORY</b>	<b>NON-MANDATORY</b>
<b>Number of Standards in Manual</b>	<b>0</b>	<b>130</b>
<b>Number Not Applicable</b>	<b>0</b>	<b>8</b>
<b>Number Applicable</b>	<b>0</b>	<b>122</b>
<b>Number Non-Compliance</b>	<b>0</b>	<b>0</b>
<b>Number in Compliance</b>	<b>0</b>	<b>122</b>
<b>Percentage (%) of Compliance</b>	<b>0%</b>	<b>100%</b>

- **Number of Standards *minus* Number of Not Applicable *equals* Number Applicable**
- **Number Applicable *minus* Number Non-Compliance *equals* Number Compliance**
- **Number Compliance *divided by* Number Applicable *equals* Percentage of Compliance**

COMMISSION ON ACCREDITATION FOR CORRECTIONS

State of Arkansas  
Post Prison Transfer Board  
Little Rock, Arkansas

May 16-17, 2005

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 PPTB is the sole independent paroling authority for the State of Arkansas and is not a part of any other governmentally agency.

Standard #2-APA-1009

WHILE THE EXISTENCE OF 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 PPTB does not have the statutory authority to discharge an offender from parole.

Standard #2-APA-1071

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

(ESSENTIALLY)

FINDINGS

The PPTB does not provide initial 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. (ESSENTIALLY)

FINDINGS

The PPTB does not provide initial eligibility, dates are statutorily determined and notice is provided at the institutional level.

Standard#2-APA-1073

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

FINDINGS

The PPTB does not have the statutory authority to discharge an offender from parole. The Board of Corrections, in accordance with 12-28-604, can only grant early parole release.

Standard#2-APA-1121

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

## FINDINGS

The PPTB does not have the statutory authority to grant, award, or forfeit good conduct time while an offender is in the community on parole.

### 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 EXISTS TO SHOW THAT SUCH CONTINUED SUPERVISION IS REQUIRES. (ESSENTIALLY)

## FINDINGS

Based upon State Statute, 16-93-1303. parolees do not remain under active supervision after one year of being on parole. The Board does not have the authority to discontinue supervision.

### 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. (ESSENTIALLY)

## FINDINGS

Arkansas State Statute does not grant the PPTB the authority to conduct discharge hearing.