

COMMISSION ON ACCREDITATION FOR CORRECTIONS
STANDARDS COMPLIANCE REACCREDITATION AUDIT

Arkansas Department of Corrections
Arkansas Board of Parole
Little Rock, Arkansas

June 1 – 2, 2017

VISITING COMMITTEE MEMBERS

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A. Introduction

The audit of the Arkansas Board of Parole was conducted on June 1 -2, 2017 by the following team: Michael Radon, Chairperson and David Lane, Member.

B. Facility Demographics

The Arkansas Board of Parole does not supervise or house any inmates, therefore only the following demographics apply:

Full-time appropriated staff: 27

Current full-time staff: 26

Administrative staff: Five

Support staff: 11

C. Facility Description

The Arkansas Board of Parole is located at 105 W. Capitol, Suite 500, Little Rock, Arkansas and occupies the fifth floor of a leased state building. The governing authority is the State of Arkansas. The Board is approximately seven miles from the Clinton National Airport.

The Board is an independent body with members appointed by the Governor and confirmed by the Senate. The Chairman of the Board reports to the Governor directly and serves as agency director, also a voting member of the Board of Correction. The Boards' directives include the following:

1. Conducting parole screenings and hearings in order to make decisions on the conditional release of eligible inmates from correctional facilities.
2. Revoking the parole of offenders who have violated one or more conditions of their release.
3. Reviewing all pardon and commutation applications and issuing non-binding recommendations to the Governor.

The mission of the Arkansas Parole Board is "To effectively and efficiently serve the citizens of Arkansas through the conditional release of offenders via structured and evidenced-based decision making; thereby ensuring the public's safety, the empowerment of victims, and that offenders will be provided opportunities for positive behavioral change and held accountable for their actions upon release."

D. Pre-Audit Meeting

The team met prior to the beginning of the audit and discussed the information provided by the Association staff; including prior audit reports and other documentation. In addition, the standards review plan was reviewed and appropriately assigned as follows.

The chairperson divided standards into the following groups:

Standard #APA 2-1001 to 2-1079 Michael Radon, Chairperson
Standard #APA 1-1080 to 2-1130 David Lane, Member

E. The Audit Process

1. Transportation

The team was escorted to the facility by the Arkansas Board of Parole staff.

2. Entrance Interview

The audit team met in the agency conference room. The team expressed the appreciation of the Association for the opportunity to be involved with continuous improvement through the accreditation process.

The following persons were in attendance:

<u>Name</u>	<u>Title</u>
Michael Radon	ACA Chairperson
David Lane	Member
John Felts	Chairman
Jerry Riley	Commissioner
Dawne Vandiver	Commissioner
Abraham Carpenter	Commissioner
John Belken	Vice- Chairman
Brooke Cummings	Executive Administrator
Scott Howard	Investigator
Kelly Knuckles	Executive Assistant to the Chairman
Janice Horton	Business Operations Manager
William Bowman	Computer Support Analyst
Kenya Woods	Victim Input Coordinator
Sharon Lewis	Administrative Analyst
Christie Little	Administrative Support Supervisor
Hollie Cook	Administrative Specialist III
Maya Heard	Administrative Specialist III
Monica Adams	Administrative Specialist III
Britni Pugh	Administrative Specialist III

3. Facility Tour

The team toured the administrative offices of the Arkansas Board of Parole. The following persons accompanied the team on the tour and responded to the team's questions concerning facility operations:

<u>Name</u>	<u>Title</u>
Michael Radon	ACA Chairperson
David Lane	Member
John Felts	Chairman
John Belken	Vice- Chairman
William Bowman	Computer Support Analyst
Brooke Cummings	Executive Administrator
Scott Howard	Investigator
Kelly Knuckles	Executive Assistant to the Chairman
Janice Horton	Business Operations Manager
Kenya Woods	Victim Input Coordinator
Christie Little	Administrative Support Supervisor
Maya Heard	Administrative Specialist III
Monica Adams	Administrative Specialist III
Britni Pugh	Administrative Specialist III
Sharon Lewis	Administrative Analyst
Hollie Cook	Administrative Specialist III

4. Conditions of Confinement/Quality of Life

Certain portions of the audit report are not applicable as the Board of Parole does not oversee or house offenders.

Security:

There were a total of four digital interior cameras which run until memory is full; these cameras are monitored in the administrative section of the Board of Parole.

There are two entrances to the building where the Board of Parole is housed, staff enters with pass cards.

Outer building security is provided by a private company that services all tenants within the building.

Environmental Conditions:

The audit team found the Boards' environmental conditions to be appropriate with artificial and natural lighting, noise levels, heating and air conditioning.

The facility was found to be well organized with all areas designed for confidentiality as well as security.

Sanitation:

The audit team found the facility to be exceptionally clean with no 'old dirt' or trash.

F. Examination of Records

Following the facility tour, the Arkansas Board of Parole conference 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

The Arkansas Board of Parole has eight open parole board cases, they are as follows:

- APA-Bradford, Roger v. AR Parole Board 60-CV-15-5535
- APA-Doss, Kasey v. Arkansas Parole Board 70-CV-15-440
- APA-Kennedy, Jeremy (09361) v. AR Parole Board 35-CV-16-375
- APA-Mack, Gregory v. John Felts, et al. 60CV-16-4269
- Miller, Melton ADC #82966 v. Ashley Vales 4:15-cv-4087-SOH-BAB
- Ruiz, Casey v. John Felts, Chairman CV-16-370
- Snow, David v. Felts, John 141521 60CV-15-2781
- Valadez v. PPTB 60CV-14-1668

2. Significant Incidents/Outcome Measures

There are no significant incidents or outcome measures applicable to the audit or Arkansas Board of Parole.

3. Departmental Visits

The ACA team met formally and informally with Board of Parole Administrative Staff, including Board Commissioners and all other administrative staff that support the continuous operation of the Board of Parole.

4. Shifts

This audit consisted of an administrative office review which operates on a nine to five basis.

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

The team reviewed the status of standards previously found non-compliant and found the following:

Standard #2-APA-1042

The audit team reviewed this standard and discussed ongoing activity within the State of Arkansas to address salary inadequacies. During the past three years continued ongoing conversation which related to this standard within the state government legislature determined ongoing compliance for this standard.

G. Interviews

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

1. Offender Interviews

During the audit the audit team separated and visited two local parole field offices, during which informal observations and discussions with parolees occurred.

2. Staff Interviews

The Arkansas Board of Parole has a small staff amount of twenty-six employees which the audit team interviewed informally and formally.

H. Exit Discussion

The exit interview was held Board of Parole conference room. The following persons were in attendance.

<u>Name</u>	<u>Title</u>
Michael Radon	ACA Chairperson
David Lane	Member
John Felts	Chairman
Dawne Vandiver	Commissioner
Abraham Carpenter	Commissioner
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Business Operations Manager
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Administrative Analyst
Administrative Specialist III

COMMISSION ON ACCREDITATION FOR CORRECTIONS

AND THE

AMERICAN CORRECTIONAL ASSOCIATION

COMPLIANCE TALLY

Manual Type	Standards for Adult Parole Authorities 2nd Edition	
Supplement	2014 Standards Supplement	
Facility/Program	Arkansas Board of Parole	
Audit Dates	June 1 -2, 2017	
Auditor(s)	Michael Radon, Chairperson; David Lane, Member	
	MANDATORY	NON-MANDATORY
Number of Standards in Manual	0	130
Number Not Applicable	0	8
Number Applicable	0	122
Number Non-Compliance	0	0
Number in Compliance	0	122
Percentage (%) of Compliance	100%	100%
<ul style="list-style-type: none"> ● 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 		

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Visiting Committee Findings

Non-Mandatory Standards

Non-Applicable

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 does not have authority to discharge an offender from parole. This is the responsibility of the Arkansas Board of Corrections.

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 employ part-time employees or utilize volunteers.

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 or notices to offenders as this is determined by the Board of Corrections.

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 has no statutory authority to release an offender early or to discharge an offender from parole. Parole release eligibility including notice to the offender is the responsibility of the Arkansas Board of Corrections.

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 release an offender early or to discharge an offender from parole. Parole release eligibility including notice to the offender is the responsibility of the Arkansas Board of Corrections.

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 does not have discretion to award or forfeit good conduct deductions while on parole or 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 does not have the authority to extend active parole after one year.

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:

The State of Arkansas statues do not give the Arkansas Parole Board the authority to discharge parolee.