



ROBERT BENTLEY
GOVERNOR

State of Alabama

Department of Corrections

Alabama Criminal Justice Center
301 South Ripley Street
P.O. Box 301501
Montgomery, AL 36130-1501
(334) 353-3883



KIM T. THOMAS
COMMISSIONER

March 25, 2014

**ADMINISTRATIVE REGULATION
NUMBER 01**

OPR: RESEARCH AND PLANNING

INDEX OF ADMINISTRATIVE REGULATIONS

Administrative Regulations (AR) are available in Microsoft Word (.doc) and .pdf format.

The following Office of Primary Responsibility (OPR) acronyms are used:

- ACI - Alabama Corrections Industries
- I & I - Investigations and Intelligence Division
- R&P - Research and Planning Division

NUMBER	TITLE	EFFECTIVE DATE	OPR
01	Index of Administrative Regulations	March 25, 2014	R&P

GENERAL ADMINISTRATION AND MANAGEMENT: 001 - 099

001	Administrative Regulation Procedures	September 24, 2003	R&P
002	Organization and Objectives	February 27, 2012	R&P
002.1	Change 1	December 12, 2012	R&P
003	Administrative Regulations Exemptions	May 5, 2004	R&P
004	Departmental Legislative Committee	November 30, 2005	Administration
005	Public Information	October 29, 2004	Public
005.1	Change 1	March 31, 2009	Public
005.2	Change 2	August 5, 2010	Public
008	DOC Monthly and Annual Statistical Report	March 29, 2005	R&P
009	Smoke/Tobacco Free Policy	December 17, 2004	Personnel
010	DOC Disaster Assistance and "State of Emergency" Plan	January 19, 2000	Operations
014	Public Contracts and Leases	February 4, 2005	Legal
015	Victim/Offender Mediation Program	October 18, 2004	Administration
017	Land Management	February 27, 2004	ACI
018	Institutional Standard Operating Procedures	March 29, 2005	R&P
019	Inter and Intra Governmental Cooperation	October 29, 2004	Public
020	Research and Planning	December 21, 2005	R&P
021	Consultation with Colleges and Universities	July 3, 1985	R&P
021.1	Change 1 (.pdf)	December 20, 1985	R&P
022	Interstate Corrections Compact (ICC)	May 5, 2004	Central Records
022.1	Change 1	April 15, 2009	Central Records

NUMBER	TITLE	EFFECTIVE DATE	OPR
022.2	Change 2	November 6, 2009	Central Records
023	Requests and Release of ADOC Documents	January 30, 2006	Public
024	Development of Manuals For Division Operations	May 2, 2005	R&P
025	Response to Outside Inquiries and Surveys	February 23, 2005	R&P
026	Availability of Legal Assistance	March 21, 2005	Legal
032	Issue and Control of Inmate Identification Cards	November 5, 2004	Information Systems

FISCAL AND LOGICAL MANAGEMENT: 100 - 199

103	Property Control	June 29, 2004	Accounting
105	Use of State Motor Vehicles	June 16, 2004	Fleet Management
106	Board of Adjustment Claims for ADOC Employees	February 4, 2005	Legal
107	Travel Reimbursement	June 29, 2004	Accounting
107.1	Change 1	September 24, 2004	Accounting
107.2	Change 2	October 7, 2005	Accounting
107.3	Change 3	December 21, 2005	Accounting
108	Occupancy of State-Owned Residential Family Dwellings, Staff Quarters, or Trailer Space Rentals on State Property	February 5, 2008	Operations
109	Waste Reduction, Reuse, and Recycling Program (WRR&RP)	June 11, 1996	Operations
109.1	Change 1 (.pdf)	October 23, 1996	Operations
109.2	Change 2 (.pdf)	July 30, 1998	Operations
110	Institution Contingency Fund	November 29, 2000	Accounting
110.1	Change 1	June 14, 2004	Accounting
110.2	Change 2	July 1, 2010	Accounting
112	Court Ordered Withholding from Inmate Funds Due Process Procedures	July 26, 2004	Accounting

PERSONNEL MANAGEMENT AND TRAINING: 200 - 299

200	Military Service Benefits	June 17, 2005	Personnel
200.1	Change 1	March 6, 2014	Personnel
201	Issue and Control of Employee Identification Cards	April 4, 2005	Information Systems
202	Off-Duty Employment	April 11, 2005	Personnel
203	Holiday Duty	June 27, 2005	Personnel
204	New Employee Orientation	February 16, 2005	Personnel
205	Seniority - Correctional Officers I Employees	November 19, 2004	Personnel
206	Harassment and Discrimination Policy	January 27, 2004	Personnel
208	Employee Standards of Conduct and Discipline	August 17, 2005	Personnel
208.1	Change 1	October 1, 2009	Personnel
208 ICN	Immediate Change Notice	June 1, 2010	Personnel
209	Utilization, Evaluation and Career Development Correctional Officer Classes	April 27, 1983	Operations
210	Service Recognition Pins	January 14, 2005	Personnel

NUMBER	TITLE	EFFECTIVE DATE	OPR
211	Pre-Employment/Re-Employment Drug Testing Applicants for Correctional Officer Jobs	October 4, 2004	Personnel
212	Overtime Work	March 8, 2005	Personnel
212.1	Change 1	November 10, 2005	Personnel
213	Employee Grievance Procedures	July 19, 2007	Personnel
214	Law Library Supervisors	June 29, 2004	Operations
215	Reemployment of Former Employees	February 23, 2005	Personnel
216	Employment of Individuals with Felony Convictions	June 1, 2005	Personnel
217	Dress Code	December 1, 2010	Training
217.1	Change 1	July 26, 2011	Training
218	Annual Employee Awards Program	April 20, 2009	Administration
219	Training	July 15, 2008	Training
219.1	Change 1	August 4, 2009	Training
220	Departmental Leave Policy	March 26, 2010	Personnel
220 ICN	Immediate Change Notice	May 11, 2010	Personnel
222	Individuals with Disabilities	November 26, 2003	Personnel
223	Badges	April 9, 1985	Personnel
223.1	Change 1	January 15, 1987	Personnel
224	Personnel Records	February 16, 2005	Personnel
227	Controlled Substance Testing for Employees	May 7, 2007	Treatment
228	Employee Sexual Misconduct and Sexual Harassment	December 30, 2004	Personnel
230	Nepotism Policy	December 1, 2003	Personnel
231	Training for Supervisors	December 30, 2004	Training
232	Management/Work Site Meetings	December 22, 2004	Operations
233	Honor Guard Unit	September 20, 2005	Operations

SECURITY MANAGEMENT: 300 - 399

300	Investigations and Intelligence Division	August 11, 2004	I & I
303	Visitation	August 1, 2012	Operations
310	Accidents Involving ADOC Vehicles	January 31, 2005	ACI
313	Chaplain Services and Religious Activities	January 10, 1995	Chaplaincy
313.1	Change 1	April 17, 2001	Chaplaincy
315	Computer Usage and Security Guide	August 3, 1998	Information
316	Critical Incident Stress Management Team	January 3, 2003	Programs
318	Staff/Inmate Relationships	January 14, 2005	Operations
318.1	Change 1	February 1, 2006	Operations
318.2	Change 2	September 28, 2006	Operations
320	Inmate Work Squad Safety Near Roadways	November 20, 2003	Operations
322	Security Audits	February 5, 2008	Operations
323	Laundry Services	October 18, 2004	Operations
329	Fire and Emergency Evacuation Plan	January 10, 2005	Operations
333	Religious Program Services	December 17, 2004	Chaplaincy
333.1	Change 1	October 21, 2005	Chaplaincy
333.2	Change 2	August 13, 2009	Chaplaincy
336	Searches	April 6, 2005	Operations
338	Inmate Property	September 9, 2009	Operations

NUMBER	TITLE	EFFECTIVE DATE	OPR
--------	-------	----------------	-----

INMATE AND INSTITUTIONAL PROGRAMS: 400 - 499

400	Classification of Inmates	November 10, 2004	Classification
403	Disciplinary Hearing Procedures for Major Rule Violations	June 4, 2013	Operations
403.1	Change 1	March 4, 2014	Operations
405	Inmate Emergency Visit, Pass, and Leave Program	August 4, 2009	Operations
405.1	Change 1	March 23, 2010	Operations
407	Marriage of Inmate Personnel	November 16, 1987	Chaplaincy
407.1	Change 1 (.pdf)	April 9, 1997	Chaplaincy
410	Work Release Organization and Function	September 2, 1997	Operations
410.1	Change 1	June 9, 2003	Operations
410.2	Change 2	August 6, 2009	Operations
411	Release of State Inmates from County Jails/Alabama Department of Corrections (ADOC) Facilities	March 29, 1994	Central Records
412	Institutional Law Libraries	February 7, 2005	Legal
413	Inmate Central Records File	December 3, 2003	Central Records
425	Restoration of Good Time	December 5, 2005	Central Records
428	Notification to the Court - Split Sentence (ACT 754)	March 16, 2006	Classification/ Central Records
431	Inmate Telephone System	October 31, 2005	Operations
434	Disciplinary Segregation	December 22, 2004	Operations
435	Protective Custody	October 16, 2006	Operations
435.1	Change 1	September 24, 2009	Operations
436	Institutional Segregation Review	March 13, 2006	Operations
436.1	Change 1	August 1, 2007	Operations
436.2	Change 2	September 24, 2009	Operations
439	Inmates Working on Community Projects	July 10, 1996	Operations
440	Inmate Drug Screening	January 25, 2007	Treatment
440.1	Change 1	April 21, 2008	Treatment
440.2	Change 2	June 15, 2009	Treatment
441	Inmate Drivers	May 22, 2008	Operations
443	Maintenance Operations	March 8, 2005	Operations
444	Inmate Work Programs	May 2, 2005	Operations
445	Relationships with Community/Advisory Groups	August 17, 2005	Public
445.1	Change 1	October 28, 2005	Public
447	Recreation Programs	August 17, 2005	Operations
448	Inmate Mail	October 20, 2008	Operations
448.1	Change 1	September 1, 2010	Operations
450	Inmate Legal Name Changes	December 14, 2005	Central Records
452	Supervised Re-Entry Program	June 18, 2008	Programs
452.1	Change 1	November 6, 2009	Programs
454	Inmate Sexual Assault and Harassment Awareness (Prison Rape Elimination Act (PREA))	February 27, 2014	Operations and I&I
455	Sex Offender Release Notification	May 1, 2007	Central Records
460	Faith/Character Based Programs	March 4, 2008	Chaplaincy

NUMBER	TITLE	EFFECTIVE DATE	OPR
490	Community Corrections Program	September 11, 2007	Community Corrections

INMATE MENTAL HEALTH SERVICES: 600 - 699

600	Mental Health Services	March 29, 2005	Treatment
601	Mental Health Forms and Disposition	March 1, 2006	Treatment
601.1	Change 1	October 24, 2006	Treatment
602	Drug and Alcohol Testing Policy for Commercial Drivers (.pdf) License (CDL) Drivers	August 18, 1997	Treatment
602	Mental Health Definitions and Acronyms	January 3, 2007	Treatment
603	Autonomy in Mental Health Decisions	July 7, 2004	Treatment
604	Confidentiality in Mental Health Services and Mental Health Documentation	May 11, 2005	Treatment
605	Mental Health Staff Participation in Forensic Evaluations	May 11, 2005	Treatment
606	Mental Health Quality Improvement Program	March 30, 2006	Treatment
607	Mental Health Staff Orientation	May 14, 2004	Treatment
608	Staff Training in Mental Health	June 21, 2005	Treatment
609	Referral to Mental Health Services	May 14, 2004	Treatment
610	Reception Mental Health Screening	May 14, 2004	Treatment
611	Inmate Orientation to Mental Health Services	June 17, 2005	Treatment
612	Reception Mental Health Evaluations	August 1, 2005	Treatment
613	Mental Health Coding and Tracking of Inmates	March 30, 2006	Treatment
614	Intra-System Mental Health Transfers	March 30, 2006	Treatment
615	Psychiatric Evaluations	March 30, 2006	Treatment
616	Psychotropic Medication	September 21, 2004	Treatment
616.1	Change 1	March 25, 2005	Treatment
616.2	Change 2	November 19, 2010	Treatment
617	Psychotropic Medication Administration	June 24, 2005	Treatment
618	Psychotropic Medication Monitoring	September 22, 2004	Treatment
619	Psychotropic Medication and Heat	March 14, 2005	Treatment
619.1	Change 1	November 23, 2005	Treatment
620	Emergency Forced Psychotropic Medication	March 14, 2005	Treatment
621	Administrative Review for Involuntary Psychotropic Medication(s)	September 20, 2004	Treatment
621.1	Change 1	March 14, 2005	Treatment
622	Treatment Planning	April 30, 2010	Treatment
623	Outpatient Mental Health Services	June 5, 2007	Treatment
623.1	Change 1	September 17, 2008	Treatment
624	Mental Health Segregation Rounds	March 9, 2009	Treatment
625	Mental Health Evaluation of Inmates on Segregation Status	September 20, 2004	Treatment
626	Mental Health Consultation to the Disciplinary Process	October 20, 2006	Treatment
627	Outpatient Crisis Intervention Services	September 29, 2004	Treatment
628	Inmate Discharge Planning	October 20, 2006	Treatment
628.1	Change 1	July 13, 2009	Treatment
629	Inmate Suicide Prevention Program	November 16, 2005	Treatment
630	Mental Health Watch Procedures	August 1, 2005	Treatment

NUMBER	TITLE	EFFECTIVE DATE	OPR
631	Use of Physical Restraints for Mental Health Purposes	March 21, 2005	Treatment
632	Intensive Psychiatric Stabilization Unit	June 17, 2005	Treatment
632.1	Change 1	November 6, 2009	Treatment
633	Residential Treatment Unit	March 11, 2014	Treatment
634	Transfer to State Psychiatric Hospital	September 29, 2004	Treatment
634.1	Change 1	November 23, 2005	Treatment
635	Mental Health Documentation Format and Charting Guidelines	March 21, 2005	Treatment
636	Mental Health Services: Monthly Reporting	June 20, 2005	Treatment
637	Gender Identity Disorder	November 16, 2005	Treatment
638	Mental Health Observation	June 17, 2005	Treatment
639	Alcohol Sobriety Field Test	November 3, 2005	Treatment

INMATE HEALTH SERVICES: 700 - 799

700	Office of Health Services Division	November 8, 2010	Health Services
701	Food Service Administration	March 19, 2014	Food Administration
703	Inmate Co-Payment for Health Services	June 1, 2013	Health Services
705	Hearing Impaired Inmates	November 4, 2005	Medical Services
706	Management of Hazardous Medical Devices	December 5, 2005	Medical Services
708	Medical Furlough Program	February 19, 2009	Health Services