



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF THE DIRECTOR
1509 West Seventh Street, Suite 401
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-2242
Fax: (501) 682-1029
<http://www.state.ar.us/dfa>

November 3, 2010

Ray Hobbs
Director
Arkansas Department of Correction
P.O. Box 8707
Pine Bluff, Arkansas 71611-8707

Dear Mr. Hobbs,

We have received your correspondence dated October 28th, 2010, regarding the use of State vehicles by the Arkansas Department of Correction.

At this time, we have determined that your designation of the following positions as Public Health, Safety & Welfare is in accordance with the requirements of Sec. 5, Paragraph B of Executive Order 10-14, and grant waivers for the operation of vehicles assigned to these positions under Sec. 4 of Executive Order 10-14 regarding the use of State seals:

- Director
- Chief Deputy Director
- Three (3) Deputy Directors
- Two (2) Assistant Directors
- Assistant to the Director – Public Relations
- Emergency Preparedness Coordinator
- Internal Affairs Administrator
- Fourteen (14) Warden Positions
- Twenty (20) Deputy Warden Positions
- Two (2) Assistant Warden Positions
- Act 309 Coordinator
- K-9 Supervisor
- Three (3) K-9 Lieutenants
- Three (3) K-9 Sergeants
- Two (2) Internal Affairs Investigators
- Radio Lieutenant
- SOSRA Administrator

**Human Resources Administrator
Major – Benton Unit**

Additionally, have determined that your designation of the following positions as Regular Travel Status is in accordance with the requirements of Sec. 5, Paragraph A of Executive Order 10-14, and grant waivers for the operation of vehicles assigned to these positions under Sec. 4 of Executive Order 10-14 regarding the use of State seals:

Farm Administrator
Industry Administrator
PIECP Manager – Industry
Sales Manager – Industry
Operation Manager – Industry
Chaplaincy Administrator
Board/Compliance Administrator
Construction Lieutenant
Three (3) Construction/Maintenance Coordinators
Construction Expediter
Construction Project Supervisor
Compliance Investigator
Twenty Four (24) Vans used for the transportation of Inmates
Three (3) Buses used for the transportation of Inmates

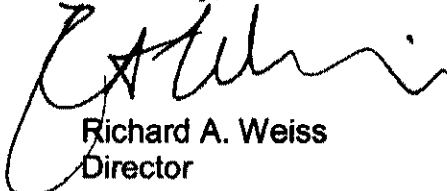
Please be aware that, unless otherwise states, Section 4 of Executive Order 10-14 requires all vehicles carry red, Official Business Only license plates and each must carry the official seal of either the State or your agency. Unless otherwise stated, this requirement applies to vehicles assigned to employees operating under a status designation of Public Health, Safety & Welfare and Regular Travel Status.

Please also be aware that, under Section 3 of Executive Order 10-14, all vehicles not assigned to individual employees must be pooled, made available to any authorized employee and must remain on State property when not in use.

Additionally, please recall that Executive Order 10-14 requires State vehicles be used solely for purposes of official State business.

Thank you for your assistance and cooperation.

Sincerely,



Richard A. Weiss
Director



Arkansas Department of Correction

Director's Office
P.O. Box 8707
Pine Bluff, Arkansas 71611-8707
Phone: (870) 267-6200
Fax: (870) 267-6244
www.arkansas.gov/doc

October 29, 2010

Mr. Richard Weiss, Director
Department of Finance & Administration
P.O. Box 3278
Little Rock, AR 72203

RE: Governor's Executive Order 10-14

Dear Mr. Weiss:

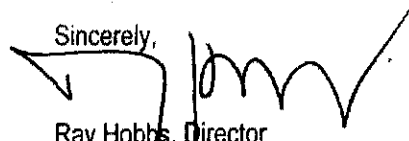
The Arkansas Department of Correction currently has 344 licensed vehicles. All of these vehicles have 'Official Business Only' red plates with the exception of 22 vehicles that are rated as B, C, D, H, & K due to weight restrictions and have 'Official Business Only' yellow plates. Most vehicles are pooled and are made available for general business use including attendance of mandatory training classes by almost 4,000 employees. Of these licensed vehicles, 98 are assigned to individual employees to be used in their official capacity.

Pursuant to Governor's Executive Order 10-14, we have categorized vehicle assignments for individual employees by position as stipulated in Paragraph 5, Sections A, B & C (see attached list). Please note that 60 of these assignments are to individuals who serve on ADC's Emergency Response Team (ERT) and the majority of these vehicles are parked at residences of individuals required to live on the premises by virtue of their position, e.g., director, deputy/assistant directors/wardens/deputy and assistant wardens, etc. ERT individuals are on call 24 hours, 7 days a week and are required to respond as may be deemed necessary by the ADC Director or Commander in charge during an emergency situation which may include but is not limited to escapes, riots, homicides, executions, natural disasters, etc.. A.C.A. §12-27-107 6(A) provides that designated ADC employees have the powers of peace officers in the enforcement of criminal laws to the extent they apply to employees, inmates, and persons on ADC property, while participating in the search and capture of an inmate who has escaped custody, or while assisting law enforcement officers in the search and capture of any fugitive or escapee from another jurisdiction. The ERT provides a core of individuals required to respond to any situation that threatens public safety and disrupts the normal functional capability of ADC. The ERT includes individuals from all disciplines of the organization that fulfill roles defined by our emergency preparedness plan and as may be needed to staff a command center, analyze all available data, conduct investigations, manage and assign personnel, serve as public information officers, provide for emergency procurement, conduct stakeouts, etc. Employees assigned to the ERT have received emergency preparedness and/or situational response training as necessary to assist with various emergency situations. Some responders are certified police officers as well.

Because an ERT member's life could be threatened by simply being identified with ADC, we respectfully request a continued waiver of the requirement in paragraph 4 to display a state or agency insignia on vehicles assigned to ERT members. Additionally, we request a waiver requiring display of a state or agency insignia for 14 vehicles assigned to individuals on regular travel status that also serve on the ADC ERT team and 27 vehicles that are used to transport inmates to and from work assignments and other appointments. Employers do not usually desire to have it publicized that they are employing inmates. At other times for security reasons, we do not wish to publicize the fact that inmates are being transported. Finally, having an ADC decal on our vehicles makes them a target for vandalism by our many clients released each year from prison.

Thank you in advance for your consideration in this matter. Please advise if additional explanation is needed.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ray Hobbs', is written over a rectangular box. The signature is stylized and cursive.

Ray Hobbs, Director

Attachment

Cc: Sheila Sharp, Deputy Director, Administrative Services
Teresa Funderburg, Procurement Administrator

10/29/2010

Arkansas Department of Correction
Executive Order 10-14
Use of State Vehicles

Paragraph 5.A. Regular Travel Status (will display decals)

Maintenance Supervisors (12)
Construction Supervisors (5)
Construction/Maintenance Coordinator (2)
Salesman – Industry (3)
Farm Supervisor
Specialized Chaplain (assigned to all units)

**Paragraph 5.A. Regular Travel Status (no decals)
(and serve on ADC's Emergency Response Team)**

Farm Administrator	Construction Lieutenant
Industry Administrator	Construction/Maintenance Coordinator (3)
PIECP Manager – Industry	Construction Expediter
Sales Manager – Industry	Construction Project Supervisor
Operations Manager – Industry	Compliance Investigator
Chaplaincy Administrator	
Board/Compliance Administrator (also on call 24/7 for oversight during incidents at ADC or DCC as deemed necessary by Chair of the Board of Corrections)	

**Paragraph 5.B. Public Health, Safety & Welfare (no decals)
(ADC's Emergency Response Team)**

Director	Act 309 Coordinator
Chief Deputy Director	K-9 Supervisor
Deputy Director (3)	K-9 Lieutenant (3)
Assistant Director (2)	K-9 Sergeant (3)
Assistant to the Director – Public Relations	Internal Affairs Investigator (2)
Emergency Preparedness Coordinator	Radio Lieutenant
Internal Affairs Administrator	SOSRA Administrator
Warden (14)	Human Resources Administrator
Deputy Warden (20)	Major – Benton Unit
Assistant Warden (2)	

Transportation of Inmates to/from Work Assignments: (no decals)

Transportation Vans (24)
Transportation Buses (3)