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State of Alabama Department of Corrections

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JOHN Q. HAMM
COMMISSIONER

June 6, 2023

ADMINISTRATIVE REGULATION
NUMBER

108

OPR: MEN'S AND WOMEN'S
SERVICES

OCCUPANCY OF STATE-OWNED RESIDENTIAL FAMILY DWELLINGS, STAFF QUARTERS, OR TRAILER SPACE RENTALS ON STATE PROPERTY

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for occupancy of state-owned residential family dwellings, staff quarters, or trailer space rental on state property.

II. POLICY

It is the policy of the ADOC that state-owned residential family dwellings, staff quarters, or trailer space rentals on state property shall be utilized and maintained as outlined in the AR.

III. DEFINITIONS AND ACRONYMS

- A. ADOC Housing Committee: This committee is composed of the Associate/Deputy Commissioners and the Regional Directors of Men's and Women's Services and the ADOC Director of Engineering. The Associate/Deputy Commissioner of Men's Services is the Chairperson of this committee.
- B. Renovation: Any change to the physical structure and/or property.
- C. Rent: The fee charged by the ADOC for rental of a state-owned dwellings and/or lot space.
- D. State-owned dwelling: Any house, apartment, or manufactured home purchased with ADOC funds and located on ADOC property.

- E. **Trailer space:** A designated area on ADOC property where lot(s) of various sizes may be rented by current ADOC employees and/or contractors for the sole purpose of parking occupied dwellings on the lot(s).

IV. **RESPONSIBILITIES**

- A. The Commissioner/Designee, upon recommendation from the ADOC Housing Committee, shall be responsible for:
1. Determining the need for state-owned dwellings at institutions and on ADOC property.
 2. Approving all housing assignments and making lot assignments.
- B. Wardens/Directors/Designees are responsible for developing their institutional/divisional Standard Operation Procedures (SOPs) for the implementation of this AR.
- C. The Director of Engineering shall be responsible for supervising the construction of all state-owned dwellings and shall conduct periodic inspections of existing housing units to assess deterioration, damage, and necessary repairs.
1. The maintenance of all state-owned dwellings, staff quarters, or trailer-space which are occupied by employees under his/her supervision or by ADOC employees/contractors residing on the facility property.
 2. Performing and documenting at least one (1) inspection annually of state-owned dwellings situated on the facility property.
 3. Performing and documenting an inspection immediately upon a state-owned dwelling on the facility property being vacated and prior to the next occupancy.
- D. ADOC employees and/or contractors assigned to or allowed to reside in a state-owned dwelling or on ADOC property shall be responsible for adhering to this AR and applicable Institutional/Divisional SOPs governing the occupancy of state-owned dwellings and property.

V. **PROCEDURES**

- A. Any current ADOC employee may submit ADOC Form 108-A, *ADOC Housing Application*, for available state-owned housing, to the Deputy Commissioner(s) of Men's and Women's Services. Security personnel shall take priority when assigning state-owned housing.

- B. The Deputy Commissioner(s) of Men's and Women's Services will review each application and convene the ADOC Housing Committee, for consideration.
- C. State-owned dwellings shall be assigned at the convenience of the ADOC using the following guidelines:
 - 1. The Warden III, Warden II, Warden I, and the Canine Handler shall be given priority for housing assignments and are exempt from paying any rental fee and from paying monthly utilities up to the amount of \$300.00 per month.
 - 2. The ADOC Housing Committee, with the approval of the Commissioner/Designee, shall designate other security staff to live in state-owned dwellings rent-free to ensure a quick response to situations which may arise at institution.
- D. Upon being assigned state-owned housing, employees (other than those covered in Section V.C.1 and V.C.2) shall be:
 - 1. Assessed a rental fee of \$150.00 per month for dwellings of more than 1,000 square feet or assessed a rental fee of \$75.00 per month for those dwellings of less than 1,000 square feet.
 - 2. Responsible for paying all utilities and deposits, including, but not limited to, electric/gas meters and any fees.
- E. Telephones for personal use shall not be provided by the ADOC.
- F. The ADOC shall maintain major appliances that are currently in state-owned dwellings.
- G. Rental trailer space may be available to personnel at some institutions at the request and expense of the applicant, upon recommendation from the ADOC Housing Committee, and with final approval by the Commissioner/Designee. Occupants of trailer space shall be assessed a rental fee of \$20.00 per month.
- H. Rentals are payable in advance to the Institutional Business Manager (to the Staton Business Manager in the Elmore/ Frank Lee/Staton Complex) and are due on the first day of each month and delinquent after the 10th of each month.
 - 1. The Business Manager shall assess the employee a \$10.00 late fee for payments received after the 10th of the month.
 - 2. Delinquent accounts shall be reported to the appropriate Deputy Commissioner for necessary action, who will then convey this information to the ADOC Housing Committee for appropriate action.

3. Failure to pay rent by the 10th of the month may also be grounds for eviction.
4. Trailers that are abandoned for more than 60-days may be towed off to salvage.

I. All occupants of state-owned housing and state property:

1. Shall strictly adhere to the contents of this AR. Violations of this regulation may be grounds for eviction from state-owned dwelling or state property.
2. May be evicted for cause or as directed by the ADOC Commissioner/Designee and upon 30 days' notice.
3. Shall immediately report all maintenance needs to the Engineering Division.
4. Shall provide a 30-day written notice to the Deputy Commissioner(s) of Men's and Women's Services that they are vacating the dwelling/quarters/trailer space.
5. Shall not utilize inmate labor for personal chores or work assignments at state-owned housing. Any inmate required for house maintenance assistance must be accompanied by Engineering Division personnel.

J. Inspections:

1. All state-owned dwellings, staff quarters and rental space shall be inspected, using ADOC Form 108-B, *Residential Inspection Report*, by the Engineering Division annually, typically within the first thirty (30) days of the fiscal year.
2. Immediately upon state-owned housing being vacated and prior to the next occupancy, the Engineering Division shall conduct an inspection of the premises and document any damage not attributable to normal wear and tear/usage using ADOC Form 108-B, *Residential Inspection Report*.
3. Costs of repair or replacement:
 - a. The repair or replacement of state property due to normal wear and tear shall be made with ADOC funds.
 - b. Abuse or negligence by the occupant(s) shall be paid for by the occupant(s).
 - c. Contested claims for maintenance needs may be appealed to the ADOC Housing Committee. Decisions of the ADOC Housing Committee may be appealed to the Commissioner/Designee, whose decision shall be final.

- K. All renovations made to state-owned housing or property must have prior written approval from the Deputy Commissioner(s) of Men's and Women's Services and the Engineering Division.
- L. Personnel assigned to or allowed to reside on state property are prohibited from subleasing the housing unit or property.
- M. Personnel assigned to or allowed to reside on state property are prohibited from operating any private business in or on state property.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

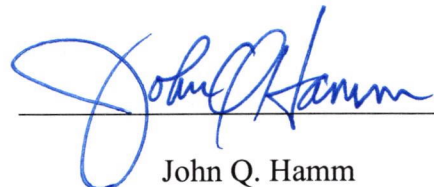
- A. ADOC Form 108-A, *ADOC Housing Application*.
- B. ADOC Form 108-B, *Residential Inspection Report*.

VIII. SUPERSEDES

This Administrative Regulation supersedes, AR 108, *Occupancy of State-Owned Residential Family Dwellings, staff Quarters, or Trailer Space Rentals on State Property*, dated February 5, 2008, and any changes.

IX. PERFORMANCE

There are no ACA Standards established concerning this regulation.



John Q. Hamm
Commissioner

Alabama Department of Corrections
ADOC HOUSING APPLICATION

Name: _____ Institution/Assignment: _____
Position: _____ Date of Employment: _____
Present Address: _____
Telephone Number: _____

Residential Family Dwelling ☐ Staff Quarters ☐ Trailer Space ☐

List all prospective occupants and relationship to the applicant:

NOTE: If application is approved, any changes made to the occupants above shall be promptly reported to the Deputy Commissioner(s) of Men's and Women's Services in charge of the housing unit/property.

I further understand that the State of Alabama, Department of Corrections, or any other division of state government will not be responsible for loss/damage to personal property or personal belongings caused by fire, flood, wind, rain, other acts of God, theft, or vandalism while such belongings are on state property. Renters insurance is strongly recommended for personal belongings.

Applicant Signature

Date

Signature of Witness

Job Title

ACTION BY ADOC HOUSING COMMITTEE

Date of Action on Request: _____ Tentatively: Approved ☐ Denied ☐
Recommended Effective Date: _____

Signature of ADOC Housing Committee
Chair

Date

Signature of Commissioner/Designee

Date

ADOC Form 108-A to AR 108

**ALABAMA DEPARTMENT OF CORRECTIONS
RESIDENTIAL INSPECTION REPORT**

Staff House: _____ Institution: _____
 Date: _____ Inspection Type: ☐ Pre-Occupancy ☐ Post-Occupancy
☐ Annual ☐ Special Event

OUTSIDE

Roof:	Good Condition?	YES	NO
	Need replacing?	YES	NO
Siding:	<input type="checkbox"/> Brick <input type="checkbox"/> Vinyl <input type="checkbox"/> Wood <input type="checkbox"/> Masonite <input type="checkbox"/> Other _____		
	Good Condition?	YES	NO
	Need cleaning?	YES	NO
	Need replacing?	YES	NO
Trim:	If wood, does it need replacing?	YES	NO
	Mildew present?	YES	NO
Eaves/Gables/Overhangs:	Good Condition?	YES	NO
	Equipped with gutter?	YES	NO
	Need cleaning?	YES	NO
	Need replacing?	YES	NO
Gutters/Downspouts:	Good Condition?	YES	NO
	Need cleaning out?	YES	NO
	Need replacing ?	YES	NO
Windows:	Any glass need replacing?	YES	NO
	Frame in good condition?	YES	NO
	Equipped with storm windows?	YES	NO
	Storm windows recommended?	YES	NO
Driveway:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Does residence have a carport?	YES	NO	
Condition:	_____		

KITCHEN

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO
Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Appliances:	Good Condition?	YES	NO
	Need replacing?	YES	NO
Sink:	Good Condition?	YES	NO

Light Fixtures:	Good Condition?	YES	NO
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Comments: _____

HALL

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO

Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Electrical:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Other: _____

DINING ROOM

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO

Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Electrical:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Other: _____

DEN/LIVING ROOM

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO

Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Electrical:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Other: _____

MASTER BEDROOM

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO

Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Electrical:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Other: _____

MASTER BATH

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO
Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Electrical:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Fixtures:	Sink okay?	YES	NO
	Tub/Shower okay?	YES	NO
	Commode okay?	YES	NO

Other: _____

BEDROOM #1

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO
Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Electrical:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Other: _____

BEDROOM #2

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO
Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Electrical:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Other:	<hr/>		

BEDROOM #3

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO
Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Electrical:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Other:	<hr/>		

BEDROOM #4

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO
Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Electrical:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Other:	<hr/>		

BATHROOM

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO
Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Electrical:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Fixtures:	Sink in Good Condition?	YES	NO
	Tub/Shower in Good Condition?	YES	NO
	Commode in Good Condition?	YES	NO

Other: _____

HEATING – VENTILATION – AIR CONDITIONING (HVAC)

System operating?	YES	NO
Replacement recommended:	YES	NO

Comments: _____

LAUNDRY ROOM

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO
Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Washer:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Dryer:	Good Condition?	YES	NO
	Need repairing?	YES	NO
	Properly vented?	YES	NO

Other: _____

HOT WATER HEATER

Water heater in working order?	YES	NO
	YES	NO

Comments: _____

OVERALL COMMENTS: _____

FINDINGS AND RECOMMENDATIONS:

INSPECTED BY: _____

Signature	Position	Date
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ADOC Form 108-B to AR 108