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COMMISSIONER

February 3, 2021

**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	February 3, 2021	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
002.2	Change 2	May 15, 2014	R&P
002.3	Change 3	November 17, 2014	R&P
002.4	Change 4	December 16, 2015	R&P
002.5	Change 5	April 30, 2018	R&P
002.6	Change 6	November 21, 2019	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 Information
005.1	Change 1	March 31, 2009	Public Information
005.2	Change 2	August 5, 2010	Public Information
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

NUMBER	TITLE	EFFECTIVE DATE	OPR
019	Inter and Intra Governmental Cooperation	October 29, 2004	Public Information
020	Research and Planning	December 21, 2005	R&P
021	Consultation with Colleges and Universities	July 3, 1985	R&P
021.1	Change 1	December 20, 1985	R&P
021.2	Change 2	January 6, 2015	R&P
022	Interstate Corrections Compact (ICC)	May 5, 2004	Central Records
022.1	Change 1	April 15, 2009	Central Records
022.2	Change 2	November 6, 2009	Central Records
023	Requests and Release of Public Records	April 6, 2015	Research and Planning
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
027	Records Retention	June 6, 2017	R&P
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	April 4, 2016	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	October 23, 1996	Operations
109.2	Change 2	July 30, 1998	Operations
110	Institution Contingency Fund	September 12, 2019	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
212.2	Change 2	February 8, 2016	Personnel
212.3	Change 3	April 3, 2020	Personnel
213	Employee Grievance Procedures	July 19, 2007	Personnel
215	Reemployment of Former Employees	February 23, 2005	Personnel
216	Background Investigations	December 7, 2015	Personnel
216.1	Change 1	May 24, 2016	Personnel
217	Dress Code	July 7, 2020	Training
217.1	Change 1	November 10, 2020	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
220.1	Change 1	February 8, 2016	Personnel
220.1	Change 1 (Revised)	March 7, 2016	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
234	Social Media	December 1, 2016	Public Information
234.1	Change 1	May 15, 2017	Public Information
235	Fraternization Policy	June 19, 2017	Personnel

SECURITY MANAGEMENT: 300 - 399

303	Visitation	August 1, 2012	Operations
310	Accidents Involving ADOC Vehicles	January 31, 2005	ACI
315	Computer Usage and Security Guide	August 3, 1998	Information Systems
316	Critical Incident Stress Management Team	January 3, 2003	Programs
318	Staff/Inmate Relationships	January 25, 2016	Operations
320	Inmate Work Squad Safety Near Roadways	November 20, 2003	Operations
322	Security Audits	December 30, 2015	Operations
323	Laundry Services	October 18, 2004	Operations
329	Fire and Emergency Evacuation Plan	January 10, 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	Procedures for Inmate Rule Violations	August 20, 2020	Operations
405	Inmate Emergency Visit, Pass, and Leave Program	August 4, 2009	Operations
405.1	Change 1	March 23, 2010	Operations
407	Inmate Marriage - *Rescinded 9-5-2019*	April 6, 2015	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	April 4, 2016	Operations
412.1	Change 1	August 17, 2017	Operations
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	February 22, 2016	Operations
435	Protective Custody	March 7, 2016	Operations
436	Institutional Segregation Review	July 25, 2016	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 Information
445.1	Change 1	October 28, 2005	Public Information
447	Recreation Programs	August 17, 2005	Operations
448	Inmate Mail	October 20, 2008	Operations
448.1	Change 1	September 1, 2010	Operations
448.2	Change 2	June 19, 2017	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))	January 4, 2016	Operations and Legal
454.1	Change 1	April 18, 2016	Operations and Legal
454.2	Change 2	August 1, 2016	Operations and Legal
454.3	Change 3	October 26, 2016	Operations and Legal
454.4	Change 4	November 3, 2016	Operations and Legal
454.5	Change 5	May 15, 2017	Operations and Legal
454.6	Change 6	December 14, 2020	Operations and Legal

NUMBER	TITLE	EFFECTIVE DATE	OPR
455	Sex Offender Release Notification	May 26, 2015	Central Records
455.1	Change 1	February 8, 2016	Central Records
460	Faith/Character Based Programs	March 4, 2008	Chaplaincy
461	Chaplain Services	December 7, 2015	Chaplain Services
461.1	Change 1	September 5, 2019	Chaplain Services
462	Religious Program Services	August 11, 2015	Chaplain Services
480	Prison Industries Enhancement Certification Program	May 4, 2015	ACI
480.1	Change 1	April 4, 2016	ACI
490	Community Corrections Program	September 11, 2007	Community

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
601.2	Change 2	February 8, 2016	Treatment
601.3	Change 3	May 2, 2016	Treatment
601.4	Change 4	May 5, 2017	Treatment
602 (.pdf)	Drug and Alcohol Testing Policy for Commercial Drivers License (CDL) Drivers	August 18, 1997	Treatment
602	Mental Health Definitions and Acronyms	January 3, 2007	Treatment
602.1	Change 1	February 1, 2016	Treatment
602.2	Change 2	May 2, 2016	Treatment
603	Autonomy in Mental Health Decisions	July 7, 2004	Treatment
603.1	Change 1	February 22, 2016	
604	Confidentiality in Mental Health Services and Mental Health Documentation	May 11, 2005	Treatment
604.1	Change 1	February 8, 2016	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 and Evaluation	August 24, 2020	Health Services
611	Inmate Orientation to Mental Health Services	June 17, 2005	Treatment
612	Reception Mental Health Evaluations	August 1, 2005	Treatment
612.1	Change 1	March 7, 2016	Treatment
613	Mental Health Coding and Tracking of Inmates	March 30, 2006	Treatment
613.1	Change 1	March 7, 2016	Treatment
613.2	Change 2	May 2, 2016	Treatment
614	Intra-System Mental Health Transfers	March 30, 2006	Treatment
615	Psychiatric Evaluations	March 30, 2006	Treatment
615.1	Change 1	March 7, 2016	Treatment

NUMBER	TITLE	EFFECTIVE DATE	OPR
616	Psychotropic Medication	August 24, 2020	Health Services
617	Psychotropic Medication Administration	June 24, 2005	Treatment
618	Psychotropic Medication Monitoring	September 22, 2004	Treatment
618.1	Change 1	March 7, 2016	Treatment
619	Psychotropic Medication and Heat	August 24, 2020	Health Services
620	Emergency Forced Administration of Psychotropic	August 24, 2020	Health Services
621	Administrative Review for Involuntary Psychotropic Medication(s)	September 20, 2004	Treatment
621.1	Change 1	March 14, 2005	Treatment
621.2	Change 2	May 7, 2017	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	August 20, 2020	Health Services
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
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	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	August 17, 2020	Health Services
639	Alcohol Sobriety Field Test	November 3, 2005	Treatment
640	Advanced Inpatient Mental Healthcare	August 20, 2020	Health Services

INMATE HEALTH SERVICES: 700 - 799

700	Office of Health Services Division	November 8, 2010	Health Services
701	Food Service Administration	March 19, 2014	Health Services
703	Inmate Co-Payment for Health Services	June 1, 2013	Health Services
703.1	Change 1	December 11, 2014	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