

**ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
1999 - 2001**

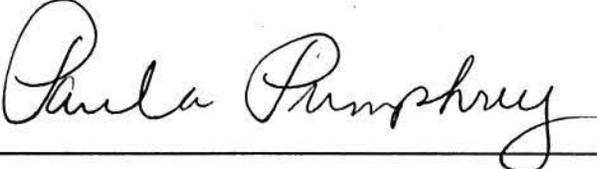
The biennial budget request for enhancements of existing and new programs to further the mission of the Agency are as outlined below:

COMMUNITY PUNISHMENT CENTERS - At the beginning of the new biennium, the DCP will have four fully operational community punishment centers strategically located across the state. The DCP is requesting an increase in the training budget, Conference Fees and Travel line item. A percentage of this request is based upon providing security personnel basic training and modified therapeutic community training for the Northeast Arkansas Community Punishment Center in Osceola opening in 1999. The security personnel positions' average turn over rate as computed by Office of Personnel Management was twenty five percent during FY98, and this increase will provide for training of new employees at the existing facilities. The DCP will provide training on site at the new facility. However, some training will need to be held at Camp Robinson costing thirty five dollars a day for meals and lodging. There have been many recent court cases which have resulted in judgements against governments for failure to provide training for law enforcement and security personnel.

The DCP has a maximum bed capacity of nine hundred fifty-eight residents. The base level funding for professional fees and service will not cover the cost of the Correctional Medical Services contract to provide medical treatment for residents. This request will cover the monthly expenses associated with the medical contract.

An appropriation increase of \$223,730 is requested in the Agency's cash fund, Resident Services Fund Account, to provide for the commissary operations at the Northeast Arkansas Community Punishment Center. The facilities have undergone a reorganization into a modified therapeutic community which emphasizes treatment and behavior modification. The reorganization and new materials expense are being paid from the cash funds.

The community punishment centers have community work crews that provide services to their surrounding areas. Periodically the equipment used by these crews must be replaced. The telephone system at the Southeast Arkansas Community Punishment Center needs extensive repairs, and the plumbing lines need to be repaired or replaced. The infrastructure of the SEACPC needs extensive work and modification. These are the reasons for the requested increase in capital outlay.

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An annual increase of three hundred seventy five thousand dollars for the management information system will provide the CPCs with a comprehensive data base which will allow for a more accurate recidivism rate study as well as case management information. Also, the next biennium will include use of this installed infrastructure to provide further functionality, ensure for the security of sensitive information contained in the offender data base. The first priority of the MIS system is to install firewalls to ensure the privacy of the offender data, the estimated cost of the installation is three hundred thousand dollars. Annual network engineering requirements cost sixty thousand a year.

FIELD OPERATIONS - The Agency is requesting twenty five new probation/parole officer positions. The average net gain in the offender population has been ten percent over the last four years. If the offender population does not exceed projections, this request will allow the DCP to maintain the current ratio of officer to offender. Presently, the statewide average caseload is one hundred fifty three cases per officer. The national average caseload is one hundred fifteen cases per officer. The addition of new judicial districts will also increase the caseloads. The proper supervision of probationers and parolees is critical to the mission of DCP. Therefore, the cited statistics are the reason DCP believes that it is critical to the mission of the agency to request additional field officer positions.

Also, an increase in the training budget is requested to provide the training mandated by the Commission on Law Enforcement Standards and Training. This request will not allow the DCP to provide the training required to become certified by the American Correctional Association. The increase requested is based on housing and feeding officers at Camp Robinson for thirty five dollars a day.

During FY97, the DCP provided substance abuse/mental health treatment for three percent of the probation/parole population, estimates have placed the addiction rate among probationers and parolees at seventy percent. This request for increased funding will allow the agency to provide additional treatment to needy offenders.

The DCP is requesting additional funding to open five regional day reporting centers (DRC) to provide behavior modification training, basic education, job placement training, and life skills training to the special needs offender. In the Community Punishment ACT (ACTs 548 & 531 of 1993) a continuum of sanctions was established one of which was Day Reporting Centers. These DRCs will provide after care programs which are critical to implementing the sanctions. Each DRC will require three additional employees, and a one year expenditure of capital outlay to equip each of the facilities.

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**ARKANSAS BUDGET SYSTEM
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The Board of Correction and Community Punishment has requested that the organizational structure of the agency consist of three equal Deputy Directors over Planning & Management, Residential Services, and Field Operations. Presently, there are two Deputy Directors and one Assistant Director over Field Operations. Field Operations has approximately three hundred employees with fifty two locations statewide. The Agency is requesting a reclassification of the Assistant Director position to a Deputy Director position.

CENTRAL OFFICE - The request for unfunded appropriation of general and special revenues is mandated by the Board of Correction and Community Punishment. If savings occur or the BCCP increases the supervision fees, this appropriation will be used.

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ARKANSAS DEPARTMENT OF COMMUNITY PUNISHMENT
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1997

Assets					Liabilities			Total Equity	
Cash and Investments	Fixed	Other	Total	Current	Long-Term	Total			
\$ 7,743,930	\$ 26,883,777	\$ 1,730,074	\$ 36,357,781	\$ 320,300	\$ 1,184,028	\$ 1,504,328	\$ 34,853,453		

Revenues					Expenditures					Other Sources (Uses)
Inter-governmental	Federal	Licenses and Fees	Other	Total	Salaries and Matching	Grants and Aid	Capital	Other Operating	Total	
\$ 28,471,532	\$ 377,442	\$ 4,223,964	\$ 905,239	\$ 33,978,177	\$ 19,051,722	\$ 611,057	\$ 3,265,660	\$ 8,055,147	\$ 30,983,586	\$ (3,321,561)

Findings

1. UNACCOUNTED FOR FUNDS - During the audit of the Arkansas Department of Community Punishment for the year ended June 30, 1997, instances of unaccounted for funds were noted as follows:

A. The Agency reported that it had detected instances of unaccounted for funds for probation supervision fees received by one of its probation officers stationed at the Adult Probation and Parole Office in Texarkana. An investigation by the Arkansas State Police revealed that Ms. Pamela G. Green, former probation officer, had altered money orders payable to the Agency for supervision fees and other money orders payable to circuit clerks in three counties for fines and court costs, as summarized below and detailed at Schedule 10:

County	Number of Instances	Supervision Fees	Fines and Court Costs	Total
Little River	6	\$ 130.00	\$ 110.00	\$ 240.00
Sevier	22	500.00	480.00	980.00
Miller	9	200.00	220.00	420.00
Total	37	\$ 830.00	\$ 810.00	\$ 1,640.00

The investigation determined that Ms. Green accepted the money orders from the offenders in the above counties in payment of supervision fees, but no cash receipt was issued to the offenders. The money orders from the offenders for payment of fines and court costs were accepted as a courtesy and were to have been forwarded to the respective court clerks for receipting. Ms. Green altered and converted to her personal use a number of the money orders. The Arkansas State Police investigator related that Ms. Green has been charged with forgery in each of the respective counties. The investigation is continuing.

Ms. Green's employment with the Agency was terminated on October 20, 1997.

Recommendations

1. Our findings in these matters are being reported in accordance with Ark. Cod Ann. 10-4-111 and 21-2-708.

ARKANSAS DEPARTMENT OF COMMUNITY PUNISHMENT
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1997

Findings (Continued)

1. UNACCOUNTED FOR FUNDS (Continued)
 B. Three (3) cash receipts totaling \$60.00 issued by a parole officer in the Marion Parole Office could not be traced to deposits, as follows:

<u>Receipt Number</u>	<u>Receipt Date</u>	<u>Receipt Amount</u>
336182	11-20-96	\$ 20.00
336192	12-05-96	20.00
368926	01-29-97	20.00
TOTAL		<u>\$ 60.00</u>

During the audit testing of receipts, receipt number 336182 issued for a parole supervision fee could not be traced to a deposit. This undeposited receipt, and other questioned receipts that were later resolved, were reviewed with Agency management. The Agency conducted a review of cash receipt records of the Marion Parole Office for the period July 1, 1996 through June 30, 1997, and identified the two (2) additional receipts noted above that also could not be traced to a deposit. These two (2) additional receipts were written by the same parole officer as the first receipt. In each instance the unaccounted for receipt fell between the last receipt listed on a Daily Transmittal Report and the first receipt listed on the following Daily Transmittal Report. Agency personnel conducted an interview with the parole officer who wrote the three undeposited cash receipts. The parole officer stated that in each instance the receipt was written, attached to the corresponding money order, and mailed to the Jonesboro Office for further processing and deposit. The Agency review confirmed that this was the established procedure during this time period. Additional research by the Agency did not determine if these money orders in question were received by the Jonesboro Office.

The three undeposited receipts did not reflect the names of the companies issuing the money orders and, in one (1) instance, no money order number was recorded. Therefore, a copy of the money orders could not be obtained from the issuing companies. It was also noted that the Daily Transmittal Report, which summarizes the receipts to be deposited, did not have sequential numbers and were mailed at irregular intervals. Consequently, there was no control to assure that all Daily Transmittal Reports were processed. Each of the undeposited receipts was the last one issued on the date of the

Recommendations (Continued)

ARKANSAS DEPARTMENT OF COMMUNITY PUNISHMENT
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1997

Findings (Continued)

1. UNACCOUNTED FOR FUNDS (Continued)
B. (Continued)

receipt, and there were several days elapsing before the next receipt was issued. Additional weaknesses in cash receipting procedures were also noted in Audit Finding 5 below.

Blanket surety bond coverage is provided by Arkansas Fidelity Trust Fund in the amount of \$250,000 per incident with a \$1,000 deductible.

2. RESIDENTS PERSONAL FUNDS - (The review of the residents personal funds revealed that the bank balance was not being reconciled to the residents subsidiary ledger cards.) During the year ended June 30, 1997, deposits of personal funds totaled \$357,932.42, and disbursements for residents amounted to \$392,943.27.
3. UNCOLLATERALIZED DEPOSITS - The Agency had a balance in a checking account at one (1) bank at June 30, 1997 that exceeded by \$431,272.46 the total coverage provided by the Federal Deposit Insurance Corporation (FDIC) and collateral provided by the bank. Part II, Chapter 28 of the State Accounting Procedures Manual requires that bank deposits be fully insured or collateralized in order to protect public funds.
4. EQUIPMENT - Review of equipment records revealed the following:
- A. (Seventy-six (76) items totaling \$189,358.60 were deleted from the inventory listing without supporting documentation.) Agency research of these items revealed that ten (10) items totaling \$4,935.69 were still in service.
- B. (Four (4) vouchers amounting to \$2,876.51 for the purchase of equipment during the year ended June 30, 1997 were classified as expenses rather than capital outlay.)
- C. (The Agency did not record additions and deletions to the inventory listing in a timely manner.) Three hundred four (304) items totaling \$630,511.16 were purchased during the year ended June 30, 1997 that were not added to the inventory. Four (4) items totaling \$3,249.95 were sent to Marketing and Redistribution that had not been deleted from the inventory as of June 30, 1997.

Recommendations (Continued)

2. Strengthen procedures to ensure that proper accounting is maintained for residents personal funds.
3. Review and comply with Part II, Chapter 28 of the State Accounting Procedure Manual regarding collateralization of bank funds.
4. Strengthen procedures to ensure that proper accounting is maintained for equipment inventory.

ARKANSAS DEPARTMENT OF COMMUNITY PUNISHMENT
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1997

Findings (Continued)

5. (PROBATION AND PAROLE RECEIPTS - The Agency collected probation and parole fees from offenders at seventy (70) probation and parole areas throughout the State during the year ended June 30, 1997. Probation and parole fees, restitution, court cost and other assessments totaling \$4,273,061.35 were collected during the year ended June 30, 1997. The audit revealed that the cash receipting process at these areas is not being adequately monitored.) Specific weaknesses identified include the following circumstances:
- A. On some occasions the amount reflected on the receipt was less than the amount deposited.
 - B. At one (1) Parole Area, instances were noted in which the dates on the receipts were not in sequence.
 - C. On two (2) occasions the receipt book log was found to be inaccurate. One receipt book was used that had not been recorded as issued, and one receipt book was logged out to one officer, but was used by another officer.
 - D. The receipt book log reflected that one officer had been assigned five (5) receipt books at the same time. (On several occasions officers used two (2) receipts books simultaneously.)
 - E. In one (1) Probation Area the needs assessment fees received were not included in the amounts of the receipts, but were noted in the comment area of the receipts. One judicial district imposes a needs assessment fee to be used for drug treatment expenses.
 - F. Frequently, the receipts were not completely filled out. Omitted items include the total amount due, the balance due after the payment, a complete address for the remitter and the number of the money order or cashier's check.
 - G. Receipts were not always deposited in order.

Recommendations (Continued)

5. Strengthen internal controls over the cash receipting process.

ARKANSAS DEPARTMENT OF COMMUNITY PUNISHMENT
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1997

Findings (Continued)

5. PROBATION AND PAROLE RECEIPTS (Continued)
Similar findings have also been included in the audit reports for the years ended June 30, 1994, 1995 and 1996. Additionally, the Agency's internal audit staff routinely issues reports to management of cash receipting internal control weaknesses in the various offices. However, minimal improvement in internal controls relating to cash receipting procedures have been observed. A summary of the Agency's internal audit reports issued during the year ended June 30, 1997 is presented at Schedule 9.
6. TELEPHONE COMMISSIONS - Review of the telephone commissions receipts revealed that the Agency did not adequately monitor the payment due from the telephone company. The Agency receives a commission from the telephone company for each phone call made by a resident from one of the community punishment centers. Telephone commission revenue for the year ended June 30, 1997 totaled \$182,251.33. The audit revealed that two (2) commission checks totaling \$28,229.90 payable to the Agency had not been deposited. The review of the Agency files indicated that one (1) of these checks had been received, but was never deposited. No evidence was noted that the second check had been received. The Agency requested a replacement check for the \$28,229.90, which was received and deposited by the Agency prior to the close of audit field work.

Recommendations (Continued)

6. Strengthen procedures to ensure that all revenue due the Agency is received and deposited in a timely manner.

Audited by Division of Legislative Audit
SA1348597

() Noted in previous year's audit report.

ARKANSAS BUDGET SYSTEM
EMPLOYMENT SUMMARY
AS REQUIRED BY ACT 358 OF 1993
(A.C.A 19-4-307)

AGENCY TITLE 485 - DEPT OF COMMUNITY PUNISHMENT

	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	<u>233</u>	<u>167</u>	<u>400</u>	<u>66%</u>
BLACK EMPLOYEES	<u>80</u>	<u>121</u>	<u>201</u>	<u>33%</u>
EMPLOYEES OF OTHER RACIAL MINORITIES	<u>3</u>	<u>2</u>	<u>5</u>	<u>1%</u>
TOTAL EMPLOYED AS OF 08/08/98			<u>206</u>	<u>34%</u>
DATE			TOTAL MINORITIES	<u> </u>
			<u>606</u>	<u>100%</u>
			TOTAL EMPLOYEES	<u> </u>

Paula G. Pumphrey
AGENCY DIRECTOR

STATE OF OHIO BALANCE SHEET

AS OF JUNE 30, 1998

AGENCY: Department of Community Punishment (485)

ACCOUNT INFORMATION				STATUTORY/OTHER RESTRICTIONS ON USE: The Board of Correction & Community Punishment mandates how the funds are to be spent. The funds are primarily used to restock the commissary, provide indigent residents with limited postage and personal hygiene items, and provide programs.
FUND ACCT.	BALANCE	TYPE	LOCATION	
Commissary profits and inmate telephone system profits	362,209.32	Checking	Nations Bank	<p>STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES:</p> <p>REVENUE RECEIPTS CYCLE: The commissary profits and the inmate telephone system profits are deposited monthly.</p> <p>FUND BALANCE UTILIZATION: The commissary profits are primarily used to restock the commissary, provide indigent residents with personal hygiene products, and provide programs to all residents. The inmate telephone system profits are used for Resident assistance 30%, programs & services 50%, equipment 10% and operational improvements 10%.</p>
ACCOUNT INFORMATION				STATUTORY/OTHER RESTRICTIONS ON USE:
FUND ACCT.	BALANCE	TYPE	LOCATION	
				<p>STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES:</p> <p>REVENUE RECEIPTS CYCLE:</p> <p>FUND BALANCE UTILIZATION:</p>

ARKANSAS BUDGET SYSTEM DEPARTMENT APPROPRIATION SUMMARY

AGENCY TITLE		1997-99				1999-01				1999-01			
Department of Community Punishment (485)		Expenditures				Biennium Request				Executive Recommendation			
Appropriations		Actual	No. of	Budgeted	No. of	Year 1	No. of	Year 2	No. of	Year 1	No. of	Year 2	No. of
Code	Name	1997-98	Pos.	1998-99	Pos.	1999-00	Pos.	2000-01	Pos.	1999-00	Pos.	2000-01	Pos.
C06	Residents Services Fund - Cash	\$501,468	0	\$846,268	0	\$1,248,598	0	\$1,256,798	0	\$1,248,598	0	\$1,256,798	0
1BA	Federal Programs	10,090	1	58,178	0	58,178	0	58,178	0	58,178	0	58,178	0
2GH	Special Revenue Operations	1,637,930	0	4,029,692	96	6,933,676	96	7,029,597	96	8,204,001	136	8,234,752	136
510	State Operations	26,487,392	701	27,249,435	627	32,598,077	701	33,219,264	701	30,443,668	661	31,003,569	661
TOTALS		\$28,636,880	702	\$32,183,573	723	\$40,838,529	797	\$41,563,837	797	\$39,954,445	797	\$40,553,297	797
Funding Sources			% of		% of		% of		% of		% of		% of
			Total		Total		Total		Total		Total		Total
Fund Balances		\$984,046	3.2%	\$2,805,274	7.8%	\$3,794,001	9.2%	871,393	2.2%	\$3,794,001	9.7%	\$37,959	0.1%
General Revenues		26,887,392	85.5%	27,249,435	75.7%	32,153,458	77.9%	32,769,185	83.6%	29,936,280	76.7%	30,490,529	84.5%
Special Revenues		3,367,037	10.7%	5,018,419	13.9%	4,413,398	10.7%	4,654,129	11.9%	4,413,398	11.3%	4,654,129	12.9%
Federal Funds		10,090		58,178	0.2%	58,178	0.1%	58,178	0.1%	58,178	0.1%	58,178	0.2%
Constitutional Officers Fund													
State Central Services Fund													
Non-Revenue Receipts													
Cash Funds		593,589	1.9%	846,268	2.4%	846,268	2.1%	846,268	2.2%	846,268	2.2%	846,268	2.3%
Transfer to DOC Farm Fund		(400,000)	-1.3%										
Total Funding		31,442,154	100.0%	35,977,574	100.0%	41,265,303	100.0%	39,199,153	100.0%	39,048,125	100.0%	36,087,063	100.0%
Excess Appro./ (Funding)		(2,805,274)		(3,794,001)		(426,774)		2,364,684		906,320		4,466,234	
TOTAL		\$28,636,880		\$32,183,573		\$40,838,529		\$41,563,837		\$39,954,445		\$40,553,297	
DEPARTMENT				DIRECTOR					DEPARTMENT APPROPRIATION SUMMARY				
Department of Community Punishment (485)				Paula Pumphrey					BR 40				

Notes: The variance in the actual number of positions between the Appropriation Summary (BR40) and the Program Summary (BR22) is due to positions that have been paid in more than one cost center.

Reduction of fund balances and excess appropriation amounts in the 1999-2001 biennium are the result of requests/recommendations for unfunded appropriation for contingency purposes.

ARKANSAS BUDGET SYSTEM DEPARTMENT PROGRAM SUMMARY

AGENCY TITLE Department of Community Punishment (485)	1997-99 Expenditures				1999-01 Biennium Request				1999-01 Executive Recommendation			
	Actual 1997-98	No. of Pos.	Budgeted 1998-99	No. of Pos.	Year 1 1999-00	No. of Pos.	Year 2 2000-01	No. of Pos.	Year 1 1999-00	No. of Pos.	Year 2 2000-01	No. of Pos.
Administration	\$4,027,456	66	\$3,790,450	61	\$5,913,595	61	\$6,094,962	61	\$5,078,247	61	\$5,143,125	61
Field Services	12,316,371	343	12,964,371	334	15,042,414	374	15,293,420	374	14,991,166	374	15,232,136	374
Residential Programs												
Central Arkansas CPC	3,136,876	90	3,117,496	78	3,198,313	78	3,263,025	78	3,198,001	78	3,262,704	78
Southeast Arkansas CPC	4,074,421	111	4,232,076	104	4,477,383	104	4,563,385	104	4,480,519	104	4,566,608	104
Southwest Arkansas CPC	3,685,610	93	3,822,304	93	3,916,833	93	3,987,375	93	3,916,521	93	3,987,054	93
Northeast Arkansas CPC	877,211	0	2,035,545	53	3,166,330	87	3,229,809	87	3,166,330	87	3,229,809	87
Subtotal Residential Programs	11,774,118	294	13,207,421	328	14,758,859	362	15,043,594	362	14,761,371	362	15,046,175	362
Special Programs	7,377	2	1,316,885	0	3,816,885	0	3,816,885	0	3,816,885	0	3,816,885	0
Federal	10,090	1	58,178	0	58,178	0	58,178	0	58,178	0	58,178	0
Cash	501,468	0	846,268	0	1,248,598	0	1,256,798	0	1,248,598	0	1,256,798	0
TOTALS	\$28,636,880	706	\$32,183,573	723	\$40,838,529	797	\$41,563,837	797	\$39,954,445	797	\$40,553,297	797
Funding Sources		% of Total		% of Total		% of Total		% of Total		% of Total		% of Total
Fund Balances	\$984,046	3.2%	\$2,805,274	7.8%	\$3,794,001	9.2%	\$871,393	2.2%	\$3,794,001	9.7%	\$37,959	0.1%
General Revenues	26,887,392	85.5%	27,249,435	75.7%	32,153,458	77.9%	32,769,185	83.6%	29,936,280	76.7%	30,490,529	84.5%
Special Revenues	3,367,037	10.7%	5,018,419	13.9%	4,413,398	10.7%	4,654,129	11.9%	4,413,398	11.3%	4,654,129	12.9%
Federal Funds	10,090		58,178	0.2%	58,178	0.1%	58,178	0.1%	58,178	0.1%	58,178	0.2%
Constitutional Officers Fund												
State Central Services Fund												
Non-Revenue Receipts												
Cash Funds	593,589	1.9%	846,268	2.4%	846,268	2.1%	846,268	2.2%	846,268	2.2%	846,268	2.3%
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Total Funding	31,442,154	100.0%	35,977,574	100.0%	41,265,303	100.0%	39,199,153	100.0%	39,048,125	100.0%	36,087,063	100.0%
Excess Appro./ (Funding)	(2,805,274)		(3,794,001)		(426,774)		2,364,684		906,320		4,466,234	
TOTAL	\$28,636,880		\$32,183,573		\$40,838,529		\$41,563,837		\$39,954,445		\$40,553,297	
DEPARTMENT Department of Community Punishment (485)	DIRECTOR Paula Pumphrey						DEPARTMENT PROGRAM SUMMARY BR 22					

Notes: The variance in the actual number of positions between the Appropriation Summary (BR40) and the Program Summary (BR22) is due to positions that have been paid in more than one cost center.

Reduction of fund balances and excess appropriation amounts in the 1999-2001 biennium are the result of requests/recommendations for unfunded appropriation for contingency purposes.

**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1999 - 2001**

This cash funded appropriation provides for commissary operations and resident programs, including the coinless phone program which allows inmates to call family or friends collect, with a portion of the proceeds to the phone company being paid to the Department for the community punishment centers. Sales receipts from the commissaries and coinless phone receipts are deposited as cash funds to support the appropriation.

The agency has requested Change Levels that provide for the expansion of programs at the existing Community Punishment Centers and the new Northeast Arkansas CPC which will be fully operational in the 1999-2001 biennium

The Executive Recommendation provides for the Agency Request.

AGENCY	APPROPRIATION	CASH FUND	ANALYSIS OF BUDGET REQUEST	PAGE
Name: Department of Community Punishment	Name: Residents Services Fund - Cash	Name: Community Punishment - Cash		
Code: 485	Code: C06	Code: 485	BR20	14

ARKANSAS BUDGET SYSTEM

01 02 03 04 05 06 07 08 09 10 11 12 13 14

CHARACTER TITLE	-----EXPENDITURES-----			-----99-00 FISCAL YEAR-----			-----00-01 FISCAL YEAR-----			-----R E C O M M E N D A T I O N S-----			
	97-98 ACTUAL	98-99 BUDGETED	98-99 AUTHORIZED APPRO	BASE	CHANGE LEVEL	TOTAL REQUEST	BASE	CHANGE LEVEL	TOTAL REQUEST	EXECUTIVE		LEGISLATIVE	
										99-00	00-01	99-00	00-01
OPERATING EXPENSES	422,610	789,868	795,240	789,868	458,730	1,248,598	789,868	466,930	1,256,798	1,248,598	1,256,798		
CAPITAL OUTLAY	78,858	56,400	56,400	0	0	0	0	0	0	0	0		
TOTAL	501,468	846,268	851,640	789,868	458,730	1,248,598	789,868	466,930	1,256,798	1,248,598	1,256,798		
PROPOSED FUNDING SOURCES			*****										
FUND BALANCES	348,160	440,289	*****	440,289		440,289	37,959		37,959	440,289	37,959		
GENERAL REVENUES			*****										
SPECIAL REVENUES			*****										
FEDERAL FUNDS			*****										
STATE CENTRAL SERVICES FUND			*****										
NON-REVENUE RECEIPTS			*****										
CASH FUNDS	593,589	846,268	*****	846,268		846,268	846,268		846,268	846,268	846,268		
OTHER			*****										
TOTAL FUNDING	941,757	1,286,557	*****	1,286,557		1,286,557	884,227		884,227	1,286,557	884,227		
EXCESS APPRO/ (FUNDING)	(440,289)	(440,289)	*****	(440,289)	458,730	(37,959)	(94,359)	466,930	372,571	(37,959)	372,571		
TOTAL	501,468	846,268	*****	789,868	458,730	1,248,598	789,868	466,930	1,256,798	1,248,598	1,256,798		

DEPT 013 DEPARTMENT OF CORRECTION
 AGY 485 DEPT OF COMMUNITY PUNISHMENT
 APPRO C06 RESIDENTS SERVICES FUND -- CASH
 FUND 485 COMMUNITY PUNISHMENT CASH-(485)

APPROPRIATION SUMMARY

BR 215

ARKANSAS BUDGET SYSTEM

PROGRAM/SERVICE INFORMATION LIST

RANK BY APPROPRIATION

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19
RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	EXPENDITURES		-----1999 - 01 BIENNIUM REQUESTS-----						-----R E C O M M E N D A T I O N S-----					
					ACTUAL	BUDGETED	FY 1999 - 00			FY 2000 - 01			EXECUTIVE		LEGISLATIVE			
					97-98	98-99	REQUEST	REQUEST	REQUEST	REQUEST	1999-00	2000-01	1999-00	2000-01				
000		485	485 C06	B	501,468	846,268	789,868	0	789,868	0					789,868	789,868		
001		485	485 C06 053 NORTHEAST ARKANSAS C.P.C.	C06			223,730	0	225,930	0					223,730	225,930		
<p>RESIDENT SERVICES FUND ACCOUNT (NORTHEAST AR COMMUNITY PUNISHMENT CENTER) This appropriation increase is requested for the commissary operations of the new community punishment center including purchasing stock, supplies, and equipment. The supplies and equipment expenses associated with the modified therapeutic community will come from this request.</p>																		
002		485	485 C06 050 CENTRAL ARKANSAS C.P.C.	C06			75,000	0	75,000	0					75,000	75,000		
<p>RESIDENT SERVICES FUND ACCOUNT (CENTRAL ARKANSAS COMMUNITY PUNISHMENT CENTER) - The residential population of the Center has increased from 150 female beds to 168 during FY98. During FY99, the Center will begin to house male residents and the population will be increased to 200. The population increase requires a larger stock merchandise within the commissary operations, and generates larger profits from the coinless telephone system. The increase in appropriation will allow the purchase of additional stock in the commissaries, and the purchase of additional treatment supplies needed for the increase in resident population.</p>																		

DEPT 013 DEPARTMENT OF CORRECTION
 AGY 485 DEPT OF COMMUNITY PUNISHMENT
 APPRO C06 RESIDENTS SERVICES FUND -- CASH
 FUND 485 COMMUNITY PUNISHMENT CASH-(485)

RANK BY APPROPRIATION
 BR 264

ARKANSAS BUDGET SYSTEM

PROGRAM/SERVICE INFORMATION LIST

RANK BY APPROPRIATION

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19
RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	EXPENDITURES		1999 - 01 BIENNIAL REQUESTS				R E C O M M E N D A T I O N S							
					ACTUAL 97-98	BUDGETED 98-99	FY 1999 - 00		FY 2000 - 01		EXECUTIVE		LEGISLATIVE					
							REQUEST	REQUEST			1999-00	2000-01	1999-00	2000-01				
002		485	485 C06 051 SOUTHEAST ARKANSAS C.P.C.	C06			80,000 0	83,000 0			80,000	83,000						
<p>RESIDENT SERVICES FUND ACCOUNT (SOUTHEAST ARKANSAS COMMUNITY PUNISHMENT CENTER) - The resident population of the Center will remain constant at 250 male beds. However, during FY99 the female population will be moved to this Center giving the Agency additional female beds. The increase in appropriation will allow the purchasing of additional stock in the commissary operations, and the purchase of additional treatment supplies needed for increase in the female population.</p>																		
002		485	485 C06 052 SOUTHWEST ARKANSAS C.P.C.	C06			80,000 0	83,000 0			80,000	83,000						
<p>RESIDENT SERVICES FUND ACCOUNT (SOUTHWEST ARKANSAS COMMUNITY PUNISHMENT CENTER) - The residential population of the center has increased from 250 to 325 male beds. During FY99, a mental health unit may be established with approximately 50 additional beds. The population increase requires a larger stock of merchandise within the commissary operations, and generates more profits from the coinless telephone system. The increase in appropriation will allow for the purchase of additional stock in the commissary, and the purchase of additional treatment supplies needed for the increase in the resident population.</p>																		

DEPT 013 DEPARTMENT OF CORRECTION
 AGY 485 DEPT OF COMMUNITY PUNISHMENT
 APPRO C06 RESIDENTS SERVICES FUND -- CASH
 FUND 485 COMMUNITY PUNISHMENT CASH-(485)

RANK BY APPROPRIATION
 BR 264

**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1999 - 2001**

This appropriation provides for a model federal program for an Offender Substance Abuse Treatment Center grant which is anticipated to continue during the next biennium.

The agency request is for Base Level.

The Executive Recommendation provides for the Agency Request.

AGENCY	APPROPRIATION	TREASURY FUND	ANALYSIS OF BUDGET REQUEST	PAGE
Name: Department of Community Punishment	Name: Community Punishment Federal Programs	Name: Community Punishment - Fed	BR20	18
Code: 485	Code: 1BA	Code: FPF		

ARKANSAS BUDGET SYSTEM

01 02 03 04 05 06 07 08 09 10 11 12 13 14

CHARACTER TITLE	-----EXPENDITURES-----			-----99-00 FISCAL YEAR-----			-----00-01 FISCAL YEAR-----			-----R E C O M M E N D A T I O N S-----			
	97-98	98-99	98-99	99-00 FISCAL YEAR		00-01 FISCAL YEAR			EXECUTIVE		LEGISLATIVE		
	ACTUAL	BUDGETED	AUTHORIZED APPRO	BASE	CHANGE LEVEL	TOTAL REQUEST	BASE	CHANGE LEVEL	TOTAL REQUEST	99-00	00-01	99-00	00-01
REGULAR SALARIES	174	0	257,619	0	0	0	0	0	0	0	0	0	0
NUMBER OF POSITIONS	1	0	9	0	0	0	0	0	0	0	0	0	0
PERSONAL SERV MATCHING	89	0	73,245	0	0	0	0	0	0	0	0	0	0
OPERATING EXPENSES	9,827	41,905	59,800	41,905	0	41,905	41,905	0	41,905	41,905	41,905	41,905	41,905
CONF FEES & TRAVEL	0	16,273	16,273	16,273	0	16,273	16,273	0	16,273	16,273	16,273	16,273	16,273
PROF FEES & SERVICES	0	0	69,420	0	0	0	0	0	0	0	0	0	0
TOTAL	10,090	58,178	476,357	58,178	0	58,178	58,178	0	58,178	58,178	58,178	58,178	58,178
PROPOSED FUNDING SOURCES			*****										
FUND BALANCES			*****										
GENERAL REVENUES			*****										
SPECIAL REVENUES			*****										
FEDERAL FUNDS	10,090	58,178	*****	58,178		58,178	58,178		58,178	58,178	58,178	58,178	58,178
STATE CENTRAL SERVICES FUND			*****										
NON-REVENUE RECEIPTS			*****										
CASH FUNDS			*****										
OTHER			*****										
TOTAL FUNDING	10,090	58,178	*****	58,178		58,178	58,178		58,178	58,178	58,178	58,178	58,178
EXCESS APPRO/ (FUNDING)			*****										
TOTAL	10,090	58,178	*****	58,178		58,178	58,178		58,178	58,178	58,178	58,178	58,178

DEPT 013 DEPARTMENT OF CORRECTION
 AGY 485 DEPT OF COMMUNITY PUNISHMENT
 APPRO 1BA FEDERAL PROGRAMS
 FUND FPF COMMUNITY PUNISHMENT FED-(485)

APPROPRIATION SUMMARY

BR 215

**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1999 - 2001**

The Department of Community Punishment is the agency responsible for adult probation and parole services. This appropriation is utilized to support these services as well as special programs primarily for alcohol and drug and mental health treatment. The special revenue supporting this appropriation includes fees and sanctions levied by the courts or authorized by the Board of Correction and Community Punishment and paid by offenders. The monthly probation fee ranges from \$10 to \$100 and the monthly parole fee is \$20.

Base Level includes a cost of living increase of 2.8% each year over the FY99 salary levels and associated Personal Services Matching. Change Levels requested by the agency with amounts requested for each fiscal year of the biennium respectively, are as follows: 1) Additional appropriation in the Community Punishment Programs line item of \$2,500,000 each year for the expansion of the alcohol and drug treatment programs; 2) Data Processing Services for development and implementation of the Offender Tracking Program and the Centralized Economic Sanctions Collection System, as special revenues will allow, \$50,000/\$60,000; 3) Additional Conference Fees and Travel for staff training needs of the agency, \$51,000/\$66,000 and 4) Career Ladder Incentive Program requests, \$34,818/\$35,788.

The Executive Recommendation provides for the following: 1) an additional 25 Parole/Probation Officer (Grade 18) positions which had been requested from the State Operations appropriation (510) are recommended from the Special Revenue Operations appropriation (2GH), \$712,725/\$730,375; 2) An additional 15 positions (5 Management Project Analyst II, Grade 20 and 10 Staff Development Specialist II, Grade 18) with associated operating costs, which had been requested from the State Operations appropriation (510) are recommended from the Special Revenue Operations appropriation (2GH), to establish 5 day reporting centers across the State, \$658,600/\$600,780; and. 3) additional Community Punishment Programs line item appropriation of \$2,500,000 each year for various community punishment program needs should sufficient funding be available.

The Career Ladder Incentive Program (CLIP) requests reflected in agency budgets are intended to provide appropriate job classifications which may be utilized to promote classified employees who complete competency based criteria during the biennium. The Executive Recommendation may reflect an adjustment in the requested CLIP levels for certain positions. These changes are to indicate the maximum job classification to which an employee would be expected to progress within the new biennium, based on the experience and other competency based criteria required under the program.

AGENCY	APPROPRIATION	TREASURY FUND	ANALYSIS OF	PAGE
Name: Department of Community Punishment Code: 485	Name: Special Revenue Operations Code: 2GH	Name: Community Punishment Revolving Code: SPF	BUDGET REQUEST BR20	20

CHARACTER TITLE	-----EXPENDITURES-----			-----99-00 FISCAL YEAR-----			-----00-01 FISCAL YEAR-----			-----R E C O M M E N D A T I O N S-----			
	97-98	98-99	98-99	99-00 FISCAL YEAR		00-01 FISCAL YEAR			EXECUTIVE		LEGISLATIVE		
	ACTUAL	BUDGETED	AUTHORIZED APPRO	BASE	CHANGE LEVEL	TOTAL REQUEST	BASE	CHANGE LEVEL	TOTAL REQUEST	99-00	00-01	99-00	00-01
REGULAR SALARIES	0	2,026,694	2,372,464	2,111,680	29,436	2,141,116	2,170,805	30,251	2,201,056	3,010,186	3,094,451		
NUMBER OF POSITIONS	0	96	111	96	40	136	96	40	136	136	136		
PERSONAL SERV MATCHING	331	513,568	758,726	696,748	5,382	702,130	707,574	5,537	713,111	990,485	1,005,871		
OPERATING EXPENSES	64,355	84,500	84,500	84,500	0	84,500	84,500	0	84,500	219,500	219,500		
CONF FEES & TRAVEL	3,878	4,000	4,000	4,000	51,000	55,000	4,000	66,000	70,000	4,000	4,000		
CAPITAL OUTLAY	0	0	0	0	0	0	0	0	0	78,900	10,000		
DATA PROCESSING	0	0	0	0	50,000	50,000	0	60,000	60,000	0	0		
COMMUNITY PUNISHMENT PROG	1,569,366	1,400,930	1,400,930	1,400,930	2,500,000	3,900,930	1,400,930	2,500,000	3,900,930	3,900,930	3,900,930		
TOTAL	1,637,930	4,029,692	4,620,620	4,297,858	2,635,818	6,933,676	4,367,809	2,661,788	7,029,597	8,204,001	8,234,752		
PROPOSED FUNDING SOURCES			*****										
FUND BALANCES	635,878	2,364,985	*****	3,353,712		3,353,712	833,434		833,434	3,353,712			
GENERAL REVENUES			*****										
SPECIAL REVENUES	3,367,037	5,018,419	*****	4,297,858	115,540	4,413,398	4,367,809	286,320	4,654,129	4,413,398	4,654,129		
FEDERAL FUNDS			*****										
STATE CENTRAL SERVICES FUND			*****										
NON-REVENUE RECEIPTS			*****										
CASH FUNDS			*****										
OTHER			*****										
TOTAL FUNDING	4,002,915	7,383,404	*****	7,651,570	115,540	7,767,110	5,201,243	286,320	5,487,563	7,767,110	4,654,129		
EXCESS APPRO/ (FUNDING)	(2,364,985)	(3,353,712)	*****	(3,353,712)	2,520,278	(833,434)	(833,434)	2,375,468	1,542,034	436,891	3,500,623		
TOTAL	1,637,930	4,029,692	*****	4,297,858	2,635,818	6,933,676	4,367,809	2,661,788	7,029,597	8,204,001	8,234,752		

DEPT 013 DEPARTMENT OF CORRECTION
 AGY 485 DEPT OF COMMUNITY PUNISHMENT
 APPRO 26H SPECIAL REVENUE OPERATIONS
 FUND SPF COMMUNITY PUNISHMENT REVOLVING-(485)

APPROPRIATION SUMMARY

BR 215

ARKANSAS BUDGET SYSTEM

PROGRAM/SERVICE INFORMATION LIST

RANK BY APPROPRIATION

	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19
RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	-----EXPENDITURES-----		-----1999 - 01 BIENNIIUM REQUESTS-----						-----RECOMMENDATIONS-----					
					---ACTUAL---	---BUDGETED---	-----FY 1999 - 00-----			-----FY 2000 - 01-----			-----EXECUTIVE-----		-----LEGISLATIVE-----			
					97-98	98-99	REQUEST			REQUEST			1999-00	2000-01	1999-00	2000-01		
	SPF	485 2GH		B	1,637,905	4,029,692 96	4,297,858 96			4,367,809 96			4,332,676 96		4,403,597 96			
	SPF	485 2GH 030 FIELD SERVICES					0 0			0 0			712,725 25		730,375 25			
	<p>The Executive Recommendation provides for 25 Parole/Probation Officer (Grade 18) positions. The Department of Community Punishment requested these positions from the State Operations appropriation with General Revenue funding.</p>																	
	SPF	485 2GH 030 FIELD SERVICES					0 0			0 0			658,600 15		600,780 15			
	<p>The Executive Recommendation provides for 5 regional Day Reporting Centers across the State, with 15 positions (5 Management Project Analyst, Grade 20 and 10 Staff Development Specialist II, Grade 18) and associated operating expenses. The Department of Community Punishment requested this item from the State Operations appropriation with General Revenue funding.</p>																	

Γ 013 DEPARTMENT OF CORRECTION
485 DEPT OF COMMUNITY PUNISHMENT
10 2GH SPECIAL REVENUE OPERATIONS

3) SPF COMMUNITY PUNISHMENT REVOLVING-(485)

RANK BY APPROPRIATION

BR 264

ARKANSAS BUDGET SYSTEM

PROGRAM/SERVICE INFORMATION LIST

RANK BY APPROPRIATION

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	
RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	EXPENDITURES		1999 - 01 BIENNIAL REQUESTS						RECOMMENDATIONS						
					FY 1999 - 00		FY 1999 - 00		FY 2000 - 01		EXECUTIVE		LEGISLATIVE						
					ACTUAL	BUDGETED	REQUEST	REQUEST	REQUEST	REQUEST	1999-00	2000-01	1999-00	2000-01					
001		SPF	485 2GH 020 ADMINISTRATION	C06			51,000 0					66,000 0							
<p>UNFUNDED APPROPRIATION FOR TRAINING - This request will provide unfunded appropriation to be used, if savings become available, to provide sufficient training to be able to defend the agency against expensive "failure to train" lawsuits. To achieve this goal set by the Board of Correction and Community Punishment the agency needs certification by the American Correctional Association. The ACA requires 149 hours initial training probation/parole + 40 hours continuing education each year after, and 200 hours initial training for center personnel plus 40 hours continuing education each year after.</p>																			
002		SPF	485 2GH 060 SPECIAL PROGRAMS	C03			2,500,000 0					2,500,000 0		2,500,000	2,500,000				
<p>SUBSTANCE ABUSE/MENTAL HEALTH TREATMENT - During FY98 the Offender Referral Program served only three percent of the probation/parole offender population. Ten percent of offenders routinely test positive for drugs, alcohol or mental health problems. DCP has entered into a contract with the Arkansas Bureau of Alcohol and Drug Abuse prevention to provide statewide assistance for these type of offenders. These services are court mandated and will also work toward community safety which is of paramount concern to the Department of Community Punishment.</p>																			
003		SPF	485 2GH 030 FIELD SERVICES	C08			50,000 0					60,000 0							
<p>MANAGEMENT INFORMATION SYSTEM - The Board of Correction and Community Punishment has authorized DCP to request unfunded appropriation to be used, if special revenue becomes available for development and implementation of the Offender Tracking Program and the Centralized Economic Sanctions Collection System.</p>																			

DEPT 013 DEPARTMENT OF CORRECTION
 AGY 485 DEPT OF COMMUNITY PUNISHMENT
 APPRO 2GH SPECIAL REVENUE OPERATIONS
 FUND SPF COMMUNITY PUNISHMENT REVOLVING-(485)

RANK BY APPROPRIATION
 BR 264

ARKANSAS BUDGET SYSTEM

PROGRAM/SERVICE INFORMATION LIST

RANK BY APPROPRIATION

01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19

RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	EXPENDITURES		1999 - 01 BIENNIUM REQUESTS		RECOMMENDATIONS					
					ACTUAL	BUDGETED	FY 1999 - 00		FY 2000 - 01		EXECUTIVE		LEGISLATIVE	
					97-98	98-99	REQUEST	REQUEST	1999-00	2000-01	1999-00	2000-01		
004		SPF	485 2GH 030 FIELD SERVICES	C09			34,018 0	35,788 0						
Career Ladder Incentive Program														

DEPT 013 DEPARTMENT OF CORRECTION
 AGY 485 DEPT OF COMMUNITY PUNISHMENT
 APPRO 2GH SPECIAL REVENUE OPERATIONS

RANK BY APPROPRIATION

BR 264

FUND SPF COMMUNITY PUNISHMENT REVOLVING-(485)

**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1999 - 2001**

The Department of Community Punishment was established during the 79th General Assembly by Act 549 of 1993, which combined the Board of Correction and the Adult Probation Commission into the Board of Correction and Community Punishment to oversee correctional facilities and programs in the State. The Department of Community Punishment is now the state department responsible for adult probation, parole services, and the new community correctional facilities for non-violent offenders.

The Department is charged with providing an alternative to traditional prison incarceration for non-violent offenders. Program areas include community work programs, economic sanctions, electronic monitoring, community service, restitution payment and disbursement, substance abuse and mental health treatment, educational and vocational programs, job skills programs, and life skills training programs. To be admitted to community punishment facilities and/or programs, one must have a suspended imposition of sentence, probation, judicial transfer directly to a community punishment facility, or post prison transfer to a facility or parole supervision.

With an FY99 Departmental budget of \$32,183,573, the agency utilizes four appropriations, one each from general revenue, special revenue, cash revenue, and federal revenue. The general revenue appropriation provides funding for community punishment facilities and support for probation and parole services. The special revenue appropriation maintains a Base Level of 96 parole, probation, and special programs positions. Funds include fees and sanctions levied by the courts or authorized by the Board of Correction and Community Punishment and paid by offenders. The monthly probation fee ranges from \$10 to \$100 and the monthly parole fee is \$20. The cash appropriation provides for commissary operations and assistance programs at the community punishment facilities. Sales are deposited as cash funds and used to replenish the operations. Any profits are used to purchase items of mutual benefit to all residents. This appropriation also utilizes the proceeds from the coinless telephone program in which the Department receives partial reimbursement from the telephone company for phone calls made by inmates. Finally, the federal appropriation provides support for the Offender Substance Abuse Treatment Center.

The Department of Community Punishment opened July 1, 1993, with Probation being the only fully operational component. No Community Punishment Centers were on line and the Parole component had not been assimilated from the Department of Correction. The Central Arkansas Community Punishment Center constructed in the old Rogers Hall on the State Hospital Grounds became the Department's first residential facility. The Department provides a foundation for enhancement of community punishment programs which includes strengthening and support of probation and parole services as well as implementation of non-traditional programs for offenders. After renovation of Rogers Hall on the State Hospital grounds, the facility became the first community punishment center known as the Central Arkansas Community Punishment Center (CACPC), which was brought on line in March of 1994. It has a bed capacity of 180 beds. A second center in Pine Bluff, the Southeast Arkansas Community Punishment Center (SEACPC) came on line in August of 1994.

AGENCY	APPROPRIATION	TREASURY FUND	ANALYSIS OF BUDGET REQUEST	PAGE
Name: Department of Community Punishment Code: 485	Name: State Operations Code: 510	Name: Dept. of Community Punishment Code: HCP	BR20	25

**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1999 - 2001**

and has a bed capacity of 250. This facility houses both male and female offenders. A third center, the Southwest Arkansas Community Punishment Center (SWACPC) in Texarkana occupies what was formerly the St. Michael's Hospital. It has a bed capacity of 325. In addition to the residential facility, this center also houses the local probation and parole offices. The fourth center, the Northeast Arkansas Community Punishment Center is the agency's first newly constructed facility. It is located in Osceola and will have an inmate capacity of 240.

Included in the Base Level request is a cost of living salary increase of 2.8% each year over the FY99 salary levels and associated Personal Services Matching costs. The Base Level was also adjusted to add 34 positions and associated salary and matching appropriation of \$962,685 in FY00 and \$986,568 in FY01. This adjustment was made in order to allow the Northeast Arkansas Community Punishment Center (NEACPC) to be fully operational.

The Change Level requests of the Department of Community Punishment are as follows:

- 1) Twenty-Five 25 Parole/Probation Officer (Grade 18) positions with General Revenue funded salary and matching appropriation are requested to address caseload growth, \$712,725/\$730,375. The average caseload per officer at June 30, 1998 was approximately 150.
- 2) Additional Conference Fees and Travel for staff training, \$407,170 each year. The agency requested General Revenue funding of \$163,005 each year and unfunded appropriation of \$244,165 each year.
- 3) Professional Fees and Services appropriation with General Revenue funding of \$895,771 each year is requested for the medical contract for residents of the community punishment centers.
- 4) An additional 15 positions (5 Management Project Analyst II (Grade 20) and 10 Staff Development Specialist II (Grade 18) and associated operating appropriation with General Revenue funding are requested to establish 5 Day Reporting Centers at regional locations statewide, \$658,600/\$600,780;
- 5) Capital Outlay appropriation with General Revenue funding for new and replacement equipment department wide, \$302,500/\$404,000;
- 6) Data Processing Services appropriation with General Revenue funding of \$375,000 each year. The components of the request over the biennium include: 1) contractor implementation of the Offender Tracking System, \$100,000; installation of network firewall at each location for security purposes, \$300,000; 3) Purchase of 160 personal computers to replace non Y2K compliant machines, \$240,000 and 4) Miscellaneous network engineering requirements, \$600,000;
- 7) The agency has requested the reclassification of the Assistant Director of Field Operations to a Community Punishment Deputy Director, \$5,346/\$5,496;

AGENCY	APPROPRIATION	TREASURY FUND	ANALYSIS OF BUDGET REQUEST	PAGE
Name: Department of Community Punishment Code: 485	Name: State Operations Code: 510	Name: Dept. of Community Punishment Code: HCP	BR20	26

ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1999 - 2001

8) Career Ladder Incentive Program (CLIP) requests, \$200,454/\$205,914.

The Executive Recommendation provides: 1) Professional Fees and Services appropriation with General Revenue funding of \$895,771 each year for increases in the medical contract for residents of the community punishment centers and 2) Unfunded Capital Outlay appropriation of \$300,000 for equipment needs in the biennium. **The Executive Recommendation also provides that the requests for additional Parole/Probation Officers and the request to establish regional Day Reporting Centers be authorized from the Special Revenue Operations appropriation (2GH).** The reclassification request of the agency is not recommended.

In addition to the recommendations from operations, the requests for major equipment purchases are recommended to be funded from the General Improvement Fund in the amount of \$706,500.

The Career Ladder Incentive Program (CLIP) requests reflected in agency budgets are intended to provide appropriate job classifications which may be utilized to promote classified employees who complete competency based criteria during the biennium. The Executive Recommendation may reflect an adjustment in the requested CLIP levels for certain positions. These changes are to indicate the maximum job classification to which an employee would be expected to progress within the new biennium, based on the experience and other competency based criteria required under the program.

AGENCY	APPROPRIATION	TREASURY FUND	ANALYSIS OF	PAGE
Name: Department of Community Punishment Code: 485	Name: State Operations Code: 510	Name: Dept. of Community Punishment Code: HCP	BUDGET REQUEST BR20	27

ARKANSAS BUDGET SYSTEM

01 02 03 04 05 06 07 08 09 10 11 12 13 14

CHARACTER TITLE	-----EXPENDITURES-----			-----99-00 FISCAL YEAR-----			-----00-01 FISCAL YEAR-----			-----R E C O M M E N D A T I O N S-----			
	97-98	98-99	98-99	BASE	CHANGE	TOTAL	BASE	CHANGE	TOTAL	EXECUTIVE		LEGISLATIVE	
	ACTUAL	BUDGETED	AUTHORIZED							99-00	00-01	99-00	00-01
JLAR SALARIES	14,618,937	15,102,570	16,198,213	16,730,331	1,042,946	17,773,277	17,198,779	1,072,084	18,270,863	16,905,548	17,378,851		
NUMBER OF POSITIONS	701	627	659	661	40	701	661	40	701	661	661		
TA HELP	49,594	50,000	50,000	50,000	0	50,000	50,000	0	50,000	50,000	50,000		
NUMBER OF POSITIONS	9	10	10	10	0	10	10	0	10	10	10		
PERSONAL SERV MATCHING	4,323,304	4,694,030	4,829,915	5,207,343	320,281	5,527,624	5,293,144	325,481	5,618,625	5,239,514	5,326,112		
TIME	5,746	30,000	30,000	30,000	0	30,000	30,000	0	30,000	30,000	30,000		
RATING EXPENSES	5,610,328	6,256,514	6,541,573	6,256,514	135,000	6,391,514	6,256,514	135,000	6,391,514	6,256,514	6,256,514		
FF FEES & TRAVEL	31,793	31,800	31,800	31,800	407,170	438,970	31,800	407,170	438,970	31,800	31,800		
FF FEES & SERVICES	1,215,945	723,900	1,366,623	723,900	895,771	1,619,671	723,900	895,771	1,619,671	1,619,671	1,619,671		
ITAL OUTLAY	621,232	350,000	350,000	0	381,400	381,400	0	414,000	414,000	300,000	300,000		
A PROCESSING	10,513	10,621	10,621	10,621	375,000	385,621	10,621	375,000	385,621	10,621	10,621		
AL	26,487,392	27,249,435	29,408,745	29,040,509	3,557,568	32,598,077	29,594,758	3,624,506	33,219,264	30,443,668	31,003,569		
PROPOSED FUNDING SOURCES			*****										
D BALANCES			*****										
ERAL REVENUES	26,887,392	27,249,435	*****	29,040,509	3,112,949	32,153,458	29,594,758	3,174,427	32,769,185	29,936,280	30,490,529		
CTIAL REVENUES			*****										
ERAL FUNDS			*****										
TE CENTRAL SERVICES FUND			*****										
-REVENUE RECEIPTS			*****										
H FUNDS			*****										
NSFER TO DOC-FARM	(400,000)		*****										
AL FUNDING	26,487,392	27,249,435	*****	29,040,509	3,112,949	32,153,458	29,594,758	3,174,427	32,769,185	29,936,280	30,490,529		
ESS APPROZ/ (FUNDING)			*****		444,619	444,619		450,079	450,079	507,388	513,040		
AL	26,487,392	27,249,435	*****	29,040,509	3,557,568	32,598,077	29,594,758	3,624,506	33,219,264	30,443,668	31,003,569		

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APPROPRIATION SUMMARY

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RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	EXPENDITURES		1999 - 01 BIENNIUM REQUESTS				R E C O M M E N D A T I O N S							
					ACTUAL	BUDGETED	FY 1999 - 00		FY 2000 - 01		EXECUTIVE		LEGISLATIVE					
					97-98	98-99	REQUEST	REQUEST	1999-00	2000-01	1999-00	2000-01						
000		HCP	485 510	B	26,487,392 701	27,249,435 627	29,040,509 661			29,594,758 661					29,247,897 661	29,807,798 661		
001		HCP	485 510 030 FIELD SERVICES	C01			712,725 25			750,375 25								
<p>25 ADDITIONAL FIELD OFFICER POSITIONS - The statewide average net gain in the probation and parole population from 1993 to 1997 is ten percent. The twenty five requested new positions directly correlate with the percentage of population growth. If the offender population does not exceed projections, this request will allow the Agency to maintain the current ratio of officer to offender, and maintain the average caseload per officer. Presently, Arkansas; average caseload is higher than the national average.</p>															<p>The Executive Recommendation provides for this item in the Special Revenue Operations appropriation (2GH).</p>			
002		HCP	485 510 020 ADMINISTRATION	C02			163,005 0			163,005 0								
<p>INCREASE TRAINING BUDGET - This request is based on housing and feeding Probation, Parole and Security personnel at Camp Robinson for \$35.00 per day. The total request is \$163,005. The Commission on Law Enforcement Standards and Training requirements must be met by each employee who holds a Probation/Parole Officer position. Also this increase is necessary to incorporate required security staff training for the new Northeast Arkansas Community Punishment Center in Osceola. The past level of training funds have been insufficient for meeting and maintaining the required training standards for security and field officer positions.</p>																		

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ARKANSAS BUDGET SYSTEM
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	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19
PK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	-----EXPENDITURES-----		-----1999 - 01 BIENNIUM REQUESTS-----						-----RECOMMENDATIONS-----					
					ACTUAL 97-98	BUDGETED 98-99	-----FY 1999 - 00-----		-----FY 2000 - 01-----				-----EXECUTIVE-----		-----LEGISLATIVE-----			
							REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	1999-00	2000-01	1999-00	2000-01	
5		HCP	485 510 020 ADMINISTRATION	C06			244,165 0	244,165 0										
<p>UNFUNDED APPROPRIATION FOR TRAINING - This request will provide unfunded appropriation to be used, if savings become available to achieve the goal set by the Board of Correction and Community Punishment for the DCP to receive certification by American Correctional Association. The ACA accreditation requires hours of training, which the DCP cannot provide security and field personnel due to lack of funds.</p>																		
		HCP	485 510 020 ADMINISTRATION	C04			895,771 0	895,771 0						895,771	895,771			
<p>PROFESSIONAL FEES & SERVICE - DCP has a maximum bed capacity of nine hundred fifty-eight residents. The base level funding for the Correctional Medical Services contract to provide medical treatment for incarcerated offenders will not cover FY99 expenses. This request will cover the monthly expenses associated with the medical contract.</p>																		
		HCP	485 510 030 FIELD SERVICES	C05			658,600 15	600,780 15										
<p>DAY REPORTING CENTERS (DRC) - These DRCs will provide after care programs which are critical to implementing the continuum of sanctions established by the Community Punishment Act. The request is to establish five regional locations statewide to implement the continuum of sanctions indicated in the DCP three to five year plan. Each DRC will be staffed with one Coordinator and two Counselors/Instructors. The DCP will conduct behavioral modification training and enter into interagency agreements for existing state services to provide basis education, job acquisition, survival and placement training, addiction education and life skills training to the special needs offenders.</p>															<p>The Executive Recommendation provides for this item in the Special Revenue Operations appropriation (2GH).</p>			

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ARKANSAS BUDGET SYSTEM

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RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	EXPENDITURES		1999 - 01 BIENNIUM REQUESTS		RECOMMENDATIONS										
					ACTUAL 97-98	BUDGETED 98-99	FY 1999 - 00 REQUEST	FY 2000 - 01 REQUEST	EXECUTIVE		LEGISLATIVE								
														1999-00	2000-01			1999-00	2000-01
006		HCP	485 510 020 ADMINISTRATION	C07			302,500 0		404,000 0					300,000	300,000				
<p>CAPITAL OUTLAY - This request is to replace the kitchen equipment, heating and air equipment, plumbing and electrical systems on an as needed basis at the four Community Punishment Centers (CPC). The telephone system at the Southeast Arkansas Community Punishment Center was installed prior to DCP taking over the facility. The system does not have the necessary security options or technological advances need to provide service inside a prison. Periodic replacement of the CPC workcrew equipment is necessary due to extended use which includes lawn mowers, weeders, tillers, gardening tools, and other equipment needed to provide services to the communities.</p>																			
007		HCP	485 510 020 ADMINISTRATION	C08			375,000 0		375,000 0										
<p>MANAGEMENT INFORMATION SYSTEM - DCP is well into implementing its Information Technology Strategic Plan which will provide personnel with timely, accurate and pertinent information. The most critical component to be developed and implemented during the biennium is the Offender Tracking System (comprehensive database of probation, parole, and CPC residents case management information) and automation of the economic sanctions collection function. The current collections system has been cited by Legislative Audit as a problem. The next biennium will include use of this installed infrastructure to provide further functionality, ensure for the security of the sensitive information contained in the offender databases, prepare for the identified year 2000 shortcomings as well as continue to refine the wide area network. It will require designing specifications, purchase and development of software, application implementation, staff training and intranet maintenance.</p>																			
007		HCP	485 510 020 ADMINISTRATION	C10			5,348 0		5,496 0										
<p>RECLASSIFICATION REQUEST - The Board of Correction and Community Punishment (BCCP) requested an upper level management structure to include three equal Deputy Directors. Presently, the DCP has two Deputy Directors (one DD Planning & Management and one DD Residential Services) an one Assistant Director (AD Field Operations). The DCP is requesting the reclassification of the Assistant Director of Field Operations to Deputy Director of Field Operations. The Field Operations Division manages statewide probation and parole services which includes over 300 employees and 52 offices statewide.</p>																			

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01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19
RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	-----1999 - 01 BIENNIUM REQUESTS-----				-----R E C O M M E N D A T I O N S-----									
					---EXPENDITURES---		---FY 1999 - 00---		---FY 2000 - 01---		-----EXECUTIVE-----		-----LEGISLATIVE-----					
					---ACTUAL--- 97-98	---BUDGETED--- 98-99	REQUEST	REQUEST					1999-00	2000-01	1999-00	2000-01		
008		HCP	485 510 020 ADMINISTRATION	C09			10,579 0	10,883 0										
Career Ladder Incentive Program																		
008		HCP	485 510 030 FIELD SERVICES	C09			8,731 0	8,974 0										
Career Ladder Incentive Program																		
008		HCP	485 510 050 CENTRAL ARKANSAS C.P.C.	C09			21,615 0	22,196 0										
Career Ladder Incentive Program																		

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RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	EXPENDITURES		1999 - 01 BIENNIIUM REQUESTS		R E C O M M E N D A T I O N S										
					ACTUAL 97-98	BUDGETED 98-99	FY 1999 - 00 REQUEST	FY 2000 - 01 REQUEST	EXECUTIVE		LEGISLATIVE								
										1999-00	2000-01	1999-00	2000-01						
008		HCP	485 510 051 SOUTHEAST ARKANSAS C.P.C.	C09			46,056 0	47,300 0											
Career Ladder Incentive Program																			
008		HCP	485 510 052 SOUTHWEST ARKANSAS C.P.C.	C09			75,833 0	77,901 0											
Career Ladder Incentive Program																			
008		HCP	485 510 053 NORTHEAST ARKANSAS C.P.C.	C09			37,640 0	38,660 0											
Career Ladder Incentive Program																			

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