

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ARKANSAS</p> <p style="text-align: center;">BOARD OF CORRECTIONS</p>	Section Number:	Page Number:
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	Board Approval Date:	
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SUBJECT: Judicial Decisions, Affidavits and Lawsuits		

I. POLICY OF DEPARTMENT:

To establish uniform procedures for handling legal matters affecting the Department.

II. EXPLANATION:

A. Judicial Decisions

Copies of judicial decisions which may affect any administrative procedure and which are received by any Administrator on behalf of any employee, inmate, or parolee must be forwarded immediately to the Department's Legal Counsel who will disseminate copies of the decisions.

B. Affidavits

Employees of the Department are required to file affidavits with reference to any work related suit filed against them and/or the Department of which they have personal knowledge. Copies of said affidavit are to be immediately forwarded to the Director's Office and the Office of the Attorney General.

C. Lawsuits

Whenever a lawsuit filed against the Department or any division thereof is served, copies of same are to be sent immediately to the Director's Office and the Department's Legal counsel and the Attorney General. The Chief Administrative Officer of the institution named in the lawsuit is to direct a memorandum to the Attorney General requesting representation of the defendants in the lawsuit.