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GOVERNOR

State of Alabama

Alabama Department of Corrections

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COMMISSIONER

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ADMINISTRATIVE REGULATION
NUMBER 017

OPR: OPERATIONS

LAND MANAGEMENT

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for the management of real properties owned by the ADOC.

II. POLICY

This regulation establishes the Correctional Industries Program Director/Agriculture as Director of Land Management. He/she shall be the central contact for all matters regarding land utilization and control, and shall be responsible for planning and implementation of all land use programs for the Department. The Department defines procedures for the review and approval of all activities impacting land, water, and timber resources along with permanent structures owned and managed.

III. DEFINITION(S) AND ACRONYM(S)

- A. Correctional Industries Program Director/Agriculture: Designated as the Director of Land Management.
- B. Land Management: Encompasses land usage (including Forestry and Wildlife programs), land treatment, permits, easements, responsibilities to adjoining landowners, and land sales or transfer of property ownership.
- C. Institutional Grounds: Pertaining to all land outside the institutional compound and surrounding areas, which shall remain the responsibility of the local Warden or Director.

IV. RESPONSIBILITIES

- A. The Director of Land Management is responsible for:
 - 1. Being the central liaison for matters regarding real property owned or managed by the ADOC.

2. The planning and implementation of all land use and land treatment programs.
 3. Ensuring that all programs will be developed with the employment of inmates and security being foremost.
 4. Maintaining a contract with the Alabama Forestry Commission for the study and management of the ADOC's forests and woodlands.
- B. Wardens, Directors, and Agricultural Superintendents will be responsible for:
1. Carrying out the plans and programs.
 2. Developing ideas for changes that would be profitable and/or beneficial to the ADOC.
 3. Reporting any changes, proposed changes, all fires, and natural disasters to the real estate property by telephone and incident immediately.
- C. All employees are responsible for honoring all contracts pertaining to ADOC lands and natural resources.
- D. The Commissioner has the final authority over any and all Land Management decisions.

V. PROCEDURES

- A. The Director of Land Management will coordinate with his immediate supervisor and/or the Deputy Commissioner of Operations prior to forwarding any and all inquiries or proposals to the Commissioner for final approval.
- B. The Warden/Director will coordinate with their appropriate Deputy Commissioner and the Director of Land Management, prior to making any proposed changes, to any real estate within their respective areas of responsibility.
1. All proposed changes in land use or appearance will be made in writing and changed only after consultation with and approval from the Director of Land Management. (Including timber management practices such as plantings, cuttings, and burning.)
 2. Alterations to current land use or appearance will include but not be limited to the following:
 - a. Drainage and erosion control projects, particularly those impacting wetlands.
 - b. Changes in topography of the land in any manner.
 - c. Ditch digging, dam building, and alteration of water impoundments or stream beds.

- d. Cultural practices.
 - e. Burning cropland growth or residue.
 - f. Building or moving roads.
 - g. Building or moving fences or other barriers.
 - h. Building or moving permanent structures. (Houses, barns, sheds, warehouses, bridges, custodial accommodations, and such like.)
 - i. Wildlife projects.
- C. All land sales or transfers of property ownership, involving land or property owned by the ADOC, must be coordinated through the State Lands Division of the Department of Conservation and Natural Resources and be reviewed and approved by competent legal authority as meeting all statutory requirements governing the sale or transfer of ownership of state land or property. (Code of Alabama 1975, Title 9, Section 15, Article 3)
- D. The Director of Land Management shall coordinate with the State Lands Forester regarding the management of the Department's forest and woodlands. Together, they will develop an annual proposed action list of management activities (harvests, thinnings, plantings, and burnings) that shall be presented to the Associate/Deputy Commissioner of Institutions for review and approval.

VI. DISPOSITION

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

VII. FORMS

There are no forms prescribed in this regulation.

VIII. SUPERCEDES

This regulation supercedes Administrative Regulation 017, dated January 16, 1985, and Change #1, dates November 29, 1994.

IX. PERFORMANCE

This AR is published under the authority of the Code of Alabama 1975, 14-1-8.



Donal Campbell, Commissioner