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GOVERNOR

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Alabama Department of Corrections

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Richard F. Allen  
COMMISSIONER

February 5, 2008

ADMINISTRATIVE REGULATION  
NUMBER 108

OPR: OPERATIONS

**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. DEFINITION(S) AND ACRONYM(S)**

- A. **ADOC Housing Committee:** This committee is composed of the Associate Commissioner of Operations (chairperson), the ADOC Director of Engineering, and the Institutional Coordinator.
- 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 dwelling and/or lot space.
- D. **State-owned dwelling/housing:** Any house, apartment, or manufactured home, which was or is purchased with ADOC funds and is located on ADOC property.
- E. **Trailer space:** A designated area on ADOC property where lot(s) of various sizes may be set aside for rental by active ADOC employees and/or

contractors for the sole purpose of parking occupied dwellings.

#### IV. **RESPONSIBILITIES**

- A. The Commissioner, upon recommendation from the ADOC Housing Committee, shall be responsible for:
  - 1. Determining the need for state-owned dwellings at institutions or on ADOC property.
  - 2. Approving all housing and making lot(s) assignments.
- B. Wardens/Directors are responsible for developing their institutional/divisional Standard Operation Procedures (SOPs), as necessary, for the implementation of AR 108, *Occupancy of State-Owned Residential Family Dwellings, Staff Quarters, or Trailer Space Rentals on State Property*.
- C. The Warden shall be responsible for:
  - 1. The maintenance of all state-owned dwellings, staff quarters, or trailer-space which are occupied by employees under his/her supervision and/or ADOC employees/contractors residing on the property.
  - 2. Performing and documenting at least one (1) inspection annually of state-owned dwellings situated on ADOC property and/or occupied by active ADOC employees and/or contractors.
- D. The Director of Engineers 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.
- E. ADOC employees and/or contractors assigned or allowed to reside in state-owned housing or on the property shall be responsible for adhering to this regulation and the Institutional/Divisional SOPs governing Occupancy of State-Owned dwellings and property.

#### V. **PROCEDURES**

- A. 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 where housing is available and are exempt from paying a rental fee and utilities up to \$300.00.
  2. The ADOC Housing Committee, with the approval of the Commissioner, shall designate individuals to live in state-owned dwellings, rent free, to ensure a quick response to situations, which may arise at the institutions.
- B. Any active ADOC employee, security personnel taking priority, may submit an ADOC Form 108-A, *ADOC Housing Application* for state-owned housing, when available, to the Warden.
- C. The Warden shall review each application that is submitted for state-owned housing and forward the application to the ADOC Housing Committee with comments for final consideration.
- D. Upon being assigned state-owned housing, employees not covered in Section V. A. 1. shall be:
1. Assessed a rental fee of \$150.00 per month for those dwellings exceeding 1,000 square feet. For those dwellings of less than 1,000 square feet, the rental fee is \$75.00 per month.
  2. Responsible for all utilities to include deposits for items such as, but not limited to, electric/gas meters and fees.
- E. Telephones for personal use shall not be provided by the state.
- F. The State shall maintain major appliances that are currently in the houses.
- G. Trailer space (rental) may be available to personnel at some institutions at the request and expense of the applicant and with final approval by the Commissioner, upon recommendation from the ADOC Housing Committee. 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 Draper/Elmore/ Frank Lee/Staton Complex), and are due on the first day of each month and delinquent after the 10<sup>th</sup> of each month.
1. The Business Manager shall assess the employee a \$10.00 late fee for payments received after the 10<sup>th</sup> of the month.
  2. Delinquent accounts shall be reported to the appropriate Warden for necessary action, who will then convey this information to the

ADOC Housing Committee.

3. Failure to pay rent by the 10<sup>th</sup> of the month may be grounds for eviction.

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

1. Shall be expected to strictly adhere to the contents of this regulation. Violations of this regulation may be grounds for eviction from state-owned housing or state property.
2. May be evicted for cause; or, if directed by the ADOC Commissioner upon thirty (30) days notice.
3. Shall immediately report all maintenance needs to the Warden or designee responsible for that housing unit. The repair or replacement of state property due to:
  - a. Normal wear shall be made with state funds.
  - b. Abuse or negligence by the occupants, shall be paid for by the occupants. 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, whose decision shall be final.
4. Shall provide a 30-day written notice to the Warden that they are vacating the dwelling/quarters/trailer space.

J. All state-owned dwellings, staff quarters and rental space shall be inspected, using ADOC Form 108-B, *Residential Inspection Report*, by the Warden/Division Director or their designee annually, normally within the first thirty (30) days of the fiscal year.

K. Immediately upon state-owned housing being vacated and prior to occupancy, the Warden or his/her designee shall conduct an inspection, using ADOC Form 108-B, of the premises and document any damage not attributable to normal wear and usage

1. The cost of repair of any such damage shall be assessed to the vacating occupant.
2. Contested cases may be appealed to the ADOC Housing Committee. The decision of the ADOC Housing Committee may be appealed to the Commissioner, whose decision is final.

- L. All renovations made to state-owned housing or property, must have prior approval by the Warden in writing.
- M. Personnel assigned or allowed to reside on state property are prohibited from subleasing the housing unit or property.
- N. ADOC employees/contractors shall request permission from the ADOC Housing Committee prior to utilizing the residence for private business purposes. Private businesses in and on state property shall be discouraged.

**VI. DISPOSITION**

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

**VII. FORMS**

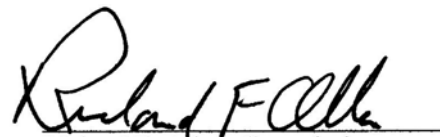
- A. ADOC Form 108-A, *ADOC Housing Application*.
- B. ADOC Form 108-B, *Residential Inspection Report*.

**VIII. SUPERCEDES**

This Administrative Regulation supersedes, AR 108, *Occupancy of State-Owned Residential Family Dwellings, staff Quarters, or Trailer Space Rentals on State Property*, dated August 25, 2004, and any changes.

**IX. PERFORMANCE**

There are no ACA Standards established concerning this regulation.

  
Richard F. Allen, 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 Warden 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 WARDEN**

Date of Action on Request: \_\_\_\_\_ Tentatively: Approved  Denied   
Recommended Effective Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Warden and Institution Date

**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 Date

ADOC Form 108-A – February 5, 2005  
Previous edition is obsolete

**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 replacing?	YES	NO
	Need cleaning out?	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

ADOC Form 108-B – February 5, 2008  
 Previous edition is obsolete  
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Appliances:	Good Condition?	YES	NO
	Need replacing?	YES	NO

Sink:	Good Condition?	YES	NO
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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**

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: \_\_\_\_\_

**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: \_\_\_\_\_

**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: \_\_\_\_\_

**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 okay?	YES	NO
	Tub/Shower okay?	YES	NO
	Commode okay?	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 okay?	YES	NO
Properly vented?	YES	NO
Comments:	_____	

**OVERALL COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**FINDINGS AND RECOMMENDATIONS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INSPECTED BY:** \_\_\_\_\_

Signature

Position

Date