



KAY IVEY  
GOVERNOR

# State of Alabama Department of Corrections

Alabama Criminal Justice Center  
301 South Ripley Street  
P. O. Box 301501  
Montgomery, AL 36130-1501  
(334) 353-3883



JOHN Q. HAMM  
COMMISSIONER

July 24, 2023

**ADMINISTRATIVE REGULATION  
NUMBER**

**025**

**OPR: RESEARCH AND PLANNING**

## **RESPONSE TO SURVEYS**

### **I. GENERAL**

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures to provide for timely response to survey from other governmental agencies.

### **II. POLICY**

ADOC division directors/designee(s) shall ensure that outside inquiries and surveys directed to their divisions are responded to promptly, factually and in writing, when required.

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

There are no definitions for this AR.

### **IV. RESPONSIBILITIES**

All ADOC employees are responsible for complying with the contents of this regulation.

### **V. PROCEDURES**

- A. All surveys received within the Department shall be submitted for processing directly to the Director of Research and Planning.
- B. The Director of Research and Planning/ designee shall delegate surveys to the appropriate staff for response and monitor timeliness of response.

- C. Surveys will be returned to the requestor(s) by Research and Planning staff, and a historical file will be maintained.

**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. SUPERSEDES**

This Administrative Regulation supersedes AR 025, *Response to Outside Inquiries and Surveys*, dated February 23, 2005, and any changes.

**IX. PERFORMANCE**

- A. Code of Alabama 1975 § 14-1-1.1 *et seq.*
- B. ACA Standards: 5-ACI-1A-21 and 5-ACI-1A-22



---

John Q. Hamm  
Commissioner