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**ADMINISTRATIVE REGULATION
NUMBER**

108

**OPR: MEN'S AND WOMEN'S
SERVICES**

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. DEFINITIONS AND ACRONYMS

- A. **ADOC Housing Committee**: This committee is composed of the Associate/Deputy Commissioners and the Regional Directors of Men's and Women's Services and the ADOC Director of Engineering. The Associate/Deputy Commissioner of Men's Services is the Chairperson of this committee.
- 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 dwellings and/or lot space.
- D. **State-owned dwelling**: Any house, apartment, or manufactured home purchased with ADOC funds and located on ADOC property.

- E. **Trailer space:** A designated area on ADOC property where lot(s) of various sizes may be rented by current ADOC employees and/or contractors for the sole purpose of parking occupied dwellings on the lot(s).

IV. **RESPONSIBILITIES**

- A. The Commissioner/Designee, upon recommendation from the ADOC Housing Committee, shall be responsible for:
 - 1. Determining the need for state-owned dwellings at institutions and on ADOC property.
 - 2. Approving all housing assignments and making lot assignments.
- B. Wardens/Directors/Designees are responsible for developing their institutional/divisional Standard Operation Procedures (SOPs) for the implementation of this AR.
- C. The Director of Engineering 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.
 - 1. The maintenance of all state-owned dwellings, staff quarters, or trailer-space which are occupied by employees under his/her supervision or by ADOC employees/contractors residing on the facility property.
 - 2. Performing and documenting at least one (1) inspection annually of state-owned dwellings situated on the facility property.
 - 3. Performing and documenting an inspection immediately upon a state-owned dwelling on the facility property being vacated and prior to the next occupancy.
- D. ADOC employees and/or contractors assigned to or allowed to reside in a state-owned dwelling or on ADOC property shall be responsible for adhering to this AR and applicable Institutional/Divisional SOPs governing the occupancy of state-owned dwellings and property.

V. **PROCEDURES**

- A. Any current ADOC employee may submit ADOC Form 108-A, *ADOC Housing Application*, for available state-owned housing, to the Deputy Commissioner(s) of Men's and Women's Services. Security personnel shall take priority when assigning state-owned housing.