SARAH HUCKABEE SANDERS
GOVERNOR

ARKANSAS DEPARTMENT OF CORRECTIONS
OFFICE OF THE SECRETARY
LEGAL DIVISION
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1302 PIKE AVENUE, SUITE C
NORTH LITTLE ROCK, AR 72114

LINDSAY WALLACE
SECRETARY

November 3, 2026

Senator Tyler Dees, Co-Chair
Arkansas Legislative Council
Administrative Rules Subcommittee
Via Email

Representative Matthew Shepherd, Co-Chair
Arkansas Legislative Council
Administrative Rules Subcommittee
Via Email

Dear Co-Chairs:

Please consider this as the Department of Corrections (DOC) quarterly report on new and revised administrative directives, administrative memoranda, and secretarial directives issued in the 3rd quarter of the Calendar Year 2026 beginning July 1, 2026, and ending September 30, 2026. Submitted along with this letter are copies of the following directives:

Arkansas Department of Corrections	
Secretarial Directive Summary	**Beginning Page #**
There were no new or revised Directives issued during this time.	Clean: N/A Markup: N/A
Division of Correction	
Administrative Directive Summary	**Beginning Page #**
There were no new or revised Directives issued during this time.	Clean: N/A Markup: N/A

Division of Community Correction	
Administrative Directive Summary	**Beginning Page #**
AD 2026-04 DNA Sample Collection (Effective Date: 07/01/2026) AD 2026-04 replaces AD 17-11 in full and reorganizes the directive. It adds definitions and updates position titles to Community Supervision Manager and Community Supervision Officer. Only trained, designated employees may collect samples. A required sample must be collected within ten business days after intake and sent to the State Crime Lab within ten business days after collection, absent documented circumstances. New provisions cover chain of custody, eOMIS documentation, confidentiality of DNA records, and records retention. The refusal procedures now require staff to advise the offender of the legal requirement before preparing a violation report or reporting a continued refusal to law enforcement, and delays outside the Division's control are documented rather than treated as refusals. Provisions for residential-center residents were removed because the residential centers were assigned to the Division of Correction. The fee notice (Attachment 1) is now a notice-only form for interstate compact offenders; it no longer states a fee amount or payment instructions, and it documents refusals to sign.	Clean: 1 Markup: 5

Sincerely,



Tawnie Hughes
Chief Legal Counsel
Office of the Secretary - Legal Division

Cc:

Lindsay Wallace, Secretary, Department of Corrections
Wade Hodge, Chief of Staff, Department of Corrections
Rebecca Miller Rice, Administrative Rules Review Section, BLR
Dexter Payne, Director, Division of Correction
Jim Cheek, Director, Division of Community Correction
Jamie Barker, Chairman, Board of Corrections

File
Enclosure

ARKANSAS DEPARTMENT OF CORRECTIONS
DIVISION OF COMMUNITY CORRECTION
OFFICE OF THE DIRECTOR
JIM CHEEK
1302 Pike Avenue, Suite B
North Little Rock, AR 72114

ADMINISTRATIVE DIRECTIVE

SUBJECT: DNA Sample Collection **SUPERSEDES:** AD 17-11

NUMBER: AD 2026-04 **PAGE**: 1-4

APPLICABILITY: Employees assigned DNA Sample Collection duties and offenders under community supervision who are required by law to provide a DNA sample.

REFERENCE: Ark. Code Ann. §§ 12-12-110 I et seq; Ark. Code Ann. ∫ 12-12-1109; Ark. Code Ann.§ 12- 12-1110; Ark. Code Ann.§ 12-12-1118; Ark. Code Ann.§ 12-12-1119.

APPROVED: Original Signature on File – Jim Cheek EFFECTIVE DATE: 07/01/2026

I. POLICY.

It is the policy of the Arkansas Division of Community Correction (ACC) to ensure DNA Samples are collected from offenders under community supervision when required by Arkansas law and submit the sample to the Arkansas State Crime Lab (SCL) in accordance with SCL procedures.

II. DEFINITIONS.

A. ACC means the Arkansas Division of Community Correction.
B. Collect means a procedure conducted or witnessed by a law enforcement officer or designated employee member to obtain a sample with proper identifying information, consistent with Arkansas State Crime Lab guidance.
C. Community Supervision Manager (CSM) means the ACC supervisor responsible for ensuring employee training, quality control, and compliance under this directive.
D. Community Supervision Officer (CSO) means the ACC employee responsible for supervising offenders in the community and performing tasks required by this directive.
E. e-OMIS means the electronic Offender Management Information System.
F. DNA Sample Collection Fee Notice means the notice attached to this directive as Attachment 1.
G. Interstate Compact Offender (ICO) means an offender supervised in Arkansas under an interstate compact who is otherwise subject to Arkansas DNA collection requirements.
H. SCL means the Arkansas State Crime Lab.

III. PROCEDURES.

A. Employee Responsibilities.
1. The CSM shall ensure:
   a. Employees assigned DNA sample collection duties are trained in SCL procedures;
   b. Each office or service area has at least one trained designated employee assigned to coordinate DNA collection duties;
   c. DNA collection kits and supplemental supplies are available; and
   d. Fee notice is provided when required by law.

2. Only employees designated by the CSM and trained in SCL procedures may collect or witness collection of a DNA sample.
3. Before performing DNA collection duties, designated employees shall complete training and any competency verification required by SCL procedures or by the CSM.
4. The CSM shall maintain documentation of completed DNA collection training for designated employees in ACC training records.
5. CSOs and intake employee shall observe universal precautions for handling biological samples and shall follow State Crime Lab handling instructions when collecting or handling DNA samples.
6. CSOs and intake employee shall determine whether the SCL can verify that a usable sample has already been collected.

B. Applicability and Timing.
1. ACC shall collect a DNA sample from offenders required by Arkansas law to provide a sample, including qualifying ICOs, unless the SCL verifies that a usable sample is already available.
2. Samples are required upon adjudication of guilt; in most cases, a jail authority or the Arkansas Division of Correction (ADC) will have collected the sample before the offender comes to community correction.
3. Only one DNA sample is required in an offender's lifetime. However, another sample must be collected if a sample is inadequate for any reason or the SCL does not have access to a usable sample.

C. Collection and Submission.
1. If collection cannot be verified, the assigned CSO or intake employee member shall collect the sample in accordance with SCL procedures and kit instructions as soon as practicable and, absent circumstances documented in accordance with this policy, no later than ten (10) business days after intake or after determining that a required sample is not on file.
2. The employee who collects or witnesses collection shall ensure that proper identifying information and any thumbprint, fingerprint, or other identifying impression required by SCL procedures accompany the sample.
3. The employee who collects the sample, or another employee designated by the CSM, shall package the sample using SCL-provided materials and send the sample to the SCL in accordance with SCL procedures and absent circumstances documented in accordance with this policy, no later than ten (10) business days after collection.
4. The employee who collects the sample, or another employee designated by the CSM, shall maintain chain-of-custody documentation for each DNA sample from collection through transmission to the SCL, including the date of collection, the identity of the person collecting the sample, the offender's identifying information, the date of mailing, and the identity of the person transferring or mailing the sample.
5. ACC's responsibilities under this directive end upon submission of the DNA sample to the SCL. The SCL is responsible for testing, analysis, storage, and reporting of DNA results.

D. Fee Notice and Documentation.
1. When collecting from an ICO, employee shall require the offender to sign the DNA Sample Collection Fee Notice, send a copy to the SCL, and provide a copy to the offender. Arkansas offenders will receive any required fee notice from the court or the SCL, as applicable.
2. If an ICO refuses to sign the DNA Sample Collection Fee Notice, employee shall document the refusal on the form, provide the offender with a copy of the notice, and proceed with DNA collection if collection is otherwise required by law.
3. The CSO or intake employee member who verifies, collects, or submits the sample shall enter the collection status, verification result, the date of collection, the date of

submission, and any refusal or inability to collect a sample in eOMIS. Before ACC completes or recommends closure, discharge, or transfer of supervision within its control, the assigned employee shall review eOMIS and available SCL status information to confirm that any required sample has been collected or that a documented delay or exception exists under this directive.

4. Access to DNA collection records, forms, and eOMIS entries shall be limited to personnel with a legitimate job-related need, and employee shall not disclose DNA collection information except as authorized by law, court order, or SCL procedure.

E. Supplies and Refusals.

1. The SCL provides necessary materials to obtain, preserve, and mail collected samples. The CSM shall ensure supplemental supplies are available when needed.
2. If an offender under community supervision refuses to provide a DNA sample, the CSO shall first advise the offender of the legal requirement to provide the sample and the consequences of refusal and document the advisement in eOMIS. The CSO shall then document and resolve any claim by the offender that a sample was previously provided by rechecking available records and seeking SCL verification. If collection is still required, the CSO shall prepare a violation report without unnecessary delay and document the refusal in eOMIS.
3. If the offender continues to knowingly refuse to provide a sample after documented notice of the legal requirement and the consequences of refusal, the assigned CSO shall report the refusal to local law enforcement; refusal is a felony under Arkansas law.
4. If office closures, emergencies, supply interruptions, or other circumstances outside ACC's control prevent timely DNA collection or submission, employees shall document the reason for delay in eOMIS and complete the required action without unnecessary delay once normal operations resume. Such delay shall not be treated as offender refusal unless the offender later refuses after documented notice of the legal requirement and the consequences of refusal.

IV. RECORDS AND DOCUMENTATION.

A. eOMIS entries required by this directive shall be maintained in eOMIS as part of the offender's supervision history per applicable Arkansas records-retention requirements.

B. Signed DNA Sample Collection Fee Notices, documented refusals to sign, chain-of-custody records, and refusal reports prepared under this directive shall be maintained as part of the offender's supervision history per applicable Arkansas records-retention requirements.

V. ATTACHMENTS.

Attachment 1 - DNA Sample Collection Fee Notice.

ARKANSAS DEPARTMENT OF CORRECTIONS
DIVISION OF COMMUNITY CORRECTION
1302 Pike Avenue, Suite B
North Little Rock, AR 72114

DNA SAMPLE COLLECTION FEE NOTICE

Attachment 1

OFFENDER AND NOTICE INFORMATION	
Date Notice Provided:	
Date DNA Sample Collected (If Applicable):	
Offender Name:	
PID Number	
Interstate Compact Offender (ICO):	Yes ☐ No ☐

NOTICE

This notice is provided in connection with DNA Sample Collection requirements under Arkansas law and ACC Administrative Directive (AD) DNA Sample Collection. This DNA Sample Collection Fee Notice is required when collecting a DNA sample from an interstate compact offender supervised in Arkansas. Any DNA-related fine or fee must be imposed and paid only as authorized by applicable Arkansas law and any court order. Arkansas offenders who are not interstate compact offenders will receive any required fee notification from the Court or the Arkansas State Crime Lab, as applicable.

OFFENDER ACKNOWLEDGEMENT OF NOTICE

I acknowledge that I received this DNA Sample Collection Fee Notice. I understand that this form documents notice only and does not itself impose any fee or fine. If I refuse to sign, ACC employees shall document the refusal on this form, provide me with a copy of the notice, and proceed with DNA collection if collection is otherwise required by law.

DISTRUBUTION AND EMPLOYEE DOCUMENTATION			
Copy provided to the offender:	Yes ☐	No ☐	Date:
Copy sent to Arkansas State Crime Lab:	Yes ☐	No ☐	Date:

Notes regarding refusal to sign or other notice-related circumstances.

SIGNATURES

Maintain the signed notice or documented refusal in the offender supervision history. Provide a copy to the offender and send a copy to the Arkansas State Crime Lab when required by policy.

Roles	Signature	Date	Print: Name - Title
Offender:			
Collecting Employee:			
Witness, if refusal to sign:			

DIVISION OF COMMUNITY CORRECTION
AD 2026-04, DNA SAMPLE COLLECTION
MARKUP SHOWING CHANGES FROM AD 17-11

Text struck through is deleted from superseded AD 17-11. Underlined text is new in AD 2026-04. Because AD 2026-04 rewrites and reorganizes AD 17-11 throughout, the full text of AD 17-11 is shown as deleted, followed by the full text of AD 2026-04. Letterhead, logos, page footers, and formatting changes are not marked.

~~**ADMINISTRATIVE DIRECTIVE: 17-11**~~ ~~**DNA SAMPLE COLLECTION**~~

~~**TO:**~~ ~~**ARKANSAS COMMUNITY CORRECTION (ACC) EMPLOYEES**~~

~~**FROM: SHEILA SHARP, DIRECTOR**~~

~~**SUPERSEDES: AD 11-07**~~

~~**APPROVED: Signature on file**~~ ~~**EFFECTIVE: February 10, 2017**~~

~~**I.**~~ ~~**APPLICABILITY.** This policy applies to employees involved in the deoxyribonucleic acid (DNA) collection process.~~

~~**II.**~~ ~~**POLICY.** It is Arkansas Community Correction policy to obtain samples from offenders convicted of offenses specified in Ark. Code Ann. §§12-12-1103 et seq. for DNA profiling by the State Crime Lab.~~

~~**III.**~~ ~~**DEFINITIONS.**~~

~~**A.**~~ ~~**Collect.** In the context of DNA sample collection, "collect" means a procedure conducted or witnessed by a Law Enforcement Officer or designated residential facility personnel to obtain a sample along with proper identifying material pursuant to State Crime Lab guidance.~~

~~**B.**~~ ~~**Deoxyribonucleic Acid (DNA) Profiling.** DNA profiling is the analysis of a person's deoxyribonucleic acid resulting in the identification of the individual's patterned chemical structure of genetic information.~~

~~**C.**~~ ~~**State Crime Lab (SCL).** The agency identified by the Arkansas Legislature to oversee the DNA Testing Program and to conduct forensic testing of samples for the purpose of developing DNA records on offenders found guilty of targeted offenses.~~

~~**IV.**~~ ~~**PROCEDURES.** Arkansas Community Correction is required by law to collect a DNA sample on all offenders coming to community correction, including offenders from other states, regardless of whether there is a court order, unless we can verify that a sample is available to the State Crime Lab. Samples are required to be collected upon adjudication of guilt, therefore in most cases a sample will have been collected by a jail authority or the Arkansas Department of Correction before the offender comes to community correction. Only one DNA sample is required for an offender in a lifetime. However, if a sample is not adequate for~~

any reason or the Arkansas State Crime Lab does not have access to the sample, another sample must be collected. (Ark. Code Ann. §§12-12-1101 et. al.) ACC is not responsible for the DNA testing, analysis, storage or providing testing results to anyone.

A. **Parole/Probation Managers and Center Supervisors** must ensure that employees are properly trained to collect DNA, samples are sent to the State Crime Lab, and fee notice is provided to the offender.

B. **Employees who Perform Intakes for Residents, Parolees & Probationers are required to**

1. Use universal safety precautions whenever collecting or handling DNA samples.
2. determine whether a DNA sample has already been collected. If collection of a sample cannot be verified, collect a sample following State Crime Lab procedures.
3. When collecting a DNA sample from an Interstate Compact offender, require him/her to sign AD 17-11 Form 1, "DNA Sample Collection Fee Notice." Send a copy to the State Crime Lab and give a copy to the offender. The court or Crime Lab will notify Arkansas offenders of the required fee; and
4. Make appropriate entries in eOMIS.

C. **DNA Sample Collection Supplies.** The State Crime Lab provides necessary materials for obtaining, preserving and mailing collected samples. Appropriate supplemental supplies may be ordered as needed.

D. **Refusal to Provide a DNA Sample.**

1. **Refusal by a Resident.** A resident required to provide a DNA sample may not be released from a residential facility or earn meritorious good time (if eligible) until the sample is provided. If a resident in 'probation plus' status refuses to provide a DNA sample, a violation report must be immediately submitted to the court. If a resident in 'judicial transfer' status refuses they must be transferred to ADC.

2. **Refusal by a Parolee or Probationer.** When an offender under community supervision refuses to provide a DNA sample, the Parole/Probation Officer must promptly write a violation report. Staff must also report to local law enforcement any person subject to provide a DNA sample under Ark. Code Ann. §§12-12-1110 who knowingly refuses to provide a sample after receiving notification because this is a Class D felony.

VI. **REFERENCES.** Ark. Code Ann. §§ 5-13-201 et seq., § 12-12-906, §§ 12-12-1101 et seq., and § 16-82-102.

V. **ATTACHMENTS.**

AD 17-11 Form 1, "DNA Sample Collection Fee Notice"

Arkansas Community Correction

DNA SAMPLE COLLECTION FEE NOTICE

Offender Name PID Number Date

Parole/Probation Supervision Officer PPO Phone Number

I acknowledge that I have provided a DNA sample at an Arkansas Community Correction Parole/Probation Services office. I understand that I must pay the state required processing fee of $250.00 to the Arkansas State Crime Lab within 45 days at the address below.

Offender Signature Date Signed

Send a check or money order payable to the Arkansas State Crime Lab to the following address within 45 days:

Arkansas State Crime Lab
Janice Hartman
P.O. Box 8500
Little Rock, AR 72215

Orig: Offender
Cc: Arkansas State Crime Lab
Case file

AD 17-11 Form 1

ADMINISTRATIVE DIRECTIVE

SUBJECT: DNA Sample Collection

SUPERSEDES: AD 17-11

NUMBER: AD 2026-04

PAGE: 1-4

APPLICABILITY: Employees assigned DNA Sample Collection duties and offenders under community supervision who are required by law to provide a DNA sample.

REFERENCE: Ark. Code Ann. §§ 12-12-110 I et seq; Ark. Code Ann. § 12-12-1109; Ark. Code Ann.§ 12- 12-1110; Ark. Code Ann.§ 12-12-1118; Ark. Code Ann.§ 12-12-1119.

APPROVED: Original Signature on File – Jim Cheek

EFFECTIVE DATE: 07/01/2026

I. POLICY.

It is the policy of the Arkansas Division of Community Correction (ACC) to ensure DNA Samples are collected from offenders under community supervision when required by Arkansas law and submit the sample to the Arkansas State Crime Lab (SCL) in accordance with SCL procedures.

II. DEFINITIONS.

A. ACC means the Arkansas Division of Community Correction.

B. Collect means a procedure conducted or witnessed by a law enforcement officer or designated employee member to obtain a sample with proper identifying information, consistent with Arkansas State Crime Lab guidance.

C. Community Supervision Manager (CSM) means the ACC supervisor responsible for ensuring employee training, quality control, and compliance under this directive.

D. Community Supervision Officer (CSO) means the ACC employee responsible for supervising offenders in the community and performing tasks required by this directive.

E. e-OMIS means the electronic Offender Management Information System.

F. DNA Sample Collection Fee Notice means the notice attached to this directive as Attachment 1.

G. Interstate Compact Offender (ICO) means an offender supervised in Arkansas under an interstate compact who is otherwise subject to Arkansas DNA collection requirements.

H. SCL means the Arkansas State Crime Lab.

III. PROCEDURES.

A. Employee Responsibilities.

1. The CSM shall ensure:

   a. Employees assigned DNA sample collection duties are trained in SCL procedures;

   b. Each office or service area has at least one trained designated employee assigned to coordinate DNA collection duties;

   c. DNA collection kits and supplemental supplies are available; and

   d. Fee notice is provided when required by law.

2. Only employees designated by the CSM and trained in SCL procedures may collect or witness collection of a DNA sample.

3. Before performing DNA collection duties, designated employees shall complete training and any competency verification required by SCL procedures or by the CSM.

4. The CSM shall maintain documentation of completed DNA collection training for designated employees in ACC training records.

5. CSOs and intake employee shall observe universal precautions for handling biological samples and shall follow State Crime Lab handling instructions when collecting or handling DNA samples.

6. CSOs and intake employee shall determine whether the SCL can verify that a usable sample has already been collected.

B. Applicability and Timing.

1. ACC shall collect a DNA sample from offenders required by Arkansas law to provide a sample, including qualifying ICOs, unless the SCL verifies that a usable sample is already available.

2. Samples are required upon adjudication of guilt; in most cases, a jail authority or the Arkansas Division of Correction (ADC) will have collected the sample before the offender comes to community correction.

3. Only one DNA sample is required in an offender's lifetime. However, another sample must be collected if a sample is inadequate for any reason or the SCL does not have access to a usable sample.

C. Collection and Submission.

1. If collection cannot be verified, the assigned CSO or intake employee member shall collect the sample in accordance with SCL procedures and kit instructions as soon

as practicable and, absent circumstances documented in accordance with this policy, no later than ten (10) business days after intake or after determining that a required sample is not on file.

2. The employee who collects or witnesses collection shall ensure that proper identifying information and any thumbprint, fingerprint, or other identifying impression required by SCL procedures accompany the sample.

3. The employee who collects the sample, or another employee designated by the CSM, shall package the sample using SCL-provided materials and send the sample to the SCL in accordance with SCL procedures and absent circumstances documented in accordance with this policy, no later than ten (I 0) business days after collection.

4. The employee who collects the sample, or another employee designated by the CSM, shall maintain chain-of-custody documentation for each DNA sample from collection through transmission to the SCL, including the date of collection, the identity of the person collecting the sample, the offender's identifying information, the date of mailing, and the identity of the person transferring or mailing the sample.

5. ACC's responsibilities under this directive end upon submission of the DNA sample to the SCL. The SCL is responsible for testing, analysis, storage, and reporting of DNA results.

D. Fee Notice and Documentation.

1. When collecting from an ICO, employee shall require the offender to sign the DNA Sample Collection Fee Notice, send a copy to the SCL, and provide a copy to the offender. Arkansas offenders will receive any required fee notice from the court or the SCL, as applicable.

2. If an ICO refuses to sign the DNA Sample Collection Fee Notice, employee shall document the refusal on the form, provide the offender with a copy of the notice, and proceed with DNA collection if collection is otherwise required by law.

3. The CSO or intake employee member who verifies, collects, or submits the sample shall enter the collection status, verification result, the date of collection, the date of submission, and any refusal or inability to collect a sample in eOMIS. Before ACC completes or recommends closure, discharge, or transfer of supervision within its control, the assigned employee shall review eOMIS and available SCL status information to confirm that any required sample has been collected or that a documented delay or exception exists under this directive.

4. Access to DNA collection records, forms, and eOMIS entries shall be limited to personnel with a legitimate job-related need, and employee shall not disclose DNA

collection information except as authorized by law, court order, or SCL procedure.

E. Supplies and Refusals.

1. The SCL provides necessary materials to obtain, preserve, and mail collected samples. The CSM shall ensure supplemental supplies are available when needed.

2. If an offender under community supervision refuses to provide a DNA sample, the CSO shall first advise the offender of the legal requirement to provide the sample and the consequences of refusal and document the advisement in eOMIS. The CSO shall then document and resolve any claim by the offender that a sample was previously provided by rechecking available records and seeking SCL verification. If collection is still required, the CSO shall prepare a violation report without unnecessary delay and document the refusal in eOMIS.

3. If the offender continues to knowingly refuse to provide a sample after documented notice of the legal requirement and the consequences of refusal, the assigned CSO shall report the refusal to local law enforcement; refusal is a felony under Arkansas law.

4. If office closures, emergencies, supply interruptions, or other circumstances outside ACC's control prevent timely DNA collection or submission, employees shall document the reason for delay in eOMIS and complete the required action without unnecessary delay once normal operations resume. Such delay shall not be treated as offender refusal unless the offender later refuses after documented notice of the legal requirement and the consequences of refusal.

IV. RECORDS AND DOCUMENTATION.

A. eOMIS entries required by this directive shall be maintained in eOMIS as part of the offender's supervision history per applicable Arkansas records-retention requirements.

B. Signed DNA Sample Collection Fee Notices, documented refusals to sign, chain-of-custody records, and refusal reports prepared under this directive shall be maintained as part of the offender's supervision history per applicable Arkansas records-retention requirements.

V. ATTACHMENTS.

Attachment 1 - DNA Sample Collection Fee Notice.

DNA SAMPLE COLLECTION FEE NOTICE

Attachment 1

OFFENDER AND NOTICE INFORMATION			
Date Notice Provided:			
Date DNA Sample Collected (If Applicable):			
Offender Name:			
PID Number			
Interstate Compact Offender (ICO):	Yes ☐	No ☐	
NOTICE			
This notice is provided in connection with DNA Sample Collection requirements under Arkansas law and ACC Administrative Directive (AD) DNA Sample Collection. This DNA Sample Collection Fee Notice is required when collecting a DNA sample from an interstate compact offender supervised in Arkansas. Any DNA-related fine or fee must be imposed and paid only as authorized by applicable Arkansas law and any court order. Arkansas offenders who are not interstate compact offenders will receive any required fee notification from the Court or the Arkansas State Crime Lab, as applicable.			
OFFENDER ACKNOWLEDGEMENT OF NOTICE			
I acknowledge that I received this DNA Sample Collection Fee Notice. I understand that this form documents notice only and does not itself impose any fee or fine. If I refuse to sign, ACC employees shall document the refusal on this form, provide me with a copy of the notice, and proceed with DNA collection if collection is otherwise required by law.			
DISTRUBUTION AND EMPLOYEE DOCUMENTATION			
Copy provided to the offender:	Yes ☐	No ☐	Date:
Copy sent to Arkansas State Crime Lab:	Yes ☐	No ☐	Date:
Notes regarding refusal to sign or other notice-related circumstances.			
SIGNATURES			
Maintain the signed notice or documented refusal in the offender supervision history. Provide a copy to the offender and send a copy to the Arkansas State Crime Lab when required by policy.			

Roles	Signature	Date	Print: Name - Title
Offender:			
Collecting Employee:			
Witness, if refusal to sign:			