

**POLICY & PROCEDURES**

<b>CHAPTER:</b>	1	Administration and Management	<b>1.1.8</b>
<b>SECTION:</b>	1	General Administration	<b>EFFECTIVE DATE:</b> 3 / 9 / 20
<b>SUBJECT:</b>	8	<b>Organizational Chart</b>	
<b>STANDARDS: ACA 4 – ALDF: 7D-04</b>			
<b>APPROVED:</b>			<b>REVIEW DATE:</b> 3 / 8 / 21
<hr/> Dale Glass <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE:</b> <b>3 / 21 / 21</b>
Rescind: 1.1.8: dated 4/13/21 Cancel:			

**I. POLICY**

It is the policy of the Division of Corrections to maintain an organizational chart that depicts functional areas and chain of command for the Division.

**II. PURPOSE**

To designate supervisory and subordinate responsibilities in the flow of authority and span of control.

**III. RESPONSIBILITIES**

All Division of Corrections staff are responsible for adhering to the following procedures.

**IV. DEFINITIONS**

**Organizational Chart:** A functional diagram depicting organization’s functional areas and lines of command for staff personnel.

**V. GENERAL INFORMATION**

A Supervisor in one Divisional facility or shift has the same supervisory authority or capacity as similar Supervisor in another facility or shift, and would exercise due supervisory authority anywhere in the Division, as appropriate.

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### **VI. PROCEDURES**

#### **A. Organizational Chart**

1. The Commissioner/designee designs an organizational chart for the Justice Center and the Medium Security Institution and makes the chart available to all personnel. A copy is provided to the Director of Public Safety.
2. The Commissioner/designee updates the organizational chart annually and makes it available to the Department of Personnel.

#### **B. Chain of Command**

Chain of Command is demonstrated in the Organization Chart.