

 <p>State of Connecticut Department of Correction</p> <p><b>ADMINISTRATIVE DIRECTIVE</b></p>	Directive Number 1.2	Effective Date 6/24/15	Page 1 of 5
	Supersedes Organization, dated 8/1/2014		
Approved By   Commissioner Scott Semple	Title  Organization		

1. Policy. The Department of Correction is administered by the Commissioner of Correction who shall be responsible for the overall management and direction of the Department. The Commissioner shall ensure that the statutory duties of the Department are carried out.
  
2. Authority and Reference.
  - A. Public Law 108-79, Prison Rape Elimination Act of 2003.
  - B. 28 C.F.R. 115, Prison Rape Elimination Act National Standards.
  - C. Connecticut General Statutes, Sections 4-5 through 4-8, 18-78, 18-80 and 18-81.
  - D. Administrative Directives 1.6, Monthly and Annual Reports; 1.12, Employee Legal Counsel/Representation; 2.1, Equal Employment Opportunity and Affirmative Action; 2.2, Sexual Harassment; 6.12 Inmate Sexual Abuse/Sexual Harassment Prevention and Intervention.
  - E. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standards 2-CO-1A-10, 2-CO-1A-12, 2-CO-1A-13, 2-CO-1A-18 and 2-CO-1A-19.
  - F. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4006, 4-4010 and 4-4015.
  - G. American Correctional Association, Performance-Based Standards for the Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-7D-04 and 4-ALDF-7D-05.
  - H. American Correctional Association, Standards for Adult Probation and Parole Field Services, Third Edition, August 1998, Standards 3-3011, 3-3016 and 3-3021.
  - I. American Correctional Association, Standards for Correctional Training Academies, First Edition, May 1993, Standards 1-CTA-1A-04, 1-CTA-1A-09 and 1-CTA-1A-13.
  
3. Definitions and Acronyms. For the purposes stated herein, the following definitions and acronyms apply:
  - A. Division. An organizational component of the Department administered by a Division Administrator who reports directly to the Commissioner.
  - B. Division Administrator. A Deputy Commissioner or Division-level Director.
  - C. PREA. Prison Rape Elimination Act.
  - D. Unit. A subdivision of the Department, subordinate to a Division, administered by a Unit Administrator. A unit may be a correctional facility, a Parole and Community Services office or provide a specific Department support function.
  - E. Unit Administrator. A Correctional Warden or Unit-level Director.

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4. Executive and Managerial Appointments and Availability.

- A. Executive Appointments. The following executive positions shall be appointed by and serve at the pleasure of the Governor:
1. Commissioner of Correction;
  2. Deputy Commissioner of Operations and Rehabilitative Services;
  3. Deputy Commissioner of Administration.
- B. Managerial Appointments. The following managerial positions shall be appointed by and serve at the pleasure of the Commissioner of Correction:
1. Correctional Warden-1
  2. Correctional Warden-2
  3. Correctional Warden-3
  4. Superintendant of Schools
  5. Executive Assistant-1
  6. Executive Assistant-2
- C. Executive and Managerial Availability. Each executive and managerial appointee shall be available 24 hours a day in order to respond to emergencies, except in cases where a subordinate manager or supervisor is placed in an acting capacity. Each Correctional Warden shall be responsible for the operations of his/her assigned facility on a 24-hour basis, seven (7) days a week.

5. Divisions Reporting to the Commissioner.

- A. Division of Operations and Rehabilitative Services. The Operations and Rehabilitative Services Division shall be administered by the Deputy Commissioner of Operations and Rehabilitative Services who shall report directly to the Commissioner of Correction. The Operations and Rehabilitative Services Division shall consist of the following components:

1. Units

- a. Operations Unit;
- b. Programs and Treatment Unit;
- c. Educational Services Unit;
- d. Offender Programs Unit;
- e. Religious Services Unit;
- f. Volunteer and Recreation Services Unit;
- g. Offender Classification and Population Management Unit;
- h. Sentence Calculation and Interstate Management Unit;
- i. Parole and Community Services Unit;
- j. Offender Re-Entry Unit; and,
- k. Community Release Unit.

2. Districts.

- a. District One. District One shall be managed by a District Administrator who shall report directly to the Deputy Commissioner of Operations and Rehabilitative Services. District One shall consist of eight (8) correctional facilities, each managed by a Unit Administrator (i.e., Correctional Warden) who shall report directly to the District Administrator. District One shall be comprised of the following correctional facilities:

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1. Cheshire Correctional Institution;
2. Garner Correctional Institution;
3. York Correctional Institution/ Niantic Annex
4. Enfield Correctional Institution;
5. MacDougall-Walker Correctional Institution;
6. Northern Correctional Institution;
7. Osborn Correctional Institution;
8. Manson Youth Institution

b. District Two. District Two shall be managed by a District Administrator who shall report directly to the Deputy Commissioner of Operations and Rehabilitative Services. District Two shall consist of seven (7) correctional facilities, each managed by a Unit Administrator (i.e., Correctional Warden) who shall report directly to the District Administrator. District Two shall be comprised of the following correctional facilities:

1. Bridgeport Correctional Center;
2. Brooklyn Correctional Institution
3. Hartford Correctional Center;
4. New Haven Correctional Center;
5. Corrigan/Radgowski Correctional Center;
6. Robinson Correctional Institution; and,
7. Willard/Cybulski Correctional Institution.

B. Division of Administration. The Administration Division shall be administered by the Deputy Commissioner of Administration who shall report directly to the Commissioner of Correction. The Units within the Division of Administration shall be administered by the Directors of the ten (10) units listed below:

1. Facilities Management and Engineering Services;
2. Fiscal Services;
3. Management Information Systems;
4. Best Practices Unit;
5. Nutrition and Food Services;
6. Training and Staff Development;
7. Human Resources;
8. Correctional Enterprises of Connecticut;
9. Legislative Liaison;
10. Security Division.

C. External Affairs Division. The External Affairs Division shall be administered by the Director of External Affairs who shall report directly to the Commissioner of Correction. The Director of External Affairs shall administer the following functions within the Division:

1. Public and Media Relations;
2. Victim Services;
3. Freedom of Information;
4. Standards and Policy; and,
5. Audio/Video Production.

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- D. Parole and Community Services Division. The Parole and Community Services Division shall be administered by the Director of the Parole and Community Services who shall report directly to the Commissioner of Correction. The Director of the Parole and Community Services shall administer the general and specialized functions of the Division:
1. Parole and Community Services District Offices. District offices shall be located in the following municipalities:
    - a. Bridgeport;
    - b. Hartford;
    - c. New Haven;
    - d. Norwich; and,
    - e. Waterbury.
  2. Parole and Community Services Specialized Units. The Parole and Community Services Division shall maintain specialized units, each with statewide responsibility, as follows:
    - a. Central Intake Unit;
    - b. Fugitive Investigations Unit;
    - c. Mental Health Unit;
    - d. Residential Services Unit;
    - e. Special Management Unit;
    - f. Nursing Home Unit;
    - g. DUI Home Confinement Unit; and,
    - h. Women's Re-Entry Unit.
6. Units Reporting to the Commissioner.
- A. Affirmative Action Unit. The Affirmative Action Unit shall be administered by the Equal Employment Opportunity Director who shall report directly to the Commissioner of Correction. The Director shall support cultural and ethnic diversity in the Department while continuously working to promote a workplace free from discrimination and sexual harassment in accordance with Administrative Directives 2.1, Equal Employment Opportunity and Affirmative Action, and 2.2, Sexual Harassment.
  - B. Legal Affairs Unit. The Legal Affairs Unit shall be administered by the Director of the Legal Affairs who shall report directly to the Commissioner of Correction. The Legal Affairs Unit shall be the liaison between the Department and the Office of the Attorney General in accordance with Administrative Directive 1.12, Employee Legal Counsel/Representation.
  - C. Health Services Unit. The Health Services Unit shall be administered by the Director of Health Services who shall report directly to the Commissioner of Correction. The Director of Health Services shall administer the following services within the Division:
    1. Health Services;
    2. Addiction Services.
  - D. PREA Unit. The PREA Unit shall be administered by the Agency PREA Coordinator/Director who shall report directly to the Commissioner of Correction. The PREA Unit shall be responsible for incorporating policies and procedures in accordance with the Federal Prison Rape Elimination Act Standards enumerated in A.D.6.12 Inmate Sexual Abuse/Sexual Harassment Prevention and Intervention

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7. Board of Pardons and Paroles. The Board of Pardons and Paroles shall be within the Department of Correction for administrative purposes only. The Chairman of the Board of Pardons and Paroles shall be responsible for directing all activities of the Board.
8. Organizational Charts. The Deputy Commissioner of Administration shall, subject to the Commissioner's approval, annually publish an organizational chart at the beginning of each fiscal year depicting the principal components of the Department. The organizational chart shall be distributed to all divisions.
9. Meetings. Communication meetings shall be conducted by division according to the position charting in accordance with the following:
  - A. The Commissioner shall conduct regular meetings with all Division, District and Unit Administrators;
  - B. Each Division Administrator shall conduct monthly division meetings; and,
  - C. Each Unit Administrator, with three (3) or more direct report personnel, shall normally conduct meetings with immediate and/or functional staff monthly. Agendas shall be prepared prior to the meeting and attending employees shall be provided the opportunity for input concerning agenda items. Meeting minutes may be taken as appropriate.
10. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.