

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 5, 2013	Page 1 of 6
	POLICY AND PROCEDURE		SUPERSEDES:	1010.1D September 12, 2012	
			OPI:	DIRECTOR	
			REVIEW DATE:	June 5, 2014	
			Approving Authority	Thomas Faust Director	
SUBJECT:		ORGANIZATION OF THE DEPARTMENT OF CORRECTIONS			
NUMBER:		1010.1E			
Attachments:		Attachment A			

SUMMARY OF CHANGES:

Section	Change
Page 2, § 2	<i>Section #2 has been revised.</i>
Page 4, § 10 (b)	<i>Section #7 (d) 1-14 were removed from,</i>
Page 5, § 10	<i>Section #10 was revised to include the "Correctional Treatment Facility" throughout the policy under the supervision of the Deputy Director for Operations.</i>
Page 6, § 10 (b)	<i>Section #10 (b) was moved to Section #11 (g)</i>
Page 7, § 11 (g)	<i>Section #11 (g) was moved to Section #10 (b)</i>

APPROVED:



Thomas Faust, Director

6/5/2013

Date Signed

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 5, 2013	Page 2 of 6
POLICY AND PROCEDURE		SUPERSEDES:	1010.1D September 12, 2012	
		REVIEW DATE:	June 5, 2014	
SUBJECT:	ORGANIZATION OF THE DC DEPARTMENT OF CORRECTIONS			
NUMBER:	1010.1E			
Attachments:	Attachment A			

1. **PURPOSE AND SCOPE.** To establish the organizational structure of the D.C. Department of Corrections (DOC).

2. **POLICY.** The DOC shall administer and manage the D.C. Department of Corrections (DOC) and the Central Detention Facility (CDF) in a professional and responsible manner consistent with local and federal laws and regulations.

3. **AUTHORITY**
 - a. DC Code § 1-301.81 et seq., Attorney General for the District of Columbia
 - b. DC Code § 24.211.02 Powers: promulgation of rules
 - c. DC Code § 1-601.01 et seq., Merit Personnel System
 - d. DC Code § 24-101 et seq., Transfer of Prison System to Federal Authority
 - e. District Personnel Manual Chapters 1 through 39
 - f. Compensation Collective Bargaining Agreement between the District of Columbia Government and the Labor Organizations Representing Compensation Units 1 and 2 effective through Fiscal Year 2010
 - g. Collective Bargaining Agreement between District of Columbia Department of Corrections and Fraternal Order of Police Department of Corrections Labor Committee Effective December 19, 2002 – September 30, 2005

4. **DIRECTIVES AFFECTED**
 - a. **Directives Rescinded**

PS 1010.1D Organization of the DC Department of Corrections (09/12/12)
 - b. **Directives Referenced.** None

5. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. Authority, responsibility and accountability for all major functions within DOC are defined.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 5, 2013	Page 3 of 6
POLICY AND PROCEDURE		SUPERSEDES:	1010.1D September 12, 2012	
		REVIEW DATE:	June 5, 2014	
SUBJECT:	ORGANIZATION OF THE DC DEPARTMENT OF CORRECTIONS			
NUMBER:	1010.1E			
Attachments:	Attachment A			

- b. The agency is administered and personnel are managed in a professional, responsible and ethical manner that is consistent with legal requirements.
- c. Employees and persons who provide contract and volunteer services are physically and professionally qualified to perform the duties of their specific position.

6. STANDARDS REFERENCED

- a. American Correctional Association (ACA) 4th Edition Performance Based Standards for Adult Local Detention Facilities: 4-ALDF-7B-01, 4-ALDF-7B-02, 4-ALDF-7D-01, 4-ALDF-7D-03, 4-ALDF-7D-04, and 4-ALDF-7D-05.

7. ADMINISTRATION AND MANAGEMENT

- a. Pursuant to DC Code § 24.211.02. Powers; promulgation of rules:
 - (a) Said Department of Corrections under the general direction and supervision of the Mayor of the District of Columbia shall have charge of the management and regulation of the Workhouse at Occoquan in the State of Virginia, the Reformatory at Lorton in the State of Virginia, and the Washington Asylum and Jail, and be responsible for the safekeeping, care, protection, instruction, and discipline of all persons committed to such institutions. The Department of Corrections with the approval of the Council of the District of Columbia shall have power to promulgate rules and regulations for the government of such institutions and to establish and conduct industries, farms, and other activities, to classify the inmates, and to provide for their proper treatment, care, rehabilitation, and reformation.
- b. However pursuant to DC Code § 24-101. Transfer of Prison System to Federal Authority:
 - (g) (1) Transfer of Functions. (A) Notwithstanding any other provision of law, to the extent the Bureau of Prisons assumes functions of the Department of Corrections under this subchapter, the Department is no longer responsible for such functions and the provisions of §§24-211.01 and 24-211.02, that apply with respect to such functions are no longer applicable.
- c. DOC maintains custody and control of pretrial offenders, sentenced misdemeanants, and sentenced felons.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 5, 2013	Page 4 of 6
POLICY AND PROCEDURE		SUPERSEDES:	1010.1D September 12, 2012	
		REVIEW DATE:	June 5, 2014	
SUBJECT:	ORGANIZATION OF THE DC DEPARTMENT OF CORRECTIONS			
NUMBER:	1010.1E			
Attachments:	Attachment A			

- d. District of Columbia Government agencies are administered pursuant to the District Personnel Manual (DPM). The DPM system is the official medium for the D.C. Department of Human Resources (DCHR) for issuing D.C. personnel regulations, implementing guidance and procedures, instructions and related material on District-wide personnel programs. This manual is available in the DOC Human Resources Division and online to employees.
- e. In addition, DOC maintains more agency/facility-specific policies and procedures, as required.

8. **MISSION STATEMENT.** The mission statement of the D.C. Department of Corrections is:

The mission of the District of Columbia Department of Corrections (DOC) Central Detention Facility (CDF) is to provide a safe, secure, orderly, and humane environment for the confinement of pretrial detainees and sentenced inmates, while affording those in custody meaningful rehabilitative opportunities that will assist them with re-integration into the community.

The Department of Corrections is a team of highly trained, dedicated corrections professionals committed to maintaining the safety, security and order of the facility for inmates, staff, visitors and the community.

Through the use of sound correctional management principles, DOC provides programs and services to offenders.

9. **OFFICE OF THE DIRECTOR.** The Director provides overall leadership and formulates measurable goals and objectives to carry out the mission and philosophy of the DOC. The Director's Office represents the agency on compliance and legislative matters before the general public, Mayor, D.C. City Council and the U.S. Congress. The Office of the Director consists of:

- a. *The Office of the General Counsel (OGC)* – The Office of the General Counsel provides legal advice and guidance to the Director and DOC staff in the performance of their duties. The OGC serves as the primary liaison with the courts and other legal entities.
- b. *Government and Public Affairs* – Promotes formulation and implementation of sound correctional policy by developing and maintaining effective intragovernmental and intergovernmental relationships, expanding public

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 5, 2013	Page 5 of 6
POLICY AND PROCEDURE		SUPERSEDES:	1010.1D September 12, 2012	
		REVIEW DATE:	June 5, 2014	
SUBJECT:	ORGANIZATION OF THE DC DEPARTMENT OF CORRECTIONS			
NUMBER:	1010.1E			
Attachments:	Attachment A			

awareness of DOC programs and activities, and fostering development of a positive agency image by engaging the media and external stakeholders in a timely, accurate, respectful and transparent manner.

c. *The Office of Investigative Services (OIS)*

- 1) Conducts administrative investigations concerning misconduct of DOC staff, volunteers, and contract employees for violations of DOC policy and/or D.C. Municipal Regulations (DCMR). Conducts criminal investigations of violations of the DC Criminal Code and the Federal Code by DOC inmates, staff, volunteers, and contractors. The OIS serves as the DOC's liaison with federal, state, county, and local law enforcement agencies to assist when criminal misconduct is identified.
- 2) Gathers intelligence concerning local, regional and national gang networks, maintains a register of both associates and active gang members in the custody of the DOC. Monitors gang violence in the community for possible correlation with retribution violence in the facility. Utilizes intelligence reports from local law enforcement databases to assist in investigations. Manages the operation of the DC Department of Corrections Correctional Surveillance Center. Conducts bi-annual Personnel Security and Suitability Investigations of all agency employees. Investigates escapes, absconds, and all matters pertaining to allegations of sexual abuse or sexual misconduct in accordance with the 2003 Prison Rape Elimination Act (PREA).

10. **OFFICE OF THE DEPUTY DIRECTOR FOR OPERATIONS AND PROGRAMS (DDOP).** The Deputy Director for Operations and Programs oversees day-to-day operations at the Central Detention Facility (CDF), Community Corrections and Correctional Treatment Facility (CTF) (Contract Facility). The DDOP provides oversight of various units that are responsible for program activities and services for inmates to include: opportunities for self-improvement and treatment, community release and transition services, environmental and physical plant safety, prisoner care and custody, inmate records, and community involvement through religious and volunteer programs. The Office of the Deputy Director for Operations and Programs consists of:

- a. *Inmate Records*
- b. *Internal Controls and Accreditation*

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 5, 2013	Page 6 of 6
POLICY AND PROCEDURE		SUPERSEDES:	1010.1D September 12, 2012	
		REVIEW DATE:	June 5, 2014	
SUBJECT:	ORGANIZATION OF THE DC DEPARTMENT OF CORRECTIONS			
NUMBER:	1010.1E			
Attachments:	Attachment A			

- c. *Policy and Procedure*
- d. *Warden CDF*
- e. *Warden CTF*
- f. *Case Management*
- g. *Community Corrections*
- h. *Office of Programs*
- i. *Training*

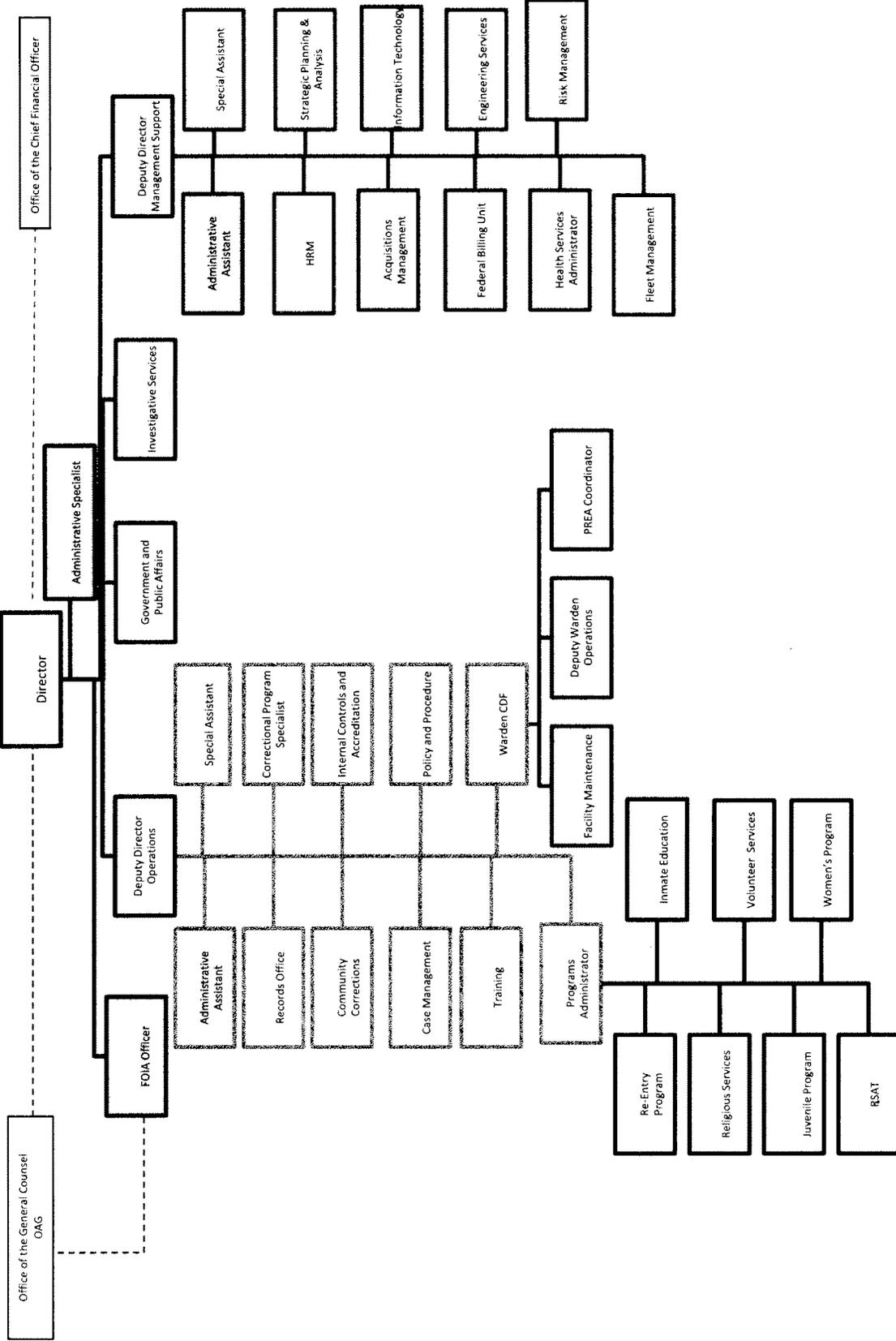
11. **OFFICE OF THE DEPUTY DIRECTOR FOR MANAGEMENT SUPPORT SERVICES (DDMS).** The Deputy Director for Management Support oversees ancillary functions that support direct line operations in the D.C. Department of Corrections focusing on the care and custody of inmates. The DDMS shall provide required support in an efficient and effective manner. The DDMS oversees the daily operations for:

- a. *Acquisition Management*
- b. *Engineering Services*
- c. *Fleet Management*
- d. *Inmate Health Services*
- e. *Human Resources Management*
- f. *Information Technology*
- g. *Federal Billing Unit*
- h. *Risk Management*
- i. *Strategic Planning and Analysis*

12. **WARDEN.** The Warden is responsible for the day-to-day operation of the Central Detention Facility and Correctional Treatment Facility to include CDF Facilities Management, and Security Operations.

Attachment A - Organization Chart

Department of Corrections




 6/7/2013

Date

Thomas Faust, Director