	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	March 18, 2016	Page 1 of 7
	POLICY AND PROCEDURE		SUPERSEDES:	1010.1E June 5, 2013	
			OPI:	DIRECTOR	
			REVIEW DATE:	March 18, 2017	
			Approving Authority	Thomas Faust Director	
SUBJECT:		ORGANIZATION OF THE DEPARTMENT OF CORRECTIONS			
NUMBER:		1010.1F			
Attachments:		Attachment A – Organization Chart			

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</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

3/18/2016

Date Signed

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	March 18, 2016	Page 2 of 7
POLICY AND PROCEDURE		SUPERSEDES:	1010.1E June 5, 2013	
		REVIEW DATE:	March 18, 2017	
SUBJECT:	ORGANIZATION OF THE DC DEPARTMENT OF CORRECTIONS			
NUMBER:	1010.1F			
Attachments:	Attachment A – Organization Chart			

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 April 1, 2013 – September 30, 2017
 - 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 - a. **Directives Rescinded**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 1010.1E Organization of the DC Department of Corrections (06/15/13)
 - b. **Directives Referenced.** None

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	March 18, 2016	Page 3 of 7
POLICY AND PROCEDURE		SUPERSEDES:	1010.1E June 5, 2013	
		REVIEW DATE:	March 18, 2017	
SUBJECT:	ORGANIZATION OF THE DC DEPARTMENT OF CORRECTIONS			
NUMBER:	1010.1F			
Attachments:	Attachment A – Organization Chart			

5. PROGRAM OBJECTIVES. The expected results of this program are:

- a. Authority, responsibility and accountability for all major functions within DOC are defined.
- 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-7D-01, 4-ALDF-7D-03, 4-ALDF-7D-04.

7. ADMINISTRATION AND MANAGEMENT

- a. Pursuant to DC Code § 24-211.02(a) and (a-1)(1) Powers; promulgation of rules:

(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.

The Department of Corrections shall have charge of the management and operation of the Central Cellblock, located at 300 Indiana Avenue, N.W., Washington, D.C., and shall be responsible for the safekeeping, care and protection of all persons detained at the Central Cellblock or detained at a medical facility in the District, by the Metropolitan Police Department, before their initial court appearance.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	March 18, 2016	Page 4 of 7
POLICY AND PROCEDURE		SUPERSEDES:	1010.1E June 5, 2013	
		REVIEW DATE:	March 18, 2017	
SUBJECT:	ORGANIZATION OF THE DC DEPARTMENT OF CORRECTIONS			
NUMBER:	1010.1F			
Attachments:	Attachment A – Organization Chart			

- b. However DOC no longer has charge over the Lorton Correctional Complex. Pursuant to DC Code § 24-101(g), Lorton Correctional Complex, Transfer of Prison System to Federal Authority:

(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, sentenced felons, parole violators, and other inmates committed to its custody.
- 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 agency and 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.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	March 18, 2016	Page 5 of 7
POLICY AND PROCEDURE		SUPERSEDES:	1010.1E June 5, 2013	
		REVIEW DATE:	March 18, 2017	
SUBJECT:	ORGANIZATION OF THE DC DEPARTMENT OF CORRECTIONS			
NUMBER:	1010.1F			
Attachments:	Attachment A – Organization Chart			

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 agency performance and management accountability, fiscal matters, legal and regulatory 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. DOC's FOIA Officer is a part of the OGC.
 - b. *Government and Public Affairs* – Promotes formulation and implementation of sound correctional policy by developing and maintaining effective intragovernmental and intergovernmental relationships, expanding public 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).

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	March 18, 2016	Page 6 of 7
POLICY AND PROCEDURE		SUPERSEDES:	1010.1E June 5, 2013	
		REVIEW DATE:	March 18, 2017	
SUBJECT:	ORGANIZATION OF THE DC DEPARTMENT OF CORRECTIONS			
NUMBER:	1010.1F			
Attachments:	Attachment A – Organization Chart			

10. **OFFICE OF THE DEPUTY DIRECTOR FOR OPERATIONS (DDO).** The Deputy Director for Operations oversees day-to-day operations that affect the safety, security and order of facilities, and provision of programs and services that ensure a humane environment and offer adjustment and rehabilitative opportunities to inmates in DOC custody. It oversees critical inmate records, agency accreditation and compliance functions. Finally, it oversees agency training operations. The Office of the Deputy Director for Operations consists of:

- a. *Warden CDF*
 - i. *CDF Security Operations*
 - ii. *Inmate Programs and Services*
 - iii. *Facilities Maintenance*
 - iv. *PREA Compliance*

- b. *Office of the Special Assistant to the Deputy Director Operations*
 - i. *Inmate Records*
 - ii. *CTF Case Management Services*
 - iii. *Community Corrections Administration*

- c. *Training, and*
- d. *Office of Accreditation and Compliance*

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 provides required support in an efficient and effective manner. The DDMS oversees daily operations for:

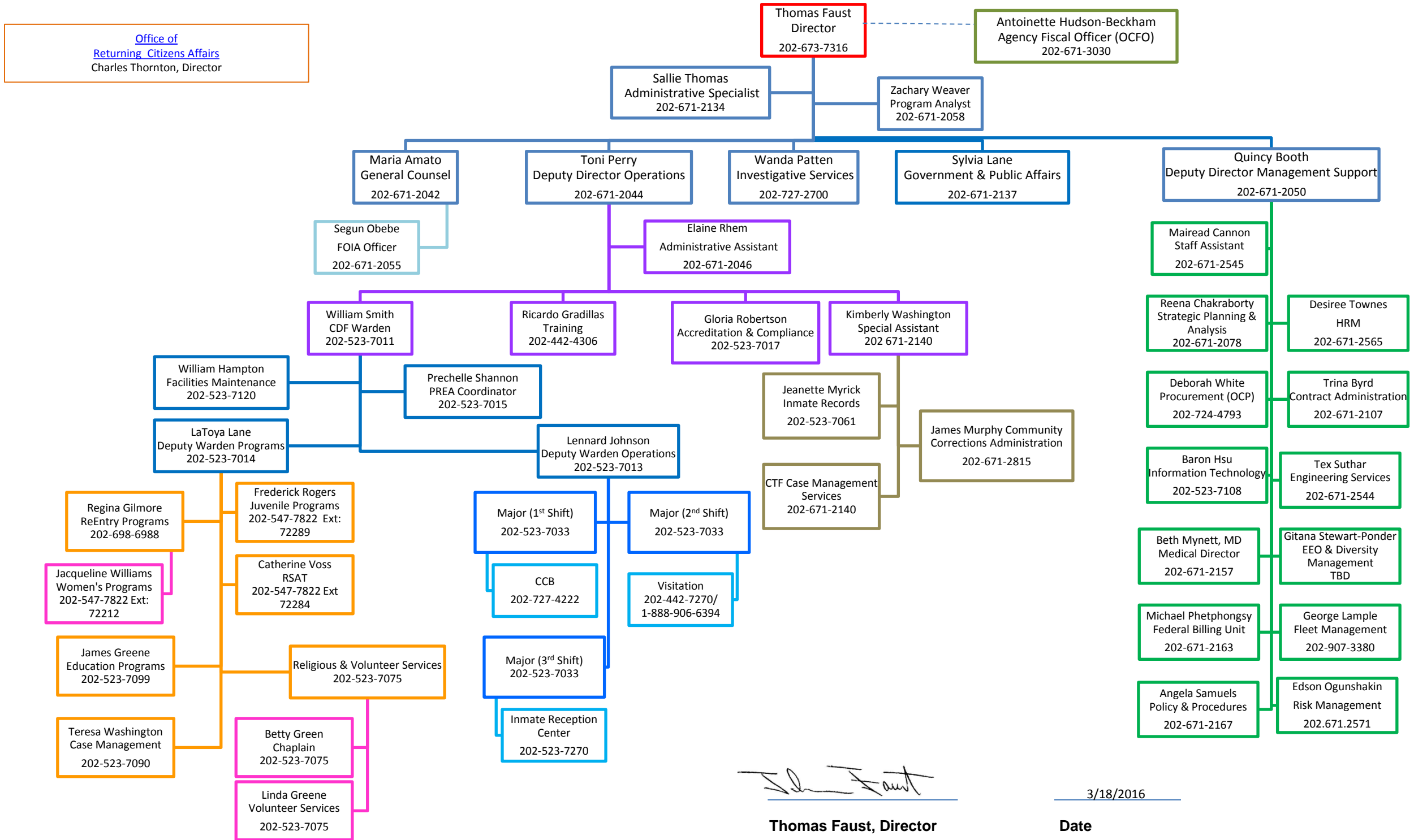
- a. *Strategic Planning and Analysis*
- b. *Human Resources Management*

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	March 18, 2016	Page 7 of 7
POLICY AND PROCEDURE		SUPERSEDES:	1010.1E June 5, 2013	
		REVIEW DATE:	March 18, 2017	
SUBJECT:	ORGANIZATION OF THE DC DEPARTMENT OF CORRECTIONS			
NUMBER:	1010.1F			
Attachments:	Attachment A – Organization Chart			

- c. *EEO*
- d. *Procurement*
- e. *Contract Administration*
- f. *Risk Management*
- g. *Policy*
- h. *Information Technology*
- i. *Engineering Services*
- j. *Health Services Administration*
- k. *Federal Billing Unit*
- l. *Fleet Management*

Attachment A - Organization Chart

DC Department of Corrections



Thomas Faust, Director

3/18/2016

Date