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			OPI:	DIRECTOR	
			REVIEW DATE:	September 10, 2019	
			Approving Authority	Quincy Booth Director	
SUBJECT:	ORGANIZATION OF THE DEPARTMENT OF CORRECTIONS				
NUMBER:	1010.1H				
Attachments:	Attachment A – DOC Org Chart				

SUMMARY OF CHANGES:

Section	Change
Pages 4-9 § 10	<p><i>Sections #9 - #11 were rewritten to reflect DOC organization structure.</i></p> <p><i>The following changes are reflected on DOC's Organization Chart:</i></p> <ul style="list-style-type: none"> • <i>A Re Entry Program Manager now reports to the Deputy Director for Programs and Case Management.</i> • <i>The READY Center (formally the Portal of Entry) no longer reports to the Director. It reports to the ReEntry Program Manager.</i> • <i>The Office of Government and Public Affairs is now the Office of Strategic Communications.</i> • <i>PREA compliance now reports to the Office of Investigative Services.</i> • <i>There are now 4 Deputy Directors:</i> <ul style="list-style-type: none"> ○ <i>Deputy Director for Management Support is now Deputy Director for Administration</i> <ul style="list-style-type: none"> ▪ <i>The Support Services Division incorporates both Fleet Management and Agency Warehouse Operations. It assumed operation of the DOC Warehouse (previously operated contractually) and relocated to a new building in Q1 FY 2018.</i> ▪ <i>The newly formed Compliance office will report to the Deputy Director for Administration and oversee ACA Accreditation and Compliance, Risk Management, Fire and Safety Compliance, Worker's Compensation Compliance</i> ▪ <i>The Center for Professional Development and Learning (formally known as the Training Academy) no longer reports to the Deputy Director for Administration.</i> ○ <i>The Deputy Director for Operations supervises a Special Assistant, the Inmate Records Office, the</i>

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	<p><i>Young Men Emerging Program, and Security Operations at all DOC facilities through the Warden.</i></p> <ul style="list-style-type: none"> ▪ <i>The Mailroom and Correctional Surveillance Center report to the Special Assistant to the Deputy Director for Operations.</i> ▪ <i>A Deputy Warden for Administration Reports to the Warden and supervises Litigation Support.</i> ▪ <i>The Major for Shared Services no longer reports to the Warden.</i> <ul style="list-style-type: none"> ○ <i>Deputy Director for Programs and Case Management now supervises Inmate Grievance Process, Inmate Programs (except for Career and College Readiness (formerly Education)), Case Management and ReEntry Programs.</i> <ul style="list-style-type: none"> ▪ <i>An Inmate Grievance Coordinator reports to the Deputy Director for Programs and Case Management.</i> ▪ <i>The Special Assistant's office no longer supervises any areas.</i> ▪ <i>Facility Administrator positions at the CDF and CTF have been abolished.</i> ▪ <i>A Program Manager, who supervises Women's Programs and Religious and Volunteer Services, supports the Deputy Director for Programs and Case Management.</i> ▪ <i>A ReEntry Program Manager reports to the Deputy Director for Programs and Case Management and supervises the Residential Substance Abuse Treatment Program (RSAT), Community Corrections, the Behavioral Health Unit (formerly Social Workers) and the READY Center (formerly the ReEntry Portal).</i> ▪ <i>Inmate Records Office no longer reports to the Deputy Director for Programs and Case Management. It reports to the Deputy Director for Operations</i> ▪ <i>A Lead Case Manager for each of CDF and</i>
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	<p><i>CTF reports to a Chief Case Manager and no longer reports to a Facility Administrator for each of CDF and CTF.</i></p> <ul style="list-style-type: none"> ○ <i>Deputy Director for College and Career Readiness now supervises:</i> <ul style="list-style-type: none"> ▪ <i>Literacy, Career and Technical Education programs for inmates,</i> ▪ <i>University and College Programs for inmates</i> ▪ <i>DOES Work Readiness Programs, and the</i> ▪ <i>Center for Professional Development and Learning Division (formerly the Training Division which reported to the Deputy Director for Administration).</i>
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APPROVED:



Quincy Booth, Director

9/10/2018

Date Signed

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

2. **POLICY.** It is DOC policy to establish an organized reporting system between staff and managers.

3. **AUTHORITY**
 - a. DC Code § 1-608.51 et seq. Government Attorneys
 - 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 Bureau of Prisons
 - e. D.C. Municipal Regulations Title 6 B, Personnel 1through 41
 - 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. Working Conditions Collective Bargaining Agreement between District of Columbia Government Department of Corrections and Fraternal Order of Police--Department of Corrections Labor Committee effective FY 2016 through FY 2019.
 - h. Compensation Agreement between the Office of the Attorney General and the American Federation of Government Employees, Local 1403, AFL-CIO effective October 1, 2013 through September 30, 2017.
 - i. Compensation Agreement between District of Columbia Department of Mental Health and District of Columbia Nurses Association, Effective until September 30, 2014.

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

PP 1010.1G Organization of the DC Department of Corrections (4/28/17)

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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.
- 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 § 24.211.00, Powers; promulgation or rules:

b. **§ 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.

(a-1) (1) 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

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Cellblock or detained at a medical facility in the District, by the Metropolitan Police Department, before their initial court appearance.

(2) Nothing in this subsection shall be construed as:

(A) Removing any authority from the Metropolitan Police Department to determine where to hold in custody any person arrested and awaiting an initial court appearance;

(B) Granting any arrest powers to any employee of the Department of Corrections performing any duty at the Central Cellblock; or

(C) Limiting any powers or authority of the Metropolitan Police Department or the Department of Corrections.

Pursuant to DC Code § 24-101. Transfer of Prison System to Federal Authority:

§ 24-101. Bureau of Prisons.

(a) Felons sentences pursuant to the truth-in-sentencing requirements. -

- Not later than October 1, 2001, any person who has been sentenced to incarceration pursuant to the District of Columbia Official Code or the truth-in-sentencing system as described in § 24-111 shall be designated by the Bureau of Prisons to a penal or correctional facility operated or contracted for by the Bureau of Prisons, for such term of imprisonment as the court may direct. Such persons shall be subject to any law or regulation applicable to persons committed for violations of laws of the United States consistent with the sentence imposed.

(b) Felons sentenced pursuant to the D.C. Code. -- Notwithstanding any other provision of law, not later than December 31, 2001, the Lorton Correctional Complex shall be closed and the felony population sentenced pursuant to the District of Columbia Official Code residing at the Lorton Correctional Complex shall be transferred to a penal or correctional facility operated or contracted for by the Bureau of Prisons. Such persons shall be subject to any law or regulation applicable to persons committed for violations of laws of the United States consistent with the sentence imposed, and the Bureau of Prisons shall be responsible for the custody, care, subsistence, education, treatment and training of such persons.

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c. **DOC Authority**

DOC maintains custody and control of pretrial offenders and sentenced misdemeanants. DOC provides custody and control over sentenced felons and parole violators and other inmates when committed to its custody by writ or contract with the federal government.

- 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 of the District of Columbia Department of Corrections (DOC) 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.

9. The 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 Director's office is supported by an Executive Assistant and a Program Analyst. 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 Freedom of Information Act (FOIA) office is a part of the OGC.

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- b. **The Office of Strategic Communications (OSC):** – 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):** 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 as identified.
- 1) 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. Conducts bi-annual Personnel Security and Suitability Investigations of all agency employees and background clearance investigation of all persons who will have direct contact with inmates and any new applicants for employment. 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).
 - 2) The PREA Compliance office is located within OIS and provides training on the Federal Prison Rape Elimination Act for all DOC employees; ensures compliance with USDOJ strict certification requirements to address sexual abuse. Monitors compliance at the CDF, Halfway Houses, and coordinates compliance reporting for the CTF.

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- d. **The Office of the Deputy Director for Programs and Case Management (DDPCM):** The Deputy Director for Programs and Case Management is supported by a Special Assistant and oversees provision of programs and services that ensure a safe and humane environment and offers adjustment and rehabilitative opportunities to inmates in DOC custody. It oversees the following:
- 1) Inmate Grievance Coordinator who provides support for the Inmate Grievance resolution process.
 - 2) Reentry Program Manager who oversees programs specifically focused on reentry, including RSAT, the Behavioral Health Unit, Community Corrections, and the READY Center (formerly the Reentry Portal);
 - 3) Programs including Women’s Program, and Religious and Volunteer Services; and,
 - 4) Chief Case Manager who oversees provision of case management services at the CDF and CTF each supervised by a Lead Case Manager.
- e. **The Office of the Deputy Director for Operations (DDO):**
- 1) The Warden: Oversees daily security operations and services at all DOC facilities and the Inmate Transportation Unit. In addition to two program analysts, the Warden Supervises the following:
 - a. Deputy Warden for Administration: Supervises administrative procedures that are required to ensure safe, secure, orderly and humane operations at all facilities. Also oversees the Office of Litigation Support.
 - b. Deputy Warden of Operations (CDF): Oversees the daily staffing and functions of the CDF, Inmate Reception Center, Inmate Transportation Unit, Video Visitation Center, Medical Outposts, and the Central Cell Block.
 - c. Deputy Warden of Operations (CTF): Oversees the daily staffing and functions of the CTF for the men, women and youthful inmates housed there including in-person social visits and movement and

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security for all inmate programs, including career and college readiness programs.

- 2) Inmate Records: Supervises processing of all legal documents pertaining to commitment, release and inmate legal status.
 - 3) The Office of The Special Assistant to the Deputy Director for Operations: Oversees the daily operations of the Surveillance Center and the Mailroom.
 - 4) The Young Men Emerging Program- A specialized housing unit that provides a peer mentored supportive environment for 18-24 year-old men in custody to receive residential programming that fosters a positive respect and relationship with authority and teaches life-skills and productive coping strategies to support successful reentry and ability to thrive in the community upon release.
- f. **The Office of the Deputy Director for Professional Development & College and Career Readiness and Special Projects (DDPDCCR):** The Deputy Director for Professional Development and College and Career Readiness and Special Projects oversees provision of education programs and services that support reentry to inmates in DOC custody; special projects that support the agency’s expansion of rehabilitative programs for inmates; and, professional development for DOC staff. This office also oversees DOES Work Readiness Programs, and Library/Book Services.
- 1) **Literacy, Career and Technical Education Programs:** Core functions include provision of Adult Literacy Programs such as Adult Basic Education and GED; coordinating provision of Special Education provided by DCPS; and coordination of provision of remedial programs provided by the University of the District of Columbia; Career and Technical Education Programs including and vocational certificate programs provided by the University of the District of Columbia and others; and, Library and Book Services.
 - 2) **University and College Programs:** Core functions include coordination of college programs for inmates.

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- 3) **DOES Work Readiness Programs:** Oversees the work readiness programs for men and women provided by the Department of Employment Services (DOES) at DOC facilities.
 - 4) **Center for Professional Development and Learning:** Core Functions of Professional Development are to coordinate and ensure provision of Basic Correctional Training, Pre-Service and In-Service Training, and specialized training to meet the needs of DOC's workforce, including contractors and volunteers.
- g. **The Office of the Deputy Director for Administration (DDA):** The Deputy Director for Administration oversees ancillary functions that support direct line operations in the D.C. Department of Corrections focusing on the care and custody of inmates. A special assistant supports the office of the DDA and facilitates effective daily operation of DDA Divisions. The DDA provides required agency support in an efficient and effective manner. The DDA oversees daily operations for:
- 1) **Strategic Planning and Analysis** – Strategic Planning and Analysis's core functions are to provide strategic planning; manage and administer DOC performance measurement and reporting program; provide data, analysis and business cases, conduct assessment, surveys, and develop and provide forecasts within the context of business process; conduct or liaise on evaluations; and develop independent government estimates.
 - 2) **Human Resources Management** - The Human Resource Management Division creates, encourages, and maintains an environment that supports, develops and sustains D.C. Department of Corrections employees. We do this by being a knowledgeable, approachable, professional resource in providing quality services in the areas of employee relations, labor relations, recruitment, and support services. We develop and communicate sound processes and procedures that balance the needs of employees and the needs of the D.C. Department of Corrections while ensuring compliance with federal and state law.
 - 3) **EEO & Diversity** – EEO and Diversity's core functions are to support the agency's efforts to ensure compliance with EEO laws and support and promote diversity within its workforce.

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- 4) **Procurement** – Procurement’s core functions are to procure as efficiently as possible; provide continuous training and procurement education for staff and program managers; provide knowledgeable advice and guidance to program managers and staff; process documentation within reasonable timeframes; and maintain ethical business standards and full legal compliance.

- 5) **Contract Administration** – Contract Administration’s core functions to serve as the liaison to the OCP Contracting Officer assigned to DOC; assist during the procurement planning and source selection phases of the contracting process; conducts monitoring of vendor performance, inspections and implementation of vendor corrective actions; observes, documents, and reports on the contractor’s performance; verify vendor invoices for accuracy and payment; and establish and maintain contract files. Agency requisitioning is a core function of the Contract Administration Division.

- 6) **Information Technology** – Information Technology’s core functions are network operations and support; systems administration and support; database administration and support; applications development and support; specialized systems operation and support; and IT helpdesk.

- 7) **Engineering Services** – Engineering Services’ core functions are implementing projects over life-cycle to include planning, execution, and training phases; research, analyze, develop and evaluate technical proposals; support capital budget formulation; develop database reports (crystal reports) and run queries; and evaluate and provide recommendations on capital improvement, technical and operational efficiency proposals.

- 8) **Facilities Maintenance** – Provides maintenance for all DOC facilities.

- 9) **Support Services** – This encompasses the operation of the Agency Warehouse and Fleet Management. Fleet Management’s core functions are to manage scheduled maintenance of vehicles; manage GSA lease program; ensure vehicle reliability and readiness; maintain American

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Correctional Association standards and records; and manager fuel purchasing practices. The Agency Warehouse's core functions are to receive all goods and supplies and distribute these to agency requesters. It manages the agency supply chain.

- 10) **Health Services Administration** – Health Services Administration's core functions are to provide contract administration for the Unity Health Care contract; partner with custody and healthcare vendor for smooth provision of services, troubleshoot and assure comprehensive assessment of perspectives as needed; assess functionality of systems/programs and offer suggestions for quality improvement based on healthcare provision and cost-effectiveness; respond to questions regarding inmate health concerns (EOM, DOC leadership, custody, family, and legal teams); and tally numerous health systems data points.
- 11) **Federal Billing Unit** – Federal Billing's core functions are billing of fourteen (14) invoices for the housing and transportation of federal inmates; compilation and distribution of daily prisoner external medical escorts appointment list; reimbursement follow up on invoices; and multiple report verifications and system updates.
- 12) **Policy** – The core function of Policy is to maintain and archive all policy and procedure documents; coordinate annual policy and procedure reviews; collate, consolidate and document responses for comments for policy; and maintain official records of the policy development and review process.
- 13) **Compliance Office** – The core functions are to serve as liaison to the DC Office of Risk Management; develop comprehensive emergency response plans for DOC facilities; identify and develop mitigation strategies to address division/office/function specific risks; coordinate compliance with fire and safety laws and regulations; participate in HSEMA workgroups for DOC; and offer proactive risk management strategies. The Compliance Office will oversee ACA Accreditation and Compliance, Risk Management, Fire and Safety Compliance and Worker's Compensation Compliance. Accreditation & Compliance

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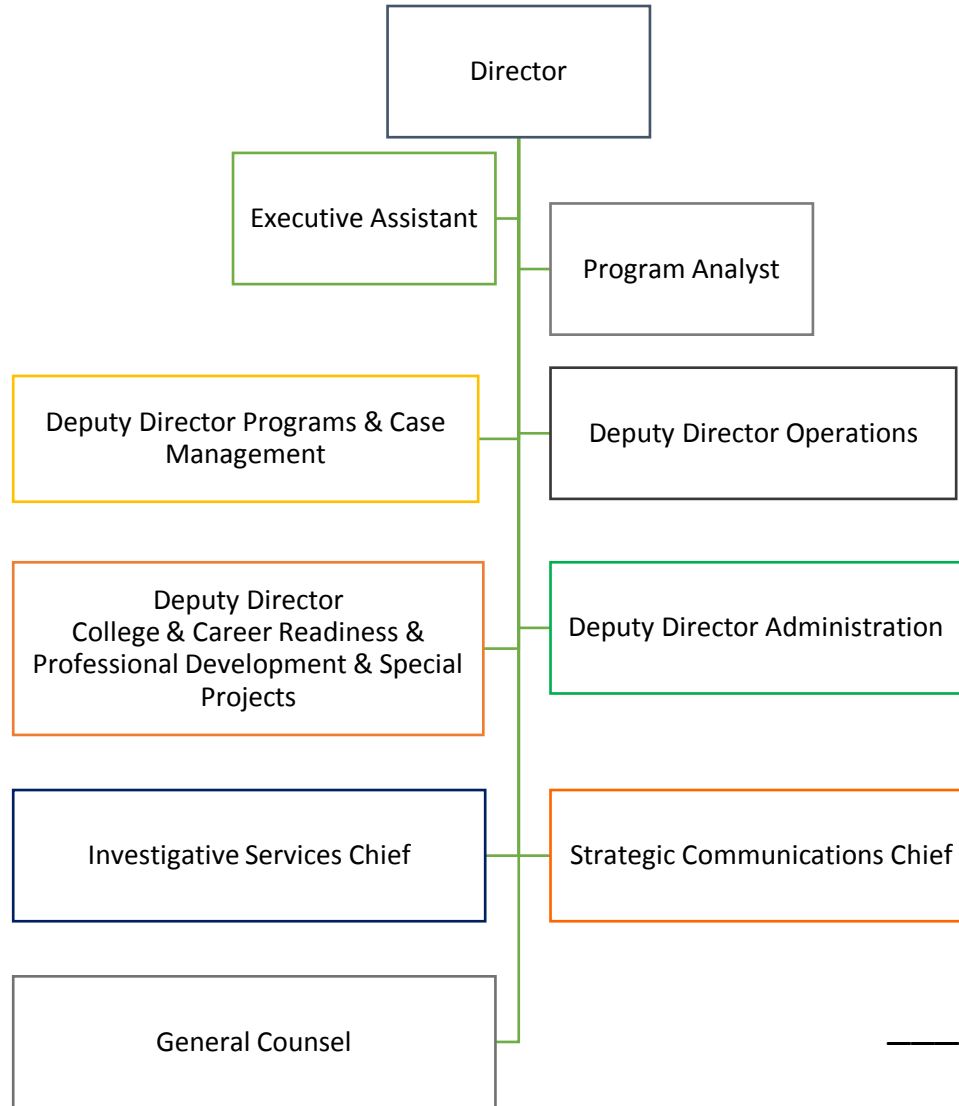
maintains records and facilitates compliance with ACA accreditation standards and process, and serves as the DOC point of contact for audits.

Attachment A - Organization Chart

DOC/PP1010.1H/9/10/18



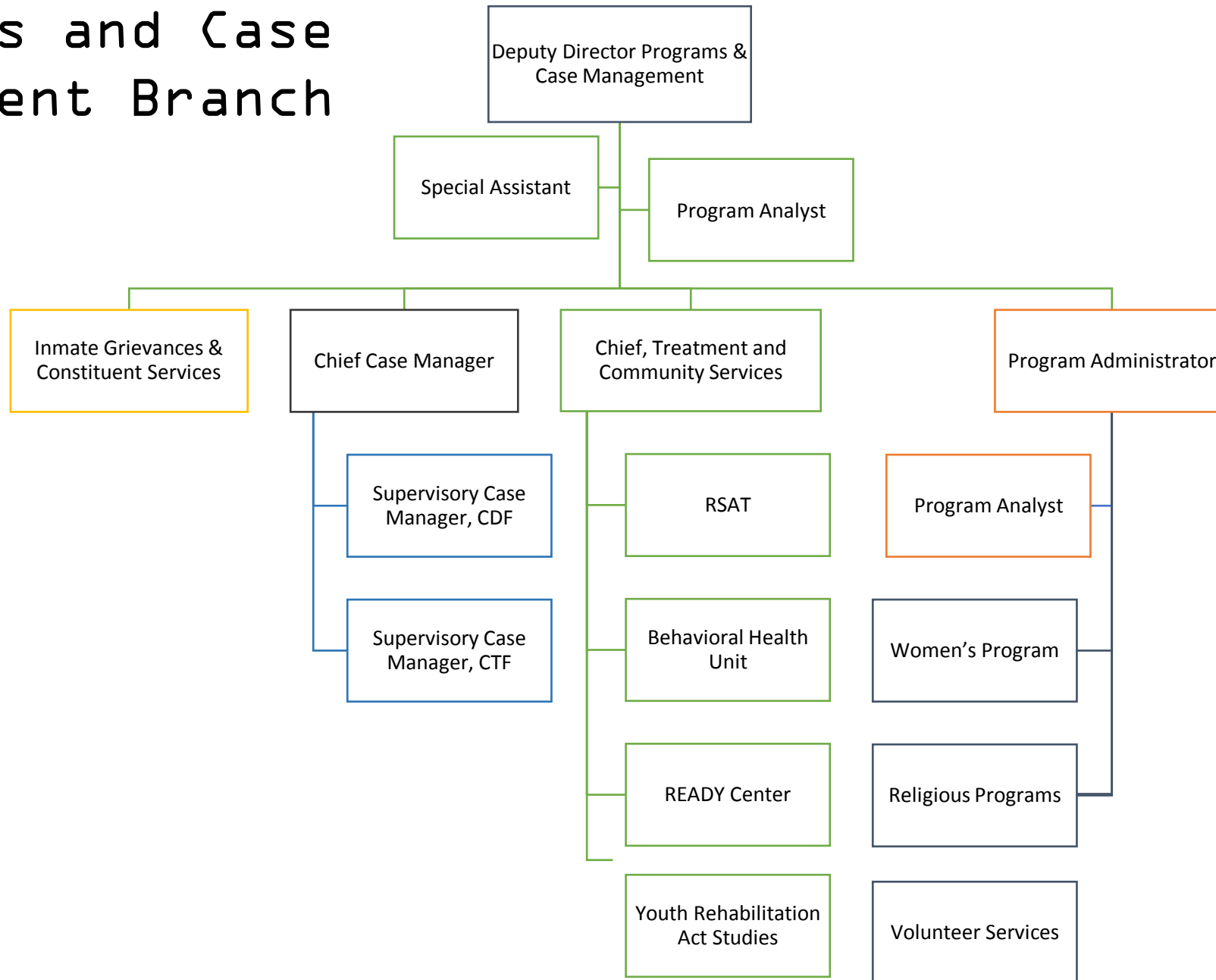
DOC Organization Chart



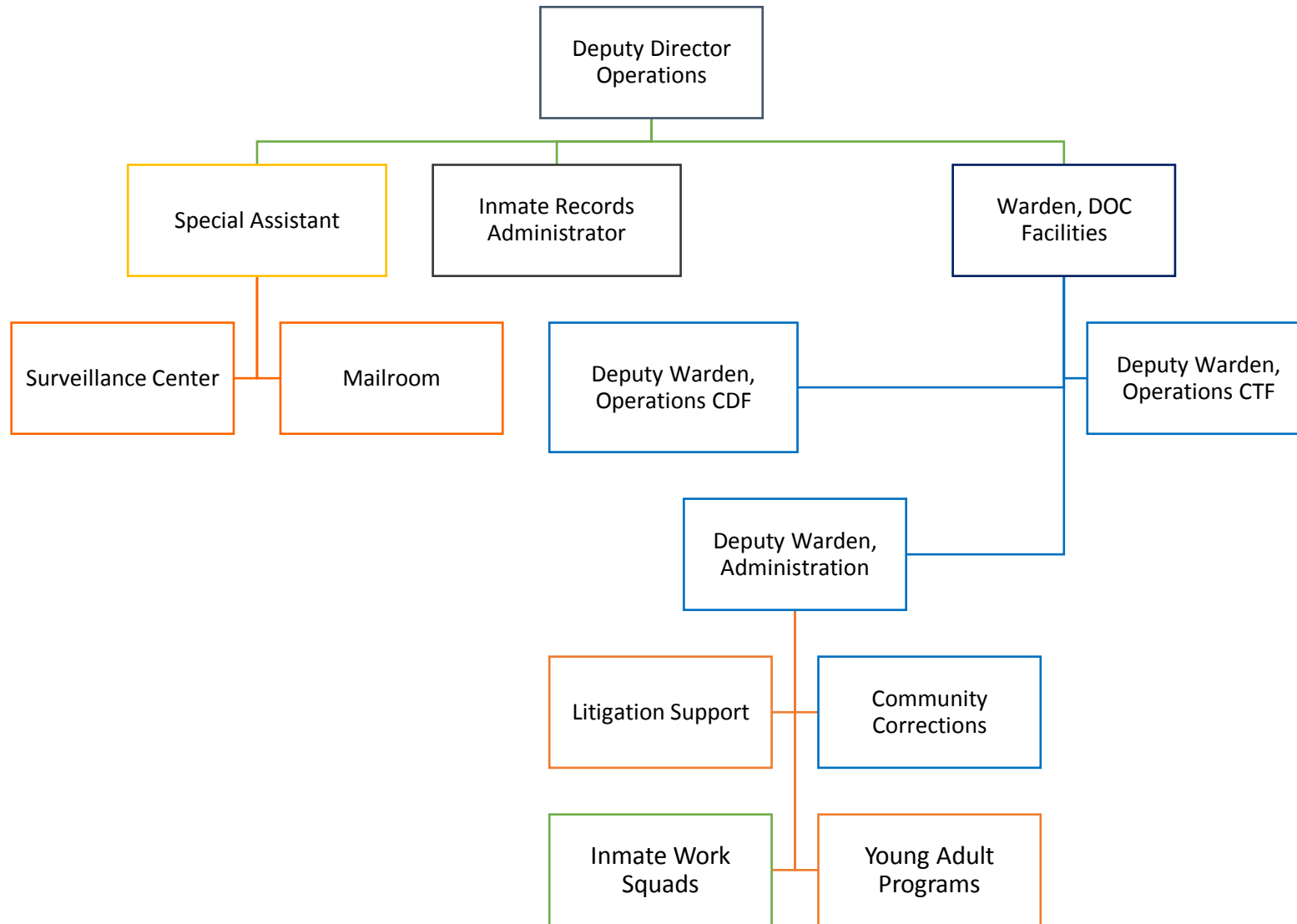
The Office of the Director includes the Executive Assistant and Program Analyst. An organization chart is not included for Strategic Communications.

11/02/2020

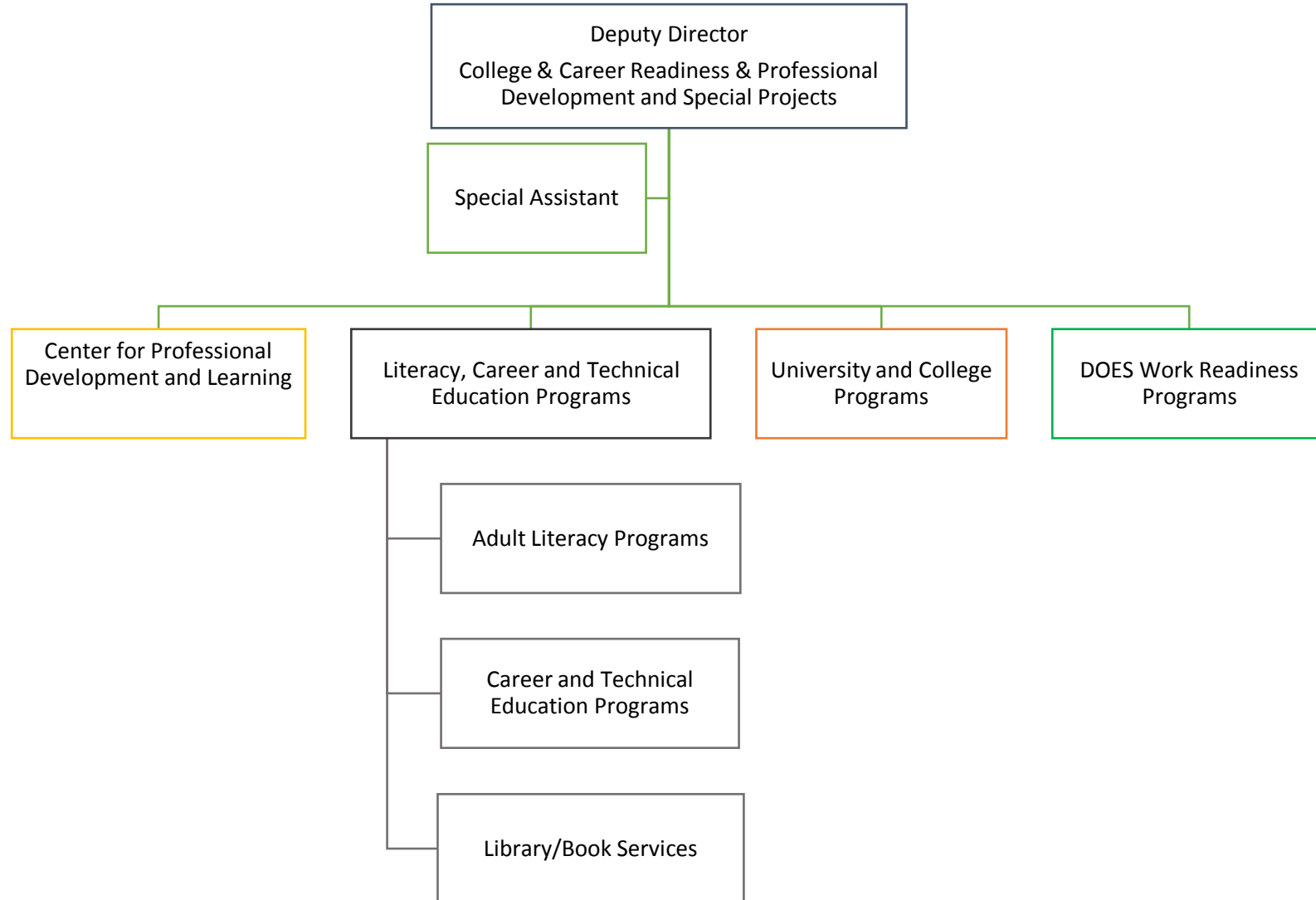
Programs and Case Management Branch



Operations Branch



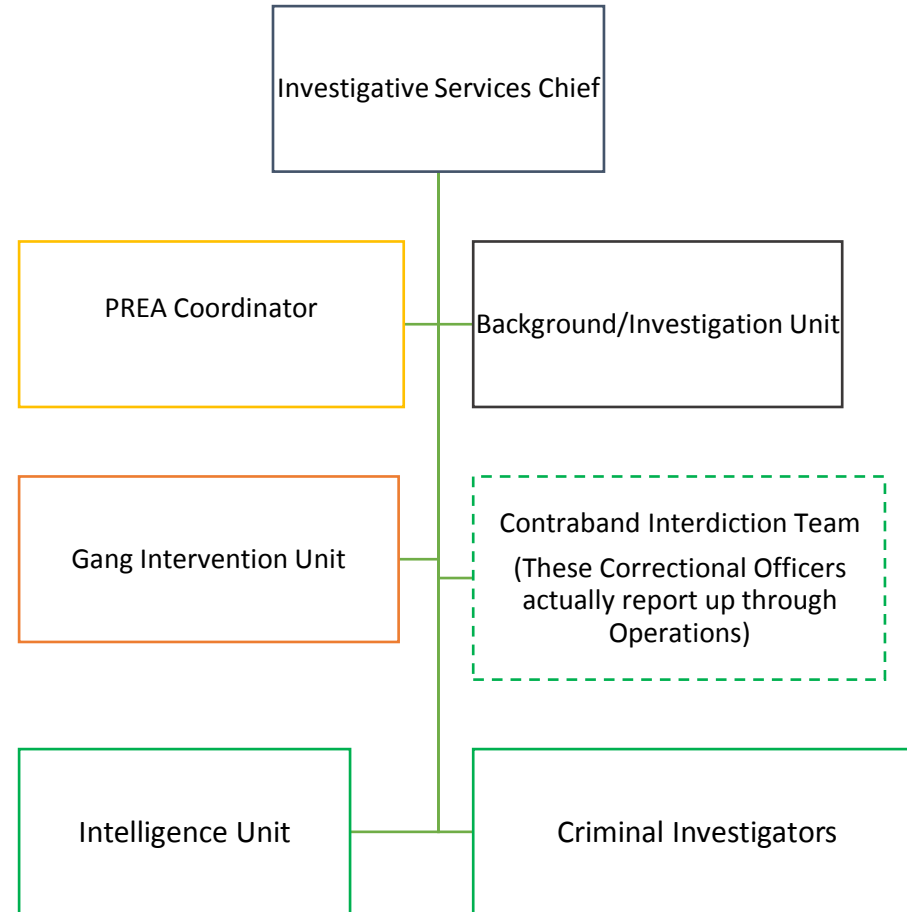
College and Career Readiness & Professional Development Branch



Administration Branch



Investigative Services Branch



Office of the General Counsel

