
 <p>DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY AND PROCEDURE</b></p>	<b>EFFECTIVE DATE:</b>	April 28, 2017	<b>Page 1 of 5</b>
	<b>SUPERSEDES:</b>	PP 1010.5F March 18, 2016	
	<b>OPI:</b>	OPERATIONS	
	<b>REVIEW DATE:</b>	April 28, 2018	
	<b>Approving Authority</b>	Quincy L. Booth Director	
	<b>SUBJECT:</b>	Chain of Command	
<b>NUMBER:</b>	1010.5G		
<b>Attachments:</b>	None		

**SUMMARY OF CHANGES:**

Section	Change
	<i>Minor changes made throughout.</i>
Section 9	<i>Notice of Non-Compliance as added to the policy.</i>

**APPROVED:**




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**Quincy L. Booth, Director**

4/28/17

**Date Signed**

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<b>Attachments:</b>	None			

1. **PURPOSE AND SCOPE.** To delineate authority and reporting relationship within the District of Columbia Department of Corrections (DOC).
2. **POLICY.** It is the policy of the DC Department of Corrections (DOC) that all employees adhere to their established chain of command when performing their assigned duties.
3. **APPLICABILITY.** The policy shall apply to all DOC employees, contractors, volunteers, interns and any others who provide and conduct business within the DOC.
4. **NOTICE OF NON-DISCRIMINATION**
  - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
5. **PROGRAM OBJECTIVES.** The expected results of this directive are:
  - a. Clear lines of responsibility and communication will be maintained at all staff levels.
  - b. Staff will adhere to the chain of command and attempt to resolve issues at the lowest practical level.

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## 6. DIRECTIVES AFFECTED

### a. Directives Rescinded

PP 1010.5F Chain of Command (3/18/16)

### b. Directives Referenced

PP 1280.2 Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences

PP 3800.1 Equal Employment Opportunity Program

PP 3310.4 Sexual Harassment Against Employees

7. **AUTHORITY.** DC Code § 24-211.02 Powers: Promulgation of Rules.

## 8. STANDARDS REFERENCED

a. American Correctional Association (ACA) 4<sup>th</sup> Edition Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-7D-04 and 4-ALDF-7D-05.

9. **NOTICE OF NON-COMPLIANCE.** Failure to adhere to policy may result in disciplinary action.

10. **DEFINITIONS.** For the purpose of this directive, the following definitions apply:

a. *Command.* The authority exercised by the virtue of one's official rank, position, or designated duties.

b. *Chain of Command.* The line of succession, authority and reporting obligation which employees are required to follow.

c. *Executive Staff.* The executive staff is composed of the highest level of management officials of the Department. This includes the Director and managers who report to the Director.

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- d. *Senior Staff.* The senior staff is generally composed of Wardens, Administrators and Office Chiefs but may include other personnel of similar position, responsibilities and authority.

## 11. ADMINISTRATIVE LEVELS OF AUTHORITY

### a. *Non-Uniform Personnel*

- 1) Director
- 2) Deputy Director(s)
- 3) Administrators/Asst. Administrators/Managers DS-13/14/15
- 4) Office Chiefs DS-12/13
- 5) Supervisors DS-11

### b. *Uniform Ranks*

- 1) Warden DS-15
- 2) Deputy Warden DS-14
- 3) Major DS-13
- 4) Captain DS-12
- 5) Lieutenant DS-11
- 6) Sergeant DS-09
- 7) Corporal DS-08
- 8) Private DS-07
- 9) Probationary Correctional Officer DS-06

## 12. GENERAL PROCEDURES

- a. Employees shall adhere to verbal and written orders communicated through their designated chain-of-command in the discharge of their duties.

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- b. It is incumbent upon all department employees to understand, recognize and determine when official communications and transactions must be cleared through the chain-of-command. When in doubt regarding this requirement, the appropriate supervisory personnel should be consulted.
  - c. Employees seeking redress of grievances or complaints, or when submitting unsolicited proposals, should adhere to their chain-of-command, in addition to any other established regulations and procedures.
  - d. Employees seeking to file a complaint or grievance against their immediate supervisor will submit their complaint or grievance to the next supervisor in their chain of command.
  - e. In the event of an institution emergency, e.g., riot, hostage situation, fire, power failure,, the Senior Correctional Supervisor on duty shall assume command. Under such circumstances the authority of correctional personnel supersedes that of civilian personnel with the exception of executive staff or senior staff with security responsibilities (Wardens, Deputy Wardens, etc.) Any employee who has been reassigned or relieved of regular duties pending the outcome of an investigation may not be granted command even during an emergency.
  - f. Delegation of Authority. If a manager is absent from duty or is otherwise unable to carry out their duties and responsibilities, the manager, or a higher ranking official, shall appoint a designee. The acting designee shall not have singular authority for making decisions regarding personnel or major program changes.
  - g. Exception. Chain of command procedures are inapplicable to EEO and sexual harassment complaints. Employees should follow the reporting procedures according to the EEO and sexual harassment directives.
13. **HONORARY RANK.** The conferral of honorary titles of rank upon civilians or Department personnel other than the Department's Honor Guard Unit is prohibited; honorary titles conferred prior to the effective date of this order shall not be withdrawn.