



DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

Program Statement

OPI:	DIRECTOR
Number:	1010.1I
Supersedes:	1010.1H (9/10/2018)
Date:	September 20, 2023
Subject:	Organization of the Department of Corrections
Attachment:	DOC Org 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 DOC facilities and contracted bed-spaces in community based Halfway Houses, as well as administer operations of the Central Cell Block (CCB) 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. 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a. Directives Rescinded

- 1) PP 1010.1H Organization of the DC Department of Corrections (9/10/18)

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.

- 1) 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) 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.
- 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:

a. **§ 24-101. Bureau of Prisons.**

- 1) ***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.
- 2) ***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.

8. DOC AUTHORITY

- a. 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.
- b. 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.
- c. In addition, DOC maintains agency and facility-specific policies and procedures, as required.

9. 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 for successful community re-integration.

10. 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, Council of the District of Columbia 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.
- b. **The Office of Strategic Communications and Constituent Services (OSC):** The 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):** The OIS performs the following major functions:

- 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 D.C. 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. 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).
- 3) The PREA Compliance office is located within the Office of Investigative Services and ensures 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.
- 4) Surveillance Center Manager- Supervises the Inmate Surveillance Center.

d. **The Office of the Deputy Director for Operations (ODDO):** The Deputy Director for Operations oversees the day-to-day operations that affect the safety, security and order of facilities. This includes inmates at the Central Detention Facility (CDF or the Jail) and Correctional Treatment Facility (CTF); as well as, arrestees who are supervised at the Central Cell Block (CCB). A special assistant supports the

Deputy Director for Operations. A Supervisory Program Analyst supports the Office of the Deputy Director for Operations. The Office of the Deputy Director for Operations consists of:

- 1) Warden: The Warden oversees the day to day operations for CDF, CTF, the Inmate Transportation Unit and CCB. A Special Assistant supports the Warden.
 - a) Deputy Warden CDF: These include shift operations at the CDF including Inmate Reception Center operations, Transportation, and Medical Outposts/Hospital Takeovers;
 - b) Deputy Warden CTF: These include shift operations at the CTF;
 - (1) Litigation Support, which provides support in gathering documents to defend various inmate- initiated litigation; and,
 - (2) Visiting Operations which include video visiting, and Face to Face visiting at the CDF, contact visits at the CTF, and official visits at both facilities; and
 - (3) Mailroom operations.
 - c) Central Cell Block Operations;
 - d) Supervisory Security Specialist – Supervises the operations of the Contraband Interdiction Unit,
 - e) Tactical Response Unit, Security Team and the K-9 Unit.
- 2) Compliance: Consists of:
 - a) ACA Accreditation and Compliance – Maintains records and facilitate compliance with ACA accreditation standards and process; and, serves as the DOC point of contact for audits.
 - b) Fire and Safety Compliance – Ensures that all facilities comply with fire and safety codes and that all equipment are audited and inspected for compliance in a timely manner.

- c) Sanitarian - investigates health and safety risks within the DOC facilities and helps to ensure environmental regulations, health, and safety matters comply with health and safety standards.
- 3) The Operations Analysis Unit – Overseen by a Supervisory Analyst, the unit provides day to day analysis to inform and support the Warden.
- e. **The Office of the Deputy Director for Education, Programs and Case Management (ODDEPCM):** The Office of the Deputy Director for Education, Programs and Case Management oversees the day to day provision of Education, Programs and Case Management services at the CDF and CTF and for returning citizens from DOC facilities and the FBOP through the READY Center and LEAD Out! programs. A special assistant supports the Deputy Director for Education, Programs and Case Management (DDEPCM). An Education Administrator, a Reentry Administrator, the Chief Case Manager, and the Inmate Grievance Manager report to the DD EPCM and oversee their respective operations.
- 1) The Education Administrator oversees
 - a) Inmate Education Programs: Core functions include:
 - (1) Provision of GED and Adult Basic Education;
 - (2) High School Diploma Programs through a contractual service provider, coordinating provision of Special Education provided by DCPS;
 - (3) Coordination of provision of remedial and vocational (career and Technical Education (CTE) certificate programs provided by the University of the District of Columbia; and,
 - (4) Development and coordination of college programs for inmates.
 - (5) Core functions also include enrolling and maintaining transcripts and records for individuals in DOC's custody who enroll and participate in University and College Programs both for credit and not-for-credit.
 - b) Library and Research Services Programs: This department oversees Law Library and Legal Research Services, an Attorney Messaging and Tablet Coordinator; and operation of the Leisure Library at CTF and the mobile Library at CDF (both in coordination with DC Public Libraries).

- c) Religious Services – Includes provision of religious services and chaplaincy at CDF and CTF.
 - d) Volunteer Services – Includes scheduling and support of services offered by volunteers and volunteer organizations.
- 2) The Reentry Administrator oversees Reentry Programs.
- a) Reentry Programming
 - (1) Women’s Programs including the Women’s Better and Beyond (Reentry) will report to the Reentry Administrator.
 - (2) Men’s Programs will report to the Reentry Administrator. Men’s Programs include:
 - (3) The Men’s Transition Assistance Program (Reentry Program) overseen by a coordinator, and the Young Men Emerging Program overseen by a coordinator.
 - (4) Workforce Development Division
 - (a) The Workforce Development Unit is overseen by the Workforce Development manager. The division is comprised of the LEAD Up! and LEAD Out! Programs – including the LEAD UP Unit Manager, a Program Analyst/ LEAD Up Journey Leader, and a LEAD Up Project Coordinator (all currently grant funded positions within the CCR &PD Division), LEAD Out Journey Leader, LEAD Out Peer Coach, and a LEAD Up/Out Program Coordinator.
 - b) The READY Center Manager and four Program Analyst positions work as a unit reporting to the Reentry Administrator.
 - (1) The Community Liaison reports to the READY Center Manager in the EPCM Division.
 - (2) A Reentry Specialist will also report to the READY Center Manager.
 - c) Community Corrections Administration; operations related to supervision of DOC inmates who are in halfway houses and supervise Inmate Work Squads who provide services in the community;

- d) The Residential Substance Abuse Treatment (RSAT) Program, and the Behavioral Health Unit - provides residential substance use disorder (SUD) treatment to adult populations during incarceration, and prepares individuals for reintegration into the community.
- 3) The Chief Case Manager oversees classification, case management, and the provision of Youth Rehabilitation Act related services.
 - a) A Youth Rehabilitation Act (YRA) specialist supports provision of services and documentation requirements specified by the YRA.
- 4) The Office of Inmate Grievances and Voting Support administers the inmate grievance program and supports voting efforts for inmates at DOC facilities.
- f. **The Office of the Deputy Director for Administration (ODDA):** The Deputy Director for Administration (DDA) oversees ancillary functions that support direct line operations in the DOC focusing on the care and custody of inmates. The 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) Budget and Grants - The budget support specialist provides support for all phases of DOC's budget process including formulation, monitoring and close out. This division coordinates with grant recipients and applicants to ensure that all grant related paperwork and reporting is completed in a timely and accurate manner.
 - 2) 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.
 - 3) Human Resources Management - The Human Resource Management Division creates, encourages, and maintains an environment that supports, develops and sustains DOC 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 DOC while ensuring compliance with federal and state law.

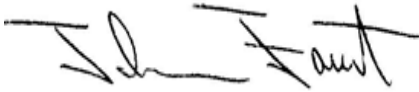
- 4) Equal Employment Opportunity (EEO) & Diversity – EEO and Diversity’s core functions are to support the agency’s efforts to ensure compliance with EEO laws and support and promote diversity within its workforce.
- 5) Center for Professional Development and Learning: Core functions include providing Basic Correctional Training, Pre-Service, In-Service and specialized training for DOC’s workforce including contractors and volunteers.
- 6) 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.
- 7) Facilities Maintenance – Provides maintenance for CDF, CTF and other DOC facilities.
- 8) 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 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.
- 9) Information Technology & Engineering Services– 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. 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.

- 10) 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.
- 11) Federal Billing - 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) Contract Administration, and Requisitioning –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.
- 13) Policy & Procedures – Policy and Procedures’ core functions are 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.
- 14) The Inmate Records Office (IRO) Administrator: Oversees day to day operations of the Inmate Records Office which processes and maintains all legal records for every individual committed to DOC custody including intake, release and transfer documents, detainers, and court and legal hearing requests. The IRO also computes jail credits, good time credits, and all misdemeanor sentences.
- 15) Risk Management & Workers Compensation Compliance – Risk Management’s core functions are to serve as liaison to the D.C. 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. Also, ensures compliance with workers’ compensation policy and practice.

- 16) Employee Wellness – DOC wellness program specialist aspires to improve the physical and mental well-being of DOC employees and offer crisis management support as needed.

Attachment A - Organization Chart

DOC/PP1010.11/9/20/23/OPP



Thomas Faust, Director

9/20/2023

Date

DC Department of Corrections

