

<u>Chapter</u>	<u>Approved</u>	<u>Reviewed</u>	<u>Title:</u>
Chapter 1			<u>Purpose and Goals of the DOC</u>
1.1	6/22/2015	11/9/2016	Mission of the Department
1.2	9/3/2014	10/5/2015	Strategic Plan
1.3	9/3/2014	10/5/2015	Performance Measures, Monitoring, and Assess.
1.4	6/22/2015	11/9/2016	Staffing
Chapter 2			<u>Statutory and Legal Authorization</u>
2.1	4/2/2015	4/13/2016	Temp Release to Community Programs
2.2	6/22/2015	11/9/2016	Offender Employment and Compensation
2.3	4/2/2015	4/13/2016	Transfer to Private/Public Programs
2.4			Reserved
2.5	6/29/2015	11/9/2016	Transportation
2.6			Reserved
2.7	7/2/2014	10/5/2015	Executions
Chapter 3			<u>Programs and Services</u>
3.1	6/29/2015	11/9/2016	Mandated Programs and Services
3.2	4/2/2015	4/13/2016	Special Problem Offenders
3.3	12/22/2014	10/5/2015	Family Services
3.4	7/16/2014	10/5/2015	Range of Services
3.5	4/2/2015	4/13/2016	Contractual Programs and Services
3.6	9/5/2014	10/5/2015	Victim Services
3.7	6/29/2015	11/9/2016	Registration of Sex Offenders and Community Notification
3.8	6/29/2015	11/9/2016	Treatment and Rehabilitation Programs
3.9	6/29/2015	3/14/2016	Commissary
3.10	4/2/2015	4/13/2016	Identification Card
3.11	6/22/2015	11/9/2016	Erroneous Releases
3.12	4/25/2016		Offender Reentry
3.13	6/22/2015	11/9/2016	Offender Status Sheets
3.14	4/25/2016		Library Services
3.15	7/16/2014	10/5/2015	Recreation and Activities
3.16	2/26/2015	4/13/2016	Religious Activities
3.17	7/8/2015	11/9/2016	Telephone Access
3.38	7/16/2014	10/5/2015	Youth Criminal Offender Program (YCOP)
3.39	8/17/2016	11/9/2016	Ex-Offender Employment Program
Chapter 4			<u>Decision-Making Related to Offenders</u>
4.0	4/25/2016		Offender Mail
4.1	6/29/2015	11/9/2016	Decision-Making
4.2	6/22/2015	11/9/2016	Rules of Conduct for Offenders
4.3	6/22/2015	11/9/2016	Decisions Affecting Offenders/Detentioners Freedom and Well-Being
4.4	4/2/2015	4/13/2016	Offender Grievance Process
4.5	4/2/2015	4/13/2016	Inmate Publications for Level V and IV Facilities
4.6	7/16/2014	10/5/2015	Classification
4.11	6/29/2015	11/9/2016	Offender Trust Fund Accounts
4.13	7/14/2014	10/5/2015	Interstate Compact
Chapter 5			<u>Rights of Offenders</u>
5.1	4/2/2015	4/13/2016	Offender Rights
5.2	6/22/2015	11/9/2016	Rules for the Treatment of Offenders
5.3	6/22/2015	11/9/2016	Standards for Offender Grooming and Attire
Chapter 6			<u>Planning, Information Systems, Evaluation, and Research</u>
6.1	9/3/2014	10/5/2015	Planning System
6.2	12/22/2014	10/5/2015	Planning and Information Exchange
6.3	6/22/2015		Personnel Planning
6.4	6/22/2015		Reserved
6.5	6/22/2015		Reserved
6.6			Reserved
6.7	6/22/2015		Reserved

<u>Chapter</u>	<u>Approved</u>	<u>Reviewed</u>	<u>Title:</u>
Chapter 6 (Continued)			
<u>Planning, Information Systems, Evaluation, and Research</u>			
6.8	6/29/2015	11/9/2016	Evaluation and Performance Measuring
6.9	6/29/2015	11/9/2016	Research Activities
6.10			Reserved
6.11	12/22/2014		Reserved
6.12	4/25/2016		Recidivism
Chapter 7			
<u>Records</u>			
7.1	7/21/2016	4/13/2016	Case Record Management
7.2	4/2/2015	3/14/2016	Application of Good Time
7.3	4/25/2016		Sentence Calculation
Chapter 8			
<u>Administration</u>			
8.1	12/22/2014	10/5/2015	Authority and Role of the Commissioner
8.2	12/22/2014	10/5/2015	Organization of the Department
8.3	1/15/2015	4/13/2016	Staff Communications
8.4	9/3/2014		Reserved
8.5	9/3/2014		Reserved
8.6	9/3/2014	10/5/2015	Department Policy and Procedure Manuals
8.7	6/29/2015	11/9/2016	Operations and Program Audit
8.8	6/29/2015	11/9/2016	Exceptional Incident Reporting
8.9	7/21/2016	4/13/2016	Conflicts of Interest
8.10	6/29/2015	11/9/2016	Cooperation with Legislative and Executive Bodies
8.11	6/29/2015	11/9/2016	Legal Assistance
8.12	9/22/2015	11/9/2016	Emergency Preparedness and Response
8.13	12/22/2014	10/5/2015	Health Safety and Sanitation
8.14	6/29/2015	11/9/2016	Offender/Detentioner Communicable Disease Policy
8.15	6/29/2015	11/9/2016	First Aid Kits
8.16	9/13/2014		Reserved
8.17	1/15/2015		Reserved
8.18	1/15/2015		Reserved
8.19			Reserved
8.20	6/29/2015	11/9/2016	Use of State Facilities and Equipment
8.21	6/22/2015		Reserved
8.22	6/29/2015	11/9/2016	Supplies, Equipment and Real Property
8.23	9/22/2015		Reserved
8.24	9/22/2015	11/9/2016	Comprehensive Reimbursement
8.25	1/15/2015		Reserved
8.26	9/22/2015	6/11/2015	Reserved
8.27	8/17/2016	3/14/2016	Department Uniforms/Dress Code
8.28	9/3/2014	10/5/2015	Facility Security
8.29	6/29/2015	11/9/2016	Standard Crime Reporting Process
8.30	1/15/2015	8/30/2016	Use of Force
8.30A	1/15/2015	8/2/2016	Electronic Immobilization Devices (EIDs)
8.31			Reserved
8.32	12/22/2014	10/5/2015	Contraband: Search, Seizure, and Disposition
8.32A			Reserved
8.33			Reserved
8.34			Reserved
8.35	6/29/2015	11/9/2016	Investigative Responsibilities of the Delaware State Police
8.36	6/29/2015	11/9/2016	Inmate Personal Property
8.37	6/29/2015	11/9/2016	Internal Affairs
8.38	6/29/2015	11/9/2016	Post Trauma Response
8.38A			Reserved
8.39	4/2/2015		Reserved
8.40	4/2/2015		Reserved
8.41	6/29/2015	11/9/2016	Employee Drug Testing
8.42	6/29/2015	11/9/2016	Offender Drug and Alcohol Screening

<u>Chapter</u>	<u>Approved</u>	<u>Reviewed</u>	<u>Title:</u>
Chapter 8 (Continued)			<u>Administration</u>
8.42A	6/29/2015		Reserved
8.43	6/29/2015	11/9/2016	DNA Analysis and Test Bank
8.44			Reserved
8.45	7/21/2016		Use of Firearms and/or Less Than Lethal Weapons
8.46	9/22/2015	11/9/2016	Grant Management Committee
8.47	9/3/2014	10/5/2015	Security Threat Groups (CONFIDENTIAL)
8.48	9/22/2015	11/9/2016	Personnel Movement
8.49	9/22/2015	11/9/2016	Central Administration Building Guidelines
8.50	4/2/2015	4/13/2016	Adult Correctional Healthcare Review Committee
8.51	4/2/2015	4/13/2016	Smoke Free Workplace
8.52	9/3/2014		Reserved
8.53	6/22/2015		Reserved
8.54	6/29/2015	11/9/2016	Nepotism
8.55	7/21/2016	4/13/2016	Environmental Policy
8.55A	2/2/2015	8/2/2016	EMS Description Document
8.56	7/21/2016	4/13/2016	Semi-auto Pistol/Side Arms
8.57	7/21/2016		Law Enforcement Officer Safety Act on 7/2004
8.58	12/22/2014		Reserved
8.60	9/22/2015	11/9/2016	Prison Rape Elimination Act (PREA)
8.60A	10/19/2016		Transgender Offenders
8.61	12/22/2014	10/5/2015	Shift Differential and Hazardous Duty Pay
8.62	6/29/2015	11/9/2016	Energy Conservation
8.63	6/29/2015	11/9/2016	Acceptance of Service for Legal Process
8.64	6/22/2015		Reserved
8.66	10/19/2016		Training Certification for Concealed Deadly Weapon Permits
8.68	10/19/2016		Security Clearance
8.95	7/16/2014	10/5/2015	Tool & Sensitive Item Control Policy
Chapter 9			<u>Human Resources and Employee Management Relations</u>
9.1	4/2/2015	8/2/2016	Merit Selection/Equal Opportunity
9.2	7/21/2016		Affirmative Action Program
9.3			Reserved
9.4			Reserved
9.5	4/2/2015	8/2/2016	Personnel Records
9.6	7/21/2016		Employee Arrests and Convictions
9.6A	6/22/2015		Reserved
9.7	5/18/2015	11/9/2016	Employee Performance Planning and Appraisal
9.8	9/3/2014		Reserved
9.9	7/21/2016		Professional Development
9.10	7/21/2016		Educational Assistance
9.11	6/29/2015		Employee Recognition
9.12	4/2/2015	8/2/2016	Employee Disciplinary Action
9.13	4/2/2015		Reserved
9.14	6/22/2015		Reserved
9.15	4/2/2015	8/2/2016	Light Duty/Alternative Duty
9.16	8/17/2016	11/9/2016	Correctional Officer Education Assistance Fund
9.17	4/2/2015	8/2/2016	Violence in the Workplace
9.18	7/21/2016		Sexual Harassment and Complaint Procedure
9.19	7/24/2015	11/9/2016	Psychological Fitness for Duty Evaluations
9.20	6/18/2015	11/9/2016	Selection/Training for Correctional Emergency Response Team/SOG Teams
9.21	6/29/2015	11/9/2016	Employee Fund Accounts
9.22	6/29/2015	11/9/2016	Removal of Employees from the Workplace
9.23	7/21/2016	6/11/2015	Maximum Work Hours
9.24	4/2/2015	8/2/2016	Selection Process for Internal Promotions and Transfers
9.25	9/3/2014		Reserved

<u>Chapter</u>	<u>Approved</u>	<u>Reviewed</u>	<u>Title:</u>
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<u>Human Resources and Employee Management Relations</u>			
9.26	5/18/2015	8/2/2016	Request and Approval of Advanced Salary Due to Exceptional Qualifications
9.28	4/2/2015	8/2/2016	Informal Resolution Process
9.29	6/29/2015	11/9/2016	Domestic Violence
9.30	9/22/2015	11/9/2016	Pre-Employment Process
9.34	7/21/2016		Shift Trade
9.35	6/29/2015	11/9/2016	Employee Assistance Program
9.36	4/25/2016		Jury Duty
9.39	10/19/2019		Timekeeping Procedures
9.55	6/22/2015	11/9/2016	American Disabilities Act Compliance
Chapter 10			
<u>Communication and Community Relations</u>			
10.1	7/21/2016		Inter-Agency Communications
10.2	6/28/2015	11/9/2016	Collaboration with Colleges and Universities
10.3	9/3/2014	10/5/2015	Public Information/Media Relations
10.4	6/29/2015	11/9/2016	Volunteer Programs and Services
10.5	12/22/2014	10/5/2015	Freedom of Information Act/Email Records
10.6	6/29/2015	11/9/2016	Public Meetings
Chapter 11			
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A-01	7/12/2016	5/27/2015	Access to Care
A-02	12/10/2015	6/15/2015	Responsible Health Authority
A-03	1/7/2016	6/15/2015	Medical Autonomy
A-04	9/3/2014	4/12/2016	Administrative Meetings and Reports
A-05	8/10/2015	7/27/2016	Policies and Procedures
A-06	12/16/2013	6/15/2015	Statewide Quality Improvement Program
A-07	9/3/2010	6/15/2015	Emergency Response Plan
A-07.1	10/25/2015	8/11/2016	Emergency Code 4, 7, 11 Response
A-07.2	7/30/2010	6/15/2015	Emergency Supplies Mass Casualties
A-07.3	3/11/2014	6/15/2015	Emergency Response Bag and Automatic External Defibrillator (AEDs)
A-08	7/30/2014	6/15/2015	Communication of Special Needs Patients
A-09			Reserved
A-10	7/30/2010	6/3/2015	Procedure in the Event of an Offender Death
A-10.1	6/3/2013	4/20/2015	Mortality and Morbidity Review Committee Administrative and Clinical
A-10.2	9/3/2014	6/15/2015	Adverse Clinical or Near-Miss Event Review
A-11	9/2/2015	7/26/2016	Medical Grievance Process
A-11.1	9/3/2014		Inquiries/Complaints/Records Requests/Attorneys/ Families/Advocacy Agencies Concer
<u>Section B: Managing a Safe and Healthy Environment</u>			
B-01	8/29/2016		Infection Control Program
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B-02.1			Reserved
B-02.2			Reserved
B-03	8/19/2010		Staff Safety
B-04	8/19/2010	6/15/2015	Federal Sexual Assault Reporting Regulations
B-05	10/4/2013		Procedure in the Event of a Sexual Abuse
<u>Section C: Personnel and Training</u>			
C-01	6/7/2016		Credentials, Privileging and Peer Review of Healthcare Providers Professional Developm
C-02			Reserved
C-02.1			Reserved
C-03			Reserved
C-04	4/13/2009	6/15/2015	Training for Correctional Officers
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C-07			Reserved

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Medical

Section A: Governance and Administration

C-09

Reserved

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D-02	11/19/2007	6/15/2015	Reserved
D-02.1	6/11/2009	6/15/2015	Reserved
D-02.2	11/14/2009	6/15/2015	Reserved
D-02.3	11/14/2009	6/15/2015	Reserved
D-02.4	11/14/2007	6/15/2015	Reserved
D-02.5	11/14/2007	6/15/2015	Reserved
D-02.6	11/14/2007	6/15/2015	Reserved
D-02.7	11/14/2007	6/15/2015	Reserved
D-03	6/16/2016		Clinic Space, Equipment, Supplies and Staffing
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D-05			Reserved
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E-02	3/6/2016	6/15/2016	Receiving Screen - Intake
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E-07			Reserved
E-09	5/5/2011	6/15/2015	Segregated Offenders
E-10	11/14/2007	6/15/2015	Reserved
E-11			Reserved
E-12	2/18/2016	6/15/2015	Continuity of Care
E-13	3/4/2014	10/25/2016	Discharge Planning
E-14	10/4/2016	6/15/2015	Treatment of Transgender Persons

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F-01	11/14/2007	6/15/2015	Reserved
F-02	4/30/2016	4/27/2015	Medical Diets
F-02.1	6/7/2013	3/17/2016	Hunger Strike
F-03	3/4/2014	4/27/2015	Reserved

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G-02	11/14/2009	6/15/2015	Special Needs Treatment Plan
G-02.1	11/14/2007	6/15/2015	Mental Health Treatment Plan
G-03			Reserved
G-04	5/2/2015	6/15/2015	Mental Health Services
G-04.1	1/12/2016	6/15/2015	Special Needs Unit
G-04.2	4/13/2009	6/15/2015	Tele psychiatry
G-05	10/20/2016	6/15/2015	Suicide Prevention, Policies and Procedures
G-06	3/4/2011		Intoxication and Withdrawal
G-06.1	2/28/2012	6/15/2015	Methadone Treatment and Dispensing
G-07			Reserved
G-08	1/5/2015		Meritorious Goodtime for BCHS Substance Use Disorder Programs
G-10			Reserved
G-11			Reserved

<u>Chapter</u>	<u>Approved</u>	<u>Reviewed</u>	<u>Title:</u>
Chapter 11			<u>Medical</u>

Section H: Health Records

H-01	4/6/2011	6/15/2015	Health Record Format and Contents
H-01.1	7/17/2014	6/15/2015	DACS EHR iChart Module Business Rules
H-02	9/3/2010	6/15/2015	Confidentiality of Health Records and Information
H-03	9/3/2010		Access to Custody Information
H-04	11/19/2007	6/15/2015	Availability and Use of Health Records
H-05	11/19/2007	6/15/2015	Offender/Patient Access to Health Records

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I-01	11/19/2007		Clinically Ordered Seclusion
I-01.1	11/19/2007	6/15/2015	Use of Clinical Therapeutic Restraints
I-01.2	3/11/2011	6/15/2015	Use of Restraints for Pregnant Offenders
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I-02.1	11/19/2007	6/15/2015	Non-Emergency Involuntary Medication Administration
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12.1	9/3/2014	10/5/2015	Department Budget
12.2	6/29/2015	11/9/2016	Travel Policy
12.3	1/15/2015	8/2/2016	Payroll Internal Controls
12.4	1/15/2015	8/2/2016	Fiscal Controls and Auditing
12.5	5/18/2015	8/2/2016	Offender Fund Accounts
12.6	5/18/2015	8/2/2016	Procurement Card (Pcard)
12.7	7/21/2016		Capital Assets
12.8	2/2/2015	8/2/2016	Federal Funded Non-Capitalized Assets
12.9	1/15/2015	8/2/2016	Cellphone/Portable Device Authority
12.10	7/21/2016		Contract Management
12.11	7/21/2016		Vehicle Management and Use
12.12	7/21/2016		Internal Cash Box
12.13	4/2/2015	8/2/2016	Generally Accepted Accounting Principles (GAAP) Annual Reporting
12.14	4/2/2015	8/2/2016	Procurement
12.15	6/29/2015	11/9/2016	Position Control and Payroll Processing
12.16	6/29/2015	11/9/2016	Collection of Salary Overpayments
12.17	6/29/2015	11/9/2016	1099 Reporting
12.18	5/18/2015	8/2/2016	Monthly Reconciliation
12.19	5/18/2015	8/2/2016	Mail Services and Delivery
12.20	5/18/2015	8/2/2016	Fiscal Management and Document Processing
12.21	5/18/2015	8/2/2016	Fiscal Year Close-Out and Start-Up
12.22	6/29/2015	8/2/2016	Vehicle Reservations - Administration Building
12.23	5/18/2015	8/2/2016	Usage of Personal Reward Cards for Purchases
12.24	10/19/2016		Accounts Receivable Management

Chapter 13

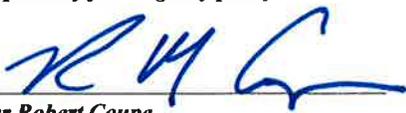
<u>Maintenance</u>			
13.4	4/2/2015	8/2/2016	Facility Planning
13.6	10/5/2015		Preventive Maintenance Plan
13.7	10/5/2015		Work Orders
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Chapter 14

<u>Food Services</u>			
14.1	5/18/2015	8/2/2016	Hazard Analysis Critical Control Point (HACCP)
14.2	5/18/2015	8/2/2016	Servsafe Certification
14.3	5/18/2015	8/2/2016	Religious Diet Program
14.4	9/5/2014	8/2/2016	Therapeutic Meal Ordering and Approval

<u>Chapter</u>	<u>Approved</u>	<u>Reviewed</u>	<u>Title:</u>
Chapter 14			<u>Food Services</u>
14.5	5/18/2015	8/2/2016	Medical Clearance, Sanitation and Hygiene
14.6	5/18/2015	8/2/2016	Time and Temperature Control
14.7	5/18/2015	8/2/2016	Local Wellness
14.8	5/18/2015	8/2/2016	Sanitation of Equipment and Utensils
14.9	5/18/2015	8/2/2016	Distressed Merchandise
14.10	3/14/2016		Warehouse Operations
14.11	3/14/2016		Safety and Security Inspections
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14.13	9/5/2014	10/5/2015	Menu Planning and Meal Service
14.14	9/5/2014	10/5/2015	Budgeting and Purchasing
14.15	6/21/2016		Alternative Meal Plan
14.16	3/14/2016		Offender Security
14.17	3/14/2016		Child Nutrition Program
14.21	5/18/2015	8/2/2016	Food Code
14.22	5/18/2015	8/2/2016	Offender Formations
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15.1	5/18/2015	8/2/2016	System Development, Technology Acquisition, Placement and Assignment
15.2	5/18/2015	8/2/2016	Relocation of Equipment
15.3	5/18/2015	8/2/2016	Acceptable Use
15.4	9/22/2015	8/2/2016	Helpdesk
15.5	5/18/2015	8/2/2016	Computer Hardware, Software, and Network Standards
15.6	6/29/2015		Computer and Printer Purchases and Replacements
15.7	5/18/2015	8/2/2016	Access to Delaware Automated Correction System (DACCS)
15.8	5/18/2015	8/2/2016	Litigation Holds and Electronic Discovery
15.9	5/18/2015	8/2/2016	Management Information Systems
Chapter 16			<u>Employee Development/Staff Training</u>
16.1	8/17/2016		Employee Development
16.2	10/5/2015		Correctional Officer Series Training and Staff Training Relief Officers
16.3	8/17/2016	11/9/2016	Initial Training Requirements for Non-Security Personnel/Assigned to Level IV/V Facil

As of today's date 11/9/2016 all current Department of Correction agency-level policies are listed in this Table of Contents. The bureaus, divisions and facilities of the Department have additional operational policies and procedures which will be maintained separately from agency policy.



Commissioner Robert Coupe

11/09/2016

Date