

<p style="text-align: center;">POLICY OF</p> <p style="text-align: center;">STATE OF DELAWARE</p> <p style="text-align: center;">DEPARTMENT OF CORRECTION</p>	<p style="text-align: center;">POLICY NUMBER</p> <p style="text-align: center;">6.3</p>	<p style="text-align: center;">PAGE NUMBER</p> <p style="text-align: center;">1 of 1</p>
<p>CHAPTER: 6</p> <p>PLANNING, INFORMATION SYSTEMS, EVALUATION and RESEARCH</p>	<p>RELATED ACA Standards</p> <p>2-CO-1C-06</p>	
<p>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE::</p>	<p>SUBJECT:</p> <p>PERSONNEL PLANNING</p>	
<p>APPROVED FOR PUBLIC RELEASE</p>		

R M C 6/22/15

I. AUTHORITY: 11 *Del. C.* §6517, 29 *Del. C.* §8903

II. PURPOSE: To establish a Department personnel planning process .

III. APPLICABILITY: All Department employees, volunteers, persons or organizations conducting business with the Department.

IV. DEFINITIONS: Director of Human Resources - Section manager of the Department Human Resources Office and Employee Development Center.

V. POLICY: It is the policy of the Department of Correction to establish a system-wide personnel planning process. This planning process shall annually assess current and future personnel needs as well as provide for recruitment, training and staff development.

It is the responsibility of the Director of Human Resources to coordinate the personnel planning process with the Executive Committee for strategic planning purposes. The plan shall be submitted to the Commissioner for review and approval prior to implementation.