

<p style="text-align: center;">POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION</p>	<p style="text-align: center;">POLICY NUMBER 8.2</p>	<p style="text-align: center;">PAGE NUMBER 1 of 2</p>
<p>CHAPTER: 8 ADMINISTRATION</p>	<p>RELATED ACA STANDARDS: 2-CO-1A-10, 2-CO-1A-11, 2-CO-1A-12, 2-CO-1A-13</p> <p>SUBJECT: ORGANIZATION OF THE DEPARTMENT</p>	
<p>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:  12/22/2014</p>		
<p>APPROVED FOR PUBLIC RELEASE</p>		

- I. **AUTHORITY:** 11 §*Del. C.* 6517; 29 *Del C.* §8902, §8903
- II. **PURPOSE:** To identify the structure of the Department and provide a written chain of command.
- III. **APPLICABILITY:** All Department employees, volunteers, persons or organizations conducting business with the Department.
- IV. **DEFINITIONS:** None
- V. **POLICY:** It is the policy of the Department of Correction to establish an organizational structure for the purposes of delegating authority, assigning responsibility, coordinating work and supervising staff.

The Delaware Department of Correction will be organized with the Commissioner of Correction as the Chief Executive Officer. There currently are four Bureaus: Administrative Services, Correctional Healthcare Services, Prisons and Community Corrections. The executive officer of each Bureau will be a Chief, appointed by and reporting directly to, the Commissioner.

The educational, operational, and administrative qualifications of the Chiefs are taken into consideration by the Commissioner in determining appointment to the position. These include at a minimum, a baccalaureate degree, five years of related administrative experience or demonstrated administrative ability and leadership.

Department administrative sections will be established to provide coordinated statewide services in the areas of Community Relations, Security, Internal Affairs or as determined by the Commissioner. The section manager of each of these sections will be selected by and report directly to the Commissioner.

The Office of the Commissioner will be responsible for publishing an organizational plan for the Department designating lines of responsibility, authority, support and liaison.

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Each bureau chief/section manager will annually submit to the Commissioner an organizational plan of their respective bureau/section. In each bureau/section plan, there shall be a clear delineation of the structure and personnel, including Department employees, volunteers and persons or organizations conducting business with or providing a service to the Department.

The purposes of the organizational plan shall be to provide for maximum utilization of staff and resources, to identify areas of responsibility, and to promote certainty among staff as to functions within the Department.