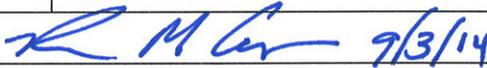


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| <p style="text-align: center;">POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION</p> | <p style="text-align: center;">POLICY NUMBER 8.6</p> | <p style="text-align: center;">PAGE NUMBER 1 of 2</p> |
| | <p>RELATED ACA STANDARDS: 2-CO-1A-05, 2-CO-1A-16, 2-CO-1A-17</p> | |
| <p>CHAPTER: 8 Administration</p> | <p>SUBJECT: DEPARTMENT POLICY AND PROCEDURES MANUALS</p> | |
| <p>APPROVED BY THE COMMISSIONER:  9/3/14</p> | | |
| <p>EFFECTIVE DATE:</p> | | |
| <p>APPROVED FOR PUBLIC RELEASE</p> | | |

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

II. PURPOSE: To authorize the establishment of a series of policy and procedure manuals.

III. APPLICABILITY: All Department employees, volunteers, visitors, persons or organizations conducting business with the Department; all offenders under the supervision of the Department.

IV. DEFINITIONS: Facility/Office Administrator - Warden, district office supervisor, comptroller, or other manager as designated by a bureau chief/section manager.

V. POLICY: It is the policy of the Department of Correction to establish a series of inter-related policy and procedure manuals to govern the administration and operation of the Department. The first in this series shall be the Department Policy Manual which specifies the Department's policies, programs and services offered. The policy manual will authorize the establishment of the bureau/section procedures. It will be the responsibility of the Commissioner to disseminate the Department Policy Manual to all bureau chiefs/section managers. In addition, this manual shall be made available for review by all employees. Policies deemed sensitive to security operations will not be available to the public. Policies deemed appropriate for public release will be available on the Department website.

As authorized, each bureau chief/section manager will develop a manual of procedures for their respective bureaus/sections. These procedure manuals should provide for the uniform administration of each bureau/section and authorize the establishment of standard operating procedures for each facility/office.

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Each facility/office administrator, as designated by their bureau chief/section manager, will be responsible for developing and maintaining a current operating manual consistent with their respective bureau/section procedures. Each facility/office operating manual should provide detailed outlines and instructions for day-to-day operations.

The Commissioner and/or designated staff will consult with other agencies within the criminal justice system, and community service agencies, in the formulation of agency policies and procedures.

The Commissioner, Executive Committee, and the Department's legal counsel must review and approve all proposed policies prior to adoption. The Commissioner will ensure all policies are reviewed annually and revised if necessary.

Policies will be developed in accordance with Delaware code and will be consistent with applicable American Correctional Associations Standards.