



NEWS RELEASE

DELAWARE DEPARTMENT OF CORRECTION

Commissioner Monroe B. Hudson, Jr.

Presented by Jason P. Miller, Chief of Communications and Community Relations

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John Sebastian named Bureau Chief of Administrative Services

Dover, DE – Department of Correction Commissioner Monroe B. Hudson Jr. announced that he has appointed Deputy Chief of Administrative Services John Sebastian as Chief of the Bureau of Administrative Services. Chief Sebastian replaces Chief of Administrative Services Jennifer Biddle who was recently appointed to a senior leadership position in the Delaware Department of Human Resources. Sebastian assumed his new position this week.

“John Sebastian has demonstrated over more than three decades his ability to advance the Department of Correction’s dual mission to strengthen public safety and support offender rehabilitation,” **Commissioner Monroe B. Hudson Jr. said.** “Starting as a Probation Officer followed by more than 25 years in supervisory and senior leadership positions he has helped transform our Department by leveraging data and rigorous assessment, cutting edge programs, staff training and support, and responsive offender supervision techniques. John understands DOC operations, the strengths of our exceptional employees, and the opportunities and challenges of building a cutting-edge correctional system better than anyone. As Chief of Administrative Services he is a valued and capable senior member of our Leadership Team.”

Chief Sebastian joined the Department of Correction in 1991, completing his Academy training as a Probation Officer after earning a Criminal Justice Degree from the University of Delaware. He served in a variety of positions of increasing responsibility, earning promotions to Senior Probation and Parole Officer in 1995 and Probation and Parole Supervisor in 2001, where he led a team of Officers, developed and implemented policies, and provided staff training. He was named Kent County Operations Administrator for Probation and Parole in 2011, where he helped lead short and long range strategic planning, developed, implemented and evaluated supervision programs, collaborated with community, government and law enforcement partners, and participated in budget preparation. He was promoted to Statewide Probation and Parole Director in 2013, where he maintained responsibility for Probation and Parole operations and programs in all three counties, provided leadership in preparing and administering the annual budget, and coordinated supervision programs and activities with the court system, Board of Parole,

correctional facilities, and law enforcement agencies. He was elevated to Deputy Chief of Community Corrections in 2016, where he assisted in providing leadership across Probation and Parole and Level IV Work Release and Violation of Probation facilities statewide with a focus on facility operations, central offender records, strengthening facility and program standards and policies, and training programs while also serving as the DOC's legislative liaison providing legislative and policy leadership across the Department. Sebastian was appointed Deputy Chief of Administrative Services in 2017, where he has led several department-wide programs including an expanded employee recruitment effort and provided oversight and guidance of fiscal management, human resources, central offender records, and legal services, while remaining the Department's legislative liaison.

“I am honored to lead DOC's Administrative Services team that provides critical services and support to more than 2,600 Officers and staff members and that collaborates across state government and with others to secure the resources needed to achieve our important mission,” **Chief of Administrative Services John Sebastian said.**

The Bureau of Administrative Services is responsible for recruitment, retention, fiscal management, and offender records functions across the Department of Correction. Within the Bureau the Central Business Office is responsible for payroll processing, accounts payable and receivable, budget preparation, budget development and implementation, contracts, grant management, and fleet management. The Office of Human Resources is responsible for recruitment planning and selection, personnel transactions, benefits, position management, classification and compensation, labor relations, discipline, equal employment opportunity enforcement, and supporting employee training. The Central Offender Records Unit is responsible for sentence calculations and all legal matters of those offenders incarcerated at a Level V and Level IV facility in collaboration with the courts, DOC facilities, and others as well as assisting other agencies in obtaining information for offenders in custody or no longer in custody.