

<p style="text-align: center;">MICHIGAN DEPARTMENT OF CORRECTIONS</p> <h1 style="text-align: center;">POLICY DIRECTIVE</h1>	<p>EFFECTIVE DATE 04/19/09</p>	<p>NUMBER 01.01.101</p>
<p>SUBJECT DEPARTMENT ORGANIZATION AND RESPONSIBILITY</p>	<p>SUPERSEDES 01.01.101 (02/02/09)</p>	
<p>AUTHORITY MCL 18.1483-1487, 791.201 - 205, 791.221, 791.231, 791.231a, 791.261 - 263, 791.271, 791.302, 791.251, et seq., 791.401, et seq.; 798.11, et seq., 800.321, et seq.; Administrative Rule 791.2205</p>		
<p>ACA STANDARDS 2-CO-1A-08, 2-CO-1A-13, 2-CO-1B-01, 2-CO-1F-04, 2-CO-1F-08, 2-CO-2A-01, 2-CO-2A-02, 2-CO-2B-01, 3-3002, 3-3003, 3-3011, 4-4003, 4-4006, 4-4028, 4-4035, 4-4350, 4-4530, 1-ABC-1A-01, 1-ABC-1A-06, 1-ACRS-1B-01, 3-ACRS-1A-06, 4-ACRS-7D-03, 4-ACRS-7D-35</p>		
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**POLICY STATEMENT:**

The Department's organizational structure, authority, and administrative responsibility is as set forth in this policy directive.

**POLICY:**

DIRECTOR'S OFFICE

- A. The Director is the chief administrative officer of the Department and thus is responsible for the overall operation of the Department. The Director may appoint special assistants to oversee specialized areas within the Department.
- B. The Director's Office also includes the following:
  - 1. The Office of Quality Assurance, which is supervised by an Administrator. This Office is responsible for monitoring and ensuring continuous quality within the Department, as specified by the Director.
  - 2. The Office of Public Information and Communications, which is supervised by an Administrator. The Administrator serves as the Department's chief spokesperson with the news media. The Office is responsible for coordinating the Department's contacts with the news media, including the types of information to be released. The Office also is responsible for providing information about Department activities to the general public.
  - 3. The Legislative Affairs Section, which is supervised by the Director's Administrative Assistant. The Section is responsible for coordinating the Department's legislative liaison activities.
  - 4. The Michigan Parole and Commutation Board, which is comprised of fifteen members appointed by the Governor, one of whom is designated as the Chairperson. The Chairperson is responsible for the management and operation of the Board. The Board is responsible for all parole decisions, including establishing the terms and conditions of parole and parole revocation, and the processing of cases for reprieve, commutation, and pardon. The Chairperson also supervises the following:
    - a. The Office of the Michigan Parole and Commutation Board, which is supervised by an Administrator. The Office is responsible for providing administrative and support services to the Board. The Office includes the following:
      - (1) The Field Services Section, which provides investigative support and

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information to the Board in the parole revocation and parole discharge processes. The Section also is responsible for the screening and assessment of parole consideration cases prior to the Board's review.

- (2) The Parole and Commutation Board Services Section, which provides administrative support to the Board in the lifer consideration process, coordinates litigation activities against the Board, and provides investigative support and information to the Board in the processing of prisoners for parole and enforcement of conditions of parole. The Section also is responsible for operation of the crime victim notification process pursuant to the William Van Regenmorter Crime Victim Notification Act (MCL 780.751 et seq.).

#### CORRECTIONAL FACILITIES ADMINISTRATION (CFA)

- C. CFA is headed by a Deputy Director, who reports to the Director. The CFA Deputy Director is responsible for the operation of all correctional institutions, including camps, operated by the Department.
- D. The CFA Deputy Director supervises the following:
  1. The Bureau of Health Care Services (BHCS), which is supervised by an Administrator. The Bureau is responsible for the coordination and monitoring of health care services for prisoners in Department correctional facilities. The Administrator supervises the following:
    - a. The BHCS Operations Division, which is supervised by an Administrator. The Division is responsible for all operational functions within BHCS, ensuring consistency and accountability throughout the Bureau. The BHCS Operations Division Administrator supervises the following:
      - (1) The Chief Medical Officer, who is administratively housed in BHCS but reports to the Director for medical policy purposes. The Chief Medical Officer is responsible for oversight and direction regarding medical and clinical practice of prisoner health care.
        - (a) Regional Medical Officers, who are responsible for oversight of medical and clinical services provided within geographic regions as determined by the BHCS Administrator. Regional Medical Officers report to the Chief Medical Officer.
      - (2) Regional Health Administrators, who are responsible for oversight of program development and all health care services provided within geographic regions as determined by the BHCS Administrator.
      - (3) Risk Prevention Coordinator, who is responsible for risk management within the Bureau.
      - (4) Health Information Compliance Coordinator, who is responsible for coordinating medical record documentation, including use of the electronic medical record.
      - (5) Mental Health Services Coordinator, who is responsible for coordinating the provision of psychological services to prisoners.
    2. Regional Prison Administrators, who are responsible for oversight of CFA institutions within geographic regions as determined by the CFA Deputy Director.
      - a. Each CFA institution is administered by a Warden, who reports to a Regional Prison

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Administrator. The Warden is responsible for the overall operation of the institution, including formulating annual goals for the institution and translating those goals into measurable objectives.

3. The Operations Division, which is supervised by an Administrator. The Division is responsible for providing programming support to CFA institutions. The Administrator also serves as the Department's Emergency Response Team Coordinator and Honor Guard Coordinator. The Administrator supervises the following:
  - a. The Central Records Section, which is supervised by the Records Administrator. The Section is responsible for the coordination and oversight of the prisoner time computation process, including auditing facility timekeeping processes and criminal history inquiries on the Law Enforcement Information Network (LEIN). The Section also is responsible for the maintenance of prisoner Central Office files, detainer processing, prisoner record retention, implementation of the Sex Offenders Registration Act, and sentencing interpretation. The Records Administrator provides technical assistance to the Department's Records Office Supervisors in these areas.
  - b. The Classification and Placement Section, which is responsible for coordinating prisoner transfers pursuant to PD 05.01.140 "Prisoner Placement and Transfer".
  - c. Emergency Management Section, which is responsible for coordinating Emergency Response Teams throughout the Department and providing technical assistance to staff on disturbance control issues. The Manager acts as the Department's Emergency Management Coordinator and represents the Department in the State Emergency Operations Center. The Manager also represents the Department in the Michigan Intelligence Operations Center; this includes at least semi-annual consultation with the Center on terrorism related matters in accordance with ACA standards.
  - d. The Food Service Section, which is responsible for coordinating dietary programs and food service sanitation in compliance with federal, state and local regulations and standards.
  - e. The Offender Reentry Section, which is responsible for coordinating Correctional Facilities Administration's prisoner reentry efforts.
  - f. The Transportation Section, which is responsible for the operation and direction of all prisoner transportation within CFA as well as for specifically identified transportation within FOA. The Manager also supervises the radio shop.
  - g. The American Correctional Association (ACA) Coordinator, who oversees the ACA accreditation process and provides technical assistance to staff in this area.
  - h. The Special Activities Coordinator, who is responsible for coordinating religious services and chaplaincy, the outreach volunteer program, library services, leisure time activities, and hobbycraft programs, and provides technical assistance to staff in these areas.
4. The Office of Employment Readiness, which is supervised by an Administrator. The Office is responsible for the management and coordination of offender education and programming activities. The Administrator supervises the following:
  - a. The Educational Services Section, which is responsible for coordinating educational and vocational programming for prisoners.

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- b. Michigan State Industries (MSI), which is responsible for the overall control, management, and supervision of prison industry programs.
  - c. The Prison Build Program, which is responsible for the training of prisoners in the building and horticulture trades and, through prisoner labor, providing housing and related products for low-income families with the assistance of local units of government and nonprofit organizations.
5. The Security Threat Groups Coordinator, who is responsible for the tracking and monitoring of security threat groups as set forth in PD 04.04.113 "Security Threat Groups".

#### FIELD OPERATIONS ADMINISTRATION (FOA)

- E. FOA is headed by a Deputy Director, who reports to the Director. FOA Deputy Director is responsible for the management and operation of all facilities, services, and programs in FOA and for providing investigative support, information, and sentencing recommendations to the courts in criminal cases.
- F. The FOA Deputy Director supervises the following:
- 1. Regional Administrators, who are responsible for oversight of field operations for parole and probation in geographic regions as determined by the FOA Deputy Director. Regional Administrators are responsible for operations within their respective regions, including budget planning and management, new program implementation, and administration of adult felony probation services, parole supervision, and absconder recovery units. Regional Administrators are responsible for all staff assigned to their respective regions and for enforcement of applicable Department policies and procedures in their respective regions.
    - a. Each region within FOA has two Deputy Regional Administrators. Deputy Regional Administrators assist the Regional Administrators in the performance of their duties and directly supervise the Area Managers and Absconder Recovery Units.
    - b. Each geographic area within FOA is supervised by an Area Manager. Area Managers are assigned areas of responsibility by the Regional Administrator with the concurrence of the FOA Deputy Director.
  - 2. The Office of Parole and Probation Services, which is supervised by an Administrator. The Administrator supervises the following:
    - a. The Program Services Section, which is responsible for oversight of residential reentry programs and facilities and sex offender management. This Section also is responsible for implementing the interstate compact for parolees and probationers.
    - b. The Electronic Monitoring Center, which monitors all FOA offenders and discharged sex offenders for whom electronic monitoring is required. The Section also oversees Department LEIN entries and warrant verifications and cancellations.

#### OPERATIONS SUPPORT ADMINISTRATION (OSA)

- G. OSA is headed by an Administrator, who reports to the Director. The OSA Administrator provides oversight of all Central Office staff support functions and for providing internal organizational support to the Department's operational units. The OSA Administrator also provides Department oversight of all human resource services provided to Department staff by the Civil Service Commission. The Administrator supervises the following:
- 1. The Bureau of Fiscal Management, which is supervised by an Administrator. The Bureau is responsible for coordinating the budget development process, financial management, and

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contract management for the Department. The Bureau monitors the fiscal operations of the Department to ensure compliance with policy, the Department of Management and Budget's Administrative Guide for State Government, and with generally accepted accounting principles. This Bureau also is responsible for purchasing for Central Office. The Administrator reports to the Director on substantive fiscal issues. Within the Bureau of Fiscal Management are the following:

- a. The Office of Risk Management, which is supervised by the Risk Management Coordinator. The Office is responsible for identifying, assessing, and managing risk within the Department. This includes conducting risk assessments of policies, procedures, activities, and related processes within the Department, following the risk assessment methodology set forth in the Department of Management and Budget's General Framework document for evaluating internal controls as set forth by MCL 18.1483 - 18.1489. The Office also is responsible for developing strategies for change and practical solutions to manage risk within the Department.
  - b. The Budget Division, which is supervised by a Manager. The Division is responsible for developing the Department's annual budget request to the Governor's Office and the Legislature, including meeting with the State Budget Office and the legislature. The Division also is responsible for developing annual spending plans for the Department.
  - c. The Finance Division, which is supervised by a Manager. The Division is responsible for revenue and expenditure projections, legislative and administrative transfers, procurement functions, contract management, and depositing and accounting for fees collected from parolees and probationers. This Division also is responsible for processing payment for all goods received and services incurred by Central Office.
  - d. The Physical Plant Division, which is supervised by a Manager. The Division is responsible for development of new construction, remodeling, and major maintenance projects and Department fire safety standards and environmental affairs. The Division also ensures Department facilities meet applicable federal, state, and local sanitation, safety, and health codes.
  - e. The Financial Services Section, which is supervised by a Manager. The Section is responsible for establishment and maintenance of an appropriate account structure to record Department-wide revenues, expenditures, assets, and liabilities in accordance with state law and generally accepted accounting principles.
2. The Office of Equal Employment Opportunity and Recruitment, which is supervised by an Administrator. The Office is responsible for coordinating the Department's compliance with the Americans with Disabilities Act, distributing and monitoring compliance with the Department's Equal Employment Opportunity (EEO) Plan, investigating discriminatory harassment and EEO complaints, and the recruitment of new employees. It also serves as the Department's liaison with the Civil Service Commission for EEO issues.
  3. The Office of New Employee Training and Professional Development, which is supervised by an Administrator. The Office is responsible for coordinating all new employee and in-service training for staff, including leadership training. The Administrator also supervises the Ordnance Unit.
  4. The Labor Relations Section, which is responsible for responding to staff grievances and unfair labor practice charges and representation at related conferences, hearings, arbitration, and contract disputes. The Section also is responsible for Department level contract negotiations and labor/management processes as well as the Department's controlled substance and alcohol testing program and work fit program.

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5. The Office of Legal Affairs, which is supervised by an Administrator. The Administrator is responsible for the coordination of Department communications with the Department of Attorney General regarding legal issues that affect the Department. The Administrator also serves as the Department's Hearings Administrator for formal administrative hearings conducted pursuant to the Hearings Division statute (MCL 791.251, et seq.). The Administrator reports to the Director on substantive legal and policy issues. Within the Office of Legal Affairs are the following:
  - a. The Freedom of Information Act Section, which is responsible for coordinating the Department's compliance with the Freedom of Information Act (MCL 15.231, et seq.).
  - b. The Grievance and Appeals Section. The Section is responsible for review of appeals from all formal administrative hearings and coordinating investigations and decisions of prisoner grievances at the third step. The Section is also responsible for coordinating prisoner property reimbursement with the State Administrative Board.
  - c. The Litigation Section, which is responsible for coordinating the litigation activities against the Department or its employees with the Department of Attorney General. The Section also is responsible for coordinating the Department's compliance with court orders issued in litigation against the Department or its employees, including consent decrees and settlements.
  - d. The Policy and Rules Development Section, which is responsible for development of the Department's administrative rules, Director's Office Memoranda, and policy directives. It also is responsible for maintaining the documentation system for the Department's administrative rules, Director's Office Memoranda, policy directives, and operating procedures issued by the Director.
  
6. The Internal Affairs Division, which is headed by an Administrator. The Division is responsible for conducting or directing the investigation of allegations of felonious conduct by staff and other allegations against staff as determined by the Director.

PLANNING AND COMMUNITY DEVELOPMENT ADMINISTRATION (PCDA)

- H. PCDA is headed by a Deputy Director, who reports to the Director. The PCDA Deputy Director is responsible for planning and developing initiatives within the Department and local communities while implementing the Department's plans to control prison growth, including the Michigan Prisoner Reentry Initiative.
  
- I. The PCDA Deputy Director supervises the following:
  1. The Office of Community Corrections, which is supervised by an Administrator. The Office is responsible for implementation of the Community Corrections Act (MCL 791.401, et seq.) and implementation of substance abuse services and contracts for the Department. Included in the Office are the following:
    - a. The County Jail Services Section. The Section is responsible for inspecting and auditing county jails for compliance with state law and administrative rules and reviewing and providing technical assistance and consultation services to the jails. The Section also is responsible for reviewing and approving all requests from county jails for reimbursement under the Department's Jail Reimbursement Program for the cost of housing offenders diverted to jail.
    - b. The Substance Abuse Programs Section. The Section is responsible for overall

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planning, monitoring and evaluation of prisoner substance abuse programming, including substance abuse testing.

2. The Office of Offender Reentry, which is supervised by a Manager. The Office is responsible for coordinating the implementation of the Michigan Prisoner Reentry Initiative with Department staff, community agencies, and the public.
3. The Office of Research and Planning, which is supervised by an Administrator. The Office provides corrections research including statistical analyses, legislative impact studies, program evaluation, validation reports, and prisoner population projections. The Office also responds to requests for data on offenders and prepare short-term analyses and program reviews.
  - a. The Automated Data Systems Section is within the Office of Research and Planning. The Section is responsible for all aspects of the automated data processing and computerized information systems, including establishing Department standards and management of usercode and password maintenance.
4. The Office of Public Affairs, which is supervised by a Manager. The Office is responsible for liaison activities with the public on the Michigan Prisoner Reentry Initiative and other issues as determined by the PCDA Deputy Director.

#### PROCEDURES

- J. Operating procedures are not required for this policy directive.

#### AUDIT ELEMENTS

- K. There are no audit elements for this policy directive.

APPROVED: PLC 04/17/09