

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>		EFFECTIVE DATE 12/06/2015	NUMBER 01.01.101
SUBJECT DEPARTMENT ORGANIZATION AND RESPONSIBILITY		SUPERSEDES 01.01.101 (09/18/13)	
		AUTHORITY MCL 15.231 et seq., 18.1483-1487, 780.751 et seq., 330.2003 et seq., 791.201-205, 791.221, 791.231, 791.231a, 791.251 et seq., 791.261-263, 791.271, 791.302, 791.401 et seq., 798.11 et seq., 800.321, et seq.; Admin. Rule 791.2205; Executive Order 2011-4	
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**POLICY STATEMENT:**

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

**POLICY:**

DIRECTOR'S OFFICE

- A. The Director is the Chief Administrative Officer of the Department and is responsible for the overall operation of the Department. The Director may appoint special assistants to oversee specialized areas within the Department. The Director's Office supervises the following:
1. The Office of Public Information and Communications. The head of this Office is the Department's chief spokesperson with the news media and reports directly to the Director. 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.
  2. The Legislative Affairs Section. This Section is responsible for coordinating the Department's legislative liaison activities and reports directly to the Director.
  3. Reentry Administration which includes:
    - a. Program Development, which is responsible for research of evidence-based practices and national best practice models, gatekeeping the process for implementing new programs within the Department, managing the quality assurance and improvement process within the Reentry Administration, program training, establishing systems to track and analyze program effectiveness and efficiencies, implementation and training of clinical assessments, and collaborating with other state and community agencies by representing the Department regarding reentry programming.
    - b. Reentry Services, which oversees offender reentry processes beginning at prison intake until parole or discharge. In collaboration with interdepartmental and community agencies, the Section ensures a smooth transition from prison into the community.
    - c. The Parole Release Unit (PRU), which coordinates the timely placement and release of all prisoners from correctional institutions to placements in the community. The Unit also coordinates Holmes Youthful Trainee placement investigations statewide.
    - d. Community Corrections Services, which works with the Field Operations Administration (FOA) and local units of government to reduce admissions to prison, improve local jail utilization, and reduce recidivism while improving rehabilitative services to offenders and strengthening offender accountability. In addition, Community Corrections Services is responsible for the Lake County Residential Reentry Program.
    - e. The Education Section, which is responsible for coordinating academic and vocational programming for prisoners.

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4. The Office of Executive Affairs (OEA), which includes:
  - a. The Effective Process Improvement and Communication (EPIC) Section which is responsible for evaluating and monitoring process improvement and communication in work areas throughout the Department. This also includes MDOC Scorecard Activities, liaison with the Office of Good Government, and Strategic Planning.
  - b. The Internal Affairs Division which is responsible for conducting or directing the investigation of allegations of employee misconduct and other investigations as determined by the Director or designee.
  - c. The Discipline Section which is responsible for all employee discipline.

CORRECTIONAL FACILITIES ADMINISTRATION (CFA)

- B. CFA is headed by a Deputy Director who is responsible for the operation of all correctional institutions operated by the Department and supervises the following:
  1. Assistant Deputy Directors (ADD), 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 an ADD. The Warden is responsible for the overall operation of the institution.
  2. The Operations Division, which is responsible for providing programming support to CFA institutions. The ADD of the Operations Division serves as the Department's Emergency Response Team Administrator/Coordinator and Honor Guard Administrator/Coordinator. Included in the Division are 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 data entry. The Records Administrator provides technical assistance to the Department's Records Office Supervisors in these areas.
    - b. The Classification Section, which is responsible for coordinating prisoner transfers pursuant to PD 05.01.140 "Prisoner Placement and Transfer."
    - c. The Emergency Management Section, which is responsible for coordinating Emergency Response Teams throughout the Department and providing technical assistance to staff on disturbance control issues as well as tracking and monitoring security threat groups as set forth in PD 04.04.113 "Security Threat Groups." The Section 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, and supervises the Radio Shop.
    - d. The Transportation Section, which is responsible for the operation and direction of all prisoner transportation within CFA as well as for other specifically identified transportation.
    - e. The Performance Audit Specialist, who conducts performance audits annually of designated facilities, oversees the CFA performance audit process, and provides technical assistance to staff in this area.
    - f. The Special Activities Coordinator, who is responsible for coordinating religious

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services and chaplaincy, the outreach volunteer program, library services, leisure time activities, hobby craft programs, and provides technical assistance to staff in these areas.

3. Bureau of Health Care Services (BHCS) which is responsible for the coordination and monitoring of health care services for prisoners in Department correctional facilities. The BHCS Administrator supervises the following:
  - a. The Chief Medical Officer, who is administratively housed in BHCS but reports to the CFA Deputy Director for medical policy purposes. The Chief Medical Officer is responsible for oversight and direction regarding medical and clinical practice of prisoner health care.
    - (i) 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.
  - b. The Chief Psychiatric Officer, who is administratively housed in BHCS but reports to the CFA Deputy Director for psychiatric policy purposes. The Chief Psychiatric Officer is responsible for oversight and direction regarding psychiatric practice of prisoner health care.
  - c. Mental Health Services, which provides oversight of program development for prisoner mental health services, as determined by the BHCS Administrator. The Administrator of Mental Health Services serves as Director of the Corrections Mental Health Program for mental health services provided under MCL 330.2003 *et seq.*
  - d. 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.
  - e. The Health Information Compliance Coordinator, who is responsible for coordinating medical record documentation, including use of the electronic medical record.
  - f. The Corrections Mental Health Program Rights Specialist, who is responsible for ensuring prisoners are receiving mental health care services consistent with state and federal law and applicable Department policies and procedures.
  - g. The Grievance and Complaints Section, which is responsible for responding to prisoner health care issues raised by prisoners and others. This includes responding to Step III grievances referred for response by the Grievance Section of the Office of Legal Affairs.

#### FIELD OPERATIONS ADMINISTRATION (FOA)

- C. FOA is headed by a Deputy Director who is responsible for the management and operation of all services and programs in FOA and for providing investigative support, information, and sentencing recommendations to the courts in criminal cases. The FOA Deputy Director supervises the following:
  1. Assistant Deputy Directors (ADD), who are responsible for oversight of field operations for parole and probation in geographic territories as determined by the FOA Deputy Director. ADDs are responsible for operations within their respective territories, including new program implementation and administration of adult felony probation services, and parole supervision. ADDs are also responsible for all staff assigned to their respective territories and for enforcement of applicable Department policies and procedures in their respective territories.
    - a. Each territory within FOA has two Operations Administrators. Operations Administrators assist the ADDs in the performance of their duties and directly supervise the Region Managers.

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- b. Each geographic territory is comprised of Regions. Each Region is supervised by a Region Manager. Region Managers are assigned areas of responsibility by the ADD with the concurrence of the FOA Deputy Director.
2. The Office of Parole and Probation Services, which is managed by an ADD, includes the following:
  - a. The Program Services Section, is responsible for the supervision of the Sex Offender Management Unit, including Internet Crimes Against Children (ICAC) Agents, Embedded Agents, Interstate Compact, Intensive Detention Reentry Program (IDRP) at the Ingham County Jail, the Parole Violation Unit, the Parole Supervision Unit and the Parole Discharge Unit.
  - 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.
  - c. The Parole Services Section, which provides investigative support and information to the Parole Board in the parole revocation, supervision, and discharge processes.
  - d. The Detroit Reentry Center (DRC), which houses parolees who are required, as a specific condition of their parole, to participate in and satisfactorily complete reentry programming, as well as parole violators who are believed to have violated a condition of parole and are being considered for parole revocation proceedings or other appropriate action. The goal of the Center is to enhance public safety and parole success. DRC provides programming of targeted probation violators.
  - e. The Detroit Detention Center (DDC) which is responsible for housing persons 17 years of age or older who have been arrested by the Detroit Police Department and/or the Michigan State Police, but not yet arraigned.
3. The Absconder Recovery Unit, which is responsible for investigating, locating, and arresting escapees, parole violators, and probationers as set forth in PD 06.01.130 "Absconder Recovery Unit."
4. The Parole Board, which is comprised of ten members appointed by the Director, 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 relieve, commutation, and pardon. The Chairperson also supervises the following:
  - a. The Office of the Parole Board, which is responsible for providing administrative and support services to the Board, including in the parole and lifer consideration process. The Office 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.*).

#### BUDGET AND OPERATIONS ADMINISTRATION (BOA)

- D. BOA is headed by a Deputy Director who provides oversight of all Central Office staff support functions and for providing internal organizational support to the Department's operational units. The BOA Deputy Director also provides Department oversight of all human resource services, including services related to equal employment opportunity and allegations of discriminatory harassment provided to Department staff by the Civil Service Commission. The BOA Deputy Director supervises the following:
  1. Fiscal Management monitors the fiscal operations of the Department to ensure compliance with policy, the Administrative Guide for State Government, and generally accepted accounting principles. Included in Fiscal Management are the following:
    - a. The Budget, Accounting and Projections Division, which 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 revenue and expenditure projections and legislative and administrative transfers. In addition, the Division is responsible for developing annual spending plans for the Department; depositing and accounting for fees collected from parolees and probationers; establishing and maintaining appropriate account structure to record Department-wide revenues, expenditures, assets, and liabilities in accordance with state law and generally accepted accounting principles. In addition, this Division is responsible for processing payment for all goods received and services for the Department, and for reviewing and approving all requests from county jails for reimbursement for the cost of housing offenders directed to jail.

- b. The Procurement, Monitoring and Compliance Division is responsible for monitoring contracts entered into or on behalf of the Department, procurement functions, biennial Internal Control Evaluations (ICE) and will also be responsible for coordination of audits; Office of Risk Advisory Service Audits, Office of the Auditor General Audits. This Division oversees the Prison Rape Elimination Act (PREA) Section, which is responsible for monitoring the Department's compliance with PD 03.03.140 "Prohibited Sexual Conduct Involving Prisoners" and coordinating implementation of federal PREA Standards.
  - c. The Physical Plant Division, which is responsible for development of new construction, remodeling, major maintenance projects, Department fire safety standards, and environmental affairs. The Division also ensures Department facilities meet applicable federal, state, and local sanitation, safety, and health codes. The Division also is responsible for inspecting and auditing county jails for compliance with state law and administrative rules.
2. The Office of Legal Affairs. The Administrator of the Office is responsible for foreign nationals, legal matters, and the coordination of Department communications with the Department of Attorney General regarding litigation that affects the Department. Included in the Office 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 Section, which is responsible for coordinating investigations and decisions of prisoner grievances at the third step. The Section is also responsible for coordinating prisoner property reimbursement claims submitted to the State Administrative Board.
  - c. The Litigation Section, which is responsible for coordinating the litigation activities against the Department and/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 Section, which is responsible for developing and maintaining the Department's administrative rules, Director's Office Memoranda, policy directives, and operating procedures issued by the Director.
  - e. The Rehearing Section, which is responsible for review of appeals from all formal administrative hearings. The Section Manager serves as the Department's Hearings Administrator pursuant to MCL 791.251. The hearing officers fall under the supervision of Licensing and Regulatory Affairs (LARA) pursuant to Executive Order 2011 - 4.
3. The Office of Research and Planning, which provides corrections research including statistical analyses, legislative impact studies, program evaluation, validation reports, prisoner population projections, and establishes Department standards and management of user code and password maintenance. The Office also responds to requests for data on offenders and

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- prepares short-term analyses and program reviews.
- a. The Automated Data Systems Section, which is responsible for all aspects of the automated data processing and computerized information systems.
4. The Training Division, which is responsible for coordinating all new employee and in-service training for staff, including leadership training, and recruiting new employees.
    - a. The Ordnance Unit, which is responsible for researching and evaluating ordnance to be used by the Department and for the development and revision of the Department's Ordnance Manual. The Unit also is responsible for development, implementation, and evaluation of all ordnance related training.
  5. The Labor Relations Section, which is responsible for responding to staff grievances and unfair labor practice charges and representation of the Department at related conferences, hearings, arbitrations, and contract disputes. The Section also is responsible for Department contract negotiations with labor and other labor/management issues as well as the Department's controlled substance and alcohol testing program and work fit program.
  6. Michigan State Industries (MSI), which is responsible for the overall control, management, and supervision of prison industry programs.

#### PROCEDURES

- E. Procedures are not required for this policy directive.

#### AUDIT ELEMENTS

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

APPROVED: HEW 12/08/15