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|  <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p> | Directive Number 1.2 | Effective Date 12/16/2022 | Page 1 of 4 |
| | Supersedes Organization, dated 9/24/2021 | | |
| Approved By  Commissioner Angel Quiros | Title Organization | | |

1. Policy. The Department of Correction is administered by the Commissioner of Correction who shall be responsible for the overall management and direction of the Department. The Commissioner shall ensure that the statutory duties of the Department are carried out.

2. Authority and Reference.

- a. Public Law 108-79, Prison Rape Elimination Act of 2003.
- b. 28 C.F.R. 115, Prison Rape Elimination Act National Standards.
- c. Connecticut General Statutes, Sections 4-5 through 4-8, 18-78, 18-80 and 18-81.
- d. Administrative Directives 1.6, Monthly and Annual Reports; 1.12, Employee Legal Counsel/Representation; 2.1, Equal Employment Opportunity and Affirmative Action; 2.2, Sexual Harassment; 6.12 Inmate Sexual Abuse/Sexual Harassment Prevention and Intervention.

3. Definitions and Acronyms. For the purposes stated herein, the following definitions and acronyms apply:

- a. Division. An organizational component of the Department administered by a Division Administrator who reports directly to the Commissioner or Deputy Commissioner.
- b. Division Administrator. A Deputy Commissioner or Division-level Director.
- c. PREA. Prison Rape Elimination Act.
- d. Unit. A subdivision of the Department, subordinate to a Division, administered by a Unit Administrator. A unit may be a correctional facility, a Parole and Community Services office, or an entity that provides a specific Department support function.
- e. Unit Administrator. A Correctional Warden or Unit-level Director.

4. Appointments and Availability.

- a. The Commissioner of Correction shall be appointed by and serve at the pleasure of the Governor.
- b. The following positions shall be appointed by and serve at the pleasure of the Commissioner of Correction:
 - i. Deputy Commissioner of Operations and Rehabilitative Services;
 - ii. Deputy Commissioner of Administration;
 - iii. Correctional Warden-1;
 - iv. Correctional Warden-2;
 - v. Correctional Warden-3;
 - vi. Superintendent of Schools;
 - vii. Executive Assistant-1 and;
 - viii. Executive Assistant-2
- c. Each appointee shall be available 24 hours a day in order to respond to emergencies, except in cases where a subordinate manager or supervisor is placed in an acting capacity. Each Correctional Warden shall be responsible for the operations of his/her assigned facility on a 24-hour basis, seven (7) days a week.

5. Divisions Reporting to the Commissioner.

- a. Division of Operations and Rehabilitative Services. The Operations and Rehabilitative Services Division shall be administered by the Deputy Commissioner of Operations and Rehabilitative Services who shall report directly to the Commissioner of Correction. The Operations and Rehabilitative Services Division shall consist of the following components:
 - i. Units
 1. Community Release Unit;

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2. Educational Services Unit;
 3. External Security/Internal Security;
 4. Offender Classification and Population Management Unit;
 5. Offender Programs Unit;
 6. Offender Re-Entry Unit;
 7. Operations Unit;
 8. Parole and Community Services;
 9. Programs and Treatment;
 10. Religious Services Unit;
 11. Sentence Calculation and Interstate Management Unit; and,
 12. Volunteer and Recreation Services Unit.
- ii. Districts.
1. The Departments Facility Jurisdiction shall be split between two (2) Districts, which shall each be managed by a District Administrator. Each District Administrator shall report directly to the Deputy Commissioner of Operations and Rehabilitative Services.
 - a. Each facility's district oversight shall be identified on Attachment A, Facility Jurisdiction of this directive.
- iii. Parole and Community Services Division. Parole and Community Services Division shall be administered by the Director of the Parole and Community Services who shall report to the Deputy Commissioner of Operations and Rehabilitative Services. The Director of Parole and Community Services shall administer the general and specialized functions of the Division:
1. Parole and Community Services District Offices. District offices shall be located in the following municipalities:
 - a. Bridgeport;
 - b. Hartford;
 - c. New Haven;
 - d. Norwich; and,
 - e. Waterbury.
 2. Parole and Community Services Specialized Units. The Parole and Community Services Division shall maintain specialized units, each with statewide responsibility, as follows:
 - a. Central Intake Unit;
 - b. Fugitive Investigations Unit;
 - c. Mental Health Unit;
 - d. Residential Intake Unit;
 - e. Special Management Unit;
 - f. Training Unit;
 - g. Support Services; and
 - h. Women's Re-Entry Unit.
- iv. Programs and Treatment Division. The Programs and Treatment Division shall be administered by the Director of Programs and Treatment Division who shall report to the Deputy Commissioner of Operations and Rehabilitative Services. The Director of Programs and Treatment Division shall administer the following functions of the Division:
1. Programs and Treatment Division Specialized Units. Programs and Treatment shall maintain the following specialized units:
 - a. Community Release Unit;
 - b. Education Services;
 - c. Offender Classification and Population Management;
 - d. Offender Programs;
 - e. Offender Re-Entry Services;
 - f. Religious Services;
 - g. Sentence Calculation and Interstate Management; and
 - h. Volunteer and Recreation Services.
- v. Security Division. Security Division shall be administered by the Director of Security who shall report to the Deputy Commissioner of Operations and Rehabilitative Services. The Director of Security Division shall administer the following functions of the Division:

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1. Security Division Specialized Units. Security Division shall maintain specialized units:
 - a. External Security;
 - b. Forensics;
 - c. Investigations;
 - d. PREA;
 - e. Security Risk Group;
 - f. Special Intelligence; and
 - g. Telephone Monitoring Intelligence.
 - b. Division of Administration. The Administration Division shall be administered by the Deputy Commissioner of Administration who shall report directly to the Commissioner of Correction. The Division of Administration shall consist of the following components:
 - i. Units.
 1. Best Practices Unit;
 2. Correctional Enterprises of Connecticut;
 3. Facilities Management and Engineering Services;
 4. Fiscal Services;
 5. Health Services;
 6. Human Resources;
 7. Training and Staff Development;
 8. Management Information Systems; and,
 9. Nutrition and Food Services.
 - ii. External Affairs Division. The External Affairs Division shall be administered by the Director of External Affairs who shall report directly to the Deputy Commissioner of Administration. The Director of External Affairs shall administer the following functions within the Division:
 1. Division.
 - a. Audio/Video Production;
 - b. Freedom of Information;
 - c. Legislative Liaison;
 - d. Public and Media Relations;
 - e. Standards and Policy; and,
 - f. Victim Services.
6. Units Reporting to the Commissioner.
- a. Affirmative Action Unit. The Affirmative Action Unit shall be administered by the Equal Employment Opportunity Director who shall report directly to the Commissioner of Correction. The Director shall support cultural and ethnic diversity in the Department while continuously working to promote a workplace free from discrimination and sexual harassment in accordance with Administrative Directives 2.1, Equal Employment Opportunity and Affirmative Action, and 2.2, Sexual Harassment.
 - b. Legal Affairs Unit. The Legal Affairs Unit shall be administered by the Director of the Legal Affairs Unit who shall report directly to the Commissioner of Correction. The Legal Affairs Unit shall provide legal guidance to department personnel and serve as the liaison between the Department and the Office of the Attorney General in accordance with Administrative Directive 1.12, Employee Legal Counsel/Representation.
7. Board of Pardons and Paroles. The Board of Pardons and Paroles shall be within the Department of Correction for administrative purposes only. The Chairman of the Board of Pardons and Paroles shall be responsible for directing all activities of the Board.
8. Organizational Charts. The Deputy Commissioner of Administration shall, subject to the Commissioner's approval, annually publish an organizational chart at the beginning of each fiscal year depicting the principal components of the Department. The organizational chart shall be distributed to all divisions.

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9. Meetings. Communication meetings shall be conducted by division according to the position charting in accordance with the following:
- a. The Commissioner shall conduct regular meetings with all Division, District and Unit Administrators;
 - b. Each Division Administrator shall conduct monthly division meetings; and,
 - c. Each Unit Administrator, with three (3) or more direct report personnel, shall normally conduct meetings with immediate and/or functional staff monthly. Agendas shall be prepared prior to the meeting and attending employees shall be provided the opportunity for input concerning agenda items. Meeting minutes may be taken as appropriate.
10. Forms and Attachments. The following forms and attachments are applicable to this Administrative Directive and shall be utilized for the intended function:
- a. Attachment A, Facility Jurisdiction
11. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.