Policy and Procedure #1.005

Organization & Delegation of Authority

Authority: Wyoming Statute(s): 9-2-1706; 25-1-104; 25-1-105 ACA Standard(s): 4-4003; 4-4010; 4-4011; 4-4015; 4-4023; 2-CO-1A-06-R; 2-CO-1A-10; 2-CO-1A-12; 2-CO-1A-13; 2-CO-1A-19; 2-CO-1A-28; 4-APPFS-3A-29; 4-APPFS-3D-01; 4-APPFS-3D-02; 4-APPFS-3D-03.	**Effective Date:** May 6, 2016 **Revision/Review History:** 05/01/15; 05/01/14; 05/01/13; 06/08/12; 04/01/11 **Summary of Revision/Review:** Updates existing policy pursuant to annual review.
Cross Reference of Policy:	**Supersedes Existing Policy :**
Approved: R.O. Lampert — 5-4-16 Robert O. Lampert, Director — Date	

REFERENCE

1. **ATTACHMENTS– None Noted**

2. **OTHER – None Noted**

I. PURPOSE

A. Organization, Management and Authority. The purpose of this policy is to provide a statement outlining the organization and management of the Wyoming Department of Corrections (WDOC), and to describe the authority granted to WDOC staff to take prompt action in exercising their decision making responsibilities. This policy shall serve as the written plan that describes the agency organization and groups similar functions, services, and activities into administrative subunits. This policy clearly designates lines of responsibility, authority, support, and liaison. (2-CO-1A-13) (4-APPFS-3D-02)

II. POLICY

A. General Policy. It is the policy of the WDOC to assure that the WDOC has a clear chain of command and channels of communication, both written and verbal, to address the organization and management of the WDOC.

B. Delegation of Authority. It is the policy of the WDOC to establish the delegation of authority to WDOC staff within the established chain of command so that safety and order will be maintained in daily management. It is critical that delegation of authority be clearly delineated by policy so that decision making authority is established, which will ensure prompt action will be taken, particularly in major emergency situations.

C. Organizational Chart. It is the policy of the WDOC to maintain up-to-date written documents describing the agency's organization, its divisions and its institutions.

1. The WDOC will publish organizational charts to be reviewed annually and updated as needed that group similar functions, services, and activities in administrative subunits. (ACA 4-4010) (2-CO-1A-13) (4-APPFS-3D-03)

i. WDOC's organizational chart shall be posted on its website and made available on the WDOC internet.

ii. The organizational chart shall accurately delineate the structure of authority, responsibility, and accountability within the agency and shall be kept current. (2-CO-1A-12) (4-APPFS-3D-03)

iii. Each institution shall develop and maintain a written document describing the institution's organization, including an organizational chart that groups similar functions, services, and

activities in administrative units, to be reviewed annually and updated as needed. (ACA 4-4010)

III. DEFINITIONS

A. Administrator: The Director, the Deputy Director, the Division of Prisons Administrator, the Division of Field Services Administrator, the Division of Central Services Administrator, and the Warden at each correctional facility.

B. Central Office: The Director, administrators and related support and management staff responsible for the administration and oversight of all aspects of the Wyoming Department of Corrections.

C. Chain of Command: A line of authority that begins with an employee/staff at the first level and is followed by successive steps of authority or responsibility through the organization.

D. Chief Executive Officer (CEO): A CEO is identified, but not limited to, the following positions: Director, Deputy Director, division administrators, deputy administrators, wardens, district supervisors, adult community corrections coordinator, and adult community corrections directors.

E. Deputy Administrator: Second-in-command to the division administrators appointed by the Director and identified as the following positions: Deputy Prison Division Administrator for Prison Operations; Deputy Prison Division Administrator for Support Services; Deputy Field Services Division Administrator for the Northern Region; and Deputy Field Services Division Administrator for the Southern Region.

F. Deputy Director: The individual appointed by the Director who has full authority to act for the Director, subject to directions of the Director. The Deputy Director is responsible for central office support services.

G. Director: The individual appointed by the Governor as Chief Administrative Officer of the Wyoming Department of Corrections, pursuant to W.S. § 9-2-1706. The single administrative officer to whom all employees or units of management are responsible. (2-CO-1A-10)

H. Host Community: A radius of twenty-five (25) miles from the correctional facility, including the community where the correctional facility is located and receives its U.S. mail.

I. **Second in Command:** The second highest ranking senior manager at the division or correctional facility level who shall assume responsibility and accountability for operations in the absence of the division administrator or warden, respectively.

IV. PROCEDURE

A. **Role of Central Office.** The Central Office is responsible for the administration and oversight of all aspects of the WDOC under the direction of the Director and Deputy Director.

B. **Organization of WDOC.** WDOC is comprised of the following divisions:

1. **Division of Central Services.** The Division of Central Services manages services related to human resources, fiscal management, training of institutional staff, employee assistance program, employee wellness program, purchasing, facility management/safety, and coordination with the Wyoming Department of Enterprise Technology Services concerning information technology needs and services. The goal of the division is to provide support services in a timely and accurate manner to promote the efficient performance of government and also assure that the state's resources devoted to the agency are managed in an accountable and prudent manner.

2. **Division of Prisons.** The Division of Prisons is divided into two (2) sub-divisions – Prison Operations and Prison Support Services.

i. **Prison Operations.** This sub-division develops and administers standard operational policies and procedures governing program operations; oversees the prison industries program which offers work opportunities to inmates; ensures sound security management of institutions and compliance with statutory and regulatory requirements and department directives and mission goal; directs and coordinates institution personnel in providing daily living services, work, training and self-improvement opportunities for inmates.

ii. **Prison Support Services.** This sub-division manages programs and services related to the care, treatment, education and rehabilitation of offenders. This includes the training of institutional staff; the medical care of inmates; the treatment of offender addictions; cognitive behavioral programming to reduce criminal risks and address related needs; the education and

vocational education of inmates; and the WDOC services available to victims including offender re-entry programs.

3. **Division of Field Services.** Responsibilities and functions of the agency are specified by law or are administratively defined. (4-APPFS-3D-01)

i. The Division of Field Services provides supervision for adults in the community who are on probation or parole, including adult community corrections centers, Addicted Offender Accountability Act assessments, drug courts, re-entry and intensive supervision programs.

ii. The Field Services division operates field offices covering all 23 counties. The field offices consist of Wyoming Probation and Parole agents responsible for the supervision of offenders within that region.

iii. The Field Services division oversees three privately-run Adult Community Corrections centers (ACCs) located in Casper, Cheyenne, and Gillette.

iv. The division provides pre-sentencing investigation reports to assist the courts in the sentencing of offenders and provides budget support to the governor-appointed seven (7) member Interstate Compact Council.

4. Administrators will assist with goal development and use the strategic and department goals, strategies and measureable performance outcomes which apply to their respective divisions. Each institution's leadership team shall formulate goals for the institution at least annually and translate them into measurable objectives. (ACA 4-4003)

i. Administrators/wardens will review these goals at least annually, suggest modifications as needed, and use the performance measures to monitor overall performance and evaluation, as well as the performance of their respective areas and institutions.

5. The qualifications, authority, and responsibilities of the director and other appointed personnel are specified in writing by statute or by the parent agency. (ACA 2-CO-1A-06-R)

6. The agency has a structured communication process that facilitates the timely exchange of information with, between, all levels of employees. (4-APPFS-3A-29)

i. Administrators/wardens, including the director and/or deputy director, will meet at least monthly with all department heads and those responsible for significant areas of the division/institution to review and communicate important responsibilities. In turn, department heads will meet at least monthly with their key staff members. This ensures effective communication, delegation of authority, assigning responsibility, supervising work and coordinating efforts. (ACA 4-4015) (2-CO-1A-19)

7. Written policy and procedure specify the circumstances and methods for the warden and other staff to obtain legal assistance as needed in the performance of their duties. (ACA 4-4023) (2-CO-1A-28)

i. Legal advice and representation for WDOC staff operating within their official capacities is provided through the Wyoming Attorney General's Office. It is important policies, procedures and operations are consistent with statutory law and court decisions.

ii. Requests for legal advice or whether legal representation is required shall be done through the chain of command to the Central Office.

C. WDOC Authority (Chain of Command). The authoritative hierarchy for WDOC is in the following order:

1. The Director;

2. The Deputy Director;

3. Administrators for the Divisions of Central Services, Field Services, and Prisons;

i. The Prison Division chain of command includes a Deputy Administrator for Prison Operations and a Deputy Administrator for Support Services.

a. Wardens are the head of correctional institutions. The second in command at the institutional level is the Deputy Warden or the Associate Warden.

b. The role and functions of employees of other public or private agencies providing a service to the institution should covered by a contract or other written agreement

specifying their relation to the authority and responsibility of the agency/warden. Unless otherwise specified in contracts or agreements, any public or private agencies or entities providing services in an institution will follow the WDOC chain of command and policies. (ACA 4-4011)

ii. The Field Services Division chain of command includes a Deputy Administrator for the Northern Region and a Deputy Administrator for the Southern Region. (4-APPFS-3D-02)

a. District Supervisors are in charge of Probation and Parole Agents and support staff within their district.

D. Delegation of Authority. The delegation of authority within WDOC will generally be done in writing. The appropriate division administrator and the Director will be advised of all designators. Authority within the divisions shall be delegated as follows:

1. The Director will be responsible for identifying an individual (*e.g.*, Deputy Director, Division Administrator or other designee) to act with authority in his or her absence. Such authorization will normally only be delegated in periods of extended absence or when the Director is out of the state. Delegation shall be discretionary when the Director is out of the state but within a four-hour travel distance by car to any WDOC facility or office.

2. The Division of Prisons Administrator will be responsible for identifying an individual (*e.g.*, Deputy Administrator, Warden or other designee) to act with authority in his or her absence.

3. The Field Services Administrator will be responsible for identifying an individual (*e.g.*, Deputy Administrator or other designee), to act with the authority of the field service administrator in his/her absence.

4. Each warden will be responsible for identifying an individual (*e.g.*, Deputy/Associate Warden or other designee) to act with authority for day to day operations in his/her absence. Delegation for after-hours, weekend and holiday decision authority may be by publication of a Duty Officer schedule. Delegation for authority for absences in excess of 24 hours will be by appointment of an Acting Warden.

i. All WDOC Wardens shall notify the Central Office when they will be gone from the correctional facility grounds and host community for a period longer than twenty-four (24) hours excluding weekends and holidays, or on leave for a period exceeding twenty-

four (24) hours. All WDOC Warden's shall notify the duty officer and second-in-command at their facility of absences from their host community during weekends and holidays and shall provide the duty officer with contact information during the absence in case of an emergency.

ii. A request should be made two (2) weeks prior to absence, if possible, from the correctional facility. The request should be made in writing in the form of a leave request.

a. If absence is due to official business this request shall be made in writing. All requests shall be forwarded to the Division of Prison Administrator for approval or disapproval in writing.

iii. Notification should include the following:

a. The individual to be in charge during their absence;

b. The time of anticipated absence; and

c. A telephone number for communication if necessary.

iv. When Deputy/Associate Warden shall be absent from the correctional facility, the Warden shall:

a. Forward a copy of the leave form that has been approved by the Warden to the Division of Prisons Administrator. If the leave is for official business, the leave form shall be forwarded to the Division of Prisons Administrator for final approval;

b. Forward the name of the staff member who will handle the responsibilities of the Deputy/Associate Warden in their absence; and

c. A telephone number for communication if necessary.

v. In the event that both the Warden and Deputy/Associate Warden are absent from the facility at the same time, an Acting Warden will be designated in advance with approval of a Prison Division Administrator.

IV. TRAINING POINTS

A. Where can a person find the WDOC organizational chart?

B. What are the names of the divisions within WDOC?

C. What is the function each division within WDOC?

D. What is the chain of command for the WDOC?