

 <p>Massachusetts Department Of Correction</p> <h1>POLICY</h1>	Effective Date	Responsible Division
	Annual Review Date	Commissioner
	11/10/2020	
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Policy Name	M.G.L. Reference: M.G.L. Ch. 124 Section 1(e), (q).	
103 DOC 103 DELEGATION OF AUTHORITY	DOC Policy Reference: 103 DOC 560	
	ACA/PREA Standards: 4-ACRS-7D-03; 4-ACRS-7D-16 2-CO-1A-10; 2-CO-1A-18	
Attachments Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Inmate Library Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Applicability: Staff
Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Location: DOC Central Policy File Institution Policy File Commissioner's Policy File	
<p><b>PURPOSE:</b> To establish guidelines for the delegation of authority through Department and Institution chains of Command and Channels of Communication.</p> <p><b>RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:</b> Commissioner Superintendents</p> <p><b>CANCELLATION:</b> This policy cancels all previous Department policies, procedures, Commissioner's bulletins, and rule and regulations regarding delegation of authority.</p> <p><b>SEVERABILITY CLAUSE:</b> If any part of this policy is for any reason held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.</p>		

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### **103.01**

#### **Chain of Command**

1. The Department of Correction (DOC) shall have clear and precise policy regarding the delegation of authority within the Department which shall be reflected through the:
  - a. Departmental organization chart, which illustrates the chain of command.
  - b. Position title with written responsibilities as determined by the Commissioner or his/her designee.
  - c. Person in charge of the DOC in the absence of the Commissioner or Deputy Commissioners.
  
2. Each institution superintendent shall have clear and precise written policy and procedure, which establishes and describes the institutions' chain of command. Such written policy and procedure should:
  - a. Establish by position title, the authority and responsibility for all administrative sub-units and functional components within the institution.
  - b. Establish and describe in descending order overall authority and responsibility for the entire correctional institution, its operation, programs and services (i.e., the person in charge in the absence of the superintendent).

### **103.02**

#### **Central Office Chain of Command**

The chain of command is reflected in the DOC's organizational chart, (see Attachment I). In the absence of the Commissioner, the Deputy Commissioners shall be in charge of the DOC. In the absence of the Commissioner and Deputy Commissioners, the Commissioner shall designate a member of Executive Staff to be in charge of the DOC in an acting capacity.

1. **Commissioner** - Staff reporting directly to the commissioner shall include but not be limited to:
  - a. Deputy Commissioner of Field Services
  - b. Deputy Commissioner of Prison Division
  - c. Deputy Commissioner of Administration
  - d. Deputy Commissioner of Clinical Services and Reentry
  - e. Deputy Commissioner of Career and Professional Development
  - f. Executive Director of Research and Planning
  - g. General Counsel
  - h. Administrative Director
  - i. Immediate support staff

2. **Deputy Commissioner of Field Services** – Staff reporting directly to the Deputy Commissioner shall include but not be limited to:
  - a. Assistant Deputy Commissioner of Field Services
  - b. Chief of Investigative Services/Internal Affairs Unit
  - c. Director of Community Work Crew Central Division
  - d. Director of Central Transportation
  - e. Director of Special Operations
  - f. Director of Security and Technology
  - g. Immediate Support Staff
  
3. **Deputy Commissioner of the Prison Division** - Staff reporting directly to the Deputy Commissioner shall include but not be limited to:
  - a. Two Assistant Deputy Commissioners (Northern and Southern sector).
  - b. Director of the Central Inmate Disciplinary Unit
  - c. Director of Communications and Administrative Resolution
  - d. Director of Legislative Affairs
  - e. Executive Assistant
  - f. Immediate support staff
  
4. **Deputy Commissioner of Administration** - Staff reporting directly to the Deputy Commissioner shall include but not be limited to:
  - a. Executive Director of Administrative Services
  - b. Director of Resource Management
  - c. Director of Industries
  - d. Executive Director of Human Resources
  - e. Director of Food Services
  - f. Executive Assistant
  - g. Immediate support staff
  
5. **Deputy Commissioner of Clinical Services and Reentry** – Staff reporting directly to the Deputy Commissioner shall include but not be limited to:
  - a. Assistant Deputy Commissioner of Reentry
  - b. Assistant Deputy Commissioner of Clinical Services
  - c. Executive Assistant
  - d. Immediate support staff
  
6. **Deputy Commissioner of Career and Professional Development** – Staff reporting directly to the Deputy Commissioner shall include but not be limited to:

- a. Director of Staff Development/Equal Opportunity and Diversity
  - b. Director of Policy Development and Compliance Unit
  - c. Director of Employee Assistance and Services Unit
  - d. Chief of PREA Audits, Investigations and Operations
  - e. Executive Assistant
  - f. Immediate support staff
7. **General Counsel** – Duties include but are not limited to, the management of:
- a. Litigation
  - b. House counsel
  - c. CMR's/policies
  - d. Bridgewater legal services
  - e. Treatment Center legal services
8. **Executive Director of Research and Planning** - Staff reporting directly to the Executive Director shall include but not be limited to:
- a. Grants Manager
  - b. Deputy Director of Research and Planning
  - c. Director of Data Analytics Unit
  - d. Immediate support staff
9. **Administrative Director** - Staff reporting directly to the Administrative Director shall include but not be limited to:
- a. Commissioner and each Deputy Commissioner's immediate support staff
10. **Assistant Deputy Commissioner of Northern Sector Facilities** - The northern facilities consist of:
- a. North Central Correctional Institution
  - b. MCI Concord
  - c. MCI Shirley
  - d. MCI Framingham
  - e. Souza-Baranowski Correctional Center
  - f. South Middlesex Correctional Center
  - g. Northeastern Correctional Center
11. **Assistant Deputy Commissioner of Southern Sector Facilities** - The southern facilities consist of:
- a. MCI Cedar Junction
  - b. MCI Norfolk

- c. Pondville Correctional Center
- d. Old Colony Correctional Center
- e. Massachusetts Treatment Center
- f. Bridgewater State Hospital
- g. Massachusetts Alcohol and Substance Abuse Center at Plymouth
- h. Boston Pre-Release
- i. Lemuel Shattuck Hospital

12. **Assistant Deputy Commissioner of Reentry**– Staff reporting directly to the Assistant Deputy Commissioner should include but not be limited to:

- a. Classification
- b. Transfer Unit
- c. Date Computation Unit
- d. Sex Offender Unit
- e. Central Records Unit
- f. Data Collection Unit
- g. Victim Services

13. **Assistant Deputy Commissioner of Clinical Services** – Staff reporting directly to the Assistant Deputy Commissioner should include but not be limited to:

- a. Health Services Division
- b. Clinical Services
- c. Behavioral Health

**103.03 Channels of Communication**

All units/divisions and correctional institutions shall have organizational charts, which reflect the channels of communication. All communications are to be complete and timely and generally follow the chain of command as set forth.

**103.04 Procedures for Emergency or Extraordinary Situations**

Each institution superintendent shall have written procedures describing the chain of command and channels of communication for emergencies or extraordinary situations. At a minimum, such procedures should generally describe exceptions to the normal chain of command and channels of communication when "Institution Reaction Plans" pursuant to 103 DOC 560 are in effect. In addition, such procedures should describe any additions or exceptions to the institution's chain of command or channels of communication as a result of institution and/or Department Duty Officer Systems.

Table of Organization  
(not on intranet/PowerDMS)