
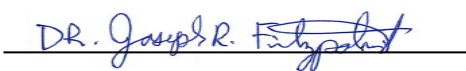


POLICY TITLE: DEPARTMENT MISSION AND GOALS		PAGE 1 of 3
POLICY NUMBER: 1.2		
CHAPTER 1: ADMINISTRATION, ORGANIZATION, AND MANAGEMENT		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
EFFECTIVE DATE: June 27, 2006	LATEST REVISION: November 17, 2015	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Entire Maine Department of Corrections

III. POLICY

It is the policy of the Department of Corrections to clearly define its mission, goals and objectives.

IV. CONTENTS

Procedure A: Mission
Procedure B: Strategic Plan, Goals and Objectives

V. ATTACHMENTS

[Attachment A: Department's Mission Statement](#)
[Attachment B: Department's Goals](#)

VI. PROCEDURES

Procedure A: Mission Statement

1. The Commissioner, Deputy Commissioner and Associate Commissioners shall review and, if necessary, revise the Department's mission statement annually and shall seek staff input as changes are proposed.

2. The mission statement (Attachment A) shall be available to staff on the Department's online document management system and to the public on the Department's public website.

Procedure B: Strategic Plan, Goals and Objectives

1. The Commissioner, with input from the Deputy Commissioner, Associate Commissioners, Chief Administrative Officers and Regional Correctional Administrators, shall establish goals (Attachment B) which shall be included in the Department's strategic plan and biennial budget.
2. The Department shall periodically review and, after consultation with the Legislature's Criminal Justice Committee, update and revise its strategic plan, including goals and objectives for fulfilling its statutory responsibilities. When revised plans are necessary, the plans shall be submitted no later than December 1st of each even-numbered year to the Chairs of the Criminal Justice Committee and to the directors of the:
 - a. State Budget Office;
 - b. Office of Fiscal and Program Review; and
 - c. Office of Policy and Legal Analysis.
3. Adult community corrections, juvenile community corrections and each facility, with input from all levels of staff, shall adopt a mission statement within the context of the total correctional system, as well as, goals and measurable objectives that are reviewed annually and updated as necessary. These shall be consistent with the Department's mission.
4. Staff shall receive instruction as to those goals and objectives which relate to their work activities.

VII. PROFESSIONAL STANDARDS

ACA:

ACI - 4-4002 There is a written document delineating the institution's mission within the context of the total correctional system. This document is reviewed at least annually and updated as needed.

ACI - 4-4003 Written policy, procedure, and practice provide that the warden/superintendent formulates goals for the institution at least annually and translates them into measurable objectives.

4-ACRS-7D-01 The facility has established measurable goals and objectives that are reviewed at least annually and updated, as needed.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
1.2 Department Mission and Goals	1. Administration, Organization, and Management	Page 2 of 3 11/17/15R

4-JCF-6A-02 There is a written document delineating the institution's organization and mission within the context of the total system. The description includes an organizational chart that groups similar functions, services, and activities in administrative subunits. This document is reviewed at least annually and updated, as needed.

4-JCF-6A-14 On an annual basis, the facility administrator, with input from staff, formulates and reviews goals for the facility and translates them into measurable objectives. These are made available to staff, volunteers, and the public.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
1.2 Department Mission and Goals	1. Administration, Organization, and Management	Page 3 of 3 11/17/15R