



<b>POLICY TITLE: ORGANIZATIONAL STRUCTURE AND CHAIN OF COMMAND</b>		<b>PAGE 1 OF 3</b>
<b>POLICY NUMBER: 1.3</b>		
<b>CHAPTER 1: ADMINISTRATION, ORGANIZATION, AND MANAGEMENT</b>		
	<b>STATE of MAINE</b> <b>DEPARTMENT of CORRECTIONS</b>  Approved by Commissioner: 	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VIII</b>
<b>EFFECTIVE DATE:</b> July 19, 2004	<b>LATEST REVISION:</b> March 10, 2021	<b>CHECK ONLY IF</b> <b>APA [ ]</b>

**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 Maine Department of Corrections to establish guidelines for the chain of command and delegation of authority throughout the Department.

**IV. DEFINITIONS**

None

**V. CONTENTS**

- Procedure A: Organizational Structure
- Procedure B: Chain of Command
- Procedure C: Plans for Extraordinary Situations

**VI. ATTACHMENTS**

None

**VII. PROCEDURES**

*5-ACI-1A-10, 4-ACRS-7D-03, & 4-JCF-6A-02*

**Procedure A: Organizational Structure**

1. The Department's organizational structure shall be outlined in an organization chart which specifies lines of authority and the chain of command for all divisions, facilities, regions and units within the Department.
2. Each Correctional Administrator of a division, facility, region, or unit shall prepare an organization chart which specifies, by position title, the responsibility for all administrative sub-units and functional components within the division, facility, region, or unit.
3. The organization charts shall be reviewed annually and revised as necessary.

**Procedure B: Chain of Command**

1. The Department's organization chart shall illustrate the chain of command, which shall delineate the staff person(s) in charge of the Department in the absence of the Commissioner.
2. Each division, facility, region or unit's organization chart shall illustrate the chain of command and describe, in descending order, overall authority and responsibility for operations, programs and services, to include the staff person(s) in charge in the absence of the Chief Administrative Officer, the Regional Correctional Administrator, or other Correctional Administrator.

**Procedure C: Plans for Extraordinary Situations**

1. Each facility's Chief Administrative Officer shall have written plans describing the chain of command and channels of communication in critical incidents, emergencies, or other extraordinary situations. At a minimum, such plans shall generally describe exceptions to the normal chain of command and channels of communication when critical incident or emergency plans, pursuant to established adult and juvenile facility policy and procedures, are in effect. In addition, such plans should describe any additions or exceptions to the facility's chain of command or channels of communication as a result of other facility and/or department emergencies.

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## VIII. PROFESSIONAL STANDARDS

### ACA

- 5-ACI-1A-10** There is a written document describing the institution's organization. The description includes an organizational chart that groups similar functions, services, and activities in administrative subunits. This document is reviewed annually and updated as needed.
- 4-ACRS-7D-03** There is a written document that describes the facility's organization. The description includes an organizational chart that groups similar functions, services, and activities in administrative subunits. The chart is reviewed at least annually and updated, if needed.
- 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.

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