DEPARTMENT OF CORRECTIONS

Policy Number: **100.020**
Title: **Organizational Structure of Department**
Effective Date: **8/20/19**

PURPOSE: To provide procedures for maintaining the organization profile and channels of communication for the department. To ensure open communication and provide a chain of command.

APPLICABILITY: Department-wide

DEFINITIONS:
Organizational profile – a publication containing the organizational chart, a brief description of department division duties, and a listing of employees who lead divisions or work units.

PROCEDURES:

A. Department Organization

1. The Minnesota Commissioner of Corrections is appointed by the governor. The commissioner may appoint up to two deputy commissioners and employs personnel to discharge the functions of the department.

2. The department publishes an organizational profile every biennium. The organizational profile is available upon request from the department's communications unit and is also located on the department's public website.

B Division Organization

1. The central office directors, field services directors, and facility wardens hold the authority to manage and direct the operations of the unit or facility, which includes employees, volunteers, offender programs, and security activities.

2. All department divisions, facilities, and business units maintain a current organizational chart and description of the organization reflecting the grouping of functions, the span of control, lines of authority, and channels of communication. The leaders of divisions, facilities, and business units must review and update all organizational charts at least annually.

C. The commissioner, division leaders, wardens, and directors/managers are expected to meet with key staff at least monthly to provide direction, resolve issues and to ensure timely, consistent information flow. Meeting minutes are available through appropriate media (e.g., SharePoint) to all employees.

INTERNAL CONTROLS:

A. An agency organizational chart is available on the DOC public website for all staff and the general public.

B. Meeting minutes are available through appropriate media (e.g., SharePoint) to all employees.

ACA STANDARDS: 2-CO-1A-19; 2-CO-1A-14; 4-4010; 4-4015; 4-4006; 1-ABC-1A-06; 1-ABC-1A-08; 1-ABC-1A-14; 4-APPFS-3A-28

REFERENCES: Minn. Stat. § 241.01, subd. 1, subd. 2 and subd. 3a (e)(g)(h)

REPLACES: Policy 100.020, "Organizational Structure of Department," 3/6/18.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVED BY:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
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