

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	1.6	2
	Date Filed	Effective Date
	*	June 15, 2018
Authority/References ACA Standard 2-CO-1A-18, 2-CI-6B-1	Subject  <b>CENTRAL OFFICE AREAS OF RESPONSIBILITIES</b>	

## **POLICY AND PROCEDURE**

It is the policy of the Kentucky Department of Corrections (KDOC) to have a clear understanding of what authority and responsibilities have been delegated by the Commissioner to the appropriate divisions and offices. This policy applies to all personnel of the KDOC.

### **A. Commissioner's Office**

The Commissioner's Office is responsible for the overall supervision, direction, and oversight of all departments, offices and divisions of the KDOC. Within the Commissioner's Office, there are Communications Office, Internal Affairs, Ombudsman, Legislative Liaison, and the Personnel Division.

### **B. Adult Institutions**

The Office of Adult Institutions is responsible for providing general day-to-day supervision, direction, and oversight to the prisons statewide.

1. Wardens report directly to the Deputy Commissioner of Adult Institutions.
2. Divisions within Adult Institutions are:
  - a. Operations and Programs;
  - b. Kentucky Correctional Industries (KCI);
  - c. Education;
  - d. Substance Abuse;
  - e. Health Services;
  - f. Private Prisons and Emergency Management; and
  - g. Safety.

### **C. Support Services**

The Office of Support Services is responsible for providing fiscal direction, technological support and training programs to KDOC staff and others.

1. The Deputy Commissioner of Support Services is also responsible for:

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- a. All budget requests;
- b. Fiscal allocations;
- c. Computer technology issues; and
- d. Monitoring of all KDOC contracts and fiscal auditing procedures.

2. Divisions within Support Services are:

- a. Administrative Services;
- b. Corrections Training;
- c. Parole Board support staff; and
- d. Classification and Population Management.

D. Community Services

1. The Office of Community Services is responsible for monitoring local jail facilities for compliance with jail standards outlined in Kentucky Administrative Regulations statewide.

2. Divisions within Community Services are:

- a. Local Facilities;
- b. Reentry; and
- c. Probation and Parole and Interstate Compact.