

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	1.6	2
	Date Filed	Effective Date
	*	March 1, 2021
Authority/References ACA Standard 2-CO-1A-18, 2-CI-6B-1	Subject CENTRAL OFFICE AREAS OF RESPONSIBILITIES	

POLICY AND PROCEDURE

It is the policy of the Kentucky Department of Corrections (DOC) 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 DOC.

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 DOC. Within the Commissioner's Office, there are Communications Office, Internal Affairs, Ombudsman, Legislative Liaison, and Safety.

B. Personnel Division

The overall responsibility for personnel matters in the DOC has been assigned to the Personnel Division. The Personnel Division reports to the Justice Cabinet and assists the Commissioner's Office on personnel matters.

C. 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. Health Services; and
 - e. Private Prisons and Emergency Management.

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D. Support Services

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

1. The Deputy Commissioner of Support Services is also responsible for:
 - a. All budget requests;
 - b. Fiscal allocations;
 - c. Computer technology issues; and
 - d. Monitoring of all DOC contracts and fiscal auditing procedures.

2. Divisions within Support Services are:
 - a. Administrative Services;
 - b. Classification and Population Management;
 - c. Corrections Training;
 - d. Information Technology;
 - e. Offender Information; and
 - f. Parole Board support staff.

E. Community Services

1. The Office of Community Services and Local Facilities is responsible for the clinical and administrative oversight of all Substance Use Disorder assessment and treatment related to inmates, parolees and probationers within the care of DOC, monitoring local jail facilities for compliance with jail standards outlined in Kentucky Administrative Regulations, addressing barriers to a successful reintegration to the community for those in our custody, and providing community supervision to offenders placed on parole or probation supervision by an applicable releasing authority.

2. Divisions within Community Services and Local Facilities are:
 - a. Addiction Services;
 - b. Local Facilities;
 - c. Reentry; and
 - d. Probation and Parole.