

DEPARTMENT OF CORRECTIONS



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The Michigan Department of Corrections is one of the principal state departments. Final responsibility for operation of the department rests with the governor, who appoints the director, with the advice and consent of the Michigan Senate. The director serves at the pleasure of the governor and is the department's chief administrative officer. The director has full power and authority in the supervision and control of the department's affairs.

The **Director's Office** is composed of the Executive Bureau and the Internal Affairs Division. The Executive Bureau is responsible for planning and developing initiatives with the department and local communities while implementing the department's plans to control prison growth, and consists of the Legislative Affairs Section and the Office of Public Information and Communications. The Internal Affairs Division is responsible for investigation of allegations of felonious conduct by staff and other allegations against staff. The Assistant to the Director for Special Projects is also part of the Director's Office and is responsible for coordinating special projects and assignments as assigned by the Director.

The Department of Corrections is divided into 3 administrations: the Correctional Facilities Administration, the Field Operations Administration, and the Operations Support Administration.

The **Correctional Facilities Administration** is responsible for the operation of all correctional prisons operated by the department, including the reception and classification process, the treatment and transfer of prisoners, and the Special Alternative Incarceration Program. The prisons are divided into 2 regions – the Northern Region and the Southern Region — with each region supervised by a regional prison administrator.

The **Operations Division**, located within the Correctional Facilities Administration, is responsible for providing programming support to the prisons and consists of the Records Administration, the Classification and Placement Section, the Emergency Management Section, the Food Service Section, the Prisoner Reentry Section, the Transportation Section, the American Correctional Association Coordinator, and the Special Activities Coordinator.

The **Office of Employment Readiness**, also located within the Operations Division of the Correctional Facilities Administration, is responsible for the management and coordination of offender education and programming activities and consists of the Education Services Section, the Prison Build Program, and Michigan State Industries.

The **Bureau of Health Care Services**, also located within the Correctional Facilities Administration, is responsible for the coordination and monitoring of health care services for prisoners, including the treatment of seriously mentally ill prisoners. The Chief Medical Officer is responsible for oversight and direction regarding the medical and clinical practice of prisoner health care.

The **Field Operations Administration (FOA)** is responsible for providing investigative support, information, and sentencing recommendations to the courts in criminal cases, as well as supervising probationers and parolees following their release from prison. The Field Operations Administration is divided into 2 regions – the Metropolitan Region and the Outstate Region. Each region is headed by a regional administrator responsible for oversight of the field operations for parole and probation within each geographic region.

The **Office of Parole and Probation Services**, located within the Field Operations Administration, consists of the Parole Services Section, which provides investigative support and information to the Parole Board in the parole revocation and parole discharge processes; the Program Services Section, which is responsible for oversight of residential reentry programs and facilities, sex offender management, and the Interstate Compact Unit, which implements the Interstate Compact for parolees and probationers; and the Electronic Monitoring Center, which monitors FOA offenders and discharged sex offenders for whom electronic monitoring is required.

The **Parole Board**, located within the Field Operations Administration, is composed of 10 members appointed by the director, one of whom is designated as the chairperson. The board is responsible for parole decisions, including establishing the terms and conditions of parole and the processing of cases for reprieve, commutation, and pardon. The Office of the Parole Board provides administrative and support services to the board and includes the Crime Victim Services Section, the Case Preparation Unit, the Pre-screening Unit, the Parole Release Unit, and the Lifer and Commutation Unit.

The **Office of Community Alternatives**, also located within the Field Operations Administration, is composed of the Offender Reentry Services Section, the Community Corrections Services Section and the Substance Abuse Programs Section. This Office is responsible for implementing the Community Corrections Act, implementing substance abuse services and contracts for the department, and coordinating Prisoner Reentry services with department staff, community agencies, and the public.

The **Operations Support Administration (OSA)** provides oversight of Central Office staff support functions, provides internal organizational support to the department's operational units, and oversees the employee discipline process. OSA is comprised of the following areas:

The **Bureau of Fiscal Management** coordinates the budget development process, financial management, and contract management for the department. This bureau includes the Physical Plant Division, which is responsible for new construction, remodeling and major maintenance programs, fire safety standards, and environmental affairs. This division also inspects and audits county jails.

The **Office of Legal Affairs** coordinates communication with the Department of Attorney General regarding legal issues and litigation activities. The FOIA Section coordinates compliance with the Freedom of Information Act; the Policy and Rules Development Section handles policy and administrative rules development; and the Grievance Section coordinates prisoner property reimbursement with the State Administrative Board, coordinating investigations and decisions of third-step prisoner grievances. The Litigation Section is responsible for coordinating litigation against the department or its employees and oversees department compliance with court orders. The Rehearing Section is responsible for the major misconduct and formal hearing process within the department; it reviews and decides requests for rehearing from all formal administrative hearings.

Personnel Services provides oversight of all human resource services and equal employment opportunity services provided to department staff by the Civil Service Commission. The Labor Relations Section is responsible for responding to staff grievances and unfair labor practice charges and representation at related conferences, hearings, arbitration, and contract disputes.

The **Prison Rape Elimination Unit** is a compliance unit which is responsible for ensuring the department's compliance with the *Prohibited Sexual Conduct Involving Prisoners* Policy Directive. The unit reports data to the United States Department of Justice in regard to prisoner-on-prisoner sexual violence, staff sexual misconduct and staff sexual harassment. Upon implementation of the National Standards to Prevent, Detect, and Respond to Prison Rape, the unit will be responsible to ensure the department's initial and continued compliance with the standards.

The **Office of Research and Planning** provides corrections research, statistical analyses, legislative impact studies, and prisoner population projections in support of strategic and operational planning, and also manages the enterprise-wide automated data systems oversight, development, maintenance and security. In addition, the office responds to emergency and ad hoc requests (from throughout state and federal government, other agencies and organizations, the media and the public) for data, analysis, information, and statistical reporting.

The **Training Division** is responsible for new employee, in-service and leadership training for staff, the recruitment of new employees, and the Ordnance Unit.

