

**DEPARTMENT OF CORRECTIONS
Mangilao, Guam**

Page 1 of 9

GENERAL ORDER:	Date of Issue: 02-04-97	Effective: 03-11-97	No. 97-005
Reference: Section 90.35 9GCA	Rescinds: All Previous Orders		
Index As: DEPARTMENT OF CORRECTIONS ORGANIZATIONAL STRUCTURE			

SUBJECT: Department of Corrections Organizational Structure

PURPOSE: To establish an organizational structure which depict the functions, command and line of authority within the Department of Corrections.

THIS ORDER CONSISTS OF THE FOLLOWING NUMBERED SECTIONS:

- I. DEPARTMENT OF CORRECTIONS ORGANIZATIONAL CHART.
 - II. PRISON SERVICES DIVISION ORGANIZATIONAL CHART.
 - III. CASEWORK AND COUNSELING SERVICES DIVISION.
 - IV. PAROLE SERVICES DIVISION ORGANIZATIONAL CHART.
 - V. ADMINISTRATIVE SERVICES DIVISION ORGANIZATIONAL CHART.
 - VI. DIAGNOSTIC/TREATMENT SERVICES DIVISION.
 - VII. DEPARTMENT OF CORRECTIONS FUNCTIONAL CHARTS
- I. **DEPARTMENT OF CORRECTIONS ORGANIZATIONAL CHART.**
- A. This chart will provide an overview of the Department of Corrections organizational structure of the various functions and to establish the command and line of authority within the Department.
 - B. The following units or agencies report directly to the Director of Corrections.
 1. Deputy Director
 2. Internal Affairs Unit

3. Legal Counsel Unit
 4. Public Information Unit
 5. Director's Private Secretary
- C. The following Divisions reports directly to the Deputy Director of Corrections:
1. Administrative Services Division
 2. Prison Services Division
 3. Casework and Counseling Services Division
 4. Forensic Services Division
 5. Parole Services Division
- D. The Territorial Parole Board, is not a agency within the Department of Corrections, however, DOC provides staff support for its functions and activities.

II. PRISON SERVICES DIVISION ORGANIZATIONAL CHART

- A. This chart provides the overview of the organizational structure of the Prison Services Division and establishes the command and line of authority within that Division.
- B. The following Sections are responsible for and report directly to the Facility Superintendent (Warden).
1. Prison Security Operations (First, Second and Third Platoon)
 2. Territorial Detention Security Operations (First, Second and Third Platoon).
 3. Prison Security Support Section (General Administration Unit, Escort and Transport Units, Program Unit, and Volunteers Unit.

C. The following are functions within the General Administration Unit and personnel assigned to these functions report directly to the Officer in Charge of the General Administration Unit.

- | | |
|--------------|-------------------------|
| 1. Personnel | 7. Communications |
| 2. Training | 8. Visitation |
| 3. Mail Room | 9. Computation |
| 4. Locksmith | 10. Planning & Research |
| 5. Safety | 11. Admission & Release |
| 6. Armory | |

D. The following are functions within the Escort and Transportation Unit and personnel assigned to these functions report directly to the Officer in Charge of the Escort and Transportation Unit:

1. Court Transport
2. Medical Transport
3. ELOC
4. Off-Island Escort and Transport
5. Hospital Confinement

E. The following are functions within the Programs Unit and personnel assigned to these functions report to the Officer in Charge of the Programs Unit:

1. VRS
2. In-House Education
3. Work Assignments
4. Recreation
5. Arts & Crafts

F. The following branches are within the Volunteers Unit.

1. Religious Services
2. Drug & Alcohol Anonymous

III. CASEWORK AND COUNSELING SERVICES DIVISION ORGANIZATIONAL CHART:

- A. The personnel assigned to the following sections report directly to the Corrections Social Worker Administrator:**
 - 1. Casework & Counseling Services**
 - 2. Territorial Jail**
 - 3. Community Corrections**

- B. The following Units report directly to the Corrections Social Worker in Charge the Casework & Counseling Services Section.**
 - 1. Casework Unit**
 - 2. Counseling Unit**
 - 3. Clerical Staff**

- C. The following units report directly to the Officer In Charge of the Territorial Jail Section.**
 - 1. Intake & Release**
 - 2. Security**
 - 3. Offenders Services**
 - 4. Clerical Support**

- D. The following units report directly to the Corrections social worker in charge of the Community Corrections Section:**
 - 1. Intake & Release**
 - 2. Security**
 - 3. Offenders Services**
 - 4. Clerical Support**

IV. PAROLE SERVICES DIVISION ORGANIZATIONAL CHART

The personnel assigned to the following sections report directly to the Chief Parole Officer:

1. Clerical Support
2. Pre-Parole Section
3. Supervision Section

V. ADMINISTRATIVE SERVICES DIVISION ORGANIZATIONAL CHART

A. The personnel assigned to the following Sections report directly to the Administrative Services Officer:

1. Personnel Services
2. Training
3. Supply
4. Food Services
5. Fiscal Affairs
6. Program Development and Statistics
7. Inventory Management

B. The following functions are within the Personnel Services Section and personnel assigned to these functions report directly to the Personnel Officer:

- | | |
|------------------------|----------------------------------|
| 1. Recruitment | 6. Performance Evaluation |
| 2. Job Announcement | 7. Benefits Information |
| 3. Personnel Directive | 8. Personnel Rules & Regulations |
| 4. Staffing Pattern | 9. Personnel Files |
| 5. Job Description | |

C. The following functions are under the supervision and control of the Training Section and personnel assigned to these functions report directly to the Officer in Charge of the Training Section:

1. Coordinate Corrections Academy
2. Coordinate Training with DOA Training & Development
3. Training and Development
4. Annual NIC Off-Island

- 5. In-House Training**
- 6. Seminar/Workshop**
- 7. Status on Training**
- 8. Training Files**
- 9. Annual Report on Training**

D. The following functions are under the supervision and control of the Supply Section. The personnel assigned to these functions report to the Supply Supervisor:

- 1. Procurement of Inmate Food, Office Supply/Equipment and Sundry**
- 2. Storage of Supplies**
- 3. Estimates of Supplies**
- 4. Inventory Report**
- 5. Distribution of Supplies**
- 6. Reordering**

E. The following functions are under the supervision and control of the Food Services Section. The personnel assigned to these functions report directly to the Cafeteria Manager.

- 1. Food Preparation**
- 2. Menu Preparation**
- 3. Order Delivery of Food**
- 4. Sanitation/Culinary area**
- 5. Kitchen Equipment Maintenance**
- 6. Inventory of Food**
- 7. Work Schedule**
- 8. Work Assignment Supervision**

F. The following functions are under the supervision and control of the Inventory Management Section. Personnel assigned to these functions report directly to the Property Management Officer.

- 1. Maintain Inventory**
- 2. Update Listing**
- 3. Maintain Records**

G. The following functions are under the supervision and control of the Fiscal Section. Personnel assigned to these functions report directly to the Administrative Services Officer:

- 1. Budget Preparation**
- 2. Allotment Distribution**
- 3. Certification of Funds**
- 4. Requisitions**
- 5. Payment of Bills**
- 6. Financial Projection Analysis**
- 7. Preparation of Billings (USMS)**

H. The following functions are under the supervision and control of the Program Development and Statistic Section. Personnel assigned to these functions report to the section supervisor:

- 1. Statistics Reports from Division/Sections**
- 2. Populations Count**
- 3. Releases**
- 4. Demographic Statistics of prisoners**
- 5. Compilation of reports**
- 6. Grants Applications**

I. The clerical support provides Typing, Filing, Distribution of Documents and other clerical duties.

VI. DIAGNOSTIC/TREATMENT SERVICES DIVISION ORGANIZATIONAL CHART

A. This chart provides an overview of the organizational structure of the Forensic Services Division. The personnel assigned to the following Sections report directly to the D.A.T.S. Administrator:

- 1. Forensic Services**
- 2. Medical Services**
- 3. Dental Services**

- B. The following units report directly to the Staff in Charge of Forensic Services Section.**
 - 1. Psychological/Substance Abuse Intake Crisis Intervention.**
 - 2. Group Therapy & Treatment Program Education Sessions.**
 - 3. Individual/Family/Marital & Group Therapy/Evaluations.**
 - 4. Clerical Support.**

- C. The following units report directly to the Staff in Charge of the Medical Services Section:**
 - 1. Screening & Records Room.**
 - 2. Emergency/Treatment Room.**
 - 3. Housing Unit/Security.**
 - 4. Clerical Support.**

- D. The following units report directly to the Staff in Charge of Dental Services Section.**
 - 1. Dental Screening & Records Room.**
 - 2. Dental Treatment Room.**
 - 3. Security.**
 - 4. Clerical Support.**

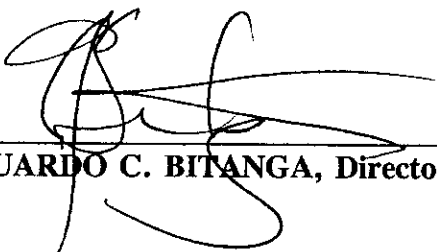
VII. DEPARTMENT OF CORRECTIONS FUNCTIONAL CHARTS

Attached are functional charts for every functions within the Department of Corrections. Each functional Statement summarizes the duties performed by the individual assigned to the position.



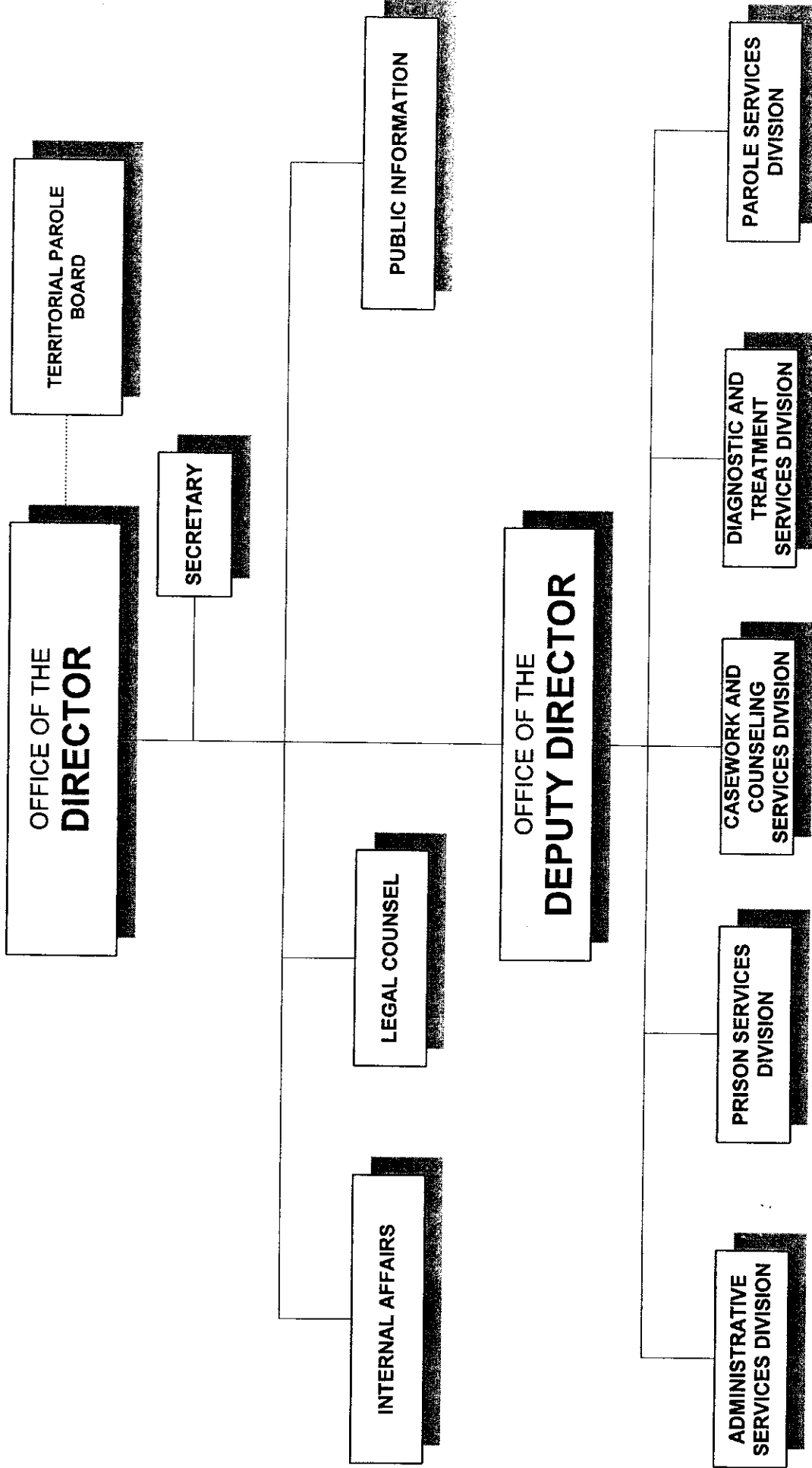
J.A. TORRE

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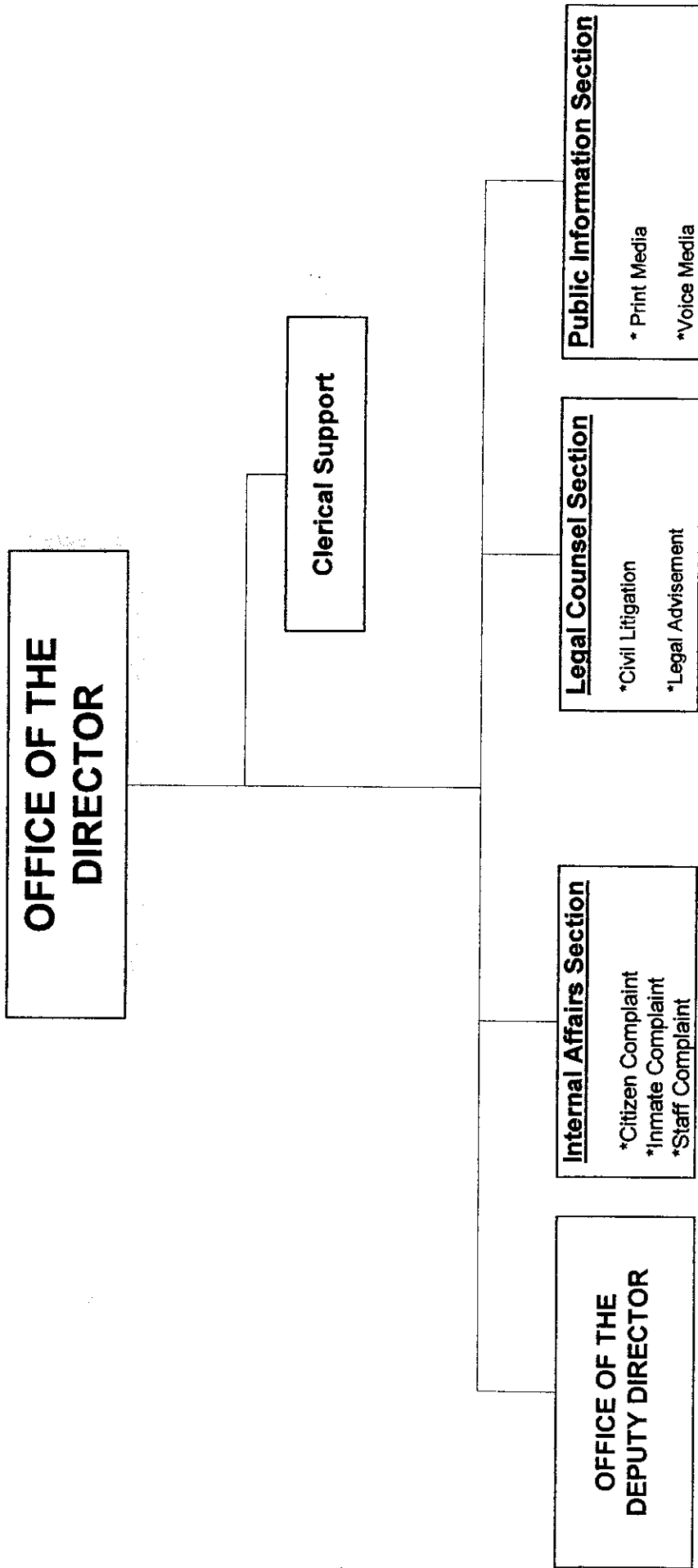
EDUARDO C. BITANGA, Director

DEPARTMENT OF CORRECTIONS
Organizational Chart



DIRECTOR'S OFFICE - ORGANIZATIONAL CHART

Department of Corrections



DEPARTMENT OF CORRECTIONS
Organizational Chart

ADMINISTRATIVE SERVICES DIVISION

CLERICAL

Typing
Filing
Distribution of Documents
and Other Clerical Duties

PERSONNEL SERVICES

Recruitment
Job Announcement
Personnel
Directives
Staffing Pattern
Job Description
Performance
Evaluation
Benefits Information
Personnel Rules &
Reg.
Personnel Files

TRAINING

Coordinate Corr.
Academy
Coordinate Trng. w/
DOA
Training &
Development
Annual NIC Off-
Island
Seminar/Workshop
Status on Training
Training Files
Training Reports

SUPPLY

Storage of Supplies
Estimates of
Supplies
Inventory Report
Distribution of
Supplies
Reordering
Inm. Food, Office
Supplies/Equipment
and Sundries

FOOD SERVICES

Food Preparation
Menu Preparation
Order Deliv. of
Food
Sanitation/Culinary
area
Kitchen Equip.
Maint.
Inventory of Food
Work Schedule
Work Asgmt.
Supr.

Inventory Management

Maintain Inventory
of fixed assets and
other properties
with life of 1-year or
more. Up-date
listing periodically.
Maintain records of
assets or properties
disposed
transferred or
acquired

FISCAL

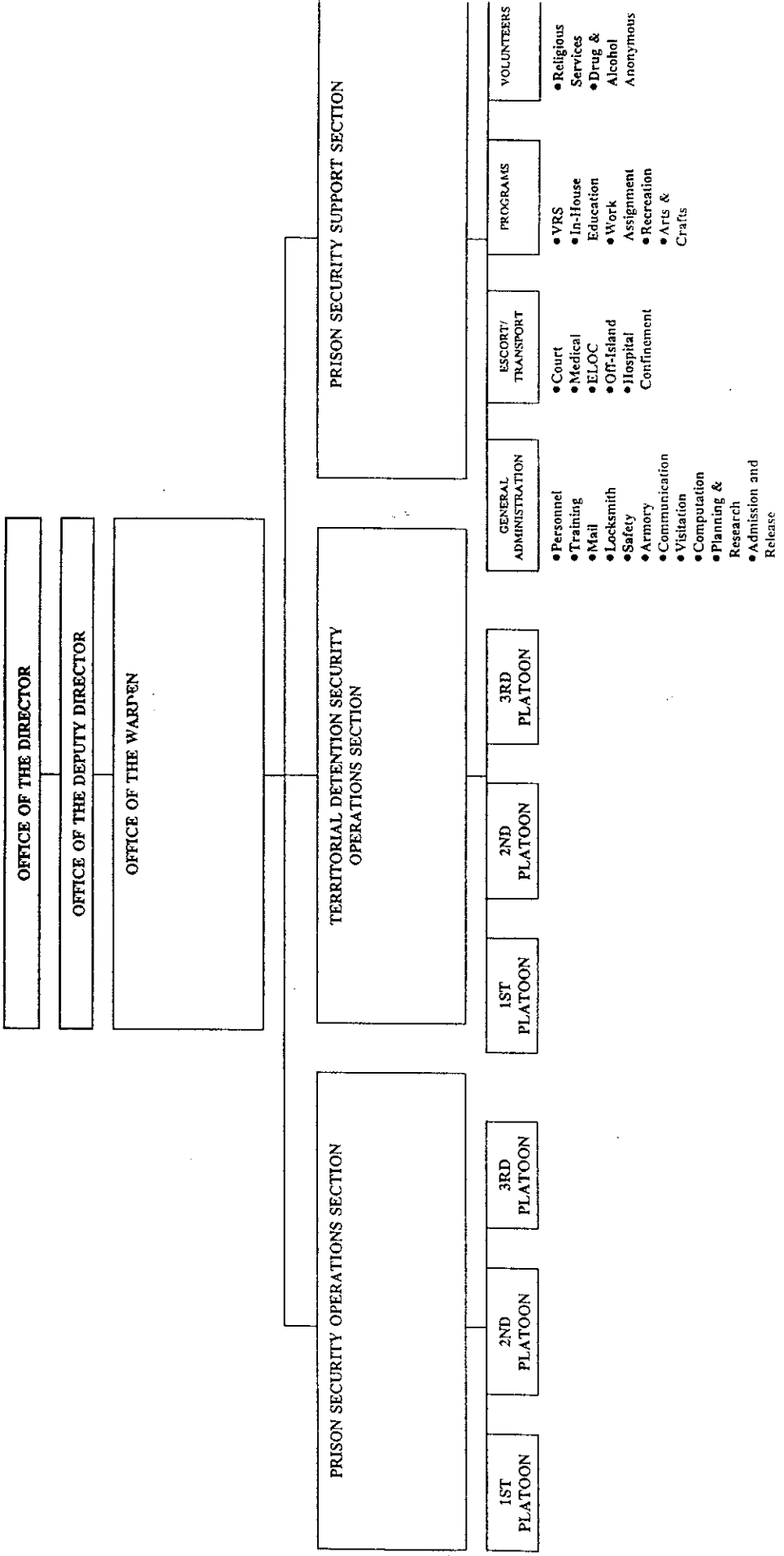
Budget Preparation
Allotment
Distribution
Certification of
Funds
Requisitions
Payment of Bills
Projection Analysis
Preparation Billings
(USMG)

PROGRAM DEVELOPMENT & STATISTICS

Statistics
Populations Count
Releases
Dmgphc. Stat. of Prisoner
Compilation of Report
Grants Application
Implementation & Report
of Grant Status

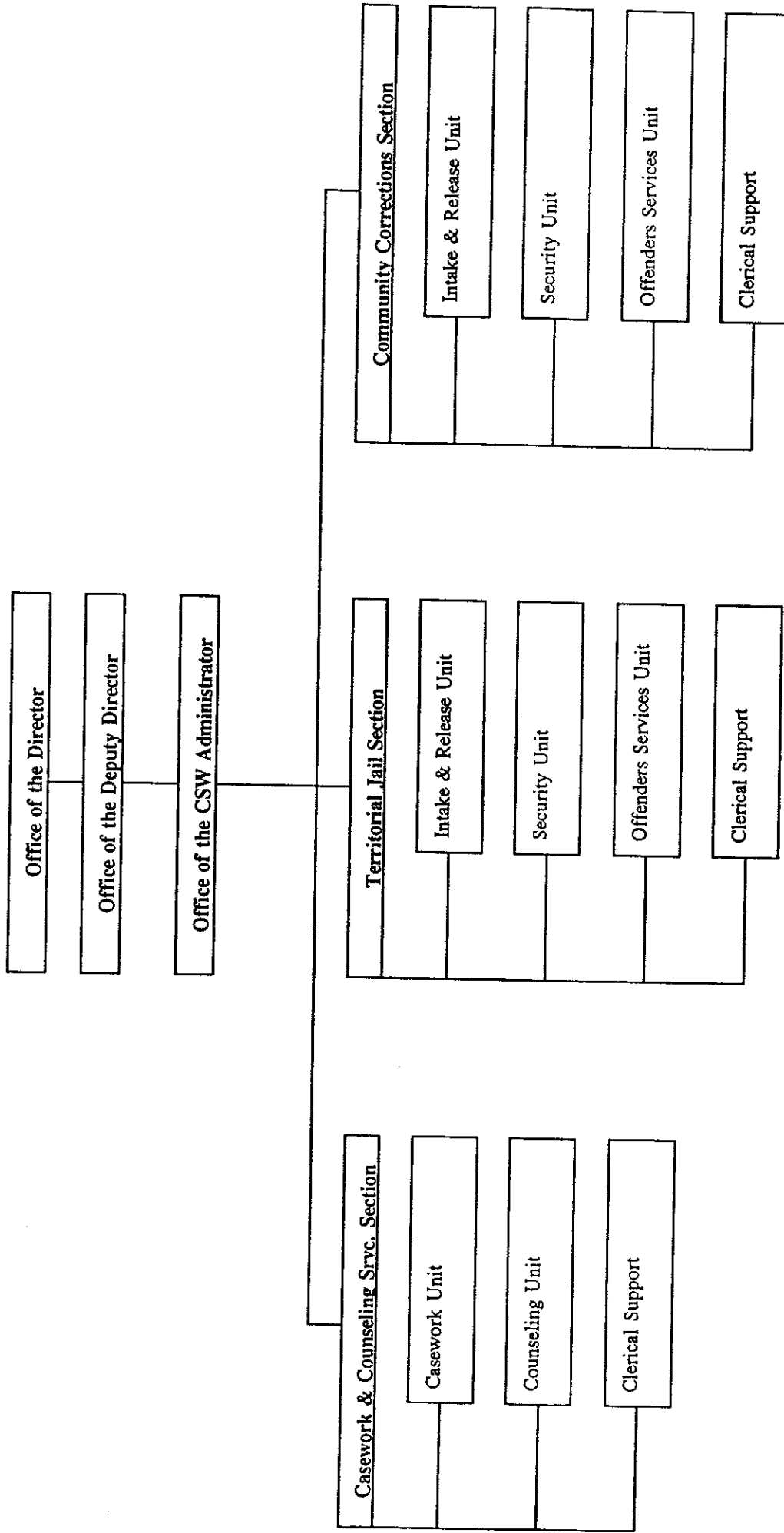
PRISON SERVICES DIVISION - ORGANIZATIONAL CHART

Department of Corrections



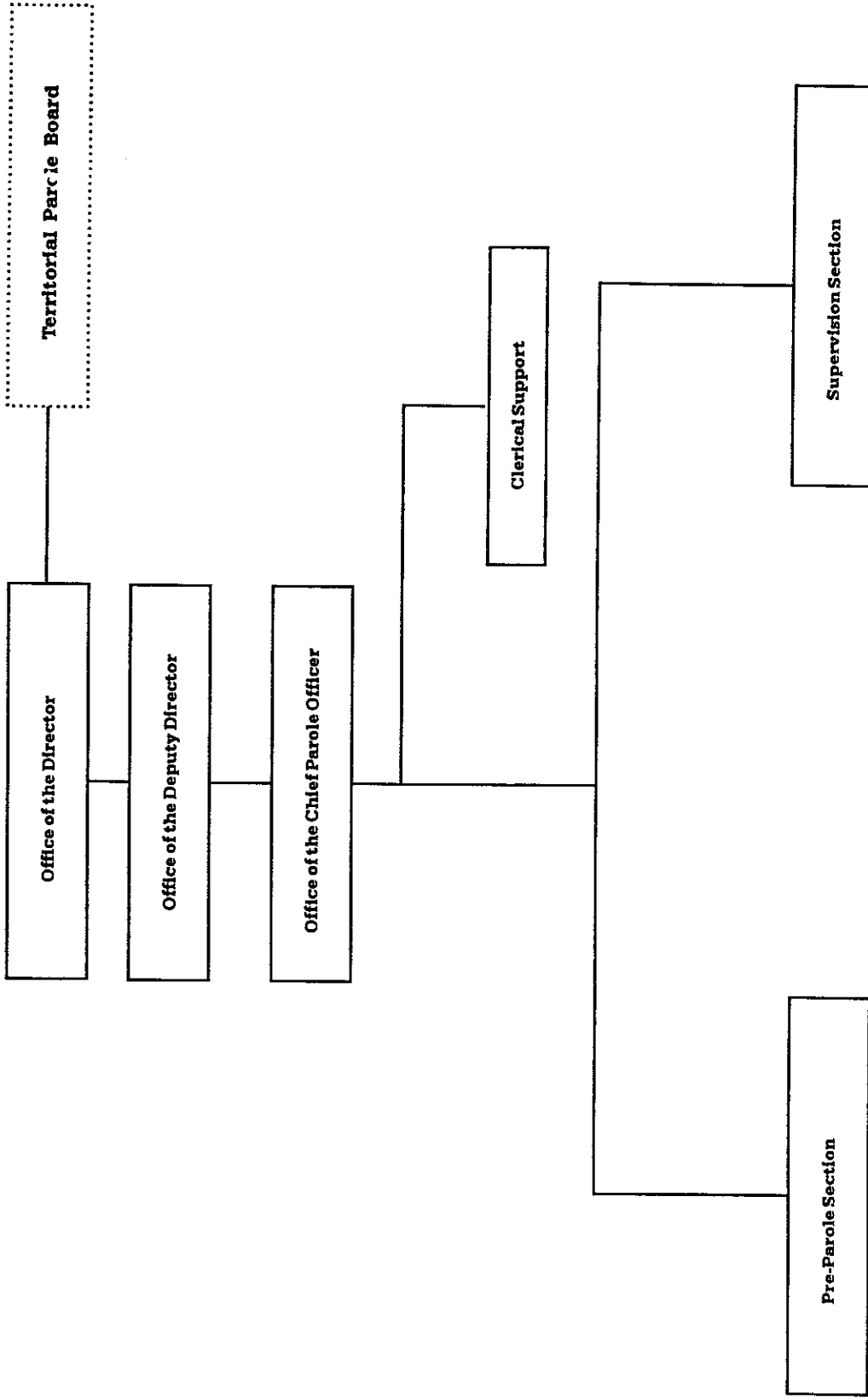
CASEWORK & COUNSELING SERVICES DIVISION - ORGANIZATION CHART

Department of Corrections



PAROLE SERVICES DIVISION - ORGANIZATIONAL CHART

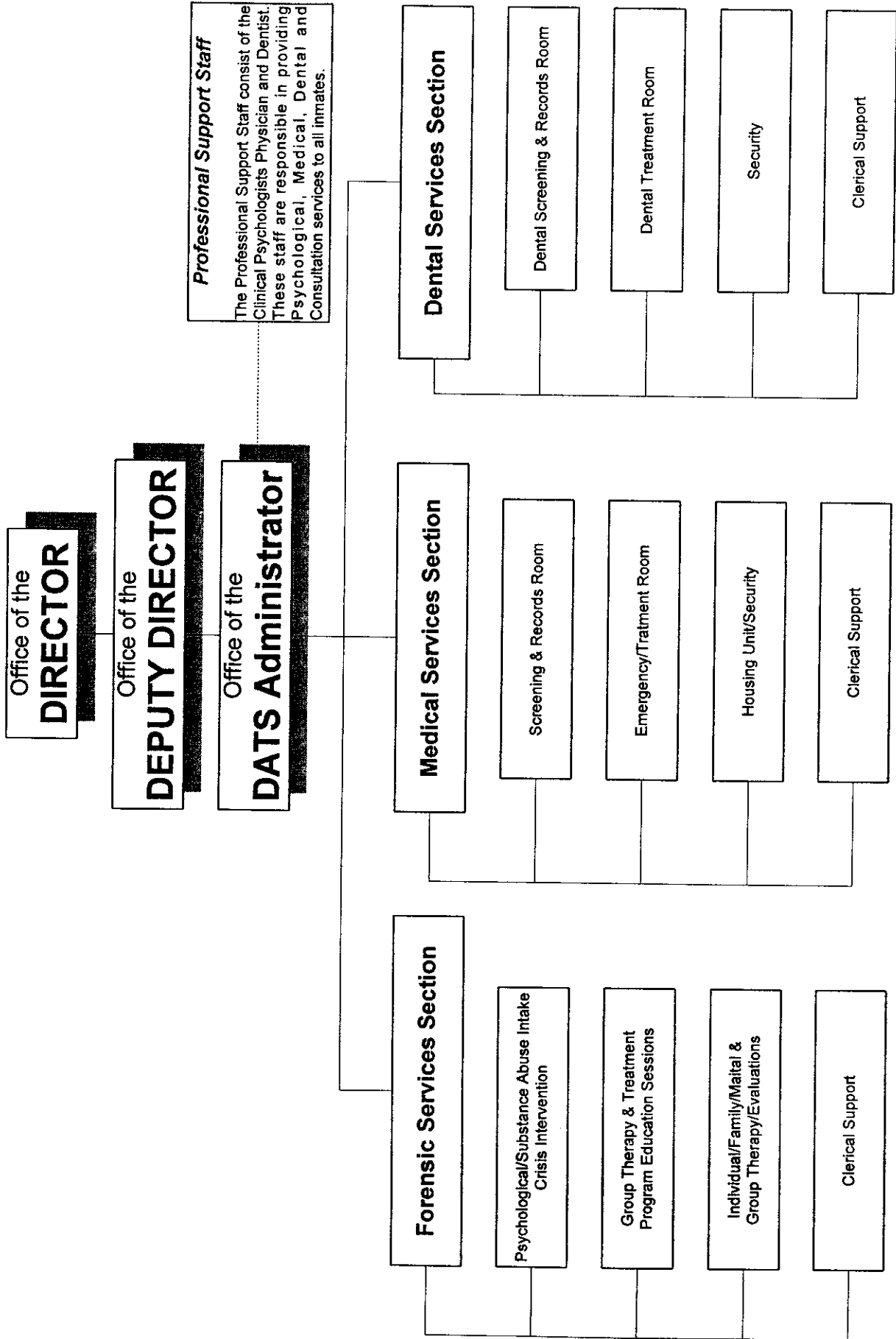
Department of Corrections



As of: February 19, 1997

DIAGNOSTIC AND TREATMENT SERVICES DIVISION - ORGANIZATIONAL CHART

Department of Corrections



DIRECTOR'S OFFICE - Functional Chart

Department of Corrections

OFFICE OF THE DIRECTOR

Protect the public from the destructive actions of law offenders through control and rehabilitation. Responsible for the efficient, effective administration and operation of the department. Establishes policies and procedures for planning, development, organizing, and staffing; for programs and activities, budgeting, hiring and training of personnel and responsible for the overall discipline and welfare of all personnel to include prison inmates.

Clerical Support

Handles all secretarial duties for the Director

Interanal Affairs Section

IAU provides the Director with thorough, yet concise investigations of complaints against DepCor employees, or the Department itself, predicted on fairness, impartiality and objectivity. IAU accepts complaints from citizens or inmates bringing forward grievances regarding inadequate services or alleged misconduct committed by employees of DepCor.

Legal Counsel Section

The section that provides the Director guidance on legal matters that deals with contracts, Civil Service Commission and all litigation for DepCor.

Public Information Section

The Public Information Section is there to inform the public through electronic and print media of events that have taken place or will be taking place at DepCor.

OFFICE OF THE DEPUTY DIRECTOR

To provide public protection from the destructive actions of law offenders by assisting the Director carry out his duties and responsibilities and to perform other assigned tasks

DEPARTMENT OF CORRECTIONS Functional Chart

ADMINISTRATIVE SERVICES DIVISION

Coordinates the functions of all subordinate sections to ensure delivery of administrative and logistical services to all operating units/divisions of the Department. Ensure that the service output is maintained for the attainment of goals and objectives of the department.

CLERICAL

Prepares final memoranda, letters and other documents for signature and distribution and maintains files. Distributes incoming facsimile messages and transmits outgoing facsimile information. Respond to incoming telephone calls and dispatch to recipients. Performs all other clerical work.

PERSONNEL SERVICES

Prepares Recruitment and termination GG-1's. Disseminates Job Announcements, distributes Personnel Directives; maintains Staffing Pattern to reflect personnel on board and vacant positions; initiate the submission of personnel evaluations. Maintain personnel files. Maintains Job description of all positions. Maintains up-dated personnel responsibilities and makes reports on retirement, Promotion, etc.

TRAINING

Schedules candidates and coordinates the conduct of the Corrections Academy. Schedules candidates to attend other training offered by Gov't of Guam agencies or private entities. Schedules attendants to in-house training, seminars and workshops. Assess and develop training needs of staff; Maintains training files on each employee. Makes annual training reports.

SUPPLY

Maintains a standard level of inventories on inmate food supplies, equipment office supplies and inmate hygiene supplies. Controls the distribution of all supplies; makes inventories. Re-orders and follows through with purchase orders and delivery of goods.

FOOD SERVICES

Prepare monthly food menu. Prepares breakfast, lunch and dinner; ensures food preparation is wholesome and served properly. Maintains the cleanliness of the culinary and dining facilities and equipment. Checks on proper temperature of walk-in and Chill refrigeration systems. Places order for food items. Supervises work assignments and make work schedules; makes report of food inventories.

INVENTORY MANAGEMENT

Maintains assets of all fixed and other properties of the Department. Updates listing periodically and indicates condition and value of each asset. Processes disposition of assets with appropriate agency. Assists in the procurement of all inventoriable items. Coordinates with GSA state surplus for the acquisition of Federal surplus properties.

FISCAL

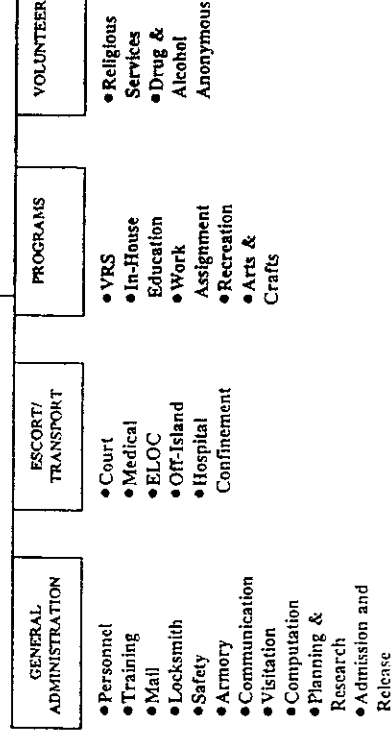
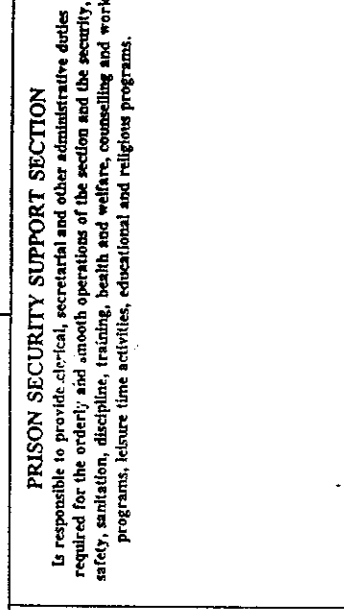
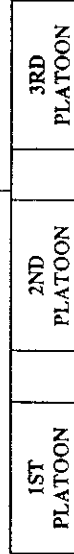
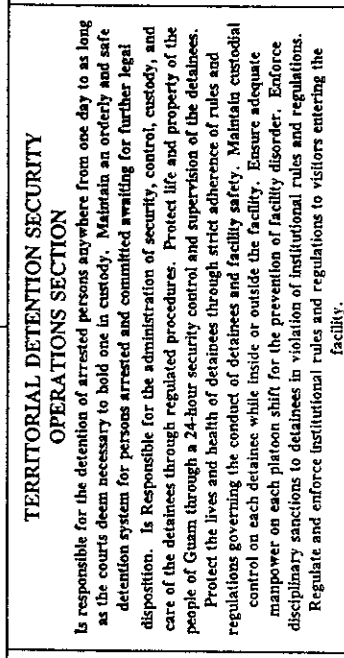
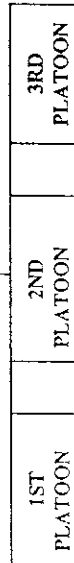
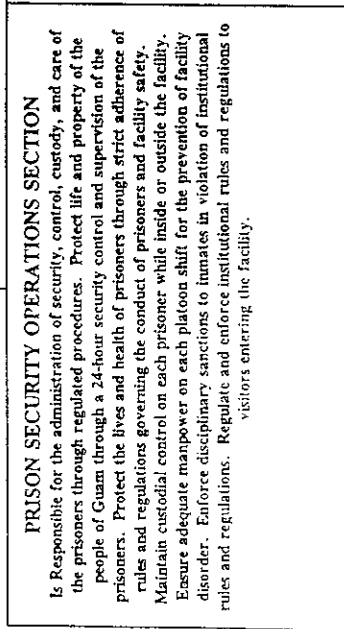
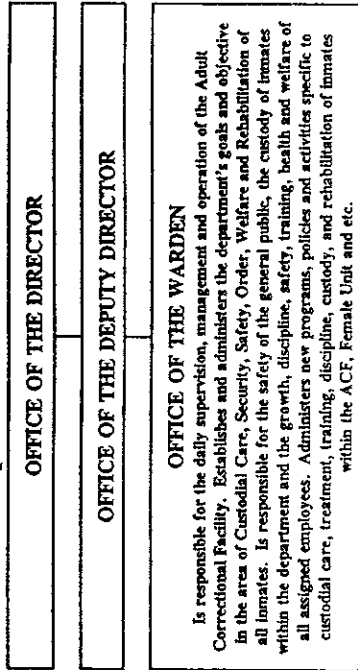
Prepares annual budget; maintains allotment distribution. Certifies availability of funds for payment of encumbrances and payroll expenditures. Processes billings for payment; makes budget projection analysis; prepares billings to (USMS) for use of prison facility. Makes adjustments or modification of accounts to fund needed items or projects. Advises management of financial status.

PROGRAM DEVELOPMENT & STATISTICIAN

Coordinate with Bureau of Planning for Federal Grant applications and with other budget agencies where grants are available. Follows through with implementation of grants and submits appropriate reports. Compiles data of inmates such as number received, released or adjudicated, detained, and parolled. Tracks violation committed by prisoners of institutional rules. Number of participants in programs. Makes research on various offenses of each prisoner. Maintains count on visitors, and all other information necessary for management decisions.

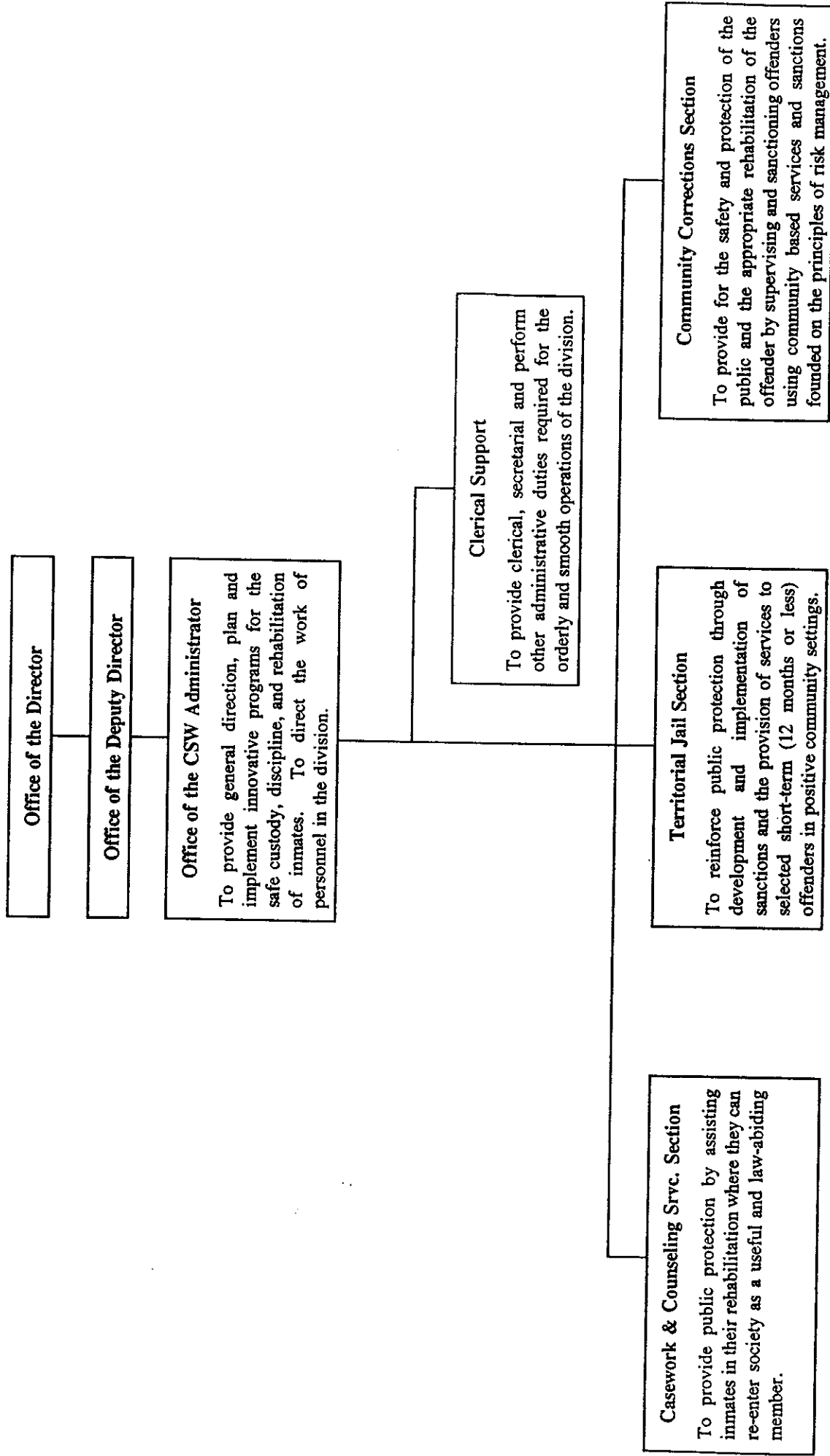
PRISON SERVICES DIVISION - FUNCTIONAL CHART

Department of Corrections



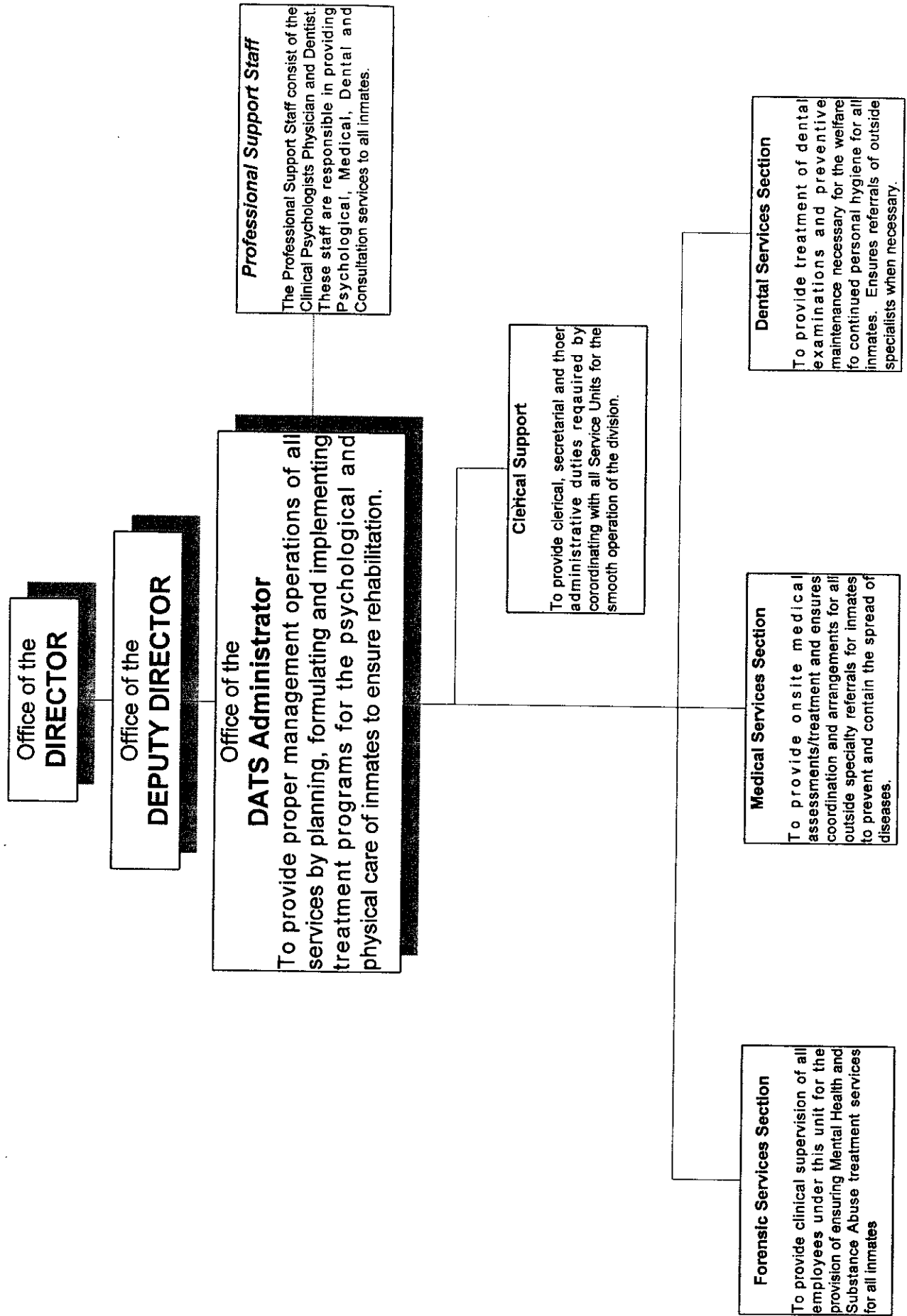
CASEWORK & COUNSELING SERVICES DIVISION - FUNCTIONAL CHART

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DIAGNOSTIC AND TREATMENT SERVICES DIVISION - FUNCTIONAL CHART

Department of Corrections



PAROLE SERVICES DIVISION - FUNCTIONAL CHART

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