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COMMISSIONER

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ADMINISTRATIVE REGULATION
NUMBER 024

OPR: OPERATIONS

DEVELOPMENT OF MANUALS FOR DIVISION OPERATIONS

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for developing a standardized system for the compilation, dissemination, and maintenance of division operational manuals.

II. POLICY

Each major division/Alabama Corrections Academy (ACA) shall maintain and make available to the employees the manual(s) that specifies how policies are to be implemented within that administrative unit.

III. DEFINITION(S) AND ACRONYM(S)

Division: A group or a function within the ADOC/Alabama Corrections Academy (ACA) that provides programs or services to inmates or operating services to the ADOC.

IV. RESPONSIBILITIES

All ADOC employees shall be required to review the contents of the applicable division manual when assigned to the area. Employees shall be responsible for developing an understanding of assigned tasks and their relationship to the rest of the division.

V. PROCEDURES

A. Each division shall maintain unit manual binders. Sections that provide consolidated services between divisions shall develop a manual to encompass services provided to affected institutions. The Warden/Division Director shall approve the location of all Divisional Manuals of Operation. The binder will be labeled in a consistent manner at each location to include the following:

1. ADOC

2. Name of division(s) served
 3. Title of manual (i.e. "Classification of Inmates")
- B. The divisions that are required to maintain unit manuals shall include, but not be limited to, the following:
1. Treatment
 2. Fiscal (to include warehouse, procurement, and commissary)
 3. Food Service
 4. Inmate Records (Central Records)
 5. Personnel
 6. Faith Based Treatment
 7. Religious Services
 8. Staff Training
 9. Classification
 10. Canine Unit Manual
- C. The designated Deputy Commissioner shall approve all division manuals of operations. Each manual shall include, at a minimum, the following information/material:
1. An operational philosophy with the division's goals and objective for the current year, including their relationship to the ADOC's mission.
 2. A detailed description of the current duties, responsibilities, and expectations for each class of employee working in the division which are specific to that location/institution.
 3. Current directives and/or memoranda from managers or supervisors.
 4. Any other information the division manager deems appropriate.
- D. Division manuals shall be available to the employees assigned to the work unit.

- E. Institution/ACA division manuals shall be updated as needed and reviewed annually with significant changes communicated to appropriate employees.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

There are no forms prescribed by this regulation.

VIII. SUPERCEDES

This regulation being a new regulation, it does not supersede any other regulation at this time.

IX. PERFORMANCE

- A. Code of Alabama, 1975, Section 14-1-1 and 14-1-2
- B. ACA Standards: 4-4013, 4-4014, and 4-4167


Donal Campbell, Commissioner