

**ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE**

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN

DATE: May 5, 2016

SUBJECT: Director's Instruction # 346, Department Reorganization and Lines of Authority

This Director's Instruction is effective immediately and will remain in effect until completion of a review of all Department Orders and Director's Instructions. During the review, the authority and reporting responsibility will be clarified and updated, as applicable.

PURPOSE

This Director's Instruction identifies changes to lines of authority as a result of the reorganization of the Department. The new structure aligns existing functions within the Department to support increased emphasis on preparing inmates for successful return to our communities. (See attached ADC Agency Organization Chart.)

In this reorganization, the Support Services Division was dismantled. Its functions have been split between the new Division of Inmate Programs and Reentry and the Deputy Director. Any references in Department policy to the former "Support Services Division" should be compared with organizational diagrams provided in this Director's Instruction to determine authority, reporting responsibility, and Office of Primary Responsibility (OPR) for written instructions. Questions about policy applicability should be directed to the OPR or may be directed to the Policy Unit Manager.

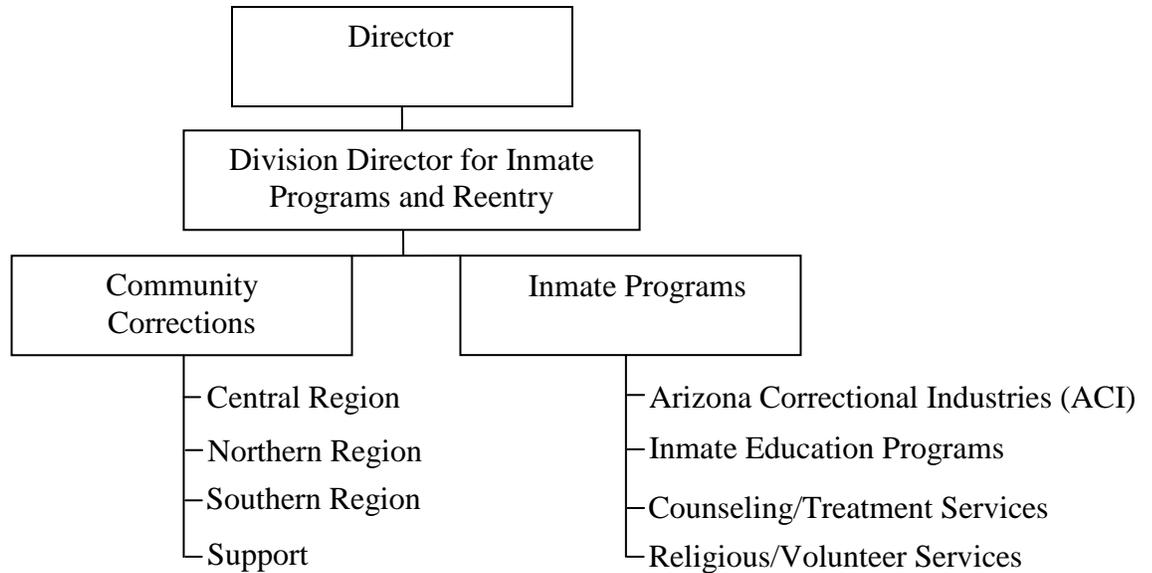
ORGANIZATIONAL CHANGES

Administrative Services Division – No change

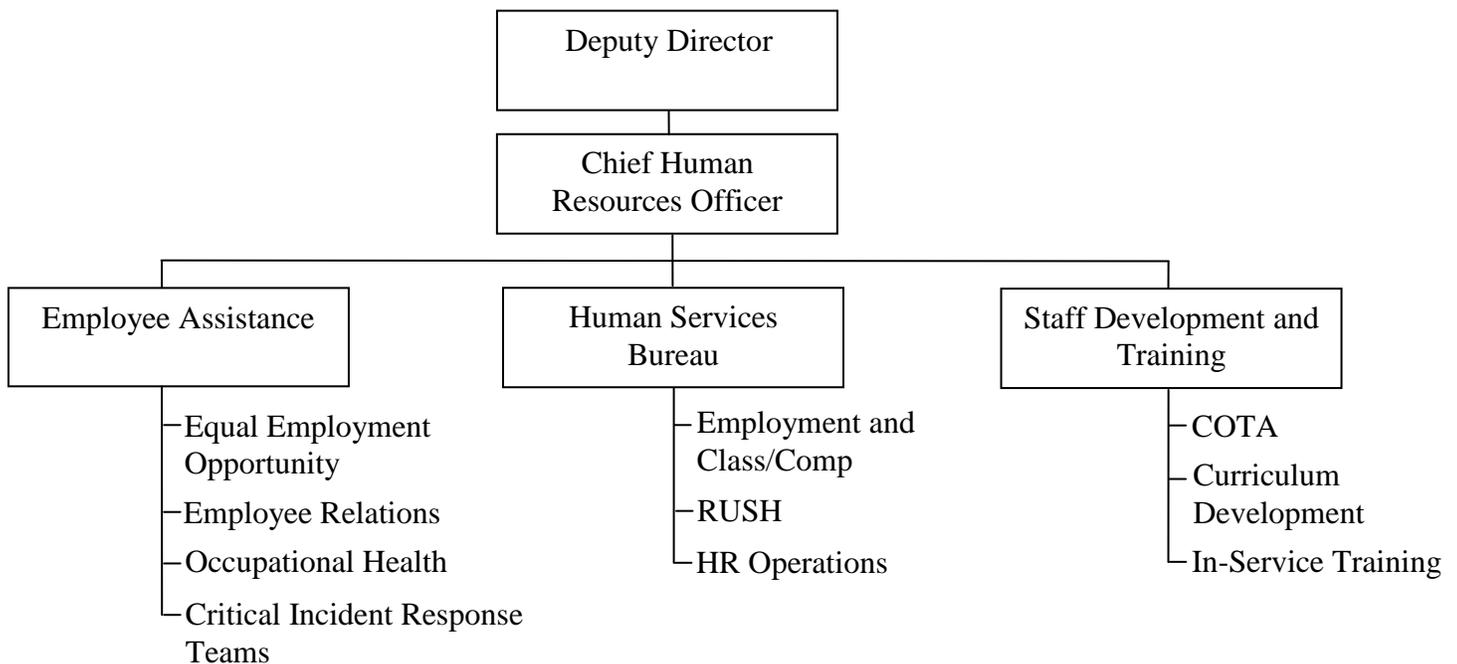
Health Services Contract Monitoring Bureau – No change

Offender Operations Division – Community Corrections no longer reports to Offender Operations. (See Division of Inmate Programs and Reentry below.)

Division of Inmate Programs and Reentry - The Division Director for Inmate Programs and Reentry oversees inmate programs and community supervision. The Division organizational structure appears below. The Division Director for Inmate Programs and Reentry reports directly to the Director.



Chief Human Resources Office - The Chief Human Resources Officer oversees the Human Services Bureau, Employee Assistance, and the Staff Development and Training Bureau. The Office organizational structure appears below. The Chief Human Resources Officer reports directly to the Deputy Director.



{Original Signature on File}

