

<p style="text-align: center;">STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS</p>	<p>Title: LINES OF AUTHORITY</p>		<p style="text-align: right;">Page 1 of 2</p>						
<p>Chapter: Commissioner - General</p>	<p style="text-align: center;"># 05</p>	<p>Supersedes: #05, dated 02/07/1980</p>							
<p>Attachments, Forms & Companion Documents: All attachments, forms, and companion documents will be available on the DOC website.</p>									
<p>Local Procedure(s) Required: Yes Applicability: All staff (including contractors and volunteers) Security Level: "B" – Anyone may have access to this document.</p>									
<p>Approved:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 33%;"><u>SIGNED</u></td> <td style="text-align: center; width: 33%;"><u>08/01/2016</u></td> <td style="text-align: center; width: 33%;"><u>08/17/16</u></td> </tr> <tr> <td style="text-align: center;">Lisa Menard, Commissioner</td> <td style="text-align: center;">Date Signed</td> <td style="text-align: center;">Date Effective</td> </tr> </table>				<u>SIGNED</u>	<u>08/01/2016</u>	<u>08/17/16</u>	Lisa Menard, Commissioner	Date Signed	Date Effective
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PURPOSE

The purpose of this administrative directive is to identify the Vermont Department of Correction’s (DOC) philosophy and policies regarding the DOC’s chain of command for normal and emergency situations.

PHILOSOPHY

It is the philosophy of the DOC to have well-defined lines of authority that identifies the chain of command for both normal and emergency situations. Following the lines of authority, the DOC is able to effectively communicate through all levels of the operation, without duplications or conflicting information during normal business and emergent situations.

AUTHORITY

3 V.S.A. §§ 214, 3052; 28 V.S.A. § 102(b)(4)

DEFINITIONS

Delegation: The condition where a specific responsibility and authority is assigned to another position to conduct specific business. Delegations must be in writing. Persons to whom authority has been delegated shall sign documents with their own name and title.

Designation: A condition where the total authority and responsibility of another position is either formally assigned to or temporarily assumed by another position. When a designee signs any

document he or she shall sign his or her own name and indicate his designated position. Any responsibilities or authority assigned by policy to a specific position is automatically assumed by his or her designee in his or her absence.

POLICY

It is the policy of the DOC to recognize the Commissioner as the chief authority of the DOC. Under normal circumstances, authority in the DOC flows from the Commissioner directly through the Division Directors and on into the respective divisions of the DOC.

During the Commissioner's absence or unavailability, the Deputy Commissioner assumes authority. If both the Commissioner and Deputy Commissioner are scheduled to be unavailable, the Commissioner shall formally designate someone to act on his or her behalf.

In emergency situations, DOC personnel shall follow the incident command structures and normal chain of command when possible. If this is not possible, DOC personnel have the authority to act in the DOC's best interest or in the best manner to protect the safety of themselves or others.

Each operating division shall develop its own written chain of command and communications procedures to be used for normal and emergency situations.