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SAMANTHA J. BRENNAN
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JOSEPH S. CARBULLIDO
ACTING DEPUTY DIRECTOR

Reply to:
DOC2019-11-476

November 19, 2019

Memorandum

To: All Personnel

From: Acting Deputy Director, Department of Corrections

Subject: **Information**
Ref: Changes to Operations

Effective immediately, the following changes listed below shall be in effect:

1. The Acting Deputy Director shall oversee and be responsible for the operations of the Department of Corrections (D.O.C.) with the advice and recommendations from the Warden and the Command Staff.
2. Scheduling and the flexibility to adjust Regular Days Off (RDO) shall be the responsibility of the Platoon Commanders with input from the Unit Managers concurred via the chain command to ensure continuity and operational efficiency.
3. The Special Operations Response Team (S.O.R.T.) shall be re-instated to ensure the safety and security of all personnel as well maximizing on all post assignments due to the current shortage of manpower. The Warden shall ensure that S.O.R.T. personnel not assigned to posts, i.e. transport, are available to immediately respond if the need arises.
4. Personnel shall not work more than sixteen (16) hours per day and shall be afforded rest time of at least one (1) out of the two (2) Regular Days Off (RDO). This will ensure attention to detail while on duty as well take into consideration the health and welfare of our personnel.

For Strict Compliance.


JOSEPH S. CARBULLIDO

Concur:


SAMANTHA J. BRENNAN
Director

EQUAL OPPORTUNITY EMPLOYER

