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**ADMINISTRATIVE REGULATION
NUMBER 255**

OPR: SPECIAL SERVICES

SPECIAL SERVICES ORGANIZATIONAL AUTHORITY AND STRUCTURE

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes defines the organizational structure of Special Services, including its supervisory role, and the authority granted by Alabama Code Title 14, Section 14-39-9. It clarifies the Deputy Commissioner of Special Services' responsibility as the Chief Contraband Officer for the Alabama Department of Corrections (ADOC) and identifies the key divisions under the Special Services.

II. POLICY

It is the policy of Special Services to provide oversight for key operational functions within the ADOC, including law enforcement, investigations, intelligence, records management, communications, and professional standards. This policy applies to Special Services and all divisions under its direct authority within ADOC.

III. DEFINITIONS AND ACRONYMS

There are no definitions and acronyms prescribed in this AR.

IV. ORGANIZATIONAL STRUCTURE AND AUTHORITY HIERACHY

- A. Special Services Deputy Commissioner: chief supervisory authority over all Special Services divisions.
- B. Special Services Assistant Deputy Commissioner: assumes leadership in the absence of the Special Services Deputy Commissioner.
- C. Division Directors: lead the respective divisions and report to the Special Services Assistant Deputy Commissioner.

V. RESPONSIBILITIES

- A. The Special Services Deputy Commissioner or his/her designee shall:
1. Serve as the Chief Contraband Officer and lead efforts to control and prevent contraband within ADOC.
 2. Ensure effective operation of all Special Services divisions.
 3. Approve, authorize, and enact administrative regulations, procedures and strategic objectives within Special Services.
 4. Provides guidance on law enforcement operations and maintains overall accountability for the department's compliance with state and federal laws.
- B. The Special Services Assistant Deputy Commissioner shall:
1. Support the Special Services Deputy Commissioner in the day-to-day management of Special Services.
 2. Oversee personnel and resources, ensuring the implementation of the Special Services Deputy Commissioner's directives.
 3. Assume leadership duties in the absence of the Special Services Deputy Commissioner.

VI. SPECIAL SERVICES DIVISIONS

- A. Intelligence and Communication Services Division:
1. Manages the ADOC's intelligence operations and communications systems.
 2. Ensures secure and effective internal and external communications while gathering, analyzing, and distributing intelligence on security threats, criminal activity, and operational risks within correctional facilities.
 3. Complies with the provisions of 28 Code of Federal Regulations Part 23, to include:
 - a. Reasonable Suspicion: any collection or maintenance of criminal intelligence data must be based on reasonable suspicion that an individual is involved in criminal activity.
 - b. Relevance to Criminal Conduct: only information that is directly relevant to suspected criminal activity may be collected and stored.

- c. Data Retention Policies: Clear guidelines must be followed regarding the retention of criminal intelligence data, including when to purge outdated or unnecessary information.
- d. Information Sharing Protocols: Any sharing of criminal intelligence information with other agencies must adhere to established privacy restrictions and protocols.

B. The Central Records Division:

- 1. Oversees the management of inmate records, including admissions, transfers, medical documentation, disciplinary actions, and release information.
- 2. Ensures the security and integrity of all records, maintaining compliance with applicable state and federal regulations.

C. The Canine Division:

- 1. Supports the ADOC by utilizing specially trained dogs to detect contraband, track missing persons, assist in ADOC searches, apprehend suspects, and enhance security operations.
- 2. Officers in this division have full law enforcement authority as granted under Alabama Code Title 14, Section 14-3-9, enabling them to conduct investigations, make arrests, and enforce laws within correctional facilities.

D. The Law Enforcement Services Division:

- 1. Investigates violations of law within the ADOC, including crimes involving employees, inmates, and contractor.
- 2. Has full law enforcement authority as granted by Alabama Code Title 14, Section 14-3-9, enabling officers to conduct investigations, make arrests, and enforce laws within correctional facilities.

E. The Office of Professional Standards:

- 1. Ensures adherence to high ethical and professional standards in ADOC.
- 2. Investigates internal complaints, monitors administrative regulations compliance, enforces ADOC administration regulations, and undertakes special projects assigned by the ADOC Commissioner or his/her designee.

VII. PROCEDURES

A. Reporting Structure and Coordination:

1. Each Special Services division reports directly through its established chain-of-command, as outlined in the Organizational Structure and Authority Hierarchy.
2. The Special Services Deputy Commissioner is ultimately responsible for the coordination and oversight of all operations under Special Services.
3. The Special Services Deputy Commissioner has the authority to delegate duties to the Assistant Deputy Commissioner and division heads, but all major decisions and policy changes require the Special Services Deputy Commissioner's approval.
4. Special Services Divisions must collaborate to ensure cohesive and efficient operations across functions.

B. Compliance and Standards:

1. All Special Services Divisions must comply with the minimum standards for law enforcement officers as outlined in Alabama Code Title 14, Section 14-3-9.
2. Each division must ensure that its personnel adhere to the required training, certification, and operational standards as mandated by the ADOC and applicable state law enforcement authorities.
3. Special Services Divisions must also abide by the nondisclosure agreement regarding law enforcement sensitive information, ensuring that all personnel within each division maintain confidentiality and security of sensitive data and information.
4. All divisions must adhere to the Criminal Justice Information Services rules and regulations, ensuring that criminal justice information is handled securely and in compliance with federal and state laws.

VII. FORMS

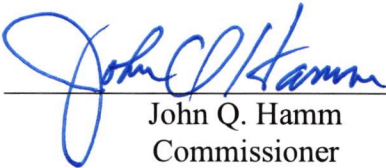
There are no forms prescribed in this AR.

VIII. SUPERSEDES

This is a new Administrative Regulation.

IX. PERFORMANCE

- A. Code of Alabama 1975 § 14-1-1.1 *et seq.*, 14-3-9, 14-39-9,
- B. 28 Code of Federal Regulations Part 23.



John Q. Hamm
Commissioner