



**Department of Corrections and Rehabilitation**  
**NOTICE OF CHANGE**  
**TO DEPARTMENT OPERATIONS MANUAL**  
**Chapter 1, Article 1,**  
**Office of the Secretary**

**Transmittal Letter Number:**

15-11

**Revision Date:**

6/17/15

The purpose of this document is to provide all Department Operations Manual (DOM) holders with information regarding the attached amendment to Chapter 1, Article 1, Office of the Secretary.

This revision deletes text that named the Secretary of the California Department of Corrections and Rehabilitation (CDCR) as the chairman of the Board of Parole Hearings (BPH or the Board) and language stating the executive officer of BPH reports to the Secretary as this information conflicts with statute. Penal Code Section 5075 states the executive officer of the Board shall be the administrative head of the Board, and Penal Code Section 3044(b) states that the Board shall report to the Governor.

The Article is also revised to update CDCR unit names as necessary to reflect recent name changes, and the function of the Office of Legislation as it relates to the Senate Confirmation process is also updated to reflect current practices. Titles of executive officers who are subject to confirmation are added. In addition, for greater clarity, duplicative information and obsolete language is removed and remaining language is reorganized where appropriate.

This Notice of Change to DOM is part of a series of anticipated DOM revisions that update DOM policy as it relates to BPH's role in corrections procedure per current statute. In 2011, the Governor signed Assembly Bill 109, Budget Act of 2011: Public Safety Realignment into law, which made significant changes to California corrections in regards to low-level offenders and the parole revocation process. BPH requested CDCR update multiple Department DOM policies to reflect BPH's responsibility in corrections procedure following Public Safety Realignment, and to make additional updates and clarifications in reference to BPH as needed.

Please inform all persons concerned of the contents of this notice, which shall remain in effect until it is incorporated into the next edition of the DOM. If you have any questions concerning this revision, please contact Kristy McCants, Office of the Secretary, at (916) 324-0641.

*Original signed by:*

**ALENE SHIMAZU**  
Director  
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## CHAPTER 1 — GENERAL ADMINISTRATION

### ARTICLE 1 — OFFICE OF THE SECRETARY

*Revised June 17, 2015*

#### **11010.1 Policy**

The Secretary of the California Department of Corrections and Rehabilitation (CDCR) has established an organizational structure which provides for the efficient and effective management of all facets of the correctional system for all inmates, wards and parolees to include custody, care, treatment, discipline, training, rehabilitation, and employment.

#### **11010.2 Purpose**

This Article outlines the administrative organization of the Office of the Secretary, CDCR.

#### **11010.3 Chain Of Command**

The Secretary has line authority over all employees. The Undersecretaries, Executive Officers, Assistant Secretaries, General Counsel, Directors, and Chiefs have line authority over their respective divisions or offices.

#### **11010.4 Secretary's Cabinet**

The following positions have been designated as members of the Secretary's Cabinet:

- Undersecretary, Operations.
- Undersecretary, Administration and Offender Services.
- Undersecretary, Health Care Services.
- Assistant Secretary, General Counsel, Office of Legal Affairs (OLA).
- Assistant Secretary, Office of Public and Employee Communications (OPEC).
- Assistant Secretary, Office of Legislation (OOL).
- Director, Enterprise Information Systems (EIS).
- Director, Division of Internal Oversight and Research (DIOR).
- Director, Division of Health Care Services (DHCS).
- Chief, Office of Labor Relations (OLR).
- Director, Division of Adult Institutions (DAI).
- Director, Division of Adult Parole Operations (DAPO).
- Director, Division of Rehabilitative Programs (DRP).
- Director, Division of Juvenile Justice (DJJ).
- Director, Division of Administrative Services (DAS)
- Director, Division of Facility Planning, Construction and Management (FPCM)

#### **11010.5 Executive Staff**

The Secretary's executive staff includes members of the Cabinet (above) and the following positions:

- Executive Officer, Board of Parole Hearings (BPH).
- General Manager, California Prison Industry Authority (CalPIA).
- Chief, Office of the Ombudsman (OOTO).
- Chief, Office of Correctional Safety (OCS).
- Chief, Office of Victim and Survivor Rights and Services (OVSRS).

#### **11010.6 Secretary of Corrections and Rehabilitation**

The Secretary is the chief executive and administrator of CDCR in the operation of its programs for the management and control of State juvenile and adult correctional facilities and supervision of parolees. The Secretary is also chairman of the Prison Industry Board. The General Manager of CalPIA reports to the Secretary.

#### **11010.7 Office of Legislation**

The Office of Legislation provides executive policy advice and assistance on all matters with legislative implications or impact on the CDCR.

The Assistant Secretary performs the following:

- Coordinates the development of legislation, including drafting and preparation for the Secretary and the Governor's Office, and introduction in the Legislature.
- Identifies bills of CDCR interest, provides analysis, and recommends the CDCR's position to the Secretary and the Governor's Office.
- Presents CDCR's positions to legislators and provides direct advocacy through appearances before legislative committees.
- Coordinates the compilation and completion of Enrolled Bill Reports, recommending to the Governor whether to sign or to veto enrolled legislation.
- Coordinates and reviews responses to inquiries from State and federal legislators.
- With assistance from Human Resources, coordinates the Senate Confirmation process for Associate Directors, Assistant Secretaries, Undersecretaries and the Secretary.

#### **11010.8 Office of Public and Employee Communications**

The Office of Public and Employee Communications:

- Is the central point of contact for all external stakeholders.

- Acts as a liaison for the Department and several of its constituencies and maintains direct contacts with local, State, national, and international print, broadcast and other media.
- Provides functional supervision, training, and guidance to headquarters, facilities, and parole regions on public and community relations issues.
- Prepares and distributes brochures, video, and other informational materials to legislators, the media, and the general public.
- Prepares and distributes printed and video training materials for headquarters, facilities, and parole regions.
- Coordinates and plans the annual Medal of Valor Awards ceremony.
- Distributes information to department employees.
- Responds to information requests under the Public Records Act and Information Practices Act from the media; prepares talking points for executive and division staff; and compiles the daily report.
- Reviews the content of the Department's website to ensure consistency with departmental policy, and oversees the Department's death row database to provide monthly reports.
- Develops, manages, implements, and evaluates the Department's public information, motion picture, radio and television, and community relations policies.
- Works closely with media representatives to visit the Department's institutions and facilities including conservations camps, community prisoner-mother, and community correctional facilities.
- Encourages print, broadcast and other media to tour and write stories about CDCR programs, activities, staff, and inmates.

**11010.9 Revisions**

The Secretary, CDCR or designee shall be responsible for ensuring that the contents of this Article are kept current and accurate.

**11010.10 References**

PC §§ 1170, 2085.5, 2962, 3003, 3034, 3058.8, 5001, 5052, 5053, 5054, 5055, 5058, 5075 and 11155.

GC 12838 et seq.

DOM §§ 11040, 22090.

SEERA.

FLSA.

Public Records Act.

Information Practices Act.

Ralph C. Dills Act.

Prison Inmate Labor Initiative of 1990.

CCR (15) (3).

California Environmental Quality Act.