

 ARIZONA DEPARTMENT OF CORRECTIONS DEPARTMENT ORDER MANUAL	CHAPTER: 100 AGENCY ADMINISTRATION/ MANAGEMENT	OPR: DIR
	DEPARTMENT ORDER: 115 <i>AUTHORITY/RESPONSIBILITY DELEGATED TO ACI</i>	SUPERSEDES: DO 115 (11/05/01)
		EFFECTIVE DATE: JUNE 2, 2009

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PURPOSE

This Department Order specifies the authority and responsibility for certain business and management-related decisions and activities of the Arizona Correctional Industries.

PROCEDURES

115.01 COMPLIANCE WITH DEPARTMENT WRITTEN INSTRUCTION

- 1.1 Arizona Correctional Industries (ACI) shall comply with all Department Orders, Director's Instructions, applicable Technical Manuals and Institution Orders, unless an exception is required for valid business purposes.
 - 1.1.1 All ACI personnel actions shall be approved by the appropriate Department of Administration authority and the Division Director for Support Services.
- 1.2 The ACI General Manager shall request a waiver in accordance with Department Order #101, System of Written Instructions, for any exceptions to written instructions. When a waiver is granted, the ACI General Manager shall ensure that the information is forwarded to the:
 - 1.2.1 Policy Unit for inclusion into the appropriate Department Order.
 - 1.2.2 Division Director for Support Services, if the waiver affects any Support Services' written instruction.
 - 1.2.3 Audit Unit prior to the next scheduled audit of an institution in which ACI conducts operations.

115.02 AUTHORITY OF THE DIRECTOR - The Director or designee shall retain authority for

- 1.1 Purchases of equipment that cost more than \$10,000.
- 1.2 Joint venture contracts with private sector companies.
- 1.3 Construction or lease of State buildings on prison grounds, by private sector companies, for the employment of inmates.
- 1.4 Inmate wages scale.
- 1.5 Review and approval of the ACI Annual Report before its release.
- 1.6 Acceptance and expenditure of private grants of money.
- 1.7 Contracts with outside service consultants that cost more than \$10,000.
- 1.8 Sale of assets or surplus property with a book value over \$5,000.

115.03 AUTHORITY OF THE ACI GENERAL MANAGER - Authority shall be delegated to the ACI General Manager for:

- 1.1 Approval of requests for purchase of raw materials, supplies, and equipment that cost less than \$10,000, prior to submission to the Administrative Services Bureau.
- 1.2 Negotiation and approval of labor contracts with private sector companies.
- 1.3 Signature authority on the ACI checking account for amounts less than \$500.

- 1.4 Day-to-day management of ACI operations, to include financial, accounting, sales, marketing and production activities.
- 1.5 All other authority that is delegated by the Director or by written instruction.

115.04 AUTHORITY OF ADMINISTRATIVE SERVICES - The Administrative Services Bureau shall:

- 1.1 Perform all procurement actions upon receipt of an approved request for purchase from the ACI General Manager or the Director, in those cases where such approval is required by written instruction.
- 1.2 Have signatory authority on all ACI checking accounts.
 - 1.2.1 Such checks shall first be signed by the ACI General Manager, or designee.
 - 1.2.2 ACI shall submit copies of purchase orders, invoices and signed receiving reports as supporting documentation when checks and warrants are presented to the Administrative Services Bureau for signature.
 - 1.2.3 The Director shall sign as the second signatory authority for checks over \$10,000.

115.05 THE ACI BOARD OF DIRECTORS

- 1.1 The ACI Board Of Directors shall meet quarterly.
- 1.2 The ACI General Manager and the appropriate ACI managers shall provide a written report and verbal presentation on business operations, short-term business plans, strategic plans and financial reports of ACI, at each quarterly meeting of the ACI Board Of Directors.
- 1.3 After each quarterly meeting, the ACI Board Of Directors shall make appropriate recommendations to the Director.

IMPLEMENTATION

The ACI General Manager shall update and maintain the Technical Manuals necessary for the efficient and effective control of ACI business operations and industrial activities, ACI Marketing and Sales activities, ACI Finance and Accounting activities, and the internal administrative services of ACI.

DEFINITIONS

ACI BOARD OF DIRECTORS - An advisory board which consists of the Director or designee, as Chairman of the Board; and board members consisting of the Deputy Director, the Division Director for Offender Operations, the Division Director for Support Services, a representative from the ACI Labor Contracts, and a prominent representative of the private sector business community. The Advisory Board shall meet quarterly, or as otherwise required for the purpose of reviewing the business and financial operations of ACI.

{Original Signature on File}

Charles L. Ryan
Director

AUTHORITY

A.R.S. 31-254 Compensation for labor performed

A.R.S. 41-2501 Applicability

A.R.S. 41-1622 Arizona correctional industries; establishment; purpose

A.R.S. 41-1624 Arizona correctional industries revolving fund; definitions