

<p style="text-align: center;">POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION</p>	<p style="text-align: center;">POLICY NUMBER 4.1</p>	<p style="text-align: center;">PAGE NUMBER 1 of 1</p>
	<p>RELATED ACA STANDARDS: 4-4126, 4-ACRS-5A-03</p>	
<p>CHAPTER: 4 - Decision Making Relating to Offenders</p>	<p>SUBJECT: LATITUDE OF CHOICE IN DECISION MAKING REGARDING OFFENDERS</p>	
<p>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:</p>		
<p>APPROVED FOR PUBLIC RELEASE</p>		

- I. **AUTHORITY:** 11 *Del. C.* §6517, §6527, §6529, §6529a, §6530, §6535
- II. **PURPOSE:** To set fair and equitable standards for decision making.
- III. **APPLICABILITY:** All Department employees, volunteers, persons, or organizations conducting business with the Department of Correction (DOC): all offenders under the supervision of the Department.
- IV. **DEFINITIONS:** None.
- V. **POLICY:** It is the policy of the DOC to require all decision-making affecting the rehabilitation, housing, discipline, and/or supervision level of offenders or detentioners under the jurisdiction of the Department to be fair and equitable.

Each Bureau Chief/Section Manager responsible for developing procedures which involve decision-making related to offenders and detentioners shall ensure those procedures meet the following standards:

- A. Written criteria available and specific enough to permit consistent application.
 - B. Designation of decision-making bodies and definition of their duties and responsibilities.
 - C. Specific time-frame, format, and content for the decision process.
 - D. Decisions based on factual data related to the issue being decided and professional judgment.
 - E. Provide for the security concerns of the Department and the welfare of the public.
- All decision making procedures must comply with the Department's policy on Decisions Affecting Offenders/Detentioners Well-Being.