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**Rules of  
Department of Corrections  
Division 20—Division of Adult Institutions  
Chapter 1—Organization**

<b>Title</b>	<b>Page</b>
14 CSR 20-1.010 Organization.....	3

## Title 14—DEPARTMENT OF CORRECTIONS

### Division 20—Division of Adult Institutions Chapter 1—Organization

#### 14 CSR 20-1.010 Organization

*PURPOSE: This rule provides a general description of the organization and operations of the Division of Adult Institutions and the methods where the public may obtain information or submit recommendations concerning division policies and procedures.*

(1) The Division of Adult Institutions is a statutorily established division of the statutorily established Missouri Department of Corrections. The department also includes the Division of Administration and the Board of Probation and Parole. The director of the Department of Corrections is appointed by the governor of Missouri, and is statutorily mandated to primarily insure that positive efforts are made to insure public safety and secondarily to institute various rehabilitative programs and an overall approach aimed at reducing the recidivism rate of inmates returning to the department. The director of the department is authorized to subdivide each division into sections, bureaus or offices as necessary to carry out the duties assigned by law.

(2) The Division of Adult Institutions is statutorily mandated to manage, supervise and direct all adult correctional rehabilitative and training activities, provide for the protection, care, discipline, instruction and suitable quartering of all persons legally assigned to its jurisdiction and operate programs and activities designed to release persons as useful, productive and law-abiding citizens. The division has control and jurisdiction over all persons legally sentenced and committed to the custody of the division.

(3) The director of the Division of Adult Institutions is appointed by and subject to the supervision of the department director and is the chief administrative officer of the division. The division director is assisted by two (2) assistant directors in the administration of the division. An organizational chart (Appendix 1) depicting lines of authority and responsibility and channels of communication shall be updated annually and submitted annually to the department director as part of the division budget.

(A) The division director is responsible for the supervision of all adult state correctional institutions and centralized service units, the development and coordination of annual

division budget and liaison between the department director and various legislative committees.

(B) The director shall be assisted by two (2) assistant directors in the supervision of correctional institutions. Each assistant director shall be responsible to the director for the supervision of institutions in his/her respective zone.

(C) The director shall be assisted by an executive assistant in the development, implementation and monitoring of divisional policies and procedures.

(4) The division shall have an executive staff composed of the division director, the assistant directors, the executive assistant and the chief administrative officers of the correctional institutions of the division. The executive staff shall meet monthly to review and revise existing programs set objectives and strategies, develop policies and procedures and guide budget preparation.

(5) Each correctional institution of the division shall have a chief administrative officer responsible for the control and management of the institution. This chief administrative officer, designated either warden or superintendent, shall be appointed by the division director and shall be responsible to the division director through the appropriate assistant director. The chain of authority, responsibility and communication in the institution shall be similar to that of the division and shall extend directly from the chief administrative officer to all employees through the section and unit heads.

(6) Each chief administrative officer shall submit annually to the division director a budget request and updated organizational chart depicting lines of authority, responsibility and communication. Each chief executive officer shall meet monthly with key staff members and section heads to review, revise and develop goals, programs, strategies, policies and the annual budget.

(7) The following institutions shall comprise Zone I of the division. All chief administrative officers of Zone I institutions shall be designated superintendents:

(A) Algoa Correctional Center (ACC), P.O. Box 538, Jefferson City, MO 65102. (314) 751-3911;

(B) Central Missouri Correctional Center (CMCC), P.O. Box 539, Jefferson City, MO 65102. (314) 751-2053;

(C) Chillicothe Correctional Center (CCC), 5100 Third Street, Chillicothe, MO 64601. (816) 646-4032;

(D) KaCee Honor Center (KCHC), 919 Oak Street, Kansas City, MO 64106. (816) 842-7663;

(E) Renz Correctional Center (RCC), P.O. Box 28, Cedar City, MO 65022. (314) 751-4748;

(F) St. Mary's Honor Center (SMHC), 1548 Papin Street, St. Louis, MO 63103. (314) 621-1634; and

(G) State Correctional Pre-Release Center (SCPRC), Route 2, Box 176, Tipton, MO 65081. (816) 433-2031.

(8) The following institutions shall comprise Zone II of the division. The chief administrative officer of the Missouri State Penitentiary shall be designated warden; all other Zone II chief administrative officers shall be designated superintendents:

(A) Boonville Correctional Center (BCC), P.O. Box 379, Boonville, MO 65233. (816) 882-6521;

(B) Missouri Eastern Correctional Center (MECC), 18701 Old Highway 66, Pacific, MO 63069. (314) 257-3322;

(C) Missouri State Penitentiary (MSP), P.O. Box 236, Jefferson City, MO 65102. (314) 751-3224;

(D) Missouri Training Center for Men (MTCM), P.O. Box 7, Moberly, MO 65270. (816) 263-3778; and

(E) Ozark Correctional Center (OCC), P.O. Box 146, Fordland, MO 65652. (816) 738-4491. Satellite Unit: Camp Hawthorn (CH), Lake Ozarks State Road, Kaiser, MO 65047. (314) 348-3194.

(9) The general public may obtain information or submit recommendations concerning the policies, procedures or actions of the Department of Corrections through the office of the department director, 2729 Plaza Drive, Jefferson City, MO 65101, (314) 751-2389. The general public may obtain information or submit recommendations concerning the policies, procedures or actions of the Division of Adult Institutions through the office of the division director, 2729 Plaza Drive, Jefferson City, MO 65101, (314) 751-2389. The general public may obtain information or submit recommendations concerning the policies, procedures or actions of any institution of the division through the office of the chief administrative officer of that institution.

*Auth: sections 217.040 and 217.155, RSMo (1986). Original rule filed March 4, 1984, effective July 15, 1984.*

Appendix 1

