

CHAPTER: 100

Agency Administration/Management

DEPARTMENT ORDER:

**115 – Authority/Responsibility Delegated
to ACI**

**OFFICE OF PRIMARY
RESPONSIBILITY:**

ACI

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N/A

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ACCESS

Contains Restricted Section(s)

**Arizona
Department
of
Corrections
Rehabilitation
and Reentry**



Department Order Manual

A handwritten signature in black ink, appearing to read "Ryan Thornell", is written over a horizontal line.

Ryan Thornell, Director

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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 (ACI).

PROCEDURES

1.0 DEPARTMENT WRITTEN INSTRUCTION COMPLIANCE

- 1.1 ACI staff members shall comply with all Department written instructions unless an exception is required for valid business purposes.
 - 1.1.1 All ACI personnel actions shall be approved by the appropriate Arizona Department of Administration authority and the Chief of Staff.
- 1.2 The Assistant Director for ACI 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 Assistant Director for ACI shall ensure the information is forwarded to the:
 - 1.2.1 Chief of Staff.
 - 1.2.2 Inspections Unit prior to the next scheduled inspection of an institution in which ACI conducts operations.
 - 1.2.3 Policy Unit.

2.0 AUTHORITY OF THE CHIEF OF STAFF – The Chief of Staff or designee shall retain authority for:

- 2.1 Purchases of equipment which cost more than \$150,000.
- 2.2 Joint venture contracts with private sector companies.
- 2.3 Construction or lease of State buildings on prison grounds by private sector companies, for the employment of inmates.
- 2.4 Inmate workforce wages scale.
- 2.5 Review and approval of the ACI Annual Report before its release.
- 2.6 Acceptance and expenditure of private grants of money.
- 2.7 Contracts with outside service consultants which cost more than \$100,000.
- 2.8 Sale of assets or surplus property with a book value over \$30,000.

3.0 AUTHORITY OF THE ASSISTANT DIRECTOR FOR ACI – Authority shall be delegated to the Assistant Director for ACI for:

- 3.1 Approval of requests for purchase of raw materials, supplies, and equipment which cost less than \$150,000, prior to submission to the Financial Services and/or the Contract Compliance Division.
- 3.2 Negotiation and approval of private sector work programs/contracts with private sector companies.

- 3.3 Signature authority on the ACI checking account for amounts less than \$2,000.
- 3.4 Day to day management of ACI operations, to include financial, accounting, sales, marketing and all production activities, including Owned and Operated Industries and private sector work programs.
- 3.5 All other authority delegated by the Chief of Staff or by written instruction.
- 3.6 Drafting the ACI Annual Report.
- 3.7 Producing a monthly ACI Performance Report to the Chief of Staff.

4.0 AUTHORITY OF THE ACI FINANCE, PURCHASING AND ACCOUNTING BUREAU

- 4.1 In accordance with Arizona Revised Statute (A.R.S.) §41-1622, ACI is exempt from requirements of the State Procurement Code for purchases of raw materials, components and supplies which are used in the manufacture or production of goods or services for sale. References to purchases in this Department Order pertain only to those procurements. Purchases for all other goods and services, including private sector work programs/contracts, shall be made through the Contract Compliance Division.
- 4.2 The ACI Finance, Purchasing and Accounting Bureau shall:
 - 4.2.1 Perform all procurement actions upon receipt of an approved request for purchase from the ACI Regional Manager(s) or designee, in those cases where such approval is required by written instruction.
 - 4.2.2 Have signatory authority on all ACI checking accounts.
 - 4.2.2.1 Such checks shall first be signed by the Assistant Director for ACI or designee.
 - 4.2.2.2 ACI shall submit copies of purchase orders, invoices and signed receiving reports as supporting documentation when checks and warrants are presented to the Finance, Purchasing and Accounting Bureau for signature.

5.0 ACI BOARD OF DIRECTORS

- 5.1 The ACI Board of Directors shall meet periodically; based on input need.
- 5.2 At each ACI Board of Directors meeting, the Assistant Director for ACI and the appropriate ACI managers shall provide a written report and verbal presentation on business operations, short-term business plans, strategic plans, and the ACI financial reports.
- 5.3 After each ACI Board of Directors meeting, the ACI Board of Directors shall make appropriate recommendations to the Chief of Staff and ACI management.
 - 5.3.1 The Assistant Director for ACI shall write all meeting action items.

IMPLEMENTATION

The Assistant Director for ACI shall update and maintain the Technical Manuals necessary for the efficient and effective control of ACI business operations and industrial activities.

DEFINITIONS/GLOSSARY

Refer to the Glossary of Terms for the following:

- Arizona Correctional Industries (ACI) Board of Directors

AUTHORITY

A.R.S. §31-254, Compensation for Labor Performed

A.R.S. §41-1622, Arizona Correctional Industries; Establishment; Purpose

A.R.S. §41-1624, Arizona Correctional Industries Revolving Fund; Definitions

A.R.S. §41-2501, Applicability