

# **SIGNATURE AUTHORITY FOR REQUEST FOR INDIVIDUAL DEFENSE BY THE ATTORNEY GENERAL**

The Secretary has delegated the signature authority for AG 163 Request for Individual Defense by the Attorney General (Attachment 1) to the following:

## **Prisons Division**

- Superintendents approve for employees and volunteers in their chains of command
- Deputy Directors approve for Superintendents
- The Assistant Secretary of Prisons approves for all direct reports

## **Community Corrections Division**

- The Field Administrators approve for employees and volunteers in their respective chains of command
- Regional Administrators approve for Field Administrators
- The Assistant Secretary for Community Corrections approves for all direct reports

## **Health Services Division**

- The Assistant Secretary for Health Services approves for all Health Services employees and volunteers

## **Reentry Division**

- The Reentry Center Administrator will approve for employees and volunteers in their respective chain of command
- The Correctional Industries Director approves for all Correctional Industries employees and volunteers
- The Assistant Secretary for Reentry approves for all other reentry employees and volunteers

## **Indeterminate Sentence Review Board (Board)**

- The Chair of the Board approves for Board Members and employees of the Board

## **Office of the Chief of Staff**

- The Assistant Secretary for Administrative Operations approves for all Administrative Operations employees and volunteers
- The Chief of Staff approves for all other Office of the Chief of Staff employees and volunteers and the Secretary.

## **Office of the Deputy Secretary and Secretary**

- The Deputy Secretary approves for all direct reports
- The Secretary approves for all direct reports and former employees

**NOTE:** Signing authorities must legibly print their names below the signature line and initial the bottom of Page 1 of AG 163 Request for Individual Defense by the Attorney General. When reviewing requests, signing authorities will:

- Verify the requesting employee/volunteer's signature
- Remember that requesting employee/volunteer's actions must be in good faith and within the scope of official duties to receive Attorney General's Office defense and state indemnification
- Forward all denials of defense to the Office of the Secretary for review