

Sixth District Department of Correctional Services POLICY	Issue Date 10/16/09	Effective Date 04/07/17	Policy Number 2316-17
Subject <b>ANCHOR CENTER LICENSED SUBSTANCE ABUSE PROGRAM  ORGANIZATION AND MANAGEMENT</b>		Review Month September	Author 0633 (RME)
Rescinds 2316-15	References		

**POLICY:**

The Director and/or designee maintains ultimate authority over the administration and management of the ANCHOR Center Licensed Substance Abuse Program.

**DEFINITION:**

1. Director - Director of the Sixth District Department of Correctional Services.
2. Clinical Services Director- Member of District Administrative Team responsible for administration of all clinical and treatment services within the Department.
3. Treatment Services Manager - Supervisor of clinical and treatment staff, responsible for supervision and day to day management of treatment programs as assigned by Clinical Services Director and/or District Director.

**PROCEDURE:**

1. The Director maintains ultimate authority for administration and management of the ANCHOR Center Licensed Substance Abuse Program but delegates responsibility for these duties to the Clinical Services Director and the Treatment Services Manager.
2. The Clinical Services Director maintains clinical and administrative oversight of the ANCHOR Licensed Substance Abuse Program and delegates to the Treatment Services Manager as well as other employees.
3. The Treatment Services Manager is responsible for on-site management and supervisory duties, including day to day clinical supervision for treatment staff and decision making as it pertains to the programmatic and client care issues. Duties are delegated as appropriate to program coordinators and other staff based on their ability and experience.

BY ORDER OF:

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Bruce Vander Sanden, Director