

## **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 Prisons staff requesting Attorney General's Office defense.
- Deputy Directors approve for Superintendents requesting Attorney General's Office defense.

### **Administrative Services Division**

- The Comptroller approves for Administrative Services staff requesting Attorney General's Office defense.
- The Correctional Industries Director approves for Correctional Industries staff requesting Attorney General's Office defense.

### **Community Corrections Division**

- Field Administrators approve for Community Corrections staff requesting Attorney General's Office defense.
- Community Corrections Administrators approve for Field Administrators requesting Attorney General's Office defense.

### **Health Services Division**

- The Assistant Secretary for Health Services approves for Health Services staff requesting Attorney General's Office defense.

### **Offender Programs Division**

- The Assistant Secretary for Offender Programs approves for Offender Programs staff requesting Attorney General's Office defense.

### **Government, Community Relations and Regulatory Compliance Division**

- The Communications Director and Risk Management Director approve for staff requesting Attorney General's Office defense in their respective chains of command.
- The Assistant Secretary for Government, Community Relations and Regulatory Compliance approves for all other division staff requesting Attorney General's Office defense.

### **Office of the Secretary**

- The Department Secretary approves for all direct reports, Deputy Directors, Community Corrections Administrators, the Comptroller, the Correctional Industries Director, and former employees requesting Attorney General's Office defense.

**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. Remember when reviewing requests:

- Verify the requesting employee's signature,

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

- A requesting employee's actions must be in good faith and within the scope of his/her official duties to receive Attorney General's Office defense and state indemnification, and
- All denials of defense will be forwarded to the Office of the Secretary for review.