

	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: NOV 23 2009	POLICY NO.: COR.01.02
		SUPERSEDES (Policy No. & Date): COR.01.02 & 12/17/92	
	SUBJECT: STAFF MEETINGS		Page 1 of 2

1.0 PURPOSE

To provide a means for establishing channels of communications within the correctional institution.

2.0 REFERENCE

Standards for Adult Correctional Institutions, American Correctional Association (ACA), 4th ed., sections 4-4004 and 4-4015.

3.0 POLICY

- .1 To facilitate staff communications and the management process, staff meetings shall be held on a regular basis.
- .2 These meetings are to achieve employee participation in creating and implementing programs and policies, and to keep employees informed about issues that may affect them.
- .3 Minutes shall be kept as a record of the administrative functions related to the facility and serve as a chronicle for the Division Administrator and Warden so they can be aware of the problems, resolutions, programs, etc.

4.0 PROCEDURES

- .1 Facility Warden Meetings.
 - a. At a minimum, meetings shall be held once a month by the Facility Warden.
 - b. All Section supervisors shall attend.
 - c. Minutes of the meeting shall be distributed to attendees and other affected units within seven (7) calendar days from the meeting date.
 - d. Two (2) copies of the minutes shall be forwarded to the appropriate Division Administrator.

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.2 Section Supervisor Meetings.

- a. At a minimum, Section Supervisors shall hold a meeting with key members of their staff once a month.
- b. Minutes of the meeting shall be distributed to attendees and other affected units within seven (7) calendar days from the meeting date.
- c. One copy of the minutes shall be forwarded to the Facility Warden.

5.0 SCOPE

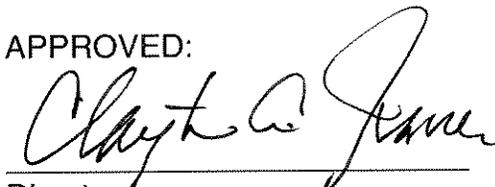
This policy and procedures applies to all correctional facilities.

APPROVAL RECOMMENDED:


 Deputy Director for Corrections

11/18/09
 Date

APPROVED:


 Director

11/23/09
 Date