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	Department of Corrections		Effective:	6/18/2012	Reviewed:	
	Policies and Procedures		Distribution:	Public	Due for Rev:	6/2016
	Chapter:	Administration, Organization, and Management				
Subject:	Institutional Staff Meetings					

- I. Authority
In accordance with 22 AAC 05.155, the Department will maintain a manual comprised of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 AAC.

 - II. References
Alaska Statutes:
AS 33:30.030

 - III. Purpose
To establish uniform procedures within the Department for communication between institutional staff and the Superintendent.

 - IV. Application
To all Superintendents and institutional employees.

 - V. Policy
Open channels of communication must exist among all employees of an institution. Effective oral and written communication among staff members provides for sharing of viewpoints and promotes efficient operations. To enhance the communication process, the superintendent and other key institutional personnel shall meet on a regular basis.

 - VI. Procedures
 - A. The Superintendent shall hold staff meetings at least monthly
 1. Attendees shall be the facility administrator and all department heads, and their key staff members
 2. All participants shall be encouraged to submit topics for the agenda.
 3. A written agenda may be prepared and sent to the participating employees.
 4. Participants shall present a brief status report related to the operation of their units. The report will include accomplishments or unusual problems that have occurred since the last meeting.
 5. The superintendent shall discuss policy and program changes and directives that are of general interest to the group. The superintendent may use this meeting to improve communication between units and to disseminate information from the director and department.
 6. Minutes shall be taken at the meeting and will be maintained in the superintendent's reading file and be available for review for at least three years. Minutes that contain sensitive security or treatment information will not be distributed.
 - B. The superintendent shall call other meetings as deemed necessary for the efficient operation of the institution. These meetings may be with operational, security, medical, educational, maintenance, and food service staff members and with contractual providers and others.
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VII. Implementation

This policy and procedure is effective 14 days following the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local policy and procedure. All local policies and procedures must conform to the contents of this document; any deviation from the contents of this document must be approved in writing by the Division Director.



6/18/2012

Date

Joseph D. Schmidt, Commissioner
Department of Corrections