


**STATE OF ALASKA  
DEPARTMENT OF CORRECTIONS**



**POLICIES & PROCEDURES**

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CHAPTER: <b>100</b>	NUMBER: <b>102.04</b>	P&P TYPE: <b>Public</b>
TITLE: <b>Institutional Staff Meetings And Staffing Plan</b>		
APPROVED BY:  <b>Dean R. Williams, Commissioner</b>		DATE: <b>09/07/18</b>
ATTACHMENTS / FORMS: <b>(None.)</b>		AUTHORITY / REFERENCES: <b>22 AAC 05.155 AS 33.30.011</b> <b>AS 33.05.010 AS 33.30.021</b> <b>AS 33.16.180 AS 44.28.030</b> <b>28 CFR Ch. 1 §115.13</b>

**DISCUSSION:**

The Department of Corrections (DOC) recognizes the importance of open channels of communication among all employees of an institution. Effective oral and written communication among institutional staff members provides for sharing of viewpoints and promotes efficient and safe operations.

**POLICY:**

It is the policy of the Department that the Superintendent and other key institutional staff shall meet on a regular basis.

**APPLICATION:**

This policy and procedure will apply to all Division of Institutions employees.

**PROCEDURES:**

I. Institutional Staff Meetings:

A. The Superintendent shall hold an institutional staff meeting at least monthly:

1. Attendees shall include the Superintendent and all institutional unit leaders and their key staff members. Designees may attend in place of the unit leaders or key staff members in order to ensure all units are represented at the meeting.
2. All participants shall be encouraged to submit topics for the agenda.
3. A written agenda may be prepared and sent to the participating staff.
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.

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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 of Institutions and / or the 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 (3) years, following the date of the meeting. 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, food service staff members and with contractual providers as well as others.

## II. Staffing Plan:

- A. Each institution shall develop, document and make its best efforts to comply on a regular basis with a staffing plan that provides for adequate levels of staffing and where applicable, video monitoring to protect prisoners against sexual abuse. In calculating adequate staffing levels and determining the need for video monitoring, institutions shall take into consideration:
1. Generally accepted detention and correctional practices;
  2. Any judicial findings of inadequacy;
  3. Any findings of inadequacy from Federal investigative agencies;
  4. Any findings of inadequacy from internal or external oversight bodies;
  5. All components of the institution's physical plant, including blind spots;
  6. The composition of the prisoner population;
  7. The number and placement of supervisory staff;
  8. Any applicable State of local laws, regulations, or standards;
  9. The prevalence of substantiated and unsubstantiated incidents of sexual abuse; and
  10. Any other relevant factors.
- B. In circumstances where the staffing plan is not complied with, the institution shall document and justify all deviations from the plan.
- C. Each institution shall consult with the DOC PREA Coordinator whenever necessary or at a minimum once yearly to assess, determine and document whether adjustment are needed to:
1. The staffing plan;
  2. The institution's deployment of video monitoring systems and other monitoring technologies; and
  3. The resources the institution has available to commit to ensure adherence to the staffing plan.

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