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.

References

Alaska Statutes
AS 33.05.010
AS 44.28.020

Purpose

To establish procedures for communication between Community Correction’s staff and other Departmental personnel.

Application

To all staff.

Definitions

As used in this document, the following definition shall apply:

A. Communication
   Oral or written exchange between persons.

Policy

Open channels of communication must operate between all community correction’s personnel within the Department. Effective oral and written communication between employees and supervisors promotes efficient operation and good employee/management relations.

Procedures

A. Director/Assistant Director/CPO/Superintendent Meetings
   Director/Assistant Director/CPO/Superintendent meetings will be held at least quarterly.

B. Chief Probation Officer/District Supervisors Meetings
   Chief Probation Officers/District Supervisors meetings will be held at least quarterly, contingent upon budgetary resources.

C. Organizational Unit Staff Meetings
   District and Unit Supervisors shall hold staff meetings at least monthly for the purpose of operational and management communication.

D. Staff Communication
   An employee desiring to communicate should follow the chain of command through his or her immediate supervisor. It is important that persons at all levels be kept advised of events within their area of responsibility in order to be accountable, correct possible errors, and have the opportunity to comment on the communication.

E. Staff/Offender Communications
There shall be a method of two-way communication between staff and offenders. All written communication shall be copied to the offender files.

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.

November 26, 2002
Date

Margaret M. Pugh, Commissioner
Department of Corrections