

STATE OF ALASKA DEPARTMENT OF CORRECTIONS  POLICIES & PROCEDURES	SECTION: Administration		PAGE: Page 1 of 2
	CHAPTER: 100	NUMBER: 108.03	P&P TYPE: Public
	TITLE: Division of Probation & Parole Staff Communication		
	APPROVED BY:  Dean R. Williams, Commissioner		DATE: 08/09/16
ATTACHMENTS / FORMS: (None.)		AUTHORITY / REFERENCES: 22 AAC 05.155 AS 33.30.011 AS 33.05.010 AS 33.30.021 AS 33.16.180 AS 44.28.030	

POLICY:

It is the policy of the Department of Corrections (DOC) to have open channels of communication between all Division of Probation & Parole personnel within the Department. Effective oral and written communication between employees and supervisors promotes efficient operation and good employee / management relations.

APPLICATION:

This policy and procedure will apply to all Division of Probation & Parole employees.

DEFINITIONS:

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

Communication:

Oral or written exchanges between persons.

Meetings:

Meetings may be held in person and face-to-face, via video conference, on-line or telephonically depending on the budget / time constraints and availability of the parties.

PROCEDURES:

I. Director / Deputy Director / Chief Probation Officer (CPO) / Probation Officer (PO) IV Meetings:

Director / Deputy Director / CPO / PO IV meetings will be held at least monthly.

II. Chief Probation Officer / PO IV / District Supervisor Meetings:

Chief Probation Officer / PO IV / District Supervisor meetings will be held at least monthly.

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III. Organizational Unit Staff Meetings:

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

IV. Meeting Requirements:

All meetings must have an agenda, minutes and attendance. These shall be stored in a folder labeled "Staff Meeting" on the office G-drive.

V. Staff / Offender Communication:

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

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