

	DEPARTMENT OF CORRECTIONS AND REHABILITATION DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: ADM.03.03
		SUPERSEDES (Policy No. & Date): ADM.03.03 of January 05, 1993	
	SUBJECT: EMPLOYEE NEWSLETTER / PUBLICATIONS		Page 1 of 3

1.0 PURPOSE

To establish guidelines for the publishing of an employee newsletter.

2.0 SCOPE

This policy shall apply to all divisions and offices within the Department of Corrections and Rehabilitation.

3.0 REFERENCES, DEFINITIONS & FORMS

Director's Memorandum 91-3 Prohibition of Discriminatory and Racist Conduct and Behavior.

4.0 POLICY

The Department of Corrections and Rehabilitation shall have one authorized employee publication of the sort generally known as "House Organs" or "Employee Newsletters." The purpose shall be to assist in development of employee morale, improvement of communications among the divisions within the Department and to keep all employees informed of current events in the Department.

5.0 PROCEDURES

- .1 The Director of the Department shall appoint an editor from among the employees of the Department. The editor shall participate in the planning and preparation of each issue and shall be responsible for all materials printed therein. The name of the responsible editor shall be listed in each issue.
- .2 A copy of each issue shall be sent to the Director of the Department for permanent file and a copy also sent to the Office of Information Practices. The publication shall be distributed to all Department employees and one copy shall be sent to each State government department and office. Copies may also be sent to other jurisdictions in law enforcement and corrections as requested.
- .3 The publication should be written, illustrated, and published in accordance with the best journalistic and newsletter standards. The publication shall be so designed as to be of interest to all classifications of employees within the Department. It shall not be devoted to the interest of any particular group; care

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shall be taken to ensure the accuracy of all information published and to the impartiality of articles published.

- .4 No material intended to carry favor with any institutional, divisional, departmental or state officials shall be published, nor shall such publication be used to further personal ambitions of any employee or official, nor to attack law, rule or policy. No obscene, libelous or defamatory materials will be published. Such publication shall not promote or oppose any political party or candidate for office.
- .5 All materials published shall be in accordance with existing Departmental policies prohibiting discriminatory and racist conduct and behavior.
- .6 Each issue shall be dated with the date of issue expressed in terms of the month and the year. In the event the publication is more frequent than monthly, each issue shall state the month, day and year of publication.
- .7 No advertising material of a commercial nature shall be published.
- .8 Financing of the publication shall be subject to appropriate fiscal controls.
- .9 All employees of the Department are encouraged to submit articles and material for publication.
- .10 No other employee newsletter or publication is authorized for publication within the Department.

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APPROVAL RECOMMENDED:



Deputy Director for Administration JAN 0 1 2024
Date

APPROVAL RECOMMENDED:



Deputy Director for Corrections JAN 0 1 2024
Date

APPROVED:



DIRECTOR JAN 0 1 2024
Date

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