	DEPARTMENT OF CORRECTIONS AND REHABILITATION CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: COR.01.02
		SUPERSEDES (Policy No. & Date): COR.01.02 of March 19, 2018	
SUBJECT: STAFF MEETINGS		Page 1 of 2	

1.0 PURPOSE

To provide a means for establishing open channels of communication and increased staff morale within the correctional institution.

2.0 SCOPE

This policy and procedure applies to all correctional facilities.

3.0 REFERENCES, DEFINITIONS & FORMS

None

4.0 POLICY

- .1 To facilitate staff communications and the management process, staff meetings shall be held on a regular basis.
- .2 These meetings are to achieve employee participation in creating and implementing programs and policies, and to keep employees informed about issues that may affect them.
- .3 Minutes shall be kept as a record of the administrative functions related to the facility and serve as a chronicle for the Division Administrator and Warden so they can be aware of the problems, resolutions, programs, etc.

5.0 PROCEDURES

- .1 Facility Warden Meetings
 - a. At a minimum, meetings shall be held once a month by the Facility Warden.
 - b. All section supervisors shall attend.
 - c. Minutes of the meeting shall be distributed to attendees and other affected units within seven (7) calendar days from the meeting date.
 - d. One (1) copy of the minutes shall be forwarded to the appropriate Division Administrator.


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.2 Section Supervisor Meetings

- a. At a minimum, Section Supervisors shall hold a meeting with key members of their staff once a month.
- b. Minutes of the meeting shall be distributed to attendees and other affected units within seven (7) calendar days from the meeting date.
- c. One (1) copy of the minutes shall be forwarded to the Facility Warden.

APPROVAL RECOMMENDED:


JAN 0 1 2024

Deputy Director for Corrections Date

APPROVED:


JAN 0 1 2024

DIRECTOR Date

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