
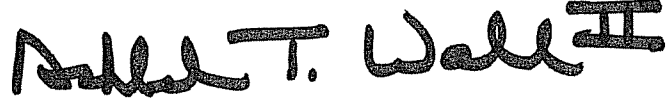


RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE

	POLICY NUMBER: 1.10-2 DOC	EFFECTIVE DATE: 04/13/15	PAGE 1 OF 2
	SUPERCEDES: 1.10-1 DOC	DIRECTOR: Please use BLUE ink. 	
SECTION: GENERAL ADMINISTRATION		SUBJECT: STAFF MEETINGS	
AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director			
REFERENCES: ACA Standard #4-4015 , Channels of communication			
INMATE / PUBLIC ACCESS?		<input checked="" type="checkbox"/> YES	
AVAILABLE IN SPANISH?		<input checked="" type="checkbox"/> NO	

I. PURPOSE:

To promulgate policy and procedures designated to ensure a communications system exists within the Rhode Island Department of Corrections (RIDOC) that permits complete, consistent, timely and accurate exchange of information.

II. POLICY:

- A. The Director formally meets with all Assistant Directors and key staff who report directly to him/her at least twice monthly.
- B. Additionally, all Assistant Directors and facility/unit/program level managers meet at least once a month with their key staff members.

III. PROCEDURES:

- A. Conducting regularly scheduled staff meetings ensures open communication among employees and provides personnel with information needed to understand and carry out their duties.

- B. Staff meetings also ensure that information, policies, procedures and directives are consistently communicated to all levels of the organization, and they provide an efficient means for tracking the progress of specific projects.
- C. Furthermore, they provide a mechanism by which staff can voice concerns and provide input into the development of policies and procedures which govern the operations of the entire system.
- D. At each level of management, a particular day, time and location for formal staff meetings is designated.
 - 1. Attendance by appropriate staff is mandatory, unless excused by the ranking administrator.
 - 2. An agenda is utilized at all staff meetings, and participants are encouraged to contribute to the development of the agenda prior to the meeting.
 - 3. Each staff meeting is conducted by the ranking administrator at a particular level, and minutes of the meeting are recorded and maintained.

Staff meetings are conducted in a manner which allows and encourages each participant to voice concerns and/or report on matters related to his/her responsibilities.
 - 4. Copies of the minutes are distributed to all participants and to key and appropriate administrators at the next higher levels of management unless granted an exemption from this requirement by the Director.
- E. The Director's Office receives copies of all meeting minutes from every unit of the Department.