

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 8.3	PAGE NUMBER 1 of 2
	RELATED ACA STANDARDS: 2-CO-1A-19; 2-CO-1A-16	
CHAPTER: 8 ADMINISTRATION	SUBJECT: STAFF COMMUNICATION	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
		
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: 11 *Del. C.* 6517

II. PURPOSE: To establish channels of communication for the effective flow of information.

III. APPLICABILITY: All Department employees, volunteers, visitors, persons or organizations conducting business with the Department; all offenders under the supervision of the Department.

IV: DEFINITIONS:

Executive Staff: All Bureau Chiefs, section managers, and other personnel reporting directly to the Commissioner.

V: POLICY: It is the policy of the Department of Correction to establish and maintain channels of communication that permit the effective flow of information throughout the Department. These channels of communication should promote coordination, ensure maximum efficiency, and contribute to high morale among all Department personnel by keeping them well informed of all relevant changes in operations as they occur.

The Commissioner and Executive Staff shall be responsible to ensure open lines of communication at all levels of the Department. The Commissioner will meet at least monthly with the Executive staff. Bureau Chiefs, Wardens, and section managers will meet at least monthly with their supervisory and other designated staff. Information from these meetings will then flow to all Department staff at all levels, line and supervisory.

Full participation will be encouraged by:

- A. The Department head or designee shall determine the date, time, and location of the meeting and notify key staff members in advance.
- B. Key staff members shall have the option of submitting agenda topics for discussion prior to the meeting.
- C. An agenda of topics for discussion at the meeting shall be provided to the key staff members in attendance.

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- D. The section manager/department head will oversee the meeting. In limited circumstances, if the section manager or department head cannot attend, a designee can facilitate the scheduled meeting.
- E. Attendance at the meetings will be recorded.