


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 Pretrial, Probation and Parole Staff Communication		
	APPROVED BY:  Nancy A. Dahlstrom, Commissioner		DATE: 10/17/2019
ATTACHMENTS / FORMS: N/A		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	

EFFECTIVE DATE:

This policy has a future effective date of December 2, 2019.

POLICY:

1. It is the policy of the Department of Corrections (DOC) to have open channels of communication between all Division of Pretrial, Probation & Parole personnel within the Department, as effective communication between employees and supervisors promotes efficient operations and good employee-management relations.

APPLICATION:

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

DEFINITIONS:

As used in this policy, the following definitions shall apply:

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 / Operations Manager / Chief Probation Officer (CPO) / Probation Officer (PO) IV Meetings:

Director / Operations Manager / 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.

SUPERCEDES POLICY DATED:	08/09/2016
THIS POLICY NEXT DUE FOR REVIEW ON:	10/17/2024

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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 electronically in a shared folder labeled "Staff Meeting".

SUPERCEDES POLICY DATED:	08/09/2016
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