
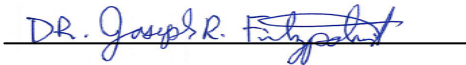


POLICY TITLE: COMMUNICATION AND PERIODIC REPORTING TO CENTRAL OFFICE		PAGE 1 OF 3
POLICY NUMBER: 1.4		
CHAPTER 1: ADMINISTRATION, ORGANIZATION, AND MANAGEMENT		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
EFFECTIVE DATE: August 2, 2004	LATEST REVISION: December 21, 2015	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Entire Maine Department of Corrections

III. POLICY

It is the policy of the Department of Corrections to maintain effective communication and enhance problem solving through regularly scheduled meetings and regular reporting by Correctional Administrators.

IV. CONTENTS

- Procedure A: Staff Meetings
- Procedure B: Facility Reporting to Central Office
- Procedure C: Community Corrections Reporting to Central Office

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Staff Meetings

1. Staff meetings shall be held regularly to disseminate and share information, discuss issues, receive updates regarding operational issues and concerns and assign responsibility for various tasks.

2. The Commissioner, or designee, shall meet monthly with executive staff.
3. At least quarterly, the Commissioner, or designee, shall meet with all Correctional Administrators.
4. Correctional Administrators shall meet at least monthly with department heads/unit managers/Regional Correctional Managers.
5. Minutes of topics discussed at the meeting shall be maintained by the Correctional Administrator conducting the meeting. Minutes containing sensitive or security information shall not be distributed.

Procedure B: Facility Reporting to Central Office

1. In addition to providing information to the Commissioner, or designee, through meetings and other established practices, written reports shall be submitted quarterly by each facility's Chief Administrative Officer to the Commissioner, or designee.
2. These reports shall include a description of the status of facility operations including, but not limited to:
 - a. budget status;
 - b. population data;
 - c. security (e.g., escapes, unusual incidents, assaults, fires);
 - d. major physical plant problems;
 - e. staff morale;
 - f. prisoner/resident morale;
 - g. summaries of official inspections conducted (e.g., OSHA, Fire Marshal, etc.); and
 - h. other information considered significant by the Chief Administrative Officer.

Procedure C: Community Corrections Reporting to Central Office

1. In addition to providing information to their respective chain of command through meetings and other established practices, written reports shall be submitted at least semi-annually by each Regional Correctional Administrator to his or her supervisor.
2. These reports shall include a description of the status of the region's operations including, but not limited to:
 - a. budget status;

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- b. services provided to clients;
- c. services provided to the courts;
- d. major developments, problems and plans for corrective action; and
- e. goals and objectives.

VII. PROFESSIONAL STANDARDS

ACA:

ACI - 4-4015 Written policy, procedure, and practice provide for regular meetings between the warden/superintendent and all department heads and between department heads and their key staff members. Such meetings are to be conducted at least monthly.

ACI - 4-4018 Written policy, procedure, and practice demonstrate that the institution reports its activities at least quarterly to the parent agency. These reports are in writing and include major developments in each department or administrative unit, major incidents, population data, assessment of staff and inmate morale, and major problems and plans for solving them.

4-ACRS-7D-34 The facility administrator attends meetings of the governing authority at least annually to facilitate communication, establish policy, and ensure conformity to legal and fiscal requirements.

4-ACRS-7D-35 There are regular meetings, at least monthly, between the administrator and key staff members.

4-JCF-6A-10 At least quarterly, the facility administrator submits a written report of the facility's activities to the parent agency. These reports include major developments in each department or administrative unit, major incidents, population data, assessment of staff and juvenile morale, and major problems and corrective action plans.

4-JCF-6A-11 The facility administrator attends meetings of the governing authority at least annually to facilitate communication, establish policy, and ensure conformity to legal and fiscal requirements.

4-JCF-6A-12 There are regular meetings, at least monthly, between the facility administrator and key staff members.

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