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Alabama Department of Corrections

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COMMISSIONER

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ADMINISTRATIVE REGULATION
NUMBER 232

OPR: OPERATIONS

MANAGEMENT/ WORK SITE MEETINGS

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures to maximize and facilitate Departmental communication.

II. POLICY

Meetings shall be conducted among the work site management staff and their key staff members to facilitate communication.

III. DEFINITION (S) AND ACRONYM (S)

Work Site Meeting: Supervisors meeting with their staff members who are directly accountable to them.

IV. RESPONSIBILITIES

- A. Wardens/Division Directors are responsible for developing their institutional/division Standard Operation Procedures (SOPs), as necessary, for the implementation of AR 232, Management / Work Site Meetings.
- B. All ADOC supervisors are responsible for conducting work site meetings.
- C. All ADOC employees are responsible for attending and participating in work site meetings.

V. PROCEDURES

- A. A time and place shall be established for monthly work site meetings by the Warden/Director to communicate such topics as policies, procedures,

and programs, discuss and resolve problems, solicit suggestions from staff, coordinate activities and share operational information.

1. Staff shall be notified of the meeting date, time, and location, and if appropriate, an agenda.
 2. Supervisors//staff desiring specific topics to be discussed shall submit suggestions prior to the meeting. A free exchange of ideas and opinions should be encouraged to ensure staff participation in the formulation of policies, procedures, and programs.
 3. Minutes shall be prepared and maintained for all work site meetings.
- B. The Deputy Commissioner(s)/Director (s) on an as-needed basis may schedule statewide meetings for management, or task specific groups.
1. The Commissioner/designee must authorize all such meetings.
 2. A written notice and agenda shall be forwarded to the participants prior to the meeting.
 3. Staff shall be encouraged to submit topics to be placed on the agenda.
 4. Minutes shall be prepared and distributed in a timely manner to the staff and ADOC administrators as appropriate.
 5. Staff attending the meeting shall communicate this information in their local work site meetings.
- C. The Commissioner/designee shall conduct department-wide management staff meetings as needed.
1. Management staff, which is to attend, shall be notified.
 2. Management staff shall be encouraged to submit topics to be placed on the agenda.
 3. A written agenda shall be prepared and forwarded to the participating staff.
 4. Management staff attending the meeting shall communicate this information at their local work site meetings. This will be documented in minutes of work site meetings.

VI. DISPOSITION

There are no forms prescribed by this regulation therefore no disposition instructions are needed.

VII. FORMS

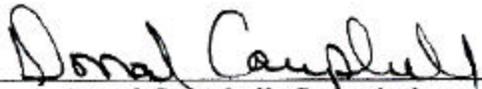
There are no forms prescribed in this regulation.

VIII. SUPERCEDES

This being a new regulation it does not supercede any other regulation.

IX. PERFORMANCE

- A. Code of Alabama, 1975, Section 14-1-1
- B. ACA Standards, 4-4016 and 4-4028



Donal Campbell, Commissioner