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**ADMINISTRATIVE REGULATION
NUMBER**

232

**OPR: MEN'S AND WOMEN'S
SERVICES**

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

It is the policy of the ADOC that 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: A meeting of supervisors with the staff members who are directly accountable to them.

IV. RESPONSIBILITIES

- A. Wardens/Division Directors/Designees are responsible for developing their institutional/divisional Standard Operation Procedures (SOPs) for the implementation of this AR 232.
- 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/Designee to communicate such topics as policies, procedures, and programs, to discuss and resolve problems, solicit suggestions from staff, and to 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 or 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 distributed in a timely manner to the staff and maintained for all work site meetings.
- B. Associate/Deputy Commissioners/Directors/Designees may schedule statewide meetings for management or task specific groups on an as-needed basis.
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. Management staff attending the meeting shall communicate this information in their local work site meetings. This will be documented in minutes or local work site meetings.
- C. The Commissioner/designee shall conduct department-wide management staff meetings as needed.
1. The management staff who is expected 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.