

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>	EFFECTIVE DATE 11/12/2018	NUMBER 01.05.110
	SUBJECT DEPARTMENTAL STAFF MEETINGS	
SUPERSEDES <b>NEW</b>		AUTHORITY MCL 791.203, 791.206
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**POLICY STATEMENT:**

To provide a system for communicating the Department's goals and policies to staff, for relaying employee ideas and concerns to supervisors, and for disseminating useful information.

**POLICY:**

- A. Each level of organization within the Department shall maintain a system of regular staff meetings comprised of the manager/supervisor and all persons immediately responsible to him/her. These meetings shall be at least monthly.
- B. Minutes of staff meetings shall be recorded, made available to all members, and submitted to the next higher level of supervision for review. Feedback from staff shall be included in the minutes along with answers they receive. Every effort shall be made to resolve questions and concerns raised by staff.

OPERATING PROCEDURES

- C. Operating procedures are not required for this policy.

AUDIT ELEMENTS

- D. Audit elements are not required for this policy.

APPROVED: HEW 10/05/2018