

CHAPTER: 100

Agency Administration/Management

DEPARTMENT ORDER:

112 – Department Meetings

**OFFICE OF PRIMARY
RESPONSIBILITY:**

DIR

Arizona Department of Corrections

Department Order Manual

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Charles L. Ryan, Director

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PURPOSE

The purpose of this Department Order is to assist agency managers in scheduling appropriate meetings involving various levels of supervisory staff. Meetings shall be used to distribute information, make decisions, encourage the exchange of ideas and encourage better communication within the Department. The meetings identified in this Department Order shall be convened, shall take priority over any other business (excluding emergencies) and shall be canceled only in an emergency. When the regular chairperson is absent, the next individual in the chain of command shall preside at the meeting.

PROCEDURES

1.0 AGENCY MEETING SCHEDULE AND PRIORITY

- 1.1 An Executive Staff meeting, conducted by the Director, shall be held weekly. Attendees shall include the Director, Deputy Director, Division Directors, the Agency Planning Administrator and the General Counsel. The purpose of this meeting is to share information and make decisions.
- 1.2 The Administrators meeting shall be held monthly, via teleconference or in person. Attendees include the Division Directors, Regional Operations Directors, Community Corrections Operations Director, Contract Beds Operations Director, Regional Health Administrators, Wardens and Bureau Administrators. The purpose of this meeting is for the Division Directors to provide information on different administrative topics. Other attendees may present issues as scheduled or needed.
 - 1.2.1 The Division Director for Prison Operations shall:
 - 1.2.1.1 Prepare the agenda.
 - 1.2.1.2 Provide agenda items at least one week prior to each meeting.
 - 1.2.1.3 Have final approval authority for the agenda and shall determine what training, if any, shall be conducted at the meeting.
- 1.3 Wardens shall ensure that briefings and or shift meetings are conducted in accordance with Department Order #105, Information Reporting or other written instruction as appropriate.

2.0 STAFF MEETINGS – Wardens, Deputy Wardens, Bureau Administrators, supervisors and other staff shall meet with their staff as necessary. New developments, written instructions, decisions and other issues shall be discussed at these meetings so that interaction may occur between management and staff.

- 2.1 Deputy Wardens, Associate Deputy Wardens, Chiefs of Security and EEO Liaisons shall attend shift meetings in conjunction with mandatory shift tours as required by Department Order #703, Security/Facility Inspections.

- 2.2 On a quarterly basis, Wardens shall conduct separate meetings with Lieutenants and Sergeants to ascertain their compliance with written instructions, particularly as it pertains to security matters and professional conduct in relationship to sexual harassment, unprofessional conduct of staff (to include hazing, discrimination and/or favoritism), staff/inmate relationships, and/or supervisor/subordinate officer communication and professional relationships. The minutes of these meetings shall be summarized, and a one year aggregate of the minutes shall be maintained on file. A summary report by exception shall be forwarded to the Division Director for Prison Operations.
- 2.3 Each Warden shall meet with every employee group on a quarterly basis (to include education, maintenance, Correctional Officer IIIs and IVs, food service, Inmate Health Services and business office) to ascertain their professional concerns/conduct, as well as their compliance with security practices.

3.0 UNIFORMED CORRECTIONAL OFFICER MEETINGS

- 3.1 Wardens, Deputy Wardens and supervisors shall meet each month with a representative cross section of uniformed Correctional Officers (a minimum of ten for large institutions or units). Minutes shall be kept at these sessions, with copies distributed to the Director's Office, the Division Director for Prison Operations, and all those in attendance. A copy of the minutes shall also be posted on the unit bulletin board. Deputy Wardens shall not attend meetings conducted by the Warden.
- 3.2 Attendees shall be rotated on a monthly basis in order to ensure that the greatest number of officers have the opportunity to participate in these meetings. Wardens, Deputy Wardens and supervisors shall make every effort to ensure that these meetings do not regularly exclude officers with certain shift assignments, duty stations, or regular days off. Wardens, Deputy Wardens and supervisors shall arrange meeting times and staff schedules to minimize the necessity of overtime and to ensure that officers are encouraged to participate.