

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ARKANSAS</p> <p style="text-align: center;">BOARD OF CORRECTIONS</p>	Section Number:	Page Number:
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SUBJECT: Staff Meetings		

I. POLICY:

Staff meetings shall be held at least monthly to maximize staff communications throughout the Department within divisions, correctional units/centers, community correctional centers and field services units as an essential element in their operations and program processes.

II. EXPLANATION:

- A. The Director, Assistant Directors, Unit Wardens/Center Supervisors and Administrators should conduct staff meetings at least monthly with their assistants, supervisors and department heads.
- B. The Unit Wardens/Center Supervisors and Administrators shall ensure that all supervisory staff members, in turn, meet at least monthly with staff responsible to them.
- C. The purpose of staff meetings is to improve communications at all levels of supervision. Staff members conducting such meetings are to ensure that the meetings are open and promote effective communications.
- D. Minutes of staff meetings shall be prepared and distributed to all individuals in attendance and others as is appropriate.
- E. Copies of the staff meeting minutes of staff meetings held by the Warden/Center Supervisor or Administrator shall be forwarded to the appropriate Assistant Director and then to the Director. All other minutes will be forwarded up to the Warden/Center Supervisor or Administrator.

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