

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.65	Page 1 of 3
	Original Effective Date: 04/05/12	New Effective Date: 03/14/22
	Supersedes: 300.00.65	Dated: 11/04/19
	Administrator's Approval: Sarah Cooper, Administrator – 2/24/22	
Required Posting or Restricted:		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Employee Management Communication and Collaboration Committee		

POLICY

The Division of Adult Institutions recognizes that effective methods of communication involving staff within the agency is necessary to increase efficiency, improve operations, address safety and security concerns, and determine the best practices for facility operations.

REFERENCES

DOC Human Resources Policy 200.30.003 – Employee – Management Communication and Collaboration

DEFINITIONS, ACRONYMS AND FORMS

CMSD – Correctional Management Services Director

DOC – Department of Corrections

EMCC – Employee Management Communication and Collaboration

PROCEDURE**I. Facility EMCC Committee**

- A. The committee shall meet monthly to review employee suggestions and discuss facility concerns submitted to the committee. Meeting times may be varied to enhance committee membership attendance.
- B. Meetings are for information sharing, presenting concerns, suggestions and problem solving.
- C. An agenda shall be established and sent to the committee prior to the meeting.
- D. Minutes shall be posted in a group folder available to all staff.
- E. Membership shall be comprised of the Warden, Deputy Warden, Security Director, CMSD and other staff from a variety of areas to ensure the committee is a multi-disciplinary representation of the facility.
 1. Representation may also include staff who work daily at the facility, but may not have the Warden as their appointing authority.
 2. The facility shall identify the method utilized for staff to submit their names to the Warden for membership consideration.

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3. Membership term shall be determined by facility procedure.
4. The committee may invite other staff if an issue or suggestion warrants a face to face discussion.
5. Facilities shall develop a procedure to identify methods for staff to submit written issues or suggestions for the EMCC Committee review.
6. Issues or suggestions submitted to the EMCC Committee that fall under the scope of an existing committee may be referred to that committee or workgroup for follow-up; e.g., Health and Safety, Employee Services Program, Workplace Enhancement, Inmate Compensation.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility:		
Original Effective Date:	DAI Policy Number: 300.00.65	Page 3 of 3
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Chapter: 300 Administrative		
Subject: Employee Management Communication and Collaboration		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other