

 <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: 11/16/16
	Supersedes: 300.00.65	Dated: 04/05/12
	Administrator's Approval: Jim Schwochert, Administrator	
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 with 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

DOC – Department Of Corrections

EAP – Employee Assistance Program

EMCC – Employee Management Communication and Collaboration

ESP – Employee Services Program

PROCEDURE**I. Facility EMCC Committee**

- A. The committee shall meet each month 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 and problem solving.
- C. An agenda shall be established and minutes produced following the meeting. Minutes shall be posted in a group folder available to all staff.
- D. Membership shall be comprised of the Warden, Deputy Warden, Security Director 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.
 3. Membership term shall be determined by facility procedure.

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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.

Administrator's Approval: _____ **Date Signed:** _____

Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 300.00.65	Page 3 of 3
New Effective Date: 00/00/00	Supersedes Number:	Dated:
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