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Communications, Inmate/Staff	Revised: 10/04
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STAFF AND STAFF/INMATE COMMUNICATIONS

I. PHILOSOPHY

- A. An open communication system is essential within the corrections facility in order to promote a more efficient operation between staff and inmates, and to facilitate staff/inmate relations.

II. DEFINITION

- A. Communication - Verbal or written contact between persons.

III. STAFF COMMUNICATIONS

A. Monthly Meetings

1. The Corrections Division Commander will hold monthly meetings, when feasible, with supervisory personnel.
 - a. Attendees will include Lieutenants, each Facility Supervisor, and may include Medical and Mental Health Service Representatives, Facility Training Officers, or other staff as designated by the Corrections Division Commander.
2. Each participant will have the opportunity to submit agenda items relative to the operation of the facility and/or assignment, and describe any accomplishments or unusual problems occurring since the last meeting.
3. The Corrections Division Commander will discuss policy/program changes and directives, which are of general interest to the group at the meeting.
4. Minutes of the staff meeting will be distributed in a timely manner to all supervisory staff.
 - a. When appropriate, supervisory personnel will disseminate

STAFF AND STAFF/INMATE COMMUNICATIONS

information of the staff minutes to all personnel at shift briefings.

- b. Every effort will be made to ensure the information is communicated in a complete, timely and accurate manner.
5. Personnel matters discussed during supervisory meetings shall not be discussed with line staff, civilian personnel or inmates or, in any areas where they may be overheard by line staff, civilian personnel or inmates.
- B. Memorandums and written communications between Sergeants, Lieutenants and the Corrections Division Commander will be sent via email.
 1. It is the responsibility of the Sergeants and Lieutenants to check their email at the beginning of the shift, at least once in the middle of the shift, and at the end of the shift.

IV. STAFF/INMATE COMMUNICATION

- A. Communications between staff member and inmates is essential to efficient operation of the facility.
 1. Individual employees will make every attempt to respond to inmate inquiries and/or direct the inmate to a staff member who should have the information being requested.
 2. Normal communication between staff and the inmate population will be directed to the inmate's Housing Security Deputy.
 - a. Some situations/questions may require the inmate to communicate with other staff members. In such cases, the inmate will transmit the message via the "Inmate Request Form".
 - (1) Responses will usually be written and returned within five (5) working days of receipt, unless priority needs are indicated.
 3. Inmates desiring to communicate directly with Administrative staff may transmit the communiqué in a sealed envelope addressed to the individual staff member.

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