

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT:	PAGE <u>1</u> OF <u>2</u> .
Monthly Staff Meetings	NUMBER: 01-COM-04
RULE/CODE REFERENCE:	SUPERSEDES: 01-COM-04 dated 01/03/08
RELATED ACA STANDARDS: 4-4015; 2-CO-1A-18; 19; 1-CTA-1A-13; 4-APPFS-3A-29; 2-1017; 1-1024; 2-1127	EFFECTIVE DATE: December 21, 2011
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish a standard for required monthly staff meetings as a means of communication between department heads and key staff members within the Department of Rehabilitation and Correction.

III. APPLICABILITY

This policy is applicable to all Operation Support Center bureaus, offices, etc., the Division of Parole and Community Services, the Corrections Training Academy, Ohio Penal Industries, all correctional institutions operated by the Department, and all privately operated institutions housing State of Ohio inmates.

IV. DEFINITIONS

None

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to conduct monthly meetings between Managing Officers and all department heads and between department heads and key staff members in order to maintain a channel of communication.

VI. PROCEDURES

A. Scheduling and Conducting Meetings

Specific procedure for individual offices, bureaus, institutions, or divisions (and subsections thereof) shall be determined by the appointing authority or individual managing officer. However, certain procedures shall be required when preparing for and conducting monthly staff meetings within the Department.

1. The Managing Officer/department head or designee shall determine the date, time, and location of the meeting and notify key staff members in advance.
2. Key staff members shall have the option of submitting agenda topics for discussion prior to the meeting.
3. An agenda of topics for discussion at the meeting shall be provided to the key staff members in attendance.
4. The Managing Officer/department head shall oversee the meeting. In limited circumstances if the Managing Officer or department head cannot attend, a designee can facilitate the scheduled meeting.
5. Attendance at the meetings shall be recorded.
6. Meeting minutes shall be distributed and retained in accordance with the DRC Record Retention Schedule.

B. Training Conducted During Staff Meetings

Any training conducted during a staff meeting shall reflect a formal exchange of job-related knowledge and/or skills. To be considered for in-service training credit, the training must be conducted with the meeting training requirements outlined in Department Policy 39-TRN-02, In-Service Training, and must be documented in accordance with Department Policy 39-TRN-09, Training Record Keeping.