

POLICY TITLE: INTRA-DEPARTMENTAL COMMUNICATION INVOLVING ADULT COMMUNITY CORRECTIONS		PAGE 1 OF 2
POLICY NUMBER: 8.2 - ACC		
CHAPTER 8: GENERAL ADMINISTRATION		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
EFFECTIVE DATE: September 5, 2006	LATEST REVISION: November 2, 2015	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Adult Community Corrections

III. POLICY

The Department of Corrections encourages the free flow of information and ideas between all field staff, managers and Central Office, while recognizing that matters of policy and operations require a structured dissemination both to and from the field staff.

IV. CONTENTS

- Procedure A: Communication with Central Office
- Procedure B: Communication within Adult Community Corrections
- Procedure C: Communication with Departmental Facilities

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Communication with Central Office

1. Communication about policies may be disseminated through the Department's online document management system.
2. Other communications from Central Office concerning policy and operations shall be channeled through the Regional Correctional Administrator or the Regional Correctional Manager, who shall ensure that the information is disseminated to all concerned.
3. Information or questions for Central Office from field staff concerning policy, operations, or any other matter of a non-routine nature, shall be channeled or cleared through the Regional Correctional Administrator or Regional Correctional Manager. In any situation in which field staff believes that it would not be in their best interest to channel communications in this way, staff may communicate directly with any supervisor in their chain of command, up to and including the Commissioner.

Procedure B: Communication within Adult Community Corrections

1. Information for dissemination to field staff shall be channeled through the Regional Correctional Administrators. Information may be disseminated by the use of bulletin boards, e-mail, staff meetings, or by making copies of pertinent information and circulating/distributing copies to those concerned.
2. Field staff shall channel communications about policy, operations, or any other matter of a non-routine nature through their Regional Correctional Administrator or Regional Correctional Manager.
3. Discussion of personnel matters shall be handled in accordance with applicable state and Department policies and collective bargaining agreements.
4. Field staff shall keep their Regional Correctional Administrator or Regional Correctional Manager informed and updated regarding matters arising from committee assignments regarding policy and operational matters.

Procedure C: Communication with Departmental Facilities

1. Communications with Department facilities on routine matters relating to parole, release or discharge dates or plans, work release, furloughs, supervised community confinement, etc., may be channeled through the Institutional Probation Officer, or other designee of the Chief Administrative Officer.
2. With respect to matters such as facility policy, use of facility staff or resources, transfer of prisoners, special conditions of incarceration, or other matters of a non-routine nature, communication with the facility shall be channeled or cleared through the Regional Correctional Administrator or Regional Correctional Manager.

VII. PROFESSIONAL STANDARDS

None

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