

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Executive and Management Staff Communication

Policy Number: 103.61

Effective Date: 06/10/2022

Page Number: 1 of 2

Authority:
Commissioner

Originating Division:
Executive Division

Access Listing:
Level I: All Access

I. Introduction and Summary:

It is the policy of the Georgia Department of Corrections (GDC) to provide for a system of two-way communication between all levels of GDC employees, contract workers, and volunteers through regularly scheduled meetings. The GDC will delineate channels of communication for purposes of delegating authority, assigning responsibility, coordinating, and supervising work. The purpose of this policy is to outline procedures for meetings.

II. Authority:

A. GDC Board Rule: 125-1-1-.03; and

B. ACA Standards: 2-CO-1A-18, 2-CO-1A-19, and 5-ACI-1A-15.

III. Definitions:

Executive Management - The Commissioner of Georgia Department Corrections, Chief of Staff, Assistant Commissioners, and all GDC employees designated by the Commissioner.

IV. Statement of Policy and Applicable Procedures:

A. The GDC shall provide for a communication system within Headquarters that requires, at a minimum, the Commissioner to meet at least monthly with the Chief of Staff, all Assistant Commissioners, and key staff.

1. The GDC Commissioner shall schedule and transmit communication regarding all Executive Management meetings. Regular attendance at meetings is expected.
2. Executive Management shall be responsible for transmitting information received at the Executive Management meetings to their subordinates.
3. In the absence of the Commissioner, Executive Management meetings will be conducted by the Chief of Staff.

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4. An agenda and minutes may be prepared and maintained for all Executive Management meetings.
- B. The GDC shall provide for regular meetings between Assistant Commissioners and their Division Directors and between Division Directors and their key staff members. These meetings are to be conducted at least monthly.
1. Agendas and the preparation of minutes may be required at all meetings;
 2. The Assistant Commissioners or designee shall inform everyone of new and existing administrative regulations, procedural changes, facility activities/operations, organizational changes, and other relevant issues; and
 3. The Division Directors shall forward meeting notes to their key staff if required.
- C. Responsibility:
1. The Commissioner of the GDC is responsible for scheduling all Executive Management meetings.
 2. Assistant Commissioners are responsible for conducting at least one meeting per month with their Division Directors.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.