



Illinois Department of Corrections

Administrative Directive

Number: 01.02.101	Title: Staff Meeting	Effective: 6/1/2020
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	01.02.101 effective 5/1/2019

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1A-15
Referenced Policies:	Referenced Forms:

I. POLICY

Administrative and supervisory staff meetings shall be held at least once a month to ensure that lines of two-way communication are established between all levels of supervision.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure to ensure that staff meetings are held at least once a month.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions:

Chief Administrator – the warden of a correctional facility or program site, the supervisor of a Transitional Security facility, or for all other offices, the Assistant Director of the Department or the respective Deputy Director or Chief.

Department Head - a person responsible for a major operation or program unit within a facility, office or program site as determined by the Chief Administrator including, but not limited to, Assistant Chief Administrative Officers, Assistant Deputy Directors, if applicable, or department or unit supervisors.

F. General Provisions

1. Administrative and supervisory staff meetings shall be conducted in an atmosphere that promotes open and effective intercommunication.
2. Administrative staff meetings shall be utilized by the:

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- a. Chief Administrator for discussing policy and program changes and topics which are of general interest to the group; and
 - b. Department heads for presenting brief status reports relative to the operation of their department or unit.
3. Supervisory staff meetings shall be utilized by the:
- a. Department heads for discussing policy program changes and topics which are of general interest to the group and for delegating authority, assigning responsibility, supervising work and coordinating efforts; and
 - b. Employees to present any unusual problems they may have in carrying out their assigned duties.
4. Administrative and supervisory staff meetings may be combined or separate meetings.

G. Administrative Staff Meetings

1. The Chief Administrator shall conduct an administrative staff meeting at least once a month with his or her department heads.
2. Minutes shall be taken at all administrative staff meetings and shall be maintained on file for at least a year and in accordance with records retention procedures. Copies shall be distributed to:
 - a. The Director;
 - b. The Assistant Director;
 - c. The respective Deputy Director or Chief;
 - d. The respective Assistant Deputy Director, if applicable; and
 - e. All persons scheduled to attend the meeting.

H. Supervisory Staff Meetings

1. Department heads shall conduct a supervisory staff meeting at least once a month with key staff members.
 2. Minutes shall be taken at all supervisory staff meetings and shall be maintained on file for at least a year and in accordance with records retention procedures. Copies shall be distributed to:
 - a. The Chief Administrator;
 - b. The appropriate Assistant Chief Administrative Officer; and
 - c. All persons scheduled to attend the meeting.
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