

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 106.00

EFFECTIVE DATE: 20 September 2024

**SUBJECT: CHANNELS OF
COMMUNICATION**

POLICY DIRECTIVE

PURPOSE:

To provide policy ensuring there are regular channels of communication which are necessary for delegating authority, assigning responsibility, supervising work, and coordinating efforts.

REFERENCE:

ACA Expected Practices 5-ACI-1A-15 and 16; 4-JCF-6A-11 through 13; 3-JDF-1A-23, 24 and 27; 2-CO-1A-18 and 19; 1-JDTP-1A-17 through 19; 4-APPFS-3A-29; and 1-CTA-1A-12.

RESPONSIBILITY:

Superintendents are responsible for enacting Operational Procedures to ensure compliance with this Policy Directive.

CANCELLATION:

Any previous written instruction on the subject.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

None.

POLICY:

- I. All communications should specify that the delegation of authority be complete and consistent, timely and accurate, and cover what personnel need to know to understand and carry out their duties.
- II. The Commissioner meets regularly with agency leaders to help ensure open communication among employees. These meetings facilitate communication, establish policy, explore problems, ensure conformity to legal and fiscal requirements, and implement programs.
 - A. The Commissioner conducts leadership meetings with Executive Staff, Superintendents, Directors and other agency leaders at least annually, which provides an opportunity to review and evaluate the operation of the agency.
 - B. Key Central Office staff and directors meet on a monthly basis to ensure open communication.
- III. Each Superintendent conducts regular meetings with department heads and department heads conduct regular meetings with their key staff members. Such meetings are conducted at least monthly. Each facility has an established system of two-way communication between all levels of staff and offenders.
- IV. The Bureau of Juvenile Services (BJS) Director of Community Based Services conducts regular meetings with Directors of Youth Reporting Centers (YRC) at least monthly and the Directors meet with their key staff members at least monthly. Each center has an established system of two-way communication between all levels of staff and the youth.
- V. The Director of Parole Services ensures a structured communication process is in place that facilitates the timely exchange of information with, and between, all levels of Parole Services employees.
- VI. The Director of Training and Staff Development conducts regular meetings with key staff members at least monthly.
- VII. The use of agendas and the preparation of minutes should be required at all staff meetings.

ATTACHMENT(S):

None.

APPROVED SIGNATURE: William K. Marshall III Sept. 20, 2024
William K. Marshall III, Commissioner Date