

DEPARTMENT OF CORRECTION 	POLICY MANUAL	POLICY NUMBER: 142	PAGE NUMBER: 1 of 2
		SUBJECT: Communications Committee	Adopted: 05-15-01 Revised: 11-25-02

01.00.00. POLICY OF THE DEPARTMENT

It is the policy of the Board of Correction that the Department of Correction enhance communications through the development of a Department of Correction Communications Committee who will act in an advisory capacity to the department administrators.

01.01.00. PURPOSE

The purpose of the Communications Committee is to develop, facilitate, and monitor plans and guidelines that will enhance communications among employees, offenders, and stakeholders.

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03.00.00. REFERENCES

Idaho Department of Correction (IDOC) Progress Report to Joint Legislative Oversight Committee (JLOC), November 2000, page 6, Permanent Communication Committee.

Joint Legislative Oversight Committee; Office of Performance Evaluation; Employee Morale and Turnover at the Department of Correction Report 99-03; Recommendation number 3.

04.00.00. DEFINITIONS

Board. The state Board of Correction.

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Strategic Communications Action Plan: The Communications Committee's action plan is a working document that includes goals, objectives, actions, and evaluation procedures.

05.00.00. PROCEDURE

The composition of the Communications Committee will be representative of the Department's diverse divisions and geographical regions. The committee is composed of individuals appointed by department administrators. These individuals will serve varying terms to maintain continuity.

The committee will:

Conduct an annual employee survey;

Compile results of annual employee survey;

Analyze results of annual employee survey and make recommendations for change;

Submit a survey report of results and recommendations to the Board of Correction and Department administration;

Review department's progress and submit an update report no later than one (1) year after the survey report; and,

Maintain the Strategic Communications Action Plan as a working document.

The committee will monitor and adjust the Strategic Communications Action Plan to reflect the needs as expressed by the survey results and current conditions within the Department. The committee will meet as needed to accomplish its mission and it will report to the department administrators periodically.

Director, Department of Correction

Date