

**MONTANA DEPARTMENT OF CORRECTIONS  
HUMAN RESOURCE BUREAU  
COMMUNICATION PLAN**

Director Ferriter, recognizing the need for committed communication with staff members directed the development of communication plans for department bureaus. The HR Bureau plan will be evaluated periodically and updated as required to ensure good communication at all staff levels. The plan consists of the following actions:

1. The bureau chief will schedule periodic meetings with bureau staff including:
  - a. Bi-weekly individual meetings with direct reports to discuss status of projects, individual client issues, workloads and other individual issues.
  - b. Bi-weekly phone conference with all available Bureau staff to share emerging issues and brief remote located staff on issues of interest or Bureau initiatives.
  - c. Quarterly bureau meetings with all staff to discuss arising issues, share insights and compare problems, brainstorm solutions and provide other timely information.
  
2. Organized within the Staff Services Division, the bureau chief will meet:
  - a. Bi-weekly with the administrator one-on-one
  - b. Quarterly with the administrator to report progress on bureau objectives and share information.
  
3. The bureau chief will make presentations to the management team upon request of the Director, management team or Division administrator regarding current or proposed initiatives or special issues needing attention or resolution.
  
4. The bureau staff will participate in twice-yearly division staff meetings to share information on department and division objectives and activities, provide an opportunity for social interaction, and celebrate employee and department successes
  
5. Staff members are instructed to "walk-in," schedule an individual meeting or call the bureau chief to report issues, ask for support or express concerns.
  
6. The bureau chief will update staff after each management team meeting to assure staff is aware of department issues, activities and decisions. Important issues affecting the bureau will be communicated face-to-face rather than through other means.
  
7. The bureau staff will use available technology such as conference calls, e-mail, intranet, VisionNet and on-line meeting capabilities to assure information is shared throughout the bureau and department – up, down and lateral.
  
8. The bureau chief will coordinate with staff to assure at least one article on Human Resource activities or a topic of interest is contributed to each edition of the department newsletter, "Correctional Signpost."