


DEPARTMENT OF CORRECTION 	POLICY MANUAL	SECTION NUMBER: 508	PAGE NUMBER: 1 of 1
		SUBJECT: Maintaining List of Institutional Personnel	Adopted: 12-82 Reformatted: 02-2001

01.00.00. POLICY OF THE DEPARTMENT

It is the responsibility of each Personnel Manager to maintain an up-to-date list of all institutional personnel.

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03.00.00. REFERENCES

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05.00.00. PROCEDURE

Each institution Administrator's personnel list shall contain the names of all personnel, their addresses and telephone number.

Whenever a change to any item on the list becomes necessary, the Administrator shall be immediately notified. He shall see that the necessary change is forwarded to the Personnel section.

The Administrator shall conduct an annual review and update of the personnel list. All changed shall be forwarded to the personnel section.

Director, Department of Correction

Date