

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 300.00.41	<b>Page</b> 1 of 3
	<b>Original Effective Date:</b> 01/16/98	<b>New Effective Date:</b> 05/09/22
	<b>Supersedes:</b> 300.00.41	<b>Dated:</b> 03/16/20
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator 5/1/22	
<b>Required Posting or Restricted:</b>		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Community Relations Boards		

## POLICY

The Division of Adult Institutions may maintain Community Relations Boards (CRB) for information sharing, public education and advocacy for issues relevant to the operations of facilities.

## DEFINITIONS, ACRONYMS AND FORMS

CRB – Community Relations Board

DAI – Division of Adult Institutions

DCC – Division of Community Corrections

DJC – Division of Juvenile Correction

DOC – Department of Corrections

DHS – Department of Health Services

## PROCEDURE

### I. General Guidelines

- A. Each facility may maintain a functioning CRB; however, where there are multiple facilities in a community one CRB shall function in relationship to all the facilities located in the area.
- B. The scope of the CRB is general in nature, intended for information sharing and broad community relations. The CRB does not have any collective responsibilities, authority, power or duties vested in the body as a whole, distinct from the members. Areas of mutual interest and concern include, but are not limited to:
  1. The impact of the DOC on the community.
  2. The facility's involvement in community affairs.
  3. Public awareness and education about the operation, policies, programs, conditions and mission of the facility with the exception of information protected by confidentiality standards.
  4. The DOC and the availability of community services for the facility.
  5. Law enforcement issues.
  6. Liaison between the DOC and community.

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7. Providing relevant information to the community and encouraging community interest and involvement in the facility.
- C. Issues concerning operation of a CRB shall be directed to the DAI Administrator's Office.

## **II. Membership and Meetings**

- A. The CRB brings together a team of correctional professionals, community citizens, including elected or appointed government officials, as well as staff from DHS, DCC and DJC.
1. Warden/Superintendents of each facility may appoint or remove members of the CRB or this can be done collaboratively with other members of the CRB.
  2. Membership is not available to individuals under DOC supervision.
  3. Membership numbers or terms of membership are not specified.
  4. Meeting frequency shall be determined by the members of the CRB.
- B. CRB Coordination
1. The Warden/designee may preside at a meeting to exercise guidance or direction.
  2. The DOC shall coordinate CRB meetings.
- C. Meeting Attendance
1. CRB meetings are not subject to open meetings laws.
  2. CRB participation is voluntary.

## DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

<b>Facility:</b> Name		
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<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 300 Administration		
<b>Subject:</b> Community Relations Boards		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

### REFERENCES

### DEFINITIONS, ACRONYMS AND FORMS

### FACILITY PROCEDURE

I.

A.

B.

1.

2.

a.

b.

c.

3.

C.

II.

III.

### RESPONSIBILITY

I. Staff

II. Inmate

III. Other