

 <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> 05/01/17
	<b>Supersedes:</b> 300.00.41	<b>Dated:</b> 06/18/10
	<b>Administrator's Approval:</b> Jim Schwochert, Administrator	
<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 shall maintain Community Relations Boards to enhance positive communication, public education and advocacy for issues relevant to the operations of facilities.

**REFERENCES**

Wisconsin Statutes s. 19.81-19.98 – Open Meetings of Governmental Bodies

**DEFINITIONS, ACRONYMS, AND FORMS**

CRB – Community Relations Board

DAI – Division of Adult Institutions

DCC – Division of Community Corrections

DJC – Division of Juvenile Corrections

DOC – Department of Corrections

DHS – Department of Health Services

**PROCEDURE****I. General Guidelines**

- A. Each facility shall 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. 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.
  4. The DOC and the availability of community services for the facility.
  5. Law enforcement issues.
  6. Liaison between the DOC and community.
  7. Providing relevant information to the community and encourages community interest and involvement in the facility.

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8. Taking action as appropriate to further the purpose of the CRB.
- C. Issues concerning operation of a CRB shall be directed to the DAI Administrator's Office.
  - D. Membership and Meetings
    1. The Warden/Superintendent of each facility may appoint or remove members of the CRB or this can be done collaboratively with other members of the CRB.
    2. CRB membership is available to any community citizen including elected or appointed government officials, including staff from DHS, DCC and DJC.
    3. Membership is not available to individuals under DOC supervision.
    4. Membership numbers or terms of membership are not specified.
    5. Meeting frequency shall be determined by the members of the CRB.
  - E. CRB Chair and Coordination
    1. The Warden/designee shall be the CRB chairperson.
    2. The DOC shall coordinate CRB meetings.
  - F. Meeting Attendance
    1. CRB meetings are subject to open meetings laws.
    2. The CRB Chairperson shall give 24 hours notice of the meeting to:
      - a. The public.
      - b. Members of the news media who have submitted a written request for notice.
      - c. The official newspaper or medium likely to give notice in the area.
    3. The meeting notice should include time, date, place and subject matter of meeting.
- II. Communication**
- A. To foster communication between the DOC and local communities, it is expected the Warden/designee shall communicate, verbally or through documents, any information relevant to the functioning of the DOC with the exception of information protected by confidentiality standards.
  - B. The Warden/designee shall arrange for the dissemination of minutes for the CRB meetings.

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
 Jim Schwochert, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
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<b>Chapter:</b> 300 Administrative		
<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