



Operating Procedure

Effective Date December 1, 2014	Number 027.3
Amended	Operating Level Department
Supersedes Operating Procedure 027.3 (9/1/11)	
Authority COV §53.1-10	
ACA/PREA Standards 4-4005, 4-4011, 4-4452; 4-ACRS-7F-04, 4-ACRS-7F-05; 1-CTA-1A-10	
Office of Primary Responsibility Chief of Corrections Operations	

Subject
COMMUNITY RELATIONS

Incarcerated Offender Access
Yes No

FOIA Exempt Yes No
Attachments Yes No

I. PURPOSE

This operating procedure provides for interaction between Department of Corrections units and their local communities to build mutually beneficial relationships for both the community and the DOC unit.

II. COMPLIANCE

This operating procedure applies to all units operated by the Department of Corrections (DOC). Practices and procedures shall comply with applicable State and Federal laws and regulations, Board of Corrections policies and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

III. DEFINITIONS

Community Advisory Board - A group of selected representatives from the community, the unit, and the offender population who serve to promote unit programs and enhance community relations

Memorandum of Agreement (MOA) - A written contract between public agencies

Memorandum of Understanding (MOU) - A written contract between a public agency and a non-government entity

Volunteer - Any citizen of the community who, of his own free will, provides goods or services to the DOC without any financial gain

Volunteer Coordinator - The unit representative who is responsible for the management of the unit volunteer program; the Volunteer Coordinator may be full-time or part-time staff, or the position may be filled by a volunteer or contract person. The selected individual for this position should have or receive appropriate training.

IV. PROCEDURE

A. Citizen involvement is an essential factor in building a positive relationship between a correctional unit and its surrounding community.

B. All units should strive to be good citizens of their community.

C. With the approval and support of the Regional Operations Chief, involvement can take many forms depending on the unit's mission, resources, and environment. Examples include:

1. Volunteers from the community (see Operating Procedure 027.1, *Volunteer Program*)
2. Communication and cooperation with community agencies and other components of the criminal justice system (4-ACRS-7F-04)
 - a. Local governments, fire, emergency, law enforcement, regional jails, and other public agencies participate in policy development, coordinated planning, and interagency consultation such as for emergency response plans and exercises. (4-4005)
 - b. The Director shall approve all Memoranda of Understanding, mutual aid agreements, and other such documents between any DOC unit and any public or private agencies.

- c. Memorandum of Agreements and contracts, which provide for payment of funds between any DOC unit and any public or private agency, shall be developed in accordance with Operating Procedure 260.1, *Procurement of Goods and Services*.
 - d. The agreement shall cover the allotment of DOC resources and the role and functions of other public or private agencies providing a service to the unit and specify their relation to the authority and responsibility of the Unit Head. (4-4011; 1-CTA-1A-10)
3. Support of local businesses
 - a. Purchase of goods and services
 - b. Employers that hire offenders from Diversion Centers and under Probation/Parole supervision
 4. Support of community
 - a. Offender work gangs for public works and community projects (4-4452)
 - b. Staff volunteers
 - c. Angel Tree or other volunteer activities that serve the community
 - d. Donations to needy families
 - e. Participation in parades, festivals, and other community events
 - f. Special Olympics Virginia
 - g. Sponsor or support blood drives
 5. Unit participation in local organizations
 - a. Chamber of Commerce
 - b. Staff active in civic organizations
 - c. Staff participation and unit support for local public boards and commissions (planning, zoning, library, historical society, etc.)
 6. Provide public information that encourages interaction with the public and the media
 - a. Provide speakers to civic groups
 - b. Administration attendance at Town Council/Board of Supervisors meetings
 - c. Encourage and educate unit staff to be ambassadors with the public
 - d. News releases to local media such as (see Operating Procedure 022.1, *Mass Media Relations*):
 - i. Community work projects
 - ii. Staff accomplishments
 - iii. Publicize unit support of the community
 - iv. Recognize volunteers from the community
 - v. Joint emergency response exercises with local agencies
 7. Community Advisory Board (CAB)
 - a. The CAB serves as a liaison for the unit's administration, offenders, and the local community, to solicit community input in the coordination and implementation of programs, and in promoting optimum and effective use of volunteers within the unit.
 - b. The primary purpose of the CAB is to offer advice and assistance to unit staff and offenders, to assure that the community is efficiently utilized to enhance the mission of the unit and the DOC. The unit and the CAB should develop an understanding of the role and responsibility for decisions and actions at various levels of planning. Generally, the CAB's focus is advice and advocacy.
 - c. CAB Functions
 - i. To assist the Unit Head, staff, and offenders in initiating, reviewing, and developing formal program proposals for implementation at the unit.
 - ii. To assist the unit in determining the need for new programs and monitoring their operation in an advisory capacity

- iii. To assist the unit in improving public relations through linkages with civic, social, business and other community groups or resources and act as an advocate for unit needs and programs with the public
 - iv. To assist the unit in seeking well qualified volunteers to help staff and offenders implement approved program proposals
 - d. Each DOC facility should have an advisory board that is representative of the community in which it is located that meets at least annually. (4-ACRS-7F-05) More frequent meetings are encouraged.
 - e. Minutes for each meeting should be kept on file in the unit.
 - f. The Unit Head should:
 - i. Appoint CAB members to include 3 to 7 community members, 2 to 4 unit staff, and 1 to 3 offender representatives if appropriate to the unit mission and security level.
 - ii. Ensure that appropriate time and space are allotted for CAB meetings
 - iii. Ensure that CAB members understand the relationship between the CAB and the unit
 - iv. Attend CAB meetings to provide input and measure the effectiveness of the CAB
 - g. Community Advisory Board should:
 - i. Assist in improving public relations through linkages with civic, business and other community representatives
 - ii. Provide suggestions for needed offender programs and assist in evaluating the effectiveness of unit programs
 - iii. Develop long range goals and short range objectives, with input and approval from unit staff
 - iv. Provide technical assistance on matters outside of the unit's competencies
 - h. Individuals considered for selection for the Community Advisory Board should:
 - i. Demonstrate an interest in, and concern for the community as a whole
 - ii. Demonstrate the ability to effectively serve as a liaison between the DOC and the community
 - iii. Display commitment and interest in the mission of the DOC and have the time to serve
 - iv. Have the ability to work collaboratively with others
 - v. Be willing to express ideas and defend their convictions
 - vi. Meet the eligibility requirements for volunteers (see Operating Procedure 027.1, *Volunteer Program*)
 - i. Each CAB member should be appointed to a term of at least 2 years, with the terms staggered, in order to avoid a complete turnover at any one time. Members may be reappointed to successive terms at the Unit Head's discretion. Vacancies occurring during the term of appointment will be filled by the Unit Head, who may solicit recommendations from the CAB.
 - j. Community CAB members should be given orientation by the Unit Volunteer Coordinator prior to assuming their duties.
 - k. The CAB, as a whole, should elect a Chairperson for a term not to exceed one year; terms may be served consecutively. Unit staff and offenders are not eligible to serve as a chairperson.
 - l. The duties of the Chairperson should include, but not be limited to:
 - i. Managing the decision-making process of the CAB
 - ii. Working with the CAB to define and refine priorities and establish goals and objectives
 - iii. Serving as a spokesperson for the CAB and securing approval, if necessary, from the Unit Head or designee
8. Local Re-entry Councils
- a. Local Re-entry Councils provide the DOC critical collaborations with service providers and other agencies that support offender reintegration and effective coordination of resources.
 - b. Local Re-entry Councils are formed locally and are not under DOC's operational purview.
 - i. Facilities and P&P Offices shall provide personnel to participate as members of their Local Re-entry Council.

- ii. The Chief P&P Officer will be one of the two council conveners.
- iii. Each Local Re-entry Council will establish leadership to facilitate meetings.

V. REFERENCES

- Operating Procedure 022.1, *Mass Media Relations*
- Operating Procedure 027.1, *Volunteer Program*
- Operating Procedure 260.1, *Procurement of Goods and Services*

VI. FORM CITATIONS

None

VII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years from the effective date.

Signature Copy on File

10/20/14

A. David Robinson, Chief of Corrections Operations

Date