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ADMINISTRATIVE REGULATION
NUMBER

445

OPR: PUBLIC INFORMATION OFFICE

RELATIONSHIPS WITH COMMUNITY/ADVISORY GROUPS

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for creating partnerships with crime victims, law enforcement, families, and citizens to identify any issues, seek solutions, and develop community involvement for managing inmates living in their community.

II. POLICY

It is the policy of the ADOC to encourage and provide opportunities for input by appropriate agencies, both within and outside the criminal justice system, in policy development, planning, and consultation.

III. DEFINITION(S) AND ACRONYM(S)

Community Advisory Group (CAG): A committee comprised of citizens from an agency, organization or community who wish to coordinate efforts with the ADOC regarding issues of mutual concern.

IV. RESPONSIBILITIES

- A. The departmental Public Information Manager (PIM) is responsible for providing guidance and vision to the warden in the efforts to establish a CAG.
- B. The Warden/Designee is responsible for establishing advisory groups within the local community. Where there are facilities that are co-located, the co-located wardens may agree to have a consolidated CAG. The co-located wardens shall submit their request to the ADOC PIM for approval.

- C. The Warden/Designee shall ensure that communications with the media are coordinated through the PIM for approval.
- D. The Warden/Designee is responsible for attending CAG meetings and recording the meeting minutes.

V. PROCEDURES

- A. Each Warden/Designee will coordinate the planning efforts with community groups, citizens of the community, and interested organizations with emphasis being made to consult with law enforcement agencies, officers of the courts, community leaders, and members of colleges and universities.
- B. Community organizations may request, in writing, to meet with an appropriate Warden/Designee to pursue common purposes.
- C. The Warden/Designee shall participate in federal, state, regional, and local efforts to foster the development of the CAGs.
- D. The Warden/Designee and CAG shall meet at intervals, not less than semi-annually, determined by the warden to discuss issues of mutual concern and to share information which may have an impact on the ADOC or community.
- E. The Deputy Commissioners of Men's Services and Women's Services must approve tours at the facility for the purpose of building community relationships.
- F. The Warden may authorize various staff members to initiate and chair advisory groups and to participate in interagency planning groups.
- G. CAG meeting minutes shall be maintained and submitted to the PIM after each meeting with emphasis placed on items that have potential to create legislative or media attention.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

There are no forms prescribed in this AR.

VIII. SUPERSEDES

This Administrative Regulation supersedes AR 445, *Relationships With Community/Advisory Groups*, August 17, 2005, and any related changes.

IX. PERFORMANCE

- A. Code of Alabama 1975, Sections 14-1-1.1 and 14-1-2.
- B. ACA Standards: 4-4005 and 4-4020.



John Q. Hamm
Commissioner