

	ADMINISTRATIVE REGULATION Department of Correctional Services State of Nebraska	NUMBER 105.02	Page 1 of 3
		COMMUNITY INVOLVEMENT COMMITTEE	

EFFECTIVE: March 15, 1981
 REVISED: September 4, 2006
 REVISED: August 15, 2007
 REVIEWED: August 30, 2007
 REVIEWED: November 30, 2008
 REVISED: July 26, 2009
 REVISED: July 28, 2010
 REVISED: July 27, 2011
 REVISED: August 13, 2012
 REVISED: August 2, 2013
 REVIEWED: October 11, 2014
 REVIEWED: July 31, 2015
 REVIEWED: July 31, 2016

SUMMARY of REVISION/REVIEW

Annual review completed with no revisions to policy. Removed references to APA standards.

APPROVED:



 Scott R. Frakes, Director
 Nebraska Department of Correctional Services

	ADMINISTRATIVE REGULATION Department of Correctional Services State of Nebraska	NUMBER 105.02	Page 2 of 3
		COMMUNITY INVOLVEMENT COMMITTEE	

PURPOSE

As a public criminal justice agency whose correctional institutions and program areas are an important part of the larger community, community involvement committees were developed. The purpose of the community involvement committees is to educate the public, to encourage meaningful dialogue and community participation in areas of mutual interest, to share innovative ideas that support the Department's quality initiative and to solicit suggestions regarding policy formulation.

GENERAL

The provisions of this policy shall apply to all facilities of the Nebraska Department of Correctional Services (NDCS) and Adult Parole Administration (APA).

PROCEDURE

- I. In order to provide good working relationships, maintain meaningful dialogue, and provide avenues for public education, involvement and interaction, each facility and APA will establish, under the leadership of the Warden/Program Administrator who will serve as chair, a Community Involvement Committee (CIC) which will serve in an advisory capacity and as a link between the facility/APA and the larger community.
- II. The CIC membership should ideally be composed of at least eight members from the community at large, the Warden/Program Administrator and other facility/APA employees as determined by the Warden/Program Administrator.
- III. Larger community membership should include representation from a cross section of the community, to include representation of racial, ethnic and cultural groups. Further representation should include, but not necessarily be limited to, representatives from the criminal and juvenile justice systems, school system, state and local government, clergy, civic and social service organizations, neighborhood organizations, citizen awareness groups, victim/witness units, employers, and any other agency or individual deemed appropriate by the Warden/Program Administrator.
- IV. The CIC should meet a minimum of four times per year, preferably once per quarter, and the meeting should occur at a site and time designated by the chair.
- V. The CIC should ensure that formal minutes of meetings are recorded and distributed so as to document discussion areas, recommendations, suggestions relative to problem resolution, and suggestions relative to policy matters.
- VI. Each Facility/Program's CIC will prepare and submit an annual report to the Director's Office no later than December 31st of each year. That report will contain a synopsis of CIC meetings, major accomplishments and summary of the year's CIC activity consistent with paragraph V above.
- VII. Efforts should be made to engage committee members to provide input and feedback; thereby allowing NDCS an effective means to evaluate policies, procedures, operations and outcomes.
- VIII. Written procedure should provide that staff operating inmate work programs use the advice and assistance of the committee to assist in providing skills relevant to the job market.

	ADMINISTRATIVE REGULATION Department of Correctional Services State of Nebraska	NUMBER 105.02	Page 3 of 3
		COMMUNITY INVOLVEMENT COMMITTEE	

REFERENCE

- I. ATTACHMENTS - None noted.
- II. ACA STANDARDS
 - A. Adult Correctional Institutions (fourth edition): 4-4005, and 4-4453
 - B. Adult Community Residential Services (fourth edition): 4-ACRS-7F-01 and 4-ACRS-7F-05