

Citizen Advisory Boards	1
I. Citizen Advisory Boards.....	1
A. Purpose.....	1
B. Membership.....	2
C. Duties	2
II. Action.....	3

Section-09 Programs	OP-090401	Page: 1	Effective Date: 12/06/2016
Citizen Advisory Boards	ACA Standards: 2-CO-1G-01, 4-4005, 4-ACRS-7F-04, 4-ACRS-7F-05, 4-ACRS-7F-07, 4-APPFS-1A-01, 4-APPFS-1A-02, 4-APPFS-1A-03		
Joe M. Allbaugh, Director Oklahoma Department of Corrections		Signature on File	

Citizen Advisory Boards

Citizen advisory boards will be established at all facilities and districts. When two or more facilities/districts are located in the same geographical area, the facilities/districts have the option of establishing one board for that area.

The term “facility” refers to institutions and/or community correction centers.

I. Citizen Advisory Boards

Each facility/district will develop by-laws defining the purpose, duties, and membership of the board with distribution to the members.

A. Purpose

Each facility/district will establish a citizen advisory board to:

1. Establish a partnership with the community and the facility/district to provide a forum for cooperation and coordination in an effort to improve the community; (2-CO-1G-01, 4-4005, 4-ACRS-7F-04,4-ACRS-7F-07, 4-APPFS-1A-01)
2. Serve as a resource in the community to assist facilities/districts in addressing identified correctional needs;
3. Work in partnership with the facility/district to educate the community at large about correctional needs; (4-APPFS-1A-02) and
4. Act in a liaison capacity to integrate correctional needs and community planning. (4-APPFS-1A-03)

The citizen advisory board will not be utilized to review personnel decisions or actions.

B. Membership

1. The membership of the board is appointed by the facility/unit/district head and may be comprised of facility staff and representatives of local government, law enforcement, media, business, education, medical, faith-based organizations, ex-inmates, inmate family advocates, banking and community/social organizations. (4-ACRS-7F-05)
2. Members must be at least 21 years of age. Racial, ethnic and gender diversity is encouraged.
3. With the approval of the facility/unit/district head, additional staff may act as liaison to the citizen advisory boards or offer technical assistance as needed.

C. Duties

The duties of the citizen advisory board include:

1. At the end of each calendar year, the board will assess, with input from the facility/district head, the facility chaplain and/or the facility volunteer services coordinator and the executive communications administrator or the facility public information officer, the needs of the community to which the facility/district can contribute and the needs of the facility/district for which the community may assist;
2. At the beginning of each calendar year, the citizen advisory board will develop goals based on those identified needs;
3. Through coordination and cooperation of all members, an evaluation system will be developed to determine when goals are achieved. The board will strive to complete a minimum of two identified goals annually;
4. An annual report will be prepared on the identified goals selected and the progress toward meeting these goals. This report will be submitted by June 30 to the executive communications administrator for inclusion in the agency annual report; (4-ACRS-7D-02)
5. Advise and support the facility/district efforts to enhance citizen involvement, community partnerships, and volunteer services. Special events and projects will be planned which support the goals and objectives of the facility/district or which demonstrate appreciation of citizen involvement, community partnerships and volunteer services; (4-ACRS-4F-07, 4-APPFS-1A-02)
6. Assistance with the coordination of support groups or aftercare and other treatment and reentry related efforts in the community as

Section-09 Programs	OP-090401	Page: 3	Effective Date: 12/06/2016
---------------------	-----------	---------	----------------------------

applicable that would aid in the transition of inmates from the institution to the community will be provided; (4-APPFS-1A-03)

7. The board will meet a minimum of twice a year; and
8. Minutes from all meetings will be sent to the appropriate associate director and director for review.

II. Action

The appropriate regional director/administrator of Probation and Parole are responsible for compliance with this procedure.

The regional director, Region 3, is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-090401 entitled "Citizen Advisory Boards" dated April 10, 2014

Distribution: Policy and Operations Manual
Agency Website