


DEPARTMENT OF CORRECTION 	COMMUNITY CORRECTIONS DIVISION Community Work Centers	DIRECTIVE NUMBER: 110.04.03.002	PAGE NUMBER: 1 of 2
		SUBJECT: Relations with Outside Agencies	Reviewed: 11-2002 Revised: 12-10-02

01.00.00. POLICY OF THE DEPARTMENT

It is the policy of the Board of Correction that the Department of Correction will maintain open and responsive communication with the public and the media. It is the intent of the Board that the Department keep the public well informed of its activities and maintain a consistently high community rapport through public presentations and special programs.

01.01.00. Purpose

The deputy administrator of Community Corrections Division shall direct the work center manager to coordinate, provide for, and administer communication and cooperation with community agencies and other components of the criminal justice system.

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03.00.00. REFERENCES

American Correctional Association (ACA) Performance-Based Standard 4-ACRS-7F-04.

Department Policy 110, Media A Public Relations.

IDAPA 06.01.01, Rules Of The Board Of Correction, Section 110, Media And Public Relations.

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04.00.00. DEFINITIONS

05.00.00. PROCEDURE

The work center will communicate and cooperate, as deemed appropriate by the work center manager or designee, with community agencies and other components of the criminal justice system.

05.01.00. Manager Approval

The work center manager shall make determinations of appropriateness and approval in regards to communication and cooperation with community agencies and components of the criminal justice system. The work center manager shall, if necessary, contact the administrator, deputy administrator, the Department's public information officer, or the deputy attorney general, as appropriate, in the determination process; particularly in dealing with unusual requests or where the manager is uncertain of what is appropriate in particular situations.

05.02.00. Activities

The work center shall have an open house at least once every two (2) years and encourage participation by members of community agencies and members of other components of the criminal justice system, as well as, other appropriate guests and visitors.

05.03.00. Interns And Presentations To Students And Members Of The Criminal Justice System

The work center will cooperate, as deemed appropriate by the work center manager or designee, with student intern programs. The work center will also provide presentations and tours to criminal justice classes, stakeholders, and other criminal justice agencies as deemed appropriate by the work center manager.

05.04.00. Use Of Volunteers From Community Agencies

The work center may utilize the services of approved volunteers, from various community agencies and organizations, for programming at the work center.

Administrator, Operations Division

Date