

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 1 of 5
	POLICY AND PROCEDURE		SUPERSEDES:	1310.4C January 6, 2012	
			OPI:	DIRECTOR	
			REVIEW DATE:	June 4, 2014	
			Approving Authority	Thomas Faust Director	
	SUBJECT:	CITIZENS ADVISORY COMMITTEE			
NUMBER:	1310.4D				
Attachments:	Attachment A – Application for Appointment				

SUMMARY OF CHANGES:

Section	Change
Page 3, §10	<i>Section #10 was revised in its entirety.</i>
Page 4, §15	<i>Section #15 was revised in its entirety.</i>
Page 5, §17	<i>Section #17 was revised in its entirety.</i>
<i>Attachment</i>	<i>Attachment A was revised.</i>

APPROVED:

Signature on File



Thomas Faust, Director

6/4/2013

Date Signed

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1. **PURPOSE AND SCOPE.** To establish guidelines for operation of a Citizens Advisory Committee (CAC) at the DC Department of Corrections (DOC).
2. **POLICY.** It is DOC policy to maintain a formal partnership with the community by utilizing private citizen volunteers from local businesses and, educational, religious, cultural and socioeconomic sections of the community in order to enhance the mission and operations of DOC. As advisors, the CAC will link the DOC and the community by communicating the views and concerns of DC citizens and helping to explain the DOC's role and programs to the public.
3. **NOTICE OF NON-DISCRIMINATION**
 - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
4. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. Ongoing, positive communication between DOC and the community will be maintained.
 - b. DOC will be better advised of pertinent community needs, concerns, and developments and DOC may increasingly become involved in community affairs and services.
 - c. The CAC may assist in determining available community services for DOC.
 - d. Community interest and involvement in DOC programs will actively assist in meeting agency goals and objectives and serving the needs of the inmate population during incarceration and upon their community reintegration.
5. **DIRECTIVES AFFECTED**
 - a. **Directives Rescinded**
PS 1310.4C Citizens Advisory and Committee (1/06/12)

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b. Directives Referenced

PS 3700.2 Employee Training and Staff Development

6. **AUTHORITY.** D.C. Code § 24-211.02, Powers; promulgation of rules

7. **STANDARDS REFERENCED**

a. American Correctional Association (ACA), 4th Edition, Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-7F-04.

8. **CAC COMPOSITION**

a. The CAC shall be composed of a cross section of the community that shall include but are not be limited to: victim’s rights advocates, offender advocates, educators, religious leaders, business and civic organizations that provide volunteer services to DOC and representatives from Civic Associations/ANCs.

b. Representatives from Civic Associations/ANC.

c. Ex-officio members shall include the Director of the DOC and the Wardens at the DOC Central Detention Facility (CDF) and Corrections Corporation of America (CCA/CTF) Correctional Treatment Facility (CTF).

9. **CRITERIA FOR COMMUNITY MEMBERS.** CAC community members shall be at least twenty-one (21) years of age and have experience and/or a professional interest in criminal justice issues and concerns. Selection of members will be based on recommendations from the Director, DOC or CAC members.

10. **APPLICATION PROCESS.** Upon recommendation by the Director or CAC members, those individuals interested in serving as a CAC member shall submit an Application for Appointment (Attachment A) and a current resume to the Office of the Director. Applications will only be considered upon submission of all required documents. The Director shall have final approving authority for appointments.

11. **CAC FUNCTIONS.** The CAC shall work in conjunction with the DOC in carrying out its mission. The CAC shall have the following functions:

a. Make recommendations to the Director relative to improving the operations and effectiveness of the DOC;

b. Support the DOC by identifying, developing, and utilizing available community and private sector resources to enhance services and operations in the Department;

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- c. Foster community support and education relative to DOC programs, operations, and services;
- d. Provide citizens a voice within the DOC in areas such as program development and operations;
- e. Facilitate the process of inmate reintegration into the community; and
- f. Ensure supportive services are present to assist in a successful and cooperative relationship between the DOC, providers and the community.

12. LIMITS.

- a. The CAC has no authority to make decisions or implement policy regarding DOC operations.
- b. All comments or release of any information representing the Department of Corrections shall only be made by the DOC Director or his designee.

13. TERMS

- a. Each member of the CAC shall be appointed for a period of two (2) years.
- b. The Chairperson and CAC members shall serve at the pleasure of the Director and may be removed or replaced at his/her discretion.
- c. No member of the CAC shall serve more than two (2) consecutive full terms.

14. ORGANIZATION

- a. All officers shall be elected by the CAC membership.
- b. The CAC shall develop its own rules of procedure for committee meetings and establish subcommittees subject to the review and final approval of the Director.
- c. Members of the CAC shall elect a Chairman and Co-Chairman whose terms shall be two (2) years. The Chairman may serve up to two (2) full terms.

15. COMMITTEE MEETINGS

- a. **Schedule.** The CAC shall meet quarterly on the 1st Thursday in June, Sept, Dec, and March unless it falls on a Holiday. In addition, the Director may call "Special Session" meetings.
- b. **Attendance.** Due to the limited number of meetings each year and the need for continuity and consistency in member attendance in order for the CAC to be effective, members are expected to attend each scheduled meeting.

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Consecutive absences without reasonable justification may be cause for removal.

- c. **Agenda.** The DOC Director or designee and the CAC Chairperson shall recommend agenda items for each meeting.
 - c. **DOC Representatives.** Other DOC staff may attend meetings to support Committee functions, to explain the Department's programs, and/or respond to questions on issues as the Director deems appropriate.
 - d. **Minutes.** Within ten (10) business days of each meeting, draft minutes shall be sent to the Chairman and Co-Chairman for review. The CAC Chairperson shall submit a copy of the minutes to the Director.
16. **COMPENSATION.** The CAC members shall serve without compensation.
17. **REMOVAL.** If a board member misses two (2) consecutive meetings without reasonable justification he/she is automatically removed (exceptions may be only for long term illness or injury preventing attendance and participation).
18. **ANNUAL REPORT**
- a. The CAC shall submit an annual report to the Director by December 1st of each year.
 - b. The annual report shall describe the Committee's activities and accomplishments for the year.
19. **TRAINING.** The Training Administrator shall provide orientation for CAC members as deemed appropriate.

Attachment

Attachment A – Application of Appointment



**APPLICATION FOR APPOINTMENT
CITIZENS ADVISORY COMMITTEE**

Ms., Mr., Dr., Mrs. FULL NAME: _____

ADDRESS with zip code: _____

TELEPHONE #: () _____ () _____

DATE OF BIRTH: _____ OCCUPATION: _____

(optional) RACE: _____ GENDER: _____

EDUCATION: _____

EXPERIENCE (Work and Volunteer): _____

HONORS AND AWARDS: _____

RÉSUMÉ ATTACHED



FILLING VACANCY

NEW

Applicant

Date

Organization Representative



Approval

Disapproval

Director

Comments: _____

Submit Application and Documents to:
Sallie D. Thomas, Executive Assistant
DC Department of Corrections
2000 14TH ST., N. W.
Washington, D. C. 20009