

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	August 25, 2015	<b>Page 1 of 6</b>
	<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	1310.4D June 4, 2013	
			<b>OPI:</b>	DIRECTOR	
			<b>REVIEW DATE:</b>	August 25, 2016	
			<b>Approving Authority</b>	Thomas Faust Director	
	<b>SUBJECT:</b>	CITIZENS ADVISORY COMMITTEE ON REENTRY			
<b>NUMBER:</b>	1310.4E				
<b>Attachments:</b>	Attachment A – Application for Appointment				

**SUMMARY OF CHANGES:**

<b>Section</b>	<b>Change</b>
<i>Changes</i>	<i>Major revisions were made throughout the policy.</i>
	<i>The "Citizens Advisory Committee" has been revised and now reads as "Citizens Advisory Committee on Reentry"</i>
	<i>Added: "MISSION"</i>
	<i>Added: ACA Standard "4-ALDF-5B-13"</i>

**APPROVED:**



**Thomas Faust, Director**

8/25/2015

**Date Signed**

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1. **PURPOSE AND SCOPE.** To establish guidelines for the DC Department of Corrections (DOC) Citizens Advisory Committee (CAC) on Reentry (hereafter referred to as the CAC).
2. **POLICY.** It is DOC policy to improve reentry outcomes for returning citizens through collaboration and partnerships with community and other government services.
3. **MISSION.** The mission of the CAC is to work in partnership with DOC to strengthen its reentry system for returning citizens.
4. **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.
5. **PROGRAM OBJECTIVES.** The expected results of this program are:
  - a. The CAC will actively assist DOC in continued development of a coordinated systems approach to reentry that will result in reduced recidivism and increased public safety.
  - b. By December 1<sup>st</sup> of each calendar year, the CAC will prepare an annual report of accomplishments and any recommendations for improved reentry services.
6. **DIRECTIVES AFFECTED**
  - a. **Directives Rescinded**  
PP 1310.4D                      Citizens Advisory and Committee (6/4/13)
  - b. **Directives Referenced**  
PP 3700.2                      Employee Training and Staff Development  
PP 4923.5                      Reentry Program Services

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

8. **STANDARDS REFERENCED**

- a. American Correctional Association (ACA), 4<sup>th</sup> Edition, Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-5B-13 and 4-ALDF-7F-04.

9. **CRITERIA FOR COMMUNITY MEMBERS**

- a. The CAC will be composed of a cross section of community stakeholders who have experience and/or a professional interest in criminal justice issues and whose shared purpose is to strengthen the reentry system.
- b. The CAC will not exceed ten (10) members.
- c. CAC community members shall be at least twenty-one (21) years of age.

10. **CAC COMPOSITION**

- a. Selection of members will be based on recommendations from the Director, DOC managers or CAC members.
- b. Ex-officio members will 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).

11. **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.

12. **CAC FUNCTIONS.** The CAC shall work in conjunction with the DOC in carrying out its mission.

- a. DOC will provide the CAC with related policies and procedures about reentry initiatives to ensure that each member is a knowledgeable representative of the interests of the Department of Corrections.
- b. The CAC will have the following functions:
  - 1) Using best practices in offender reentry, the CAC will identify barriers that affect returning citizens in the District of Columbia and recommend solutions to the Director that can be instrumental in lowering recidivism and promoting public safety.

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- 2) The CAC may be asked to participate in various reentry coalitions, neighborhood advisory meetings, local law enforcement and criminal justice coordinating meetings to discuss reentry issues, offender issues and ways to reduce recidivism.
- 3) The CAC will be an advocate to inform the community about reentry and the critical part the community plays in making reentry successful.
- 4) The CAC will work in partnership with DOC in an effort to strengthen the Department's current efforts to improve overall re-entry outcomes for returning citizens. Unemployment, housing, transportation, identification documents, and the need for assistance for individuals with special needs are identified as critical re-entry needs. Community groups that can offer services to the re-entry population should be identified and methods to establish partnerships between the providers and the Department of Corrections should be explored, agreed upon and implemented.
- 5) The CAC will assist with locating: employers who will hire returning citizens; housing; volunteers/agencies who can assist persons with special needs with transportation home or to their first appointment when they are released; mentors; and other related supports for returning citizens.
- 6) The CAC will serve as a conduit to further strengthen working relationships between DOC and community groups and other governmental agencies so as to:
  - a) Provide citizens a voice within the DOC to strengthen reentry services, and
  - b) Provide a smooth transition for returning citizens

### 13. 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.

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#### 14. **TERMS**

- a. Terms shall begin on January 1<sup>st</sup>.
- b. Each member of the CAC shall be appointed for a term of two (2) years.
- c. CAC members shall serve at the pleasure of the Director and may be removed or replaced at his/her discretion.
- d. No member of the CAC shall serve more than two (2) consecutive full terms

#### 15. **ORGANIZATION**

- a. All officers shall be elected by the CAC membership.
- b. The CAC shall develop its own rules of procedure subject to the review and final approval of the Director.

#### 16. **COMMITTEE MEETINGS**

- a. **Schedule.**
  - 1) The CAC will meet monthly on the 1<sup>st</sup> Thursday.
  - 2) In addition, the Director may call “Special Session” meetings.
  - 3) Time and place of these meetings will be determined by the Director in consultation with the CAC membership.
- b. **Attendance.** CAC members are expected to attend scheduled meetings. Continuous absences and/or lack of participation 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.
- d. **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.

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- e. **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.

17. **COMPENSATION.** The CAC members shall serve without compensation.
18. **REMOVAL.** A committee member can be removed at the sole discretion of the Director of the DC Department of Corrections. The Director may seek the advice of the Citizens Advisory Committee on Reentry in such instances.
19. **ANNUAL REPORT.** The CAC will submit an annual report to the Director by December 1<sup>st</sup> of each year. The report will include:
- a. The Committee’s activities and accomplishments for the year,
  - b. An analysis of barriers that impede successful reentry for the District of Columbia’s returning citizens, and
  - c. Recommendations for solutions to more effectively use resources.
20. **TRAINING.** The Training Administrator shall provide Pre-Service and annual refresher training for CAC members in accordance with PP 3700.2.

Attachment

Attachment A – Application of Appointment

**DOC/PP1310.4/8/25/15**



**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  
2000-14<sup>th</sup> St NW 7<sup>th</sup> Floor  
Washington, DC 20009