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Joe M. Allbaugh, Director Oklahoma Department of Corrections		Signature on File	

Citizen Advisory Boards

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

For the purpose of this procedure, the term “facility” will apply to institutions and community corrections centers, the term “facility head” will apply to wardens and community corrections centers directors and the term “unit head” will apply to unit directors and probation and parole deputy directors.

The term “facility” will apply to institutions and community corrections centers, the term “unit” will include probation and parole regions.

I. Citizen Advisory Boards

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

A. Purpose

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

1. Establish a partnership with the community and the facility/unit 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/units in addressing identified correctional needs;
3. Work in partnership with the facility/unit 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 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 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/unit head, the facility chaplain and/or the facility volunteer services coordinator and the director of Communications or the facility public information officer, the needs of the community to which the facility/unit can contribute and the needs of the facility/unit 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 director of Communications for inclusion in the agency annual report; (4-ACRS-7D-02)
5. Advise and support the facility/unit 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/unit or which demonstrate appreciation of citizen involvement, community partnerships and volunteer services; (4-ACRS-4F-07, 4-APPFS-1A-02)

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6. Assistance with the coordination of support groups or aftercare and other treatment and reentry related efforts in the community as 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 regional director/director of Probation and Parole Services within 30 days of the meeting. Within ten days, the meeting minutes will then be forwarded to the chief of Operations and agency director for review.

II. Action

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

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

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-090401 entitled "Citizen Advisory Boards" dated April 11, 2018

Distribution: Policy and Operations Manual
Agency Website