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GOVERNOR

State of Alabama Alabama Department of Corrections

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DONAL CAMPBELL
COMMISSIONER

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ADMINISTRATIVE REGULATION
NUMBER 445

OPR: PUBLIC INFORMATION

RELATIONSHIPS WITH COMMUNITY/ADVISORY GROUPS

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for creating partnerships with victims, law enforcement, families, and citizens to help define problems, seek solutions, and develop community involvement for managing inmates living in their community.

II. POLICY

It is the policy of the ADOC to encourage and provide opportunities for input by appropriate agencies, both within and outside the criminal justice system, in policy development, planning, and consultation.

III. DEFINITION(S) AND ACRONYM(S)

Advisory Group: A committee comprised of citizens from an agency, organization or community who wish to coordinate efforts with the ADOC regarding issues of mutual concern.

IV. RESPONSIBILITIES

- A. The Departmental Public Information Officer is responsible for providing guidance and vision to the Warden in the efforts to establish Community Advisory Groups.
- B. Warden/designee is responsible for establishing advisory groups within the local community.
- C. The Warden/designee shall ensure that communications with the media is coordinated through the Departmental Public Information Officer for approval.
- D. The Institutional Public Information Officer is responsible for attending Community Advisory Committee meetings coordinated by the Departmental

Information Officer or as directed by the Warden/designee and record the meeting minutes.

V. PROCEDURES

- A. Each Warden/designee will coordinate the planning efforts with community groups, citizens of the community, and interested organizations with emphasis being made to consult with law enforcement agencies, officers of the courts, community leaders, and members of colleges and universities.
- B. Community organizations may request, in writing, to meet with appropriate Warden/designee to pursue common purposes.
- C. The Warden/designee shall participate in federal, state, regional and local efforts to foster the development of the Community Advisory Committees.
- D. The Warden/designee and community advisory group or agency, shall meet at intervals, not less than quarterly, determined by the Warden to discuss issues of mutual concern and to share information which may have an impact on the ADOC or community.
- E. The Warden/designee may coordinate meeting/tours at the institution for the purpose of building community relationships.
- F. The Warden may authorize various staff members to initiate and chair advisory groups and to participate in interagency planning groups.
- G. Community Advisory Committee meeting minutes shall be maintained and submitted to the Departmental Public Information Officer after each meeting with emphasis placed on items that have potential to create Legislative or Media attention.
- H. The Warden/designee may request attendance of Central Office Staff to attend a subsequent meeting due to issues arising from a prior meeting.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

There are no forms prescribed in this regulation.

VIII. SUPERCEDES

This regulation being a new regulation does not supercede any other regulation at this time.

IX. PERFORMANCE

- A. Code of Alabama 1975, Sections 14-1-1 and 14-1-2
- B. ACA Standards: 4-4005 and 4-4020



Donal Campbell, Commissioner