DEPARTMENT OF CORRECTIONS

Policy Number:	**101.150**
Title:	**Civic Engagement with Community Stakeholders/Advisory Groups**
Effective Date:	**6/19/18**

PURPOSE: To provide guidelines for soliciting input from and sharing information with community stakeholders regarding the operation of the department and the development of plans which may impact either entity. To provide inter-agency information exchange as necessary in order to communicate appropriate information between the department and the community.

APPLICABILITY: Department-wide

DEFINITIONS:
Advisory group - a committee comprised of citizens from an agency, organization, or community who wish to coordinate efforts with the department regarding issues of mutual concern.

Civic engagement – intentional effort of the Department of Corrections to facilitate meaningful dialogue with varied community stakeholders and administrative agencies to ensure that all Minnesotans have the opportunity to fully participate in the decision-making process and to discuss best practices.

PROCEDURES:

A. Advisory Groups

1. Each warden/superintendent, field services manager, community services manager, or designee must coordinate the planning efforts with other state agencies, community groups, citizens of the community, and interested organizations. A cooperative effort includes a wide range of agencies; including such examples as: law enforcement agencies, officers of the courts, the state legislature, community leaders, and members of colleges and universities.

2. Officially recognized organizations may request to meet with appropriate staff to pursue that agency's purpose. All requests from organizations must be in writing and addressed to the warden/superintendent, field services manager, community services manager, or designee.

3. The warden/superintendent, field services manager, community services manager, or designee must participate, when appropriate, in federal, state, and regional efforts within and outside of the criminal justice system.

4. The appointing authority, community advisory group or agency, and facility administrative staff must meet at intervals determined by the warden/superintendent, field services manager, community services manager, or designee to discuss issues of mutual concern and to share information which may have an impact on the department or community. Meeting minutes must be taken at all meetings and distributed and/or retained in the department's SharePoint (iShare), as appropriate.

5. If community relationship requires admittance to a department correctional facility, then a designated staff person at each facility must coordinate meetings, background checks, and admittance to the facility, tours, etc. as directed by the warden/superintendent.

6. The warden/superintendent, field services manager, or community services manager may authorize various staff members to initiate and chair advisory groups and to participate in interagency planning groups.

7. Juvenile facilities maintain an advisory committee that represents the interests, concerns, and needs of the residents and community. The committee meets at least annually to advise community leaders about the nature of the program, the types of residents served, the results of the services the program provided to residents, the number of residents served in the past 12 months, and the number of residents likely to be served in the next 12 months.

B. Civic Engagement

1. Each commissioner, deputy commissioner, assistant commissioner, warden/superintendent, field services manager, community services manage, or designee may coordinate the planning efforts with community groups, citizens of the community, and interested organizations for the purpose of civic engagement.

2. If community relationship requires admittance to a department correctional facility, then a designated staff person at each facility must coordinate meetings, background checks, and admittance to the facility, tours, etc. as directed by the warden/superintendent.

3. The commissioner, deputy commissioner, assistant commissioner, warden/superintendent, field services manager, or community services manager may authorize various staff members to initiate and chair civic engagement work groups.

4. Civic engagement work groups may focus on:
   a) Identifying and educating about best practices in civic engagement in the correctional system;
   b) Identifying gaps in existing stakeholder connections;
   c) Building relationships with necessary stakeholders;
   d) Developing an infrastructure for, and engaging stakeholders in, policy and practice development; and
   e) Diversifying the membership of affiliated agency organizations to mirror the population served by the DOC.

INTERNAL CONTROLS:

A. Meeting minutes are retained electronically on iShare.

ACA STANDARDS: 4-4005, and 4-JCF-6G-01

REFERENCES: Minn. Stat. §241.01
Minn. Rules Part 2960.0060
Governor's Executive Order 16-01, Establishing the Diversity and Inclusion Council
DOC Diversity & Inclusion Executive Council

REPLACES: Policy 300.035, "Relationship with Community Agencies/Advisory Groups," 5/1/18.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support