



Change Notice

DIRECTIVE AFFECTED: 1415.03
CHANGE NOTICE NUMBER: 1415.03
DATE: 8/14/98

1. PURPOSE AND SCOPE. To highlight changes in the new **Community Relations Board** Program Statement.
2. SUMMARY OF CHANGES. Editorial changes have been made to enhance the clarity of the document.
3. ACTION. File this Change Notice in front of the **Community Relations Board** Program Statement.

/s/
Kathleen Hawk Sawyer
Director



Program Statement

OPI: IPD
NUMBER: 1415.03
DATE: 8/14/98
SUBJECT: Community Relations
Boards

1. PURPOSE AND SCOPE. To provide guidelines for establishing and maintaining Community Relations Boards as a means of mutual communication and support between institutions and their local communities. While such boards have no formal advisory function to institutions, their purposes are to serve as a two-way communication link between institution and community leadership, and to advance public education, understanding, and advocacy for issues concerning Federal prisons.

Community Relations Boards benefit the Bureau and the community by:

- increasing public awareness of and education about the mission of the institution and the Bureau,
- determining the availability of community services for the institution,
- coordinating Bureau operations with local law enforcement activities,
- assessing the impact of the institution on the community, and
- increasing the institution's involvement in community affairs and services.

2. PROGRAM OBJECTIVES. The expected results of this program are:

a. Ongoing, positive communication between institutions and their local communities will be fostered.

b. Citizens will be informed about programs and operations of institutions in their communities and about the Bureau of Prisons in general.

c. Institution staff will be advised about pertinent community needs, concerns, and developments.

d. Community interest and involvement in institution programs will be encouraged.

e. Public understanding about corrections will be enhanced.

3. DIRECTIVES AFFECTED

a. Directive Rescinded

PS 1415.01 Community Relations Boards (7/10/91)

b. Directive Referenced

PS 1400.04 Contacts with other Agencies and
Organizations (9/9/96)

4. STANDARDS REFERENCED. None.

5. ESTABLISHMENT OF COMMUNITY RELATIONS BOARDS. Each Warden may decide whether a Community Relations Board should be established at his or her institution.

6. BOARD MEMBERSHIP. Board members may work closely with local law enforcement, government, business, civic, education and training, health care, pre-release, and religious agencies and organizations.

a. Initially, the Warden may select Board members. The Warden shall base his or her assessment of the individual's potential to develop opportunities for mutual assistance and support. The subsequent selection process shall be addressed in each Board's bylaws.

Consideration shall be given to citizens representing:

- local and Federal law enforcement;
- city, county, or township government;
- business and civic organizations (Chamber of Commerce, Lions, Rotary, Kiwanis, etc.);
- council of churches;
- school boards; health care organizations; and
- media groups.

The Warden is an ex-officio board member. At the discretion of the Warden, the union representative may be a member of the Board. Other institution staff may attend meetings to support

Board functions or explain institution programs and respond to questions on specific issues.

b. Initially, the Warden shall determine the number of members. Subsequent changes shall be addressed in the Board's bylaws.

c. A method for replacing or re-appointing Board members shall be provided to allow for judicious removal of a member who may not fit into the Board's mission.

7. INSTITUTION COORDINATOR. The Warden is the coordinator for the Board.

8. MEETING SCHEDULE. The Warden shall meet with the Board at the institution on a mutually agreed-upon regular schedule. Any frequency-of-meetings requirement in the bylaws shall be flexible enough to accommodate local needs.

9. BYLAWS. The prototype bylaws for Community Relations Boards (Attachment A) are intended to suggest a general approach, rather than a definite structure. Bylaws shall:

- contain a clear statement of the Board's objectives,
- define (and limit) the Board's role in the internal affairs of the institution,
- provide a structure for Board operations,
- define who may be a member,
- explain how members are selected, and
- set term lengths for each officer.

They may also address such issues as:

a. Standing or Ad Hoc Committees. Institutions shall have the flexibility to establish either type, as local issues require.

b. Reporting. Reporting requirements are at the Warden's discretion, and there is no requirement for periodic reports to regional offices or the Central Office.

Wardens are encouraged to report to their Regional Directors any notable successes or problems. Such reports may be distributed so that other institutions may learn about other programs.

c. Agendas. Ordinarily, the Warden prepares the agenda for each Board meeting, but other members may contribute agenda items on institution/community issues. A typical agenda might include such matters as:

- inmate population and security level trends,
- inmate movement, significant news or events (escapes, fires, etc.),
- goals and objectives,
- new programs,
- staff changes,
- construction projects,
- accomplishments,
- special activities, and
- special visits or tours.

/s/

Kathleen Hawk Sawyer
Director

BYLAWS
COMMUNITY RELATIONS BOARDS

ARTICLE I

NAME: This organization shall be known as the Community Relations Board to the (name of institution).

ARTICLE II

PURPOSE AND OBJECTIVES: The purpose and objectives of the Board shall be as follows:

1. To act as official liaison between the (name of institution) and communities surrounding the facility within a (distance) mile radius.
2. To keep informed with respect to policies, programs, and conditions at the aforementioned facility.
3. To make relevant information known to the community and to encourage community interest and involvement in the facility.
4. To comment on and make recommendations regarding the facility.
5. To take such other action as may be appropriate to accomplish the objectives of this Board.

ARTICLE III

MEMBERSHIP: As follows:

1. Membership shall consist of no more than (number) nor fewer than (number) qualified individuals, except as hereinafter provided; qualified individuals shall consist of all interested residents of the community of voting age.
2. The Board will nominate and approve by secret majority vote qualified individuals for membership. Membership shall be available to any citizen as provided herein, including elected or appointed government officials, but shall not be available to employees of the Bureau of Prisons or any inmates at any correctional facility. Only one member of each family within the surrounding community may sit on the Board.

3. Any member of the Board may be dismissed with just cause by a majority vote of the entire Board. Any member who is absent from three consecutive scheduled meetings and who fails to show good cause for his or her absence shall be dismissed. Good cause must be presented in a verbal and written manner.
4. No member shall act on behalf of the Board without the expressed written authorization of the Board or the Executive Committee thereof.

VOTING: A quorum shall consist of at least (number) members. Issues to be voted upon shall require a majority vote to carry.

ARTICLE IV

OFFICER: The officers of the Board shall consist of a Chairperson, two Vice Chairpersons and a Secretary/Treasurer. They shall be elected in (month) for a (length) term. Their respective powers and duties shall include the following:

1. The Chairperson shall preside at all meetings.
2. The Senior Vice Chairperson shall preside when the Chairperson is absent or otherwise unavailable to act.
3. The Secretary/Treasurer shall record, transcribe, and maintain the minutes of all meetings, shall distribute the minutes of the prior meeting and the agenda for the coming meeting to all members and others entitled to receive same, and shall maintain records of all monies allocated to or expended by the Board.

ELECTIONS: The election of officers shall be held at the (month) meeting. Nominations shall be from the floor, and elections shall be by secret ballot, by those members present. The presiding Chairperson shall be a voting member.

STANDING COMMITTEES: Standing committees shall include a Membership Committee and a Publicity Committee. Additional standing committees may be created by the Board.

1. Chairpersons of standing committees shall be appointed by the Chairperson, with the approval of the Vice Chairpersons.

EXECUTIVE COMMITTEES: The Executive Committee shall consist of the elected officers and the Chairpersons of all standing committees. The duties of the Executive Committee shall be to act on behalf of the Board in emergency situations calling for immediate action. The Executive Committee shall act with the approval of at least (number) of its members.

ARTICLE V

AMENDMENTS TO THE BYLAWS: These bylaws may be amended by written request presented at a scheduled meeting. Amendments so proposed shall be voted upon at the following meeting and may be enacted by a majority affirmative vote of the entire Board.

ARTICLE VI

MEETINGS: Meetings shall be held at the institution on the (schedule). All meetings shall be on the (day) and will begin promptly at (time).

PARLIAMENTARY AUTHORITY: "Robert's Rules of Order, Newly Revised" shall govern at all meetings to the extent practical and not inconsistent with these bylaws.