



# Program Statement

**OPI:** IPD  
**NUMBER:** 1400.04  
**DATE:** September 9, 1996  
**SUBJECT:** Contacts with Other Agencies  
and Organizations

1. PURPOSE AND SCOPE. To encourage employee contacts with other agencies and organizations, inside and outside the criminal justice system, for such purposes as:

- Participating in policy development,
- Coordinating interagency planning,
- Exchanging information, and
- Enhancing mutual communication and public information.

Bureau operations and programs affect, and are affected by, other community agencies and organizations. Over the years, formal and informal employee relationships with organizations, such as advisory committees, law enforcement coordinating councils, criminal justice councils, and state and local planning organizations, have enhanced Bureau operations.

This Program Statement encourages professional and civic involvement of Bureau staff with local communities in addition to the Community Relations Boards addressed in the separate Program Statement referenced below.

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

a. Communication and understanding among Bureau institutions and regional offices and their local communities will be enhanced by formal and informal contacts between Bureau staff and local agencies and organizations.

b. The degree and success of each Bureau institution's and regional office's formal associations with its local community will be a factor considered in performance evaluations of Wardens and Regional Directors.

### 3. DIRECTIVES AFFECTED

a. Directive Rescinded

PS 1400.02            Contacts with Other Agencies and  
                                 Organizations (06/26/89)

b. Directive Referenced

PS 1415.01      Community Relations Boards (07/10/91)

#### 4. STANDARD REFERENCED

American Correctional Association 3rd Edition Standards for Adult  
Correctional Institutions: 3-4005

5. COMMUNITY CONTACTS. Regional Directors and Wardens shall encourage contacts with related agencies and organizations in the community. Membership in local law enforcement and criminal justice agencies and organizations are considered to be an essential part of each Bureau component's formal relationship with those components of the community.

Contacts with other civic, academic, or social organizations are generally of two types:

a. Official Contacts and Appearances. This type includes appearances by institutional administrators and other staff at conferences, planning sessions, and other formal meetings related to the institution's operations or relationship with the community or other matters of mutual interest. For example, staff may meet regularly with U.S. Probation Officers to acquaint them with Bureau policies and procedures.

b. Personal Contacts. This type usually stems from an individual employee's interest in a civic, social, or other organization, but not as an official representative of the Bureau. The Bureau encourages these contacts as part of the civic involvement of its employees.

6. ANNUAL ACCOMPLISHMENTS. Regional Directors and Wardens shall include in their lists of annual accomplishments a summary of all organizations with which their institutions or regional offices are formally associated, including a general statement about any significant contribution to Bureau operations or criminal justice relationships that have resulted from those associations.

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Kathleen M. Hawk  
Director