




# KANSAS DEPARTMENT OF CORRECTIONS

	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	<b>SECTION NUMBER</b> 13-102	<b>PAGE NUMBER</b> 1 of 3
		<b>SUBJECT:</b> <b>COMMUNITY PARTICIPATION: Community Interaction Committees</b>	
<b>Approved By:</b>  Secretary of Corrections		<b>Original Date Issued:</b> <span style="float: right;"><b>04-26-90</b></span>	
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		<b>Replaces Amendment Issued:</b> <span style="float: right;"><b>04-21-99</b></span>	
<b>Reissued By:</b>  Policy & Procedure Coordinator		The substantive content of this IMPP has been reissued as per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature.  <b>Date Reissued:</b> <span style="float: right;"><b>07-15-11</b></span>	

**POLICY**

Community Interaction Committees may be established within the Department to inform and interpret for the public, afford opportunity for input from appropriate segments of the public, and to be a positive presence in the community. (ACO 2-1G-01; APPFS 3-3117)

**DEFINITIONS**

None.

**PROCEDURES**

**I. Authorization and Role of Community Interaction Committees (CIC)**

- A. The establishment of a Community Interaction Committee shall receive prior written approval from the Secretary of Corrections.
- B. Although Community Interaction Committees may contribute suggestions regarding the establishment of policy and procedures related to CIC's and the Department's volunteer service program, as well as, provide advice, and assistance to work, academic, and vocational programs, it shall not have policy making authority, but shall serve to provide communication between the entities of the Department and the community. (ACO 2-1G-09; ACI 3-4119)

**II. Requests to Establish Community Interaction Committees**

- A. Requests to establish Community Interaction Committees at facilities, parole regions or Kansas Correctional Industries (KCI) shall be made, in writing, by the respective warden, regional parole director, or KCI director.
  - 1. Requests from correctional facilities shall be directed to the Deputy Secretary of Facility Management.
  - 2. Requests from Parole Services shall be directed to the Deputy Secretary of Community and Field Services Management.
  - 3. Requests from a Director of Kansas Correctional Industries shall be directed to the Deputy Secretary of Programs and Staff Development.

- B. All requests to establish Community Interaction Committees shall include a copy of the proposed bylaws. Such bylaws shall, at a minimum, include the following information:
1. The purpose(s) and objective(s) of the Community Interaction Committee to:
    - a. Provide the agency's administration with ideas for potential use of community resources;
    - b. Relay comments to the agency regarding public perceptions of agency activities; and,
    - c. Provide support and assistance to the agency in developing positive community relations.
  2. Terms of appointment/service; (ACO 2-1G-03; ACI 3-3112; APPFS 3-3117)
  3. Procedures for selection of officers;
  4. Duties and responsibilities of officers; (ACO 2-1G-03; ACI 3-3112; APPFS 3-3117)
  5. Frequency and location of meetings; and,
  6. Support responsibilities.
- C. The appropriate deputy secretary shall make recommendations regarding the request and shall forward the request and any recommendations to the Secretary of Corrections for review.
- D. The Secretary of Corrections shall provide written notification of approved/disapproved requests to the appropriate deputy secretary who shall forward a copy of the decision to the warden or director.
- E. At the discretion of the Secretary of Corrections, a Community Interaction Committee may be established for the KDOC Central Office.

### **III. Appointments to Community Interaction Committees**

- A. All recommendations for appointment to a Community Interaction Committee shall be made, in writing, to the warden, director, or Secretary's designee.
- B. Appointments to a Community Interaction Committee shall be made by the warden, director, or Secretary's designee. (ACO 2-1G-03; ACI 3-3112; APPFS 3-3117)
- C. The warden/director shall advise the Secretary, through the appropriate deputy secretary, of any resignations or vacancies, which occur.
1. The Secretary's designee shall advise the Secretary directly of any resignations or vacancies on the Community Interaction Committee for the KDOC Central Office.

### **IV. Membership Guidelines**

- A. Membership shall be limited to a maximum of twenty (20) persons per committee.
- B. Membership shall be representative of the community in which the committee is located and drawn/recruited from a variety of related community agencies with which the facility or agency has regular contact.

- C. Membership shall include representation of both sexes as well as racial and ethnic minorities.

**V. Other Guidelines**

- A. Community Interaction Committee meetings shall be subject to the provisions of the Kansas Open Meetings Act as set forth in KSA 75-4317 et seq.
- B. Community Interaction Committee meetings shall be held at least semiannually.

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

**REPORTS REQUIRED**

None.

**REFERENCES**

KSA 75-4317 et seq.  
ACO 2-1G-041, 2-1G-03, 2-1G-09  
ACI 3-4112, 3-4119  
APPFS 3-3117, 3-3119

**ATTACHMENTS**

None.