

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 101.02

DATE: 01 August 2020

SUBJECT: Citizen Advisory Board

POLICY DIRECTIVE

PURPOSE:

To ensure involvement from members of local communities in achieving each facility's mission and goals by creation of a Citizen Advisory Board at each facility.

REFERENCE:

None.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject, including DOC Policy Directive 101.02, dated 01 January 2004 and DJS Policy 114.00, dated 01 April 2014.

APPLICABILITY:

All facilities within the Division of Corrections and Rehabilitation. This Policy is available for general distribution.

DEFINITIONS:

None.

POLICY:

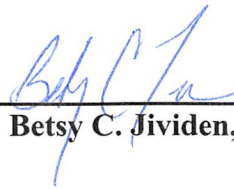
- I. The Superintendent of each facility shall attempt to create (or maintain) a Citizen Advisory Board for the purpose of reviewing the internal workings of the facility and giving input, advice and counsel concerning issues or concerns raised by the facility's administration and/or members of the Citizen Advisory Board.

- II. The Citizen Advisory Board shall be made up of local officials as appropriate (e.g. Judges, Prosecutors, members of local law enforcement, etc.) and citizens from all walks of life (e.g. ministers, businesspersons, senior citizens, general public, etc.)
- A. In facilities with inmate/resident populations less than two hundred (200), the Citizen Advisory Board shall have three (3) members.
 - B. In facilities with inmate/resident populations of two hundred (200) or more, the Citizen Advisory Board shall have five (5) members.
 - C. Membership on the Citizen Advisory Board is strictly voluntary, and each member shall serve for a specified length of time unless he or she decides to resign from the Board. The terms of office shall be:
 - 1. Three (3) member boards –
 - a. Two (2) members each serve two (2) years.
 - b. One (1) member serves one (1) year.
 - 2. Five (5) member boards –
 - a. Three (3) members each serve two (2) years.
 - b. Two (2) members each serve one (1) year.
 - 3. This will allow for diversity in opinions, interests, and expertise.
 - D. Each Citizen Advisory Board shall select one of its members as Chairperson and the point of contact for the Superintendent.
- III. The Citizen Advisory Board shall meet with the Superintendent and administrative and/or support staff as designated by the Superintendent.
- A. Meetings shall be held at least quarterly with a tour of the facility at least annually.
 - B. Administrative and support staff members shall have the responsibility of providing presentations and/or reports during each meeting in areas such as administration, physical plant, safety and security, programs and services, staffing, budget, etc.
 - C. Sign-in sheets and meeting minutes shall be maintained from each meeting by the Superintendent or designee.
 - D. Superintendents shall ensure meeting minutes are sent in a timely manner to the appropriate Assistant Commissioner/designee.

ATTACHMENT(S):

None.

APPROVED SIGNATURE:



Betsy C. Jividen, Commissioner

7-30-20

Date