

MICHIGAN DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE 04/15/2019	NUMBER 01.06.140
<b>POLICY DIRECTIVE</b>			
SUBJECT COMMUNITY LIAISON COMMITTEE (CLC)		SUPERSEDES 01.06.140 (12/22/1997)	
		AUTHORITY MCL 791.203	
		PAGE 1 OF 2	

**POLICY STATEMENT:**

To provide a system of communication between correctional facilities and invited local community leaders for relaying Departmental goals and policies, receiving and responding to community concerns and ideas, and accurately providing and gathering pertinent information.

**POLICY:**

- A. It is essential that the Department and its agencies maintain open lines of communication within the community to ensure cooperation and understanding. A primary function of the Community Liaison Committee (CLC) is to ensure the Department's official position on issues is conveyed through meetings with local community leaders. CLC meetings shall take place at designated correctional facilities and shall be held outside of the secure perimeter of the facility. Staff must accurately represent the Department's position at all times during these meetings in accordance with PD 02.03.106 "External Communications by Employees." Questions about the Department's position on any issue shall be directed to the appropriate Assistant Deputy Director (ADD), Public Information Office, or the Director's Office.
- B. The success of correctional programs that assist with meeting the mission of offender success can be adversely affected by a lack of public understanding and support. In addition, the Department is obligated to inform the public of its philosophy, goals, procedures, mission, and vision. A structured committee is needed to achieve greater community involvement, understanding, and support of the goals, mission, and vision of correctional facilities. This is established through the membership of the Community Liaison Committees (CLC). The membership of the CLC shall include a broad representation of key community leaders, such as local government, court or community health officials, local higher education representatives, municipal, county, or state law enforcement officials, or other similar stakeholders as approved by the ADD. CLC meeting attendance shall be limited to members of the CLC, as well as other guests as approved by the ADD. The local media may attend only in accordance with PD 01.06.130 "Media Relations," and candidates for elected office may attend only in accordance with PD 04.01.110 "Access to Correctional Facilities."
- C. The CLC is to function solely in an advisory capacity and shall assist in resolving concerns between the community and the facility. The committee shall meet quarterly or meet more often with ADD approval. Cancellation of any CLC meetings shall be approved by the ADD. Meeting agendas shall be delivered to the ADD 30 days in advance for review and approval. Minutes are to be taken and distributed to CLC members, ADDs, and applicable staff. Minutes shall include the names of those who attended the meeting. If no CLC exists, attempts shall be made annually to establish a CLC, and an outline of the steps taken to recruit CLC members shall be submitted annually to the Deputy Director. Facilities in close proximity to one another may establish a joint CLC, however, staff at each facility are responsible for addressing concerns that are specific to their facility. The facility hosting the meeting shall ensure minutes are taken.
- D. The Warden shall chair the CLC meeting, and other Department heads shall attend as assigned. The appropriate ADD should be included in CLC meetings and should make a reasonable effort to attend or send a representative.

OPERATING PROCEDURES

- E. If necessary, to implement the requirements set forth in this policy directive, Wardens shall ensure procedures are developed or updated.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 04/15/2019	NUMBER 01.06.140	PAGE 2 OF 2
-----------------------------------	------------------------------	---------------------	-------------

AUDIT ELEMENTS

- F. A Primary Audit Element List has been developed and is available on the Department's Document Access System to assist Wardens with self-audit of this policy pursuant to PD 01.05.100 "Self-Audits and Performance Audits."

APPROVED: HEW 03/04/2019