



CITIZENS ADVISORY COMMITTEE – CDCR Operations Manual Volunteer Section

101090.11.3 Citizens' Advisory Committees

Functions

Each Warden shall establish a Citizens Advisory Committee which shall be used to:

- Improve the public's understanding of correctional programs.
- Influence correctional directions.
- Suggest means to improve and participate in inmate programming.

The role of the committees is to:

- Provide an important opportunity for the Department to gain the support of interested and concerned citizens. Wardens shall extend an invitation to committee members to acquaint themselves with the institution's facilities and programs.
- Voice their concerns and make suggestions for facility and program enhancements as well as to support the institution or facility and its programs.
- Play a key role in furthering the Department's mission. Wardens shall regularly attend meetings and shall feel free to share information with the committee on problems, progress, and resolutions.
- Encourage community service projects, open houses, public education efforts, and any other appropriate activities aimed at strengthening the institution's partnership with the community.

Composition

Each Warden shall appoint a 12 member Citizens Advisory Committee from a list of nominations submitted as follows:

- Two persons from nominations submitted by the Assembly member in whose district the prison is located.
- Two persons from nominations submitted by the Senator in whose district the prison is located.
- Two persons from nominations submitted by the city council of the city containing or nearest to the institution.
- Two persons from nominations submitted by the county board of supervisors of the county containing the institution.
- One person from nominations submitted by the Chief of Police of the city containing or nearest to the institution and the county sheriff of the county containing the institution.

Three persons selected by the Warden including one who is a victim of a crime or a representative of a victim's organization.

Selection

Nominators shall submit biographical data for each nominee.

The Department's EEO and affirmative action policies shall be considered in the selection of nominees.

Orientation

Appointed committee members shall complete an orientation which shall include:

- A meeting with the Warden.

- Inmate, employee and community safety procedures.
- A tour of the institution.

Attachment C

Committee Member Files

A file shall be maintained on each committee member which shall include:

- Oath of allegiance.
- Digest of laws relating to association with prison inmates.
- Statement acknowledging receipt of a copy of the CCR and the IPA.

Operation

Each committee shall select a chairperson by majority vote who shall:

- Call meetings.
- Prepare meeting agendas.
- Preside over meetings.

Term of Members

The term of office of all members shall be two years. Members shall not serve more than two years unless nominated and re-appointed.

The Warden shall solicit a listing of five nominees from designated nominators 90 days prior to the expiration of any member's terms.

Committee member resignations shall be submitted in writing to the chairperson.

Vacancies

Vacancies may result from a member's death, written resignation or unexcused absence from three consecutive meetings. The Warden shall fill any vacancy upon receipt of written notification that a vacancy exists.

The Warden may fill a vacancy with a person selected from, but not limited to, the list of nominees originally submitted by nominators. Additional names may be requested from the nominators by the Warden.

Appointments to fill a vacancy shall be for the remainder of the unexpired term.

Meetings and Minutes

The committee shall meet at least once every two months or as necessary to carry out the purposes and duties of the committee.

The Warden shall meet with the committee at least four times per year. If the Warden is unable to attend, the chief deputy Warden shall attend. Attendance shall not be further delegated.

Committee meetings shall be open to the public. The date, time and place of each meeting shall be published in a local newspaper at least one week prior to the meeting.

Meetings shall be held outside the prison security area. Meetings may be held in public buildings away from the institution. If held on institution property, the meeting shall be accessible to the public without compromising security.

Minutes of each committee meeting shall be kept and a copy forwarded to the Director, Division of Adult Institutions.

Visitation

Advisory committees shall have the power of visitation of prison facilities and personnel in furtherance of committee objectives except in situations where security would be jeopardized.

The Warden shall schedule all visits, and shall personally escort the visitor(s). Scheduled visit agenda shall be subject to change based upon institutional situations at the time of the visit.

Visits to other departmental facilities shall be authorized if, in the opinion of the chairperson and the Warden, such visiting will enhance the work of the committee.

Visits to other departmental facilities shall be only by advance arrangement between the affected Warden.

Attachment C

The size of the visiting committee shall be determined by the committee itself and the Warden. The head of the visited institution shall meet with the visiting committee delegation.

Travel Expenses

Travel expenses of the committee members shall be paid as authorized under BOC rule 706(c) and CCR (2) 599.624. Expenses shall be borne by the parent institutions.

101090.12 Revisions

The Director, DAI, or designee, shall ensure that the content of this Section is accurate and current.

101090.13 References

CCR (2) §§ 599 - 624

CCR (15) §§ 3260 - 3265, 3285, 3415.

PC § 5056.

ACA Standards 2-4006, 2-4018, 2-4024, 2-4071, 2-4095, 2-4347, 2-4456, 2-4465, 2-4487 - 2-4495, 2-2054, 2-2180 - 2-2187.

DOM ARTICLE 9 — VOLUNTEERS*

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