
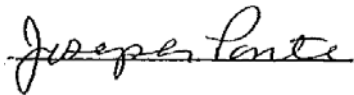


<b>POLICY TITLE: COMMUNICATION AND COLLABORATION WITH OUTSIDE AGENCIES</b>		<b>PAGE <u>1</u> OF <u>3</u></b>
<b>POLICY NUMBER: 1.16</b>		
<b>CHAPTER 1: ADMINISTRATION, ORGANIZATION, AND MANAGEMENT</b>		
	<b>STATE of MAINE DEPARTMENT OF CORRECTIONS</b>  <b>Approved by Commissioner:</b>  	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
<b>EFFECTIVE DATE:</b> <b>August 30, 2004</b>	<b>LATEST REVISION:</b> <b>November 2, 2011</b>	<b>CHECK ONLY IF APA [ ]</b>

**I. AUTHORITY**

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

**II. APPLICABILITY**

Entire Maine Department of Corrections

**III. POLICY**

It is the policy of the Department of Corrections to develop and maintain cooperative working relationships with outside agencies.

**IV. CONTENTS**

Procedure A: Community Contact and Participation  
Procedure B: Relationships with Local Colleges and Universities

**V. ATTACHMENTS**

None

**VI. PROCEDURES**

**Procedure A: Community Involvement and Participation**

1. Correctional Administrators, or designees, shall develop and maintain practices

for providing requested information and sharing information concerning Departmental policies, programs and services to agencies involved with the Department.

2. Where feasible, facility Chief Administrative Officers, or designees, shall develop programs and/or services that contribute to the community.
3. Correctional Administrators shall consult with criminal justice agencies, community agencies, colleges and universities to enhance programs and services in areas of mutual concern.

**Procedure B: Relationships with Local Colleges and Universities**

1. As appropriate, Department representatives may coordinate educational programs and research projects and develop training programs with the assistance of faculty.
2. Employees asked to represent the Department as lecturers or consultants to the educational community shall receive approval of the employee’s supervisor;
3. Facilities may provide tours and Correctional Administrators, or designees, may provide information to adult students of criminal justice programs in an effort to increase interest in criminal justice programs and enhance recruitment.
4. Consistent with current labor agreements, the Department may develop internship programs in cooperation with local colleges and universities.

**VII. PROFESSIONAL STANDARDS**

ACA:

**ACI - 4-4005** Written policy, procedure, and practice demonstrate that related community agencies with which the institution has contact participate in policy development, coordinated planning, and interagency consultation.

**ACI - 4-4019** Written policy, procedure, and practice provide that requests from federal, state, and local legislators and executives for information about operations or specific inmates are responded to promptly by facility staff and with due regard to privacy protection statutes.

**ACI - 4-4102** The institution or parent agency collaborates with criminal justice and service agencies in information gathering, exchange, and standardization.

**4-ACRS-7B-13** The facility’s training and staff development program uses community resources.

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- 4-ACRS-7D-06** The facility or parent agency cooperates with other criminal justice agencies in information gathering, exchange and standardization.
- 4-ACRS-7F-04** Policies provide for communication and cooperation with community agencies and other components of the criminal justice system.
- 4-ACRS-7F-07** The facility actively identifies and implements activities that contribute to the community.
- 4-JCF-6D-09** The role and functions of employees of public or private agencies providing a service to the facility are covered by written policy and procedure, contract or agreement, that specify their relation to the authority and responsibility of the facility administrator. These policies and procedures are reviewed at least annually and updated as needed.
- 4-JCF-6F-07** The facility or parent agency collaborates with juvenile justice and service agencies in information gathering, exchange, and standardization.
- 4-JCF-6G-05** Designated facility staff respond promptly to requests from federal, state, and local legislators, executives, and other components of juvenile justice for information about operations or specific juvenile with due regard for privacy protection statutes.

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