

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
References/Authority	Subject	
ACA 4-4005, 2-CO-1A-14 P&P ACA 3-3009, 3-3017, 3-3018	<p style="text-align: center;">COOPERATION WITH COMMUNITY AGENCIES AND EDUCATIONAL INSTITUTIONS</p>	

## I. DEFINITIONS

"Criminal justice associations" means police, councils, sheriff associations, probation and parole societies, the American Correctional Association, Southern States Correctional Association and state correctional associations.

"Planning" means a scheme of action or procedure which, within the greater criminal justice field, shall make more effective or more efficient the task of crime prevention, detection and correction.

## II. POLICY and PROCEDURES

- A. The Departments of Community Services, Contract Management and Adult Institutions shall be represented in state or regional planning efforts that may affect probation and parole or institutions respectively.
- B. The Deputy Commissioners of Community Services, Administrative Services, and Adult Institutions shall have input into the planning function as it affects his office or department.
- C. All Corrections' program managers shall coordinate planning efforts with community related groups. While these cooperative efforts include a wide range of agencies, special efforts shall be made to consult with law enforcement agencies, officers of the courts, community leaders and members of college and university communities.
- D. The Deputy Commissioners of Community Services, Administrative Services, and Adult Institutions shall develop written programs and procedures especially designed to achieve the goals expressed in this statement, as appropriate to the respective office or department. Program plans shall include:
  1. Membership for appropriate agency officials in the local and national criminal justice associations.
  2. Involvement of citizens in:

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- a. Program planning
  - b. Community based programs
  - c. Review of program development and solicitation of suggestions for improvement.
  - d. Scheduled tours of institutional programming and activities.
3. Cooperation with local criminal justice agencies by:
- a. Encouraging employees to participate with community agencies involved in activities related to the employees' responsibilities.
  - b. Sponsoring exchange tours with other criminal justice groups.
  - c. Sharing information and coordinating efforts toward goal accomplishments of mutual interest.
  - d. Advising the Courts and Parole Board regularly of the extent and availability of services and programs to inmates.
4. Cooperation with colleges and universities, to include:
- a. Inviting members of the college and university faculty to assist in agency programming.
  - b. Encouraging staff members to serve as lecturers, faculty or consultants to the educational community.
  - c. Incorporating faculty and student expertise to enrich programming.
  - d. Developing programs which offer selected student internships or practicum programs in the agency.
  - e. Providing special programming within the agency to encourage visitation by students involved in academic criminal justice programs or related field. Discussions with staff may assist students in their field effectively as well as allow the agency an opportunity to promote departmental and institutional policy regarding recruitment procedures.

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5. Community Planning Efforts

A Corrections Central Office staff member shall be designated to identify and remain informed as to all community planning efforts which directly or indirectly affect probation, parole or correctional institutions. This includes criminal justice agencies (law enforcement, courts, district attorneys and public defenders), as well as non-criminal justice agencies (schools, social and religious agencies). Depending upon purpose, thrust and size of the planning effort, a staff member of Corrections shall be assigned to represent the agency in this effort. This staff member shall report the results of meetings and planned actions to the Commissioner's Office.

6. Administrators' Roles in Planning

The Deputy Commissioner of Community Services, Administrative Services, and Adult Institutions shall be kept informed of all planning efforts that may affect the department. The administrators shall become involved personally in those planning efforts which directly affect their offices.