



*State of North Carolina
Department of Correction
Division of Prisons*

Chapter: F
Section: .0605
Title: **Community Resource
Council**
Issue Date: 09/10/07
Supersedes: 06/12/02

POLICY & PROCEDURES

.0605

The purpose of this policy is to describe the Community Resource Council by which citizens are identified and approved to provide services to the staff and the inmate population. The Division of Prisons has designated a Senior Staff member responsible for managing the Community Resource Council.

(a) General

Community Resource Councils are developed to provide orderly assistance in stimulating community involvement and to promote volunteerism in correctional facilities throughout the state. Council activities shall be governed by Department of Correction and Division of Prisons' policies and procedures.

(b) Location

Each Division of Prisons facility will organize and maintain a Community Resource Council. Councils will be established based on the mission and function of each facility. Upon written justification, a facility may request a temporary exemption from the requirement of having a council through the chain of command with final approval by the Secretary of the Department of Correction.

(c) Appointment

(1) The facility head will recommend persons to serve as council members. Each facility head may confer with local community leaders during the selection process. The list of nominees will be submitted directly to the Department of Correction for consideration by the Secretary. Appointees must be at least 21 years of age.

(2) The Secretary shall appoint council members to two-year terms. Council appointments will be made annually with appointments effective January 1 of each year. When unscheduled vacancies occur, new appointees will serve the unexpired term of the council member and may be eligible for reappointment to a full term.

(3) All council members serve at the pleasure of the Secretary of Correction.

(d) Statement of Purpose

- (1) Councils shall be governed by an established statement of purpose approved by the Secretary of Correction. Copies of this purpose statement will be maintained in the Office of the Secretary and Office of Citizen Participation.
 - (2) Facility heads and council chairpersons shall clarify the specific mission and purpose of their Community Resource Council. Goals and short-term objectives should be developed to provide positive leadership and recognition of members for the achievement of correctional goals established by the local facility, the correctional administration, and the Community Resource Council.
- (e) Issues not addressed in the by-laws should be resolved at the discretion of the individual councils consistent with applicable departmental policies and state law.
- (f) Community Resource Council Activities
- (1) Volunteers. The council should be involved in recruitment of volunteers to assist in providing volunteer services and/or fundraising activities at the facility.
 - (2) Fundraising. Guidelines for special local fundraising must be developed to assure appropriate documentation of receipts and expenditures. If a major (anything greater than \$1,000) fundraising project is contemplated, such as for the construction of a religious services center, a separate fundraising body must be established and incorporated as a nonprofit organization. All proposed major fundraising projects must be approved by the Secretary of Correction prior to commencement of the project.
 - (3) Program Activity. Acceptable program activities for council volunteers may include assisting inmate families in understanding prison policies and procedures, providing workshops for staff on relevant issues, support of staff appreciation programs, support of agency goals and programs or generating in-kind contributions of equipment and supplies. Any in-kind contribution in an amount greater than \$1,000 shall be subject to the approval of the Secretary of Correction.
- (g) Meetings
- (1) Councils must meet at least four times a year unless they have received a written exemption from the Secretary of the Department of Correction and the Director of Prisons. Requests must be submitted by the council chairperson with approval of council membership.
 - (2) To conduct business at a regular or special meeting, a quorum of 40% of the total active Council membership must be in attendance.
 - (3) Community Resource Council meetings are subject to the Open Meetings Law. Council meetings held at the correctional facility shall be open to the public subject

to constraints of custody and security.

(h) Training

- (1) A training program approved by the Office of Citizen Participation, and the Office of the Secretary of Correction will be conducted by each facility head or designee for each council member.
- (2) Training should be offered to council members on a continuing basis to assure efficiency of operations and the achievement of Department of Correction goals.

(i) Reporting

A copy of the minutes of each council meeting shall be promptly submitted to the Office of Citizen Participation after each council meeting. A periodic summary report shall be compiled from all minutes submitted to the Office of Citizen Participation and distributed to council chairpersons, Region Directors, and facility heads.

(j) Evaluation

Each council shall be afforded the opportunity to evaluate their own progress, development and contribute suggestions regarding the policy & procedures or those goals established by the Council members. The evaluation may be a formal or informal report or discussion.


Director of Prisons Date 9-10-07

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