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.