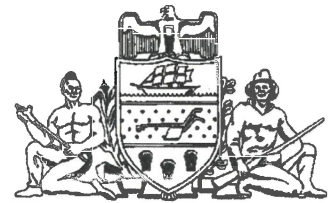


DAUPHIN COUNTY PRISON

VOLUME: 400

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OF PAGES: 2



SUBJECT: DCP Community Advisory Committee

EFFECTIVE DATE:
February 24, 2021

STANDARDS:

REVISION DATE

PAGE #

BY THE ORDER OF:
Director of Corrections Brian S. Clark

BOARD OF PRISON INSPECTORS APPROVAL:
Commissioner Mike Pries

SUPERSEDES ORDER #

POLICY:

It shall be the policy of Dauphin County Prison to form and work with a Community Advisory Committee. The Advisory Committee will be a collection of individuals who can bring unique knowledge and skills, which augment the knowledge and skills of the Prison Administration.

PURPOSE:

The Advisory Committee plays an important public relations role and provides Prison Administration with a fresh perspective on programmatic issues. The Advisory Committee does not have formal authority to govern the organization; that is, the Advisory Committee cannot issue directives that must be followed. Rather, the Advisory Committee serves to make recommendations and/or provide key information and materials to the Prison Administration.

This allows the Advisory Committee to focus narrowly on a specific program to advise and support the organization.

Examples of some of the duties of the committee may be to:

- Evaluate the performance of programming.
- Serve as advocates for the organization to the community.
- Gather input from/serve as a liaison with relevant constituencies.
- Provide feedback to the organization from the community.

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- Provide technical expertise.
- Provide an independent/unbiased sounding board.
- Assist staff in determining important activities.

ADVISORY COMMITTEE RESPONSIBILITIES:

Advisory committees do not have any legal authority; therefore, all their responsibilities are assigned at the discretion of the Director of Corrections and/or Board of Prison Inspectors. Responsibilities assigned to the Advisory Committee may include any, or all, of the following.

- **Program Creation and Planning:** It can be beneficial to create and assign an advisory committee during the early stages of developing new programs so the committee members can provide advice about the design and plans for the program.
- **Development of Program Policies:** While advisory committees cannot create legally binding policies for the organization, they can help create policies which provide direction and support for programming.
- **Planning and Implementing Public Relations:** The Advisory Committee includes influential community leaders. These leaders can be effective in spreading the word about organizational services.
- **Funding Leadership:** The Advisory Committee can be used to specifically help raise program funding through grant opportunities. The Advisory Committee must be granted this authority by the Director of Corrections and the Board of Prison Inspectors. Leveraging these resources will assist the organization with its success.
- **Subcommittees:** The Advisory Committee may develop subcommittees which are assigned tasks in specific areas. These subcommittees will be responsible for making recommendations on strategies and resources. These subcommittees may be short-term or long-term according to the length of the specific assignment.

COMMITTEE REPORTING:

The Advisory Committee Chairperson, or designee, will attend the monthly Dauphin County Prison Board Meeting for the purpose of reporting activities of the committee. The Chairperson, or designee, will present the monthly committee report during public session. The Committee Chairperson/designee will have no statutory voting authority, but rather will be given the ability to report all activities and pertinent information to the Dauphin County Board of Prison Inspectors.

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