

ISSUING AUTHORITY: Indiana Department of Correction, Reentry Division, Community Corrections Section	REVISED DATE: 06/02/10
APPLICABLE TO: Community Corrections Grant Act Programs	
TITLE: Procedural Bulletin #3	SUBJECT: Advisory Boards
TEXT: <p>PURPOSE: To develop guidelines for the establishment of Community Corrections Advisory Boards.</p> <p>LEGAL REFERENCE: IC 11-12 IC 5-14-1.5</p> <p>RELATED BULLETINS:</p>	

- I. Establishment of Advisory Boards (IC 11-12-1-2):
 - A. "A county or any combination of counties may establish and operate a Community Corrections Advisory Board for the purpose of coordinating or operating Community Corrections programs. The county, in consultation with the Advisory Board, shall coordinate or operate Community Corrections programs for any of the following:
 1. the prevention of crime or delinquency;
 2. persons sentenced to imprisonment in a county or local penal facility other than a state owned or operated facility;
 3. committed offenders."
 - B. In order to qualify for State Community Corrections Grant Act funds a county must establish a Community Corrections Advisory Board (IC 11-12-2-2). A Community Corrections Advisory Board consists of:
 1. the county sheriff or the sheriff's designee;
 2. the prosecuting attorney or the prosecuting attorney's designee;
 3. the director of the county office of family and children or the director's designee;
 4. the executive of the most populous municipality in the county or the executive designee;
 5. two (2) judges having criminal jurisdiction, if available, appointed by the circuit court judge or the judges' designee;
 6. one (1) judge having juvenile jurisdiction, appointed by the circuit court judge;
 7. one (1) public defender or the public defender's designee, if available, or one (1) attorney with a substantial criminal defense practice appointed by the county executive or, in a county having a consolidated city, by the city-county council;
 8. one (1) victim, if available, appointed by the county executive or, in a county having a consolidated city, by the city-county council;
 9. one (1) ex-offender, if available, appointed by the county executive or, in a county having a consolidated city, by the city-county council; and
 10. the following members appointed by the county executive or, in a county having a consolidated city, by the city-county council:
 - a. one (1) member of the county fiscal body or the member's designee;
 - b. one (1) probation officer;
 - c. one (1) educational administrator;
 - d. one (1) representative of a private correctional agency, if such an agency exists in the county;
 - e. one (1) mental health administrator, or, if there is none available in the county, one (1) psychiatrist, psychologist, or physician;

- f. four (4) lay persons, at least one (1) of whom must be a member of a minority race if a racial minority resides in the county and a member of that minority is willing to serve.

II. Powers and Duties of Advisory Boards (IC 11-12-2-3)

A. "A Community Corrections Advisory Board shall:

1. Formulate the Community Corrections plan and the application of financial aid;
2. Observe and coordinate Community Corrections programs in the county;
3. Make an annual written report to the county fiscal body, county executive, or in a county having a consolidated city, the city-county council, containing an evaluation of the effectiveness of programs receiving financial aid under IC 11-12 and recommendations for improvement, modification, or discontinuance of these programs;
4. Ensure that programs receiving financial aid under IC 11-12 comply with the standards adopted by the Department;
5. Recommend to the county executive or, in a county having a consolidated city, to the city-county council, the approval or disapproval of contracts with units of local government or non-governmental agencies that desire to participate in the Community Corrections plan. Before recommending approval of a contract, the Advisory Board must determine that a program is capable of meeting the standards adopted by the Department;
6. Adopt bylaws for the conduct of its own business;
7. Hold a regular meeting at least one time every three months and at other times as needed to conduct all necessary business. Dates of regular meetings shall be established at the first meeting of each year (Please note that a copy of the minutes of each meeting must be emailed to the Department to the attention of the Program Manager assigned to that county.
8. Comply with the public meeting and notice requirement under IC 5-14-1.5;
9. Ensure that the CCGAP is in compliance with all relevant legal and procedural manual requirements;
10. Monitor the progress of the CCGAP toward the stated goals in the Community Corrections Grant application
11. Authorize all project income expenditures.