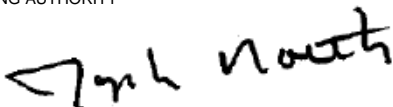
 <p><b>Corrections and Community Supervision</b></p> <p><b>DIRECTIVE</b></p>	<p>TITLE</p> <p><b>Incarcerated Liaison Committee (ILC)</b></p>		<p>NO. 4002</p>
			<p>DATE 08/02/2021</p>
<p>SUPERSEDES DIR# 4002 Dtd. 08/16/19</p>	<p>DISTRIBUTION A B</p>	<p>PAGES PAGE 1 OF 5</p>	<p>DATE LAST REVISED</p>
<p>REFERENCES (Include but are not limited to) ACA Expected Practices 5-ACI-1A-16, 5-ACI-2B-02, 5-ACI-2B-03, 5-ACI-3A-06, 5-ACI-5C-02, 5-ACI-5E-04, 1-ABC-1A-16, 1-ABC-3A-06, 1-ABC-4C-02, 1-ABC-4F-02; Robert's Rule of Order</p>		<p>APPROVING AUTHORITY</p> 	

- I. DESCRIPTION:** This procedure is designed to provide guidelines for the operation of an Incarcerated Liaison Committee (ILC) in each facility. The objectives are to provide:
- A. Effective communications between incarcerated individuals and administration for accurate dissemination and exchange of information.
  - B. A means to facilitate consideration and analysis of suggestions from incarcerated individuals relative to facility operations.
- II. GUIDELINES FOR IMPLEMENTATION AND OPERATION**
- A. Establishment and Purpose**
- 1. Unless exempt, each Superintendent of a general confinement correctional facility is to establish an ILC which is limited to discussing and advising institutional officials on matters concerning the general welfare of the incarcerated population.
  - 2. The ILC staff advisor will be designated by the Superintendent and is responsible for the day-to-day operations of the ILC. The advisor will also advise the ILC on the relevance and suitability of agenda items and ensure the committee complies with this and other directives, as well as facility policies and procedures, the Constitution, and By-Laws.
  - 3. Individual employees or incarcerated individuals and their problems are not to be discussed at committee meetings and each committee is to function in conformance with a Constitution approved by the Commissioner and the facility's Superintendent.
  - 4. Meetings between the Superintendent and Facility Executive Team and the ILC or ILC Executive Unit will be conducted on a monthly basis. Minutes will be taken to document the issues discussed. These minutes will be signed by the Superintendent and ILC president, and then forwarded to the assigned Assistant Commissioner for Facility Operations. If regularly scheduled monthly meetings occur only with the ILC Executive Unit, meetings with the entire ILC will be held at least quarterly. Ongoing informal or unscheduled contact or discussions between Facility Executive Staff or the ILC staff advisor and the ILC are also encouraged.
- B. Selection of Members**
- 1. The ILC consists of a representative group of incarcerated individuals selected by the general population.

2. Committee members are to be elected by secret ballot. Each facility may define its own eligibility regulations for committee membership, as well as voting districts or precincts. At the very least, each housing unit is to be represented. The Special Housing Unit (SHU), Residential Mental Health Unit (RMHU), Regional Medical Unit (RMU), Residential Rehabilitation Unit (RRU), Therapeutic Behavioral Unit (TBU), Behavioral Health Unit (BHU), Incarcerated individuals in Reception Status, Correctional Alternative Rehabilitation Program (CAR), Intensive Alcohol and Substance Abuse Treatment (IASAT), and Step-Down Program (SDP) are not considered housing units for the purposes of this directive, and incarcerated individuals housed in SHU, RMHU, TBU, BHU, RMU, RRU, CAR, IASAT, SDP, and those in Reception Status are not eligible to serve on the ILC as members.
3. The term of membership on the ILC shall be six months. An incarcerated individual may be elected to two successive six-month terms, and then after the passage of one term, during which the incarcerated individual is not a member of the ILC, the incarcerated individual may again be elected to another two six-month terms.
4. The ILC officers and Executive Unit shall be members of the ILC and elected by the ILC for a term of six months. Unless allowed by the Superintendent, an incarcerated individual shall only serve one six-month term as an officer or Executive Unit member of the ILC during any, one-year period.
5. The Superintendent has the discretion to exclude from membership those incarcerated individuals who have recent or chronic disciplinary problems, or those who have a pattern of participation in serious incidents of misbehavior during their incarceration.
6. Incarcerated individuals may not hold office on both the ILC and the Incarcerated Individual Grievance Resolution Committee at the same time.

C. Policies for Conduct

1. The ILC should have considerable freedom in the choice of topics for discussion, but it is not to have administrative responsibility in the execution of any proposed project or program. The details of a project, following approval by the institutional management, may be carried out by an incarcerated individual group, but the administrative responsibility for any suggested project must still remain with facility personnel. No committee member is to directly request assistance from any member of the facility staff but can request the Superintendent to make needed assistance available.
2. The facilities with subordinate units may develop ILCs for each subsection. The Superintendent may delegate responsibilities of the chair to their subordinate at these units.

- D. Organization: An ILC may consist of two or more organizational units. The first is the General Membership Unit with its size depending on the number of precincts represented. The second is the Executive Unit, which will usually consist of members selected from the General Membership Unit. The General Membership Unit is legislative in function and derives suggestions for consideration from the Executive Unit, following consultation with the facility's Superintendent. In turn, the Executive Unit may be restricted to consider only those matters initiated by the General Membership Unit.

In addition to those major organizational units, there may be appointed subcommittees dealing with individual areas of concern and responsibility.

- E. Office Space: The ILC is to be provided with adequate facilities to carry out its function. A room, typewriters, desks, supplies, and stationery may be specifically designated for this purpose.
- F. Constitution and By-Laws: The ILC is to be governed in its operation by a Constitution and By-Laws prepared by the incarcerated individual group with the advice and guidance of a designated staff member. The Superintendent of the facility may also initiate the drafting or amendments to the Constitution and By-Laws. The Constitution and By-Laws should be in keeping with the existing rules, regulations, and procedures sanctioned by the Department, and are to be approved by the Deputy Commissioner for Correctional Facilities and the Deputy Commissioner and Counsel, prior to becoming effective. Once approval has been granted and it is signed by the Superintendent, the document is to constitute the Committee's operational procedure. Attachment A is provided as a suggested format for the Constitution and By-Laws.

## CONSTITUTION

### ARTICLE 1 - Name

ARTICLE 2 - Objectives: This article should contain a statement that the committee serves in a liaison capacity to the Superintendent, and that administrative responsibilities are not implied nor are to be assumed.

ARTICLE 3 - Membership: A brief statement of eligibility for membership, ensuring all incarcerated individuals have the right to vote, and defining those who may be elected to membership.

ARTICLE 4 - Officers: A listing of the officers of the committee (a Chairman, Vice-Chairman, Secretary, and Sergeant-at-Arms), a statement regarding the term of office of elected officers, and the frequency of elections.

ARTICLE 5 - Amendments: A statement providing for amending the Constitution once it has been approved by the Superintendent.

## BY-LAWS

SECTION 1 - Membership: A statement describing the areas of units represented by elected members of the committee. Generally, this provides for elected members to represent the various housing units within the institution but may include the elected representatives from various work assignments as well.

SECTION 2 - Nominations: Provides a system of nominating candidates.

SECTION 3 - Selection: A description of the election process, which is to include the utilization of ballots and supervision of the elections by facility and other authorized personnel.

SECTION 4 - Method of Filling Vacancies: Describe a method of handling vacancies created by transfer, release, removal, recall, or election to an elective office on the committee.

SECTION 5 - Duties: Statement of the duties of each officer.

SECTION 6 - Meetings: Statement on the time, place, and frequency of meetings.

SECTION 7 - Committees: A listing of any standing subcommittees of the committee plus provision for special committees as the need exists.

SECTION 8 - Parliamentary Authority: A general provision that Robert's Rules of Order are to be the authority for parliamentary procedure.

SECTION 9 - Executive Unit: To provide for an Executive Unit usually consisting of the elected officers and committee members.

SECTION 10 - Activity Cards: Provision may be made for the issuance of special activity cards to members of the committee for their use in conducting business.

SECTION 11 - Removal of Members: Provisions are to be made for removal of members by recall by his or her constituents.

SECTION 12 - Amendments: General provision for method by which amendments to the By-Laws may be made.

SECTION 13 - Privileges: The incarcerated individual is not to be granted special privileges because of committee membership.