

POLICY

POLICY: Facility Advisory Boards
NUMBER: RF-742-18
APPLICABLE TO: All DJS Employees

APPROVED: _____ /s/ signature on original
Sam Abed, Secretary
DATE: _____ 4/4/18

I. POLICY

It is the policy of the Department of Juvenile Services (Department) that each of its facilities shall have its own advisory board that consists of individuals who are representative of the community in which the board is located who would be helpful in matters that relate to the effective operation and improvement of the facility.

II. AUTHORITY

- A. Md. Code Ann., Human Services, §§ 9-203, 9-204, and 9-230
- B. American Correctional Association (ACA) Standards, 4-JCF-6G-01

III. DIRECTIVES/POLICIES RESCINDED

None

IV. FAILURE TO COMPLY

Failure to obey the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

V. STANDARD OPERATING PROCEDURES

Standard operating procedures have been developed.

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
New policy issued.	4/4/18

PROCEDURES

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APPLICABLE TO: All DJS Employees

APPROVED: _____ /s/ signature on original

Linda McWilliams, Deputy Secretary

DATE: _____ 4/3/18

I. PURPOSE

These procedures provide guidance as to the structure, composition and duties of the facility advisory boards within the Department of Juvenile Services (Department).

II. PROCEDURES

- A. The Department, with the consent of the State Advisory Board, shall establish an advisory board at each of its facilities.
- B. Membership -
 - 1. Each board shall consist of individuals that the Secretary and the State Advisory Board consider to be helpful in matters that relate to the effective operation and improvement of the facility.
 - 2. Membership shall include:
 - a. the Superintendent or designee; and
 - b. the Regional Director or designee.
 - 3. Membership may include:
 - a. a representative from the Maryland State Department of Education (MSDE);
 - b. community stakeholders, such as local child serving agencies;
 - c. local education agencies;
 - d. families of justice-involved youth;
 - e. advocates;
 - f. local representative from the Maryland Department of Health and the Maryland Department of Human Services; and
 - g. local law enforcement.
 - 4. Membership Approval
Letters of recommendation for Advisory Board members shall be forwarded to the Office of Legislation and Policy and the Deputy Secretary of Operations. The Secretary shall grant approval.

- C. Tenure and Vacancies -
1. The term of a member is 3 years.
 2. At the end of a term, a member continues to serve until a successor is appointed.
 3. A member who is appointed after a term has begun serves only for the rest of the term and until a successor is appointed and qualifies.
 4. A member who serves two consecutive full 3-year terms may not be reappointed for 3 years after completion of those terms.
- D. Chair - Each facility advisory board shall elect one of its members as a chair.
- E. Meetings - The facility advisory board shall meet regularly at least four times a year on the call of its chair. The Juvenile Justice Monitoring Unit of the Office of the Attorney General may attend any meeting.
- F. Compensation - A member of the facility advisory board may not receive compensation for the member's service to the board.
- G. Conflicts of interest - A member of the facility advisory board may not have a direct or indirect interest in any contract for building, repairing, equipping, or providing materials or supplies to the Department or have any other financial interest in a contract with the Department.
- H. Duties - Each facility advisory board shall:
1. consult with and advise the Superintendent on:
 - a. any aspect of the programming and services offered at the facility;
 - b. opportunities for community engagement and volunteer activities;
 - c. educational programs and services; and
 - d. the treatment and programming needs of the youth.
 2. recommend to the Secretary policies and programs to improve the services at the facility;
 3. participate in interpreting for the public the objectives of the Department; and
 4. participate in planning the development and use of available resources to meet the needs of the facility.
- I. The Superintendent shall:
1. designate staff to assist the board; and
 2. provide to the Deputy Secretary of Operations and the Legislative and Policy Director the following:
 - a. at the beginning of each calendar year, a schedule of meetings for that year;
 - b. an agenda seven days prior to a meeting of the facility advisory board; and
 - c. minutes within seven days after a meeting of the facility advisory board.

III. RESPONSIBILITY

Superintendents are responsible for implementation and compliance with this procedure.

IV. INTERPRETATION

The Deputy Secretary of Operations shall be responsible for interpreting and granting any exceptions to these procedures.

V. LOCAL OPERATING PROCEDURES REQUIRED

No

VI. DIRECTIVES/POLICIES REFERENCED

No policies referenced.

VII. APPENDICES

None



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review and Understanding

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I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

WORK LOCATION

SEND THE ORIGINAL, SIGNED COPY TO DIRECTOR OF THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.