

## DEPARTMENTAL LIAISON

**AUTHORITY:** Administrative Directive

**RESCINDS:** Procedure Manual Item 1-3-212, dated 02/25/21 (Recertified)

**FORMS:** None

**PURPOSE:** To provide guidelines for departmental liaisons.

### I. GENERAL INFORMATION

- A. The Department assigns liaisons to organizations and agencies when:
1. The organizations' and agencies' activities assist in the attainment of the Department's goals and Mission Statement.
  2. The organizations' and agencies' activities provide an approved service for the Department or the probationers.
  3. There is a perceived need to have a departmental representative to interact on an ongoing basis.
- B. The usual type of organizations and agencies (and examples) to which liaisons are assigned are:
1. State and Local Registries
  2. Advisory Boards/Committees
  3. Task Forces
  4. Councils
  5. Associations
  6. Community Agencies
  7. County Agencies
  8. State Agencies
  9. Federal Agencies
  10. Commissions
  11. Collaborative Partners

### II. PROCEDURE

- A. Liaison Assignment Process
1. Organizations and agencies seeking a representative of the Department should submit their request to the Department in writing thirty (30) days in advance of the date they wish the representative to assume liaison responsibilities.
  2. Executive Management (EM) selects and/or approves the assignment of all departmental liaisons.

**B. Liaison Responsibilities**

Once a departmental representative has been selected and approved, the person will assume the following responsibilities:

1. The liaison is to personally attend all meetings with the assigned organization or agency that are required by the liaison activity or to notify the approved alternate.
2. The liaison is to represent and express the policies and philosophies of the Probation Department and seek EM/management guidance on issues that impact the Department.
3. The liaison is to report any significant events or developments encountered during the liaison activity to Probation Department Management and to any others in the department who need to be advised.
4. As requested, the liaison is to keep an individual record of meetings and/or the group's minutes as a record.
5. The liaison is to keep their immediate supervisor apprised of the time required for the liaison activity and its impact on his/her regular assignment.
6. Any changes in liaison assignments must be submitted to and approved by EM.

**C. Liaison Information**

1. Probation Department managers will maintain information on the liaison assignments in their divisions/institutions.
2. Upon request by EM, Probation Department managers will provide information on liaison assignments and activities.

**REFERENCES:**

Policy:	A-2	Upholding Departmental Philosophy and Principles
	A-7	Employees as Departmental Representatives
	A-15	Employee Participation in Corrections Related Organizations and Collateral Activities

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**APPROVED BY:**