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		COORDINATION with OUTSIDE AGENCIES	

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SUMMARY of REVISION/REVIEW

Section III and IV. added language regarding confidentiality agreements.
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APPROVED:



Scott R. Frakes, Director
 Nebraska Department of Correctional Services

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PURPOSE

As a public criminal justice agency, it is vital that the Nebraska Department of Correctional Services (NDCS) maintains contact with other law enforcement and criminal justice agencies. Coordinated planning and policy review involving outside agencies and colleges/universities will provide NDCS with information that will assist in the development and improvement of its programs.

GENERAL

Cooperation with outside agencies, universities and courts provides NDCS with information concerning new developments in the correctional field, aids in the planning and coordination process and promotes program innovation and improvement. Consultation with public and private agencies and participation in professional seminars and meetings should be encouraged.

PROCEDURE

- A. In order to promote good working relationships with public and private criminal/juvenile justice agencies, wardens and designated staff should attend planning and educational conferences involving local, state and regional criminal/justice agencies. Also, administration and designated staff should attend and participate in community planning and coordination efforts that may be of interest and value to the facility/program.
- B. All facilities/programs will maintain cooperative working relationships with law enforcement and other criminal justice agencies. This cooperation with other criminal justice agencies includes information gathering, exchange and standardization. When necessary, wardens and staff will confer with these agencies on matters of policy or to refine procedures.
- C. All facilities/programs are encouraged to participate in policy discussions with other community agencies. Coordinated planning, consultation and program evaluations shall be undertaken if they will be of value to NDCS and its facilities/programs. Any projects or evaluations that would otherwise be exempt from IRB or other ethics board review will be required to abide by confidentiality agreements developed in conjunction with NDCS. At a minimum, these agreements will outline the specific data to be collected, precautions that will be taken to safeguard the integrity and confidentiality of any NDCS data, and data retention and destruction policies.
- D. NDCS and its facilities/programs will collaborate with colleges/universities in the areas of mutual concern, and will utilize the expertise of individuals in these institutions to assist in the planning, evaluation and training functions. NDCS will also consult with colleges/universities concerning the placement of student interns. Any projects or evaluations that would otherwise be exempt from IRB or other ethics board review will be required to abide by confidentiality agreements developed in conjunction with NDCS. At a minimum, these agreements will outline the specific data to be collected, precautions that will be taken to safeguard the integrity and confidentiality of any NDCS data, and data retention and destruction policies.
- E. NDCS and its facilities/programs will cooperate fully with and respond promptly to federal, state and local legislative, executive bodies and other components of the criminal justice system for information about operations or specific inmates. Designated facility staff should handle such requests and coordinate through Central

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Office. Privacy protection/confidentiality issues must be addressed in all cases. The Director or designee is to be apprised of all significant requests and subsequent correspondence.

- F. Services provided to the Department by other public or private agencies such as the Nebraska State Patrol, the State Health Department and the State Fire Marshal shall be coordinated with the Warden/Program Administrator. Requests for such services should come from the Warden or Program Administrator, when possible.

The public or private agency shall be asked to send its written findings to the Director and/or the Warden for distribution to the relevant section heads of the institution or program. While representatives of these agencies are working in our facilities, they are to receive cooperation from NDCS staff. Any problems with outside agency staff are to be reported immediately to the Warden.

- G. Staff Development Programs can use the resources of public and private agencies, private industries, colleges, universities and libraries.
- H. It is the practice of NDCS to inform other components of the criminal justice and correctional systems of the extent and availability of services and programs available for inmates.

REFERENCE

- I. ATTACHMENTS - None.
- II. AMERICAN CORRECTIONAL ASSOCIATION (ACA) STANDARDS
 - A. Standards for Adult Correctional Institution (ACI) (4th edition): 4-4005, 4-4011 and 4-4019.
 - B. Performance Based Standards for Adult Community Residential Services (ACRS) (4th edition): 4-ACRS-7D-06 and 4-ACRS-7F-04.
 - C. Standards for Correctional Training Academies (CTA) (1st edition): 1-CTA-3A-08
 - D. Standards for Administration of Correctional Agencies (CO), 2nd edition: 2-CO-1A-14 and 2-CO-1F-07