

GA-02.07, "Cooperation with Other Criminal Justice Agencies," December 8, 2021

## SCDC POLICY

NUMBER: GA-02.07

TITLE: COOPERATION WITH OTHER CRIMINAL JUSTICE AGENCIES

ISSUE DATE: December 8, 2021

RESPONSIBLE AUTHORITY: AGENCY DIRECTOR'S OFFICE

POLICY MANUAL: GENERAL ADMINISTRATION

SUPERSEDES: GA-02.07: January 16, 2020, May 1, 2003, January 30, 2000

RELEVANT SCDC FORMS/SUPPLIES: NONE

ACA/CAC STANDARDS: 4-ACRS-7D-06

STATE/FEDERAL STATUTES: NONE

PURPOSE: To provide guidelines and set forth a policy/procedure of cooperation with other units of government and criminal justice agencies.

POLICY STATEMENT: To promote the exchange of information and strengthen the relationship between the Agency and other criminal justice providers, the SCDC strongly encourages on-going collaboration with federal, state, and local criminal justice agencies in the coordination of services and in the development, implementation, and evaluation of programs and plans. The SCDC will require that all employees cooperate fully with federal, state, and local units of government as directed by the Agency Director. Such cooperative efforts will be consistent with all applicable Agency policies, state and federal statutes, and American Correctional Association standards.

### SPECIFIC PROCEDURES:

1. To promote the exchange of resources and information, the Agency will encourage on-going collaboration with federal, state, and local criminal justice agencies in the coordination of services and in the development, implementation, and evaluation of programs and plans. (4-ACRS-7D-06)

2. All general inquiries, requests for information, testimony, advice, and assistance from other units of government received by the Agency Director will be assigned to appropriate staff to develop responses or provide assistance as required. Responses and assistance will be prompt and complete within the resources available. Requests for such information received by other Agency employees will be referred to the

appropriate member of the Agency Director's staff, Warden, or Division Director, for appropriate processing. NOTE: Freedom of Information Requests will be processed pursuant to SCDC Policy GA-02.04, "Freedom of Information Act."

2.1 Any requests from outside law enforcement (municipality, county, state or federal) for assistance from SCDC should be requested through the Office of Investigations and Intelligence (OII) as the liaison for all outside Law Enforcement entities and must be approved by the Deputy Director of OII.

3. The Agency Director/designee will provide information to SCDC employees regarding proposed legislation. To this end, the SCDC will require that:

3.1 Division Directors and Wardens identify legislative needs on an annual basis and submit these needs in writing to the member of the Agency Director's staff, for submission by the Agency Director to the Office of the Governor; and

3.2 The Agency Director's Office will monitor and identify the potential impact of all proposed legislation related to criminal justice and/or state employees and brief the Agency Director and other affected administrative units as requested.

SIGNATURE ON FILE

—  
s/Bryan P. Stirling, Director

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Date of Signature

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