

## **Community Corrections Partnership**

### **Public Comment and Public Correspondence Procedures**

#### **Public Comment**

Public comment at Community Corrections Partnership (CCP) meetings can provide valuable information for CCP members and enhance the CCP's understanding of the issues coming before it. Public comment can be provided in writing before the meeting as public correspondence, or in person at the meeting. In alignment with the process used by the Board of Supervisors, the following procedures will apply to public comment at CCP meetings:

- The agenda for each CCP meeting will specify a time at the beginning of the meeting for public comment on CCP general matters not appearing on the agenda.
- Time is also allotted for public comment on specific agenda items. Agenda items will be announced by the Chair, and then presented by the appropriate staff or CCP member, followed by questions from the CCP members. The Chair will provide an opportunity for public comment prior to final deliberation by the CCP members.

#### **Public Correspondence**

Public correspondence submitted to the CCP will be handled pursuant to the following procedure:

- Any written correspondence (email or letter) received by the CCP analyst or the Chair of the CCP that is related to the CCP's business will be distributed to the members of the committee once a week. If any of the emails or letters received by the CCP requires a response outside of the monthly CCP meetings, the Chair of the committee may provide a response.
- All correspondence shall be saved by the CCP analyst, and will be available upon request by a member of the public.
- Public correspondence shall be a recurring agenda item for the monthly CCP meetings, and the CCP analyst will provide a summary list of correspondence including who wrote the correspondence, and to whom the correspondence was addressed.