

<p style="text-align: center;">POLICY OF</p> <p style="text-align: center;">STATE OF DELAWARE</p> <p style="text-align: center;">DEPARTMENT OF CORRECTION</p>	<p style="text-align: center;">POLICY NUMBER</p> <p style="text-align: center;">3.3</p>	<p style="text-align: center;">PAGE NUMBER</p> <p style="text-align: center;">1 of 1</p>
	<p>RELATED ACA STANDARDS:</p> <p>4-4428; 4-ACRS-5A-16</p>	
<p>CHAPTER: 3 PROGRAMS AND SERVICES</p>	<p>SUBJECT:</p> <p>FAMILY SERVICES</p>	
<p>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:  12/22/2014</p>		
<p>APPROVED FOR PUBLIC RELEASE</p>		

- I. **AUTHORITY:** 11 *Del. C.* § 6517; 29 *Del. C.* §8903
- II. **PURPOSE:** To establish a centralized point of contact for family members and friends who may have questions, concerns or need assistance in understanding the operation of the Delaware Department of Correction (DOC).
- III. **APPLICABILITY:** All Department employees, volunteers, persons or organizations conducting business with the Department.
- IV. **DEFINITIONS:**
 - Offender:** A person serving a Court Ordered sentence in a DOC facility or on community supervision from Probation & Parole.
 - Family Service Coordinator (FSC):** A liaison for the DOC who acts as a centralized point of contact for the purpose of responding to inquiries, concerns, and questions from the family or friends of offenders and any constituents whom are seeking clarification as to the operations of the DOC.
- V. **POLICY:** The Department acknowledges the benefits of maintaining family relationships during incarceration /supervision and encourages participation in family visitation and family centered programs where available.

Family reunification can enhance offender reentry and assist in the development of community reintegration.

The Department will actively encourage a collaborative working relationship with social services and other community-based organizations committed to assisting offenders and their families.

The FSC will respond to family inquiries and provide general information related to an offenders incarceration, work release or supervision. Contact information for the FSC is available on the DOC website or by contacting the DOC Administration Building.