

APR 03 2003

**Executive Order
03-11**
SECRETARY OF STATE

WHEREAS, it is the desire of the Department of Corrections to operate at the highest professional level; and

WHEREAS, the Department endeavors to provide the state's inmates with an objective and impartial source for the timely resolution of grievances and concerns; and

WHEREAS, federal statutes require inmates to exhaust administrative remedies as a pre-requisite to litigation.

NOW THEREFORE, I, Bob Holden, Governor of the State of Missouri, by virtue of the authority vested in me by the Constitution and Laws of the State of Missouri, do hereby reestablish the Citizens Advisory Committee on Corrections (CAC). The CAC is assigned to the Department of Corrections and shall aid and assist the Department as requested and as set out in this Order.

The purpose of the CAC is to consider offender grievances referred by the director of the Department of Corrections and to make recommendations to that director for the resolution of these grievances as specified in the Department of Corrections' Inmate Grievance Procedure. The CAC shall submit recommendations for grievance resolution to the director in a timely manner. The CAC shall work with and through the DOC and shall use its investigative staff for the committee's work. Additional duties may be assigned to the committee by the director of the Department of Corrections. Additional investigative staff may be requested by the chair from the Department of Public Safety as necessary.

The CAC shall consist of no less than thirteen and no more than one member for each correctional center as determined and appointed by the Governor. Each CAC member shall serve for a period of three years and may be re-appointed at the conclusion of the term. Appointments shall be made so that one-third of the membership of the committee shall terminate each year.

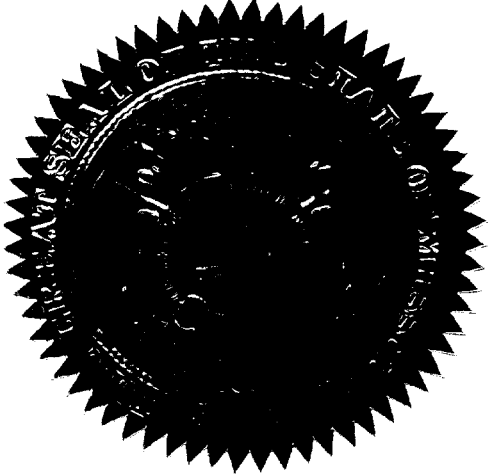
The members of the CAC shall elect a chairperson who shall serve for a period of two years and may be retained for subsequent term(s) by CAC vote. The chairperson shall represent the CAC to the public and to the media after consultation with the director of the Department of Corrections. Such representation may include majority and minority opinions of the committee members.

Members of the CAC shall serve without compensation, but may be reimbursed for reasonable and necessary expenses relating to their performance of duties, according to the rules and regulations of travel issued by the Office of Administration. Members will be required to submit an expense account form in order to obtain reimbursement for expenses incurred.

All CAC members will meet collectively or as subcommittees on a regular basis. At least one meeting annually will be held in a central location in conjunction with a program for committee training.

Meetings of the CAC may be called by the chairperson of the committee or the director of the Department of Corrections. All meetings will be conducted in accordance with the Sunshine Law, including closed sessions. Notice will be posted and will be provided to the chair of the Joint Committee on Corrections. Minutes of the meeting shall be provided to all members, the office of the Governor, the director of the Department of Corrections and the chair of the Joint Committee on Corrections.

This Order supersedes and is in lieu of all previous Executive Orders pertaining to this subject.



IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Missouri in the City of Jefferson on this 1st day of April, 2003.

A handwritten signature in black ink, appearing to read "Bob Holden", written over a horizontal line.

Bob Holden
Governor

ATTEST:

A handwritten signature in black ink, appearing to read "Matt Blunt", written over a horizontal line.

Matt Blunt
Secretary of State