STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

POLICY

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
4/1/13

PAGE NUMBER
1 of 3

NUMBER
DOC 140.010

TITLE
LEGISLATIVE COMMUNICATION

REVIEW/REVISION HISTORY:

Effective: 1/4/82
Revised: 10/1/85
Revised: 4/15/89
Revised: 10/28/99
Revised: 10/16/03
Revised: 6/6/05
Revised: 8/8/05
Revised: 5/25/07
Revised: 7/11/08
Reviewed: 5/15/09
Revised: 8/9/10
Revised: 4/1/13

SUMMARY OF REVISION/REVIEW:

Adjusted language throughout to reflect organizational changes
I.B. - Added that employees will report legislative inquiries via the chain of command
II.A. - Removed unnecessary language

APPROVED:

Signature on file

2/24/13

BERNARD WARNER, Secretary
Department of Corrections

Date Signed
REFERENCES:
DOC 100.100 is hereby incorporated into this policy; ACA 4-4019

POLICY:
I. The Department encourages communication with federal, state, and local legislators and legislative staff regarding all aspects of agency operation from all levels of the Department. This policy applies to legislative communication with Department employees in an official capacity and not as private citizens.

DIRECTIVE:
I. General
   A. Employees are encouraged to maintain a working relationship with legislators and legislative staff and respond promptly to requests for information, within the limits of public disclosure, regarding:
      1. Department operations and programs,
      2. Inquiries on specific offenders, and
      3. Constituent concerns.
   B. Any Department employee may respond to a legislative inquiry concerning his/her area of responsibility. Employees will report these inquiries to the Legislative and Policy Coordination Manager in the Office of Performance Management and Accountability via the chain of command. If, in the opinion of the employee, the issue is potentially controversial, s/he will report the inquiry to the Legislative and Policy Coordination Manager prior to providing information.
   C. Information/correspondence from employees in their official capacity to state and federal officials must be communicated with the Office of Performance Management and Accountability via the chain of command.

II. Responsibility
   A. The Budget Director will serve as spokesperson for the Department on financial management issues. All communication with the Washington State Office of Financial Management (OFM) or legislators/legislative staff on these matters will be cleared and/or coordinated with the Budget Director.
   B. The Office of Performance Management and Accountability will coordinate the Department’s state and federal lobbying activities and report to the Washington State Public Disclosure Commission.
III. Testifying

A. Employees may testify before legislative committees on behalf of the Department.

1. The Office of Performance Management and Accountability will coordinate testifying before state legislators.

2. Employees who testify are encouraged to review How to Testify in Committee for an understanding of the process and etiquette.

B. Employees may testify before legislative committees on their own behalf if they are not on duty.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None