



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
8/9/10

PAGE NUMBER
1 of 3

NUMBER
DOC 140.010

POLICY

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

SUMMARY OF REVISION/REVIEW:

I.B. - Updated job title
III.A.2. - Updated hyperlink


APPROVED:

Signature on file

ELDON VAIL, Secretary
Department of Corrections

7/6/10

Date Signed

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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 staff in an official capacity and not as private citizens.

DIRECTIVE:

- I. General
 - A. [4-4019] Staff 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 staff may respond to a legislative inquiry concerning his/her area of responsibility. Staff will report these inquiries to the Legislative and Policy Coordination Manager in the Government, Community Relations and Regulatory Compliance Division. If, in the opinion of the staff, 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 staff in their official capacity to state and federal officials must be communicated with the Government, Community Relations and Regulatory Compliance Division via the chain of command.
- II. Responsibility
 - A. The Budget Director will serve as spokesperson for the Department on strategic planning and 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 Government, Community Relations and Regulatory Compliance Division will coordinate the Department's state and federal lobbying activities and report to the Washington State Public Disclosure Commission.

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III. Testifying

- A. Staff may testify before legislative committees on behalf of the Department.
 1. The Government, Community Relations and Regulatory Compliance Division will coordinate testifying before state legislators.
 2. Staff who testify are encouraged to review “How to Testify in Committee” at <http://www.leg.wa.gov/legislature/Pages/Testify.aspx> for an understanding of the process and etiquette.
- B. Staff 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