



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
1/11/21

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
- Revised: 4/1/13
- Revised: 1/11/21

SUMMARY OF REVISION/REVIEW:

Major changes to include updating terminology throughout. Read carefully!


APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

12/7/20

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 41.06.250](#); [Washington State Legislature How to Testify in Committee](#)

POLICY:


- I. The Department considers it a priority to maintain a working relationship with legislators and legislative staff and respond promptly to requests for information, within the limits of public disclosure, regarding:
 - A. Department operations and programs,
 - B. Inquiries on specific individuals under the Department’s jurisdiction, and
 - C. Constituent concerns.

- II. This policy applies to legislative communication with employees in an official capacity and not as private citizens.
 - A. Contract staff and volunteers will not represent the Department’s opinion in communication with the legislature.

DIRECTIVE:

- I. General Requirements
 - A. Responses to the legislature and legislative staff regarding all aspects of Department operations for information requests, legislation, or policies at the local, state, or federal levels will be coordinated through the Executive Policy Office to ensure consistency.

- II. Responsibilities
 - A. The Executive Policy Office will:
 1. Serve as the primary contact for the Governor’s Policy Office and is responsible for communicating the Department’s official positions on state and federal legislation.
 2. Coordinate legislative policy initiatives with the Budget Director and support the collaboration with the Office of Financial Management.
 3. Coordinate the Department’s state and federal lobbying activities and report to the Washington State Public Disclosure Commission.

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- B. Employees will report all inquiries and related responses to the Executive Policy Office.
 - 1. Employees are encouraged to work within their chain of command when deciding whether to respond directly to inquiries or refer them to the Executive Policy Office.
 - a. If the issue is potentially controversial (e.g., legislative changes or proposed legislation impacting Department policy/operations, constituent inquiries, disclosure of protected information), impacts multiple divisions, or is information requested from the Office of the Secretary, the employee will report the inquiry to the Executive Policy Office prior to providing information.

III. Testifying

- A. Employees may testify before legislative committees on behalf of the Department.
 - 1. The Executive Policy Office will coordinate any agency testimony before a legislative body, including a legislative committee or task force.
 - 2. Employees who testify are encouraged to review Washington State Legislature 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