

APPLICABILITY	1		
DEPARTM	ENT	WIL)E

REVISION DATE PAGE NUMBER 1/11/21 1 of 3

NUMBER **DOC 140.010**

TITLE

POLICY

LEGISLATIVE COMMUNICATION

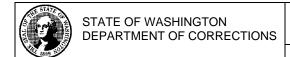
REVIEW/REVISION HISTORY:

Effective: 1/4/82 Revised: 10/1/85 Revised: 4/15/89 Revised: 10/28/99 10/16/03 Revised: 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:

Department of Corrections

Major changes to include updating terminology through	ghout. Read carefully!
APPROVED:	
AFFROVED.	
Signature on file	
Oignature on me	
	12/7/20
STEPHEN SINCLAIR, Secretary	Date Signed



APPLICABILITY	
DEPARTMENT WIDE	

REVISION DATE PAGE NUMBER 1/11/21 2 of 3

of 3 **DOC 140.010**

NUMBER

TITLE

POLICY

LEGISLATIVE COMMUNICATION

REFERENCES:

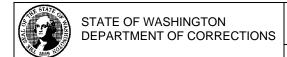
DOC 100.100 is hereby incorporated into this policy; <u>RCW 41.06.250</u>; <u>Washington State Legislature How to Testify in Committee</u>

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.



APPLICABILITY	
DEPARTMENT WIDE	

TITLE

REVISION DATE PAGE NUMBER 1/11/21 3 of 3

NUMBER **DOC 140.010**

POLICY

LEGISLATIVE COMMUNICATION

- B. Employees will report all inquiries and related responses to the Executive Policy Office.
 - 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