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	Department of Corrections		Effective:	8/29/2012	Reviewed:	
	Policies and Procedures		Distribution:	Public	Due for Rev:	8/2016
	Chapter:	Administration, Organization, and Management				
Subject:	Legislative Communication					

- I. Authority
In accordance with 22 AAC 05.155, the Department will maintain a manual composed of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 AAC.
- II. References
Alaska Statutes
AS 33.30.011
- III. Purpose
To establish uniform procedures to ensure that communication between all levels of the Department and legislators and legislative staff are clear and consistent.
- IV. Application
All staff.
- V. Policy
Official communication with the legislative branch of government shall be conducted by designated employees.
- VII. Procedure
- A. Employees who are contacted for information by a legislator or legislative staff shall record the request and inform the requestor that a prompt response will be forthcoming. Following the contact, the employee shall provide to the Commissioner and the designated Legislative Liaison the following:
 1. The name of the person making the request;
 2. What specific information was requested; and
 3. A draft of any prepared response material.
 - B. The Commissioner and Legislative Liaison will determine at what level a response should be issued. If the response will not be made by the employee initially contacted, the employee will be so advised.
 - C. An employee may testify before legislative committees as a private citizen but must use personal or annual leave to do so if the testimony is given during normally assigned working hours. Such testimony cannot be given in any official capacity as an employee of the Department, and the employee should clearly state that the employee is offering personal testimony and is not speaking for the Department.
 - D. An employee who contacts a legislator or legislative staff member and who has not been officially designated to make such contact shall not in any manner represent the employee's views or opinions as those of the Department, nor shall the employee use the employee's official title or capacity with the Department to lend credence to the employee's views or opinions. Also, the employee shall not use State letterhead stationery or postage, nor include an official job title following the employee's signature for any purpose other than official business of the Department.
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VIII. Implementation

This policy and procedure is effective 14 days following the date signed by the Commissioner. Each Manager shall incorporate the directions outlined in this document into local policy and procedure. All local policies and procedures must conform to these directions; any deviation must be approved in writing by the Division Director.



8/28/2012

Date

Joseph D. Schmidt, Commissioner
Department of Corrections