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Cooperation with Legislative and Executive Bodies	ACA Standards: 2-CO-1A-26, 5-ACI-1A-21		
Scott Crow, Director Oklahoma Department of Corrections		Signature on File	

Cooperation with Legislative and Executive Bodies

The understanding and support of legislative and executive bodies is essential to the successful operation of the Oklahoma Department of Corrections (ODOC). Staff will respond fully and promptly to requests for information about operations or specific inmates from federal, state, or local legislative and executive bodies and provide information concerning needed legislation with due regard to privacy protection statutes as outlined below. (2-CO-1A-26, 5-ACI-1A-21)

I. Guidelines for Proposing Legislation

A. Agency-Sponsored Initiatives

Each year staff will submit proposed legislative initiatives to the agency legislative liaison for consolidation, clarification and review by the designated due date. Information on how the initiative will impact the agency, expected benefits of the initiative and the projected fiscal impact will accompany all recommended initiatives.

The agency legislative liaison will then present all submitted proposals to the agency director who will then work with senior staff to narrow down the list of proposed initiatives. This list will be presented to the Oklahoma Board of Corrections (OBOC) Public Policy Committee no later than the November board meeting for review and approval, prior to submission to the legislature.

B. Legislative Authors

Once the OBOC has approved a legislative agenda, the legislative agency liaison will identify legislative sponsors and submit drafting requests no later than the House and Senate bill request deadline. The liaison will ensure

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legislative authors are fully informed at the time of the bill request of the nature of the initiative and the reasons why this initiative is important to the agency.

C. Legislative Liaison

The agency director, chief of Staff, chief administrator of Communications and Government Relations, and any other designee as approved by the agency director will serve as liaison for the agency during the legislative session. Whenever an approved initiative is heard by a committee or subcommittee of the House or Senate, the agency legislative liaison will ensure that appropriate agency representation is present at the legislative meeting.

II. Monitoring Legislative Initiatives and Corrections-Related Legislation

A. Monitoring

The agency legislative liaison will monitor progress of all legislation related to corrections, and report to the agency director, chief of Staff, and chief administrator of Communications and Government Relations regularly.

Any requests for information from legislative or executive bodies will be immediately provided to the chief administrator of Communications and Government Relations and the agency legislative liaison prior to responding. Staff will work with the agency director, chief of Staff, chief administrator of Communications and Government Relations, and agency legislative liaison on ensuring an accurate and timely response.

B. Reports

The agency legislative liaison is responsible for the following reports.

1. Reports showing the status of each bill and all relevant legislation as necessary are to be submitted to the agency director and OBOC members.
2. In coordination with the appropriate senior staff member, the agency director, chief of Staff, chief administrator of Communications and Government Relations, or agency legislative liaison will assign legislative bill impact estimates and estimate updates for corrections-related legislation when required, utilizing the "Bill Impact Estimate" form ([Attachment A](#), attached). Appropriate senior staff review and approval is required of all impact estimates.
3. A report will be prepared by the agency legislative liaison at the end of each legislative session showing the final actions and disposition of all House and Senate bills related to corrections.

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III. Guidelines for Cooperation with Executive and Legislative Bodies

A. Visits and Tours

1. Members of the state legislature and governing officials are encouraged to visit and tour ODOC facilities and to attend OBOC monthly meetings. Notification will be made utilizing the "Legislative Contact Form" ([Attachment B](#), attached) through the chain of command to the agency director, chief of Staff, chief administrator of Communications and Government Relations, and the agency legislative liaison within 24 hours of receiving requests for a tour from executive or legislative bodies.
2. Following the tour, facility and district personnel will provide a brief narrative through their chain of command.
3. Unscheduled tours made by a member of the executive or legislative bodies will be reported through the chain of command to the agency director, chief administrator of Communications and Government Relations and the agency legislative liaison.

B. Requests for Information (5-ACI-1A-21)

All staff will work with the agency director's office, chief of Staff, chief administrator of Communications and Government Relations, and agency legislative liaison in responding to official requests for agency information from federal, state, and local legislative and executive bodies. All communication (ex. telephone call, electronic mail (email), letter) received by an employee shall be forwarded to the Communications unit. Requests will be acted on as soon as possible so that the information can be gathered and returned to them in a timely manner.

IV. References

74 O.S. § 4251

V. Action

The affected senior staff is responsible for compliance with this procedure.

The chief of Staff is responsible for the annual review and revisions.

Any exception to this procedure will require prior written approval of the agency director.

This procedure is effective as indicated.

Replaced: OP-020601 entitled "Cooperation with Legislative and Executive Bodies" dated June 30, 2020

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Distribution: Policy and Operations Manual
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<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Bill Impact Estimate"	Attached
Attachment B	"Legislative Contact Form"	Attached