
Policy Number: 101.130
Title: Communications with Legislative/Elected Officials
Effective Date: 8/7/18

PURPOSE: To provide prompt and thorough responses to contacts and requests from legislative/elected officials in coordination with the government relations director.

APPLICABILITY: Department-wide

DEFINITIONS:

Legislative/elected officials – federal and state legislative and elected officials or candidates and their staff or representatives.

Managers – unit managers, wardens/superintendents, division heads, or their designated representatives.

PROCEDURES:

- A. Requests for general public data/information received from legislative/elected officials must be responded to promptly by a department manager whose area of responsibility corresponds to the request.
 - 1. Responses must be made with due regard to privacy protection statutes, Minn. Stat. Chapter 13. (See also Policy 106.210, “Providing Access to and Protecting Government Data.”)
 - 2. The manager must notify, and provide the same duplicated information to, the department government relations director as well as the division’s deputy commissioner.
 - 3. If the information requested is broad and requires extensive staff resources, the manager must discuss the request with the government relations director.
 - 4. The government relations director consults with other department staff as needed to determine the best response to the request.
 - 5. All final written responses must be forwarded to the commissioner’s office.
- B. Tours – Legislative/elected officials requesting tours of department facilities/programs must be directed to the government relations director. The government relations director coordinates the tour.
- C. Prior to initiating or responding to contacts with legislative/elected officials regarding department policy issues, staff must consult with both the government relations director and the staff person’s unit manager and/or division deputy commissioner for approval and direction.
- D. Department managers who have regular legislative duties may respond to legislative/elected officials regarding current department policy at the time of the request, but must inform the government relations director of that exchange as soon as practicable.
- E. Any communications with legislative/elected officials not mentioned by this policy but related to department business must be discussed with the government relations director.

- F. This policy does not apply to department staff contacts with legislative/elected officials when the issues are of a personal or non-department nature. Department Policy 103.222, “Communication Outside the Department,” must be followed in this situation.

INTERNAL CONTROLS:

- A. All final written responses are filed in the commissioner’s office.

ACA STANDARDS: 4-4019

REFERENCES: Minn. Stat. § [241.01](#); and Chapter [13](#)
[Policy 103.222, “Communication Outside the Department”](#)
[Policy 106.210, “Providing Access to and Protecting Government Data”](#)

REPLACES: Policy 101.130, “Communications with Legislative/Elected Officials,” 4/17/18.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:

Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support