DEPARTMENT OF CORRECTIONS

Policy Number:	**101.120**
Title:	**Legislative Reports**
Effective Date:	**6/19/18**

PURPOSE: To ensure reports mandated by the legislature are submitted by the statutory deadlines and in the proper format.

APPLICABILITY: Department-wide

DEFINITIONS: None

PROCEDURES:

A. Report Monitoring

Every June 1st and December 1st, the government relations office contacts the legislative reference library to ensure all reports have been submitted and the department is aware of any new reporting requirements. Division heads/designees with legislative responsibilities must also review legislative session laws to assist in identifying reporting requirements.

B. Tracking and Assignment of Reports

1. The government relations office must prepare a legislative reports tracking chart to include: the nature of the report, due date, session law citation, and the division responsible for report completion.

2. The tracking chart must be reviewed by executive staff to ensure all legislatively mandated reports are included and the final chart is approved by the commissioner.

3. After approval of the tracking chart, the government relations office must notify and confirm report assignments with appropriate staff.

4. The government relations office must post and maintain the tracking chart on the "At the Capitol" page on the DOC iShare website.

5. The government relations office may periodically check with assigned staff to review report progress.

6. The government relations office may periodically provide updates on report progress to the commissioner and division heads as appropriate.

C. Drafting and Review of Reports

1. Assigned staff must draft reports in the format demonstrated in the Layout of Reports to the Legislature (attached), include all legislatively mandated information, and provide the cost incurred in the development and preparation of the report using the Report Cost Worksheet (attached).

2. Assigned staff must obtain supervisor and division head approval (in writing) before submitting any report to the communications office for review.

3. Assigned staff must submit the draft report to the communications office for review. The draft report must be submitted in electronic format 45 days prior to the due date set by the legislature.

4. After review, the communications office will either return the draft to the assigned staff for further revision or forward to the commissioner for approval.
   a) If returned to the assigned staff, resubmission to the communications office must occur within three working days.
   b) All revisions must be submitted for comparison purposes and include written approval of the division head.
   c) Upon approval, the communications office will then submit the revised report to the commissioner for review and approval.

5. If the commissioner indicates additional revisions are necessary, the report is returned to the communications office and then to the assigned staff with revision instructions. The assigned staff must resubmit the report within three working days to the communications office. The communications office must ensure revisions are correct and resubmit the report to the commissioner for approval.

E. Distribution of the Final Report

1. The communications office must forward the final report to the government relations office in the format required by statute.

2. The communications office must post the report on the department's public website and on iShare.

3. The division head/designee responsible for the report must respond to all requests for copies.

4. The government relations office must distribute the report to the legislative reference library and appropriate legislative committee chairs as designated in statute.

INTERNAL CONTROLS:

A. The reports chart tracking is maintained electronically on iShare.

B. Final reports are posted on the DOC internal and public websites and submitted to the legislative reference library.

ACA STANDARDS: None

REFERENCES: Minn. Stat. §§ 241.01; 3.195; and 3.197

REPLACES: Policy 101.120, "Legislative Reports," 5/5/15.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Layout of Reports to the Legislature (101.120A)

Report Cost Worksheet (101.120B)

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