DEPARTMENT OF CORRECTIONS

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