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Cooperation with Legislative and Executive Bodies	ACA Standards: 2-CO-1A-26, 4-4019		
Joe M. Allbaugh, 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 from federal, state, or local legislative and executive bodies and provide information concerning needed legislation as outlined below. (2-CO-1A-26, 4-4019)

I. Guidelines for Proposing Legislation

A. Agency Sponsored Initiatives

Each year staff will submit proposed legislative initiatives to the agency 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 liaison will then present all submitted proposals to the director who will then work with senior staff to narrow down the list of proposed initiatives. This list will be presented to the Board of Corrections 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 Board of Corrections has approved a legislative agenda, the agency liaison will identify legislative sponsors and submit drafting requests no later than the House and Senate bill request deadline. The liaison will

ensure 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. Liaison

The director and/or agency liaison 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 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 liaison will monitor progress of all legislation related to corrections, and report to the director regularly.

Any requests for information from legislative or executive bodies, will be immediately provided to the director and agency liaison prior to responding. Staff will work with the director and agency liaison on ensuring accuracy and timeliness of the response.

B. Reports

The agency 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 director and Board of Corrections members.
2. In coordination with the appropriate senior staff member, the director or agency 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 liaison at the end of each legislative session showing the final actions and disposition of all House and Senate bills related to corrections.

III. Guidelines for Cooperation with Executive and Legislative Bodies

A. Visits and Tours

1. Members of the state legislature and governing officials are

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encouraged to visit and tour ODOC facilities and to attend the monthly meetings of the Board of Corrections. Notification will be made through the chain of command to the director and/or the agency liaison of any 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 director and/or the agency liaison.

B. Requests for Information (4-4019)

All staff will work with the director's office and/or the agency liaison in responding to official requests for agency information from federal, state, and local legislative and executive bodies. Requests will be acted on immediately so that the information can be gathered and returned to them in a timely manner.

IV. References

74 O.S. § 4251

V. Action

The division head is responsible for compliance with this procedure.

The legislative liaison is responsible for the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-020601 entitled "Cooperation with Legislative and Executive Bodies" dated July 24, 2014

Distribution: Policy and Operations Manual
Agency Website

Attachments

Title

Location

[Attachment A](#)

“Bill Impact Estimate”

Attached

