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Cooperation with Legislative and Executive Bodies	ACA Standards: 2-CO-1A-26, 5-ACI-1A-21		
Steven Harpe, 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, Executive Staff will submit proposed legislative initiatives from their division to the Chief Administrator of Policy Engagement for 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 Chief Administrator of Policy Engagement will then present all submitted proposals to the agency Director. The Oklahoma Board of Corrections (OBOC) Public Policy, Affairs and Criminal Justice Committee will be informed of any proposed legislation that is related to their statutory duties pursuant to [P-020600](#) entitled "Legislative Initiative Process."

B. Legislative Authors

The Chief Administrator of Policy Engagement will obtain legislative authors and submit drafting requests no later than the House and Senate bill request

deadline. The Chief Administrator of Policy Engagement 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. Legislative Liaison

The agency Director, Chief of Staff, and Chief Administrator of Policy Engagement will serve as liaisons for the agency during the legislative session. When the requested legislation is heard in a committee or subcommittee of the House or Senate, the Chief Administrator of Policy Engagement will ensure that appropriate agency representation is present at the legislative meeting.

II. Monitoring Legislative Initiatives and Corrections-Related Legislation

A. Monitoring

The Chief Administrator of Policy Engagement will monitor progress of all legislation related to corrections, and report to the agency Director and Chief of Staff regularly.

Any requests for information from legislative or executive bodies will be immediately provided to the Chief Administrator of Policy Engagement, prior to responding. Staff will work with the agency Director, Chief of Staff, and the Chief Administrator of Policy Engagement to ensure an accurate and timely response.

B. Reports

The Chief Administrator of Policy Engagement 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
2. In coordination with the appropriate senior staff member, the agency Director, Chief of Staff, the Chief Administrator of Policy Engagement will assign legislative bill impact estimates and estimate updates for corrections related legislation when required, utilizing the "Bill Impact Estimate" form ([Attachment A](#)). Appropriate senior staff review and approval is required of all impact estimates.
3. A report will be prepared by the Chief Administrator of Policy Engagement 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](#)) through the chain of command to the agency Director, Chief of Staff, and the Chief Administrator of Policy Engagement 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 and Chief Administrator of Policy Engagement.

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

All staff will work with the agency Director's office, Chief of Staff, and Chief Administrator of Policy Engagement 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 will be forwarded to the Chief Administrator of Policy Engagement. Requests will be acted on as soon as possible so that the information can be gathered and returned to them in a timely manner.

C. Interactions with Legislators

1. The Chief Administrator of Policy Engagement is responsible for official communications between the Oklahoma Department of Corrections and the Oklahoma Legislature. Communications between the agency and Legislature including, but not limited to, those about policy, legislation, intergovernmental relations, litigation, investigations, and administrative matters, will be managed or coordinated by the Chief Administrator of Policy Engagement to ensure that relevant agency interests are fully protected and properly communicated. Communications may be delegated as appropriate upon approval by the Director. However, any such communication will follow the direction of the Director or the Chief Administrator of Policy Engagement.
2. Unless approved, no agency employee may communicate about matters pertaining to their official duties or otherwise on behalf of the agency with Senators, Representatives, legislative committees, or their staff without advance coordination, consultation, and approval.

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by the Director. Any inquiries from Senators, Representatives, legislative committees, or their staff directed to an ODOC employee regarding their official duties or official agency matters should be immediately forwarded to the Chief Administrator of Policy Engagement or Director. This includes but is not limited to requests for information about investigations, discipline, policies, and proposed legislation. The Chief Administrator of Policy Engagement will accompany all agency representatives when they represent the agency at legislative hearings, briefings, and meetings with Senators, Representatives, legislative committees, or their staff. However, employees will respond to subpoenas, orders or other legal process as required by law and in accordance with [OP-110425](#) entitled "Provision of Legal Services."

Staff who interact with legislators while on duty or in their roles as ODOC employees must submit an email to the Chief Administrator of Policy Engagement at the earliest reasonable opportunity including the following information.

- a. Date;
- b. Facility;
- c. Legislator;
- d. Event/reason for contact or visit;
- e. General topic and discussion; and
- f. Name of facility head.

These provisions do not apply to any individual speaking as a private citizen.

IV. References

Policy Statement P-020600 entitled "Legislative Initiative Process"

OP-110425 entitled "Provision of Legal Services"

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.

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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 January 20, 2022

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