

CHAPTER: 100

Agency Administration/Management

DEPARTMENT ORDER:

110 – Legislative Activities

**OFFICE OF PRIMARY
RESPONSIBILITY:**

DIR

Effective Date:

August 21, 2019

Amendment:

October 30, 2020

Supersedes:

DO 110 (10/1/12)

Scheduled Review Date:

July 1, 2022

ACCESS

Contains Restricted Section(s)

**Arizona
Department
of
Corrections
Rehabilitation
and Reentry**



Department Order Manual

A handwritten signature in black ink, appearing to read "David Shinn", is written over a horizontal line.

David Shinn, Director

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STANDARDS

American Correctional Association (ACA) Standards: 5-ACI-1A-21, and 5-ACI-1A-24 ***[Revision – October 30, 2020]***

PURPOSE

The Department strives to maintain a good working relationship with the Arizona State Legislature, its members and staff, by providing timely and accurate information. The Department Director, Deputy Director, Chief Legislative Liaison, the Department's Labor Relations Advisory Committee and individual employees designated by the Director are authorized to address the Legislature on behalf of the Department.

While all Department employees are required to comply in full, nothing in this policy should be construed to inhibit an individual's ability to speak with their elected officials about personal issues or to express their personal opinions about Department operations in general.

APPLICABILITY

This Department Order addresses legislative requests for information, assistance, meetings and/or tours. Requests for information from the media and public shall be in accordance with Department Orders #207, Media Relations, #201, Legal Services – Records Release and #202, Public Access – Tours and Board Hearings.

PROCEDURES

1.0 LOBBYING BY AUTHORIZED LOBBYISTS ONLY

- 1.1 All authorized lobbyists shall register with the Secretary of State's office annually. Only the Director, Deputy Director, the Chief Legislative Liaison and other employees designated by the Director are authorized to lobby on behalf of the Department.
 - 1.1.1 Employees directed to lobby on behalf of the Department shall dress in Class "A" uniform or Professional Business Attire, as outlined in Department Order #503, Employee Grooming and Dress, and utilize State time. ***[Revision – October 30, 2020]***
- 1.2 As a State Agency within the executive branch of State Government, legislative proposals reflecting the Governor's policies shall be supported by the Department. The Department's position on bills initiated by parties other than the Department shall be determined by the Director.

2.0 LEGISLATIVE REQUESTS FOR INFORMATION AND TOURS

- 2.1 Department employees shall refer all legislative requests for information, assistance, meetings and/or tours to the Chief Legislative Liaison, or the Assistant Director for Information and Public Affairs Division. ***[Revision – October 30, 2020: Sections 2.1 and 2.1.1]***
 - 2.1.1 Requests from federal, state and local legislators and executives for information will be met with full and prompt cooperation with due regard to privacy protection statutes. {5-ACI-1A-21}
- 2.2 Only Department-authorized employees may represent the Department for legislative requests for information, assistance, meetings and/or tours.

3.0 EMPLOYEE CONTACT WITH LEGISLATORS AND LEGISLATIVE STAFF – Department employees may speak with their elected officials about personal issues or express personal opinions about Department operations on their own time. Department employees who have contact with State legislators and legislative staff shall demonstrate their professionalism in demeanor and dress. {5-ACI-1A-24} **[Revision – October 30, 2020]**

4.0 PROHIBITED CONDUCT – In accordance with Arizona Administrative Code (A.A.C.) R2-5A-501, Department employees shall conduct themselves in a manner that will not bring discredit or embarrassment to the state. Arizona Revised Statute (A.R.S.) §41-773 lists fourteen causes for dismissal or discipline from State service, including improper political activity. {5-ACI-1A-24} **[Revision – October 30, 2020]**

DEFINITIONS/GLOSSARY

Refer to the Glossary of Terms

AUTHORITY

A.R.S. §8-413, Victim’s Right to Privacy; Exception; Definitions

A.R.S. §12-2292, Confidentiality of Medical Records and Payment Records

A.R.S. §12-2293, Release of Medical Records and Payment Records to Patients and Health Care Decision Makers; Definition

A.R.S. §12-2294, Release of Medical Records and Payment Records to Third Parties

A.R.S. §12-2294.01, Release of Medical Records or Payment Records to Third Parties Pursuant to Subpoena

A.R.S. §31-221, Master Record File; Information from Other Agencies; Confidentiality of File; Access; Definition

A.R.S. §41-773, Causes for Dismissal or Discipline for Employee in Covered Service

A.R.S. §41-1231, Definitions

A.A.C. R2-5A-105, Records

A.A.C. R2-5A-501, Standard of Conduct

42 USC 405, Evidence, Procedure, and Certification for Payments