

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> Policy & Executive Procedures	<b>Reference Number:</b> IL01-0001	<b>Revises Previous Effective Date:</b>  10/01/96
<b>Subject:</b> Legislative Services		
<b>Authority:</b> Wetherington/Light	<b>Effective Date:</b> 9/01/01	Page 1 of  3

**I. POLICY:**

It is the policy of the Department to provide a primary contact point for members of the Georgia General assembly.

**II. APPLICABILITY:**

All facilities, center, units, and office operating under GDC management.

**III. RELATED DIRECTIVES:**

Commissioner's Directive/Board Approval

**IV. DEFINITIONS:**

NONE

**V. ATTACHMENTS:**

NONE

**VI. PROCEDURE:**

A. Responses to Requests for Information - Frequently, legislators receive constituent requests for information or assistance which involve the Georgia Department of Corrections. Each legislator should be encouraged to contact the legislative liaison for assistance with these requests. Such requests shall be handled in a timely manner which ensures the provision of accurate and current information to the legislator. Legislative requests concerning a specific inmate shall be properly documented on an office contact form which shall then be placed in the inmate's file in accordance with O.C.G.A. Section 42-5-13.

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- B. Problem Resolution - All requests from legislators regarding the operations of the Georgia Department of Corrections should be referred to the legislative liaison, who will respond as appropriate. The legislative liaison may refer the request to the appropriate Division Director for investigation or response. Should an issue appear to have further impact on the Department, the liaison shall advise the Assistant Commissioner or the Commissioner.
- C. Coordination of Legislators' Visits to GDC Facilities - The legislative liaison may schedule and accompany legislators on tours of the Department's facilities in order to acquaint legislators with the needs and concerns of the Department.
- D. Research and Development of Potential Legislation -The legislative liaison shall assist Division Directors in identifying issues or legislation to be addressed by the General Assembly. The liaison shall work with the Commissioner in the development of a final package of proposed legislation. The liaison shall ensure that all proposed legislation is submitted to the Governor by the prescribed deadline preceding the start of the legislative session. Once the session has begun, the liaison shall seek sponsors for the legislation and shall provide appropriate committee chairpersons in each house with copies of the same for placement on the committee's agenda. The liaison shall attend committee meetings at which relevant legislation is to be discussed and shall provide any necessary information to the committee. The liaison shall monitor legislation affecting the Department throughout the session.
1. After the close of the legislative session, the liaison shall prepare a letter from the Commissioner to the Governor seeking his signature of approval on all appropriate legislation. Once a bill has been signed into law, the liaison will notify appropriate staff within the Department.
- E. Monitoring Legislation Introduced by others - Each morning following the start of the legislative session, the liaison will review the first readers from both houses to identify bills which may impact upon the

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Department. A copy of any bill identified as having potential impact shall be forwarded to the appropriate Division Director for analysis. The Division Director or his designee shall complete and return a legislative impact statement to the liaison within 24 hours of receipt. The liaison will monitor the progress of all bills impacting upon the Department.

- F. Provision of Updated Information to Legislators - The liaison, at his discretion, shall provide legislators with current information surrounding events such as escapes, violent acts, or potential problem situations occurring in departmental facilities. Notification may be given as appropriate to the chairperson of each committee, as well as to local legislators of the area where the event occurs. The liaison will also keep key legislators advised of major changes within the Department, and shall provide them with updated information on the status of programs or events.