

 <p style="text-align: center;">ADMINISTRATIVE RULES</p> <p style="text-align: center;">STATE OF ARKANSAS</p> <p style="text-align: center;">BOARD OF CORRECTIONS</p>	Section Number:	Page Number:
	007	1 of 1
	Board Approval Date:	
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SUBJECT: Legislation-Liaison and/or Inquiries		

I. POLICY OF THE DEPARTMENT:

To ensure responsiveness by this department to members of the General Assembly and the Executive Staff on all matters affecting the agency.

II. EXPLANATION:

- A. To ensure effective communication between the department and members of the General Assembly, the Legislative Liaison is designated as the Director's representative to the General Assembly as a body as well as to individual legislators.
- B. Such representation will include working with the General Assembly on legislation affecting the department, providing input on departmental philosophy and, when requested, assisting legislators in responding to the concerns of their communities or constituents regarding correctional matters. In those instances when testimony of department staff members will be required in committee hearings, the appropriate staff members will be required in committee hearings, the appropriate staff members will be so designated by the Director.
- C. The Legislative Liaison will keep the Director and the Executive Staff updated on the progress of pending legislation. Staff members of the department who have an interest in specific legislation may contact their Chief Administrative Officer for details. At the local level, legislative or public inquires about legislation should be directed to the Legislative Liaison.
- D. When information of a specific nature is provided, a note regarding same should be sent to the Legislative Liaison referencing the subject discussed and the legislator concerned. This regulation is in no way to be construed as an attempt to discourage responsiveness on the part of staff toward legislators or the public. Instead, it establishes a consistency of approach in the relationship between this agency and the General Assembly.
- E. The Legislative Liaison will be responsible for coordinating the collection of data and proposed legislation for presentation to the Legislative Council and/or appropriate personnel.