

PLANNING AND DEVELOPMENT 6.0

Response to Legislators' Requests -- 6.7

Date Issued: December 31, 1998

Issued:

Date Last Revised: March 23, 2011

Revised:

Signature:



By: Cathy R. Taylor, DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

The Legislative Liaison in the Bureau of Health Services must be informed of all requests for information from legislators or their staff.

APPLICABILITY

This policy applies to Local Health Department, Regional and Central Office personnel.

PURPOSE

Ensure accuracy and uniformity in departmental communications.

PROCEDURE

When receiving a request for information from a legislator, or legislator's staff, the employee should determine if it is possible to provide the information at a later time. If this is possible, the employee should research the questions and contact the Legislative Liaison to discuss the information to be provided.

When it is not feasible to contact the Legislative Liaison prior to responding, the employee is expected to handle the legislator's request to the best of his/her ability. Every effort should be made to avoid commenting on anything that is unfamiliar, limiting information to known facts and avoiding opinions on the department's position or rationale. The employee should contact the Legislative

Liaison as soon after the discussion as possible to discuss the request and the employee's response.

OFFICE OF PRIMARY RESPONSIBILITY

Office of the Director, Bureau of Health Services, (615)741-7305