

OFFICE OF LEGISLATION SERVICES

0502

(Revised 1996)

LEGISLATIVE HEARINGS MEMORANDUM

0502.1

(Revised 1996)

Each week during the legislative session, the Office of Legislation will prepare a legislative hearing schedule of committee hearings for the following week. This schedule is sent to the Director, Chief Deputy Directors, Deputy Directors, Assistant Directors, Assistant State Fire Marshal, Assistant Deputy Directors, Chiefs, Operations Division Chiefs, and other key staff in Sacramento, as well as to the region chiefs. Each deputy or chief is expected to review this schedule and to alert the chief, Office of Legislation of any anticipated problems.

BILL REVIEW AND TRACKING

0502.2

(Revised 1996)

The Office of Legislation subscribes to a complete bill tracking service, which includes copies of all bills introduced or amended, Daily Files, Journals, Histories, Legislative Index, and Table of Sections Affected.

The Office of Legislation reviews each bill for relevance to CDF and refers those of possible interest to the appropriate sections for information or formal analysis. A tickler file is maintained for each bill sent out for information or analysis to allow the Office of Legislation to track pending analyses. Extensive files are kept for a ten year period on each bill analyzed by CDF.

Daily Files, Journals, and Histories are reviewed and the Director and staff are kept informed of current bill status and legislative activity.

INFORMATION RESOURCES

0502.3

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Daily File

Contains order of business in each house for that day, including bill hearing dates, committees, locations, and times.

Daily History

Shows actions on all measures considered each day during the week.

Weekly History

Contains all measures introduced during the two-year session and all actions taken on each bill. Published at the close of each week.

Daily Journal

Lists proceedings of each house for that day including bills introduced, considered or acted upon by the house, resolutions and roll call votes. In a sense, the minutes of each house.

Legislative Index

Includes a cumulative subject index of all bills introduced and amended. Published every three to four weeks. Entries are based on key words or phrases used in the bill, and several entries are made for each bill. The Index does not list the author or status of the bill--only the bill number.

Table of Sections Affected

Displays a listing by codes of any bills proposing changes to a particular code section.

Legislative Bill-Tracking Service

CDF contracts with a private automated legislative bill-tracking service. In addition, the department has access to a federal bill-tracking service. This computer service enables the department to obtain up-to-date information on bill status, committee hearing and floor agendas and actions, votes, contributions, and lobbyists. It also provides an excellent bill management file system and produces specialized reports tailored to CDF's informational needs.

Westlaw

A computerized legal research system is available for a fee to research issues involving state and federal statutes.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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