

PROCEDURES FOR RESPONDING TO LEGISLATIVE REQUESTS

0512

(Revised 1996)

In order to maintain a consistent and comprehensive legislative program, the Chief, Office of Legislation must be apprised of all contacts with the Legislature by employees of the department. It is not uncommon for legislators or their staffs to request information concerning legislation, the budget, constituent concerns, and other matters affecting the operations of the department. Use the following guidelines to respond promptly and to comply with departmental procedures.

CORRESPONDENCE PROTOCOL

0512.1

(No. 3 May 1998)

In our continuing effort to improve CDF's lines of communication and responsiveness with state legislators and members of the U. S. Congress, we recently implemented a new correspondence process in Sacramento Headquarters that should speed up our response time and improve the quality of information we are providing elected representatives in Sacramento and Washington, D. C.

As a continuation of this effort, effective immediately, the following protocol is to be used by the field when coordinating correspondence from state legislators and members of Congress that is received in CDF field offices (region, area and units):

- A copy of all correspondence from a state legislator, member of Congress, or their staff shall be forwarded immediately via facsimile to the CDF Office of Legislation (Fax # 654-6107).
- When a response is drafted to any correspondence from a state legislator, member of Congress, or their staff by field units, a copy of the draft response shall be sent via facsimile to the Office of Legislation prior to the response being sent. The draft will immediately be sent to the Deputy Director of Public Affairs, Public Education & Legislation (PAPEL) for review and surname.
- The Deputy Director of PAPEL will contact the field office via facsimile with approval or changes to the draft prior to any correspondence being mailed out in final.
- A copy of the final letter must be sent via facsimile to the Office of Legislation to be placed in the legislator's or Congress member's master file. This master file will be placed in the CDF archival records in accordance with the Office of Legislation's records management plan.

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

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