

**KEY CONTACT SUMMARY REPORT FORMAT (0500)**  
(Revised 1996)

**KEY CONTACT SUMMARY REPORT FORMAT**

\_\_\_\_\_ **Ranger Unit**  
**Key Contact Summary Report**

\_\_\_\_\_ **Quarter**

\_\_\_\_\_ **Date**

Key Contacts Not Made

Provide a listing of those elected state officials whose offices were not contacted during the quarter.

Significant Issues/Items During Contacts

Provide a brief description of only those contacts which included some discussion or activity of a significant nature. There is no need to address routine contact activity, (e.g., providing orientation ride-along, responding to a routine constituent concern). However, contacts which result in discussion of major legislative issues or any particularly strong interest in an area of departmental operations, should be mentioned. It is conceivable that there may be nothing to report in this element in a given quarter.

Examples:

- On June 2, 1996, Chief Smith met with Senator Wilson's district office Chief of Staff, Ms. Terry. Ms. Terry explained that the Senator is interested in, as part of his platform in the upcoming election, action in the area of Vegetation Management Program (VMP) and air quality. Ms. Terry indicated the Senator is considering introducing several bills to address these issues.
- On May 14, 1996, Chief Toney met with Assembly Member Jones and Mr. Jones expressed his concern over the Department's Resource Management Program and its impact on local business. The Program was explained to Mr. Jones and he appeared to be satisfied.

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