	DEPARTMENT OF CORRECTIONS AND REHABILITATION DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: ADM.01.15
		SUPERSEDES (Policy No. & Date): ADM.01.15 of July 01, 2008	
	SUBJECT: LEGISLATIVE COORDINATION		Page 1 of 8

1.0 PURPOSE

To provide guidelines which enable the Department to respond to as well as monitor the legislation of pertinent laws relating to the Department of Corrections and Rehabilitation (DCR) and the Hawaii Criminal Justice System.

2.0 SCOPE

This policy shall apply to all staff members within the Department.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

- a. Hawaii Revised Statutes (HRS), §353-A, Director of Corrections and Rehabilitation, Powers and Duties.

.2 Definitions

- a. **Active Legislation:** A Senate or House bill, Senate/House resolution or concurrent resolution. It is of specific or vital importance or interest to DCR and the Hawaii Criminal Justice System. The Legislative Coordinator Office will actively track active bills/resolutions, staff will prepare testimony and attend hearings as hearing notices are scheduled.
- b. **Monitored Legislation:** A Senate or House bill, Senate/House resolution or concurrent resolution. It is of interest to DCR and the Hawaii Criminal Justice System. The will actively track monitored bills/resolutions, no testimony or hearing attendance required.
- c. **Legislative File:** Located in the Director's Office and contains all active and monitored legislative bills/resolutions in folders filed in numerical order according to:

House Resolutions
 House Bills
 Senate Resolutions
 Senate Bills

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Each active/monitored legislative folder contains a copy of the bill or resolution, DCR testimony, other agency testimony (if available), committee reports and pertinent correspondence.

- d. Budget Correspondence: Contains information on the DCR budget request and is kept by the Legislative Coordinator Office.
- e. Legislative Coordinator Office: Legislative Liaison for the Department.
- f. Division Administrator/Staff Officer (DA/SO): Institutions Division Administrator, Institutional Support Services Administrator and Administrative Services Administrator.
- g. Inquiry: Any written or verbal request for information generated by the Legislative Branch or others relative to legislation. This may include requests for additional information or data, queries as to the budget, programs, etc.

4.0 POLICY

The Department shall identify relevant legislation, conduct research, and prepare and testify on legislation of specific interest to DCR, and to coordinate jointly with other criminal justice agencies such as the Department of the Attorney General, the Judiciary, the Prosecuting Attorney’s Office, the Public Defender’s Office, Policy Departments and the Department of Health.

Responsibilities

- .1 Director
 - a. Conducts at least one meeting with key DCR staff prior to the Legislative Session to discuss policies and strategies of the Department.
 - b. Approves final draft of testimonies.
 - c. Assigns DCR staff to attend hearing, if unable to attend.
 - d. Provides final determination of monitored as opposed to active legislation.
- .2 Deputy Director

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- a. Assigns DCR staff to research and draft testimony on active legislation; determines Departmental position on bill.
- b. Determines legislation which will require joint testimony and coordinates efforts with other criminal justice agency heads to prepare such testimony which may include strategy meetings, assigning staff work, and follow-up.
- c. Reviews all draft testimonies and inquiries prepared by DCR staff as to form and content before it is forwarded to the Director for final approval.
- d. Calls DCR staff meetings as needed to discuss the status of legislation or legislative coordination.
- e. Refers correspondence regarding legislation, other documents, communication, or requests to the Legislative Coordination Office for action.

.3 Legislative Coordinator

- a. Coordinates the completion of the Legislative package for Attorney General's review and comments, as instructed in the Governor's Legislative Coordinator's Guidelines and Procedures.
- b. Fields inquiries for DCR on legislative matters or refers to appropriate person/office.
- c. Updates the legislation file prior to the opening of the Legislature by reviewing all legislation from the previous legislative session and prepares file folders and tracking sheets on monitored and active legislation.
- d. Identifies monitored versus active legislation during the initial screening of legislative bills.
- e. Maintains the legislative file, tracking sheets, legislative calendar, binders, files testimony and flow of information as in the following:
 1. Screens legislative-related materials.
 2. Performs legislative follow-up.
- f. Controls the duplicating, filing or any other activity on any of the files, folders or binders regarding legislation.

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- g. Arranges for mailboxes for DCR at the Senate and House Print shops.
- h. Attends meetings on the status of legislative activity as directed.
- i. Assigns draft testimony internal deadlines.
- j. Assures the correct distribution and submittal of testimony.
- k. Assures that deadlines are met; keeps abreast of bills, testimonies, hearings and other legislative matters.

.4 Division Administrators (DA) and Staff Officers (SO)

- a. Researches and drafts testimonies and inquiries as requested by the Director or Deputy Director. The Department will receive late hearing notices and have less than forty-eight (48) hours to prepare and distribute testimony to the appropriate committee clerks. It is imperative to acknowledge the suspense dates assigned by the Legislative Coordination Office.
- b. Attends and testifies at committee hearings at the request of the Director or Deputy Director.

5.0 PROCEDURES

.1 Prior to the Opening of the Legislature

The Legislative Coordination Office shall:

- a. Assure that all legislation from the previous legislative session which are either monitored or active have legislation file folders, tracking sheets, and be placed in appropriate binders, according to the date.
- b. Arrange for assigned boxes in the Senate and House Print shops.
- c. Assure that DCR be on the mailing list of the following committees:
 - 1. State Judiciary
 - 2. Senate Ways and Means
 - 3. House Public Safety and Military Affairs
 - 4. House Judiciary
 - 5. House Finance

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.2 Processing

- a. Office Services shall pick up legislative materials at the House and Senate Print shops twice daily and submit materials to the Legislative Coordinator's Office (office located in Director's Office.)
- b. The Legislative Coordinator's Office shall, during the first screening, review all materials received and note on the Legislative Assignment Sheet, form DCR 0005 (reference attachment I) which respective Deputy Director should handle the legislative bill.
- c. Only active and monitored bills with attached Legislative Assignment Sheets shall be forwarded to the Deputy Director for review, comments recommendations.
- d. If legislative bill is considered active, it is the responsibility of the Deputy Director to determine whether or not testimony shall be drafted at this time. The Deputy Director shall determine the assignment for drafting testimony to appropriate line staff officers.
- e. A suspense date of four (4) working days shall be given to each bill and its attached legislative assignment sheet by the Legislative Coordination Office for tracking purposes. If it is determined that draft testimonies shall be written at this time, the suspense date shall still be in effect.
- f. The bill and Legislative Assignment Sheet shall be forwarded to the Director for final review and comments. Once final determination is made by the Director, the Legislative Coordination Office shall forward a copy of the bill and the approved Legislative Assignment Sheet to the respective Deputy Director. The finalized bill shall be stamped "Office Copy" in the top right hand corner. Each division shall retain their copies for future use and distribution to the appropriate staff.
- g. Materials that are of no concern or interest to DCR shall be filed separately until the end of the legislative session.

.3 Testimonies / Inquiries

- a. Testimonies shall be typed by the assigned office and submitted to the DA/SO for review, then forwarded to the respective Deputy Director.

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- b. The Deputy Director will review the draft testimony before forwarding a finalized copy to the Director for approval. Once approved, the Legislative Coordination Office will notify the respective Deputy Director and the assigned office will make the appropriate number of copies and make arrangements for delivery to the appropriate committee clerk.
- c. Unless otherwise indicated, all testimonies and inquiries shall follow the form and format established (reference attachment 11) Testimonies shall be typed on the Microsoft Word template.
- d. One copy of the finalized testimony shall be forwarded to the Legislative Coordination Office immediately for distribution to the Governor's Office and filing purposes.
- e. Inquiries made by the legislative committees or other state offices shall be referred to the respective Deputy Director. All inquiries are to be documented by using the Legislative Memo of Record, form DCR 0006. The original shall be forwarded to the Legislative Coordination Office.
- f. The Director may assign the respective Deputy Director/designee to testify on behalf of the Department. In all such cases, the policies of the Department shall be adhered to and promulgated.
- g. If the Deputy Director/designee is unable to attend the hearing, it is the responsibility of the Deputy Director to determine a replacement in a timely manner and notify the Legislative Coordination Office of the change.
- h. Deputy Director/designee assigned to attend hearings shall obtain copies of testimonies from their respective office.
- i. If needed, a staff member most familiar with the subject matter shall be present at the hearing to provide supportive information.
- j. Due to time constraints, the Legislative Coordination Office may not be able to attend all legislative hearings. If the Legislative Coordination Office does not attend a hearing, the Departmental staff member present shall notify the Legislative Coordination Office in writing at the completion of each hearing (E-Mail is acceptable) of all pertinent issues relating to the hearing.

.4 Tracking of Legislation

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- a. Agendas for hearings on active and monitored bills are maintained by the Legislative Coordination Office.
- b. Director, Deputy Directors', and affected administratively attached agencies will receive all hearing notices by fax as soon as it is received by the Legislative Coordination Office. Notations will be made on the hearing agenda as to who is responsible for testimony and attending the hearing (names taken from the Legislative Assignment Sheet).
- c. A binder containing all hearing notices will be located on the reception counter in the Director's front office.
- d. Legislative Coordination Office shall send out weekly updates on the status of active and monitored bills to each Deputy Director for distribution to line staff officers for their information. Each weekly update will contain the most recent information on bills that have died and those that are still alive and moving through the legislative committees.
- e. Legislative Coordination Office shall be notified in writing immediately should any division need to track a specific bill.
- f. Legislative Coordination Office shall maintain a written control sheet of active and monitored bills for tracking purposes.
- g. Upon session's end, the Legislative Coordination Office shall prepare a final report of the latest status of active and monitored bills and forward it to the Director, Deputy Directors', DA's, and SO's.
- h. Original active and monitored bills, testimonies, and revisions to bills will be filed in a file folder in the Legislative Coordination Office. Each respective Deputy Director and Division shall be responsible for maintaining their legislative files. Should a copy of an active or monitored bill be needed, call the respective Deputy Director's secretary.

.5 Lobbying

Each respective Deputy Director is to be notified of any lobbying for departmental purposes. All lobbying efforts must be cleared with the Deputy Director. Lobbying may be allowed provided Departmental objectives are not compromised and conflict with policy.


.6 Administratively Attached Agencies

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- a. Administratively attached agencies shall prepare and provide their own testimonies to the Legislature.
- b. One copy of all testimonies and inquiries shall be forwarded to the Legislative Coordination Office immediately for distribution to the Governor's Office and filing purposes.

APPROVAL RECOMMENDED:



Deputy Director for Administration JAN 01 2024
Date

APPROVAL RECOMMENDED:



Deputy Director for Corrections JAN 01 2024
Date

APPROVED:



DIRECTOR JAN 01 2024
Date

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