



TITLE	POLICY NUMBER	
Communication with the Legislature	DCS 08-02	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Legislative Affairs Office	10/18/17	2

I. POLICY STATEMENT

The Department of Child Safety (DCS) recognizes the importance of providing a quick and efficient process for responding to legislative communications. The purpose of this policy is to identify the responsibilities and duties of DCS staff when state legislators contact DCS.

II. APPLICABILITY

This policy applies to any DCS program, unit, area, or employee that is contacted by a state legislator or their staff either in writing, verbally, or in-person requesting information regarding DCS matters.

III. AUTHORITY

[A.R.S. § 8-453](#)

Powers and duties

[A.R.S. § 8-807](#)

DCS information; public record; use; confidentiality; violation; classification; definition

IV. DEFINITIONS

Contact: Any written, verbal, or in-person transaction between state legislators (or their staff) and DCS.

Department or DCS: The Arizona Department of Child Safety.

Director: The Director of the Arizona Department of Child Safety.

V. POLICY

The Office of the Director is the official point of contact for communications with legislators and their staff. Under the direction of the Office of the Director, the Legislative Affairs Office shall coordinate the release of information to the legislature. DCS employees shall work cooperatively with the Legislative Affairs Office in providing necessary information to maintain a positive working relationship with state legislators, their staff, and the citizens served by DCS.

VI. PROCEDURES

A. Responding to Requests from the Legislature

1. As a general rule, state legislators and their staff, including the Legislative and Joint Legislative Budget Committee Analysts, contact the Office of the Director, the Legislative Affairs Office, and/or the Chief Financial Officer for assistance in responding to their queries.
2. When a DCS employee receives an email from a legislator or their staff, the employee shall forward the inquiry to the Legislative Affairs Office. Alternatively, the employee may refer the legislator or their staff to the Legislative Affairs Office as appropriate. DCS employees may contact the Legislative Affairs Office with any questions regarding the process of responding to legislative queries.
3. All responses to legislative inquiries shall be prepared by the Legislative Affairs Office.
4. The Legislative Affairs Office shall follow up on all legislative requests for information.
5. All responses to inquiries involving financial matters, including those from the Joint Legislative Budget Committee, the Joint Committee on Capital Review, and the Office of Strategic Planning and Budget shall be prepared by the Chief Financial Officer.
6. The Chief Financial Officer shall follow up on all legislative requests for

financial information.

B. Responding to Inquiries from the DCS Legislative Affairs Office

Inquiries from state legislators or their staff are routinely made on behalf of constituents who need assistance regarding DCS services. These legislative inquiries often necessitate an immediate response and involve sensitive or confidential issues.

When contacted by the Legislative Affairs Office regarding a specific legislative inquiry, DCS employees shall provide immediate assistance to the Legislative Affairs Office in response to a constituent or legislative inquiry.

C. Employee Contact with the Legislature

DCS employees are citizens of Arizona and therefore entitled to contact state or federal legislators to express their individual opinions on legislative matters. If they choose to identify themselves as employees of DCS, they shall clearly articulate that their opinions do not represent an official position of the Department.

At no time shall a DCS employee reveal any confidential or case-specific information to a state or federal legislator or their staff members.

VII. FORMS INDEX

N/A