

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
New policy issued.	3/14/13



Maryland Department of
Juvenile Services

Successful youth, Strong leaders, Safer communities.

PROCEDURES

SUBJECT: Legislative Session Policy
NUMBER: MGT-607-13
APPLICABLE TO: All staff
EFFECTIVE DATE: 3/14/2013
REVIEW DATE: 3/14/2014

APPROVED: _____ /signature on original/
Lynette Holmes, Deputy Secretary

I. PURPOSE

As a department of the Executive Branch of government, DJS is required to coordinate its position on proposed legislation directly with the Governor's Legislative Office. Because of the number of proposals introduced each session, and the potential for conflict between departments on any one proposal, a formal process has been established within the Executive Branch to coordinate and approve all positions of the various State departments and agencies.

All legislative responses shall be consistent with the Department's mission, vision, and goals; the formal legislative process established within the Executive Branch; and this standard operating procedure.

II. DEFINITIONS

A. *Legislative Liaison* means the Department's Director of Legislation, Policy, and Communications

III. PROCEDURES

A. Any DJS staff who is requested to appear before or provide information to any committee, submit oral or written testimony, or meet with any member of the General Assembly or the Governor's administration as an official representative of the Department of Juvenile Services shall promptly advise the DJS Legislative Liaison.

B. Any DJS staff who receives an inquiry from a member of the General Assembly or the Governor's administration that requires a departmental response shall advise the DJS Legislative Liaison within twenty-four (24) hours of the inquiry. All subsequent responses to the requestor must be approved by the Legislative Liaison.

C. Any DJS staff under the authority of the Secretary who is asked to review

legislation by the Office of Legislation, Policy and Communications shall view the request as a priority and produce a response within forty-eight (48) hours of receipt, unless otherwise extended by the Legislative Liaison. All responses must be approved by the Legislative Liaison.

- D.** Following each session of the Maryland General Assembly, the Legislative Liaison or his or her designee shall issue an end-of-session report to DJS Executive Staff and the Legislative Committee as appropriate, for the purpose of communicating any operational or administrative impact resulting from legislation affecting the Department. The report shall address the following topics:
1. the Department's goals for the legislative session;
 2. the outcome of the Department's top priorities for the legislative session;
 3. the Department's position (if any) on legislation introduced during the session and whether oral or written testimony was provided by DJS;
 4. a synopsis of passed legislation having any impact on the Department;
 5. recommendations for the interim and the following legislative session;
 6. an overview of DJS-facilitated briefings to legislative committees, caucuses and delegations; and
 7. any additional information related to the legislative session that the Legislative Liaison deems necessary to facilitate needed inter- or intra-agency communication or follow-up.

IV. DIRECTIVES/POLICIES REFERENCED

- A. None



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DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review

POLICY: Legislative Session Policy
NUMBER: MGT-607-13
EFFECTIVE DATE: 3/14/2013

I have received and reviewed a copy (electronic or paper) of the above titled policy.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINTED NAME

DATE

THE ORIGINAL COPY MUST BE PLACED IN THE EMPLOYEE'S PERSONNEL FILE.