

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: EA-2 | Effective Date: November 1, 2012 | Version: 2.0

POLICY TITLE: COMMUNICATION WITH LEGISLATORS

OVERVIEW: Legislative inquiries regarding Department of Child Services (DCS) policy, constituent issues, current law/code, proposed legislation, statistics and organizational information will be handled by the DCS Legislative Director.

I. DEFINITIONS

- A. Legislator: Any member of the Indiana General Assembly, the United States House of Representatives or the United States Senate.
- B. Legislative Inquiry: A request for information made to DCS by a Legislator or a staff member speaking on behalf of a Legislator.

II. REFERENCES

- A. [EA-5 DCS Constituent Correspondence Policy](#)
- B. [IC 12-17.6-9: Confidentiality and Release of Information](#)

III. STATEMENTS OF PURPOSE

- A. All legislative inquiries concerning DCS policy, Indiana Code, Federal law and/or legislation are to be directed to the Legislative Director.
- B. The Legislative Director will remain in regular contact with Legislators in order to share general organizational information, program overviews, and DCS statistics.
- C. Due to the confidentiality of case files, release of un-redacted material under this provision must be approved by the DCS General Counsel.
- D. To the extent possible by law, the Legislative Director will liaise with Legislators and DCS staff; however, the Legislative Director shall not manage or intervene in individual cases.

IV. PROCEDURE

- A. DCS employees will forward all legislative inquiries to the Legislative Director within one (1) business day or as soon as reasonably practicable.
- B. The Legislative Director will:
 - 1. Acknowledge receipt of legislative inquiries with the legislator's office within 24 hours.
 - 2. Send an email to the appropriate DCS staff for response and reply to the legislator's office as soon as possible. All inquiries to field staff will be sent to the Local Office Director (LOD) and the Regional Manager (RM).
 - 3. Receive acknowledgement of the inquiry from DCS staff (LOD or RM) within 24 hours.
 - 4. Receive a reply from DCS staff about the inquiry within 24-48 hours.

DATE: November 1, 2012
John Ryan, Director
Department of Child Services

A signed copy is on file.