



BOB RILEY
GOVERNOR

State of Alabama
Alabama Department of Corrections

301 S. Ripley Street
P. O. Box 301501
Montgomery, AL 36130



Donal Campbell
COMMISSIONER

November 30, 2005

ADMINISTRATIVE REGULATION
NUMBER 004

OPR: Administration

DEPARTMENTAL LEGISLATIVE COMMITTEE

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for appointing permanent members of the ADOC Legislative Committee and establishing functions of the committee.

II. POLICY

It is the policy of the ADOC to draft and submit to the Legislature proposals that support the department's mission and vision statements, to monitor and review and act upon proposed legislation affecting the ADOC.

III. DEFINITION(S) AND ACRONYM(S)

- A. ADOC Legislative Committee: The ADOC Commissioner, Associate Commissioner of Programs (ADOC Legislative Liaison) and the ADOC Chief Legal Counsel.
- B. Legislative Liaison: The Associate Commissioner of Programs who will direct the department's legislative agenda.

IV. RESPONSIBILITIES

It is the responsibility of the ADOC Commissioner and the Associate Commissioner of Programs; whose responsibilities include that of serving as ADOC Legislative Liaison, to carry out the duties and functions of this regulation.

V. PROCEDURES

- A. The Legislative Committee shall:

1. Formulate necessary proposals and present proposed legislation to the Alabama Legislature to be enacted as state law. Formulating proposals and passage of legislation shall include:
 - a. The Legislative Liaison requesting and receiving information and proposals from ADOC staff regarding possible legislative initiatives.
 - b. Review of the formulated proposals by the ADOC Legal Division to determine constitutionality of proposals.
 - c. Approval by the ADOC Commissioner for the Legislative Liaison to discuss the department's legislative agenda with the appropriate personnel within the Governor's office.
 - d. Approval by the ADOC Commissioner to secure bill sponsors and to submit proposed legislation to be filed.
 - e. Monitoring and discussing the legislation's progress with legislators, which may include appropriate ADOC personnel testifying before legislative committees acting upon the department's proposals.
 2. Review and monitor for content and intent, pending legislation, and prepare appropriate comments supporting or opposing those legislative bills that pertain to or impact the ADOC. Actions taken may include:
 - a. The ADOC Legislative Committee reviewing and discussing potential implications of the legislation.
 - b. Seeking input from the ADOC Legal Division and other appropriate ADOC divisions as to the potential impact of the legislation on the ADOC.
 - c. The ADOC Legislative Committee discussing and preparing appropriate action to be taken.
 - d. Discussing with legislators the ADOC position on pending legislation that impacts the department.
 - e. Schedule appearances for appropriate ADOC personnel before legislative committees that are scheduled to discuss legislation that impacts the department.
- B. The following are appointed as permanent members of the ADOC Legislative Committee:

1. The ADOC Commissioner
2. The Associate Commissioner of Programs whose responsibility is serving as the ADOC Legislative Liaison.
3. The ADOC Chief Legal Counsel/designee.

VI. DISPOSITION

Any forms will be disposed of and retained according to the Departmental Records Disposition Authority.

VII. FORMS


There are no forms prescribed in this regulation.

VIII. SUPERCEDES

This regulation supercedes AR 004 dated July 22, 1991.

IX. PERFORMANCE

Code of Alabama, 1975, Section 14-1-1



Donal Campbell, Commissioner