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Alabama Department of Corrections

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DONAL CAMPBELL
COMMISSIONER

October 29, 2004

ADMINISTRATIVE REGULATION
NUMBER 019

OPR: PUBLIC INFORMATION

INTER AND INTRA GOVERNMENTAL COOPERATION

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for ensuring expeditious and coordinated responses to Federal, State, local legislative and executive bodies.

II. POLICY

It is the policy of the ADOC to:

- A. Ensure staff cooperation with Federal, State, and local legislative and executive bodies.
- B. Enhance the knowledge of representatives of said agencies relating to activities of the ADOC.
- C. Ensure coordination and interaction with local legislative delegations.

III. DEFINITION(S) AND ACRONYM(S)

There are not any definitions prescribed by this regulation therefore, this section is not used.

IV. RESPONSIBILITIES

It is the responsibility of all ADOC employees to comply with this regulation.

V. PROCEDURES

- A. The Commissioner's Executive Assistant or the Departmental Public Information Officer shall coordinate with institutional and departmental personnel in order to facilitate responses to Federal, State, and local legislative and executive bodies.

- B. Each Warden, Departmental Director, and/or designee shall coordinate all inquiries from Federal, State, and local legislative and executive bodies with the Executive Assistant or Departmental Public Information Officer.
- C. Responses to internal and external requests for information will be processed expeditiously and fully as possible.

VI. DISPOSITION

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

VII. FORMS

There are no forms prescribed in this regulation.

VIII. SUPERCEDES

This regulation supercedes Administrative Regulation 019, dated April 8, 1985.

IX. PERFORMANCE

Code of Alabama 1975, 14-1-1



Donal Campbell, Commissioner