

LEGISLATIVE COMMUNICATION POLICY

SOURCE: Ohio EPA Administration

CONTACT: Director's Office

Legislative Communication Policy

Legislative staff in the Director's Office is the first point of contact for all federal and state legislative inquiries. Legislative staff will coordinate all communications and outreach with a federal or state legislator or their staff. This includes responses to phone calls, emails, meeting interactions and written correspondence.

1. Employees who receive a phone call from a legislator or a legislative office must immediately refer the caller to legislative staff in the Director's Office. Legislative staff will take the lead on determining the appropriate method of response in a timely manner.
2. Employees who receive a voicemail from a legislator or legislative office must forward that voicemail to the legislative staff, who will coordinate a response.
3. Employees who receive an email from a legislative office or receive an email that copies a legislative official must forward that email to the legislative staff, who will coordinate a response.
4. Employees who have a face-to face conversation with a legislator or member of their staff at a public hearing or other event without legislative staff involvement must contact the legislative staff by the next business day or as soon as practicable with details of the items discussed, necessary follow-up, and the contact information of the official if available.
5. If employees serve on commissions, boards, professional or personal organizations where interaction with elected officials may occur and the employees engages in discussions about issues relating to Ohio EPA policy or opinions, the employee must inform the legislative staff by the next business day or as soon as is practicable of the subject matter discussed.
6. Employees shall not contact legislators or their offices directly as a representative of Ohio EPA.

7. This policy does not apply to an employee's communication with legislators on matters of public concern unrelated to Ohio EPA policy or program matters so long as the employee clearly indicates that the communication is only being offered in their role as a private citizen and not on behalf of the Ohio EPA.

6/14