

DATE ISSUED: TBD

# Administrative Order 22-XX

EXPIRES:  
Until Rescinded

TO:  
**Deputy Directors**  
**Branch Chiefs**  
**Office Chiefs**  
**All DGS Supervisors and Managers**

REFERENCES:

SUBJECT:  
**Legislative Communications Policy**

SUPERSEDES:

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## Purpose

It is the intent of the Department of General Services (DGS) to ensure that communications with the Legislature be accurate, credible, and properly coordinated within DGS, with customer agencies, and with the Administration. It is also the intent of DGS to ensure that legislative communications reflect courtesy and professionalism.

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## Policy

DGS has designated the Office of Legislative Affairs (OLA) to handle most legislative communications, other than routine business communications by personnel providing services to the Legislature.

Except as provided below, DGS staff shall refer inquiries from and discussions with the Legislature to OLA for handling. DGS staff shall also refer inquiries from lobbyists or stakeholder groups about current, past, or potential legislation to OLA for response.

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## Examples Covered by This Policy

Examples of inquiries and discussions that shall be referred to the OLA for resolution include:

- Any inquiry about current, past, or potential legislation.
- Legislative inquiries about DGS programs, policies, or processes.
- Legislative inquiries about specific contracts or activities.
- Legislative inquiries about issues involving individual constituents dealing with DGS or another state agency, or who have an interest in DGS services.

DGS staff members are cautioned to especially avoid expressing opinions or suggestions or making recommendations about pending or potential legislation affecting DGS.

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## Media Inquiries

Media inquiries about current, past, or potential legislation shall be referred to the Office of Public Affairs (OPA) for response.

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**Some Routine Business Is Exempt**

This policy does not apply to routine business communications about DGS services being provided to, or requested by, the Legislature. Examples include:

- Building-related issues in the Capitol, or when the Legislature is a tenant in a DGS-managed building.
- Leasing or planning for legislative members' district offices.
- Printing and bill room services provided to the Legislature.

However, communications that deal with controversial issues or may be politically-sensitive should be routed through the Office of Legislative Affairs, even if they arise from routine business.

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**Budget Issues**

Inquiries by budget committees, individual members, and the Legislative Analyst's Office regarding items pertaining to the DGS budget should be referred to the Office of Fiscal Services for response.

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**Legislative Members on Boards and Commissions**

This policy does not apply to:

- Discussions with legislators serving on the State Allocation Board by board staff about board business.
- Discussions with legislators serving on the California Commission on Disability Access (CCDA) by CCDA staff about CCDA business.

However, OPSC and CCDA shall notify OLA, and include as requested, of any forthcoming discussions about current, proposed, or potential legislation.

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**Requests for Outreach Events**

The Division of the State Architect (DSA), CCDA, and Procurement Division (PD) may work directly with legislators' offices regarding routine requests for outreach staff to make presentations at events organized or sponsored by the legislator. Where DSA, CCDA, and/or PD are scheduled to participate in a Legislator's outreach event, the program(s) will notify OPA and OLA in advance of the event.

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**Employee Association Activities**

This policy is not intended to limit the ability of DGS staff, in accordance with state law and applicable bargaining unit contracts, to participate in employee association activities that include lobbying the Legislature.

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**Questions/Contacts**

The Office of Legislative Affairs can be reached at (916) 376-5045. A current staff list is available online at <http://www.dgs.ca.gov/ola/ContactUs.aspx>.

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**Approval**

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Date: