KAY IVEY
GOVERNOR

State of Alabama
Department of Corrections

Alabama Criminal Justice Center
301 South Ripley Street
P. O. Box 301501
Montgomery, AL 36130-1501
(334) 353-3883

JOHN Q. HAMM
COMMISSIONER

October 24, 2025

ADMINISTRATIVE REGULATION NUMBER 019 **OPR: PUBLIC INFORMATION OFFICE**

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, and 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 delegation.

III. DEFINITIONS AND ACRONYMS

There are no definitions prescribed by this regulation.

IV. RESPONSIBILITIES

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

V. PROCEDURES

A. The Commissioner's Executive Assistant (EA), the Deputy Commissioner of Governmental Relations, or the departmental Public Information Manager (PIM)

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 EA or PIM.

C. Responses to internal and external requests for information will be processed expeditiously and fully as possible.

VI. DISPOSITION

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

VII. ANNEXES AND FORMS

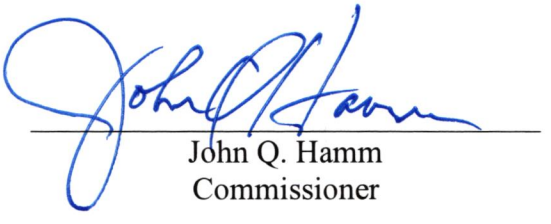
There are no forms prescribed in this regulation.

VIII. SUPERSEDES

This Administrative Regulation supersedes AR 010, *Inter and Intra Governmental Cooperation,* dated October 24, 2022, and any changes.

IX. PERFORMANCE

A. Code of Alabama 1975 § 14-1-1.1 *et seq*.



John Q. Hamm
Commissioner