

District of Columbia
DEPARTMENT OF CORRECTIONS
Washington, D.C. 20001

File 12

Directive being changed: 1320.1A

Office of the Director

Change Notice Number: CN-1

Date: September 4, 1992

CHANGE NOTICE

**Subject: Inquiries and Requests from Governmental Officials
and Agencies**

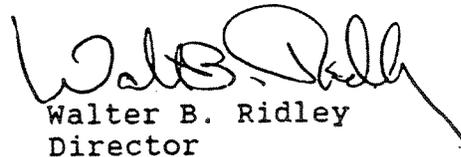
I. Purpose: To amend Department Order 1320.1A, "Inquiries and Requests from Governmental Officials and Agencies," dated August 31, 1990.

II. Action:

A. Remove Page 2 of D.O. 1320.1A, Dated August 31, 1990, and substitute the attached amended Page 2 dated September 4, 1992.

B. File this Change Notice in front of DO 1320.1A, "Inquires and Requests from Governmental Officials and Agencies," dated August 31, 1990.

III. Effective Date: This Change Notice is effective September 4, 1992.


Walter B. Ridley
Director

Attachment

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D. Inquiries concerning specific employees, inmates, or incidents in the Department of Corrections shall be investigated by the appropriate Associate Director, Institution Administrator, or designated DCDC personnel.

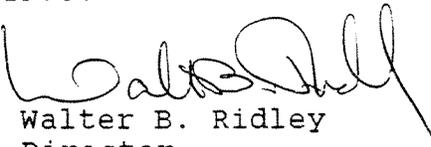
E. Inquiries and requests from governmental officials and agencies shall be responded to as expeditiously as possible and within twenty (20) workdays. If an appropriate response cannot be provided within twenty (20) workdays, the requesting officials shall be notified of the status of their requests. The requesting officials shall also be notified of the anticipated date of a response.

VII. References:

A. American Correctional Association (ACA)
Standards: 3-4020.

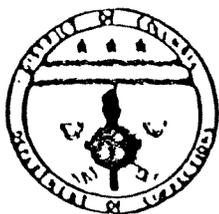
B. Department Order 1300.1A, "District of Columbia Freedom of Information Act (FOIA)," dated April 5, 1978.

C. Department Order 1300.2, "Consent to Release of Information," dated August 2, 1976.


Walter B. Ridley
Director

District of Columbia

DEPARTMENT OF CORRECTIONS
Washington, D.C. 20001



Office of the Director

DEPARTMENT ORDER

OPI: DIR
Number: 1320.1A
Effective Date: August 31, 1990
Chapter: General Administration

Subject: Inquiries and Requests from Governmental Officials and Agencies.

I. Purpose: This order establishes procedures for responding to inquiries from officials of the federal government, the Government of the District of Columbia, and other governmental officials and agencies.

II. Policy: It is the policy of the Department of Corrections to respond expeditiously to inquiries from members of the U.S. Congress, the Mayor, the City Administrator, the Council of the District of Columbia, and other governmental officials and agencies.

III. Applicability: This order is applicable to employees of the Department of Corrections.

IV. Authority: The Director, Department of Corrections, is delegated the authority to provide official agency responses to inquiries from governmental officials and agencies. The Director may redelegate this authority.

V. Directives Affected: This order supersedes Department Order 1320.1, "Inquiries and Requests from Congress" dated December 9, 1966.

VI. Procedures:

A. All official information maintained by the Department of Corrections shall be released in accordance with applicable laws and rights of privacy.

B. All correspondence responding to inquiries or requests from members of the U.S. Congress, the Mayor, the City Administrator, the Council of the District of Columbia, the courts, or similar high ranking government officials and agencies, shall be prepared for the Director's signature.

C. All correspondence to heads of governmental agencies shall be prepared for the Director's signature.

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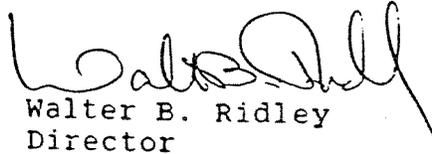
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