

Kansas Department of Agriculture
Media and Legislative Contact Policy

Purpose:

It is important that all Kansas Department of Agriculture ("Department") employees understand and adhere to this policy in an effort to facilitate consistency and accuracy in the Department's external messaging while also identifying contacts to help provide responses in an expedient manner.

Media Contacts:

1. *All* media contacts should be reported immediately to Communications. Please contact:
 - a. Director of Communications, Heather Lansdowne at (785) 564-6706 or heather.lansdowne@ks.gov; or
 - b. Director of Public Relations, Jason Walker at (785) 564-6753 or jason.walker@ks.gov.
2. If the request is seeking anything other than factual information for which the employee is responsible, Communications should be contacted *before* a response is provided to the media or external contact.
3. This policy shall apply to all Department employees' emails, phone calls or personal interactions with any reporters from print, websites, television, or radio entities, including agriculture publications.


Legislative Contacts:

1. *All* legislative contacts (including legislators, aides, legislative research, etc.) should be reported immediately to either:
 - a. Assistant Secretary of Agriculture, Kelsey Olson at (785) 209-2770 or kelsey.olson@ks.gov; or
 - b. Chief Counsel, Kenneth Titus at (785) 564-6715 or kenneth.titus@ks.gov.
2. If the contact is directly from a legislator, please contact an appropriate person immediately. It is important that legislative contacts be handled expeditiously and appropriately.
3. If the request is seeking anything other than factual information for which the employee is responsible, the employee should contact an appropriate person as required by this policy *before* responding to the legislative contact.
4. This policy shall apply to Department employees interacting with legislators, legislative aides, the Kansas Legislative Research Department, Legislative Post Audit, Office of the Revisor, Governor's Office, and members of Congress. It shall also apply to any inquiries from federal agencies that extend outside normal or routine interaction.

If you have any questions concerning the Department's Media and Legislative Contact Policy, please contact Human Resources.



Michael M. Beam, Secretary of Agriculture



Date