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Phil LeVota Jackson County Executive

EXECUTIVE ORDER NO. 26-12

**TO: MEMBERS OF THE LEGISLATURE
CLERK OF THE LEGISLATURE**

**FROM: PHIL LEVOTA
COUNTY EXECUTIVE**

DATE: MARCH 5, 2026

RE: TRANSPARENCY AND ACCURACY IN LEGISLATIVE COMMUNICATIONS

I hereby issue the following guidance:

Section 1. Purpose

The County Executive recognizes the importance of open and transparent communication between County employees and the County Legislature. This Executive Order reaffirms the County's commitment to accuracy and good faith in all legislative communications, clarifies the role of the County Executive's Office in coordinating those communications, and provides guidance to employees on expectations regarding truthfulness in legislative proceedings.

Section 2. Guiding Principles

A. County employees are expected to communicate with the County Legislature, its committees, and legislative staff in a truthful, accurate, and good-faith manner.

B. County employees should make reasonable efforts to ensure that information provided in connection with legislative proceedings is complete and not misleading, including:

- 1) Providing accurate oral and written statements to the County Legislature and its committees;
- 2) Making good-faith efforts to provide relevant context so that statements are not misleading;
- 3) Ensuring that reports and documents submitted to the County Legislature are reviewed for accuracy prior to submission.

Section 3. Coordination of Legislative Communications

A. Consistent with the structure of the Jackson County Charter, County employees serve under the direction of the County Executive. Formal communications with the County Legislature, including responses to legislative inquiries, reports, and testimony, should generally be coordinated through the County Executive's Office or a designee of the County Executive.

B. This coordination is intended to ensure consistency, accuracy, and appropriate context in the information provided to the Legislature, and to support employees in fulfilling the expectations outlined in Section 2.

C. Nothing in this section is intended to prevent routine, day-to-day professional interactions between County employees and members of the County Legislature or legislative staff. Employees are encouraged to be responsive and collegial in such interactions.

D. When an employee receives a formal request for information or documentation from the County Legislature, the employee should notify his or her department head, who shall coordinate with the County Executive's Office to ensure a timely and accurate response.

Section 4. Support and Accountability

Department heads and supervisors are encouraged to foster a culture of transparency and support employees in meeting the expectations outlined in this Order.

Section 5. Relationship to Existing Policies

This Executive Order supplements and reinforces the existing Jackson County Code of Conduct and Code of Ethics. Employees are reminded of their ongoing obligations under those policies to act with honesty and integrity in all aspects of their County service, including communications with the County Legislature.

Section 6. Effective Date

This Executive Order shall take effect immediately upon signature.

3-5-26
Date



Phil LeVota
County Executive