



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE
FACILITY/SPANISH MANUALS

REVISION DATE
3/20/24

PAGE NUMBER
1 of 4

NUMBER
DOC 850.030

POLICY

TITLE
RELATIONSHIPS/CONTACTS WITH INDIVIDUALS

REVIEW/REVISION HISTORY:

Effective: 3/1/98 DOC 801.005
 Revised: 1/12/04 DOC 850.030
 Revised: 8/21/06
 Revised: 8/21/07
 Reviewed: 8/25/08
 Revised: 6/27/11
 Revised: 1/14/14
 Revised: 6/1/20
 Revised: 3/20/24

SUMMARY OF REVISION/REVIEW:

Added I.B. that employees/contract staff/volunteers may share personal information and have limited, appropriate contact with individuals in the performance of their professional duties
 Added II.A.3. that contact through appropriate professional or business networks/organizations and/or legislative activities, and/or other business organizations does not require reporting as long as it meets policy requirements
 Added II.A.5 that employees/contract staff/volunteers may be added to an incarcerated family member's approved visit list
 IV.A. and V.A. - Adjusted language for clarification
 V.B.1. and VI.A. - Added clarifying language

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

2/21/24
 Date Signed



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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; DOC 450.300 Visits for Incarcerated Individuals; DOC 530.100 Volunteer Program

POLICY:

- I. Employees, contract staff, and volunteers will interact with individuals under the Department’s jurisdiction, including individuals who have been discharged within the last 6 months, and their known immediate family/associates, in a professional manner consistent with law, correctional practice(s), and Department policies and procedures.

DIRECTIVE:

- I. General Requirements
 - A. Employees, contract staff, and volunteers will maintain the highest standards of professionalism and will be mindful of improper association.
 - B. Employees/contract staff/volunteers may:
 - 1. Share personal (e.g., favorite sports team, hobbies) but not private information (e.g., family/financial details, health problems) with individuals.
 - 2. Have limited and appropriate physical contact (e.g., shaking hands, fist bumps, high fives, pats on the back or shoulder) with individuals in the performance of their professional duties.
 - C. Association beyond what is required in the performance of official duties is prohibited except as approved per DOC 530.100 Volunteer Program.
- II. Reporting Requirements
 - A. Employees, contract staff, and volunteers will report significant or ongoing contact with individuals under the Department’s jurisdiction or their known immediate family/associates outside of official duties to their Appointing Authority no later than the next business day using DOC 03-039 Report of Contact/Relationship.
 - 1. Pre-existing family or personal relationships with individuals under the Department’s jurisdiction must be reported.
 - 2. Casual or unintentional contact (e.g., greeting while passing on the street) does not require reporting.



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- 3. Contact with individuals through appropriate professional or business networks/organizations (e.g., LinkedIn, Rotary, Toastmasters) and/or legislative activities does not require reporting as long as it meets policy requirements.
- 4. Exceptions for ongoing contact require approval from the Secretary/designee.
- 5. Employees/contract staff/volunteers with an approved DOC 03-039 Report of Contact/Relationship may be added to an incarcerated family member's approved visit list per DOC 450.300 Visits for Incarcerated Individuals.

B. Employees, contract staff, and volunteers will report to their supervisor when they or their immediate family have been the victim of an individual under the Department's jurisdiction.

C. The Appointing Authority has the discretion to reassign an employee or individual under the Department's jurisdiction on a case-by-case basis to avoid potential conflicts.

- 1. The employee may request to be reassigned.
- 2. Efforts to reassign the individual may be made before reassigning the employee.

III. Messages and Articles of Property

A. Employees/contract staff/volunteers will not:

- 1. Transmit messages, mail, or property for or to individuals under the Department's jurisdiction or their known immediate family/associates, except when authorized as part of their official duties.
- 2. Give or accept gifts/gratuities/favors, barter, or have any financial dealings with or for individuals under the Department's jurisdiction or their known immediate family/associates.

IV. Writs, Petitions, and Legal Concerns

A. Employees/contract staff/volunteers will not assist, advise, advocate for, or counsel individuals under the Department's jurisdiction in their preparation of writs, appeals, or petitions for legal concerns, including clemency. Individuals may be referred to the appropriate legal service agency/person for assistance.

V. Sponsorship and References



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- A. Employees, contract staff, and volunteers will only provide a residence or serve as a release, furlough, or personal outing sponsor with prior written approval from the Appointing Authority.
- B. Employees, contract staff, and volunteers may provide the following references for education/employment/vocational training. All other references require prior written approval from the Appointing Authority.
 - 1. Certification(s) completed during incarceration, including a brief description of the course,
 - 2. Training or program participation within the facility, and/or
 - 3. Experience gained during incarceration based on observation(s) or a performance evaluation(s).

VI. Violations

- A. Violations of this policy, providing false/misleading information, or failing to report known relationships/contacts may result in corrective or disciplinary action, up to and including dismissal.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Immediate Family. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

None

DOC FORMS:

DOC 03-039 Report of Contact/Relationship