



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
8/1/15

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DOC 110.500

POLICY

TITLE
**APPOINTING AUTHORITY STATUS AND
SUCCESSION PLAN**

REVIEW/REVISION HISTORY:

Effective: 9/6/85
Revised: 4/15/89
Revised: 5/11/00
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Revised: 10/28/08
Revised: 7/17/09
Revised: 2/1/10
Revised: 8/1/15

SUMMARY OF REVISION/REVIEW:


Numerous changes to reflect current organizational structure. Read carefully.

APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

6/24/15
Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [WAC 357-01-025](#); [WAC 357-04-090](#)

POLICY:

- I. The Department Secretary will provide clear and continuous administrative succession in the event of his/her absence and/or the absence of other principal administrators within the Department.
- II. The Secretary may delegate in writing the responsibilities and duties of an Appointing Authority (e.g., an individual lawfully authorized to appoint, transfer, layoff, reduce, dismiss, suspend, or demote employees). Only the Secretary may designate an Appointing Authority.

DIRECTIVE:

- I. Succession Roster
 - A. Prior to any anticipated extended absence, the Secretary will delegate, in writing, the responsibilities and duties of Appointing Authority for the Department to the Deputy Secretary, Chief of Staff, or an Assistant Secretary.
 - B. If, in the event of unforeseen circumstances, the Secretary is not available to delegate, the Deputy Secretary is designated the responsibilities and duties of Appointing Authority for the Department.
 1. In the absence of the Deputy Secretary, the responsibility will be delegated to the Chief of Staff.
 2. In the absence of the Deputy Secretary and the Chief of Staff, the Assistant Secretaries for Prisons and Community Corrections will work together and concur on all decisions.
 - C. The following individuals will develop and maintain an internal chain of command/succession roster:
 1. Each Assistant Secretary
 2. The Indeterminate Sentence Review Board Chair
 3. The Work Release/Residential Program Administrator
 4. Each Superintendent
 5. Each Field Administrator
 6. Each Work Release Community Corrections Supervisor
 7. Each Field Office Supervisor

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II. Appointing Authority

A. Exempt Positions


1. The Secretary retains the appointing authority for all exempt positions, except that the:
 - a. Assistant Secretary for Prisons is the delegated Appointing Authority for all actions for Captains and Correctional Program Managers within that division.
 - b. Correctional Industries Director is the delegated Appointing Authority for all actions for exempt positions within Correctional Industries.

B. Classified Positions

1. The Deputy Secretary is the delegated Appointing Authority for classified positions within Correctional Operations.
2. The Assistant Secretary for Prisons is the delegated Appointing Authority for classified positions within that division.
 - a. Deputy Directors are the delegated Appointing Authorities for classified positions within their respective commands.
 - b. Superintendents are the delegated Appointing Authorities for classified positions within their respective facilities.
 - c. The Prisons Security Administrator is the delegated Appointing Authority for classified positions within the statewide Security and Emergency Operations Programs.
3. The Assistant Secretary for Community Corrections is the delegated Appointing Authority for classified positions within that division.
 - a. The following individuals are the delegated Appointing Authorities for classified positions within their respective areas:
 - 1) Senior Administrator of Programs
 - 2) Senior Administrators of Operations
 - 3) Work Release/Residential Program Administrator
 - 4) Field Administrators

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4. The Assistant Secretary for Health Services is the delegated Appointing Authority for classified positions within that division.
 - a. The Health Services Administrators are the delegated Appointing Authorities for classified positions within their respective areas.
5. The Assistant Secretary for Offender Change is the delegated Appointing Authority for classified positions within that division.
 - a. The following individuals are the delegated Appointing Authorities for classified positions within their respective areas:
 - 1) Senior Administrator of Programs
 - 2) Senior Administrator of Operations
 - 3) Sex Offender Treatment Program Director
6. The Correctional Industries Director is the delegated Appointing Authority for classified positions within Correctional Industries.
7. The Chief of Staff is the delegated Appointing Authority for classified positions within his/her administration.
 - a. The following individuals are the delegated Appointing Authorities for classified positions within their respective organizations:
 - 1) Budget Director
 - 2) Communications Director
 - 3) Human Resource Director
 - 4) Performance and Engagement Program Administrator
8. The Assistant Secretary for Administrative Operations is the delegated Appointing Authority for classified positions within that division.
 - a. The following individuals are the delegated Appointing Authorities for classified positions within their respective organizations:
 - 1) Chief Information Officer
 - 2) Comptroller
 - 3) Risk Management Director
 - 4) Statewide Records Program Administrator
9. The Indeterminate Sentence Review Board Chair is the delegated Appointing Authority for classified positions within that office.

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- C. Requests for delegation of Appointing Authority beyond those listed in this policy will be made in writing to the Secretary through the Human Resource Director.

III. Organization Charts

- A. Each Appointing Authority will ensure the maintenance of an organizational chart for his/her respective area(s) which follows the standards provided by the Human Resource Operations Unit.
1. Organization charts should be filed with the local Human Resource office and updated at least twice annually.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None