

APPLICABILITY DEPARTMENT WIDE

REVISION DATE PAGE NUMBER 8/16/07 1 of 3

NUMBER **DOC 870.005**

POLICY

TITLE

MEMBERSHIP IN PROFESSIONAL AND NON-PROFIT ORGANIZATIONS

REVIEW/REVISION HISTORY:

Effective: 5/1/82 DOC 806.005

Revised: 10/1/85 Revised: 9/10/98

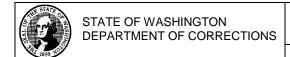
Revised: 5/7/04 DOC 870.005

Reviewed: 7/31/06 Revised: 8/16/07 Reviewed: 6/23/08 Reviewed: 5/21/09 Reviewed: 8/23/10 Reviewed: 3/18/13 Reviewed: 12/17/15 Reviewed: 8/13/19

Department of Corrections

SUMMARY OF REVISION/REVIEW:

Reviewed only, no changes made		
APPROVED:		
AFFROVED.		
Signature on file		
	7/31/19	
STEPHEN SINCLAIR, Secretary	Date Signed	



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REFERENCES:

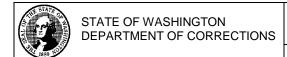
DOC 100.100 is hereby incorporated into this policy

POLICY:

- I. The Department recognizes the value of membership and participation in professional and non-profit organizations and other similar work-related activities.
- II. The Department has established criteria for determining Department memberships, and for the reimbursement of fees associated with personal and Department memberships.

DIRECTIVE:

- I. Personal Membership
 - A. Personal membership in professional or other work-related organizations is left to the discretion of each employee. Membership fees and dues will not be reimbursed by the Department.
- II. Department Membership
 - A. Department memberships may be paid by the Department. Membership must provide clear, specific, and demonstrable benefit to the Department in one or more of the following areas:
 - 1. Goals and objectives of the organization must relate directly to the specific goals and objectives of one or more Department programs.
 - Information must be provided on federal initiatives, statutes, regulations, and sources of federal funding and support for one or more Department programs.
 - 3. Usable information or other assistance must be provided on new developments affecting the operation and/or management of one or more Department programs.
 - 4. There must be a measurable impact upon a program if Department membership is withheld or denied.
- III. Reimbursement and Accommodation
 - A. The Department may provide:



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- 1. Reimbursement for membership fees and/or other associated costs required as part of Department approved training or conference participation (e.g., American Correctional Association).
- 2. Reimbursement for membership and/or other associated costs required because of an employee's position or responsibilities in the Department.
- Release time when participation is part of a Department approved training, conference, meeting, and/or seminar, or because of an employee's position or responsibilities in the Department.

IV. Responsibility

A. Appointing Authorities are responsible for initiating first time Department membership requests on a statewide or local basis. Requests specifying perceived benefits will be submitted to the Secretary for approval. Subsequent approvals may be signed by the Appointing Authority.

DEFINITIONS:

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

ATTACHMENTS:	

None

DOC FORMS:

None