



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
8/16/07

PAGE NUMBER  
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  
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Reviewed: 3/18/13  
Reviewed: 12/17/15  
Reviewed: 8/13/19

### **SUMMARY OF REVISION/REVIEW:**

Reviewed only, no changes made


### **APPROVED:**

Signature on file

**STEPHEN SINCLAIR**, Secretary  
Department of Corrections

7/31/19

Date Signed

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|  <p>STATE OF WASHINGTON<br/>DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p> | <b>APPLICABILITY</b><br><b>DEPARTMENT WIDE</b>                                 |                              |                                     |
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|   | <b>TITLE</b><br><b>MEMBERSHIP IN PROFESSIONAL AND NON-PROFIT ORGANIZATIONS</b> |                              |                                     |

## 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.
    2. 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.
3. 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