REVIEW/REVISION HISTORY:

Effective: 7/31/18
Revised: 9/14/23

SUMMARY OF REVISION/REVIEW:

Adjusted throughout to reflect the closing of the CI Printshop and that print jobs will be placed through the DES Printshop
I.E. - Added language for clarification
Added II.A.2. that a Printing Device Request will be completed to request/replace an MFD
II.B., II.B.2., II.B.2.a., II.C. - Adjusted language for clarification
Added II.B.1. that individually assigned printing devices for telework requires additional approval from the Information Governance Director
Added II.B.3 that MFD devices/equipment will be requested through an IT service request

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

8/11/23
Date Signed

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 43.19; WAC 200-380

POLICY:

I.   The Department has established print management guidelines that use Department of Enterprise Services (DES) best practices to increase productivity and efficiency, minimize printing costs, and decrease environmental impact.

II.   Print management includes all print jobs (e.g., agency self-service and supplier-generated printed material), services, supplies, and/or equipment.

DIRECTIVE:

I.   General Requirements

        A.   Device management software will be used to evaluate printing usage and Department needs.

        B.   Printing devices will be used in as few locations as is practical to minimize cost.

        C.   Devices/equipment will be replaced at regular intervals and older devices taken out of service.

        D.   Devices will be standardized to as few models as possible.

        E.   When possible, device rental/lease agreements will include parts and supplies, excluding paper and staples.

        F.   Employees, contract staff, and volunteers will:

                1.   Attempt to print only what is needed to perform job duties and avoid unnecessary printing (e.g., file documents electronically),

                2.   Use 100% recycled paper when available, and

                3.   Use black and white color mode and double-sided output for default printer settings. When possible, use of full color should be limited.

II.   Printing Business Materials

        A.   Whenever possible, Multi-Function Devices (MFDs) will be used to print material for business needs.

1. Employees, contract staff, and volunteers will use the secure print feature (i.e., password) to protect sensitive/confidential information.

2. DOC 02-415 Printing Device Request will be completed if there is a need for an MFD or one needs to be replaced.

B. Individually assigned printing devices (i.e., personal desktop printer not connected to the Department's network or MFD) will only be allowed when approved by the appropriate Assistant Secretary.

1. If the device is for telework, approval from the Information Governance Director is also required.

2. Employees/contract staff will complete and email DOC 02-415 Printing Device Request to their supervisor, including justification to support why an available MFD is insufficient for job duties.

a. Justification should include more than the need to print confidential material.

3. Once all approvals are received, devices/equipment will be requested by attaching DOC 02-415 Printing Device Request to an IT service request.

C. All large print jobs (e.g., Department/facility specific forms) will be sent to the DES Print and Imaging Printshop for printing by placing an order through DES Printing Services.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Multi-Function Device (MFD). Other words/terms appearing in this policy may also be defined in the glossary section.

ATTACHMENTS:

DOC 02-415 Printing Device Request

DOC FORMS:

None