REVIEW/REVISION HISTORY:

Effective: 8/7/00
Revised: 2/26/01
Revised: 12/11/06
Revised: 3/7/08
Revised: 4/17/09
Revised: 8/6/10
Revised: 3/4/11
Revised: 2/1/12
Revised: 6/1/14

SUMMARY OF REVISION/REVIEW:

I.A. - Removed unnecessary language
III.A.1. & B. - Adjusted language for clarification
III.C.12. - Adjusted statute reference
Added IV.B on offender information confidentiality
VI.A. & B. - Adjusted where to submit reports of violations

APPROVED:

Signature on file

BERNARD WARNER, Secretary
Date Signed
POLICY

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 42.17A; RCW 42.52; WAC 292-110-010; WAC 292-110-060; ACA 4-4069; ACA 3A-07; DOC 280.100 Acceptable Use of Technology; DOC 800.020 Use of State Resources; DOC 850.025 Outside Employment/Volunteer Activities; DOC 850.030 Relationships/Contacts with Offenders; Employee Handbook

POLICY:

I. [4-4069] [3A-07] The Department expects employees/contract staff to act with unfailing honesty, respect for human dignity and individuality, and commitment to professional and compassionate service. Employees/contract staff will maintain high professional and ethical standards at all times, in keeping with the Department’s role and responsibility to serve the people of Washington State and comply with governmental statutes and regulations. Employees/contract staff will place the public interest before any private interest or outside obligation.

DIRECTIVE:

I. General Expectations

A. [4-4069] [3A-07] Employees/contract staff will be responsible for knowing and adhering to applicable ethics laws and policies, and for making choices that exemplify an adherence to high ethical standards. Information on issues related to state ethics, including interpretations and clarifying examples of the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC), is available at http://ethics.wa.gov.

II. Use of State Resources

A. Employees/contract staff will follow DOC 800.020 Use of State Resources and DOC 280.100 Acceptable Use of Technology regarding acceptable use of state resources.

III. Accepting Gifts

A. Employees/contract staff will not accept any gifts, rewards, or gratuities from any source, except as authorized by policy.

1. Employees/contract staff will not accept any gift that may cast doubt on the integrity, independence, or impartiality of the employee/contract staff or the Department.
B. Employees/contract staff will not accept gifts, gratuities, or favors from an offender or an offender’s family members or known associates per DOC 850.030 Relationships/Contacts with Offenders.

C. Employees/contract staff may accept the following items from other sources. There is no restriction on the value of these items:

1. Items from family or friends, when it is clear beyond a reasonable doubt the gift is not intended to gain influence with the Department.

2. Items from other employees/contract staff not intended to influence the employee/contract staff’s performance or non-performance of his/her official duties.

3. Items related to an outside business approved per DOC 850.025 Outside Employment/Volunteer Activities that are customary and not related to the employee/contract staff’s performance of official Department duties.

4. Unsolicited items of nominal value, normally offered by an organization to customers, potential customers, or the general public as samples or for public relations or advertising purposes.

5. Unsolicited tokens of appreciation (e.g., plaques, trophies).

6. Unsolicited items received for the purpose of evaluation or review if no personal beneficial interest exists.

7. Informational material, publications, or subscriptions related to the performance of official duties.

8. Food and beverages consumed at hosted receptions (i.e., social events involving diverse groups of people that do not include sit-down meals) where attendance is related to the performance of official duties.

9. Discounts available to an individual as a member of a broad based group.

10. Awards, prizes, scholarships, or other items provided in recognition of academic or scientific achievement.

11. Unsolicited gifts from dignitaries from another state or a foreign country that are intended to be personal in nature.

12. Campaign contributions reported under RCW 42.17A.
D. Employees/contract staff may accept certain items if their duties do not include regulating or contracting with (i.e., researching, advising, recommending, selecting, approving, denying, monitoring, or any other action involved in acquiring goods or services) the person or organization giving the gift. Items are limited to:

1. Payments of reasonable expenses (i.e., travel, lodging, and meals) incurred in connection with a speech, presentation, or appearance made in an official capacity.

2. Enrollment, course fees, and reasonable travel expenses to attend seminars and educational programs sponsored by a governmental or non-profit professional, educational, trade, or charitable association or institution.

3. Unsolicited flowers or plants.

4. Food and beverages on infrequent occasions in the ordinary course of meals where attendance is related to the performance of official duties.

5. Admission to, and food and beverages consumed at, events sponsored by a civic, charitable, government, or community organization.

6. Unsolicited gifts, if the aggregate value of gifts received from a single source does not exceed $50.00 in a calendar year.

E. Employees/contract staff who receive a prohibited gift must notify the giver that it cannot be accepted and either return it or donate it to a charitable organization within 2 business days of receipt.

IV. Confidential Information

A. Employees/contract staff will not access any Department resource to obtain information for their personal benefit or gain, or for the benefit or gain of another, except as required for official duties.

B. Offender information from any Department information source (e.g., OBTS, OMNI, Liberty, Offender Supervision Plan (OSP) system, Security Threat Group database, etc.) will not be provided to any unauthorized person within or outside the Department.

1. Any employee/contract staff that uses, accesses, or provides access to offender information in a manner that violates Department policy may be subject to disciplinary action, up to and including dismissal. Violations may also result in criminal prosecution.
V. Conflict of Interest

A. Employees/contract staff will not use their official position to secure privileges for themselves or others or to engage in activities that constitute a conflict of interest. [4-4069]

VI. Violations

A. Employees/contract staff may report any actual or potential violations of this policy to their supervisor or Human Resources Manager.

B. Alleged violation(s) of RCW 42.52 may also be filed directly with the Executive Ethics Board by submitting the State of Washington Ethics Complaint Form available at [http://www.ethics.wa.gov](http://www.ethics.wa.gov) by:

1. Mail to PO Box 40149, Olympia, WA 98504-0149, or
2. Email to ethics[at]atg.wa.gov.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

None