



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**  
OFFENDER MANUAL

REVISION DATE  
6/1/20

PAGE NUMBER  
1 of 4

NUMBER  
**DOC 850.030**

# POLICY

TITLE  
**RELATIONSHIPS/CONTACTS WITH INDIVIDUALS**

## REVIEW/REVISION HISTORY:

Effective: 3/1/98 DOC 801.005  
 Revised: 1/12/04 DOC 850.030  
 Revised: 8/21/06  
 Revised: 8/21/07  
 Reviewed: 8/25/08  
 Revised: 6/27/11  
 Revised: 1/14/14  
 Revised: 6/1/20

## SUMMARY OF REVISION/REVIEW:


Major changes to include title and terminology. Read carefully!

## APPROVED:

Signature on file

\_\_\_\_\_  
**STEPHEN SINCLAIR**, Secretary  
 Department of Corrections

4/27/20  
 \_\_\_\_\_  
 Date Signed

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**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [DOC 530.100 Volunteer Program](#); [DOC 800.010 Ethics](#)

**POLICY:**

- I. Employees, contract staff, and volunteers will interact with individuals under the Department's jurisdiction, including individuals who have been discharged within the last 6 months, and their known immediate family/associates in a professional manner consistent with law, correctional practice(s), and Department policies and procedures.

**DIRECTIVE:**

- I. General Requirements
  - A. Employees, contract staff, and volunteers will maintain the highest standards of professionalism and will be mindful of improper association.
  - B. Association beyond what is required in the performance of official duties is prohibited, except as approved per DOC 530.100 Volunteer Program.
- II. Reporting Requirements
  - A. Employees, contract staff, and volunteers will report significant or ongoing contact with individuals under the Department's jurisdiction or their known immediate family/associates, not authorized within official duties, to their Appointing Authority no later than the next business day using DOC 03-039 Report of Contact/Relationship.
    1. Pre-existing family or personal relationships with individuals under the Department's jurisdiction must be reported.
    2. Casual or unintentional contact (e.g., greeting while passing on the street) does not require reporting.
    3. Exceptions for ongoing contact require approval from the Secretary/designee.
  - B. Employees, contract staff, and volunteers will report to their supervisor when they or their immediate family have been the victim of an individual under the Department's jurisdiction.

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C. The Appointing Authority has the discretion to reassign an employee or individual under the Department's jurisdiction on a case-by-case basis to avoid potential conflicts.

1. The employee may request to be reassigned.
2. Efforts to reassign the individual may be made before reassigning the employee.

### III. Messages and Articles of Property

A. Employees, contract staff, and volunteers will not:

1. Transmit messages, mail, or property for or to individuals under the Department's jurisdiction or their known immediate family/associates, except when authorized as part of their official duties.
2. Give or accept gifts/gratuities/favors, barter, or have any financial dealings with or for individuals under the Department's jurisdiction or their known immediate family/associates.

### IV. Writs, Petitions, and Legal Concerns

A. Employees and contract staff will not assist, advise, advocate for, or counsel individuals under the Department's jurisdiction in their preparation of writs, appeals, or petitions for legal concerns, including clemency. Individuals may be referred to the appropriate legal service agency/person for assistance.


### V. Sponsorship and References

A. Employees, contract staff, and volunteers will not provide a residence or serve as a release, furlough, or personal outing sponsor without prior written approval from the Appointing Authority.

B. Employees, contract staff, and volunteers may provide the following references for education/employment/vocational training. All other references require prior written approval from the Appointing Authority.

1. Completed certification(s), including a brief description of the course,
2. Training or program participation within the facility, and/or
3. Experience gained during incarceration based on observation(s) or a performance evaluation(s).

### VI. Violations

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- A. Violations of this policy may result in corrective or disciplinary action, up to and including dismissal.

**DEFINITIONS:**

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Immediate Family. Other words/terms appearing in this policy may also be defined in the glossary.

**ATTACHMENTS:**

None

**DOC FORMS:**

[DOC 03-039 Report of Contact/Relationship](#)