

APPLICABILITY DEPARTMENT WIDE

REVISION DATE I

PAGE NUMBER 1 of 4 NUMBER **DOC 110.500**

TITLE

POLICY

APPOINTING AUTHORITY STATUS AND SUCCESSION PLAN

REVIEW/REVISION HISTORY:

Effective: 9/6/85
Revised: 4/15/89
Revised: 5/11/00
Revised: 7/25/00
Revised: 9/27/04
Revised: 4/27/05
Revised: 6/15/07

Revised: 12/11/07 AB 07-035 Revised: 6/12/08 AB 08-014

Revised: 10/28/08 Revised: 7/17/09 Revised: 2/1/10 Revised: 8/1/15 Revised: 3/26/20 Revised: 12/20/21 Revised: 11/27/24

SUMMARY OF REVISION/REVIEW:

Removed Chief of Staff throughout

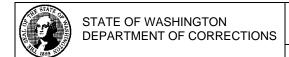
Policy Statement II., Directive I.B.6., II.D., III.A.2., and III.B. - Adjusted language for clarification I.A.2. & 3. Removed unnecessary language

Removed I.B.2. that the Indeterminate Sentence Review Board Chair will develop and maintain a succession roster

I.B.3. - Added clarifying language

Added II.A.1.a. that internal candidates with an open, pending, or recently closed investigation require written approval from the Secretary

APPROVED:		
Signature on file		
	10/24/24	
CHERYL STRANGE, Secretary	Date Signed	
Department of Corrections		



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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; WAC 357-01-025; WAC 357-04-090

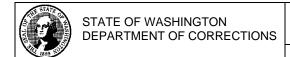
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POLICY:

- I. The Department Secretary will provide clear and continuous administrative succession in the event of an absence and/or the absence of other principal administrators within the Department.
- II. Only the Secretary and Deputy Secretary may delegate, in writing, the responsibilities and duties of exempt management positions to serve as an Appointing Authority (i.e., a person lawfully authorized to appoint, transfer, layoff, reduce, dismiss, suspend, or demote employees).

DIRECTIVE:

- I. Succession Roster
 - A. Prior to any anticipated extended absence, the Secretary will delegate, in writing, the responsibilities and duties of Appointing Authority for the Department to the Deputy Secretary or an Assistant Secretary.
 - 1. If the Secretary is not available, the Deputy Secretary will delegate the responsibilities and duties of Appointing Authority for the Department.
 - 2. In the absence of the Deputy Secretary, the Assistant Secretaries for Prisons and Community Corrections will serve as the decision makers.
 - B. The following employees will develop and maintain an internal chain of command/succession roster:
 - 1. Each Assistant Secretary
 - 2. The Assistant Secretary for Reentry and Correctional Industries and/or the Reentry Center Administrator
 - Each Superintendent
 - Each Field Administrator
 - 5. Each Reentry Center Manager
 - 6. Each Field Office Supervisor
 - C. Unless otherwise specified by the Secretary, the following succession roster will be used when the Headquarters Emergency Operations Center is activated:
 - 1. Headquarters Duty Officer
 - 2. Assistant Secretary for the affected division



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- 3. Senior Director of Correctional Operations
- 4. Deputy Secretary
- 5. Secretary

II. Appointing Authority

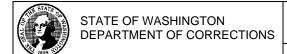
- A. Appointing Authorities will use their delegated authority to make employment decisions for the exempt and classified employees within their area(s) of responsibility.
 - Exempt appointments must be approved by the Deputy Secretary for their respective areas of supervision. Exempt positions for direct reports to the Deputy Secretary must be approved by the Secretary.
 - a. Internal candidates with an open, pending, or recently closed investigation require written approval from the Secretary.
- B. Requests for delegation of Appointing Authority beyond those listed in this policy will be made in writing to the Human Resources Director or designee.
- C. This policy recognizes there are subordinate supervisory positions responsible to participate in personnel actions and does not prohibit the exercise of these administrative assignments.
- D. Human Resources will maintain a table of positions delegated as Appointing Authorities and their area(s) of responsibility on the Department's internal website and update the table at least quarterly.

III. Organizational Charts

- A. Each Appointing Authority will maintain an organizational chart for their respective area(s) that:
 - 1. Follows the standards provided by Human Resources,
 - 2. Is updated at least quarterly, and
 - 3. Is maintained on the Department's internal website.
- B. Each Assistant Secretary will maintain an organizational chart on the Department's internal website that is updated at least monthly and identifies their direct reports.

DEFINITIONS:

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



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ATTACHMENTS:

None

DOC FORMS:

None