



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
6/23/21

PAGE NUMBER
1 of 4

NUMBER
DOC 800.010

POLICY

TITLE

ETHICS

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
- Revised: 6/23/21

SUMMARY OF REVISION/REVIEW:

Major changes. Read carefully!

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

5/21/21

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 42.17A](#); [RCW 42.52](#); [RCW 42.56](#); [WAC 292-110-010](#); [WAC 292-110-060](#); 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 Individuals; DOC 880.100 Corrections Training and Development

POLICY:

- I. The Department has established guidelines for high ethical standards and decision-making in alignment with the Ethics in Public Service Act per RCW 42.52.

DIRECTIVE:

- I. Responsibilities
 - A. The Ethics Administrator will:
 1. Maintain and administer the Department's ethical standards.
 2. Provide consultation to employees/contract staff/volunteers and may be contacted via email at ethics@doc1.wa.gov.
 - B. Employees/contract staff/volunteers will ensure ethical standards are safeguarded in daily interactions/operations, and:
 1. Demonstrate high ethical standards at all times.
 2. Be responsible for knowing and adhering to applicable ethics laws/statutes, regulations, policies, and the [Department's Strategic Plan](#).
 3. Successfully complete ethics training per DOC 880.100 Corrections Training and Development and/or acknowledge they understand the ethics requirements.
 4. Follow DOC 280.100 Acceptable Use of Technology and DOC 800.020 Use of State Resources regarding acceptable use of state resources.
 5. Not use their official position or state resources to secure privileges for themselves or others or to engage in activities that constitute a conflict of interest.
 - C. Employees/contract staff/volunteers may refer to Revised Code of Washington (RCW), Washington Administrative Code (WAC), and/or <http://ethics.wa.gov> for

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information on issues related to state ethics, including interpretations and clarifying examples.

II. Compensation and Gifts

A. Employees/contract staff/volunteers will not:

1. Accept any gifts/rewards/gratuities from any source, except as authorized by policy or per RCW 42.52.150, or
 - a. Employees/contract staff/volunteers will not accept any gift that may cast doubt on the integrity, independence, or impartiality of the employee/contract staff or the Department.
 - b. Items related to an outside business approved per DOC 850.025 Outside Employment/Volunteer Activities may be accepted if they are customary and not related to the employee/contract staff's official duties.
2. Give or accept gifts/gratuities/favors or have any financial dealings with or for individuals under the Department's jurisdiction or their known immediate family/associates per DOC 850.030 Relationships/Contacts with Individuals.

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

III. Confidential Information

A. Employees/contract staff/volunteers will not:

1. Disclose confidential information or access any Department information source (e.g., Offender Management Network Information, Security Threat Group database) for their personal benefit or gain, or for the benefit or gain of another, except as required for official duties.
2. Intentionally conceal a record per RCW 42.52.050.

IV. Violations

A. Employees/contract staff/volunteers have an obligation to report any actual or potential violations of Department policy.

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1. Employees/contract staff/volunteers will report violations to their supervisor, Human Resources Manager, or the Ethics Administrator.
- B. Employees/contract staff/volunteers may file an alleged violation(s) of RCW 42.52 directly with the Executive Ethics Board by submitting the State of Washington Ethics Complaint Form available at <http://ethics.wa.gov>.
 - C. Any employee/contract staff/volunteer that violates Department policy or the Ethics in Public Service Act may be subject to disciplinary action, up to and including dismissal. Violations may result in criminal prosecution.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

None