



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
4/29/24

PAGE NUMBER
1 of 3

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DOC 870.005

POLICY

TITLE
**MEMBERSHIP IN PROFESSIONAL AND
NON-PROFIT ORGANIZATIONS**

REVIEW/REVISION HISTORY:

Effective: 5/1/82 DOC 806.005
Revised: 10/1/85
Revised: 9/10/98
Revised: 5/7/04 DOC 870.005
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Reviewed: 8/23/10
Reviewed: 3/18/13
Reviewed: 12/17/15
Reviewed: 8/13/19
Revised: 4/29/24

SUMMARY OF REVISION/REVIEW:

II.A.4. and III.B. - Adjusted language for clarification


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

3/25/24

Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY DEPARTMENT WIDE		
	REVISION DATE 4/29/24	PAGE NUMBER 2 of 3	NUMBER DOC 870.005
	TITLE MEMBERSHIP IN PROFESSIONAL AND NON-PROFIT ORGANIZATIONS		

REFERENCES:


DOC 100.100 is hereby incorporated into this policy

POLICY:

- I. The Department recognizes the value of membership and participation in professional and non-profit organizations and other similar work-related activities.
- II. The Department has established criteria for determining Department memberships, and for the reimbursement of fees associated with personal and Department memberships.

DIRECTIVE:

- I. Personal Membership
 - A. Personal membership in professional or other work-related organizations is left to the discretion of each employee. Membership fees and dues will not be reimbursed by the Department.
- II. Department Membership
 - A. Department memberships may be paid by the Department. Membership must provide clear, specific, and demonstrable benefit to the Department in one or more of the following areas:
 1. Goals and objectives of the organization must relate directly to the specific goals and objectives of one or more Department programs.
 2. Information must be provided on federal initiatives, statutes, regulations, and sources of federal funding and support for one or more Department programs.
 3. Usable information or other assistance must be provided on new developments affecting the operation and/or management of one or more Department programs.
 4. There must be a clear detrimental impact upon a program if Department membership is withheld or denied.
- III. Reimbursement and Leave
 - A. The Department may provide:

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY DEPARTMENT WIDE		
	REVISION DATE 4/29/24	PAGE NUMBER 3 of 3	NUMBER DOC 870.005
	TITLE MEMBERSHIP IN PROFESSIONAL AND NON-PROFIT ORGANIZATIONS		

1. Reimbursement for membership fees and/or other associated costs required as part of Department approved training or conference participation (e.g., American Correctional Association).
 2. Reimbursement for membership and/or other associated costs required because of an employee's position or responsibilities in the Department.
- B. Employees will not be required to take personal leave when participation is part of a Department approved training, conference, meeting, and/or seminar, or because of an employee's position or responsibilities in the Department.
- IV. Responsibility
- A. Appointing Authorities are responsible for initiating first time Department membership requests on a statewide or local basis.
1. Requests specifying perceived benefits will be submitted to the Secretary for approval. Subsequent approvals may be signed by the Appointing Authority.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

None