

TO: All Staff  
FROM: Secretary Stephen Sinclair  
Subject: Staying Informed During a Possible Partial Government Shutdown

In the case of a partial state government shutdown, it's important to keep you informed about the status of the budget, and more importantly, when you may return to work in the event we implement our contingency plans on July 1, 2017.

As you know, I value the importance of openly and clearly communicating accurate and timely information to all staff, and in the event of a government shutdown, providing updated information becomes critical.

To maximize the opportunities to keep staff informed, the following resources are available for you to check:

1. Department of Corrections
  - All Staff Emails
  - Public Website <http://www.doc.wa.gov/>
  - Twitter <https://twitter.com/wacorrections>
  - Facebook <https://www.facebook.com/WACorrections>
  - Recorded Message: (844) 838-3088
2. Office of Financial Management (OFM)
  - <http://www.ofm.wa.gov/contingency/>
  - (360) 725-0217 or (877) 264-2952
3. AlertSense Voice, Text, and Email Messages
  - AlertSense is a web based service automated messaging system used to send alerts/notifications
  - The system will send alerts/notifications to home/cellular telephones via voice and text messages and/or email addresses

To ensure the Department has your current contact information, please ensure your AlertSense profile is updated. You should have received an update request from your facility AlertSense administrator either this week, or within the last month or so. **If you haven't updated your profile/contact information recently, please contact your supervisor.**

Providing you with updates and return to work information will be our top priority. Please continue to be alert for all staff emails, voice and text messages from AlertSense, and continue to check the above websites and recorded telephone lines.

Thank you,

Steve