



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
**DRAFT**  
11/11

PAGE NUMBER  
1 of 5

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: DRAFT

**SUMMARY OF REVISION/REVIEW:**

I.A. - Removed unnecessary language  
 III.B. - Adjusted language for clarification  
 III.C. - Adjusted list of items staff are able to accept from other sources  
 Added III.D. on items staff are able to accept when not regulating or contracting with the giver

**APPROVED:**

\_\_\_\_\_  
**BERNARD WARNER**, Secretary  
 Department of Corrections

\_\_\_\_\_  
 Date Signed

**APPROVED**  
**Executive Ethics Board**  
 Date: 11-18-11



STATE OF WASHINGTON  
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APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
**DRAFT**  
11/11

PAGE NUMBER  
2 of 5

NUMBER  
**DOC 800.010**

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**ETHICS**

**REFERENCES:**

DOC 100.100 is hereby incorporated into this policy; RCW 42.17; RCW 42.52; WAC 292-110-010; WAC 292-110-060; ACA 4-4069; ACA 3A-07; DOC 280.100 Acceptable Use of Technology; Employee Handbook; DOC 800.020 Use of State Resources; DOC 850.025 Outside Employment/Volunteer Activities

**POLICY:**

- I. [4-4069] [3A-07] The Department expects staff to act with unfailing honesty, respect for human dignity and individuality, and commitment to professional and compassionate service. Staff will maintain high professional and ethical standards at all times, in keeping with the Department's role and responsibility to serve the people of Washington State and comply with governmental statutes and regulations. Staff will place the public interest before any private interest or outside obligation.

**DIRECTIVE:**

- I. General Expectations
  - A. [4-4069] [3A-07] The Department has adopted a statement of values that exemplify standards and principles that serve to guide individual behavior. The Employee Handbook contains information on this and other areas of responsibility and expectations.
  - B. [4-4069] [3A-07] Staff will be responsible for knowing and adhering to applicable ethics laws and policies, and for making choices that exemplify an adherence to high ethical standards. Information on issues related to state ethics, including interpretations and clarifying examples of the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC), is available at <http://ethics.wa.gov>.
- II. Use of State Resources
  - A. Staff will follow DOC 800.020 Use of State Resources and DOC 280.100 Acceptable Use of Technology regarding acceptable use of state and technology resources.
- III. Accepting Gifts
  - A. Staff will not accept any gifts, rewards, or gratuities from any source, except as authorized by policy.
    - 1. Staff should not accept any gift that may cast doubt on the integrity, independence, or impartiality of the staff or the Department.

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STATE OF WASHINGTON  
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APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
**DRAFT**  
11/11

PAGE NUMBER  
3 of 5

NUMBER  
**DOC 800.010**

**POLICY**

TITLE

**ETHICS**

B. Staff may not accept gifts, gratuities, or favors from an offender or an offender's family members or known associates per DOC 850.030 Employee Relationships/ Contacts with Offenders.

C. Staff may accept the following items from other sources. There is no restriction on the value of these items:

1. Items from family or friends, when it is clear beyond a reasonable doubt the gift is not intended to gain influence with the Department.
2. Items from other staff not intended to influence the staff's performance or non-performance of his/her official duties.
3. Items related to an outside business approved per DOC 850.025 Outside Employment/Volunteer Activities that are customary and not related to the staff's performance of official Department duties.
4. Unsolicited items of nominal value, regularly and normally offered by an organization to customers, potential customers, or the general public as samples or for public relations or advertising purposes.
5. Unsolicited tokens of appreciation (e.g., plaques, trophies).
6. Unsolicited items received for evaluation purposes if no personal beneficial interest exists.
7. Informational material, publications, or subscriptions related to the performance of official duties.
8. Food and beverages consumed at hosted receptions (i.e., social events involving diverse groups of people that do not include sit-down meals) where attendance is related to the performance of official duties.
9. Discounts available to an individual as a member of a broad based group.
10. Awards, prizes, scholarships, or other items provided in recognition of academic or scientific achievement.
11. Unsolicited gifts from dignitaries from another state or a foreign country that are intended to be personal in nature.
12. Campaign contributions reported under RCW 42.17.

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D. Staff may accept certain items if their duties do not include regulating or contracting with (i.e., researching, advising, recommending, selecting, approving,

Date: 11-18-11



STATE OF WASHINGTON  
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APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
**DRAFT**  
11/11

PAGE NUMBER  
4 of 5

NUMBER  
**DOC 800.010**

**POLICY**

TITLE

**ETHICS**

denying, monitoring, or any other action involved in acquiring goods or services) the person or organization giving the gift. Items are limited to:

1. Payments of reasonable expenses (i.e., travel, lodging, and meals) incurred in connection with a speech, presentation, or appearance made in an official capacity,
  2. Enrollment, course fees, and reasonable travel expenses to attend seminars and educational programs sponsored by a governmental or nonprofit professional, educational, trade, or charitable association or institution.
  3. Unsolicited flowers, plants, or floral arrangements.
  4. Food and beverages on infrequent occasions in the ordinary course of meals where attendance is related to the performance of official duties.
  5. Admission to, and food and beverages consumed at, events sponsored by a civic, charitable, government, or community organization.
  6. Unsolicited gifts, if the aggregate value of gifts received from a single source does not exceed \$50.00 in a calendar year.
- E. Staff who receive a prohibited gift must notify the giver that it cannot be accepted and either return it or donate it to a charitable organization within 2 business days of receipt.

IV. Confidential Information

- A. Staff will not access any Department resource to obtain information for their personal benefit or gain, or for the benefit or gain of another, except as required for official duties.

V. Conflict of Interest

- A. Staff will not use their official position to secure privileges for themselves or others or to engage in activities that constitute a conflict of interest. [4-4069]

VI. Violations

- A. Staff will report any actual or potential violations of this policy to their supervisor, Human Resources Manager, or the Audit and Policy Administrator.

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DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
**DRAFT**  
11/11

PAGE NUMBER  
5 of 5

NUMBER  
**DOC 800.010**

**POLICY**

TITLE

**ETHICS**

1. Alleged violation(s) of RCW 42.52 may also be filed directly with the Executive Ethics Board at:

PO Box 40149  
Olympia, WA 98504-0149

**DEFINITIONS:**

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

**ATTACHMENTS:**

None

**DOC FORMS:**

None

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