



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
**DRAFT**  
11/11

PAGE NUMBER  
1 of 7

NUMBER  
**DOC 800.020**

# POLICY

TITLE

**USE OF STATE RESOURCES**

## REVIEW/REVISION HISTORY:

Effective: 3/4/11  
Revised: DRAFT

## SUMMARY OF REVISION/REVIEW:

Numerous changes. Read carefully!

## APPROVED:

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

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

**APPROVED**  
**Executive Ethics Board**

Date: 11-18-11



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
**DRAFT**  
11/11

PAGE NUMBER  
2 of 7

NUMBER  
**DOC 800.020**

**POLICY**

TITLE  
**USE OF STATE RESOURCES**

**REFERENCES:**

DOC 100.100 is hereby incorporated into this policy; RCW 42.52; WAC 292-110-010; WAC 292-110-060; ACA 4-4024; ACA 7E-13; DOC 210.060 Donations; DOC 280.100 Acceptable Use of Technology; DOC 850.025 Outside Employment/Volunteer Activities; Employee Handbook

**POLICY:**

- I. Staff will use state resources consistent with law and Department policy. Staff will not use state resources for personal benefit or to benefit another, except as required for official duties or as authorized by law and/or policy.
- II. An activity is considered occasional but limited when it meets all of the following conditions:
  - A. There is little or no cost to the state,
  - B. The use is de minimis (i.e., brief in duration and occurs infrequently),
  - C. The use does not interfere with the performance of official duties, and
  - D. The use does not compromise the security or integrity of state property, information, or software.

**DIRECTIVE:**

- II. Prohibited Uses
  - A. State resources will not be used for:
    - 1. Conducting an outside business, private employment, or other activities conducted for private financial gain, even if a portion of the proceeds will be donated to charity.
      - a. Staff may not advertise goods for sale, collect payment, or deliver orders while on state time or on state property.
      - b. Staff may post personal items for sale only on bulletin boards available to the public.
    - 2. Supporting, promoting, or soliciting for an outside organization or group, unless authorized by law or policy.
      - a. No private vendor or non-profit organization may offer goods or services for sale on state property unless authorized by law, except that:

**APPROVED**  
Executive Ethics Board

Date: 11-18-11



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
**DRAFT**  
11/11

PAGE NUMBER  
3 of 7

NUMBER  
**DOC 800.020**

**POLICY**

TITLE  
**USE OF STATE RESOURCES**

- 1) The Wellness Coordinator may authorize the sale of wellness-related goods and/or services to staff.
- 2) The American Red Cross may use state facilities on a de minimis basis to sell emergency/first aid supplies to staff on breaks, lunch, or non-working time.
- 3) Colleges whose accreditation is recognized by the U.S. Department of Education, the Council for Higher Education Accreditation, or a foreign equivalent may use state facilities on a de minimis basis to provide information to staff on breaks, lunch, or non-working time.

b. All use of state facilities requires prior approval from the Department official with control over the physical plant/office or from his/her delegate.

3. Campaigning or other political activity. [4-4024] [7E-13]
4. Lobbying that is unrelated to official duties. [4-4024] [7E-13]
5. Any private use of state property that has been removed from state facilities or other official duty stations, even if there is no cost to the state.
6. Activities prohibited by law or policy.

B. Staff will follow DOC 280.100 Acceptable Use of Technology regarding the use of internet, email, cellular phones, and other technology resources.

### III. Activities Promoting Organizational Effectiveness

A. With prior supervisory approval and on an occasional but limited basis, staff may use state time and resources to participate in activities that are not official state duties but promote organizational effectiveness.

B. Activities may include, but will not be limited to, those which:

1. Honor all staff (e.g., staff appreciation days).
2. Honor individual staff for work-related accomplishments.
3. Are sponsored by internal agency committees whose intent is to support employees and their families in times of need and/or to promote organizational effectiveness.

**APPROVED**  
Executive Ethics Board

Date: 11-18-11



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
**DRAFT**  
11/11

PAGE NUMBER  
4 of 7

NUMBER  
**DOC 800.020**

**POLICY**

TITLE  
**USE OF STATE RESOURCES**

- 4. Promote teamwork.
- 5. Recognize significant events in the lives of individual employees (e.g., baby shower and retirement activities).
  - a. Staff may not use paper, office supplies, or other consumable state resources to plan or conduct the activity.
- 6. Enhance an employee's job related skills.
- C. Staff may not solicit outside vendors to donate goods or services for activities promoting organizational effectiveness.

IV. Fundraising Activities

- A. State may not use their official position to solicit goods and services from private organizations and businesses for any fundraising activities, including the Combined Fund Drive.
- B. Activities Authorized by Law and/or Policy
  - 1. The following fundraising activities may be organized and conducted using state time and resources:
    - a. Combined Fund Drive activities.
      - 1) Combined Fund Drive activities are considered part of the official duties of employees assigned to conduct the Drive.
    - b. Blood and/or bone marrow drives.
    - c. Fundraising activities authorized in DOC 190.800 Wellness and DOC 860.200 Recognition Program.
- C. Other Fundraising Activities
  - 1. With prior approval from the Department official with control over the physical plant/office or from his/her designee, staff may make occasional but limited use of state resources to support other fundraising activities.
    - a. Activities may not be planned or conducted on state time, and staff may not use state time to participate.

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



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
DRAFT  
11/11

PAGE NUMBER  
5 of 7

NUMBER  
DOC 800.020

**POLICY**

TITLE

**USE OF STATE RESOURCES**

- b. Use of a conference room or other facility/office space is allowable if it is authorized and there is no business need for the space at that time.
2. Other fundraising activities are limited to those which:
  - a. Benefit an employee, an employee's family member, or a member of the law enforcement community suffering from a serious illness or catastrophe.
  - b. Are sponsored by internal Department committees whose intent is to support employees and their families in times of need and/or to promote organizational effectiveness.
  - c. Benefit offenders and/or their families, or organizations which provide support to offenders and/or their families.
  - d. Occur during the holidays to benefit those in need (e.g., Adopt-a-Family or Giving Tree).
  - e. Are sponsored by the American Red Cross or otherwise benefit disaster victims or provide disaster relief.
  - f. Benefit other local charities, so long as there is no active solicitation of others to participate or contribute (e.g., food drives, back-to-school drives, intermittent/seasonal sale of items such as candy, flowers, fruit, and wrapping paper).
    - 1) Staff may not use state resources to promote fundraising activities which result in a personal benefit.
    - 2) Staff may not use their work phone number or email address as contact information.
    - 3) Staff may not use email to promote fundraising that benefits other local charities.
3. Activities will not include:
  - a. Soliciting outside vendors to provide goods or services,
  - b. Raffles, or
  - c. The sale of goods and/or services by private vendors or non-profit organizations except the American Red Cross.
- D. Offender Participation in Fundraising Activities

**APPROVED**  
Executive Ethics Board

Date: 11-18-11



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
**DRAFT**  
11/11

PAGE NUMBER  
6 of 7

NUMBER  
**DOC 800.020**

**POLICY**

TITLE  
**USE OF STATE RESOURCES**

1. State resources may be used to support fundraising efforts by offenders in Prison or Work Release to benefit a charitable organization with approved Federal 501(c)(3) status or special activity, club, or group accounts in the Institutional Residents' Deposit Account per DOC 210.060 Donations.
  - a. All offender fundraising activities require approval from the:
    - 1) Superintendent/designee for Prisons activities, or
    - 2) Statewide Programs/Work Release Administrator/designee for activities in a Work Release.
  - b. Staff may use state time and resources to pick up materials and supplies, supervise participating offenders, manage the fundraising activity as necessary, and deliver donations to the charities.
    - 1) Materials and supplies used for the fundraising activity must either be donated to the facility or purchased by the offenders.
  - c. The benefiting charity must be approved by offender participants, with no influence by staff.

E. Managers and supervisors may encourage staff to participate in fundraising activities, but shall avoid direct personal solicitation of staff under their supervision.

V. Activities Related to Community Partnerships/Outside Organizations

A. With Appointing Authority approval, employees may use state time and resources to develop and participate in community partnerships which support the mission of the Department and directly relate to their official duties.

B. State time and resources may be used on an occasional but limited basis to promote activities sponsored by professional or work-related organizations.

1. Employees may only attend a professional or work-related organization meeting on state time if they are conducting official state business on behalf of the Department.

2. Employees may use state time and resources to attend and provide information about approved training, conferences, and/or seminars sponsored by professional or work-related organizations, so long as the events are related to official duties.

**APPROVED**  
**Executive Ethics Board**

Date: 11-18-11



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
**DRAFT**  
11/11

PAGE NUMBER  
7 of 7

NUMBER  
**DOC 800.020**

## **POLICY**

TITLE

**USE OF STATE RESOURCES**

- C. Staff may post flyers announcing activities sponsored by other non-profit organizations on designated bulletin boards.
  - 1. Staff may not include their work phone number or email address on any flyer announcing activities sponsored by other non-profit organizations.

### VI. Violations

- A. Staff who use or authorize use of state resources are responsible for their appropriate use.
- B. While this policy authorizes occasional but limited use of state resources for individual activities, a pattern of use of state resources for multiple activities unrelated to official duties will not be considered de minimis.
- C. Failure to comply with the requirements of this policy may result in corrective or disciplinary action.

### DEFINITIONS:

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

### ATTACHMENTS:

None

### DOC FORMS:

None

**APPROVED**  
**Executive Ethics Board**

Date: 11-18-11