 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY DEPARTMENT WIDE		
	REVISION DATE 3/7/24	PAGE NUMBER 1 of 4	NUMBER DOC 150.200
	TITLE STATE PUBLICATIONS STANDARDS AND DEPARTMENT LOGO		

REVIEW/REVISION HISTORY:

Effective: 8/1/91
Revised: 7/8/03
Revised: 5/23/07
Reviewed: 7/18/08
Revised: 5/1/09
Revised: 3/19/10
Revised: 6/27/11
Revised: 11/1/15
Revised: 5/19/16
Revised: 3/13/20
Reviewed: 3/7/24

SUMMARY OF REVISION/REVIEW:

I.A.2.h. - Added language for clarification
I.B. - Adjusted language for clarification
Removed II.F. that state publications will be produced with consideration for cost savings


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

2/9/24

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 40.06](#); [RCW 40.07](#); Design Manual; [Washington State Agency Publication Guide](#)

POLICY:

- I. The Department has established uniform quality standards for its state publications and guidelines for developing and distributing clear and effective Department publications that use the best method for the intended audience, determine the appropriate time for dissemination, and demonstrate wise use of Department resources.
- II. The Department will have one logo to clearly communicate its vision, convey a unified image, reduce confusion regarding the source of documents, and ensure standardization and consistency.

DIRECTIVE:

- I. Responsibilities
 - A. To ensure compliance with state law and Department quality standards and mission, the Communications Office will coordinate the review and approval process for Department-issued state publications.
 1. State publications include:
 - a. Annual and biennial reports,
 - b. Special reports required by law,
 - c. State agency newsletters, periodicals, and magazines, and
 - d. Any information published by the Department, regardless of format intended for distribution to state government, the Legislature, or the public.
 - 1) Incarcerated individuals are members of the public.
 2. Publications do not include:
 - a. Materials intended for internal Department distribution,
 - b. Employee training guides,
 - c. Business forms,
 - d. Preliminary draft reports,
 - e. Working papers,
 - f. Copies of testimony and related exhibit material prepared solely for purposes of a presentation to a committee of the State Legislature,
 - g. News releases,

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- h. Correctional Industries catalogs and other sales/marketing materials (e.g., flyers),
- i. Correspondence, or
- j. Memoranda.


- B. All Department printing requests involving state publications will be processed through the Department of Enterprise Services or an approved vendor.

II. Developing and Processing State Publications

- A. New publications may be developed when:
 - 1. There is a program or administrative requirement.
 - 2. There is no current publication covering the same subject.
 - 3. It would be cost-effective to consolidate information from multiple Department sources into one publication.
- B. Each publication project requires a designated coordinator/facilitator who will serve as the contact and be responsible for drafting the document.
- C. The Communications Office will oversee the editing and approval process as well as the management, control and tracking of Department-issued state publications to ensure compliance with state laws.
 - 1. Annually, the Department will provide the state library a listing of all Department-issued state publications made available to state government and the public during the preceding year.
- D. Periodic reviews of state publications will be initiated to determine continued need or revision. State publications will be updated as necessary.
- E. All Department-issued state publications will include:
 - 1. The state seal or Department logo,
 - 2. The effective publication date, and
 - 3. Publication identification number issued by the Communications Office.

III. Department Logo

- A. The Department logo may only be used by employees and partners for official Department business with Communications Office approval. The Communications Office will be the primary contact for all questions and information regarding the Department logo.

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1. Employees will refer to the Design Manual for guidelines on when and how to use the Department logo.
- B. The logo may be used on:
1. Department forms,
 2. Electronic presentations and Department websites,
 3. Signage at facilities/offices,
 4. Reports, pamphlets, posters, policies, brochures, newsletters, and other publications, and
 5. Promotional items approved by the Communications Office that represent the Department (e.g., buttons, caps, t-shirts).
- C. Washington State Department of Corrections letterhead, envelopes, and business cards are prohibited from including the Department logo.
- D. Special logos for internal Department use only may be authorized by the Communications Director.
1. CI is authorized to use its logo for Class II industries related products, packaging, promotional items, publications, letterhead, business cards, forms, electronic presentations, and program website.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

None