



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
6/12/14

PAGE NUMBER  
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NUMBER  
**DOC 800.020**

**POLICY**

TITLE  
**USE OF STATE RESOURCES**

**REVIEW/REVISION HISTORY:**

Effective: 3/4/11  
Revised: 2/1/12  
Revised: 11/1/13  
Revised: 6/12/14

**SUMMARY OF REVISION/REVIEW:**

II.A.2. - Added clarifying language  
Added II.A.2.a.3) a) on medical care, life/health insurance, or retirement account companies providing information in state facilities  
V.A. - Adjusted language for clarification

**APPROVED:**

Signature on file

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

5/16/14  
\_\_\_\_\_  
Date Signed

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**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 190.800 Wellness](#); [DOC 210.060 Donations](#); [DOC 280.100 Acceptable Use of Technology](#); [DOC 850.025 Outside Employment/Volunteer Activities](#); [DOC 860.200 Recognition Program](#); Employee Handbook

**POLICY:**

- I. Employees, contract staff, and volunteers will use state resources consistent with law and Department policy. Employees, contract staff, and volunteers 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.

**DIRECTIVE:**

- I. Appropriate Use
  - A. Employees, contract staff, and volunteers may make occasional but limited use of state resources as specifically authorized in this policy and only when all of the following conditions are met:
    1. There is little or no cost to the state,
    2. The use is de minimis (i.e., brief in duration and occurs infrequently),
    3. The use does not interfere with the performance of official duties, and
    4. The use does not compromise the security or integrity of state property, information, or software.
- 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. Employees, contract staff, and volunteers may not advertise goods for sale, collect payment, or deliver orders while on state time or on state property.
      - b. Employees, contract staff, and volunteers may post personal items for sale only on bulletin boards available to the public.
    2. Supporting, promoting, or soliciting for an outside organization, business, or group, unless authorized by law or policy.

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a. No private vendor or non-profit organization may offer goods or services for sale on state property unless authorized by law, except as follows:

- 1) The Wellness Coordinator may authorize the sale of wellness-related goods and/or services to employees/contract staff/volunteers.
- 2) The American Red Cross may use state facilities on a de minimis basis to sell emergency/first aid supplies to employees/contract staff/volunteers on their breaks, lunch, and/or non-working time.
- 3) The following organizations may use state facilities on a de minimis basis to provide information to employees/contract staff/volunteers on their breaks, lunch, and/or non-working time:
  - a) Companies administering medical care, life/health insurance, or retirement account programs as part of an authorized payroll deduction.
  - b) Colleges whose accreditation is recognized by the U.S. Department of Education, the Council for Higher Education Accreditation, or a foreign equivalent.

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

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. Employees, contract staff, and volunteers will follow DOC 280.100 Acceptable Use of Technology regarding the use of internet, email, cellular phones, and other technology resources.

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### III. Activities Promoting Organizational Effectiveness

- A. With prior supervisory approval and on an occasional but limited basis, employees/contract staff/volunteers 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 employees, contract staff, and volunteers (e.g., staff appreciation days).
  - 2. Honor individual employees/contract staff/volunteers 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.
  - 4. Promote teamwork.
  - 5. Recognize significant events in the lives of individual employees (e.g., baby shower and retirement activities).
    - a. Employees, contract staff, and volunteers may not use paper or other office supplies/consumable state resources to plan or conduct the activity.
  - 6. Enhance an employee's job related skills.
- C. Employees, contract staff, and volunteers may not solicit outside vendors to donate goods or services for activities promoting organizational effectiveness.

### IV. Fundraising

- A. Fundraising which would result in a personal benefit is prohibited.
- B. State employees 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.
- C. Unless specifically authorized in policy, employees/contract staff/volunteers will not use state resources, including work phone number or email address, to promote or actively solicit for fundraising activities. Employees, contract staff, and volunteers may:



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1. Post notices on designated bulletin boards about the fundraising activities (e.g., food drives, back-to-school drives, intermittent/seasonal sale of items such as candy, flowers, fruit, and wrapping paper).
2. Place a collection box/bin in designated common areas.

D. Authorized Fundraising

1. The following 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.
2. With prior approval from the Department official with control over the physical plant/office or from his/her designee, employees/contract staff/ volunteers 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 state time may not be used to participate. 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.
  - b. Authorized fundraising activities are limited to those which:
    - 1) Benefit an employee, an employee's family member, or a member of the law enforcement community suffering from a serious illness or catastrophe.
    - 2) Are sponsored by local employee appreciation committees for the purpose of supporting employees and their families in times of need and/or promoting organizational effectiveness.
    - 3) Benefit offenders and/or their families, or organizations which provide support to offenders and/or their families.

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4) Occur during the holidays to benefit those in need (e.g., Adopt-a-Family or Giving Tree).

5) Are sponsored by the American Red Cross or otherwise benefit disaster victims or provide disaster relief.

c. Activities will not include:

1) Raffles that do not meet Gambling Commission requirements, or

2) Private vendors or non-profit organizations, except the American Red Cross, selling goods and/or services on state property.

E. Offender Participation in Fundraising Activities

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 Prison activities, or

2) Statewide Programs/Work Release Administrator/designee for activities in a Work Release.

b. Employees, contract staff, and volunteers 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 from employees, contract staff, and volunteers.

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

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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 and outside organizations which relate to their official duties.
  - 1. Employees may attend a professional or work-related organization meeting on state time.
  - 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.
- B. State time and resources may be used on an occasional but limited basis to promote activities sponsored by professional or work-related organizations.
- C. Employees, contract staff, and volunteers may post flyers announcing activities sponsored by other non-profit organizations on designated bulletin boards.
  - 1. Employees, contract staff, and volunteers may not include their work phone number or email address on any flyer announcing activities sponsored by other non-profit organizations.

VI. Violations

- A. Employees, contract staff, and volunteers 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 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