



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
6/4/12

PAGE NUMBER
1 of 3

NUMBER
DOC 810.020

POLICY

TITLE
EMPLOYEE CONTACT INFORMATION

REVIEW/REVISION HISTORY:

Effective: 5/15/86 DOC 815.020
Revised: 12/1/87
Revised: 3/25/04 DOC 810.020
Revised: 4/26/07
Revised: 5/13/08
Reviewed: 4/1/11
Revised: 6/4/12

SUMMARY OF REVISION/REVIEW:

I.B. - Adjusted form title

APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

4/26/12

Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY DEPARTMENT WIDE		
	REVISION DATE 6/4/12	PAGE NUMBER 2 of 3	NUMBER DOC 810.020
	TITLE EMPLOYEE CONTACT INFORMATION		

REFERENCES:

DOC 100.100 is hereby incorporated into this policy

POLICY:

- I. Employees will keep the Department informed of their current physical and mailing address and contact telephone number(s).
- II. The Department will maintain contact information and will access it only when contact is necessary to support the mission of the Department or when contact will benefit the employee(s).
- III. Employees should access the state's Employee Self Service option to update their permanent, mailing, and/or email address(es) and emergency contact information.

DIRECTIVE:

- I. General Requirements
 - A. The requirement for contact information applies to all Department employees regardless of appointment status, location of employment, or assignment of duties.
 - B. Employees will provide contact information to their local Human Resources Office at the time of their appointment using DOC 21-357 Emergency Notification Information Card.
 1. Based on operational need, Appointing Authorities may also require employees to provide contact information to additional authorized staff (e.g., Roster Manager, Supervisor).
 - C. Employees may provide a home, cellular, and/or message telephone number. The number provided must allow the Department the most immediate contact with the employee.
 - D. Employees will immediately report to Human Resources any changes to their address or contact telephone number(s) and personally update their information through Employee Self Service.
- II. Communication with Law Enforcement
 - A. The Department will make available to local city and/or county law enforcement the home/contact telephone number(s) of the following employees:

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	<p>APPLICABILITY DEPARTMENT WIDE</p>		
	<p>REVISION DATE 6/4/12</p>	<p>PAGE NUMBER 3 of 3</p>	<p>NUMBER DOC 810.020</p>
	<p>TITLE EMPLOYEE CONTACT INFORMATION</p>		

1. Superintendents,
2. Community Corrections Supervisors,
3. Community Corrections Officers,
4. Specialists in the field, and
5. Other Department employees as determined by the Secretary/designee.

III. Reasons for Off-Duty Contact

A. The primary reasons for contacting off-duty staff are:

1. Disturbances or actions by Department-supervised offenders,
2. Critical staff shortages jeopardizing office or facility program coverage,
3. Actual or potential security breaches,
4. Contact of employees or their families on matters that are of direct benefit to them,
5. Community safety issues, and/or
6. Other unexpected/unpredictable problems that may arise.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

[DOC 21-357 Emergency Notification Information Card](#)