



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
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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
 Revised: 6/19/18
 Revised: 3/28/22

SUMMARY OF REVISION/REVIEW:


Updated terminology throughout
 Policy Statement I. & II., Directive I.A., I.A.2., I.B., I.D., I.G.1., II.A.1., III.B.1. - Adjusted language for clarification
 Added I.A.7.a. that employees/contract staff/volunteers are permitted use of state resources on a de minimis basis for Combined Fund Drive activities
 Added II.A. that activities can be approved if they meet the requirements in statute
 Added III.B. that limited use of Department time and resources may be approved for CFD activities with limited solicitation
 III.C. - Removed unnecessary language
 V.B. - Added clarifying language

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

3/2/22
 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 41.06.410](#); [RCW 42.52](#); [RCW 42.52.180](#); [WAC 292-110-010](#); DOC 190.800 Employee Wellness Program; DOC 210.060 Donations; DOC 280.100 Acceptable Use of Technology; DOC 860.200 Recognition Program

POLICY:


- I. The Department has established guidelines for permissible use of state resources (e.g., facilities, tools, property, information systems, employee time during scheduled work hours) for employees/contract staff/volunteers as required for official duties or as authorized by law or policy.
- II. Violation of this policy may result in disciplinary action, up to and including dismissal.

DIRECTIVE:

- I. General Requirements
 - A. Use of state resources is permitted for official state purposes required to conduct official duties, activities related to employment, and otherwise allowed per statute and may include:
 1. Training and career development approved by the Department per RCW 41.06.410.
 2. Membership or participation in professional associations to enhance job-related skills of an employee and authorized in writing.
 3. State/Department-sponsored health/wellness, safety, or diversity fairs (e.g., vaccinations, diabetes/cholesterol screenings).
 4. Management of or access to state-provided/sponsored benefits (e.g., health, deferred compensation, insurance, retirement, Employee Assistance Program).
 5. Placement of nongovernmental weblinks on the Department's website for official state purposes and the use does not violate RCW 42.52.180.
 6. Searching, applying, participating in examinations, and interviewing for Washington State jobs.
 7. Combined Fund Drive (CFD) activities when included in an employee's duties.

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- a. Employees/contract staff/volunteers are permitted use of state resources on a de minimis basis, as authorized, when participating in CFD activities.
- B. Employees/contract staff/volunteers are permitted use of state resources on a de minimis basis and only when the following conditions are met:
1. There is little or no cost to the state,
 2. Use is brief,
 3. Use occurs infrequently,
 4. Use does not interfere with the performance of any employee/contract staff's official duties,
 5. Use does not compromise the security or integrity of state property, information systems, or software,
 6. Use is not for the purpose of conducting an outside business, furthering private employment, or realizing a private financial gain, even if a portion of the proceeds will be donated to charity, and
 7. Use does not support, promote the interests of, or solicit for an outside organization or group.
- C. Use of state facilities requires prior approval from the Department official/designee with control over the physical plant/office.
- D. Use of state resources are not authorized for:
1. Campaigning or other political activity.
 2. Lobbying that is unrelated to official duties.
 3. 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.
 4. Activities prohibited by law or policy.
- E. No private vendor or non-profit organization may offer goods or services for sale on state property unless authorized by law, except as follows:

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1. The Wellness Coordinator may authorize the sale of wellness-related goods and/or services to employees/contract staff/volunteers per DOC 190.800 Employee Wellness Program.
2. The American Red Cross may use state facilities on a limited 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 limited 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.

F. Employees/contract staff/volunteers may not advertise goods for sale, collect payment, or deliver orders while using state resources.

1. Advertising may only be posted on bulletin boards available to the public.

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

1. Personal use of Department-provided internet, including wireless internet, may only be used on a de minimis basis.


II. Activities Promoting Organizational Effectiveness

A. Activities promoting organizational effectiveness can be approved if they meet the requirements in RCW 42.52 and WAC 292.

1. Employees/contract staff/volunteers must have prior approval from their supervisor to use state resources on a de minimis basis while participating in activities that are not official state duties.

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


1. Honoring an employee(s)/contract staff/volunteer(s) (e.g., appreciation days, work-related accomplishments).

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2. Activities sponsored by local/internal agency committees whose intent is to support employees and their families in times of need and/or to promote organizational effectiveness.
3. Promoting teamwork and enhancing an employee's job-related skills.
4. Recognizing significant events in the lives of individual employees (e.g., baby shower, retirement activities).
 - a. Consumable state resources (e.g., paper, office supplies) may not be used to plan or conduct the activity.
- C. Outside vendors may not be solicited to donate goods or services for activities promoting organizational effectiveness.

III. Fundraising

- A. Fundraising resulting in a personal benefit is prohibited.
- B. The Secretary/designee may approve the limited use of Department time and resources to support, promote, or solicit for the CFD.
 1. Gifts, grants, or donations can only be solicited from state employees and are voluntary.
- C. Employees/contract staff/volunteers may not use their official position to solicit goods and services from private organizations and businesses for any fundraising activities.
- D. 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, but may:
 1. Post notices on designated bulletin boards (e.g., employee break room) about the fundraising activities (e.g., food drives, back-to-school drives, intermittent sale of seasonal/holiday goods).
 2. Place a collection box/bin in designated common areas.
- E. Employees assigned official duties for the following activities may be organized and conducted using state resources:
 1. Combined Fund Drive activities.
 2. Blood and/or bone marrow drives.

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3. Activities authorized per DOC 190.800 Employee Wellness Program and DOC 860.200 Recognition Program.
- F. With prior approval from the Department official with control over the physical plant/office or from the official's designee, employees/contract staff/volunteers may use state resources on a limited basis to support other fundraising activities.
1. 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.
 2. Authorized 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 local employee appreciation committees for the purpose of supporting employees and their families in times of need and/or promoting organizational effectiveness.
 - c. Benefit individuals under the Department's jurisdiction and/or their families, or organizations which provide support to individuals and/or their families.
 - d. Occur during the holidays to benefit those in need (e.g., Adopt-a-Family, Giving Tree).
 - e. Are sponsored by the American Red Cross or otherwise benefit disaster victims or provide disaster relief.
 3. Activities will not include:
 - a. Raffles that do not meet Gambling Commission requirements, or
 - b. Private vendors or non-profit organizations, except the American Red Cross.
- G. Participation of Incarcerated Individuals in Fundraising Activities
1. State resources may be used to support fundraising efforts by individuals in a Prison or Reentry Center to benefit a charitable organization with approved Federal 501(c)(3) status or special activity, club, or group accounts in the Miscellaneous Program Account.

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- a. All fundraising activities require approval from the:
 - 1) Superintendent/designee for Prison activities, or
 - 2) Reentry Center Administrator for Reentry Center activities.
- b. Employees/contract staff/volunteers may use state resources to pick up materials and supplies, supervise participating individuals, manage the fundraising activity as necessary, and deliver donations to the charities.
 - 1) Materials and supplies used for the fundraising activity must be donated to the facility or purchased by the individuals.
 - 2) Donations will be handled per DOC 210.060 Donations.
- c. The benefiting charity must be approved by the participants, with no influence from employees/contract staff/volunteers.

- 2. Employees/contract staff/volunteers may solicit craft items from individuals within a Department program for fundraising activities. Personal hobby craft items may not be solicited from individuals.

H. Managers and supervisors may encourage participation in fundraising activities but will avoid direct personal solicitation of personnel under their supervision.


IV. Activities Related to Community Partnerships/Outside Organizations

A. With Appointing Authority approval, employees may use state resources to develop and participate in community partnerships and outside organizations which relate to their official duties. Employees may:

- 1. Attend a professional or work-related organization meeting.
- 2. Attend approved training, conferences, and/or seminars sponsored by professional or work-related organizations.
- 3. Promote activities sponsored by professional or work-related organizations on a limited basis.

B. Employees/contract staff/volunteers may post flyers announcing activities sponsored by other non-profit organizations on designated bulletin boards.

- 1. Their work phone number or email address may not be included on any flyer announcing activities sponsored by other non-profit organizations.

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V. Violations

- A. Employees/contract staff/volunteers who use or authorize use of state resources are responsible for their appropriate use.
- B. While this policy authorizes limited/de minimis use of state resources for individual activities, a pattern of use for multiple activities unrelated to official duties will be considered on a cumulative basis, which may exceed the amount allowed by law.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

None