



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
8/7/19

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
- Revised: 8/7/19

SUMMARY OF REVISION/REVIEW:

Policy Statement I, Directive I.A., I.D., III.A., and III.A.1. & 2. - Adjusted language for clarification
 Removed Policy Statement III. that employees should access ESS to update information and made it a requirement in Policy Statement I
 Directive I.B. - Added language for clarification
 I.C., and III. - Removed unnecessary language


APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
 Department of Corrections

7/17/19

 Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy

POLICY:


- I. Employees will use the Personal Information tab in Employee Self Service (ESS) to maintain and keep the following information current:
 - A. Physical address,
 - B. Mailing address, if applicable,
 - C. Contact telephone number(s),
 - D. Email address(es), and
 - E. Emergency contact information.

- 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).

DIRECTIVE:

- I. General Requirements
 - A. All employees must maintain contact information 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 initial 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 employees (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.
 - D. Employees will immediately report any changes to their address or contact telephone number(s) to Human Resources and update the information in ESS.

- 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:

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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. Off-Duty Contact

A. Primary reasons for contacting off-duty employees include:

1. Disturbances or actions by individuals under the Department's jurisdiction,
2. Critical staffing 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](#)