



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
12/20/21

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DOC 110.500

POLICY

TITLE
**APPOINTING AUTHORITY STATUS AND
SUCCESSION PLAN**

REVIEW/REVISION HISTORY:

Effective: 9/6/85
Revised: 4/15/89
Revised: 5/11/00
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Revised: 2/1/10
Revised: 8/1/15
Revised: 3/26/20
Revised: 12/20/21

SUMMARY OF REVISION/REVIEW:


Major changes. Read carefully!

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

12/7/2021
Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [WAC 357-01-025](#); [WAC 357-04-090](#)

POLICY:

- I. The Department Secretary will provide clear and continuous administrative succession in the event of an absence and/or the absence of other principal administrators within the Department.
- II. Only the Secretary, Deputy Secretary, and Chief of Staff may delegate, in writing, the responsibilities and duties of exempt management positions to serve as an Appointing Authority (e.g., an individual lawfully authorized to appoint, transfer, layoff, reduce, dismiss, suspend, or demote employees).

DIRECTIVE:

- I. Succession Roster
 - A. Prior to any anticipated extended absence, the Secretary will delegate, in writing, the responsibilities and duties of Appointing Authority for the Department to the Deputy Secretary, the Chief of Staff, or an Assistant Secretary.
 1. If the Secretary is not available, the Deputy Secretary will delegate the responsibilities and duties of Appointing Authority for the Department.
 2. In the absence of the Deputy Secretary, the Chief of Staff will serve as the decision maker.
 3. In the absence of the Deputy Secretary and Chief of Staff, the Assistant Secretaries for Prisons and Community Corrections will serve as the decision makers.
 - B. The following employees will develop and maintain an internal chain of command/succession roster:
 1. Each Assistant Secretary
 2. The Indeterminate Sentence Review Board Chair
 3. The Reentry Center Administrator
 4. Each Superintendent
 5. Each Field Administrator
 6. Each Reentry Center Community Corrections Supervisor
 7. Each Field Office Supervisor

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C. Unless otherwise specified by the Secretary, the following succession roster will be used when the Headquarters Emergency Operations Center is activated:


1. Headquarters Duty Officer
2. Assistant Secretary for the affected division
3. Senior Director of Correctional Operations
4. Deputy Secretary
5. Chief of Staff
6. Secretary

II. Appointing Authority

- A. Appointing Authorities will use their delegated authority to make employment decisions for the exempt and classified employees within their area(s) of responsibility.
1. Exempt appointments must be approved by the Deputy Secretary or Chief of Staff for their respective areas of supervision. Exempt positions for direct reports to the Deputy Secretary or Chief of Staff must be approved by the Secretary.
- B. Requests for delegation of Appointing Authority beyond those listed in this policy will be made in writing to the Human Resources Director or designee.
- C. This policy recognizes there are subordinate supervisory positions responsible to participate in personnel actions and does not prohibit the exercise of these administrative assignments.
- D. Human Resources will maintain a table of positions delegated as Appointing Authorities and their area(s) of responsibility on the Department's internal website and update the table at least twice annually.

III. Organizational Charts

- A. Each Appointing Authority will maintain an organizational chart for their respective area(s) that:
1. Follows the standards provided by Human Resources,
 2. Is updated at least twice annually, and
 3. Is maintained on the Department's internal website.
- B. Each Assistant Secretary will maintain an organizational chart on the Department's internal website that is at least updated twice annually and identifies their direct reports.

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DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

None