



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
OFFICE OF THE SECRETARY
P.O. Box 41101 • Olympia, Washington 98504-1101

May 26, 2022

TO: All Appointing Authorities

FROM: Cheryl Strange, Secretary [Signature on file]

SUBJECT: Update to Policy 110.500 – Exempt Appointment Candidate Review

The Appointing Authority Status and Succession Plan Policy ([110.500](#)) was updated on 12/20/2021. With that update, exempt appointments required approval by the Deputy Secretary or Chief of Staff for their respective areas of supervision. This policy update also clarified that when seeking approval from the Deputy Secretary or Chief of Staff, Appointing Authorities will perform their due diligence to determine if there is a pending or active investigation where the candidate is accused of misconduct. Due diligence will include contacting the candidate's current Appointing Authority or Human Resources if the candidate is internal to the agency.

I am now adding that when it comes to exempt appointments, any internal candidate with an open, pending or recently closed investigation will require the written approval of the Secretary to proceed. Please know that an open, pending or recently closed investigation will not automatically disqualify the candidate from being appointed, but it is important that I can assure the public that due diligence has been exercised.

CS:TD

cc: Human Resource Managers
Extended Leadership Team
Policy Office