
 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY DIRECTIVE</b></p> <p><input type="checkbox"/> Offender Manual   <input type="checkbox"/> Spanish</p>	<b>DEPARTMENT WIDE</b>		NUMBER <b>DOC 850.030</b>
	SIGNATURE	DATE	EFFECTIVE DATE
	 JOSEPH D. LEHMAN, SECRETARY <small>TITLE</small>		01/12/04
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<b>EMPLOYEE RELATIONSHIPS/CONTACTS WITH OFFENDERS</b>			

**SUPERSESSION:**

DOC 801.005 effective 3/1/98; MG 200.600 effective 3/15/95

**REFERENCES:**

DOC 100.100 is hereby incorporated into this Policy Directive; DOC 530.100 Volunteer Resource Services-Community Partnership Program; DOC 800.010 Ethics; DOC 850.020 Investigation Of Alleged Custodial Sexual Misconduct

**POLICY:**

- I. Interactions of Department staff, contract staff, and volunteer staff with offenders, their family members, and/or known associates shall be maintained in a professional manner consistent with state law, prudent correctional practice, and Department policies.

**DIRECTIVE:**

- I. Favoritism/Professionalism
  - A. Department staff, contract staff, and volunteers shall use caution when dealing with offenders and/or their family members or associates and shall be mindful of the appearance of improper association.
  - B. Offenders and/or their family members or associates shall be treated with dignity and respect.
  - C. Reactions to offenders' needs/behaviors must be professional and not based upon favoritism, biases, stereotypes, or other subjective issues. Grudge holding, bias, or negativism toward or regarding an offender is prohibited.
- II. Department Staff, Contract Staff, and Volunteers Association with Offenders
  - A. Association with offenders, beyond that which is required in the performance of official duties with the Department, is prohibited in the interest of professional, unbiased service.
  - B. Personal communications and/or relationships with offenders, their family members, or known associates are not appropriate and are prohibited, except as

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defined in an offender's Offender Accountability Plan (OAP) in compliance with DOC 530.100 Volunteer Resource Services-Community Partnership Program.

- C. Personal and/or unofficial business relationships with offenders, their family members, or known associates are prohibited.
  - D. Unofficial contacts (i.e., those not authorized within official duties) with offenders, their family members, or known associates shall be reported by Department staff, contract staff, and volunteers to the appointing authority on DOC 03-039 Report of Contact With an Offender. This reporting requirement does not include casual contacts or unintentional contacts such as greeting an offender when passing on the street, but does apply to incidents of significant or on-going contact.
  - E. Department staff, contract staff, and volunteers are cautioned that personal relationships by their immediate family members with offenders, offenders' family members, or known associates of offenders have the potential to pose conflicts and security risks at work.
  - F. Preexisting family or personal relationship with an offender under the jurisdiction of the Department must be reported on DOC 03-039 Report of Contact With an Offender immediately upon becoming aware of the individual's status as an offender.
    - 1. The appointing authority has the discretion to reassign an employee or offender on a case-by-case basis to avoid potential conflicts.
      - a. Efforts will be made to reassign the offender before reassigning the employee.
      - b. Employees may be reassigned to another position, workstation, or alternate job responsibilities if their professional responsibilities would unavoidably require direct contact with the offender.
  - G. Physical contact or communication of a sexual or romantic nature directed toward an offender is prohibited. Prohibited contact includes, but is not limited to, sexual abuse, sexual assault, sexual contact, or sexual harassment. Such alleged contacts will be investigated per DOC 850.020 Investigation Of Alleged Custodial Sexual Misconduct and will be referred to local law enforcement when appropriate.
- III. Messages and Articles of Property
- A. Department staff, contract staff, or volunteers may not engage in the transmission of messages, mail, or articles of property for or to offenders, their family members, or known associates, except when authorized as part of their official duties.

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- B. No Department staff, contract staff, or volunteer may give or accept gifts, gratuities, or favors; barter; or have any financial dealings with or for an offender, their family members, or known associates without the written approval of the appointing authority.
  - 1. Gratuities include any form of property or service regardless of financial value.
  - 2. The purchase of offender hobby craft items is allowed only under the established purchasing guidelines of each facility.

IV. Writs, Petitions, and Legal Concerns

- A. Department staff, contract staff, or volunteers shall not assist, advise, or counsel offenders in their preparation of writs, appeals, or petitions for executive clemency or other legal concerns, nor should they support or advocate such actions in any way. They may refer offenders to the appropriate legal service agency or person for assistance in these matters.

V. Offender Sponsorship

- A. Department staff, contract staff, or volunteers shall not serve as parole, furlough, or personal outing sponsors for offenders, except as defined in an offender's OAP in compliance with DOC 530.100 Volunteer Resource Services-Community Partnership Program and with prior approval.

VI. Expectations

- A. Violation of the provisions of this Policy Directive may result in corrective or disciplinary action up to and including dismissal.

VII. Exceptions

- A. Exceptions to this Policy Directive require the written permission of the Secretary or designee and must be requested immediately upon the Department staff, contract staff, or volunteer becoming aware of the individual's status as an offender.

**DEFINITIONS:**

Words/terms appearing in this Policy directive may be defined in the Glossary section of the Policy Directive Manual.

**ATTACHMENTS:**

None

**DOC FORMS (See Appendix):**

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DOC 03-039 Report of Contact With an Offender