



Virginia Department of Corrections

Human Resources

Operating Procedure 165.1

Professional Memberships

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4-ACRS-7B-19; 4-APPFS-3A-21; 2-CO-1D-10

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REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections (DOC). Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, Prison Rape Elimination Act (PREA) standards, and DOC directives and operating procedures.

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DEFINITIONS

Organizational Unit Head - The person occupying the highest position in a DOC organizational unit, such as a correctional facility, Regional Office, Probation and Parole Office, Virginia Correctional Enterprises, Academy for Staff Development, Infrastructure and Environmental Management Unit, Agribusiness Unit, and individual Headquarters units, e.g., Human Resources, Offender Management, Internal Audit.

Professional or Trade Organization/Association - An organization or association of individuals, institutions, or organizations formed to improve the knowledge, skills, and resources of individual members in areas specific to a trade or profession through the use of regular meetings, seminars, or publications. This includes but is not limited to national, regional, and state associations.



PURPOSE

This operating procedure establishes guidance and criteria for paying Department of Corrections (DOC) and individual memberships in professional or trade organizations.

PROCEDURE

- I. Individual Membership
 - A. Employees will be encouraged to join and actively participate in professional and trade organizations that aid in improving their job knowledge and development. (4-ACRS-7B-19; 4-APPFS-3A-21; 2-CO-1D-10)
 - B. When the Director, Chief of Corrections Operations, or a Deputy Director determines that official participation in a professional or trade organization is desirable and beneficial, and when official membership in the organization cannot be obtained in the name of the DOC (this must be documented in writing from the professional organization), then the DOC is authorized to pay for the individual's membership.
 1. The individual must make all materials obtained through such memberships available to other employees unless those materials are copyrighted or otherwise legally protected from secondary dissemination by the organization.
 2. The Organizational Unit Head must ensure that the DOC does not pay for more than three individual memberships to professional organizations for any employee.
- II. Departmental Membership
 - A. When the Director, Chief of Corrections Operations, or a Deputy Director determines and approves that official participation in a professional or trade organization is desirable, beneficial, and official membership in the organization can be obtained in the name of the DOC without individual membership, the membership may be paid from DOC funds.
 - B. Materials obtained through such memberships will be available for use by any Department employee as needed unless those materials are copyrighted or otherwise legally protected from secondary dissemination by the organization.
 - C. Copies of journals and other materials no longer needed by the office having a DOC membership may be forwarded to the Professional Resource Center at the Academy for Staff Development (ASD).
 - D. DOC paid memberships in professional, or trade organizations will be purchased in accordance with procurement requirements of Operating Procedure 260.1, *Procurement of Goods and Services* or paid as part of employee attendance at a conference or meeting in accordance with Operating Procedure 240.1, *Travel*.
 - E. Employees participating in conferences, conventions, and other training sessions related to memberships in professional or trade organizations may be eligible for work or leave time in accordance with Operating Procedure 110.1, *Hours of Work and Leave of Absence*, and reimbursement of expenses in accordance with Operating Procedure 240.1, *Travel*. (4-ACRS-7B-19; 4-APPFS-3A-21)
 - F. Employee use of the DOC email system, facilities, equipment, supplies, and work time to lobby for or against a political activity or political candidate on behalf of a professional or trade organization is prohibited in accordance with Operating Procedure 025.2, *Public Access to DOC Property* and Operating Procedure 310.2, *Information Technology Security*.

REFERENCES

Operating Procedure 025.2, *Public Access to DOC Property*

Operating Procedure 110.1, *Hours of Work and Leave of Absence*



Operating Procedure 260.1, *Procurement of Goods and Services*

Operating Procedure 240.1, *Travel*

Operating Procedure 310.2, *Information Technology Security*

ATTACHMENTS

None

FORM CITATIONS

None

