



Operating Procedure

Effective Date August 1, 2015	Number 165.1
Amended 5/18/17	Operating Level Department
Supersedes Operating Procedure 165.1 (9/1/12)	
Authority COV §53.1-10	
Subject PROFESSIONAL MEMBERSHIPS	
ACA/PREA Standards 4-4094; 4-ACRS-7B-19, 4-APPFS-3A-21; 2-CO-1D-10	
Incarcerated Offender Access Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	FOIA Exempt Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Attachments Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Office of Primary Responsibility Human Resources Director	

I. PURPOSE

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

II. COMPLIANCE

This operating procedure applies to all units operated by the Department of Corrections (DOC). Practices and procedures shall comply with applicable State and Federal laws and regulations, Board of Corrections policies and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

III. DEFINITIONS

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.

IV. PROCEDURE

A. Individual Membership

1. Employees shall be encouraged to join and actively participate in professional and trade organizations that aid in improving their job knowledge and development. (4-4094; 4-ACRS-7B-19; 4-APPFS-3A-21; 2-CO-1D-10)
2. When the Director, Chief of Corrections Operations, Deputy Director of Administration, or Superintendent of Education 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. The individual must:
 - a. Make all materials obtained through such memberships available to other employees
 - b. It is the responsibility of the Organizational Unit Head to ensure that the DOC does not pay for more than three individual memberships to professional organizations for any employee.

B. Departmental Membership

1. When the Director, Chief of Corrections Operations, Deputy Director of Administration, or Superintendent of Education 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 Department of Corrections without individual membership, the membership may be paid from DOC funds.
2. Materials obtained through such memberships shall be available for use by any Department employee as needed.

3. Copies of journals and other materials no longer needed by the office having a DOC membership may be forwarded to the library at the Academy for Staff Development.

C. DOC paid memberships in professional or trade organizations shall 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*.

D. 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*. (4-4094; 4-ACRS-7B-19; 4-APPFS-3A-21)

E. 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 310.2, *Information Technology Security*.

V. REFERENCES

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*

VI. FORM CITATIONS

None

VII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years from the effective date.

The office of primary responsibility reviewed this operating procedure in August 2016 and no changes are needed at this time.

The office of primary responsibility reviewed this operating procedure in August 2017 and no changes are needed at this time.

Signature Copy on File

6/29/15

N. H. Scott, Deputy Director of Administration

Date