**Human Resources**

**Operating Procedure 165.1**

**Professional Memberships**

**Authority:**
Directive 165, *Staff Development and Recognition*

**Effective Date:** August 1, 2021

**Amended:**

**Supersedes:** Operating Procedure 165.1, September 1, 2018

**Access:** ☐ Restricted ☒ Public ☐ Inmate

**ACA/PREA Standards:**
4-ACRS-7B-19; 4-APPFS-3A-21; 2-CO-1D-10

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**Virginia Department of Corrections**

**Content Owner:** Luke E. Black
Assistant Director of Human Resources

**Reviewer:** Lucinda Childs-White
Director of Human Resource

**Signatory:** Joseph W. Walters
Deputy Director for Administration

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**Signature Copy on File**

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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. Practices and procedures must comply with applicable State and Federal laws and regulations, ACA standards, 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 unit, such as a correctional facility, regional office, probation and parole office, Virginia Correctional Enterprises (VCE), Academy for Staff Development (ASD), Corrections Construction Unit, Agribusiness Unit, and individual headquarters unit 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 165.1, Professional Memberships
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