

**Idaho Department of  
Juvenile Corrections  
Administrative  
Policy/Procedure**

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**SUBJECT: ETHICS AND STANDARDS OF CONDUCT**

**APPROVAL:**   
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**ORIGIN: HUMAN RESOURCES**

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**Policy**

Every employee of the Idaho Department of Juvenile Corrections (IDJC) shall constantly strive to attain the highest standards of conduct and professional public service. Employees are expected to avoid situations that create an actual or perceived conflict between their personal interests and those of IDJC and its mission.

It is therefore the policy of IDJC that employees have a commitment to high moral, ethical and professional conduct. Contract service providers, interns and volunteers working in IDJC facilities are expected to conduct themselves according to these same standards.

**Procedure**

The following procedures are intended to provide employees with guidance to use whenever an employee is faced with a decision regarding duties, actions, conduct, or interaction with others both on and off the job. IDJC does not intend to regulate off-duty behavior of employees except when it endangers the safe and orderly operation of IDJC or brings discredit or embarrassment to IDJC.

Every unacceptable type of action or conduct cannot realistically be listed; therefore, the types of conduct specified in these procedures are not all-inclusive and do not exclude or excuse other misconduct found by management to be detrimental to the good order and discipline of IDJC.

**I. Code of Ethics**

Every employee of IDJC shall constantly strive to attain the highest standards of conduct and professional service. This requires that an employee be faithful in demonstrating the highest standards of integrity, honesty, objectivity, impartiality and professionalism to promote public confidence; adhere to ethical standards; and follow policies and procedures of IDJC.

Employment with IDJC is a public trust. Each employee will serve the public, other employees, and juveniles with respect, concern, courtesy, responsiveness and quality service, regardless of age, sex, race, national origin, sexual orientation, religious affiliation, disabilities/handicaps, or criminal history.

Each employee will protect privileged and confidential information to which they have access in the course of official duties including that pertaining to juveniles and employees.

Each employee will maintain mutual respect and professional cooperation in relationships with other staff members and outside agencies.

Each employee shall strive for professional excellence and approach duties in a safe manner with open communication, honesty, dedication, and loyalty to supervisors and IDJC.

Each employee shall, whether on duty or off duty, conduct him/herself in a manner that will not discredit or embarrass IDJC or the State of Idaho.

## **II. Guidelines for Personal Conduct Based on the Preceding Code of Ethics**

A. An employee shall adhere to all applicable laws, rules, regulations, policies, procedures, division directives, field memorandums, etc. in the performance of assigned duties.

1. All law enforcement contact which involves the recording of the employee's name, except as a witness, must be reported, in writing, to the employee's supervisor within two (2) working days.

This would include all misdemeanors, (e.g., inattentive driving, reckless driving or driving under the influence).

This would not include minor traffic infractions in personal vehicles such as improper signals, unsafe lane change or speeding.

2. All court appearances in which the employee is the defendant (including dismissal in lieu of bond forfeiture), must be reported in writing to the employee's supervisor at least two (2) working days prior to the court appearance. Exceptions would be appearances required by the employee's official duties or those in which the employee is appearing only as a witness, or those in which an employee is appearing for traffic infractions in personal vehicles such as improper signals, unsafe lane change or speeding.

3. Any conviction, including a withheld judgment or plea of "nolo contendere" for illegal activities and related sentencing details (including license suspensions) must be reported in writing to the employee's supervisor within two (2) working days.

4. For POST certified personnel, any staff charged with a felony, a non-traffic misdemeanor, or a misdemeanor in another state that would be a felony if committed in Idaho, must notify their supervisor and Division Administrator/Superintendent as soon as possible but no later than five (5) business days after the incident. The Division Administrator/Superintendent will notify the POST Executive Director within fourteen (14) business days. Failure to notify constitutes a violation of the Law Enforcement Code of Ethics and the Law Enforcement Code of Conduct.
  5. Any notifications made by an employee shall be forwarded to Human Resources by the employee's supervisor for filing in employee's personnel file.
- B. An Employee is expected to be a role model and establish appropriate boundaries with juveniles and staff.
1. An employee is expected to teach respect for authority, the value of honesty, and care and concern for others.
  2. Examples of when an employee is using inappropriate boundaries with juveniles include: giving favors to juveniles; keeping secrets; allowing juveniles to violate program or policy; giving them special treatment; and attempting to gain favor.
- C. An employee will abide by a supervisor's reasonable and legitimate instruction.
- D. An employee is expected to take responsibility for his/her own actions.
- E. Perceptions are important. An employee must constantly be aware of how his/her actions are perceived by other agencies and the public. This includes outside activities and relationships. IDJC's intent is not to direct the private actions of its employees but to assure that all IDJC's business activities are honest and ethical.
- F. An employee must receive prior approval from IDJC for all outside employment. Careful consideration must be given to real or perceived conflict of interest, scope of work, and hours to be dedicated to the outside employment in accordance with the Additional Employment and Dual State Employment policy.
- G. An employee is expected to adhere to IDJC standards for personal appearance and shall dress appropriately for the job, wear issued uniforms only as authorized while on duty and to and from work, and maintain good personal hygiene.
- H. An employee shall report for work at the designated time and place, remain alert at all times, follow IDJC's and work unit attendance policies, and not leave an assigned post without permission or being properly relieved.

Sleeping on duty is strictly prohibited.

Reading for pleasure or recreation, unauthorized studying, watching television or engaging in any other unauthorized recreational or personal activity is prohibited while on duty.

- I. An employee is expected to keep his/her work environment neat and organized.
- J. An employee shall cooperate in and maintain confidentiality of any investigation into alleged illegal activities or violation of IDJC policies.
- K. Any employee shall report to the superintendent or division administrator any corrupt or unethical behavior which could affect a juvenile, a staff member, or IDJC's integrity and reputation.
- L. Outside of the normal course of duties, an employee having any contact with current or former juveniles in IDJC custody must report it to the Division Administrator for review and approval. This includes but is not limited to, any outside business relationships, financial associations, social, emotional, personal and/or sexual relationships (per policy, sexual relationships with any juvenile in custody is strictly prohibited and will be immediately reported to the proper authorities), any communications, any mentor programs, or co-habitation. Any contact through social media, Facebook, Twitter, etc. is discouraged and must be reported to his/her supervisor.
  - 1. IDJC recognizes that employees may come into unintentional random contact with juveniles in public places (e.g., school, church, sporting events, restaurants, etc.). Employees must maintain a professional relationship at such times, but are not expected to report isolated incidents of unintentional random contact. However, any intentional attempts on the part of a juvenile to communicate either personally or by written/telephonic/electronic means with an employee must be reported.
- M. An employee, volunteer or contractor will not share his/her personal contact information with juveniles (e.g. phone numbers, social media user names, and addresses).
- N. An employee, volunteer, or contractor must notify IDJC, in writing, through the chain of command within 48 hours of learning that any family member, household member, or close friend has been committed to the custody/supervision of IDJC.
- O. An employee shall not engage in any activity which might compromise the mission or the orderly conduct of IDJC, security of the unit, safety of its employees, juveniles, and the public, or his/her ability to carry out assigned duties and responsibilities in an efficient, unbiased, and professional manner such as:

## 1. Operations

- During unannounced supervisor rounds an employee is prohibited from alerting other staff members that supervisory rounds are occurring unless such an announcement is related to the legitimate operational functions of the facility.
- Using his/her position to secure special privileges or exemptions for self or others.
- Releasing privileged or confidential information to any person or group not authorized to receive such information.
- Charging unauthorized personal long-distance telephone calls to IDJC.
- Using or removing state property or funds for any purpose other than official business to include loading personal software on IDJC-owned computers.
- Falsifying any information or official records such as logs, case notes, travel claims, time sheets, and statistics.
- Accessing IDJC electronic information by any means other than via the secure network, the webmail server, or virtual private network (such as I-Key). Sending IDJC data to an unsecured or private email address is strictly prohibited.
- Failing to properly complete IDJC records, including juvenile records and employment records, travel reimbursements, log books, or the falsification of such records (e.g., employment application, time sheets, juvenile charts / records, purchase requisitions, etc.).
- Using IDJC owned or controlled material, equipment, personnel or work time for any unauthorized purpose.
- Any behavior on or off duty that jeopardizes the integrity or security of IDJC, calls into question the staff's ability to perform effectively in his/her position, or casts doubt upon the integrity of the staff.

## 2. Conduct

- Improper care of juveniles in IDJC custody, including abuse, neglect, or exploitation.
- Unsatisfactory performance of duties.
- Abusive or discourteous language or behavior.
- Insubordination (willful disobedience of a supervisor's reasonable and legitimate instruction).
- Discriminatory or harassing misconduct, including violation of IDJC's Respectful Workplace and Harassment policy.
- Making a false or misleading official statement;
- Theft, unauthorized removal of, or willful damage to property belonging to IDJC, a juvenile, a visitor, or another employee.
- Giving or selling anything to a person in the custody of IDJC or their family, or buying, selling or accepting anything from a person in the custody of IDJC or their family or extending to them any favors of a personal nature.
- Absence without leave or excessive absences and/or tardiness, or repeated nonproductive use of work time.
- Participation in dangerous activities, fighting, or acts/threats of violence

- Engaging in any act of domestic violence resulting in a conviction.
- Violation of state or federal law, rules, regulations, or any agency policy.
- Recording (audio, video or photographic) any conversations or other activities involving IDJC staff or juveniles, unless prior written approval has been granted by the Director or is otherwise allowed by the Use of Cameras policy.
- Initiating or participating in horseplay or hazing of staff or juveniles.
- Sexual misconduct (to include sexualizing a situation without physical touching such as partaking in activities involving suggestive or explicit pictures, writings, or statements).
- Bringing contraband into a correctional facility or office.
- Violation of safety or security procedures.
- Any other conduct while on or off duty, or on or off IDJC premises, that is detrimental to IDJC or its property, our responsibilities in the care of the juveniles, employees or visitors.

### 3. Bias / Conflict of Interest

- Engaging in any political activity prohibited by law such as being a candidate in any partisan election, holding a partisan elective office, or directly or indirectly using official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for office.
- Prohibited participation in political activities, including but not limited to using state office equipment, supplies, materials, for political campaigns.
- Using his/her badge, IDJC identifications or any other state equipment, title, or position to influence individuals.
- Entering into any formal or informal activity or agreement which presents a conflict of interest or is inconsistent with the conscientious performance of duties.
- Conviction of official misconduct in office, or conviction of any felony, or conviction of any other crime involving moral turpitude.
- Conducting personal or private business or services on state time.
- Providing legal advice to juveniles in custody.

### **III. Employment of Relatives and Romantic Relationships**

Relatives, significant others, and family members of significant others shall not work in the same supervisory chain within IDJC to avoid actual, or the appearance of, favoritism or other improprieties.

For the purposes of this policy, relatives include, but may not be limited to: spouse, child, parent, brother, sister, grandparent, aunt, uncle, niece, nephew, first cousin, or the same relationship by marriage.

An employee will provide written notification to his supervisor of any family member or extended family member that becomes employed by IDJC.

IDJC encourages employees to develop and maintain socially acceptable personal and professional relationships with their peers. Personal relationships which interfere with the effective performance of duties, employee or juvenile safety, staff morale, or conduct adversely impacting IDJC's mission are a violation of this policy.

Dating/romantic/sexual relationships between a supervisor and staff who is within the direct supervisory chain of command of the supervisor, or when the supervisor is in a position to influence the employment status of the staff member, is prohibited.

An employee will not use personal workplace relationships to compromise the professional and ethical duties of any employee.

An employee can seek advice and counsel from the employee's supervisor, administrator or human resources when questions arise regarding improper workplace relationships.

#### **IV. Gifts and Gratuities**

To ensure that no real or perceived conflict of interest occurs, IDJC employees should not accept any type of reward, if there is an explicit or implicit assumption that influence has been exchanged for the favor and should never solicit, in their official capacity, any gratuity or other benefit.

State employees are not prohibited from accepting, from time to time, food or beverages consumed at the time and place of receipt from any person with whom they deal in their official capacity, subject to the limitation of one hundred dollars (\$100) retail value within a calendar year.

An employee shall not accept any payments/honorariums from Idaho citizens, associations, corporations, or governmental entities for appearances or services provided in the course of his/her official duties.

State employees shall not accept transportation or lodging from any person who is subject to their jurisdiction or who is likely to become interested in any contract or transaction over which the employee exercises any discretionary function.

It shall be the general policy that reimbursable expenses for transportation and lodging of state employees shall be paid by the State of Idaho rather than by another person. This rule does not apply under circumstances where state employees do not have reasonable access to public services or accommodations, when the acceptance of an offer of transportation makes an economical and efficient use of time or transportation, and any benefit conferred is trivial.

An employee may not, either individually or as a member of a group, ask, accept, or receive any gift, favor, service, loan, or entertainment which might reasonably be interpreted as intending to influence the employee in the performance of his/her official duties.

An employee or supervisor may not give any gift, favor, service, or loan exceeding a value of fifty dollars (\$50) which might reasonably be interpreted as intending to

influence a supervisor or another employee in the performance of his/her official duties.

## **V. Reporting Violations**

Employees are strongly urged to consult with their supervisor to review and evaluate specific situations if ethics or standards are in question. Any employee shall report to their supervisor or Human Resources any unethical behavior which could affect a juvenile, a staff member, or IDJC's integrity and reputation.

## **VI. Violation of Policy**

Appropriate corrective or disciplinary action up to, and including dismissal may be taken whenever this policy is violated. The severity and extent of the discipline will be determined by the totality of the factors and circumstances of the individual situation, on a case-by-case basis.

*Reference:*                    *Glossary of Terms and Acronyms*  
*Idaho Code §67-5301 et seq.*

*Desk Manual:*                *N/A*

*Related Policies:*        *Corrective and Disciplinary Action for IDJC Employees*  
*Use of Cameras*  
*Respectful Workplace and Harassment*  
*Additional Employment and Dual State Employment*  
*Abuse, Neglect and/or Exploitation of Juveniles*  
*Conflict of Interest*  
*Drug Free Workplace*

*Related Forms:*            *N/A*