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Title

EMPLOYEE CODE OF CONDUCT

I. POLICY:

This policy is to be used as a guideline of the expectation of a staff member employed by DeKalb County Community Corrections. It is also to be used in conjunction with the Policy set by DeKalb County Government for all employees and the Judicial Code of Ethics for probation officers employed by DCCC. Probation officers should also reference the Probation Department Policy 1.3.

II. PURPOSE:

These administrative procedures will provide guidelines and rules governing staff behavior.

III. DEFINITIONS:

For the purpose of these administrative procedures, the following definitions are presented:

- A. Arrest: Taking custody of another for the purpose of holding or detaining to answer a criminal charge which normally involves the physical seizure of the person by the arresting officer, submission to the officer's authority and control, or the issuance of a citation by law enforcement personnel.
- B. Chemical Test: Analysis of breath, urine, or other bodily substance for the presence of intoxicants.
- C. Controlled Substance: A drug, substance, or immediate precursor listed in IC 35-48-1, *et seq.*.
- D. Conviction: A judgment on a verdict or a plea of guilty or *nolo contendere*, and/or a finding of guilt substantiated by the evidence which results in the payment of fines; forfeiture of collateral or bond; restitution; deferred adjudication or sentencing; probation; confinement; suspended sentence; pre-trial diversion agreement; or any other penalty imposed by a court of law or agreed upon by the accused.
- E. Crime: A felony or misdemeanor.

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- F. Felony: A violation of a statute for which a person might be imprisoned for more than one (1) year.
- G. Fraternalization: Contact with another beyond that which is necessary to complete the assigned job responsibilities:
 - 1. Fraternalization between staff and offenders includes any contact between a staff person and a participant, of either sex, beyond that necessary to carry out the staff person's job responsibilities, including, but not limited to: romantic relationships; sexual activities; having a participant work or provide any type of services to a staff person not approved; living with a participant; gossiping with a participant about other staff or offenders; having contact with a participant's family beyond that necessary to carry out assigned duties.
 - 2. Fraternalization between staff members includes contact with another individual which is inappropriate in the work place or which can be construed as having a negative impact on the operation of the department such as a romantic or sexual relationship between a supervisor and subordinate, or between any two department employees.
- H. Infraction: A violation of statute for which a person might be fined, but not imprisoned.
- I. Insubordination: A willful act on the part of an employee to disobey or ignore department rules, policies and procedures or lawful orders given by an authorized supervisor or superior.
- J. Intoxicants: Any biological matter or chemical substance utilized to produce a state of intoxication, including, but not limited to, alcohol and controlled substance.
- K. Misdemeanor: A violation of a statute for which a person might be imprisoned, but not for more than one (1) year.
- L. Nepotism: Favoritism shown on the basis of family relationship.

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- M. Participant: Any person sentenced by a court to the care, custody, or control of DeKalb County Community Corrections, including probationers and problem-solving court participants.
- N. Physical confines: All areas of any facility used or managed by the County.
- O. Probation: A procedure whereby a defendant found guilty of a crime is released by the court without imprisonment, subject to conditions imposed by the court, under the supervision of a probation officer.
- P. Reasonable suspicion: Information or knowledge which is sufficient to induce a prudent and cautious person to believe that an action or violation may have occurred.
- Q. Staff: Any full-time or part-time employee, temporary, contractual, or volunteer worker with the County.
- R. Tardiness: The reporting to work after the designated starting time, but no longer than one (1) hour from such time, without receiving prior authorization.
- S. Tobacco product: Any item that contains tobacco (e.g., cigarettes, cigars, snuff, chewing tobacco, vape, etc.) or any substance that is specifically designed to be used as a substitute for tobacco (e.g., cabbage cigarettes, non-tobacco snuff or cigarettes and cigars, etc.), not including products that are to be used in the cessation of smoking or the use of tobacco (e.g., Nicorette gum, patch, etc.).
- T. Trafficking: Knowingly or intentionally delivering to, or carrying any article into a facility with the intent to deliver to, a participant, or knowingly or intentionally carrying, or receiving, any article from a participant with the intent to carry out of the facility, without the prior authorization of the Executive Director.

IV. INTRODUCTION:

The mission of DeKalb County Community Corrections is to increase public safety by reducing recidivism and encouraging participants to be productive community members through evidence-based practices, cost savings to the criminal justice system, and enhanced

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coordination of local adult and juvenile justice systems.

The vision of DeKalb County Community Corrections is to improve the lives of local offenders to reduce the chance of future recidivism through collaboration with criminal justice agencies, human services partners, community leaders, and citizens.

To accomplish the vision and mission statements, the goal is to:

- Provide and maintain a safe and secure correctional environment for the protection of staff, the public and the offenders.
- To increase community awareness and understanding, regarding the benefits and services which community corrections provides by offering programs that provide alternative intermediate sanctions
- Develop systems, policies, and procedures to assist staff in achieving the vision and mission.
- Implement and maintain a system which recognizes and strives to meet the needs of the offenders and their families consistent with public safety.
- Develop offender programs that motivate and provide opportunities for self-improvement.
- Pro-actively assisting local penal facilities with the transition of inmates.
- Provide staff development and training and a management environment which empowers staff to make decisions at all levels of the organization and holds them accountable.
- Develop standards and measurements to evaluate the overall performance of the programs offered at DCCC.
- Increase community support and/or involvement by promoting the development of working relationships with existing and active community organizations.
- Provide accurate information in an open and responsive manner to facilitate informed decision-making.
- Enhance current components and create new components designed to reduce recidivism of adult offenders with the implementation of effective intervention practices that reduce identified risk factors and targets specific criminogenic needs.

This mission and accompanying goals can only be achieved by the combined efforts of staff. Without their motivation to succeed, all efforts will fail.

The Code of Conduct is a resource for staff to obtain the information they need to

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perform their jobs effectively and efficiently.

V. RESPONSIBILITIES:

A. DEPARTMENTAL

The Department shall ensure that a copy of this and all other policies and procedures are available to staff through the shared network drive and supervisory staff.

The information in these procedures is not all inclusive. DeKalb County Community Corrections reserves the right to change any of the provisions of these procedures and shall notify all employees of such changes.

B. EMPLOYEES

Each employee is responsible for familiarity with and adherence to this and all other departmental policies and procedures.

VI. CODE OF ETHICS:

DeKalb County Community Corrections is committed to a code of ethics that will guide employees in their performance, conduct and behavior while serving in the criminal justice field. This code will ensure that professionalism is reflected in the operation and activities of the facility.

By following the Code of Ethics, staff shall ensure professional operations. Staff shall strive to adhere to the following principles.

A. I shall maintain high standards of honesty, integrity and impartiality free from any personal considerations, favoritism, or partisan demands.

B. I shall be courteous, considerate, and prompt when dealing with the public.

C. I shall maintain mutual respect and professional cooperation in my relationships with other staff members of DeKalb County.

D. I shall be firm, fair, and consistent in the performance of my duties.

E. I shall uphold the provisions of the United States Constitution, the Constitution of the State of Indiana, federal and state laws, rules and regulations, and the policies and procedures of DeKalb County Community Corrections and

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Probation.

- F. I shall conduct myself, whether on-duty or off-duty, in a manner that will not bring dishonor or disrepute to the County.
- G. I shall maintain the confidentiality of any information entrusted to me and designated as confidential.
- H. I shall not use my position for personal gain.
- I. I shall not discriminate against any person, including participants, other staff persons, or the public, in any manner on the basis of race, creed, color, gender, national origin, religion, political views, age, handicap, or gender or sexual orientation.
- J. I shall not accept nor solicit, from anyone, anything of value, including a gift, gratuity, favor, entertainment or loan, which is or may appear to be designed to influence any official conduct.
- K. I shall maintain the highest standards of personal hygiene, grooming, and neatness while on or off duty.
- L. I shall report any corrupt or unethical behavior that could impact upon the operation of the DeKalb County Community Corrections to a supervisor or the Executive Director.

VII. GENERAL INFORMATION:

A. DISCRIMINATION INCLUDING SEXUAL HARASSMENT

Discrimination or harassment of any type based upon sex, gender, race, color, national origin, religious preference, political views, gender or sexual orientation, age or disability is strictly prohibited. An employee shall not discriminate against another person by word or action. Employees are prohibited from retaliating against or harassing an individual who has engaged in a protected activity. The county supports and shall comply with all applicable provisions of any state and federal statutes and orders which govern the prohibition of any form of discrimination in the workplace,

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including, but not limited to, the American with Disabilities Act, Equal Employment Opportunity, Title VII, the State of Indiana Sexual Harassment Policy, etc.

Sexual harassment, in any form, shall not be tolerated by the department. Any sexual harassment issue shall be reported to a supervisor or the Executive Director for investigation either in person or in writing. If the report against the Executive Director, a complaint can be made to the DeKalb County Human Resources Department.

B. POLITICAL ACTIVITY

Employees of the County are restricted from certain political activities. No employee shall solicit contributions for political purposes while on-duty or on DeKalb County Governmental property.

Please see *Indiana Ethics: A Guide to the Ethics Laws* and IC 4-15-2-40 for further information.

D. PUBLIC INFORMATION

With the sensitive and confidential nature of the information regarding participants, DCCC employees are not to make public comments or statements to the media as representatives of DeKalb County Community Corrections without the approval of the Executive Director. If staff is requested to make comments or speeches, they are to advise their immediate supervisor of the request. The supervisor may refer the employee to the Executive Director. DCCC values an open and positive relationship with the DeKalb County community including the media and concerned citizens. Any requests to speak with an active participant must be approved by the participant in writing.

E. EMPLOYEE DISCIPLINE

DeKalb County endorses and supports progressive discipline principles. An employee who violates an agency rule, regulation, policy, procedure or conditions of employment may be subject to disciplinary action in accordance with the severity of the violation.

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F. EMPLOYEE GRIEVANCE PROCEDURE

Employees may engage in a grievance procedure regarding their employee appraisals/evaluations or employee discipline as outlined in the DeKalb County Government Personnel Handbook or the DeKalb County Probation Department Personnel Handbook depending upon the position held.

G. EMPLOYEE LEAVE TIME

All employees are entitled to earn and use paid time off. Additionally, staff is entitled to take certain other leaves, such as military, funeral, jury duty and Family Medical Leave (FMLA). Employees are required to request appropriate leave time in advance of the leave whenever possible. DCCC employees should reference the DeKalb County Employee Handbook, while probation officers should reference the DeKalb County Probation Personnel Handbook.

H. ETHICS

As positions with county government are a public trust, staffs' primary obligation is to serve the public efficiently and effectively, consistent with applicable laws and departmental policies. Topics covered include conflicts of interest, acceptance of gifts, moonlighting, and other subjects. Staff also must be aware that as employees, there are criminal laws which particularly impact on the performance of their duties. Staff should be aware of the criminal laws found in IC 35-44.1 concerning bribery, conflict of interest, official misconduct, perjury, false reporting, impersonation, and ghost employment, and the prohibition against nepotism found in IC 4-15-7-1. Staff will familiarize themselves with these rules and statutes.

I. BENEFITS

As employees, each full time staff person is entitled to certain benefits following eligibility requirements. These benefits include, but are not limited to: PTO; retirement benefits; access to group life, health, dental and vision insurance; and long term disability coverage.

For additional information on any of the benefits that are offered by DeKalb County

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Government, please contact Human Resources.

J. PERSONNEL FILES

Upon hire, all staff will have a personnel file that is to be stored in a locked area where only the Executive Director and executive staff have access to it. No one other than the executive staff shall access the files.

Any disciplinary write ups or Personal Improvement Plans (PIP) shall be entered into the employee's personnel file.

If a staff feels that a written entry or PIP is unfair or they feel it is not an accurate depiction of what occurred, they have the right to challenge the information in writing. This documentation is to go to the Executive Director unless the Director is the source of the entry; it is then given to Human Resources. If the challenge causes further investigation of an incident and is found to be accurate, the original file entry shall be corrected or removed as necessary.

VIII. EMPLOYMENT REQUIREMENTS:

A. CHAIN OF COMMAND

In order to ensure proper morale and discipline, it is essential that staff recognize the lines of authority within the facility to which the staff is assigned. Staff must know their immediate supervisor so that work-related questions or problems can be discussed with the proper person. Immediate supervisors are to assist staff in resolving their questions or problems before it is necessary to take them to a higher level.

B. IN-SERVICE TRAINING

Staff is encouraged to participate in any in-service training that will assist them in their duties. Consideration will be given to any request for in-service training; however, fiscal constraints and security issues may result in denials of some requests.

Staff will be required to participate in any in-service training programs as directed by their supervisor. When work schedules permit, staff may attend in-service training programs during their regular working hours. Staff will not be granted overtime status

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for the purpose of training without prior approval of the Executive Director or Director of Residential Services.

C. ADDRESS AND TELEPHONE

Staff must provide the facility with a current address and telephone number through which they may be contacted during off-duty hours. Changes of address or telephone number shall be reported to the Executive Director and Human Resources as soon as the new information is available.

D. STAFF GUESTS

A staff who wishes to bring guests to the facility must obtain permission from the Executive Director prior to the visit. Guests will be required to abide by the rules for all visitors. Staff will not be relieved from their assigned duties to escort a guest without prior approval from the Executive Director.

E. DRUG FREE WORKPLACE

The DeKalb County Community Corrections fully supports the Drug Free Workplace Act of 1988, which prohibits all employees from operating a county-owned vehicle with any measurable amount of alcohol or illegal drugs in their blood. Additionally, DeKalb County Community Corrections has adopted the Federal Drug-Free Workplace Requirements contained in the Drug-Free Workplace Act of 1988. The agency will not permit the use or possession of intoxicants within the confines of facilities.

Employees who feel that they have an intoxicant abuse problem may contact Human Resources staff who can refer them to the appropriate benefit program. Staff with dependence on intoxicants may qualify for a medical leave of absence if treatment and recovery is indicated by a physician. Such leave is subject to the appointing authority's approval.

For further information, contact either the Executive Director or the county's Human Resources staff.

F. GROOMING GUIDELINES FOR NON-UNIFORMED STAFF

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Staff are empowered to carry out the mission and goals of DeKalb County Community Corrections. To achieve these goals, a high degree of contact with members of the general public may be required. Whether interacting with legislators, judges, news media, offender families, or offenders themselves, quite often the image staff project will be a direct reflection of the agency. In addition to contact with the general public, staff who have daily or even occasional interaction with offenders should strive to present a professional image in order to serve as a role model for the offender population. Therefore, all staff are expected to report to work appropriately groomed and prepared to begin their respective assignments.

For non-uniformed staff appropriate means neat, clean and dressed for the assigned task. Staff who work in jobs which require contact with either offenders or the public should dress accordingly. Torn, dirty, suggestive clothing or articles of clothing that bear inflammatory or potentially inflammatory messages, shall not be worn. Staff shall dress in a manner that allows them to be easily identifiable from the offender population. (Reference Policy 1-015 and Policy 1-016.)

G. MANDATORY OVERTIME

Due to the need to provide twenty-four (24) hour security, staff may be required to work overtime. Additionally, routine needs and training may require mandatory overtime for various positions. Staff will be permitted to work voluntary overtime whenever possible. However, the needs of the facility may require staff to work mandatory overtime. Failure to work such mandatory overtime or any overtime for which the employee has volunteered shall result in disciplinary action.

H. PERSONAL FIREARMS OR WEAPONS

Employees shall not bring personally-owned firearms, ammunition, knives or chemical agents into the facility without the written approval of the Executive Director. The only weapons to be used while on-duty are those weapons provided by the agency. Employees must be trained in the use of any weapon which they are authorized to use.

Additionally, staff are not to bring into a facility personally-owned restraint equipment, including handcuff, keys, waist chains, etc. All necessary restraint equipment will be provided by the agency.

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IX. STANDARDS OF CONDUCT

This section provides a summary of standards of conduct with which all staff are expected to comply. All staff are expected to conduct themselves in a manner which does not reflect negatively on the agency, and must avoid any conduct which would negatively impact on the proper performance of duties.

A. PERSONAL GAIN

No staff person shall use a position with the agency, any knowledge obtained from that position, or any county property for personal gain or the gain of others.

Participants shall not be used for personal services outside of those specific to programming needs.

B. CONFLICTS OF INTEREST

Staff shall perform their duties in such a manner that appearances of impropriety or conflicts of interest do not exist. Compromising activity may include any activity that gives rise to a suggestion of impropriety or conflict of interest. Any questions regarding potential conflicts of interest are to be discussed with the staff person's immediate supervisor for advice and direction prior to taking any action.

Staff shall not accept gifts nor gratuities from anyone with whom the agency conducts business.

C. SOLICITATION AND SELLING ON AGENCY PROPERTY

Solicitation of staff for funds, membership, or individual commitment to outside organizations or causes within any facility or the physical confines of a facility during the staff person's working hours shall be permitted only with the prior written approval of the Executive Director. Such approval shall be granted only if the activity does not disrupt the security or efficiency of the facility.

Staff shall not supplement any county salary through activities engaged in the physical confines of the facility, such as selling items for profit, collecting commissions, owning

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or operating concessions, rendering service to other staff, participants, or the public. With the approval of the Executive Director, staff may sell items to other staff, not participants, for not-for-profit organizations in the facility. In such cases, the staff member must ensure that the ordering and delivery of any items sold is not done during their or other staff persons' working hours and that these activities do not interfere with the operation of the facility.

With the approval of the Executive Director, staff may be allowed to post items for sale on a bulletin board, either electronic or otherwise. If such a bulletin board is approved, staff shall indicate that they may be contacted at home or during their off-duty hours. No sales shall take place during a staff person's on-duty hours.

D. TRAFFICKING WITH A PARTICIPANT

Trafficking with incarcerated offenders is strictly prohibited. It is a violation of state law (IC 35-44.1-3-5) to knowingly or intentionally, without the prior approval of the Executive Director:

1. Deliver, or carry into the penal facility with intent to deliver, an article to a participant of the facility; or,
2. Carry, or receive with intent to carry out of the facility, an article from a participant of the facility.

Trafficking is a Class A Misdemeanor; however, it is a Level 5 felony if the article is a controlled substance, a deadly weapon, a cellular telephone, or other wireless or cellular communications device.

E. CONTACT AND/OR RELATIONSHIPS WITH PARTICIPANTS

No staff person shall have any personal contact with a participant and/or the family or close friends of a participant beyond that necessary for the proper supervision and treatment of the participant. If any unavoidable contact is made, such contact shall be reported to the staff person's immediate supervisor by the next regular business day. The immediate supervisor shall determine whether the contact should be reported in writing to the Executive Director.

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Examples of inappropriate contact include, but are not limited to:

1. Living with or providing lodging for a participant, unless the participant is a parent, step-parent, child, step-child or where the offender and staff person were married prior to the staff person's employment with the department;
2. Marriage to a participant, unless the staff person and offender were married prior to the staff person's employment;
3. Offering a participant employment;
4. Carrying messages to or from a participant;
5. Social relationship of any type with a participant;
6. Visiting or corresponding with a participant, unless the participant is a family member and permission has been obtained from the staff person's Executive Director;
7. Physical contact beyond that which is routinely required by specific job duties. (Sexual contact with a participant is a criminal offense under IC 35-44.1-3-10)

Upon learning of the commitment to the agency of a friend or relative, staff must notify the Executive Director, in writing, of such a relationship. New staff persons shall advise of the existence of such a relationship upon accepting employment with the department or upon discovery if not known at the time of accepting employment. This notification shall include: the offender's name and relationship, and whether the staff person intends to maintain the relationship.

F. DISCRIMINATION

Staff shall not discriminate, in any manner, against any other staff member, participant, participant's family or member of the public based upon race, age, religion, color, sex, disability, gender or sexual orientation, national origin or ancestry, absent a legitimate bona fide occupational qualification.

G. DEPARTMENTAL INVESTIGATIONS AND DUTY TO REPORT

Staff shall cooperate fully in any departmental investigation. Failure to cooperate with any departmental investigation will result in disciplinary action.

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Staff have an affirmative duty to report violations of DCCC's Code of Conduct for Staff, the Probation Department's Ethical Guidelines, or any other policy/procedure to the appropriate supervisor or Executive Director. Should supervisor or Executive Director be involved in the misconduct, staff shall report the violation to Human Resources. All reports or violations must be made in a timely fashion and must be signed by the reporting party.

Staff shall not direct reprisals, intimidate or harass any person who has filed a report of misconduct or provided information in an investigative matter.

Staff shall not interfere with, attempt to interfere with, or direct others to interfere with any departmental investigations. False reporting or informing, and/or providing false statements or documents will result in disciplinary action.

H. USE OF INTOXICANTS

Staff shall not manufacture, distribute, dispense, possess or use any intoxicant within the physical confines of the facility.

As a condition of employment, staff shall consent to a chemical test upon request. Such request shall be based on a reasonable suspicion that the employee has used intoxicants, or due to the nature of certain job assignments. Refusal to submit to a chemical test upon request will be considered insubordination and grounds for disciplinary action, up to and including dismissal.

J. INSUBORDINATION

Refusal to obey lawful job-related orders from superiors constitutes insubordination, and subjects staff to discipline, up to and including dismissal. Staff may request review of the order by a higher authority only after the order is obeyed.

K. SEARCH OF STAFF AND PERSONAL PROPERTY

As with anyone entering the grounds of a facility, staff members, their personal property and motor vehicles are subject to search. Searches of motor vehicles or personal property will be conducted in the presence of the staff member or designated representative. Searches of the staff member will be limited to pat or frisk searches.

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Any staff member who refuses to submit to a search shall be denied entry to the facility and may be subject to discipline, up to and including dismissal. (Reference Facility Search Policy 3-009.)

L. ARRESTS OR CONVICTIONS

Due to the special nature of the relationship between staff and participants, as well as staff's duty to serve as a role model for participants and the public, the conviction of a staff member for any criminal act shall be grounds for disciplinary action.

Whenever a staff member is arrested for a misdemeanor or felony at any time or is cited for an infraction while on duty, the staff member shall report this matter, in writing, to the Executive Director or designee. This report shall be made as soon as possible, but no later than two (2) calendar days from the date of the citation or arrest. Failure to report in accordance with the above shall be considered a severe violation and may subject the staff person to progressive discipline.

Citations for infractions which occur during the staff person's off-duty hours need not be reported, unless the citation will have an impact upon the staff person's ability to perform assigned duties (e.g., loss/suspension of driving privileges).

A staff person whose job duties/classification require possession of a valid driver's license (of any type) and whose driving privileges have been suspended shall be allowed thirty (30) days to initiate the process to obtain a modified/special license.

With the approval of Human Resources, a staff person who has been arrested may be suspended pending an administrative investigation and/or the disposition of any charges filed against them, at which time a determination on disciplinary action, up to and including dismissal from employment, shall be made. The determination as to whether a staff person is suspended shall be based upon the nature and circumstances of the offense. A staff person arrested and charged with a felony shall be suspended and may be subject to dismissal pending disposition of charges and/or the outcome of an administrative investigation. If the staff person is convicted of a felony, he/she will either resign or be dismissed. It is the responsibility of any employee who has charges pending to advise the Executive Director or designee of the disposition of charges within forty-eight (48) hours after they receive notification. Written documentation

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(i.e., certified court record) of such notification must be submitted within seven (7) calendar days from the day employee notified Executive Director of the disposition. Failure to do so will be considered a severe infraction.

Following the completion of an administrative investigation, a staff person originally charged with a felony, but convicted of a misdemeanor shall subject themselves to a time served suspension. Such suspension shall include, at minimum, the time that the staff person was absent from duty. This suspension does not preclude dismissal if such action is deemed appropriate.

A staff person whose charges have resulted in being placed on a monitoring device, judgment withheld (for felony charges), guilty pleas (for felony charges) or who has been sentenced to the Indiana Department of Correction, will be treated in the same manner as a person convicted of a felony.

If the staff person is on suspension pending administrative investigation and/or the disposition of any charges, excluding suspension pending termination, and is found not guilty, or if charges are dismissed, and the staff person has been cleared through an administrative investigation, the staff person shall be returned from suspension and made whole, less any wages that the person earned during the period of suspension.

Probation Officers assigned to DCCC duties shall be subject to the Probation Department's Personnel Manual, disciplinary actions, and decisions for termination.

M. DERECTION OF DUTY

Employees are required to remain awake, alert and devote their full attention to their assigned duty or area of responsibility during working hours. An employee is required to fully perform his/her job duties. An action or omission of an employee indicating neglect of his/her job duties or for the safe and proper care and control of offenders will be considered dereliction of duty.

N. USE OF SLANG, GESTURES OR OTHER DEROGATORY REFERENCES

Employees shall perform assigned job duties in a professional manner. Employees shall not make obscene or indecent gestures or remarks or make derogatory references to other employees, participants, participants' families, or the general public.

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Non-uniformed employees shall not wear any visible article of clothing that contains derogatory or obscene language, gestures or images.

O. LEAVING A SECURITY/DUTY POST

Employees who are assigned to posts or duty assignments that involve the supervision of offenders shall not leave the post or duty assignment until they are properly relieved or with proper authorization. Employees are expected to remain on-duty for their entire shift or work assignment unless properly authorized to leave that shift or assignment.

P. CONFIDENTIALITY

Certain information maintained by the agency is considered confidential. Employees shall not release any information concerning other employees, offenders or the agency without proper authorization. Employees shall ensure that, prior to releasing any information, that all appropriate laws, rules, policies/procedures are being followed. Employees who question their authority to release information shall contact their immediate supervisor or other designated employees prior to releasing the requested information. (Reference Confidentiality & Data Privacy Policy 1-001.)

Staff shall not post or discuss participant business or facility related issues on social networking sites such as Facebook, Twitter, etc.

R. NEPOTISM

In accordance with IC 4-15-7-1, no employee related to another employee as father, mother, brother, sister, uncle, aunt, husband, wife, son, daughter, niece or nephew shall be placed in a direct supervisor-subordinate relationship. Further, for a married employee, these members of the spouse's family are included in this prohibition.

For this agency, an employee must have at least one (1) level of supervision between the employee and any of the above mentioned relatives.

S. REPORTING

Employees shall submit true, accurate, legible and appropriate reports in a timely

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manner when required to do so by agency policies/procedures or by supervisory staff. Employees shall not knowingly nor intentionally convey false information to other persons regarding themselves, other employees, participants, or the operation of community corrections.

T. CONDUCT UNBECOMING STAFF

Staff must conduct themselves at all times so as to reflect favorably on DCCC. Unbecoming conduct may lead to disciplinary action. Examples of unbecoming conduct include, but are not limited to, violation of any provision of this or any other agency procedure, policy, rule or law, and:

1. Overbearing, oppressive, or tyrannical conduct in discharge of duty;
2. Neglect of duty;
3. Acts of incompetence;
4. Discourtesy or insolence;
5. Unauthorized destruction of property;
6. Gambling while on county property or while on duty; and,
7. Any conduct that would interfere with the staff member's ability or fitness to effectively perform require duties.

U. SOCIAL MEDIA

Given the nature of corrections work, an employee may choose not to refer to his/her employment when using social media in his/her personal life. However, if an employee chooses to refer to his/her employment when using social media in a private capacity, the employee must make it clear that his/her activity is as a private individual and not as a representative of Community Corrections. Each employee must take every precaution to ensure that his/her activity in social media does not lead the public to reasonably believe that the employee is acting on behalf of the Department. At no time shall an employee engage in following activities in and social media networks: use language that

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would lead a viewer to believe the social media site is operated by the Department, use department images, or divulge confidential information. Confidential information includes, but not limited to: medical/treatment information; criminal history information; security and intelligence information; substance screen results and/or substance use information; investigation information; legal advice; and confidential operational policies. Posting of such information on social media is dangerous, and shall be subject to appropriate discipline.