


Staff Code of Conduct

Division of Child and Family Services (DCFS)
Juvenile Justice Services (JJS)
Statewide Policy

POLICY NUMBER:	DCFS/JJS 100.02
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APPROVED BY:	Sharon Anderson, Deputy Administrator – DCFS 
DATE:	08/26/2022
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APPROVED BY:	Dr. Cindy Pitlock, Administrator – DCFS 
DATE:	08/29/2022
REFERENCES:	ACA: 3-JTS-IC-01, 3- ""TS-IC-02, 3-JTS-IC-03, 3-JTS-I C-23; Nevada DHHS Division of Child and Family Services Personnel Policy and Procedure Manual 230.6; Youth Rights (DCFS/JJS 300.03)
ATTACHMENTS:	None

I. SUMMARY

It is the policy of the Division of Child and Family Services (DCFS) to establish standards for staff conduct. This code of conduct policy outlines many of the acceptable and unacceptable behaviors by DCFS staff. Note: This policy is not all encompassing.

II. PURPOSE

State statutes and DCFS regulations provide for required codes of conduct for employees in their relationships with DCFS program participants and others. These regulations are for the protection of the public, the Division, and its employees.

III. DEFINITIONS

As used in this document, the following definitions shall apply:

- A. Code of Conduct: A system of principles governing a facility, which conforms to accepted professional standards of conduct.

Staff Code of Conduct

- A. **Contraband:** Any item(s) introduced or found in a facility, including improperly possessed drugs (whether illegal or legal) and weapons, which are expressly prohibited by those legally charged with the responsibility for the administration and/or operation of a facility.
 - 1. *Weapons* include items which have been made or adapted for use as weapons and may cause injury or bodily harm.
 - 2. *Illegal Drugs and/or Alcohol* includes possessing or using any unauthorized substance, including controlled substance or intoxicants (including alcohol) and medications which have not been prescribed.
 - 3. *Other contraband* includes all items prohibited by agency or facility management based on written policy.
- B. **Enforcement:** Utilizing appropriate progressive disciplinary actions up to and including the recommendation for termination of employment with the active review and oversight of the Department of Personnel and the Administration of DCFS.
- C. **Juvenile Justice Staff:** Includes employees of a state facility, the Juvenile Justice Program Office, and Youth Parole.
- D. **Program Participant:** Refers to any individual, or their official or unofficial designated representative, who is an applicant, client, household member of a client, recipient, provider, or employee of a provider, or licensee for any Nevada DCFS program.

IV. APPLICABILITY

- B. All Nevada DCFS staff members entering a Juvenile Justice facility.

V. STAFF CODE OF CONDUCT

- A. Upon hiring, DCFS Human Resource staff shall ensure all new hires receive and acknowledge receipt of the most current Nevada DHHS Division of Child and Family Services *Personnel Policy and Procedure Manual*, specifically Section 230.6: Employee Conduct and Relationship with Program Participants and Section 230.6.1: Client Relationships.
- B. All juvenile justice staff shall:
 - 1. Address other staff members and visitors including contractors/service personnel or representatives of enforcement/audit/regulatory agencies in a respectful manner without the use of abusive language, cursing, disrespectful or demeaning language, racially discriminatory or demeaning language or any other name calling/ridicule/humiliating or demeaning references to gender, physical or mental capacity, race, ethnicity, religious beliefs, family of origin, sexual orientation, gender identity, lesbian, gay, bisexual, transgender, or intersex.
 - 2. If making a public statement, clearly distinguish between those which are personal views and those which are statements and positions on behalf of an agency. This includes any statement made on social media.
 - 3. Report, without reservation, any corrupt or unethical behavior which could affect either a program participant, herein referred to as a youth, or the integrity of the agency – including but not limited to lapses in security by inattention, lack of alertness,

Staff Code of Conduct

- sleeping on duty, apparent or suspected intoxication, failure to report or failure to report accurately, and excessive use of force.
4. Maintain the integrity of private information; staff shall neither obtain personal data beyond what is needed to perform their responsibilities, nor reveal case information to anyone not having proper professional authorization and use for such information.
 5. Respect and protect federal, civil, and legal rights of all youth (DCFS/JJS 300.03).
 6. Treat each case with appropriate concern for the youth's welfare and with no purpose of personal gain.
 - a. Staff are prohibited from receiving any compensation (goods, services, favors, etc.) from persons related to or involved with youth at a facility.
 7. Maintain appropriate and professional relationships with all youth and all family members of youth.
 - a. Staff must refrain from personal discussions or relationships with family members, or those community members involved with the youth at a facility.
 8. Address youth without the use of abusive language, cursing, disrespectful or demeaning language, racially discriminatory or demeaning language or any other name calling/ridicule/humiliating or demeaning references to gender, physical or mental capacity, race, ethnicity, religious beliefs, family of origin, sexual orientation, gender identity, lesbian, gay, bisexual, transgender, or intersex.
 9. Complete all written reports honestly and accurately.
 - a. Failure to report facts or omitting information shall be considered fraudulent and in violation of this policy and may be subject to disciplinary action.
 10. Respect and protect the right of the public to be safeguarded from criminal activity through maintaining vigilant and alert supervision of youth assigned to DCFS and maintaining the physical security of a facility through adherence to all approved policies, procedures, and reasonable instructions from supervisory staff.
 11. Respect the importance of all elements of the criminal justice system and cultivate professional cooperation with each segment.
 12. Use camera technology only for authorized purposes, including recording use of force events, viewing live footage for safety and security, viewing past footage for safety and security or investigative work (e.g., PREA, use of force), or at the explicit direction of a supervisor.
 13. Use only DCFS procured electronic equipment or other resources (e.g., camera, phone) to record or photograph evidence, youth activities, facility events, etc.
 14. Follow all DCFS/JJS policies.

Staff Code of Conduct

C. No juvenile justice staff member shall:

1. Use their official position to secure special privileges or advantages in the community, through the family members of youth assigned to a facility, through interested parties such as contractors or service providers.
2. While acting in an official capacity, allow personal interest to impair objectivity in the performance of duty.
3. Make any public statements against the agency while in uniform or on social media.
4. Use their official position to promote any partisan political purposes.
5. Make statements critical of colleagues or other agencies in front of youth, family members of youth, or representatives.
6. Share any personal information regarding a youth outside of their official capacity.

NOTE: Official capacity includes the sharing of information with, not all-inclusive, providers, child welfare staff, schools, law enforcement, and courts.

7. Use personal information regarding a youth for personal benefit.
8. Mistreat, abuse, or harass any youth committed to DCFS.
9. Use camera technology in an unauthorized manner, including fixed camera surveillance systems and body worn cameras.

D. No juvenile justice facility staff member shall:

1. Allow a youth access to any personal electronic device while on duty, including rest periods and unpaid lunch time.
2. Possess any item listed on the contraband list which is not properly secured while on duty, excluding breaks and lunch time.

E. Relationships with colleagues shall be of such character to promote mutual respect within a facility and improvement of its quality of service, including avoiding statements or discussions which would jeopardize the safety and or security of a facility through encouragement of inappropriate behavior such as intimidation/cursing/physical threats, disregard of or support for behavior in violation of policy (such as failing to maintain alertness/sleeping on duty/interference in the youth rights policies or practices), or violation of safety or security.

F. Subject to the agency policy and instruction, staff members shall respect the public's right to know, and shall share information with the public with transparency and candor as directed by the Public Information Officer and DCFS Policy.

1. The Nevada Attorney General may investigate any violation of such rights, privileges, or immunities.

Staff Code of Conduct

VI. SUPERVISOR/MANAGER CODE OF CONDUCT

- A. A supervisor/manager or designee shall be diligent in their responsibility to record and make available for review, all case information, which could contribute to sound decisions affecting a youth or public safety.
- B. Any supervisor/manager who is responsible for agency personnel actions shall make all appointments, promotions, or dismissals only based on merit and not in furtherance of personal or partisan political interests.
- C. Supervisors/managers shall enforce staff code of conduct and shall take appropriate actions, when necessary, outlined in the Standard Operating Procedures (SOPs).

VI. STANDARD OPERATING PROCEDURES

- A. Each facility, the Juvenile Justice Programs Office, and the Youth Parole Bureau shall create Standard Operating Procedures consistent with this policy, to include:
 - 1. Process for training staff on the DCFS/JJS Staff Code of Conduct policy and facility or agency SOPs, including documentation of training.
 - 2. Creating and maintaining a written list of contraband, including all items prohibited by the agency or facility management.
 - 3. Written enforcement procedures for supervisory staff.
- B. This policy shall be reviewed annually.