

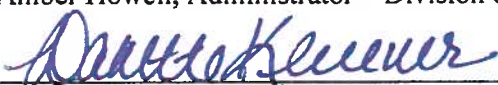


Staff Code of Conduct and Ethics Policy

	DIVISION OF CHILD AND FAMILY SERVICES Juvenile Justice Services STATEWIDE INSTITUTIONAL POLICY
SUBJECT:	Staff Code of Conduct and Ethics
POLICY NUMBER:	DCFS JSS- 100.02
NUMBER OF PAGES:	4
EFFECTIVE DATE:	July 20, 2015
ISSUE DATE:	July 13, 2015
REVIEWED BY:	Lori Kears, John Lum, David Laity, Pauline Salla, Bruce Burgess, Richard Gloeckner
DATE:	
APPROVED BY:	Steve McBride, Deputy Administrator – Juvenile Justice Services
DATE:	 7/13/15
SUPERSEDES:	None
APPROVED BY:	Amber Howell, Administrator – Division of Child and Family Services
DATE:	  7/13/15
REFERENCES:	ACA: 3-JTS-1C-01, 3-JTS-1C-02, 3-JTS-1C-03, 3-JTS-1C-23
ATTACHMENTS:	None

I. POLICY

DCFS- Youth Justice Services requires the highest possible level of conduct from all staff, protects the integrity of the parent agency, and facilitates recruitment and retention of the highest caliber staff. The Code of Ethics prohibits all facility employees from utilizing their official positions to secure privileges for themselves or others, including family members and engaging in activities that would constitute a conflict of interest.

II. DEFINITIONS

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

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

Staff Code of Conduct and Ethics Policy

C. Relationship with Youth, Colleagues, Other Professionals, and the Public:

1. Staff members will respect and protect the civil and legal rights of all Youth.
2. Staff members will treat each case with appropriate concern for the youth's welfare and with no purpose of personal gain – staff are prohibited from receiving any compensation (goods, services, favors, etc.) from persons related to or involved with youth at a facility.
3. Staff must maintain appropriate and professional relationships with all youth at a facility and all family members of youth. Staff must refrain from personal discussions or relationships with family members or those community members involved with the youth at the facility.
4. Staff must 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.
5. Staff shall 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.
6. Relationships with colleagues will be of such character to promote mutual respect within the facility and improvement of its quality of service, including avoiding statements or discussions that would jeopardize the safety and or security of the facility through encouragement of inappropriate behavior such as intimidation/cursing/physical threats, disregard of or support for behavior that is a violation of policy (such as failing to maintain alertness/sleeping on duty/interference in the youth rights policies or practices) violation of safety or security.
7. Statements critical of colleagues or other agencies is prohibited and not appropriate for discussion in front of youth, family members of youth or representatives.
8. Staff members will respect the importance of all elements of the criminal justice system and cultivate a professional cooperation with each segment.
9. Subject to the agency policy and instruction, staff members will respect the public's right to know, and will share information with the public with transparency and candor as directed by the Public Information Officer and DCFS Policy.
10. Staff members will respect and protect the right of the public to be safeguarded from criminal activity through maintaining vigilant and alert supervision of youth assigned to facility and maintaining the physical security of the facility through adherence to all approved policies and procedure and reasonable instructions from supervisory staff.

Staff Code of Conduct and Ethics Policy

D. Professional Conduct and Practices:

1. No staff member will use his or her official position to secure special privileges or advantages in the community, through the family members of youth assigned to the facility, through interested parties such as contractors or service providers.
2. No staff member, while acting in an official capacity, will allow personal interest to impair objectivity in the performance of duty.
3. No staff member will use his or her official position to promote any partisan political purposes.
4. In any public statement, staff members will clearly distinguish between those that are personal views and those that are statements and positions on behalf of an agency.
5. The Superintendent or designee will be diligent in their responsibility to record and make available for review, any and all case information, which could contribute to sound decisions affecting a youth or public safety.
6. Each member will report, without reservation, any corrupt or unethical behavior that could affect either a youth or the integrity of the agency– including but not limited to: lapses in security by inattention/lack of alertness/sleeping on duty/apparent or alleged intoxication/failure to report or report accurately, and excessive use of force.
7. Staff members will maintain the integrity of private information; they will neither seek personal data beyond that needed to perform their responsibilities, nor reveal case information to anyone not having proper professional authorization and use for such.
8. Any staff member who is responsible for agency personnel actions will make all appointments, promotions, or dismissals only on the basis of merit and not in furtherance of personal or partisan political interests.
9. Staff must not allow any youth access to any personal electronic devices.
10. Staff are prohibited from possessing any item listed on the contraband list that is not properly secured.
11. Employees will complete all written reports honestly and accurately. Failure to report facts or omitting information will be considered fraudulent and violation of this policy and may be subject to disciplinary action.

III. PROCEDURES

Specific training procedures to assist staff members in fulfillment of the requirements are detailed in Personnel policy, training policy and agency mandated New Employee orientation. The Personnel Policy Manual can be found at <http://dcfs.nv.gov/About/Policies/>.

- A. Each staff member will receive a copy of the Code of Ethics during orientation training.
- B. A violation of the Code of Ethics is basis for disciplinary action.

Staff Code of Conduct and Ethics Policy

- C. Orientation as well as continued training will instruct each staff member in what constitutes compliance with or violation of the Code of Ethics. A signed acknowledgement form will be kept in the employee's file.
- D. This policy will be reviewed and revised annually or as needed.