




**MONTGOMERY COUNTY  
DEPARTMENT OF CORRECTION AND REHABILITATION**  
DEPARTMENTAL POLICY AND PROCEDURE MANUAL  
**POLICY NUMBER: 3000-7**

Policy and Procedure: <b>Standards of Conduct/Code of Ethics</b>		Pages: <b>14</b>
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<p><b>APPROVED BY:</b>  <b>DATE: May 1, 2023</b></p> <p align="center">Director, Department of Correction and Rehabilitation</p> <p>Annual Review: 2023 Sgt. Brandon Ward</p>		

**POLICY:** The Montgomery County Department of Correction and Rehabilitation in accordance with Montgomery County Code – Chapter 19A Ethics and Montgomery County Personnel Regulations MCPR,2001 Section 3 has developed the following rules of conduct to promote professionalism, safeguard the integrity, and govern the conduct of department staff, contractors, volunteers, and other personnel in their dealings with defendants/inmates/residents/participants, business representatives, and the general public. It requires employees to limit their associations with any individual in the custody or under supervision of the Department and close associates of those individuals to a professional relationship and maintain zero tolerance for misconduct by its employees toward or with any individual in the custody or under the supervision of the Department. This policy is designed to reduce potential conflict of interest or impairment of the supervision and rehabilitation provided by the Department for individuals under the custody of the Department.

**I. ADVERSE ACTIVITIES**

It is essential that all personnel refrain from engaging in any activities which would adversely affect the security, safety, integrity or reputation of the Department of Correction and Rehabilitation, the County, or its employees.

**II. DEFINITIONS**

- A. Defendant: Any person being processed in the Central Processing Unit and awaiting arraignment before a District Court Commissioner.
- B. Inmate – Any individual in the custody or under the supervision of the Department of Correction. The term includes former defendants/inmates/residents/participants

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- for whom less than one year has elapsed since discharge from Department custody or supervision.
- C. Resident: Any person assigned by the Court to Pre-Release and Re-Entry Services.
  - D. Participant: Any person supervised under the Pre-Trial Services Unit, the Intervention Program for Substance Abusers, or the Alternative Community Service Program.
  - E. Visitor: Any person not in the custody of MCDOR at a **MCDOCR** facility wishing to visit an inmate/resident/participant.
  - F. Employee/Personnel: Any person involved in providing supervision and/or services for the inmate/resident/participant population. Department employees, interns, service contractors, volunteers, and staff from other agencies are all included in this definition.
  - G. Family Relationship – A relationship resulting from family ancestry or marriage. For this policy, this includes spouse, parent (including foster, step, and in-law); children (including adoptive, foster, or step, and dependent or independent); brother or sister; grandparent or grand child; aunt or uncle; niece or nephew; step siblings, or any other relative living in the same household as the employee or another individual related by blood marriage, or quasi marriage in the same household as a Departmental employee. Relative includes a significant other or domestic partner.
  - H. Personal Relationships: For purpose of this policy, personal relationship is a relationship involving employees who are dating, engaged in a romantic relationship, or cohabitating. The relationship may impair the objectivity or independence of judgment of one individual working with the other.
  - I. Supervisor: An employee who has authority, direct or indirect, over another employee by virtue of their rank or job classification. Someone who has the direct ability or power to effectively recommend the hire, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, discipline, or settlement of disciplinary grievances or appeals of another employee, including the authority of a board committee to order personnel actions affecting the job.
  - J. Subordinate: An employee who is answerable to another employee based on their rank or job classification.
  - K. Dating: One or more social meetings between employees under circumstances reasonably intended to lead to a romantic relationship.
  - L. Administrator – The official ultimately responsible for the division, facility, or program operation and management.
  - M. Close Associate - Persons, other than immediate family members, approved to visit the inmate/resident/participant and other persons who may be considered friends or business partners through known associations.
  - N. Facility – Refers to the Montgomery County Detention Center, Montgomery County Correctional Facility, Pre-Release and Reentry Services, Pre-Trial, or correctional or training program under Department jurisdiction or contract.
  - O. Immediate Family Member – A defendant's/inmate's/participant's/resident's legal spouse, natural or adoptive parents and children, siblings, grandchildren, grandparents, uncle or aunt, niece or nephew, corresponding in-law, person verified as being primarily responsible for raising the offender in the absence of a parent or any other member of the offender's household.

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- P. Inappropriate Relationship – Prohibited or unlawful behavior toward a defendant/inmate/resident/participant as evidenced by conversation, correspondence, or other observable behavior.
- Q. Mistreatment – Actions that violate the human rights of defendants/inmates/residents/participants including unwarranted physical acts and acts that adversely affect defendant/inmate/resident/participant mental or emotional well-being including abusive treatment such as threats, harassment, and cursing.
- R. Professional Relationship – A staff relationship with defendants/inmates/residents/participants maintained through well-defined professional boundaries and the highest ethical standards of honesty, integrity, and impartiality.
- S. Sexual Misconduct – Any unwanted behavior or unwanted act of a sexual nature directed towards any individual by an employee, visitor, or Agency representative.
- T. Undue Familiarity – Conversation, contact, personal or business dealing between an employee and defendant/inmate/resident/participant under the supervision of the Department, which is unnecessary, not a part of the employee's duties, and related to a personal relationship or purpose rather than a legitimate correctional purpose.

**III. RULES OF CONDUCT**

**Objective:**

The objective for this directive is to establish guidelines for employees, contractors, volunteers, and any other individuals who conduct business with or within the DOCR with the legitimate goal of maintaining facility safety, security, order, efficiency, performance, reputation, ensuring discipline and respect for the chain of command. The intent of this policy is to prohibit personnel from establishing social contacts and personal relationships with defendants/inmates/residents/participants and their relatives and will not suggest, recommend, or otherwise counsel the retention of any specific attorney, bail bond service, or any other specific service to any person coming to their attention because of official business.

- A. Personnel are prohibited from involvement in the following activities with defendants/inmates/residents/participants, families, or friends of inmates/residents, and with business representatives dealing with the department: soliciting, bartering, accepting any gift, personal favor, or loan, selling goods, loaning money, or any other activity which may have an adverse effect on duty performance and/or the department. Instances when an employee is approached as indicated above shall be reported without delay to the appropriate Division Chief Administrator.
- B. Department staff, contract staff, and volunteers shall use caution when dealing with associates and shall be mindful of the appearance of improper association.
- C. Defendants/inmates/residents/participants and/or their family members or associates shall be treated with dignity and respect.
- D. Reactions to defendants/inmates/residents/participants' needs/behaviors must be professional and not based upon favoritism, biases, stereotypes, or other subjective issues.
- E. Personnel shall not bring or permit others to bring contraband into the department's facilities, nor shall contraband be given to or made accessible to defendants/inmates/residents/participants. Any item not issued to inmates/residents/participants or authorized for their use is contraband.

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- F. Personnel are prohibited from giving an inmate/resident/participant any item of value such as money, clothing, jewelry, etc.
- G. Personnel shall not grant or promise an inmate/resident/participant special privileges or favors not available to all defendants/inmates/residents/participants.
- H. Information, other than an active official commitment, pertaining to an inmate's/resident's/participant's record, offense, personal history, or private affairs is confidential and is for official use only. Such information shall be discussed only with authorized individuals, on a need-to-know basis, in the performance of their duties.
- I. Personnel should use discretion and judgment and be selective in the information which they provide defendants/inmates/residents/participants concerning the department and should not talk to defendants/inmates/residents/participants about department staff members. Privileged personal matters affecting staff members communicated to the defendants/inmates/residents/participants or departmental personnel may have an adverse effect on morale and may reduce inmate/resident/participation respect for the department.
- J. Personal and/or unofficial business relationships with defendants/inmates/residents/participants, their family members, or known associates are not appropriate and are prohibited.
- K. Unofficial contacts (i.e., those not authorized within official duties) with defendants/inmates/residents/participants, spouse, their family members, or known associates shall be reported by Department staff, contract staff, or volunteers to the appointing authority on a DCA #36 or their Division's Incident Report form. This reporting requirement does not include casual contacts or unintentional contacts but does apply to incidents of repeated, significant, or on-going contact.
- L. Maintain a professional relationship when encountering defendants/inmates/residents/participants or ex-defendants/inmates/residents/participants in the community, without engaging in undue familiarity. Avoid conflicts of interest or situations, such as engaging in personal or business relationships that may compromise professional integrity, compromise security, or cause embarrassment to **MCDOCR**.
- M. Preexisting family or personal relationship with a defendant/inmate/resident/participant under the supervision of the Department must be reported on DCA #36 or their Division's Incident Report form and submitted to the Division Chief immediately upon becoming aware of the individual's status as an offender.
  - 1. The Division Chief has the discretion to reassign an employee or offender on a case-by-case basis to avoid potential conflicts
- N. Marriage to a defendant/inmate/resident/participant ex-defendant/inmate/resident/participant, their family or household member or inmate visitor is strictly prohibited unless the relationship existed prior to employment with the Department or prior to the defendant/inmate/resident/participant being placed under supervision or the custody of the Department and the hiring of the employee or acceptance of services of the contactor, volunteer, or agent has received advanced written approval from the Director.
- O. A Department employee is required to notify their supervisor whenever a relative, friend, or any other person with whom, the employee maintains a social or business relationship is either being processed in the CPU (when an employee is on duty in

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CPU), incarcerated in one of the Department's Correctional Facilities or is participating in a community corrections program supervised by the Department.

- P. Personnel are prohibited from receiving services programmed and designated exclusively for the welfare of the defendants/inmates/residents/participants (such as dental and medical care).
- Q. Removal of County property from the County facilities, without proper authority, is prohibited.

**IV. ETHICS**

The **MCDOCR** Code of Ethics prohibits staff, contractors, volunteers, and other personnel from:

- A. Using their official positions to secure privileges for themselves or others,
- B. Engaging in activities that constitute a conflict of interest,
- C. Accepting any gift or gratuity from or engaging in personal business transactions with a defendant/inmate/resident/participant or their family members.

**V. RELATIONSHIP OF DEPARTMENTAL PERSONNEL WITH VISITORS/DEFENDANTS/INMATES/RESIDENTS/PARTICIPANTS:**

- A. Personnel have the responsibility to take care of the legitimate needs of visitors/defendants/inmates/residents/participants.
- B. Brutality in the treatment of visitors/defendants/inmates/residents/participants shall not be tolerated and is cause for disciplinary action, up to and including dismissal and possible criminal charges.
- C. Only such force as is necessary should be used to control an unruly visitor/defendant/inmate/resident/participant. (See Policy and Procedures 1300-10, Use of Force.)
- D. Personnel shall not strike or lay hands on a visitor/defendant/inmate/resident/participant except to defend themselves, to prevent an escape, to prevent serious injury or damage to person or property, to quell a disturbance, to search a visitor/defendant/inmate/resident/participant, or to move an unruly or uncooperative inmate/resident/visitor.
- E. Personnel should treat visitors/defendants/inmates/residents/participants with respect, courtesy, and fairness. Profane, demeaning, insulting and threatening language directed toward a visitor/defendant/inmate/resident/participant shall not be tolerated. Personnel should never engage in an argument or shouting match with a visitor/defendant/inmate/resident/participant.
- F. A good staff-inmate/resident/participant relationship is crucial to effective discipline and order. In most instances, defendants/inmates/residents/participants will respond to orders given in an effective manner. Personnel should not be intimidated by defendants/inmates/residents/participants. Staff should always address visitors/defendants/inmates/residents/participants properly (keeping requested pronouns in mind) and require visitors/defendants/inmates/residents/participants to address them in a similar manner or by position/rank/title.
- G. Any staff member who is privy to clinical information regarding a defendant/inmate/resident/participant's physical condition, mental condition and/or diagnosis must keep this information strictly confidential from others not involved

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in the individual's treatment. Any violation of confidential information could result in civil charges being filed against the staff member responsible.

- H. Physical contact or communication of a sexual or romantic nature directed toward a defendant/inmate/resident/participant is prohibited. Prohibited contact includes, but is not limited to, sexual abuse, sexual assault, sexual contact, or sexual harassment. Sexual activity between corrections staff, contractor staff and volunteers; such alleged contacts will be investigated and will be referred to local law enforcement when appropriate.
- I. Being at the home of a defendant/inmate/resident/participant for reasons other than an official visit is prohibited. If it is an ex-defendant/inmate/resident/participant that is involved, then a period of one year or more must have elapsed since being discharged from custody or probation/parole supervision.

**VI. ASSOCIATION OF PERSONNEL WITH AN INMATE/RESIDENT/PARTICIPANT OR WITH AN INMATE'S/RESIDENT'S/PARTICIPANT'S FAMILY AND FRIENDS:**

- A. Personnel shall limit their association and communication with inmate/resident/participant visitors, to that which is required to perform their official duties, including but not limited to emotional, sexual, or romantic attachments. Visitors shall be treated respectfully and with courtesy even though firmness may occasionally be necessary.
- B. Department personnel are prohibited from establishing a personal relationship, beyond what is required to perform official duties, with the following individuals:
  - 1. A person who is incarcerated in a correctional facility or participating in a community corrections program anywhere in the state of Maryland or in any contiguous state or district.
  - 2. A former inmate/resident/participant who is under the supervision of a criminal justice agency in Montgomery County (i.e., parole/probation, Pre-Release Reentry Service, etc).
  - 3. Notwithstanding #2 above, a former inmate/resident/participant who has been released from a correctional facility, community corrections, or parole/probation program less than one year.
- C. Department personnel are also prohibited from establishing a personal relationship, beyond what is required to perform official duties, with the spouse or family members of a current or former inmate/resident/participant subject to the restrictions detailed above.
- D. Former department employees are prohibited from visiting with an inmate/resident/participant at the department's correctional facilities for a period of six (6) months after the effective date of dismissal, retirement, resignation, or transfer to other county employment unless the former employee is closely related to the inmate/resident/participant by blood or marriage, or otherwise authorized by the Division Chief Administrator or designee.
- E. Department staff, contract staff, and volunteers are cautioned that personal relationships by their immediate family members with defendants/inmates/residents/participants, offender's family members, or known associates of defendants/inmates/residents/participants have the potential to pose conflicts and security risks at work.

**VII. DEPARTMENT RULES FOR EMPLOYEES**

**A. EMPLOYEE FRATERNIZATION AND NEPOTISM**

**1. Objective:**

The objective for this directive is to establish Departmental policy on personal relationships between Department employees which give rise to an actual or perceived potential conflict of interest with professional responsibilities and/or which create the potential for an adverse impact on Departmental operations, safety, efficiency, and morale.

As an organization that is heavily dependent upon its human resources, the Department has a vital interest in the maintenance of harmonious, efficient, and productive working relationships between its employees. Personal relationships that cause unrest, lend themselves to the perception of favoritism, adversely affect morale, or otherwise disrupt the good working order of the Department are undesirable. This also ensures that hiring and supervision in the Department are conducted in a manner, which enhances public confidence in government and prevents situations that give the appearance of partiality, preferential treatment, or improper influence.

**2. Policy:**

The Department believes that the most qualified candidate will be selected for positions in the Department, for promotions, and for assignment to specialized positions. Employees who are related to or who are engaged in a romantic relationship with candidates for hiring selection, promotion, or assignment to specialized positions must ensure that all reasonable precautions are taken to avoid any undue influence in the selection process or even the appearance of impropriety in the process. It further recognizes the rights of employees to become involved in personal relationships with their co-workers. However, it is the policy of the Department to ensure that its employees carry out their duties with impartiality and fairness so that public and organizational confidence in the actions of our employees is maintained. Public trust, workplace safety, agency operations and Department morale require that employees avoid the appearance of or actual conflict of interest between their professional responsibilities and any involvement in a romantic or sexual relationship with other employees. To promote efficient operation of the Department and avoid misunderstandings, complaints of favoritism, sexual harassment and/or gender-based discrimination, and other problems of supervision, safety, agency operations, and employee morale, all employees are instructed to avoid situations that give rise to an actual or perceived conflict.

**3. PROCEDURE:**

**A. Hiring, promotion, and assignment to specialized positions:**

1. Employees who are related to or involved in a romantic relationship with a candidate for hiring selection, promotion, or assignment, to include specialized positions, shall not be involved in the selection process. It is the

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duty of the involved employees to bring the nature of the relationship to the attention of the individual in charge of the selection process.

2. Should an employee related to or involved in a romantic relationship be required to participate in any of these selection processes due to an absence of available alternatives, the final selection decision is subject to approval of the Division Chief. It is the duty of the involved employees to bring the nature of the relationship to the attention of the individual in charge of the selection process.
  3. Supervisory Procedures: An employee generally shall not directly supervise a relative or another employee where a personal relationship exists. It will be incumbent upon the subordinate to select assignments which will not put them under the supervision or management of a relative or someone with whom they have a personal relationship.
  4. Working Conditions: Relatives or employees who are engaged in a romantic relationship shall not be assigned to the same shift or unit without specific approval of the Division Chief subject to review by the Director.
  5. Duty to Notify:
    - a. If an employee becomes involved in a romantic relationship with another employee, they shall notify their Captain/ Supervisor in person as soon as possible. Employees who find themselves working in close proximity to a relative or another employee with whom they have a personal relationship shall notify their Captain/ Supervisor of the circumstance.
    - b. If a supervisor and a subordinate marry or cohabit, the Captain/ Supervisor will review the working relationship of the two employees and determine if it creates a potential conflict of interest or an adverse impact on supervision, safety, operations or morale. The Captain/ Supervisor will make reasonable efforts to transfer, reassign, or otherwise resolve the situation so that one of the employees is placed in a position where the conflict potential no longer exists. Prior to any reassignment, the Department will receive input from the involved employees.
    - c. The Captain/ Supervisor shall take appropriate steps to ensure involved employees' working conditions are modified to eliminate potential conflicts of interest and adverse workplace performance problems.
    - d. The Captain/ Supervisor shall prepare a written report regarding the situation and their resolutions. This report shall be forwarded to the Division Chief and the Director.
    - e. Failure by an employee to report personal relationships to the Captain/ Supervisor compromises the integrity of the Departments chain of command, disrupts the work environment, causes decline in morale, and can reduce productivity. Any failure to report relationships as required by this policy shall constitute misconduct and may subject an employee to disciplinary action up to and including dismissal.
- B. Each employee's conduct should be guided by the Montgomery County Code, Ethics Commission, Personnel Regulations, and departmental Policy and Procedures.
- C. The department expects and requires that all employees maintain an exemplary standard of personal integrity and ethical conduct in their relationships with other employees, defendants/inmates/residents/participants, and the community.



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D. The department also recognizes that employees possess certain basic individual rights. Protection of employee rights enhances the integrity of the department and further promotes the goal of furnishing to the community the highest quality of public service. The following department rules are designed to serve as a professional standard governing employees' conduct.

E. Specific Departmental Rules:

1. Conformance to Law:

Employees are required to adhere to Departmental Policies and Procedures, County Personnel Regulations, County Administrative Procedures, Executive Orders, Montgomery County Code, and to conform to all laws applicable to the general public.

2. Compliance with Orders:

- a. Employees shall obey a superior's lawful order. If a superior issues an order which conflicts with a previously issued order or directive, the employee shall respectfully call attention to the conflicting order and if not rescinded by the superior, the order shall stand. Responsibility for the order shall rest with the issuing superior and the employee shall not be answerable for disobedience of any previously issued order.
- b. Superiors shall not issue any order which they know would require a subordinate to commit any illegal, immoral, or unethical acts.
- c. Employees shall not obey any order which they know would require them to commit illegal, immoral, or unethical acts.

3. Use of Force:

Employees shall use force only in accordance with the law and departmental policy and procedures and shall not use more force than is necessary to control the situation or protect themselves and/or others from harm. No employee shall use force in a discriminatory manner. (See Policy and Procedure 1300-10, Use of Force.)

4. Integrity of the Reporting System:

Employees shall submit all necessary reports in accordance with established departmental policy and procedures. These reports shall be accurate, complete, and timely, and shall be submitted before the end of the employee's tour of duty whenever possible. Unless an operational emergency or injury precludes this, employees will be compensated for working beyond their scheduled shift to complete reports, before leaving the facility.

5. Punctuality:

- a. Employees shall be punctual in reporting for duty at the time and place specified by their supervisors. Uniform staff must be in full uniform at the start of shift change and/or scheduled tour of duty or assignment unless the dress code policy dictates otherwise.

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- b. No employee shall be absent from duty without leave or without authorization from a supervisor.

6. Attentiveness to Duty/Use of Alcohol and/or Drugs:

- a. **MCDOCR** employees are subject to the standards and guidelines contained in the Montgomery County Administrative Procedure 4-11, Employee Drug/Alcohol Abuse. This procedure provides guidance to employees and supervisors and ensures that the County government complies with federal drug-free workplace requirements and state laws regarding drug testing.
- b. All **MCDOCR** employees shall remain awake and alert while on duty, to ensure each employee's own protection and the protection of fellow employees, defendants/inmates/residents/participants, and others.
- c. **MCDOCR** employees will at a minimum:
  - 1) not consume or be under the influence of any alcoholic beverage while on duty,
  - 2) avoid the use of illegal drugs (CDS). Employees must not have illegal drugs in their bodies while at work. Employees must not take illegal drugs or abuse prescription drugs while on duty, on County property, or in a County vehicle,
  - 3) not possess any illegal drugs/alcohol on-duty except in the performance of official duties (i.e. evidence testing)
  - 4) not take any narcotic or controlled dangerous substance unless prescribed by a physician,
  - 5) notify their supervisor of prescription medications they have been prescribed and taking prior to the start of their duty/assignment,
  - 6) not consume alcoholic beverages while wearing any part of the department uniform,
  - 7) not consume alcohol while at work or on duty. Employees who are required to drive County vehicles or operate heavy or dangerous equipment must not consume alcoholic beverages during their lunch or other breaks, or within four hours of their workday or shift.
  - 8) The Department shall ask all applicants and employees who may have contact with inmates directly about previous misconduct in written applications or interviews for hiring or for promotion and in any interviews or written self-evaluations conducted as a part of reviews of current employees. The Department shall also impose upon employees a continuing affirmative duty to disclose any such misconduct. Material omissions regarding such misconduct, or the provision of materially false information, shall be grounds for termination.

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- d. Employees are encouraged to obtain treatment for drug/alcohol abuse and to use the counseling and referral services offered by the Employee Assistance Program (EAP).
    - 1) Employees who seek treatment for drug/alcohol abuse may be allowed to use their accrued leave, compensatory time, or leave without pay to obtain treatment.
    - 2) Employees who obtain treatment for drug/alcohol abuse on their own initiative will not be subject to disciplinary action, absent evidence that they have violated Administrative Procedure 4-11, federal, state, or local law, or County or Departmental regulations.
  - e. Drug/Alcohol Testing:
    - 1) All **MCDOCR** applicants shall be subject to urine drug/alcohol testing as part of the required medical evaluation.
    - 2) The **MCDOCR** Director or designee may direct an employee to submit to drug/alcohol testing if, after reviewing the information presented by the employee's supervisor, the Director or designee has reason to believe or suspect that a test would confirm that an employee has drugs/alcohol in their body. Whenever possible, two supervisors at the worksite should observe the employee, or review the information about the employee, prior to presenting this information to the Director or designee.
  - f. Any employee who violates these procedures will be subject to appropriate disciplinary action, up to and including dismissal.
7. Residence/Telephone Maintenance and Update:
- Each employee is required to maintain a telephone at their personal residence and to keep this information updated and on file with the department. An employee shall promptly notify their supervisor of any change in their residence and/or telephone numbers within 24 hours of the change. Any additional code(s) required to access the phone must also be provided to the supervisor.
8. Secondary Employment:
- No employee of the department shall engage in any secondary employment other than in the capacity of a correctional employee without the prior written approval of the Department Director. Before starting any secondary employment, the employee must complete a "Request for Employment Outside of the County Service" form. Continued secondary employment shall be contingent upon the employee receiving written approval from the County Ethics Commission and Department Director.
9. Conduct Unbecoming:
- a. No employee shall commit any act which constitutes conduct unbecoming a department employee occurring either within or outside of his/her place of employment. Conduct unbecoming

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includes, but is not limited to any breach of the peace, neglect of duty, misconduct or any conduct on the part of any employee of the Department which tends to undermine the good order, efficiency, or discipline of the Department, or which reflects discredit upon the Department or any employee thereof, or which is prejudicial to the efficiency and discipline of the Department, even though these offenses may not be specifically enumerated or stated in other Departmental policies, shall be considered conduct unbecoming an employee of this Department, and will subject the employee to disciplinary action by the Department.

- b. Examples of conduct unbecoming include but are not limited to falsifying a written or verbal report, excessive absenteeism, assault on a fellow employee, sexual harassment, retaliation, misuse of a county owned radio, and the failure to cooperate with an internal investigation.

10. Neglect of Duty/Unsatisfactory Performance:

Employees shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Unsatisfactory performance is demonstrated by an inability or unwillingness to perform assigned tasks, or the failure to take appropriate action in a situation deserving attention, or failure to conform to work standards established for the employee's rank, grade, or position.

11. Maintenance and Use of Issued Property:

- a. Employees shall be held accountable for the proper care, use, and maintenance of all uniforms, equipment, and vehicles in their charge.
- b. Employees who lose or damage department property shall report such a loss or damage in writing to their supervisor. The employee may be held responsible for the replacement of any department property lost or damaged because of negligence.
- c. Employees shall limit their use of issued cellular phones to the transaction of County Government business only. Use of these phones for personal reasons is prohibited.

12. Wearing the Uniform/Personal Dress Attire:

Wearing of the uniform is authorized only when on actual duty, traveling to and from duty, at department functions when it is prescribed, and at other times approved by the Division Chief Administrator. Uniforms shall be clean and pressed; shoes and other leather items shall be clean and shined. Employees not required to wear a uniform shall dress appropriately in clean, neat, business attire.

13. Mutual Protection:

A department employee shall promptly come to the aid of another person who, when carrying out official duties, needs assistance. These duties

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include, but are not limited to, emergency care administered to both staff and the inmate/resident populations, to include providing first-aid and CPR.

14. Untruthful Statements:

Employees shall not make untruthful statements, either verbal or written.

15. Courtesy:

Employees shall be courteous and discreet to members of the public, maintain proper decorum and command of temper, and avoid the use of violent, rude, insolent, prejudicial, or obscene language.

16. Discrimination/Harassment:

- a. Employees of the Department shall not discriminate against nor harass any other employee or employees based on race, color, national origin, religion, gender, or any other basis as prohibited by County, State, and Federal laws.
- b. Employees shall not take nor contribute to any reprisal or adverse action against any individual or group of individuals having opposing discriminatory practices or having participated or assisted in a charge, investigation, or proceeding brought under department policy, County, State, or Federal laws.
- c. Supervisors and/or managers of the department shall conduct a prompt and candid inquiry into any instance of alleged discrimination or harassment which comes to their attention. All information regarding such allegations shall be documented and forwarded to the department Director's office.

17. Recommending Attorneys, Bail Bond Services, or Other Services Prohibited:

In the performance of their official duties, employees shall not suggest, recommend, advise, or otherwise counsel the retention of any specific attorney, bail bond service, or any other specific service to any person coming to their attention because of official business.

**VIII. PUBLIC RELATIONS**

- A. Each employee is an emissary of the department and can do much to enhance the image of the Correction and Rehabilitation profession.
- B. One can be an asset to the department and a satisfied employee by following these ground rules:
  1. Take pride in your profession.
  2. Take pride in your job performance.
  3. Develop community support.
  4. Work as a team.
  5. Contribute ideas for change.

**IX. ATTITUDE**

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An employee's attitude toward their job, supervisors, co-workers, visitors/defendants/inmates/residents/participants, and the department has a profound impact on the morale of the staff and the visitors/defendants/inmates/residents/participants. Employees should communicate their concerns to their supervisors. Professionalism demands tact, courtesy, mutual respect, understanding, and a willingness to make the effort to get along and work well with others.

**X. CONSEQUENCES FOR VIOLATIONS**

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