

**OKLAHOMA COUNTY JUVENILE BUREAU
POLICY AND PROCEDURE MANUAL**

**CHAPTER THREE - PERSONNEL –OVERVIEW AND GENERAL OPERATING
POLICY 3.21 – CODE OF ETHICS/EMPLOYEE CONDUCT**

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I. POLICY:

The Oklahoma County Juvenile Bureau (OCJB) requires the highest possible level of conduct from all employees, in order to protect the integrity of the OCJB, the youth it serves, and the Juvenile Division of the District Court, and to facilitate the recruitment and retention of the highest caliber of employees.

II. DEFINITIONS:

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

III. PROCEDURES:

A. Training to assist employees in the fulfillment of the requirements shall be provided **(3-JDF-1C-02) (3-JDF-1C-21) (3-JDF-1C-22) (3-JDF-1D-09) (3-JDF-1D-09-1)**.

1. All new employees shall receive training on this policy during the mandatory Pre-Service Orientation on what constitutes compliance with or violation of this policy.
2. Annual In-Service training is also provided on this policy to all employees.
3. All new employees shall receive a copy of this policy and sign the "Acknowledgement of Receipt," Attachment A. All employees shall receive a copy of the policy anytime revisions and/or updates are made, and sign the "Acknowledgement of Receipt," Attachment A.
 - a. The acknowledgement of receipt will be filed in the employee's personnel file once completed.

B. A violation of this policy is basis for disciplinary action up to and including termination of employment.

C. Relationships with Colleagues, Other Professionals, and the Public:

1. Relationships with colleagues shall be of such character to promote mutual respect within the profession and improvement in its quality of service.

2. Statements critical of colleagues, other professionals, or their agencies shall only be made when verifiable and constructive in purpose, and then preferably to the individual themselves privately or to a supervisor, in order to address the issue appropriately.
 3. Employees shall respect the importance of all elements of the criminal justice system and cultivate a professional cooperation with each segment **(2-7147)**.
 4. Public and private agencies that sign a service agreement with the OCJB to provide client programming, shall adhere to the stipulations outlined within the service agreement, and failure to do so could cause revocation of the service agreement between the parties **(2-7226) (3-JDF-1C-22)**.
- D. Professional Conduct/Practices:
1. Employees shall respect and protect the civil and legal rights of all juveniles and shall only share information on a need-to-know or right-to-know basis that demonstrates that access to such information will serve a juvenile justice purpose **(2-7078) (2-7141)**.
 2. Employees shall serve each case with appropriate concern for the juvenile's welfare and with no purpose of personal gain.
 3. No employee, while acting in an official capacity, shall allow personal interest to impair objectivity in the performance of their duty, and shall not accept any gift or favor of such nature to imply an obligation that is inconsistent with the free and objective exercise of professional responsibilities **(2-7040) (3-JDF-1C-21)**.
 4. Employees will be diligent in their responsibility to record and make available for review any and all case information and events, which could contribute to sound decisions affecting a juvenile or public safety **(2-7070) (2-7071) (2-7181)**.
 5. Employees shall report, without reservation, any corrupt or unethical behavior, which could affect either a juvenile, or the integrity of the organization.
 6. No employee may receive or give any County or State owned property to anyone without being authorized to do so. Excessive, unnecessary, or unauthorized use of County supplies, particularly for personal purposes is prohibited.
 7. Employees shall not discriminate on the basis of race, color, gender, creed, national origin, age, sexual orientation, disability, religion, familial status, or political views **(2-7032)**.
 8. In making administrative decisions and in providing access to programs, employees are prohibited from discrimination based on a juvenile's race, color, gender, creed, national origin, age sexual orientation, disability, or political views, unless the program specifically stipulates gender-specific programming, or does not accommodate for specific disabilities **(2-7149) (3-JDF-3D-04-1) (3-JDF-5B-01-1)**.

9. Employees shall maintain the integrity of private and confidential information; they shall neither see personal data beyond that needed to perform their responsibilities nor reveal case information to any one not having the proper professional use for such **(2-7078) (2-7141)**.
 10. Any employee who is responsible for agency personnel actions shall make all appointments, promotions, or dismissals only on the basis of merit, and not in furtherance of partisan political interests.
 11. Under no circumstances is an employee authorized to use their computer to engage in any activity that is illegal under local, state, federal or international law while utilizing Oklahoma County-owned resources.
 12. Every employee shall fulfill to the best of their ability their duties of the office or position conferred upon them. Every employee shall conduct themselves in a manner to further the Oklahoma County Elected Official's mission of providing high quality, professional, courteous, and efficient customer services to all citizens, including other employees, and all who may conduct business with Oklahoma County. Whether you are on duty or off duty, your conduct, whether verbal or written, to include social media, reflects on each Oklahoma County Elected Official. Types of behavior and misconduct each Oklahoma County Official considers inappropriate include, but are not limited to the list under section 2.18 Conduct in the Oklahoma County Handbook.
 13. Sleeping while on duty is prohibited.
 14. Employees shall not willfully fail to carry out their assigned duties, nor willfully misrepresent actual work performed, hours worked, or whereabouts while on duty.
 15. Subject to the juvenile's rights of privacy, the District Judge of the Juvenile Division and/or the Director of OCJB shall protect the juvenile's right to confidentiality by only disseminating information to the public when public safety is threatened, and then only within statutorily defined limits. No employee is authorized to communicate confidential information to the public in reference to any juvenile under the supervision or in the custody of OCJB **(2-7078) (2-7141) (3-JDF-1C-22)**.
- E. Employee-Resident/Client Relationships **(2-7027)**:
1. Employees shall immediately report all prior or current interactions, significant personal or professional relationships with a current or former youth, who becomes a client of the OCJB's detention, programs, or services by completing an informational report, and submitting said report to their immediate supervisor.
 - a. No reporting is necessary unless the employee may reasonably be expected to have direct contact with the case or discretionary authority regarding its dispensation.

2. If any of the former conditions exists, a case note reporting of the relationship must be entered on the client's JOLTS record within seventy-two (72) hours of the employee's notification to the supervisor.
3. No employee of the OCJB shall offer to become, nor for any reason be considered as a placement resource for the temporary custody of any youth who is or who has been under the care and custody, or is otherwise a client of any program of the OCJB, or of the District Court, Juvenile Division. Exceptions to this policy must be requested in writing and submitted in advance to the Director.
4. Following a youth's discharge from the OCJB's detention, programs, or services, employees shall report to their supervisor any contact implying a professional role with the youth such as, but not limited to, referring a youth for assistance in employment, referring for education or a source of information for similar services, and/or serving as a reference for job-related inquiries.
5. Employees shall not have contact implying a professional role with a youth who is a client of any program of the OCJB, unless they are employed elsewhere, and that position dictates such contact. In such cases the employee is required to have approval for secondary employment and the company cannot have a service agreement with OCJB. If this occurs, employees are required to notify their supervisor in writing.
6. Types of conduct or contact permitted with former OCJB youth include unplanned contacts in public places such as sporting and civic events. In such occurrences, employees shall notify their supervisor in writing.
7. Types of conduct or contact not permitted with former youth of OCJB include sexual relationships; providing shelter, money, gifts, or loans, or anything else of value; hiring for personal services or serving as an agent; and providing any form of assistance to the youth in a manner unknown to their parent/legal guardian/custodian and the OCJB. Having any form of communication with the youth that does not fall within the professional responsibilities of the employee and the youth, to include social media, is not permitted.
8. No employee shall engage in any inappropriate activity or behavior with a resident/client under the supervision of OCJB that may include, but is not limited to, use of profanity, horseplay, inappropriate touching of body parts, kissing, fondling, passing of notes between resident/clients, being in a unauthorized area, sexual misconduct, agitating or encouraging inappropriate behavior, and/or giving any resident/client any item that is unauthorized.

F. Prohibited Activity and Relationships with Employees:

1. Engaging in any activity with another employee that compromises professional relationships is prohibited.
2. Intimate or romantic relationships between a supervisor and subordinate at any level within the chain of command or outside the chain of command are prohibited.
3. No employee shall participate in a hiring or promotional decision involving an applicant or employee that is an immediate family member. Immediate family members are defined as: spouses, children, step-children, parents, step-parents, parent-in-law, grandchildren, grandparents, grandparent-in-law, brothers, sisters, brothers-in-law, sister-in-law, daughters-in-law, sons-in-law, or any individual residing in the employee's home as a member of the employee's household. This term shall include foster children and legal wards, even if they do not live in the household. Employees who have or have had more than a professional relationship with an applicant and/or employee that could be perceived as a conflict of interest, shall notify their supervisor, and shall recuse themselves from the hiring or promotional decision.
4. Business transactions between a supervisor and a subordinate are prohibited.
5. All business transactions between employees are discouraged.
6. The OCJB shall not accommodate requests for shift change or work location assignments due to personal relationships or prohibited supervisory relationships among employees.

G. Employee Attendance/Reporting to Work:

1. Employees shall arrive to work on time as scheduled, fit for duty, devote their attention to working safely, and be capable of safely performing their essential job duties. Employees shall ensure they notify their supervisor in advance of any inability to arrive for work as scheduled or any change in their ability to work once on-shift.
2. Failing to notify your supervisor that you will be unable to report for work, excessive absences, tardiness, and leaving the job early without your supervisor's authorization are prohibited.
3. If an employee is absent from work for two (2) or more days without notification, it will be considered job abandonment.
4. A written release from a physician specifying the dates of disability and return to work date may be required by a supervisor before employee returns to work, after absences of two (2) or more consecutive days.
5. Any employee being placed on work restriction or worker's compensation due to an on the job injury or injury away from work, must provide a medical release from their qualified health care provider to their supervisor in order to return to work and/or full duty. The "Employee Request for Reasonable Accommodation," Attachment

A, and/or the "FMLA Return to Work Medical Certification," Attachment B of Policy 3.10 entitled, "Employee/Applicant Requests for Reasonable Accommodation," shall be completed and submitted when applicable.

Approved: James L. Saffle Date 8/25/16
James L. Saffle, Director

Attachment: Attachment A, "Acknowledgement of Receipt"

**OKLAHOMA COUNTY JUVENILE BUREAU
Acknowledgement of Receipt of Policy 3.21, "Code of Ethics/Employee
Conduct" Effective 08/2016**

My signature below acknowledges receipt of a copy of the above entitled OCJB policy 3.21, "Code of Ethics/Employee Conduct", with an effective date of 08/25/2016. I understand that it is my responsibility to review its contents and comply with any instructions and/or directives contained therein.

Employee Printed Name	Employee Signature	Date
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Witness Printed Name	Witness Signature	Date
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Please return this completed form to the Human Resource Department.

Distribution: Original to Personnel File
Copy-Employee
Copy-Department Head