

R.C.C.C. RIVER CITY CORRECTIONAL CENTER POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
	DATE REVIEWED: 3/3/08
SECTION: Programs	REVISED DATE:
SUBJECT: Code of Ethics	
DRC CBCF STANDARD: General Specific, #6	
ACA STANDARD: #4-ACRS-3A-07, #4-ACRS-7C-01	PAGE <u>1</u> OF <u>3</u> PAGES

I. POLICY

STAFF CODE OF ETHICS

The mission of corrections includes the supervision of the offender client as well as providing habilitative services including safe and sanitary housing, employment assistance, and other ancillary services to help the client become functional, productive and law-abiding.

Because of the nature of our work, legal ramifications, and the mandates of professional behavior, the following established "Staff Code of Ethics" is adhered to by all staff, whether paid or unpaid, and Support Services Personnel, in our agency to effect the appropriate combination of supervision and services to the client, as well as responsibilities toward the safety and security of our community.

I. PROCEDURES

Every staff member receives and signs for a copy of the River City Correctional Center code of ethics outlined below.

STAFF MEMBERS/VOLUNTEERS SHALL NOT:

1. Exchange personal gifts or favors with residents, their families or friends.
2. Accept any form of bribe or unlawful inducement.
3. Perform duties under the influence of intoxicants or consume intoxicants while on duty.
4. Violate or disobey established rules, regulations or lawful orders from a supervisor.
5. Discriminate against any resident on the basis of race, religion, creed, gender, national origin or other individual characteristics.
6. Employ corporal punishment or unnecessary physical force.
7. Subject residents to any form of unwarranted physical or mental abuse.

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8. Intentionally demean or humiliate residents.
9. Bring any type of weapon or item(s) declared as contraband into the facility without proper authorization.
10. Engage in critical discussion of staff members or residents in the presence of residents.
11. Divulge confidential information without proper authorization.
12. Withhold information which, in doing so, threatens the security of the facility, its staff, residents, visitors or the community.
13. Through negligence or neglect, endanger the well-being of self or others.
14. Engage in any form of business or profitable enterprise with residents.
15. Inquire about, disclose, or discuss details of a resident's crime(s) other than as may be absolutely necessary in performing official duties.
16. Use their official position to secure privileges or advantages for themselves.
17. Use their official capacity to promote any partisan political purpose.
18. Act in any manner in which they have a personal interest, which would impair their objectivity.

STAFF MEMBERS/SUPPORT SERVICES PERSONNEL SHALL:

1. Comply with all established rules, regulations and lawful orders from superiors.
2. Treat all residents in a fair, impartial manner.
3. In making public statements, clearly distinguish between those that are personal views, and those that are statements and positions on behalf of R.C.C.C.
4. 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 client or public safety.

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5. Report, without reservation, any corrupt or unethical behavior which could affect either a client or the integrity of the organization.

6. Comply with all State statutes and regulations relating to campaigning, lobbying and political practices by employees and residents.