

Division of Youth Rehabilitative Services

Chapter 2: Professional Practices	Policy#: 2.2	Page: 1 of 3
Subject: Code of Ethics	Standards: DSCYF 305, DSCYF 205	
Effective Date: 1/19/10	Revised: 6/27/14, 12/1/15, 3/5/19	

- I. PURPOSE: To disseminate the values of DYRS.

- II. POLICY: The Division recognizes the value of having high ethical standards, which guide the conduct of its employees. Division representatives are public servants charged with ensuring public respect and confidence while promoting the values and mission of the Division. Employees shall maintain a high standard of personal conduct on the job and when identifying themselves as representatives of the agency.

- III. DEFINITIONS:
 - A. Forthright: To be direct, straightforward and honest.

- IV. PROCEDURES:
 - A. Professional Conduct:
 1. It is expected that employees perform all job duties with honesty and integrity.
 2. Employees are required to be truthful and forthright at all times. Complete honesty is expected from all employees in response to any issue related to the workplace. Violations will result in disciplinary action up to and including termination.
 3. Employees must respect and protect the civil and legal rights of all juveniles.
 4. Employees must avoid establishing social relationships with juveniles under DYRS supervision which could compromise the employee's ability to exercise official authority appropriately.
 5. Employees must immediately inform their supervisor in writing of any incident with a client which could be interpreted as social contact, and/or which could compromise their ability to exercise their authority. Supervisors must document, report and send information through the chain of command.
 6. Employees must inform their immediate supervisor whenever the employee is referred a client whom the employee knows as a relative or social acquaintance. The supervisor shall determine if a referral to an alternative employee is appropriate.
 7. Employees must provide service to youth with no purpose for personal gain.
 8. All communication with adult family members will be through the use of surnames (Mr., Mrs., and Ms.).
 9. Employees must be referred to by their surnames (Mr., Ms., Mrs.) in the presence of youth.
 10. Employees must maintain professional and respectful relationships with colleagues and other professionals.

POLICY # 2.2	SUBJECT: Code of Ethics	Page: 2 of 3
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11. Statements critical of colleagues or their agencies will be made only as these are verifiable and constructive in purpose. Behaviors which demean or offend people are not acceptable and will not be tolerated.
12. The use of foul language or language that is discriminatory according to a person's race, color, national origin, gender, age, sex, pregnancy, marital status, sexual orientation, gender identity or expression, religion, creed, disability, veteran's status, or any other category protected by state and/or federal laws is prohibited.
13. Employees must respect the importance of all elements of the justice system and cultivate a professional cooperation with each segment.
14. Employees must comply with the State of Delaware Acceptable Use Policy (DTI-0042.02).
15. Employees will not use his or her official position to secure special privileges or advantages.
16. Employees, while acting in an official capacity, will not allow personal interest to impair objectivity in the performance of duty.
17. Employees will not use his or her official position to promote any partisan political or religious purposes.
18. Employees will not accept any gift or favor of substantive value. Any gift or favor must be reported immediately to a supervisor.
19. In any public statement, employees must clearly distinguish between those that are personal views and those that are statements and positions on behalf of the Department or Division.
20. Employees must 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 juvenile or public safety.
21. Each employee must report, without reservation, any corrupt or unethical behavior which could affect either a juvenile or the integrity of the organization.
22. Employees will not discriminate against any juvenile, employee, or prospective employee on the basis of a person's race, color, national origin, gender, age, sex, pregnancy, marital status, sexual orientation, gender identity or expression, religion, creed, disability, veteran's status, or any other category protected by state and/or federal laws.
23. Employees must maintain the integrity of confidential information. Employees will not seek personal data beyond that needed to perform job responsibilities and will not reveal case information to anyone not having proper professional use for such.
24. Any employee that is responsible for agency personnel actions will make all appointments, promotions, or dismissals only on the basis of merit and not for partisan political reasons.

B. Criminal Charges/Investigation:

Division of Youth Rehabilitative Services

POLICY # 2.2	SUBJECT: Code of Ethics	Page: 3 of 3
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1. Employees of the Division have certain responsibilities to ensure the safety of children and be positive role models for Delaware's children. As such, Division employees must remain free from criminal activity or involvement in substantiated cases of abuse/neglect that may lead to harm of a youth.
 - a. Employees have the responsibility to immediately inform their supervisor of any criminal investigations, arrests, indictments, or convictions of themselves or of any investigation of child abuse/neglect or entry onto the Child Abuse Protection Registry subsequent to initial employment.
 - Failure to immediately notify a supervisor of any of the above, including final disposition, could result in discipline up to and including termination.
2. When an employee has been charged with criminal misconduct, there shall be an administrative investigation conducted by the manager/supervisor to determine whether the conduct meets the just cause standard for discipline.
 - a. Administrative investigations shall be separate and detached from the criminal proceeding.
 - b. Refusal to submit report or participate fully in an administrative investigation will result in disciplinary action.
 - c. Disciplinary action will be determined based on the outcome of the administrative investigation.
 - d. Division management shall enforce all employment/personnel practices equally and ensure employees receive due process.

C. Training and Accountability:

1. All employees will receive a copy of the DYRS Code of Ethics.
2. Employees will sign a statement verifying that they have received training and understand the DYRS Code of Ethics (Attachment A).
3. Any violation of the Code of Ethics may result in disciplinary action up to and including termination.

Review Date:	Reviewed By:
3/12/19	John E. Stevens

