

POLICY

Juvenile justice facility staff must always perform their duties in a manner that is professional and mindful of their role as an example for youth. Staff must not engage in any behavior that brings reproach upon themselves, DHS or the State of Michigan.

PURPOSE

To ensure that facility staff adhere to the highest moral and ethical standards for professional and personal conduct.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Facility director and staff.

PROCEDURE

Each juvenile justice facility must develop and implement a written procedure to emphasize ethical staff behavior. The procedure must contain the following requirements:

**Protection of
Civil and Legal
Rights**

- Staff must respect and protect the civil and legal rights of all individuals that they meet in the course of their official duties.
- Staff must not use their position to secure special privileges, any type of financial gain, or to promote any partisan political purpose.
- Staff must not accept, receive or provide any loan or gift that could be construed as a reward or incentive to perform a certain act or that creates the impression of favoritism.
- Staff must maintain the integrity of personal information and must not seek personal information beyond that needed to perform their official responsibilities.

- Staff must comply with requirements for safeguarding confidential information in accordance with JR1 120, Confidentiality, and SRM 131, Confidentiality.
- Staff must not engage in any conduct that adversely affects their ability to perform their job or that adversely affects a facility's ability to carry out its assigned mission.

Staff/Youth Relationships

Staff must maintain a professional demeanor with other staff and youth. Staff must remain appropriately clothed at all times when supervising or in the presence of youth, volunteers, or visitors. Staff must not allow or participate in any of the following activities:

- Engaging in physical contact with youth or allowing physical contact between youth including horseplay, rough-housing, wrestling, fighting, or other similar activities.

Exception: Contact as needed for an approved physical or mechanical restraint is authorized as are staff safety actions to guide or protect a youth. Additionally, incidental contact between youth consistent with normal participation in approved athletic activities (for example basketball or soccer) is authorized.

- Engaging in verbal or non-verbal altercations with or between youth that would have the potential or actually demean, frighten, intimidate, or provoke a physical or verbal response (for example, name calling, taunting, flinching).

Note: Facial gestures, hand signals, aggressive use of body language, and infringing on a reasonable amount of personal space are included in the scope of this contact.

- Socializing on a personal level with present or former residents of facilities.
- Entering into or continuing in romantic relationships with present or former residents of facilities.
- Engaging in any sexual or intimate contact with present or former residents of facilities.
- Attempting to force religious beliefs on youth.
- Allowing youth to drive state or staff personal vehicles.

Exception: Vehicles approved as part of an authorized driver's education program.

- Using their position to engage in business or financial dealings with youth or members of a youth's families.
- Any other behavior with youth that would appear to be inappropriate to an objective observer.

AUTHORITY

Social Welfare Act, 1939 PA 280, as amended, MCL 400.115a(1)(l)

Standards of Conduct for Public Officers and Employees Act, 1973 PA 196, as amended, MCL 15.341 et seq.

DHS Administrative Handbook

DHS Employee Handbook, DHS Pub 87

Prison Rape Elimination Act, 42 USC 15601 et seq.