

# Work Rules

Recommended By:

Richard C. Turner, Director  
Date: April 2, 1997

Authorized By:

John F. Gorczyk, Commissioner  
Date: April 7, 1997

1. No employee shall violate any provision of the collective bargaining agreement or a State or Department work rule, policy, procedure, directive, local work rule or post order.
2. An employee shall not use State property or equipment for his/her private use or for any other use other than that which serves the public interest.
3. No employee shall, while on duty or engaged in activity associated with the Department of Corrections, endanger the safety of any member of the public. Employees shall be responsible to promptly report, to their immediate supervisor, any such conduct by another employee, volunteer or offender which endangers the safety of others.
4. Employees shall be honest and complete in their descriptions, whether given orally or in writing to the employer of events occurring in the work place and in all other circumstances related to their employment.
5. Employees shall cooperate fully with any inquiry or investigation, whether formal or informal, conduct by the Department. This shall include answering fully and truthfully any questions related to their employment.
6. No employee shall, while on duty or engaged in an activity associated with the Department of Corrections, engage in verbal or physical behavior towards employees, volunteers or members of the public, which is malicious, demeaning, harassing or insulting. Such behaviors include, but are not limited to: profane, indecent or vulgar language or gestures, actions or inactions which are rude (such as ignoring a visitor who attempts to gain entrance to the building) or treating inmates in a demeaning manner with no legitimate rehabilitative justification. No employee shall exhibit behaviors which are physically or mentally abusive towards offenders.
7. No employee shall engage in a sale or lease of property to or from an offender, hire offenders for work or provide services or goods to offenders, except with the permission of supervisory authority. No employee shall lend money to or borrow money from an offender or accept gifts or gratuities from and give gifts or gratuities to an offender.

8. No employee shall report to work under the influence of alcohol or with the odor of alcohol on the breath or possess or use alcohol while on duty. No employee shall report to work under the influence of or in the possession of any regulated drug, which is unprescribed by his/her physician. Any employee taking prescribed medicine, which could cause either a mental or physical limitation, must immediately bring this to the attention of the immediate supervisor.
9. No employee, whether on or off duty, shall comport himself or herself in a manner that reflects discredit upon the Department.
10. No employee, whether on or off duty, shall violate any law or ordinance. Any conduct constituting a felony or misdemeanor can be the basis for disciplinary action whether or not prosecution or conviction results. A formal adjudication of felonious or misdemeanor behavior is not necessary before a decision to discipline is made.
11. Any employee shall report in writing to his/her supervisor of his/her arrest or citation for criminal activity as soon as possible, but no later than the first day he/she reports to work following the arrest or citation. The disposition of the charge must be reported immediately. The employee shall also immediately report, when known by the employee, that he/she is being investigated for criminal conduct by a law enforcement agency.
12. While engaged with an activity associated with the Department of Corrections, unless expressly approved by the Commissioner, the possession or use of firearms are prohibited.
13. Romantic and/or sexual relationships between employees and offender under any type of Department control or supervision are strictly prohibited unless the employee and the offender had a romantic and/or sexual relationship prior to the offender being under any type of Department control or supervision and so long as the employee brings such relationship to the attention of the appointing authority. Actions are also prohibited which give the appearance of an improper relationship between an employee and an offender. These include, but are not limited to: hugging, kissing, hand-holding and unofficial correspondence. Employees, while on duty or engaged in activity associated with the Department of Corrections shall conduct themselves in a professional manner in their interactions with co-workers.

**I certify that I have read and fully understand the above Department of Corrections' Work Rules.**

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Employee Signature

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Supervisor Signature

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Date

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Date