	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS **POLICY AND PROCEDURE**	**EFFECTIVE DATE:**	September 18, 2024	**Page 1 of 14**
		SUPERSEDES:	3300.1F October 15, 2019	
		OPI:	DIRECTOR	
		REVIEW DATE:	September 18, 2025	
		Approving Authority	Thomas Faust Director	
	SUBJECT:	**EMPLOYEE CODE OF ETHICS AND CONDUCT**		
	NUMBER:	**3300.1G**		
	Attachments:	Attachment 1 – Code of Ethics and Conduct Handbook		

SUMMARY OF CHANGES:

Section	Change
	All references to DPM Chapter 8 were removed and replaced with citations to Chapter 2, Talent Acquisition.
	All references to DPM Chapter 39 were replaced with Chapters 4 Suitability and 16.
	The inclusion of a new attachment. *Attachment 1 – Code of Ethics and Conduct Handbook*

APPROVED:

_____ **9/18/2024**

Thomas Faust, Director ***Date Signed***

1. PURPOSE AND SCOPE. The purpose of this directive is to establish clear guidelines regarding standards of ethics and conduct for all persons employed by or who provide services to the Department of Corrections (DOC).

2. POLICY. It is DOC policy to require that employees, contractors and volunteers:

a. Perform their duties in an ethical and accountable manner by maintaining high standards of honesty, integrity, impartiality, and professional conduct, and

b. Refrain from engaging in any on-duty or *employment-related act or omission* that the employee knew or should reasonably have known is a violation of law or any on-duty or *employment-related act or omission* that adversely and materially has affected, or is likely to affect the efficiency of government operations or the employee's performance of his or her duties. An "*employment-related act or omission*" is one that occurs during a time when the employee is not on duty.

3. PROGRAM OBJECTIVES. The expected results of this program are:

a. Persons employed by DOC and contractors, interns and volunteers who provide services on behalf of the DOC (hereafter called employees) shall not engage in activities that bring discredit to the DOC or the Government of the District of Columbia.

b. Employees shall not use their official positions to secure privileges for themselves or others.

c. Employees shall not engage in activities that constitute a conflict of interest or the appearance of a conflict of interest.

4. DIRECTIVES AFFECTED

a. **Directives Rescinded**

PP 3300.1F Employee Code of Ethics and Conduct (10/15/2019)

b. **Directives Referenced**

1) PM 1340.4 Media Public Relations/Scheduling Departmental Events/Facility Tours

2) PM 2830.1 Use of Government Vehicles-Fleet Management

3) PP 3300.2 Non-Fraternization

4) SOP 3040.2A-16 Correctional Officer's General Orders

5) PP 3040.5 Outside Employment and Other Activity

6) PP 3310.4 Sexual Harassment Against Employees

7) PP 3350.2 Elimination of Sexual Abuse, Sexual Assault and Sexual Misconduct

8) PM 3360.2 Employee Attire

9) PP 5010.3 Contraband Control

10) PP 5011.1 Possession and Use of Firearms

11) PP 5320.1 Key Control

12) SOP 6050.4-18 Mandatory Employee Drug and Alcohol Testing Program (MEDAT)

5. AUTHORITY.

a. D.C. Code § 24-211.02, Powers; promulgation of rules

b. DC Code § 24-211.22, Department of Corrections Employee Mandatory Drug and Alcohol Testing.

c. DC Code § 24-211.41, Department of Corrections Criminal Background Investigations

d. D.C. Code § 22-3013. First degree sexual abuse of a ward, patient, client, or prisoner.

e. 42 U.S.C. § 15601, et seq., Prison Rape Elimination Act

f. 28 C.F.R. Part 115, Prison Rape Elimination Act National Standards

g. D.C. Code § 22-2603.01. et seq. Introduction of Contraband into Penal Institution D.C. Code § 2-1401.01, et seq., DC Human Rights Act

h. D.C. Code § 1-1162.01, et. seq., Ethics Act

i. 5 U.S.C. §§ 7321-7326, Hatch Act

j. District of Columbia Personnel Manual, Chapter 2, Talent Acquisition

k. District of Columbia Personnel Manual, Chapter 4, Suitability

l. District of Columbia Personnel Manual, Chapter 16, Corrective and Adverse Actions; Enforced Leave; and Grievances

m. District of Columbia Personnel Manual Chapter 18, Employee Conduct

n. Mayor's Order 2008-81, Joint Delegation of Personnel Authority, Dated June 5, 2008

o. Mayor's 2011-183, Delegation of Personnel Authority to Identify and Designate Positions Subject to, and to Conduct, Criminal Background Investigations for Employees in Subordinate Agencies, dated November 2, 2011

p. Mayor's Order 2023-131, District Government Sexual Harassment Policy, Guidance, and Procedures, October 31, 2023.

6. NOTICE OF NON-DISCRIMINATION. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (Act), it shall be unlawful to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment; deprive any individual of employment opportunities, or otherwise adversely affect their status as an employee; fail to treat an employee affected by pregnancy, childbirth, a pregnancy-related or child birth related medical condition, breastfeeding, or a reproductive health decision in the same manner as it treats other employees with temporary disabilities for all employment-related purposes; to engage in harassment, including sexual harassment; to refuse to make a reasonable accommodation for an employee's religious observances, and for an employee who is a victim or a family member of a victim of domestic violence, a sexual offense, or stalking, when an accommodation is necessary to ensure the person's security and safety, unless doing so would cause an undue hardship; wholly or partially for a discriminatory reason based upon the actual or perceived: Race, Color, Religion, National Origin, Sex, Age, Marital Status, Personal Appearance, Sexual Orientation, Gender Identity or Expression, Family Responsibilities, Genetic Information, Disability, Matriculation, Political Affiliation, Status as a Victim or Family Member of a Victim of Domestic Violence, a Sexual Offense, or Stalking, Credit Information, or Homeless Status of any individual. Individuals found to have engaged in substantiated claims of unlawful employment discrimination, including retaliation, may be subjected to disciplinary action.

7. STANDARDS REFERENCED

a. American Correctional Association (ACA), 5th Edition, Performance-Based Standards and Expected Practices for Adult Local Detention Facilities: 5-ALDF-7C-02 and 5-ALDF-7C-03.

b. U.S. Department of Justice Nationals Standards on Prison Rape Elimination Act (PREA): §115-11 and §115.76.

8. EMPLOYEE/INMATE RELATIONSHIPS

a. DOC strictly prohibits its employees from engaging or fraternizing with inmates whether on or off duty which conflicts or appears to conflict with the interests of their official positions in accordance with PP 3300.2, *Non-Fraternization.*

b. Employees shall not become intimately or romantically involved in a relationship with an inmate and/or individuals under criminal justice control or supervision.

c. Employees shall keep their conversation with inmates on a professional level at all times, and shall refrain from discussing their personal lives and activities with them.

d. DC law and the DOC do not recognize a defense of consensual sexual contact between staff and inmates. Sexual contact between employees and inmates is prohibited and punishable by criminal law.

e. Employees, who have an immediate relative who is incarcerated in CDF, CTF or a DOC contract facility, shall obtain the written recommendation of their immediate supervisor and the affected Warden's approval to visit the inmate. Such visits shall only occur during an employee's non-duty hours and the employee shall not wear any part of his/her official uniform.

f. Employees shall not engage in trading or trafficking with inmates. This includes selling, buying from, or delivery to any inmate any article or commodity of any description, except through authorized channels.

g. Employees shall not give or loan an inmate or their family members, friends or associates money or items of value for any reason.

h. Employees shall not introduce, attempt to introduce or cause to be introduced contraband into any facility. Contraband is defined as any article not officially

issued, purchased from the canteen, or specifically authorized by the Deputy Director for Operations.

i. Employees shall not bring articles of any kind into the institution for delivery to an inmate or take out an article of any kind for an inmate unless authorized to do so by the Director or designee.

j. Employees shall not encourage, assist, aid and or abet an inmate in acts which disrupt the safe, secure or orderly operation of the facility.

k. Employees shall not permit keys to be in the possession of an inmate unless the Warden has issued written authorization. These keys shall never be those designated as security keys pursuant to PP 5320.1, *Key Control.*

l. Employees shall not provide any gifts or favors to inmates, their relatives, friends, representatives, or agents which might present a conflict of interest or give the appearance of a conflict of interest.

m. Employees shall not convey messages to or from inmates nor to or from their families or friends, except in the line of official duty.

n. Employees shall not allow an inmate or group of inmates to exercise control over another inmate or group of inmates.

o. Employees shall not make terrorist threats towards inmates or other employees.

p. Employees shall refrain from discussing matters relating to the discipline of inmates or employees, safety or security, or the management of the facility in the presence of the inmate population.

q. Employees having charge, control, or direction of inmates shall not be in any manner financially interested in the work of or profit from the labor of any inmate, nor receive pay, gift, gratuity or favor from any person interested in such labor.

r. DOC employees shall not employ inmates on work in which that employee or any other DOC employee has a personal interest nor be connected or have any interest in the business or shops belonging to the DOC.

s. DOC employees shall not become involved in the underlying criminal cases of inmates by providing or stating, offering, agreeing, promising or threatening to

provide recommendations, endorsements, or other opinions whether positive or negative for inmates regarding their criminal cases, including but not limited to matters such as sentences, sanctions, or releases, except where required by official DOC procedures as part of their official assigned job responsibilities.

9. EMPLOYEE RELATIONSHIPS

a. Romantic or sexual relationships between supervisors and their subordinate employees are contrary to a professional and efficient workplace and should be avoided.

b. For the purposes of this policy, a supervisor is an individual having authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust employee grievances, or effectively to recommend such action, if in connection with the foregoing the exercise of such authority is not a merely routine or clerical nature, but requires the use of independent judgment.

c. If a romantic or sexual relationship between a supervisor and his or her subordinate employee does arise, the supervisor involved shall immediately notify the DOC Chief of Human Resources Management of the relationship as soon as it arises. This includes the situation that arises upon the promotion of an employee to a supervisory position, including an acting position over a person with whom he or she is in a relationship.

d. Upon receiving notification of a relationship, the DOC Chief of Human Resources Management shall work with appropriate managers to reassign the supervisor or staff or recuse the supervisor from all matters affecting, or appearing to affect, the employee.

e. Under no circumstances may supervisors appoint, employ, promote, advance, or advocate the employment, promotion, advancement of an employee with whom they have a romantic or sexual relationship.

f. A supervisor’s failure to notify the DOC Chief of Human Resources Management of a romantic or sexual relationship involving a subordinate employee is actionable misconduct. Disciplinary action from reprimand up to removal shall be taken for failure to notify.

g. Managers in receipt of notification regarding romantic or sexual relationships of supervisors with subordinates shall not disclose the existence or details of the relationships to others in the workplace except on a need to know basis for the purpose of taking action consistent with this policy.

h. All employees, whether supervisors or not, who become romantically or sexually involved with one another shall be required to maintain a professional demeanor while on duty, in uniform or on District of Columbia property. It shall be the employee's responsibility to ensure that their relationship does not affect their ability to carry out the duties and responsibilities of their respective positions. All employees shall be subject to discipline for failing to meet this standard.

10. PERSONAL ACCOUNTABILITY. Whether on or off duty, employees shall conduct themselves in a manner so as not to discredit the DOC or the Government of the District of Columbia.

a. DOC employees are required to provide immediate notification to their Supervisor if they become subject to an arrest, criminal summons, criminal investigation or indictment by any law enforcement authority, including outside of the District of Columbia.

b. Any employee who is arrested or issued a citation for a violation of the law, other than a minor traffic violation, shall be subject to the following procedure and policies:

1) The employee shall immediately notify their supervisor of his/her alleged violation of the law.

2) If DOC believes the employee has engaged in illegal activity, DOC may question the employee about the activity as it relates to the employee's performance of job duties.

3) Refusal to answer questions of such illegal activity as it relates to the job may result in disciplinary action, to include dismissal.

4) Any alleged illegal activity on the part of the employee shall be considered to have an impact on his or her ability to perform as a correctional employee and may result in immediate suspension from the job pending further disposition.

c. Any employee whose driver's license is suspended or revoked shall immediately notify their supervisor and the Department's Fleet Certifying Official (FCO) and may not operate any DOC vehicle.

d. Employees who are approached by the media for an interview as a spokesperson on behalf of the DOC shall notify the DOC Public Information Officer for appropriate review and authorization. No employee shall act as an official spokesperson for the DOC without the authorization of the Director through the Public Information Officer.

e. If the interview is of a private matter, it should not take place during official duty hours, while the employee is in uniform or on DOC property. In a private interview, reference to an employee's DOC affiliation is prohibited if it is presented in a manner that would lead a person to reasonably believe that the employee's statements or opinion are not of a private nature but those representing the DOC.

f. Unless the Director so authorizes, employees who testify before a legislative committee, the courts, or any other administrative or judicial body, shall not purport to speak on behalf of DOC, shall not wear the DOC uniform, and shall not testify during the employee's tour of duty.

g. Only an authorized employee shall disclose information pertaining to an inmate. Disclosure shall be in accordance with DOC rules for release of information.

h. No employee shall wear the uniform of a correctional officer unless on duty or directly in route to or from the employee's work place.

i. Employees shall not knowingly or deliberately withhold information concerning the violation of any DOC rules and regulations by inmates or other employees of DOC. If an employee has knowledge of another employee's violation of this code, other rules and regulations of DOC, rules and regulations contained in the District Personnel Manual, or city, state or federal laws, then the employee having such information shall promptly report it in full to his/her immediate supervisor. In the case of misconduct by the supervisor, the employee shall report the information to the next higher supervisor in his/her chain of command.

j. Employees shall not bring personal weapons of any kind onto government property. No firearms, other weapons, illegal drugs, intoxicants or other contraband articles are to be left in employee vehicles parked on government property.

k. Employees shall not leave unattended vehicles unlocked or leave ignition keys in personal or DOC vehicles while parked on government property.

l. Employees shall not leave their assigned post without being properly relieved or authorized by a supervisor.

m. Employees shall not misuse or convert government property to their own use or benefit.

n. Employees shall report any incident which does or could lead to a major disruption in the work place.

o. Employees shall obey all lawful orders from their superiors.

p. Employees shall not sleep or be in an inattentive condition at their assigned duty station. Sleeping or being in an inattentive state at a post where the security of the institution, the inmate population, or other employees is at risk shall be considered a major rule violation.

q. Employees are personally responsible for the accuracy of their time sheets. They shall take the necessary steps to preclude incidents of tardiness and shall not abuse any form of leave granted to them by the District of Columbia.

r. Employees shall not enter into acts of discrimination or harassment against other employees or inmates.

s. Employees shall ensure that while operating a government vehicle, they obey all laws and only use the vehicle as authorized.

t. Employees of this Department shall not consume alcoholic beverages prior to or while operating a government vehicle.

u. Employees shall not transport alcoholic beverages or illegal drugs in a government vehicle.

v. Employees shall not take prescription drugs which they know shall impair their ability to drive before or while operating a government vehicle.

w. Employees shall wear seat belts, shall not carry radar detectors, shall not wear headphones and shall not use personal cell phones when operating or riding in a government vehicle. DOC issued cell phones shall only be used with a hands-free device while operating a government vehicle.

x. Employees shall not manufacture, distribute, dispense, possess or use illegal drugs. Any employee violating this policy shall be subject to discipline up to and including termination and referral to the appropriate law enforcement agency for prosecution

11. PROFESSIONAL CONDUCT

a. No employee shall exhibit conduct that would adversely affect his/her job duties or the efficiency of the agency's operation, or violate any Federal law, municipal ordinance, or regulation of the District of Columbia.

b. Employees shall adhere to the agency's confidentiality policies, and refrain from discussing sensitive inmate/employee information with unauthorized individuals.

c. Employees shall not initiate or promote unwanted, offensive, and intrusive verbal or physical behavior that is linked to a legally protected category such as race, color, religion/creed, national origin/ancestry, sex, age, physical or mental disability, veteran status, genetic information, or citizenship.

d. Employees are expected to maintain professionalism in the workplace. Employees shall treat others cordially and respectfully at all times to include: verbal and non-verbal communication, and interaction with Department staff, inmates, visitors, volunteers, contractors and anyone else involved in the Department's day to day operations.

e. Employees that display discourteous and offensive behavior shall receive disciplinary action. Such actions include but are not limited to:

1) Bullying or berating others,

2) Physical or verbal intimidation, such as shouting or angry outbursts directed towards others,

3) Derogatory verbal comments or gestures,

4) Negative Name-calling,

5) Use of profanity towards others,

6) Intentionally humiliating others verbally or by using inappropriate physical gestures; and

7) Written or electronic communication sent with intent to harass, annoy, or alarm another person, uses abusive or obscene language, or includes a threat that would cause a reasonable person who is the target of the threat to fear for his or her safety.

f. Professional and respectful language shall be used in the workplace by employees while performing job duties. Respectful and professional language is characterized by:

1) Being polite and courteous;
2) Not using profanity;
3) Not using biased or derogatory comments; and
4) Avoiding the use of slang.

12. LEADERSHIP/SUPERVISORY EXPECTATIONS: All Supervisors to include front line/mid-level supervisors are responsible for modeling professional and respectful behavior and complying with Department policies and procedures. Supervisors should behave respectfully and refrain from disrespectful behaviors that violate agency policies. All supervisors who have been made aware of individuals in violation of agency's code of conduct are also responsible for:

a. Promptly addressing and correcting the behavior by engaging directly with the person(s) engaging in disrespectful or abusive conduct.

b. Bringing the situation to the attention of a supervisor or the next person in the chain of command for prompt resolution.

c. Encouraging staff to report disrespectful behavior.

d. Aiding and supporting fellow supervisors in addressing disrespectful behavior once reported or observed.

e. Following through with appropriate progressive discipline and documentation.

13. CONFLICTS OF INTEREST

a. No DOC official may appoint, employ, promote, advance or advocate for appointment, employment or promotion a person who is a relative as defined in Chapter 2, Section 299 Definitions (Relative), of the District Personnel Manual which includes a father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepfather,

stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

b. *Outside Employment or Private Business*

1) Pursuant to PP 3040.5, *Outside Employment and Other Activity*, an employee shall make a written request for the Director's permission through his or her chain of command to engage in outside employment or private business.

2) DC Government employees are prohibited from engaging in outside employment or private business that:

a) Is prohibited by law, regulation or DOC standards;

b) Has any direct or indirect financial interest that conflicts or would appear to conflict with the fair, impartial and objective performance of officially assigned duties and responsibilities;

c) May interfere with the employee's ability to perform his or her job, or that may impair the efficient operation of DOC or DC government;

d) May impair an employee's mental or physical capacity to such an extent that he or she can no longer carry out his or her duties and responsibilities as a DOC or DC government employee in a proper and efficient manner;

e) Is conducted during working hours unless the employee is on approved annual leave or leave without pay;

f) Uses or draws on official DOC or DC government data or ideas that have not become part of the body of public information unless the employee has received the DOC Director or other authorized DC government official's written permission to use the information when its use is deemed in the public interest; and

g) Provides the employee with compensation or anything of monetary value for engaging in this activity, while using subject matter that is substantially devoted to the employee's official duties and responsibilities, DOC programs or operations, or is information obtained from his or her government employment.

14. FINANCIAL ACCOUNTABILITY

a. While in the discharge of his or her duties, an employee shall not take action or make a decision which shall cause financial benefit for him/her, or a member of his/her immediate family, or business or properties in which he/she has an interest. If by error or omission the employee becomes aware of this rule after the fact, a written statement describing the conflict of interest shall be prepared by the employee and sent to the Office of the General Counsel and the Director.

b. An employee shall not engage in outside employment or private business activity or have any direct or indirect financial interest that conflicts or would appear to conflict with the fair, impartial and objective performance of their official duties and responsibilities.

c. A DOC employee shall not solicit or accept, either directly or through the intercession of others, any gift, gratuity, favor, loan, entertainment or other like thing of value intended to influence the actions or judgment of the employee in the performance of their official duties. An employee shall not use his/her position or confidential information received through his/her position to obtain financial gain, other than compensation provided by law, for himself/herself, a member of his or her immediate family, or a business with which the employee is associated.

15. POLITICAL ACTIVITIES. The Hatch Act limits political activities of D.C. government employees. As a result, a DOC employee may not be a candidate for office in a partisan election; may not use official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office; or directly or indirectly coerce or request contributions from subordinates in support of a political party or candidate.

Attachments

Attachment 1 - D.C. DOC Code of Ethics and Conduct Handbook

D.C. Department of Corrections

Office of the Director

An Open Letter to D.C. Department of Corrections' Employees
From Director Thomas Faust
DOC-OL22-08: November 9, 2022
(Code of Ethics and Conduct Handbook)

As DOC employees, we are required at all times to uphold a professional code of conduct, follow established agency policies and procedures, and commit to our mission to serve with pride, passion and professionalism in caring for human lives. By making sound ethical decisions and doing what is right, we help foster trust and maintain credibility with staff, the inmate population and community at large.

Our Code of Ethics and Conduct Handbook, which will be given to employees across the agency, is intended to provide guidelines related to ethical conduct, and reinforce the importance of using sound professional judgement at all times. Whatever your role in the agency, you are responsible for understanding and upholding these standards on a daily basis.

Please take the time to review the information provided. Once received, I recommend keeping your copy close as a resource and reminder of your commitment and duty as a DOC employee, to uphold public safety.

PLEASE READ AT ALL ROLL CALL FOR SEVEN (7) CONSECUTIVE DAYS

CODE OF ETHICS AND CONDUCT HANDBOOK

"INTEGRITY-
IT'S YOUR CHOICE"

D.C. DEPARTMENT OF CORRECTIONS
OFFICE OF THE DIRECTOR
3924 MINNESOTA AVE, NE, SECOND FLOOR,
WASHINGTON, DC 20019
(202) 673-7316

CENTRAL DETENTION FACILITY
1901 D STREET, SE, WASHINGTON, DC 20003
(202) 698-4932

CORRECTIONAL TREATMENT FACILITY
1901 E STREET, SE, WASHINGTON, DC 20003
(202) 790-6601

TABLE OF CONTENTS

Dear Staff:

Establishing and maintaining credibility with the community and the inmate population is directly rooted in the performance of all employees and is crucial to executing our duties professionally and managing a safe and secure facility. The ethics and conduct of **all** employees is critical to maintaining the confidence, respect, and support of the citizens of the District of Columbia.

This booklet, which has been prepared for the convenience of all Department of Corrections employees, is intended to emphasize the importance I place on our commitment to excellence and ethical conduct as public safety officials in the District of Columbia.

Sincerely,
Thomas Faust
Director

"Integrity - It's Your Choice."

VISION

DC Department of Corrections' (DOC) vision is to be a benchmark corrections agency. To become a benchmark agency, we will serve with **PRIDE**, **PROFESSIONALISM**, and **PASSION** in caring for human lives.

MISSION

The mission of DOC is to provide a safe, secure, orderly, and humane environment for the confinement of pretrial detainees and sentenced inmates, while affording those in our custody meaningful rehabilitative opportunities for successful community reintegration and strengthening community safety.

VALUES

Above all, we value our commitment to the **COMMUNITY** we serve and the **SAFETY** and **SECURITY** of persons in our care and custody.

INTEGRITY is our standard. **HONESTY** and **TRUSTWORTHINESS** are essential. We shall **RESPECT** all individuals and each other. **UPHOLDING PROFESSIONAL STANDARDS** is paramount to our continued success. We work together as a **TEAM** to provide excellent service.

CODE OF ETHICS/CONDUCT

A. DOC employees, both officers and civilians, shall conduct themselves, whether on or off duty, in accordance with the Constitution, and all applicable laws, ordinances and rules enacted or established pursuant to legal authority. Employees shall refrain from any conduct that detracts from the public's faith in the integrity of DOC and/or the criminal justice system.

B. Persons who are employed by DOC shall not engage in activities that bring discredit to DOC or the Government of the District of Columbia.

C. Employees shall not use their official positions to secure privileges for themselves or others.

D. Employees shall not engage in activities that constitute a conflict of interest or the appearance of a conflict of interest.

EMPLOYEE/INMATE RELATIONSHIPS

A. Employees shall not become intimately or romantically involved in a relationship with an inmate and/or individual under criminal justice control or supervision.

B. Sexual contact between employees and inmates, regardless of consensual status, is prohibited and punishable by criminal law.

C. Employees shall keep their conversations with inmates on a professional level at all times, and shall refrain from discussing their personal lives and activities with them.

D. Employees shall not use cruel, inhumane or corporal punishment, excessive force, or in any way mistreat individuals under DOC care, custody and control.

E. Employees shall not develop personal relationships with inmates, or anyone under controlled supervision by any criminal justice Agency, outside of their professional responsibilities.

F. Employees shall not develop social relationships with the families of inmates outside their professional responsibilities. An employee having a pre-existing relationship with one or more inmates or their families **must report** them to his/her supervisor.

G. Employees who have an immediate relative who is incarcerated in the Central Detention Facility (CDF), Correctional Treatment Facility (CTF), or any DOC contract facility shall obtain the written recommendation of their immediate supervisor and the affected Warden's approval to visit the inmate. Such visits shall only occur during an employee's non-duty hours and the employee shall not wear any part of his/her official uniform during the visit.

H. Employees shall not accept or issue bribes, gifts or gratuities, nor grant favors or solicit or accept favors, loans or gifts of any kind from inmates or their family members or friends.

I. Employees shall not give or loan money to an inmate for any reason.

J. Employees shall not bring articles of any kind into the institution for delivery to an inmate or take out an article of any kind for an inmate unless authorized to do so, by the Director or Designee.

K. Employees shall not aid and/ or abet an inmate in acts which disrupt the orderly operation of the facility.

L. Employees shall refrain from discussing matters relating to the discipline of inmates or employees and/or management of the facility in the presence of the inmate population.

M. Violation of any of the above actions shall be grounds for termination of employment.

PERSONAL ACCOUNTABILITY (PP 3300.1)

A. Whether on or off duty, employees shall conduct themselves in a manner so as not to discredit DOC or the Government of the District of Columbia.

B. No employee shall act as an official spokesperson for DOC without the authorization of the Director through the Government and Public Information Officer.

C. No employee shall wear the uniform of a correctional officer unless on duty or directly in route to or from the employee's work place.

D. Employees shall not knowingly or deliberately withhold information concerning the violation of any DOC rules, regulations, or security protocols by inmates or other employees of DOC. Withholding such information shall be grounds for termination of employment.

E. Employees shall not bring personal weapons of any kind onto government property. No firearms, other weapons, illegal drugs, intoxicants or other contraband articles are to be left in employee vehicles parked on government property.

F. Employees shall not leave their assigned post without being properly relieved or authorized by a supervisor.

G. Employees shall obey all lawful orders from their superiors.

H. Employees shall not sleep or be in an inattentive condition at their assigned duty station. Sleeping or being in an inattentive state at a post where the security of the institution, the inmate population, or other employees is at risk shall be considered a major rule violation, and shall be grounds for termination of employment.

I. Employees are personally responsible for the accuracy of their time sheets. They shall take the necessary steps to preclude incidents of tardiness and shall not abuse any form of leave granted to them by the District of Columbia.

J. Employees shall not enter into acts of discrimination or workplace harassment against other employees or inmates.

K. Employees shall ensure that while operating a government vehicle, they obey all laws and only use the vehicle as authorized.

L. Employees shall be courteous, exhibit a good demeanor, and conduct themselves professionally at all times in interactions with the public; facility visitors, and attorneys.

CONFLICTS OF INTEREST (PP 3300.1)

A. No DOC official may appoint, employ, promote, advance or advocate for appointment, employment or promotion a person who is a relative as defined in Chapter 8, Section 803.6, of the District Personnel Manual.

B. An employee shall make a written request for the Director's permission through his or her chain of command to engage in outside employment or a private business.

GENERAL PROHIBITION AGAINST SEXUAL HARASSMENT AND RETALIATION (PP 3310.4)

Each DOC employee is prohibited from engaging in sexual harassment or inappropriate sexual conduct and is required to report sexual harassment or sexual conduct when experienced or observed consistent with the procedures set forth in this policy. Each employee is protected from retaliation for complaining about or witnessing sexual harassment or sexual conduct, as defined above, against themselves or another employee.

Sexual Harassment- Sexual Harassment is defined as repeated and unwelcome sexual advances, request for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by an employee, contractor or volunteer to another.

• Submission to such conduct is made a term or condition of employment, either explicitly or implicitly;

• Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting such employee;

• Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance; or

• Such conduct affects work conditions or creates an intimidating hostile, or offensive working environment.

Sexual Assault- A forcible sexual act, a sexual act performed against the inmate's will, or a sexual act that is achieved through the exploitation of fear or the threat of physical violence or bodily injury.

Sexual Abuse- A sexual act that is not forced or against the person's will, but where the inmate is incapable of giving consent because of his/her young age, temporary or permanent mental or physical incapacity, or by reason of being in the official custody of DOC.

ELIMINATION OF SEXUAL ABUSE, SEXUAL ASSAULT, AND SEXUAL MISCONDUCT (3350.2)

A. POLICY

1. The District of Columbia Department of Corrections has a zero-tolerance policy toward all forms of sexual abuse, sexual assault, and sexual misconduct against any person who works, visits or is confined in any of its facilities or contractor operated facilities.

2. DOC strictly prohibits sexual assault, sexual abuse, sexual acts and sexual contact between inmates, - arrestees, and halfway house residents to include that of a consensual nature. Any sexual contact, regardless of consensual status with an inmate or arrestee, is prohibited and punishable by criminal law.

3. Neither DC Law or the DOC recognizes a defense of consensual sexual contact between staff and inmates, arrestees or residents (i.e. persons who are in "official custody'').

B. APPLICABILITY

This policy applies to all DOC employees, contract employees, volunteers, any individual who provides services at a DOC facility, inmates, arrestees, and halfway house residents committed to DOC and its contract facilities.

MANDATORY EMPLOYEE DRUG/ALCOHOL TESTING (SOP 6050.4B)

A. It is the policy of the DOC that all positions are designated as safety sensitive. DOC has zero tolerance policy as an alcohol and drug free workplace.

B. DOC employees and contractors are prohibited from using or being under the influence of alcohol and any drug without a prescription that is prohibited under the Controlled Substance Act. Positive test results will be considered as being under the influence.

C. Any confirmed positive test results or refusal to submit to the test shall be grounds for termination of employment.

D. Employees shall be tested for use of Marijuana (THC),Cocaine, Opiates, Amphetamines; and Phencyclidine (PCP). Testing a urine sample using the EMIT method and GC/MS (for confirmation of positive test results) is required. DOC reserves the authority to test employees for additional illegal substances based upon reasonable suspicion that such testing is appropriate.

SMOKE AND TOBACCO PRODUCT FREE WORK ENVIRONMENT (PP 6060.)

It is DOC policy to prohibit the use, sale, trading, or bartering of tobacco products in DOC facilities and DOC vehicles. The sale of all tobacco products through its commissary services is prohibited. It is DOC policy that violators shall be subject to disciplinary action.

CONTRABAND CONTROL (PP 5010.3)

A. Staff entrance personnel shall thoroughly screen and search employees, contractors, volunteers and visitors and shall instruct all persons found to be in possession of any contraband that they may not enter the facility until receiving proper clearance from a supervisor. Entry staff shall secure the identification and the contraband and immediately notify a supervisor. Staff shall complete all required paperwork.

B. Employees, contractors, visitors and volunteers can not have more than $20. The sale of tobacco products is prohibited and will not be sold via commissary.

C. All individuals are prohibited from bringing or using tobacco products onto DOC premises and DOC vehicles.

D. Staff, contract employees, volunteers and visitors are prohibited from giving inmates contraband products or the means to ignite, use or distribute them as defined in this policy.

E. Tobacco products, illegal drugs, controlled substances (unless prescribed under a current prescription), chewing gum, matches, lighters, locking devices, knives, guns, homemade weapons, tools, ropes, cellular phones and accessories (except if authorized), and alcohol are contraband. These items, if found in the possession of an inmate shall be confiscated and destroyed.

F. Any item that may pose a risk to the safety, security and order of the facility is also considered contraband.

OUTSIDE EMPLOYMENT (PP 3040.5)

Employees of DOC may not engage in any outside employment or other activity which is not compatible with the full and proper discharge of their duties and responsibilities as a District of Columbia employee. Evaluation of such outside employment or activity must be made by the Director or his designee, or by the D.C. Office of Inspector General, or by the D.C. Department of Human Resources.

A. Engaging in any outside employment, private business activity, or other interest which may interfere with the employee's ability to perform his or her job, or which may impair the efficient operation of the District of Columbia government;

B. Using government time or resources for other than official business, or government approved or sponsored activities, except that a District employee may spend a reasonable amount of government time and resources on such projects, reports, and studies as may be considered in aid of other government jurisdictions {local, state, or federal), provided the work so performed is within the scope of the individual's regular assignments as a District employee;

C. Ordering, directing, or requesting subordinate officers or employees to perform during regular working hours any personal services not related to official DC government functions and activities;

D. Maintaining financial or economic interest in or serving (with or without compensation) as an officer or director of an outside entity if there is any likelihood that such entity might be involved in an official government action or decision taken or recommended by the employee;

E. Engaging in any outside employment, private business or activity, or interest which permits an employee, or others, to capitalize on his or her official title or position;

F. Divulging any official government information to any unauthorized person or in advance of the time prescribed for its authorized issuance, or otherwise making use of or permitting others to make use of information not available to the general public;

G. Engaging in any outside employment, private business activity, or other interest which might impair an employee's mental or physical capacity to such an extent that he or she can no longer carry out his or her duties and responsibilities as a government employee in a proper and efficient manner;

H. Serving in a representative capacity or as an agent or attorney for any outside entity involving any matter before the District of Columbia; or

I. Engaging in any outside employment, private business activity, or other interest which is in violation of federal or District law.

EMPLOYEE ATTIRE (PP 3360.2)

All DOC employees shall adhere to the requirements of PS 3360.2, Employee Attire and project a professional image while on duty.

REQUIREMENTS OF All EMPLOYEES

A. **Personal Hygiene**. Each employee's style or manner of dress and personal grooming shall be consistent with the health, welfare, and standards of the agency and shall be in compliance with federal and local laws.

B. Each employee shall observe rules of basic personal hygiene and report for duty presenting a well-groomed and neat appearance. An employee's face, hands, fingernails and other exposed areas shall be clean and in compliance with this directive.

C. **Nametags or ID**

1.Uniformed employees shall wear nametags in compliance with this directive PS 3360.2, *Employee Attire*.

2.All non-uniformed employees and contractors shall wear their DOC ID on their person.

3. All employees shall wear their DOC ID when on official DOC duty away from the agency.

D**. UNIFORMED OFFICERS - GENERAL REQUIREMENTS**

Regulations Uniform. All uniformed staff in the Correctional Officer ranks, regardless of work
locations or job assignments, shall report to work in the official duty uniform.

E**. NON-UNIFORMED - GENERAL REQUIREMENTS**

Non-uniformed employees shall dress in a neat, clean, and professional manner that meets the reasonable standards for professional office attire.

F. DUTY TO PERFORM

Failure to perform official duties shall be immediate grounds for termination.

Failure to perform official duties include:

- Failure to assist fellow officers in performance of duties.
- Failure to perform, or attempt to perform, life saving measures in any medical emergency;
- Failure to intervene and/or prevent -inmate disturbances; incidents endangering inmates, staff, and/or the public;
- Failure to maintain security and order within the facilities;
- Leaving assigned post(s) without supervisor approval;
- Failure to follow DOC policies and procedures; and/or
- Failure to take action in maintaining safety, security, and protecting lives within DOC facilities of inmates, staff, and public.

Serving with Pride, Professionalism, and Passion in Caring for Human Lives

DOC

THE DEPARTMENT OF CORRECTIONS

D.C. Department of Corrections

Office of the Director

An Open Letter to D.C. Department of Corrections' Employees
From Director Thomas Faust
DOC-OL22–06: September 30, 2022
(DOC Staff-Respect and Professionalism)

As employees of the D.C. Department of Corrections (DOC) we are expected to maintain professionalism in the workplace and to treat others cordially and respectfully at all times. This includes our verbal and non-verbal communication, and interaction with departmental staff, inmates, visitors, volunteers, contractors and anyone else involved in the Department's day to day operations. Because our mission is dependent upon peer support, team work and camaraderie, we must strive to work together effectively by minimizing disagreements and other non-productive conduct.

This serves as a reminder to all DCDOC staff that displays of discourteous and offensive behavior are unacceptable and will result in appropriate disciplinary action. Such actions include but are not limited to:

- Bullying or berating others
- Physical or verbal intimidation, such as shouting or angry outbursts directed toward others
- Derogatory verbal comments or gestures
- Name-calling; This includes but not limited to referring to a person by Age, Race, Religion, Sexual Orientation, National Origin, etc., verbally or in writing per DOC Equal Employment Opportunity (EEO) Program: 3800.1G
- Use of profanity, vulgar and offensive language toward others
- Intentionally humiliating others verbally or by using inappropriate physical gestures
- Negative written or electronic communication

In striving to achieve our vision for creating a benchmark corrections agency, it is important that we begin by respecting one another and acknowledging the important role we each play as public safety professionals.

The D.C. Department of Corrections' vision is to be a benchmark correction agency. To become benchmark agency, we will serve with pride, passion and professionalism in caring for human lives.

If you have questions or if you wish to file an EEO complaint, please contact DOC's Office of EEO & Diversity: Karin Green-Supervisory Equal Opportunity Specialist, Office: 202-671-2108, Email: karin.green@dc.gov or Tira Swinton- Equal Opportunity Specialist, Office: 202-671-2061, Email: tira.swinton@dc.gov.

PLEASE READ AT ALL ROLL CALLS FOR SEVEN (7) CONSECUTIVE DAYS AND POST ON ALL APPROPRIATE BULLETIN BOARDS