



# OREGON YOUTH AUTHORITY

## Policy Statement

### Part 0 – Mission, Values, Principles



Subject

#### Professional Standards

Section – Policy Number:  
**0-2.1**

Supersedes:  
**I-D-2.0 (05/00)**

Effective Date:  
**12/15/06**

Date of Last  
Review/Revision:  
**None**

#### Related Standards and References:

- [ORS 420A.025](#) (Rulemaking authority; general)
- [ORS Chapter 244](#) (Government Standards and Practices)
- [OAR Chapter 416](#), Division 800 (Criminal History Checks)
- Oregon Government Standards and Practices Commission, [A Guide for Public Officials](#)
- American Correctional Association, *Standards for Juvenile Correctional Facilities*; 3-JTS-1A-03 (Purpose and Mission); 3-JTS-1C-23 (Code of Ethics)
- American Probation and Parole Association (APPA) Code of Ethics
- OYA Policy: [0-1.0](#) (Message from the Director)  
[0-1.1](#) (OYA Mission Statement/Values)  
[0-2.0](#) (Principles of Conduct)

#### Related Procedures:

None

Interpretation: Business Services

#### Approved:

Robert S. Jester, Director

#### I. PURPOSE:

As public employees, staff are bound by ethics and boundaries articulated in statute and by the agency. This policy establishes standards for staff while they perform their duties in the workplace and creates a nexus between criminal conduct during off-duty hours and the potential impact on staff's employment.

## II. POLICY DEFINITIONS:

**Gifts:** Something of value accepted by a public official and for which the public official does not pay back equal value; the waiving of a debt, as well as the giving of some object or service; and something received by an official that is not available to the general public for the same price or conditions.

This does not include: gifts totaling less than \$100 in value during a calendar year from people or organizations; a calendar, scratch pad, plastic doodad, coffee cup, or a pen (a box of 50 for family and friends would be a gift); a package of food made available to anyone in the building; or food and beverage consumed in the presence of the purchaser or provider.

**Official position:** Includes use of agency-provided clothing, identification cards, or stationary.

**Public official:** Any person who serves the State of Oregon or any of its political subdivisions or any other public body of the state as an officer, employee, agent or otherwise, irrespective of whether the person is compensated for such services; including both permanent and temporary employees.

**Records/information:** Any writing, including handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols or combination thereof, and all papers, maps, files, facsimiles, electronic recordings containing any information relating to the conduct of OYA's duties as a public agency (i.e., JJIS notes, e-mails, handwritten notes, videotapes, compact disks, DVDs, etc.), and interstate compact records held by the OYA.

## III. POLICY:

The OYA is responsible for enhancing the purposes of the juvenile justice system to ensure that communities are safe, that offenders are held accountable to victims and the community, and that offenders develop into responsible and productive members of society.

As a state agency, the OYA, its staff, and volunteers serve as "public officials." Public service is a public trust, requiring staff to place loyalty to laws and ethical practices above private gain, including:

- being faithful to the principles of the state code of ethics (ORS Chapter 244);
- meeting and helping to advance the OYA mission and values; and
- adhering to the professional standards that govern the scope of services provided by the OYA.

In order to achieve its mission, the OYA employs, trains, supports, and empowers a competent, professional, and diverse workforce. Developing an

effective workforce to achieve these goals in a manner that merits public confidence and respect necessitates that all staff appreciate the relationship between their actions, both on the job and in their personal lives, and public opinion. A single staff's misconduct or ineffective performance reflects negatively on their immediate coworkers, other staff of the OYA, other government agencies, and interferes with the OYA's ability to accomplish its goals.

#### **IV. GENERAL STANDARDS:**

##### **A. State employees code of ethics**

Staff, as public officials, and their family members are prohibited from the following actions:

1. Soliciting or accepting from any person, business, or organization any gift if it may be reasonably inferred that it is given for the purpose of:
  - a) Influencing official actions or affecting, or substantially affecting, directly or indirectly, the performance or non-performance of an official duty.
  - b) Such influence includes legislative or administrative interest, defined as an economic interest, distinct from that of the general public, in one or more bills, resolutions, regulations, proposals, or other matters subject to the formal vote or official action of an agency staff.

See related policies: I-A-1.0 (Lobbying)  
I-D-3.11 (Political Activity)

2. Obtaining privileges not otherwise available except in the performance of duty. Examples include receiving discounts on travel arrangements for non-official business, or earning personal frequent flyer miles while conducting official business.
3. Avoiding consequences of illegal acts;
4. Soliciting or receiving a promise of future employment in return for the public official's influence; or
5. Using confidential information obtained in the course of official duties for personal gain.

##### **B. Agency standards**

1. Staff are expected to apply the agency mission, values, and principles of conduct as a framework for staff decision-making and personal behavior in the daily conduct of business. Staff will refer to Policy 0-1.1 (OYA Mission Statement/Values) and 0-2.0

(Principles of Conduct) for specific guidance regarding the agency's missions and principles of conduct.

2. Within the framework of its agency mission, values, principles of conduct, and policies, the OYA supports the development of a culturally-competent work environment that:

- a) Educates its staff and stakeholders so that they may understand the importance of being culturally competent.
- b) Reflects the diversity of the OYA offender population.
- c) Provides a worksite that is welcoming, comfortable, free of racism and safe for all persons.

See related policies: I-D-2.1 (English Plus [Staff])  
II-E-2.4 (English Plus [Offenders])

3. The OYA recognizes the role it plays as a partner in a continuum of services provided within the state and county juvenile justice system, and values collaborative relationships with other agencies within the continuum.

4. Staff will report for duty at the time and place required by assignment or directive.

- a) When reporting for duty, staff will be capable of performing all of the essential functions required of their work assignment.
- b) While on duty, staff will be fully alert and attentive.

5. While on duty, staff will not commit acts that constitute a violation of any of the agency policies, rules, procedures, or regulations. In addition, staff will obey all federal, state, and local laws within the provision of day-to-day work activities and duties.

Should a staff be charged with, arrested for, or convicted of a law violation during work hours, staff must immediately inform his/her Supervisor/Manager of such in writing.

See related policy: I-C-2.0 (Use of State-Owned Vehicles).

6. As public servants, the commission of criminal acts by staff may have a debilitating impact on the agency and its ability to accomplish its mission. Certain actions that demonstrate jeopardy to the safety of children, youth, or other vulnerable persons, or demonstrate lack of moral fitness, are fundamentally inconsistent with being a staff of the OYA.

Staff who are charged with, arrested for, or convicted of law violations because of on-duty or off-duty actions will inform his/her Supervisor/Manager of such in writing by the next working day.

7. Staff will be truthful in rendering any report, in giving testimony, or in giving any official statement about any action taken that relates to the staff's employment, responsibilities, position or duties.

See related policy: I-E-3.0 (Public Statements and Representation)

- a) Within the scope of employment, each staff is obligated to promptly report to the proper authority:
  - (1) Any unlawful acts;
  - (2) Acts that pose an immediate threat to the safety, security and welfare of staff, offenders or the public;
  - (3) Violations of rules, regulations, policies and procedures involving the agency or observed while on duty.

8. As a public officer, staff will release/disclose all agency records/information as required by law and according to OYA policy while maintaining the integrity of agency information by releasing records/information only to those persons granted access.

See related policies: I-E-3.0 (Public Statements and Representation)

I-E-2.1 (Public Information Requests)

I-E-2.3 (Requests for Offender Records, Reports, and Other Materials)

I-E-2.2 (Offender Case File Transfer)

- a) Records/information will remain intact and staff will not remove, destroy, or make copies of records except in accordance with established policies, procedures, or upon proper authorization.
  - b) Staff will not access or share OYA records/information unless it is related to required work assignments.
9. The OYA will maintain a drug- and alcohol-free workplace, and staff will not use tobacco products within facilities designated as tobacco- or smoke-free and/or where such use has been prohibited.

See related policies: 0-4.0 (Drug-Free Workplace)

I-C-8.0 (Smoke-Free and Tobacco-Free Areas)

10. Staff will, in the performance of their duties, be respectful, courteous, and considerate toward others.
  - a) Staff will maintain a work environment that is free from discrimination and/or harassment.

See related policies: 0-3.0 (Harassment-free Workplace)  
0-3.1 (Equal Employment Opportunity and Affirmative Action)  
0-5.0 (Violence-free Workplace)
  - b) Staff will not use terminology that disrespects the dignity or violates the human rights of others.

See related policy: I-D-2.1 (English Plus [Staff])
  - c) Staff will not use threats or intimidation toward others while at the worksite. The use of force will be employed only in situations directly related to safety and security, and in compliance with OYA rules and policies.

See related policies: 0-3.0 (Harassment-free Workplace)  
0-3.1 (Equal Employment Opportunity and Affirmative Action)  
0-5.0 (Violence-Free Workplace)  
II-B-1.1 (Use of Physical Intervention and/or Restraint in Facilities)
11. Staff will recognize the role they play within a treatment environment serving offenders, and will develop and conform to professional standards during their interactions with all agency stakeholders, including offenders, their families, and members of the community.

See related policies: I-D-1.4 (Conflict of Interest)  
I-D-3.13 (Dress Standards [Staff])  
II-B-1.0 (Relationships with Offenders)  
III-E-3.0 (Role of the Parole/Probation Officer)
12. Political activity of staff during working hours will be restricted in compliance with state and agency rules and policy.

See related policy: I-D-3.11 (Political Activity)
13. Staff will not engage in any activities or personal business, including seeking or negotiating for employment, that would cause them to neglect their duty or cause a conflict of interest on the job.

See related policies: 0-2.4 (Conflict of Interest)  
I-C-7.5 (Alcoholic Beverage Restriction)

14. Staff will not use, remove, borrow, lend, or give away OYA property for other than official business, unless authorized by the Director, or designee. Such property includes state-provided clothing, identification cards, office supplies, equipment, vehicles, and food.

See related policies: 0-7.0 (Use of Electronic Information Systems)  
I-C-1.0 (Internal Property Control System)  
I-C-2.0 (Use of State-Owned Vehicles)  
I-C-3.1 (Personal Use of Facilities)

15. All staff will be informed of this policy during the hiring process and during New Employee Orientation.

**V. LOCAL OPERATING PROCEDURE or PROTOCOL REQUIRED: NO**