



DEPARTMENT OF CORRECTIONS
Employee Services



Title:	Code of Conduct	DOC Policy: 20.1.3
Effective:	7/22/25	Supersedes: 11/13/19
Applicability:	All employees and non-employee service providers	
Directives Cross-Reference:		
Rule:	OAR 291-013 Use of Force	
	OAR 291-105 Prohibited Conduct and Processing Disciplinary Actions	
Policies:	DAS Policy 50.010.03 Maintaining a Professional Workplace	
	DOC Policy 20.5.18 Drug and Alcohol Testing of Employees	
	DOC Policy 20.6.2 Drug-Free Workplace	
	DOC Policy 20.6.3 Smoke-Free Workplace	
Attachments: None		

I. PURPOSE

To establish a code of conduct for all Department of Corrections (DOC) employees and non-employee service providers.

II. DEFINITIONS

- A. Adult in Custody (AIC): Any person under the supervision of the Department of Corrections who is not on parole, probation, or post-prison supervision status.
- B. Adult on Supervision: Any person under the supervision of the Department of Corrections who is on parole, probation, or post-prison supervision status.
- C. Contraband: Any article or thing which an adult in custody is prohibited by statute, rule, or order from obtaining, possessing, or which the adult in custody is not specifically authorized to obtain or possess or which the adult in custody alters without authorization.
- D. Employees: For the purposes of this policy, any person employed full-time, part-time, or under temporary appointment by the Department of Corrections. This includes executive and management service, classified and unrepresented employees, and non-employee service providers.
- E. Non-Employee Service Provider: An individual who provides services or programs to the department or to adults in custody, including those who provide services or programs remotely, but not as a paid employee of the department. Examples of non-employee service providers include, but are not limited to, contractors, volunteers, mentors, student

interns, criminal justice partners, and government agency partners.

III. POLICY

Every employee of the Department of Corrections shall constantly strive to attain the highest standards of conduct and maintain fidelity to the principles of professional public service. This requires employees adhere to the code of ethics and meet the vision, values, rules, policies, and procedures of the department.

Every employee's conduct must be above reproach and must not impugn the credibility and integrity of the department, its employees, or the corrections profession.

Failure by employees to follow this policy may result in appropriate disciplinary action, up to and including dismissal.

It is essential to the orderly operation of the department that employees conduct themselves professionally, in accordance with the following standards:

A. Compliance with Directives

1. Employees shall not knowingly engage in or neglect actions that violate any of the policies, rules, procedures, regulations, directives, or orders of the department.
2. The practice of management providing direction to employees and ensuring the implementation of that direction is essential to delivering services to agency staff, adults in the custody of the Department of Corrections, and the citizens of Oregon. Policies and orders specific to each position cannot cover all duties and expectations necessary to fulfill the mission of the Oregon Department of Corrections. Employees are expected to carry out additional duties as assigned by their supervisors to support the organization's daily goals and objectives.
3. Regardless of personal opinions or perspectives, employees are obligated, during paid work time, to comply with management's directives and expectations which are legal, moral, and ethical.

B. Compliance with Laws

1. Employees are required to comply with all applicable federal, state, and local laws in the jurisdiction where they are located.
2. If an employee is charged with, arrested for, or convicted of any felony, misdemeanor, or traffic violation resulting in a suspended license, the employee must promptly notify their supervisor in writing.

C. Department of Public Safety Standards and Training (DPSST) Notification

1. A Department of Public Safety Standards and Training-certified corrections officer or certified instructor who is arrested or receives a criminal citation to appear (or its equivalent) for any criminal offense must notify Department of Corrections and Department of Public Safety Standards and Training within five business days.
2. Notification must be in writing and include the date of the arrest or citation, the location

of the arrest or citation, the reason for the arrest or citation, and the arresting or citing agency.

D. Reporting for Duty

Employees shall report for duty at the time and place required by assignment or orders and shall be capable of performing all the essential functions required of their position.

E. Attentiveness to Duty

1. Employees shall not engage in any activities or personal business that would cause them to neglect their duty.
2. Employees shall remain awake, fully alert, and attentive.

F. Truthfulness

1. Employees shall be truthful in rendering any report or complaint, in giving testimony, or in giving any official statement about any action taken that relates to the employee's employment, position, or duties.
2. Every employee is obligated to promptly report to the proper management authority any illegal acts or acts that would pose an immediate threat to the safety, security, and welfare of employees or adults in custody, and any violations of post orders, rules, regulations, policies, and procedures.
3. Employees who possess factual knowledge of behavior that should be communicated to the proper authority and choose not to report it may be subject to disciplinary action.
4. Employees will not take any action or make any statement to deceive or mislead the agency or its representatives in performing or processing their work, on paid work time, or administrative leave.
5. Employees will not be intentionally misleading or deceptive while performing their professional duties for the agency, on paid work time, or administrative leave. Being misleading or deceptive could include omission or deflection which fails to provide information and leaves an inaccurate understanding or impression.

G. Misuse of Department Position or Identification

1. Employees shall not use their department position, identification card, or badge for:
 - a. Personal or financial gain;
 - b. Partisan political purpose;
 - c. Obtaining privileges not otherwise available to them except in the performance of duty; or
 - d. Avoiding consequences of illegal acts.
2. Employees shall not lend their department-issued uniforms, identification cards, or badges to another person.
3. Employees shall not permit any department-issued identification cards or badges to be photographed or reproduced.

H. Relationships with Adults in Custody or Adults on Supervision

1. All employees shall confine their relationship with an adult in custody or an adult on supervision, or their family and friends, to those activities which are within the scope of the employee's duties. Requests for exceptions must be submitted in writing to, and approved by, the employee's functional unit manager. Upon receipt of authorization, the employee shall provide a copy to the supervising authority.
2. Employees shall complete a Notice of Employee/Client Relationship/Request for Conflict form (CD1472) and submit written notification to their supervisor as soon as they know a relative or close personal acquaintance is an adult in custody or an adult on supervision within Oregon, which includes federal, state, county, and city or local law enforcement. After the form is signed by management, it will be sent to a Senior Human Resources Business Partner and placed in the employee's state human resources information system profile.
3. Employees shall not become emotionally, romantically, or sexually involved with an adult in custody or adult on supervision.
4. Employees shall not allow an adult in custody to engage in any behavior of a sexual nature with another adult in custody and shall intervene to prevent this behavior if it is observed.
5. An employee shall use the reasonable amount of force necessary to gain compliance as defined in the department's rule on Use of Force (OAR 291-013). Reasonable force is defined as, "The use of physical force to achieve a legitimate correctional objective, where the type and amount of force are consistent with the situation and the objective to be achieved; and where alternatives to physical force are unavailable or ineffective; and where the force used is the minimum necessary to control the situation."
6. An employee shall not use profane, obscene, or other abusive language or intimidation toward an adult in custody.

I. Relationships with Colleagues and Courtesy Toward Others

1. In the performance of their duties, employees are expected to be respectful, courteous, and considerate toward all members of the department and the general public.
2. Employees shall not use terminology that disrespects or violates the dignity or the human rights of others.
3. Employees shall not engage in inappropriate workplace behavior as defined in Department of Administrative Services (DAS) policy 50.010.03 Maintaining a Professional Workplace.
4. Communication with your coworkers and managers will always be honest and forthright while performing your professional duties for the agency, on paid work time, or administrative leave.
5. Employees shall not engage in any sexual contact while on duty or while acting in the official capacity of their position.

J. Introduction of Contraband

The introduction of contraband, as defined in the department's rule on Prohibited Conduct and Processing Disciplinary Actions (OAR 291-105), by an employee or non-employee service provider into any department worksite without the functional unit manager's knowledge and consent is prohibited.

K. Dissemination of Information

1. Department of Corrections shall ensure public records shall be available to all persons consistent with all department procedures and laws governing the disclosure of such records.
2. Employees shall not remove information from files or make copies of records, documents, or any other department information, except in accordance with established procedures or upon proper authorization.
3. Each employee shall maintain the integrity of information received in the course of employment with the department, not seek information beyond that needed to perform their duties, or reveal such information to anyone not having proper authorization.

L. Discrimination, Workplace Harassment, and Sexual Harassment

1. Department of Corrections provides a work environment free from discrimination or workplace harassment based on or because of an employee's protected class status.
2. Department of Corrections provides a work environment free from sexual harassment.
3. All Department of Corrections employees must conduct themselves in a professional manner at all times and are prohibited from engaging in any form of discrimination, workplace harassment, or sexual harassment.

M. Drug and Alcohol-Free Workplace

The Department of Corrections maintains a drug-free and alcohol-free workplace in accordance with the department's policies on Drug and Alcohol Testing of Employees (DOC Policy 20.5.18) and Drug-Free Workplace (DOC Policy 20.6.2), and applicable collective bargaining agreements.

N. Smoke-Free and Tobacco-Free Workplace

Employees shall not use tobacco or vaping products within department facilities designated as smoke-free or where such use has been prohibited (see DOC Policy 20.6.3 Smoke-Free Workplace).

O. Unauthorized Use or Removal of Property

1. Employees shall not use, remove, or borrow property from the department for anything other than official business.
2. Employees shall avoid thoughtless or careless expenditure, use, consumption, or management of state resources.

3. Employees have the responsibility to report to management suspected fraud, waste, and abuse and Department of Corrections must take reasonable steps to see that the employee does not suffer retaliation for reporting violations as required in Oregon's whistleblower statute ORS 659A.203.

P. Gambling

Employees shall not engage in any form of gambling on duty.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: __signature on file _____
Julie Vaughn, Rules Coordinator

Approved: __signature on file _____
Michael Reese, Director