



Public Animal Welfare Services

99 NORTH AVENUE • ROME, GEORGIA 30161
PHONE: 706.236.4545 • FAX: 706.233.0032 • www.romefloyd.com

Volunteer Application Packet

Application Overview

We are excited that you have chosen to spend your valuable time here with us to help the homeless animals of Floyd County. This is a very emotionally difficult environment to work in and we appreciate good people to help carry the load. There are some things you should know up front before beginning the application process to determine if this volunteer opportunity is right for you.

First we utilize state inmate labor and strict security measures must be adhered to at all times, as a result there is an 6-8 hour class you must attend given by the training officer at the Floyd County Prison; and pass a criminal background check. These measures are for your safety, the safety of the public and the safety of Correctional Officers inside the prison. Secondly you must be a current resident of Floyd County 18 years of age or older and supply your home address and all other relevant contact information. Since there is always a possibility of injury from either an animal bite or fall you be required to sign a waiver releasing Floyd County of liability for any injuries. There will be a list of jobs available for you to choose from and you will be welcome to choose which duties fit your capabilities, there will also be certain activities that are prohibited from performing. Additionally you will be given a copy of the department's standard operating procedure and expected to adhere to it closely and wear the supplied identification badge and t-shirt while performing volunteer activities. And finally you will be required to attend Floyd County's intern orientation presentation.

After you have completed this packet you can bring it back to the facility, mail it to the above address, fax to the above fax number or scan and e-mail to broomej@floydcountyga.org. You will be contacted by the Animal Control Director for scheduling of the appropriate classes or other appointments. Once all requirements have been met you will be able to come to the facility at your convenience and perform the duties you are comfortable with. Thank you again for considering to donate your valuable time to help the animals here at the shelter be more comfortable and adoptable.

I have read and understand the qualifications described above required for my consideration as a volunteer at Floyd County Animal Control

Printed name: _____

Date: _____

Signature: _____



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Volunteer Application

Personal Information

Date: _____

Last Name: _____ First Name: _____ Middle: _____

Physical Address: _____
Street City State Zip

Mailing Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____ Fax: _____

E-mail Address: _____

Are you over the age of 18? Yes _____ No _____

Are you a student? Yes _____ No _____

If yes, give year and major: _____

Do you have any physical limitations that may be aggravated or prevent you from performing certain tasks?

Yes _____ No _____

Availability

Circle the days you are planning on being available during the week:

Monday Tuesday Thursday Friday

Indicate the hours you anticipate performing volunteer work during the week:

(10a - 11a) (11a - 12p) (12p - 1p) (1p - 2p) (2p - 3p) (3p - 4p) (4p - 5p) (5p - 6p)



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Circle the days you can volunteer on the weekend:

Saturday Sunday

Indicate hours available for weekend volunteer work:

(1p - 2p) (2p - 3p) (3p - 4p) (4p - 5p)

About Yourself

List any experience in the animal care field:

What has motivated you to volunteer at Floyd County Animal Control?

List any pets you have now, there breed, names and how you acquired them:

Do you have any criminal history that may exclude you from working with or being around animals?

Yes _____ No _____

Do you have any relatives currently incarcerated by the State of Georgia?

Yes _____ No _____



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Job Interests

Check any of the following duties you may be interested in performing:

- General socialization
- Walking dogs
- Bathing dogs
- Bathing cats
- Cleaning cages
- Feeding animals
- General command training
- Administering over the counter medications
- Photography
- Assisting public with questions about adoption
- Contacting outside agencies for rescue purposes
- Provide temperament testing

I hereby swear and affirm that all information provide by me in this application is true and correct to the best of my knowledge.

Printed Name: _____

Signature: _____

Date: _____



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ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN ANY/ALL ACTIVITIES ASSOCIATED WITH VOLUNTEERING AT FLOYD COUNTY ANIMAL CONTROL, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault. I certify that I am physically fit, have sufficiently prepared or trained for participation in this activity, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation in this activity.

I acknowledge that this Accident Waiver and Release of Liability Form will be used by the Animal Control Department, Floyd County Government, and organizers of the activity in which I may participate, and that it will govern my actions and responsibilities at said activity.

In consideration of my application and permitting me to participate in this activity, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

- (A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this activity, THE FOLLOWING ENTITIES OR PERSONS: FLOYD COUNTY ANIMAL CONTROL and/or their directors, officers, employees, volunteers, representatives, and agents, and the activity holders, sponsors, and volunteers;
- (B) INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this activity, whether caused by the negligence of release or otherwise.

I acknowledge that FLOYD COUNTY ANIMAL CONTROL and their directors, officers, volunteers, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific activity on their behalf.

I acknowledge that this activity may involve a test of a person's physical and mental limits and carries with it the potential for death, serious injury, and property loss. The risks include, but are not limited to, those caused by animals, facilities, condition of participants, equipment, vehicular traffic, and actions of other people including, but not limited to, participants, volunteers, monitors, and/or producers of the activity. These risks are not only inherent to participants, but are also present for volunteers. I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during this activity.

The Accident Waiver and Release of Liability Form shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

_____ Signature	_____ Date	_____ Printed Name	_____ Age <small>(under 17 requires adult consent)</small>
_____ Parent or Guardian <small>(if under 17)</small>	_____ Date	_____ Printed Name	
_____ Relationship to minor			



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I. GENERAL INFORMATION: VOLUNTEER POLICIES AND PROCEDURES

S.O.P. 6

- A. All volunteers will follow all guideline with the Animal Control Standard Operating Procedure
- B. All volunteers will be provided with a copy of the Animal Control Standard Operating Procedure.
- C. The Director will be notified when a volunteer is found to be in violation of any policy that is applicable to volunteers. The Director will decide what if any action will be taken.
- D. When any Animal Control Employee experiences any problem with a volunteer the employee will report the incident to the Director of Animal Control.
- E. All volunteer will be required to complete a volunteer application packet. Before starting any activities deemed "volunteer activities".
- F. Volunteer qualifications will include
 1. Resident of Floyd County
 2. Completed volunteer packet
 3. Completed GCIC background check
 4. Attendance of basic correctional class given at FCCI
 5. Attendance of Floyd County's orientation presentation
 6. Agreement to liability waiver
- G. Volunteer activities will be limited to the approved list, additional tasks may be completed with approval of the Director or his designee.
- H. Approved volunteer duties.
 1. General socialization
 2. Walking dogs
 3. Bathing dogs
 4. Bathing cats
 5. Cleaning cages
 6. Feeding animals
 7. General command training
 8. Administration of over the counter medications
 9. Photography



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10. Assisting the public with questions about adoption
11. Contacting outside agencies for rescue purposes
12. Provide temperament testing

**Georgia Bureau of Investigation
Georgia Crime Information Center**

Consent Form

I hereby authorize _____
to receive any Georgia criminal history record information pertaining to me which may be in the
files of any state or local criminal justice agency in Georgia.

Full Name (print)

Address

Sex

Race

Date of Birth

Social Security Number

Signature

Date

Special employment provisions (check if applicable):

- Employment with mentally disabled (Purpose code 'M')
- Employment with elder care (Purpose code 'N')
- Employment with children (Purpose code 'W')

One of the following must be checked:

- This authorization is valid for 90/180/____ (circle one) days from date of signature.
- I, _____ give consent to the above
named to perform periodic criminal history background checks for the duration of my
employment with this company.

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Functional Area: Support Services/Human Resources	Reference Number: IVO14-0001	Revises Previous Effective Date: 12/15/06
Subject: Employee Standards of Conduct		
Authority: Owens/Ward	Effective Date: 01/15/12	Page 1 of 14

I. POLICY:

- A. Employees of the Georgia Department of Corrections (GDC) are required to adhere to higher standards of conduct than normally found in the general community due to the important security mission of GDC and its inherent responsibility to provide an appropriate model of public safety to the citizens of Georgia. As such, all Department employees are herein given notification of the work rules and standards of behavior by which they will be governed.
- B. Appointing Authorities will ensure all current and new employees read these Standards of Conduct and complete the Employee Standards of Conduct Acknowledgment Statement (Attachment 1). The completed acknowledgment form will be placed in each employee's Human Resources file.

II. APPLICABILITY:

- A. All employees of the Georgia Department of Corrections, and,
- B. All employees of any vendor or contractor of GDC who work on any property under authority of the Board of Corrections.

III. RELATED DIRECTIVES:

- A. Governor's Executive Order, dated 01-10-11, [Establishing a Code of Ethics for Executive Branch Officers and Employees](#)
- B. Governor's Executive Order, dated 01-13-03, [Creating the Office of State Inspector General](#)

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C. [O.C.G.A.](#)

16-6-5.1 Sexual Assault of Person in Custody
40-6-391 Driving Under the Influence
42-5-15 Crossing of Guard Lines with Weapons,
Intoxicants or Drugs without Consent
42-5-16 Trading With Inmates without Consent
42-5-18 Items Prohibited for Possession by
Inmates
45-10-1 Code of Ethics and Conflicts of
Interest
45-11-1 Offenses Concerning Public Officers
and Employees

D. [Department of Corrections Board Rules](#)

125-2-1.02 Employment
125-2-1.07 Performance of Duty

E. Rules of the State Personnel Board

478-1-.03 [Antidiscrimination](#)
478-1-.04 [Employer-Employee Relations](#)
478-1-.07 [Outside Employment](#)
478-1-.08 [Political Activity](#)
478-1-.15 [Changes to Employment Status](#)
478-1-.20 [Employee Grievance Procedure](#)
478-1-.21 [Drugs and Alcohol Free Workplace Program](#)
478-1-.24 [Rules for Classified Employees](#)

F. GDC Standard Operating Procedures (SOPs):

IIA07-0001 [Fitness for Duty](#)

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IIA07-0002	<u>Contact or Business Dealings with Inmates/ Probationers</u>
IIA21-0001	<u>Prison Rape Elimination Act (PREA) - Sexual Assault of/Sexual Misconduct with Offenders</u>
IIIA02-0007	<u>Probation Operations Fitness for Duty</u>
IVO03-0012	<u>Obtaining and Using Records for Criminal Justice Employment</u>
IVO13-0003	<u>Unlawful Harassment (including Sexual Harassment)</u>
IVO14-0005	<u>Appearance and Dress</u>
IVO14-0008	<u>Surreptitious Recording of Department Personnel and/or Contractors</u>
IVO15-0001	<u>Secondary Employment</u>
IVO15-0002	<u>Employment of Relatives/Special Relationships</u>
IVO15-0004	<u>Designation of Jobs Requiring Peace Officer Certification</u>
IVO16-0001	<u>Performance Management</u>
IVO19-0001	<u>Privacy of Personnel Records</u>
IVO20-0001	<u>Adverse Actions (Classified Employees)</u>
IVO20-0002	<u>Adverse Actions (Unclassified Employees)</u>

IV. DEFINITIONS:

- A. Close Personal Relationship: For purposes of this standard operating procedure, a close personal relationship means:
1. A familial relationship with a spouse, parent or child, step-parent or step-child, grandparent or grandchild, brother or sister, niece or nephew, aunt or uncle, guardian or ward, and including persons related by marriage within the same classes enumerated, or,

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2. Any relationship that involves cohabitation, dating, or consensual sexual contact of any kind.
- B. Contraband: For purposes of this procedure includes electronic games, radios, recording devices, cameras, mobile or cellular phones, or any other property that is prohibited from being brought into a facility or across a guard line by statute, rule, standard operating procedure, local operating procedure or direction of the Warden/Superintendent, unless specifically approved in writing by the Warden/Superintendent or Designee.
 - C. Employee: For purposes of this standard operating procedure, an employee means:
 1. Any full-time or part-time employee of GDC,
 2. Any independent contractor providing services to GDC, or,
 3. Any employee of any vendor or contractor of GDC who works on any property under authority of the Board of Corrections.
 - D. Ethics Officer: Employee designated to take appropriate measures to ensure that the Department's employees become familiar with applicable ethics laws and policies, including the policies set forth in the Governor's Executive Order Establishing a Code of Ethics for Executive Branch Officers and Employees. The Ethics Officer is the General Counsel for the Department.
 - E. Gift: Anything of value exceeding \$25, including, but not limited to, food, lodging, transportation, personal services, gratuities, subscriptions, memberships, trips, loans, extensions of credit, forgiveness of debts, or advances or deposits of money.
 - F. Offender: For purposes of this procedure includes any probationer, inmate or other detainee, or other person under the supervision of the Departments of Corrections, Juvenile Justice or Pardons and Paroles.

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- G. Parolee: For purposes of this procedure, includes any person who is on parole for a disposition from any jurisdiction.
- H. Personal or Unauthorized Business Dealings: For purposes of this procedure means any unofficial personal transactions, dealings, relationships or contacts or any unofficial business transactions, dealings, relationships or contacts with an offender that have not been properly approved in writing by the appropriate Division Director or Designee.
- F. Probation: For purposes of this procedure, includes probation for any felony disposition or treatment in any jurisdiction, including first offender treatment and pre-trial interdiction programs, or otherwise under probation supervision of GDC.
- G. Probationer: For purposes of this procedure, includes any person who is on probation.
- H. Relevant Civil Action: For purposes of this standard operating procedure, relevant civil action means any action which is brought against an employee that potentially impacts on the employee's duties or on GDC. Relevant civil action would include, but not be limited to, law suits alleging that the employee has engaged in any activity which violates the policies and procedures of this Department, has violated 42 U.S.C. § 1983, has used illegal drugs, has engaged in sexual harassment, misconduct or abuse, is guilty of abuse of force, has engaged in any domestic violence or has violated any law or standard arising out of any law enforcement activity. Relevant civil action includes initial law suits, third party actions, counterclaims, cross-claims, and any other manner of initiating a civil claim or cause of action.
- J. Under the influence of alcohol: An employee will be deemed under the influence of alcohol if he or she is on duty or reporting for duty with a BAC of .02 or greater. An employee will be deemed under the influence of alcohol if he or she has a BAC of .02 or greater while off duty and is in uniform, inside a guard line, or driving a state vehicle. An employee who drinks and drives a personal vehicle while off duty will be deemed to be

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under the influence of alcohol with a breath alcohol level of .08.

- I. Value: Actual retail price or cost attributable to a gift, less applicable taxes and gratuities or a reasonable estimate based upon customary charges for like goods or services in the locality. A series of tickets to sporting, entertainment, or similar events shall be valued as one gift. Entrance fees, admission fees, or other tickets shall be valued at the face value of the ticket or fee, excluding any portion attributable to a charitable contribution, if provided by a charitable organization.

V. ATTACHMENT:

Attachment 1 - [Employee Standards of Conduct Acknowledgment Statement](#)

VI. PROCEDURE:

A. Employees' Standards of Conduct

1. Employees shall not have personal or unauthorized business dealings with inmates, probationers, or parolees.
2. Employee Conduct
 - a. Employees must conduct themselves in a manner which reflects credit upon themselves, their co-workers, and the Department. Employees shall not engage in any activity, either while on-duty or while off-duty, which would reflect discredit on the Department, undermine public trust or which would call into question the fitness of the employee to perform services for the Department.
 - b. Employees shall not engage in illegal activity or other activity which would violate public safety or public trust. Such prohibited activity would include, but not be limited to, (1) driving any motorized vehicle (including but not limited to, motorcycles, automobiles,

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vans, trucks, all terrain vehicles, boats, etc.) under the influence of alcohol, (2) driving any motorized vehicle (including but not limited to, motorcycles, automobiles, vans, trucks, all terrain vehicles, etc.) under the influence of Marijuana, any other drug (whether legal or illegal), or other prohibited substance, (3) refusal to submit to test for alcohol or other substance under O.C.G.A. § 40-5-55 or O.C.G.A. § 40-5-67.1, (4) the manufacture, possession, use or distribution of Marijuana or any other illegal drug, (5) any offense involving a minor, (6) any illegal homicide, (7) any theft, (8) any sex offense, including solicitation of sex, (9) any assault or battery, (10) any offense pertaining to any illegal gambling activity, or (11) any other offense which involves moral turpitude. The conviction of or the plea of guilty or nolo contendere to any offense covered in this procedure shall be conclusive proof of its violation; however, conviction or even prosecution for any such offense is not necessary to prove a violation of this standard of conduct, if, in the opinion of the employee's Appointing Authority or other superior, the employee engaged in the activity and brought discredit on the Department.

- c. Employees shall not engage in any conduct which results in a court imposing incarceration or probation of any type or any duration. Incarceration or probation may result in dismissal from employment.
3. Employees shall not use state property or resources for personal business. State property and resources must be used only for official business. Such prohibitions include, but are not limited to:
- a. State credit cards and fuel cards shall not be used for personal purchases.
 - b. State vehicles shall not be used for personal purposes.

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- c. Personal long-distance telephone calls shall not be charged to State telephones or to State calling cards. It is also inappropriate to use a State cellular telephone for personal calls.
 - d. State-provided internet access is intended for public business. Employee use of the internet may be recorded and monitored. No employee is permitted to use or access the internet for pornographic, obscene, or other improper purposes.
 - e. State-owned/leased cameras, fax machines, copiers and other reproduction equipment should be used only to accomplish official business tasks.
4. Policy/Procedure and Orders
- a. Employees shall acquaint themselves with and comply with the rules of the Board of Corrections, the Commissioner's directives, the Department's procedures and the procedures of the unit to which they are assigned.
 - b. Employees shall comply with all lawful orders and directives issued by one of their superiors in their chain of command.
5. Employees shall not use excessive force against an offender.
6. Employee Language
- a. Employees shall not use profanity or abusive language against an offender.
 - b. Employees shall not refer to an offender by use of any slang name.
7. Employees shall not use illegal drugs or abuse legal drugs at any time. Employees also shall not drink alcohol while on duty or immediately prior to reporting for duty (for at least eight (8) hours). Employees shall be subject to disciplinary action if found to possess a blood alcohol concentration of .02 grams or greater while on duty.

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8. Employees shall not proceed inside the guard line of a prison or other facility with or under the influence of alcohol or any illegal drug. Prescription drugs are prohibited from inside a guard line without the express approval of the Appointing Authority.
9. Employees shall not purchase, handle, transport, consume nor be under the influence of alcohol while traveling (either driving or riding) in a state vehicle. Employees must not drive a state vehicle while under the influence of alcohol (See section IV.M. of this SOP).
10. Employees shall not purchase, handle, or consume alcoholic beverages while in uniform.
11. Employees shall be present for scheduled duty and remain alert while on duty.
12. Employees shall not use threats, intimidation, profanity, or abusive language against other employees or visitors.
13. Employees shall not abuse arrest authority or give the impression of having an independent arrest authority. Employees may only make arrests while in performance of their official duties or as otherwise specifically permitted.
14. Employee Finances
 - a. Employees shall not engage in financial dealings that conflict with the interests of the Department. They also shall not take official actions that give the appearance of benefiting their private or personal interests.
 - b. Employees must meet their personal financial obligations, to include complying with all applicable laws regarding the filing of state and/or federal tax returns. Employees shall manage their personal finances in a manner that does not bring discredit on the Department nor make them susceptible to compromise their public duties.

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15. Conflicts of Interest

a. Employees shall not engage in any activity which creates a conflict of interest with their public duties or responsibilities. This prohibition applies to actual conflicts of interest and to any other action or transaction which would create an appearance of a conflict of interest in the mind of a reasonable person. This prohibition includes, but is not limited to, the following examples:

- 1) Employees shall not use their status as a member of this Department to seek favor, to coerce, intimidate, or deceive others, or to receive any privilege not otherwise authorized by the performance of their duties.
- 2) Employees shall not solicit or accept employment from a contractor, supplier, or consultant or their representative or agent during the conduct of procurement.
- 3) Employees may serve for compensation as a corporate officer or director of any for-profit or publicly held company or perform voluntary, pro bono services on behalf of non-profit organizations, when services to such organizations would not have the potential to create a conflict and do not impair the employee's ability to discharge his or her public duties fully, faithfully, and impartially.
- 4) No employee may accept any payment whatsoever for services for which fees are not legally or traditionally required, except employees may accept honoraria not related to their employment.
- 5) No employee shall directly or indirectly accept gift(s) from any person with whom the employee interacts on official state business. Regardless of the value, no

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employee may accept any money or "gift certificates," nor may any employee accept any kick backs, points or items tied to purchases by the Department. If a gift has been personally accepted by an employee, the Department Ethics Officer (478-992-5240) must immediately be notified to make the final determination as to the status of the gift.

- b. An employee on whose behalf actual and reasonable expenses for food, beverages, travel, lodging, and registration are paid by a third party to permit the employee's participation in a meeting related to official or professional duties of the employee shall file a report with the Department Ethics Officer (478-992-5240) no later than the 30-days after such expenses are paid.
 - c. Any exceptions or waivers from this Standard of Conduct, in certain individual cases due to unique or compelling circumstances, require the prior written approval of the designated Department Ethics Officer (478-992-5240). Questions regarding interpretation of this policy provision should also be directed to the Ethics Officer.
16. Employees shall not show favoritism to other employees based on familial or personal relationships. (See section IV.A. of this SOP).
 17. Employees shall refrain from "close personal relationships" with other employees within the chain of command. (See section IV.A. of this SOP).
 18. Notification of Citations, Arrests or Convictions
 - a. Employees shall notify their immediate supervisor of all traffic citations (excluding parking citations), all arrests, all convictions, and all final dispositions of criminal cases including nolo contendere by the next business day after its occurrence.

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Supervisors are responsible for transmitting this notification to the appropriate individuals in the chain of command, including the duty officer and the Appointing Authority. Within seventy-two (72) hours of the event, the employee shall provide the Appointing Authority with a signed written explanation of the underlying facts.

b. Employees shall provide written notification to their Appointing Authority of any relevant civil action which has been filed against them or of any administrative action to which they are a party, including any action initiated by the Peace Officers Standards and Training (P.O.S.T.) Council, for certified employees. This notice must be provided within seventy-two (72) hours of being served or otherwise becoming a party to the action. (See section IV.L. of this SOP.)

19. Employees shall not bring any unauthorized weapons into any work area.
20. Employees shall not bring any contraband, as defined by Departmental procedure, into any facility or into any vehicle that is transporting offenders or to any outside detail location or place of employment of offender.
21. Employees shall report any violation or attempted violation of any law, regulation, policy, or procedure that could result in a breach of the Department's security to their supervisor or other responsible authority immediately upon becoming aware of such a violation.
22. Any employee who knows or has reasonable cause to believe that any other state employee has committed, or is in the process of committing an act or omission of fraud, waste, abuse or corruption shall file a report with the State Inspector General.
23. No Department employee will retaliate against any employee for disclosing or threatening to disclose a

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violation of or noncompliance with a law, rule, or regulation to the appropriate Department personnel or to the State Inspector General.

24. Employees shall cooperate fully with any official investigation carried out by any law enforcement or administrative agency (including the State Inspector General). In cooperating with an official investigation, employees shall provide all information requested, respond truthfully to all questions asked, submit to any required polygraph, and provide a signed affidavit if requested, and follow any lawful orders unless officially notified that employee is the subject of a criminal investigation.
25. Employees shall protect confidential information from improper release.
26. Employees are prohibited from engaging in any illegal political activity. Employees taking part in political activities are responsible for complying with applicable federal and state laws, and State Personnel Board Rules. Employees may not solicit or knowingly accept a personal hand-delivered campaign contribution in a governmental building or office. Employees may express opinions on political subjects and candidates, and take an active part in political campaigns outside of working hours, including the wearing of badges or buttons and displaying of bumper stickers and posters. Employees are encouraged to vote. Employees who wish to seek office must comply with the applicable federal and state laws. Employees must notify the Department Ethics Officer (478-992-5240) prior to announcing or qualifying for any elected position or office.
27. Employees shall not represent the Department as a spokesperson regarding any Department policy, procedure, plan, program, or activity or regarding any rule or policy of the Board of Corrections without express authorization.

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28. Supervisors will maintain accurate personnel records to document employees' positive and negative performances.

29. Employees shall adhere to professional standards of neatness, cleanliness, safety, and dress, which will reflect credit upon themselves and the Department. (See appropriate SOPs: IIA07-0003, IID02-0003, IIIA02-0003, IVF01-0010, IVO14-0005).

30. The unofficial circulation of scandalous or slanderous gossip (rumors) shall not be tolerated. Rumors create unnecessary distractions and are a threat to the security and to the efficient operation of the Department. A report to a superior in the chain of command or a statement to an investigator while conducting an official investigation is not a violation of this standard.

31. All employees shall treat all citizens equally in a professional and fair manner without regard to the citizen's race, gender, creed, color, national origin, religion, age, disability, political affiliation, sophistication, or affluence in conjunction with the Governors' Customer Service Initiative.

B. These standards are a representative and not an exhaustive list. Employees who violate these standards may be subject to disciplinary action, including dismissal, even on the first offense.

C. These are minimum standards of conduct for all employees of the Department of Corrections. Divisions, institutions, facilities, centers, offices or other units of the Department may have additional or more specific standards for its staff.

VII. RECORD RETENTION:

Attachment 1 - Employee Standards of Conduct Acknowledgment Statement

Retain permanently in the Human Resources file.