

**ALVIN S. GLENN DETENTION CENTER**  
**POLICY AND PROCEDURES**  
**COVER PAGE**

**7C-02**  
**CODE OF ETHICS**

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**REPLACES POLICY 3-ALDF-1C-23**

**7C-02 CODE OF ETHICS**

**POLICY**

The Alvin S. Glenn Detention Center (ASGDC) will establish and support a written code of ethics that will be provided to all employees, volunteers, and contractors.

**PURPOSE**

To provide ASGDC employees, volunteers, and contractors with a standard code of ethics and provide guidance in the appropriate behavior expected of each while in or on Detention Center property or while representing the ASGDC to project professionalism. All Detention Center Officers of the ASGDC must abide by the following American Jail Association’s Code of Ethics and all employees, volunteers, and contractors must abide by the following Code of Ethics Policy.

**AMERICAN JAIL ASSOCIATION  
CODE OF ETHICS FOR JAIL OFFICERS**

As an officer employed in a detention capacity; I swear (or affirm) to be a good citizen and a credit to my community, state, and nation at all times. I will abstain from all questionable behavior which might bring disrepute to the agency for which I work; my family, my community, and my associates. My lifestyle will be above and beyond reproach and I will constantly strive to set an example of a professional who performs their duties according to the laws of our country, state, and community and the policies, procedures, written and verbal orders, and regulations of the Alvin S. Glenn Detention Center for which I work.

On the job I promise to:

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|-----------------|--|
| <b>KEEP</b>     | The institution secure so as to safeguard my community and the lives of the staff, inmates, and visitors on the premises.  |
| <b>WORK</b>     | With each individual firmly and fairly without regard to rank, status, or condition.   |
| <b>MAINTAIN</b> | A positive demeanor when confronted with stressful situations of scorn, ridicule, danger, and/or chaos.  |
| <b>REPORT</b>   | Either in writing or by word of mouth to the proper authorities those things which should be reported and keep silent about matters which are to remain confidential according to the laws and rules of the agency and government. |
| <b>MANAGE</b>   | And supervise the inmates in an evenhanded and courteous manner.   |

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|-------------|--|
| TREAT       | All visitors to the jail with politeness and respect and do my utmost to ensure that they observe the jail regulations.  |
| TAKE        | Advantage of all education and training opportunities designed to assist me to become a more competent officer.  |
| COMMUNICATE | With people in or outside of the jail, whether by phone, written word, or word of mouth, in such a way so as not to reflect in a negative manner upon my agency. |
| CONTRIBUTE  | To a jail environment which will keep the inmate involved in activities designed to improve his/her attitude and character.                                      |
| SUPPORT     | All activities of a professional nature through membership and participation that will continue to elevate the status of those who operate our nations' jails.   |

## **PROCEDURES**

### **7C-02-A      ASGDC Employees, Volunteers, and Contractors**

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|-------------------------|---|
| <b><u>7C-02-A-1</u></b> | All ASGDC employees, volunteers, and contractors are held accountable for compliance with the following code of ethics. Employees, volunteers, and contractors are held to a high ethical and personal behavior standard while working on Detention Center property or off its' property representing the Detention Center. Uniform officers and supervisors are expected to exhibit a higher degree of ethical and personal behavior while on and off duty. Supervisors are expected to conduct themselves in an ethical and professional manner at all times and will set the example for other employees, inmates, and the public. |
| <b><u>7C-02-A-2</u></b> | Employees, volunteers, and contractors are prohibited from using their official positions to secure privileges for themselves or others.  |
| <b><u>7C-02-A-3</u></b> | Employees, volunteers, and contractors are prohibited from engaging in activities that constitute a conflict of interest.   |
| <b><u>7C-02-A-4</u></b> | Employees, volunteers, and contractors are prohibited from accepting any gift or gratuity from, or engaging in personal business transactions with an inmate or an inmate's family or inmate's representative.  |
| <b><u>7C-02-A-5</u></b> | The ASGDC does not prohibit employees, volunteers, or contractors from campaigning, lobbying, or participating in political activities, however, such participating must not take place during working hours or interfere with ASGDC operations.  |

7C-02-A-6 Policies and procedures, and rules and regulations that pertain to ASGDC volunteers and contractors, and Code of Ethics are made available for their review through the ASGDC's Programs and Training Sections and discussed during volunteer and contractor orientation.

7C-02-A-7 Policies and procedures determined to be security sensitive by the Director of the ASGDC will be for the sole use of Detention Center staff and/or other personnel granted use by the Director.

7C-02-A-8 It is the responsibility of each ASGDC employee, volunteer and/or contractor to follow said policies and procedures and/or rules and regulations that pertain to them and to immediately report to proper authority any violations of said policies and procedures or rules and regulations.

7C-02-A-9 Failure on the part of any ASGDC volunteer and/or contractor to follow the established policies and procedures and/or rules and regulations of the ASGDC may result in said individual not being allowed to enter the facility and/or may result in prosecution.

7C-02-A-10 Failure on the part of any ASGDC employee to follow the established policies and procedures and/or rules and regulations of the ASGDC may result in said employee receiving disciplinary action and/or may result in prosecution.

7C-02-B            **Distribution of Code of Ethics**

The ASGDC's Training Section will initiate actions to provide each employee, volunteer, and contractor with a copy of this policy; Code of Ethics (7C-02) which includes the American Jail Association's Code of Ethics and the Detention Center's Code of Ethics for Employees, Volunteers, and Contractors. This distribution will include all employees, volunteers, and contractors full-time, part-time, and temporary. A signed receipt of said distribution will be kept in the employee's, volunteer's, and contractor's file.

7C-02-C            **Training**

The Detention Center's Training Section will include information regarding the Code of Ethics in all basic training classes (pre-service training) or orientation training programs.

7C-02-D            **General Standards of Conduct**

To meet the ethical standards prescribed by this policy, employees will adhere to the standards of conduct hereinafter set forth. The term "employee" will apply to all persons employed full or part-time by the Alvin S. Glenn Detention Center.

7C-02-D-1 Any effort to realize personal gain through public employment, beyond remuneration provided by the employer, is a violation of public trust, as is any conduct which would create a justifiable impression in the public mind that such trust is being violated.

7C-02-D-2 Any effort, by any person, to influence an employee to violate standards of ethical conduct set forth in this policy or to engage in conduct which would create a justifiable impression in the public mind that such trust is being violated will also be a violation of ethical standards.

7C-02-E **Personal Relationships and Fraternization Between Employees**

It is the policy of the Alvin S. Glenn Detention Center to minimize favoritism, unethical, and unprofessional behavior between employees. Supervisors are expected to maintain a higher level of ethical and professional behavior when dealing with employees whether or not under their direct supervision or control while on or off duty. Good judgment and common sense must be considered in the development of personal relationships between employees, more so between supervisors and subordinates. Relationships between employees must not interfere with the expected ethical and professional behavior of the Detention Center's employees in the operation of the Detention Center. Good judgment should dictate our behavior when dealing with members of the opposite and/or same sex in the workplace.

For this reason, fraternization with fellow employees in the form of dating, courting or an intimate physical relationship is discouraged. Behavior such as cohabitation outside of marriage or other acts that could be construed as suggestive is discouraged as well. It must be remembered that personal relationships and/or fraternization may create a situation that leads itself to accusations of sexual harassment, especially if the relationship ends or an attempt is made to end the relationship.

7C-02-E-1 This policy is not intended to deny employees the right to develop friendships or relationships, or to socialize with other employees. However, these friendships or relationships, or the socializing between employees must not interfere with the ethical and professional operation of the Detention Center. It does, however, give rules that must be followed when more serious relationships such as marriage, dating, intimate relationships, or cohabitation between employees exist.

7C-02-E-2 Employees are expected to use good judgment and common sense in the development of personal relationships and friendships with other employees. At no time will said relationships interfere with the ethical and professional operation of the Detention Center or bring embarrassment to the County.

7C-02-E-3 While intimate relationships are discouraged between employees, they can exist between employees of equal status provided they do not cause strife,

discontent, and/or create problems that reflect negatively of the Detention Center or affect the ethical and professional operation of the Detention Center.

7C-02-E-4 Due to the serious nature of the employee's duties and responsibilities, intimate relationships and/or cohabitation between supervisory personnel and subordinate employees are forbidden. Should such a relationship develop, one or both of the employees will have to resign their position at the Detention Center.

7C-02-E-5 At no time will any supervisor allow any personal relationship, friendship, or fraternization to interfere with the proper operation of the Detention Center or in the supervisor's decision making process.

7C-02-E-6 Current supervisory personnel may declare any relationship with an employee that currently exist and as such are grandfathered as to this policy. In such case, said supervisor will not remain in the employee's direct chain of command nor will the supervisor participate in the employee's evaluation process. Supervisory personnel who develop relationships after 7/15/04 are subject to this policy.

7C-02-E-7 Personal relationships and/or fraternization between supervisors and subordinates may lead to claims of favoritism and bias in the work assignments and evaluations, and is prohibited. If a personal relationship and/or fraternization ultimately leads to a report of sexual harassment, it will be handled as any other report of sexual harassment, and the alleged consensual beginnings of the relationship will not preclude confirmation of the report and imposition of sanctions.

7C-02-F            **Conflict of Interest**

Conflicts of interest are governed by the laws of the state of South Carolina and the South Carolina Public Procurement Act. The following activities with respect to inmates are prohibited.

7C-02-F-1            Accepting gifts or favors from any inmate, inmate's family, or agent.

7C-02-F-2            Providing gifts or favors to any inmate, inmate's family, or agent except as authorized in the official performance of duties.

7C-02-F-3            Employees will not develop relationships or fraternize with incarcerated inmates, criminals, and/or persons of ill repute. Employees will not use their position to become emotionally and romantically involved with incarcerated inmates.

7C-02-F-4 Personal relationships between employees and previously incarcerated inmates are not recommended. However, if a personal relationship with a previously incarcerated inmate is developed, the relationship must not interfere with the ethical and professional operation of the Detention Center nor bring embarrassment to the County.

7C-02-F-5 Employees must immediately report to their supervisor any person detained at the Detention Center with whom they are having a personal relationship, this is to include family members and relatives. The employee is further not to work in the immediate area in which the inmates is held or housed.

7C-02-G **Confidential Information**

7C-02-G-1 Inmate and employee records are considered confidential information. No employee is to divulge information pertaining to inmates and/or employees of the Detention Center except for official business purposes and then to only authorized persons and agencies with official need to know. All employees will treat all Detention Center communications and business as confidential.

7C-02-G-2 Employees are not to discuss information pertaining to inmates and/or employees except for official business purposes and then with only those persons who have an official reason to know the information, such as medical records, personnel and/or personal information and records, etc.

7C-02-G-3 Employees will not use confidential information obtained in the course of official duty for actual or anticipated gain. Employees found guilty of dispensing confidential information will be prosecuted in accordance with state and federal statutes.

7C-02-H **Rules of Conduct for Employees**

7C-02-H-1 Employees are to be respectful to other employees, employees of other agencies or departments, and the general public. Employees are not to participate in rumors and gossip about other persons, causing discontent in the department. Problems are to be addressed in the appropriate manner through the proper chain of command.

7C-02-H-2 Conduct between an on-duty employee and an inmate must relate only to matters pertaining to Detention Center interest. Employees will not show favoritism or preferential treatment to any inmate.

7C-02-H-3 Contacts between former inmates and employees in an off-duty status are left to the discretion and good judgment of the parties concerned. However, any contacts or activities between these parties must not

adversely affect the Detention Center by bringing discredit upon it or by violating its' regulations or Federal, State, or Local laws.

7C-02-H-4 Employees are to treat inmates in a humane, fair, and consistent manner. Employees are not to extend or promise an inmate special privileges or favors not available to all inmates; except as provided through official channels. Mistreatment, abuse, or any form of corporal punishment is prohibited.

7C-02-H-5 Employees may not accept personal favors, services, gifts, or purchase items from inmates. Employees are not to use their official status in any way to establish social interaction with friends or relatives of inmates.

7C-02-H-6 Employees are expected to be professional in their conduct by maintaining the appropriate conduct, appearance and demeanor while on or off duty. Employees will be quiet, civil, and orderly at all times; refraining from coarse, profane, insolent, or unprofessional language.

7C-02-H-7 Employees will promote good public relations by giving assistance when it is required. Employees will meet the public with promptness, courtesy, and consideration while maintaining a professional attitude and demeanor.

7C-02-H-8 Employees will report for scheduled work assignments, training, roll calls, court appearances, and/or other scheduled work activities when scheduled. Employees will ensure that proper procedures are followed when they are unable to report for a scheduled work activity.

7C-02-H-9 Employees are sworn as Conservators of the Peace of the State of South Carolina. While on duty or in uniform, employees of the Alvin S. Glenn Detention Center will not enter bars, taverns, or liquor establishments except for official business. Employees will not participate in unlawful activities or be in the presence of another persons participating in unlawful activities. In the event of an unlawful activity, it's the responsibility of the employee to immediately report said activity to the appropriate authority. Detention Center Officers will carry their credentials or badge of authority with them at all times.

7C-02-H-10 Employees are expected to be alert at all times, to detect and prevent escape and/or other incidents and/or violations of institutional regulations. Employees are further expected to immediately take corrective actions to prevent and report such violations.

7C-02-H-11 Whether verbal or written, employees will follow the lawful instructions, orders, or commands of any superior or other member designated to command. Employees will follow and obey all Policies and Procedures, Post Orders, and Directives. Employees will not be disrespectful or

insubordinate with any supervisor. Problems will be immediately reported and investigated through the proper chain of command.

**7C-02-H-12** Employees are prohibited from indulging in alcohol or drugs or be under the influence of alcohol or drugs while on work assignments or in uniform. Employees will not report to duty under the influence of alcohol or drugs, or when they smell of alcohol. While on duty, employees will immediately report to their supervisor any medication that they may be taking that may affect their ability to perform their duties properly.

**7C-02-H-13** Employees will not feign illness, avoid responsibility, or attempt to shirk duties or assignments. Illnesses will immediately be reported to the employee's supervisor following proper procedures.

**7C-02-H-14** Employees will use only the amount of force necessary to control or regain control of a situation. Employees must refrain from using unnecessary force or violence, and will not strike an inmate or any other person, except in self-defense. However, employees must be firm and resolute, and if they are resisted, they may repel force with force, using only such force as is necessary to gain control of the inmate or situation.

**7C-02-H-15** Employees will not threaten, strike, assault, or become verbally combative with any other employee. Employees who aid, abet, or incite any altercation between other employees will be held responsible along with those actually involved. Personal problems between employees will not be brought to work and/or interfere with the ethical and professional operation of the Detention Center. Problems which can not be settled in a professional manner will immediately be brought to the attention of the appropriate supervisor following the proper chain of command for assistance and settlement.

**7C-02-H-16** Employees will comply with all Federal, State, or Local Laws and Ordinances and immediately report any violation. Employees will not make any false statements, or intentionally misrepresent or mislead facts. Employees are required to answer questions and cooperate fully in the course of any internal investigation whether conducted by the Detention Center or other authorized outside agency.

**7C-02-H-17** Employees will not permit any alcohol, drugs, weapons, and/or any other type of contraband to enter the Detention Center nor will employees bring said contraband items into the Detention Center themselves.

**7C-02-H-18** While on duty status, employees will not use playing cards or other gambling paraphernalia. While on duty status, employees will not participate in any activity that diverts their full attention from performing their assigned duties. Employees must remain alert and awake at all times

while on duty, nor will any employee distract any other employee from the proper performance of their duties.

7C-02-H-19 Employees will be held strictly responsible for the proper performance of their duties. Employees will maintain sufficient competency to properly perform their duties and assume the responsibilities of the position. Employees will perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Detention Center.

7C-02-H-20 Unsatisfactory performance may be demonstrated by lack of knowledge of the applications of laws or rule required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the employee's rank, grade, or position; the failure to take appropriate action on the occasions of a crime disorder, or other condition deserving attention; absence without leave, habitual lateness in reporting for duty or unauthorized or unnecessary absence from assigned post during a tour of duty; negligence in the performance of duty which threatens the security of the Detention Center including escape or bodily harm or injury to other employees or inmates.

7C-02-H-21 The following will be considered prima facie evidence of unsatisfactory performance: poor evaluations or a written record of infractions of rules, regulations, directives, or orders; inability to perform assigned duties due to physical incapacitation brought about by an employee's excessive use of alcohol or other substances abuse; inability to perform assigned duties in a satisfactory manner due to physical or mental illness.

7C-02-H-22 Employees will not accept, or solicit directly, any gift or benefit including money, any service, gratuity, fee, property, loan, promise or anything else of value from or on behalf of any inmate of the Detention Center. Employees in their private business transactions will not place themselves in a position which would interfere with the proper discharge of their duties.

7C-02-H-23 Employees summoned by the State Solicitors Office or any other prosecutor, or before any court concerning any matter in which they or any other employee may become a defendant, must report the facts in writing to the Director through official channels.

7C-02-H-24 Employees summoned or appearing voluntarily as a character witness in any criminal case must report the facts in writing to the Director through official channels. Notifications of appearance as either a defendant or a witness as required in the above, must be made prior to the date of the trial.

- 7C-02-H-25 Employees will not recommend or suggest to inmates or their agents the name of any person, firm or corporation, attorney, counsel, or bondsman.
- 7C-02-H-26 Without authority, employees will not release any inmate in their charge, or through neglect or design; allow any inmate in their charge to escape.
- 7C-02-H-27 Employees will not accept a witness fee or reimbursement for expense incurred in connection with official duties without reporting same to the Director through proper channels and obtaining authorization.
- 7C-02-H-28 Employees will follow, obey, and enforce the Policies and Procedures, Post Orders, Directives, and Instructions of the Detention Center and will ensure that violations of the same are immediately corrected and reported to appropriate authority. Employees will not ignore or overlook violations but will take immediate corrective actions to correct the situation.
- 7C-02-H-29 It's the responsibility of all employees to remain current on all rules and regulations promulgated by the Detention Center and any and all such rules and regulations and changes to such rules and regulations are automatically incorporated into these Policies and Procedures.

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