

MAT-SU YOUTH FACILITY	Policy Number: 307	Page: 1 of 5
Chapter: PERSONNEL	Statewide PERS-001	
Subject: Prohibited Acts		

I. POLICY:

It is DJJ policy to provide all staff with information regarding the prohibited acts which may result in disciplinary action, including the possible issuance of letters of warning, letters of reprimand, suspension without pay, demotion and dismissal.

II. RESPONSIBILITY:

It shall be the responsibility of all staff to report, on an incident report form, any violations to the Superintendent through appropriate supervisory channels.

III. PROCEDURE:

A. All new employees will review and sign the Prohibited Acts.

B. The following acts are prohibited:

1. Loss or misuse of institutional keys or institutional badges.
2. Sleeping on duty.
3. Absence from duty post without authorization.
4. Unauthorized removal of State property from the Institution
5. Failure to follow State of Alaska and DJJ policy and procedure, code of ethics as described in the State of Alaska Ethics Handbook, Alaska Statutes, or Alaska Administrative Code.
6. Providing residents with contraband, including tobacco products.
7. Unauthorized business dealings with residents.
8. Dereliction of duty per job description.
9. Misuse or destruction of State property.
10. Fraudulent entries in State records.
11. Carrying unauthorized weapons while on duty, carrying unauthorized weapons into the facility or storing a firearm in a vehicle parked on facility grounds. Weapons include anything designed for and capable of causing death or serious physical injury, including a firearm, a knife, a club, pepper spray or mace.
12. Failure to follow direct order of Supervisor.

13. Drinking of alcoholic beverages while on duty or reporting for duty in an intoxicated state, or reporting for duty reeking of alcohol. (This includes use of any controlled substances while on duty or reporting for duty under the influence of a controlled substance, as defined in the Alaska Controlled Substance Act.) If this occurs, the staff will be considered unfit for duty and will be sent home either in a taxi, or driven by another staff member. This decision will be the responsibility of the Unit Leader, CDO, or SDO, and the action will be documented. Staff are required to notify their supervisor if they have a prescription drug which may affect their performing their duties, i.e.: driving, etc. Staff are required to secure prescription drugs issued to them in the locked medication cabinet or a locked desk.
14. Unlawfully manufacturing, distributing, dispensing, possessing, or using a controlled substance or alcohol in the workplace or during working hours.
15. Unauthorized removal of residents from the Institution.
16. Giving residents personal automobile keys.
17. Allowing residents to use institutional keys.
18. Violation of the confidentiality code and regulations. (Alaska Statutes 47.12.300-47.12.315. Alaska Administrative Code. 7 AAC 52.050 and 7 AAC 54.300-54.450.)
19. Withholding food or drink from residents except when ordered by the facility Medical Department.
20. Denying residents access to the Nurse or Physician.
21. Denying residents access to an Attorney, Clergyman, Parent, or Guardian Ad Litem without the written permission of the Superintendent.
22. Withholding warm clothing and bedding from residents.
23. Placing a resident in an unheated or cold room with a temperature below 63 degree (F)
24. Gross disrespect or harassment of residents. Making fun of residents treatment issues, physical or mental abnormalities, sexual orientation, religious faith, (This could include cursing, belittling taunting, teasing). Any verbal behavior that is not respectful of the individual
25. Denying residents visitors, mail privileges, and phone calls without written permission of the Superintendent.
26. Inflicting corporal punishment on a resident, or assaulting or striking a resident other than in self defense. Use of force that falls outside the provisions specified in DJJ Facility Resident Management Policy and Procedure when controlling combative residents, including the use of a choke hold to subdue a resident.
27. Unauthorized use of photographic or recording equipment.
28. Engaging in sexual behavior or personal interactions (such as dates), on or off duty, with residents or ex-residents who are under the jurisdiction of the Department of Health and Social Services or any minor children.

29. Personal interactions or engagements (such as dates or sexual relations), resulting from employment with the Division of Juvenile Justice, with family members of residents or former residents who are under the jurisdiction of the Department of Health and Social Services.
30. Being alone with a resident in such a way that could lead to indefensible charges of sexual misconduct or physical abuse.
31. Promoting or advocating behavior that could be detrimental to resident's safety, well being, or program success.
32. Failing to report abuse or neglect of any child as per Alaska Statutes 47.17.020 and 47.17.068.
33. Misuse of State funds.
34. Allowing access to the building complex to any unauthorized individuals.
35. Making any presentation, public or private, or media contact regarding the facility's operation and resident programs without authorization.
36. Refusal to accept temporary shift reassignment necessitated by illness, vacation, training, etc.
37. Gambling with residents regardless of the item(s) wagered.
38. Violation of the Alaska Executive Branch Ethics Act (A.S.39.52). In some cases, AS 39.52 allows public employees to accept gifts; however, DJJ employees are strictly prohibited from accepting gifts from residents or residents' families.
39. Harassment of employees or applicants for employment on the basis of sex, color, race, religion, national origin, age mental or physical disability, marital status, changes in marital status, pregnancy or parenthood.
40. Failure to maintain valid driver's license. Failure to report license restrictions or limitations which affect your driving privileges.
41. Deceiving or attempting to deceive the Department of Health and Social Services by feigning illness or injury.
42. Any conduct, or failure to report any conduct, on or of duty which could damage the Division's reputation, integrity, or credibility, and/or interfere with your ability to perform the duties of your position.

I hereby certify that I have read and fully understand the above Policy and Procedure entitled Prohibited Acts, and have received a copy of same.

Employee Signature

Date

APPROVED BY: Bruce Collins, Superintendent

SUPERSEDES POLICY NUMBER: 307
DATED: 4/01

Effective Date: December 6, 2006