



THE DISTRICT OF COLUMBIA
DEPARTMENT OF YOUTH REHABILITATION SERVICES
POLICY AND PROCEDURES MANUAL

POLICY NUMBER:	DYRS-010
RESPONSIBLE OFFICES:	Agency-wide
EFFECTIVE DATE OF POLICY:	September 4, 2012
SUPERSEDES POLICY:	YSA I.3-004
SUBJECT:	Employee Conduct

I. PURPOSE

This policy establishes guidelines regarding conduct of Department of Youth Rehabilitation Services (DYRS) staff in the performance of their duties.

II. GENERAL POLICY

It is the policy of DYRS that staff shall:

- A. Adhere to the highest level of ethical conduct.
- B. Maintain the confidence of the public and refrain from taking, ordering, or participating in any action that would adversely affect the integrity of the agency or the public's perception of the agency.
- C. Provide the highest standard of care for youth consistent with positive youth development and relevant policies and standards, and model exemplary behavior for youth at all times.
- D. Be courteous and professional in all interactions with the public, government officials and colleagues, and all DYRS staff.

This policy expands or supplements certain provisions of the District Personnel Manual. DYRS staff are responsible for complying with all provisions of the District Personnel Manual.

III. AUTHORITY

This policy is governed by all applicable District of Columbia and Federal laws including: DYRS Establishment Act, D.C. Official Code §§ 2-1515.01 *et seq.* (2008), and the District Personnel Manual.

IV. SCOPE

The policies herein shall apply to all DYRS employees, contractors, vendors, and individuals providing services to DYRS youth and families.

V. DEFINITIONS

Appeals to bias – when referring to clothing or tattoos, this means words, pictures, numbers, symbols, or graphics that promote or support violence, discrimination or prejudice based upon actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual

orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation of any individual.

Gamble – wager for money or other item of significant value.

In good repair – when referring to clothing, this means clothing that does not have holes, rips, knee patches, or cut-off sleeves.

Notarial acts – authorized activities of a notary public, including but not limited to witnessing or attesting signatures and administering oaths or affirmations.

Personal business – non-work activity such as phone calls to a physician, school, child or other family, day care or elder care provider, or calls to a government agency such as the Department of Human Resources that pertain to the individual only and are not work-related.

VI. DYRS BASIC EXPECTATIONS

All DYRS employees shall:

- A. Model exemplary behavior at all times.
- B. Maintain eyes-on supervision and interact positively with youth at all times.
- C. Understand and adhere to the DYRS policy of prohibiting physical and verbal abuse.
- D. Demonstrate kind and respectful communication with others at all times.
- E. Greet visitors, families, staff, youth, and parents in a warm, informative and friendly manner.
- F. Be on time, prepared, and present throughout scheduled work hours.
- G. Play an active role in advocating for youth to be placed in the least restrictive environment consistent with public safety.
- H. Maintain a safe, drug-free environment.
- I. Wear professional and appropriate attire.
- J. Maintain a clean, safe, and organized environment in programs, facilities, offices, and grounds.
- K. Adhere to all rules and regulations.

VII. SPECIFIC EMPLOYEE CONDUCT POLICIES

DYRS staff who violate any provision of this Employee Conduct policy may be subject to discipline pursuant to the District Personnel Manual.

A. DYRS Employee Dress Code

1. DYRS staff shall wear clothing that is appropriate, professional, clean, neat, and in good repair.
2. Youth Development Representatives and Supervisory Youth Development Representatives shall wear DYRS standardized dress, i.e., khaki pants or slacks and DYRS agency-issued polo shirts.
3. DYRS staff shall not wear any head coverings such as hats or bandanas inside DYRS facilities and offices, except for head coverings required for religious reasons, unless otherwise approved by the supervisor.
4. DYRS staff shall not wear any of the following:
 - a. Athletic attire (including but not limited to sweat shirts, sweat pants, jogging suits, jerseys, and shorts) except while performing DYRS-approved recreational activities;
 - b. Leggings (unless under a dress);
 - c. Skirts more than three inches above the knee;
 - d. Clothing that displays any writing, pictures, numbers, or graphics, including but not limited to, names, commercial products, pictures, gang symbols, drugs, alcohol, profanity, slogans, or appeals to bias, except for small corporate logos on commercial products such as the Nike swoosh, unless otherwise approved by the supervisor or the agency;
 - e. Clothing that is inappropriately revealing, including but not limited to clothing that:
 - (1) shows undergarments;
 - (2) shows cleavage;
 - (3) shows the midriff;
 - (4) has spaghetti straps;
 - (5) is sheer or see-through;
 - (6) is low-hanging or hip-hugging pants;
 - (7) is sagging or baggy pants.
5. DYRS staff shall cover any tattoos that include profanity, gang-related messages, nudity, or appeals to bias.
6. DYRS staff shall not wear nose rings, tongue rings, lip rings, eyebrow rings, eyebrow bars, or oversized hoop/dangling earrings (greater than one inch in length or width) in secure areas of DYRS facilities.
7. DYRS direct care staff working in the secure areas of DYRS facilities shall maintain low-cut fingernails, in order to avoid injury to self and others during physical restraint and/or escort.

8. DYRS staff shall not wear sandals, flip-flops, or similar open-toed flat footwear while in DYRS facilities or offices. Additionally, while in secure areas of DYRS facilities, DYRS staff shall not wear open-toed shoes.
9. DYRS staff shall wear appropriate professional attire when appearing in court. Appropriate professional attire includes but is not limited to: suits and pantsuits, sport coats and blazers, collared shirts worn with or without neckties, blouses, turtlenecks, sweaters, dresses, skirts, dress pants, slacks, and dress shoes. Appropriate professional attire does not include any clothing prohibited in VII. A. 4., above. The prohibitions listed above in VII. A. 3, 5, 6, and 8 shall also apply to DYRS staff when appearing in court.
10. Any DYRS staff who violates this dress code shall change to appropriate attire when requested to do so by their immediate supervisor or other manager in the staff's line of supervision in the absence of the immediate supervisor. If no change of clothing is available, the staff may be sent home. If the staff is sent home by the supervisor, the staff will be expected to return to duty. The time spent away from work will be recorded as leave without pay. If the staff subsequently violates this dress code, the staff may be subject to discipline.

B. Prohibition on Relationships or Activities which Influence Professional Conduct or Create the Appearance of Inappropriate Behavior while on duty

DYRS staff, contractors, vendors, and individuals providing services to DYRS youth and families shall not develop family, social, or other relationships or engage in activities which may influence their professional conduct or create the appearance of inappropriate behavior.

DYRS staff, contractors, vendors, and individuals providing services to DYRS youth and families shall not engage in any romantic, intimate, or sexual relationships or activities with:

1. Youth under DYRS care, whether currently or ever committed to the agency;
2. Family members, guardians, or caregivers of youth currently committed to DYRS care;
3. Their supervisors or managers;
4. Their supervisees or subordinates;
5. Any DYRS staff during work hours, on the premises of any DYRS facility or office, or in the course of carrying out their duties as DYRS employees.

C. Reporting Criminal Activity

1. DYRS staff shall report directly and without undue delay to their immediate supervisor or the Director of DYRS any information concerning conduct which he or she knows, or should reasonably know, involves corrupt or other criminal activity, or conflict of interest:

- a) On the part of any DYRS staff or staff of any other District agency, which concerns that person's employment or office;
 - b) On the part of a person dealing with DYRS or District agency, which concerns that person's dealings with the District government.
2. DYRS staff shall self-report directly and without undue delay to their immediate supervisor or Director of DYRS their arrest for, indictment on, or conviction of the following felonies or misdemeanors:
- a) Murder, attempted murder, manslaughter, or arson;
 - b) Assault, assault with a dangerous weapon, mayhem, malicious disfigurement or threats to do bodily harm;
 - c) Burglary;
 - d) Robbery;
 - e) Kidnapping;
 - f) Illegal use or possession of a firearm;
 - g) Sexual offenses, including indecent exposure; promoting, procuring, compelling, soliciting, or engaging in prostitution; corrupting minors (sexual relations with children); molesting; voyeurism; committing sex acts in public; incest; rape; sexual assault; sexual battery; or sexual abuse; but excluding sodomy between consenting adults;
 - h) Child abuse or cruelty to children; or
 - i) Unlawful distribution or possession of or possession with intent to distribute a controlled substance;

D. Identification Cards

DYRS staff shall carry and make available for inspection facility-specific government-issued identification.

E. Prohibition on Gambling

DYRS staff shall not gamble in any DYRS facility or office. DYRS staff shall not permit youth to gamble.

F. Prohibition on Borrowing or Lending Money

DYRS staff shall not borrow or lend money to other DYRS staff, except staff may lend or borrow small amounts of money for the purpose of buying coffee, lunch, or similar food items. DYRS staff shall not borrow or lend money to youth in DYRS care or their families.

G. Prohibition on Conducting Personal Business, Selling to Other Employees or Soliciting Contributions from Other Employees

1. DYRS staff refrain from conducting personal business, as defined in section V. above, during times when he or she is required to perform work for the agency except in limited circumstances or when otherwise approved by a supervisor.
2. DYRS staff shall not sell anything to youth at any time, or to other DYRS employees during work hours or on the premises of DYRS facilities. DYRS staff shall not solicit contributions from other employees during work hours or on the premises of DYRS facilities.
3. Government notaries approved by DYRS may perform notarial acts such as witnessing signatures during work hours. Government notaries may only notarize government documents and may not charge a fee.
4. Other notaries may not perform notarial acts during work hours. They may perform notarial acts before or after work hours.

H. Prohibition on Giving Money to Youth or Buying Youth Gifts

DYRS staff shall not give money to, or buy gifts for, youth under DYRS care or their families, unless approved by DYRS.

I. Prohibition on Outside Contact with Youth or Sharing of Personal Information

1. DYRS staff shall not have personal contact or social media contact with youth under DYRS care or their families other than in the performance of their duties as DYRS employees. DYRS staff shall not have personal or social media contact with such youth after the youth have left the agency's care except in the performance of their duties as DYRS employees, or after three years have passed since the youth was under the agency's care.
2. DYRS staff shall not give their personal phone numbers, email addresses, or home or mailing addresses to youth under DYRS care, unless three years have passed since the youth was under the agency's care.
3. DYRS staff shall not permit youth under DYRS care to use their personal cell phones.

J. Notification to Agency if Family Member or Close Friend Comes under Care of the Agency

DYRS staff shall immediately notify their supervisors if a family member or close friend comes under DYRS care.

K. Use of DYRS Computers and Telephones

DYRS staff shall not use DYRS computers or telephones in any way that interferes with the performance of their duties, or violates any other District policy, including Office of the Chief Technology Officer email and internet usage policies.

L. Posting of Notices

DYRS staff shall not post any notice in a DYRS facility without approval of the management of the facility or office.

M. Updating Personal Information in Agency Files

DYRS staff shall keep current their contact information, including address and phone number, in the District of Columbia personnel system, and shall notify DYRS Human Resources within 48 hours of any changes to their information.

N. Prohibition on Use of Inappropriate Language

DYRS staff shall not use profane, harsh, violent, threatening, abusive, or coarse language.

O. Operation of Government and Personal Vehicles for DYRS Business

DYRS staff shall follow the policies and procedures in DYRS Policy Number 08-9.11, "Government and Personal Vehicle Operator's Accountability," effective November 13, 2009.

P. Smoking Policy

DYRS staff may not smoke within 75 feet of the entrance of any DYRS facility or office.

Q. Contraband

DYRS staff shall not bring contraband into a DYRS facility or possess contraband in a DYRS facility, pursuant to the DYRS Policy on Identification and Searches of Staff, Visitors, Vehicles and Youth at DYRS Secure Facilities.

Staff shall not give contraband to youth in DYRS care or their families.

DYRS staff shall report on the possession, use, or distribution of contraband by youth within DYRS facilities, and shall report the possession, use, or distribution of illegal substances or weapons outside of DYRS facilities by youth under DYRS care or their families.

Contraband within secure DYRS facilities includes:

1. alcohol or alcoholic beverages;
2. aerosol cans (i.e., hairspray, paint, deodorant);
3. art supplies, unless approved in advance by the Superintendent or his/her designee;
4. black jacks;
5. brass knuckles;
6. cameras;
7. can openers;

8. cell phones other than DYRS-issued cell phones, unless approved in advance by the Superintendent or his/her designee;
9. CDs, unless authorized by management;
10. chewing gum;
11. cigarette lighters;
12. clothing for youth in the facility, unless authorized by the Superintendent or designee;
13. DVDs, unless authorized by management;
14. earpieces for cell phones (e.g., Bluetooth devices);
15. electronic games (not authorized by the Superintendent or designee);
16. explosive materials or devices;
17. firearms of any kind;
18. hazardous materials (e.g., gasoline, lye, poisons, unapproved cleaning fluids, acids);
19. headphones;
20. illegal drugs, including K2 or any other synthetic versions of illegal drugs;
21. jewelry (e.g., rings, watches, chains, bracelets, necklaces) (youth only);
22. knives or "shanks" of any kind;
23. laptops, iPods, iPads, handheld video games, or similar electronic devices, unless authorized by management;
24. mace;
25. magic markers, unless approved in advance by the Superintendent or his/her designee;
26. matches;
27. metal eating utensils (e.g., forks, spoons, knives);
28. money (youth only);
29. nail polish;
30. needles;
31. non-prescription medications (see DYRS Policy on Identification and Searches of Staff, Visitors, Vehicles and Youth at DYRS Secure Facilities for procedures for DYRS employees and visitors who need to take non-prescription medications during their shifts or visits);
32. open beverage containers;
33. over-the-counter (non-prescription) drugs, unless authorized by management;
34. paint;
35. pens and pencils (youth only);
36. pepper spray;
37. personal handcuffs and leg irons;
38. personal pagers;
39. prescription medications (see DYRS Policy on Identification and Searches of Staff, Visitors, Vehicles and Youth at DYRS Secure Facilities for procedures for DYRS employees or visitors who need to take prescription medications during their shifts or visits, or who need medication for emergency use);
40. razor blades;
41. sexually explicit materials (e.g., pornography, magazines, drawings, sketches, etc.) (Note that just because materials pertain to lesbian, gay, bisexual, transgender, questioning, or intersex (LGBTQI) youth or issues does not mean that they are sexually explicit. DYRS will make decisions on each item separately.)

42. slap sticks;
43. tear gas;
44. tobacco products (e.g., cigarettes, chewing tobacco);
45. umbrellas (should be kept on non-secure side of operations);
46. videos (VHS, DVD, CD), unless authorized by management; or
47. any other item that would compromise the safety and security of visitors, youth, contractors, volunteers or staff, as determined by the Superintendent or designee.

R. Writing or Speaking about DYRS or District of Columbia Government

1. Writing

DYRS staff shall not submit for publication any article, pamphlet, book or similar item that pertains to DYRS, the District of Columbia government, its functions, its officers, or its employees, if the item contains official information not otherwise available to the general public which the staff has access to only by reason of his or her government employment, unless:

- a. The staff has received prior written approval by the Director of DYRS or designee;
or
- b. Such writing constitutes a regular and ongoing part of his or her daily assignment and is thus subject to administrative review by DYRS before final issuance.

2. Speaking

DYRS staff shall not accept an invitation to speak before any group or gathering, public or private, as an official representative of DYRS unless:

- a. The staff has received prior written approval by the Director of DYRS or designee;
and
- b. The Director or designee has determined that:
 - (1) The speaking engagement is considered to be official agency business relating to the agency's functions or activities;
 - (2) The subject matter of the speaking engagement is closely related to the official duties and responsibilities of the DYRS staff whose services as a speaker have been requested or who is otherwise asked to respond to the invitation;
 - (3) The acceptance of such invitation will not subsequently cause any DYRS staff or the District government to be in violation of any of the provisions of Chapter 18 of the District Personnel Manual.

- c. The staff invited will be considered in a duty status during the engagement and consequently will not be paid any compensation or honorarium other than the staff's DYRS salary, except that staff may be reimbursed for travel expenses and related subsistence costs by District government or a non-District source in accordance with the District's Standardized Government Travel Regulations.

DYRS staff may accept an invitation to a speaking engagement that does not pertain to DYRS functions or activities if the staff:

- a. Is not carried on a duty status, but may be granted annual leave or leave without pay if the activity takes place during regular working hours;
- b. Does not indicate in any manner that his or her statements or actions reflect the official policies or position of DYRS or any of its officials; and
- c. Restricts the use of his or her official title to that of identification only.

DYRS staff who speak at an engagement that does not pertain to DYRS functions or activities may accept compensation or honorarium for such activity, if otherwise not in conflict with District law or regulations, and may accept financial or other assistance from a non-District source for travel costs, subsistence, clerical, or other expenses associated with such activity.

DYRS and District policies do not prohibit DYRS staff from:

- a. Participating in activities of local, state, or national political parties not prescribed by law;
- b. Participating in the affairs of, or accepting an award for meritorious public contribution or achievement given by, a charitable, religious, professional, social, fraternal, non-profit educational, recreational, public service, or civic organization; or
- c. Engaging in outside employment permitted under Chapter 18 of the District Personnel Manual.

S. Ethics Training

1. Participation

DYRS employees are expected to complete the Ethics Training and Ethics Pledge as directed by the Executive Office of the Mayor and D.C. Department of Human Resources.

2. Ethics Manual

The D.C. Government Ethics Manual can be found, in its entirety, on the D.C. Office of Attorney General's homepage at oag.dc.gov.

Approval of the Agency Director:

Neil A. Stanley

4 September 2012

Director

