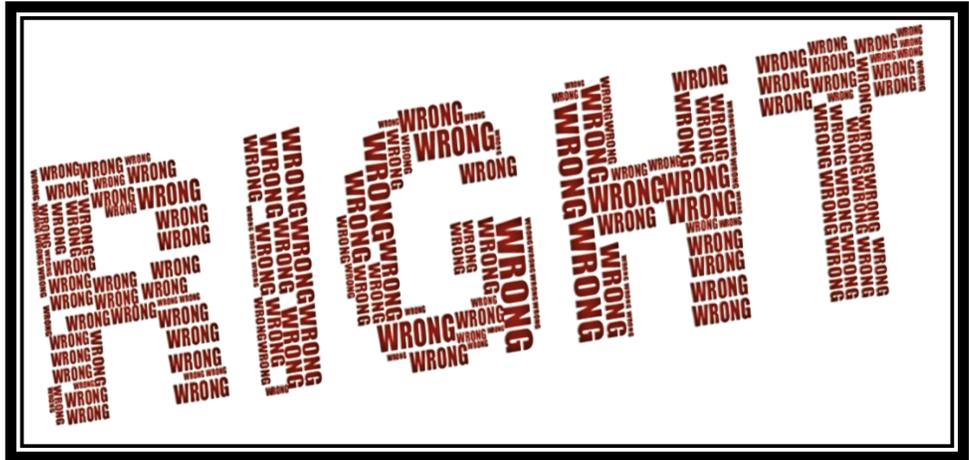


JUVENILE PROBATION | SUPERVISION OFFICER BASIC COURSE

Code of Ethics and Disciplinary Proceedings



PARTICIPANT GUIDE

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INTRODUCTION

This course will discuss personal and professional ethics along with ethical principles set forth for juvenile justice professionals in the Texas Administrative Code. Further, guidelines for reporting unethical behavior will be explained along with strategies for problem-solving ethical dilemmas.

OBJECTIVES

1. Examine ethical principles mandated for juvenile justice professionals outlined in the Texas Administrative Code.
2. Explore appropriate steps to take when reporting unethical or unlawful conduct.
3. Explain the adverse consequences associated with unethical behavior.

SECTION I - ETHICAL STANDARDS

Juvenile justice professionals must use professional ethics, versus personal ones when in the workplace.

- Personal ethics
 - Individual moral principles
 - Guide decisions for what is right and wrong
 - Shaped by cultural norms, religion, societal standards
- Professional ethics
 - Legal requirements | Employer expectations
 - Found in statute or policy
 - Employees MUST adhere to

| Texas Administrative Code of Ethics

- Abide by all federal laws
 - Abide by all TJJD administrative rules
 - Respect authority of juvenile court | board
 - Respect | Protect legal rights of juveniles, parents, guardians
 - Serve juveniles with concern and expect no personal gain
 - Respect all human service systems | cultivate professional cooperation
- Respect right of public to be safe from juvenile delinquency
 - Diligent in recording all pertinent information affecting juvenile outcomes
 - Report all corrupt | unethical behavior
 - Maintain confidentiality of juvenile information
 - Treat juveniles | families with courtesy, consideration, dignity
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-
-

| Pillars of Character

- Trustworthiness
 - Honesty
 - Integrity
 - Reliability
 - Respect
 - Listen
 - Courtesy
 - Dignity
 - Responsibility
 - Accountability
 - Pursue excellence
 - Self-restraint
 - Fairness
 - Impartiality
 - Equity
 - Caring
 - Kindness
 - Helpfulness
 - Citizenship
 - Volunteer
 - Resourceful
-
-
-
-

| Texas Administrative Code of Ethics | What NOT To Do

- Use official position to gain privileges
 - Allow personal interest to overshadow impartial responsibilities
 - Maintain or appear to be maintaining an inappropriate relationship with juveniles
 - Discriminate against anyone based on race, ethnicity, gender, disability, sexual orientation
 - Misuse government property or personal property of juveniles
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-
- Be designated as perpetrator of abuse, neglect, or exploitation
 - Interfere with any abuse, neglect, or exploitation investigation
 - Deliver into or remove any contraband from the grounds of a juvenile facility, program, or department
 - Use unnecessary force against juveniles
 - Falsify government records

| Ethical Strategies

- Stop and think
- Learn the facts
- Determine options
- Consider the consequences
- Choose wisely

NOTES

SECTION II – REPORTING | DISCIPLINE

| Unethical Behaviors

- Inappropriate relationships
 - Ignorance
 - Unfairness
 - Professional deception
 - Indifference
 - Conflict of interest
 - Racism
-
-
-

| Where to Report

- Policy and procedure dictates where reports will be submitted at local departments or facilities.
- Report to direct supervisor and proceed accordingly.
- Internal Investigation determined by Chief Administrative Officer | Facility Administrator | Juvenile Board
- If investigation, report must be submitted to TJJD, where the Office of the General Counsel will complete independent investigation.

| Disciplinary Options

– Local Department | Facility

- No action
- Reprimand
- Suspension
- Termination
- Report submitted to TJJD for investigation | disciplinary hearing

– TJJD

- No Action
- Active suspension
- Written reprimand
- Temporary emergency suspension
- Probated suspension
- Revocation

– Offenses determining denial of certification | permanent certification revocation

- Engaging or soliciting any sexual | romantic relationship with a juvenile
- Possession or distributing child pornography
- Conviction or deferred prosecution for felony offense requiring sex offender registration
- Conviction or deferred prosecution for felony controlled substance offense

NOTES

ACTIVITY - ETHICAL DILEMMAS

Instructions: Using the Code of Ethics as your guide read the following scenarios and answer the related questions.

Scenario 1

An employee discovers her daughter has a new boyfriend whose name sounds familiar. She checks her department’s records to see if she has dealt with the young man before. She also calls one of her law enforcement contacts and asks them to run a background check on the young man.

1. Which code of conduct principles is being violated?

2. How are the principles being violated?

3. What could be done to comply with the TAC Code of Ethics?

Scenario 2

JPO Jones has fallen behind in her work. As a result, she has had to delay completing documentation for several juveniles until today. As she completes the paperwork, which requires juvenile signatures, she back dates the documents in order to remain in compliance. Next time she sees the juveniles, she tells them to sign the forms, with the back date.

1. Which code of conduct principles is being violated?

2. How are the principles being violated?

3. What could be done to comply with the TAC Code of Ethics?

Scenario 3

A group of coworkers are driving to training in a county van marked with a county seal. During a pit stop at a corner store, a coworker purchases a case of beer and brings it onto the van. The individual driving proceeds to the hotel.

1. Which code of conduct principles is being violated?

2. How are the principles being violated?

3. What could be done to comply with the TAC Code of Ethics?

Scenario 4

JSO Mitchell is in the gym with two juveniles who are larger than he is. The juveniles begin to argue which leads to a fight. JSO Mitchell backs away from the fighting juveniles and watches for a full minute before calling for help. At no point did he attempt to intervene.

1. Which code of conduct principles is being violated?

2. How are the principles being violated?

3. What could be done to comply with the TAC Code of Ethics?

Scenario 5

JPO Donovan has never had much success in getting help from other human service agencies such as Child Protective Services and the local mental health authority. JPO Donovan considers himself a no nonsense person and does not hesitate to express his disgruntled opinions about these agencies whenever he gets the chance.

1. Which code of conduct principles is being violated?

2. How are the principles being violated?

3. What could be done to comply with the TAC Code of Ethics?

Scenario 6

An employee is instructed by her supervisor to contact an Administrative Investigations Division (AID) Investigator with TJJD. The investigator wants the employee to act as a possible witness in a case. After no response from the employee for several days, the investigator attempts to contact the employee directly via email and voicemail. After a week, the employee still has not contacted the investigator.

1. Which code of conduct principles is being violated?

2. How are the principles being violated?

3. What could be done to comply with the TAC Code of Ethics?

Scenario 7

A JSO's driver's license is suspended, after he has been on the job for a year. While the license is suspended, he didn't inform his supervisor of his license status and he continues to transport juveniles in a county vehicle.

1. Which code of conduct principles is being violated?

2. How are the principles being violated?

3. What could be done to comply with the TAC Code of Ethics?

Scenario 8

While at a non-work related party, one employee overhears a fellow employee talking about a juvenile she supervises. In talking about the juveniles' antics, the employee refers to the juvenile by name and in response to questions; ends up providing information about the juvenile's background, including the committing offense.

1. Which code of conduct principles is being violated?

2. How are the principles being violated?

3. What could be done to comply with the TAC Code of Ethics?

| Promoting an Ethical Environment

- Talk about ethics
 - Have conversations with coworkers
 - Talk ethics with juveniles
- Self-assess | Monitor behavior
 - Be self-aware regarding decisions
 - Be sure no ethical rules are being violated
- Be respectful | Culturally sensitive
 - Be sensitive to cultural needs
 - Conveys compassion | consideration
- Do NOT tolerate unethical behavior
 - Remaining silent is not an option
 - Report all unethical | inappropriate behavior

NOTES

FINAL THOUGHTS

- You must adhere to professional ethics when performing your duties as a juvenile justice professional.
- Knowing how to report unethical behavior is critical when addressing inappropriate and illegal conduct and can stop larger problems from manifesting.
- Promoting an ethically safe environment takes a commitment from everyone and protects against legal ramifications.



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