



Request for Inclusion or Revision to an Administrative Directive

Connecticut Department of Correction

CN 1301
REV 06/29/18

Administrative Directive Number: 2.17

Title: Employee Conduct

I recommend the following inclusion or revision to the above referenced Administrative Directive
(provide detailed explanation regarding reason for change):

1. Attached is revised language to AD 2.17. The purpose was to meet the requirements of P.A. 20-1 – An Act Concerning Police Accountability. The revision is specific to the section that refers to the Obligation to Intervene
2. The added language updates the Standard of Conduct of each employee.

See attached documents

ORIGINATOR

Name: James DeIPeschio

Title: Lieutenant

Date: 9/21/2020

Signature: *James DeIPeschio*

Facility/Unit: OSP

OFFICE OF STANDARDS AND POLICY REVIEW:

Reviewed by:

Office of Standards and Policy Staff signature:

Date:

UNIT/DISTRICT/DIVISION RECOMMENDATIONS:

Approved

Denied

Unit Administrator's signature:

Date:

District Administrator's signature:
(only needed if originating from facility)

Date:

Division Administrator's signature:

Date: 9-24-20

COMMISSIONER'S DECISION:

This request is:

APPROVED

DENIED

Effective date of request:

The language/provisions of this inclusion/revision shall be effective as of and subsequently added to the Administrative Directive at the next update:

Date:

This inclusion/revision shall be added to the Administrative Directive prior to:

Date:

This inclusion/revision shall be added immediately to the Administrative Directive.

Commissioner's signature:

Date: 9/24/2020

AD 2.17 Employee Conduct

Standards of Conduct.

A. Each employee shall:

1. Maintain compliance with all PREA Standards.
2. Comply with all federal and state statutes and regulations, administrative and unit directives, department and unit policies and procedures, post orders and lawful orders/instructions.
3. Enforce all rules, regulations and policies of the Department as appropriate.
4. Ensure that a safe, secure and sanitary work environment is maintained.
5. Remain alert, aware of, and responsive to the surroundings at all times.
6. Remain on assigned post until properly relieved and/or remain at worksite as required. No employee shall be authorized to leave facility grounds without authorization from a supervisor.
7. Comply with official notices and roll call and other instructions.
8. Meet all employee responsibilities for dependability.
9. Report any arrest or receipt of any criminal summons, any charge of infraction of C.G.S. 21a-267(d) (Prohibited Acts re: Drug Paraphernalia) and/or any protective or restraining order received from a law enforcement agency or court, to an appropriate supervisor prior to returning to work or within 48 hours (whichever occurs first). Such violations are subject to investigation in accordance with A.D. 1.10. This requirement shall not apply to summons received for minor traffic violations. An employee shall submit supporting documentation of arrest, or receipt of summons. Employees who have been arrested must inform their supervisor of the disposition of their charges within 48 hours of a disposition being reached (to include, but not limited to, convictions, dismissal of charges, nolle, accelerated rehabilitation, probation, suspended sentences, continued without finding, payment of fines, and special terms and conditions of the court). The employee must also submit supporting documentation of the disposition within 48 hours after disposition. Any employee on extended leave shall report any arrest or receipt of summons, and subsequent disposition, to the Unit Administrator within 48 hours.
10. Report the receipt of any civil summons that impacts employment (e.g., named as a defendant in an employee or inmate lawsuit, restraining order, capias, contempt of court, etc.) associated with the employee's duties to an appropriate supervisor on or by the next scheduled work day, but no later than 48 hours after receipt of the summons.
11. Provide the Office of the Attorney General with relevant documents, subpoenas or other materials related to legal action with which they are involved in accordance with Administrative Directive 1.12, Employee Legal Counsel/Representation. Staff

- shall cooperate in all inquiries, depositions, interrogatories, or other legal processes that will assist the Legal Affairs Office and/or the Office of the Attorney General.
12. Inform the appropriate supervisor and the Human Resources Unit, in writing, of any change of address and/or telephone number within 48 hours.
 13. Report to an appropriate supervisor any condition or use of medication the employee is taking, that may affect job performance or judgment.
 14. Report any medication brought into the worksite and maintain any personal property and medication in a secure manner.
 15. Act in a professional manner showing respect to other employees and the public.
 16. Respect and protect the rights of inmates.
 17. ~~Respect and protect the rights of inmates.~~
 18. Maintain good stewardship of all state property and equipment.
 19. Maintain appropriate demeanor at all times.
 20. Be courteous and accommodating in all dealings with the public, to include telephone etiquette.
 21. Report, in writing, to a supervisor when a friend or relative is or becomes incarcerated in any Connecticut DOC facility within 48 hours of discovery.
 22. Cooperate fully and truthfully in any inquiry or investigation conducted by the Department of Correction and/or any law enforcement, regulatory or state agency.
 23. Appropriately file information as required by the State Ethics Commission in accordance with Administrative Directive 1.13, Code of Ethics.
 24. Promptly report to a supervisor any threat, harassment, physical or verbal abuse, assault, or act of intimidation. Incidents of discrimination or sexual harassment shall be reported in accordance with Administrative Directives 2.1, Equal Employment Opportunity and Affirmative Action and 2.2, Sexual Harassment.
 25. An employee must receive written authorization from his/her Unit Administrator and the Unit Administrator housing the incarcerated family member in order to visit, phone or correspond with such family member.

The following behavior shall be strictly prohibited:

1. Any act that jeopardizes the security of the unit, health, safety, or welfare of the public, employees or inmates.
2. ~~Unauthorized possession of non-department issued firearms or other weapon while on duty or state property.~~
3. Unauthorized possession of non-department issued firearms or other weapon while on duty or state property.
4. Conveyance or possession of unauthorized items within, into or out of a facility, or other correctional unit.
5. Neglect of duty or failure to supervise.
6. Sleeping or inattentiveness while on duty.
7. Possessing unauthorized items while on duty (e.g., reading materials, personal electronic devices, etc.).
8. Abuse of sick time, accrued leave or workers' compensation.
9. Reporting to work in an impaired condition as a result of the use of alcohol, an illegal drug, or any medication. Employees shall not consume alcohol while on duty or in uniform.

10. Entering a correctional unit when off duty unless previously authorized.