



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

**Secretary:** /s/ Christina K. Daly

**Date:** 2/16/15

**Subject:** Employee Code of Ethics and Personal Responsibility

**Section:** FDJJ – 1900

**Originating Office:** General Counsel

**Authority:** Articles I and III of the Florida Constitution

Chapters 110, 112, 119, 984, and 985, Florida Statutes

**Related References:** N/A

**Purpose:** This policy addresses the various ethics-related laws and rules and offers employees guidance and an increased understanding of the Department of Juvenile Justice expectations regarding ethical conduct.

**Offices Affected by the Policy:** All offices within the Department.

### **POLICY STATEMENT:**

- Each Department employee is a public employee who holds his or her position for the benefit of the citizenry of the State of Florida and is obligated to act with responsibility and in the public interest.
- Department employees are expected to strive at all times to perform their duties efficiently, faithfully, loyally, and to abide by this Code of Ethics and Personal Responsibility, Articles I and III of the Florida Constitution; and Chapters 110, 112, 119, 984, and 985, Florida Statutes, as well as applicable federal, state, and local laws, the Employee Handbook and opinions rendered by the Florida Commission on Ethics.
- To facilitate employee understanding of the Department's expectations, it shall be the responsibility of supervisors/managers to ensure that each employee is provided a copy of this Code to read and that a copy is available at all times in the facility or office and on the Department's Internet Website.
- Department employees are required to read the Department's Employee Code of Ethics and Personal Responsibility and familiarize themselves with the ethical requirements it identifies. However, this Code is not intended to be a comprehensive recitation of all ethical requirements for Department employees. Employees are advised to seek further information as necessary from the laws, rules, and policies referenced herein, and from the Department's Ethics Officer designated herein.

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- The Secretary has designated the General Counsel as the Department’s Chief Ethics Officer. Employees are encouraged to contact the Office of the General Counsel to request clarification or resolution of ethical issues arising under the Department’s Code of Ethics and Personal Responsibility.
- Violations of this policy shall be reported in accordance with the requirements of the specific applicable policy. Where there is no specific policy or reporting procedures, violations of this policy shall be reported to the Incident/Complaint Hotline by phone at 1-800-355-2280, by fax at (850) 414-7182 or by email at [OIGComplaints@djj.state.fl.us](mailto:OIGComplaints@djj.state.fl.us). The Office of the Inspector General will coordinate with the Department’s Chief Ethics Officer on whether it has authority to investigate the complaint or should refer it to the Commission on Ethics or other appropriate agency for investigation.

**PROCEDURES/MANUALS:**

Procedures for this policy are accessible at the Department Policies internet page.