

Commitment to Excellence & Code of Professional Conduct



Adult Corrections Division

Saskatchewan Ministry of Corrections, Public Safety & Policing

Commitment to Excellence

Code of Professional Conduct

ADULT CORRECTIONS DIVISION

Saskatchewan Ministry of Corrections, Public Safety & Policing

We are a provincial organization with shared professional identity, commitments and values. We promote safe communities through effective security, supervision and programming thereby strengthening offenders' ability to live and contribute in our communities. We are focused on outcomes and committed to making a positive difference in the lives of offenders, their families and victims.

...

We are a unique profession

Our profession is distinguished by the unique combination of:

Legislated authority in combination with knowledge of the law and human behaviour;
A physically and mentally challenging and dynamic work environment with inherent risk;
Responsibility to positively impact the community at large;
A Continuous level of public accountability and scrutiny;
An Obligation to be impartial and act fairly at all times; and
An Expectation to create safer communities through the work we do.

...

We commit to these goals

Our Division strives to achieve the organizational goals of:

Delivering effective evidence-based services to offenders that result in a reduction in reoffending;
Fostering relationships based on respect, collective responsibility and teamwork;
Demonstrating commitment to the principle of the Duty to Act Fairly and the Rule of Law; and
Practicing the use of least restrictive measures.

...

I will stand by these values in my service to Adult Corrections

Demonstration of my values is critical to our success so I will:

Demonstrate commitment to our goals;
Act with honesty and integrity at all times;
Treat everyone I encounter with dignity and respect;
Be committed in my pursuit for excellence;
Exhibit leadership and professionalism in all of my duties;
Embrace diversity and equality; and
Be responsible and accountable.

...

Code of Professional Conduct

Purpose:

Adult Corrections is dedicated to promoting safe communities by strengthening offenders' ability to live and contribute in their communities. The purpose of this Code is to communicate an expectation of acceptable conduct and provide guidance in ethical decision-making for all employees of the Adult Corrections Division.

Responsibility for professional and ethical conduct is a personal responsibility and every employee will be held accountable for his or her conduct. This Code is a framework within which all employees are expected to perform the duties of their employment. Although the Code of Conduct addresses a number of specific issues, it should not be regarded as a comprehensive listing of compliance issues. Instead, the Code of Conduct should be regarded as a summary guide that applies to everything that we do. Most topics covered in this Code are more fully articulated in specific Government, Ministry or Division policies. Should changes occur to any of those policies the amendments will be reflected in the Code as well.

In any situation where the appropriate conduct is unclear or ambiguous, employees must seek the advice and direction of the employer.

The Commitment to Excellence and Code of Professional Conduct was developed under the authority of *The Correctional Services Act, Occupational Health & Safety Act, Health Insurance Portability and Accountability Act, Freedom of Information and Protection of Privacy Act, Public Service Act and Regulations* and the Saskatchewan Public Service, Statement of Organizational Culture.

This Code of Conduct is not intended to replace, but rather to supplement other Divisional directives, Ministry policies, Public Service policies, and the Collective Bargaining Agreement.

Definitions:

- Bullying:** Acts or verbal comments that could mentally hurt or isolate a person in the workplace. Bullying may also involve negative physical contact and often involves repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade or humiliate specific people.
- Conflict of Interest:** A situation in which an employee, for personal gain or for the benefit of others, attempts to promote a private or personal interest that results in the following:
1. The perception by others of personal gain or benefit(s) for the employee;
 2. Interference with the objective exercise of the employer's or the employee's duties;
 3. A gain or an advantage by virtue of the employee's position.
- Employee:** A person employed by the Adult Corrections Division, Saskatchewan Ministry of Corrections, Public Safety and Policing, to perform adult correctional services, including in and out of scope employees and employees who are on any form of leave from the work environment.

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- Employer:** Government of Saskatchewan – Ministry of Corrections, Public Safety and Policing (CPSP).
- Former Offender:** A person who in the last five years has been an offender as defined below.
- Harassment:** Any form of coercive discrimination that may be verbal, physical or sexual and may be deliberate or unintended, direct or indirect and that consists of persistent and repeated conduct or comments that should be reasonably known to be unwelcome by the recipient or others in the work environment.
- Examples include, but are not limited to: intimidating by word or deed; profanity directed towards a person(s); blocking applications for training, leave or promotion without just cause; tampering with a person's personal belongings or work equipment at the workplace, in the parking lot, or outside the workplace.
- Offender:** A person who has been charged with or convicted of an offence and who is bound by a committal order or supervision order, and includes a person transferred pursuant to an Act of Parliament of Canada to a court or correctional facility.
- Work Environment:** Includes all on-site or off-site locations where work-related activities and interactions occur that could affect the reputation of the Ministry, whether on duty or off duty.

Employer and Employee Responsibilities:

1. The employer is responsible to:
 - a) Ensure all employees are advised of and understand the expectations of the Code through initial orientation and training and an annual review process;
 - b) Ensure a copy of the Code is readily available to all employees;
 - c) Apply reasonableness to accessing each case where a violation of the Code has been identified and consider the appropriateness of accommodation prior to promptly and objectively taking appropriate corrective action, as per the Corrective Discipline Policy, where violations of the Code have occurred;
 - d) Review this Code on an annual basis with the employee, providing the employee an opportunity to sign off on the Commitment to Excellence and the Code, and signing off as the supervisor or manager to demonstrate accountability for the review.

2. Employees are responsible to:
 - a) Complete orientation, training and annual review with the employer related to the Code;
 - b) Adhere to and be fully conversant with this Code;
 - c) Inform the employer of any known breach of this Code.

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Employees who breach this Code may be subject to disciplinary action up to and including termination of employment. Breaches of federal or provincial laws or statutes may include prosecution.

Principles:

Employees shall:

1. Work cooperatively with other employees, offenders and other stakeholders to achieve the objectives of the Corrections Division;
2. Fulfill their duties in a professional, diligent, timely and competent manner with due regard for the values of service excellence, teamwork, respect, integrity and innovation;
3. Contribute to the good order, safety and security of their work environment and instill public confidence in correctional services;
4. Provide the public with a professional, effective and efficient correctional service while conducting their work with objectivity and integrity;
5. Provide offenders with correctional services that are professional and ethical, that provide for their safety and security, and that offer services to strengthen their ability to live, work and contribute to their community;
6. Provide their co-workers with a work environment that is professional, and mutually supportive and free from discrimination, harassment and bullying;
7. Respect people's cultural and/or religious beliefs and practices;
8. Contribute to a work environment that is reflective of the Ministry's Strategic Plan;
9. Perform their duties and arrange their private affairs so that public confidence and trust in the integrity, objectivity and impartiality of the Government are conserved and enhanced;
10. Act at all times in a manner that will bear the closest public scrutiny - an obligation that is not fully discharged by simply acting within the law;
11. In fulfilling their official duties and responsibilities, if a conflict arises between the private interest and the official duties of a public servant act in a manner so that the conflict shall be resolved in the favor of the public interest and in alignment with policy and authorities;
12. Only use entitlements, benefits and privileges for the sole purpose for which they were intended and are stated;
13. Report or take appropriate action when an employee/employer acts contrary to the Code.

Employee Expectations:

1. Responsible Discharge of Duties:

Employees shall:

1. Ensure time sheets are recorded accurately and reflect the time they have worked before signing;
2. Be punctual and remain at their assigned post until authorized to leave;
3. Cooperate fully with any official investigation;
4. Provide information and/or submit required reports for any authorized investigation relating to official duties and operations of the Adult Corrections Division within established time lines;
5. Provide accurate oral and/or written statements or entry in any official document or record pertaining to their official duties as an employee of CPSP;
6. Follow lawful instructions that are written or verbally issued by supervisory staff;

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7. Make reasonable efforts to avoid and prevent unjustified waste, loss or damage to any property in their care;
8. Not take or borrow for personal use any supplies purchased or supplied by the employer or use for any other purpose than government business;
9. Not engage in activities in a way that could detract from performance of their duties, such as personal visits during hours of duty; leaving the workplace to engage in personal errands; or engaging in personal telephone calls;
10. Properly account for and safeguard any money or property that comes into their possession in the course of duty as provided for in policy;
11. Perform their duty in a manner that minimizes risk of harm to any employee, offender or any other people either directly or indirectly;
12. Report to their supervisor any violation of the retained rights of offenders;
13. Not participate in any criminal activity;
14. Notify their supervisor if their driver's license has been or will be cancelled, suspended or revoked if it is a requirement of their employment;
15. Advise their supervisor if they are taking or have discontinued a prescribed medication that will or may affect **safety or security** in order that appropriate accommodation may be considered to ensure the safe management of the work place. No personal health information need be disclosed
16. Advise the Employer when personal problems will or may affect the **safety or security** in order that appropriate accommodation may be considered to ensure the safe management of the work place;
17. Remain awake and alert on their assigned post or place of duty and not engage in non-work related activities, other than authorized sleepovers;
18. Not bring, display or consume any intoxicant or illegal substance in the work environment nor display any indication of prior consumption of an intoxicant or illegal substance while on duty;
19. As soon as is practicable notify the employer If charged with or knowingly under investigation for a criminal offence;
20. Treat the public, employees and offenders with respect, dignity and courtesy within the work environment and in all circumstances related to the employee's duties;
21. Take appropriate action when witness to or become aware of discrimination, harassment, bullying or disrespectful treatment of any person by another person as articulated in the PSC Harrassment Policy;
22. Use or disclose any matter or information that comes to their knowledge by reason of their employment, including offender-related or personal health information only as required and guided by legislation and policy.
23. Properly safeguard and not remove any documents including, but not limited to, log books, offender files, ledgers, reports, policies, manuals and any other written material published, distributed or circulated by the employer;
24. Not write a letter for, make telephone calls for or in any other manner relay or convey a written or verbal message(s) to or from an offender who is in custody in a correctional center, except when it is consistent with the offender's case management plan;
25. Identify to the employer by means of prescribed processes and channels any concern that a given policy, program or procedure presents an imminent danger to the health or safety of an employee, employer, work environment or the public and the employee shall avoid public comment on the concern.

2. Deportment and Dress:

Employees, both on and off duty, shall:

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1. Fulfill their duties in the work environment and in the community as role models for offenders, their families, other Corrections partners, community agencies and the public;
2. Conduct themselves in a professional manner that reflects positively on the Ministry specifically and the Saskatchewan public service generally;

Employees shall:

1. Display a professional appearance and deportment befitting their role as a Peace Officer while in uniform;
2. Ensure their clothing and/or uniform, if applicable, is neat, clean and in good repair;
3. Wear required uniform or dress professionally while on duty or attending training and meetings;
4. Wear their identification card as issued in a manner visible to staff, offenders and the public at all times while on duty in a correctional centre or when entering a facility for any reason;
5. Other than when traveling to and from the work environment, not wear the uniform provided for facility corrections workers or any part of the uniform outside of working hours except with permission from their supervisor;
6. Not alter the uniform provided for facility workers in any manner, except for alterations to accommodate size requirements.

3. Relationships with Offenders / Former Offenders:

Employees must recognize an association with an offender or former offender may compromise workplace safety, personal and professional integrity and public trust.

Personal Relationships:

Employees shall avoid personal relationships with offenders, former offenders and their families other than those established through the professional commission of their duties. If an employee is engaged in said relationship they shall inform the employer as soon as practicable.

The Director or designate shall, on a case by case basis, review the information and provide the employee with appropriate guidance when deemed necessary and document the information for review and audit purposes.

Professional Relationships:

It is recognized that employees have a duty to establish a constructive relationship with offenders and to encourage positive behavior while under court-ordered conditions. Such relationships require honesty, firmness, fairness, consistency and integrity. Employees, either on or off duty, shall ensure that their interactions with offenders and offenders' associates and families at all times remain on a professional level.

An employee shall:

1. Treat offenders and their families fairly and with courtesy, respect and honesty while on duty or in circumstances related to their duties;

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2. Refrain from performing a personal favour for an offender if it involves engaging in an activity that is beyond the scope of the employee's duties or violates the rules established by Divisional or institutional policy, even if the offender is a personal friend or relative;
3. Refrain from providing legal advice to an offender or an offender's family or associates;
4. Refrain from discussing their personal matters, the personal matters of their coworkers or others with offenders, their associates or their families;
5. Not pay for or provide goods to an offender in exchange for sexual favours or personal benefit;
6. Immediately report to the Director/supervisor any sexual advances or inappropriate requests made to them by an offender, former offender or family member of an offender or former offender;
7. Ensure that no pictures, portraits or personal information of any employee are provided to an offender /former offender;
8. While off duty, not associate or deal with people who are known to be involved in illegal activities.

4. Conflict of Interest

Employees shall arrange their personal matters in a way that prevents a conflict or the perception of a conflict of interest. Any doubt about whether an employee is involved in a conflict of interest must be resolved in favour of public interest. Employees requiring assistance on any matters of ethical, legal or moral conduct should not hesitate to consult policy or seek assistance from their Supervisor, Manager or Director, who shall review the matter in whatever manner is appropriate for the circumstances and report back to the inquiring individual.

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My Commitment to Excellence & Code of Professional Conduct

By signing this document I am confirming that I have read and I recognize that it is my duty to follow this Commitment to Excellence & Code of Professional Conduct and I understand the consequences of not adhering to it. I understand that while I am not obligated to sign this document I am still obligated to comply with it.

I will ensure that I fulfill my duties courteously and appropriately without malice or ill will, never employing unnecessary force or violence and never accepting improper gratuities.

Employee Signature

(Please Print Name)

Date

Supervisor/Manager

By signing this document I am confirming that I have reviewed this Commitment to Excellence & Code of Professional Conduct with the employee identified above, as is my duty under the Code as the Employer representative.

(Supervisor Signature)

(Please Print Name)

Date