



**Department of Juvenile Justice  
Administrative Procedure**

<b>VOL I-1.2-08</b>	<b>Statutory Authority:</b> <u>Title 66 of the Code of Virginia</u>
<b>Subject: Code of Ethics</b>	<b>Regulations:</b> 6VAC35-71-180
	<b>Board Policies:</b> 05-009 ACA # 4-JCF-6D-01; 4-JCF-6D-02; 4-JCF-6E-08; 4-JCF-6E-10

**I. PURPOSE**

To protect the integrity of personnel, programs, and facilities, the Virginia Department of Juvenile Justice (the Department) hereby promulgates this Code of Ethics to guide the actions of its employees, volunteers, interns, and vendors/contractors.

**II. SCOPE**

This procedure applies to all Department employees, volunteers, interns, and vendors/contractors, whether in full-time, part-time, wage, or unpaid positions.

**III. DEFINITIONS**

N/A

**IV. PROCEDURES**

- A. All employees must subscribe to the Department's Code of Ethics (Attachment #1).
- B. The Code of Ethics shall be included in the Department's orientation for new employees and presented and explained in appropriate training sessions.
- C. All employees must review the Code of Ethics at least annually.
- D. The Code of Ethics shall be made available to all employees in the Department's programs and facilities.
- E. In accordance with VOL I-1.2-01 (Staff Code of Conduct), Department employees, volunteers, interns, and vendors/contractors are expected to understand and comply with the Code of Ethics.
- F. Employees who violate this procedure may be subject to timely disciplinary action, in accordance with applicable Department of Human Resources (DHRM) policies and Department procedures, including but not limited to VOL I-1.2-01 (Staff Code of Conduct). Other individuals subject to this procedure through a memorandum of understanding or contract (e.g., medical professionals employed through a contract) who do not fulfill the expectations of this procedure may be removed from their positions either temporarily or permanently or assigned to other work sites.

**V. RESPONSIBILITY**

Organizational Unit Heads shall have primary responsibility for the implementation of and compliance with this procedure.

**VI. INTERPRETATION**

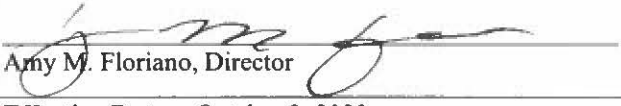
The Deputy Director of Administration and Finance shall be responsible for interpreting and granting any exceptions to this procedure.

**VII. CONFIDENTIALITY**

All procedures and bulletins are DJJ property and shall only be used for legitimate business purposes. Any redistribution of the documents or information contained in the procedures or bulletins shall be in accordance with applicable state and federal statutes and regulations and all other DJJ procedures. Any unauthorized use or distribution may result in disciplinary and/or criminal action, as appropriate and applicable.

**VIII. REVIEW DATE**

This procedure shall remain in effect until rescinded or otherwise modified by the appropriate authority.

<b>Approved by:</b>  Amy M. Floriano, Director	<b>Date:</b> October 2, 2023
<b>Effective Date:</b> October 2, 2023	<b>Office of Primary Responsibility:</b> Deputy Director of Administration and Finance
<b>Supersedes:</b> 05-009.1 Code of Ethics for Employees of DJJ, effective November 5, 2002	<b>Forms:</b> Department of Juvenile Justice's Code of Ethics



## Department of Juvenile Justice Code of Ethics

As an employee, volunteer, intern, or vendor/contractor of the Virginia Department of Juvenile Justice:

1. I am committed to the highest ideals of professionalism and the stewardship of public resources.
2. I will perform all my duties in a professional and competent manner, and treat all persons in an evenhanded and courteous manner, humanely and with respect.
3. I will strive to be a positive example to persons placed in my care and to act in such a way as to encourage their reform and rehabilitation.
4. I will strive to maintain the knowledge, skills and abilities used in my work.
5. I will not use my official position to secure privileges or advantages for myself or others.
6. I will not engage in activities that create a conflict of interest.
7. I will conduct myself at work in a manner that is consistent with the Commonwealth's Standards of Conduct for Employees, applicable regulations of the Board of Juvenile Justice, procedures of the Department, and policies of the Department of Human Resource Management.