

## 8.1. A.6 Code of Ethics

### I Policy Index:

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| <b>Date Signed:</b>                      | 11/6/14  |
| <b>Distribution:</b>                     | Public   |
| <b>Replaces Policy:</b>                  | N/A This policy supersedes the <b>3/14/13</b> version. |
| <b>Affected Units:</b>                   | SD Board of Pardons and Paroles                        |
| <b>Effective Date:</b>                   | Upon signature   |
| <b>Scheduled Revision Date:</b>          | 11/2015  |
| <b>Revision Number:</b>                  | 7  |
| <b>Office of Primary Responsibility:</b> | Parole Board Office                                    |

### II Purpose:

Members of the Board of Pardons and Paroles are representatives of and serve the people of the State of South Dakota. Members of the Board will maintain the highest standards of honesty, integrity and impartiality when conducting official business.

### III Definitions:

#### **Code of Ethics:**

A set of rules describing acceptable standards of conduct.

### IV Procedures:

#### **General Standards of Conduct:**

- A. Each Board member is expected to conduct their official and private matters in such a manner as to foster public confidence in the Parole Board.
- B. The Board subscribes to a policy of professionalism, equality and fairness in the administration of services and the discharge of authorized duties.
- C. Members should adhere to the following rules related to ethical conduct:
  1. The safety of the public shall be of primary concern to all members of the board in performing official duties and responsibilities.
  2. Members shall respect and protect the civil and legal rights of all persons.
  3. Members shall comply with applicable laws, rules, regulations, and policies.
  4. Members shall cooperate with public officials and agencies in the discharge of authorized duties.
  5. Members shall not solicit, demand, accept or agree to accept any gifts, favors, or gratuity that may be reasonably interpreted as influencing the member's judgement in the discharge of their duties.
  6. Members are encouraged to participate in any legal election process during their private time.

- a. Members shall not endorse candidates in his or her official capacity as a State of South Dakota employee or engage in political activity during the time he or she is performing work for the State of South Dakota.
  - b. Political banners, posters, literature, or other political material shall not be displayed on State property or on personal vehicles while being used for official duties for which State reimbursement will be obtained.
7. Members shall not attempt to realize personal gain or secure privileges or exemptions through association with State of South Dakota and the Department of Corrections, beyond compensation by the state, or through the discharge of his or her duties for himself, herself, or others. Such an attempt is a violation of public trust.
- a. Members should not engage in any activity that would result in a conflict of interest between the Board, the State, funding sources, staff, contractors and/or volunteers.
8. Nothing in this policy should be construed as limiting communication between Board members and their elected officials.
- D. Board members are prohibited from:
- 1. Accepting any form of bribe or unlawful inducement.
  - 2. Performing duties under the influence of intoxicants or illegal drugs, or consuming intoxicants or using illegal drugs while on duty.
  - 3. Discriminating against any offender on the basis of race, religion, national origin, creed, gender, disability, political views or other individual characteristic.
  - 4. Utilizing any offender for labor or services that personally benefit the staff member.
  - 5. Misrepresenting facts in the performance of job duties, either verbally or in writing.
  - 6. Engaging in conduct, during employment with the State that reflects unfavorably on the State of South Dakota and/or the Department of Corrections, and/or destroys confidence in the operation of State services or adversely affects public trust in the State or the Department of Corrections.

**V Related Directives:**

South Dakota Codified Law: Chapters 1-26, 24-13, 24-14, 24-15, 24-15A and 24-16  
South Dakota Administrative Rule: Chapters 17:60 and 17:61

**VI Revision Log:**

March 2006: New Policy.

January 2007: No Changes.

January 2008: Updated format to DOC standards, grammatical changes.

March 2010: **Revised** grammar and formatting throughout policy. **Revised** Policy index. **Changed** Office of Primary Responsibility from Board of Pardons and Paroles to Parole Board Office. **Added** Code of Ethics definition. **Changed** Code of Ethics procedures to General Standards of Conduct. **Revised** ss 7. **Added** subsection D of "General Standards of Conduct." **Changed** Policy number to fit proper coding.

December 2011: Reviewed, no changes.

February 2013: Reviewed, no changes.

September 2014: delete "at all times" in two places, no other changes

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| <i>Kay Nikolas</i> | <i>11/6/14</i> |
| Kay Nikolas, Chair | Date           |