

	<p align="center">ALLEGHENY COUNTY BUREAU OF CORRECTIONS</p>	<p align="center">Procedures Manual</p>
<p>Policy Subject: Code of Ethics/Conduct Required of all ACBOC Employees</p>		<p>Policy Number: Volume 7, Policy #605</p>
<p>Performance Standard: 7C-02</p>		<p>Date of Issue: March 15, 2015 Revised: December 8, 2025</p>
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POLICY

It is the policy of the Allegheny County Bureau of Corrections to hold all employees, contractors and volunteers accountable for compliance with both the Allegheny County and Allegheny County Bureau of Corrections Code of Ethics. Violations of the Code of Ethics may result in disciplinary action up to and including termination.

PROCEDURAL GUIDELINES

1. Employees of the Allegheny County Jail are viewed by those in our care and custody as role models. All jail employees must be cognizant of the fact that certain behavior may place them in a situation in which they may not be able to perform their duties and responsibilities in an effective manner. Employees must be mindful of behaviors that may place them in such a situation and when such behavior can represent the potential for a security breach or security compromise.
2. To ensure that an effective and efficient operation is maintained, certain rules of conduct must be imposed and enforced. The

Allegheny County Jail will not attempt to interfere in an employee's private life, but if an employee's private life places them in a compromised position and/or brings disgrace upon the Allegheny County Jail, action must be taken to correct the situation. A jail employee's character and morals must be beyond reproach for them to be effective in a correctional setting.

The listed requirements in this policy and those in the Employee Code of Ethics Book issued to all employees are to be strictly followed. Violation of these requirements will result in severe disciplinary action or possible employment termination. All employees are required to conduct themselves in a professional manner at all times. Therefore, the following are strictly prohibited:

- A. Entering into personal relationships with an ex-inmate of any institution, while they are under probation or parole.
- B. Divulging information that is considered confidential by state or federal laws and regulations, including the Criminal History Record Information Act. In addition, the following restrictions surrounding disclosure apply:
 - a. No employee may divulge any personally identifiable data regarding a specific inmate, including:
 - i. Individually identifiable medical, mental health, and substance abuse information;
 - ii. Individually identifiable information about arrests that did not lead to conviction; and
 - iii. Information contained in records sealed by court order.
 - b. No employee conducting, directly participating in, or having confidential knowledge of an ongoing investigation may disclose

information developed during the investigation, where disclosure of such information would reasonably be expected to interfere with the investigation or jeopardize the safety of an individual.

- c. No employee may divulge personal information about another employee or contractor to an inmate.
- C. Receiving personal favors from inmates—Personal favors, gifts, telephone calls, written correspondence or any types of special considerations are not permitted to be accepted by or given to any employee, to or from an inmate, an inmate’s family, or an inmate’s friend.
- D. Receiving personal favors, etc. from businesses. (Personal favors, gifts or special considerations of any type are not permitted to be accepted by or given by an employee to or from any company, agency or individual with whom the jail employee is involved in the conducting of jail business, if the employee is also involved in determining or influencing the degree of that business relationship).
- E. Unauthorized movement throughout the jail. (Reference policy #228).
- F. Failure to immediately report relatives (i.e., family members, husband/wife, etc.) and personal friends that are incarcerated in the ACJ to the Administration and Internal Affairs in accordance to policy #618.
- G. Being involved in negative confrontations with inmates and jail staff.
- H. Being involved in “horseplay” or unprofessional conduct between staff members and/or inmates.
- I. Failure to report the violation of societal laws-Employees are required to report, in written form, any and all arrests and investigations that occur during their employment at the ACJ.

Notification is to be made no later than 24 hours after the occurrence of the violation. This reporting requirement includes, but is not limited to, such violations as summary offenses, citations, serious motor vehicle codes, as well as criminal offenses. Written Reports are to be submitted to the Security Captain and Internal Affairs.

- J. Insubordination and gross disrespect to supervisors and managers—Employees who display this type of behavior will be put on notice in writing of a pending disciplinary hearing before the appropriate Major. However, depending on the severity of the violation, the employee may be relieved of duty and sent home until his/her next working day, where upon a hearing will be held.
- K. Gross disrespect to fellow employees and inmates.
- L. Gross disrespect to subordinate employees—Managers and supervisors who display this type of behavior will be put on notice in writing, of a pending disciplinary hearing before the appropriate Major. However, depending on the severity of the violation, the manager or supervisor may be relieved of duty and sent home until his/her next working day, where upon a hearing will be conducted.
- M. Dereliction of duty: An employee is considered to be in dereliction of duty if they willfully refuse to perform their duties or is incapacitated in such a way that they cannot perform their duties. Such incapacitation includes but is not limited to falling asleep on duty requiring wakefulness, as well as intoxication and consequently not being unable to perform their duties. It also includes shooting oneself and thus being unable to perform any duty as well as vacating their post without permission or proper relief.
- N. **Entering into personal relationships with any inmate of the institution: this constitutes fraternization**—Employees will exercise the greatest degree of caution when dealing with all inmates. When dealing with inmates of the opposite sex, wherever possible, employees must always have another staff member present. (Reference policy #223).

- O. **Submitting False Reports and/or Falsifying Reports**—Employees who knowingly or willfully submit a report containing false statements shall be immediately relieved of duty and sent home until their formal disciplinary hearing is conducted. In addition, any employee determined to have made false statements and/or accusations to an outside agency (i.e. County Police, State Police, Federal Agents, etc.) shall be immediately removed from duty until his/her scheduled disciplinary hearing.
- P. **Engaging in the practice of sexual harassment in any form.** (Reference policies #503 and Allegheny County Policy #202 Anti-Discrimination, Harassment, and Retaliation).
- Q. **Engaging in the practice of racism in any form.** (Reference Allegheny County Policy #202 Anti-Discrimination, Harassment and Retaliation).
- R. **Introduction of contraband to the jail of any nature, especially of a serious nature, such as, for example drugs, weapons, etc.** (Reference policies #620, #202, #100, and #204).
- S. **Assaults and gross violations of use of force on inmates.** (Reference policy #207).
- T. **Any Authorized Personnel that witnesses or has knowledge of any incident that violates this policy and fails to report that incident to appropriate authorities will be disciplined up to and including termination.**

Bolded font indicates No Tolerance Policies—“No tolerance” means that any violation of these policies will result in severe disciplinary action up to and including termination of employment. Such policy violators do not fall within the perimeters of progressive discipline.

