I. POLICY

It is the policy of the Department of Corrections (DOC) that DOC employees, contract workers, and volunteers are to have honesty, integrity, and respect for the worth and individuality of human beings, as well as a strong commitment to professional and ethical correctional service. **DOC employees, contract workers, and volunteers must constantly strive to live up to the highest possible standards of their profession and to incorporate and adhere to the Department of Corrections “Code of Ethics” as its ethical performance standard.** [2-CO-1C-04] [4-4069]

II. PURPOSE

*It is the purpose of this administrative regulation (AR) to disseminate the “Code of Ethics” (Attachment “A”) to ensure that all DOC employees, contract workers, volunteers, or persons from other agencies whose assignment is primarily on the premises of DOC facilities, centers, or offices, have read and adhere to the code. This administrative regulation and “Code of Ethics” provide DOC employees, contract workers, and volunteers with rules and standards governing their conduct as correctional professionals.** [2-CO-1C-04] [4-4069] [4-4120]

III. DEFINITIONS

A. **Code of Conduct**: A coherent and documented set of standards with enforceable sanctions and protection (e.g., corrective, disciplinary actions with due process). [2-CO-1C-04] [4-4069]

B. **Conduct Unbecoming**: Includes any act or conduct either on or off duty that negatively impacts job performance, not specifically mentioned in administrative regulations. The act or conduct tends to bring the DOC into disrepute or reflects discredit upon the individual as a DOC employee, contract worker, or volunteer.

C. **Contract Worker**: A person other than a DOC employee who provides services to the DOC under contract, special assignment, or informal agreement (e.g. purchase order). A contract worker includes self-employed persons, sole proprietors, and persons employed by an employer in the private sector, another public entity, or by another agency of the state of Colorado.

D. **DOC Employee**: Someone who occupies a classified, full or part-time position in the State Personnel System (including management profile positions) in which the Department has affect over pay, tenure, and status.

E. **Family Member of an Offender**: Any person related to an offender by blood or by marriage. This may include, but is not limited to: spouse, children, stepchild, adopted child, foster child, parents, stepparents, adoptive parents, foster parents, brother, sister, niece, nephew, cousin.
F. **Former Offender:** A person who has been found guilty of committing a felony, has been sentenced to any DOC, and less than three years have elapsed since his/her release from custody.

G. **Identification (ID) Cards and Badges:**

1. **Permanent ID Cards:** White ID cards issued to DOC employees, which include a photo, name, title, location, seal, and date issued on the front of the card. The back includes date of birth, height, weight, color of hair and eyes, sex, a bar code indicating social security number, and a warning that the card must be returned to DOC upon termination.

2. **Special (ID) Cards:** Authorized permanent DOC ID cards issued to persons per authorization of the executive director, or designee, which do not display the state seal.

3. **Temporary Badges:** Red or green badges issued to approved individuals who do not have a permanent or special ID. Red badge indicates an escort is required; green badge indicates no escort is required.

4. **Construction ID Cards:** ID cards made by individual facilities for utilization during ongoing construction projects occurring on DOC property. The ID cards shall be easily identified as construction ID cards and not easily confused with the facility red/green visitor badges. The appointing authority or designee is responsible to decide if these persons are required to be escorted.

H. **Offender:** Any individual under the supervision of the criminal justice system to include community correction clients, parolees, correctional clients, probationers, interstate compact individuals, or individuals sentenced to the Youthful Offender System.

I. **Official Investigation:** Includes, but is not limited to, an investigation conducted by the Office of the Inspector General.

J. **Sexual Conduct:** Includes sexual contact, sexual penetration, or sexual intrusion, as defined in CRS 18-3-401.

K. **Sexual Conduct in a Penal Institution:** The act of any DOC employee, contract worker, volunteer, or individual who performs work or volunteer functions for the DOC or private correctional facilities that involves sexual conduct with an offender under the supervision of the Department of Corrections, pursuant to CRS 18-7-701.

L. **Sexual Harassment:**

1. **Any unwelcome sexual advances, requests for sexual favors, unequal treatment, and other unwelcome verbal and physical conduct based on an employee’s sex when:** [2-CO-1C-11] [4-4056]
   
   a. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment; or

   b. Submission to or rejection of such conduct is used as the basis for employment decisions about a person; or

   c. Such conduct has the purpose or effect of substantially and unreasonably interfering with a DOC employee’s work performance or creating an intimidating, hostile, or offensive work or educational environment.

2. Any inappropriate comments, language, written statements, gestures of a sexual nature, invasion of privacy for sexual gratification, incidents of indecent exposure of breasts, genital areas, or other body parts that creates an intimidating, hostile, or offensive environment.

M. **Sexual Misconduct:** Any behavior or act of a sexual nature directed toward anyone by another person. Sexual misconduct includes, but is not limited to: acts, threats, requests for sexual acts, or attempts to commit acts such as sexual contact, obscenity, behavior of a sexual nature or implication of the same, taking or soliciting photographs/pictures of a person’s nude
breasts, genitalia or buttocks, indecent exposure, invasion of privacy for sexual gratification, incidents of inappropriate or intentional touching of the genitalia, anus, groin, breast, inner thigh, or buttocks, or other body parts with the intent to abuse, arouse, or gratify sexual desire or incidents of indecent exposure of breasts, genital areas, or other body parts. There are no authorized sexual acts in a correctional institution. This includes private prisons and community correction facilities.

1. Sexual Harassment: DOC employees shall refer to AR 1450-05, Unlawful Discrimination/Sexual Harassment. Offenders shall refer to AR 150-01, Code of Penal Discipline.

2. Sexual Abuse: As defined in AR 150-01, Code of Penal Discipline.

N. Volunteer: A person who has been approved by Faith and Citizen Programs and the respective facility administrative head/designee to provide services without compensation from the DOC for correctional programs.

O. Workplace (Environment): Includes, but is not limited to: DOC owned or leased facilities; property; or any other location where DOC employees, contract workers, or volunteers are serving as representatives of DOC. This shall include off-ground work sites, whether DOC employees, contract workers, or volunteers are on or off duty.

P. Workplace Harassment: A course of conduct that results in an intimidating, hostile, or offensive environment.

IV. PROCEDURES

The following rules and standards include, but are not limited to, accepted principles expressing in general terms the conduct expected of DOC employees, contract workers, and volunteers. Violations of these principles may result in corrective and/or disciplinary action. [2-CO-1C-04] Failure to adhere to these rules and standards may also adversely affect the safety and security of the facility and the general public. The Department reserves the right to monitor DOC employees, contract workers, and volunteers activities in order to ensure compliance with this administrative regulation. Violations of these principles may result in an investigation, as defined in administrative regulation 1150-04, Professional Standards Investigations.

A. DOC employees, contract workers, volunteers, offenders, and their families shall be treated professionally, regardless of age, sex, race, national origin, sexual orientation, religious affiliation, disabilities/handicaps, or offender’s criminal history.

B. Excessive physical force or verbal abuse of offenders by DOC employees, contract workers, and volunteers will not be permitted, nor will physical/verbal force be used beyond that necessary to control an offender or to enforce legitimate and legal commands.

C. DOC employees, contract workers, and volunteers will not exchange special treatment or favors or make threats for information from offenders.

D. DOC employees, contract workers, and volunteers may not knowingly maintain social, emotional, sexual, business, or financial associations with current offenders, former offenders, or the family and/or friends of offenders. Prohibited activities include, but are not limited to, telephone calls, letters, notes, or other communications outside the normal scope of employment.

1. DOC employees, contract workers, and volunteers shall not directly or indirectly give to or accept from any offender, or member of the offender’s family, anything in the nature of a gift or promise of a gift.

2. DOC employees, contract workers, and volunteers shall not wager or engage in any unauthorized game, contest, or sport with any offender.

3. During the performance of their duties, or as representatives of the DOC, DOC employees, contract workers, and volunteers may not sign any petition, letter, affidavit, or recommend in any way to the courts or representatives of the courts, leniency, pardon, probation, parole, or any other form of criminal case disposition on behalf of an offender.
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4. Any exceptions to the above, or when these individuals are immediate family members of DOC employees, contract workers, or volunteers, must be approved in writing by the appropriate appointing authority who will forward a copy to the Office of the Inspector General (OIG). Relationships include:

a. A DOC employee, contract worker, or volunteer with an offender.
b. A DOC employee, contract worker, or volunteer with a family member of an offender.
c. A family member of a DOC employee, contract worker, or volunteer with an offender.
d. A family member of a DOC employee, contract worker, or volunteer with a family member of an offender.

E. Horseplay between DOC employees, contract workers, and volunteers, with each other or with offenders is prohibited. Horseplay includes, but is not limited to, wrestling, pushing, chasing, or practical jokes.

F. DOC employees, contract workers, and volunteers shall not discuss their personal lives or other DOC employees, contract workers, and volunteers personal lives with offenders.

G. DOC employees, contract workers, and volunteers are prohibited from aiding or abetting an escape or an escape attempt. They are under a duty to report any information regarding evidence of plans to escape, escape attempts, or actual escapes to their appointing authorities immediately.

H. DOC employees, contract workers, and volunteers shall not bring into or carry out of a facility any items for offenders. The introduction of any items of contraband into any DOC property is prohibited and may be criminally prosecuted.

I. **All items received or purchased from offenders, or given to offenders, will be through officially sanctioned and documented channels and will have prior approval of the appointing authority. [4-4069]**

J. Professional relationships will be of such character as to promote mutual respect, assistance, consideration, and harmony within DOC and with other agencies.

K. Dating/romantic/sexual relationships between a supervisor and one who is within the direct supervisory chain of command of the supervisor, or when the supervisor is in a position to influence the employment/volunteer status of a DOC employee, contract worker, or volunteer, is prohibited.

L. Supervisors shall not accept gifts, money, or favors from DOC employees, contract workers, and volunteers under their supervision. Minor value gifts (e.g., Christmas, birthday, retirement) or collections for flowers or gifts are permitted.

M. **DOC employees, contract workers, and volunteers shall avoid situations which give rise to direct, indirect, or perceived conflicts of interest. [2-CO-1C-24] [4-4069]**

N. Any action on or off duty on the part of DOC employees, contract workers, and volunteers that jeopardizes the integrity or security of the Department, calls into question one’s ability to perform effectively and efficiently in his/her position, or casts doubt upon the integrity of DOC employees, contract workers, and volunteers, is prohibited. DOC employees, contract workers, and volunteers will exercise good judgment and sound discretion.

O. **Gambling**

1. The Colorado Constitution prohibits all forms of gambling unless specifically authorized by law. Authorized gambling includes the Colorado Lottery; live and off-track betting on horse and dog racing; bingo, raffles, and charitable games licensed and regulated by the Secretary of State’s Office; limited gaming in casinos and on tribal reservation land; and “social” gambling. Any other gambling activity in Colorado is subject to the criminal gambling provisions of Title 18, which defines gambling as risking anything of value for gain based in whole or in part upon chance, the operation of a gambling device or the outcome of an event, including a sporting event. For gambling to occur, three elements must be present: consideration, chance, and reward.
2. Internet and Telephone Sports Wagering:
   a. Title 18 makes it a crime in Colorado to transmit or receive gambling information by any means or to knowingly install or maintain equipment for the transmission or receipt of gambling information. In addition, the Federal Wire Act prohibits the use of wire communications in interstate or foreign commerce for the placing of bets or wagers or information assisting in the placing of bets or wagers. Similarly, the Federal Professional and Amateur Sports Protection Act of 1992 bans sports wagering in all states but Nevada.
   b. Violation of the Title 18 gambling provisions are predicate offenses under the Colorado Organized Crime Control Act. Colorado law makes it a crime to intentionally promote or facilitate the commission of a criminal offense by aiding, abetting, advising, or encouraging the offense.

P. **DOC employees, contract workers, and volunteers will not accept any gifts, presents, subscriptions, favors, gratuities, or promises that could be interpreted as seeking to cause them to compromise their official duties. They will not accept private or special advantage from their official status as DOC employees, contract workers, or volunteers.** [2-CO-1C-24] [4-4069] Department of Corrections credentials, uniforms, identification cards, or badges may not be used to coerce, intimidate, or deceive others or obtain any privilege or article not otherwise authorized in the performance of official duties.

Q. Uniforms or identifiable portions thereof, are not to be worn outside DOC for recreational purposes, outside employment, in any business serving alcohol as a main source of income, during any political campaign, or while purchasing or publicly consuming alcohol.

R. When a DOC employee, contract worker, or volunteer leaves DOC service, all uniform pieces originally issued by the DOC are to be returned for appropriate disposal. Uniforms shall not be given or sold to non-DOC agencies or DOC employees, contract workers, and volunteers.

S. DOC employees, contract workers, and volunteers shall not bear false witness against each other or offenders.

T. DOC employees, contract workers, and volunteers will not engage in acts of corruption, bribery, indecent, or disorderly conduct, nor will they condone such acts by other DOC employees, contract workers, and volunteers.

U. When a DOC employee, contract worker, or volunteer is the subject of an external investigation; has been arrested for, charged with, or convicted of any crime or misdemeanor (except minor traffic violations); or is required to appear as a defendant in any criminal court, he/she will immediately inform and provide a written report to his/her appointing authority who shall inform the IG’s Office.

V. DOC employees, contract workers, and volunteers will not knowingly associate or deal with persons who are known or suspected to be involved in illegal activities.

W. All incidents that may constitute a felony or appear to be of a criminal nature, or which involve a relationship between a DOC employee, contract worker, or volunteer with an offender shall be referred immediately to the IG for review, prior to inquiry or investigation. In such cases, the IG will make the decision as to when the subject of the inquiry or investigation is notified of the details of the misconduct. The executive director may require that an investigation be conducted by other DOC employees not assigned to the IG’s office, or by an outside agency.

X. DOC employees, contract workers, and volunteers shall neither falsify any documents nor willfully depart from the truth, either in giving testimony or in connection with any official duties or official investigation.

Y. During the course of an official DOC investigation, DOC employees, contract workers, and volunteers shall cooperate fully by providing all pertinent information that they may have. Full cooperation involves responding to all questions and providing a signed statement or affidavit, if requested.
Z. DOC employees, contract workers, and volunteers shall politely give their names and assignments when requested to do so, unless such action is likely to jeopardize the successful completion of an assignment.

AA. DOC employees, contract workers, and volunteers shall not interfere with any legal investigation or fact-finding process or with the operation of any other work unit of DOC. They are prohibited from attempting to hinder or influence, in any manner, the testimony or information to be given by any witness, or potential witness, in an investigation or administrative proceeding.

BB. Whenever any DOC employee, contract worker, or volunteer appears in court on DOC business, he/she shall attend punctually and dress in the appropriate DOC uniform or business attire.

CC. DOC employees, contract workers, and volunteers are required to remain fully alert and attentive during duty hours.

DD. DOC employees, contract workers, and volunteers shall report within 24 hours to their appointing authority, supervisor, and Office of Human Resources any change in their address and/or telephone number. If a post office box is used, the “physical” address must also be provided.

EE. DOC employees, contract workers, and volunteers are required to report to work at the time scheduled, unless prior arrangements are made with their supervisor. Those who are too ill to work will provide the supervisor with as much notice as possible, not less than two hours prior to their scheduled shift. DOC employees, contract workers, and volunteers who must miss a scheduled shift for reasons such as court appearances or promotional exams must give their supervisors prior notice (when they receive notice) or the next work day.

FF. There is an obligation to be accountable and efficient in the use of state resources. DOC employees, contract workers, and volunteers shall not use or allow the use of state time, supplies, or state-owned or leased property and equipment for their private interests. Loss, misuse, misplacement, theft, or destruction of state property must be reported to the appropriate supervisor immediately. DOC employees, contract workers, and volunteers shall not appropriate any lost, found, evidential, offender, or DOC property to their own personal use. They shall photocopy multiple-paged documents on both sides of paper whenever possible.

GG. State Vehicle Usage

1. DOC employees and designated contract workers not possessing a valid state of Colorado driver’s license are prohibited from operating a state-owned/leased vehicle or a state-owned commercial motor vehicle. DOC employees and designated contract workers operating such vehicles are charged with and responsible for the safe operation and prompt, accurate, reporting of any accident involving the vehicle. Accidents or mechanical and/or maintenance problems shall be reported to their supervisor by the next working day.

2. DOC employees and designated contract workers assigned state vehicles cannot use personal vehicles to conduct official business without prior authorization of the appointing authority or designee. DOC employees and designated contract workers are not insured by the state while driving personal vehicles on state business.

3. Visitors are not allowed to drive or ride in a state vehicle without prior approval from the appointing authority, appropriate director, or executive director.

4. DOC employees designated to carry firearms shall be responsible for ensuring personal or state issued ammunition and/or firearms are secure at all times and are not left in a state vehicle, unless placed in a secure lock box.

HH. DOC employees, contract workers, and volunteers shall comply with and obey all DOC administrative regulations, procedures, operational memorandums, rules, duties, legal orders, procedures, and administrative instructions. DOC employees, contract workers, and volunteers shall not aid, abet, or incite another in the violation of administrative
regulations, procedures, operational memorandums, rules, duties, orders, or procedures of the DOC. Failure to obey any lawfully issued order by a supervisor, or any disrespectful, mutinous, insolent, or abusive language or actions toward a supervisor is deemed to be insubordination.

II. Verbal or physical altercations between DOC employees, contract workers, and volunteers in the workplace are unacceptable practices. While on or off duty, DOC employees, contract workers, and volunteers are required to maintain a considerate, cooperative, and cordial relationship toward each other. Any DOC employee, contract worker, or volunteer who becomes aware of threats against non-offenders, or allegations of threats against non-offenders, shall report such to the Office of the Inspector General for possible investigation.

JJ. DOC employees, contract workers, or volunteers who are involved in or are a material witness to a use of force incident are required to provide a complete factual account of their actions and/or observations of the incident, as outlined in administrative regulation 100-07, Reportable Incidents.

KK. **DOC employees, contract workers, and volunteers shall not disclose information ranging from personal data concerning themselves and offenders to information that would breach security or unduly endanger any person, unless directed to do so by the executive director, or designee. DOC employees, contract workers, and volunteers receiving such a request for information will report the inquiring party to their appointing authority. They will not use or release for use official information for private purposes. DOC employees, contract workers, and volunteers will not remove from files or make copies of records or documents, except in accordance with established procedures or upon proper authorization.** [4-4070]

LL. DOC employees, contract workers, and volunteers are required to provide complete and accurate information on their employment/promotional application and supporting documents.

MM. Former DOC employees, contract workers, and volunteers will be granted access only to DOC information available to other members of the public.

NN. In any public statement, DOC employees, contract workers, and volunteers will clearly distinguish between those that are personal views and those that are positions on behalf of the DOC.

OO. Workplace harassment in any form will not be tolerated.

PP. Any behavior of a sexual nature whether verbal, nonverbal, or physical is strictly prohibited. Examples of such acts include, but are not limited to, telling jokes of a sexual nature, making reference to one’s sexual life or preference, making suggestions of a personal nature, use of profanity, and offensive touching.

QQ. Displaying, reading, publicizing, or bringing any materials of a sexual nature into the workplace, such as pictures, posters, calendars, graffiti, objects, reading materials, or other materials that are sexually revealing, suggestive, demeaning, or sexually explicit are prohibited.

RR. Acts of sexual conduct by DOC employees, contractors, and volunteers, regardless of consensual nature, to include sexual misconduct, sexual conduct in a correctional institution, and sexual harassment against offenders may be a crime, as defined in AR 100-40, *Prison Rape Elimination Procedure*. Retaliation against offenders who refuse to submit to sexual advances or who make allegations against DOC employees, contractors, or volunteers is prohibited and is a violation of Department policy. All cases will be referred to the IG and if appropriate, the IG will refer to the district attorney for prosecution.

SS. DOC employees, contract workers, and volunteers who receive any information from any source concerning sexual misconduct or who observe incidents of sexual misconduct are required and have a duty to immediately report the information or incident directly to the appropriate appointing authority. The appointing authority will report it immediately to the Office of the Inspector General.
TT. Use (including under the influence) of alcohol or illicit drugs or the misuse of prescription drugs while on duty is prohibited. Illegal possession, manufacture, use, sale, or transfer of a controlled substance is prohibited and may be subject to prosecution, except in the performance of official duties and with prior written authorization of the executive director. [2-CO-1C-20] [4-4063] Failure to submit to a urinalysis/intoximeter or saliva screening when requested for DOC drug or alcohol testing may result in corrective and/or disciplinary action, as per ARs 1450-36, Drug Deterrence Program and 1150-04, Professional Standards Investigations.

UU. The executive director, inspector general, or appointing authority may require an intoximeter, saliva screening, blood, urine, psychological, or medical examination of DOC employees, contract workers, and volunteers, if it is believed that such examination is necessary for the purposes of determining the fitness of that person to perform his/her duties or for the safety of others.

VV. DOC employees, contract workers, and volunteers who receive information regarding criminal activity or misconduct shall refer to administrative regulation 1150-04, Professional Standards Investigations.

WW. Any DOC related or personal Web sites (non-DOC) placed on the Internet (World Wide Web) with information, photographs, or references to the DOC must be authorized, in advance, by the executive director. All content changes made to approved sites must be authorized, in advance, by the executive director (see AR 1350-01, Public Information, Attachment “C”).

XX. All DOC employees, contract workers, and volunteers shall sign the certificate of review and compliance (Attachment “B”). The DOC shall maintain an electronically signed copy. Contract workers and volunteers shall have their certificates placed in their training record. All DOC employees are required to review and electronically sign the certificate of review and compliance (Attachment “B”) on or before April 30 of each year utilizing DOCNET.

All DOC management shall receive refresher training on the State’s codes of ethics and conduct at least every two years.

YY. Whenever DOC employees, contract workers, and volunteers are contacted by anyone other than an investigator with the Office of the Inspector General, the Attorney General’s Office, or District Attorney’s Office regarding any investigation or other allegations, they should direct all inquiries to the Office of the Inspector General in the case of a criminal investigation.

ZZ. Any act or conduct on or off duty that affects job performance and that tends to bring the DOC into disrepute or reflects discredit upon the individual as a DOC employee, contract worker, or volunteer or tends to adversely affect public safety is expressly prohibited as conduct unbecoming and may lead to corrective and/or disciplinary action.

AAA. All DOC employees, contract workers, and volunteers are prohibited from using or possessing tobacco, tobacco-related products, or tobacco substitutes in the workplace, as per AR 100-04, Tobacco Use in Buildings and Vehicles.

BBB. DOC employees, contract workers, and volunteers who receive a subpoena to appear in a civil or criminal case will notify their supervisor who will ensure that they are given sufficient time off to appear.

CCC. Lost ID Badges

1. DOC employees, contract workers, and volunteers shall be held responsible for the safe keeping of the ID badge and shall not alter it in any manner. If an ID badge is lost, misplaced, or stolen, it must be reported immediately to the first line supervisor and either the facility/office investigator or the Office of the Inspector General. The investigator or IG’s office will file a report, send out a DOCALL message, and enter the incident into CCIC (Colorado Crime Information Center). Replacements will be issued only with a supervisor’s signed approval and a fee of $25.00. Corrective and/or disciplinary action may be considered if a lost, misplaced, or stolen card represents carelessness or negligence on the part of the DOC employee, contract worker, or volunteer that may compromise the security of the building or facility.
2. The DOC employee, contract worker, or volunteer will make payment to either the facility cashier or to the facility liaison, or designated person, for the cost of the replacement badge. Payment made to the facility liaison must be in the form of a check made payable to the Colorado Department of Corrections. The facility liaison will forward the check to the Canon City business office cashier or facility cashier. Cashiers may accept cash or personal checks. Receipts will be issued to a DOC employee, contract worker, or volunteer making payment to the facility cashier. The DOC employee, contract worker, or volunteer must present the receipt to the facility liaison as proof of payment prior to a replacement badge being issued.

DDD. **Lost Metal Badges**: DOC employees are to contact the staff resource coordinator if they misplace or lose their metal badge. The staff resource coordinator will order a replacement from the Training Academy at the current price. The DOC employee will be responsible for sending a personal check made payable to the Colorado Department of Corrections to the Training Academy.

V. **RESPONSIBILITY**

A. Appointing authorities shall ensure dissemination, training, and enforcement of this administrative regulation.

B. **Appointing authorities shall ensure that all DOC employees, contract workers, volunteers, or persons from other agencies whose assignment is primarily on the premises of DOC facilities, centers, or offices, have read and adhere to this administrative regulation. [4-4120]**

C. All DOC employees, contract workers, and volunteers shall be familiar with and comply with the provisions of this administrative regulation.

D. **The director of Finance and Administration shall review and update this administrative regulation annually. [2-CO-1C-20]**

E. **The Training Academy associate director shall ensure all new DOC employees, contract workers, and volunteers receive a copy and are trained on the contents of this AR during Basic Training and ensure that Attachment “B” is signed. [4-4120] [4-4069]**

VI. **AUTHORITY**

A. CRS 17-1-103. Duties of the executive director.
B. CRS 18-1-603. Complicity.
C. CRS 18-3-404. Unlawful sexual contact.
D. CRS 18-7-701. Sexual conduct in penal institutions.
E. CRS 18-8-308. Failing to disclose a conflict of interest.
F. CRS 18-8-401 through 18-8-409. ABUSE OF PUBLIC OFFICE.
I. CRS 18-10-106. Gambling information.
J. CRS 18-17-103. Definitions.
M. Colorado State Personnel Rules.
N. CRS Title 24 Article18 and 18.5, et seq.
P. Article XXIX Colorado Constitution (Amendment 41).
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**VII. HISTORY**

December 1, 2009  
August 1, 2009  
July 1, 2008  
July 1, 2007  
July 1, 2006  
July 1, 2005  
February 1, 2005  
February 1, 2004

**ATTACHMENTS:**  
A. AR Form 1450-01A, Code of Ethics  
B. AR Form 1450-01B, Certificate of Review and Compliance  
C. AR Form 100-1A, Administrative Regulation Implementation/Adjustments
I. Declaration

Public confidence in the integrity of state government demands that public officials demonstrate the highest ethical standards at all times. Those who serve the people of the State of Colorado as public officials should do so with integrity and honesty, and should discharge their duties in an independent and impartial manner. At the same time, qualified individuals should be encouraged to serve in state government and have reasonable opportunities with all citizens to develop private economic and social interests.

When the voters passed Amendment 41, now Article XXIX of the Colorado Constitution, they sent a clear message that they want their public officials and government employees to meet a high ethical standard. The touchstone of Amendment 41 was that public officials and government employees must not violate the public trust for private gain.

Governor Bill Ritter, Jr.
Executive Order D 021 09

II. Ethics in Government

Article XXIX of the Colorado Constitution states:

Section 1. Purposes and findings.

A. The people of the state of Colorado hereby find and declare that:

1. The conduct of public officers, members of the general assembly, local government officials, and government employees must hold the respect and confidence of the people;

2. They shall carry out their duties for the benefit of the people of the state;

3. They shall, therefore, avoid conduct that is in violation of their public trust or that creates a justifiable impression among members of the public that such trust is being violated;

4. Any effort to realize personal financial gain through public office, other than compensation provided by law, is a violation of that trust; and

5. To ensure propriety and to preserve public confidence, they must have the benefit of specific standards to guide their conduct, and of a penalty mechanism to enforce those standards.

B. The people of the state of Colorado also find and declare that there are certain costs associated with holding public office and that to ensure the integrity of the office, such costs of a reasonable and necessary nature should be born by the state or local government.

III. Code of Conduct

All employees, contract workers, and volunteers of the Colorado Department of Corrections:

A. Shall serve the public with respect, concern, courtesy, and responsiveness;

B. Shall demonstrate the highest standards of personal integrity, truthfulness, and honesty and shall, through personal conduct, inspire public confidence and trust in government;
C. Shall not use public office to bestow any preferential benefit on anyone related to the officer, appointee, or employee by family, business, or social relationship;

D. Shall not disclose or use or allow others to use confidential information acquired by virtue of state employment for private gain;

E. Shall not accept any compensation, gift, payment of expenses, or any other thing of value which would influence him or her to depart from the faithful and impartial discharge of his or her duties;

F. Shall not accept any compensation, gift, payment of expenses, or any other thing of value as a reward for official action taken;

G. Shall not engage in outside employment unless: (1) the outside employment is disclosed to the Governor or, in the case of an employee, the employee’s immediate supervisor; and (2) the outside employment does not interfere with the performance of state duties;

H. Shall not use state time, property, equipment of supplies for private gain;

I. Shall not knowingly engage in any activity or business which creates a conflict of interest or has an adverse effect on the confidence of the public in the integrity of government;

J. Shall carry out all duties as a public servant by exposing corruption or impropriety in government whenever discovered;

K. Shall support equal access and employment opportunities in state government for all of the State of Colorado;

L. Shall comply at all times with the standards of conduct set forth in title 24, article 18 of the Colorado Revised Statutes and Article XXIX of the Colorado Constitution.

IV. Certification of Review and Compliance

All DOC employees, contract workers, and volunteers shall review and affirm to this Departmental Code of Ethics on or before April 30 of each year utilizing the certificate of review and compliance (Attachment “B”).
COLORADO DEPARTMENT OF CORRECTIONS

CERTIFICATE OF REVIEW
AND COMPLIANCE WITH THE
COLORADO DEPARTMENT OF CORRECTIONS
CODE OF ETHICS

By my signature hereon, I swear and affirm that I have read and will abide by the Colorado Department of Corrections Code of Ethics.

_________________________________________  ______________
Signature  Date

_________________________________________  ______________
Printed name  ID #

_________________________________________  ______________
Witness  Date
**ADMINISTRATIVE REGULATION**  
**IMPLEMENTATION/ADJUSTMENTS**  
AR Form 100-1A (04/15/08)

<table>
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<th>CHAPTER</th>
<th>SUBJECT</th>
<th>AR #</th>
<th>EFFECTIVE</th>
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<td>Personnel</td>
<td>Code of Conduct</td>
<td>1450-01</td>
<td>09/01/11</td>
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(FACILITY/WORK UNIT NAME) ________________________________________________________________________

WILL ACCEPT AND IMPLEMENT THE PROVISIONS OF THE ABOVE ADMINISTRATIVE REGULATION:

[ ] AS WRITTEN  [ ] NOT APPLICABLE  [ ] WITH THE FOLLOWING PROCEDURES TO ACCOMPLISH THE INTENT OF THE AR

(SIGNED) __________________________________________ (DATE) _________________________  
Administrative Head

Attachment “C”  
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