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|---|--------------------------|--------------------------------|----------------|------------------|
|  | <b>Agency Name</b>       | Office of Family Support (OFS) |                |                  |
|   | <b>Chapter No./Name</b>  | 06 - Personnel Manual          |                |                  |
|   | <b>Part No./Name</b>     | G. Disciplinary Actions        |                |                  |
|   | <b>Section No./Name</b>  | G-300 Disciplinary Actions     |                |                  |
|   | <b>Document No./Name</b> | G-310 Prohibited Activities    |                |                  |
|   | <b>Dates</b>             | <b>Issue</b>                   | August 1, 2005 | <b>Effective</b> |

Some examples of activities which will result in disciplinary actions follow. These examples are not intended as an all-inclusive list of misconduct, rather they are illustrations of occurrences that amount to misconduct.

➤ Falsification of Records/ Destruction of Case Record Material

Falsification of records consists of any deliberate act of annotating an activity which in fact differs factually from the activity that actually transpired. This also includes the intentional omission of facts and/or documentation required to be included in case records. Falsification of records, and/or unauthorized destruction of or discarding case record material is strictly prohibited.

- Examples of such behavior include, but are not limited to,


Notations in record that

- Collateral had been called when no call was made
- Client had been interviewed when no interview had been conducted
- Documents had been viewed when documents were not viewed
- Field visit was made when no visit was made
- Notification was sent to client when notification was destroyed or still in case record
- Client made mark or signature when mark or signature was forged by staff member

No notation in case record

- Documents and/or facts were reported to worker
- An employee cannot record information on a form subsequent to a client's signature, nor can a client be induced to sign a blank form(s) which is later completed by the employee.
- An employee cannot create bogus certifications or intentionally include on the computer files household member who do not, in fact, reside with the certification unit. Program benefits may not be diverted for the use of an employee or any other person not authorized to receive benefits.
- The unauthorized destruction or discarding of material required to be filed in case records or sent to clients is strictly prohibited. Activity of this nature may result in inaccurate representation of client status.
- An employee may not remove Agency files from the business location without authorization, particularly if such action is intended to aid the employee in avoiding detection of misconduct connected to the case record(s).

The penalty for the prohibited activities described above may extend up to and include termination.

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- Violation of Section I-500 of Chapter 6, Employees Working on Personal Cases and Cases of Relatives/Friends/ Acquaintances.

The penalty for violation of this policy may extend up to and include termination.

- Violation of Policy C-171-FS of Chapter 4, Restrictions on Authorized Representative.

The penalty for violation of this policy may extend up to and include termination.