



## Policy:

Employees of the Department of Children's Services are expected to act in a manner that will enhance the name, service and general impression of the State of Tennessee and the Department of Children's Services in the eyes of the general public. This Code of Conduct, in conjunction with the State of Tennessee – Code of Conduct (PR-0483), provides general rules of conduct based on fundamental ethical principles. Employees shall also uphold the ethical rules governing their professions as well as comply with departmental and State ethics policies. No Code of Conduct can provide the absolute last word to address every circumstance. Therefore, employees are expected to use sound judgment in all of their conduct and ask for help when needed.

Failure to comply with this Code of Conduct, the State of Tennessee – Code of Conduct (PR-0483), Department of Children's Services Policies and Procedures, and any other policies which may be specific to the employee's organizational unit may subject the employee to disciplinary action in accordance with the Department of Human Resources Rules and Regulations.

All employees are required to read and sign the State of Tennessee – Code of Conduct (PR-0483) and this Code of Conduct before assuming their job responsibilities.

## Code:

1. Employees will uphold the ethical rules governing their professions including complying with applicable licensing authority rules.
2. The use of illegal drugs or narcotics or the abuse of any drug or narcotic is strictly prohibited at all times. Use of alcoholic beverages or being under the influence of alcohol when reporting for duty is strictly prohibited. (**Review DCS Policy [4.8 DCS Drug Free Workplace.](#)**)
3. An employee may not engage in, or allow another person to engage in, sexual behavior with a child/youth, regardless of whether or not force is used or threatened. There is no such thing as "consensual" sex between staff and clients. The violation of this rule can result in disciplinary action up to and including termination and prosecution. (**Review DCS Policies [4.9 Employee Disciplinary Actions](#) and [18.8 Sexual Abuse and Assault in DCS YDCs-PREA.](#)**)
4. An employee who becomes involved in circumstances as described above in item 3 must report the conduct, in writing, to the Regional Administrator, Youth Development Center Superintendent, Executive Director, Deputy Commissioner, Commissioner, Director, Team Leader or Team Coordinator as applicable.
5. Employees shall not abuse a child/youth. Any employee who assaults or strikes a child/youth, subjects the child/youth to improper punishment, or deprives the child/youth of benefits without justified cause may be charged with abuse of a child/youth. Pursuant to TCA 37-1-403 ***"Any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition will report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality, abuse or neglect or that, on the basis of available information, reasonably appears to have been caused by brutality, abuse or neglect shall report it to "DCS Child Abuse Hotline."*** (Review DCS Policy [14.1 Child Abuse Hotline.](#))

My signature below certifies that I have read the information above and the applicable policies and procedures, documents and information required for my employment with the Department of Children's Services.

_____ Employee's Name	_____ Employee's Signature	_____ Edison Employee ID No.	_____ Date
_____ Human Resource Officer's Signature		_____ Date	



Check the "Forms" Webpage for the current version and disregard previous versions. This form may not be altered without prior approval.

Distribution: Volunteer Service File

CS-0732

Rev: 10/14

