


Commonwealth of Pennsylvania 	Volume I Chapter 1 Procedure 01.01.03	Date Revised:
Pennsylvania Parole Board		Date of Issue: 08/16/2023
Chapter Title General, Policy		Effective Date: 08/16/2023
Subject Code of Conduct		PUBLIC

I. Authority

This procedure is issued by the Chairperson, pursuant to 61 Pa.C.S. § 6112.

II. Purpose

The purpose of this procedure is to establish a Code of Conduct applicable to all Parole Board Members and staff.

III. Applicability

This procedure is applicable to all Parole Board Members and staff.

IV. Policy

Parole Board Members and staff are required to comply with all laws, regulations, policies, procedures, codes of conduct, management directives, and executive orders promulgated by the Commonwealth or other entities with jurisdiction. This Code of Conduct supplements the aforementioned authorities by addressing needs unique to the Board. All Parole Board Members and staff are required to review, acknowledge and agree to abide by the Code of Conduct.

V. Code of Conduct

A. Misuse of Information

Information that is not publicly accessible shall only be used for the official business purposes of the Board. No Parole Board Member or staff shall use information that is not publicly accessible for personal gain or the gain of others. No Parole Board Member or staff shall disseminate any information that is not publicly accessible to any person or entity that is not otherwise entitled under the law to obtain that information, unless disclosure is authorized by Board policy in the course of carrying out the Board's business.

B. Professionalism

Employees are expected to treat their peers, supervisors, subordinates, and general Public with respect and conduct themselves properly and professionally at all times.

C. Supplementary Employment

Board Members shall not hold any other public office or employment nor engage in any business, profession or employment during their terms of service as members thereof and shall hold their offices during the terms for which they have been appointed.¹

D. Political Activities

1. No Parole Board Member or Staff:

- a) Shall take any active part in politics or be a member of or delegate or alternate to any political convention or be present at such convention, except in the performance of that person's official duties.
- b) Shall serve as a member of or attend the meetings of any committee of any political party, or take any part in political management or political campaigns, or use that person's office to influence political movements, or to influence the action of any other officer, clerk or employee of the Board.
- c) Shall in any way or manner interfere with or participate in the conduct of any election or the preparation therefore at the polling place, or with the election officers while counting the votes or returning the ballot boxes, books, papers, election paraphernalia and machinery to the place provided by law, or be within any polling place, except for the purpose of voting as speedily as it reasonably can be done, or be otherwise within 50 feet of any polling place, except for purposes of ordinary travel or residence during the period of time beginning with one hour preceding the opening of the polls for holding the election and ending with the time when the election officers shall have finished counting the votes and have left the polling place.
- d) Shall directly or indirectly make or give, demand or solicit or be in any manner concerned in making, giving, demanding, soliciting or receiving any assessments, subscriptions or contributions, whether voluntary or involuntary, to any political party or for any political purpose whatsoever.²

2. Parole Board Members and staff who violate this policy are subject to both administrative and criminal penalties under 61 Pa.C.S. § 6122 (b) &(c).

¹ 61 Pa.C.S. § 6115 (a)

² 61 Pa.C.S. § 6122 (a)

E. Misuse of Identification

Parole Board Members and staff may only use their identification as an employee of the Parole Board in performance of their official duties and responsibilities required in the scope of their employment. Parole Board identification may not be used in the course of an employee engaging in other employment or in representing other interests.

F. Following Lawful Instructions

Lawful orders and directions given by a supervisor to a subordinate are to be performed promptly and accurately by the employee. Unless orders are in violation of any applicable laws, orders shall be executed first by the employee prior to lodging official complaints through the employee's chain of command. Unlawful orders or directives shall be reported to the next highest person in the employee's chain of command.

G. Reporting of Unlawful Conduct

Parole Board Members and staff shall promptly report to their chain of command any direct knowledge of a violation of the law, rules, and/or regulations of the Parole Board or Commonwealth. Efforts should be made to maintain and preserve the chain of command whenever possible but when an employee has direct knowledge of a supervisor's violation of the law, they shall report to the next highest supervisor in their chain of command or the Office of Chief Counsel, in instances where reporting to the chain of command is not feasible.

H. Fitness for Duty

Parole Board Members and staff shall not report to work in a condition which prohibits or materially inhibits acceptable performance of their assigned duties and the responsibilities of their position.

I. Fraternalization

Public trust, safety, and Board morale require that employees avoid the appearance of a conflict between their professional responsibilities and any involvement with an inappropriate relationship with inmates, parolees, persons otherwise under the supervision of the Pennsylvania Department of Corrections, or the immediate families thereof. Accordingly, Parole Board Members and staff shall not engage in personal relationships with inmates, parolees, persons otherwise under the supervision of the Pennsylvania Department of Corrections, or the immediate families thereof. If Parole Board Members or staff are in a pre-existing relationship or if they discover the prohibitive nature of an existing relationship, they shall immediately disclose the relationship to their chain of command and the Office of Chief Counsel shall thereafter be notified. Affected Parole Board Members and staff shall be segregated from all business giving rise to active or reasonably perceived conflicts of interest.

J. Reports and Official Records

Parole Board Members and staff shall not knowingly omit or materially alter information which is relevant, essential, pertinent, and/or applicable to the agency or any Commonwealth report or record.

K. Subpoenas

Parole Board Members and staff shall immediately notify their supervisor when they have been requested or subpoenaed to testify in a criminal or civil action arising from conduct within the scope of their employment with the Parole Board. The Office of Chief Counsel shall immediately be notified thereafter.

L. Off-Duty Conduct

During off-duty hours, Parole Board Members and staff will conduct themselves in such a manner so as to demonstrate the public's trust and confidence inherent to their positions as public employees. Any employee's conduct, which brings discredit to his or her profession, responsibilities, the Parole Board, or public service at large, shall be subject to immediate discipline, up to and including termination.

VI. Violation to Comply with Code of Conduct

Failure to abide by any provision of the Code of Conduct shall subject Parole Board members and staff to discipline up to and including removal or termination of up to and including termination of employment.

VII. Rights under this Procedure

This procedure creates no right under the law.

VIII. Release of Information and Distribution of Procedure

- A. This procedure does not contain information that impacts the security of Parole Board staff or parolees and may therefore be released to the public.
- B. This procedure is to be distributed to all Parole Board staff.

APPENDIX

I, _____, having read and understood the Pennsylvania Parole Board's Code of Conduct, agree to follow and be subject to all of its provisions. I further understand that failure to abide by the code of conduct may result in discipline up to and including termination of employment.

It is my responsibility as an employee of the Pennsylvania Parole Board to understand the code of conduct and to seek guidance regarding questions as to any of its provisions.

Employee Signature

Date