

Milwaukee County Department of Health and Human Services Delinquency and Court Services Division Policy & Procedure	Date Issued: 2/01/2014	Reviewed: 4/17/2013 By: MG Last Revision:	Section: ADMINISTRATION	Policy No: 015	Pages: 1 of 2
<input checked="" type="checkbox"/> Delinquency and Court Services Division <input checked="" type="checkbox"/> Children's Court Services Network <input checked="" type="checkbox"/> Purchase of Service Agencies	Effective Date: 03/01/2014	Subject: <p style="text-align: center;">Ethics and Boundaries</p>			

I. POLICY

Delinquency and Court Services Division (DCSD) is dedicated to promote public safety by reducing youth crime and holding youth accountable through interventions and supportive services. All Delinquency and Court Services management and all affiliated staff will engage in professional behaviors and maintain ethical standards of practice with youth /families, colleagues and the community.

II. PROCEDURE

It is the responsibility of all DCSD staff to adhere to the following ethical conduct guidelines. All DCSD Staff are expected to:

- A. Treat youth, families and colleagues with dignity, respect and fairness at all times.
- B. Respect confidentiality of youth and families and do not disclose confidential information without having an authorized release of information.
- C. Avoid dual relationships with youth/families or former youth/families. In instances where dual relationships are unavoidable, staff should take steps to protect youth and are responsible for setting clear, appropriate and cultural boundaries. (Dual relationships occur when staff relates to youth/families in more than one relationship, whether professional, social or business.) **Your Supervisor and Administrative staff should be made aware immediately of any possible dual relationships.**
- D. Not accept "friend" or contact requests from current or former youth or family members on any social networking site (Facebook, LinkedIn, etc.). Adding youth as "friends" or contacts on these sites can compromise your youths' confidentiality, as well as your privacy. It may also blur the boundaries of a therapeutic, professional relationship. Inviting or allowing youths, or their family members, to interact with or view your personal Facebook page can be perceived as inviting them into your personal life. This can send mixed and confusing messages to youth and families. Do not use mobile phone text messaging or messaging on Social Network sites such as Twitter, Facebook, LinkedIn, etc., to contact youth. Discourage youth from using these methods to contact you. Such correspondence is vulnerable to confidentiality violations. Email correspondence with clients is discouraged. Email is not completely secure or confidential. Email correspondence is retained in the logs of Internet service providers and may be considered a part of the legal youth record. **Phone calls should be defined as the best way to communicate with youth and families.**
- E. Never physically, verbally or sexually abuse a youth, relatives or other individuals that reside with the youth and/or with whom the youth has a close personal relationship.
- F. Possess knowledge base of youth's culture and demonstrate competence in providing services.
- G. Under no circumstances, engage in sexual activities or contact with current youth/family enrollees, relatives or other individuals that reside with the youth and/or with whom youth/families have a close personal relationship. **Any physical contact with youth and families is strongly discouraged.**

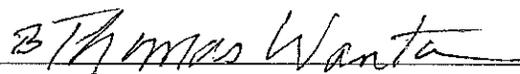
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- H. Treat all youth/families fairly, without prejudice in regard to behavioral or physical disability or characteristics, race, sex, sexual orientation, age or religious beliefs and/or practices.
- I. Avoid the use of derogatory language in written and/or verbal communications to or about youth/families.
- J. Never accept payment of a private fee or other monetary compensation from a youth or family for providing services to the youth/family.
- K. Know and follow the code of ethics of each respective profession (as/if applicable).
- L. Treat colleagues in a professional, respectful and courteous manner; represent fairly the views of colleagues.
- M. Take adequate measures to discourage, prevent and correct the unethical conduct of colleagues.
- N. Use reasonable judgment and take precautions to ensure that any potential biases do not lead to or excuse unjust practices.
- O. Report financial interests in any agencies providing services to youth/families through the QA Department.
- P. Avoid exploitation of professional relationships for personal or financial gain, which includes any lending or borrowing money.
- Q. Avoid conflicts of interest that interfere with professional responsibility and impartial judgment.
- R. Know and follow the rules/laws of each respective license as granted by the State of Wisconsin Department of Licensing and Regulation (as/if applicable).

Reviewed & Approved By:



B. Thomas Wanta, Division Administrator