

COURT SERVICES PERSONAL RELATIONSHIP POLICY

Morgan County Court Services strives to provide a professional relationship between probation and community corrections employees and clients. This Policy establishes rules of conduct for personal relationships, personal associations and business relationships between probation and community corrections employees and clients.

A personal relationship is defined as a known, personal relation by blood or marriage, a current or previous relationship of a romantic or intimate nature, or a friendship involving current personal interaction by communication or activity. A personal association is defined as a formal organization of people or groups of people, including service clubs, formal boards and churches. A business relationship is defined as a relationship that engages in commerce between the employee or agency and client.

Court Services employees shall immediately report to the Director of Court Services or Assistant Chief Probation Officer, in writing, of any known personal relationship, personal association, or business relationship with a client assigned to their supervision. If the Director of Court Services or Assistant Chief Probation Officer deems this reported relationship valid, they shall immediately re-assign said client to another officer. The Chief Probation Officer shall then document this relationship and client reassignment in the employee's personnel file. In the event the Director of Court Services feels the relationship may involve not only an employee, but the agency as an entity, the Director of Court Services shall immediately notify the sentencing Court Judge or Supervising Judge of Court Services.

Probation and community corrections staff shall not provide direct, decision making supervision of clients for which they have a personal relationship, personal association, or business relationship. In the event an employee is involved in an "on-call" situation with a client and a personal relationship, personal association, or business relationship exists, the employee shall immediately contact a supervisor who will then make all "on-call" decisions regarding that client.

6/23/2022