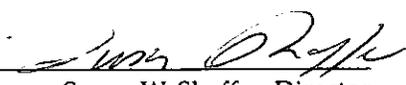




PRETRIAL SERVICES AGENCY FOR THE DISTRICT OF COLUMBIA
OFFICE OF THE DIRECTOR


Susan W. Shaffer, Director
Effective Date: May 3, 2011

**POLICY
STATEMENT**

1007

**NON-PROFESSIONAL RELATIONSHIP AND/OR ASSOCIATION WITH A
SUPERVISED PERSON**

Policy

A PSA employee shall not perform any work-related duties in regard to any current or formerly supervised person whom the employee knows from outside the work place. Any PSA employee who does so, even inadvertently, immediately must notify his/her supervisor or designee.

A PSA employee shall complete a "Disclosure of Non-Professional Relationship and/or Association with a Supervised Person" form (attached) and submit it to his/her supervisor or designee when:

- the employee has a non-professional relationship and/or association with a current or formerly supervised person (including defendants for whom PSA conducts pretrial investigations, such as for citation release or at lock-up);
- a member of the employee's immediate family is a current or formerly supervised person; or
- the employee personally is involved in a civil or criminal matter with a current or formerly supervised person.

Note: The employee must provide the notice to his/her supervisor or designee as soon as the employee becomes aware of the situation.

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**Relevant
Terms**

Formerly Supervised Person - Any parolee, probationer, or supervised releasee for whom less than one year has elapsed since his/her release from CSOSA supervision, or any individual who was supervised by PSA, or was a Family Court respondent who reported for drug testing at PSA, for whom less than one year has elapsed since disposition of his/her criminal charge(s) or Family Court matter.

Immediate Family Member - For purposes of this policy, an "immediate family member" is:

- the husband or wife or domestic partner of the employee;
 - the natural or adoptive parent, child, legal ward, or sibling of the employee;
 - the uncle, aunt, niece, nephew, or first cousin of the employee;
 - the stepparent, stepchild, stepbrother, or stepsister of the employee;
 - the grandparent or grandchild of the employee;
 - the godparent or godchild of the employee;
 - the fiancé(e) of the employee; and
 - any other relative or person who is a member of the employee's household.
-

Non-Professional Relationship and/or Association –A personal relationship or other association outside the workplace such as an immediate family member, friend, neighbor or associate.

Supervised Person – A defendant or offender investigated or supervised by PSA or CSOSA (including defendants for whom PSA conducts pretrial investigations, such as for citation release or at lock-up), and a respondent who is being drug tested by PSA in connection with a Family Court matter.

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Policy Statement 1007
Office of the Director
Non-Professional Relationship
and/or Association with a Supervised Person
Effective Date: May 3, 2011

Applicability	<p>The procedures apply to the following individuals (herein referred to as “employees”):</p> <ul style="list-style-type: none">• All PSA employees,• PSA contractors, and• PSA interns. <hr/>
Rationale	<ul style="list-style-type: none">• Federal executive branch employees are required by the general principles of ethical conduct to “act impartially and not give preferential treatment to any private organization or individual.” 5 C.F.R. § 2635.101(b)(8).• The mere appearance of a conflict of interest or partiality in performing one’s work duties can cause harm to an employee’s reputation as well as to that of the Agency. <hr/>
Guidance for Supervisors	<p>Upon receipt of a “Disclosure of Non-Professional Relationship and/or Association with a Supervised Person” form, the supervisor sends the completed notice to the PSA Deputy Director or designee within one (1) business day.</p> <p><i>Note: The Deputy Director or designee will provide written guidance within three (3) business days to the supervisor concerning what steps, if any, need to be taken to address the situation.</i></p> <hr/>
Penalties	<p>Failure to abide by this policy may subject an employee to disciplinary action.</p> <hr/>
Questions	<p>If you have any questions or comments concerning this policy, please discuss with your supervisor.</p>

Policy Statement 1007
Office of the Director
Non-Professional Relationship
and/or Association with a Supervised Person
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**PRETRIAL SERVICES AGENCY
FOR THE DISTRICT OF COLUMBIA**
633 Indiana Avenue, NW
Washington, DC 20004

**Disclosure of a Non-Professional Relationship and/or Association
with a Supervised Person**

Employee's Name: _____

Current/Formerly Supervised Person's Name: _____

PDID/Social File Number (to be completed by supervisor/designee):

Please explain the circumstances under which you know the individual. Please include any applicable date(s):

Date Submitted to Supervisor/Designee: _____

Name of Supervisor/Designee Reviewing the Notice: _____

Date Reviewed: _____

Date Submitted to PSA Deputy Director/Designee: _____

Guidance Provided by PSA Deputy Director/Designee:

