

**American Correctional Association
Code of Ethics**

Preamble

The American Correctional Association expects of its members unflinching honesty, respect for the dignity and individuality of human beings and a commitment to professional and compassionate service. To this end, we subscribe to the following principles:

Members shall respect and protect the civil rights of all individuals.

Members shall treat every professional situation with concern for the welfare of the individuals involved and with no intent to personal gain.

Members shall maintain relationships with colleagues to promote mutual respect within the profession and improve the quality of service.

Members shall make public criticism of their colleagues or their agencies only when warranted, verifiable and constructive.

Members shall respect the importance of all disciplines within the criminal justice system and work to improve cooperation with each segment.

Members shall honor the public's right to information and share information with the public to the extent permitted by law subject to individual's right to privacy.

Members shall respect and protect the right of the public to be safeguarded from criminal activity.

Members shall refrain from using their position to secure personal privileges or advantages.

Members shall refrain from allowing personal interest to impair objectivity in the performance of duty while acting in an official capacity.

Members shall refrain from entering into any formal or informal activity or agreement which presents a conflict of interest or is inconsistent with the conscientious performance of duties.

Members shall refrain from accepting any gifts, service, or favor that is or appears to be improper or implies an obligation inconsistent with the free and objective exercise of professional duties.

Members shall clearly differentiate between personal views/statements and views/statements/positions made on behalf of the agency of Association.

Members shall report to appropriate authorities any corrupt or unethical behaviors in which there is sufficient evidence to justify review.

Members shall refrain from discriminating against any individual because of race, gender, creed, national origin, religious affiliation, age, disability, or any other type of prohibited discrimination.

Members shall preserve the integrity of private information; they shall refrain from seeking information on individuals beyond that which is necessary to implement responsibilities and perform their duties; members shall refrain from revealing nonpublic information unless expressly authorized to do so.

Members shall make all appointments, promotions, and dismissals in accordance with established civil service rules, applicable contract agreements, and individual merit, rather than furtherance of personal interests.

Members shall respect, promote and contribute to a work place that is safe, healthy and free of harassment in any form.

Adopted August 1975 at the 105th Congress of Correction
Revised August 1990 at the 120th Congress of Correction
Revised August 1994 at the 124th Congress of Correction

State of New Hampshire

CODE OF ETHICS

The following Code of Ethics shall govern the conduct of all Executive Branch employees and officials.

- **I. Declaration of Policy**

It is hereby declared to be the policy of the state that no public official or employee of a state agency shall have any interest, financial or otherwise, direct or indirect, engage in any business transaction or professional activity, or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties. To implement this policy and to enhance the faith and confidence of the people of the state in their government, this code of ethics sets forth standards of conduct required of officials and employees of the Executive Branch in the performance of their official duties.

It is declared to be the policy of the state that public officials and employees are bound to perform their duties efficiently and faithfully under the laws of the state of New Hampshire. Such officials and employees are bound to observe the highest standards of ethics consistent with this code regardless of personal considerations, recognizing that promoting the public interest and maintaining the respect of the people in their government must be of foremost concern.

- **II. Definitions**

As used herein:

- a. "State Agency" shall mean an executive branch agency, department, division, board, commission or entity of the executive branch.
- b. "Public Official" shall mean a commissioned, an unclassified or a nonclassified executive branch employee but shall not include any commissioned, unclassified, or nonclassified elected by the legislature.
- c. "Public Employee" shall mean a classified employee of a state agency.
- d. "Conflict of Interest" shall mean a situation, circumstance, or financial interest which has the potential to cause a private interest to interfere with the proper exercise of a public duty.

- **III. Conflict of Interest**

Public employees and public officials shall avoid conflicts of interest or the appearance of a conflict of interest. Public employees and public officials shall not participate in any matter in which they, or their spouse or dependents, have a private interest which may directly or indirectly affect or influence the performance of their duties.

- **IV. Misuse of Position**

No public official and no public employee shall disclose or use confidential or privileged information for personal benefit or for financial gain. Public officials and public employees shall not use their positions with the government to secure privileges or advantages for themselves, which are not generally available to governmental employees, or to secure governmental privileges or advantages for others.

- **V. Acceptance of Campaign Contributions**

A public official or a public employee who is candidate for an elective office that is not subject to the reporting requirements of RSA 664 and who accepts a financial contribution or other form of political contribution from an entity which is or is likely to become subject to that public official's or public employee's duties shall make a disclosure of such contributions in writing on the form appended hereto, within five (5) days of receipt of such contributions, to the Secretary of State.

- **VI. Acceptance and Giving of Gifts**

No public employee, no public official, and no public employee's or public official's spouse or dependents, shall give, solicit, accept or agree to accept a gift from a person who is subject to or likely to become subject to or interested in, any matter or action pending before or contemplate by

the public employee or official or by the governmental body with which that employee or official is affiliated. Nothing in this section shall be construed to prohibit gifts made to the state of New Hampshire and accepted in accordance with the law.

- **VII. Post Employment Restrictions**

For one year after leaving office or employment with the state, a public official shall not appear as a lobbyist or as a paid advocate on behalf of any matter over which that official had personal and direct responsibility while in state government.

- **VIII. Supplemental State Agency Ethical Codes**

In addition to this Code, each state agency may promulgate a supplemental ethics code to address issues specific to that agency. In the event of a conflict, the provisions of this Code shall supersede the agency code. To the extent that this Code or an ethics code adopted by a state agency shall apply to classified employees, this Code, or an agency code, shall be interpreted to be consistent with the provisions of the classified employees' collective bargaining agreement.

- **IX. Financial Disclosure**

To ensure that the performance of official duties does not give rise to a conflict of interest or the appearance of a conflict of interest, the following public officials shall file with the Secretary of State a statement of financial disclosure that conforms to the requirements of the form appended hereto: a) all agency heads, and b) any public official designated, due to the responsibilities of the position, by the agency head. The agency head shall file with the Secretary of State an organizational chart identifying the names, titles and position numbers of officials required to file a statement of financial disclosure.

The statement of financial disclosure and organizational chart shall be filed within thirty days of the effective date of this order. Thereafter, revised statements of financial disclosure and organizational charts shall be filed immediately upon any change of status. New agency heads shall file a statement of financial disclosure no later than the first day of service.

Statements of financial disclosure and organizational charts filed with the Secretary of State shall be public documents.