



CORRECTIONS MEDICINE
Relationships Between Professional Staff and Incarcerated Individuals
ACA Standard: 4 ALDF – 7C – 02

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Policy Number:
CM – 22.5

- I. **PURPOSE:** To establish guidelines for relationships and communication for the Department of Public Health Corrections Medicine staff.
- II. **POLICY:** The Saint Louis County Department of Public Health (DPH) Corrections Medicine has established guidelines for professional staff and patient relationships, communications and associations, to prevent the inherent dangers of compromising relationships and to maintain the security and integrity of the department. This policy is not intended to violate any freedom of association guaranteed by the Constitution of the United States, the Constitution of the State of Missouri, or as otherwise guaranteed by law.
- III. **DEFINITIONS:**
- **Employee:** For the purposes of this policy, the term “employee” or “employees” will include any Saint Louis County Department of Public Health employees whose place of employment includes work at the Buzz Westfall Justice Center or any facility, office, or site operated by the Department of Public Health, including but not limited to, probationary employees, merit employees, volunteers, on-call employees, seasonal employees (if any), agency, temporary or contracted staff.
 - **Incarcerated Individual(s):** Any person in the custody of, or under the supervision of, or any person who has escaped from the custody of the Department of Justice Services.
- IV. **RESPONSIBILITY:** All staff members or contracted staff working in the Corrections Medicine program shall be familiar with the content of this policy and the procedures therein.
- V. **PROCEDURE:**
1. Gifts and Favors
 - a. An employee or contract employee shall not knowingly accept any gifts or favors from any incarcerated individual or their spouse, any person with whom the incarcerated individual cohabits with in an intimate relationship (i.e. father, son, mother daughter, stepson, stepdaughter, uncle, aunt, niece, nephew, cousin, or other person related to the patient by blood, marriage, or by law) where doing so would create a conflict of interest, compromise security, erode the public’s confidence in the department’s reputation in the community, impugn the credibility of the DPH or the employee or other employees, or otherwise create an appearance of impropriety. Gifts or favors include acceptance of services of anything in the nature of a gift or promise of a gift or in any manner buy, sell barter, trade, accept any favors from or do any favors for patients.
 2. Associations
 - a. Employees or contract employee shall not correspond with incarcerated individuals through the use of the internal or U.S. Postal Service or via e-mail except where required by law.

- However, employees or contract employees who have a previously established relationship with an incarcerated individual(s) prior to being incarcerated at the Buzz Westfall Justice Center are not prohibited from corresponding with the patient through the U.S. Postal Service or visiting in accordance with the visiting procedures established in the Department of Justice Services Policy 109.
- b. While off duty, employees and contract employees are prohibited from knowingly establishing social contacts or personal relationships with incarcerated individuals, or showing partiality toward or against the incarcerated, becoming emotionally, physically or financially involved with an incarcerated individual's spouse or a person with whom the incarcerated individual cohabits with in an intimate relationship where doing so would create a conflict of interest, would compromise security, would erode the public's confidence in the department's reputation in the community, impugn the credibility of the DPH or of the employee or other employees, or otherwise create an appearance of impropriety.
 - c. Social contacts and personal relationships would include, but not be limited to:
 - i. Communications via telephone, text message, e-mail, or letter
 - ii. Sending money orders
 - iii. Dating
 - iv. Living together
 - v. Loaning or borrowing money
 - vi. Visiting at any correctional institution or jail
 - vii. Any activity that attempts to violate the spirit of this policy.
 - d. Any employee or contract employee contacted by, or on behalf of an incarcerated individual should immediately report the contact through the appropriate channels and to their supervisor.
3. If an employee or contract employee has any concerns how this policy affects his/her contact with others, the employee should contact his or her supervisor.
4. Employees and contract employees will not knowingly engage in or develop any relationships with incarcerated individuals in the custody of the Department of Justice Services.

VI. REFERENCES:

Department of Justice Services Policy 109 "Confinement and Supervision of Friends, Relative, or Adversaries"

Department of Justice Services Policy 107 "Professional Staff and Inmate Relationships"