

**Receipt and Acknowledgement of Content  
of Executive Directive  
ADM.050.0043 — Employee and Inmate Interaction**

Under the Department's Standards of Conduct, §§IIDD 1 — 4, visiting and communications between Department employees and inmates or supervisees, as well as the relatives and friends of inmates or supervisees, are strictly prohibited without specific approval from the employee's appointing authority or designee. Specifically:

"1. An employee may not visit the homes of inmates, offenders or clients, relatives of inmates, offenders or clients, or known friends of inmates, offenders or clients for any purpose other than official Agency business. If such a visit is necessary, prior written approval from the appointing authority or designee shall be obtained and made a matter of record. Such contacts shall be handled in an objective and professional manner."

"2. An employee may not contact or visit inmates at any correctional facility, regardless of whether he/she is on or off duty, for any purpose other than official Departmental business. The exception to this shall be for an employee who is related to the inmate. Any request for permission to visit relatives shall be approved by both the employee's appointing authority or designee and by the appointing authority or designee of the institution or facility where the relative is incarcerated."

"3. An employee may not become socially, personally or intimately involved in relationships with inmates, offenders or clients of the Department. This includes communication through written correspondence, telecommunications and social interactions."

"4. An employee may not allow inmates to contact or visit with them for any purpose while off duty."

The Department shall investigate employee and inmate interaction to include, but may not be limited to, visual and electronic surveillance, including monitoring inmate telephone calls.

**My signature below acknowledges receipt of Executive Directive ADM.050.0043 — Employee and Inmate Interaction and that I understand the policy and procedures contained therein and that disciplinary action, up to and including termination, may result from non-compliance.**

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Original to: Employee's Personnel File  
Copy to Employee  
Employee's Appointing Authority  
IID — Intelligence Unit