

Model Code of Professional Conduct For Illinois Probation/Court Services Employees

An independent and honorable judiciary is indispensable to justice in our society. Probation/court services employees shall observe high standards of conduct so that the integrity and independence of the judiciary may be preserved and reflect a devotion to public service. In recognition of the essential role that probation/court services employees play in the administration of justice in the State of Illinois, this code is adopted to promote the integrity, efficiency and professionalism of probation services.

- I. Probation/court services employees shall:**
 - A. Respect the authority and follow the directives of the court, recognizing at all times that they are an extension of the court;
 - B. Respect the civil and legal rights of all persons;
 - C. Recognize and respect the appropriate limits of the services offered by the probation/court services profession, and direct individuals to alternative resources when necessary and proper;
 - D. Conduct each case with appropriate concern for the probationer's welfare, the public's interest, and with no purpose of personal gain;
 - E. Maintain relationships with colleagues in such a manner to promote mutual respect and improvement of the quality of services provided;
 - F. Respect the importance of all elements of the criminal justice system and cultivate a professional cooperation with each segment;
 - G. Observe and uphold all federal and state laws;
 - H. Respect and protect the right of the public to be safeguarded from criminal/delinquent activity; Be diligent in their responsibility to accurately record and make available for review any and all case information which could contribute to sound decisions affecting a probationer or the public safety;

- I. Maintain the integrity of private information, use reasonable efforts to seek only that personal data needed to perform their responsibilities, and not reveal case information to unauthorized persons;
- J. Clearly distinguish between those public statements that are personal views and those that are statements and positions on behalf of a department. Only those employees authorized to do so shall make public statements on behalf of the department and the court;
- K. Report without reservation any illegal behavior or violations of this code on the part of other probation/court services employees, probationers or other individuals, which could affect either a probationer or the integrity of the department;
- L. Immediately report to their supervisor any attempt by any person to induce them to violate any of the standards set forth in this Code of Professional Conduct.

II. Probation/court services employees shall not:

- A. Use their official position to secure privileges or advantages;
- B. Permit personal interest to impair the objectivity which is to be maintained in their official capacity;
- C. Develop a relationship with probationers other than that necessary to conduct business. Probation/court services employees shall not knowingly become socially, romantically or sexually involved with probationers or engage in any activity that could discredit or cause an embarrassment to the probation/court services department. Any such involvement shall be immediately reported to the employee's supervisor;
- D. Discriminate against any employee, prospective employee or probationer on the basis of race, sex, creed, or national origin;

- E. Accept any gift or favor of a nature which implies an obligation that is inconsistent with the free and objective exercise of professional responsibilities;
- F. Solicit or accept any gift, favor, or compensation for anything to do with or related to the performance of official duties, or for anything that might compromise the integrity of the court as provided by 730 ILCS 110/4;
- G. Falsify or improperly alter or destroy any records or documents relating to the operation of the probation department;
- H. Conduct financial or business dealings with probationers, including but not limited to such matters as serving as a fiduciary, accepting or making loans, or cosigning promissory notes;
- I. Engage in any financial or business dealings which may create an actual conflict of interest with their official duties, or which may create the appearance of a conflict of interest with their official duties.

III. Additional Provisions

- A. The matters set forth above are not intended to be and do not constitute an exhaustive list of rules and regulations governing the conduct of probation/court services employees. Such employees are responsible for complying with all other applicable statutes, rules, regulations, and other provisions governing probation/court services employees in the discharge of their official duties.
- B. The adoption of this Code of Conduct vests no right in probation/court services employees and creates no limitation of previously existing rights of the Supreme Court of Illinois, Chief Circuit Court judges and supervisory personnel with respect to the hiring, setting of terms and conditions of employment, discipline and discharge of probation/court services employees.