



## Model Code of Conduct for Michigan Trial Court Employees

*All employees in Michigan's courts hold highly visible positions of public trust. We must conduct our business in an environment and in a manner that favorably reflects the ideals consistent with the fundamental values of the Michigan judicial system, as identified by the Michigan Supreme Court. These values include: fairness, accessibility, accountability, effectiveness, responsiveness, and independence. Our actions at all times should uphold and increase the public trust and confidence in the judicial branch, reflect the highest degree of integrity, and demonstrate commitment to each principle embodied in this model code.*

**Canon One  
IMPROPRIETY OR THE  
APPEARANCE OF  
IMPROPRIETY**

I will avoid activities that could cause an adverse reflection on my position or the court.

**Canon Two  
ABUSE OF POSITION**

I will not use or attempt to use my position to secure unwarranted privileges for myself or others.

**Canon Three  
IMPARTIALITY**

I will provide impartial treatment to all persons interacting with the court.

**Canon Four  
PROPER USE OF  
PUBLIC RESOURCES**

I will use the resources, property, and funds of the court judiciously and solely in accordance with prescribed procedures.

**Canon Five  
DUTY TO DISCLOSE**

I will respectfully disclose information required by the court.

**Canon Six  
CONFIDENTIALITY &  
DISCRETION**

I will not disclose confidential or discretionary information gained through my court employment to any unauthorized person.

**Canon Seven  
DISCRIMINATION**

I will not discriminate on the basis of race, color, religion, national origin, gender, or other protected group.

Canon Eight  
**POLITICAL ACTIVITY**

I am free to participate in political activities during non-working hours as long as such activity does not use or appear to use my position or court in connection with such activities.

Canon Nine  
**DUTY TO SERVE**

I will carry out my responsibilities to litigants, co-workers, and all others interacting with the court in a timely, diligent, and courteous manner.

Canon Ten  
**COMPETENCY**

I will actively pursue educational opportunities to improve my professional knowledge, skills, and abilities in order to provide quality service to the court and the public.

# Guidelines for Juvenile Probation Officers

The following guidelines clarify the canons in the Model Code of Conduct for Juvenile Probation Officers:

## Canon One IMPROPRIETY OR THE APPEARANCE OF IMPROPRIETY

Probation officers are highly visible and should conduct themselves in a way that instills public trust and confidence. Their actions reflect not only on themselves, but the court as well. Improper behavior or the appearance of improper behavior may compromise the integrity of the court. Activities a probation officer engages in that are improper or may be perceived as improper include:

- Probation officers shall not violate federal, state, or local laws and regulations.

Probation officers shall recognize that probationers have legal rights regarding new substantive offenses, apart from the issue of a probation violation. Probation officers should not use their position to elicit information that may be used against the juvenile without first warning the juvenile.

- Probation officers shall not accept outside employment that may conflict or appear to conflict with the probation officer's job duties.

Seek approval from the appropriate authority before accepting outside employment. **NOTE:** No form of outside employment shall be performed utilizing the resources of the court and shall not require or induce the probation officer to disclose information acquired in the course of his or her official duties.

- Probation officers shall avoid entering into a contract or conducting financial or business dealings with probationers and their families, or with service providers. In the event such dealings are unavoidable, the probation officer shall not receive any special personal or financial benefits and shall disclose the business dealing to the probation officer's employer.
- Probation officers shall not receive any personal benefit from probationers ordered to perform work to pay off fines and costs or as a consequence for failure to follow rules established by the court.

## Canon Two ABUSE OF POSITION

The use of the real or apparent power of a position as a probation officer to personally benefit the probation officer or someone else is prohibited. Probation officers should never use their position to secure privileges, gifts, special favors, or exemptions. Generally, these would be special considerations given by others to the probation officer specifically

because of his or her position as a probation officer. The solicitation or acceptance of a gift, favor, or additional compensation can give the impression that something will be done for the donor in return. This contravenes the core ideals of the judiciary.

A probation officer shall not attempt to take advantage of his or her access to court records to further any personal interest.

A probation officer shall not attempt to take advantage of his or her access to judges and/or referees to engage in ex parte discussion in order to influence the court or outcome of the proceedings.

Canon Three  
**IMPARTIALITY**

The official actions of a probation officer should not be affected or appear to be affected by kinship, rank, position, or influence of any party or person involved in the court system. Many times relationships place temptation upon the probation officer to provide special treatment. Differential treatment in any of these situations undermines the integrity of the probation officer and the judicial system.

Probation officers should strive for bias-free behavior. They should be aware of different cultures and personal bias. A probation officer should understand and be mindful of both positive and negative bias.

Probation officers should not knowingly become personally involved either socially or intimately with probationers or their families. Any such pre-existing relationship should be immediately reported to a supervisor.

Probation officers need to be able to provide impartial and understandable answers to the public's questions in an efficient manner, without providing legal advice.

Canon Four  
**PROPER USE OF  
PUBLIC RESOURCES**

Probation officers, like all court employees are stewards of public resources. A probation officer shall use public resources, property, and funds judiciously and solely in accordance with prescribed procedures. Pitfalls include temptations such as personal phone calls at the court's expense and personal use of government property (such as office supplies, printers, computers, vehicles). The time a probation officer is paid to work is also a public resource. Probation officers should refrain from conducting personal business on work time, including the time spent traveling to or from home visits in a county vehicle, or when being reimbursed by the county for mileage.

Canon Five  
**DUTY TO DISCLOSE**

A probation officer should expect coworkers to abide by the canons set forth in this code. A probation officer shall report violations of this code

Canon Six  
CONFIDENTIALITY &  
DISCRETION

or attempts to compel another to violate this code.

A probation officer must inform his or her employer if he or she is arrested in any jurisdiction or is involved in any pending legal action at the court of employment.

When required by law, rule, or regulation, probation officers will dutifully disclose all financial interests and dealings.

Although most court records are public, some are nonpublic and cannot be released. Probation officers need to understand the types of cases and documents that are considered confidential. Confidential information should never be disclosed to any unauthorized person for any purpose.

Sensitive information acquired by probation officers in the course of performing their official duties should never be revealed until it is made a matter of public record. Even when the information becomes public, probation officers should exercise a great deal of discretion.

Probation officers shall maintain the integrity of private information and use reasonable efforts to seek only that personal information that is necessary to perform their responsibilities.

Sometimes breaches of confidentiality do not involve intentional disclosures of official court records. Some are the result of innocent and casual remarks about pending or closed cases, about probationers, or about juries, which could give attorneys, litigants, reporters, and the public confidential information. Such remarks can seriously compromise a case or a person's standing in the community. Probation officers should discuss cases only for legitimate reasons. Probation officers shall treat personal or sensitive information with the same discretion that one would wish others to have if one were involved in a similar case. Examples of confidentiality issues are not limited to cases. Personnel, probation, health records, and information accessed through the Law Enforcement Information Network (LEIN) or the Judicial Data Warehouse (JDW) have confidentiality restrictions. Probation officers should guard against being overheard when discussing legitimate confidential information.

Probation officers should consult the non-public and limited access chart developed by the State Court Administrative Office to assist in determining if information is public. The chart is available at the following link:

[http://courts.mi.gov/Administration/SCAO/Resources/Documents/standards/cf\\_chart.pdf](http://courts.mi.gov/Administration/SCAO/Resources/Documents/standards/cf_chart.pdf)

Canon Seven  
**DISCRIMINATION**

A probation officer shall not discriminate against, or grant preferential treatment to, any individual or group on the basis of race, sex, color, ethnicity, or national origin. Essential to the administration of justice is allowing equal access and treatment for all. Every day probation officers are called upon to assist people, and it is their responsibility to provide customers and coworkers with courteous service, regardless of the individual's race, religion, gender, national origin, political activities, etc. Discrimination can come in varying forms (words and actions), yet probation officers should be aware that no form of discrimination is acceptable and when discovered should be exposed and discouraged. Preferential treatment to a certain class is also discrimination.

Canon Eight  
**POLITICAL ACTIVITY**

A probation officer's ability to participate in the democratic process by working for a political cause, party, or candidate should not be hampered by his or her employment, if done outside of working hours. This participation includes, but is not limited to, holding party membership, holding public office<sup>1</sup>, making speeches, and making contributions of time and/or money to candidates, political parties or other groups engaged in political activity. Participation in political activity should not enter the workplace by, for example, the display of political material (i.e., literature, badges, signs or other material advertising a political cause, party, or candidate), soliciting signatures for political candidates or issues, or soliciting or receiving funds for political purposes. In addition, no government equipment or resources of any kind are to be used for promoting political activity in the workplace before, during, or after work hours.

Canon Nine  
**DUTY TO SERVE**

For the court to be an effective institution, probation officers must reflect a high level of professionalism as they faithfully carry out all assigned duties and enforce the rules and orders provided by the court. When factually appropriate, probation officers shall make reports to other agencies (protective services and/or law enforcement). Probation officers shall maintain relationships with colleagues in such a manner as to promote mutual respect and improve the quality of services provided.

Probation officers shall respect the authority and follow the directives of

---

<sup>1</sup>Holding public office is acceptable unless a conflict of interest exists with employment at the court, or it is prohibited by law. An example of a conflict includes serving on the county board of commissioners whose oversight of budget and other policy issues impact the court.

the court, recognizing that they are an extension of the court. Probation officers shall not impugn the decisions and directives of the court. This should not be construed to limit a probation officer from maintaining his/her independence in making recommendations to the court, but reflects that once the court has made a decision the probation officer shall follow the decisions of the court.

Probation officers should respect the importance of all the entities involved with the juvenile justice system and cultivate a professional cooperation with each. For juvenile probation officers, this includes, but is not limited to, state and local agencies, law enforcement, schools, etc.

Probation officers are not to alter, falsify, mutilate, backdate, or inappropriately destroy any court records.

Canon Ten  
**COMPETENCY**

When working within the court system, laws and rules of operation are continually changing due to legislation, court rules, administrative orders, caselaw, technology, etc. Therefore, probation officers are encouraged to take advantage of educational opportunities that will enhance their skills, advance their understanding, and allow for better service. This includes understanding the community, being culturally proficient, and networking with other professionals.

**Acknowledgement of Receipt of the Model Code of Conduct**

**and**

**Guidelines for Juvenile Probation Officers**

I have read and understand the Model Code of Conduct and the Guidelines for Juvenile Probation Officers. As a probation officer, I also agree that I will support the Constitution of the United States and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of my office.

---

Signature

---

Date