

| INDIANA DEPARTMENT OF CHILD SERVICES<br>ADMINISTRATIVE POLICIES AND PROCEDURES  |                             |            |
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| Policy Number: HR-3-10  | Effective Date: May 1, 2025 | Version: 2 |
| <b>POLICY TITLE: PROHIBITED VOLUNTEER ACTIVITY</b>  |                             |            |
| <b>OVERVIEW:</b> Department of Child Services (DCS) employees may engage in volunteer activities subject to applicable Indiana law, rules, policy, and DCS Code of Conduct. This policy addresses volunteer activities that may lead to a conflict of interest for DCS employees. |                             |            |

## I. DEFINITIONS

- A. State property: Materials, supplies, equipment, funds, and facilities that are owned by the State of Indiana.
- B. Volunteer activity: An unpaid volunteer opportunity outside of the employee's work schedule.

## II. REFERENCES

- A. [IC 4-2-6-9: Conflict of economic interests; commission advisory opinions; disclosure statement; written determinations](#)
- B. [42 IAC 1-2: Purpose](#)
- C. [42 IAC 1-5: Ethics Rules](#)
- D. [DCS Code of Conduct](#)
- E. [DCS Community Service Leave Procedures](#)
- F. [DCS Policy HR-3-5 Supplemental Employment](#)
- G. [Indiana State Personnel Department \(SPD\) Leave – Community Service Leave](#)

## III. STATEMENTS OF PURPOSE

- A. DCS employees shall refrain from a volunteer activity if the volunteer activity:
  - 1. Is with a business (i.e., entity or agency) or individual that is involved with DCS, either through regulations or business dealings; **or**
  - 2. May cause an ongoing conflict between the employee's private interests and the employee's job responsibilities to DCS, or
  - 3. The volunteer activity may prevent the employee from fully performing their public duties.
- B. DCS employees are not permitted to participate in volunteer activities in the following areas:
  - 1. Law enforcement;
  - 2. Jails/prisons;
  - 3. Community release/correction centers;
  - 4. Probation/parole departments;
  - 5. Courts;
  - 6. Court Appointed Special Advocate (CASA)/Guardian ad Litem (GAL);
  - 7. Prosecutor's office;
  - 8. Public defender's office; and/or
  - 9. Other state agencies if it is not allowed by any other state agency or law.

**Note:** This list is not comprehensive and may be modified by DCS at any time. DCS staff may serve in an emergency medical services (EMS) capacity (e.g., emergency medical technicians [EMT]), but staff must immediately disclose to their supervisor

any conflicts that have arisen out of a responder call and be permanently removed from any cases where a conflict has arisen.

- C. DCS employees considering volunteer activities outside of their respective positions with DCS must ensure that such volunteer activities do not interfere with their ability and availability to perform their job responsibilities with DCS, including scheduled work time and overtime requirements.
- D. Volunteer activities that are not prohibited shall be done separately from the employee's role at DCS, in the employee's individual capacity, and not as a DCS employee.
- E. Any volunteer activity shall not constitute a real or apparent conflict of interest and shall not require the use of State space, property, personnel, time, equipment, or supplies.
- F. DCS employees may not solicit products/services or charitable contributions during work hours.

**Note:** Supervisors may not solicit their direct reports under any circumstances.

- G. The display of promotional materials (e.g., flyers and brochures) is limited to break areas and other designated areas.

#### **IV. PROCEDURE**

All DCS employees considering volunteer activities should:

- A. Discuss the volunteer activity with their immediate supervisor; and
- B. Seek advice from the DCS Ethics email box if there are any questions at [ethics@dcs.in.gov](mailto:ethics@dcs.in.gov).

**Note:** A supplemental employment form is not required for unpaid volunteer activities. DCS employees may be eligible for paid leave for volunteer activities outside of work time which meet the criteria of the [SPD Community Service Leave](#) policy and have been discussed with the DCS employee's supervisor (see [DCS Community Service Leave Procedures](#)).

APPROVED: April 28, 2025  
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