

# **WATCH YOUR STEP!**

## **AVOID UNDUE FAMILIARITY**

### **POSSIBLE PROFESSIONAL BOUNDARY VIOLATIONS**

Although, these examples may be indicative of undue familiarity, until all of the facts have been examined, a rush to judgment must be avoided. Be mindful that these situations may lead to undue familiarity. Suspicious observations should be reported through the chain of command. Employees must use sound judgment and basic common sense when performing their job duties.

- **Accepting a ride offered by an offender**
- **Abrupt changes in appearance (dressing up more)**
- **Offender has been seen at the Probation Officer's residence**
- **Office visits are being conducted after hours, on weekends, or at times when there are no other staff members present in the office.**
- **Contacts occur more frequently than mandated or necessary for supervision**
- **Office door is always closed when this particular offender has an office visit**
- **Officer displays mood swings when third party interruptions occur**
- **Offender only willing to make contact with this PO, no one else (assigned or not)**
- **Appearance change for offender (dressing up more/more provocative clothing)**
- **Employees sharing personal information with an offender**
- **Offender excessively calling the Probation Officer on their cell phone**
- **Unwarranted or unsolicited text messaging/blogging**
- **Overheard conversations between staff and offenders which are sexualized in nature, or refer to the physical attributes of the staff or offender.**

### **\*\*\*ATTENTION\*\*\***

**ALL DCC STAFF HAVE A DUTY TO REPORT ANY KNOWLEDGE  
OF UNDUE FAMILIARITY THROUGH THEIR CHAIN OF COMMAND**

**\*\*FAILURE TO REPORT MAY RESULT IN DISCIPLINARY ACTION!**

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