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| <p style="text-align: center;">SOUTH DAKOTA</p>  <p style="text-align: center;">PAROLE BOARD<br/>POLICIES AND PROCEDURES</p> |                          | <p>POLICY NUMBER<br/>8.1.A.6</p>                                                                                                                     | <p>PAGE NUMBER<br/>1 OF 3</p> |
|                                                                                                                                                                                                               |                          | <p>DISTRIBUTION: Public</p>                                                                                                                          |                               |
|                                                                                                                                                                                                               |                          | <p>SUBJECT: Code of Ethics</p>                                                                                                                       |                               |
| RELATED STANDARDS:                                                                                                                                                                                            | N/A                      | EFFECTIVE DATE: 11/15/2024                                                                                                                           |                               |
|                                                                                                                                                                                                               |                          | SUPERSESION: 12/14/2023                                                                                                                              |                               |
| DESCRIPTION:<br>Parole Board                                                                                                                                                                                  | REVIEW MONTH:<br>October | <br><b>Myron Rau, Chair</b><br><b>Board of Pardons and Paroles</b> |                               |

## I. POLICY

It is the policy of the South Dakota Department of Corrections Board of Pardons and Paroles to outline the expectations of their code of ethics.

## II. PURPOSE

The purpose of this policy is to provide the standards that Members of the Board of Pardons and Paroles are held to. Members of the board are representatives of and serve the people of the State of South Dakota. Members of the board will maintain the highest standards of honesty, integrity and impartiality when conducting official business.

## III. DEFINITIONS

### Code of Ethics:

A set of rules describing acceptable standards of conduct.

## IV. PROCEDURES

### General Standards of Conduct:

- A. Each member of the Board of Pardons and Paroles is expected to conduct their official and private matters in such a manner as to foster public confidence in the board.
- B. The board subscribes to a policy of professionalism, equality and fairness in the administration of services and the discharge of authorized duties.
- C. Members should adhere to the following rules related to ethical conduct:
  1. The safety of the public shall be of primary concern to all members of the board in performing official duties and responsibilities.
  2. Members shall respect and protect the civil and legal rights of all persons.
  3. Members shall comply with applicable laws, rules, regulations, and policies.
  4. Members shall cooperate with public officials and agencies in the discharge of authorized duties.

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5. Members shall not solicit, demand, accept or agree to accept any gifts, favors, or gratuity that may be reasonably interpreted as influencing the member's judgement in the discharge of their duties.
6. Members are encouraged to participate in any legal election process during their private time.
  - a. Members shall not endorse candidates in his or her official capacity as a State of South Dakota employee or engage in political activity during the time he or she is performing work for the State of South Dakota.
  - b. Political banners, posters, literature, or other political material shall not be displayed on State property or on personal vehicles while being used for official duties for which State reimbursement will be obtained.
7. Members shall not attempt to realize personal gain or secure privileges or exemptions through association with State of South Dakota and the Department of Corrections, beyond compensation by the State, or through the discharge of his or her duties for himself, herself, or others. Such an attempt is a violation of public trust.
  - a. Members should not engage in any activity that would result in a conflict of interest between the board, the State, funding sources, staff, contractors and/or volunteers.
8. Nothing in this policy should be construed as limiting communication between board members and their elected officials.

D. Board members are prohibited from:

1. Accepting any form of bribe or unlawful inducement.
2. Performing duties under the influence of intoxicants or illegal drugs or consuming intoxicants or using illegal drugs while on duty.
3. Discriminating against any offender on the basis of race, religion, national origin, creed, gender, disability, political views or other individual characteristic.
4. Utilizing any offender for labor or services that personally benefit the staff member.
5. Misrepresenting facts in the performance of job duties, either verbally or in writing.
6. Engaging in conduct, during employment with the State that reflects unfavorably on the State of South Dakota and/or the Department of Corrections, and/or destroys confidence in the operation of State services or adversely affects public trust in the State or the Department of Corrections.

## V. RESPONSIBILITY

The Parole Board's administrative staff will be responsible for updates to this policy.

## VI. AUTHORITY

*South Dakota Codified Law: Chapters 1-26, 24-13, 24-14, 24-15, 24-15A and 24-16 South Dakota Administrative Rule: Chapters 17:60 and 17:61*

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## VII. REVISION LOG:

November 2024  
 December 2023  
 December 2022  
 September 2021  
 September 2020  
 June 2018  
 February 2017  
 December 2015  
 September 2014  
 February 2013  
 December 2011  
 March 2010  
 January 2008  
 January 2007  
 March 2006