

# Georgia Department of Public Safety

## Policy Manual

SUBJECT <b>NEPOTISM AND FAVORITISM</b>	POLICY NUMBER <b>5.05</b>
DISTRIBUTION <b>ALL EMPLOYEES</b>	REVISED DATE <b>11/7/2018</b>
	POLICY REVIEWED <b>11/7/2018</b>

### 5.05.1 Purpose

The purpose of this policy is to establish provisions that will avoid conflicts of interest, whether actual or perceived, pertaining to an employee's work assignment when it involves an immediate family member or person with whom the employee has a close personal relationship.

### 5.05.2 Policy

It is the policy of the Georgia Department of Public Safety to ensure a workplace that is free of any appearance of favoritism due to family or close personal relationships.

### 5.05.3 Definitions

- A. Immediate Family - For the purpose of this policy, "immediate family" is defined as a spouse, former spouse, parent, grandparent, child, grandchild, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, niece, nephew, aunt or uncle.
- B. Close Personal Relationship - This term means a relationship that involves cohabitation, dating, or consensual sexual contact of any kind.

### 5.05.4 Procedures

- A. Supervisory and Management Employees
  - 1. A supervisor or manager may not directly supervise any immediate family member or person with whom the supervisor or manager has a close personal relationship. This applies to all employees, regardless of assignment within the department.
  - 2. A supervisor or manager may not be assigned to the same post, station, specialty unit, or Headquarters unit of any immediate family member or person with whom the supervisor or management employee has a close personal relationship.
  - 3. A supervisor or manager must be separated by at least one full rank or level of supervision from an immediate family member or employee with whom the supervisor or manager has a close personal relationship, e.g. a lieutenant can be an immediate family member of a major in his or her chain of command, as long as he or she reports directly to a captain.

4. Supervisors or managers are prohibited from attempting to influence the approval of any employee reward (e.g., pay raises) for any immediate family member or person with whom the supervisor or management employee has a close personal relationship.
5. Supervisors or managers are prohibited from interfering with or attempting to influence any performance evaluation or disciplinary proceeding for any immediate family member or person with whom the supervisor or management employee has a close personal relationship.
6. Supervisors or managers are prohibited from conducting or interfering with any internal investigation, EEO investigation, and/or criminal investigation against and/or involving any immediate family member or person with whom the supervisor or management employee has a close personal relationship.

B. Job Assignments

All supervisors and/or managers, are responsible for adhering to the provisions of this policy when determining job assignments within their units and/or chain of command. No job assignments may be authorized that are in conflict with the provisions of this policy.

C. Employee Responsibility

1. Every employee who applies for promotion and/or transfer shall immediately inform the Commissioner of Public Safety, through their chain of command, if their placement in the position violates this policy.
2. This disclosure requirement is a continuing one that shall last as long as the Department of Public Safety employs the employee.

D. Supervisory Responsibility.

1. Every supervisor shall immediately inform the Commissioner of Public Safety, through their chain of command, if their employment in a position (current or proposed) violates this policy.
2. This disclosure requirement is a continuing one that shall last as long as the Georgia Department of Public Safety employs the supervisor or manager.
3. All supervisory and management personnel shall take whatever action is necessary to ensure that all employees are complying with this policy.