

Georgia Department of Public Safety

Policy Manual

SUBJECT NEPOTISM AND FAVORITISM	POLICY NUMBER 5.05
DISTRIBUTION ALL EMPLOYEES	DATE REVISED 7/16/2014

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. No employee may directly supervise any immediate family member or person with whom the supervisor or management employee has a close personal relationship. This applies to all employees, regardless of assignment within the department. (e.g., A lieutenant can be an immediate family member of the major in his chain of command, as long as he reports directly to a captain.)
 2. No supervisor or management employee shall be assigned to the same post, section specialty unit, or Headquarters unit of any immediate family member or person with whom the supervisor or management employee has a close personal relationship. Civilians can not work within the same unit as any immediate family member or person with whom the supervisor or management employee has a close personal relationship. (e.g. A sworn supervisor or management employee must be separated by at least one full rank from an immediate family member or employee with whom the supervisor or manager has a close personal relationship.)

3. No supervisor or management employee may attempt 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.
4. No supervisor or management employee may interfere with or attempt 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.
5. No supervisor or management employee may conduct or interfere 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

It shall be the responsibility of all supervisors and/or management employees, in determining all job assignments within their units and/or chain of command, to ensure the provisions of this policy are adhered to. 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 this 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 State Patrol employs the supervisor or management employee.
3. All supervisory and management personnel shall take whatever action is necessary to ensure that all employees are complying with this policy.