

INDIANA DEPARTMENT OF HOMELAND SECURITY



EMPLOYEE HANDBOOK

IDHS EMPLOYEE HANDBOOK

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IDHS MISSION, VISION, AND VALUES

The Indiana Department of Homeland Security (“IDHS”) works 24 hours a day, 7 days a week to protect the people, property, and prosperity of the State of Indiana. We pursue this mission in order to achieve the highest level of safety and security for Indiana’s citizens, businesses, infrastructure, and economy. It is also IDHS’s goal to efficiently and effectively mitigate and respond to threats and disasters, both natural and manmade. The IDHS team works tirelessly to achieve its vision by focusing on the following three values:

- 1. PEOPLE.** IDHS works to enhance the safety and security of Indiana residents by ensuring that first responders, such as firefighters and EMTs, are properly trained and certified to effectively and efficiently provide assistance during emergencies; by supporting security measures during major events; and by continuously maintaining awareness and standing ready to respond to potential hazards and threats.
- 2. PROPERTY.** IDHS works to ensure that publicly used buildings, such as businesses and schools, are compliant with fire and building codes; that our cities and towns are provided with continuous support and resources through the State’s Emergency Operations Center in times of crisis and natural disaster; and that our critical infrastructure is protected.
- 3. PROSPERITY.** IDHS works to ensure that economic activity will continue during and after a natural disaster or manmade crisis by administering disaster mitigation, response, and recovery grant funding from both the state and federal government; by planning and training so that IDHS is able to help minimize the impact of a disaster; and, when necessary, quickly assess damage and seek assistance from the federal government.

PURPOSE OF THE IDHS EMPLOYEE HANDBOOK

The purpose of this handbook is to provide standards, procedures, and policies that are specific to IDHS employees and are supplemental to the State Personnel Department’s (SPD) State of Indiana employee handbook, SPD’s standardized policies, the Indiana Code of Ethics, the Information Resource Use Agreement (IRUA), the Indiana Department of Administration’s (IDOA) fleet management policy, and all other standardized policies, rules, or laws that may apply to IDHS employees as State of Indiana employees. This handbook is a summary document and supplement to the policies listed above. To the extent that the State Personnel Department’s Handbook or Standardized Policies and Procedures cover a specific subject, those provisions must be followed.

The policies contained in this handbook and its exhibits exist to provide simple, clear, attainable, and comprehensive procedures and standards of employee conduct. It is IDHS’s hope that its employees will find this handbook to be informative and useful throughout their time here.

The IDHS reserves the right to withdraw or change the policies and procedures set out in this handbook at any time, but will make every effort to inform IDHS employees regarding any updates in a timely manner. The IDHS did not author the exhibits to this handbook or the SPD Standardized Policies and is therefore not responsible for updates to those documents.

This Handbook is not a contract of employment. The policies, benefits, etc., described in this handbook are not conditions of employment and do not constitute either a contract of employment or a contract between IDHS and any of its employees. This handbook in no way expands, modifies, or reduces any employee’s rights, privileges, or responsibilities of employment. Nothing summarized in this handbook is intended to confer any rights or privileges upon specific employees or to entitle any person to be or remain employed by IDHS.

IDHS employees, as defined in the scope below, are responsible for compliance with the policies contained within this handbook. Failure to maintain compliance with these policies may result in disciplinary action up to and including dismissal from employment.

ORGANIZATIONAL OVERVIEW

IDHS consists of four (4) operational divisions and four (4) administrative and support offices.

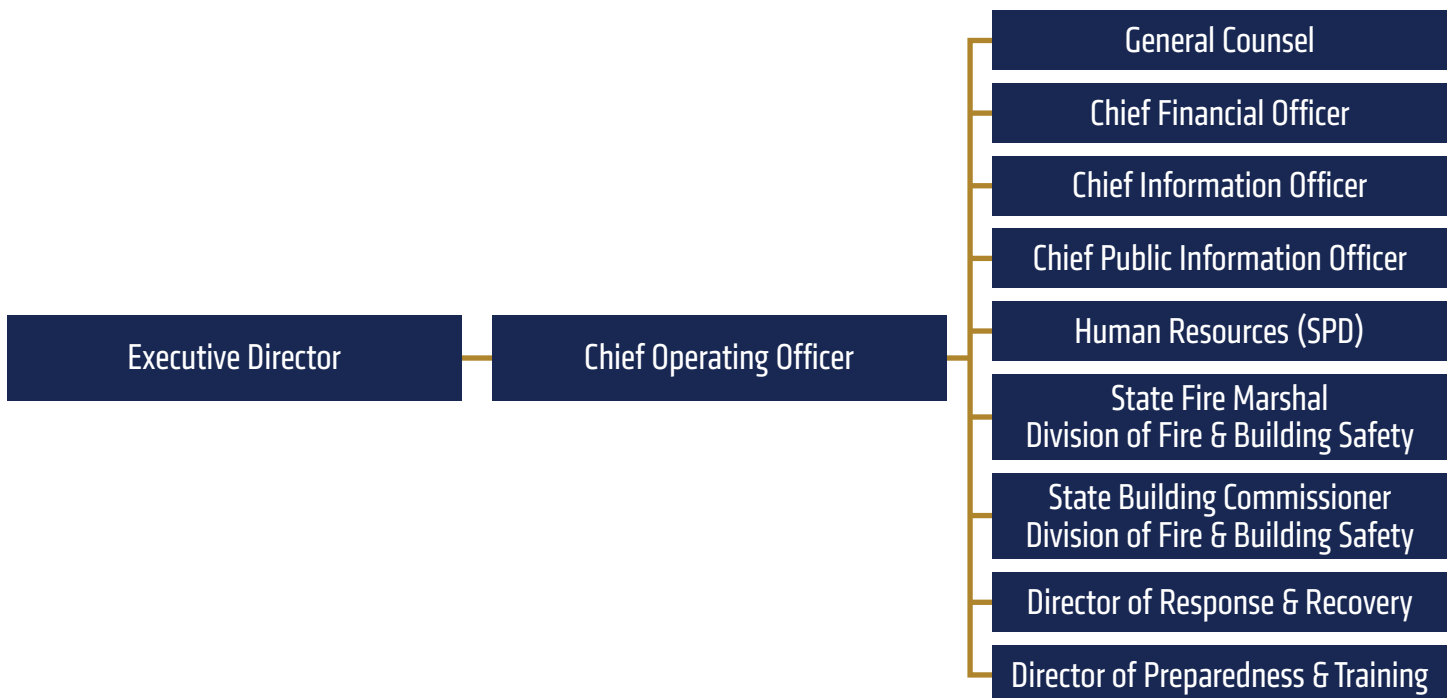
DIVISIONS

Response & Recovery
 Fire & Building Safety
 Planning & Assessment
 Training & Preparedness

OFFICES

General Counsel
 Finance & Administration
 Information Technology
 Public Affairs

The chart shown below illustrates the general organizational structure of IDHS’s Executive Management Team.



GENERAL INFORMATION

IDHS employees can use the IDHS SharePoint Website to access staff rosters, agency forms, calendars, to reserve a state vehicle and make any other travel arrangements, for procurement information, and various other resources. The IDHS SharePoint Website can be accessed here:

<https://ingov.sharepoint.com/sites/DHS/>

In addition to SharePoint, below is a list of general email addresses which may be utilized by IDHS employees and the public for general assistance and support.

Human Resources:	IDHSHR@dhs.in.gov
Ethics:	Ethics@dhs.in.gov
Payroll:	IDHSPayroll@dhs.in.gov
Legal:	Legal@dhs.in.gov
Public Records:	PublicRecords@dhs.in.gov
Media & Public Affairs:	PIO@dhs.in.gov
IT:	DHSIT@dhs.in.gov
Grants:	Grants@dhs.in.gov
Fiscal:	DHSFiscal@dhs.IN.gov

SCOPE

Unless otherwise specified, this handbook applies to all IDHS staff members, regardless of whether the individual is a full-time, part-time, intermittent, volunteer, or temporary employee, or an individual who is working for IDHS through a contract.

DEFINITIONS

1. **“Agency”** means the Indiana Department of Homeland Security, also referred to throughout this handbook as “IDHS.”
2. **“Classified employee”** means an employee who has been appointed to a position in the state classified service, has completed the working test period under Ind. Code § 4-15-2.2-34, and has been certified by the appointing authority for that classification of positions. Ind. Code § 4-15-2.2-4.
3. **“Confidential information”** means information that is obtained by reason of the position or office held by the employee, which a public agency is prohibited from disclosing under Ind. Code § 5-14-3-4(a); a public agency has the discretion not to disclose under Ind. Code § 5-14-3-4(b) and that the agency has not disclosed; or is not in a public record, but if it were, would be confidential.
4. **“Employee”** means any member of the IDHS staff, regardless of whether the individual is a full-time, part-time, intermittent, or temporary employee, or an individual who is working for IDHS through a contract.
5. **“Overtime exempt employee”** means an employee that is not covered by the overtime pay provisions of the Fair Labor Standards Act and/or applicable state rules and policies on premium overtime pay.

6. **“Overtime eligible employee”** (sometimes referred to as a “non-exempt employee”) means an employee that is covered by the overtime pay provisions of the Fair Labor Standards Act and/or applicable state rules and policies on premium overtime pay.
7. **“Premium overtime”** means hours worked by an overtime eligible employee in excess of forty (40) hours in a work week and for which compensation is at a time and one-half rate.
8. **“Public record”** means any writing, paper, report, study, map, photograph, book, card, tape recording, or other material that is created, received, retained, maintained, or filed by or with a public agency and which is generated on paper, paper substitutes, photographic media, chemically based media, magnetic or machine readable media, electronically stored data, or any other material, regardless of form or characteristics. Ind. Code § 5-14-3-2(q).
9. **“Straight overtime”** means compensable hours worked by an overtime eligible employee in excess of thirty-seven and one-half (37.5) hours in a week, but less than forty (40) hours in a work week.

IDHS STANDARDS AND PROCEDURES

IDHS understands that the following standards and procedures will not address all possible issues that arise in the work place. When an employee is faced with an uncertain situation that is not addressed within this handbook, the employee should first seek guidance from their supervisor and then, if the issue is still not resolved, a member of the executive management team.

At all times, an employee should feel comfortable approaching the executive staff to discuss important issues or concerns that cannot be resolved through working with his or her supervisor. IDHS is dedicated to an open and clear channel of communication to solve problems. IDHS believes problems can be resolved by making themselves available to employees who are willing to bring their concerns forward. IDHS welcomes suggestions from all employees regarding ideas for improving the way IDHS carries out its mission. Please feel free to contact the executive staff at any time with any ideas.

ATTENDANCE AND HOURS OF BUSINESS

IDHS offices are open for business from 8:00 a.m. to 4:30 p.m. Monday through Friday, and the Emergency Operations Center (EOC) is staffed 7 days a week, 24 hours a day. All IDHS employees are expected to be at their workstations and ready to work at the beginning of their assigned work hours. IDHS employees are also expected to communicate with their supervisors if they will be away from their workstations for any significant amount of time that goes beyond the time permitted for breaks.

In addition to a one (1) hour break for lunch, IDHS employees are permitted to take two (2) fifteen (15) minute breaks each day. Employees should keep in mind that these 15-minute breaks are a privilege, not an employee right. If this privilege is abused, it may be revoked.

Employees must notify the supervisor within the notice requirements of the accrued leave time being requested that circumstances have arisen preventing the employee from reporting to work at all or on time for the assigned shift. A request for leave shall identify the type of leave time being requested (for example: sick or personal leave time) and be sent by email unless the employee does not have access to

email. If notice and request cannot be made by email, then the employee shall talk to the supervisor by telephone or leave a voice mail message. A follow-up email is required within 24 hours of the phone call or voice mail that summarizes the conversation and the circumstances prompting the request for leave. Text messages are not appropriate for requesting leave.

Absenteeism and tardiness unfavorably impact productivity and the overall quality of customer service provided by IDHS. Tardiness and unauthorized absences may result in disciplinary action up to and including dismissal.

Understanding the state’s leave policies and procedures will provide an effective tool for managing attendance. Any questions regarding attendance should be directed to your supervisor or the IDHS Human Resources Director. Policies on leaves of absence are located on the SPD website at <http://www.in.gov/spd/2396.htm>.

OVERTIME AND COMPENSATORY TIME

IDHS employees may be asked to work additional hours to complete certain jobs or tasks. The State classifies employees as either “exempt” (NOT overtime eligible) or “non-exempt” (overtime eligible) for the purposes of indicating who is eligible for overtime pay.

The standard schedule for state employees is seventy-five (75) hours per bi-weekly pay period, or thirty-seven and one-half (37.5) hours per work week, unless otherwise authorized by the State Personnel Department and State Budget Agency under 31 IAC 5-7-8(b) or by Financial Management Circular.

1. Overtime Eligible Employees

Non-exempt (or overtime eligible) employees are prohibited from working overtime hours unless it is authorized, in advance and in writing, by the employee’s supervisor. Within IDHS, those holding positions within the following classifications are overtime eligible under the Fair Labor Standards Act (“FLSA”):

Accountant 4	Elevator/Amusement Inspector 6
Accountant 5	Emergency Prep Coordinator 3
Administrative Assistant 5	Grant Coordinator 3
Administrative Assistant 6	Office Manager 2
Arson Investigator	Program Coordinator 5
Building/Fire Specialist 3	Secretary 3
Boiler & Pressure Vessel Inspector	Secretary 4
Code Official 3	Senior Code Official 3
Code Official 4	

A full list of State of Indiana job classifications eligible for overtime compensation can be found here: http://www.in.gov/sba/files/fmc_2017-1.pdf.

There are two types of compensation for working overtime: overtime pay and compensatory time off. Overtime pay is paid at a straight-time rate for actual hours worked up to forty (40) hours in a work week; thus, employees will be paid their regular hourly rate for that time. Actual hours worked in excess of forty (40) hours in a work week will be paid at the premium overtime rate of time and one-half.

Alternatively, employees may request to be paid through compensatory (“comp”) time, meaning they will earn time off in the future for overtime hours worked. Comp time is paid with the same rate structure as overtime pay; straight time for up to forty (40) hours and time and one-half after forty (40) hours in a work week. Unused comp time must be paid out in the quarter following the quarter in which it was earned unless approved by SPD Director and State Budget Agency for a longer period of time.

Example: Comp time earned for overtime hours worked on August 10 that has not been taken by December 31 must be paid out in the paycheck that covers December 31.

For more information regarding overtime compensation, please see SPD’s Hours of Work and Overtime web page at <http://in.gov/spd/3065.htm>.

2. Overtime Exempt Employees

Employees who are exempt from the laws, rules, and policies applied to overtime-eligible employees are known as “Exempt Employees.” Exempt employees shall account on their timesheets for 75 hours worked and/or leave time to legitimate payment of their regular salary in each pay period. This is required pursuant to principles of public accountability, including Ind. Code § 4-1-2-1, 31 IAC 5-7-1 and Ind. Code § 35-44.1-1-3; and consistent with 29 CFR 541.710. Time must be reported no less often than biweekly.

In extraordinary circumstances, where an employee has “worked extra hours for sustained periods of time as a result of an extraordinary or seasonal agency workload” the agency may grant opportunities to receive compensatory time off to exempt employees who are not normally eligible to earn overtime compensation. The Financial Management Circular (“FMC”) entitled “Compensatory Time Off for Employees Exempt from Premium Overtime Compensation and the Fair Labor Standards Act” controlling those circumstances and limitations can found at http://www.in.gov/sba/files/fmc_2013-04.pdf. Accrual of comp time under the FMC will not be authorized for overtime work periods/segments which are less than four (4) hours.

In order to earn FMC comp time, the employee’s supervisor must submit a request, in writing, to the Executive Director or designee for approval and copy the Human Resource Director. If FMC comp time accrual is approved, the employee is responsible for accurately recording earned hours in the biweekly timesheet. Please note, no employee may use more than three weeks (112.5 hours) of FMC comp time during one calendar year. Additionally, accrued but unused FMC comp time is forfeited upon separation of employment or transfer to another State of Indiana agency. The Executive Director may authorize a blanket approval for the accrual of FMC comp time for all exempt employees involved in a response to an emergency or disaster. Those authorizations will be communicated to the agency as a whole by the Executive Director or his or her designee, or through the employees’ supervisor(s).

ADJUSTED WORK SCHEDULES

An adjusted work schedule is one that deviates from the IDHS business hours or an employee’s assigned shift in the EOC, but does not change the employee’s total number of hours worked in the calendar week (overtime eligible employees) or number of hours worked in a pay period (overtime exempt employees). An adjusted schedule must be sought and approved prior to the commencement of the adjusted schedule.

An adjusted schedule may be appropriate when an individual's duties spread across multiple counties requiring travel or adjustments to meet customers' time zone or other operating concerns. Such adjustments may be used to minimize overtime costs, improve customer service, or provide blocks of time necessary to achieve quality standards.

Employees generally should use accrued leave time for personal matters (see State Personnel Department Standardized Policies on Accrued Leave); however, IDHS may approve requests for adjusted schedules. Approval from the employee's direct supervisor and Division Director or Chief Officer must be received prior to an employee adjusting his or her work schedule or using accrued leave. Supervisors may impose additional procedures for requests (e.g., requests must be in writing). However, these procedures must either be applied to all employees within the supervisor's line of supervision, or all employees within a certain job classification within the work unit.

BACKGROUND INVESTIGATION

A background investigation will be performed on all persons considered for employment with the agency, as well as current employees who are selected for promotion, demotion, or transfer into a different job classification within the agency. Transfers from other State of Indiana agencies will also require a background investigation.

As part of the application process, an applicant must sign electronically an authorization form allowing the State of Indiana to gather information concerning the candidate's background. Once employed, all employees are subject to full background investigation and/or criminal history checks at any time during his or her employment.

BUSINESS CARDS

Any IDHS employee may order business cards through Pen Products using the form located on SharePoint: https://ingov.sharepoint.com/sites/DHS/_layouts/15/DocIdRedir.aspx?ID=TDTHCMKEAHUN-304713030-199. Instructions for electronic submission are included on the form itself. After submitting the form to Pen Products, a representative will reply to the emailed order. This reply will include a proof image of the business card and will require the supervisor's review and approval.

1. Supervisors will review each business card proof and fact-check the position title, department/program and other contact information.
2. If changes are required to the card order, the supervisor should be copied on the employee's reply to Pen Product's "proof email" and the response should include a request for a revised proof.

Only IDHS email addresses and telephone numbers are permitted on business cards. Employees may not include personal cellphones, nicknames, or other personal contact information on IDHS business cards unless otherwise authorized by the Executive Director or his or her designee. All IDHS employees are responsible for the purchase of their business cards. All orders require pre-payment; payments may be accepted via credit or debit card only. For inquiries regarding the ordering process, please see the instructions on the order form or call (317) 955-6800 x299.

BENEFITS

For general information concerning State employees' benefits package, please visit the SPD website at: <http://www.in.gov/spd/2337.htm>. Below are a few of the significant pieces of information:

1. Employee Assistance Program

Employee Assistance Program (EAP) is a voluntary resource and referral program that is available at no cost to all state employees and their families. The program is designed to assist you and anyone in your household with counseling for issues that can result from personal crisis, financial difficulty, interpersonal relationships, substance abuse or other causes. This service is both confidential and professional. In order to receive help, contact the referral office at **1-800-223-7723** or AnthemEAP.com.

2. Employee Discount Program

Many businesses across Indiana offer discounts to state employees. These offers are publicized online at www.in.gov/spd/2439.htm. Most of them require proof of employment, either with a state employee badge or a recent paystub. Always refer to the individual discount for procedures and qualifications. If you have questions, send an email to spdcommunications@spd.in.gov.

3. Insurance

Full-time employees are eligible to participate in the following types of benefit programs: health, dental, vision, basic and supplemental life plans, and health savings and flexible spending accounts. Each insurance plan offers family or single coverage. Since the benefit offerings often change year to year, please refer to the State Personnel website at www.in.gov/spd/2337.htm for current information, or you may email spdbenefits@spd.in.gov or call **317-232-1167** or **1-877-248-0007**, toll free.

If at any time you need to report a family status change, you must contact the Benefits Hotline via email at SPDBENEFITS@spd.IN.gov or by phone at **317-232-1167** **within 30 days** of your change in status (e.g., divorce, birth of a child, marriage, loss of coverage).

4. Retirement/Resignation

Employees who are thinking of resigning or retiring from a position with the state of Indiana, or who have been informed of a dismissal, can find on this page general information and links to resources about benefits, obligations, programs, contact, and other resources related to leaving state government: <http://www.in.gov/spd/offboarding/index.html>. In addition, State Personnel has created a reference document addressing benefits available upon resignation or retirement. The document may be found here: http://www.in.gov/spd/files/Benefiting_You.pdf.

Note that the individual application and impact of each program or benefit is dependent upon each employee's specific, factual situation.

Retirees may find retirement-specific information in the Benefiting You booklet found here: http://www.in.gov/spd/files/Benefiting_You.pdf. Employees planning their retirement should contact INPRS for specific information related to their retirement fund and account. Retirement information is located at <http://www.in.gov/inprs/>.

CHANGES TO PERSONAL INFORMATION

Change of address, phone number, name, or emergency contact information must be made in PeopleSoft under the Self Service Module and must also be reported to payroll (IDHSPayroll@dhs.in.gov) and the Human Resources Director (IDHSHR@dhs.in.gov) within 30 days of the change. Changes in beneficiary information for life insurance, PERF, or Deferred Compensation may be made at any time and should be reviewed frequently to ensure accuracy.

Employees are responsible for submitting an updated W-4 (Federal) and W-H4 (State) form to IDHS payroll staff (IDHSPayroll@dhs.in.gov) if you intend to make changes to the number of tax exemptions you claim.

COMPLAINT PROCEDURES

The State's internal complaint procedure is enacted by Ind. Code § 4-15-2.2-42. Employees in the state civil service, except those appointed by the governor, may file a civil service complaint concerning the application of a law, rule, or policy to that employee. The complaint must identify the law, rule, or policy allegedly violated, the facts supporting the allegation, and the remedy the employee is requesting. Civil service complaints must be initiated within 30 calendar days of occurrence. An employee who does not initiate the complaint procedure within the 30-day period waives the right to file that complaint. The Civil Service Complaint Form may be downloaded from the SPD's website at www.in.gov/spd/2399.htm.

Civil service complaints involve a three-step process, and each step must be initiated timely by the employee:

1. Step I is the employee's appointing authority or designee.
Civil service complaints must be initiated at the Step I level (to the employee's appointing authority or his/her designee) not later than thirty (30) calendar days after the act complained of. All complaints must use the official complaint form and identify the remedy sought. An employee who does not initiate the complaint procedure within the 30-day period waives the right to file that complaint. That 30-day period also defines the retroactive extent of any remedy. The Appointing Authority/designee will respond not later than fifteen (15) calendar days following receipt of the complaint.
2. Step II is the State Personnel Department.
If the employee is not satisfied with the Appointing Authority/designee's decision, the employee may submit the complaint to the State Personnel Director not later than fifteen (15) calendar days after the date of the Appointing Authority/designee's response. The SPD Director/designee will respond no later than thirty (30) calendar days following receipt of the complaint.
3. Step III is the State Employees' Appeals Commission (SEAC).
If the employee is not satisfied with the SPD Director/designee's decision, the employee may submit a written appeal to the SEAC not later than fifteen (15) calendar days after the date the employee receives notice of the action of the Director/designee. After receiving the complaint, the SEAC will then determine whether all previous steps were completed properly and timely and whether the employee

and subject matter of the complaint meet jurisdictional requirements. If jurisdiction is lacking, or if the employee fails to timely and properly submit his/her complaint through the complaint process, the SEAC will dismiss the complaint.

NOTE: Other laws, rules, and policies not referenced here may apply to you.

DISCIPLINARY ACTIONS

1. Classified Employees

The state classified service consists of positions in programs that have a federal statutory or regulatory requirement for the establishment and maintenance of personnel standards on a merit basis.

Per Ind. Code § 4-15-2.2-23, an employee in the state classified service who has successfully completed a working test period may be dismissed, demoted, or suspended only for just cause, including cause under Ind. Code § 4-15-2.2-49. Classified employees are entitled to appeal a dismissal, demotion, or suspension in accordance with Ind. Code § 4-15-2.2-42.

2. Unclassified Employees

Any disciplinary action taken against an unclassified employee will be in accordance with Ind. Code § 4-15-2.2-24, which states, “An employee in the unclassified service is an employee at will and serves at the pleasure of the employee’s appointing authority. . . . and may be dismissed, demoted, disciplined or transferred for any reason that does not contravene public policy.”

DRESS CODE

Employees are expected to dress appropriately and professionally while on the job. For the office environment, employees are expected to dress in business casual attire. For employees assigned to field operations (inspectors, district coordinators, investigators, etc.), more casual attire is permitted, so long as the employee’s attire is appropriate and professional for the setting. Some divisions or offices may institute more specific dress or uniform requirements; please speak with your supervisor if you have any questions about your division’s or office’s dress code. The Human Resources Director will answer all employee questions regarding whether attire is appropriate.

- Examples of clothing that may be worn: Dress slacks, collared shirts, knit/polo shirts, skirts of appropriate length, sweaters, cardigans, dresses, and business suits.
- Examples of what may NOT be worn: Sweatpants or sweatshirts, caps/hats, jeans, shorts, spaghetti strap tank tops, t-shirts, miniskirts, flip flops, revealing or ripped clothing, gym or workout clothing, leggings, or running shoes.
- Exceptions: Friday is designated as a “casual” day. Employees may wear a professional shirt and tasteful jeans, without holes.

The Executive Director or his/her designee may grant exceptions to the dress code. The Governor or Executive Director may declare “dress down” days and will give special directions on what attire may be worn on those days. The Executive Director will have final authority on the agency’s dress code.

EMERGENCY SITUATIONS

Every IDHS employee should be familiar with the emergency procedures for their particular office. Below are general emergency procedures for the Indiana Government Center Campus, as it is the IDHS's central office location.

1. **Building Evacuation Procedures**
 - i. If the fire alarm is activated, evacuation is mandatory, even if you believe it is only a drill.
 - ii. Do not use the elevators.
 - iii. Follow directions provided by the Floor Warden for your office area. If you do not know who your Floor Warden is, please ask your supervisor for that information.
2. **Fire**
 - i. Remove individuals needing assistance from the immediate area.
 - ii. Activate the nearest fire alarm and call Capitol Police at (317) 234-6400.
 - iii. Confine the fire by closing doors or extinguish the fire if you have been trained and it is safe to do so.
 - iv. Evacuate the building.
 - v. Do not enter the building until authorized to do so by the emergency officials in charge of “the scene.”
3. **Suspicious Persons or Objects**
 - i. Do not confront the person.
 - ii. Do not touch or disturb a suspicious object.
 - iii. Call Capitol Police at (317) 234-6400 to report the suspicious person or object.
4. **Bomb Threat**
 - i. Get as much information as you can from the threatening caller: location of the explosive device, when the device was planted, etc.
 - ii. Call Capitol Police at (317) 234-6400.
5. **Severe Weather Emergency**
 - i. Monitor the weather conditions and be prepared to seek shelter-in-place until you're notified by facilities management that it is safe to leave.
 - ii. Stay away from windows and move into an interior hallway.

ETHICS

All members of the IDHS staff (regardless of whether the individual is a full-time, part-time, intermittent, or temporary employee, or an individual who is working for IDHS through a contract) are expected to comply with the Indiana Code of Ethics found in Ind. Code §§ 4-2-6 and 7, and 42 IAC 1-5. A link to the complete listing of the ethics rules can be found in the Additional Policies and Resources section at the end of this handbook. Any staff member with questions regarding the application of the ethics rules should contact the IDHS Ethics Officer (Ethics@dhs.in.gov) for clarification or, when appropriate, should seek advice from the Office of Inspector General (<http://in.gov/ig/2815.htm>) or the State Ethics Commission (<http://in.gov/ig/2814.htm>).

All state employees are required to complete online ethics training every two (2) years, per 42 IAC 1-4-1(b)(2). Additional information regarding ethics training is available on the Inspector General's website at <http://in.gov/ig/2690.htm>.

INFORMATION AND DATA ACCESS

Employees may have access to many kinds of information, some of which is confidential. The ability to access data does not in itself create the right or authorization to access that data. Access is provided solely for business purposes to achieve the mission and goals of IDHS; therefore, accessing any of the information below without a specific job-related reason is prohibited and may result in disciplinary action:

1. A person's name, address, employer, relatives' names, DOB, telephone number, fax number, SSN, fingerprints, and photographs;
2. Employee records;
3. Business processes;
4. Strategies;
5. Financial information;
6. Login credentials; or
7. Any other sensitive or confidential information.

Employees who have a legitimate business reason for accessing data after hours or in a location outside IDHS offices may do so using appropriate encryption and technology. All employees are required to comply with the Indiana Office of Technology's Information Resource Use Agreement (IRUA). (See the Additional Policies and Resources section for a link to the IRUA.)

LEGISLATION AND LEGISLATIVE CONTACTS

All legislative proposals and legislation for IDHS are authored and proposed by the Office of General Counsel. If an IDHS employee would like to propose a legislative change (i.e. a statutory change in the Indiana Code), the employee should contact his or her supervisor first to discuss the proposal. The supervisor will submit the proposal to the General Counsel for review. All legislative proposals must be submitted to the General Counsel no later than June 1st of each year in order to be considered as an agency proposal for the next legislation session.

If an IDHS employee is contacted by a legislator, member of a legislator's staff, or a member of the Legislative Services Agency for any reason, the IDHS employee should direct the requestor to the IDHS General Counsel. All legislative inquiries are logged and tracked by the OGC for reporting purposes. Employees may be asked by the OGC to provide information related to a legislative request, but should not respond directly to legislative requests.

PAYROLL

Paychecks are issued bi-weekly. Each employee is provided a list of payroll check dates during Onboarding.

To view your payroll stub, log into PeopleSoft®, click on “Self Service,” then under Payroll and Compensation, click on “Pay Inquiry.” Promptly report any discrepancy as well as any other questions to the IDHS payroll department at IDHSPayroll@dhs.in.gov.

PERSONAL CONDUCT, WORKPLACE ETIQUETTE, PROFESSIONALISM, AND SOCIAL MEDIA

In an effort to convey a professional image and limit workplace distraction, employees shall comply with the following guidelines:

- Display professional behavior towards staff, clients and partners, and IDHS visitors. Respect others and their property.
- Keep all conversations to a business appropriate level. At no time should any employee yell or scream at/to get the attention of another.
- Limit personal conversations to the office break room or outside the office. Conversations should be infrequent and of limited duration.
- Convening around cubicles should be kept to a minimum and be limited to that which is necessary to accomplish public duties or work assignments. Please remember, conference rooms are available for multiple staff discussions.
- The use of vulgar, profane, or inappropriate language, including but not limited to racial, ethnic, religious, or gender-based slurs or insults, is strictly prohibited.
- An employee shall not consume alcohol during work hours or breaks during a work day.
- An employee shall not use tobacco products, vape or use e-cigarettes or electronic smoking devices of any kind within the government center or within State vehicles.

Additionally, IDHS employees should be aware that, even while off duty, you represent IDHS and the State of Indiana to the public. Certain types of off-duty conduct may reflect poorly upon your character and judgment and may compromise the public trust in IDHS. Therefore, if any IDHS employee engages in criminal conduct or other unprofessional or serious misconduct while off-duty that is determined to be harmful to IDHS’s image, inconsistent with employee expectations, or otherwise adversely affects legitimate governmental interests, you may be subject to disciplinary action up to and including dismissal from employment.

IDHS employees should also be conscious of their social media interactions, particularly on platforms where they identify themselves as an IDHS employee. For purposes of this policy, the term “social media” includes blogs, wikis, social networks and online forums such as Facebook, SnapChat, Instagram, Tumblr, Twitter, MySpace, Flickr, YouTube, LinkedIn, Yahoo! Groups, Google Groups and any other social or personal interaction by electronic means. Individuals who identify themselves as an IDHS employee on social media shall not:

1. Share information that is confidential or sensitive in nature that was obtained by virtue of employment with IDHS;
2. Speak on behalf of IDHS unless expressly authorized to do so;
3. Engage in any conduct that may harm or tarnish the image of IDHS or its employees;
4. Write or present anything on social media that violates the State's policies relating to harassment and/or discrimination.

PERSONNEL RECORDS

Employees wishing to view their personnel files should submit a request to the IDHS Human Resources Director. The following information about state employees is considered a matter of public record subject to disclosure pursuant to the Access to Public Records Act (Ind. Code 5-14-3). As a result, the following information may be available for release:

1. The name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience or dates of first and last employment of present or former officers or employees of the agency;
2. Information related to the status of any formal charges against the employee; and
3. Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.

Disclosure of social security numbers by state agencies is governed by Ind. Code § 4-1-10-1, et seq.

PROCUREMENT AND CONTRACT REQUESTS

All requests for contracts, MOUs, agreements, grant agreements, agreement templates, and letters of consent should be directed to the Contracts@dhs.in.gov email account. Any IDHS employee who requests an agreement must fill out the Agreement Request Form located on the Procurement Instructions page of SharePoint (see link below) before submitting the request and should include any supplemental documents as attachments to the email request.

To learn more about procurement, go to:

<https://ingov.sharepoint.com/sites/DHS/Procurement/SitePages/Home.aspx>.

PROCUREMENT PROCEDURES FOR REQUISITIONS AND PURCHASE ORDERS

IDHS Procurement is responsible for creating and processing all requests for requisitions and purchase orders. The process for requesting procurement for a requisition is as follows:

1. Complete the Solicitation Summary form after you have confirmed that the low bid/quote has been provided by a company that (1) has an active vendor account with the Auditor of State's Office; (2) is registered as a bidder with IDOA; and (3) is registered with the Secretary of State (SOS). This pertains to any vendor located in Indiana or an out of state vendor who is performing work in the

State of Indiana. Out of state vendors that are NOT performing work in Indiana are exempt from SOS registration per Ind. Code § 23-1-49-1.

2. Forward the Solicitation Summary along with all quotes and all other pertinent supportive information/ documentation (details on following pages) through the necessary chain within your department/ division. All documentation must be emailed by the division director to dhsfiscal@dhs.in.gov, signifying their approval. The documentation will be reviewed, printed and given to the Procurement staff for processing.
3. Procurement staff will create all requisitions, and once the REQ is fully approved, it will be expedited to a purchase order and returned to the requestor to be sent to the vendor. If the PO is for Staples or Fastenal, it will automatically route to the vendor and a copy of the PO will be sent to the requestor for their records.
4. Required documentation may vary depending on the dollar amount of the requisition.

a. \$0.00 - \$499.99

Solicitation Summary form with one (1) quote OR one (1) quote from a Quantity Purchase Agreement (QPA) vendor (e.g., Staples, Goodyear)

b. \$500.00 - \$2,499.99

Solicitation Summary form with three (3) quotes OR one (1) quote from a QPA vendor. If a special procurement is necessary, you will need to include:

- i. a copy of the solicitation packet (RFQ) completed by the bidder; and
- ii. the Special Procurement form completed by an IDHS staff member.

c. \$2,500.00 - \$4,999.99

Solicitation Summary form with three (3) quotes OR one (1) quote from a QPA vendor and a solicitation packet (RFQ) completed by the lowest bidder. If a special procurement is necessary, you will need to include;

- i. a copy of the solicitation packet (RFQ) completed by the bidder; and
- ii. the Special Procurement form completed by an IDHS staff member.

d. \$5,000.00 - \$74,999.99

This amount requires the competitive bidding process. Please contact IDHS procurement at DHSFiscal@dhs.IN.gov for further instruction. Bids must be open for seven (7) business days, which includes Saturdays, but not Sundays or holidays. If a special procurement is necessary, you will need to include:

- i. a copy of the solicitation packet (RFQ) completed by the bidder; and
- ii. the Special Procurement form completed by an IDHS staff member.

IDHS's Head Procurement Agent will submit this request to IDOA for approval.

e. \$75,000.00 and Up

All requisitions with an estimated cost exceeding this amount must be solicited through a bid request for commodities or basic professional services, awarded, and processed by IDOA. For all procurements at this dollar amount, IDOA will solicit responses to the bid request or issue a Request for Proposal (RFP). It will take IDOA approximately four (4) months to complete this process; therefore, anyone seeking to make a procurement at this dollar amount should contact IDHS Fiscal via email (DHSFiscal@dhs.IN.gov) at least five (5) months prior to the date the procurement needs to be completed.

PUBLIC RECORDS REQUESTS

The processing of requests for public records is generally governed by Ind. Code § 5-14-3. In accordance with this chapter, requests received in writing or via web form will be acknowledged within seven (7) days and requests received in-person will be acknowledged within twenty-four (24) hours. IDHS will also respond to the request with the appropriate documents within a reasonable amount of time.

Some requests for public records may seek particularly sensitive information. In circumstances where sensitive information is sought, the IDHS staff member handling the request shall notify the appropriate agency staff and the Office of General Counsel (OGC) as soon as the request for sensitive information is identified.

All requests for public records should be directed to <http://www.in.gov/dhs/publicrecords.htm>.

SITUATIONAL AWARENESS

As a public safety agency, IDHS is focused on maintaining situational awareness at all times and IDHS staff members are expected to do the same. That means, **if you see something, say something**. IDHS staff members should pay close attention to their surroundings at all times. If something appears suspicious while you are on duty, at your office (Indiana Government Center, Mari Hulman George Search and Rescue Center, Five Points, etc.), or out in the field, you are strongly encouraged to report that behavior to the Capitol Police or other law enforcement officials if you are not on the Indiana Government Center premises.

USE OF STATE VEHICLES

IDHS staff members utilizing a pool vehicle, an assigned vehicle, or any other state vehicle, are expected to familiarize themselves and comply with all IDHS and State policies relating to such use, including IDOA's Fleet Management Policy (p. 20), IDHS's Policy on Limited Personal Use of State Property (p. 20), and the State Drug and Alcohol Testing Policy (p. 18). Improper or unauthorized use of a state vehicle may result in disciplinary action, up to and including dismissal.

As discussed in greater detail in the policies listed above, IDHS staff members utilizing a state vehicle should be aware of the following vehicle assignee/user responsibilities:

1. Fuel receipts must be saved and submitted (either mail the originals or scan and email copies) to IDHS Fiscal on a monthly basis. The previous month's receipts must be submitted by the 5th day of each month.
2. If the vehicle's GPS unit is not working properly, immediately contact the IDHS fleet manager or IDHS fiscal division to get the vehicle scheduled for service.
3. No smoking or vaping is permitted in the vehicle. Any damage caused by smoking will be charged back to the driver.

4. Vehicles must be locked when parked on the premises, job sites, stopping temporarily such as at convenience stores, or any other time the vehicle is left unattended.

Routine Maintenance/Fueling

- a. It is the assignee/user's responsibility to have scheduled maintenance performed at the designated intervals to ensure maximum vehicle performance for safety, operating efficiency and extended life of the vehicle. This includes oil changes, tire pressure checks and tire rotations, brake maintenance, and anything else that might come up.
 - b. IDOA, INDOT, or IDOC facilities should be the first choice for preventative maintenance, depending on your location throughout the state. Service should be scheduled in advance. Emergency tire repairs can be addressed by utilizing the WEX card, but planned tire replacement should be scheduled through a Goodyear authorized dealer. The normal Requisition/PO process will apply. See "Procurement Procedures for Requisitions and Purchase Orders."
 - c. IDOA, ISP, and IDOC facilities with State owned fuel dispensers should be the first choice for refueling. Savings can be realized when the locations are planned into your normal daily/weekly driving routes.
 - d. State fuel dispensers and sites that offer maintenance can be found here: <http://gis.dhs.in.gov/fuel/>. Tapping on each dot will provide the address, contact information, and service provided.
 - e. The vehicle's interior and exterior must be well-maintained and clean at all times. This includes car washes and vacuuming, as needed
6. Cell phone usage
 - a. Texting while driving is forbidden, regardless of the circumstances.
 - b. Assignees/users shall exercise caution when accepting phone calls while driving. In the event that the assignee/user must place or receive a call, he or she should consider pulling off the road to a safe location and stopping the vehicle before using the phone.
7. Accidents
 - a. First, the assignee/user should contact 911 if medical assistance is required. If not, the employee must contact local law enforcement or ISP for support. The assignee/user must obtain a police report before leaving the scene of the incident.
 - b. Second, the assignee/user should contact his or her supervisor and/or the EOC to provide notification of the accident.
 - c. If the accident involves another vehicle, the assignee/user must obtain the following information:
 - i. Driver's name (and owner's name if different from the driver)
 - ii. Address
 - iii. Telephone number
 - iv. Name of insurance company and policy number
 - v. VIN, vehicle year, make and model
 - vi. Vehicle license plate number
 - d. After-accident drug and alcohol testing is available to State agencies and may be performed, regardless of the circumstances of the accident.
 - e. Last, the assignee/user must report the crash and insurance information to fiscal for processing.

SPD STANDARDIZED POLICIES

To access the full list of SPD Standardized Policies, go to <http://in.gov/spd/2396.htm>.

1. Affirmative Action
 - i. The Indiana Department of Homeland Security is committed to recruit, select, develop, and promote employees based on individual ability and job performance. Our policy is to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status. IDHS will comply with the spirit as well as the letter of applicable state and federal law.
2. Arrests and Convictions
 - i. Whenever an employee is: (a) cited for an infraction while on duty or (b) arrested for any misdemeanor or felony, the employee shall report this matter, in writing, to the Executive Director or his/her designee as soon as possible but not more than five (5) calendar days from the date of the arrest or citation. It is the responsibility of any employee with pending criminal charges to provide to the Appointing Authority or designee written documentation (i.e., court record) of the disposition of the charges within five (5) calendar days after receiving notification.
 - ii. Failure to report in accordance with the above shall be considered a violation of this policy and may subject the staff person to discipline, up to and including dismissal. An employee who has been arrested and charged with a crime may be suspended pending an administrative investigation and/or the disposition of any charges filed against the employee. The determination as to whether an employee is suspended shall be based upon the nature and circumstances of the alleged offense and other factors relating to the nexus.
3. Drug and Alcohol Free Workplace
 - i. Employees are responsible for reporting for duty in a work-ready condition and submitting to drug and/or alcohol testing in appropriate circumstances when required.
4. Drug Testing
 - i. Employees are required to take a drug and/or alcohol test(s) if there is reasonable suspicion that the employee is using or under the influence of alcohol and/or controlled substances without a prescription.
 - ii. Employees involved in on-the-job accidents or who engage in unsafe on-duty or job-related activities that pose a danger to others or the overall operation of the agency may be subject to testing.
5. Leaves of Absence
 - i. A list of Types of Leaves of Absence recognized by the State can be found at: http://www.in.gov/spd/files/Leaves_of_Absence.pdf. Accrued leaves of absences: Vacation (12/year + bonus), Sick (9/year), and Personal (3/year). It is always the employee's responsibility to know his/her accrued leave balances and to request and document the type of leave that is appropriate and available at the time of the absence.

6. Performance Management

- i. Every IDHS employee is responsible for implementation and administration of the performance management process defined by the Standardized SPD policy (http://www.in.gov/spd/files/perf_management_procedure.pdf) and its accompanying procedure. Performance management defines the relationship that should exist between state employees and their supervisors. It is an interactive process where upper management communicates the agency's strategic vision and objectives to every manager, supervisor and employee who then develop program, division, and individual goals designed to achieve the agency's strategic objectives. The agency's strategic objectives should cascade down to the employees in such a way that there is a clear path that connects the individual goals to that agency plan. To be effective, employees must understand how their work contributes to the success of the organization.
- ii. Key components include:
 - a. The setting of clear, annual performance expectations for each employee linked to the desired outcomes defined in the agency's strategic plan. Performance expectations must be specific, measurable, achievable, and timely and expressed as an outcome or result.
 - b. Regular, ongoing coaching, feedback and communication with employees.
 - c. Regular written performance appraisals completed annually, at a minimum, in which the employee's actual performance is assessed relative to the performance objectives and is described using specific facts and situations.
 - d. Timely, meaningful recognition and reward of desired performance to include, when the State's fiscal condition permits, an annual performance based increase to base salary tied to the performance rating on the appraisal.
 - e. Timely corrective action when performance is not meeting expectations.

7. Work-Related Injuries and Illnesses

- i. Individuals who have experienced and/or observed a work-related injury or illness must report the incident to an appropriate official as soon as they become aware of the injury/illness. Such reports may be made to human resources, the reporting employee's supervisor, or to any other management official. All employees have a right to make such a report and all members of management who receive such reports have an obligation to ensure the report is submitted to Human Resources and the official at the next step of the process.

8. Workplace Harassment Prevention

- i. The Indiana Department of Homeland Security will strive to maintain an environment free from sexual harassment and harassment based on race, color, creed, religion, sex, national origin, age, sexual orientation or gender identity, or physical or mental disability and to implement this policy in a consistent and vigorous manner.
- ii. Each employee has the right to work in a professional environment that promotes equal opportunities and prohibits sexual harassment and harassment based on race, color, creed, religion, sex, national origin, age, sexual orientation or gender identity, and physical or mental disability, hereinafter referred to as protected status or protected class.

iii. Workplace harassment whether verbal, physical or environmental is unacceptable and will not be tolerated. IDHS will not tolerate workplace harassment whether engaged in by fellow employees, supervisors, officers, or by outside clients or other non-employees who conduct business with the State. The State encourages reporting of all incidents of alleged harassment regardless of who the offender may be or the offender's status.

iv. Employees are responsible for:

- a. Complying with the prohibitions of this policy against harassment;
 - b. Attending training on this topic annually and as required by the employer;
 - c. Reporting harassment to appropriate officials;
 - d. Not retaliating against any person for reporting a complaint under this policy; and
 - e. Cooperating in any investigations into allegations of harassment.
- v. For more information on reporting allegations of harassment or discrimination, please visit: <http://www.in.gov/spd/files/harassrandp.pdf>.

IDHS POLICIES

The following policies were authored and apply only to IDHS employees:

IDHS POLICIES

EMAIL AND OFFICE TELEPHONES



EMAIL AND OFFICE TELEPHONES POLICY

I. VERSION

1.0 – Created January 31, 2018.

This policy is effective on the date it is signed by the Executive Director, and will remain effective until modified or revoked by the Executive Director, unless otherwise specified.

II. PURPOSE

The purpose of this policy is to instruct IDHS staff on the appropriate use of the office telephones and the state email service by providing procedures for answering telephone calls, recommendations on how to properly send bulk email messages, and formatting guidelines for email messages that will demonstrate a professional appearance for both internal and external email, as well as guidelines for effectively and efficiently utilizing department resources.

III. SCOPE

This policy applies to all IDHS staff, regardless of whether the individual is a full-time, part-time, intermittent, or temporary employee, or an individual who is working for IDHS through a contract.

IV. IDHS POLICY

Office Telephones

In order to offer quality customer service via the telephone, IDHS staff must comply with the following telephone standards:

- a. All telephone calls should be answered in the same manner (e.g., “Good morning/afternoon. Indiana Department of Homeland Security. This is _____. How may I help you?”).
- b. Telephone calls should be answered promptly and telephone calls to should be returned within 24 business hours.

State Email Service

The ability to send an email to everyone in IDHS (#All DHS Personnel) is restricted to the IDHS general email accounts (i.e. IDHSpayroll@dhs.in.gov, DHSIT@dhs.in.gov, ethics@dhs.in.gov), and the Executive Director, Division Directors, and Office Chiefs. If a message or announcement needs to be conveyed to everyone at IDHS, the employee may consider placing the message on

SharePoint in the “Announcements” section of the main page. If the message is particularly important to the entire department, an email should be sent to the Executive Director, a Division Director, or an Office Chief requesting that he or she send an email to #AllIDHS detailing the nature of the information and providing a link to the appropriate announcement on SharePoint.

Email may be used by any IDHS employee to alert all department staff of an emergency situation which may require immediate action. These circumstances will be limited, but deference will always be given to the employee who is attempting to alert IDHS employees of an emergency.

Before sending an email, employees should consider the following:

- a. Whether an email is the most appropriate method to communicate the information based on (1) the subject of the message; (2) the recipient’s availability; (3) the speed of transmission; (4) the speed of response; and (5) the number of recipients.
- b. Distribute emails only to the people who need to know the information.
- c. Using “reply all” will send the reply to everyone included in the original email. Think carefully before using “reply all” as it is unlikely that everyone included will need to know your reply.
- d. Use the “To” field for people who are required to take further action and the “cc” field for people who are included for information purposes only.
- e. Think carefully about who should be included in the “cc” field.
- f. Ensure the email is correctly addressed.

Each employee of IDHS should utilize the following standard signature block template (modified for each employee) on emails for both internal and external recipients: (Font: Calibri, Size: 11)

First M. Last | Title
[may insert name of Division or Office, if applicable]
Indiana Department of Homeland Security
302 West Washington Street, Room E-208
Indianapolis, IN 46204
Tel: (317) 232-1111
Email: FMLast@dhs.in.gov
Web: www.in.gov/dhs

This standard signature block should be used for all initial emails and replies. A reply email may be shortened to include a limited amount of the information shown above. However, an email signature block should never include any information (i.e. multiple working titles, favorite quotes, etc.) which is not included in the standard signature block you see above. If you wish to display the IDHS logo, you must obtain the logo graphic from PIO. No other logos may be used.

If you have questions about what should be included in your personal signature block, please contact the IDHS Office of Public Affairs at PIO@dhs.in.gov. If you need assistance setting up your

signature block in Outlook or on a mobile device, please contact the IDHS Office of Information Technology at DHSIT@dhs.in.gov.

The department may take disciplinary action against any member of the IDHS staff who fails to follow the procedures described above.

/s/ Bryan J. Langley
Bryan J. Langley
Executive Director

January 31, 2018
Date

GIFT SOLICITATION



ETHICS POLICY REGARDING SOLICITATION OF GIFTS

I. VERSION

1.1 – Created on June 28, 2018.

This policy is effective on the date it is signed by the Executive Director, and will remain effective until modified or revoked by the Executive Director, unless otherwise specified.

II. PURPOSE

This policy sets out standards, limitations, and procedures for the solicitation, acceptance, or receipt of gifts on behalf of the Indiana Department of Homeland Security.

III. SCOPE

This policy applies to all IDHS staff, regardless of whether the individual is a full-time, part-time, intermittent, or temporary employee, or an individual who is working for IDHS through a contract.

IV. RESPONSIBILITIES

All members of the IDHS staff are expected to know and to follow all applicable IDHS policies and State of Indiana policies, as well as the rules set out in the Indiana Code of Ethics. A staff member with questions regarding these policies should initially contact his or her supervisor for clarification.

All IDHS supervisors and management officials are responsible for ensuring that their staff members are aware of this policy, in addition to all other IDHS policies. All IDHS staff members are personally responsible for compliance with this policy and supervisors are responsible for enforcing it, which includes reporting non-compliance to the IDHS Ethics Officer.

V. IDHS POLICY

The Indiana Code of Ethics prohibits state employees from soliciting, accepting, or receiving any gift, favor, service, entertainment, food, drink, travel expenses, or registration fees from a person who has a business relationship with the employee's agency or who is seeking to influence an action by the employee in his or her official capacity. 42 IAC 1-5-1. However, pursuant to State Ethics Commission Formal Advisory Opinion 2018-FAO-005, the gift rule does not restrict the ability of an agency to solicit, accept, or receive gifts for the benefit of the agency as a whole.

Therefore, although individual IDHS employees are prohibited from soliciting, accepting, or receiving gifts for their own benefit, individual IDHS employees may solicit, accept, or receive gifts on behalf of the IDHS as a whole in accordance with the limitations and procedures set out in this policy.

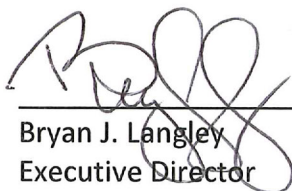
a. Limitations

- i. Only the Executive Director, the State Fire Marshal, and the State Building Commissioner, or his or her designee may solicit, accept, or receive gifts on behalf of the IDHS.
- ii. The IDHS will always first attempt to identify an individual, company, or organization with which it does not have a business relationship before soliciting a gift from one with which it does have a business relationship.
- iii. Under no circumstances will any of the above individuals who are permitted to solicit, accept, or receive gifts on behalf of the IDHS solicit, accept, or receive a gift from an individual, company, or organization that is seeking to influence an action by the individual in his or her official capacity.

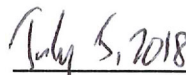
b. Procedures

- i. All solicitations, acceptances, or receipts of gifts shall be approved in writing by the IDHS Ethics Officer. All requests for approval of a gift should be sent to ethics@dhs.in.gov.
- ii. All gifts received by IDHS shall be reported to the Chief Financial Officer and the Executive Director immediately upon receipt so that all items may be accounted for and distributed properly.
- iii. The Chief Financial Officer, or his or her designee, shall maintain an accounting of all gift receipts and distributions of gifts.
- iv. Gifts that are donated to IDHS for a specific purpose shall be used only for the purpose specified by the donor.

Staff members who do not comply with this policy may be subject to disciplinary action or may be reported to the Indiana Office of Inspector General for potential violations of the Code of Ethics.



Bryan J. Langley
Executive Director



Date

LIMITED PERSONAL USE OF STATE PROPERTY



ETHICS POLICY REGARDING LIMITED PERSONAL USE OF STATE PROPERTY

I. VERSION

1.1 – Updated on September 21, 2017; Version 1.0 created on July 1, 2015.

This policy is effective on the date it is signed by the Executive Director, and will remain effective until modified or revoked by the Executive Director, unless otherwise specified.

II. PURPOSE

This policy establishes guidelines for ethical conduct as it relates to the limited personal use of state property by IDHS staff and special state appointees. Ind. Code § 4-2-6-17 prohibits state employees and special state appointees from using state materials, funds, property, personnel, facilities, or equipment for purposes other than official state business unless the use is expressly permitted by general written agency, departmental, or institutional policy or regulation that has been approved by the State Ethics Commission.

III. SCOPE

This policy applies to all IDHS staff, regardless of whether the individual is a full-time, part-time, intermittent, or temporary employee, or an individual who is working for IDHS through a contract.

IV. RESPONSIBILITIES

All members of the IDHS staff are expected to know and to follow all applicable IDHS policies and State of Indiana policies, as well as the rules set out in the Indiana Code of Ethics. A staff member with questions regarding these policies should initially contact his or her supervisor for clarification.

All IDHS supervisors and management officials are responsible for ensuring that their staff members are aware of this policy, in addition to all other IDHS policies. All IDHS staff members are personally responsible for compliance with this policy and supervisors are responsible for enforcing it, which includes reporting non-compliance to the IDHS Ethics Officer.

V. IDHS POLICY

IDHS recognizes that state employees and special state appointees are responsible individuals who are the key to making government work for its citizens. It further recognizes that employees and special state appointees occasionally need to use state property/resources for emergencies and other infrequent personal activities that cannot reasonably be handled away from work.

IDHS believes that accommodating occasional and limited use of state resources provides a public benefit of attracting and maintaining a diverse, well-rounded workforce. Such limited, personal use of state property/resources should not be considered a violation of the Indiana Code of Ethics.

The parameters of permissible use under this policy are as follows:

- a. The use must not interfere with the performance of official duties and work responsibilities;
- b. The use must be infrequent, of short duration and, unless not reasonably practical, made on the state employee's or special state appointee's personal time;
- c. The use must not be for the purpose of conducting business related to an outside commercial activity;
- d. The use must not be for an illegal activity;
- e. The use must not be for a political purpose. A political purpose does not include handling or disposing of unsolicited political communications;
- f. A state employee or special state appointee shall not make private use of any state property, which has been removed from state facilities or other official duty stations, even if there is no cost to the State, unless otherwise approved.
- g. The use must be in accordance with the current version of the Information Resources Use Agreement ("IRUA"). The restrictions in the IRUA apply to all Information Resources including, but not limited to, state hardware, software, data, information, network, personal computing devices, phones and other information technology;
- h. The use must not violate any other ethics rules or agency policies.

Directors, supervisors, and managers are responsible for monitoring the appropriate use of state property/resources within their areas of supervision and for referring matters for investigation and/or discipline to the IDHS Ethics Officer or Office of Inspector General. Staff members who do not comply with this policy may be subject to disciplinary action or may be reported to the Indiana Office of Inspector General for potential violations of the Code of Ethics.

/s/ Bryan J. Langley
Bryan J. Langley
Executive Director

September 21, 2017
Date

MEDIA RELATIONS



MEDIA RELATIONS POLICY

I. VERSION

1.0 – Created January 31, 2018.

This policy is effective on the date it is signed by the Executive Director, and it will remain effective until modified or revoked by the Executive Director, unless otherwise specified.

II. PURPOSE

The purpose of this policy is to provide guidance to IDHS staff regarding interactions with the news media.

III. SCOPE

This policy applies to all IDHS staff, regardless of whether the individual is a full-time, part-time, intermittent, or temporary employee, or an individual who is working for IDHS through a contract.

IV. IDHS POLICY

IDHS staff members shall comply with this policy when interacting with the media in any way as part of their state duties.

a. Media Inquiries

If a member of the IDHS staff is contacted or approached by the media, he or she should be courteous but direct that individual to the IDHS Public Information Office, which may be contacted by phone at (317) 234-6713 or email at PIO@dhs.in.gov. Members of the IDHS staff who do not work within the Public Information Office, other than the Executive Director, the Fire Marshal, the State Building Commissioner, or the Chief of Staff, shall not under any circumstances interact with the media beyond directing them to the Public Information Office as described above. Similarly, if an IDHS staff member is approached by media personnel while on the scene of an incident, that individual should be directed to the IDHS Public Information Office or a representative of that office, if there is one on the scene. If IDHS is not the lead agency at the scene of the incident, media personnel should be referred to the public affairs representative from that agency.

b. Interviews and Public Speaking Engagements

IDHS staff members who wish to participate in media interviews, or speak at an event in their capacity as an IDHS employee, must first obtain approval from his or her supervisor,

The IDHS Ethics Officer (ethics@dhs.in.gov), and the Public Information Office. This should be done **prior to accepting** the interview or speaking engagement.

c. Press Releases and Public Service Announcements

IDHS staff members seeking to promote a planned event through a press release should contact the Public Information Office by phone or email at least thirty (30) days in advance of the date of the press release. In addition, the Public Information Office will need to be notified sixty (60) days in advance for public service announcements (free commercials). The Chief Public Information Officer will make the final determination regarding whether a press release or public service announcement is necessary and, if it is, what information will be included.

d. IDHS Monthly Newsletter

The *Hoosier Responder* is a monthly newsletter issued by IDHS to promote IDHS initiatives and accomplishments, and to provide essential information to partners across the state. The Public Information Office also communicates with the public and agency partners via *Hoosier Responder* Bulletins, which come out between *Hoosier Responder* issues as needed.

IDHS employees who wish to have an article or any other information included in the *Hoosier Responder* must submit the request and information to the Public Information Office thirty (30) days prior to the publication of the desired issue. The *Hoosier Responder* is published during the first week of each month.

IDHS management officials are responsible for ensuring that all members of the IDHS staff are aware of this policy, for setting a proper example by personally complying with the policy, and for consistently enforcing the policy. IDHS staff are responsible for complying with this policy and for reporting incidents of non-compliance to management officials.

The department may take disciplinary action against any department employee who fails to follow the procedures described above.

/s/ Bryan J. Langley
Bryan J. Langley
Executive Director

January 31, 2018
Date

OUTSIDE EMPLOYMENT



ETHICS POLICY REGARDING OUTSIDE EMPLOYMENT AND CONFLICTS OF INTERESTS

I. VERSION

1.1 – Updated on September 21, 2017; Version 1.0 created on October 23, 2013.

This policy is effective on the date it is signed by the Executive Director, and will remain effective until modified or revoked by the Executive Director, unless otherwise specified.

II. PURPOSE

This policy establishes guidelines for ethical conduct as it relates to any outside employment or professional activity in which any member of the Indiana Department of Homeland Security (IDHS) staff wishes to engage.

III. SCOPE

This policy applies to all IDHS staff, regardless of whether the individual is a full-time, part-time, intermittent, or temporary employee, or an individual who is working for IDHS through a contract.

IV. RESPONSIBILITIES

All members of the IDHS staff are expected to know and to follow all applicable IDHS policies and State of Indiana policies, as well as the rules set out in the Indiana Code of Ethics. A staff member with questions regarding these policies should initially contact his or her supervisor for clarification.

All IDHS supervisors and management officials are responsible for ensuring that their staff members are aware of this policy, in addition to all other IDHS policies. All IDHS staff members are personally responsible for compliance with this policy and supervisors are responsible for enforcing it, which includes reporting non-compliance to the IDHS Ethics Officer.

V. IDHS POLICY

The Indiana Code of Ethics is applicable to all State employees and contains a number of provisions that limit the circumstances under which State employees may pursue outside employment or professional activities. These provisions include:

- a. Ind. Code § 4-2-6-5.5 Conflict of Interest
- b. Ind. Code § 4-2-6-9 Conflict of Economic Interests
- c. Ind. Code § 4-2-6-10.5 Prohibition against Financial Interest in a Contract

- d. Ind. Code § 4-2-6-17 Use of State Property
- e. Ind. Code § 42 IAC 1-5-13 Ghost Employment

In addition, there are provisions in the Indiana Criminal Code that place certain restrictions on outside employment and professional activities for all public servants. These provisions include:

- a. Ind. Code § 35-44.1-1-3 Ghost Employment
- b. Ind. Code § 35-44.1-1-4 Conflict of Interest

An IDHS staff member wishing to engage in outside employment shall obtain approval from both his or her supervisor and the IDHS Ethics Officer prior to accepting any outside employment, regardless of whether the staff member believes it will raise issues under any of the provisions of the Indiana Code of Ethics, Indiana Criminal Code, or any other State or IDHS policies. Approval shall be obtained in written form in order to maintain records of approval; therefore, the staff member shall submit the request for approval to his or her supervisor and the Ethics Officer via email (ethics@dhs.in.gov).

IDHS staff members who participate in the hiring process are encouraged to request from any individual being considered for employment with IDHS information regarding outside employment and professional activities **prior to hiring any individual**. If the individual indicates that he or she would like to continue his or her outside employment after being hired by IDHS, the IDHS hiring manager must request an opinion from the IDHS Ethics Officer to determine whether the individual's outside employment will likely be permissible under the Indiana Code of Ethics. An offer for employment may not be extended to any candidate until it is determined by the IDHS Ethics Officer that the individual's outside employment is permissible.

If the hiring manager or new employee's supervisor has not already done so on his or her behalf, any new IDHS staff member who is engaging in outside employment at the time he or she is hired by IDHS will have ten (10) days to request approval of this outside employment from his or her supervisor and the IDHS Ethics Officer.

Any IDHS staff member who is already engaging in outside employment at the time this policy goes into effect has thirty (30) days to request approval from his or her supervisor and the IDHS Ethics Officer.

Outside employment, as used in this section, includes, but is not limited to, working as an independent contractor, employee, partner, sole proprietor, trustee, officer, or director, and includes outside employment occurring at any time, regardless of whether it is during off-duty hours, holidays, and/or while on any type of leave.

Staff members who do not comply with this policy may be subject to disciplinary action or may be reported to the Indiana Office of Inspector General for potential violations of the Code of Ethics.

/s/ Bryan J. Langley
Bryan J. Langley
Executive Director

September 21, 2017
Date

POLITICAL ACTIVITY



ETHICS POLICY REGARDING POLITICAL ACTIVITY

I. VERSION

1.1 – Updated on January 31, 2018; Version 1.0 created on September 21, 2017

This policy is effective on the date it is signed by the Executive Director, and will remain effective until modified or revoked by the Executive Director, unless otherwise specified.

II. PURPOSE

This policy defines “political activities” to ensure compliance with Indiana Code § 10-14-3-26 in a manner consistent with the restrictions already present in the Indiana Constitution, Ethics Code, and Hatch Act—thereby preventing IDHS staff members’ political activities from creating an appearance of impropriety or actual conflict of interest. In doing so, we hope to protect the public trust in IDHS as the State’s emergency response and public safety agency, while not unduly burdening the rights of IDHS staff members to take part in Federal, State, and Local governance as citizens of Indiana.

III. SCOPE

This policy applies to all IDHS staff, regardless of whether the individual is a full-time, part-time, intermittent, or temporary employee, or an individual who is working for IDHS through a contract.

IV. RESPONSIBILITIES

All members of the IDHS staff are expected to know and to follow all applicable IDHS policies and State of Indiana policies, as well as the rules set out in the Indiana Code of Ethics. A staff member with questions regarding these policies should initially contact his or her supervisor for clarification.

All IDHS supervisors and management officials are responsible for ensuring that their staff members are aware of this policy, in addition to all other IDHS policies. All IDHS staff members are personally responsible for compliance with this policy and supervisors are responsible for enforcing it, which includes reporting non-compliance to the IDHS Ethics Officer.

V. IDHS POLICY

The State Employees' Bill of Rights provides that "[e]xcept when on duty or acting in an official capacity and except where otherwise provided by state or federal law, no employee shall be prohibited from engaging in political activity or be denied the right to refrain from engaging in such activity." Ind. Code § 4-15-10-2.

However, there are certain provisions of state and federal law which may limit or restrict IDHS staff members from participating in certain political activities, notwithstanding the State Employees' Bill of Rights, such as the Federal Hatch Act (5 U.S.C. §§ 1501–08), the Indiana Code of Ethics (42 Ind. Admin. Code 1-5-4), and the Indiana Constitution (Ind. Const. art. 2, § 9).

Additionally, the Indiana Code provides that full-time IDHS employees "may not participate in political activities." Ind. Code §§ 10-14-3-26(b); 10-14-1-2. However, the Indiana Code does not define "political activities."

For the purposes of this policy, "political activity" means an activity directed toward the success or failure of a political party, candidate for elected office, or political group.

Prohibited Political Activities:

All IDHS staff members are prohibited from participating in the following "political activities," per Indiana Code § 10-14-3-26(b):

- i. any political activity that is inherently incompatible with the responsibilities of the full-time employee's public office or the keeping of the public trust as a State employee;
- ii. any political activity that requires the full-time employee's recusal from matters so central or critical to the performance of the full-time employee's official duties that the full-time employee's ability to perform those duties would be materially impaired;
- iii. any political activity that would require the full-time employee to disclose confidential information gained in the course of employment with IDHS; or
- iv. any political activity that creates the appearance of bias or impropriety on the part of IDHS or the full-time employee in the performance of his or her official duties.

Examples of such political activities may include, but are not limited to:

- i. solicitation of campaign contributions from co-workers, while on state time, or while acting in your official capacity as an IDHS staff member;
- ii. working or volunteering for a political campaign that interferes with your state duties or your regularly scheduled hours, or that has not been approved by both your supervisor and the IDHS Ethics Officer;

- iii. appearing or speaking at a political event or rally in your official capacity as an IDHS staff member (i.e. wearing IDHS logo, introducing yourself as an IDHS staff member, or driving your state vehicle to the event);
- iv. accepting a paid or volunteer position working on a campaign that was offered to you because of your position at IDHS.

Before an IDHS staff member participates in any of the above-mentioned political activities, the staff member must seek compliance review from his or her supervisor, the Ethics Officer, and when the IDHS staff member is running for elected office in any election, the Executive Director.

Permissible Political Activities:

For purposes of this policy, the following activities are permissible and do not require a review:

- i. voting in any election;
- ii. expressing personal views in a private setting;
- iii. signing petitions;
- iv. making personal contributions to a candidate for elected office, political party, or political group; and
- v. personal demonstrations of opinion when not on State time or in the course of employment, such as wearing buttons, attending rallies or protests, placing yard signs, and placing bumper stickers on personal vehicles.

It is the responsibility of all IDHS staff members to ensure that their political activities also comply with the following provisions:

- i. Article 2, § 9 of the Indiana Constitution;
- ii. the Federal Hatch Act and Hatch Act Modernization Act of 2012; and
- iii. the Indiana Code of Ethics.

Compliance review under this policy is limited to ensuring the IDHS employee's political activity complies with the rules and statutes listed in this policy.

Under no circumstances may a finding of non-compliance be based on the IDHS employee's political purpose(s) or political party affiliation, or opposition to the IDHS employee as a candidate to elected office in any election.

Staff members who do not comply with this policy may be subject to disciplinary action or may be reported to the Indiana Office of Inspector General for potential violations of the Code of Ethics.

/s/ Bryan J. Langley
Bryan J. Langley
Executive Director

January 31, 2018
Date

SPOT BONUS POLICY



IDHS SPOT BONUS PROGRAM POLICY

I. VERSION

1.0 – Created on August 2, 2018.

This policy is effective on the date it is signed by the Executive Director, and will remain effective until modified or revoked by the Executive Director, unless otherwise specified.

II. PURPOSE

This policy sets out standards, definitions, limitations, and procedures for application of the Indiana Department of Homeland Security (IDHS) Spot Bonus Program. It is the goal of the IDHS to recognize and reward employee contributions that result in a cost savings or exceptional achievement.

III. SCOPE

This policy applies to all IDHS staff, regardless of whether the individual is a full-time, part-time, intermittent, or temporary employee.

IV. RESPONSIBILITIES

All members of the IDHS staff are expected to know and to follow all applicable IDHS policies and State of Indiana policies, as well as the rules set out in the Indiana Code of Ethics. A staff member with questions regarding these policies should initially contact his or her supervisor for clarification.

All IDHS supervisors and management officials are responsible for ensuring that their staff members are aware of this policy, in addition to all other IDHS policies. All IDHS staff members are personally responsible for compliance with this policy and supervisors are responsible for enforcing it, which includes reporting non-compliance to the Human Resource Director.

V. IDHS POLICY

It is the policy of IDHS to recognize and compensate exceptional employee contributions when adequate funds are available. The IDHS Spot Bonus Program is created as a vehicle to recognize work efforts of IDHS employees. Employees who demonstrate exemplary service that results in a tangible and measurable cost savings or achievement for IDHS may be nominated for a Spot Bonus Award.

a. Definitions

- i. Spot Bonus - A one-time lump sum payment, not to exceed One-Thousand Dollars (\$1,000), to an employee as recognition of exemplary service.
- ii. Exemplary Service – When an employee goes above and beyond their normal job duties and provides excellent service to the agency or its internal or external employees or customers.

b. Limitations

- i. The nominated employee must not be on a Work Improvement Plan or have had discipline in the twelve (12) months prior to the nomination;
- ii. The employee must have a minimum of six (6) months of employment at the time of nomination;
- iii. The employee’s service must be exemplary; and
- iv. The employee’s service must result in a tangible and measurable savings or achievement for the Department (i.e., an employee completes a review of a process or procedure and offers to management formal findings and recommendations for improvement, ultimately saving the agency time and resources).

c. Procedures

Step 1: Nomination:

- i. Anyone may nominate an employee for a spot bonus award by submitting the Spot Bonus Request Form (attached below) to the Division Director or Section Chief.
- ii. On a rolling basis, the Division Director or Section Chief should accept all submittals and review based on the following criteria:
 - Relevance relating to Departmental goals
 - Significance to Program Area/Project Participation
 - Impact to IDHS
 - Outstanding Service
- iii. If the Division Director/Section Chief agrees with the justification submitted, they should sign the form and progress to Step 2. If the Division Director/Section Chief is the individual submitting a nomination, he or she may still sign their name in Division Director/Section Chief and submit the nomination form directly to HR.
- iv. When the reason for nomination does not justify a spot bonus, the Division Director or Section Chief should consider other opportunities for employee recognition as appropriate.

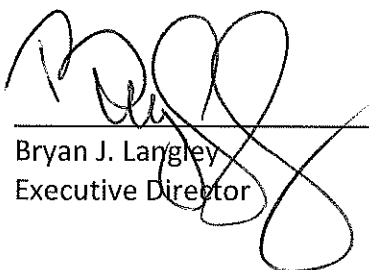
*Note - Nominations should not be discussed with the employee being nominated during this step.

Step 2: Agency Review:

- i. Spot bonus recognition nominations must be submitted to the Human Resource Director for initial review. Please email the Spot Bonus Recognition form to jodearmond@spd.in.gov. Human Resources will ensure employee eligibility, and gather any related information before submitting the form for final approval.
- ii. Human Resources will coordinate nominations for review by the Chief Financial Officer, Chief of Staff, and Chief Operations Officer.
 - o Chief Financial Officer (CFO) will review request amount to ensure adequate funds are available.
 - o Chief of Staff and Chief Operating Officer will review to ensure consistent standards across the agency when awarding spot bonuses to employees.
 - o Final spot bonus award amount will be determined during this review and based on consistency of other awards and overall impact to the agency.

Step 3: Approval/Denial

- i. Human Resources will communicate the reason for any denied requests to the appropriate Division Director or Section Chief.
- ii. When a request is approved, Human Resources will submit the Spot Bonus Request to IDHS Payroll to be awarded on the employee's next pay warrant.
- iii. Human Resources will draft a Spot Bonus Award Letter detailing the justification for the award, amount awarded, and the date of the pay warrant the award will be paid out.
- iv. A copy of the approved Spot Bonus Request Form and Award Letter will be placed in the employee's file.



Bryan J. Langley
Executive Director

August 2, 2018

Date

Spot Bonus Request Form

Employee Information

Employee Name:	Date:
Employee ID:	Job Title:
Date of Hire:	Department:

Type of Recognition

<input type="checkbox"/> Outstanding Service	<input type="checkbox"/> Project Participation
<input type="checkbox"/> Cost Savings	<input type="checkbox"/> Other:

Award Amount

\$ (Not to exceed \$1,000)

Justification

Provide specific details below or attach relevant documentation of the employee's exemplary service that specifically resulted in a tangible and measureable cost savings or achievement for ISDH:
--

Routing

Division Director/Section Chief	Date
Division Director/Section Chief must submit recommendations to Human Resources (HR). HR will present recommendations to Executive Leadership for a decision.	
Human Resources Director	Date
Chief Financial Officer	Date
Chief of Staff	Date
Chief Operating Officer	Date

Executive Decision

Approved Not Approved

TELEWORK



TELEWORK POLICY

I. VERSION

1.0 – Created on January 31, 2018.

This policy is effective on the date it is signed by the Executive Director, and will remain effective until modified or revoked by the Executive Director, unless otherwise specified.

II. PURPOSE

The purpose of this policy is to establish eligibility requirements, request procedures, and general guidelines for teleworking as a workspace alternative.

III. SCOPE

This policy applies to all IDHS staff, regardless of whether the individual is a full-time, part-time, intermittent, or temporary employee, or an individual who is working for IDHS through a contract.

IV. DEFINITIONS

- a. "Adjusted Work Schedule" is one that deviates from the IDHS business hours or an employee's assigned shift in the EOC, but does not change the employee's total number of hours worked in the calendar week (overtime eligible employees) or number of hours worked in a pay period (overtime exempt employees). More information pertaining to adjusted work schedules can be found under the section of the IDHS Employee Handbook titled "Attendance and Hours of Business."
- b. "Full-time IDHS employee" means someone who works for IDHS on a full-time basis, which consists of 75 hours per pay period, and does not work for IDHS through a contract or on a part-time, temporary, or intermittent basis.
- c. "Office" means the location where the staff member's work is normally performed, such as the Indiana Government Center, Five Points, and the Mari Hulman George Search and Rescue Center.
- d. "Station" means the mutually agreed upon remote location from which the employee will telework.
- e. "Telework" means a work option where assigned duties are performed during a staff member's regularly scheduled work hours at an approved station other than the employee's office.

V. IDHS POLICY

Telework is available only at the discretion of the IDHS Executive Director or his or her designee, and is a privilege, not a right, of any employee. This policy is intended to allow IDHS staff members with certain duties that can be effectively performed outside of the office to work independently on their own initiative. IDHS staff members who are eligible, receive approval, and follow the guidelines listed below will be permitted to telework so long as they remain in compliance with the provisions of this policy and telework continues to be a practical alternative based on the staff member's responsibilities and the agency's needs.

a. Eligibility

Telework may be available to members of the IDHS staff whose job duties can be performed effectively in locations other than their assigned office. Individuals who meet the following criteria may be eligible for telework:

- i. The individual is an IDHS employee who has been a member of the IDHS staff for at least six (6) months.
- ii. The employee received a performance rating of at least "meets expectations" on his or her most recent performance review, interim appraisal, or working test, if applicable.
- iii. The employee must not have received any disciplinary action(s) during the preceding twelve months or while participating in the telework program. If an employee receives discipline during the course of his or her telework approval, his or her telework privileges must be revoked for at least six months, unless an exception is granted by the IDHS Executive Director or his or her designee.
- iv. It is possible for the employee to perform assigned job duties effectively from a location other than his or her office. The telework option is not an ideal arrangement for all employees or for all operational situations. Duties that require face-to-face interactions or which, for other reasons, must be performed in the office are not eligible for telework. This determination may be made by the employee's supervisor, a member of the executive team, or the Executive Director.
- v. The employee follows a verifiable work schedule.
- vi. The employee has obtained approval to telework from his or her supervisor and/or the section chief or division or office director. Supervisors should consider several factors in determining whether to approve a telework request, including but not limited to: employee performance, disciplinary history, supervision needs, need to customer or employee interaction and engagement, and work style. Supervisors may still deny a telework request even if the employee meets the eligibility requirements to telework.

The ability to telework is intended to be used by and for employees who are authorized, in advance, to perform routine job duties away from their normal office or workstation. Telework may also be available to employees during exigent circumstances or emergency

situations. If an employee has a need to work away from their normal workstation during one of these situations, the ability to telework may be approved, in writing, by the Executive Director or his or her designee.

b. Roles and Responsibilities

i. IDHS employees:

1. When requesting to telework shall:
 - A. Submit a written request to his or her supervisor that states the reason for the request and the proposed station for the telework.
 - B. Complete and sign a form acknowledging that the employee has read and understands this policy and affirms that the proposed station has the necessary equipment and resources for the employee to effectively perform his or her duties in that location.
 - C. Receive approval from his or her supervisor in writing. The approval must establish or confirm the employee's work station, the employee's work schedule, how the employee will record and report his or her time, and the day(s) of the week that the employee is approved to telework.
 - D. If a request is approved, a copy of the request and the approval must be filed with the IDHS Human Resources Director before the individual can begin teleworking.
2. When teleworking shall:
 - A. Designate a specific location as their telework station and work only at their approved telework station.
 - B. Regularly update Outlook Calendar to reflect work location, indicating both telework and office work hours.
 - C. Coordinate and discuss with his or her supervisor which work assignments are appropriate for telework locations and which must be performed in the office.
 - D. Accurately record hours worked to meet State reporting requirements.
 - E. Establish and maintain consistent phone and/or email access during established work hours.
 - F. Adhere to preapproved work schedules.
 - G. Not accrue compensatory time under either the Fair Labor Standards Act or the State's Financial Management Circular on approved telework days.
 - H. Not adjust one's regularly assigned work hours on days in which the employee is teleworking.
 - I. Adhere to all applicable State and agency policies and procedures.
 - J. Immediately notify their direct supervisor and the Human Resources Office of any injury or illness that occurs while performing official work duties.

K. Alter the day(s) of the week and hours of work the employee is teleworking and/or terminate participation in the telework program at request of the agency.

ii. Supervisors may:

1. Approve or deny adjusted work schedule requests.
2. Approve or deny telework requests.
3. Terminate previously approved adjusted work schedule privileges.
4. Terminate previously approved telework privileges.
5. Recommend or require an employee adjust his or her work schedule or participate in the telework program to fulfill a business need of the agency.

iii. If an employee's adjusted work schedule or telework request is approved, the supervisor shall:

1. Coordinate and discuss with employees which work assignments are appropriate for telework locations and which must be performed in the office.
2. Ensure the correct coding of telework hours in PeopleSoft to meet the State's reporting requirements for employees participating in the telework program.
3. Ensure that agency policies and procedures are followed at all times.
4. File and maintain the employee's adjusted work schedule or telework requests and approvals.
5. Determine the appropriate use of an agency vehicle, per the IDOA Fleet Management Policy, if assigned to a telework participant.
6. Immediately notify the Human Resources Office if any telework employee sustains injury at the telework station while performing official work duties.

iv. The Human Resources Office shall:

1. File and maintain employees' adjusted work schedule or telework requests and approvals.
2. Document any reported injury that occurs at the telework station while performing official work duties, per State's Work-Related Injuries and Illnesses Policy.
3. Provide guidance on setting up an effective telework workstations and managing telework-approved employees.
4. The Human Resources Director will have final approval on all situational exception requests to the Telework Policy, and he or she may:
 - A. Approve or deny telework requests.
 - B. Terminate telework privileges.

c. Telework Guidelines

- i. Telework must not hinder the employee's ability to fulfill his or her job duties.
- ii. Telework may be approved when it meets or enhances operational effectiveness.

- iii. Employees participating in telework must be at the agreed upon station during the agreed upon hours. Teleworkers must be accessible by either telephone or e-mail during assigned work hours. Supervisors may require employees to communicate their start of shift by email or phone call.
- iv. Teleworkers shall report to the office when required by his or her supervisor. It may be required for teleworkers to change their schedules and spend regular telework days in an office location to meet the operational needs of IDHS.
- v. Teleworkers must comply with all work rules, State and IDHS policies, procedures and program guidelines. Violation of any State or IDHS policies, whether at an assigned or alternative workstation, will result in disciplinary action up to and including dismissal from employment. Performance standards will not be adjusted due to participation in the telework option. Additionally, teleworkers retain the same rights and benefits as on-site employees.
- vi. Arrangements for dependent care or personal business during telework hours must be the same as arrangements during office work hours or leave must be requested. A teleworker may not care for any dependents or conduct personal business while on duty during his or her regularly scheduled telework hours.
- vii. Under no circumstances may teleworkers hold work-related meetings at their residence. If employees participate in conference or teleconference calls, they must take steps to ensure the meeting is not disrupted by distractions occurring in the telework location.
- viii. Telework stations must be located in Indiana, unless otherwise approved by the Executive Director or his or her designee.
- ix. Security and Confidentiality
 - 1. All confidentiality rules, including the IDHS Employee Handbook section titled "Information and Data Access," apply equally to the assigned office and the telework site.
 - 2. Teleworkers must maintain physical files and work materials in a designated locked storage area and all electronic files and work materials must be encrypted.
 - 3. Loss of any files or materials or equipment on which they are stored must be reported immediately to the supervisor.
 - 4. Violations will result in immediate revocation of the telework option and may result in other disciplinary action, up to and including dismissal.
- x. Monitoring and Supervision
 - 1. Supervisors must provide on-going monitoring and oversight of the teleworker's work performance consistent with supervision of on-site employees.

2. While participating in telework, employees may be expected to keep a daily telework log that reflects the work performed by the employee each day he or she teleworks, to be submitted to the employee's supervisor at the end of the workday. The supervisor may request that the employee provide additional information to substantiate the work or tasks listed in the employee's telework log.

xi. Revocation of Approval to Telework

IDHS reserves the right to revoke approval of an employee's participation in telework at any time. Failure to comply with this telework policy will result in immediate revocation of the employee's telework privileges and may result in other disciplinary action, up to and including dismissal.

/s/ Bryan J. Langley

Bryan J. Langley
Executive Director

January 31, 2018

Date

TRAVEL REQUESTS AND VEHICLE SCHEDULING



Travel Requests and Vehicle Scheduling Policy

I. VERSION

1.0 – Created January 31, 2018.

This policy is effective on the date it is signed by the Executive Director, and will remain effective until modified or revoked by the Executive Director, unless otherwise specified.

II. PURPOSE

The purpose of this policy is to provide IDHS staff members with a policy and procedure concerning travel requests for both in and out of state travel and scheduling the use of fleet vehicles or rental vehicles. This policy will also enable the IDHS travel coordinator to process travel requests with IDOA in a timely manner and ensure that all applicable records are kept in accordance with state guidelines.

III. SCOPE

This policy applies to all IDHS staff, regardless of whether the individual is a full-time, part-time, intermittent, or temporary employee, or an individual who is working for IDHS through a contract.

IV. DEFINITIONS

- a. "Department" means the Indiana Department of Homeland Security.
- b. "In-State travel" means travel within the state of Indiana or within the state of the traveler's station.
- c. "Out-of-State travel" means state travel that starts or ends in the state of Indiana, or within the state of the traveler's station, and includes traveling into any other state.
- d. "SOV" means state owned vehicle.
- e. "State business" means a permitted lawful activity undertaken on behalf of the Department or the State of Indiana that advances, or is reasonably calculated to advance, the goals and purposes of the Department or the State of Indiana.
- f. "State travel" means travel by a Department staff member, board or commission member, or contractor who is engaged in the performance of State business on a trip away from the individual's home or assigned work station.
- g. "Station" means the Department staff member's assigned permanent office, and for all other persons it is: (1) the place stipulated in the contract with the State; (2) the person's office; (3) or the person's home, in that order.
- h. "Travel office" means IDHS's Office of Finance and Administration or any office or contractor assisting with travel services for the State.
- i. "'Travel status" means the status of an individual who is participating In-State travel.

V. STATE POLICY

The Department is an agency of the State of Indiana subject to all Indiana Department of Administration (IDOA) guidelines. The IDOA Travel Policy authorizes state agencies to develop and maintain internal policies and procedures relating to In-State Travel for State Travelers that are consistent with the IDOA's Travel Policy. The IDOA's Travel Policy can be viewed at https://secure.in.gov/sba/files/fmc_2017-2.pdf.

VI. IDHS POLICY

IDHS is responsible for the prior authorization of both In-State and Out-of-State travel requests. In addition, IDOA must receive and approve all Out-of-State travel requests days before traveling on behalf of the State. All travel resulting in an expense must be preapproved by the IDHS Office of Finance and Administration and the employee's direct supervisor prior to incurring such expense. Travel related costs may only be expended with policy-compliant travel worksheets.

VII. IDHS PROCEDURE

When an IDHS employee or contractor becomes aware that traveling for a certain event, conference or training, whether In-State or Out-of-State, is necessary to complete job duties, the employee or contractor must follow the procedure outlined below:

- a. IDHS employee or contractor must submit, in-person or electronically, a request to his or her supervisor and attaches a completed Travel Worksheet:
 - i. For **In-State travel**, the following form is required: [In-State Travel Worksheet](#) (an internal IDHS document). This travel worksheet must be signed by the employee's supervisor and submitted to IDHS Office of Finance and Administration, in person or via DHSFiscal@dhs.IN.gov, forty-eight (48) hours in advance for In-State travel.
 - ii. For **Out-of-State travel**, the following form is required: [Out-of-State Travel Worksheet](#) (State Form 823). This travel worksheet must be submitted forty five (45) days in advance for Out-of-State travel.
- b. The IDHS travel coordinator will be prepared to assist in making all reservations (hotel, airline, and vehicle).
- c. IDHS employee must collect and submit to the IDHS travel coordinator, in person or electronically, the required supporting documentation for estimated expenses including, but not limited to:
 - i. Applicable agenda;
 - ii. Registration fees;
 - iii. Transportation fees;
 - iv. Lodging fees;
 - v. Any other expenses with supporting documentation.
- d. The above mentioned documentation should be submitted all together, at one time, to the IDHS travel coordinator.

- e. The forms must detail the costs and how the travel will be funded (beginning at #18). Please note the following items:
 - i. Financial information (also known as chartfields) must be included in all requests and on all submitted Travel Worksheets.
 - ii. #26: Agency Fund/Department Number (always needed) and Project ID (if applicable for Grant funded travel). If you need assistance in locating these numbers, please work with your supervisor or Grants/Fiscal staff.
 - i. Example A: 37720/115037. This says to use IDHS' main operating fund and Code Enforcement's Department.
 - ii. Example B: 61800/115013/38517EMPG000003. This says to use Federal funds, Planning Department, and the Federal grant project ID listed. The Project ID is available on the RFE in IGMS.
 - iii. Any travel using fund number 61800/61820 (Federal Funds) requires an RFE number and must be listed in the justification or near #26. The RFE must be fully authorized in order to approve travel.
- f. When the State Travel is within the State or within two hundred fifty (250) miles of the State Traveler's station, the preferred traveling method ranks as follows when it is the most cost effective, efficient mode of transportation:
 - i. By State owned vehicle;
 - ii. By rental vehicle through the state vehicle lease contractor (Enterprise);
 - iii. A State employee may choose to drive their personal vehicle; however, they are instructed to check the terms and conditions of their personal vehicle insurance to assure coverage in the event of damage incurred while using their vehicle for State employment purposes. In the event they have not notified their insurance carrier that they use their vehicle for employment purposes, it is strongly recommended that they do so prior to engaging in such use.
- g. If the use of a vehicle is necessary, IDHS travelers must try to obtain an IDHS vehicle first, through the agency's SharePoint page ([SharePoint Vehicle Scheduling](#)) or by contacting the IDHS vehicle coordinator for assistance.
- h. If an IDHS vehicle is not available, the employee must contact the IDHS vehicle coordinator to assist him/her with reserving an IDOA fleet vehicle.
- i. If there are no State-owned vehicles available through either IDHS or IDOA, the employee will be required to rent a vehicle to travel In-State. To reserve a rental vehicle, IDHS employees must adhere to the following procedure:
 - i. Contact the travel coordinator with the details of their travel arrangements.

- ii. Work with the travel coordinator to complete Enterprise’s rental agreement form.
- iii. Obtain supervisory authorization and signature on the Enterprise rental form. Electronic signature is acceptable.
- iv. Return the completed and signed rental agreement to the travel coordinator. He/she will submit to the Chief Financial Officer for final approval. Upon approval, travel coordinator will make the reservation with Enterprise.
- v. Once you have received the CFO’s approval for a rental vehicle, you will receive a scanned confirmation from the travel coordinator.
 - i. Note: Only In-State vehicle rentals are direct billed. When possible, the travel coordinator will attempt to reserve a vehicle for Out-of-State vehicle rentals with a State credit card. However, this is not always permitted by Enterprise; thus, the traveler should be prepared to present a credit card for payment for an Out-of-State Vehicle. The traveler will be reimbursed through a State travel voucher.
- vi. Upon return, employees must submit their receipt to the vehicle coordinator. The receipt may be submitted via email.

Per Diem Eligibility

- a. Employees must stay overnight to be eligible for per diem reimbursement. The following chart outlines allowable Per Diem rates:

Overnight Per Diem/Subsistence	Departure before 12:00 PM	\$26.00 for In-state \$32.00 for Out-of-State
	Departure between 12:00 PM and 4:30 PM*	\$13.00 for In-state \$16.00 for Out-of-State
	Departure after 4:30 PM	NONE for In-state NONE for Out-of-State
	Return before 12:00 PM, but after 7:30 AM	\$13.00 for In-State \$16.00 for Out-of-State
	Return after 12:00 PM	\$26.00 for In-state \$32.00 for Out-of-State
	*No subsistence is paid for travel segments that are less than 7 1/2 hours. Subsistence may not be claimed for same day travel. Overnight travel must be involved in order to claim subsistence.	
Meals Provided Deduction	If a meal is provided, no subsistence shall be claimed for that meal and is to be deducted as follows:	
	Breakfast = \$6.50 for In-state, \$8.00 for Out-of-State	
	Lunch = \$6.50 for In-state, \$8.00 for Out-of-State	
	Dinner = \$13.00 for In-state, \$16.00 for Out-of-State	
The State of Indiana must not pay for a person’s meal more than once. This includes, but is not limited to, meals included in registration fees or by hotels in the room charge. If a person in travel status received a meal without charge, then the subsistence allowance must be reduced. However, no deductions from subsistence shall be taken for continental breakfasts or meals served on airplanes.		

Supervisory Roles and Responsibilities

- a. All IDHS travelers must get his/her direct supervisor’s and division director’s authorization, via signature, on all travel requests. Electronically signed documents are
- b. If the traveler is a division director, the traveler may sign as the traveler and as the division director, then submit to the appropriate appointed authority for approval:

- c. Division directors shall review the following components of the request for accuracy and completion before authorizing the travel and signing the form:
 - i. Dates
 - ii. Estimated Costs
 - iii. Correct Chart fields
 - iv. All supporting documentation
- d. Division directors shall review divisional budget for funding source indicated to determine if funds are available to support the cost of the travel.
- e. If the worksheet has errors, it must be returned to the traveler to amend then resubmitted to the division director for signature.
- f. Once the travel worksheet has been completed and signed, it must go to the travel coordinator for processing.

Travel Coordinator Role and Responsibilities

- a. Travel coordinator receives fully executed travel worksheet with associated documents from the traveler.
 - i. Date stamp travel worksheet
 - ii. Check travel worksheet for accuracy and all supporting documentation
- b. All travel for In-State must be entered into the [In-State Travel Spreadsheet](#) and assigned an In-State Travel Request Number.
- c. All travel for Out-of-State must be entered into the [Out-of-State Travel Spreadsheet](#) and assigned an Agency Request Number.
- d. Ensure Travel Worksheets are completed accurately for all travel.
- e. If the Out-of-State travel requires airline arrangements, all arrangements will be made through the travel coordinator.
- f. Submit travel worksheet and verified support documentation to Approving Agency Official (IDHS CFO).
- g. After the IDHS CFO reviews, checks, and approves the travel, the worksheet with supporting documentation is scanned and saved into IDHS's internal filing system by the travel coordinator and retained pursuant to the State's document and record retention schedule. After being scanned and saved, the travel worksheet and supporting documents can be discarded.
- h. Provide IDOA with all required Out-of-State travel worksheet and supporting documents more than thirty (30) days prior to the desired travel date for approval.
- i. IDOA will send an email expressing that the travel has been approved. If a flight is required for the travel, IDOA will send a confirmation code for booking the flight on the US Travel website. It is important to email the traveler to inform them that the travel has been approved.
- j. After receiving IDOA approval, the coordinator is responsible for the worksheet with supporting documentation is scanned and saved into IDHS's internal filing system by the travel coordinator and retained pursuant to the State's document and record retention schedule. After being scanned and saved, the travel worksheet and supporting documents can be discarded

- k. The travel coordinator is responsible for providing the traveler with a copy of all travel details, approvals, and confirmations.
- l. Travel coordinator is responsible for updating all In-State and Out-of-State spreadsheets as needed.

/s/ Bryan J. Langley
Bryan J. Langley
Executive Director

January 31, 2018
Date

UNIFORM AND CLOTHING ALLOWANCE



UNIFORM & CLOTHING ALLOWANCE POLICY

I. VERSION

1.0 – Created on September 26, 2018.

This policy is effective on the date it is signed by the Executive Director and will remain effective until modified or revoked by the Executive Director, unless otherwise specified.

II. PURPOSE

This policy sets out standards, limitations, and procedures for procuring, issuing, and wearing Indiana Department of Homeland Security (IDHS) uniforms or IDHS-branded clothing or apparel.

III. SCOPE

This policy applies to all IDHS staff, regardless of whether the individual is a full-time, part-time, intermittent, or temporary employee, or an individual who is working for IDHS through a contract.

IV. RESPONSIBILITIES

All members of the IDHS staff are expected to know and to follow all applicable IDHS policies and State of Indiana policies, as well as the rules set out in the Indiana Code of Ethics. A staff member with questions regarding these policies should initially contact his or her supervisor for clarification.

All IDHS supervisors and management officials are responsible for ensuring that their staff members are aware of and comply with this policy, in addition to all other IDHS policies. All IDHS staff members are personally responsible for compliance with this policy and supervisors are responsible for enforcing it, which includes reporting non-compliance to their supervisor, Human Resource Director, or IDHS Executive Staff member.

V. IDHS POLICY

It is the policy of IDHS to effectively brand employees so that they are identifiable, recognizable, and of a professional appearance to the public when performing their duties and responsibilities. IDHS may issue uniforms for use by designated, external-facing IDHS staff members, or certain individuals who interact with IDHS customers or the public on a regular or limited basis, such as those individuals who are involved in emergency management, public information sharing, training, and exercise. A schedule of all IDHS positions covered by this policy is included below. If deemed appropriate by IDHS leadership, employees may be afforded a monetary clothing allowance, rather than a uniform itself, to purchase IDHS-branded clothing through an approved vendor. **This policy is contingent upon the availability of adequate funds.**

The wearing of uniforms or IDHS-branded clothing is intended to help IDHS customers, the public, and others who interact with the agency to easily identify IDHS staff members while they perform their official duties. All staff are required to comply with the IDHS Dress Code, as prescribed in the IDHS Employee Handbook.

Staff members who are afforded a uniform or uniform allowance shall be subject to the limitations and procedures set out in this policy. Those employees will be provided an IDHS-issued uniform or clothing allowance to order IDHS uniforms through the processes established in this policy, which he or she shall wear while performing official IDHS duties.

a. Definitions

- i. External-facing employees: any IDHS employee who regularly interacts, in person, with IDHS customers or the public. Examples include: Code Enforcement Officials, Inspectors, Fire Investigators, District Coordinators, Public Affairs, and EMS District Managers, or positions otherwise designated by the Chief Financial Officer.
 1. IDHS Chief Financial Officer (CFO) shall evaluate the entire staff and identify which employees are deemed to be external-facing for the purposes of this policy. The CFO shall report this information to the IDHS Chief of Staff and Chief Operating Officer for review and approval. The annual evaluation of the staff shall occur prior to the agency's budget submission. Once approved, the IDHS Asset Manager will be provided a list of external-facing employees authorized to receive uniforms or IDHS-branded clothing purchases.
- ii. Clothing Allowance: a monetary clothing allowance granted by IDHS to external-facing employees who are required to wear special clothing, such as uniforms or safety garments, in the performance of their work.
 1. This allowance is managed and monitored by the IDHS Asset Manager or another assigned employee of the IDHS Office of Finance and Administration.
 2. Purchases of uniforms or IDHS-branded clothing for the purposes of this policy shall be ordered and processed through the IDHS Asset Manager.
 3. All uniform and IDHS-branded clothing items shall be ordered through a vendor that is approved through the Indiana Department of Administration after having completed the state's procurement process.
- iii. Fiscal year: the State of Indiana's fiscal accounting year begins July 1 and ends June 30 of every year.

b. General

- i. External-facing employees, as identified by the CFO, are required to wear IDHS-provided uniform in all settings in which he or she may interact with the public or a member of partnering agency or organization, unless otherwise directed by his or her supervisor.
- ii. Uniforms or IDHS-branded clothing must meet the following criteria:
 1. **Allowable uniform shirt:** Polo shirt—must be navy blue or gray with IDHS or State Fire Marshal logo on left chest panel. More specific branding (division or office name) may be required by the supervisor and, if required, shall be placed on the left sleeve.
 2. **Allowable pant color for uniform purchases:** black and khaki.

3. Allowable shirt type for non-uniform purchases: Button-down (short- or long-sleeve), 3/4-sleeve, long-sleeve, polo, jacket, 3/4 zipper pullover.
 4. Allowable shirt color for non-uniform purchases: navy, gray, white—solid colors only. No prints.
 5. Allowable pant color when wearing IDHS-branded items (non uniform): black, gray, navy, brown and khaki.
 6. Hat color: black, charcoal, gray, navy, red, and white—solid colors only. No prints.
- iii. IDHS employees may not use IDHS funds to purchase footwear or accessories (e.g., belts) unless the footwear or accessories constitute personal protective equipment (PPE), is approved for the role of the employee by the supervisor, and the purchase is approved by the Chief Financial Officer. An example: insulated, liquid- and/or puncture- resistant boots.
 - iv. If an agency logo is used on an item of clothing, the logo must one of the two approved images included as Exhibit A.
 - v. An employee may use personal funds to purchase IDHS-branded apparel if he or she is not provided with a uniform or clothing allowance. If the employee intends to purchase IDHS-branded clothing, he or she must purchase the items directly from the Uniform House webstore.
 - vi. The provision of employee uniforms are NOT considered tax-exempt, because they are not required as a condition of employment.
 - vii. IDHS-branded apparel purchases that do not comply with the requirements of this policy and made prior to the effective date may still be worn through Dec 31, 2020.

VI. Procedures

- i. The Chief Financial Officer, or his/her designee, shall determine the appropriate monetary amount for uniform purchases, based on agency's ability to fund the procurement during that fiscal year.
- ii. External-facing employees who are required to wear uniforms must identify the desired item(s) through Uniform House.
- iii. After the employee identifies the desired item(s) for purchase, he or she shall submit their request, including a description of the item(s) through the Uniform Order Request Web Form.
- iv. After receiving the request through the Web Form, the Asset Manager will review and confirm the request with the employee and the employee's supervisor before placing the order with the vendor on the employee's behalf.
- v. The Asset Manager will log all uniform assignments and account for any money spent against the employee's annual allowance, if provided.
- vi. The IDHS Asset Manager will notify the employee when the items are delivered to IDHS. The employee will also have the option of having the items shipped directly to his or her home if the employee's office is not located at the Indiana Government Center campus.
- vii. Employees wearing IDHS uniforms are responsible for cleaning and maintaining those uniforms and will not be provided with an additional uniform allowance in the event that a uniform item is lost. In the event of a lost item, the employee will be responsible for reimbursing the agency the cost of the item before a new or replacement item will be

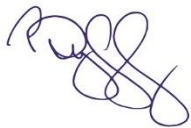
purchased. If an item is damaged through the course of daily work, the item may be replaced at the discretion of the employee's supervisor and the IDHS asset manager.

- viii. Uniforms or IDHS-branded clothing that is purchased by the agency under this policy is considered property of the agency and must be returned upon separation of employment or by request of the employee's supervisor. Supervisors are responsible for recovering uniforms or IDHS-branded clothing purchased with IDHS funds upon an employee's separation from employment. All items shall be returned to the Asset Manager within one week of the employee's separation.
- ix. If authorized for employees (either external-facing or non-external-facing), employees shall be advised of the annual uniform allowance amount available to them by the CFO or Asset Manager on a yearly basis, after the annual fiscal year budget has been approved and loaded for agency spending.

VII. Limitations

- i. A clothing allowance or value of any individual's uniform assignment shall not exceed \$250.00 per employee in any given fiscal year without the written justification and consent of the employee's supervisor and the IDHS Chief Financial Officer.
- ii. Any uniform allowance provided shall only be used to order IDHS uniforms or IDHS-branded clothing that has been approved for purchase by the agency.
- iii. Supervisors shall provide all direct reports who receive a uniform allowance with clear instructions regarding when they are required to wear IDHS uniforms.
- iv. IDHS employees shall not wear IDHS uniforms on a day the employee is not performing work for IDHS or otherwise representing IDHS in some capacity.
- v. Employees wearing IDHS uniforms are representing IDHS and therefore shall adhere to all IDHS and State of Indiana Standards of Conduct while wearing IDHS uniforms.

Staff members who do not comply with this policy may be subject to disciplinary action or may be reported to the Indiana Office of Inspector General for potential violations of the Code of Ethics.



Bryan J. Langley
Executive Director

September 26, 2018

Date

Exhibit A: Agency-approved logos



ADDITIONAL POLICIES AND RESOURCES

To The following policies and resources, while authored by an agency other than IDHS, apply to all IDHS employees. This is not an exhaustive list of all external policies or resources that apply to IDHS employees; this list is for informational purposes only.

1. State of Indiana Employee Handbook (<http://in.gov/spd/2732.htm>)
2. IOT's Information Resources Use Agreement (<https://www.in.gov/iot/IRUA.htm>)
3. Indiana Code of Ethics (<http://in.gov/ig/2336.htm>)
4. IDOA's Fleet Management Policy (<http://www.in.gov/idoa/2458.htm>)