



THE CODE OF ETHICS FOR PREVENTION PROFESSIONALS

(1) Introduction. The Code of Ethics for Prevention Professionals defines the professional behavior of prevention professionals in Indiana and serves as a guide to ethical conduct. The Indiana Association of Prevention Professionals has adopted standards that represent the conduct generally accepted by the prevention profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of Indiana youth and prevention professionals, and assuring the citizens of Indiana a degree of accountability within the prevention profession.

(2) Definitions

(a) “Certificate” refers to Certified Prevention Professional (CPP), Qualified Prevention Professional (QPP), Associate Prevention Professional (APP) and Trained Prevention Assistant (TPA) issued by authority of the Indiana Association of Prevention Professionals (IAPP).

(b) “Prevention Professional” is any personnel or contractor who holds a certificate issued by the IAPP and persons who have applied for but have not yet received a certificate.

(c) “Youth” is any individual enrolled in a prevention program offered by a CPP or QPP from preschool through grade 12 or any individual under the age of 18.

(d) “Complaint” is any written and signed statement from an agency or one or more individual residents of this state filed with the IAPP alleging that a prevention professional has breached one or more of the standards in the Code of Ethics for Prevention Professionals. A “complaint” will be deemed a request to investigate.

(e) “Revocation” is the invalidation of any certificate held by the Prevention Professional.

(f) “Denial” is the refusal to grant initial certification to an applicant for a certificate.

(g) “Suspension” is the temporary invalidation of any certificate for a period of time specified by the IAPP.

(h) “Reprimand” admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.

(i) “Warning” warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.

(j) “Monitoring” is the quarterly appraisal of the prevention professional’s conduct by the IAPP through contact with the prevention professional and his or her employer. As a condition of monitoring, a prevention professional may be required to submit a criminal background check and possible urine drug screen (UDS). The IAPP specifies the length of the monitoring period.

(k) “No Probable Cause” is a determination by the IAPP that, after a preliminary investigation, either no further action need be taken or no cause exists to recommend disciplinary action.

(3) Standards

(a) Standard 1: **Legal Compliance** – A prevention professional shall abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony, misdemeanor or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, use of or possession of a controlled substance or marijuana; or of any sexual offense; or any other laws applicable to the profession. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

(b) Standard 2: **Conduct with Youth** – A prevention professional shall always maintain a professional relationship with all youth, both in and outside the program or classroom. Unethical conduct includes but is not limited to:

1. committing any act of child abuse, including physical and verbal abuse;
2. committing any act of cruelty to children or any act of child endangerment;
3. committing any sexual act with a student or soliciting such from a youth;
4. engaging in or permitting harassment of or misconduct toward a youth that would violate a state or federal law;
5. soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a youth;
6. furnishing tobacco, alcohol, or illegal/unauthorized drugs to any youth; or
7. failing to prevent the use of alcohol or illegal or unauthorized drugs by youth who are under the prevention professional's supervision (including but not limited to at the prevention professional's residence or any other private setting).

(c) Standard 3: **Alcohol or Drugs** – A prevention professional shall refrain from the use of alcohol or illegal or unauthorized drugs while working in a professional capacity. Unethical conduct includes but is not limited to:

1. being on school, agency or community setting premises or at a school-related, agency-related or community-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and
2. being on school, agency or community premises or at a school-related, agency-related or community –related activity involving youth while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc).
3. Continue to practice as a Prevention Professional while no longer being competent to do so due to the abuse of alcohol, illegal drugs or prescription medications.

(d) Standard 4: **Honesty** – A prevention professional shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting or omitting:

1. professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;
2. information submitted to federal, state, local school districts and other governmental agencies;
3. information regarding the evaluation of youth and/or personnel;
4. reasons for absences or leaves;
5. information submitted in the course of an official inquiry/investigation; and
6. information submitted in the course of professional practice.

(e) Standard 5: **Public Funds and Property** - A prevention professional entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

1. misusing public, agency or school-related funds;
2. failing to account for funds collected from youth or parents;
3. submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);
4. co-mingling public, agency or school-related funds with personal funds or checking accounts; and
5. using school, agency or community property without the approval of the local board of education/governing board, agency or authorized designee.

(f) Standard 6: **Remunerative Conduct** – A prevention professional shall maintain integrity with youth, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

1. soliciting youth or parents of youth to purchase equipment, supplies, or services from the prevention professional or to participate in activities that financially benefit the prevention professional unless approved by the agency/governing board or authorized designee;
2. accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
3. tutoring youth assigned to the prevention professional for remuneration unless approved by the agency/governing board or authorized designee; and
4. coaching, instructing, promoting athletic camps, summer leagues, etc. that involves youth in a prevention professional's programs and from whom the prevention professional receives remuneration unless approved by the agency/governing board or authorized designee.

(g) Standard 7: **Confidential Information** – A prevention professional shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records and other information. Unethical conduct includes but is not limited to:

1. sharing of confidential information concerning youth academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
2. sharing of confidential information restricted by state or federal law;
3. violation of other confidentiality agreements required by state or local policy.

(h) **Standard 8: Abandonment of Contract** – A prevention professional shall fulfill all of the terms and obligations detailed in the contract with the state funding entities for the duration of the contract. Unethical conduct includes but is not limited to:

1. abandoning the contract for professional services without prior release from the contract by the employer, and
2. willfully refusing to perform the services required by a contract.

(i) **Standard 9: Required Reports** – A prevention professional shall file reports of a breach of one or more of the standards in the Code of Ethics for Prevention Professionals, child abuse, or any other required report. Unethical conduct includes but is not limited to:

1. failure to report all requested information on documents required by the IAPP when applying for or renewing any certificate with the IAPP;
2. All IAPP members are required to take measures to prevent, discourage, report, expose and correct the unethical conduct of colleagues, particularly when the conduct jeopardizes the health, well-being and safety of the youth and adults they serve. Unethical conduct includes failure to make a required report of a violation of one or more standards of the Code of Ethics for prevention professionals of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the prevention professional becomes aware of an alleged breach unless the law or local procedures require reporting sooner; and
3. failure to make a required report of any violation of state or federal law soon as possible but no later than ninety (90) days from the date the prevention professional became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if a prevention professional has reasonable cause to believe that a child has been abused.

(j) **Standard 10: Professional Conduct** – A prevention professional shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the prevention profession. Unethical conduct includes but is not limited to any conduct that impairs and/or diminishes the certificate holder's ability to function competently and professionally in his or her employment position, or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of youth.

Reporting:

- (a) Prevention Professionals are required to report a breach of one or more of the Standards in the Code of Ethics for Prevention Professionals as soon as possible but no later than ninety (90) days from the date the prevention professional became aware of an alleged breach unless the law or local procedures require reporting sooner. Prevention Professionals should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the IAPP in writing and must be signed by the complainant (parent, prevention professional, personnel director, superintendent, etc.).
- (b) The IAPP notifies local and state officials of all disciplinary actions.

(5) Disciplinary Action

(a) The IAPP is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the prevention professional's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate:

1. unethical conduct as outlined in The Code of Ethics for Prevention Professionals,
2. conviction of any misdemeanor crime related to their qualifications or functions as a Prevention Professional, or they are convicted of any felony crime.
3. engage in conduct which could lead to conviction of a misdemeanor crime related to their qualifications or functions as a Prevention Professional, or any felony crime.
4. continue to identify themselves as an IAPP member after being denied certification or allowing their certification to lapse.
5. continue to practice as a Prevention Professional while no longer competent to do so due to physical or mental causes or the abuse of alcohol or other drugs.
6. fail to cooperate with the IAPP at any point from the inception of an ethics complaint through the completion of all procedures regarding that complaint.
7. order from a court of competent jurisdiction.
8. suspension or revocation of any professional license or certificate;
9. violation of any other laws and rules applicable to the profession; and
10. any other good and sufficient cause that renders a prevention professional unfit for employment as a prevention professional.

(b) An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as a prevention educator, paraprofessional, aide, substitute or in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics.

(k) Standard 11: **Professional Conduct** – Responsibility to Clients

A. IAPP members will not practice, condone, facilitate, or collaborate with any form of discrimination against clients or other professionals on the basis of race, color, religion, age, gender, national origin, sexual orientation, religion, marital status, political belief, physical or mental handicap, or economic condition.

B. IAPP members will not engage in any activity that violates or diminishes the civil or legal rights of clients.

C. IAPP members will serve youth and adults with loyalty, devotion, determination, and maximum application of professional skill and competence, treat each youth and adult with dignity, honor, and respect, provide the highest quality of care, act in the best interest of each youth and adult, and assist each youth and adult in discovering the internal and external resources to help themselves.



IAPP Code of Ethics Breach Report
Booker T. Washington Community Center
1101 S. 13th St.
Terre Haute, IN. 47802

IAPP Code of Ethics Breach Report

Your Name:

Your Contact Information:

Person(s) You Are Reporting:

IAPP Code of Ethics Breach You Are Reporting:

Please list all attached documents necessary to support your breach report: