



What We Believe!

**Franklin County Board of Mental Retardation
and Developmental Disabilities**

Letter from the Superintendent . . .

The Franklin County Board of Mental Retardation and Developmental Disabilities is proud of the services we provide to the children and adults of our community who need support. We are also proud of the staff and the many providers who help us to meet our mission. Our Board has high standards and expectations are being met every day.

This booklet has been written for staff, providers, volunteers and the people we serve. It includes sections on our mission, vision, philosophy, codes of conduct and compliance procedures. The Board expects that we will maintain the highest possible ethical and moral standards and that we will all work as partners in fulfilling our mission for persons with disabilities.

On behalf of our Board, thank you for your efforts to support “what we believe”.

Sincerely,

Jed Morison
Superintendent

Mission

The mission of the Franklin County Board of Mental Retardation and Developmental Disabilities is to provide programs, services and supports to eligible children, adults and their families so individuals with developmental disabilities can live, work, learn and participate in the community.

Vision

Eligible persons with mental retardation or other developmental disabilities will live, work, learn and participate in the community, to the extent of their abilities, in a safe and healthy manner.

The Franklin County Board of Mental Retardation and Developmental Disabilities will be a well managed, financially responsible and stable, public organization providing cost-effective, quality services in partnership with families, through a committed and respected staff.

The Franklin County community will be well informed about mental retardation and developmental disabilities, including causes and preventive measures, and will be accepting of individuals who have mental retardation or other developmental disabilities

Philosophy

The Franklin County Board of Mental Retardation and Developmental Disabilities believes that individuals who have mental retardation or other developmental disabilities and their families have:

- ◇ The same basic rights and responsibilities as other citizens of the community.
- ◇ The right to develop their abilities to the fullest extent possible and to be involved in determining the supports and services needed.
- ◇ The right to be informed of services available in a manner which provides maximum understanding, as well as the right to refuse programs or services.
- ◇ The right to participate in the community.
- ◇ The right to take reasonable risks.
- ◇ The right to be protected from exploitation, abuse and degrading treatment.
- ◇ The right to be treated with dignity and respect.

Codes of Conduct

- 1.** Board members, employees, and volunteers are expected to maintain the highest possible ethical and moral standards and to perform within the laws of the State of Ohio, and other rules and regulations as may be set forth by their appointing authority.

- 2.** It is essential that the public maintain confidence in the employees of the Board of Mental Retardation and Developmental Disabilities. For this reason, it is important that Board employees refrain from any action which involves using public office for private gain or giving preferential treatment to any individual, group, or entity. Employees shall at all time adhere to the following standards of conduct:
 - a.** Employees shall not engage in outside employment which results in a conflict of interest with their duties as Board employees.

 - b.** Employees shall not solicit or accept anything of economic value from any individual or entity engaged in business dealings or seeking to engage in business dealings with the Board.

 - c.** Employees shall not use Board property for other than proper activities.

- 3.** Employees shall not discriminate in employment or services on the basis of race, color, creed, sex, natural origin, age or handicap.

- 4.** Employees shall report any suspected major unusual incident (MUI) as soon as possible, but no later than 24 hours, to the MUI office (614-464-2743).

Compliance Procedure

Employees who observe or learn of policy violations are encouraged to report such violations to their supervisor, other management, the Human Resources Director (475-6440 Ext. 5983) or the Superintendent's office (475-6440 Ext. 5950).

No disciplinary action or other form of retaliation shall be taken against an individual who, in good faith, reports an issue, problem, concern or violation. Reporting does not protect individuals from appropriate disciplinary action regarding their own performance or conduct. However, self-disclosure will be viewed favorably and may reduce potential disciplinary actions.

Franklin County Board of Mental Retardation
and Developmental Disabilities
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Statement of Ethical Principles

The Franklin County Board of Commissioners adopted this statement of ethical principles on March 14, 2006.

County employees should treat their employment as a public trust, using the powers and resources of county employment only to advance public good. County employees should exercise their duties consistent with the Code of Ethics Guidelines presented here.

In treating county employment as a public trust, you should:

PURSUE THE PUBLIC INTEREST: Diligently and in good faith pursue the public interest to the best of your abilities and subordinate self-interest to the public good.

BUILD PUBLIC RESPECT: Build public confidence that government is conducted with honesty, integrity, and a concern for justice and is, therefore, worthy of respect, trust and support. Serve the public with respect, concern, courtesy, and responsiveness, recognizing that service to the public is beyond service to oneself.

STRIVE FOR EXCELLENCE: Strive for personal excellence and accept as a personal duty the responsibility to keep up to date on emerging issues and to administer the public's business with professional competence, fairness, impartiality, efficiency, and effectiveness.

PRACTICE STEWARDSHIP: Manage resources to maximize value for county citizens, avoid excessive and unreasonable or unnecessary expenses, and use public resources, including property and time, only for public work. Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.

Ethical Principles (Cont'd.)

EMBODY INTEGRITY: Faithfully comply with all laws and regulations applicable to the county and impartially apply them to everyone. Eliminate all forms of illegal discrimination, fraud, and abuse of public funds, and support co-workers' and others' efforts to correct such discrimination, fraud, or abuse. Faithfully administer the affairs of the county. Refrain from using your county position to exert improper influence.

AVOID IMPROPRIETY AND THE APPEARANCE OF IMPROPRIETY: Avoid real or potential conflicts between private and public duties. Avoid receiving, soliciting, or otherwise obtaining anything of value from any other public official, employee, business, or citizen, which is intended to influence the performance of official duties. Disclose to the appropriate authority the nature and extent of any financial or personal interest in a county contract, legislation, or in any type of transaction involving the county.

PROTECT PRIVACY: Keep private all information acquired by your public employment except when disclosure is required. Information that is confidential should not be disclosed unless required by law.

EMBRACE DIVERSITY AND INCLUSIVENESS: Embrace diversity and inclusiveness in order to reflect the communities we serve and ensure that diversity contributes to the development of our mission and the common good in a changing society.