

WORKING DRAFT COURSE CONTENT - DRAFT 1, "Ethics,"
Non-Reporting Employees – Department of Children and Families

Screen Visuals	Content - Narrator
1.	Ethics – you've probably heard the term bounced around your whole life.
2. Ethical Ethics Unethical	"She's an ethical person." "We're bound by a code of ethics." "He knows that would be unethical."
3.	So, what do we mean by ethics?
A. Right Versus Wrong B. Integrity C. Morals D. Principles E. Honesty F. Doing the Right Thing G. Virtue H. All of the above	What do you think? Select one of the answers below, then click the "continue" button. Select all that apply
4. ANIMATED TEXT ON SCREEN	Yes/Yep. Ethics includes any, and actually, all of the above. The term ethics encompasses a lot: Right Versus Wrong, Integrity, Morals, Principles, Doing the Right Thing, Virtue, Values – there's no single or simple definition. Which means that what's ethical – or unethical – may not always be clear.
5.	That's where this course comes in. It will give you a chance to think about what ethics means to you as a Department of Children and Families employee. And we'll offer you some guidance on making the right decision.

WORKING DRAFT COURSE CONTENT - DRAFT 1, "Ethics,"
Non-Reporting Employees – Department of Children and Families

6. ANIMATED TEXT ON SCREEN - BUILD	By the time you finish this course: 1. You'll have a better understanding of the meaning of ethics. 2. You'll be aware of the rules, laws and policies that govern ethics in Florida Government – and the Department of Children and Families in particular. 3. You'll have some insight into applying the rules to specific situations, having challenged yourself on how you would resolve sample ethical dilemmas. And, 4. You'll know where to turn for additional information and guidance.
7. SPECIAL EFFECTS TEXT WITH GRAPHIC	What is Ethics? Let's start at the beginning.
8. SPECIAL EFFECTS WORDS GREEK TEMPLE, PHILOSOPHER TEACHING	Discussions about ethics go back more than 2000 years. And guess what: questions about values and principles – ethics - were first raised by public employees.
9. PORTRAITS OF SOCRATES, PLATO AND ARISTOTLE - ANIMATED	The ancient Greek philosophers – Socrates, Plato and Aristotle – who were also politicians and public educators – pondered, debated, discussed and wrote about ethical related issues in 300 and 400 BC.
10. SOCRATES, PLATO AND ARISTOTLE – WRITING, TEACHING WITH TEXT PHILOSOPHICAL FOUNDATIONS OF WESTERN CULTURE Justice	Aristotle offered: <i>All virtue is summed up in dealing justly.</i> While Socrates advised: <i>Regard your good name as the richest jewel you can possibly be possessed of.</i>

WORKING DRAFT COURSE CONTENT - DRAFT 1, "Ethics,"
Non-Reporting Employees – Department of Children and Families

GOODNESS	
11. TEXT BOX AND FRAME	EXERCISE Now it's your turn. In the column on the left write type out your definition of Ethics. When you're finished click the "Answer" to see how the term is defined by sources ranging from the Encyclopedia Britannica to the US State Department.
12. IN-LINE FRAME ANSWER	• A theory or a system of moral values. • A set of moral principles. • A set of principles and practices that governs good human conduct. • The general nature of morals and of the specific moral choices to be made by a person; moral philosophy. • A theory or system of moral values. • The rules or standards governing the conduct of a person or the members of a profession. • The principles of conduct governing an individual or a group. • A guiding philosophy. • A consciousness of moral importance.
13.	While these ideas are quite similar, as we said before, there's no single definition of ethics.

WORKING DRAFT COURSE CONTENT - DRAFT 1, "Ethics,"
Non-Reporting Employees – Department of Children and Families

14.	Review your definition to see if it includes any of the terms and ideas in the Answer column.
15. VIDEO –US CAPITAL	Ethics in Government: the foundation for public trust
16. AMERICAN FLAG, PORTRAITS OF GREAT AMERICANS FADE IN	Think for a second about some of the greatest public figures in American History and the words that defined them:
17.	From George Washington's – "sacred fire of liberty" to Lincoln's "of the people by the people and for the people." From FDR's "a new deal for the American People" to JFK's "and so my fellow Americans" to Martin Luther King's, "...a nation where they won't be judged by the color of their skin, but the content of their character."
18. FADE OUT PORTRAITS, GOOGLE EARTH WASHINGTON DC FROM SPACE	What central idea about government binds together these and thousands of other great American leaders?
19. FREEZE, SUPERIMPOSE: A Sacred Trust Integrity and Honesty	The idea that there is a sacred trust between government and the people it serves – with fairness, integrity and honesty at it's core.
20. VIDEO WASHINGTON DC Government Will Be Ethical, Public Welfare Should Never Be Compromised For Personal Gain.	In a democracy we believe and we trust that government must – and will -- do the right thing. Simply put: we trust that our government will be ethical, and that public welfare should never be compromised for personal gain.
21. VIDEO OF EMPLOYEE AT WORK – MAYBE SPECIAL EFFECTS - TEXT ON SCREEN GAIN AND HOLD THE PUBLIC'S	As a public employee -- like those who preceded you over the last several hundred years, you have an absolute and

WORKING DRAFT COURSE CONTENT - DRAFT 1, "Ethics,"
Non-Reporting Employees – Department of Children and Families

TRUST	unconditional requirement and responsibility to gain and hold the public's trust.
22. ANIMATED WORD ETHICS	Ethics is the foundation for that trust.
23. DEPARTMENT OF CHILDREN AND FAMILIES LOGO	As an employee of the Department of Children and Families your commitment to ethics and integrity is one of the most critical in state government.
24. VIDEO MONTAGE OF CLIENTS/CONSUMERS	Because whether you're on the front line -- or supporting those who are --quite often lives are at stake.
25. 3-D ANIMATION OF FLORIDA	This department has been entrusted with the health and well being of thousands of Florida citizens:
26. VIDEO/SPECIAL EFFECTS VIDEO	Children who have been abused; victims of domestic violence; mentally ill individuals; frail, elderly adults – and more.
27. CLIENTS/CONSUMERS	Abiding by a code of ethics is especially important for those who have been entrusted with the responsibility to help those who are unable to care for or protect themselves.
28. VIDEO FLORIDA CAPITAL BUILDING	Ethics in Florida Government: The Laws, Rules and Policies
29. ANIMATED SCROLL UNROLLING: SUPERIMPOSE TEXT	The State of Florida has laws and rules governing ethics in government, as does the Department of Children and Families. Specifically:
30. Article 1, Section 24, <i>Constitution Of The State Of Florida</i> Article II, Section 8, <i>Constitution Of The State Of Florida.</i>	Article 1, section 24, <i>Constitution of the State of Florida.</i> Article II, section 8, <i>Constitution of the State of Florida.</i>

WORKING DRAFT COURSE CONTENT - DRAFT 1, "Ethics,"
Non-Reporting Employees – Department of Children and Families

31. Chapter 112, Part Iii, <i>Florida Statutes</i> (F.S.), Code Of Ethics For Public Officers And Employees.	Chapter 112, Part III, <i>Florida Statutes</i> (F.S.), Code of Ethics for Public Officers and Employees.
32. "2007 Guide To The Sunshine Amendment And Code Of Ethics For Public Officers And Employees,"	"2007 Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees," State of Florida Commission on Ethics
33. Governor Charlie Crist 'S <i>Executive Order</i> 07-01 Issued	Governor Charlie Crist's <i>Executive Order</i> 07-01
34. Department Children And Families Operating Procedure 60-05 And 180 - 04	Department of Children and Families Operating Procedures 60-05 and 180 - 04 Note: We need to have a couple of examples to drive this home....maybe in the Jeopardy section
35. FADE TO BLACK TO DENOTE TRANSITION	Let's take a quick look at what guidance you can find and where.
36. CRIST WITH KEY WORDS Service To The Public as Our Highest Priority Government As Good as the People It Serves. HONEST, ETHICAL AND OPEN STRUCTURE WITHIN WHICH GOVERNMENT DECISIONS ARE MADE	First, the Governor's Office: As one of his first official actions, Florida Governor Charlie Crist issued Executive Order 07-01. The order pledges to the people of Florida that we, as public servants, will maintain service to the public as our highest priority and reaffirms his commitment to an honest, ethical and open government for the people of Florida.
37. ZOOM FLORIDA STATUTE BOOK	Next, Florida Law. Chapter 112, Florida Statutes, contains the Code of Ethics for Public Officers and Employees – which is described as the "moral philosophy upon which the state conducts business."
38. STATUTE GRAPHIC	The statute outlines the ethical responsibilities of all state employees, identifies practices and activities considered unethical and prohibited by law

WORKING DRAFT COURSE CONTENT - DRAFT 1, "Ethics,"
Non-Reporting Employees – Department of Children and Families

	and it identifies what selected employees must disclose to the public.
39. DEPARTMENT PROCEDURE GRAPHIC	The department's Operating Procedure 60-05 address the responsibilities we all have as employees of this agency. The procedure emphasizes "the close relationship between one's personal ethics, professional ethics, and the department's core values."
40.	Most importantly it reminds us that as stewards of the public trust, we are pledged to use the authority and resources of the department to further the public interest and not for any financial or personal benefit or privilege.
41. DEPARTMENT PROCEDURE GRAPHIC	Further, departmental procedure 180 – 04 requires departmental employees to report unethical and illegal activities to the department's Inspector General's office.
42.	All in all, each of these contains detailed information on do's and don'ts for public employees. If you need more information please click the resources button above which will link you to the documents.
43. TEXT ON SCREEN WITH PHOTOS OR VIDEO	By and large, what all of these require is mostly the same and pretty simple overall: • Do your job with honesty and integrity. • Be ethical. Never put your interests before the interests of the people you serve. - o For example, it's the end of the day. You're tired. You have some paperwork left

Use a
Different
example

this is
weak.

WORKING DRAFT COURSE CONTENT - DRAFT 1, "Ethics,"
Non-Reporting Employees – Department of Children and Families

	that if not finished today will delay a consumer's benefits. It would be unethical for you not to do the paperwork. • Never accept any personal benefits, favors or gifts in the course of doing your job. (With gifts, the rule of thumb is you can't accept anything worth more than \$25.) or if it was given with the intention to influence. And, you cannot take a gift from a vendor or lobbyist, no matter what the value or intent.
44. TEXT ON SCREEN WITH PHOTOS	• Don't do anything that results in preferential treatment of or benefit to you, your friends, family, or past or potentially future business associates. - o For instance a friend of yours has applied for services from the department. You know the person really needs the service. Would it be wrong to call the program supervisor and ask that person's application be rushed ahead of others? Yes it would. • Before you start wringing your hands about an ethical dilemma, check the policies that govern your

WORKING DRAFT COURSE CONTENT - DRAFT 1, "Ethics,"
Non-Reporting Employees – Department of Children and Families

	job. Chances are they spell out what you can, can't or should do.
45. TEXT ON SCREEN WITH PHOTOS	• Remember, if you're thinking about doing something that's <i>technically alright</i>, but that the public might perceive as being wrong – don't do it. • Use the "If I read it in the newspaper test." - o For example, let's say you're on call which means you're not allowed to drink. In morning paper or in on-line news there's a photo from a reception that has you in the background with a glass in your hand. Alcohol? Soda? No one can tell from the photo – nor can your supervisor or a co-worker or client. Perhaps it would have been better not to go to the reception or go and not drink anything. • Situations might not always be clearly black or white. So if you're unsure of what to do, ask someone higher up in the department for guidance. Your supervisor or one of the department's attorneys.
46. GIFTS, VENDORS FOOD, TRAVEL, PURCHASING (Marsha, we have a really cool jeopardy animated	Okay, now for some practical examples – and some fun – let's play a little DCF Modified Jeopardy.

WORKING DRAFT COURSE CONTENT - DRAFT 1, "Ethics,"
Non-Reporting Employees – Department of Children and Families

quiz, i know you'll need to see it before you can decide if you like ithe approach or not)	After you hear the question, write -type in your response in the area at the bottom of the screen, and then click our host's head for the correct answer.
47.	Gifts for 200
48. SPECIAL EFFECTS FLOWERS	Your office receives an arrangement of flowers from someone you've helped. Can you keep them? • Maybe, but why take the chance? The Code of Ethics says you can't accept a gift worth more than \$25 -- few arrangements cost that little these days. To be on the safe side, ask the delivery person to drop them off at the next hospital he visits – or drop them off yourself. Then let the person that sent them know as a public employee, you are unable to accept gifts.
49.	Meals for 500
50. DINNER FX VIDEO	You go to Tampa to talk to a vendor about contracting to provide mental health services locally. The meeting runs late and the vendor invites you to go to dinner. Can you go? • You can go, provided you pay for your own dinner. But what if another vendor saw the two of you at the restaurant? It might would be best to graciously decline.
51.	Travel for 100 You receive your travel reimbursement check, and you've been overpaid \$150.00. You think to yourself, "every time I travel for

WORKING DRAFT COURSE CONTENT - DRAFT 1, "Ethics,"
Non-Reporting Employees – Department of Children and Families

	the state I lose money – over the past two years it's been well over \$150.00. This helps even things out." That seems fair -- she's had to pay for state travel out of her own pocket, so why shouldn't she keep it? The answer is simple. First, it's unethical to take a reimbursement you received because of an error. Second, it's against the law and worse, she could lose her job. or worse. (You/she check 1st & 2nd person)
52.	Okay. Contractors for 300.
53. WORKER FX PHOTO YOU CAN'T BE INVOLVED.	You designed a nationally recognized program for child abuse prevention. The project was put out on bid, and you helped select a highly qualified vendor. You've been thinking about leaving the department and the vendor offers you a job directing the project. You designed it, you have the skills and background to take it off the drawing board and make it a success. Everyone benefits right? Wrong. The law is very specific about this one. Former employees, whether retired or terminated, are not allowed for two years to have any employment or contract in which he or she <i>participated personally and substantially by recommendation or decision while a state employee.</i>
54. RECEPTION ILLUSTRATION	Food for 200 The day you meet at a vendor's office they're

WORKING DRAFT COURSE CONTENT - DRAFT 1, "Ethics,"
Non-Reporting Employees – Department of Children and Families

	having a birthday party for an employee. They offer you some cake and punch when you're taking a break from your meeting. Is it unethical to take free food from a vendor?
55.	• Like anything else, there are exceptions. The rules say "On site consumption of food and refreshment at receptions is acceptable, provided that employee's attendance at the event is an appropriate exercise of official duties. • Just say no. You should not let a vendor pay for or provide anything for you, as in the example earlier about dinner. So to be on the safe side, even when invited to participate in the birthday party, it would be best to decline the food graciously.
. QUESTION 56. A.	Appearances for 500 You work in an office at district a circuit headquarters office. A vendor you've gotten to know, a real pleasant guy has brings brought you a nice thermal company coffee cups that sports his company's logo. Should you take accept it or not? • Technically you could No., but it's best if you should graciously decline. The law is very clear that you may not accept anything of value from a lobbyist or vendor. Consider what a competing vendor might think if she visited the office. Again, you'd be better off graciously declining to avoid even

WORKING DRAFT COURSE CONTENT - DRAFT 1, "Ethics,"
Non-Reporting Employees – Department of Children and Families

	the appearance favoritism.
57. TEXT OVER GRAPHICS	There are a number of other rules spelled out in the laws and regulations. Know and follow the laws, regulations and Department policies. Read them. If your job requires you come into contact with doing business with the state.
58. TEXT OVER GRAPHICS	The central point of all of these requirements is pretty simple: nothing you do as a state employee should benefit you are or appear to benefit you personally.
59. TEXT OVER GRAPHICS	If you're not sure after checking the Department's policies related to your job, seek out help. Talk with your supervisor, or talk with one of the Department's attorneys, or with the Department's Ethics Officer. Don't take any chances -- follow the rules even if they might not apply.
60.	Remember as public servants, our customers, our co-workers and the citizens of Florida depend on us to "do the right thing." So when we think about ethics, most importantly, think about two words: Public Trust.