



STATE OF MONTANA  
BOARD OF PARDONS AND PAROLE  
POLICY DIRECTIVE

Policy No. BOPP 3.7	Subject: <b>WORKPLACE FAMILY RELATIONSHIPS</b>
Chapter 3: HUMAN RESOURCES	Page 1 of 2
Section 7: Workplace Family Relationships	Effective Date: June 1, 2022
Signature: /s/ Joseph McElroy, Chief of Staff	Revised:

**I. POLICY**

The Board of Pardons and Parole (BOPP), strives to identify and manage family member relationships between supervisors and subordinates through self-identification and active division administrator involvement to mitigate the perception of preferential treatment and maintain professionalism.

**II. APPLICABILITY**

All BOPP.

**III. DEFINITIONS**

**BOPP Employee** – A person employed by the BOPP who has attained permanent status or is eligible to attain permanent status, as provided in *2-18-601, MCA*; volunteers, interns, temporary and short-term workers; this term does not include service providers.

**Family Member** – Any individual related by blood or marriage.

**IV. DEPARTMENT DIRECTIVES**

**A. General Provisions**

1. This policy does not prohibit personal relationships between BOPP, Department of Corrections (DOC) employees, or DOC and contractor employees and does not presume family member relationships adversely affect the ability of employees to work together. This policy does recognize the potential for the perception of adverse effects to exist and attempts to ensure such perception does not become reality.
2. The Board Chair will not allow family member relationships to affect workplace behavior or job responsibilities; if an individual supervises a family member, he or she must report the existence of the relationship to the division administrator as soon as practical.
3. BOPP employees will not participate in a selection process in which a family member is an applicant.
4. An employee who believes he or she has been adversely affected by preferential treatment due to a family member relationship will report concerns to the Board Chair or DOC Human Resources.

**B. Resolution**

1. BOPP employees having family member relationships involving new or existing employees will be documented using the [Family Member Relationship Disclosure](#) form; the form will be completed by the affected and disclosing individuals and the division administrator, stored by DOC Human Resources, and accessible to those in the chain of command on a need-to-know basis.
2. A mitigation plan to maintain a professional working environment will be developed by the Board Chair and attached to the Family Member Relationship Disclosure form.

**V. CLOSING**

1. Questions concerning this policy should be directed to Board Chair or designee.

**VI. REFERENCES**

*A. DOC Policy 1.3.2 Performance and Conduct*

**VII. ATTACHMENT**

[Family Member Relationship Disclosure Form](#)