

# The Office of Residence Life Personal Conduct Policy

Residence Life staff members are required to avoid conduct detrimental to the integrity of and public confidence in the Office of Residence Life and James Madison University.

Rules promoting lawful, ethical, and responsible conduct serve the interests of the department, our residents, and their families. Illegal or irresponsible conduct does more than simply tarnish the offender. It puts innocent people at risk, sullies the reputation of others involved in our work, and undermines public respect and support for ORL and JMU.

Specifically, Residence Life staff members:

1. Should not drink alcohol if they are under 21 years of age or take illicit drugs
2. Should not drink or take illicit drugs with their residents (any age)
3. Should not come back to their residence hall impaired by alcohol or illicit drugs (any age)
4. Should not drink alcohol or take illicit drugs while on duty (any age)
5. Should obey the laws of the Commonwealth of Virginia and the United States of America
6. Should always show up for Residence Hall Duty coverage on time and remain in the building for the duration of duty hours
7. Should confront and document every incident encountered
8. Should not lie
9. Should not withhold information from their supervisor(s)
10. Should not recruit for an organization outside of Residence Life (student organization, church group, fraternity/sorority etc.)
11. Should remember that they are a staff member all of the time
12. Should not date or engage in romantic/sexual relationships with residents in their own building or a building in which they conduct duty tours
13. Should not date or engage in romantic/sexual relationships with their supervisor or supervisee
14. Should communicate with students and JMU employees using their official JMU e-mail address ([e-ID@jmu.edu](mailto:e-ID@jmu.edu)) and should not redirect (auto forward all) this account to an external mail server
15. Should represent themselves and ORL positively. This includes social media activity.
16. Should take direction from their supervisor(s) and carry out their duties as outlined in their position description.

Discipline:

Upon learning of conduct that may give rise to discipline, the appropriate supervisor will direct an investigation which may include interviews and information gathering from medical, law enforcement, and other relevant individuals. Upon conclusion of the investigation, the appropriate Area Director, in consultation with the Associate Director of Residence Life, will have full authority to impose discipline as warranted.

Discipline may take the form of probation, judicial referral, fines, or termination of employment and removal from the residence hall where the staff member is working. The specifics of the disciplinary response will be based on the nature of the incident, the actual or threatened risk to the participant and others, any prior or additional misconduct (whether or not criminal charges were filed), and other relevant factors.

Staff members who voluntarily resign or are dismissed during the academic year may not live in the residence hall where they were staff members. They may choose another hall on campus (if space is available) or they may move off campus with the permission of the Associate Director for Housing.