



June 10, 2013

Dear Service Provider:

The Protection of People with Special Needs Act ("the Act") establishes the Justice Center for the Protection of People with Special Needs ("Justice Center") and requires that a Code of Conduct be read and signed by any "custodian" who will have regular and substantial contact with people with special needs covered by the Act. Custodians include directors, operators, employees, or volunteers of a facility or agency as well as consultants, employees, and volunteers of any corporation, organization or governmental agency that provides goods or services to a facility or agency.

The Code of Conduct represents a broad framework that will help staff decide on an appropriate course of action and achieve the goal of helping people with special needs live self-directed, meaningful lives in their communities, free from abuse, neglect and protected from harm. The Code of Conduct is not intended to provide detailed direction of what should be done in every aspect of a custodian's work.

This Code of Conduct applies to all custodians as defined above. However, supervisors and administrators who do not have regular and substantial, contact with people who receive services should also familiarize themselves with this Code of Conduct and must follow all other legal and regulatory requirements of the Act.

The attached Code of Conduct is required to be read and signed at least annually by all custodians. Existing custodians must read and sign by June 30, 2013, and all other custodians must read and sign at the time of employment or affiliation.

Thank you for your attention to this important matter. If you have additional questions about the Code of Conduct, please call the Justice Center at 518-549-0200.

Very truly yours,

A handwritten signature in black ink, appearing to read "Jeff Wise".

Jeff Wise
Acting Executive Director
Justice Center for the Protection of People with Special Needs