

SAN BERNARDINO COUNTY PROBATION DEPARTMENT
POLICY MANUAL

Each policy establishes the overall operational rules and regulations that govern the Department. They state the precepts which management considers important for formal documentation. The Chief Probation Officer will exercise approval authority for policies.

Each bureau has established and published procedures under separate individual *Procedure Manuals*. The procedures establish the methods for implementing policies. The Chief Probation Officer will exercise approval authority for procedures.

Each Department employee—full time, part-time, contract, Associate Probation Officer and volunteer—is responsible for reading and understanding each policy and his/her bureau's procedures. Each employee will be held accountable for compliance or non-compliance with Department policies or procedures.

24. CODE OF SILENCE

Code of Silence is the participation in any form of dishonesty or omission of information related to an employee of the Probation Department or any law enforcement agency with the intent to deceive or misconstrue the material facts of any situation. Specifically, the Code of Silence is commonly viewed as the informal expectation amongst peers that a peace officer does not report or testify against another peace officer, regardless of the nature of the accused officer's conduct.

Employees of the Probation Department are representatives of this department and are expected to demonstrate the highest standards of ethics and conduct consistent with their employment. Staff who observe or are aware of an employee of this department, or any law enforcement agency, violating the law and/or departmental policy or procedure, or failing to act when called for by circumstances, must report this to a superior officer at the earliest possible opportunity. Employees are also required to cooperate with Supervisory inquiry or Internal Affairs Investigators by answering questions fully and truthfully.

It is the policy of the Probation Department that an employee's participation in any form of Code of Silence is strictly prohibited and shall not be endorsed, supported or tolerated. This policy applies to all employees of the Probation Department, sworn and non-sworn.



Michelle Scray Brown
Chief Probation Officer

7-28-17

Date