
Employee Responsibility - Code of Conduct

205.1 PURPOSE:

To establish guidelines relating to employee responsibilities and code of conduct.

205.2 GUIDELINES:

- A. Employees assigned certain duties are required to file a conflict of interest statement upon entering or terminating such position and annually while in such position.

205.3 DEFINITIONS:

Code of Silence: The participation in any form of dishonesty, misrepresentation, or omission of information with the intent to deceive, misconstrue, or avoid participation in the disclosure of the material facts of any situation. It is commonly viewed as the informal expectation that an employee does not report or divulge information about another employee, regardless of the nature of the alleged conduct.

Conflict of Interest: The acceptance of any gift, gratuity, favor, entertainment, loan, or any other thing of monetary value from clients, client's families, and/or friends or relatives of clients, or any other individual from which the employee would personally benefit.

205.4 RESPONSIBILITIES:

- I. Employees of the Department shall:
 - A. Use their authority and power responsibly and properly in the performance of their official duties.
 - B. Demonstrate the highest standard of ethics and conduct consistent with the requirements of their employment, the law, and their positions.
 - C. Refrain from any conduct that violates, or appears to violate, the law or public trust.
 - D. Not willfully or negligently violate any federal statute, state law, local ordinance, memorandum of understanding, county or department rule, regulation, policy, or procedure.
 - E. Refrain from off-duty and/or on-duty conduct which is job-related or discredits the county, department, or agency, or which is incompatible with the due and faithful discharge of their duties. Failure at any time to obey any federal statute, state law, local ordinance, or county/departmental rule or regulation shall constitute behavior that brings discredit upon the Criminal Justice System, the Probation Department, and one's employment.
 - F. Report immediately, through their chain of command, when:
 1. They become aware they are the subject of a criminal investigation.
 2. They have been arrested.

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3. They have been charged with any felony or misdemeanor.
- G. Report to a supervisor or above, at the earliest possible opportunity, any observed behavior and/or knowledge of any employee of this county, department, or any other law enforcement agency, violating the law and/or departmental/county policy/procedure, or failing to act when called for by circumstances.
- H. Not engage in any behavior which may constitute a conflict of interest or any violation of ethical standards established by state or federal law, county or department rule, policy/procedure, etc.
- I. Not participate in, endorse, support, and/or tolerate any form of the Code of Silence, dishonesty, falsification of official statements or records, failure to cooperate, or misrepresentation.