

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

Inter-Bureau Procedure #98-05-19 – Off Duty Conduct

Authority: Raymond B. Wingerd, Chief Probation Officer

Narrative:

Employees shall not willfully or negligently violate any federal statute, state law, or local ordinance. If any employee becomes aware that he/she is the subject of a criminal investigation or is arrested or charged with any felony or misdemeanor, he/she shall immediately report the matter to the office of the Chief Probation Officer through the Division Director.

Employees shall not act or behave outside of or during duty hours in such a manner as to bring discredit upon the Criminal Justice System, the Probation Department or one's employment.

Failure at any time to obey any federal statute, state law, local ordinance or departmental rule or regulation shall be deemed to constitute behavior which brings discredit upon the Criminal Justice System, the Probation Department and one's employment.

Issued By: P. JOSEPH LENZ, Deputy Chief Probation Officer
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