

Prohibited Associations

222.1 PURPOSE:

To establish guidelines relating to the required notification of administration when an association exists that could be reasonably perceived as a conflict of interest or may reflect adversely on or bring discredit to the Department.

While this procedure is not intended to interfere with any previously established family relationship involving the spouse or domestic partner, child, mother, father, brother, sister, mother-in-law, father-in-law, or any relative living with the staff, all associations outlined in this procedure, to include familial, must be reported to administration.

Administration reserves the right to prohibit associations that may be perceived as a conflict of interest or may reflect adversely on or bring discredit to the Department.

This procedure does not apply to association during the course of official duties.

222.2 DEFINITIONS:

Domestic partner: Two adults who have chosen to share one another's lives in an intimate and committed relationship of mutual caring, as defined by California Family Code section 297.

Felon: For the purposes of this procedure, a felon is a person with a felony conviction or a person who has been incarcerated for a felony within the previous seven (7) years.

222.2 RESPONSIBILITIES:

- I. All Staff:
 - A. Are prohibited from associating, fraternizing, engaging the services of, doing favors for, corresponding (to include social media and/or electronic communications), engaging in a romantic, intimate, or sexual relationship, etc. with persons they know, should know, or have reason to believe are currently: a felon; incarcerated in any jail, prison, juvenile detention facility; on any form of supervised release; on any type of court granted probation, parole, any other form of community supervision; a suspect in a crime; under criminal investigation; a defendant in any criminal court case; the subject of an active warrant; a gang member or associate; or participating in criminal behavior.
 - B. Shall notify their immediate Supervisor when aware, or have reason to believe, a family member or person with whom they are associating falls within the aforementioned circumstances.
 - C. Shall immediately, or by the end of the next working day, submit a detailed Prohibited Association Interoffice Memo with the circumstances of the relationship and all information known to them at the time regarding the specific

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reason for the prohibited association. There is no expectation that staff make any additional inquiry of the prohibited person or to law enforcement to learn additional information regarding arrests, grants of probation, etc.

- D. Shall submit a subsequent Interoffice Memo if the circumstances of the prohibited association change.
 - E. Shall submit a Special Interest Case Notice when directed.
 - F. Shall comply with the Computer Information Security/User Sign-On & Access Controls procedure in relation to accessing any information related to a prohibited association.
 - G. Shall not accept placement and/or detention in their care of any non-related youth who is under jurisdiction of the Juvenile Court or is detained by order of the Juvenile Court, or detained pending such an order, unless the employee is the youth's foster parent as approved by California State Licensing Regulations.
- II. Supervisor:
- A. Upon receipt of a Prohibited Association Interoffice Memo, forward the memo to the Division Director/Manager.
- III. Division Director/Manager:
- A. Upon receipt of a Prohibited Association Interoffice Memo, review the circumstances of the association with the Deputy Chief Probation Officer.
 - B. Ensure all Prohibited Association Interoffice Memos are forwarded to Professional Standards.
 - C. Shall notify the employee, upon direction of Administration, if any reported association is prohibited by the Department.
- IV. Professional Standards Division Director:
- A. Shall maintain a record of all memos subject to this procedure and shall provide a written report to the Chief Probation Officer or Assistant Chief Probation Officer upon request.