



# KERN COUNTY PROBATION DEPARTMENT

## Policies And Procedures

TITLE: <b>Rules of Conduct</b>		Article: 1404	
APPROVED: <b>TR Merickel, Chief Probation Officer</b>			
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### **POLICY**

The following rules of conduct are for all employees of the department.

1. Employees shall obey all lawful orders whether written or verbal.
2. No employee shall knowingly engage in criminal conduct.
3. Courtesy toward members of the public and clientele is expected of all employees. They shall be controlled and orderly in exercising patience and discretion. They must at all times refrain from using coarse, violent, profane, or insolent language.
4. Employees of the department shall not interfere unnecessarily in the private business of any person or organization while carrying out their official duties.
5. Employees of the department shall present to the public a professional appearance. Those designated to wear uniforms shall do so in accordance with the uniform rules approved by the Department Head.
6. No employee of the department shall recommend to any juvenile or adult under adjudication for any crime, or a Ward, inmate or prisoner of any institution, the employment of any particular attorney, counsel, or other professional. No employee of the department shall recommend to any prisoner the employment of any particular bondsman, nor attempt to influence any prisoner to obtain one, or otherwise make bail, except as required by law.
7. No employee shall directly or indirectly interfere in another employee's case.
8. No employee shall request the aid of any person outside the department to have them transferred to another assignment, or to have them restored to any assignment from which they were removed, or to have them promoted to a higher position within the department, or to secure their current assignment.
9. Employees of the department shall not render themselves impaired for duty because of indulgence in alcoholic beverages or other substances.
10. Employees are required to speak the truth in all official communications, whether under oath or otherwise.
11. No employee shall withhold or fail to divulge information pertinent to effective law enforcement for any reason.

12. Employees of the department shall treat as confidential the official business, reports, and records of the department. They shall not impart information of such business, nor shall they permit anyone to see or read such reports or records or permit anyone to receive copies of such reports or records except those for whom they are intended or as directed by their supervisor, or under due process of law.
13. Every employee of the department shall treat all employees with respect.
14. No employee shall make statements to the public, written or verbal, which concern the plans, policies, or affairs of the Administration of the Probation Department, unless duly authorized to do so by the Chief Probation Officer or his designee. Any employee seeking to speak publicly on behalf of the department shall follow the procedures outlined in section 1610 of this manual entitled "SPEAKERS BUREAU". Employees shall not, directly or indirectly, seek notoriety through the public press for acts performed in the discharge of their duties.
15. Employees shall not accept any gratuity whatsoever directly or indirectly, from any person liable to arrest or to complaint, or in custody, or after discharge.
16. No employee shall knowingly transact any business with, or for, any person in custody or under suspicion except in the line of duty.
17. All employees concerned in cases before the Courts are to be punctual in their attendance. They shall testify with accuracy, neither suppress nor overstate the slightest circumstance with a view of favoring or discrediting any person.
18. Any employee who is placed temporarily in a position of higher authority shall exercise the authority and perform the duties of such position and shall be held responsible in like manner as if regularly appointed to such position. He/she shall not interfere with or countermand any prior order issued by the staff whose place he/she temporarily occupies unless that prior order impairs effective operation of the department.
19. An employee shall give his/her name and number of badge (if he/she has one) without hesitation to any person who requests it, avoiding all unnecessary conversation or controversy.
20. An employee shall not make any false statement in any official report, or knowingly enter any inaccurate or false information in any department books, records, or reports.
21. Whenever any employee retires, resigns, is discharged, suspended or is on extended leave, he/she shall surrender to the Department Head or his designate all property assigned to him/her.
22. Sleeping, idling, or loafing while on duty shall be considered neglect of duty and grounds for disciplinary action.
23. Employees injured in the line of duty shall report in writing the circumstances of such injury on the prescribed form. Injury reports shall be completed as soon as practicable

- after the occurrence of the injury and in accordance with department policy and procedures.
24. An employee who strikes or injures any person in any way shall report the circumstances in writing. Such report shall be completed no later than at the end of the work day or shift.
  25. No employee shall willfully assault any person for any reason, except to prevent or interrupt the commission of a public offense. Nor shall he/she use more force than is necessary to effect an arrest or to maintain the custody of a prisoner or youth.
  26. Employees shall not use the department as a mailing address for private purposes. This includes the address on any privately-owned motor vehicle registration or operator's license, except those department employees who reside on the grounds of Camp Erwin Owen.
  27. Pursuant to California Vehicle Code Section 12500(a), all department employees are required to have in their possession a valid California driver's license Class B while operating any Class B vehicle owned or leased by the County of Kern or their private vehicle used in the performance of county business.
  28. Any employee who is arrested or cited for a law violation while in the performance of his/her duties shall report the matter to their supervisor by the end of the working day or shift. Any arrest while off duty shall be reported to their supervisor or administrator within 24 hours. Any citation received when the conviction of the violation could result in the restriction, suspension or revocation of the employee's driving privilege shall be reported to the supervisor as soon as possible. Convictions for violations of the Vehicle Code shall be reported within three working days of the date of conviction.
  29. No employee, while on active duty, shall use any substance that has the medically established possibility of altering the user's personality. This does not preclude taking medication under the direct supervision of a physician. However, if the medication could impair judgment or motor reflexes, it is imperative upon the employee to discuss with their supervisor whether or not a leave is in order or an alteration of the employee's duties can be accommodated while the employee is under treatment.
  30. Employees are prohibited from fraternizing with any juvenile or adult on active probation, parole, post-release community supervision, and mandatory supervision status. Nothing in this section is intended to apply to the employee's immediate family. This prohibition also extends to members of the probationer's immediate family. Employees found in violation of this policy will be subject to discipline. Specific questions regarding this section should be addressed to the Chief Probation Officer (For the complete policy regarding fraternization, refer to Kern County Probation Department Administrative Manual Section 1410).