



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Prohibited Associations		Article: 1410	
APPROVED: TR Merickel, Chief Probation Officer			
EFFECTIVE: October 2016	REVIEWED: August 2018	REVISED: October 2016	UPDATED: October 2016

POLICY

Employees are prohibited from and shall not have personal associations or fraternize with persons who they know to be under criminal investigation or indictment, who are on probation; post-release community supervision, mandatory supervision or parole, are detainees or inmates of correctional institutions or juvenile facilities or who have a reputation in the community or Department for involvement in felonious or other criminal behavior.

I. PROCEDURE

- A. Employees shall not knowingly trade, barter, lend, or otherwise engage in any personal transactions with any probationer, parolee or inmate of a correctional institution or juvenile facility.
- B. Employees shall not engage in any personal telephone conversations with any of the listed individuals.
- C. Employees shall not directly or indirectly give to or receive from any probationer, parolee, or inmate of a correctional institution or juvenile facility or any family member thereof, anything in the nature of a gratuity, gift or promise of a gift.
- D. Employees shall not take or send, either to or from, any detainee or inmate of a correctional institution or juvenile facility any item or any verbal or written message, except when conducted as part of the employee's official duties.
- E. Employees shall not visit detainees or inmates of correctional institutions or juvenile facilities, except when conducted as part of the employee's official duties.
- F. Employees are prohibited from engaging in any business relationships or personal financial transactions with any probationer, parolee or inmate of a correctional institution or juvenile facility, this includes any family member of said individuals, without first revealing the nature of the transaction or business to the Chief, through the chain of command.
- G. If an employee established an acquaintance or relationship with an individual or with a member of the individual's family prior to the individual becoming a client of the Probation Department, (this includes a minor detained/placed at a juvenile facility or an adult incarcerated in a detention facility), the employee must notify his/her immediate supervisor as soon as he/she learns of the individual's client

status. The immediate supervisor will review the situation with the affected employee and attempt to establish an acceptable solution to any potential conflict.

- H. Employees shall not fraternize with former probationers when their relationship originated as the result of the staff's employment with the Department.
- I. Employees must also report to his/her immediate supervisor or to the next appropriate individual in their chain of command any relationships they become aware of which occur between probationers and other employees.
- J. Employees shall not manage, hold for safekeeping, sell or attempt to sell, any real or personal property of any probationer, parolee, detainee or inmate of a correctional institution or juvenile facility when not required by official Department duties, state law, county ordinance or Court Order.
- K. Probationers may be ordered to or may volunteer to perform certain work functions for punitive or rehabilitative purposes. Probationers may not perform any personal service pursuant to this program for any employee of the Probation Department, or their immediate families or engage in any activity which would primarily benefit the employee.
- L. Nothing in this section is intended to apply to the employee's immediate family, or the employee's grandparents, aunts, uncles, nieces, nephews, or first cousins.
- M. Employees found in violation of this policy will be subject to discipline. Specific questions should be addressed to the Chief Probation Officer, through the appropriate chain of command.