

Code of Ethics

300.1 PURPOSE AND SCOPE

To set forth the guidelines for employee conduct. This policy applies to all employees.

300.2 AUTHORITY AND REFERENCES

- Executive Team;
- Board of Supervisors.

300.3 POLICY

Acceptance of employment with the Probation Department signifies a commitment to comply with the Code of Ethics adopted by this department and county.

300.4 PROCEDURE

At the time of hire, each employee shall read and sign a copy of the Department and County Code of Ethics. The documents shall be retained in the employee's permanent personnel file.

Date(s) revised:

04/26/2010

12/01/2001

03/15/1989

Created: 07/01/1986

300.5 RIVERSIDE COUNTY PROBATION DEPARTMENT CODE OF ETHICS

The people of California expect of Probation staff unflinching honesty, respect for the dignity and individuality of human beings, and a commitment to professional and compassionate service. To this end the Riverside County Probation Department subscribes to the following principles:

PROBATION STAFF SHALL:

Uphold the Constitution of the United States, the State Constitution and all laws enacted or established pursuant to legally constituted authority.

Be courteous and respectful in their official dealing with the public, coworkers, superiors and subordinates.

Respect the authority and follow directives of the court, recognizing at all times that they are an extension of the court.

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Respect and protect the civil and legal rights of all clients.

Serve each case with appropriate concern for the client's welfare and with no purpose of personal gain.

Encourage relationships with colleagues of such character to promote mutual respect within the profession and improvement of its quality of service.

Make statements critical of colleagues or their agencies only as these are verifiable and constructive in purpose.

Respect the importance of all elements of the criminal justice system and cultivate a professional cooperation with each segment.

Subject to the client's rights of privacy, respect the public's right to know, and willingly share information with the public with openness and candor.

Respect and protect the right of the public to be safeguarded from criminal activity.

Be diligent in their responsibility to record and make available for review any and all case information which could contribute to sound decisions affecting a client or the public safety.

Maintain the public trust, the trust of other criminal justice agencies and the trust of coworkers. Honesty and integrity are the cornerstones of trust and credibility. Hence, any employee who is dishonest at any time violates one of the founding principles of public service. Dishonesty includes misleading, misstating or misrepresentation of factual information or the attempt by act of omission or commission to deceive.

Report without reservation any corrupt or unethical behavior which could affect either a client or the integrity of the agency.

Maintain the integrity of private information; neither seek personal data beyond that needed to perform responsibilities, nor reveal case information to anyone not having proper professional use for same.

In any public statement clearly distinguish between those that are personal views and those that are statements and positions on behalf of the agency.

Not discriminate against any employee, prospective employee or client on the basis of race, color, religious creed, sex, sexual preference, national origin, age, marital status, handicap, ancestry, medical condition, or veteran status.

PROBATION STAFF SHALL NOT:

Engage in any activity, which would create a conflict of interest or would be in violation of any law.

Use official position to secure privileges or advantages.

Act in official capacity in any manner in which personal interest could in the least degree impair objectivity.

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Use official position to promote any partisan political purposes.

Accept any gift or favor of a nature to imply an obligation that is inconsistent with the free and objective exercise of professional responsibilities.

Be disrespectful, insolent, mutinous or insubordinate in attitude or conduct.

Subscribe to the unspoken, unwritten "Code of Silence" that so often reinforces dishonesty in the guise of loyalty.

Use violent, profane or insolent language or gestures or make derogatory comments about, or express any negative prejudicial comments towards members of the public, other employees, adult or juvenile offenders or detainees.

Represent themselves to the public in any manner which does not reflect accurately their position or responsibilities.

Engage in conduct on or off duty which adversely affects the morale or efficiency of the Department, or destroys, damages or undermines public respect for the employee, the Department and/or the Court.

PROBATION STAFF WHO ARE RESPONSIBLE FOR AGENCY PERSONNEL ACTIONS SHALL:

Make all appointments, promotions or dismissals only on the basis of merit and not in furtherance of partisan political or personal interest.

Employee Print Name

Date

Employee Signature

Witness

300.6 BOARD OF SUPERVISORS - RIVERSIDE COUNTY CODE OF ETHICS

PREAMBLE:

While it is recognized that a County-wide code of ethics cannot be prescribed to totally address each department's circumstances where variations occur in departmental missions and responsibilities, the purpose of these universal standards reflects the Board of Supervisors'

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expectations for organizational values that reflect professionalism and the highest degree of public accountability for the benefit of those we work with and serve:

- (a) **PUBLIC'S INTEREST** : We recognize that the principal function of County government is to serve the best interests of all the people.
- (b) **DEDICATION** : We are dedicated to the concepts of effective and democratic government by responsible elected officials and believe that professional management is essential to the achievement of this objective.
- (c) **POLICY-MAKERS** : We submit policy proposals to our elected Board of Supervisors, provide them with impartial facts and advice on which to base informed decisions, recommend establishment of community goals, and implement/uphold policies adopted by the Board.
- (d) **PUBLIC AWARENESS** : We will keep the community informed on County programs and issues, encourage communication between our citizens and all County officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
- (e) **HONESTY** : We are honest and truthful in all our dealings and do not deliberately mislead or deceive others. We will seek no credit or favor, and believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is unacceptable and dishonest.
- (f) **INTEGRITY** : We demonstrate personal integrity and the courage of our convictions. We will not sacrifice principle for expediency, be hypocritical, or unscrupulous. We will respect and protect the privileged information to which we have access in the course of official duties.
- (g) **TRUSTWORTHINESS** : We are candid and forthcoming in supplying relevant information, and make every reasonable effort to fulfill the letter and spirit of our promises and commitments. We will avoid any interest or activity which is in conflict with the conduct of our official duties.
- (h) **FAIRNESS** : We are fair and just in all dealings; we do not exercise power arbitrarily, and do not take undue advantage of another's mistakes or difficulties.
- (i) **CONCERN FOR OTHERS** : We manifest commitment to justice, equal treatment of individuals; and tolerance for and acceptance of diversity. We will support, implement, and promote merit employment and programs of affirmative action to assure equal employment opportunity by our recruitment, selection and advancement of qualified persons from all elements of society.
- (j) **LAW ABIDING** : We abide by all legal rules and regulations relating to our business activities. We will work together to eliminate all forms of illegal fraud and mismanagement of public funds, and support colleagues if they are in difficulty because of responsible efforts to correct such mismanagement or abuse.
- (k) **COMMITMENT TO EXCELLENCE** : We pursue excellence in performing our duties, and constantly endeavor to increase our proficiency. We are also committed to encouraging the professional development of our associates and those seeking to enter the field of public administration.

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- (l) **LEADERSHIP** : We are cognizant of our responsibilities and opportunities for leadership, and strive to be positive role models. By our conduct we create an environment in which principled reasoning and ethical decisions are made.
- (m) **REPUTATION AND MORALE** : We seek to protect and build the County's good reputation and the morale of all associated with the organization by taking whatever actions are necessary to correct or prevent inappropriate conduct of others.
- (n) **ACCOUNTABILITY** : We acknowledge and accept personal accountability for the ethical quality of our decisions and omissions to ourselves, our colleagues, and our citizens.

Employee Signature

Date

Employee Print Name

Witness

Board of Supervisors Approved 01/29/1991