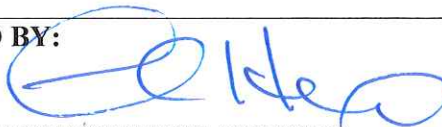


<p align="center"><b>SOLANO COUNTY CALIFORNIA PROBATION DEPARTMENT</b></p>	<p><b>POLICY NUMBER:</b></p> <p align="center">502</p>	<p><b>EFFECTIVE DATE:</b></p> <p align="center">January 1, 2018</p>
	<p><b>SUPERSEDES:</b></p> <p align="center"><b>November 6, 2006</b></p>	
<p><b>APPROVED BY:</b></p>  <p align="center"><b>CHIEF PROBATION OFFICER</b></p>	<p><b>TITLE:</b></p> <p align="center"><b>Employee Conduct</b></p>	

**1. Policy**

The purpose of this section is to provide employees of the Solano County Probation Department with standards of conduct that are expected within the framework established by the Solano County Civil Service Rules and the Probation Department Administrative Policy Manual. Any deviation must be approved by the Chief or Chief Deputy. In general, employees shall conduct themselves (on and off duty) in such a manner as to reflect most favorably on the Department. Conduct unbecoming an employee shall include that which brings the Department into disrepute or reflects discredit upon the employee as a member of the Department, or that which impairs the reasonable operation, efficiency, morale, or discipline of the Department.

**2. Procedures**

**A. Lawful Conduct**

Any employee of the Probation Department who violates or attempts to violate any federal statute, law of any state or local jurisdiction, or fails to obey and fully execute any written or oral lawful order given by a superior is subject to appropriate disciplinary action which may include termination from employment.

- (1) The term "lawful order" shall be construed as any order in keeping with the performance of any duty prescribed by law, by these rules and regulations, or for the preservation of good order, efficiency, and proper discipline, which is not in conflict with these rules and regulations.
- (2) An employee who is arrested, charged or knowingly under investigation for the alleged commission of a misdemeanor or a felony, or a violation of Section 11357(b) of the Health & Safety Code, shall notify same to their immediate supervisor within two (2) business days. The supervisor shall notify the division manager in writing/email upon notification from the employee. The division manager shall notify the Chief/Chief Deputy Probation Officer.
- (3) An employee who is required to drive on county business and whose driver's license is suspended or revoked is prohibited from driving and shall report the suspension/revocation to their immediate supervisor within two (2) business days. The supervisor shall notify their division manager in writing/email upon notification from the employee. The division manager shall notify the Chief/Chief Deputy Probation Officer.

- (4) Any employee who has an immediate family member or person residing in their home who is arrested for a felony or misdemeanor or placed under the supervision of the Department shall report this information to their immediate supervisor within two (2) business days. The supervisor shall notify their division manager in writing/email upon notification from the employee. The division manager shall notify the Chief/Chief Deputy Probation Officer.

B. Possession/Use of Alcohol or Controlled Substance

- (1) The Solano County Probation Department is a Drug Free Workplace as required by federal statute. Employees shall not possess, use, store or bring into any Department facility or vehicle, alcoholic beverages or controlled substances as enumerated in Sections 11054 through 11058 of the Health and Safety Code except when prescribed by a licensed physician or dentist. Controlled substances seized as evidence shall be stored in the evidence locker and ultimately disposed of or turned over to the appropriate police or sheriff's department for prosecution.
  - a. When controlled substances or any other medication that may affect job performance by causing drowsiness or impairing judgment are prescribed, employees shall notify their supervisor immediately upon reporting for duty.
- (2) Employees shall not consume intoxicating beverages while on duty or during any lunch period or other break that occurs during the work schedule.
- (3) Employees shall not be under the influence of alcohol and/or controlled substances which would impair their job performance, upon arrival or return to duty.
- (4) Notwithstanding Health and Safety Code section 11362.1, the Probation Department prohibits its employees from engaging in the use, consumption, possession, transfer, display, transportation, sale or growth of marijuana, whether for medical or recreational purposes.

C. On/Off-Duty Conduct

- (1) Peace Officers shall not engage in any conduct which would impair their ability to perform as peace officers or cause the Department, County or Court to be brought into disrepute.
- (2) No employee shall 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, County and/or the Court.

D. Prohibited Associations and Conflict of Interest

- (1) Employees shall not have regular or continuous personal associations or dealings with persons whom they know to be under criminal investigation or indictment in Solano County, who are under probation supervision in Solano County, are detainees, inmates or residents of a Solano County adult or juvenile correctional/detention



facility, or who are on parole. Employees are required to notify his/her immediate supervisor within two (2) days if such associations or dealings occur.

- a. This policy does not apply when an employee established a relationship prior to employment or when contact is unavoidable because of personal family relationships with the employee or where the Department may require such contact with such persons for official duties. In any of the above situations, an employee is required to notify his/her immediate supervisor within two (2) business days.
- b. If an employee has established an acquaintance or relationship with an individual, or with a member of the individual's family, who becomes or is a client of the Probation Department (including a minor detained/placed at a juvenile facility or an adult incarcerated in a detention facility), the employee shall notify their immediate supervisor as soon as the employee 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, including reassigning the case within the Department.
- c. Upon receiving information from an employee of a prohibited association or potential conflict of interest as described above, a supervisor shall inform the appropriate manager in writing, if deemed appropriate by the supervisor. The manager shall consult with the Chief Deputy or Chief Probation Officer to determine appropriate action, including steps to be taken to avoid a conflict of interest or perception thereof, which include:
  - i. Referral of a case to another county probation department for a courtesy preparation of a court report, courtesy supervision, courtesy detention, or other service to be provided by a collaborating county.

- (2) Employees shall not knowingly trade, barter, lend or otherwise engage in any other personal transactions with anyone receiving services from the Department, any parolee or any detainee of a correctional institution.
- (3) Employees shall not, directly or indirectly, give to or receive from anyone receiving services from the Department, any parolee, or any detainee of a correctional institution, or family member thereof, anything in the nature of a gratuity, gift or promise of a gift.
- (5) Employees shall not take or send, either to or from, any detainee of a correctional institution any verbal or written message, or any item, except as part of the employee's official duties, or approved by their supervisor. All such correspondence shall be on Department letterhead and utilize a Department address. Juvenile Probation Officers and Group Counselors may correspond with former detainees who are placed at the CDCR-DJF only upon approval and review of correspondence by their supervisor; this includes correspondence from the youth.
- (6) When an employee knows a detainee of a correctional institution through their official capacity with the Probation Department, the employee shall not visit the detainee in the correctional institution except when conducted as required by official

duties. Any other visits must be approved by the Department through the immediate supervisor. This provision does not apply when an employee has a pre-existing personal relationship with a detainee that was established outside of an official capacity and their supervisor is aware of the pre-existing relationship.

- (6) Employees shall not manage, hold for safekeeping, sell or attempt to sell, any real or personal property of anyone receiving services from the Department, any parolee, or any detainee of a correctional institution when not required by official Department duties, state law, county ordinance, or Court Order.
- (7) Anyone receiving services from the Department may be ordered to or may volunteer to perform certain work functions for rehabilitative purposes. Anyone receiving services from the Department may not perform any personal service for any employee of the Probation Department, or their immediate families, or engage in any activity which would primarily benefit the employee.
- (8) Employees may not be ordered or requested by supervisors or department managers to perform any work for the personal benefit of that supervisor or manager unless their participation is completely voluntary.