



COUNTY OF SACRAMENTO Probation Department



GENERAL ORDER

PEACE OFFICER CONDUCT

Discussion:

Probation officers are peace officers under Section 830.5 of the Penal Code. As such, they hold positions of public trust and are expected to conduct themselves in a manner befitting their profession.

Policy & Procedure:

- I. Officers are expected to conduct themselves in a manner which conveys respect, courtesy and professionalism, and their conduct must always remain above reproach.
 - A. Officers will not use profane, abusive, ethnically or sexually biased or indiscreet language toward or in the presence of probationers/residents, coworkers and/or members of the public.
 - B. Staff interactions with probationers and residents will be professional at all times, and shall not include discussion of personal matters concerning themselves, any other probation officer, or any other probationer/resident.
 - C. Officers are not to discuss legal issues with any resident or probationer, unless it is necessary to do so as a result of his/her official and assigned duties.
 - D. Officers shall demonstrate respect and courtesy in their official dealings with the public, their superiors or their subordinates.
- II. Officers will not procure relationships with probationers/residents beyond professional levels of contact, or maintain contact with probationers/residents once they have been released from custody and/or terminated from probation. Officers are not to establish personal, social or business relationships with probationers/residents or their families.
 - A. Sworn probation officers are expected to engage in some general counseling of residents as an integral part of their duties. However, certain issues and topics should be referred to support staff with expertise in the respective field. Counseling residents relative to the following topics is inappropriate: religion (Chaplain), sexual or family planning issues (Mental Health or Nurse).

- B. Officers will avoid sharing their political, religious and personal views during professional interaction with probationers/ residents. Whenever an officer is in a work related situation and is known or identified as an officer of the Department, the officer will represent the Department's position on an issue, rather than his/ her own.
 - C. Officers will never act officiously or allow personal feelings, prejudices, animosities or friendships to influence work related decisions or interactions with probationers/residents.
 - D. Contact with former residents outside of the institution is forbidden, unless it is work related.
 - E. Sexual relations between a minor and an adult are illegal under any circumstances. Communication, touching or relations of a sexual nature between officers and probationers is strictly prohibited.
 - F. No probationer/resident may perform any personal service for any officer of the Probation Department, or their families, or engage in any activity which would primarily serve to benefit the officer.
 - 1. It is the responsibility of each officer to ensure probationers/residents are informed of this policy when appropriate.
 - 2. Officers are similarly prohibited from initiating any work or business with a probationer/resident for their mutual or individual benefit.
 - G. If a personal, social or business relationship with a probationer/resident existed before the individual came within the jurisdiction of the Probation Department, or prior to a staff member's employment, the officer must notify his/her immediate supervisor as soon as the probationer's/resident's status is known.
 - 1. The immediate supervisor will review the situation with the affected officer and via the chain of command, will establish an acceptable solution to any potentially inappropriate situation.
 - 2. In all such cases, every reasonable attempt will be made to avoid conflict for the officer and probationer/resident and discredit to the Probation Department.
- III. All officers will refrain from any activity which results in an impairment and, as a consequence, brings discredit to the profession, the Department or renders the officer unfit for duty.
- A. Officers will not consume alcohol while on duty, including during lunch or break periods.

- B. Officers will not report to work under the influence of alcohol.
- C. The use of controlled substances is illegal and therefore prohibited at the workplace or in the course of employment with the Department.
- IV. Officers are expected to remain alert, responsive and capable of performing all assigned and requested duties throughout the duration of each shift. Sleeping during work hours is strictly prohibited under all circumstances.
- V. Officers will be aware of the parameters of their legal authority and use only the force reasonably necessary in securing compliance and ensuring the safety of the situation for all persons.
- VI. Officers will be aware that accountability for unsafe, abusive, cruel or illegal conduct extends to a witness who fails to disclose such conduct to a superior.
- VII. Officers will conduct themselves, at all times, in a manner which does not discredit the peace officer profession or the Department. This includes but is not limited to any and all criminal conduct, behavior that compromises public safety, violates public trust, or pursuant to section 19.5(j) of the Sacramento County Probation Association agreement, conviction of a felony or misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of the employee's position. A plea of guilty, or a conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section.