Sacramento County **Probation Department**

GENERAL ORDER

Acceptance of Gifts and Gratuities

Purpose and Scope

This Order establishes guidelines for responsibilities of staff with regard to accepting gifts and/or gratuities from individuals or entities doing business with the County of Sacramento.

Affected Personnel

All employees

Authority

Sacramento County Code
Sacramento County Department of Personnel Services Employee Handbook

Effective Date

Upon execution by the Chief Probation Officer]

Guidelines

A. In consideration of the nature of our employment and the professional standards to which we must adhere, employees shall not accept gifts or gratuities from an individual, company or organization doing business with the Sacramento County Probation Department.

B. Officers shall not use their badge or other indicia of employment to obtain free services.

Resources

Sacramento County Department of Personnel Services Employee Handbook:
http://inside.dps.saccounty.net/TrainingOrganizationDevelopment/Documents/2018%20Employee%20Handbook%201.pdf

Authorized By _____ **Date** 11/21/19

Lee Seale, Chief Probation Officer