



## *Kern County Sheriff's Office*

# **Policies and Procedures**

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|---|------------------------|----------------------|-----------------------|
| TITLE: RULES OF CONDUCT – NON-SWORN PERSONNEL |                        |                      | NO: C-200             |
| APPROVED: Donny Youngblood, Sheriff-Coroner   |                        |                      |                       |
| EFFECTIVE:<br>August 1, 1990                  | REVIEWED:<br>5/25/2023 | REVISED:<br>5/5/2006 | UPDATED:<br>5/25/2023 |

### **POLICY**

Non-Sworn members of the Sheriff's Office are highly visible representatives of county government and are entrusted with supporting the delivery of effective police services to the community. As a valuable resource in the law enforcement field, non-sworn members of the Sheriff's Office must conduct themselves in a manner consistent with their position.

Because of the important, confidential and often sensitive nature of the various functions performed by non-sworn members, it is necessary to hold them to the highest standard of conduct possible.

Non-Sworn personnel shall not engage in any course of conduct which, when viewed in the context of contemporary standards, would bring discredit to members of the public service.

Violations of these rules of conduct, as well as the other policies and procedures of the Sheriff's Office, may result in disciplinary action pursuant to Civil Service Rule 1700 et.seq.

### **HONESTY**

#### Members will:

- Speak the truth in all official communications, written or oral, whether under oath or not;
- Not withhold information pertinent to effective law enforcement;
- Not knowingly enter, or cause to be entered, any inaccurate, false or improper information into any Sheriff's Office record or report.

### **CONFIDENTIALITY**

#### Members will:

- Treat as confidential the official business, reports and records of the Sheriff's Office;
- Not impart any information to any person or entity unless directed by competent authority or legal process;
- Not make public statements concerning the Sheriff's Office business, reports or records unless authorized by a superior or permitted by law.

## GRATUITIES

### Members will not:

- seek free admission for anyone to any place where admittance is through invitation or payment of a fee;
  - This rule does not preclude the efforts of recognized employee organizations to obtain favorable trade terms for its members.
- solicit any gift or gratuity;
  - Donations to the Sheriff's Office are acceptable following approved procedures;
  - This rule does not prohibit the acceptance of legitimate discounts offered by businesses to county employees.
- knowingly accept, directly or indirectly, any gratuity, loan, fee, reward or gift, from any person, relative or friend of a person under investigation, in custody, or after being discharged from custody;
- accept from any person any gift, reward, or other compensation, for services rendered in the line of duty;
  - Except such rewards as may be approved by the Sheriff-Coroner.

## CONDUCT WITH CIVILIANS

### In all cases of contact with people outside the Sheriff's Office, whether on duty or off duty, members will not:

- request the aid of any person outside the Sheriff's Office in order to gain advantage in internal departmental matters, i.e. transfers, reassignments, promotions, discipline, etc.;
- in any official capacity, recommend to any person the employment of a particular attorney in any criminal matter;
- directly or indirectly interfere with another agency's criminal case;
- recommend to any person the employment of a particular bondsman; Communication will be limited to the legal requirements of notification of the right to post bail;

knowingly transact business with, or for, any person in custody or under investigation except in the line of duty or with consent of the Sheriff-Coroner, Undersheriff or a Chief Deputy;

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- engage in any improper political activity;
  - There is no intent to remove from members their rights afforded by the First Amendment;
  - On duty political activity is not allowed;
  - Political activity while in uniform is not allowed;
  - Merely talking about politics does not constitute political activity.

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