

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 3.20	PAGES: 1 of 4
	RELATED ORDERS: ACA 4-ALDF-4D-22-5, 7C-01, 7C-02, 7C-03 G.O. 1.13; R&R 2.1.3, 2.2.3 Sheriff Ahern's Cardinal Sins	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 23, 2015	
	REVISION DATE: September 26, 2011	
CHAPTER: Personnel	SUBJECT: Code of Ethics	

- I. **PURPOSE:** To protect the integrity of Glenn E. Dyer Detention Facility (GEDDF), Santa Rita Jail (SRJ), its staff; and the Alameda County Sheriff's Office, all personnel must be thoroughly familiar with the established Code of Ethics, which will be strictly enforced.
- II. **POLICY:** It shall be the policy of the Alameda County Sheriff's Office and the Detention and Corrections Division to prohibit employees from using their official position to secure privileges for themselves or others and from engaging in activities that constitute a conflict of interest. This document will be provided to all employees assigned to the GEDDF and the SRJ.
- III. **PROCEDURE:** Any person engaging in any activity which constitutes a conflict of interest shall be disciplined pursuant to Rules and Regulations 2.1.3 and 2.2.3 both titled "Standard of Conduct."
- A. **LAW ENFORCEMENT CODE OF ETHICS:**
1. As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional Rights of all men to liberty, equality and justice.
 2. I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.
 3. I will never act officiously or permit personal feeling, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.
 4. I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

B. CODE OF CONDUCT/ETHICS:

1. All personnel are prohibited from using their official position to secure privileges for themselves or others and from engaging in activities that constitute a conflict of interest.
2. Employees must not engage in undue familiarity with inmates or the family and friends of inmates. Whenever there is a reason for an employee to have personal contact or discussions with an inmate or the family and friends of inmates, the employee must maintain a helpful but professional attitude and demeanor. Employees must not discuss their personal affairs with an inmate.
3. Employees must not contact or correspond with inmates or with any member of the inmate's family except as required by the employee's assigned duties or as specifically approved by the facility Commanding Officer. If an employee is contacted by an inmate or a member of an inmate's family, other than under approved circumstances, the employee must immediately report the contact to the facility Commanding Officer.
4. Employees must not send or take, either to or from any inmate, any verbal or written message, literature or reading matter, or any item, article or substance except as necessary in carrying out the employee's assigned duties.
5. Employees must not trade, barter, lend or otherwise engage in other personal transactions with any inmate. Employees will not, directly or indirectly, give to or receive from any inmate, or member of the inmate's family, anything in the nature of a tip, gift or promise of a gift.
6. Employees must not sleep or be less than alert and in full possession of all faculties when on duty.
7. Employees must not receive personal visits while on duty except with the permission of the employee's supervisor.
8. Employees will be courteous, respectful and cooperative with one another at all times. Any difficulties will be brought to the attention of a supervisor and otherwise addressed in a responsible/professional manner.
9. Employees must not engage in sexual conduct with inmates regardless of consensual status.

C. CARDINAL SINS:

1. Sheriff Gregory J. Ahern will render discipline up to and including termination for any employee found guilty of any of the following misconduct:
 - a. Accepting gratuities of any sort.
 - b. Making disparaging utterings or writing disparaging ethnic remarks whether or not intended as humor.

- c. Misrepresenting or lying in instances involving official county business, either orally or in writing.
 - d. Consumption of controlled substances or being present where controlled substances are being used or knowingly becoming intoxicated through the use of prescribed drugs.
 - e. Engaging in any form of sexual harassment; this includes any unwanted comments or contact as defined in the sexual harassment policy.
 - f. Becoming involved in an inappropriate or romantic relationship with an inmate.
2. Sheriff Ahern has high expectations of conduct and standards of performance for all Agency personnel.
 3. The aforementioned standards of conduct do not alter or reduce any written policy governing employee conduct.
- D. AMERICAN CORRECTIONAL ASSOCIATION CODE OF ETHICS: The American Correctional Association expects of its members unfailing honesty, respect for the dignity and individuality of human beings, and a commitment to professional and compassionate service. To this end we subscribe to the following principles.
1. Relationships with clients/colleagues/other professions/the public:
 - a. Members will respect and protect the civil and legal rights of all clients.
 - b. Members will serve each case with appropriate concern for the client's welfare and with no purpose of personal gain.
 - c. Relationships with colleagues will be of such character as to promote mutual respect within the profession and improvement of its quality of service.
 - d. Statements critical of colleagues or their agencies will be made only as these are verifiable and constructive in purpose.
 - e. Members will respect the importance of all elements of the criminal justice system and cultivate a professional cooperation with each segment.
 - f. Subject to the client's rights of privacy, members will respect the public's right to know, and will share information with the public with openness and candor.
 - g. Members will respect and protect the right of the public to be safeguarded from criminal activity.
 2. Professional Conduct/Practices:
 - a. No member will use his/her official position to secure privileges or advantages for himself/herself.

- b. No member will act in his/her official capacity in any matter in which he has personal interest that could in the least degree impair his objectivity.
- c. No member will use his/her official position to promote any partisan political purposes.
- d. No member will accept any gift or favor of a nature to imply an obligation that is inconsistent with the free and objective exercise of his/her professional responsibilities.
- e. In any public statement, members will clearly distinguish between those that are personal views and those that are statements and positions on behalf of an agency.
- f. Each member will be diligent in his/her 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.
- g. Each member will report without reservation any corrupt or unethical behavior which could affect either a client or the integrity of the organization.
- h. Members will not discriminate against any client, employee or prospective employee on the basis of race, sex, creed or national origin.
- i. Each member will maintain the integrity of private information; he/she will neither seek personal data beyond that needed to perform his/her responsibilities, nor reveal case information to anyone not having proper professional use for it.
- j. Any member who is responsible for agency personnel actions will make all appointments, promotions or dismissals only on the basis of merit and not in furtherance of partisan political interests.