

 <p style="text-align: center;"><b>County of Sacramento</b>  <b>Department of Health Services</b>  <b>Division of Behavioral Health Services</b>  <b>Policy and Procedure</b></p>	Policy Issuer (Unit/Program)	BHS-CMH-YDF
	Policy Number	09-07
	Effective Date	10/2009
	Revision Date	07/2017
Title: Probation Issued Code of Conduct		Functional Area: Personnel
Approved By:		
Matthew Quinley, LCSW Health Program Manager		Christopher Eldridge, LMFT Mental Health Program Coordinator

**Background/Context:**

The Sacramento County Juvenile Justice Institutions Mental Health Team (JJIMHT) strives to convey its status as a professional, considerate and competent provider of mental health services to our internal and external customers of the Youth Detention Facility (YDF). Accordingly, JJIMHT members working within the YDF are expected to maintain a high level of integrity in their conduct and avoid any conduct that could reflect adversely upon the Division of Behavioral Health Services or that of the County of Sacramento Probation Department.

The Probation issued Code of Conduct for Non-Sworn and Non-County Personnel requires all personnel to maintain a professional demeanor and conduct themselves in a manner that contributes to a positive environment.

**Definitions:**

Non-Sworn and Non-County Personnel: personnel not employed by the Probation Department and include, but are not limited to: medical staff, mental health staff, kitchen staff, school staff, temporary employees, contract employees, student interns, medical students/residents and volunteers.

**Purpose:**

The purpose of this policy and procedures is to set forth the requirement for all JJIMHT members to review, sign an affirmation form and conform to the Code of Conduct Non-Sworn and Non-County Personnel.

**Details:**

1. Code of Conduct Non-Sworn and Non-County Personnel
  - A. The Probation issued Code of Conduct sets forth guidelines for all personnel within the YDF. The guidelines include references to the following:
    - I. Use of cellular phones and pagers
    - II. Interacting and Communicating with Youth, including:
      - Use of derogatory or profane language is prohibited

- Employees shall not procure relationships with youth in custody or maintain contact after release beyond professional levels of interaction. The employee shall notify his/her supervisor if contact is necessary.
  - Personal phone numbers, post office box numbers or addresses shall not be given to youth currently detained, former detained youth or their family/legal guardian.
  - Never give or offer a youth or former detained youth gifts in the form of food or other tangible items.
  - Never act as a messenger between or for youth in custody or formerly detained youth.
- III. Preparing Written Incident Reports
- Personnel witnessing a Use of Force incident may be asked to provide a verbal or write a written incident report documenting their observations regarding the incident.
- IV. Reporting Employee Misconduct
- Violations of any agency's policies and procedures, YDF policies and procedures or protocol.
  - Biased or inappropriate behavior toward colleagues and/or youth.
  - Misrepresenting or forging any legal/official document(s) entailing any matter involving the Probation Department, its employees and/or probationers.
- V. Resident Grievances
- VI. Investigations Involving Non-Sworn and Non-County Personnel:  
Administrative and Criminal
- All allegations of misconduct made either in person or by telephone shall immediately be reported to the Supervising Probation Officer (SPO) or Probation Administrator.
  - The employee's immediate supervisor will be notified within 24 hours of any allegation.
  - A preliminary report of the alleged incident will be completed.
  - Notification of the allegation and investigation will be conducted by the personnel department of the individual(s) affected.
  - Probation shall notify the immediate supervisor and the employee when the employee's access to the YDF is suspended.
- VII. Mandated Reporting and Discretionary Reporting of Abuse
2. Personnel Responsibilities
- A. It is the responsibility of all JJIMHT members to abide by the Code of Conduct Non-Sworn and Non-County Personnel as a condition of obtaining and retaining access to the YDF.
- B. The Probation Department retains the right to temporarily suspend or indefinitely suspend access to the YDF.

- C. Certain conduct, including conduct resulting in criminal and/or civil charges, of personnel who access the YDF may result in their suspension from the facility pending investigation and may result in permanent suspension from the YDF.

**Reference(s)/Attachments:**

Sacramento County Probation Department Youth Detention Facility Code of Conduct Non-Sworn and Non-County Personnel

**Related Policies:**

CMH-YDF-02-01-Basic Rights of Detained Youth

CMH-YDF-02-06-Grievance Procedure

CMH-YDF-04-01-Child Abuse Reporting

CMH-YDF-04-02-Adult Abuse Reporting

CMH-YDF-04-03-Duty to Protect (Tarasoff)

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