

 <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	09-06
	Effective Date	10/2009
	Revision Date	07/2017
Title: Standards of Conduct		Functional Area: Personnel
Approved By:		
Matthew Quinley, LCSW Health Program Manager		Christopher Eldridge, LMFT Mental Health Program Coordinator

**Background/Context:**

Most Sacramento County departments have written policies and procedures governing working conditions. Employees that are in a class represented by a recognized employee organization, there is generally a formal labor agreement between the organization and the County, outlining specific working conditions for the employee and fellow employees.

To assure safety and security and to provide the best possible work environment, the Juvenile Justice Institutions Mental Health Team (JJIMHT) expects all members to follow rules of conduct that will protect everyone’s interest and wellbeing. It is not possible to list all forms of behavior that are considered inappropriate for the workplace, however, the County of Sacramento does set forth certain work environment standards of conduct. Failure to follow these and other conditions set forth in policy and procedure may result in disciplinary action up to and including dismissal from employment.

**Purpose:**

The objective of this policy and procedure is to establish standards of workplace conduct by which all JJIMHT members shall abide.

**Details:**

1. County Property Use
  - A. Employees may not use County supplies, materials, equipment or property for personal use.
2. Personal Telephone Use
  - A. Personal telephone calls and texts are not to be made on County time if at all avoidable.
  - B. If you must make or receive personal calls at work, keep them to an absolute minimum in terms of frequency and length.
  - C. Personal toll and long-distance calls must be charged to your personal telephone number, credit card or calling card.
3. Personal Property Damage
  - A. The County cannot insure or guarantee the security of an employee’s personal property on the premises.

- B. In certain circumstances, dependent upon the specific labor agreement, reimbursement may be made for lost or damaged property.
- 4. Selling on the Premises
  - A. Solicitation of non-County business on County property is prohibited.
- 5. Smoking
  - A. Smoking is prohibited in all County buildings, except where specifically designated.
  - B. Employees bringing tobacco products into the Youth Detention Facility (YDF) shall ensure the products are secure and not left in areas accessible to the youth detained in the facility.
  - C. Loss of any such product shall be immediately reported to the JJIMHT Program Coordinator and Supervising Probation Officer (SPO).
- 6. Gifts and Gratuities
  - A. Employees are not to accept any gift or gratuity from an individual, company or organization doing business with the County.
  - B. Gifts may be viewed as unethical attempts to influence County operations. Although some offers are made in good faith, all employees are expected to remain free from any potential conflict of interest.
  - C. Any gift of substantial value offered by an outside party should be politely, but firmly, declined.
- 7. Outside Employment
  - A. Outside employment or activities are prohibited when inconsistent, incompatible or in conflict with County service.
  - B. Unless approved by the appointing authority, outside employment is prohibited when it is related to County service or is subject to County approval.
  - C. An appointing authority may prohibit specific outside employment in accordance with Government Code Section 1126(b).
  - D. Employees should check with their supervisor if involved in outside employment to verify that such employment is not in conflict with County service.
- 8. Political Activity
  - A. As a public employee, JJIMHT members are restricted from political activities by both state and federal laws.
  - B. Employees can obtain a copy of current guidelines by visiting the Department of Personnel Services website:  
<http://inside.personnelservices.saccounty.net/Documents/EMPLOYEE%20POLITICAL%20ACTIVITIES.pdf>
- 9. Disaster Services Worker
  - A. California Government Code 3100 provides that all public employees are declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or law.
  - B. California Government Code 3101, the term "disaster service worker" includes all public employees and all volunteers in any disaster council or emergency organization accredited by the California Emergency Council. The term "public employee" includes all persons employed by the state, any county, city, city and county, state agency or public district, excluding aliens legally employed.

- C. California Government Code 3103 states all disaster service workers are required to take and subscribe to the oath or affirmation set forth in Section 3 Article XX of the CA Constitution.
- D. Employees who would like more information on this obligation may contact the County Office of Emergency Services at (916)874-4670.

**Related Policies:**

BHS-CMH-YDF-09-01-Countywide Personnel Policies and Procedures

BHS-CMH-YDF-09-04-County On-call and Temporary Personnel

BHS-CMH-YDF-09-07-Probation Issued Code of Conduct

BHS-CMH-YDF-09-08-Conflict of Interest, Incompatible Activities

BHS-CMH-YDF-09-09-Appearance Standards

BHS-CMH-YDF-09-10-Attendance and Punctuality

BHS-CMH-YDF-09-12-Performance Evaluations

BHS-CMH-YDF-10-01-Facility Access Policy

BHS-CMH-YDF-10-02-Office Environment Guidelines

BHS-CMH-YDF-10-04-Use of Computers

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