





## San Francisco Juvenile Probation Department

### Juvenile Hall Policy and Procedures Manual

#### Chapter 2 - Personnel

Policy Number:	2.05
Policy Name:	Ethics
Authority:	Title 15, 1320, 1322, 1324
Replaces:	3.7 Code of Ethics (05/01/2000)
Effective Date:	January 1, 2019
Revision Date:	April 16, 2018
Related Policies and Procedures:	
Related Forms:	
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

## I. POLICY

This code of ethics prohibits employees from using their official positions to secure privileges for themselves or others and from engaging in activities that constitute a conflict of interest. The policy regarding campaigning, lobbying, and political practices conforms to governmental statutes and regulations and is known and available to all employees.

## II. PROCEDURES

Juvenile Hall requires the highest possible level of conduct from all staff, protects the integrity of the parent agency, and facilitates the recruitment and retention of the highest caliber staff.

### A. Professional Conduct

A copy of the Code of Ethics shall be provided to each staff member during orientation as well as included in the Personnel Manual and shall be used as a basis for disciplinary action. Orientation and on-going training will instruct each staff member in what constitutes compliance with or in violation of the following:

### C O D E O F E T H I C S

#### Relationships with Juveniles/Colleagues/Other Professions/the Public:

- i. Staff members will respect and protect the civil and legal rights of all youth.
- ii. Staff members will serve each case with youth appropriate concern for the youth's welfare and with no purpose of personal gain.
- iii. Relationships with colleagues will be of such character to promote mutual respect within the profession and improvement of its quality of service.
- iv. Statements critical of colleagues or their agencies will be made only as these are verifiable and constructive in

purpose.

- v. Reports critical of colleagues or partner agencies shall be written in Memo form and submitted through proper chain of command. At no time shall Department Incident Reports, or Log entries be used as a means of signaling out staff members or supporting agencies.
- vi. Staff members will respect the importance of all elements of the criminal justice system and cultivate a professional cooperation with each Department and Division.
- vii. Subject to the youth's rights of privacy, The Chief Probation Officer will respect the public's right to know and will share information with the public with openness and candor.
- viii. All staff members will respect and protect the right of the public to be safeguarded from criminal activity.

**Professional Conduct/Practices:**

- i. No staff member will use his or her official position to secure special privileges or advantages.
- ii. No staff member, while acting in an official capacity, will allow personal interest to impair objectivity in the performance of duty.
- iii. No staff member will use his or her official position to promote any partisan political purposes.
- iv. No staff member will accept any gift or favor of such nature to imply an obligation that is inconsistent with the free and objective exercise of professional responsibilities.
- v. In any public statement, staff members will clearly

distinguish between those that are personal views and those that are statements and positions on behalf of any agency.

- vi. Staff members will be diligent in their responsibility to record and make available for review any and all case information which could contribute to sound decisions affecting a youth or public safety.
- vii. At no time shall staff members misappropriate, copy, or disseminate confidential information without approval from their immediate chain of command.
- viii. Each member will report, without reservation, any corrupt or unethical behavior that could affect either a youth or the integrity of the organization.
- ix. Staff members will not discriminate against any juvenile, employee, or prospective employee based on age, race, sex, sex orientation, creed, national origin, or physical handicap.
- x. Staff members will maintain the integrity of private information. Staff will neither seek personal data beyond which is needed to perform their responsibilities, nor reveal case information to anyone not having proper professional use for such.
- xi. The Chief Probation Officer who is responsible for agency personnel actions will make all appointments, promotions, or dismissals only based on merit and not in furtherance of partisan political interests.
- xii. Staff members may not use their official authority or influence for campaigning, lobbying, or any political practice including interfering with or affecting the result of a political election.

## B. Staff Activities

The following activities related specifically to relationships with youth are prohibited:

- i. Any business relationship or personal financial transactions with youth or their families.
- ii. Accepting gifts or favors from any youth's family or providing gifts or favors to any youth, family of a youth or agent, except authorized in the official performance of duties. This does not include the transfer of items normally associated with social manners.
- iii. Developing relationships with youth other than those necessary in the normal conduct of business. Staff shall not use their position to be emotionally, physically, and/or romantically involved with youth. Staff are to avoid establishing social contacts with Juvenile Hall youth and/or their families or formerly detained youth of Juvenile Hall who are still under correctional jurisdiction. Unless prior approval is obtained from the Director of Juvenile Hall, Counselors are not to contact or correspond with youth or their families after release from Juvenile Hall except as required by their official duties.

## C. Confidential Correspondence for all Employees

Confidential correspondence including notices of hearings or results of hearings, grievances, memorandum, evaluations, etc. shall not be posted on bulletin boards or left in mailboxes but rather shall be hand delivered in person.

- i. All youth are to be treated fairly and equally by staff. At no time are staff to show favoritism to a youth or group of youths.
- ii. Staff are to resolve all disputes between youth through

group or individual counseling. At no time are staff to authorize physical interaction or challenges between youth as a means of resolving differences.

- iii. Orientation as well as ongoing training will instruct each staff member in what constitutes compliance with or violation of the Code of Ethics.

**D. Staff responsibility to report outside activity**

- i. Employees are required to report all arrests and all convictions to the Director of Juvenile Hall. An arrest or conviction occurring after the date of hire, particularly for an offense that relates to employment, may be subject to disciplinary action, suspension, or termination.
- ii. Reports must be made to the Director or Designee as soon as possible. Failure to report an incident immediately constitutes a violation of Departmental policy.