
Conflicts of Interest

934.1 PURPOSE AND SCOPE

Defines and describes conflicts of interest and delineates the obligation of all employees to recognize and avoid conflicts.

934.2 APPLICABILITY

This section applies to all employees of the Probation Department.

934.3 DEFINITIONS

"Conflict of Interest" refers to a clash between the interests of the public or Probation Department, and the personal financial or political interests of a departmental employee. Any employee action which adversely affects the mission of the Probation Department may represent a conflict of interest.

934.4 POLICY

All employees of the Probation Department shall abide by the directives of both the County and the Department and shall obey all codes and statutes regarding conflicts of interest.

Probation Department employees shall not engage in any activity constituting a conflict of interest due to the nature, condition, or other aspect of the activity. The following are examples of activities which may represent a conflict of interest:

- (a) Using County time, facilities, equipment, badge or uniform for personal gain or advantage, or for the private gain or advantage of another;
- (b) Using the prestige or influence of County employment for personal gain or advantage, or for the private gain or advantage of another;
- (c) Using confidential information acquired by virtue of County employment for personal gain or advantage, or for the private gain or advantage of another;
- (d) Accepting money or other consideration from any source except the County for performing acts which the employee would be required or expected to perform in the normal course of County employment, or as part of the duties of the County employee. Accepting consulting fees for applying or interpreting departmental orders or procedures represents a conflict of interest.
- (e) Participating in outside employment which may directly conflict with the performance of official duties or may impair the employee's independence of judgement in performing County duties;
- (f) Performing any act in a capacity other than as a County employee knowing that such an act may later be subject, directly or indirectly, to the control, inspection review, audit, or enforcement by the Probation Department or the County;
- (g) Representing or assisting in the representation of private interests for profit before any board or commission of the County or in court when the County is a party;

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- (h) Soliciting future employment with any organization or individuals doing business with the County when the employee, by virtue of an official capacity, has some control or influence over that business at the time of the transaction;
- (i) Directly or indirectly soliciting, seeking, or accepting personal loans, gifts, or gratuities from business firms or their agents who deal with the County.

934.5 AVOIDING CONFLICTS OF INTEREST

Employees must exercise professional knowledge and judgement in evaluating any situation which could represent a conflict of interest. Any questions or lack of clarity regarding the appropriateness of any specific activity should be raised by the employee to their supervisor for clarification and approval in advance.

In accordance with County requirements employees will be required to complete disclosure statements twice annually. Department Human Resources will be responsible for verifying that each employee has submitted the required disclosure statements and that each statement has been reviewed by their supervisor.

If it is determined that any conflict of interest exists, the supervisor must discuss the situation with their Division Chief or immediate supervisor and notify the Senior Departmental Human Resources Officer. Questions should be addressed through the chain of command.