

# **ERIE COUNTY SHERIFF'S OFFICE POLICIES AND PROCEDURES**

## **1.01 ETHICS OF PUBLIC EMPLOYMENT**

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The proper operation of democratic government requires that actions of public officials and employees be impartial, that government decisions and policies be made in the proper channels of governmental structure, that public office not be used for personal gain and that the public have confidence in the integrity of its government. Recognition of these goals establishes a Code of Ethics as follows for all officials and employees appointed and employed by the Sheriff's Office.

No employee shall use his/her official position for personal gain, or shall engage in any business or transaction, or shall have a financial or other interest, direct or indirect, which is in conflict with the proper discharge of his/her official duties.

No employee shall, without proper legal authorization, disclose confidential information concerning the property or affairs of the Sheriff's Office, nor shall he/she use such information to advance the financial or any other private interest of him/herself or others.

No employee shall accept any valuable gifts, whether in the form of service, loan, item, or promise from any person, firm, or corporation which is interested, directly or indirectly, in any manner whatsoever, in business dealings with the Sheriff's Office, nor shall an employee accept any gift, favor or item of value that may tend to influence the employee in the discharge of his/her official duties, nor shall any employee grant in the discharge of his/her duties any improper favor, service or item of value.

State law prohibits employees and officials from having a financial interest in companies that do business with public agencies, with only minor exceptions. Any employee who has any doubt concerning a possible violation of these statutes is advised to consult with his/her legal counsel prior to involvement in any such financial interest.

No employee shall engage in, or accept, private employment, or render services for private interest, when such employment or service is incompatible with the proper discharge of his/her official duties, or would tend to impair his/her independent judgment or action in the performance of his/her duties.

Any employee having any doubt as to the applicability of any provision of this Code of Ethics to any particular situation shall consult with his/her supervisor for direction and/or guidance. If that supervisor has any similar doubt, he/she will refer the employee to the Sheriff. Violations of this Code of Ethics may constitute cause for disciplinary action, including suspension or termination.