

Section 16: Staffing
Subject: Code Of Ethics
Minimum Standard: 5120:1-8-17(G)
Revised:

Authorized: _____ **Effective date:** _____
Sheriff Paul A. Sigsworth

POLICY

The Erie County Jail shall have a written code of ethics that is provided to Correction Officers.

PROCEDURE

- A. 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.
1. 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.
 2. No employee shall, without proper legal authorization, disclose confidential information concerning the property or governmental affairs of the sheriff's Office, nor shall he/she use such information to advance the financial or otherwise private interest of himself/herself or others.
 3. No employee shall accept any valuable gift, 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 employees accept any gift, favor or item of value that may tend to influence an 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.
 4. Any employee offered a gift or favor who is not sure if its acceptance is a violation of the Code of Ethics should inform his/her supervisor of the gift offer. No employee will accept from any contractor or supplier doing business with the Sheriff's Office any material or service for the private use of the employee.
 5. No employee shall represent private interest in any action or proceeding against the interest of the Sheriff's Office in any manner in which the Sheriff's Office is a part.
 6. State law prohibits employees and officials from having a financial interest in companies, which do business with public agencies with only minor exceptions. Employees who have any doubt concerning possible violation of these statutes are advised to consult their own attorney.
 7. 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 it would tend to impair his/her independent judgment or action in the performance of his/her official duties.
 8. Any employee having doubt as to the applicability of a provision of this code to a particular situation shall consult his/her supervisor. If the supervisor is in doubt, he/she will refer the employee to the Sheriff. Violations of this code may constitute a cause for suspension, removal from office, or other disciplinary action.