



ADMINISTRATIVE/FISCAL/CLINICAL/PHF POLICY AND PROCEDURES

COUNTY OF SANTA BARBARA
ALCOHOL, DRUG AND MENTAL HEALTH SERVICES

Section - QUALITY ASSURANCE	Effective: 7/1/08
Policy - #37 CODE OF CONDUCT	Revised:
Director's Approval <u>See Signature Sheet</u>	Date <u>6/4/08</u>
Assistant Director's Approval _____	Date _____
Form Ref. -	Reviewed:
Author(s) - Ned Wilson, MFT, Quality Assurance Coordinator	

POLICY:

It is the policy of the Santa Barbara County Department of Alcohol, Drugs, and Mental Health Services that all department employees and contractors conduct themselves in a manner which is ethical, professional, responsible, and productive. Such conduct is an essential component of sensitive, consumer-directed, high-quality services.

PROCEDURE:

1. The attached Code of Conduct will be provided to each employee of the Department and to each organizational provider contracted with the Department.
2. At the time of hire, and prior to issuance of a Department identification number, employees of ADMHS or contract providers will be required to sign the statement at the end of the Code of Conduct affirming receipt and understanding.
3. Existing employees will be required to sign the affirmation annually during the month of January. Signed affirmations will be forwarded to the Quality Assurance program, which will maintain records of the affirmations. The affirmations for Department employees will then be forwarded to Human Resources for inclusion in employee files.
4. Should an employee express concerns over any portion of the Code of Conduct, this shall be a subject for discussion between the employee and his or her manager. If, after that discussion, the staff member continues to have concerns, he/she may submit a Memorandum for the record noting all aspects of the discussion, and a copy will be filed as an addendum to the signed affirmation. Such memoranda shall not exempt any employee of the Department or a contracted provider from adherence to the Code of Conduct.
5. Violation of the Code of Conduct will result in disciplinary action up to and including termination of employment.

Assistance:

Quality Assurance Coordinator

Reference:

Replaces: