



Sheriff James W. Murphy



# Employee Code of Conduct



## SHERIFF CITY OF ST. LOUIS

Sheriff employees must, at all times, comply with all applicable laws and regulations. Failure to comply with all applicable laws and regulations or unethical behavior in connection with the performance of an employee's duties will not be condoned or permitted.

Sheriff James W. Murphy

1114 Market St. Carnahan  
Court Building

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Sheriff's Department  
City of Saint Louis

# EMPLOYEE CODE OF CONDUCT

## Sheriff's Department

### City of St. Louis

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#### **PROCEDURAL ORDER 11-02**

**April 1st, 2011**

**Effective-Immediately**

**Expires-Indefinitely**

We recognize that City Sheriff employees have responsibilities to various groups:

- The public
- Elected officials who represent the public
- The Sheriff of the City of St. Louis and supervisors
- Fellow employees
- Representatives of other agencies/organizations

These unique responsibilities require each of us to act with honor, faithfulness, loyalty, fairness, and due diligence in conducting our job duties; and require us to report improper, unethical or unlawful behavior.

Sheriff employees must, at all times, comply with all applicable laws and regulations. Failure to comply with all applicable laws and regulations or unethical behavior in connection with the performance of an employee's duties will not be condoned or permitted. The City does not permit any activity that fails to stand the closest possible public scrutiny.

The Sheriff City of St. Louis is committed to protecting its revenue, property, information and other assets from any attempt, either by members of the public, contractors, vendors, agents or its own employees to gain, by deceit, financial or other benefits at the expense of the City taxpayers.

#### **RESPONSIBILITIES**

**The Sheriff of the City of St. Louis and employees of the Sheriff's Department are responsible for:**

- Setting an example of competence and appropriate ethical behavior
- Implementing and abiding by this Code of Conduct
- Ensuring that all employees receive a copy of the Code of Conduct and returning the signed copies to their official Department of Personnel files upon initial hire, and thereafter on an annual basis as part of the employee's annual service rating

- Providing job training for all employees
- Emphasizing acceptable standards of performance for each job
- Clarifying Sheriff's policies and procedures for all employees who might be unclear as to what is appropriate behavior
- Providing working conditions which enable Sheriff employees to accomplish their assigned duties fairly and safely
- Providing a workplace environment that encourages open communication, free of fear of reprisal, in the belief that respectful honesty is the surest way to identify problem areas, address them and resolve them
- Providing an avenue for employees to report alleged violations of this Code to their supervisor, appointing authority or the Department of Personnel

**Sheriff Supervisors are responsible for:**

- Setting an example of competence and appropriate ethical behavior
- Teaching all employees under their supervision how to do their jobs within the guidelines of this Code
- Emphasizing acceptable standards of performance to all employees
- Emphasizing and clarifying Sheriff policies and procedures for all employees
- Managing their area of responsibility, and the actions of their staff in accordance with this Code
- Maintaining a workplace environment that encourages open communication, free of the fear of reprisal, in the belief that respectful honesty is the surest way to identify problems areas, address them fairly, and resolve them

**Deputy Sheriffs are responsible for:**

- Competence and ethical behavior
- Reading, signing, and agreeing to abide by the provisions of this Code of Conduct upon initial employment and on an annual basis thereafter
- Regularly reviewing this Code and comparing their own behavior to the responsibilities and standards described in this Code
- Performing their job within the guidelines of this Code
- Meeting acceptable standards of performance
- Following Sheriff policies and procedures
- Contributing to a workplace attitude that respects the standards and behaviors promoted by this Code
- Seeking assistance when they are uncertain about the right thing to do
- Ensuring that their own actions are not illegal, unethical, or in violation of the rules and regulations of the Sheriff of the City of St. Louis
- Reporting alleged violations of this Code of Conduct to their supervisor, appointing authority, or the Department of Personnel

# STANDARDS OF BEHAVIOR

## Work Rules

This Code of Conduct is intended to supplement the Sheriff of the City of St. Louis, Manual, Operational Procedures and other Sheriff of the City of St. Louis and departmental work rules, regulations, policies and procedures. Employees shall be held accountable for following all such established work rules, in addition to the standards of behavior outlined in this Code of Conduct.

## Non-Discrimination

The Sheriff City of St. Louis does not tolerate discrimination on the basis of race, color, national origin, ancestry, religion, age, disability, sex or sexual orientation, or retaliation. If an employee believes he/she has been the victim of discrimination, the employee should bring his/her concerns to his/her supervisor, Sheriff, or the Department of Human Resources Diversity Manager, Department of Personnel, City of St. Louis. If an Employee has questions or concerns with an issue involving the Americans with Disabilities Act, he/she should bring his/her concerns to the attention of the Sheriff of the City of St. Louis.

## Confidential Information and Records

As a part of an employee's job, he/she may have access to confidential information and records. This information should not be disclosed to fellow employees who do not have a business need to know or to non-employees for any reason, except in accordance with established procedures. Questions regarding the confidentiality of information should be directed to his/her supervisor or the Sheriff of the City of St. Louis.

## Permissible Political Activities of Deputies

### Purpose

Recently, the Presiding Judge disseminated an administrative order regarding permissible political activities for employees of the court. That directive pertains to employees of the 22<sup>nd</sup> Judicial Circuit, which is governed by regulations of the Missouri Nonpartisan Court Plan, and does not pertain to employees' of the St. Louis Sheriff's Office.

In order to clarify the political activities in which deputies are allowed to participate, the following policy is adopted as of the effective date of November 1<sup>st</sup> 2010 and will remain in force until further notice. *[NOTE: the provisions of this order are modeled after those of Court Operating Rule 7 of the Missouri Circuit Court Personnel System.] [NOTE: Previous Procedural Order dated November 1, 2010 remains in effect Permissible Political Activities of Sheriff Deputies, this policy now in the Sheriff's Department Employee Code of Conduct.]*

### **Permitted Political Activities:**

Sheriff Deputies may express opinions as private citizens on issues in both partisan and nonpartisan elections campaigns and may contribute to and attend events on behalf of said campaigns, provided they do so only when off-duty, out of uniform and do not present themselves as representatives of the Office of the St. Louis Sheriff.

Deputies may display a yard sign at their private residence.

Deputies may display a bumper sticker on their private vehicles, provided that said vehicles are not used in the performance of their official duties.

Deputies may wear campaign buttons on their civilian clothing when off-duty.

Deputies may hold elective office in private organizations and political ware organizations (e.g. committeeman or committee woman), provided that such positions do not impair the impartial performance of their official duties, or otherwise reflect adversely on the integrity of the Sheriff's Office.

### **Prohibited Activities:**

Deputies shall not engage in any political activities whatsoever at their place of employment or on courthouse grounds.

Deputies shall not use the influence of their position in any partisan campaign.

Deputies shall not file for, campaign for, or hold any elected public office while an employee of the Sheriff of the City of St. Louis.

### **Determination of Appropriate Activities:**

Any deputy, who is uncertain whether a contemplated activity is permitted under this policy, shall contact the Office of the Sheriff of the Sheriff for guidance before taking part in said activity.

### **Conflicts of Interest**

The Sheriff expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interest of the public. Employees must not use their position or knowledge gained as a result of their position for private or personal advantage.

Employees should continually be mindful that they are hired and paid to perform certain duties. Situations may arise, however, when there seem to be a conflict between their official responsibilities and their personal interests. These may be situations involving financial dealings, spending Sheriff funds, regulating businesses or individuals, purchasing supplies or materials or contracting for services. In order to avoid an impropriety – or giving the

appearance of an impropriety – employees should alert their supervisors immediately of such conflicting situations. If the employee and the supervisor are unclear about the appropriate path to follow, the matter should be promptly referred to the Sheriff of the City of St. Louis.

The Sheriff of the City of St. Louis, allows employees, with the approval of their supervisor, to hold a second job with employers. However, the employee must report such employment yearly to his/her supervisor on the appropriate report forms. If an employee wishes to change his/her secondary job, or the nature of his/her secondary job changes, the employee must first obtain the permission of the Sheriff. Please refer to the current Department of Human Resources regarding Secondary Employment for further information. [NOTE: refer to the Sheriff's Manual, SECONDARY EMPLOYMENT for further information.]

### **Relationships with Third Parties**

Employees are prohibited from having a personal interest, directly or indirectly, in a contract with the Sheriff of the City of St. Louis. City employees must not allow their personal interests or relationships with third parties to influence, or create the impression of influencing, their decisions in the performance of their duties on behalf of the City.

### **Gifts, Favors, Entertainments**

Employees are expected to perform their duties in a fair and even-handed manner and are prohibited from taking payment, money, gifts, loans, meals, beverages and/or lodging, or other items of value from anyone in exchange for performing their duties. Delivery of services should be able to stand up to full public disclosure and should in no way be granted or withheld because of gifts, favors or other considerations offered to an employee.

An interested person is defined here as any person or member of a business organization who currently has a contractual relationship with the Sheriff's Department to provide goods or services to the Sheriff's Department or who is interested in establishing such a business relationship with the Sheriff's Department. In all such matters involving gifts, the primary consideration is that the donor does not receive – or appear to receive – treatment not given to any other citizen. An employee's acceptance of payment or gifts, etc., in exchange for performing his/her duties will result in disciplinary action up to and including dismissal. If an employee has any concern about the wisdom, legality or honorability of accepting a gift, this concern should be brought to the attention of his/her supervisor, Commander, or the Sheriff of the City of St. Louis.

### **Kickbacks, Secret Commissions, Bribes, and Payoffs**

The Sheriff of the City of St. Louis strictly prohibits the acceptance of kickbacks, secret commissions, bribes or payoffs from suppliers or others. Any breach of this rule will result in immediate dismissal and prosecution to the fullest extent of the law.

## **City Funds**

Whenever a Sheriff's employee is responsible for handling cash or other financial matters, the job of the employee is to document every aspect of the transaction fully and completely. All Sheriff's cash and bank accounts must be handled so as to avoid any question of bribery, kickbacks, other illegal/improper payments or suspicion of any impropriety whatsoever.

## **Expense Reports**

When an employee incurs an approved expense or spends his/her own funds on Sheriff needs, that expense must be documented promptly and properly on the forms provided by his/her supervisor or commander.

## **Use of City Assets and Equipment**

Sheriff assets and equipment are for Sheriff purposes only and not for personal benefit. This includes the personal use of Sheriff Department assets, such as vehicles, computers, etc. Only with the permission of the Sheriff of the City of St. Louis can a Deputy wear the department uniform and department issued firearm during Secondary Employment.

## **Records and Communications**

Accurate and reliable records of many kinds are necessary to meet the Sheriff's legal and financial obligations and to manage the affairs of the Sheriff's Department. The Sheriff's books and records must reflect in an accurate and timely manner all transactions. The employees responsible for accounting and record keeping must exercise diligence in fulfilling their job duties.

Employees must not make or file any false records or engage in false communication of any kind, whether internal or external, including but not limited to:

- False expense, attendance, production, financial, or similar reports and statements
- Misleading representations

## **Dealing with the Public and Organizations**

Employees are prohibited from speaking on behalf of the Sheriff, or from representing to the public that their comments or statements are those of the Sheriff, unless expressly authorized to do so.

## **Prompt Communications**

Employees should respond to all communications in a complete, accurate and timely manner. Sheriff employees are expected to respond promptly and courteously to all proper requests for information and to all complaints.

## **Safety and Health**

Maintaining a healthy workforce and ensuring the safety of every employee should be the job of each employee, regardless of his/her assignment. Accordingly, each employee is responsible for attending any required safety meetings and reading safety instructions regarding his/her work place.

All employees must comply with all safety rules and regulations. An employee should promptly report any unsafe condition or any accident to his/her supervisor, even in cases where there was no injury or property damaged.

## **Honesty**

Sheriff employees should be completely honest in their dealings with the public, elected officials, the Sheriff of the City of St. Louis, supervisors and fellow employees. Lying in any form, omitting some facts or exaggeration undermines the fundamental trust that must exist between employer and employee, and has no place in public service.

## **Discussion, Dissent, Support**

When deciding a course of action, Sheriff Supervisors frequently rely on the views and opinions of their employees. In such cases, an employee is obliged to give as much information as possible, and his/her own best opinion, to the supervisor before the matter is decided. However, once the supervisor has reached a decision it is the duty of all members of the Sheriff's Department to do all in their power to make it succeed.

## **Reporting Fraud and Other Irregular Activities**

As they perform their duties, Sheriff Employees should be alert to situations in which other employees commit or are about to commit acts which violate the law or this Code of Conduct. Illegal, unethical or dishonest actions harm us all. Each Sheriff Department employee, therefore, has a responsibility and duty to report a co-worker's illegal or unethical conduct to his/her supervisor, commander or the Human Resources.

## **Penalties**

Any violation of this Code of Conduct will subject the violator to disciplinary action up to and including dismissal as provided by the Rules of the Sheriff of the City of St. Louis.

## **Documentation**

Commanders and Supervisors are required to issue a copy of the Code of Conduct to every employee under their authority. Issuance of the Code must be documented by having the employee and issuing supervisor or payroll clerk sign the “Acknowledgement” form issued by the Sheriff’s Department (attached). The original of the form must be filed with the Department of Human Resources within 5 (five) working days of issuance. One copy should be retained by the operating department supervisor or commander, and another copy given to the employee.

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Sheriff James W. Murphy

April 1st, 2011  
Effective-Immediately  
Expires-Indefinitely

Original to Department of Personnel  
Copy to Employee  
Copy to Department

**Certification and Declaration**

I, (Print Name) \_\_\_\_\_ HAVE READ, UNDERSTAND  
AND AM IN COMPLIANCE WITH THE PROVISIONS OF THE **CODE OF CONDUCT**. I  
AM NOT AWARE OF ANY VIOLATIONS OF THIS CODE OF CONDUCT AT THIS TIME.  
SHOULD I BECOME AWARE OF ANY VIOLATIONS OF THIS CODE OF CONDUCT, I  
WILL NOTIFY MY SUPERVISOR, COMMANDER OR THE DEPARTMENT  
OF HUMAN RESOURCES.

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_ DIVISION: \_\_\_\_\_

I certify that the employee named above was provided a copy of the Employee Code of Conduct  
and a copy of this form on the date indicated above.

\_\_\_\_\_  
Supervisor/Manager/

\_\_\_\_\_  
Department, Unit and Date

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