

**County of San Bernardino
Department of Behavioral Health**

Code of Conduct

Effective Date 08/04
Approval Date 01/10/2013


CaSonya Thomas, Director

Policy All Department of Behavioral Health (DBH) staff are expected to comply with all requirements set forth in the [Code of Conduct](#), applicable statutes, regulations, contractual obligations, and DBH and County policies and procedures

Purpose To provide guidance to all members of the DBH workforce and contract agency staff to recognize and deal with ethical issues, provide mechanisms to report unethical conduct and foster a culture of honesty and accountability

Who Should Adhere DBH employees, interns, and volunteers.

Contract agency employees, interns, volunteers, and members of Board of Directors.

Adoption & Compliance Contract agencies shall either adopt the DBH Code of Conduct or develop its own Code of Conduct. If the agency elects to develop its own Code of Conduct, such document must be reviewed and approved in writing by the DBH Office of Compliance; and can be submitted to:

Department of Behavioral Health
Office of Compliance
268 W. Hospitality Lane, Suite 400
San Bernardino, CA 92415

If the contract agency chooses to adopt the DBH [Code of Conduct](#), it shall comply with all requirements set forth in the Department's Code, applicable statutes, regulations, contractual obligations, and DBH and County policies and procedures.

Receipt of the Code of Conduct All DBH staff will receive a copy of the Code of Conduct annually and shall certify receipt and review of the Code of Conduct by signing the acknowledgement form found on the last page of said Code. New employees will receive a copy of the Code of Conduct during DBH's New Employee Orientation training.

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County of San Bernardino Department of Behavioral Health

Code of Conduct, Continued

**Receipt of the
Code of
Conduct**
(continued)

Contract agencies that choose to adopt the DBH Code of Conduct shall have access to the [Code of Conduct](#) via the DBH website. In addition, the agency shall have its staff certify annually that they have received, read, understand and will abide by said Code by signing the acknowledgement form found on the last page of the Code of Conduct.

Contract agencies that elect not to adopt the DBH Code of Conduct must make available a copy of its Code of Conduct for review, available upon request by the Department.

Questions

If you have a question or concern about the contents of the Code of Conduct, or its applicability to a specific circumstance, please discuss it with your supervisor or the Compliance staff at (909) 382-3083. You may also contact the Department's Office of Compliance via email at compliance_questions@dbh.sbcounty.gov. If you prefer anonymity, you may call the Compliance Hotline at (800) 398-9736 or send an anonymous letter.

Reference

U.S. Department of Health & Human Services, Office of Inspector General
