



# Substance Use Disorder and Recovery Services Code of Professional Conduct Policy

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**Policy** It is the policy of the Department of Behavioral Health that all DBH and contract provider staff, interns, and volunteers, referred to hereafter as the workforce, in Substance Use Disorder and Recovery Services (SUDRS) and residential treatment programs maintain high standards of professional conduct and abide by the terms of this policy.

**Purpose** To establish Code of Professional Conduct standards for the workforce in SUDRS programs and co-occurring disorder clinics (Title 9 California Code of Regulations, Chapter 8, and Section 13060).

**Definitions**

**Conflict of Interest:** An instance when someone's personal interests clash with their duty to act impartially and fairly

**Discrimination:** The unjust or prejudicial treatment of different categories of people, especially on the grounds of ethnicity, age, sex, or disability

**Illicit Substances:** Substances purported to be illegal, abusive, or performance-enhancing.

**Sexual Harassment:** Behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances in a workplace or other professional or social situation.

**Standard of Conduct** The statements below define ethical conduct standards for the workforce in accordance with the Department of Health Care Services (DHCS) Alcohol and/or Other Drug Program Certification Standards, Section 13020 Program Code of Conduct:

- Workforce is expected to show regard for the social codes, moral expectations, and legal standards of the community in which the individual works.

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# Substance Use Disorder and Recovery Services Code of Professional Conduct Policy, Continued

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## Standard of Conduct, continued

- The following are prohibited:
  - Illicit substances and/or alcohol abuse.
  - Being under the influence on the premises.
  - Personal and/or business relationships with clients or family members.
  - Sexual contact with clients.
  - Sexual harassment.
  - Discrimination against clients or staff.
  - Providing services beyond scope of practice.
  - Conflicts of interest.
  - Release of confidential information without required authorization from the client.
  - Verbal, emotional, and/or physical abuse of clients, family members or staff.
- Workforce shall be responsible for assuring the continuity of client care by providing continued contact and follow-up on referrals made to other agencies or individuals.
- Workforce shall manifest respect for the rights and privacy of co-workers, which includes the following:
  - A client who has a continuing professional relationship with a colleague shall not be offered or given treatment without the knowledge and consent of the colleague, except in emergency situations.
  - Criticism of a colleague's services or procedures should never be disclosed to a program participant. Such concerns shall be directed to the colleague and/or clinic supervisor.
- Workforce shall cooperate with complaint investigations.
  - Alcohol or Drug Abuse Recovery or Treatment Facilities licensed or certified by DHCS are required to report counselor misconduct to DHCS within 24 hours of the violation. (Title 9, California Code of Regulations, § 13065)
- The Program Code of Conduct shall be posted in the public reception area available to clients.
- Workforce shall review the regulation for the Program Code of Conduct on an annual basis (DHCS, Alcohol and/or Other Drug Program Certification Standards, § 13020).
- Workforce shall sign a copy of the Code of Professional Conduct for Drug and Alcohol Staff Acknowledgment form (SUDRS001) and a signed copy shall be placed in the personnel file of the individual.
- Workforce shall be instructed to report any observation or evidence of violations of client's rights as identified in DBH Notice of Personal Rights and Civil Rights (SUDRS003), to DBH ACCESS Unit (DBH-ACCESS@DBH.sbcounty.gov), the Department of Health Care Services (DHCS), or the U.S Department of Health and Human Services (for civil rights complaints) (HHS-OCR) and to the appropriate line of supervision.

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## Related Policies and Procedures

### DBH Standard Practice Manual and Departmental Forms

- DBH Code of Conduct (COM0914)
  - Code of Professional Conduct for Drug and Alcohol Staff Acknowledgment form. (SUDRS001)
  - Notice of Personal and Civil Rights (SUDRS003)
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## References

- Department of Health Care Services (DHCS)
  - Department of Health Care Services (DHCS), Alcohol and/or Other Drug Program Certification Standards, § 13020
  - U.S Department of Health and Human Services (for civil rights complaints) (HHS-OCR)
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