

DA Office Policies

GENERAL STANDARDS

Employees of the District Attorney's Office are public servants in the highest sense of the term. As representatives of the law enforcement and criminal justice communities, employees should conduct themselves ethically and professionally at all times.

No employee shall engage in conduct while on duty which adversely affects the morale or efficiency of the District Attorney's Office, or which destroys, damages, or undermines public respect for the employee, the District Attorney, the Office, or the County.

Prosecutors have a duty to act with honor and dignity in the pursuit of justice. Prosecutors are required to maintain a current, working knowledge of statutory "duties of an attorney" and the Rules of Professional Conduct found in the California Business and Professions Code. It is also our policy that Deputy District Attorneys remain aware of the ethics resource information published by the California District Attorneys Association (CDAA). Source books include CDAA's Professionalism (ethics principles for prosecutors conducting investigations and trials) and CDAA's Ethics and Responsibility for California Prosecutors (general ethics information for prosecutors).

OFFICE BEHAVIOR

Every employee shall always act with the highest degree of courtesy and civility to all members on the District Attorney's Office and the public. Employees should at all times treat others with dignity, respect, and in such a manner that does not offend the sensibilities of a co-worker. The use of offensive language, explosions of temper, or disrespect by an employee when directed toward other staff members will not be tolerated.

Employees should at all times present a positive attitude, professional image, and communicate positively with other staff members. Every employee is expected to help develop a sense of loyalty to all co-workers and to the mission of the District Attorney's Office and what we represent in this community.

One of the goals of the District Attorney's Office is to promote a spirit of teamwork and cooperation among all employees. Furthermore, we wish to achieve a psychologically healthy work environment, one in which people feel mutual respected. To achieve these goals, we ask that all employees treat their co-workers, supervisors, and subordinates with the same respect, honesty, consideration, and cooperation that the employee would expect from his or her co-workers.

More specifically, we ask that each employee refrain from making any statements that others may find upsetting. Employees shall not make kidding remarks, jokes,

derogatory, and/or negative statements directed at another's age, gender, sexual orientation, race, religion, national origin, or physical appearance. Though these statements are often not intended to be harmful, the effect can be detrimental.

SEXUAL HARASSMENT

Sexual harassment, which is prohibited by law and county policy in the County of Yolo Administrative Policies and Procedures Manual, is prohibited in the District Attorney's Office.

DISCRIMINATION

Discrimination against any individual's race, color, religion, gender, national origin, ancestry, disability, medical condition, marital status, age, or sexual orientation is prohibited. Compliance with the standards detailed in the County of Yolo Administrative Policies and Procedures Manual in this regard is mandatory.

CITIZEN COMPLAINTS

Any citizen complaint regarding police conduct should be referred to the appropriate police agency. Other incidents of potential police or District Attorney employee misconduct discovered by or reported to District Attorney staff should be immediately brought to the attention of the Chief Deputy or the Chief Investigator.