

Memorandum

Date : September 19, 2005

To : All Staff

Subject: **CODE OF CONDUCT AND THE DUTY TO REPORT**

The California Department of Corrections and Rehabilitation (CDCR) has an expectation that each employee is responsible for reporting conduct that is unlawful or violates Department policy. Each employee is responsible for creating an environment conducive to the Code of Conduct.

CDCR CODE OF CONDUCT

- Demonstrate professionalism, honesty, and integrity;
- Accept responsibility for our actions and their consequences;
- Appreciate differences in people, their ideas, and opinions;
- Treat fellow employees, inmates and wards, families of inmates and wards, parolees, and the public with dignity and fairness;
- Respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation;
- Comply with all applicable laws and regulations which pertain to the Youth and Adult Correctional Agency;
- Report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

The CDCR's Office of Civil Rights and the Office of Internal Affairs are committed to providing a workplace in which all individuals are treated with respect and professionalism. Consistent with this commitment, it is the policy of the CDCR to provide equal employment opportunity for all employees and applicants for employment and to provide a process for resolving discrimination complaints. It is also the policy of the CDCR to vigorously protect individuals who are being subjected to whistleblower retaliation.

There are several ways to report misconduct. Any employee may report any form of misconduct to a supervisor or manager. Additionally, employees may also request assistance from any of the following entities:

Office of Civil Rights

Headquarters (916) 324-1923
Discrimination Hotline (800) 272-1408

Office of Internal Affairs

Headquarters (916) 323-5769
Northern Office (916) 464-3805
Central Office (661) 335-7337
Southern Office (909) 483-1594

Sexual Misconduct Reporting Line

Headquarters (877) 424-3577
Northern Office (916) 464-3805
Central Office (661) 335-7338
Southern Office (909) 446-1052

Office of the Inspector General

Reporting Line (800) 700-5952

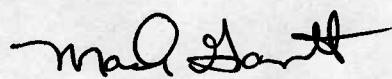
State Personnel Board

Whistleblower Hotline (916) 653-0799

Bureau of State Audits

Main Number (916) 445-0255
Whistleblower Hotline (800) 958-5665

We would like to thank all CDCR employees for the professionalism they display each day and to encourage everyone to maintain a work environment consistent with our Code of Conduct.



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Assistant Secretary
Office of Internal Affairs



DEBORAH ZEH
Assistant Secretary
Office of Civil Rights