County of San Bernardino
Department of Behavioral Health

Alcohol and Drug Services Code of Professional Conduct Policy

Effective Date 10/24/06
Approval Date 11/17/06

Allan Rawland, Director

Policy

It is the policy of the Department of Behavior Health that all staff and contract providers for Alcohol and Drug Services programs and residential treatment programs are expected to maintain high standards of professional conduct and abide by the terms of this policy.

Purpose

To establish Code of Professional Conduct standards for employees in Alcohol and Drug Services programs and co-occurring disorders clinics (Title 9 California Code of Regulations, Chapter 8, Section 9846 and 13060).

Standards of Conduct

The statements below define ethical standards for employee's conduct (Alcohol and/or Other Drug Program Certification Standards, Section 19010 Code of Conduct):

A. Each program staff member is expected to show regard for the social codes, moral expectations, and legal standards of the community in which he/she works.

B. The following are prohibited:

1. Illicit substances and/or alcohol abuse.
2. Being under the influence on the premises.
3. Personal relationships with program clients.
4. Sexual contact with clients.
5. Sexual harassment.
6. Unlawful discrimination.
7. Conflict of interest.
8. Release of confidential information without required authorization from the client.

C. Each staff member shall be responsible for assuring the continuity of his/her client's care by continuing contact and following up on referrals made to other agencies or individuals
D. All staff shall manifest respect for the rights and privacy of co-workers, which consist of the following: 1. 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. 2. Criticism of a colleague's services or procedures should never be discussed with a program participant. Such concerns shall be directed to the colleague and/or clinic supervisor.
E. The Code of Professional Conduct shall be posted in the public reception area.
F. Each staff member shall sign a copy of the **Code of Professional Conduct for Drug and Alcohol Staff Acknowledgment** form and a signed copy shall be placed in the personnel file of the individual.
G. Review the regulation for the Code of Professional Conduct on an annual basis and make updates as required (Section 19010 Code of Conduct, Department of Alcohol & Drug Programs).

Related Regulations and Policies

Alcohol and/or Other Drug Program Certification Standards, Section 19010 Code of Conduct, Department of Alcohol & Drug Programs (ADP), Adoption of Chapter 8 Certification of Alcohol and other Drug Counselors (commencing with Section 1300), and Amendment of Sections 9846, Division 4, Title 9, California Code of Regulations, Section 9846 and 13060. Department of Behavioral Health (DBH) Alcohol and Other Drug (AOD) Programs Counselor Certification Policy, and DBH Compliance Program Code of Conduct Policy.