CONFIDENTIALITY AND WORK ETHICS AGREEMENT

The District Attorney's Office is responsible for the prosecution of criminal cases. Like the permanent San Bernardino County District Attorney staff, as a volunteer worker, you have an obligation to the public we serve to maintain the highest ethical standards in both personal and official conduct.

CONFIDENTIAL INFORMATION:

During your assignment as a volunteer, you may become privy to sensitive and/or confidential information. Remember that official business of the District Attorney's Office is confidential. Do not discuss or give official information to anyone other than those persons for whom the material is intended, as directed by your supervisor or as required by law. Disclosure of certain sensitive and/or confidential information may subject you to liability and/or prosecution.

IDENTIFICATION:

You will be issued an identification card that will authorize you to enter the District Attorney's Office facilities. You will be held personally responsible for this identification. Please immediately report it to your supervisor if the identification card is lost. Misuse of official identification is a violation of the law.

SAFETY POLICY:

The District Attorney's Office regards the personnel of this office as its most valuable asset. The reduction of on-the-job injuries and damage to San Bernardino County property is an essential part of an efficient operation. The practice of safety and the prevention of accidents shall be the responsibility of all members of the District Attorney's Office. If you are injured on the job, please immediately report the injuries to your supervisor.

TIMECARDS:

The District Attorney's Office is required to record and maintain the number of volunteer hours worked. Your supervisor will provide you with the appropriate form to complete so that your total hours worked may be submitted on a weekly basis to your supervisor. The hours will then be forwarded to your permanent volunteer file. The District Attorney reserves the right to terminate your volunteer work without cause.

WORK ETHICS:

As a volunteer at the District Attorney's Office, you are expected to report to work in a timely manner and call in promptly to the appropriate supervisor when you are not able to report to work. You are to check in with your supervisor for daily work assignments, unless otherwise instructed. Work assignments may be interrupted and you may be given a new assignment when a priority task needs to be completed. Work assignments are expected to be completed in a timely manner. Report any concerns to the appropriate supervisor.

COUNTY OF SAN BERNARDINO

OFFICE OF THE DISTRICT ATTORNEY

JASON ANDERSON, DISTRICT ATTORNEY

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APPEARANCE & BEHAVIOR:

Clean business casual clothing and comfortable shoes are permitted, unless going to court or instructed otherwise. If you will be making a court appearance, you must adhere to the San Bernardino County District Attorney dress code for attorneys. Please leave assigned work areas clean before leaving for the day and always treat others professionally and respectfully.

I have read this agreement. I understand and agree to abide by all terms listed above.

Please **PRINT** Name

Please **SIGN** Name Date

Thank you for your interest in the San Bernardino County District Attorney's Office. With the effort of dedicated volunteers like you, our office will continue to enjoy its image of public trust and professionalism!