

DIRECTIVE

No.: 1182

Issued: 02/09/09

Post until: 03/09/09

SUBJECT: RUMORS AND SLANDEROUS REMARKS IN THE WORKPLACE

It is the policy of the Probation Department that staff conduct themselves in an exemplary manner consistent with the standards governing County employment and stated expectations of the Chief Probation Officer (CPO). One of the expectations of the CPO is that employees do not engage in the spread of gossip, rumors or other slanderous remarks that are not only hurtful, but are also highly unprofessional and in direct contradiction with the Probation Department's Core Values: *"Dignity and respect for all our clients, public and employees"* and *"Integrity to do the right things for the right reasons--all of the time"*.

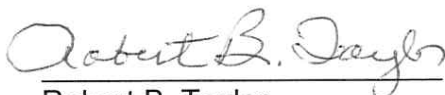
The following is a description of the terms "rumor" and "slander":

- The term "rumor" includes, but is not limited to hearsay, speculation, lying, the exchange of speculation or otherwise unsubstantiated information pertaining to a Probation Department employee, or unconfirmed report, story or statement in a general workplace circulation.
- The term "slander" includes, but is not limited to the utterance in the presence of another person of a false statement, or false statements or remarks that are or may be damaging to an employee's character, reputation or integrity.

An employee who believes that he/she is a victim of rumors or slanderous remarks in the workplace or is aware of any occurrence of the spread of rumors in the workplace should report such actions or incidents to his/her supervisor or Office Head. If an employee is not comfortable reporting the incident through the chain of command, the employee may proceed directly to Internal Affairs.

Each Office Head, supervisor or designee will treat this like any other workplace incident and conduct an investigation as referenced in Directive 964.

Questions about this policy should be directed to your Bureau's Special Assistant or the manager of Internal Affairs.



Robert B. Taylor
Chief Probation Officer