


<p><b>RABUN COUNTY SHERIFF'S OFFICE</b></p>  <p><b>GENERAL ORDER NUMBER: 1.02</b></p>	<p><b>Date of Issue</b></p> <p>2/23/2016</p>	<p><b>Effective Date</b></p> <p>2/23/2016</p>	<p><b>Revision Date</b></p> <p>6/24/2019</p>
<p>Subject: <b>CODE OF CONDUCT</b></p>	<p>Amends:</p>		<p>Rescinds:</p>
<p>Index as: Conduct; Code of Conduct</p>	<p>State Certification Standards: 1.4, 1.13</p>		
<p>Special Instructions:</p>			

**PURPOSE**

To establish uniform rules of conduct governing required and prohibited acts on the part of employees (sworn and non-sworn), contractors and volunteers of the Rabun County Sheriff's Office.

**STATEMENT OF POLICY**

It shall be the policy of the Rabun County Sheriff's Office to establish rules of conduct that are reflective of a modern, professional law enforcement agency. It is essential that our conduct instills in our employees the highest standards of professionalism and integrity; ensures that we respect individual rights and human dignity; and provides the foundation for the highest quality of professional law enforcement services to the citizens we serve.

**DISCUSSION**

Public faith and trust in the Sheriff's Office and its employees are essential if we are to be successful in providing the very best service to the public. In order to maintain a high level of public trust and confidence, employees are expected to maintain the highest standards of professional and personal conduct, both on and off duty.

All employees shall be held responsible for the proper performance of their duties. Each person should maintain a level of appearance and deportment so as to inspire confidence and respect for the position of public trust they hold.

Employees shall deal with the public with courtesy, dignity, and respect, without regard to status, sex, color, race, religion, national origin, age, or disability. It is the duty of each employee to promote good public relations by giving

assistance when it is requested, by the impartial administration of the law, and by presenting a professional and competent image to others.

## Definition

For the purpose of this policy, the term "employee" refers to employees of the Rabun County Sheriff's Office, Volunteers and Contractors.

## I. RULES OF CONDUCT

- A. Employees shall not commit any acts or omit any acts which constitute a violation of any of the rules, regulations, directives, policies, or orders of the agency or Rabun County, whether stated in this policy or not.
- B. Employees will be responsible, upon coming on duty, to familiarize themselves with all new orders, rules, memoranda, bulletins, circulars, and laws that were received since their last tour of duty.
- C. Following are the rules of conduct:
  1. Unbecoming Conduct
    - a. Employees shall conduct themselves at all times, both on and off duty, in such a manner as to reflect favorably on the Sheriff's Office.
    - b. Conduct unbecoming an officer shall include that which brings the department into disrepute or reflects discredit upon the deputy as a member of the department; that which impairs the operation or efficiency of the department or the deputy; or causes the public to lose confidence in the agency or Rabun County government.
    - c. Examples of unbecoming conduct are, but not limited to, the following:
      - (i) Drunk and/or disorderly behavior in public;
      - (ii) Fighting or threatening violence in the work place;
      - (iii) Boisterous or disruptive activity in the work place;
      - (iv) Possession of dangerous or unauthorized materials, such as explosives or firearms (other than authorized and approved duty weapon), in the work place;
      - (v) Unauthorized use of telephones, facsimile machines, mail system, or computer system;
      - (vi) Unauthorized disclosure of confidential information;
      - (vii) Extra marital affairs with another agency employee or an affair with a non-agency affiliated individual that causes an adverse reaction within the agency; see relationships at work at bottom; or
      - (viii) Practical jokes that bring discredit to the agency or other employees.

## 2. Immoral Conduct

- a. Employees shall maintain a level of moral conduct in their personal and business affairs, which is in keeping with the highest standards of the law enforcement profession.
- b. Employees shall not participate in any incident involving moral turpitude that impairs their ability to perform as law enforcement employees or causes the department to be brought into disrepute.

## 3. Conformance to Laws

- a. Employees shall obey all laws of the United States, the State of Georgia, other states, any local jurisdiction in which the employees are present or the ordinances of Rabun County and will abide by the specific requirements established for peace officers in the Official Code of Georgia Annotated (OCGA) 35-8-7.1.
- b. A conviction in any court of a misdemeanor or serious traffic violation.
- c. A conviction in any court of a felony or forcible misdemeanor. (OCGA 16-1-3).

## 4. Reporting for Duty

- a. Employees shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties.
- b. Employees shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties.
- c. Court Attendance – A Deputy's attendance in court is mandatory when he has cases. When a Deputy is not available for court, (vacation, sick, etc.) it is his responsibility to notify the prosecutor, D.A. or solicitor and have his case continued. Deputies under subpoena to appear in more than one court shall notify the appropriate court clerk of the conflict and make prior arrangements. Deputies that fail to report to any court appearance after being subpoenaed, shall be held accountable and face sanctions under the standard operating procedures and by authority of said court.

When the court calls to request a deputy's appearance in court, even if not subpoenaed, every effort will be made to accommodate the court and appear in a timely manner

## 5. Neglect of Duty

- a. Employees shall not read, play games, watch television or movies or otherwise engage in entertainment or practical jokes while on duty, except as may be required in the performance of duty.
- b. Employees shall not engage in any activities or personal business that would cause them to neglect or be inattentive to duty.

- c. Employees will respond without delay to any person requesting law enforcement service or to any radio call dispatched to them.
  - d. Employees are expected to take appropriate action necessitated by the situation, by agency directives, or that is otherwise required by duty. When in doubt as to the action that is required, employees are expected to exercise common sense and to contact a supervisor for appropriate direction.
6. Fictitious Illness or Injury Reports
- a. Employees shall not feign illness or injury; or falsely report themselves ill or injured.
  - b. Employees shall not otherwise deceive or attempt to deceive any official of the department as to the condition of their health.
7. Sleeping on Duty
- Employees shall remain awake while on duty. If unable to do so, they shall report to their supervisor, who shall determine the proper course of action.
8. Leaving Duty Post
- Employees shall not leave their assigned duty posts during a tour of duty, except when authorized by proper authority.
9. Meals
- a. Employees shall be permitted to suspend patrol or other assigned activity, subject to immediate callback at all times, for the purpose of having meals during their tours of duty.
  - b. Meal breaks are for only such a period of time, and at such time and place, as established by departmental procedures.
10. Unsatisfactory Performance
- a. Employees shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions.
  - b. Employees shall perform duties in a manner, which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Sheriff's Office.
  - c. Unsatisfactory performance may be demonstrated by, but not limited to, the following:
    - (i) Repetitious or consistent lack of knowledge of the application of laws required to be enforced;
    - (ii) An unwillingness or inability to perform assigned tasks;
    - (iii) The failure to conform to work standards established for the officer's rank, grade, or position;

- (iv) The failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention;
- (v) Repeated unacceptable performance evaluations;
- (vi) A record of repeated infractions of established procedures; or
- (vii) A failure to satisfactorily complete established Georgia POST and/or agency training requirements.

#### 11. Secondary Employment (Extra-Duty and Off-Duty)

Employees may engage in extra-duty and off-duty employment subject to the following limitations set forth in the General Order dealing with Secondary Employment:

- d. Such employment shall not interfere with the officer's employment with the Sheriff's Office; and
- e. Employees shall submit a written request for all secondary employment to the Sheriff, whose approval must be granted prior to engaging in such employment. This includes all self-employment situations.

#### 12. Gifts, Gratuities, Bribes or Rewards

It is improper for any employee to solicit any gift\*\* or accept any gift from any person, business, or organization for the benefit of the employee or the agency, if the gift is given for the purpose to influence action of an official nature or seeks to affect the performance or non-performance of an official duty.

**\*\* Note: For the purpose of this rule, the word "gift" shall include money, tangible or intangible, personal property, loan, promise, service or entertainment.**

#### 13. Identification

The Rabun County Sheriff's Office will provide an agency identification card, which will include a photograph, to all departmental employees. Departmental employees shall be responsible for immediately notifying their supervisor(s) if the card is lost, misplaced, or stolen.

Deputies shall carry their badge and credentials on their persons at all times, except when impractical or dangerous to their safety or to an investigation. While acting in an official capacity, employees shall furnish name and employee number to any person requesting that information, except when withholding such information is necessary for the performance of their official duties or is authorized by proper authority.

#### 14. Receipt of Allegation, Inquiry, or Commendation

Employees shall courteously and promptly accept or refer any allegation, inquiry, or commendation made by a citizen concerning the agency or any of its employees. Employees shall never, through threats or coercion, attempt to dissuade any citizen from lodging a complaint against, or from bringing favorable information about any employee or the agency.

## 15. Courtesy

- f. Employees shall be courteous and professional in their association with members of the public and other agency members. Employees shall be tactful in the performance of their duties, shall control their tempers, and exercise the utmost patience and discretion.
- g. In the performance of their duties, employees shall not use profane, vulgar, defamatory, or insolent language, drawings, depictions, or gestures toward any individual or group nor express or display any prejudice concerning race, color, gender, religion, national origin or disability.

## 16. Operation of Vehicles

Employees are expected to operate official vehicles in a careful and prudent manner and shall obey the laws of the State of Georgia. Employees shall set the proper example for others. The loss or suspension of a civilian driving license shall be reported to the employee's supervisor immediately.

## 17. Use of Agency Equipment and Facilities

Employees shall use agency equipment only for its intended purpose and shall not intentionally, knowingly, or carelessly abuse, damage, or lose through negligence any item of equipment for which an employee is responsible or damage, deface, or otherwise abuse the facilities and property of the agency or Rabun County.

## 18. Dissemination of Information

Employees shall disseminate information only to those for whom it is intended. Official records and reports shall be used only in the performance of an employee's duty. Employees shall not divulge the identity of persons giving confidential information except as required by official duties or authorized by proper authority.

## 19. Intervention

Employees shall not interfere with cases being handled by other members of the agency, or by any other agency unless the intervening supervisor or employee reasonably believes that an injustice, administrative error, or abuse of authority would result from a failure to act.

## 20. Processing Property or Evidence

Property or evidence that is discovered, gathered, or received in conjunction with agency responsibilities shall be processed in accordance with established procedures. Employees shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence found in connection with an investigation or other law enforcement action, except in accordance with established property and evidence disposition procedures.

## 21. Honesty

Employees shall not willfully, intentionally, or knowingly depart from the truth or in any way be deceptive or provide misrepresentations, falsifications, or material omissions in giving testimony, providing information (orally or in writing), or reporting in connection with any official duties. This includes the submission of fictitious or inaccurate reports or the falsification or misrepresentation of any facts or circumstance in official agency records. Upon the order of a superior, employees shall truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the agency.

## 22. Agency Reports

Employees shall submit all necessary reports accurately, timely, and in accordance with established procedures.

## 23. Strike or Work Stoppage

Employees shall not engage in any strike or work stoppage. "Strike" includes the concerted failure to report for duty, willful absence from one's position, or the abstinence in whole or part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in conditions, compensation, rights, privileges, or obligations of employment. Such action also includes, but is not limited to, the instigation of, participation in, or leadership of a strike, sit-down, stay-in, sympathy strike, walk-out, slow-down, sick-out, or any other interference with stoppage, or restriction of work.

## 24. Treatment of Persons in Custody

- h. Employees shall not mistreat nor allow any other person to mistreat persons who are in their legal custody. Persons in custody shall be handled in accordance with law and established procedures.
- i. Employees shall not fraternize with or engage the personal services of any person in custody; shall not become socially or emotionally involved with prisoners; shall not borrow money or any type of property; or shall not lend money or any property to any person in custody.
- j. Employees shall not engage in any form of physical coercion, intimidate an individual from rendering an otherwise free and voluntary statement, or violate, when legally required, a suspect's right to silence and right to counsel during a custodial interrogation.

## 25. Use of Force

Employees shall use only the force that is reasonably necessary under the circumstances to achieve lawful objectives. The use of physical force shall be restricted to that amount of force which is reasonable and necessary to effect a lawful arrest, overcome resistance, capture a person who has escaped from custody, or in defense of self or others. The use of force shall be in accordance with law and the procedures established in the General Order entitled "Officers Response to Resistance and or Aggression".

## 26. Use of Illegal Drugs or Abuse of Legal Drugs or Intoxicants

Employees shall not:

- k. Use any illegal drug;
- l. Possess any illegal drug while on or off duty, except when authorized by proper authority for the performance of legitimate law enforcement activities;
- m. Attempt to perform their duties following the use of any legal drug or prescription medication that may cause impairment or otherwise interfere with the safe operation of agency vehicles or equipment;
- n. Use intoxicants while on duty except when authorized by proper authority in the performance of their officially assigned duties;
- o. Appear for duty, or be on duty while influenced by intoxicants; or
- p. Drive any agency vehicle while his/her blood alcohol level is above .00%.

## 27. Lawful Orders

- q. Employees shall obey all lawful orders issued by a superior, including any order relayed from a superior by an employee of the same or lesser rank. Employees who are given an otherwise proper order which is in conflict with a previous order, regulation, or directive shall respectfully inform the individual issuing the order of conflict. If the person issuing the order does not alter or retract the conflicting order, the last order shall stand and be followed. Under such circumstances, the responsibility shall be upon the supervisor who issued the order and the employee shall not be held responsible for disobedience of the order previously issued.
- r. No employee shall obey any order that they reasonably believe to be illegal. If in doubt as to the legality of the order, the employee shall request that the issuing supervisor clarify the order or confer with higher authority.

## 28. Abuse of Position

Employees shall not:

- s. Lend their badge or agency identification to another person or permit them to be photographed or reproduced without the approval of the Sheriff;
- t. Permit or authorize the use of their official title or position in connection with testimonials or advertisements of any commodity or commercial enterprise; or
- u. Use their official position, agency identification, or badge for soliciting personnel or financial gain or for avoiding the consequences of illegal acts.

## 29. Sexual Harassment

- v. Rabun County Sheriff's Office employees have the right to work in an environment free of all forms of harassment. The Rabun County Sheriff's Office **will not tolerate, condone or allow**



any form of unlawful employee harassment based on race, color, religion, gender, marital status, age, national origin, handicap, sexual orientation or veteran status.

- w. The Rabun County Sheriff's Office shall take direct and immediate action to prevent such behavior and to remedy all reported instances of harassment and discrimination.

### 30. Endorsement and Referrals

Employees shall not recommend or suggest in any manner, except in the transaction of personal business, the use or procurement of a particular product, professional service, or commercial service (such as attorney, ambulance service, towing service, bonding company, alarm company, mortician, etc.). In all cases, when such service is necessary and the person needing the service is unable or unwilling to procure it or requests assistance, employees shall proceed in accordance with established procedures.

### 31. Immediate Supervisor's Failure to Take Action

Supervisors, regardless of rank or position, are prohibited from:

- x. Failing to supervise assigned employees in the compliance with agency rules, orders, directives, and policies;
- y. Not initiating complaint procedures or notifying superiors when required or when appropriate; or
- z. Failing to take other appropriate action necessitated by the situation, by agency directives, or that is otherwise required by duty (nonfeasance).

### 32. Report of Arrest

Employees who are arrested or likely to be arrested, regardless of jurisdiction or offense, shall immediately report this information to their immediate supervisor, or in his/her absence, the next highest-ranking official in the chain of command who is available.

### 33. Personal Appearance

Employees shall report for duty well groomed and in the prescribed uniform or attire that is neat, serviceable, and in accordance with the standards in the General Order entitled "Uniform and Appearance".

### 34. Violation of Established Policies and/or Procedures

- aa. Employees are responsible for being knowledgeable of and obeying to the best of their ability, all established policies and procedures as promulgated in official agency directives.
- bb. Employees who encounter written instructions that appear to be unclear or in conflict with another written directive, shall respectfully inform their supervisor of the problem. If the supervisor cannot clarify the issue or resolve the conflict, or is not available to do so, the employee shall follow the instructions in the directive that is most recently issued.

- cc. Should an employee encounter written instructions within the same directive that appear to be unclear or in conflict, he/she shall inform their supervisor of the problem. If the supervisor cannot clarify the issue or resolve the conflict, or is not available to do so, employees shall use their best judgment in complying with the instructions.
- dd. Following compliance, the employee shall make all reasonable attempts to inform the appropriate supervisor of the conflict in written instructions or of any instructions that are unclear, so that necessary corrective action may be taken.

### 35. Prohibited Association

Except as required in the performance of their duties, employees are prohibited from frequenting places that may compromise the agency's image. Employees shall avoid regular or continuous associations or dealings with persons whom they know or should know are racketeers, sexual offenders, suspected felons, persons under criminal investigation or indictment, or who have a reputation in the community for involvement in felonious, criminal, or illegal behavior, except as necessary in the performance of official duties, or where unavoidable because of established family relationships. In addition, employees will avoid associations with:

- ee. Subversive Governments: No employee shall knowingly become a member of, or be connected to, any subversive government as defined by the U.S. Department of Justice, except when necessary in the performance of official duty and then only under the direction of the Sheriff or his designee;
- ff. Subversive Organizations: No employee shall knowingly become a member of, or be connected to, any subversive organization as defined by Georgia law (OCGA 16-11-6) except when necessary in the performance of official duty and then only under the direction of the Sheriff or his designee; or
- gg. Any organization, association, or group whose constitution or by-laws in any matter exacts allegiance which would prevent a full performance of their law enforcement or other assigned duties or any organization with a history of violent activity, which is antithetical to enforcement or which has become known to the public and created as understandably adverse public reaction that seriously and dangerously threatens to interfere with the agency performing effectively its public duties.

### 36. Public Criticism

- hh. Employees shall not publicly criticize the policies, operations or staff by speech, writing, or other expression, where such speech, writing or other expression is:
  - (i) Defamatory;
  - (ii) Obscene;
  - (iii) Unlawful;
  - (iv) Undermines the effectiveness of the Department;
  - (v) Interferes with the ability of supervisors to maintain discipline; or

(vi) Is made with reckless disregard for truth or falsity.

ii. Employees shall not address public gatherings, appear on radio or television, prepare articles for publication, act as correspondents to a newspaper or a periodical, release or divulge investigative information, or any other matters of the agency without proper authority, if:

(i) Such actions would disrupt the operations of the Department;

(ii) Adversely affect morale; or

(iii) Create disharmony in the work place.

### 37. Residence Telephone and Address

All employees shall maintain a working telephone in their residence and shall ensure that the agency knows that number at all times. Employee's may use a cell phone at their residence as long as they can be reached any time of day. Employees shall report any changes of address or telephone numbers to the department within 24 hours of the change.

### 38. Internal Investigations

Employees are to cooperate with all internal investigations in accordance with the provisions outlined in the General Order entitled "Internal Investigations".

### 39. Payment of Just Debts

Employees shall not undertake any financial obligations, which they know they will be unable to meet. Employees shall pay their just debts, to include any court judgments, commercial bills, and payments owed to individuals, when due, unless appropriate civil action has been initiated. However, an isolated instance of financial irresponsibility will not be grounds for disciplinary action, except in unusually severe cases. Repeated instances of financial difficulty may be cause for appropriate disciplinary action. Filing for a voluntary bankruptcy petition shall not, by itself, be cause for discipline, provided that a good faith effort to settle all accounts is being undertaken.

### 40. Political Involvement and Activity

jj. Employees shall not, during normally scheduled work periods and/or while in uniform, solicit contributions for candidates, political parties, or other political purposes; take part in any political parties' campaign; address or take part in political rallies or meetings; solicit votes or assist voters at the polls or help as an effort to get voters to the polls; participate in the distribution of campaign literature; initiate or circulate nominating petitions, or ride in caravans for any political party or candidate.

kk. Nor shall any employee coerce or attempt to coerce or command directly or indirectly any other agency employee to pay, lend, or contribute any part of his/her salary or to provide any sum of money or anything else of value to any party, committee, organization, agency, or person for political purposes. (OCGA 45-11-10).

ll. No employee shall be prohibited from participating voluntarily, while off-duty and not in uniform, in legally conducted political activities of any candidate or political party. However, no

employee except the Sheriff shall run for elected office or hold elected office within Rabun County Government.

41. Solicitations for Charities or for Donations to the Sheriff's Office

Employees are prohibited from soliciting funds for any purpose from the public or from other employees during normally scheduled duty periods, except for such charitable causes or donations that have been pre-approved by the Sheriff. No funds shall be solicited from the public while in uniform unless pre-approval is obtained from the Sheriff.

42. Posting Bond for an Individual Booked into the Rabun County Jail

Employees are forbidden from posting bail for any person booked into the Jail, except for immediate family members.

43. Knowledge of Criminal Activity

Personnel shall report any and all criminal activity involving private citizens to the Rabun County Central Communications Center (or other appropriate reporting agency) for necessary follow-up action. Illegal activity involving agency personnel shall be reported without undue delay to the Internal Affairs Officer(s) or Sheriff.

44. Employees are prohibited from using their official position to secure privileges for themselves or others.

45. Employees are held accountable for compliance with the code of ethics.

## II. DISCIPLINARY ACTION

- A. Any employee who violates the provisions of this directive will be subject to appropriate corrective measures. In the interest of consistency and fairness, a progressive system of imposing disciplinary action will normally be used.
- B. Actions taken for violations shall be initiated on a progressive basis and determined by the seriousness of the misconduct; the totality of circumstances surrounding the incident; and the employee's previous record. If the record reveals other incidents of misconduct, whether similar to the specific offense in question or other unrelated violations, the disciplinary action taken shall be more severe than for a first offense.
- C. Although it is the agency's intent to normally take disciplinary action against an employee on a progressive basis, especially for the initial or for relatively minor offenses, this does not preclude the initiation of adverse disciplinary action, when appropriate for a first-time offense, regardless of an employee's previous record. When the misconduct is of a serious nature, such as for the commission of a felony, or the misuse of authority or position, or for engaging in activities that are unbecoming, appropriate adverse disciplinary action shall be initiated.
- D. Because it is the policy of this agency to use a progressive system of imposing disciplinary action, employees are advised that each incident of misconduct will be handled on an individual basis and that action will be initiated only after a supervisor first considers all relevant factors surrounding the matter.

However, **in all cases**, disciplinary action taken against an employee will be done in a non-discriminatory and professional manner, without regard for the race, color, gender, sexual orientation, religion, national origin, age, or disability of the employee. **This department will not condone disciplinary action taken against any employee that is not done fairly and equitably.** If, at any time, an employee feels that the action taken against him/her is not consistent with agency policy or procedures, the following remedies are available:

1. A formal grievance may be initiated, if an employee feels that there has been inequitable application of adverse disciplinary action; if he/she has been treated unprofessionally; if agency procedures have not been followed; or if the employee has suffered from any form of illegal discrimination; or
2. A written request for an informal hearing before the proposed discipline is imposed if he/she believes the action is too severe and should be reduced, modified, or otherwise changed; or

Following the imposition of disciplinary action, submit a formal written appeal to the Sheriff in accordance with the prescribed procedures.

### III. Relationships at Work

- a. A familial relationship among employees can create an actual or potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, the Rabun County Sheriff's Office may refuse to hire or place a relative in a position where the potential for conflict exists.
- b. In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, relatives may be separated by reassignment or terminated from employment, at the discretion of the Rabun County Sheriff's Office.
- c. If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The Rabun County Sheriff's Office will attempt to identify other available positions, and the employees will have 30 days to decide which individual will transfer to the alternate position. If no alternate position is available, the employees will have 30 days to decide which employee will remain with the Rabun County Sheriff's Office. If this decision is not made in the time allowed, The Rabun County Sheriff's Office will make the decision.
- d. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
- e. The Rabun County Sheriff's Office also desires to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment, and the employee morale problems that can potentially result from romantic relationships involving managerial and supervisory employees in the Rabun County Sheriff's Office or certain other employees in the Rabun County Sheriff's Office.
- f. Accordingly, managers and supervisors are prohibited from becoming romantically involved with one another or with any other employee of the Rabun County Sheriff's Office. Additionally, all

employees, both managerial and non-managerial, are prohibited from becoming romantically involved with other employees when, in the opinion of the Rabun County Sheriff's Office, a personal relationship may create a conflict of interest, cause disruption, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security, or morale.

- g. All employees should also remember that the Rabun County Sheriff's Office maintains a strict policy against unlawful harassment of any kind, including sexual harassment. The Rabun County Sheriff's Office will vigorously enforce this policy consistent with all applicable federal, state, and local laws.



By Order of the Sheriff: **Chad K. Nichols**  
**Sheriff, Rabun County**