

**HIDALGO COUNTY, TEXAS
PERSONNEL POLICY MANUAL**

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Supersedes:	N/A

ETHICS POLICY

Section 1. General Principles

- A. While every Employee is already governed by the dictates of his or her individual conscience, it is desirable to adopt a uniform Code of Ethics which contains principles which should apply to the day to day conduct of all Employees.
- B. Every Employee should be committed to the highest standard of conduct in the performance of their public duties. Individuals and collective adherence to high ethical standard is central to the maintenance of public trust and confidence on government. As servants and stewards to the public, each Employee should readily acknowledge that nothing less should be expected of them.
- C. While the potential for personal conflict or differing views of values or loyalties may, from time to time exist, they should always succumb to the commitment of the public good.
- D. Adult Probation Department Employees must follow the Code of Ethics written and approved by the Texas Department of Criminal Justice –Community Justice Assistance Division.
- E. Any Employee found in violation of this Ethics Policy may be subjected to appropriate disciplinary action including possible termination. In addition, depending to the nature of the violation, an Employee may be subjected to criminal prosecution.

Section 2. Ethical Principles

A. The Ethical Employees Should:

1. Promote decisions which only benefit the public interest;
2. Actively promote public confidence in County government;
3. Keep safe all assets, funds and other properties of the County;
4. Promptly administer the affairs of the County;
5. Conduct and perform their duties as an Employee diligently and promptly dispose of the business of the County;
6. Maintain a positive image to pass constant public scrutiny;

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7. Evaluate all decisions so that the best service or product is obtained at minimal, cost-effective rates without sacrificing quality and fiscal responsibility;
8. Inject the prestige of the office or job into everyday dealings with the public Employees and associates;
9. Maintain a respectful attitude toward other Employees, other public officials, colleagues and associates;
10. Effectively and efficiently work with government agencies, political subdivisions and other organizations in order to further the interest of the County; and
11. Faithfully comply with all laws and regulations applicable to the County and impartially apply them to everyone.

B. The Ethical County Official, Department Head and Employee Should Not:

1. Engage in outside interests that are not compatible with the impartial and objective performance of their duties as an Employee;
2. Improperly influence or attempt to influence other Employees to act in his or her own benefit; nor
3. Accept anything of value from any source which is offered to influence his or her action as a public official or as a Employee.

C. Civil and Criminal Statutes Relating to Public Servants

Scattered throughout the various codes and statutes of the State of Texas are various civil and criminal codes and statutes relating to and affecting the conduct of all public officials and public employees. The following is a partial listing where these codes and statutes may be located:

OPEN MEETING ACT

TEX GOV'T CODE § 55.002 et seq.

OPEN RECORDS ACT

TEX GOV'T CODE § 552.001 et seq.

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DISCLOSURE BY PUBLIC SERVANT OF INTEREST IN PROPERTY TO BE ACQUIRED WITH PUBLIC FUNDS

TEX GOV'T CODE § 553.002

RETALIATION PROHIBITED FOR REPORTING VIOLATION OF LAW

(WHISTLE BLOWERS ACT)

TEX GOV'T CODE §554.002; TEX LABOR CODE § 21.055

NEPOTISM PROHIBITIONS

TEX GOV'T CODE §573.001 et seq.

REGULATIONS OF CONFLICT OF INTEREST

TEX LOCAL GOV'T CODE § 171.001 et seq.

MANDATORY CONFLICT OF INTEREST REPORTING

TEX LOCAL GOV'T CODE CHAPTER 176

BRIBERY

TEX PENAL CODE §36.02

ACCEPTANCE OF HONORARIUM

TEX PENAL CODE §36.07

GIFT TO PUBLIC SERVANT BY PERSONS SUBJECT TO JURISDICTION

TEX PENAL CODE § 36.08

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TAMPERING WITH GOVERNMENTAL RECORD

TEX PENAL CODE § 37.10

ABUSE OF OFFICIAL CAPACITY

TEX PENAL CODE § 39.02

OFFICIAL OPPRESSION

TEX PENAL CODE §39.03

MISUSE OF OFFICIAL INFORMATION

TEX PENAL CODE §39.06