

## CHAPTER 2

### General Rules and Responsibilities

---

- All staff are expected to have a thorough working knowledge of the laws, rules, regulations, policies, procedures, practices, and post orders that impact the ability to perform his/her duties.
- All staff shall report for duty punctually, be well groomed in compliance with Departmental requirements, properly attired in the regulation uniform (if required) and have the following items in his/her possession:
  - Departmental Identification Card
  - WhistleStaff working at the institutions may also be required to have the following:
  - Key Chits (if assigned keys)
  - Key Holder and Chain
- It is the policy of the California Department of Corrections (CDC) to maintain a work environment that is free of discrimination. State and federal laws mandate equal employment opportunity. Each staff member shall ensure that other staff, visitors, the public and patients are not subjected to any form of unlawful discrimination, including harassment, on the basis of race, religion, creed, color, national origin, ancestry, physical handicap, marital status, gender, age, or sexual orientation.
- Sexual harassment (e.g., unsolicited or unwelcome sexual overtures), as with all other forms of discrimination, shall not be tolerated.
- Staff are expected to adhere to a standard of conduct that is respectful of all persons within the work environment. Off-duty activities which affect the work environment are also included. The department will not tolerate any form of sexual harassment or reprisals for objection to such conduct.
- All staff are expected to take corrective action when they know, or reasonably should know, that any staff, visitors, the public, or patients are subjected to any form of discrimination.
- Institutions shall refer to standards already in place for their programs. For example, the Mental Health Services Delivery System Program Guidelines is the reference for mental health services. Health Care Services Division's internal policies govern most other services, such as the Tuberculosis Control Program and the Utilization Management Program.