

## **Unit Order #19-0003 PSB MISSION - CORE STANDARDS & EXPECTATIONS**

**Effective Date: September 6, 2019**

### **PURPOSE OF ORDER:**

The purpose of this order is to set forth the Bureau's Mission Statement and Values that guide what we do and how we execute our job responsibilities.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to Psychological Services Bureau (PSB).

### **ORDER:**

PSB personnel will adhere to the Bureau's Mission Statement which is "to provide the best in law enforcement psychology services."

In choosing to work at PSB, staff members shall commit oneself to performing his/her duties with the common Bureau vision, dedication to the mission, high competence that is informed by science, open collaboration, and strict adherence to the most current American Psychological Association Ethical Principles of Psychologists and Code of Conduct as well as the most current versions of the Department and PSB's Manual of Policy and Procedure.

In order to fulfill the Bureau's Mission Statement, all personnel will maintain a high level of professionalism that includes treating every colleague and those who seek PSB services with respect, sensitivity, and the appropriate level of responsiveness that best serve the needs of "clients." Business relationships shall never be manipulated or exploited for personal gain.

If there is any violation of the above standard and expectations, the employee will be orally counseled. The second violation will result in progressive discipline, unless the severity of the violation circumstance requires a higher level disciplinary action. If at any time, an employee is not clearly accountable and does not take prompt corrective actions for performance or conduct issues, an automatic Performance Log Entry will be generated, at minimum, regardless of whether a prior violation of Unit Order #19-0003 has occurred. The PLE may be noted in the employee's annual performance evaluation.