

CODE OF ETHICS FOR NINTH JUDICIAL CIRCUIT
K-9th CIRCUIT PROGRAM VOLUNTEERS

- (1) It is the policy of the Ninth Judicial Circuit that all volunteers shall follow the rules of conduct as stated herein, including all orders and directives, which may be issued by the Circuit.
- (2) Volunteers will hold as absolutely confidential the official business of the Ninth Judicial Circuit. Volunteers may not remove or copy official records or reports from any department of the Ninth Judicial Circuit, except under the direct order or supervision of a member of the paid staff. Volunteers are to direct any media questions, whether print or electronic, to the Director of Communication and Public Affairs, the Court Administrator, or the Chief Judge.
- (3) Volunteers should conduct themselves in a manner which reflects favorably on the Ninth Judicial Circuit and the K-9th Circuit Program. Volunteers shall be courteous and demonstrate tolerance and respect to the public and co-workers. Volunteers shall be tactful in the performance of assigned duties, shall control their temper and exercise utmost patience and discretion, and shall not engage in argumentative discussions, even in the face of extreme provocation. While on duty, volunteers shall not use insolent language or gestures toward the public or co-workers concerning race, sex, religion, politics, national origin, lifestyle or similar personal characteristics. The Ninth Judicial Circuit does not tolerate any acts that violate the civil rights of others.
- (4) Volunteers shall not receive, seek, solicit or share in any fee, reward or other reimbursement for the performance of assigned duties. Volunteers shall immediately report any offer or attempt to offer, of money, gift or other gratuity made in an effort to influence their conduct to the Court Operations Manager at their location.
- (5) Volunteers are prohibited from using their court issued identification badge or any other item issued by the Ninth Judicial Circuit for personal or financial benefit, or as a means of obtaining privileges not otherwise available to them, or for avoiding consequences of illegal acts. Volunteers may not lend identification badges or other items presented to them by the Ninth Judicial Circuit to another person or permit it to be photographed or reproduced. The identification badge is non transferrable and remains the property of the court.
- (6) Volunteers are to maintain a professional appearance while on volunteer service.
- (7) The volunteer position can be terminated as a result of (a) failure to comply with the Ninth Judicial Circuits' policies, rules and regulations; (b) unsatisfactory attitude, work appearance; or (c) any other circumstances that would make continued service as a volunteer contrary to the best interests of the K-9th Circuit Program.

- (8) A volunteer will not drink intoxicating beverages while on duty or use any controlled substances, narcotics or hallucinogen, except when properly prescribed in the treatment of a volunteer.
- (9) All volunteers are asked to be punctual and reliable when performing volunteer services.
- (10) Any volunteer unable to report for duty due to sickness or other causes shall, as soon as possible, notify the party who requested their services.

Name (Print)

Signature

Date

We sincerely value your participation in our K-9th Circuit Program with The Ninth Judicial Circuit. We hope you find your time enjoyable and rewarding.

Orange County
Irene Bustamante
Court Operations Manager
407-836-7511

Osceola County
Angie M. Johnson
Court Operations Manager
407-742-2415