

MICHIGAN COURT OFFICERS, DEPUTY SHERIFFS & PROCESS SERVERS' ASSOCIATION

Code of Ethics

The members of the Michigan Court Officers, Deputy Sheriffs and Process Servers' Association ("MCODSA") have joined together in agreement that all work and professional relationships must be of the highest ethical and moral standards. Process Servers, Court Officers, and Deputy Sheriffs shall provide professional and competent services to all clients. This code of ethics constitutes those values agreed to by the members, by virtue of their affiliation with the MCODSA. This code is to be honored and practiced as a guideline for all professional activities.

- 1.** A member shall provide professional services in accordance with local, state, and federal laws, including charging fees that are not less than those stated in MCL 600.2555, MCL 600.2558 and MCL 600.2559.
- 2.** A member shall observe, and adhere to the precepts of honesty, integrity and truthfulness.
- 3.** A member shall be truthful, diligent, and honorable in the discharge of their professional responsibilities.
- 4.** A member shall honor each client relationship, adhering to all responsibilities by providing ethical services within the limits of the law.
- 5.** A member shall safeguard confidential information and exercise the utmost care to prevent any unauthorized disclosure of such information.
- 6.** A member shall refrain from improper and unethical solicitation of business; including false or misleading claims or advertising.
- 7.** A member shall use due diligence to insure that all employees and co-workers adhere to this same code of ethical conduct; respecting all persons, performing the job diligently and working within the limits of the law.
- 8.** A member shall never knowingly cause harm or defame the professional reputation or practice of colleagues, clients, employers, or any member of the MCODSA.
- 9.** A member shall never undertake an obligation that is contrary to the Constitution of the United States of America or violates the laws of this country.
- 10.** When attending association events or functions, all members shall conduct themselves in a professional manner and shall not distribute information regarding, or solicit membership in, any other association or group formed for any or all of the purposes stated at Article Two of MCODSA's Bylaws.