



## Fresno County Board of Supervisors

# ADMINISTRATIVE POLICY

## NUMBER 1

### Code of Ethics

Effective Date: May 15, 1990

Revision Date: June 6, 2016

#### **POLICY STATEMENT**

The Board of Supervisors and All County employees, including elected officials, classified and unclassified personnel should:

**PUT** loyalty to the highest moral principles and to country above loyalty to persons, party, or government department.

**UPHOLD** the Constitution, laws, and legal regulations of the United States and all governments therein and never be a party to their evasion.

**GIVE** a full day's labor for a full day's pay; giving to the performance of one's duties one's earnest effort and best thought.

**SEEK** to find and employ more efficient and economical ways of getting tasks accomplished.

**NEVER** discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for one's self or family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of one's governmental duties.

**ACCEPT** no money, commissions or thing of value of any kind in exchange for or as quid pro quo for County services other than the regular County salary.

**WORK** related gratuities are only to be accepted if they constitute a gesture of good will toward the agency or if the primary purpose furthers a legitimate County interest as opposed to the personal interest of the recipient.

- A. It is the policy of the Board that any doubts about the propriety of accepting a particular gratuity should be resolved by the refusal of the gratuity.
- B. The Board of Supervisors, elected officials, and County officers and employees must report all gifts and gratuities as required by State law. Effective beginning the quarter ending June 30, 1990, each officer and employee required to report under State law shall quarterly file a list containing the name and address of the donors of work-related gifts and gratuities received by them which aggregate in value \$50 or more from a single

source during that calendar year, and a description of the gift(s). Department heads and board members shall file their quarterly reports with the Clerk to the Board of Supervisors. All other officers and employees shall file their quarterly reports with their department heads.

**MAKE** no private promise of any kind binding upon the duties of office, since a government employee has no private word which can be binding on public duty.

**ENGAGE** in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of one's governmental duties.

**NEVER** use any confidential information received in the performance of one's governmental duties as a means for making private profit.

**EXPOSE** corruption wherever discovered.

**TREAT** all individuals encountered in the performance of one's duties in a respectful and professional manner.

**UPHOLD** these principles, ever conscious that public office is a public trust.

**BOARD AND ADMINISTRATOR RESPONSIBILITY**

Chairman of the Board of Supervisors and County Administrative Officer

The Chairman of the Board of Supervisors, who is responsible for the orderly conduct of all official Board meetings, shall require all persons participating in any Board room discussion; including Board members, staff and citizens, to act in a courteous, respectful and professional manner.

The Chairman of the Board of Supervisors and the County Administrative Officer (CAO) are to consult if either believes a problem exists or corrective action needs to be taken regarding conduct during public/staff meetings.

County Administrative Officer and Department Heads

The CAO and all department heads are responsible for promoting conformance with the principles of this policy.

County Counsel and Director of Human Resources

County Counsel shall be available to answer questions from both Board members and employees regarding conflict of interest provisions under State law, the County Charter, and County ordinances and policies.

The Director of Human Resources shall provide copies of all County policies regarding conflict of interest to all department heads upon their employment and shall inform all new employees of applicable County conflict of interest policies and regulations.

Ethics Training Under AB 1234

The following County officials shall receive ethics training pursuant to Assembly Bill (AB) 1234 (Gov. Code, § 53234 et seq.) every two years:

- The Board of Supervisors.

- The members of all County boards, committees, and commissions who receive per diem under the Salary Resolution.
- The members of all County boards, committees, and commissions who receive reimbursement for expenses under the Salary Resolution.
- All elected County officers.
- The CAO and all appointed department heads.

The Clerk to the Board of Supervisors annually shall inform the Board of Supervisors, the CAO, and all County department heads of the ethics training required under AB 1234, and of the availability of ethics training program and materials referred to below. For any of those new covered County officials who commence their County service after the provision of that annual information, the Clerk to the Board of Supervisors also shall inform those new covered County officials, on or about their respective service commencement dates, that they shall receive their first ethics training required under AB 1234 by no later than one year from their first day of service, and of the availability of ethics training programs referred to below. Each department that provides staff to a County board, committee, or commission shall provide the same information required under this paragraph, as and when applicable, to all existing and new members of those County boards, committees, or commissions who are County officials required to receive ethics training under AB 1234.

Covered County officials shall use the free on-line self-study AB 1234 ethics training program provided by the Fair Political Practices Commission (FPPC) and the Institute for Local Government (ILG) via the Internet, as the primary method to satisfy their mandatory ethics training obligations under AB 1234. After having completed that self-study program, these covered County officials shall print and fill out the on-line certificate as proof of having participated in that self-study program, and submit that certification to the appropriate record keeper, below.

Any covered County officials who are unable to timely use the foregoing on-line self-study program, may use the hardcopy self-study AB 1234 ethics training materials, with a test, available from the ILG, at County cost, if the relevant department has sufficient funds budgeted for that purpose. After having completed those self-study materials and passed that test, these covered County officials will receive the certificate from the ILG as proof of having participated in that self-study program, and shall submit that certification to the appropriate record keeper, below.

Records certifying that covered County officials have received the ethics training required under AB 1234 shall be retained for a minimum of five years as follows:

- Records for members of the Board of Supervisors, the CAO, and department heads shall be kept in the office of the Clerk to the Board of Supervisors.
- Records for members of County boards, commissions, and committees shall be kept in the relevant department.