



City of Arts & Innovation

CITY OF RIVERSIDE CODE OF ETHICS AND CONDUCT GUIDE

What is the purpose of the Code?

The Code of Ethics and Conduct strives to achieve fair, ethical, and accountable local government for the City of Riverside.

What is contained in the Code?

The Code adopts a set of core values that constitute guiding principles for the conduct of public officials and specific prohibited conduct. Complaints may be filed for violations of the prohibited conduct only. Further, the Code sets forth hearing and appeal procedures, enforcement and sanction provisions, and monitoring and oversight requirements.

What are the core values contained in the Code?

- To strive to create a government that is trusted by everyone.
- To strive to make decisions that are unbiased, fair, and honest.
- To strive to ensure that everyone is treated with respect and in a just and fair manner.
- To strive to create a community that affirms the value of diversity.
- To strive to ensure that all public decisions are well informed, independent, and in the best interests of the City of Riverside.
- To strive to maintain a nonpartisan and civic-minded local government.
- To strive to ensure that all public officials are adequately prepared for the duties of their office.
- To strive to ensure that appointed members of boards, commissions, and committees attend regularly scheduled meetings.

What are the prohibited conducts?

- Use of official title or position for personal gain prohibited.
- Use or divulgence of confidential or privileged information prohibited.
- Use of City resources for non-city purposes prohibited.
- Advocacy of private interests of third parties in certain circumstances prohibited.
- Endorsements for compensation prohibited.
- Violation of Government Code Sections 87100 et seq., prohibited (Conflict of Interest)
- Certain Political Activity Prohibited (Coercion of City employees to participate in election activities).
- Display of campaign materials in or on City vehicles prohibited.
- Knowingly assisting another public official in violating this Code of Ethics and Conduct prohibited.
- Negotiation for employment with any party having a matter pending prohibited.

- Ex parte contact in quasi-judicial matters prohibited.
- Attempts to coerce official duties prohibited.
- Violations of Federal, State, or local law prohibited.

Who is covered by the Code?

The Mayor, members of the City Council, members of boards, commissions, and committees appointed by the City Council, the Mayor and City Council, including any ad hoc committees, and members of committees appointed by individual members of the City Council, Mayor, the City Manager, or by Department Heads are subject to the Code.

When does the Code apply?

The Code applies to the Mayor and members of the City Council at all times during their term of office as elected officials. The Code applies to members of boards, commissions, and committees only while they are acting in their official capacities or affecting the discharge of their duties.

How do I file a complaint?

Complete the complaint form available from the City Clerk's Office within 180 days of discovery of an alleged violation, but in no event later than three (3) years from the date of the alleged violation.

When will the complaint be heard?

Within ten business days of the complete filing, the City Clerk sets the matter for hearing before a Board of Ethics hearing panel. The hearing date shall be within forty-five calendar days of the complaint being deemed complete.

If I file a complaint, how will I know the outcome?

The City Clerk will notify the complaint filer of all hearings and the decision of the hearing panel. The hearings are open to the public.

Where do I find a copy of the Code?

The Code of Ethics and Conduct is posted online at www.riversideca.gov on the City Clerk's web page. You may also obtain a copy by contacting the City Clerk's Office at 826-5557 or city_clerk@riversideca.gov.

What role does the public play in implementation of the Code?

Annually, all boards and commissions, the Board of Ethics, and the City Council Governmental Affairs Committee review the Code of Ethics for consideration of recommendations by the City Council at a public hearing. Contact the City Clerk's Office or visit www.engageriverside.com for information on meeting schedules. The City Council encourages residents to participate in these public meetings and discussion of recommendations to improve the effectiveness and implementation of the Code.

Where can I get further information?

Visit the City's website at:
Riversideca.gov/city_clerk

Contact the City Clerk's Office at:
826-5557 or city_clerk@riversideca.gov

Additional resources:

California Attorney General: caag.state.ca.us

Fair Political Practices Commission: fppc.ca.gov

Institute for Local Government: ca-ilg.org