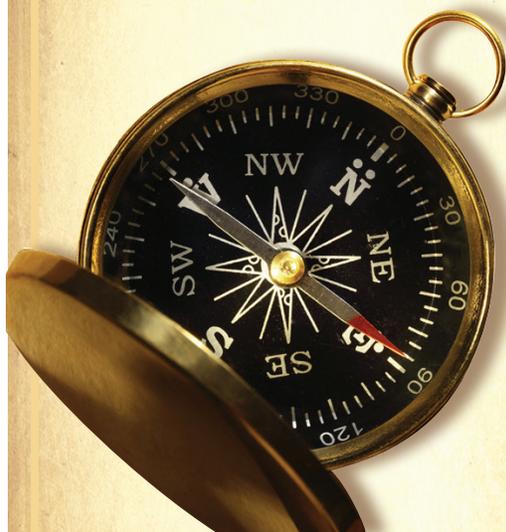


# CODE OF ETHICS AND CONDUCT GUIDE



CITY OF  
**RIVERSIDE**

City Clerk's Office  
3900 Main Street • Riverside, CA 92522  
826-5557 • [RiversideCa.gov/City\\_clerk](http://RiversideCa.gov/City_clerk)

## ***What is the purpose of the Code?***

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

## ***What is contained in the Code?***

A Preamble is followed by the specific Code provisions which include discussion of the purpose, scope, core values, implementation, monitoring, oversight, enforcement and sanctions.

## ***What are the core values contained in the Code?***

The Code contains eight aspirations of the citizens of Riverside.

- 1 To create a government that is trusted by everyone
- 2 To make decisions that are unbiased, fair and honest
- 3 To use public office for service to the public good and not for personal or private gain
- 4 To ensure that everyone is treated with respect and in a just and fair manner
- 5 To create a community that affirms the value of diversity
- 6 To ensure that all public decisions are well informed, independent and in the best interests of the City of Riverside
- 7 To maintain a nonpartisan and civic-minded local government
- 8 To ensure that all officials are adequately prepared for the duties of their office
- 9 To make a diligent effort to attend all regular meetings

## ***How did the Code come about?***

In 2004, a City Council-appointed Charter Review Committee recommended 12 charter amendments be presented to the qualified electors of Riverside. The City Council concurred and placed all measures on the ballot.

On November 2, 2004, Measure DD was approved by the voters of the City of Riverside adding Section 202 to the Riverside City Charter. Section 202 requires adoption of a Code of Ethics and Conduct for elected officials and members of appointed boards and commissions.

The City Council formed an 11-member committee to develop and present a Code for City Council consideration. The committee submitted its draft Code of Ethics and Conduct to the City Council in June of 2005 which was subsequently adopted by the City Council on July 12, 2005. The Code is reviewed and may be amended annually.

### **Who is covered by the Code?**

The Mayor, City Council and all members of appointed boards, commissions and committees for the City of Riverside are covered by the Code.

### **When does the Code apply?**

The Code is applicable to the Mayor and Members of the City Council at all times and for all other officials only when engaged in the performance of his/her duties and responsibilities as a local government official.

### **How do I file a complaint?**

Submit the complaint on the form available from the City Clerk's Office, within 180 days of discovery of an alleged violation, to the City Clerk, 3900 Main Street, Riverside, CA 92522.

### **When will the complaint be heard?**

For issues involving members of City boards, commissions, and committees, informal resolution through the Chair may be requested. If not resolved and for all issues involving elected officials, the matter will be scheduled as soon as practicable before an adjudicating body consisting of five Chairs of City boards and commissions selected by lot.

### **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 adjudicating body. The hearings are open to the public. The decision of the adjudicating body may be appealed to the City Council by the complainant or the City official against whom the complaint was filed. The hearing and appeal process shall be concluded, if at all possible, within 90 days.

### **How do I obtain information on prior complaints and resolution?**

Complaints will be retained for at least two years. Visit the City Clerk's Office at 3900 Main Street to review the files, call 826-5557 or e-mail [city\\_clerk@riversideca.gov](mailto:city_clerk@riversideca.gov)

### **Where do I find a copy of the Code?**

The current Code is adopted and amended by Resolution of the City Council and can be found on the City Clerk's Web page. You may also obtain a copy by contacting the City Clerk's Office at 826-5557 or by e-mail at [city\\_clerk@riversideca.gov](mailto:city_clerk@riversideca.gov)

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

The public is encouraged to participate in the annual review of the City's Code of Ethics and Conduct. In September of each year the Mayor, City Manager, City Attorney and Chairs of all boards and commissions meet with the City Council Governmental Affairs Committee to assess the effectiveness of the Code and its application. A report is forwarded to the City Council which may include recommendations for the inclusion of new values or procedures. The City Council will make an independent evaluation of the effectiveness of the Code generally in September of each year.

### **Where can I get further information?**

Visit the City's Web site at:  
[RiversideCa.gov/city\\_clerk](http://RiversideCa.gov/city_clerk)

Contact the City Clerk's Office at  
826-5557 or [city\\_clerk@riversideca.gov](mailto:city_clerk@riversideca.gov)

### **Additional Resources:**

California Attorney General: [caag.state.ca.us](http://caag.state.ca.us)

Fair Political Practices Commission: [fppc.ca.gov](http://fppc.ca.gov)

Institute of Local Government: [ca-ilg.org](http://ca-ilg.org)

