



## BROWN ACT, CONFLICT OF INTEREST AND ETHICS TRAINING

City Attorney's Office

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# CODE OF ETHICS AND CONDUCT



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## CODE OF ETHICS AND CONDUCT

- In 2004, new adopted City Charter section created the requirement that the City adopt a Code of Ethics.
- In 2005, City Council adopted a Resolution establishing the Code of Ethics and Conduct.
- On April 5, 2016, City Council created a new Code of Ethics in the Riverside Municipal Code, Chapter 2.78.010.



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## WHO DOES IT APPLY TO?

- It applies to the Mayor, members of the City Council, and to all members of the boards, commissions, and committees appointed by the City Council, the Mayor, or the Mayor and City Council, including any *ad hoc* committees.
- Also applies to the Mayor and members of the City Council at all times during their term of office as elected officials of the City.
- It applies to all members of the boards, commissions, and committees only while they are acting in their official capacities or affecting the discharge of their duties.



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## PURPOSE

- To achieve fair, ethical, and accountable local government for the City.
- Public officials are expected to comply with the provisions of the Code of Ethics and Conduct established pursuant to the expressed will of the people.



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## PURPOSE

- Divided into two areas: Core Values and Prohibited Conduct
- The Core Values are intended to provide a set of principles from which public officials in the City can draw upon to assist them in conducting the public's business.
- The Core Values are directory in nature and are not subject to the complaint procedures.
- The Prohibited Conduct are actions that public officials of the City shall not engage in, and, as such, are subject to the complaint procedures.



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## CORE VALUES

- 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.
- 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.



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## PROHIBITED CONDUCT

- Use of official title or position for personal gain.
- Use or divulgence of confidential or privileged information.
- Use of City resources for non-city purposes.
- Advocacy of private interest of third parties in certain circumstances.
- Endorsements for compensation.
- Violation of Government Code sections 87100 *et. seq.*
- Certain political activity.
- Display of campaign materials in or on City vehicles.
- Knowingly assisting another public official in violating Code of Ethics and Conduct.
- Negotiation for employment with any party having a matter pending.
- Ex parte contact in quasi-judicial matters.
- Attempts to coerce official duties.
- Violations of federal, state, or local law.



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## COMPLAINT PROCEDURES

- Only Prohibited Conduct violations shall be grounds for a complaint against any public official.
- Complaints are submitted on forms available from the City Clerk alleging the specific conduct.
- Complaints and all required information and tangible evidence shall be filed with the City Clerk.
- Complaints acted on by the Board of Ethics.



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## APPEAL PROCEDURES

- A decision by the hearing panel finding a violation of the Prohibited Conduct section shall be automatically appealed to the City Council for final resolution.
- A decision of no violation may be appealed by either party.



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## SANCTIONS

- The City Council may imposed any of the following sanctions:
  - A. Elected Officials.
    - 1. Public censure.
  - B. Appointed officials of Boards, Commissions and Committees.
    - 1. Referral to the Board, Commission or Committee of which the appointed official is a member for public censure;
    - 2. Public Censure by the Mayor and City Council; or
    - 3. Removal from office by a majority of the Mayor and City Council.



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