

# CODE OF ETHICS

## POCKET REFERENCE GUIDE



**95%** of the rules most people need.

Articles 1-3 (25 rules), and Article 6 regarding required reporting procedures.

### GENERAL PROVISIONS

<b>Purpose and principles</b>		1
<b>Definitions</b>		2
<b>Duty</b>	Fiduciary duty	3
<b>Standards of behavior and civility</b>		4

### ROLES AFFECTING APPLICATION OF THE CODE OF ETHICS

<b>Employee</b>		2(16)
<b>City officials</b>	Councilmembers	2(22)
	Hired (city manager, municipal judge, etc.)	2(22)
	Appointed by city council (advisory, quasi-judicial, other (e.g. board of a city instrumentality))	2(22)
<b>Persons doing business with the city</b>		2(13)
<b>Lobbyists</b>		Article V.

### CONFLICT AND VIOLATION PROTOCOLS

<b>Known violations</b>	Must report to inspector general	8
	Assisting or using others to violate the Code	7
<b>Investigations</b>	Cooperation	52(e)
	Retaliation prohibited	6
	Maintain confidentiality	52(d)(1)
<b>Conflicts</b>	Recusal	24

### RESTRICTIONS AFTER YOU LEAVE

<b>Former employees and officials</b>	Confidentiality	25
	Representation	26
	Discretionary contracts	27
	Lobbying	28

## COMMON CONFLICTS IN THE CODE OF ETHICS

<b>First year in role</b>	Awarding contracts to previous employers	14(a)(3), 22(d)
	Participation in matters benefiting previous employers	14(a)(3), 22(d)
<b>Existing financial/ownership interests</b>	Business	22(a)
	Property	14(a)(4), 22(a)
	Contract	13.1
<b>Acquiring city contract</b>	Submitting bid or proposal to make a city contract	22(b)(1)
	Negotiating or entering into any city contract	22(b)(2)
<b>Acquiring interest in a matter</b>	Pending	14(a)
	Decided	14(a)
<b>Representing private interests</b>	For compensation	18(a)(1)(A)
	Without compensation	18(a)(1)(B)
	Use of office and influence	18(a)(3)
	In litigation adverse to the city	18(b)
<b>Reciprocal favors</b>	Award or favor for your official action	14(a)(2)
<b>Personal benefit</b>	For relative	13(a)(1)
	Existing business or financial relationship	13(a)(2)
	Outside employer of you or relative	13(a)(2)(A)
	Client or substantial customer of you or relative	13(a)(2)(B)
	Debtor or creditor of you or relative	13(a)(2)(C)
	Employment sought or offered	13(a)(2)(D)(i)
	Business opportunity negotiated	13(a)(2)(D)(ii)
<b>Communication and disclosures</b>	General	4(b)
	Official to employee re information/ help with projects	4(b)(4)
	Council members to boards and commissions	4(b)(6)
	Confidential information	17
	Campaign participation	18(a)(4)
	To official of quasi-judicial body re pending/expected matter	23
	With councilmember to influence or persuade (lobbying)	Article V.
<b>Relatives</b>	Hiring or appointing	16(a)
	Supervision	16(b)
	Substantial interest in business or property	14(c)
<b>Political activity</b>	General – <i>see also</i> City Charter Ch. 16, Section 16	21
<b>Outside employment</b>	General	19
<b>Gifts and Donations</b>	Receipt and reporting	12, 15, 42, 43