

ORIGINAL
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REVISION
DATE:



SAN JOAQUIN
— COUNTY —
Greatness grows here.

PREAMBLE

The role and responsibility of a public servant may require different ethical considerations. While laws play a big role in defining ethical conduct, not all laws are intuitive. Just because something is legal, doesn't mean it is ethical. Public service ethics isn't just about doing the right thing, it is about the public confidence that the right thing is being done on their behalf. The public's trust in government is affected by our actions and decisions promoting the public's interest, as opposed to your own personal or political interests. Ethics is what we ought to do, not what we have to do.

SAN JOAQUIN COUNTY'S VISION

San Joaquin County's vision, "*Greatness Grows Here*", is a guiding principle for all County employees. This includes incorporating our core values into daily action:

- Integrity
- Responsibility
- Fairness and Accountability
- Respect for Elected or Appointed Officials, Staff, and the Public
- Appropriate and Efficient Use of Public Resources

PURPOSE

This policy supplements and is not intended to replace any state rule or regulation governing ethics or conflicts of interest and does not replace or invalidate similar policies adopted by any agency or department of the County of San Joaquin. County employees are bound by applicable agency and department policies as well as applicable state and local rules.

CODE OF ETHICS POLICY STATEMENT

All County employees, including elected officials, individuals appointed by the Board of Supervisors to serve on County boards, commissions and committees, classified and unclassified personnel should (Please note: a separate Code of Ethics was approved for members of the Board of Supervisors, elected officials, and appointed Department Heads and additional conduct, ethics, and conflict of interest requirements are statutorily required of peace officers.):

UPHOLD the Constitution, laws, and regulations of the United States and the State of California and never be a party to their evasion.

DEMONSTRATE the highest standards of personal integrity, truthfulness, and honesty in all public activities.

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.

STRIVE to find solutions to issues or problems and offer suggestions for improvement to leadership where appropriate.

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, gratuities or something 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. All County employees will follow the County's Gifts and Donations Policy (County Administrative Manual Section 715).

MAKE no private promise of any kind binding upon the duties of public service or public 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, that 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 personal gain.

REPORT corruption and violations of law, and policy wherever discovered.

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

DECLARE any conflict of interest. No employee shall make, participate in making, or in any way attempt to use their position to influence a decision in which he or she knows or has reason to know he or she has a financial interest or benefits from. The declaration of a conflict is not only to avoid actual improprieties but also the appearance of possible improprieties.

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

DEDICATED SERVICE

- In the performance of their duties, all County officials and employees shall endeavor to support governmental objectives expressed by the electorate, as interpreted and implemented by the Board of Supervisors and the County programs developed to attain these objectives.
- County officials and employees shall adhere to work rules and performance standards established for their positions by the appointing authority.
- The County expects all County officials and employees to use good manners; to be considerate, respectful, and civil; to be accurate in statement; and to exercise sound judgment in the performance of their work.
- The County expects all County officials and employees to act prudently in the use and distribution of County property and public resources.
- County officials and employees shall neither exceed their authority nor breach the law nor ask others to do so. They shall strive at all times to cooperate with public officials, employees, and the public, while also respecting the distinct roles that public officials and staff have in the organizational structure of the County's operations.

- To ensure communication of a consistent, unified message regarding County issues, the County expects all employees to respect the authority of the Board and to abide by established protocols.

ADMINISTRATOR RESPONSIBILITY

County Administrative Officer and Department Heads

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

The Director of Human Resources shall provide copies of all County policies to all department heads upon their employment and shall inform all new employees of applicable County policies. All employees will be educated on conflict-of-interest policies and regulations.

CONFLICT OF INTEREST

To assure their independence and impartiality on behalf of the common good and compliance with conflict of interest laws, all County officials and employees shall use their best efforts to refrain from creating an appearance of impropriety in their actions and decisions.

- No County official or employee shall engage in any business, transaction or activity, or have a financial interest, that is in conflict with the proper discharge of official duties, which would tend to impair independence of judgment or action in the performance of official duties, which creates the appearance of such conflict, or which otherwise violates applicable County policies or state or federal law.

ETHICS TRAINING

San Joaquin County strives to ensure compliance of all training programs. All County officials and employees are required to participate in ethics training. There are two trainings offered through San Joaquin County. Training that are required under Assembly Bill (AB) 1234 and a County sponsored and facilitated training targeted at all staff who are not required to take ethics under AB 1234.

AB 1234 ETHICS TRAINING

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

- a. The Board of Supervisors.
- b. The members of all County boards, committees, and commissions who receive per diem under the Salary Resolution.
- c. The members of all County boards, committees, and commissions who receive reimbursement for expenses under the Salary Resolution.
- d. All elected County officers.
- e. The CAO and all appointed department heads.
- f. Any other designated County employees, such as Assistant Directors as identified by the Department Head/Human Resources/appointing authority.

County Human Resources shall inform the Board of Supervisors, the CAO, and all County department heads of the ethics training required under AB 1234 within 30 days of their expiring training compliance, and of the process for completing the training. County Human Resources will reach out to any new covered County officials on or about their respective service commencement

dates, and inform them that they shall receive their first ethics training required under AB 1234 by no later than one year from their first day of service. 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 Office of the Attorney General 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 County Human Resources.

Upon request, County Counsel may approve other forms of AB 1234 ethics training completed through outside entities. Certification of completion will be required.

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:

- a. All records for members who have completed the designated training shall be kept in the office of Human Resources

COUNTY ETHICS TRAINING

All San Joaquin County employees are required to participate in the County facilitated ethics training. This training will be conducted through a pre-recorded video and must be taken one time by all staff regardless of employment status. Full-time, temporary and seasonal staff are required to take this course. Staff are required to watch the video in its entirety and read the supplemental Code of Ethics policy. Completion of the training require:

- a. View the [San Joaquin County Employee Ethics](#) video on [sjcengage.com](#)
- b. Read through the supplemental document [Code of Ethics Policy](#) in its entirety
- c. Complete and sign the [Training Acknowledgment Form](#) certifying that the video was reviewed, the policy was read, and there is an agreement to abide by the rules as outlined in the training
- d. Email signed and completed [Training Acknowledgment Form](#) to sjcengage@sjgov.org for appropriate credit to employee's PeopleSoft training record