

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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Policy:

Board policy regarding ethics training. Government Code section 53235 mandates that if a local agency provides any type of compensation for actual and necessary expenses incurred in the performance of official duties to a member of a legislative body, then all local agency officials must receive two hours of mandatory ethic training every two years. Ethical conduct in public service is of utmost importance to the County and the training discussed in this policy and Government Code section 53235 is to be a minimum requirement.

- a. The following individuals shall receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years:
 1. Each member of the Board of Supervisors
 2. All elected County officials, including but not limited to Auditor-Controller, Assessor-County Clerk-Recorder, District Attorney, Sheriff-Coroner-Public Administrator, and Treasurer-Tax Collector.
 3. Any member of a County legislative body authorized to receive any type of compensation, salary, stipend or reimbursement for actual and necessary expense incurred in the performance of his or her official duties. "Legislative body" includes any County commission, committee, board, or other body of the County, whether permanent or temporary, decision making or advisory, created by charter, ordinance, resolution, or formal action of the Board of Supervisors.
 4. Any employee designated by the Board of Supervisors to receive the ethics training specified under this policy.

- b. "Ethics laws" include, but are not limited to, the following:
 1. Laws relating to personal financial gain by public servants.
 2. Laws relating to claiming perquisites of office such as laws regarding gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
 3. Government transparency laws including, but not limited to, financial interest disclosure requirements and open government laws.
 4. Laws relating to fair processes.

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<p>c. "Ethics principles" should include discussion about the manner in which values such as trustworthiness, respect, fairness and responsibility promote public trust in government. It should also include the importance of avoiding even the appearance of impropriety.</p> <p>d. Each individual listed in Section (a) in service as of January 1, 2006, except for individuals whose term of office ends before January 9, 2007, shall receive ethics training before January 1, 2007. Thereafter, each listed individual shall receive ethics training at least once every two years.</p> <p>e. Each individual listed in Section (a) who commences service on or after January 1, 2006, shall receive ethics training no later than one year from the first day of service with the County. Thereafter, each listed individual shall receive ethics training at least once every two years.</p> <p>f. Each individual listed in Section (a) who serves on more than one local agency, board, committee, or commission shall satisfy the requirements of this article once every two years without regard to the number of local agencies, boards, committees or commissions with which he or she serves.</p> <p>g. Upon completion of the required ethics training, each individual listed in Section (a) shall provide proof of their participation in the ethics training. Copies of these certificates must be provided to the Clerk of the Board.</p> <p>h. The Clerk of the Board shall maintain records indicating both of the following:</p> <ol style="list-style-type: none">1. The dates that each individual listed in Section (a) satisfied the ethics training requirement; and2. The entity that provided the training. <p>i. Notwithstanding any other provision of law, the Clerk of the Board shall maintain these records for at least five years after the individuals listed in Section (a) receive the ethics training. These records are public records subject to disclosure under the California Public Records Act.</p> <p>j. The Clerk of the Board shall prepare, maintain and update a master list of all individuals that come under Section (a) listed above that are required to complete the Ethics Training in accordance with this policy and Government Code section 53234 et seq.</p>		

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- k. Upon appointment or election, each individual that comes under Section (a) shall be provided with a written notice from the Clerk of the Board within ninety (90) days of appointment or election advising of the ethics training requirement. This notice shall be in addition to the notice in Section (l).
- l. The Clerk of the Board shall prepare and provide each individual listed in Section (a) with a written notice listing options for satisfying the ethics training requirement at least once a year. Such notice shall be issued no later than September 1 of each year.
- m. The Clerk of the Board shall consult with County Counsel each year, no later than August 1, to determine the available ethics training options that satisfy the requirements of Government Code section 53234 et seq., as well as evaluate whether any new or additional County legislative bodies are subject to the ethics training.
- n. The Clerk of the Board shall prepare and maintain a list of all individuals that come under Section (a) who have complied and not complied with the ethics training.
- o. Nothing in this policy shall supersede, limit or alter Board Policy A-21.

Reference:

Minute Order 3.18 of 11/20/2007