

PROHIBITED CONDUCT

Policy # **1100**
Original Effective Date: 01/15/2020
Revision Date: 11/03/2022
Type of Policy: BOARD DISTRICT FIRE PARKS

POLICY

1100.1 Cosumnes Community Services District (“District”) personnel are expected to uphold the highest standards of ethical conduct and should always avoid even the appearance of impropriety.

PURPOSE AND SCOPE

1100.2 District personnel are in positions of authority in decision making and spending of public funds. In recognition of this responsibility this policy further clarifies prohibited conduct.

1100.3 This policy applies to all District elected officials, executives, employees, interns, volunteers, contractors, vendors, suppliers, and other persons who contract with the District.

APPLICATION / PROCEDURE

1100.4 Definitions
a. None

1100.5 The following conduct is expressly prohibited:

- a. District personnel shall not use their employment in any way to obtain financial gain or avoid financial detriment for the employee, their household or family members or for any business, not-for-profit organization, or other separate legal entity, which the employee or a member of the employee’s household or family is associated.
- b. District personnel shall not award business to a member of their household or family regardless of the mechanism used to provide that business. This prohibition includes the use of limited purchase orders or procurement cards to provide business to a household or family member.
- c. District personnel shall not take any official action, the effect of which would be to the employee’s private financial gain or loss, without first notifying their Department Head and immediate supervisor in writing of the actual or potential conflict of interest and obtaining approval prior to taking such action. Nor shall an employee allow the purchase by the District of any goods and services from a business with which the employee is associated, except when the purchase is expressly authorized by Board action.

- d. District personnel shall not solicit private business from fellow District personnel or from citizens while on duty and/or in uniform or otherwise readily identifiable as a District personnel, such as while in a District vehicle.
- e. District personnel shall not use information received because of District employment for private gain or to avoid financial detriment if the information is confidential or not readily available to the public. Information that is public may not be readily available to the public if a special request is required to obtain the information or, special knowledge, such as that acquired as a District personnel, is needed to take advantage of the information.
- f. No employee may solicit or receive any gift in anticipation of official action to be taken by the employee in the course of employment.
- g. Receipt of gifts by District personnel is restricted by state law and District policy. See Policy 3220 Awards, Gifts, Prizes, and Promotional Items.
- h. No employee may directly supervise an employee who is a member of their household, an immediate family member, or an employee with whom they are romantically involved. It shall be the responsibility of the supervisor or manager to promptly disclose, in writing, the existence of the relationship to the Director of Human Resources in order to resolve the conflict.

REFERENCES

1100.6 District Policy, Awards, Gifts, Prizes, and Promotional Items (3220)