

# CITY OF VICTORVILLE COUNCIL POLICY

<b>SUBJECT:</b>  Ethics and Anti-Fraud Policy	<b>POLICY NO:</b>  CP-09-04
	<b>DATE:</b>  September 15, 2009
City Employees, official (elected and appointed) and staff consultants	

## POLICY

### **Purpose**

City employees, officials (elected and appointed), and staff consultants are expected to discharge their duties conscientiously and to conduct themselves in a manner, which will reflect favorably upon the City.

No official, consultant, or employee shall accept any gift, favor, entertainment or thing of value from any competitor, customer, client, or supplier that may tend to influence such employee in the discharge of the employee's duties, or grant in the discharge of duty an improper favor, service, or thing of value.

Officials, consultants, and employees shall refrain from any use of their position which is motivated by the desire for private gain for themselves or other persons, including serving as an employee, officer, director, or consultant with or on behalf of a competitor or supplier of materials or services; or holding or acquiring any financial interest in the business of any competitor or supplier. They must conduct themselves in such a manner that there is no suggestion of the extracting of private advantage from their employment with the City.

No City official, employee or consultant shall conduct political activities using City time, or resources such as computers, phones, internet, copiers, vehicles, etc.

Officials, consultants and employees shall not use their positions in any way to coerce, or give the appearance of coercing, another person to provide any financial benefit to themselves or to other persons. They shall not accept or offer bribes, kickbacks, payoffs, or other improper incentives or payments to obtain, influence, and/or maintain any transaction or relationship.

Fraud and misuse of the City of Victorville assets are prohibited. Examples of fraud and misuse of City assets include but are not limited to:

- A. Embezzlement
- B. Misappropriation, misapplication, destruction, removal, or concealment of City of Victorville property.
- C. Alteration or falsification of documents.
- D. Theft of any asset (money, tangible property, etc.)
- E. Authorizing or receiving compensation for goods not received or services not performed.
- F. Authorizing or receiving compensation for hours not worked.
- G. Obtaining an unjust advantage by misusing information gained during the course of employment or service as an elected official with the City of Victorville.
- H. Unlawful use of City computers, vehicles, internet, telephones and other property services.
- I. Using receipts obtained during service to the City for private use.

Officials, consultants and employee shall avoid any action which might result in giving preferential treatment to any organization or person; losing his/her independence or impartiality of action; or affecting adversely the confidence of the public in the integrity of the City.

An official, consultant or employee who witnesses another employee engaging in an unlawful act on the job shall report that employee to his/her supervisor.

### **Reporting Procedures**

The City Manager or designee shall serve as the Responsible Officer and immediately act upon receipt of information relating to fraudulent or corrupt behavior.

Any disciplinary action taken against an employee will be conducted in accordance with the City's Disciplinary Policy, and disciplinary action taken against a consultant can result in termination of the consultant's contract. Any substantiated allegations of fraud or corruption involving an appointed or elected official shall be submitted to the City Council and/or appropriate law enforcement officials, such as the District Attorney Public Integrity Unit and/or California Attorney General.