



Fresno County Board of Supervisors

ADMINISTRATIVE POLICY

NUMBER 1

Code of Ethics and Conflict of Interest

Effective Date: May 15, 1990

Revision Date: November 4, 2025

POLICY STATEMENT

The Board of Supervisors and all County employees, including elected officials, classified and unclassified personnel should:

PUT loyalty to the highest moral principles and to country above loyalty to persons, party, or government department.

UPHOLD the Constitution, laws, and legal regulations of the United States and all governments therein and never be a party to their evasion.

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.

SEEK to find and employ more efficient and economical ways of getting tasks accomplished.

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 or thing 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.

- A. It is the policy of the Board that any doubts about the propriety of accepting a particular gratuity should be resolved by the refusal of the gratuity.
- B. The Board of Supervisors, elected officials, and County officers and employees must report all gifts and gratuities as required by State law.

MAKE no private promise of any kind binding upon the duties of 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, which 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 making private profit.

EXPOSE corruption wherever discovered.

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

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

BOARD AND MANAGEMENT RESPONSIBILITIES

Chairman of the Board of Supervisors and County Administrative Officer

The Chairman of the Board of Supervisors, who is responsible for the orderly conduct of all official Board meetings, shall model and adhere to these policies, and require all persons participating in any Board room discussion; including Board members, staff and citizens, to act in a courteous, respectful and professional manner.

The Chairman of the Board of Supervisors and the County Administrative Officer (CAO) are to consult if either believes an issue exists and corrective action needs to be taken regarding the requirements of this policy.

County Administrative Officer and Department Heads

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

The CAO is responsible for developing a Management Directive to ensure compliance with this policy and State law, including without limitation by listing the County officials and employees who are required to complete ethics and conflict of interest training and to make required reporting.

County Counsel

County Counsel shall be available to answer questions from both Board members and employees regarding conflict-of-interest provisions under State law, the County Charter, and County ordinances and policies. The County Counsel provides guidance to employees only in the employee's official capacity as County staff, specifically regarding potential conflicts that may impact their ability to perform their duties legally, and not with respect to any personal liability or penalty that may be incurred under State or Federal conflict-of-interest laws. The County Counsel's Office's client is the County of Fresno, and the provision of information or answers to questions by the County Counsel in these circumstances does NOT create an attorney-client relationship with any employee as an individual separate from the employee's official capacity with the County. Under California State law, advice of legal counsel is not a defense to a violation of the provisions of Government Code § 1090, et seq. or the Political Reform Act (Government Code § 81000, et seq.), so employees involved in public contracting or payments should remain informed and cautious.

Director of Human Resources

The Director of Human Resources shall provide copies of all County policies and regulations regarding conflict of interest to all department heads and new employees upon their employment, and shall prescribe the manner for completing ethics and conflict of interest

training and required reporting, as referenced in CAO Management Directive, Chapter 100.