

**CITY OF ST. PETERSBURG ADMINISTRATIVE POLICY**

**#010405**

**SUBJECT: Code of Ethics for City Employees      APPROVAL: Tish Elston, City Administrator**

**EFFECTIVE DATE: 6/1/04**

**REPLACES POLICY DATED: 5/17/99**

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**Synopsis:** City employees and officers must act in a completely trustworthy manner and avoid even the appearance of a conflict of interest if they are to gain and keep public confidence. In addition, Florida Statute 112.313 establishes a mandatory Code of Conduct for public employees and officers. Employees should contact the Legal Department if they have any questions whatsoever about the propriety of any contemplated action prior to such action being undertaken.

**Policy:**

1. No City officer or employee shall solicit or accept anything of value to the recipient such as a gift (including holiday gifts), favors, loans, rewards, promises of future employment, preferred service, benefit, or concession that would reasonably tend to improperly influence him or her in the discharge of their official duties or give the appearance of improperly influencing him or her.
2. No City officer or employee shall use or attempt to use his or her position, or any property or resource under their care or trust, or perform their duties to secure special privileges, benefits, or exemptions for themselves or others, except as may be provided by policy and/or law.
3. No City officer or employee shall accept employment or engage in any business or professional activity which he or she might reasonably expect would require or induce them to disclose confidential information acquired by them by reason of their official position.
4. No City officer or employee shall disclose or use information not available to members of the general public and gained by reason of his or her official position for their personal gain or benefit or the personal gain or benefit of any other person or business entity.
5. No City officer or employee shall transact, or solicit to transact, any business in his or her official capacity with any business entity of which either they, their spouse, or their child is an officer, director, agent, or member, or in which either they, their spouse, or their child owns a financial interest, or otherwise has any material interest therein, nor shall a City officer or employee, acting in a private capacity, transact or solicit to transact any business with the City or its various departments.
6. No City officer or employee shall have personal investments in any enterprise which would reasonably create a conflict between his or her private interests and the public interest.
7. No City officer or employee, their spouse, or their minor child shall, at any time, accept any compensation, payment, or thing of value when such officer or employee knows or, with the exercise of reasonable judgment should know, that it was given to influence a vote or other action in which the officer or employee was expected to participate in their official capacity.

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8. No City officer or employee shall have or hold any employment or contractual relationship with any business entity or agency which is subject to the regulation of any part of the City in which the employee has authority or responsibility.
9. No City officer or employee shall have or hold any employment or contractual relationship that will create any nature of conflict between his or her personal interests and the performance of his or her City duties, or that would in any way impede the full and faithful discharge of their City duties.
10. No City officer or employee shall have any interest, financial or otherwise, in any business transaction or professional activity which is in conflict with the proper discharge of his or her duties in the public interest.
11. Certain City officers and employees are required to file financial disclosure forms under State law. Where required, officers and employees are required to file such disclosure forms in a timely and accurate manner.
12. Any administrative management employee whose spouse, child, or other member of his/her immediate household is employed in an occupation related to the employee's City position, or is employed in an occupation subject to regulation by the City (other than obtaining an occupational license) shall file with the Human Resources Department a Disclosure of Family Member Employment Form at the time of appointment to the management position, or when the family member becomes employed. Following review by Human Resources, a copy of the form will be forwarded to the Purchasing, Engineering or Finance Departments, as applicable, for their review and files.
13. Any employee who is uncertain about the propriety of either accepting an offered gift or entering into a contemplated business investment or relationship should contact the Legal Department for guidance. Alternatively, employees may document the full circumstances of the action being contemplated and request a formal opinion from the State of Florida Commission on Ethics in Tallahassee, Florida. In such cases, copies of the request and resulting opinion(s) should be provided to the employee's department director and the Human Resources Director prior to engaging in the activity in question.