

County Administrators' Code of Ethics

Ethical Provisions

1. CAOs shall at all times serve the public, beyond serving oneself.
2. CAOs shall respect the laws that define the responsibilities of public agencies, employees and all citizens and the constitutional principles of equality and fairness.
3. CAOs shall demonstrate the highest standards of personal integrity in all activities related to salaries in order to inspire public confidence and trust. This includes a commitment to:
 - a. Maintain truthfulness and honesty and to not compromise them for advancement, honor or personal gain.
 - b. Zealously guard against conflict of interest or its appearance including improper outside employment, misuse of public resources or acceptance of gifts.
 - c. Promote accountability through appropriate controls and procedures.
 - d. Shall not have a financial interest in any public contract approved or deliberated upon in their official capacity.
4. Appointment Commitment: Individuals who accept an appointment to a position should not fail to report for that position. Oral acceptance of an employment offer is considered binding unless the employer makes fundamental changes in terms of employment.
5. Length of Tenure: A minimum of two years is generally considered necessary in order to render a professional service to the county. A short tenure should be the exception. Under special circumstances, it may be in the best interests of the local government and the CAO to separate in a shorter time.
6. It is the responsibility of an applicant for a position to ascertain conditions of appointment. Inadequately determining terms of employment prior to arrival does not justify premature termination.
7. Adherence to the International City and County Management Association and American Society of Public Administration Code of Ethics is encouraged.

SOURCE: County Administrative Officers' Association of California, 2012