

Administrative Policy: \_\_\_\_\_

**TO:** All Staff  
**FROM:** Richard Reade, Town Manager  
**SUBJECT:** Palm Beach County Ethics Training  
**Date:** \*\*\*

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The purpose of this Administrative Policy \_\_\_\_\_ is to revise the Palm Beach County Ethics training guidelines for all Town of Lake Park employees and elected officials.

**POLICY:**

*According to the Palm Beach County Code of Ethics Section 2-446(a) **Ethics Training:** “Officials and employees, as public servants, are considered stewards of the public trust and should aspire to the highest level of integrity and character. Officials and employees shall be informed of their ethical responsibilities at the start of their public service, and shall receive updates and training materials on ethics issues throughout the span of their public service. The county administrator or municipal administrator as applicable shall establish by policy a mandatory training schedule for all officials and employees which shall include mandatory periodic follow-up sessions. This policy may also address ethics training for entities that receive county or municipal funds as applicable.”*

**Procedure:**

1. All Town officials (elected and appointed) must participate in the initial Palm Beach County ethics training within sixty (60) days of taking office upon election, re-election, appointment or re-appointment.
2. All Town employees must participate in the initial Palm Beach County ethics training within thirty (30) days of their employment with the Town.
3. After the initial ethics training, periodic mandatory follow-up retraining is required for all Town employees every two (2) years, with the second year being designated as the cycle year. Such retraining shall consist of reading the Palm Beach County Code of Ethics and participating in in-person ethics retraining conducted by Palm Beach County Commission on Ethics staff.
4. Such retraining must take place ~~between the dates of July 20<sup>th</sup> and September 20<sup>th</sup>~~ during the cycle year.

5. After completing the initial training, retraining, and after having read the Palm Beach County Code of Ethics, all Town officials and employees shall complete the approved Palm Beach County Code of Ethics Training Acknowledgment form.
6. The Human Resources ~~Director~~ Manager is responsible for the coordination of all mandated Palm Beach County Commission on Ethics training and compliance audits pertaining to Town employees, and shall maintain all completed training acknowledgment forms completed by Town employees.
7. The Town Clerk is responsible for the coordination of all mandated Palm Beach County Commission on Ethics training and compliance audits pertaining to Town officials (elected and appointed) and shall maintain all completed training acknowledgment forms completed by Town officials.

This Administrative Policy is effective immediately.

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Town Manager

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Date